

**Meeting #:** 2020-02  
**Date:** Monday, January 27, 2020, 7:00 PM  
**Location:** City Hall, Council Chambers, 360 Pitt Street, Cornwall, Ontario, K6J 3P9  
**Chair:** Bernadette Clement, Mayor  
**Prepared By:** Manon L. Levesque, City Clerk

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Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of  
Monday, January 27, 2020**

Motion to move into a Closed Meeting at 5:00 p.m. to address matters pertaining to Section 239 (2) and (3.1) of the Municipal Act, 2001.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

**Item #1, Sale of Land, Report 2020-249-PDR**

a) the security of the property of the municipality or local board

**Item #2, Litigation, Report 2020-274-IMW**

e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

**Item #3, Cornwall Harbour Development Corporation, Report 2020-202-  
CAO**

k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**Moment of Personal Reflection**

Réflexion personnelle

**National Anthem**

Hymne national

## **Acting Mayor**

The Acting Mayor for this month is Councillor Syd Gardiner.

## **Opening**

Ouverture

We acknowledge that we are gathering on the traditional territory of the Mohawk people of Akwesasne.

## **Roll Call**

Appel nominal

## **Additions, Deletions or Amendments**

Ajouts, retraites ou modifications

All matters listed under General Consent, save and except “Delegations” are considered to be routine and will be enacted by one motion. Should a Council Member wish an alternative action from the proposed recommendation, the Council Member shall request that this matter be moved to “Communications” at this time.

## **Adoption of Agenda**

Ratification de l'Ordre du jour

The following Agenda is being presented for adoption as presented / amended.

## **Disclosures of Interest**

Déclarations d'intérêts pécuniaires

## **Committee of the Whole**

Séance de commission étendue à la chambre entire

We will now go into Committee of the Whole and that all Minutes, Presentations, Delegations, Consent/Correspondence, Resolutions, Reports and By-laws shall be considered and referred to that Committee.

## **Adoption of Minutes**

## Ratification des procès-verbaux

The following Minutes are being presented for adoption:

Monday, January 13, 2020

## **Presentations**

Présentations

- |             |   |           |
|-------------|---|-----------|
| <b>12.1</b> | <b>Business Plan for Fire Station and Training Centre by Colliers Project Leaders, 2020-213-Fire Services</b> | <b>12</b> |
|-------------|---|-----------|

## **Delegations**

Délégations

## **Consent/Correspondence**

Consentement et correspondance

- |             |  |           |
|-------------|--|-----------|
| <b>14.1</b> | <b>Proclamation – Black History Month, 2020-258-Corporate Services</b> | <b>22</b> |
|-------------|--|-----------|

Action Recommended

That Council proclaim the month of February, 2020, as "Black History Month" in the City of Cornwall.

- |             |  |           |
|-------------|--|-----------|
| <b>14.2</b> | <b>January PAC 47 Cumberland 237 Water E 108 Pitt, 2020-257-Planning, Development and Recreation</b> | <b>26</b> |
|-------------|--|-----------|

Action Recommended

That Council approve the following items:

- a. JF Markell Homes at 47 Cumberland for

Program 1 – HOTC Rehabilitation & Redevelopment Grant in the amount of \$46,548

- a. Fu Kuei Investments at 237 Water St E for

Program 1 – HOTC Rehabilitation & Redevelopment Grant in the amount of \$70,290

- a. Chris Munro at 108 Pitt St for

Program 2 – Building Restoration & Improvement Program in the amount of \$2,950

<b>14.3</b>	<b>RFP Terms of Reference for Lemay Street Extension and Roundabout Design, 2020-235-Financial Services</b>	<b>29</b>
	Action Recommended That Council receive report 2020-235-Financial Services.	
<b>14.4</b>	<b>RFP Terms of Reference for Nick Kaneb Drive Extension, 2020-236-Financial Services</b>	<b>88</b>
	Action Recommended That Council receive report 2020-236-Financial Services.	
<b>14.5</b>	<b>Fourth Quarter Non-Competitive Procurement Report 2019, 2020-238-Financial Services</b>	<b>136</b>
	Action Recommended That Council receive the Fourth Quarter Non-Competitive Procurement Report for the period ending December 31, 2019.	

## **Resolutions / Business Arising from Notice of Motion**

**To be considered by separate motion.**

Résolutions et affaires émanant des avis de motions / Pour être considéré par une motion séparé.

<b>15.1</b>	<b>AFMO – Hosting 2020 Annual Conference, 2020-262-Corporate Services</b>	<b>140</b>
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## **Unfinished Business Reports**

Rapports des affaires incompletes

## **Communications and Reports**

Communications et rapports

<b>17.1</b>	<b>Medical Scholarship Loan Agreement, Julie Crevier, 2020-253-Planning, Development and Recreation</b>	<b>142</b>
	Action Recommended That Council approve Julie Crevier as the 2020 Medical Scholarship Loan Program recipient.	
<b>17.2</b>	<b>Municipal Grants Fund Program Review, 2020-234-Financial</b>	<b>150</b>



## **Services**

### **Action Recommended**

That Council approve the following:

- a) Municipal Grants Program Policy;
- b) Municipal Grants Review Committee - Terms of Reference;
- c) Municipal Grants Guidelines; and
- d) Community Partnership Program Policy.

And, that Council, upon approval of the above:

- a) Open the application period on February 10, 2020 and close the application period on March 9, 2020, for the year 2020, and
- b) Form a Municipal Grants Review Committee pursuant to the Municipal Grants Review Committee – Terms of Reference.

## **17.3 Draft Smoking By-law, 2020-255-Planning, Development and Recreation 176**

### **Action Recommended**

That Council direct Administration to bring the draft Smoking By-law back to Council for approval at the February 10th Council meeting.

## **Tenders and Requests for Proposals**

Soumissions et demandes de propositions

## **New Business**

Nouvelles affaires

## **Passing of By-laws**

Adoption des règlements municipaux

By-laws 2020-016 to 2020-033 inclusive, listed on the Agenda, are being presented to Council for adoption.

20.1	2020-016 By-law to amend By-law 2018-100 Tommy Sauve, 2020-265-Infrastructure and Municipal Works	188
20.2	2020-017 By-law to amend 2018-101 Joel Lemire, 2020-266-Infrastructure and Municipal Works	191
20.3	2020-018 By-law to repeal 2018-102 Pierre Emond, 2020-268-	194

## **Infrastructure and Municipal Works**

<b>20.4</b>	<b>2020-019 By-law to amend By-law 2018-103 Todd Lalonde, 2020-269-Infrastructure and Municipal Works</b>	<b>197</b>
<b>20.5</b>	<b>2020-020 By-law to amend By-law 2018-104 Gilles Leger, 2020-270-Infrastructure and Municipal Works</b>	<b>200</b>
<b>20.6</b>	<b>2020-021 By-law to amend By-law 2018-105 Sylvain Leblanc, 2020-271-Infrastructure and Municipal Works</b>	<b>203</b>
<b>20.7</b>	<b>2020-022 By-law Annual Renewal of Service Contracts for Early Years Service Providers, 2020-207-Social and Housing Services</b>	<b>206</b>
<b>20.8</b>	<b>2020-023 By-law Medical Recruitment Assistance to Dr. Zaid, 2020-250-Planning, Development and Recreation, 2020-251-Planning, Development and Recreation</b>	<b>208</b>
<b>20.9</b>	<b>2020-024 By-Law Medical Scholarship Agreement with Julie Crevier, 2020-252-Planning, Development and Recreation</b>	<b>211</b>
<b>20.10</b>	<b>2020-025 By-law to Authorize Sale on Balmoral Avenue, 2020-239-Financial Services</b>	<b>214</b>
<b>20.11</b>	<b>2020-026 B-law Funding Agreement with FCM, 2020-272-Infrastructure and Municipal Works, 2020-279-Infrastructure and Municipal Works</b>	<b>216</b>
<b>20.12</b>	<b>2020-027 By-law Transfer Payment Agreement with Minister of Community Safety, 2020-237-Financial Services</b>	<b>223</b>
<b>20.13</b>	<b>2020-028 By-law Lease Agreement with Cedar Rapids, 2020-254-Planning, Development and Recreation</b>	<b>226</b>
<b>20.14</b>	<b>2020-029 By-Law to appoint a Deputy Chief Building Official, 2020-248-Planning, Development and Recreation</b>	<b>229</b>
<b>20.15</b>	<b>2020-030 St. Lawrence Seaway Management Lease, 2020-258-Planning, Development and Recreation</b>	<b>232</b>
<b>20.16</b>	<b>2020-031 By-law HOTC 108 Pitt , 2020-259-Planning, Development and Recreation, 2020-260-Planning, Development and Recreation</b>	<b>235</b>
<b>20.17</b>	<b>2020-032 By-law HOTC 237 Water E 47 Cumberland Prog 1 ,</b>	<b>241</b>

**2020-262-Planning, Development and Recreation, 2020-264-  
Planning, Development and Recreation**

- 20.18     2020-033 By-law Knox City Centre - 2020-261-PDR, 2020-261-  
Planning, Development and Recreation, 2020-263-Planning,  
Development and Recreation** **245**

**Reports from Standing / Special Committees of Council**

Rapports des comités du Conseil

**Notice of Motion**

Avis de motion

**Pending Business Listing**

Liste des dossiers incomplets

The Pending Business Listing of Monday, January 27, 2020, is being presented to Council to receive.

- 23.1     Unfinished Business Listing for January 27, 2020, 2020-256-  
Corporate Services** **248**

Action Recommended

That Council receive the Unfinished Business Listing for January 27, 2020.

**Confirming By-law**

Règlement municipal de ratification

By-law 2020-034, being a By-law to confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday, January 27, 2020, is being presented to Council for adoption.

- 24.1     2020-034 Confirming By-law for the Meeting of January 27, 2020,  
2020-259-Corporate Services** **251**

**Adjournment**

Ajournement

- The next special public Meetings of Council will be held on Monday, February 3, Tuesday, February 4 and Wednesday,

February 4, 2020 to deal with the 2020 Budget.

- The next regular public meeting of Council will be held on Monday, February 10, 2020.



## **Minutes**

### **Cornwall City Council**

Meeting #: 2020-01  
Date: Monday, January 13, 2020, 7:00 PM  
Location: Council Chambers  
Chair: Bernadette Clement, Mayor  
Prepared By: Debbie Caskenette, Deputy Clerk

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**Attendance Committee Members:** Bernadette Clement, Mayor  
Claude E. McIntosh, Councillor  
Elaine MacDonald, Councillor  
Syd Gardiner, Councillor  
Dean Hollingsworth, Councillor  
Carilyne Hébert, Councillor  
Maurice Dupelle, Councillor  
Glen Grant, Councillor  
Todd Bennett, Councillor  
Justin Towndale, Councillor

**Regrets:** Eric Bergeron, Councillor

**Attendance Administration:** Maureen Adams, CAO  
Manon L. Levesque, City Clerk  
Debbie Caskenette, Deputy Clerk  
Geoffrey Clarke, General Manager, Corporate Services  
Mark A. Boileau, General Manager, Planning, Development and Recreation  
Tracey Bailey, General Manager, Financial Services  
Bill Lister, EMS Chief  
Pierre Voisine, Fire Chief  
Stacey Ferguson, Administrator, Social and Housing Services  
Michael Fawthrop, Division Manager, Infrastructure Planning  
Bob Peters, Manager, Economic Development  
Carl Goodwin, Division Manager, Environmental Services  
Danielle Watson, Supervisor, Waste Management  
Emma Meldrum, Public Information Coordinator  
Amy Malyon, Tourism Coordinator

**1. In-Camera Session / Rise and Report from the In-Camera Meeting of Monday, January 13, 2020.**

Item #1, Sale of Land, Report #2020-231-Financial Services

Action Taken: Council provided direction to Administration.

Item #2, Acquisition of Land, Report #2020-242-Infrastructure and Municipal Works

Action Taken: Council provided direction to Administration

Item #3, Surplus Land, Report #2020-246-Infrastructure and Municipal Works

Action Taken: Council provided direction to Administration

Item #4, Property Acquisition, Report #2020-243-Infrastructure and Municipal Works

Action Taken: Council provided direction to Administration

Item #5, Existing Contract, Report #2020-226-Financial Services

Action Taken: Council received Report 2020-226-Financial Services

Item #6, Bargaining Update, Report 2020-255-Corporate Services

Action Taken: Council received Report 2020-255-Corporate Services

**2. Moment of Personal Reflection**

**3. National Anthem**

**4. Acting Mayor**

**5. Opening**

The Mayor acknowledged that we gather on the traditional territory of the Mohawk people of Akwesasne.

**6. Roll Call**

**7. Additions, Deletions or Amendments**

1. Addition of New Business Item #1, Creation of Remote Worker Attraction Strategy.

2. Addition of New Business Item #2, Increase and Length of Public Council Meetings.

3. Addition of Explanatory Note to By-law 2020-002, Amend Parking Restrictions on Second St. W.
4. Addition of By-law 2020-011, Property Acquisition of 901 Marleau Avenue.
5. Addition of By-law 2020-012, By-law declaring property on Balmoral Avenue as surplus to the needs of the municipality.
6. Addition of By-law 2020-013, Property Acquisition for Nick Kaneb Drive Extension.
7. Addition of By-law 2020-014, By-law declaring property on McConnell Avenue at CNR Overpass as surplus to the needs of the municipality.
8. Amendment to the Confirming By-law from 2020-011 to 2020-015.

**8. Adoption of Agenda**

Moved By: Glen Grant, Councillor

Seconded By: Justin Towndale, Councillor

Motion to adopt the Agenda as amended.

Motion Carried

**9. Disclosure of Interest**

There were no Disclosures of Interest.

**10. Committee of the Whole**

Moved By: Syd Gardiner, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to go into Committee of the Whole and to consider and refer all Minutes, Presentations, Delegations, Consent/Correspondence, Resolutions, Reports and By-laws to that Committee.

Motion Carried

**11. Adoption of Minutes**

Moved By: Todd Bennett, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adopt the Minutes of December 9, 2019 as presented.

Motion Carried

**12. Presentations**

**1. Landfill Cost Accounting Analysis by Derek Ali P. Eng from DFA Infrastructure International, 2020-255-Infrastructure and Municipal Works**

Derek Aki, P.Eng from DFA Infrastructure International and Danielle Watson, Supervisor-Waste Management presented the findings and proposed recommendations of the Landfill Cost Accounting Analysis study.

Moved By: Todd Bennett, Councillor

Seconded By: Glen Grant, Councillor

Motion to receive the Cost of Service Report and presentation completed by DFA Infrastructure International Inc.

Motion Carried

**2. Tourism Development Corporation of Cornwall by Etienne Saint-Aubin, 2020-254-Corporate Services**

Etienne Saint-Aubin, Acting Chair provided an overview of the inaugural year of the Tourism Development Corporation of Cornwall.

Moved By: Glen Grant, Councillor

Seconded By: Justin Towndale, Councillor

Motion to receive Report 2020-254-Corporate Services.

Motion Carried

**13. Delegations**

There were no Delegations.

**14. Consent/Correspondence**

Moved By: Todd Bennett, Councillor

Seconded By: Justin Towndale, Councillor

Motion to approve all recommendations presented in the Consent portion of the Agenda of Monday, January 13, 2020.



Motion Carried

**1. Proclamation of Developmental Services Worker Month, 2020-250-Corporate Services**

Motion to proclaim the month of January, 2020, as "Developmental Services Worker Month" in the City of Cornwall.

**2. Proclamation of Heart Month, 2020-251-Corporate Services**

Motion to proclaim the month of February, 2020, as "Heart Month" in the City of Cornwall.

**3. Elected Officials Expense Statements for the Period of October 1, 2019 to November 30, 2019, 2020-229-Financial Services**

Motion to receive the Statement of Expenses for Elected Officials for the period October 1 to November 30, 2019.

**15. Resolutions / Business Arising from Notice of Motion**

There were no Notices of Motion.

**16. Unfinished Business Reports**

**1. Electoral System Review Public Consultation, 2020-249-Corporate Services**

Moved By: Maurice Dupelle, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to receive Report 2020-249-Corporate Services.

Motion Carried

Moved By: Todd Bennett, Councillor

Seconded By: Justin Towndale, Councillor

Motion to direct Administration to proceed with the public consultation on the Ward System and Council Composition.

**Recorded**

Bernadette Clement, Mayor

**For**

x

**Against**

**Abstain**

Claude E. McIntosh, Councillor		x	
Elaine MacDonald, Councillor	x		
Syd Gardiner, Councillor		x	
Dean Hollingsworth, Councillor		x	
Carilyne Hébert, Councillor	x		
Maurice Dupelle, Councillor	x		
Glen Grant, Councillor		x	
Todd Bennett, Councillor	x		
Justin Towndale, Councillor			
<b>Results</b>	<b>6</b>	<b>4</b>	<b>0</b>
		<b>Motion Carried (6-4)</b>	

## 17. Communications / Reports

### 1. Child Care Division Business Practice Guidelines for 2020, 2020-204-Social and Housing Services

Moved By: Maurice Dupelle, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to approve the 2020 Child Care Division Business Practice Guidelines for the distribution of Special Purpose, General Operating and Fee Subsidy Funding to Operators that have a service contract with the City of Cornwall as outlined in the background discussion of Report 2020-204-Social and Housing Services.

Motion Carried

### 2. Renewal of Service Agreements for early Years Programs for 2020, 2020-205-Social and Housing Services

Moved By: Syd Gardiner, Councillor

Seconded By: Maurice Dupelle, Councillor

Motion to authorize the renewal and the signing of new Agreements with the Early Years' Service Providers, including two EarlyON Child and Family Support Program Service Providers and one Special Needs Resource Service Provider, for 2020. That Council approve the process for distributing the 2020 allocations to the EarlyON and Special Needs

Resource Service Providers from the Child Care budget in accordance with the Child Care and Early Years Act, 2014.

Motion Carried

**3. ICIP – Green Infrastructure Funding Stream, 2020-250-Infrastructure and Municipal Works**

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

- a. Motion to endorse a submission of an application to the Investing in Canada Infrastructure (ICIP) – Green Infrastructure Funding Stream; and
- b. That the project submitted for the funding program shall be Phase 1 of the Pitt Street North Watermain Relining project.

Motion Carried

**18. Tenders and Requests for Proposals**

**1. 19-T70 Landfill Gas Flaring System, 2020-228-Financial Services**

Moved By: Justin Towndale, Councillor

Seconded By: Todd Bennett, Councillor

Motion to award Tender 19-T70 to Black & McDonald Limited, from Ottawa, Ontario, at the total bid price of \$1,557,714.93 (net cost to the Corporation - \$1,407,743.99) being the best bid meeting the tender specifications.

Motion Carried

**19. New Business**

**1. Creation of Remote Worker Attraction Strategy, 2020-06-Council Members**

Moved By: Justin Towndale, Councillor

Seconded By: Todd Bennett, Councillor

Motion that a report be prepared by the Economic Development Department containing a strategy to attract and retain remote workers and

the benefits to the community for the Council Meeting of February 24, 2020.

Motion Carried

**2. Increase and Length of Public Council Meetings**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Justin Towndale, Councillor

Motion to direct Administration to prepare a report outlining the process of holding 3 public meetings a month to be held on the first, second, and fourth Monday nights of the month and/or other options to assist Council Members to deal with the amount of material to be reviewed understanding that PAC meetings are scheduled on the third Monday of the month.

Motion Carried

**20. Passing of By-laws**

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to approve By-law 2020-001 and By-laws 2020-003 to 2020-014 inclusive as listed on the Agenda.

Motion Carried

Moved By: Claude E. McIntosh, Councillor

Seconded By: Glen Grant, Councillor

Motion to approve By-law 2020-002, By-law Amend Parking Restrictions on Second St. W.

Motion Carried

**1. 2020-001 By-law Brookdale Avenue North- CNR Crossing Agreement, 2020-247-Infrastructure and Municipal Works , 2020-248-Infrastructure and Municipal Works**

2. **2020-002 By-law Amend Parking Restrictions to Traffic and Parking By-law 069-89, 2020-253-Corporate Services, 2020-262-Infrastructure and Municipal Works**
3. **2020-003 By-law Assume Municipal Services Pinewood Forest , 2020-252-Infrastructure and Municipal Works, 2020-253-Infrastructure and Municipal Works**
4. **2020-004 By-law Short Term Lease Agreement with the Cornwall Square Heritage Fair Display, 2020-230-Financial Services**
5. **2020-005 By-Law Remove Agreement Cartwave Realty , 2020-241-Planning, Development and Recreation, 2020-247-Planning, Development and Recreation**
6. **2020-006 By-law to repeal By-Law 2019-108 Dr. Mohammad H. Mohammad-Shahi, 2020-237-Planning, Development and Recreation**
7. **2020-007 Marguerite d'Youville and Easton, 2020-232-Financial Services**
8. **2020-008 By-law East Ridge Phase 8 Subdivision Agreement, 2020-241-Infrastructure and Municipal Works, 2020-254-Infrastructure and Municipal Works**
9. **2020-009 By-law ICIP – Green Infrastructure Funding Stream, 2020-251-Infrastructure and Municipal Works**
10. **2020-010 By-law Renaissance, 106B-106 Walton, 2020-236-Planning, Development and Recreation, 2020-239-Planning, Development and Recreation**
11. **2020-011 901 Marleau Avenue - Property Acquisition - By-law, 2020-244-Infrastructure and Municipal Works**
12. **2020-012 A By-law to declare property as 'Surplus to the Needs of the Municipality', 2020-233-Financial Services**
13. **2020-013 Nick Kaneb Dr. Extension - Property Acquisition - By-law, 2020-245-Infrastructure and Municipal Works**
14. **2020-014 Surplus Property - McConnell Ave. at CNR Overpass, 2020-259-Infrastructure and Municipal Works**
21. **Reports from Standing / Special Committees of Council**

1. Councillor Elaine MacDonald spoke on the upcoming milestone, the review of the submissions for the design and drawings, for the proposed Arts and Cultural Centre.

2. Councillor Syd Gardiner announced that the Eastern Ontario Health Unit will be making a presentation to the Province and all advertising will be filtered through EOHU.

**22. Notice of Motion**

**1. AFMO - Hosting 2020 Annual Conference in Cornwall, 2020-248-Corporate Services**

**23. Pending Business Listing**

**1. Unfinished Business Listing for January 13, 2020, 2020-247-Corporate Services**

Moved By: Glen Grant, Councillor

Seconded By: Maurice Dupelle, Councillor

Motion to receive the Unfinished Business Listing for January 13, 2020.

Motion Carried

**24. Confirming By-law**

**1. 2020-015 Confirming By-law for the Meeting of January 13, 2020, 2020-252-Corporate Services**

Moved By: Elaine MacDonald, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to endorse By-law 2020-015, being a By-law to confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday, January 13, 2020.

Motion Carried

**25. Adjournment**

The next regular public meeting of Council will be held on Monday, January 27, 2020.

Moved By: Todd Bennett, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adjourn the meeting of Monday, January 13, 2020 at 10:00 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Bernadette Clement, Mayor



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Fire Services  
Report Number: 2020-213-Fire Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: January 27, 2020  
Subject: Business Plan for Fire Station and Training Centre by Colliers  
Project Leaders

**Purpose**

To present the Business Plan for the Cornwall Fire Station and Training Centre to Council.



Document Title:	Business Plan Fire Station and Training Centre by Colliers Project Leaders - 2020-213-Fire Services.docx
Attachments:	- Presentation Business Plan Fire Station and Training Centre.pdf
Final Approval Date:	Jan 22, 2020

This report and all of its attachments were approved and signed as outlined below:

**Pierre Voisine - Jan 22, 2020 - 1:33 PM**

**Maureen Adams - Jan 22, 2020 - 1:43 PM**

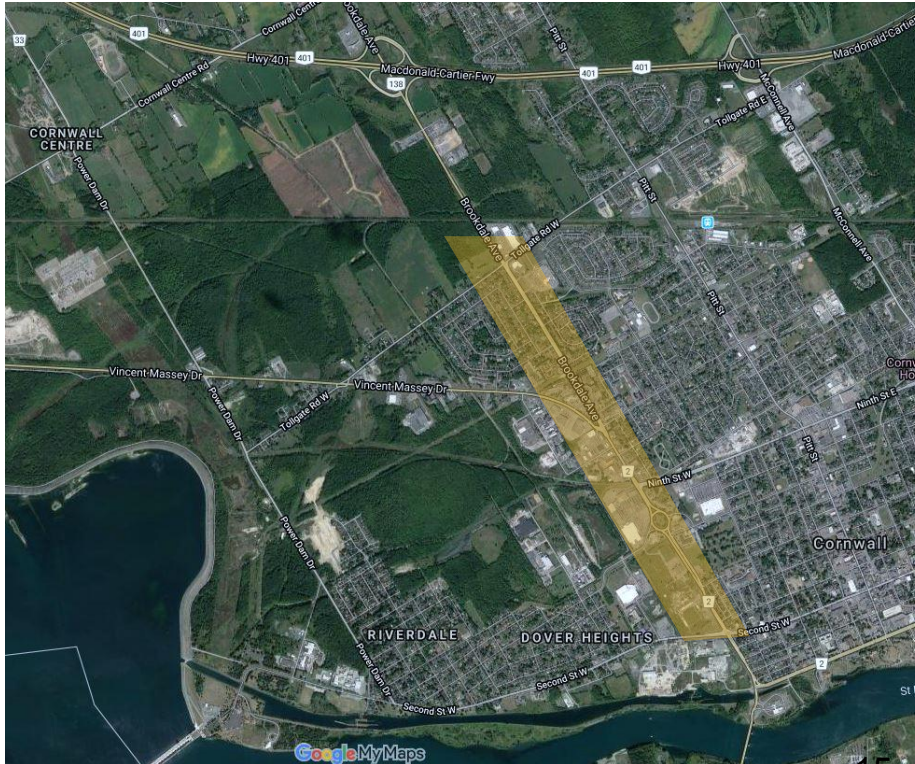
# Business Plan – Fire Station and Training Centre Council Meeting



27 January 2020  
820782-0075 (1.0)

# Business Plan – Fire Station and Training Centre

## Site Selection Analysis



- 7 sites along Brookdale Ave. corridor were considered
- 4 were shortlisted and analyzed
- One site was recommended as most suitable for the proposed Fire Station and Training Centre

# Business Plan – Fire Station and Training Centre

## Approach to Site Selection

### Qualitative + Quantitative

- Physical Factors
- Municipal Services & Zoning
- Connectivity
- Impact on External Entities
- Ownership Structure
- Move-in Time
- Real Estate Management
- Public Perception

- Development Cost
- Funding Sources, Costs
- Operating Expenses
- Operating Cost Savings
- Capital Expenditure
- Debt Service
- Net Present Value

# Business Plan – Fire Station and Training Centre

## Public Consultation



- In addition to the methodical approach a Public Consultation session was hosted to provide an overview of the project and seek feedback of the public.
- The session provided an overview of the development options, possible locations, advantages and disadvantages of options to the public.
- Public consultation session was attended by 36 residents of which 30 were fire fighters.
- Attendees indicated a strong preference for the location at the intersection of Brookdale Ave. and Toll Gate Rd.



# Business Plan – Fire Station and Training Centre

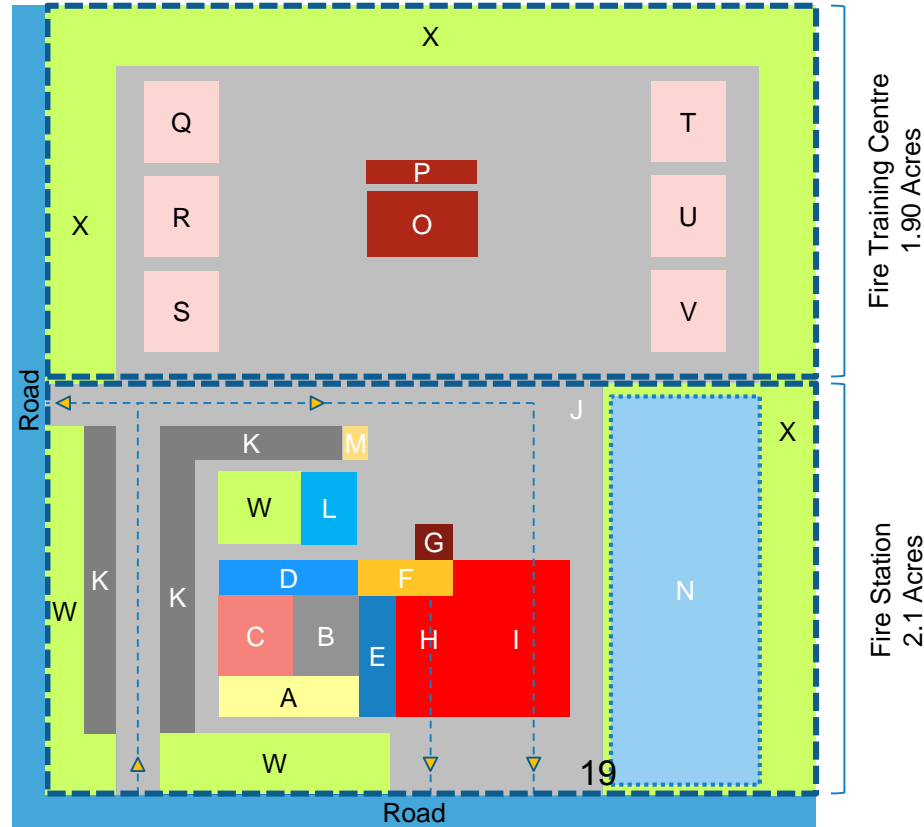
## Recommended Site



Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Corner site is located directly on the arterial road.</li> <li>• Alternate access from Toll Gt.</li> <li>• Does not abut dense residential / commercial properties</li> <li>• Sufficient land area (4+ acres)</li> <li>• Located within urban settlement boundary</li> <li>• Lower operating costs, savings on rent as it is an ownership option</li> </ul>	<ul style="list-style-type: none"> <li>• Privately owned, cost of acquisition</li> <li>• Residential / commercial areas in proximity</li> <li>• High upfront development costs (compared to lease)</li> <li>• This portion of the site does not currently have sanitary sewer services</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• Owner is willing to sell large parcel for marginal extra cost, paving the way for potential future expansion or colocation</li> <li>• Plenty of space for future expansion / co-development potential</li> <li>• Site will receive sanitary sewer servicing by summer of 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Potential opposition from residential neighbourhood across the road</li> <li>• Potential traffic congestion during peak hours</li> </ul>

# Business Plan – Fire Station and Training Centre

## Space Needs Analysis, Conceptual Site Plan



- A Entrance/Offices
- B Wash/Change
- C Meeting/Training
- D Staff Lounge/Dorms
- E Bunker Room
- F Hose Cleaning/SCBA
- G Hose Tower
- H Garage
- I Drive Through Garage
- J Asphalt Paving/Driveway
- K Car Parking
- L Power Back-up Generator
- M Garbage Bins
- N Future Expansion
- O Fire Fighter Survival Training Structure
- P Live Fire Training Structure
- Q LPG HazMat Training Area
- R General Training Props/Class A Storage Area
- S Auto Extrication Training Area
- T Vehicle Fire Training Area
- U Rubbish/Nuisance Fire Training Area
- V Pumper/Tanker operations/Water Supply
- W Landscaped Area
- X Landscape Buffer

# Business Plan – Fire Station and Training Centre

## Development Cost Estimate

Development Cost Components	\$
Land Acquisition*	1,500,000
Total Construction Costs - Fire Station**	6,529,480
Total Construction Costs - Training Centre**	680,559
FF&E - Fire Station	75,000
Construction Interest	184,147
Financing Fees	128,076
<b>Total Development Costs</b>	<b>9,097,262</b>

\* Actual cost is lower

\*\*Includes design and other soft costs



# Business Plan – Fire Station and Training Centre

## Wrap-up

# Thank You

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Corporate Services  
Division: Clerk's Division  
Report Number: [Report Number]  
Prepared By: Debbie Caskenette, Deputy Clerk  
Meeting Date: January 27, 2020  
Subject: Proclamation – Black History Month

**Purpose**

To proclaim the month of February, 2020, as "Black History Month" in the City of Cornwall.

**Recommendation**

That Council proclaim the month of February, 2020, as "Black History Month" in the City of Cornwall.

**Background / Discussion**

The Francophone Immigration Support Network of East Ontario (RSIFEO) is requesting that Council proclaim the month of February, 2020, as "Black History Month" in the City of Cornwall.

Document Title:	Proclamation - Black History Month - 2020-258-Corporate Services.docx
Attachments:	- Celebrating Black History Month 2020.pdf - CELEBRATION DU MOIS DE L'HISTOIRE DES NOIRS 2020 (vf) signé.pdf
Final Approval Date:	Jan 22, 2020

This report and all of its attachments were approved and signed as outlined below:

**Manon L. Levesque - Jan 22, 2020 - 1:31 PM**

**Maureen Adams - Jan 22, 2020 - 1:43 PM**



**RSIFEO**  
RÉSEAU DE SOUTIEN  
À L'IMMIGRATION FRANCOPHONE  
DE L'EST DE L'ONTARIO

**Ms. Manon Levesque**  
City Clerk  
Department of financial services/treasurer  
360 Pitt Street  
Cornwall Ontario K6H 3P9

**Regarding:** Celebrating Black History month, 2020 edition

Ms. Lévesque,

Every year, the Francophone Immigration Support Network of East Ontario (RSIFEO), in partnership with the Cornwall public library and the French Canadian association of Ontario, of Stormont Dundas and Glengarry (AFO SDG) as well as the International African Caribbean Canadian association of Eastern Ontario highlight the celebration of Black History month.

Therefore, the RSIFEO and its partners, would like to submit an application proclamation to the Municipal Council of Cornwall Proclaiming the month of February Black History month for 2020.

For many decades, the Federal government of Canada and the Provincial Government of Ontario and other numerous municipalities have joined in Celebration of Black History month every February.

Please consider this submission for review at your next Municipal Council meeting and confirm your decision.

We thank you for your precious collaboration for this occasion to commemorate an historic celebration.

For any additional information, do not hesitate to communicate with by E-Mail at [bertinobiang@cesoc.ca](mailto:bertinobiang@cesoc.ca)

Sincerely,

**Bertin Obiang Mba**  
Project Officers – RSIFEO  
Courriel. [bertinobiang@cesoc.ca](mailto:bertinobiang@cesoc.ca)  
Cel. 613-217-1722

Centre de santé Communautaire de l'Estrie  
841 Sydney St, suite 208 Cornwall, ON K6H 3J7 (Office of Cornwall)

Conseil Économique et Social d'Ottawa Carleton (CÉSOC)  
815 Saint-Laurent Boulevard, Suite 107 Ottawa, ON K1K 3A7 (The head office, Ottawa)



**RSIFEO**  
RÉSEAU DE SOUTIEN  
À L'IMMIGRATION FRANCOPHONE  
DE L'EST DE L'ONTARIO

**Madame Manon Lévesque**  
Greffière municipale  
Bureau du greffe de la Ville  
360, rue Pitt  
Cornwall, ON K6H 3P9

Cornwall, 15 janvier 2020

**Objet: Célébration du Mois de l'histoire des noirs, édition 2020**

Madame Lévesque,

Chaque année, le Réseau de soutien à l'immigration francophone de l'est de l'Ontario (RSIFEO), en partenariat avec Bibliothèque publique de Cornwall et l'Association canadienne-française de l'Ontario, Stormont, Dundas et Glengarry (ACFO SDG) et Association africaine des Caraïbes et internationale de l'est de l'Ontario (ACIAEO), soulignent la célébration du Mois de l'histoire des noirs.

À ce propos, le RSIFEO et ses partenaires, aimeraient soumettre au Conseil municipal de Cornwall, une demande, afin que celui-ci reconnaisse, le mois de février 2020 comme étant le mois pendant lequel nous célébrons ledit événement.

Depuis plusieurs décennies, le gouvernement du Canada ainsi que le gouvernement de l'Ontario et de nombreuses municipalités se sont joints au courant international pour célébrer le mois de l'histoire des Noirs chaque mois de février.

Nous souhaiterons que notre demande soit soumise à la prochaine réunion du conseil municipal pour décision.

Nous vous remercions pour votre précieuse collaboration pour cette occasion de commémoration. Pour toutes informations additionnelles, n'hésitez pas à communiquer avec moi par courriel [bertinobiang@cesoc.ca](mailto:bertinobiang@cesoc.ca).

Veuillez agréer, Madame Lévesque, l'expression de mes sentiments distingués.

**Bertin Obiang Mba**  
Agent de projet – RSIFEO  
Courriel. [bertinobiang@cesoc.ca](mailto:bertinobiang@cesoc.ca)  
Cel. 613-217-1722

Centre de santé Communautaire de l'Estrie  
841 Sydney St, suite 208 Cornwall, ON K6H 3J7 (Bureau de Cornwall)

Conseil Économique et Social d'Ottawa Carleton (CÉSOC)  
815 Saint-Laurent Boulevard, Suite 107 Ottawa, ON K1K 3A7 (Siege social Ottawa)

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-257-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: January 27, 2020  
Subject: January PAC 47 Cumberland 237 Water E 108 Pitt

**Purpose**

To approve the three (3) hereafter mentioned items

**Recommendation**

That Council approve the following items:

- a. JF Markell Homes at 47 Cumberland for  
Program 1 – HOTC Rehabilitation & Redevelopment Grant in the amount  
of \$46,548
- b. Fu Kuei Investments at 237 Water St E for  
Program 1 – HOTC Rehabilitation & Redevelopment Grant in the amount  
of \$70,290
- c. Chris Munro at 108 Pitt St for  
Program 2 – Building Restoration & Improvement Program in the amount  
of \$2,950

## **Background / Discussion**

Motion to endorse the PAC recommendation as presented.

Moved by: Carilyne Hebert, Councillor

Seconded by: Maurice Dupelle, Councillor

Carried

Document Title:	January PAC 47 Cumberland 237 Water E 108 Pitt - 2020-257-PDR.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mary Joyce-Smith - Jan 21, 2020 - 3:02 PM**

**Mark A. Boileau - Jan 21, 2020 - 3:15 PM**

**Maureen Adams - Jan 21, 2020 - 8:12 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-235-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: January 27, 2020  
Subject: RFP Terms of Reference for Lemay Street Extension and Roundabout Design

**Purpose**

The purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of the RFP document.

**Recommendation**

That Council receive report 2020-235-Financial Services.

**Background / Discussion**

*Project Overview*

RFP 20-P05 Engineering Services for Improvements to Lemay Street, Including an Extension of the Road Corridor and Two Roundabouts invites proposals from qualified Consulting Engineering Firms to provide engineering design services for the improvements to Lemay Street, which includes road widening, the installation of municipal services, an extension of the road corridor and the design of two roundabouts.

The scope of work to be completed by the Consultant includes: detailed design services for the sanitary sewer, watermain, storm sewer, road extension and

roundabouts, the completion of a geotechnical investigation, the preparation of specifications and detailed design reports, utility coordination, assistance to the Corporation with any required property acquisitions, tendering services, cost estimates, construction administration consultation, post-construction services, public and stakeholder consultation, etc.

### *Background*

An Environmental Assessment (EA) for the improvements and upgrades to Lemay Street was completed in 2016. The preferred design selected involved the improvements to the existing sections of Lemay St., the construction of a new road corridor in order to connect the two existing sections of Lemay St., as well as the conversion of two intersections into roundabouts.

The project improves traffic flows and increases accessibility to the Municipal Works Yard. It also provides residents of Cornwall with more connectivity in the east-west direction, improves emergency response time and enhances connectivity for active transportation with the construction of new sidewalks and bicycle lanes.

The project has been separated into four distinct phases. The first phase was completed in 2017 and consisted of the reconstruction of Lemay St. from Sydney St. to St. Michel Ave. The second phase was completed in 2018 and included the construction and extension of Lemay St. from St. Michel Ave. to the east limits of the Municipal Works Yard.

The design for the third phase of the project is scheduled for completion in 2020, with construction beginning in 2021. The third phase of redevelopment consists of the reconstruction of Thirteenth St. from Aubin Ave. to Sydney St., and includes the construction of a roundabout at the intersection of Thirteenth St/Lemay St. and Sydney St./Reneal St.

The design of the fourth phase of the project is scheduled for completion in 2020/2021, with construction beginning in 2022 (following the completion of the construction of Phase III works). The fourth phase of the projects consists of the extension of Lemay St. from the East limits of the Municipal Works yard to the East leg of Lemay St., as well as improvements to the existing section of roadway and the construction of a roundabout at the intersection of Lemay St. and McConnell Ave.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	January 31, 2020
Deadline for Questions	February 14, 2020
Deadline for Submission	February 28, 2020
Award of RFP – Council Meeting	March 23, 2020
Project Commencement	March 30, 2020

Appendix A – Terms of Reference for RFP 20-P05 is attached to this report.

Document Title:	RFP Terms of Reference for Lemay St. Extension and Roundabout - 2020-235-Financial Services.docx
Attachments:	- 20-P05 - Lemay St. Extension and Improvements Terms of Reference.pdf
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Bill de Wit - Jan 21, 2020 - 1:29 PM**

**Tracey Bailey - Jan 21, 2020 - 1:59 PM**

**Maureen Adams - Jan 21, 2020 - 8:00 PM**

# THE CORPORATION OF THE CITY OF CORNWALL

## Request for Proposal 20-P05

### *Engineering Design Services for the Improvements of Lemay Street, Including an Extension of the Road Corridor and Two Roundabouts*

#### ***Appendix A – Terms of Reference***

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The Corporation invites Proposals from qualified Consulting Engineering Firms to provide engineering design services for the improvements of Lemay Street, which includes an extension of the road corridor and the design of two roundabouts. The scope of work to be completed by the Consultant includes: detailed design services for the sanitary sewer, watermain, storm sewer, roadway extension and roundabouts, the preparation of specifications and detailed design reports, tendering services, cost estimates, construction administration consultation, post-construction services, public and stakeholder consultation, etc.

## **1. BACKGROUND**

### **1.1. Project Background**

The City's Official Plan and 2006 Critical Infrastructure Review identified the need to extend Lemay St. in order to provide additional east-west capacity throughout the City and improve access to the Municipal Works Yard.

In 2016, a Schedule “C” Municipal Class Environmental Assessment (EA) was completed for the proposed Lemay Street Improvements and Extension. A number of design alternative were proposed, and the preferred option(s) selected includes the straight extension of the road corridor between the two existing sections of Lemay Street and the conversion of two key intersections with arterial roadways into full access roundabouts.

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The proposed design satisfies the projects needs through the improvement of traffic flows at major intersections and increasing accessibility to the Municipal Works Yard via the extension of the corridor. It also provides residents of Cornwall with more connectivity in the east-west direction, improves emergency response time and enhances connectivity for active transportation with the addition of cycling lanes and sidewalks.

In 2019, the City applied for funding through the Investing in Canada Infrastructure Program (ICIP) for the Lemay Street Improvements and Extension Project. In the summer of 2019, it was announced that the application submitted by the City had been nominated by the Province for the program pending review and approval by the Federal Government. It is anticipated that the successful applications be announced in the near future.

## 1.2. Design Considerations

The redevelopment and improvements to Lemay Street has been separated into four key phases. The first two phases of development were completed in 2017 and 2018/2019; the design of the final two phases of redevelopment is included in the scope of this project.

### *1.2.1. Lemay St. Redevelopment – Phase I*

The first phase of development was completed in 2017 and involved the reconstruction of Lemay Street from Sydney Street to St. Michel Avenue. The project involved replacements of the watermain and sanitary sewer, improvements to roadway – including an increase in the overall platform width and upgrades to the pavement structure, as well as the construction of bicycle lanes and sidewalks on both sides of the roadway.

Upgrades to the municipal services (watermain, storm and sanitary sewers) included the replacement of the existing 150mm diameter watermain with a new 200mm main. Additionally, a 300mm sanitary sewer that extends from the west side of the intersection at Sydney Street to St. Michel Ave. and ties into the

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Northern Sanitary Trunk Sewer was constructed. The existing storm sewers on Lemay St. were in good condition and did not require replacement at the time of construction. Minor additions to the storm sewer network were included in the scope of the work – a number of catchbasins were installed in order to convert the road corridor from a standard ‘rural’ cross section with open ditches, to an ‘urban’ cross section with curbs and catchbasins for diverting surface drainage into the storm sewer system. The storm sewer system on this section of Lemay St. ties directly into the Upper Fly Creek Diversion Storm Sewer, which is located approximately 175m south of Lemay Street.

#### *1.2.2. Lemay St. Redevelopment – Phase II*

The second phase of the project was completed in 2018/2019 and involved the extension of Lemay Street from St. Michel Avenue to the East limits of the Municipal Works (MW) Yard.

The construction of the new road corridor included a significant amount of excavation, as the new roadway was being built through a former dump site, which is now a City park (Optimist Park). A significant amount of landfill material and contaminants were encountered and removed throughout the course of construction. Prior to construction, elevations in the area were approximately two metres higher than post-construction. The elevations of the roadway were lowered to in order to tie into both of the other sections of Lemay St., as well as the Municipal Works Yard, which is currently undergoing a multi-year redevelopment. The roadway extension included the construction of a new two-lane roadway, complete with 1.5m bicycle lanes and sidewalks on each side of the roadway.

The municipal services constructed as part of the project included the installation of a 200mm watermain, as well as a 300mm/375mm storm sewer that flows westerly and ties directly into the Upper Fly Creek Diversion Storm Sewer. A 200mm diameter sanitary sewer that extends from St. Michel Ave. for 90m

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easterly was also constructed as part of the project. The sanitary sewer was designed to collect any leachate from the former dump site at Optimist Park, located just north of the road corridor.

As part of Phase II works, overhead utilities (Cornwall Electric, Bell, Rogers, Cogeco) were relocated from the former Ontario St. (now the MW Yard) into an underground utility trench that extends along St. Michel Ave from Twelfth St. to Lemay St. Additionally, a new overhead utility pole line was installed along Lemay St. from St. Michel Ave. easterly to the east project limits. As part of the upcoming Phase IV works, the utility pole line will extend easterly through the new Lemay St. corridor and tie into the existing utilities located on the East leg of Lemay St.

#### *1.2.3. Lemay Street Redevelopment – Phase III*

The third phase of the Lemay St. redevelopment involves the reconstruction of the road corridor on Thirteenth Street from Sydney St. to Aubin Ave. The scope of work includes roadway improvements, the construction of bicycle lanes, new sidewalks, necessary upgrades and/or improvements to municipal services and the construction of a full access roundabout at the intersection of Lemay St./Thirteenth St. and Sydney St./Reneal St.

The preferred design option selected as part of the 2016 EA included a widening of the road corridor along Thirteenth St. in order to accommodate new bicycle lanes as well as the medians required as a result of the construction of the roundabout. The design option called for the widening and bicycle lane construction to begin at Aubin Ave. and tie into the existing (and future) bicycle lanes on Lemay St. In order to accommodate the proposed widening of the corridor, a number of property acquisitions will be required.

As part of the design process, an evaluation of the intersection at Pitt St. and Thirteenth will be required to determine the extent of improvements required to accommodate the development and improvements of Thirteenth St.



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At the time of the 2016 EA, there were no Canadian design guidelines available for the proposed roundabouts. As part of the design process, it will be necessary to evaluate the proposed roundabout designs and verify that the designs are in accordance with the guidelines specified in the Transportation Association of Canada (TAC) Canadian Roundabout Design Guide (2017) and any other applicable updated design standards for roundabouts in Canada.

Currently, there are no municipal services located on the section of Thirteenth St. that extends from Pitt St. easterly for approximately 95m. Properties located within this area are serviced from adjacent streets; as part of the design process, it will be necessary to determine if the construction of municipal services is warranted along this section of the road corridor, and to determine if upgrades to the services located in the remaining portion of the corridor are necessary.

#### *1.2.4. Lemay Street Redevelopment – Phase IV*

The fourth and final phase of the project involves the extension of Lemay Street from the East limits of the Municipal Works Yard to the East leg of Lemay Street that extends to McConnell Ave; the project includes the construction of the new road corridor, upgrades to the existing section of the roadway and the construction of a roundabout at the intersection of McConnell Ave. and Lemay St.

The work will include the construction of a new road corridor, complete with municipal services (watermain, storm and sanitary sewers), through undeveloped land. The length of the new corridor is approximately 135m. The parcels of land located both north and south of the proposed road corridor are zoned residential, and a draft plan of subdivision currently exists for the properties. As part of the design process it will be necessary to verify that the design of the municipal services meet future capacity requirements.

The section of Lemay St. located west of McConnell Ave and extends westerly for 230m was constructed in 1991. As part of the design process, it will be necessary to verify that the existing road corridor and municipal services are

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adequate or if any modifications or upgrades to the existing services are necessary as a result of the construction of the new road corridor and roundabout. Currently, a 525mm diameter sanitary sewer flows westerly through the existing roadway and ties into the Northern Sanitary Trunk Sewer. A 200mm watermain also extends from the 600mm diameter watermain located on McConnell Ave. to the west limits of the existing roadway. A 900mm storm sewer was also installed when the road was constructed and flows easterly from the west limits of the existing roadway for 135m and ties into a future stormwater management pond (as indicated in drawings) located on private property.

The proposed roundabout design at the intersection of McConnell Ave and Lemay St. includes the construction of a 'gateway feature' which will require both northbound and southbound traffic on McConnell to slow down to travel through the roundabout. The 2016 EA stated that the intersection at Lemay St. and McConnell Ave. is an ideal location for the construction of a roundabout given the speed transition zone from 70km/h to 50km/h just north of the intersection.

As part of the design process, a review of the existing municipal services and other buried infrastructure within the future roundabout area will be required. At the intersection at Lemay St. and McConnell Ave. there is a significant amount of buried infrastructure that could potentially be impacted by construction. A pipeline owned by Trans Northern Pipeline (TNPI) currently crosses diagonally through the intersection, and it will be necessary to coordinate with TNPI throughout the design process to determine if TNPI has any design restrictions or requirements. Additionally, a 300mm diameter steel pipeline owned by Enbridge Gas runs along the east side of McConnell Ave. through the intersection. Underground transmission lines owned by Cornwall Electric are also located both in the intersection and throughout the extents of the project area.

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### 1.3. Available Documents

The following drawings and reports are available for review using the link for supporting documents: <https://bit.ly/36cb57p>

#### 1) Various As-Built Construction Drawings

- 1967 Plan and Profiles, Sanitary Sewer on Twelfth Street, Completed by the City of Cornwall (DRAWING NO. 541\_01)
- 1968 Extension on Sydney Street from Twelfth Street to Thirteenth Street, Completed by the City of Cornwall (DRAWING NO. 541\_02)
- 1968 Road Widening on Thirteenth Street from Gallinger Avenue to Pitt Street, Completed by the City of Cornwall (DRAWING NO. 592\_01)
- 1971 Plan and Profile of Concrete PVT. on Thirteenth Street from Pitt to Sydney, Completed by the City of Cornwall (DRAWING NO. 594\_01)
- 1972 Storm Sewer on Lemay Street from Sydney Street to Julie Street, Completed by the City of Cornwall (DRAWING NO. 315\_01)
- 1977 Concrete Sidewalk on Sydney Street from Thirteenth Street to N. Prop Line Lot 16-17, Completed by the City of Cornwall (DRAWING NO. 541\_03)
- 1978 6in Watermain on Renéal Street from Nelson Street to Thirteenth Street, Completed by the City of Cornwall (DRAWING NO. 454\_01)
- 1978 Storm Sewer on Lemay Street from Marc Street to St. Michel Street, Completed by the City of Cornwall (DRAWING NO. 316\_01)
- 1981 Concrete Sidewalk on Sydney Street from Fly Creek to Thirteenth Street, Completed by the City of Cornwall (DRAWING NO. 541\_04)
- 1981 Concrete Sidewalk on Thirteenth Street, Completed by the City of Cornwall (DRAWING NO. 758\_02)
- 1982 Existing 150mm Watermain on Lascelle Avenue and Thirteenth Street, Completed by the City of Cornwall (DRAWING NO. 594\_02)
- 1986 Reconstruction on Pitt Street from STA. 2+75 to Thirteenth Street, Completed by the City of Cornwall (DRAWING NO. 830\_01)
- 1991 Reconstruction on Pitt Street from Thirteenth Street to 7+75, Completed by the City of Cornwall (DRAWING NO. 848\_01)
- 1994, Sanitary and Storm Sewer Construction on Lemay Street and McConnell Avenue, Completed by the City of Cornwall (DRAWING NO. 883\_01 TO 883\_04)
- 2007 Optimist Park Sub-Drain, Completed by the City of Cornwall (DRAWING NO. P10\_08)

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- 2010 Watermain Construction on Lemay Street from St. Michel to Ontario Street, Completed by the City of Cornwall (DRAWING NO. 316\_02)
  - 2013 Watermain Relining on Ren  al Street from Thirteenth Street to Sunnyside Avenue, Completed by the City of Cornwall (DRAWING NO. 454\_02)
  - 2017 Reconstruction on Lemay Street from Sydney Street to St. Michel, Completed by the City of Cornwall (DRAWING NO. 316\_04 TO 316\_05)
  - 2018 Watermain Relining on Aubin Avenue and Jobin Avenue, Completed by the City of Cornwall (DRAWING NO. 126\_07)
  - 2018 Construction of Lemay Street from St Michel Avenue to the East Limits of the Municipal Works Yard, completed by the City of Cornwall (DRAWING NO. 18-T12 Issued for Construction)

## 2) Various Issued for Construction Drawings

- 2019 Municipal Works Yard Phase I Redevelopment and Salt Storage Facility Construction, Completed by WSP Canada Inc. (DRAWING NO. 19-T40 Issued for Construction)

## 3) Various Council Reports and By-Laws

- 2018 By-Law to amend the Traffic & Parking By-Law 069-1989, Schedule XII, Designated Traffic Lanes, Lemay Street from Sydney Street to St. Michel Avenue, prepared by the City of Cornwall (Document By-Law 2018-060)

## 4) Existing Site Plans

- 1991Cornwall Non-profit Housing, 550 Lemay Street, Prepared by M.S. Thompson & Associates Ltd. (DRAWING NO. LEMAYST550-1991-1B)
- 1995 Splash N` Go, 1300 Pitt Street, Prepared by R. Pregent (DRAWING NO. PITTST1300-1995-1B)
- 1999 LifeLabs Medical Laboratory Services, 30 Thirteenth Street, Prepared by the Thompson Rosemount Group (DRAWING NO. THIRTEENTHST30-1995-1B)
- 2004 LifeLabs Medical Laboratory Services, 30 Thirteenth Street, Prepared by the Thompson Rosemount Group (DRAWING NO. THIRTEENTHST30-1995-1B)
- 2010 Splash N` Go, 1300 Pitt Street, Prepared by HSP Engineering (DRAWING NO. PITTST1300-2010-1B)

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## 5) Geotechnical Information

- 1976 Preliminary Subsurface Investigation Proposed Commercial Development, prepared by Golder Associates (Document No. BH\_038)
- 2004 Site #6, Lemay Street Subsurface Investigation, prepared by St. Lawrence Testing (Document No. BH\_163)
- 2017 Lemay Street Reconstruction, Geotechnical Subsurface Investigation, prepared by St. Lawrence Testing (Document No. BH\_272)
- 2017 Cornwall Municipal Works Noise Wall, Geotechnical Subsurface Investigation, prepared by St. Lawrence Testing (Document No. BH\_281)

## 6) Reports and Studies of Existing and Proposed Developments

- 1991 Non-profit Housing Site West of McConnell Ave. – South of Lemay, Storm Water Management Report, prepared by M.S. Thompson & Associates Ltd. (Document No. 1015\_01)
- 2015 Phase 1 Environmental Site Assessment Proposed Lemay Street Extension and Municipal Work Yard Reconfiguration, prepared by LRL Associates Ltd. (Document No. 1101\_01)
- 2016 Redevelopment & Design of the Municipal Works Yard, prepared by Aecom (Document No. 1059\_01)
- 2016 Municipal Class Environmental Assessment for the Proposed Improvement and Extension of Lemay, prepared by Aecom (Document No. 1060\_01 & 1060\_02)
- 2018 City of Cornwall Municipal Works Yard, Noise Impact Study, prepared by WSP (Document No. 1256\_01)

## 2. ENGINEERING DESIGN SERVICES

The successful Proponent shall complete the following tasks related to the design of the Extension and Improvements to Lemay Street, including two roundabouts at arterial roadways within the City.

### 2.1. Review of Existing Information

- Review all available existing drawings, reports, etc. related to the project and project area included in the link to supporting documents and summarized in Section 1.3 – *Available Documents*.

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- Confirm all dimensions, condition grades, materials, equipment, elevations, etc. as described in As-Built Drawings, Service Location Sheets, reports, etc. to ensure all information used in the design is correct. The Corporation of the City of Cornwall is not responsible for any errors or omissions in the information provided to the successful Proponent. The successful Proponent is responsible for the verification of all existing documentation and shall take responsibility for all existing information.
  - Carry out additional field inspections and subsurface investigations as required to assess existing conditions and to supplement the available information.
  - Prior to commencing the design, the successful Proponent shall complete a pre-construction photo survey for record purposes which shall include but not be limited to: roadways, sidewalks, driveways, retaining walls, handrails, vegetation, trees, entrances, steps, porches, foundations, buildings, dwellings, pumping stations, equipment, etc. Photos shall be taken during a time that weather will not impact the photos. The pre-construction photo survey shall accurately indicate the condition of all pre-existing features. The pre-construction photo survey shall be provided to the Corporation upon completion for record purposes.
  - Review the Environmental Assessment for the Extension and Upgrades of Lemay Street completed by Aecom in 2016.
  - Review existing and proposed Site Plans, Servicing Plans, Servicing Reports, etc., for the properties within the project area and incorporate into the design as required.
  - Review the scope of work of all current and/or future City of Cornwall capital works projects and identify possible impacts on the project.

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## 2.2. Topographic Survey

- The Corporation has completed a topographic survey for the Extension and Improvements to Lemay Street. The deliverables to be provided to the Proponent include:
  - Topographic Survey
  - Colour Aerial Photos
  - Title Reports
- The Proponent shall coordinate any additional survey work required with the Corporation. City staff will complete any additional incidental survey work required and provide to the Proponent. The Proponent shall be responsible for coordinating additional survey work on private property to be completed by City staff.
- The Proponent shall review the provided topographic survey and ensure that all necessary information has been included.
- The Proponent shall be responsible for coordinating with utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, etc.) to confirm the location of all utility plants. Additionally, the Proponent shall coordinate with City staff in conjunction with the utility companies in order to obtain survey information for utility owned buried infrastructure. The Proponent shall be responsible for adding the existing utilities to all relevant design drawings.
- The survey will be provided to the successful Proponent in the NAD83 coordinate system in an AutoCad format, consisting of points.
- The Proponent shall prepare the base plans using the survey information provided by the City; however, the Proponent shall be responsible for verifying the accuracy of the information provided.

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### 2.3. Property Acquisition Coordination

- As per the 2016 EA, a number of property acquisitions will be required as part of the improvements and extension of Lemay St. The City will retain an Ontario Land Surveyor (OLS) for the purpose of completing legal boundary surveys and preparing any corresponding legal reference plans required for any property acquisitions within the project area.
- A draft sketch indicating potential property acquisition locations/extents has been prepared by the City; the sketch is intended for reference purposes only. It is the responsibility of the Proponent to determine the exact amount of additional right-of-way required at each property.
- The Proponent shall prepare Land Acquisition Plans for each property parcel indicating the property acquisition requirements. Plans shall include the following details:
  - Property description and owner information
  - Municipal address
  - 'Before' and 'After' property lines (including total property area and area of property being acquired)
  - Easements
  - Location of buildings and notable landscaping features
  - A copy of the plan overlaid with orthoimagery
- The Proponent shall coordinate with the City and OLS throughout the property acquisition process, and provide recommendations as required.
- The Proponent shall review and verify that the draft Reference Plans provided by the OLS meet the requirements specified in the Land Acquisition Plans prepared by the Proponent. Should any variations occur, based on site-specific conditions (as determined by the OLS), the



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Proponent shall coordinate with the OLS to determine the revised extents and adjust the detailed design drawings as required.

- The Proponent will be required to prepare various site plan modification drawings as required in order to provide property owners with the amount of parking equivalent to that they have lost due to property acquisitions.

## 2.4. Geotechnical Services

### 2.4.1. *Geotechnical Investigation of Project Area*

- Review the existing geotechnical reports and borehole logs provided by the City along the Lemay Street Corridor. All available geotechnical reports and borehole logs are included as part of the RFP documents, refer to Section 1.3 – *Available Documents*, for additional information.
- Complete a geotechnical investigation for the Improvements and Extension of Lemay Street, taking into consideration the geotechnical work previously completed along the corridor. Additionally, the Geotechnical Consultant must be registered with the Ministry of Transportation of Ontario (MTO) Vendors Registry as a Consultant under the Foundations Engineering, Geotechnical - Low Complexity category.
- The Proponent shall develop a geotechnical investigation program to supplement the existing information provided by the City. The geotechnical services shall be provided in accordance with the Canadian Highway Bridge Design Code (CHBDC) and the “Guideline for Professional Engineers Providing Geotechnical Engineering Services” published by the Professional Engineers of Ontario (PEO).
- The Proponent and/or geotechnical Sub-Proponent shall recommend the location, quantity and depth of additional boreholes, pavement cores, rock cores, granular samples, etc. required to properly characterize the nature of existing fill materials, classify existing soils, determine the

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nature/strength of the sub-grade soils for stable open cutting and supported excavation purposes and methods, trenchless technologies, as well as groundwater conditions for the proposed roadway extension and improvements.

- The Proponent and/or geotechnical Sub-Proponent shall assume a minimum of fifteen boreholes at a depth of six metres along the proposed roadway extension and improvement areas. The Proponent shall provide a unit rate (\$/metre) for the additional boreholes that are deemed necessary by the successful Proponent, the geotechnical sub-Proponent and the Corporation.
- The geotechnical field investigation shall include the following at a minimum:
  - Obtain clearance from the Corporation prior to conducting any drilling;
  - Secure all necessary permits and access agreements in order to conduct drilling;
  - Obtain clearances for all underground utilities and services from the relevant agencies prior to drilling including the MTO, TNPI and Raisin Region Conservation Authority (RRCA);
  - Direct the drilling, sampling and testing work on site, but not limited to, using drilling equipment suitable for mandatory performing Standard Penetration Testing (SPT) and equipped to test the undrained shear strength of cohesive soils where encountered and other testing as recommended by the Proponent;
  - Carry out work in a safe manner in accordance with the Occupational Health and Safety Act (OHSA) and with the Ontario Traffic Manual for Temporary Conditions, Book 7, Field Edition of the

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Ministry of Transportation Ontario (MTO) using appropriate signs, devices and traffic control persons as required for the applicable layouts;

- Backfill boreholes and asphalt cores thoroughly in several lifts and ensure adequate compaction is performed in order to prevent settlement. Within paved areas, seal borehole and asphalt cores with asphalt to match existing thickness;
  - Measure and record the water bearing zone(s) and the static groundwater levels which are to be included in each borehole log;
  - Survey the locations and ground elevations of all boreholes, asphalt cores, test pits, etc., using benchmarks available on-site;
  - Notify the Corporation of findings which may indicate areas of potential soil or groundwater contamination.
- The borehole logs, soil profiles and laboratory testing shall include the following mandatory information:

Identification, location, ground elevation, type of boring and/or coring;

- Date of Work;
- Details of asphalt cores and soils – location and type of samples;
- N values from SPT at changes of strata and at 0.6 metre maximum intervals in any case;
- Groundwater levels (as measured in temporary flexible standpipes or observes within the borehole);
- Moisture content, grain size distribution, Atterberg limits testing to adequately characterize roadway granular base and subbase and subgrade soils;
- Shear strength values for cohesive strata;

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- Artesian conditions if encountered;
  - Rock Profile – if auger refusal is encountered within the requested borehole depth, then coring must be carried out to prove bedrock or boulder (minimum sample 1.5 metres of cored bedrock);
  - The Proponent and/or sub-Proponent should also augment the investigation and/or testing subject to other information that is recommended.

#### *2.4.2. Geotechnical Investigation Report*

- The Proponent and/or geotechnical Sub-Proponent shall complete a Comprehensive Geotechnical Investigation Report for the proposed Lemay Street Extension and Improvements. The geotechnical report shall include the borehole and asphalt core logs showing groundwater levels, SPT numbers, mandatory laboratory test results and other results as required, borehole/asphalt core location plans and/or borehole/core location tables as well as geotechnical engineering, design and construction recommendations as described herein.
- The Comprehensive Geotechnical Investigation Report shall include:
  - General site and subgrade preparation;
  - Materials (soil parameters, reusability, compaction requirements, etc.);
  - Excavations (side slopes, stability, shoring, tunnelling, protection, blasting, etc.);
  - Groundwater presence and static levels;
  - Sewer trench bedding, cover and backfill;
  - Pavement structure and/or pavement reinstatement design;

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- Municipal Infrastructure (Sewer, Watermain) installation design parameters including bearing capacities, earth pressures, etc.
  - Stability and settlement of sewers, roadways, etc.
  - Construction staging/phasing;
  - Construction considerations (subgrade protection, dewatering methods, etc.);
- The geotechnical report shall include a review of different alternatives for the construction of the roadway in poor geotechnical conditions, taking into consideration the overall project cost.
  - The geotechnical report shall include the existing borehole logs, geotechnical information, etc. from previous projects. The Proponent shall use the information and recommendations provided in these reports as the Proponent deems appropriate.
  - The Proponent shall be responsible for securing all required approvals from the TNPI, RRCA and the City, as required, in order to complete the boreholes. The Corporation will pay any necessary application/permit fees directly.

#### *2.4.3. Permit to Take Water*

- The Proponent/sub-Proponent shall assume that a Permit to Take Water (PTTW) will be required. The successful Proponent shall include the required geotechnical and hydrogeological services necessary to determine the need for a PTTW according to the Ontario Water Resources Act (OWRA) Section 34 and Ontario Regulation 387/04 – *Water Taking and Transfer*.

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#### *2.4.4. Phase II Environmental Site Assessment*

- The Proponent shall complete a Phase II Environmental Assessment for the proposed road network extension from the East Limits of the Municipal Works Yard to the East section of Lemay St. in accordance with all applicable guidelines in order to determine whether contaminants and/or designated substances are present. There is the potential for contamination in the future road corridor due to the proximity of the former dump/landfill at Optimist Park and the Municipal Works Yard.
- An additional Phase II Environmental Assessment shall be completed at the intersection of Pitt Street and Thirteenth Street. The potential for contamination exists at the intersection due to the former gas station that was located on the northwest corner of Pitt St. and Thirteenth St.
- The Proponent shall review existing as-built information and reports to identify all past and present uses of the site.
- Prepare a detailed report outlining the results of the Environmental Assessment.
- If applicable, determine the extent of contamination and prepare a Removal and Disposal (R&D) Plan to be included in the contract documents.
- The R&D Plan shall be complete with drawings identifying the anticipated extents of contamination and site-specific instructions for decontamination and reuse as per O. Reg. 406/19 – *On-Site and Excess Soil Management*.

#### *2.4.5. Geotechnical Investigation Breakdown of Costs*

- The Proponent/sub-Proponent shall provide a breakdown of costs for the geotechnical services as per the Fee Schedule shown below:

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Review of Existing Geotechnical Information Provided by the City	1	LS	\$_____	\$_____
2	Coordination with Stakeholders (TNPI, CN, City, RRCA, etc.)	1	LS	\$_____	\$_____
3	Boreholes Along Road Corridor	15	EA	\$_____	\$_____
4	Comprehensive Geotechnical Investigation Report for Lemay Street Extension and Improvements	1	LS	\$_____	\$_____
5	Coordinate and Secure All Required Approvals from TNPI, RRCA and City	1	LS	\$_____	\$_____
6	Permit to Take Water (PTTW)	1	EA	\$_____	\$_____
7	Rock Coring	10	VM	\$_____	\$_____
8	Phase II Environmental Assessment – New Road Corridor	1	LS	\$_____	\$_____
9	Phase II Environmental Assessment – Pitt St. & Thirteenth St. Intersection	1	LS	\$_____	\$_____

*\*The table above is for information purposes only. Proponents are to include unit pricing and total pricing as part of the cost breakdown*

- Borehole items shall include utility locates, borehole drilling, traffic control, coordination, disbursements, etc. Geotechnical Proponent shall be compensated based on the actual number of boreholes installed.
- The Comprehensive Geotechnical Investigation Report items shall include sample collection, laboratory testing, analysis, coordination, professional fees, disbursements, etc. The geotechnical Proponent shall be compensated based on the actual number of report(s) completed.

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- The Permit to Take Water (PTTW) item shall include all geotechnical work, hydrogeological work, coordination, professional fees, disbursements, etc. needed in order to secure PTTW approval as required. Proponent shall be compensated based upon the actual number of permits approved.
  - The Rock Coring item shall include rock coring, sample collection, laboratory testing, analysis, coordination, laboratory testing, analysis, coordination, disbursements, etc. The geotechnical Proponent shall be compensated based upon the vertical metre of actual rock coring completed.
  - The Phase II Environmental Site Assessment item shall include all geotechnical work, hydrogeological work, laboratory testing fees, coordination, professional fees, disbursements, etc. needed in order to complete the Phase II EA as required. Proponent shall be compensated based upon the actual number of environmental assessments completed.
  - The Proponent shall not include any costs in the geotechnical Fee Schedule provided above. The costs associated with project management, coordination, analysis, review, QA/QC, etc. shall be included in the Proponent's overall Fee Schedule/Work Plan.

#### 2.5. Utility Coordination

- Identify each of the utility companies located within the project area.
- Coordinate with all relevant utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, Trans Northern Pipeline, etc.).
- Collect all available Utility Plant As-Built Drawings from the relevant utility companies.
- Confirm location of all utility plants and prepare a Composite Utility Plan (CUP). Both existing utilities and any proposed relocations must be shown on all relevant design drawings.



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- All communications with utility companies shall be carefully documented throughout the design phase and included in the Final Design Report; all documentation/correspondence compiled throughout the construction phase must be submitted to the City with the Post-Construction document package.
  - Conduct Utility Coordination Meetings, with utility companies as needed, at the City of Cornwall's Infrastructure & Municipal Works office, located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1. Additionally, coordinate any required field visits necessary in order to ensure that proposed utility relocations meet the requirements of all utility companies involved.
  - The Proponent shall coordinate with each of the respective utility companies to determine the extent of utility daylighting required to provide an accurate representation of the type/location/elevations of buried infrastructure within the corridor. City staff will complete the daylighting under the supervision of the Proponent and respective utility company.
  - Complete QA/QC review of As-Built information, design information, etc. provided by the utility companies. Complete any necessary field review/verification as required.
  - Identify any utility conflicts within the proposed work area and coordinate any required utility relocation with each respective utility company. If required, complete the design of any required utility relocations, temporary or permanent supports, etc.
  - The Proponent shall act as Lead Coordinator for the extension of the utility corridor through the new roadway extension. The Proponent shall ensure that the proposed relocations and/or extension of the network meet the requirements/needs of each of the respective utility companies.

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- The Proponent is responsible for including any utility requirements in the detailed design drawings and tender specifications.
  - Continually consult with utility companies throughout the design process to ensure that each of the utilities have a thorough understanding of the project scope and that the proposed design meets utility company minimum standards/clearances for both overhead transmission lines and buried infrastructure.
  - Provide the City with a detailed schedule for completion of the utility companies portion of the work, including scheduling and phasing for each utility companies work. Where required, provide a timeline for the completion of utility works within the construction schedule and coordinate with each of the respective utility companies to verify the accuracy of proposed timelines.
  - Verify that utility relocations do not conflict with any proposed future development.
  - Act as liaison between the various utility companies, as needed, to ensure that the proposed relocations meet the requirements/needs of each of the respective utility companies.
  - Review cost estimates submitted by utility companies for any relocations, temporary supports, servicing, etc.; verify that proposed relocation solutions are the most economically feasible option available.
  - Continually coordinate and monitor all work to be completed by utility companies for the duration of the project to ensure all utility work is completed on schedule.
  - The Corporation will not consider delays to the Proponent's schedule due to the utility companies. The Proponent shall coordinate and secure any

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necessary information, approvals, etc. from the utility companies such that the design and construction phases of the project remain on schedule.

## 2.6. Traffic Control & Traffic Impacts

- Coordinate the traffic control required to complete the required field measurements, inspections, geotechnical investigation and utility daylighting in accordance with OTM Book 7. The cost associated with traffic control for this work is to be included in this item. Coordinate all traffic control with the City of Cornwall's Traffic Section.
- Prepare traffic control and proposed detour and construction phasing drawings and specifications as required for the project.
- The Proponent shall complete a Traffic Impact Study (TIS) for the proposed roundabouts and road network expansion/extension. The TIS shall take into consideration active transportation, including pedestrians and cyclists at both roundabouts.
  - The TIS shall include the following components:
    - Project Description
    - Study Area
    - Time Period for Analysis
    - Existing Conditions
    - Background, Site Generated and Total Traffic Demand
    - Evaluation of Impacts of Site Generated Traffic
    - Improvement Alternatives and Mitigation Measures
    - Recommendations

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- The TIS shall review the proposed roundabout and road network design(s) and provide any further recommendations to be incorporated into the design.
  - A TIS shall be prepared for the construction stage for both Phase III and Phase IV of development. The TIS shall include a review of the various traffic control/staging components of the project, the impacts of proposed detour routes and an evaluation of the various alternatives in order to minimize disruption to traffic on Lemay St., Sydney St., McConnell Ave, etc.
  - The TIS shall be completed by a qualified and experienced Transportation Engineer, licensed in the Province of Ontario.
  - The TIS shall be included as an Appendix in the final design report.
  - Coordinate with the City of Cornwall Traffic Department in the development of the TIS.
- Prepare a “Final” Traffic Control Report based on the recommendations presented in the preliminary report.
  - Review upcoming City capital projects and account for any traffic related impacts in the Traffic Control Reports.

## 2.7. Design Services

- Complete the detailed design for the Improvements and Extension of Lemay St. as described herein.

### 2.7.1. *General Design Services*

- Prepare detailed design drawings and construction specifications for the proposed road network extension and improvements.
- Prepare and update construction cost estimates as the design progresses.

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- Detailed Design Drawings shall be submitted to the City of Cornwall for review at the following stages:
    - 30% Design (PDF, CAD)
    - 60% Design (PDF, CAD)
    - 90% Design (PDF, CAD)
    - Issued for Tender (PDF, CAD)
    - Issued for Construction (PDF, CAD)
    - As-Built (PDF, CAD)
  - Specifications shall be submitted to the City of Cornwall for review at the following stages:
    - 60% Design (PDF, Word)
    - 90% Design (PDF, Word)
    - Issued for Tender (PDF, Word)
    - Issued for Construction (PDF, Word)
  - Cost estimates shall be provided to the City of Cornwall for review at the following stages:
    - 30% Design (PDF, Excel)
    - 60% Design (PDF, Excel)
    - 90% Design (PDF, Excel)
    - Issued for Tender (PDF, Excel)
    - Issued for Construction (PDF, Excel)
  - Construction specifications shall be completed in City of Cornwall/OPS standard templates.

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- The City shall be responsible for the printing of all “Issued for Tender” and “Issued for Construction” drawing sets and contract specifications.
  - All “Draft” and “Final” submission described herein shall be reviewed by City staff.
  - All drawings, specifications, reports, memorandums, etc. must be signed and stamped by a Professional Engineer licensed in the Province of Ontario.
  - Specifications shall be prepared based on OPS and City of Cornwall standards. The Proponent shall complete the Form of Tender (Schedule of Unit Prices) to be included in the tender document. The tender shall be prepared as an OPS unit rate contract.
  - Tender specifications shall comply with the City’s Purchasing Policy.
  - All design drawings shall be prepared in accordance with the City of Cornwall, MECP, OPS, and RRCA standards.
  - The Proponent shall prepare Construction Phasing and Sequencing Drawings as necessary.
  - All design drawings shall include property limits, easements, sanitary sewers, storm sewers, forcemain, watermain, roadway, ditches, sidewalks, driveways, culverts, utilities both above and below ground, dwellings, structures, entrances, pavement markings, traffic signs, trees/vegetations, etc.
  - The Proponent shall prepare an Erosion and Sediment Control Plan drawings as required.
  - The Proponent shall prepare a Composite Utility Plan (CUP) and any necessary utility relocation plans.

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- Incorporate Street Lighting and Traffic Signal Upgrades/Plan provided by the City into the design drawings and contract specifications.
  - Review all available drawings, specifications, reports, etc. pertaining to the project. The Proponent shall conduct site visits as required to confirm accuracy of the information provided. Any costs associated with redesign work as a result of a failure to review available documents or conduct necessary site visits will not be paid by the Corporation.
  - The Proponent shall continually monitor and effectively control project costs to ensure the project remains within budget.

*2.7.2. Quality Assurance and Quality Control (QA/QC)*

- The Proponent shall conduct a QA/QC review of all “Draft” and “Final” submissions as described herein to ensure high quality services are provided. The Proponent shall be fully responsible for the QA/QC of all project deliverables including any Sub-Proponents.
- The QA/QC of all project deliverables shall be completed by a Senior Engineer with extensive experience on projects of a similar scope and who is not directly involved in the detailed design phase of the project.
- The Proponent shall include a detailed description of the QA/QC process to be conducted in accordance with the terms of the RFP.
- A QA/QC review shall be conducted for all “Draft” and “Final” drawings, specifications, reports, memorandums, etc. At a minimum, QA/QC reviews shall be conducted at the following stages: 60%, 90%, 100%, Issued for Tender and Issued for Construction.
- The Corporation reserves the right to audit the Proponent’s QA/QC practices. The Corporation may request clarification and/or request additional information from the Proponent to ensure adherence to the QA/QC requirements described herein.

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- The Proponent shall maintain a detailed log where all QA/QC comments are documented. The Proponent shall provide a copy of the logs with each submission to the City.
  - The Proponent shall be responsible to coordinate, review, QA/QC, etc. any work completed by a sub-Proponent. The Proponent shall be responsible to complete QA/QC reviews of all work produced by any sub-Proponent(s).

#### *2.7.3. Coordination*

- Coordinate the work of all sub-Proponents, including the geotechnical investigation. Determine the scope of the geotechnical investigation as further described herein. The scope of the geotechnical investigation shall be determined in consultation with the City and any other stakeholders.
- The Proponent shall review current and upcoming City Capital projects to determine any potential impacts on the proposed project. Any associated impacts shall be addressed in the contract documents.
- Continually coordinate with the geotechnical Sub-Proponent during the design process to ensure the design meets the recommendations provided in the geotechnical report(s).
- Continually coordinate with utility companies throughout the design process to ensure that the design meets the requirements and minimum standards of each of the respective utility companies. Refer to Appendix 'A', Section 2.5 – *Utility Coordination* for additional requirements.
- Identify any required property acquisitions or easement agreements. Coordinate any required property acquisitions and easement agreements with City staff. Provide drawings of property limits for the Corporation to secure. Refer to Appendix 'A', Section 2.3 – *Property Acquisition Coordination* for additional requirements.



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- The Proponent shall coordinate with any required property owners or their representative in order to coordinate the location(s) of proposed/future services to each property parcel. The Proponent shall review each service request with the City and provide commentary. The Proponent and the City will determine if the service request is warranted.

#### *2.7.4. Road Network Design*

- Complete a comprehensive review of the preferred design option(s) indicated in the 2016 EA.
- The Proponent is responsible for optimizing the alignment and determining the best fit of the road corridor improvements, extension, and intersection within the right-of-way and revise the alignment as required.
- The road corridor improvements/extension shall be designed to meet the minimum standards of a 'Collector Roadway' as specified in the City of Cornwall Subdivision Manual.
- Identify any required upgrades to the intersection of Pitt St. and Thirteenth St. and prepare the associated detailed design drawings.
- Complete a review of adjacent properties and confirm the preferred location of proposed entrances and servicing requirements. Include entrance locations and future servicing locations on drawings.
- Include all necessary geotechnical requirements/recommendations for the design of the road network improvements, extension and roundabouts in the Geotechnical Investigation Report. No extra fees will be paid by the Corporation for geotechnical conditions/impacts.
- Complete a detailed review of the existing underground infrastructure (including a review of current alignments, future plans and upgrades, estimated remaining service life, etc.) and provide recommendations for any necessary modifications/upgrades during construction. The Proponent

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shall consider how the current project will impact future accessibility and maintenance to existing buried municipal infrastructure along Lemay St./Thirteenth St.

- Prepare detailed pavement marking and signage drawings for the road corridor and roundabouts. Coordinate with the City's Traffic Department to determine any additional pavement marking/signage requirements.

#### *2.7.5. Roundabout Design*

- The Proponent shall complete a review of the roundabout designs proposed in the 2016 EA and verify that the design(s) meet the standards specified in the Transportation Association of Canada (TAC) *Roundabout Design Guide*, which was not available at the time the EA was prepared. The Proponent is responsible for assessing whether the preferred design options selected are the best design solutions for each of the respective roundabouts and provide recommendations as required.
- Evaluate the performance of the entire road corridor when verifying the appropriate number of entry lanes to each of the roundabout(s).
- Prepare a Traffic Operational Analysis (TOA) for each of the roundabouts in conjunction with the Traffic Impact Study specified in Section 2.6 – *Traffic Control and Traffic Impacts*. The TOA shall be completed in accordance with the process/requirements specified in Chapter 4 – Traffic Operational Analysis of the TAC *Canadian Roundabout Design Guide*.
- Evaluate the need for truck aprons to allow space for the over-tracking of heavy (oversize, overweight) truck traffic within each of the roundabouts.
- Evaluate the need for a right-turn bypass lane at the McConnell Ave. and Lemay Street Roundabout.

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- Review existing bus routes and the location/proximity of bus stops to the future roundabouts. Include the relocation of any bus stops in the detailed design drawings, if required.
  - Optimize the location of the roundabout(s) within the right-of-way; the proposed location/alignment was selected to minimize impacts to surrounding properties. The final location/alignment of the roundabout shall be determined by the Proponent.

#### *2.7.6. Water Network Design*

- Prepare Detailed Design Drawings for the proposed watermain(s) and associated appurtenances as further described herein. The design drawings shall include plan and profile drawings, details, OPSD's, etc.
- Establish and confirm the design criteria and parameters.
- Using the City's existing water model, complete the necessary hydraulic analysis for the design of the watermain(s) proposed watermain extension and expansion.
- Conduct a serviceability review of each parcel of land to ensure that it can be serviced by the existing or proposed watermain(s).  
Discussion/recommendations regarding the serviceability of each private property shall be included in the Final Design Report. The design of the water network(s) shall take into consideration future development and servicing requirements.
- Review the location and properties of the existing watermain(s) and associated appurtenances (hydrants, valves, services, etc.) within the corridor and determine the need for any additional appurtenance and/or the relocation of any sections of the existing watermain(s).
- The watermain design shall include all necessary geotechnical requirements and recommendations specified in the Geotechnical

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Investigation Report. No extra fees will be paid by the Corporation for geotechnical conditions/impacts.

- Review the results of the Phase II Environmental Assessment in conjunction with the design/construction specification of the watermain extension. Assess the need for any site-specific construction measures (i.e. clay seal).

#### 2.7.7. Storm Sewer Design

- Prepare Detailed Design Drawings for the proposed storm sewer as further described herein. The design drawings shall include plan and profile drawings, details, OPSD's, etc. The design drawings shall include any necessary modifications to the existing storm sewers as required.
- Establish and confirm the design criteria and parameters.
- Establish the overall storm sewer catchment area of the proposed system in coordination with City staff.
- Prepare design sheets for the proposed storm sewer extension; complete the necessary hydraulic analysis for the design of the storm sewer.
- The design of the storm sewer shall take into consideration the servicing and serviceability of the ultimate catchment area.
- The Proponent shall conduct a serviceability review of each parcel of land to ensure that it can be serviced by the proposed sewer(s). Discussion and recommendations regarding the serviceability of each private property shall be included in the Final Design Report.
- Review the location and properties of the existing storm sewers within the corridor and assess the need for upgrades/modifications as part of the project scope.

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- The Proponent shall provide recommendations for dewatering in consultation with the geotechnical Sub-Proponent. Prepare any necessary Dewatering Plans and associated specifications.

#### *2.7.8. Sanitary Sewer Design*

- Prepare Detailed Design Drawings for the proposed gravity sanitary sewer. The design drawings shall include plan and profile drawings, grading plans, details, OPSD's, etc. The design drawings shall include any necessary modifications to the existing sanitary sewer as required.
- The Proponent shall review existing and/or proposed Site Plans, Servicing Plans, etc., as necessary for servicing properties.
- Establish and confirm the design criteria and parameters.
- Establish the overall sanitary sewer catchment area of the proposed system in coordination with City staff.
- Complete sanitary sewer design sheets for the proposed sanitary sewer extension. Complete the necessary hydraulic analysis for the design of the sanitary sewer.
- The design of the sanitary sewer shall take into consideration the servicing and serviceability of the ultimate catchment area.
- The Proponent shall conduct a serviceability review of each parcel of land to ensure that it can be serviced by the proposed sanitary sewer extension. Discussion and recommendations regarding the serviceability of each private property shall be included in the Final Design Report.
- Review the location and properties of the existing sanitary sewers within the corridor and assess the need for upgrades/modifications as part of the project scope.

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- The sanitary sewer design shall include all necessary geotechnical requirements/recommendations the Geotechnical Investigation Report. No extra fees will be paid by the Corporation for geotechnical conditions/impacts.

#### *2.7.9. Landscaping*

- Prepare a detailed Landscaping Plan for the Improvements and Extension of Lemay St; plans shall include a detailed landscape design, restoration requirements, tree planting, etc.
- As part of the design process, the Proponent shall prepare two (2) landscaping design options for each phase of development, complete with cost estimates. The options shall be included in the Design Report.
- Following the selection of the preferred landscaping design option, the Proponent shall prepare a detailed Landscaping Plan for the road corridor and each of the proposed roundabouts. The landscaping features must be shown in the 3D rendering of the roundabouts.
- The Landscaping Plan for the roundabouts must include 'high', 'low' and 'exterior' landscaping zones, as recommended in the TAC *Canadian Roundabout Design Guideline*.
- As Lemay Street is a highly visible corridor, the detailed Landscaping Plan for the project area shall include streetscaping features to improve the overall aesthetic of the corridor.
- The Proponent shall consult with the City's Parks and Landscaping Department regarding species selection and preferred options for tree and shrubbery selection.
- Consult with the RRCA regarding landscaping naturalization and incorporate any recommended features into the landscaping design.

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- The landscaping plan shall consider alternatives to sod, where possible, in order to minimize maintenance costs in summer months and maintain a natural environment within the right-of-way.
  - Complete a Tree Inventory for any trees which could be impacted by the proposed construction; the Proponent shall preserve as many trees as possible. All trees removed shall be replaced in accordance with the City's Tree Planting Policy.
  - The detailed design drawings shall clearly identify which trees are to be removed, protected, replaced, remain, etc.

*2.7.10. Street Lighting, Traffic Signals and Pedestrian Crossings*

- The City will prepare the street lighting design for the corridor and roundabouts, as well as any necessary upgrades to the traffic signals at the intersection of Pitt St. and Thirteenth St. The Proponent is responsible for submitting base plans to the City in order to prepare the detailed design drawings for the street lighting plans and traffic signal upgrades.
- The Proponent shall coordinate with the Traffic Department to ensure that the street lighting design for the roundabouts meets the minimum standards and best practices specified in the TAC *Canadian Roundabout Design Guidelines* and other applicable design standards.
- The Proponent shall complete a detailed review of the street lighting design and traffic signal plan provided by the City.
- The Proponent shall incorporate the drawings and contract specifications for street lighting design(s) and traffic signal upgrades prepared by the City into the tender documents.
- The Proponent shall prepare the pedestrian crossing Plans for each of the roundabouts, complete with any signalization requirements (i.e. flashing beacons, etc.).

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#### 2.7.11. *Design Reports*

- The Proponent shall complete a Comprehensive Final Design Report for the Improvements and Extension of Lemay Street. The design report shall be continually updated throughout the entirety of the design phase of the project and submitted periodically to the Corporation for review and commentary. The Design Report shall be finalized at the end of the design phase of the project.
- The Comprehensive Final Design Report shall include at a minimum the following information:
  - Design Criteria and Rationale
  - Watermain Design/Model
  - Storm Sewer Catchment Area
  - Storm Sewer Design Sheets
  - Sanitary Sewer Catchment Area
  - Sanitary Sewer Design Sheets
  - Road Network Design
  - Traffic Impact Study
  - Traffic Model
  - Geotechnical Considerations
  - Construction Methodologies in Poor Geotechnical Conditions
  - Roundabout Design Criteria
  - Landscape Design Alternatives
- The Comprehensive Final Design Report shall include itemized construction cost estimates using estimated quantities and unit rates. The cost estimate shall be continually updated as the design progresses.



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- The design report shall also include discussion/recommendations on the proposed construction schedules.
  - The design report shall include detailed discussion of construction phasing, staging, sequencing, etc. and provide commentary on different alternatives.
  - The design report shall include traffic modelling of the proposed roundabouts and road network expansion/extension.
  - The design report shall include the Traffic Impact Study and a Traffic Operational Analysis for each of the roundabouts.
  - The design report shall be signed and stamped by a Professional Engineer licensed in the Province of Ontario.
  - The Proponent may also elect to prepare Technical Memoranda as the design progresses to be compiled into the Final Design Report at the conclusion of the design phase of the project.
  - The design report shall include a detailed review of the ultimate design catchment area of the proposed sanitary and storm system.
  - The Proponent shall include a review of the serviceability of each parcel of land along the Lemay Street Corridor.
  - All versions of the Design Report(s) shall be submitted to the City in “Draft” for review by City staff. The Proponent shall incorporate all City comments into subsequent versions of the report. All reports shall be submitted to the City in PDF as well as three hard copies are to be delivered to the City’s Engineering office. All costs and/or disbursements associated with printing reports are to be included in the Proponent’s fee.

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## 2.8. Tendering Services

- Provide tender documents and construction specifications using City of Cornwall format which would include all necessary sections such as Information to Tenderers, General Conditions, Supplementary General Conditions, Special Provisions and Standard Detail Drawings.
- Complete a pre-tender construction estimate and submit to the City a minimum of four (4) weeks in advance of tender issuance.
- The tender period shall be four to six weeks.
- Provide support to City staff during the tendering period. Prepare and answer all tender requests for clarification. Prepare Clarifications and Addenda using the City of Cornwall format.
- Ensure the tender documents are complete. A QA/QC review of all tender documents shall be completed prior to tendering. The Proponent shall be responsible to conduct comprehensive QA/QC reviews of any Sub-Proponent tender document.
- Review contractor/supplier requests for alternate equipment and products.
- Assist the City in evaluating the tender submissions and preparing award recommendations.
- Assist the City in contacting contractor references. Participate in interviews with contractor references with City staff.
- Upon tender award, prepare Final Contract Documents including all addenda, updated drawings and specifications for contract execution. The Proponent shall prepare four hard copies and an electronic version in PDF of the Final Contract Documents to be executed.

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## 2.9. Permits and Approvals

- Coordinate and undertake all work associated with securing the necessary approvals, including but not limited to:
  - Ministry of the Environment, Conservation and Parks (MECP)
  - Ministry of Natural Resources (MNR)
  - Raisin Region Conservation Authority (RRCA)
  - Ministry of Labour (MOL)
  - Ministry of Transportation (MTO)
  - Electrical Safety Authority (ESA)
  - Technical Standards and Safety Authority (TSSA)
  - City of Cornwall Right-of-Way
  - Trans Northern Pipeline (TNPI)
  - All applicable utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, etc)
- Obtain the following permits and approvals:
  - MECP Permit to Take Water
  - MECP Sewage Environmental Compliance Approval
  - TNPI Crossing Permit
  - RRCA Permits and Approvals as required
  - City of Cornwall Site Plan Control Approval
  - City of Cornwall Right-of-Way/Road-Cut Permit
  - ESA Approvals
  - TSSA Approvals

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- The Proponent shall be responsible to prepare a list of the required permits/approvals. The list shall include a log documenting the status of all approvals. The Proponent shall assess and determine/confirm the required approvals/permits. Any approvals/permits not listed above shall be included in the Proponent's fee. The Corporation will not consider additional fees from the Proponent related to required approvals/permits not listed above.
  - Assess the utility impacts and requirements for the proposed project. Coordinate with each utility company and secure all necessary approvals/permits. Incorporate all utility requirements and comments into the detailed design as required. The coordination with each utility company shall occur as soon as reasonably possible to avoid any design and/or construction delays.
  - The Proponent shall acquire all necessary approvals from each of the respective utility companies. The Proponent shall coordinate any required TSSA and ESA approvals.
  - Apply and obtain approvals/permits from MECP, RRCA, City of Cornwall, ESA, etc. any other Federal, Provincial, Municipal regulatory authorities.
  - The Proponent shall coordinate and liaise with all relevant authorities, prepare all necessary forms and applications, submit any necessary supporting documentation, etc.
  - The Corporation shall pay all approval/permit fees directly.
  - The Proponent and/or geotechnical sub-Proponent shall be required to obtain ROW Control permits from the City's Infrastructure Department for all geotechnical drilling work to be conducted on the ROW. Additionally, traffic control approvals from the City's Transportation Department will be required for any drilling work that will require traffic control.

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- The Proponent and/or geotechnical sub-Proponent shall be responsible to secure any necessary approvals/permits from the MTO for geotechnical work within each respective corridor.
  - The Proponent shall pre-consult with all relevant approval agencies as required to ensure the project is not delayed.
  - As the numerous approvals/permits are a significant risk to the overall project schedule, the Proponent shall provide a detailed plan to mitigate approval/permit issues as a component of the proposal.
  - All construction administration related permits/approvals shall be included in the construction administration component of the RFP.

#### 2.10. Landowner and Public Consultation

- The successful Proponent shall plan and present at two Public Information Centres for the general public for the project. The Public Information Centres will be held at the City of Cornwall Infrastructure & Municipal Works boardroom located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1.
- The successful Proponent shall plan and present at two public meetings for the landowners contributing to the project. The landowner public meetings will be held at the City of Cornwall Infrastructure & Municipal Works boardroom located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1.
- The Proponent shall prepare all necessary presentation materials for each public meeting.
- The Proponent shall liaise and coordinate with each landowner and/or the landowner's representative throughout the detailed design process as required.

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- Prepare 3D renderings for each of the two (2) proposed roundabouts, complete with site and landscaping works for presentation at public meetings. The 3-D rendering should show the roundabouts relevant to existing buildings, roads, vegetation, etc.
  - Prepare all necessary public notices using the City of Cornwall template and circulate to the public and the landowners.
  - Prepare various types of documents (brochures, video clips, drawings, social media posts and information pages for the City website) to be distributed to various stakeholders and the public for educational purposes.
  - The landowner and public consultation for construction is included in the construction component of the RFP.
  - The Proponent shall prepare and continually update a log for tracking comments/concerns from the landowners contributing to the project. The list shall be updated and reviewed at each coordination meeting.
  - All communication with landowners shall be carefully documented. The Proponent shall communicate to the landowners and/or the landowner's representative in writing via email, memo, etc. Any conversation with landowners and/or landowner's representative shall be documented and circulated to the Corporation and landowner.

#### 2.11. Coordination Meetings

- Coordinate with City of Cornwall staff throughout the design phase of the project. The Proponent shall assume monthly coordination meetings with City staff during the design phase. All meetings will occur at the City of Cornwall's Infrastructure & Municipal Works boardroom located at 1225 Ontario St., Cornwall, Ontario, K6H 4E1.
- The Proponent shall assume each coordination meeting will be four hours long.

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- The Proponent shall prepare and circulate all meeting materials a minimum of three days in advance of the meeting.
  - The Proponent shall arrange to have all key team members at each coordination meeting.
  - The Project Director and Project Manager shall attend each coordination meeting.

### **3. CONSTRUCTION ADMINISTRATION**

The City will act as the Contract Administrator for the duration of the construction phase of the project. The successful Proponent shall assist the Corporation throughout construction by providing supplementary Construction Administration and Inspection Services in order to ensure that the intent of the design is met. If the City does not have the resources available to act as Contract Administrator at the time of construction, the City may request that the Proponent provide full-time Construction Administration and Inspection Services.

The successful Proponent shall provide the following supplementary construction administration services related to the Improvements and Extension of Lemay St., as deemed necessary by the Corporation.

#### **3.1. Construction Administration**

The Proponent shall coordinate with the City/CA in order to provide the following construction administration services, as deemed necessary by the Corporation:

- Support City Staff with the completion of the Construction Administration/Management of the project in accordance with the drawings, specifications, reports, etc.

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- Obtain any necessary construction related approvals/permits required for the project. The Proponent shall complete any necessary documentation to obtain and/or maintain permits/approvals.
  - Promptly respond to all Contractor enquiries, RFI's, etc. within five business days. The Proponent shall assign resources to the project as required to ensure that the Contractor's schedule is not impacted as a result of awaiting further information from the Proponent.
  - Issue supplementary drawings, details, information, etc., for clarification of contract documents, as needed.
  - Prepare Deficiency Reports for any deficiencies observed during site inspections. Advise City staff immediately of any deficiencies observed.
  - Coordinate with all approval agencies (MTO, TNPI, MECP, etc.) throughout construction. Provide all necessary documentation, reports, etc., as required. Provide all documentation in a timely manner to ensure the project is not delayed. The Proponent shall not defer coordination with approval agencies to the Contractor.
  - Review any Contractor extra work requests and claims. Issue Contemplated Change Orders (CCO) and Change Orders (CO) complete with all required design drawings, details, specifications, etc., to the Contractor as necessary. The Proponent shall be responsible for any extra work/costs resulting from design error, negligence, etc. City staff shall approve all Change Orders.
  - The Proponent shall prepare and present at one public meeting for the proposed construction.
  - Notify all approval agencies when work has begun and is completed. Provide all necessary reports, documents, etc. as required. Coordinate any required inspections.



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- Coordinate with City of Cornwall staff throughout construction and attend bi-weekly construction meetings with the City and Contractor.
  - The Proponent shall assume construction site meetings are to occur bi-weekly. Construction meetings will occur at the City of Cornwall Infrastructure and Municipal Works boardroom at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1.
  - Prior to construction, the Proponent and the City will develop a Materials Testing Plan which will indicate the type and frequency of material testing to be completed throughout the course of construction.
  - The Proponent shall support to City Staff for the duration of the construction. The Proponent shall base the Contract Administration services on the Fee Schedule included in Section 3.3 – *Construction Administration and Inspection Fees*.

### 3.2. Site Inspection Services

- The City will provide full-time site inspection services for the duration of the construction period. The Proponent will assist the City/CA throughout the construction phase of the project by providing supplementary Site Inspection Services as deemed necessary by the Corporation.
- The Proponent shall complete periodic site inspections at various stages throughout the duration of the project. The Proponent shall assume that each site visit shall be four hours in duration, which does not include travel time to the site.
- The Proponent's Project Manager and City Project Manager shall coordinate the Proponent's site inspections in order to ensure the intent of the design is met.

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- The City shall coordinate all required geotechnical testing with the geotechnical Sub-Proponent. The Proponent shall review geotechnical reports as required.
  - City Staff will maintain detailed As-Built Drawings in the field such that accurate As-Built Drawings, Service Location Sheets, etc., will be prepared by the Proponent and provided to the City at the conclusion of the project.

### 3.3. Construction Administration and Inspection Fees

- As the time commitments for Construction Administration and Site Inspection services are difficult to anticipate, the Proponent shall base the cost of these services, detailed in Section 3.1 and 3.2, on the estimates provided below:

#### 3.3.1.1. Construction Administration and Inspection Fees for Phase III Works

<b>POSITION</b>	<b>HOURS</b>
Project Director	32
Project Manager/Contract Administrator	96
Site Inspector	240
Civil/Municipal Engineer	56
Electrical Engineer	24
Transportation Engineer	32
Landscape Designer/Architect	40
CAD Operator	40
Administrative Support	16

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3.3.1.2. Construction Administration and Inspection Fees for Phase IV Works

<b>POSITION</b>	<b>HOURS</b>
Project Director	12
Project Manager/Contract Administrator	40
Site Inspector	96
Civil/Municipal Engineer	24
Electrical Engineer	12
Transportation Engineer	12
Landscape Designer/Architect	24
CAD Operator	24
Administrative Support	8

- All disbursements associated with Construction Administration and Site Inspection services such as mileage, lodging, meals, supplies, etc. shall be included in the staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the project site are to be included in the staff unit rate and will not be paid for by the Corporation of the City of Cornwall.
- The fee for Construction Administration and Site Inspection services shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
- If determined that a discipline not listed in the table above is required, the Proponent is responsible for providing a proposal that includes the rate/quantity of hours, roles and responsibilities and an explanatory note that describes why their presence is essential for the success of the project. The addition of any discipline to the Construction Administration team is subject to approval by the Corporation.

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- The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require City approval prior to exceeding the estimated time allotment. The Proponent shall provide detailed justification for additional time required. The Corporation will not compensate the Proponent for additional time should the Proponent fail to provide sufficient notification and/or justification to the Corporation.
  - The Corporation will not be responsible for any overtime, rate premium, etc. Any mandated rate premiums shall be the responsibility of the Proponent. The Proponent shall not transfer these rate premiums to the Corporation in any manner.
  - The Corporation shall not be responsible for costs related to design error, omissions, negligence, etc. The Proponent shall be responsible for all costs related to re-design work due to the Proponent's error, negligence, etc.

### 3.4. Geotechnical Construction Services

#### 3.4.1. *Geotechnical Site Inspections*

- The City will retain a qualified geotechnical engineering firm to complete any materials testing required during the construction phase of the proposed project. The Proponent and/or geotechnical Sub-Proponent shall not be responsible for materials testing.
- The Proponent and/or geotechnical Sub-Proponent shall provide support to City Staff during the construction phase of the project and answer any question that may arise. Additionally, the Proponent and/or geotechnical Sub-Proponent will complete periodic site inspections as needed to ensure the intent of the geotechnical design is met.

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- The Proponent's Project Manager and City Site Inspector shall coordinate the geotechnical Sub-Proponent's site inspections as required in order to ensure the intent of the design is met.
  - The geotechnical Sub-Proponent that was retained for the initial geotechnical investigation in the design phase must complete all geotechnical services required in the construction phase of the project.
  - The Proponent shall provide as much notice as possible; however, a minimum three (3) hour response time from the geotechnical Sub-Proponent shall be required.
  - The geotechnical Sub-Proponent shall provide written reports for all site inspections. All reports/site reports shall be completed in the field at the time of the inspection. Site reports completed at a later date shall not be accepted or paid for.
  - The geotechnical Sub-Proponent shall not direct the Contractor but report directly to the Proponent's Project Manager and/or City Site Inspector.
  - All site reports shall be stamped by a Professional Engineer licensed in the Province of Ontario. No exceptions will be made.
  - The coordination and the management of the geotechnical Sub-Proponent shall be included in the Project Manager's scope of work and shall not be included in the fee for Geotechnical Construction Services. Sub-Proponent fees are to be paid at cost by the Corporation. No mark-up of any Sub-Proponent fees shall be applied to any invoice and/or paid by the Corporation.
  - The hydrogeological investigation for the Permit to Take Water (PTTW) applications shall be included in the design fees and not in this item.
  - Any geotechnical services required post-construction, shall be paid on a time and material basis.

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### 3.4.2. *Geotechnical Construction Services Fees*

- As the geotechnical services are difficult to anticipate, the Proponent shall base the cost of these services for each anticipated year of construction on the estimates provided in the Fee Schedule below:

#### 3.4.2.1. *Geotechnical Construction Services for Phase III Works*

POSITION	HOURS
Technologist/Technician	24
Senior Geotechnical Engineer	80
Preparation of Reports/Technical Memos	40

#### 3.4.2.2. *Geotechnical Construction Services for Phase IV Works*

POSITION	HOURS
Technologist/Technician	8
Senior Geotechnical Engineer	32
Preparation of Reports/Technical Memos	16

## 4. **POST-CONSTRUCTION SERVICES**

### 4.1. Post-Construction Services & Inspections

- Complete warranty inspections for each discipline twelve months and twenty-four months following Substantial Performance for each phase of the project. Issue Warranty Inspection Site Reports immediately following each site visit
- Assist the Corporation as required during the warranty period. Ensure all warranty issues have been addressed and resolved.

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- Conduct additional inspections as required for any outstanding or deficient work.
  - Coordinate with the Corporation and the contractor to ensure all warranty, deficiency and/or outstanding work is completed.
  - Assist the Corporation and coordinate with the contractor to review and resolve any third-party claims.

#### 4.2. Post-Construction Services Breakdown of Costs

- As the time commitments associated with post-construction, testing, training and commissioning services are difficult to anticipate, the Proponent shall base the cost of these services, as detailed in Section 4.1 and 4.2, on the estimates provided below:

##### *4.2.1.1. Post-Construction Services for Phase III Works*

POSITION	HOURS
Project Manager	16
Site Inspector	32
Municipal Engineer	16
Transportation Engineer	16
Electrical Engineer	16
Landscape Architect	16
CAD Operator	32

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#### 4.2.1.2. Post Construction Services for Phase IV Works

POSITION	HOURS
Project Manager	8
Site Inspector	16
Municipal Engineer	8
Transportation Engineer	8
Electrical Engineer	8
Landscape Architect	8
CAD Operator	16

- All disbursements associated with post-construction and inspection services such as mileage, lodging, meals, supplies, etc. shall be included in staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the job site are to be included in the unit rate and will not be paid for by the Corporation of the City of Cornwall.
- The fees for post-construction services shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
- The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require Corporation approval prior to exceeding the estimated time allotment. The Proponent shall provide detailed justification for the additional time required. The Corporation will not compensate the Proponent for additional time should the Proponent not provide sufficient notification and/or justification to the Corporation.



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#### 4.3. As-Built Drawings

- Prepare detailed As-Built Drawings and submit to the City in AutoCad and PDF format.
- As-Built Drawings shall be submitted to the City no later than three months after Substantial Performance for each phase of the project.
- The Corporation will review the submitted As-Built Drawings and provide comments to the Proponent. The Proponent shall update the As-Built Drawings as required and re-submit to the City.
- The Corporation will complete any additional field surveying as required as a result of incomplete as-built information.
- The Proponent shall submit a time and material to upset limit fee for the preparation of As-Built Drawings. The Proponent shall not include the labour required for As-Built Drawings in the time and material estimates in Section 4.2 – *Post-Construction Services Breakdown of Costs*.

### **5. SCHEDULE & PROJECT RISKS**

- The Corporation and Landowners intend for the construction of Phase III of the Lemay Street Improvements and Extension to be completed by the end of 2021, and Phase IV to be completed by the end of 2022. The Proponent shall prepare a detailed schedule for the entire project including the design, tender, construction and post-construction phases of the project. If the Proponent does not believe the completion date is achievable, the proposed schedule should indicate the earliest possible completion date.

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- The Proponent shall base the schedule on the following:

Item	Date
Issue of RFP	January 31, 2020
Deadline for Questions	February 14, 2020
Deadline for Submission	February 28, 2020
Award of RFP – Council Meeting	March 23, 2020
Project Commencement	March 30, 2020

*Note: although every attempt will be made to meet dates as listed, the Corporation reserves the right to modify any or all dates at its sole discretion*

- The Proponent shall provide a detailed project schedule identifying all tasks required to complete the project on time and on budget.
- The Proponent shall detail the proposed project management and methodology to ensure the project remains on schedule.
- The proposed project has numerous project risks which can impact the project schedule and budget. The Proponent shall identify all project risks and provide a detailed project methodology which will mitigate the project risks. The Proponent shall also include any actions required by the Corporation.
- The Proponent shall identify the design, tender, construction, etc., methodology and strategy to accelerate the project schedule.
- The quantity of regulatory approvals required for the project present significant risk to the project schedule as well as the budget. The Proponent shall include details on the proposed strategy to secure permits and approvals in a timely fashion in order to mitigate project delays and cost overruns.

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- The Proponent shall consider various tendering and construction phasing alternatives which could expedite the overall project schedule.
  - The Proponent shall review various construction methodologies which could expedite the project schedule and mitigate costs.
  - Continually update the project schedule and submit an updated version monthly to the City to be reviewed at monthly progress meetings. The schedule shall include City review time.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-236-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: January 27, 2020  
Subject: RFP Terms of Reference for Nick Kaneb Drive Extension

**Purpose**

The purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of the RFP document.

**Recommendation**

That Council receive report 2020-236-Financial Services.

**Background / Discussion**

*Project Overview*

RFP 20-P04 Engineering Services for the Extension of Nick Kaneb Drive, from Marleau Avenue to Virginia Drive/Tenth Street invites proposals from qualified consulting engineering firms to provide engineering services for the extension of Nick Kaneb Drive from Marleau Avenue to Virginia Drive/Tenth Street East.

The scope of work to be completed by the Consultant includes: design reports, detailed design services for the road network extension and storm sewer, the completion of a geotechnical investigation, the preparation of specifications, utility coordination, tendering services, cost estimates, construction administration consultation, site inspection, post-construction services, public and stakeholder consultation, etc.

## Background

The first section of the Nick Kaneb Dr. road corridor was constructed in 2009, and extends from Second St. West to Marleau Ave. In 2014, an Environmental Assessment (EA) for the extension of Nick Kaneb Drive from Marleau Ave. to Tenth St. E/Virginia Dr. was completed. The results of the EA concluded that it would be in the best interest of the Corporation to extend the road corridor. The extension of the roadway would provide critical road relief and redundancy for the McConnell Ave. and Ninth St./Marleau Ave. intersection, improve emergency response times and enhance connectivity for active transportation with the construction of an off-road recreational path adjacent to the roadway.

It was also determined that it would be necessary to construct the extension of Nick Kaneb Dr. prior to continuing the next phases of redevelopment of Marleau Ave. The improvements to Marleau Ave. began in 2016, when the roadway was reconstructed from Marlborough St. to Alice St. Construction was scheduled to continue easterly as per the EA, however it has been postponed until the extension of Nick Kaneb Dr. is complete, in order to provide a suitable traffic detour during construction.

Additionally, future development calls for the extension of Nick Kaneb Dr. from Industrial Park Dr. to Tollgate Rd E. At that time, the extension of Nick Kaneb Dr. from Marleau Ave. to Tenth St. E/Virginia Dr. will act as a link connecting vehicles travelling from the Business Park area located south of Marleau Ave. to businesses along the future Nick Kaneb extension and Highway 401.

The approximate timetable for the RFP is as follows:

Item	Proposed Dates
Issue of RFP	January 31, 2020
Deadline for Questions	February 14, 2020
Deadline for Submission	February 28, 2020
Award of RFP – Council Meeting	March 23, 2020
Project Commencement	March 30, 2020

Appendix A – Terms of Reference for RFP 20-P04 is attached for Council review.



Document Title:	RFP Terms of Reference for Nick Kaneb Dr. Extension - 2020-236-Financial Services.docx
Attachments:	- 20-P04 - Nick Kaneb Dr. Extension Terms of Reference.pdf
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Bill de Wit - Jan 21, 2020 - 1:28 PM**

**Tracey Bailey - Jan 21, 2020 - 1:53 PM**

**Maureen Adams - Jan 21, 2020 - 7:57 PM**

# THE CORPORATION OF THE CITY OF CORNWALL

## Request for Proposal 20-P04 *Engineering Services for the Extension of Nick Kaneb Drive, from Marleau Avenue to Virginia Drive/Tenth Street*

### ***Appendix A – Terms of Reference***

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The Corporation invites Proposals from qualified Consulting Engineering Firms to provide Engineering Services for the Extension of Nick Kaneb Drive from Marleau Avenue to Virginia Drive/Tenth Street East. The scope of work to be completed by the Proponent includes: design reports, detailed design services for the road network extension and storm sewer, preparation of specifications, tendering services, cost estimates, construction administration, construction supervision, site inspection, post-construction services, public and stakeholder consultation, etc.

## **1. BACKGROUND**

### **1.1. Project Background**

The City has undertaken several Environmental Assessments (EA) and construction projects in the east end of the City in order to accommodate increased development and traffic volumes:

- Nick Kaneb Dr. Extension from Second St. to Marleau Ave (Construction - 2009).
- Marleau Ave Widening and Improvements EA from Marlborough St. to Glenview Bl., (EA - 2012).
- Industrial Park Dr. Extension (Construction - 2012).
- Cornwall Business Park Transportation Master Plan (EA - 2013).
- Marleau Ave. Widening at Ninth St. (Construction - 2017).



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This project will provide for the extension of Nick Kaneb Dr. from Marleau Ave. northerly to the Tenth St./Virginia Dr. intersection (Business Park) and provide an additional north-south link for all modes of travel in the eastern portion of the City.

The EA for this project was undertaken in 2013 and was completed in March 2014. As a part of the consultation process of the EA, stakeholder and public feedback proposed a quick project implementation. The extension will provide critical arterial road relief and redundancy for the McConnell Ave. and Ninth St./Marleau Ave. intersection, as well as providing emergency vehicles with expeditious access to the business park.

In 2016/2017, Marleau Ave. from Marlborough St. to Alice St. was reconstructed; the redevelopment of the roadway was scheduled to continue easterly, as specified in the EA. However, in order to provide a suitable traffic detour during construction, it was determined that the extension of Nick Kaneb Dr. from Marleau Ave. to Tenth St/Virginia Dr. must be constructed prior to the next phases of development of Marleau Ave.

The extension of Nick Kaneb Drive has been identified as crucial for future expansion and development. The new road corridor will act as a link connecting the properties within the City's Business Park Area south of Marleau Ave. to the Business Park Area located northeast of Tenth St. Additionally, the Business Park Transportation Master Plan Environmental Study, completed in 2013, called for the expansion of the City's Business Park in the parcel(s) of undeveloped land located east of McConnell Ave. and between MTO Highway 401 and Industrial Park Drive. The report identified the need for a future roadway extending northerly from Industrial Park Drive to Tollgate Rd. East. Following the construction of the future Nick Kaneb Extension, the current extension of Nick Kaneb Drive that extends from Marleau Ave. to Tenth St./Virginia Dr. will assist in alleviating heavy vehicular traffic travelling from MTO Highway 401 to the Business Park properties located south of Marleau Ave.

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## 1.2. Engineering Design Considerations

The preliminary design option selected for the extension of Nick Kaneb Drive includes the construction of a two-lane roadway extending from the intersection of Marleau Avenue and Nick Kaneb Drive to the intersection at Tenth Street East/Virginia Drive. The 2014 EA presented a number of design options for the intersection at Virginia Dr/Tenth St. It was determined that the preferred design solution, based on site specific conditions, should consist of a standard intersection with traffic signals, if warranted. The alignment of the corridor and preferred design option of the intersection described in the EA is a general configuration only and must be evaluated as part of the design process.

Additionally, the parcel of land where the future road corridor will be located is considered an unevaluated wetland. Significant consideration must be given to the proposed roadway/pavement structure and construction materials utilized in order to minimize the likelihood of premature deterioration of the roadway as a result of existing subsurface conditions.

At the existing intersection of Tenth St./Virginia Dr. there are a number of overhead utility transmission lines which extend in both directions. It is anticipated that the final design of the intersection at Tenth St./Virginia Dr. will require utility relocations as a result of the modifications to the intersection. Utility companies have recently relocated a number of overhead transmission lines within the project area; the proposed intersection design was provided to the utility companies for layout purposes and the exact location of the relocated poles will be provided to the Proponent. As part of the evaluation of the proposed intersection design at Tenth St./Virginia Dr., the amount of utility relocations and associated costs must be considered.

The proposed roadway alignment requires crossing a Canadian National Railway (CN) Spur Line corridor located approximately twenty (20) metres south of the existing Tenth St./Virginia Dr. intersection; the CN Spur Line runs perpendicular

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to the proposed roadway. As the CN Spur Line is no longer in use, the City has purchased the necessary property for the proposed road extension from CN. The existing tracks will be removed as part of the road extension project, in coordination with CN. Additional coordination with CN will be required as part of the design process to ensure that any requirements are incorporated into the design. It should be assumed that the portion of the CN Spur Line corridor that has been purchased by the City is contaminated. It will be the responsibility of the Proponent to complete any necessary testing and include any required remediation plans in the tender documents.

In 2010, the section of Nick Kaneb Drive that extends from Second St. E to Marleau Ave. was constructed along the former Courtaulds railway corridor. At the time, the intersection at Nick Kaneb Dr. and Marleau Ave. was constructed as a tee intersection; however, the layout of the intersection was designed to accommodate turning lanes as part of future development. This will allow for minimal disruption and disturbance to Marleau Ave. during the construction of the extension of the roadway to Tenth St./Virginia Dr. The design of the new road corridor will require an evaluation of the intersection at Marleau Ave.; however, it is anticipated that only minor upgrades and modifications will be necessary.

The extension of the road corridor will involve the construction of a new storm sewer network which will direct surface drainage from both the roadway and private properties adjacent to the road corridor into the City's storm sewer network. An existing 675mm storm sewer, constructed in 1967, flows southerly from Virginia Dr. to Marleau Ave. and outlets to the Leitch MacLennan Drain. The storm sewer is located on private property, with the City retaining an easement for maintenance and access purposes. Any connections to the storm sewer will require property acquisition or an additional easement agreement.

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### 1.3. Available Documents

The following drawings and reports are available for review using the link for supporting documents: <https://bit.ly/3as4JEb>

#### 1) Various As-Built Construction Drawings

- 2004 Pavement Widening on Marleau Avenue from Iroquois Drive to Lochiel Street, completed by City of Cornwall (Drawing No. 351\_05)
- 2010 Construction of a New Roadway on former Courtaulds rail corridor from STA 1+120 to Marleau Avenue (Drawing No. 958\_10)
- 2010 Storm Sewer Construction and Roadway Widening on Marleau Avenue at New Roadway, completed by the City of Cornwall (Drawing No. 958\_11)
- 2012 Reconstruction of Tenth Street from STA 0+720 to STA 0+930, completed by the City of Cornwall (Drawing No. 873\_05)

#### 2) Various Issued for Construction Drawings

- 2013 Proposed Virginia Drive Widening and Resurfacing from Tenth Street to CN Tracks, prepared by the City of Cornwall (Drawing No. 646\_02)
- 2013 Proposed Virginia Drive Construction from CN Tracks to STA 0+203.7, prepared by the City of Cornwall (Drawing No. 646\_03)

#### 3) Various Council Reports and By-Laws

- 2015 Small Communities Fund Intake 2 – Expression of Interest – Nick Kaneb Drive Extension, prepared by the Dept. Of Infrastructure and Municipal Works, City of Cornwall (Document 2015-23-IMW-IP)
- 2017 By-Law to amend the Traffic & Parking By-Law 069-1989, Schedule XXII, by adding Pedestrian Crossover, Marleau Avenue and Nick Kaneb Drive, prepared by the City of Cornwall (Document By-law 2017-141)
- 2018 By-Law to dedicate lands as public highway and name them Tenth Street East (Document By-law 2018-026)

#### 4) Existing Site Plans

- 1990 Luc & Maurice Emard, 1030 Virginia Drive, prepared by R. Pregent (Drawing No. VIRGINIADR1020-1990-1B)

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- 2000 Tim Hortons, 1380 Marleau Avenue, prepared by Tim Hortons (Drawing No. MARLEAUAV1380-2000-1B)
  - 2001 Tim Hortons, 1380 Marleau Avenue, prepared by Tim Hortons (Drawing No. MARLEAUAV1380-2001-2C)
  - 2002 Leon's Furniture Store, 1360 Marleau Avenue, prepared by Perras Distefano (Drawing No. MARLEAUAV1360-2002-1B)
  - 2003 Tim Hortons, 1380 Marleau Avenue, prepared by Tim Hortons (Drawing No. MARLEAUAV1380-2003-3D)
  - 2010 St. Lawrence Structures, 1030 Virginia Drive, prepared by St. Lawrence Structures (Drawing No. VIRGINIADR1030-2010-1B)
  - 2013 Tim Hortons, 1380 Marleau Avenue, prepared by WD Partners (Drawing No. MARLEAUAV1380-2013-1B)
  - 2015 Upper Canada District School Board, 850 Nick Kaneb Drive, prepared by WSP Group (Drawing No. NICKKANEGBDR850-2015-1B)

#### 5) Geotechnical Information

- 1964 Sewage and Drainage Systems – 1964 Sewage Disposal and Storm Sewer Programme, prepared by E.M. Peto Associates (Document No. BH\_009)
- 2003 Geotechnical Investigation Report of Courtaulds Road, prepared by the HMO Ltd. (Document No. BH\_204)
- 2003 Geotechnical Investigation Report for Marleau Avenue, prepared by HMO Ltd. (Document No. 814\_01)
- 2011 Tenth Street Site #5 – Preliminary Report, prepared by St. Lawrence Testing (Document No. BH\_214)
- 2013 Virginia Drive – Geotechnical Subsurface Investigation, prepared St. Lawrence Testing (Document No. BH\_222)

#### 6) Environmental Study and Stormwater Management reports for Existing and Proposed Developments

- 2011 Marleau Avenue Widening Improvements, Environmental Study Report, prepared by Genivar (Document No.896\_01)
- 2013 Cornwall Business Park Transportation Master Plan, Environmental Study Report, prepared by Genivar (Document No. 953\_01)
- 2014 Upper Canada District School Board – Marleau Avenue and Nick Kaneb Drive, Environmental Assessment, prepared by St. Lawrence Testing (Document No. 998\_01)

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- 2014 Nick Kaneb Drive Extension, Environmental Assessment Study, prepared by WSP (Document No. 994\_01)
  - 2014 Tim Hortons, Stormwater Management Report, prepared by WD Partners (Document No. 359\_01)

## **2. ENGINEERING DESIGN SERVICES**

The successful Proponent shall complete the following tasks related to the design of the Nick Kaneb Drive Extension, from Marleau Avenue to Tenth Street/Virginia Drive.

### **2.1. Review of Existing Information**

- Review all available existing drawings, reports, etc. related to the project and project area included in the link to supporting documents and summarized in Section 1.3 – *Available Documents*.
- Confirm all dimensions, condition grades, materials, equipment, elevations, etc. as described in As-Built Drawings, Service Location Sheets, reports, etc. to ensure all information used in the design is correct. The Corporation of the City of Cornwall is not responsible for any errors or omissions in the information provided to the successful Proponent. The successful Proponent is required to verify and shall take responsibility for all existing information.
- Carry out additional field inspections and subsurface investigations as required to assess existing conditions and to supplement the available information.
- Prior to commencing the design, the successful Proponent shall complete a pre-construction photo survey for record purposes which shall include but not be limited to: roadways, sidewalks, driveways, retaining walls, handrails, vegetation, trees, entrances, steps, porches, foundations, buildings, dwellings, pumping stations, equipment, etc. Photos shall be

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taken during a time that weather will not impact the photos. The pre-construction photo survey shall accurately indicate the condition of all pre-existing features. The pre-construction photo survey shall be provided to the Corporation upon completion for record purposes.

- Review the Environmental Assessment for the Industrial Park Drive Extension to Tenth Street completed by Genivar in 2011
- Review the Environmental Assessment for the Cornwall Business Park Transportation Master Plan completed by Genivar in 2013.
- Review the Environmental Assessment for the Nick Kaneb Drive Extension completed by Genivar in 2014.
- Review existing and proposed Site Plans, Servicing Plans, Servicing Reports, etc., for the properties within the project area and incorporate into the design as required.
- Review the existing geotechnical information for the proposed roadway extension.
- Review the scope of work of all current and/or future City of Cornwall capital works projects and identify possible impacts on the project.

## 2.2. Topographic Survey

- The Corporation has completed a topographic survey of the project area and will provide to the successful Proponent.
- The Proponent shall coordinate any additional survey work required with the City. City staff will complete any additional incidental survey work required and provide to the Proponent. The Proponent will be responsible for coordinating any additional survey work on private property to be completed by City staff and obtain any necessary approvals from property owners.

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- The Proponent shall review the completed topographic survey and ensure that all necessary information has been provided.
  - The Proponent shall be responsible for coordinating with utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, etc.) to confirm the location of all utility plants. Additionally, the Proponent shall coordinate with City Survey staff in conjunction with the utility companies in order to obtain survey information for utility owned buried infrastructure. The Proponent shall be responsible to add the existing utilities to all relevant design drawings.
  - The survey will be provided to the successful Proponent in the NAD83 coordinate system in an AutoCad format, consisting of points.
  - The Proponent shall prepare the base plans using the survey information provided by the Corporation. However, the Proponent shall be responsible to verify the accuracy of the information provided.

### 2.3. Geotechnical Services

#### 2.3.1. Geotechnical Investigation of Project Area

- Complete a geotechnical investigation for the proposed road network extension. The investigation must be completed by a Licensed Professional Engineer, registered in the province of Ontario. Additionally, the Geotechnical Consultant must be registered with the Ministry of Transportation of Ontario (MTO) Vendors Registry as a Consultant under the Foundations Engineering, Geotechnical - Low Complexity category.
- Review the existing geotechnical reports and borehole logs provided by the Corporation. All available geotechnical reports and borehole logs are included in the RFP
- The Proponent shall develop a geotechnical investigation program to supplement the existing information provided by the City. The geotechnical



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services shall be provided in accordance with the “Guideline for Professional Engineers Providing Geotechnical Engineering Services” published by the Professional Engineers of Ontario (PEO).

- The Proponent and/or geotechnical Sub-Proponent shall recommend the number and depth of additional boreholes, pavement cores, rock cores, granular samples, etc. in order to properly characterize the nature of existing fill materials, classify existing soils, determine the nature/strength of the subgrade soils for stable open cutting and supported excavation purposes and methods, trenchless technologies, as well as groundwater conditions for the proposed storm sewer extension, etc.
- The Proponent and/or geotechnical Sub-Proponent shall drill ten (10) boreholes at a depth of six metres along the proposed road alignment, including the intersections at Marleau Ave. and Tenth St./Virginia Ave. The Proponent shall provide a unit rate (\$/metre) for the additional boreholes that are deemed necessary by the Proponent, the geotechnical Sub-Proponent and the Corporation.
- The geotechnical field investigation shall include the following at a minimum:
  - Obtain clearance from the Corporation prior to conducting any drilling;
  - Secure all necessary permits and access agreements in order to conduct drilling;
  - Obtain clearances for all underground utilities and services from the relevant agencies prior to drilling including the CN and RRCA;
  - Verify any necessary work required in order to obtain access through future road right-of-way prior to drilling. Coordinate with City staff for the completion of the work.

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- Direct the drilling, sampling and testing work on site, but not limited to, using drilling equipment suitable for mandatory performing Standard Penetration Testing (SPT) and equipped to test the undrained shear strength of cohesive soils where encountered and other testing as recommended by the Proponent;
  - Carry out work in a safe manner in accordance with the Occupational Health and Safety Act (OHSA) and with the Ontario Traffic Manual for Temporary Conditions, Book 7, Field Edition of the Ministry of Transportation Ontario (MTO) using appropriate signs, devices and traffic control persons as required for the applicable layouts;
  - Backfill boreholes and asphalt cores thoroughly in several lifts and ensure adequate compaction is performed in order to prevent settlement. Within paved areas, seal borehole and asphalt cores with asphalt to match existing thickness;
  - Measure and record the water bearing zone(s) and the static groundwater levels which are to be included in each borehole log;
  - Survey the locations and ground elevations of all boreholes, asphalt cores, test pits, etc., using benchmarks available on-site;
  - Notify the Corporation of findings which may indicate areas of potential soil or groundwater contamination.
- The borehole logs, soil profiles and laboratory testing shall include the following mandatory information:
    - Identification, location, ground elevation, type of boring and/or coring;
    - Date of Work;
    - Details of asphalt cores and soils – location and type of samples;

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- N values from SPT at changes of strata and at 0.6 metre maximum intervals in any case;
  - Groundwater levels (as measured in temporary flexible standpipes or observes within the borehole);
  - Moisture content, grain size distribution, Atterberg limits testing to adequately characterize roadway granular base and subbase and subgrade soils;
  - Shear strength values for cohesive strata;
  - Artesian conditions if encountered;
  - Rock Profile – if auger refusal is encountered within the requested borehole depth, then coring must be carried out to prove bedrock or boulder (minimum sample 3.0 metres of cored bedrock);
  - The Proponent and/or Sub-Proponent should also augment the investigation and/or testing subject to other information that is recommended.
- The Proponent and/or geotechnical Sub-Proponent shall complete a Comprehensive Geotechnical Investigation Report for the proposed Nick Kaneb Drive Extension project. The geotechnical report shall include the borehole and asphalt core logs showing groundwater levels, SPT numbers, mandatory laboratory test results and other results as required, borehole/asphalt core location plans and/or borehole/core location tables as well as geotechnical engineering, design and construction recommendations as described herein.
  - The Geotechnical Investigation Report shall include a review of different alternatives for the construction of the roadway in poor geotechnical conditions, taking into consideration the overall project cost.
  - The Comprehensive Geotechnical Investigation Report shall include:

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- General site and subgrade preparation;
  - Materials (soil parameters, reusability, compaction requirements, etc.);
  - Excavations (side slopes, stability, shoring, tunnelling, protection, blasting, etc.);
  - Groundwater presence and static levels;
  - Sewer trench bedding, cover and backfill;
  - Pavement structure and/or pavement reinstatement design;
  - Municipal Infrastructure (Sewer, Watermain) installation design parameters including bearing capacities, earth pressures, etc.
  - Stability and settlement of sewers, roadways, etc.
  - Construction staging/phasing;
  - Construction considerations (subgrade protection, dewatering methods, etc.);
- The geotechnical report shall include the borehole logs, geotechnical information, etc. from previous projects. The Proponent shall use the information and recommendations provided in these reports as the Proponent deems appropriate.

#### *2.3.2. Permit to Take Water*

- The Proponent/Sub-Proponent shall assume that a Permit to Take Water (PTTW) will be required. The successful Proponent shall include the required geotechnical and hydrogeological services necessary to determine the need for a PTTW according to the Ontario Water Resources Act (OWRA) Section 34 and Ontario Regulation 387/04 – Water Taking and Transfer.

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### 2.3.3. Phase II Environmental Site Assessment

The Proponent shall complete a Phase II Environmental Assessment for the proposed road network crossing at the CN corridor in accordance with the regulations set out by the province of Ontario and O.Reg 153/04 – Records of Site Condition, as well as any other applicable guidelines, in order to determine whether contaminants and/or designated substances are present.

- Review existing as-built information and reports to identify all past and present uses of the site.
- Determine the quantity/location of soil and/or water samples required for laboratory testing.
- Obtain and submit soil/water samples for laboratory testing and analysis.
- Prepare a detailed report outlining the results of the Environmental Assessment.
- If applicable, determine the extent of contamination and prepare a Removal and Disposal (R&D) Plan to be included in the contract documents.
- The R&D Plan shall be complete with drawings identifying the anticipated extents of contamination and site-specific instructions for decontamination and reuse as per O. Reg. 406/19 – On-Site and Excess Soil Management.

### 2.3.4. Breakdown of Costs

The Proponent/Sub-Proponent shall provide a breakdown of costs for the geotechnical services as per the Fee Schedule provided below:

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Review of Existing Geotechnical Information Provided by the City	1	LS	\$_____	\$_____

2	Coordinate with CN, RRCA and the City	1	LS	\$_____	\$_____
3	Additional Boreholes Along Road Network Alignment	10	EA	\$_____	\$_____
4	Comprehensive Geotechnical Investigation Report for the Nick Kaneb Extension Project	1	LS	\$_____	\$_____
5	Coordinate and Secure All Required Approvals from the CN, RRCA and City	1	LS	\$_____	\$_____
6	Permit to Take Water (PTTW)	1	EA	\$_____	\$_____
7	Rock Coring	10	VM	\$_____	\$_____
8	Phase II Environmental Site Assessment	1	LS	\$_____	\$_____

*\*The table above is for information purposes only. Proponents are to include unit pricing and total pricing as part of the cost breakdown.*

- Borehole items shall include utility locates, borehole drilling, traffic control, coordination, disbursements, etc. Geotechnical Proponent shall be compensated based on the actual number of boreholes installed.
- The Comprehensive Geotechnical Investigation Report items shall include sample collection, laboratory testing, analysis, coordination, professional fees, disbursements, etc. The geotechnical Proponent shall be compensated based on the actual number of report(s) completed.
- The Permit to Take Water (PTTW) item shall include all geotechnical work, hydrogeological work, coordination, professional fees, disbursements, etc. needed in order to secure PTTW approval as required. Proponent shall be compensated based upon the actual number of permits approved.
- The Rock Coring item shall include rock coring, sample collection, laboratory testing, analysis, coordination, laboratory testing, analysis,

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coordination, disbursements, etc. The geotechnical Proponent shall be compensated based upon the vertical metre of actual rock coring completed.

- The Phase II Environmental Site Assessment item shall include all geotechnical work, hydrogeological work, laboratory testing fees, coordination, professional fees, disbursements, etc. needed in order to complete the Phase II EA as required. Proponent shall be compensated based upon the actual number of environmental assessments completed.
- The Proponent shall not include any costs in the geotechnical Fee Schedule provided above. The costs associated with project management, coordination, analysis, review, QA/QC, etc. shall be included in the Proponent's overall Fee Schedule/Work Plan.

#### 2.4. Utility Coordination

- Identify all utilities and the responsible utility companies within the project area.
- Coordinate with all relevant utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas) as needed throughout the design phase.
- Collect all available Utility Plant As-Built Drawings from the relevant utility companies.
- Confirm location of all utility plants and prepare a Composite Utility Plan (CUP). Existing utilities must be shown on all relevant design drawings.
- All communications with utility companies shall be carefully documented throughout the design phase and included in the Final Design Report; all documentation/correspondence compiled throughout the construction phase must be submitted to the City with the Post-Construction document package.

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- Conduct Utility Coordination Meetings, with utility companies as needed, at the City of Cornwall's Infrastructure & Municipal Works office, located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1. Additionally, coordinate any required field visits necessary in order to ensure that proposed utility relocations meet the requirements of all utility companies involved.
  - Coordinate the daylighting of utilities as required. City staff will complete the daylighting under the supervision of the successful Proponent and the respective utility company.
  - Complete QA/QC review of As-Built information, design information, etc. provided by the utility companies. Complete any necessary field review/verification as required.
  - Identify any utility conflicts within the proposed work area and coordinate any required utility relocation with each respective utility company. If required, complete the design of any required utility relocations, temporary or permanent supports, etc.
  - The Proponent is responsible for including any utility requirements in the proposed design of the roadway and intersections and coordinating throughout all phases of the project to ensure that the utility companies have a thorough understanding of the project scope.
  - Provide the City with a detailed schedule of completion for each utility companies portion of the work, including scheduling and phasing for each utility companies work.
  - Act as liaison between the various utility companies, as needed, to ensure that the proposed relocations meet the requirements/needs of each of the respective utility companies.
  - Verify that utility relocations do not conflict with any proposed future development.



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- Continually consult with utility companies throughout the design process to ensure that the proposed design meets utility company minimum standards/clearances for both overhead transmission lines and buried infrastructure.
  - Review the cost estimate for any utility relocation, temporary support, servicing, etc., provided by the utility companies; verify that proposed relocation solutions are the most economically feasible option available.
  - Continually coordinate and monitor all work to be completed by utility companies for the duration of the project in order to ensure all utility work is completed on schedule. Coordinate work/timelines between the various utility companies, as needed.
  - The Corporation will not consider delays to the Proponent's schedule due to the utility companies. The Proponent shall coordinate and secure any necessary information, approvals, etc. from the utility companies such that the design and construction phases of the project remain on schedule.

## 2.5. Traffic Control & Traffic Impacts

- Coordinate the traffic control required to complete the required field measurements, inspections, geotechnical investigation and utility daylighting in accordance with OTM Book 7. The cost associated with traffic control for this work is to be included in this item. Coordinate all traffic control with the City of Cornwall's Traffic Section.
- Complete traffic control and proposed detour and construction phasing drawings and specifications as required for the project.
- Prepare a "Preliminary" Traffic Control Report to review the various traffic control/staging components of the project and evaluate various alternatives in order to minimize disruption to traffic on Marleau Avenue and Tenth

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Street/ Virginia Drive. Coordinate with the City of Cornwall Traffic Department in the development of the report.

- Prepare a “Final” Traffic Control Report based on the recommendations presented in the preliminary report.
- Review upcoming City capital projects and account for any traffic related impacts in the Traffic Control Reports.

## 2.6. Design Services

Complete the detailed design for the Nick Kaneb Drive Extension as described herein.

### 2.6.1. General Design Services

- Prepare detailed design drawings and construction specifications for the proposed road network extension.
- Prepare and update construction cost estimates as the design progresses.
- Detailed Design Drawings shall be submitted to the City of Cornwall for review at the following stages:
  - 30% Design (three hard copies, PDF)
  - 60% Design (three hard copies, PDF)
  - 90% Design (three hard copies, PDF)
  - Issued for Tender (twenty hard copies, PDF, CAD)
  - Issued for Construction (five hard copies, PDF, CAD)
  - As-Built (three hard copies, PDF, CAD)
- Specifications shall be submitted to the City of Cornwall for review at the following stages:
  - 60% Design (PDF, Word)

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- 90% Design (PDF, Word)
    - Issued for Tender (PDF, Word)
    - Issued for Construction (PDF, Word)
  - Cost estimates shall be provided to the City of Cornwall for review at the following stages:
    - 30% Design (PDF, Excel)
    - 60% Design (PDF, Excel)
    - 90% Design (PDF, Excel)
    - Issued for Tender (PDF, Excel)
    - Issued for Construction (PDF, Excel)
  - Construction specifications shall be completed in City of Cornwall/OPS standard templates.
  - The City shall be responsible for the printing of all “Issued for Tender” and “Issued for Construction” drawing sets and contract specifications.
  - All “Draft” and “Final” submission described herein shall be reviewed by City staff.
  - All drawings, specifications, reports, memorandums, etc. must be signed and stamped by a Professional Engineer licensed in the Province of Ontario.
  - Specifications shall be prepared based on OPS and City of Cornwall standards. The Proponent shall complete the Form of Tender (Schedule of Unit Prices) to be included in the tender document. The tender shall be prepared as an OPS unit rate contract.
  - Tender specifications shall comply with the City’s Purchasing Policy.

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- All design drawings shall be prepared in accordance with the City of Cornwall, MECF, OPS, CN and RRCA standards.
  - The Proponent shall prepare Construction Phasing and Sequencing Drawings as necessary.
  - All design drawings shall include property limits, easements, sanitary sewers, storm sewers, forcemain, watermain, roadway, ditches, sidewalks, driveways, culverts, utilities both above and below ground, dwellings, structures, entrances, pavement markings, traffic signs, trees/vegetations, etc.
  - The Proponent shall prepare an Erosion and Sediment Control Plan drawings as required.
  - The Proponent shall prepare a Composite Utility Plan (CUP) and any necessary utility relocation plans.
  - Grading Plans shall be provided for any surface restoration.
  - Incorporate Street Lighting and Traffic Signal designs/plan provided by the City into the design drawings and contract specifications.
  - Review all available drawings, specifications, reports, etc. pertaining to the project. The Proponent shall conduct site visits as required to confirm accuracy of the information provided. Any costs associated with redesign work as a result of a failure to review available documents or conduct necessary site visits will not be paid by the Corporation.
  - The Proponent shall continually monitor and effectively control project costs to ensure the project remains within budget.

*2.6.2. Quality Assurance and Quality Control (QA/QC)*

- The Proponent shall conduct a QA/QC review of all “Draft” and “Final” submissions as described herein to ensure high quality services are

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provided. The Proponent shall be fully responsible for the QA/QC of all project deliverables including any Sub-Proponents.

- The QA/QC of all project deliverables shall be completed by a Senior Engineer with extensive experience on projects of a similar scope and who is not directly involved in the detailed design phase of the project.
- The Proponent shall include a detailed description of the QA/QC process to be conducted in accordance with the terms of the RFP.
- A QA/QC review shall be conducted for all “Draft” and “Final” drawings, specifications, reports, memorandums, etc. At a minimum, QA/QC reviews shall be conducted at the following stages: 60%, 90%, 100%, Issued for Tender and Issued for Construction.
- The Corporation reserves the right to audit the Proponent’s QA/QC practices. The Corporation may request clarification and/or request additional information from the Proponent to ensure adherence to the QA/QC requirements described herein.
- The Proponent shall be responsible to coordinate, review, QA/QC, etc. any work completed by a sub-Proponent. The Proponent shall be responsible to complete QA/QC reviews of all work produced by any sub-Proponent(s).

#### 2.6.3. Coordination

- Coordinate the work of all Sub-Proponents including the geotechnical investigation. Determine the scope of the geotechnical investigation as further described herein. The scope of the geotechnical investigation shall be determined in consultation with the City.
- The Proponent shall review current and upcoming City capital projects to determine any potential impacts on the proposed project. Any associated impacts shall be addressed in the contract documents.

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- Continually coordinate with the geotechnical Sub-Proponent during the design process to ensure the design meets the recommendations provided in the geotechnical report(s).
  - Continually coordinate with utility companies throughout the design process to ensure that the design meets the requirements and minimum standards of the respective utility companies.
  - The Proponent shall continually consult with the CN during the design process and incorporate requirements/comments made by CN into the design.
  - Identify any required property acquisitions or easement agreements. Coordinate any required property acquisitions and easement agreements with City staff. Provide drawings of property limits for the Corporation to secure.
  - The Proponent shall maintain a detailed log where all QA/QC comments are documented. The Proponent shall provide a copy of the QA/QC logs with each submission to the City.

#### 2.6.4. Road Corridor and Intersection Design

- Complete a comprehensive review of the preferred design option indicated in the 2014 EA.
- Utilize the preferred option selected as a guideline for the road corridor and intersection design only. The Proponent shall prepare a minimum of five (5) different road network and intersection alignment alternatives for the City to review. The Proponent is responsible for optimizing the alignment and determining the best fit of the road corridor and intersection(s) within the right-of-way.
- The Proponent shall review the proposed cross-section included in the EA and provide a recommendation for the optimization of thereof, and/or a

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preferred alternative based on a detailed evaluation of the existing available documentation.

- Identify any required upgrades to the intersection of Marleau Ave. and Nick Kaneb Dr. and prepare the detailed design drawings for the work.
- Identify any property acquisitions necessary as a result of changes to the alignment of the roadway and/or upgrades at intersections.
- Complete a review of adjacent properties and confirm the preferred location of proposed entrances and servicing requirements. Include entrance locations and future servicing locations on drawings.
- The road network extension design shall include all necessary geotechnical requirements/recommendations the Geotechnical Investigation Report. No extra fees will be paid by the Corporation for geotechnical conditions/impacts.
- Complete a detailed review of the existing underground infrastructure (including a review of current alignments, future plans and upgrades, estimated remaining service life, etc.) and provide recommendations for any necessary modifications/upgrades during construction. The Proponent shall consider how the current project will impact future accessibility and maintenance to existing buried infrastructure at Tenth St./Virginia Dr. and Marleau Ave.
- The detailed design of a new watermain and sanitary sewer is not included in the scope of the project, however, the Proponent shall identify a proposed location for a future servicing corridor within the project limits if ever necessary.
- Any necessary modifications to the existing sanitary sewer, sanitary forcemain, casings, watermain, storm sewer, culverts, etc. shall be included in the design drawings. The Corporation will not be responsible for

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additional fees resulting from required modifications to existing underground infrastructure.

- The Proponent shall include the Removal and Disposal Plan for contaminated material in the design drawings, based on the recommendations provided in the Phase II Environmental Site Assessment.
- The Proponent shall conduct a serviceability review of each parcel of land to ensure that it can be serviced by the existing sanitary sewer on Marleau Avenue. The servicing of private property shall be by gravity (pumping will only be considered where it has been definitively determined that gravity is not feasible). Discussion/recommendations regarding the serviceability of each private property shall be included in the Final Design Report.

#### *2.6.5. Storm Sewer Design*

- Prepare Detailed Design Drawings for the proposed storm sewer as further described herein. The design drawings shall include plan and profile drawings, details, OPSD's, etc. The design drawings shall include any necessary modifications to the existing storm sewer network, culverts, etc. as required. The design drawings shall also include all necessary surface restoration.
- Establish and confirm the design criteria and parameters.
- Establish the overall storm sewer catchment area of the proposed system in coordination with City staff.
- Complete storm sewer design sheets for the proposed storm sewer extension. Complete the necessary hydraulic analysis for the design of the storm sewer.
- The design of the storm sewer shall take into consideration the servicing and serviceability of the ultimate catchment area.



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- The Proponent shall provide recommendations for dewatering in consultation with the geotechnical Sub-Proponent. Prepare any necessary Dewatering Plans and associated specifications.

#### *2.6.6. Landscaping*

- Prepare Landscaping Plans for the roadway extension, including restoration, tree planting, etc. The Proponent shall provide a number of landscaping design options and cost estimates in the design report.
- Consult with the City's Parks and Landscaping Department regarding species selection and preferred options for tree and shrubbery selection.
- Provide naturalized buffer options for the area between the roadway and off-road recreational path.
- Consider the existing environmental features and vegetation within the area and reinstate native plant species where possible and/or recommended.
- The landscaping plan shall consider alternatives to sod, where possible, in order to minimize maintenance costs in summer months and maintain a natural environment within the right-of-way.
- Review the 2014 EA and confirm that there have been no changes to the Species at Risk (SAR) identified in the project area, if applicable. Determine any best practices and landscaping requirements to minimize the impacts to SAR and incorporate the recommendations into the design.
- Complete a Tree Inventory for any trees which could be impacted by the proposed construction; the Proponent shall preserve as many trees as possible. All trees removed shall be replaced in accordance with the City's Tree Planting Policy.
- Prepare a Tree Planting Plan in accordance with the City's Tree Planting Policy.

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- The detailed design drawings shall clearly identify which trees are to be removed, protected, replaced, remain, etc.

#### 2.6.7. Street Lighting and Traffic Signals

- The City will prepare the street lighting design for the corridor, as well as the traffic signal plan at the intersection of Tenth St/Virginia Dr. and any necessary upgrades at the intersection of Marleau Ave. The Proponent is responsible for submitting base plans to the City in order to prepare the detailed design drawings for the street lighting plans and traffic signal upgrades.
- Coordinate with the Traffic Department throughout the design process and provide recommendations for the street lighting and traffic signal plan based on site-specific considerations.
- The Proponent shall complete a review and provide commentary on the street lighting design and traffic signal plan provided by the City.
- The Proponent shall incorporate the drawings and contract specifications for street lighting design(s) and traffic signal upgrades prepared by the City into the tender documents.

#### 2.6.8. Design Reports

- The Proponent shall complete a Comprehensive Final Design Report for the proposed Nick Kaneb Drive Extension from Marleau Ave. To Tenth Street/Virginia Drive. The design report shall be continually updated throughout the entirety of the design phase of the project and submitted periodically to the Corporation for review and commentary. The Design Report shall be finalized at the end of the design phase of the project.
- The Comprehensive Final Design Report shall include at a minimum the following information:
  - Road Network Design Criteria and Rationale

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- Road Network and Intersection Alignment Alternatives
  - Storm Sewer Catchment Area
  - Storm Sewer Design Sheets
  - Geotechnical Considerations
  - Construction Methodologies in Poor Geotechnical Conditions
  - Trenchless Technology
  - CN Crossings
  - Review of Existing Infrastructure
  - Utility Considerations
- The Comprehensive Final Design Report shall include an itemized breakdown of construction costs using estimated quantities and unit rates. The cost estimate shall be continually updated as the design progresses.
  - The design report shall include a detailed discussion of the proposed intersection and road corridor design options developed as part of the 2014 EA process. The discussion shall include an evaluation of the various options, complete with commentary on utility constraints and traffic impacts.
  - The Proponent shall prepare a minimum of five (5) different road network and intersection alignment alternatives in the design report for the City's review.
  - The design report shall also include discussion/recommendations regarding the proposed construction schedules.
  - The design report shall include detailed discussion of construction phasing, staging, sequencing, etc. and provide commentary on different alternatives.
  - The design report shall be signed and stamped by a Professional Engineer licensed in the Province of Ontario.

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- The Proponent may also elect to prepare Technical Memoranda throughout the detailed design phase to be compiled into the Final Design Report at the conclusion of the design phase of the project.
  - The Proponent shall include a review of the serviceability of each parcel of land along the corridor of the Nick Kaneb Drive Extension.
  - The Proponent shall prepare and maintain a log of all City and Stakeholder (Utilities, RRCA, CN, etc.) commentary throughout the design process. The log shall identify how comments were addressed and/or incorporated into the detailed design.
  - The Comprehensive Design Report shall evaluate the impact of dewatering for both the underground infrastructure and roadway construction and recommend strategies for discharge.
  - The Proponent shall prepare an Erosion and Sediment Control Plan (ESCP) and associated drawings/details for submission to the RRCA. Prior to the completion of the detailed design, the Proponent shall submit the ESCP and draft design drawings of the corridor/intersections to the RRCA for review and comment.
  - All versions of the Design Report(s) shall be submitted to the City in “Draft” for review by City staff. The Proponent shall incorporate all City comments into subsequent versions of the report. All reports shall be submitted to the City in PDF as well as three hard copies are to be delivered to the City’s Engineering office. All costs and/or disbursements associated with printing reports are to be included in the Proponent’s fee.

## 2.7. Tendering Services

- Prepare tender documents using the City of Cornwall and OPS tender format. Tender documents shall include all necessary sections such as

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Information to Tenderers, General Conditions, Supplementary General Conditions, Special Provisions and Standard Detail Drawings.

- Complete a pre-tender construction estimate and submit to the City a minimum of four (4) weeks in advance of the tender issuance.
- The tendering period shall be four to six weeks.
- Provide support to City staff during the tendering period. Prepare and answer all tender requests for clarification. Prepare Clarifications and Addenda using the City of Cornwall format.
- Ensure the tender documents are complete. A QA/QC review of all tender documents shall be completed prior to tendering. The Proponent shall be responsible for completing comprehensive QA/QC reviews of any Sub-Proponent tender document.
- Review Contractor/supplier requests for alternate equipment and products.
- Assist the City in evaluating the tender submissions and preparing award recommendations.
- Assist the City in contacting Contractor references. Participate in interviews with Contractor references with City staff.
- Upon tender award, prepare Final Contract Documents including all addenda, updated drawings and specifications for contract execution. The Proponent shall prepare an electronic version in PDF of the Final Contract Documents to be executed.

## 2.8. Permits and Approvals

- Coordinate and undertake all work associated with securing the necessary approvals, including but not limited to:
  - Ministry of the Environment, Conservation and Parks (MECP)
  - Ministry of Natural Resources (MNR)

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- Raisin Region Conservation Authority (RRCA)
  - Ministry of Labour (MOL)
  - CN Railway (CN)
  - Electrical Safety Authority (ESA)
  - Cornwall Electric (CE)
  - National Energy Board (NEB)
  - Technical Standards and Safety Authority (TSSA)
  - City of Cornwall Site Plan Control
  - City of Cornwall Right-of-Way
  - All applicable utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, etc.)
  - Obtain the following permits and approvals:
    - MECP Permit to Take Water
    - MECP Sewage Environmental Compliance Approval
    - RRCA Permits and Approvals as required
    - City of Cornwall Right-of-Way/Road-Cut Permit
    - ESA Approvals
    - TSSA Approvals
  - The Proponent shall be responsible for the preparation of a list of the required permits/approvals. The list shall include a log documenting the status of all approvals. The Proponent shall assess and determine/confirm the required approvals/permits. Any approvals/permits not listed above shall be included in the Proponent's fee. The Corporation will not consider

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additional fees from the Proponent related to required approvals/permits not listed above.

- Assess the utility impacts and requirements for the proposed project. Coordinate with each utility company and secure all necessary approvals/permits. Incorporate all utility requirements and comments into the detailed design as required. The coordination with each utility company shall occur as soon as reasonably possible to avoid any design and/or construction delays.
- The Proponent shall acquire all necessary approvals from each respective utility company for the road extension. The Proponent shall coordinate any required TSSA and ESA approvals.
- Apply and obtain approvals/permits from MECP, CN, RRCA, City of Cornwall, ESA, TSSA, etc. any other Federal, Provincial, Municipal regulatory authorities.
- The Proponent shall coordinate and liaise with all relevant authorities, prepare all necessary forms and applications, submit any necessary supporting documentation, etc.
- The Corporation shall pay all approval/permit fees directly.
- The Proponent and/or geotechnical Sub-Proponent shall be required to obtain ROW Control permits from the City's Infrastructure Department for all geotechnical work to be conducted within the ROW. Additionally, traffic control approvals from the City's Transportation Department will be required for any drilling work that will require traffic control.
- The Proponent and/or geotechnical Sub-Proponent shall be responsible to secure any necessary approvals/permits from CN for geotechnical work within its' corridor.

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- The Proponent shall pre-consult with all relevant approval agencies as required to ensure that permit approvals and the project are not delayed.
  - The Proponent shall provide a detailed plan to mitigate approval/permit issues and delays as a component of the proposal.
  - All construction administration related permits/approvals shall be included in the construction administration component of the RFP.

#### 2.9. Landowner and Public Consultation

- The successful Proponent shall plan and present at a Public Information Centre for the general public for the project. The Public Information Centre will be held at the City of Cornwall Infrastructure & Municipal Works boardroom located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1.
- The Proponent shall prepare all necessary presentation materials for each public meeting.
- The Proponent shall liaise and coordinate with each landowner and/or the landowner's representative throughout the detailed design process as required.
- Prepare all necessary public notices using the City of Cornwall template and circulate to the public and the landowners.
- The landowner and public consultation for construction is included in the construction component of the RFP.
- The Proponent shall prepare and continually update a log for tracking comments/concerns from the landowners contributing to the project. The list shall be updated and reviewed at each coordination meeting.
- All communication with landowners shall be carefully documented. The Proponent shall communicate to the landowners and/or the landowner's representative in writing via email, memo, etc. Any conversation with



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landowners and/or landowner's representative shall be documented and circulated to the Corporation and landowner.

2.10. Coordination Meetings

- Coordinate with City of Cornwall staff throughout the design phase of the project. The Proponent shall assume monthly coordination meetings with City staff during the design phase. All meetings will occur at the City of Cornwall's Infrastructure & Municipal Works boardroom located at 1225 Ontario St., Cornwall, Ontario, K6H 4E1.
- The Proponent shall assume each coordination meeting will be four hours long.
- The Proponent shall prepare and circulate all meeting materials a minimum of three days in advance of the meeting.
- The Proponent shall arrange to have all key team members at each coordination meeting.
- The Project Director and Project Manager shall attend each coordination meeting.

**3. CONSTRUCTION ADMINISTRATION**

The City will act as the Contract Administrator for the duration of the construction phase of the project. The successful Proponent shall assist the Corporation throughout construction by providing supplementary Construction Administration and Inspection Services in order to ensure that the intent of the design is met. If the City does not have the resources available to act as Contract Administrator at the time of construction, the City may request that the Proponent provide full-time Construction Administration and Inspection Services.

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The successful Proponent shall provide the following supplementary construction administration services related to the Extension of Nick Kaneb Dr.

3.1. Construction Administration

The Proponent shall coordinate with the City/CA in order to provide the following construction administration services, as deemed necessary by the Corporation:

- Support City Staff with the completion of the Construction Administration/Management of the project in accordance with the drawings, specifications, reports, etc.
- Obtain any necessary construction related approvals/permits required for the project. The Proponent shall complete any necessary documentation to obtain and/or maintain permits/approvals.
- All Contractor enquiries, RFI's, etc. shall be promptly responded to within five business days. The Proponent shall assign resources to the project as required to ensure that the Contractor's schedule is not impacted as a result of awaiting further information from the Proponent.
- Issue supplementary drawings, details, information, etc., for clarification of contract documents, as needed.
- Prepare Deficiency Reports for any deficiencies observed during site inspections. Advise City staff immediately of any deficiencies observed.
- Coordinate with all approval agencies (MTO, CN, MECP, etc.) throughout construction. Provide all necessary documentation, reports, etc., as required. Provide all documentation in a timely manner to ensure the project is not delayed. The Proponent shall not defer coordination with approval agencies to the Contractor.

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- Review any Contractor extra work requests and claims. Issue Contemplated Change Orders (CCO) and Change Orders (CO) complete with all required design drawings, details, specifications, etc., to the Contractor as necessary. The Proponent shall be responsible for any extra work/costs resulting from design error, negligence, etc. City staff shall approve all Change Orders.
  - The Proponent shall prepare and present at one public meeting for the proposed construction.
  - Notify all approval agencies when work has begun and is completed. Provide all necessary reports, documents, etc. as required. Coordinate any required inspections.
  - Coordinate with City of Cornwall staff throughout construction and attend bi-weekly construction meetings with the City and Contractor.
  - The Proponent shall assume construction site meetings are to occur bi-weekly. Construction meetings will occur at the City of Cornwall Infrastructure and Municipal Works boardroom at 1225 Ontario Street, Cornwall, Ontario, or on the project site, as required.
  - The Proponent shall support City Staff for the duration of the construction. The Proponent shall base the Contract Administration services on the Fee Schedule included in Section 3.3.

### 3.2. Site Inspection Services

- The City will provide full-time site inspection services for the duration of the construction period. The Proponent will assist the City/CA throughout the construction phase of the project by providing supplementary Site Inspection Services as deemed necessary by the Corporation.
- The Proponent shall complete periodic site inspections at various stages throughout the duration of the project. The Proponent shall assume that

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each site visit shall be four hours in duration which does not include travel time to the site.

- The Proponent's Project Manager and City Project Manager shall coordinate the Proponent's site inspections in order to ensure the intent of the design is met.
- The City shall coordinate all required geotechnical testing with the geotechnical Sub-Proponent. The Proponent shall review geotechnical reports as required.
- City Staff will maintain detailed As-Built Drawings in the field such that accurate As-Built Drawings, Service Location Sheets, etc., will be prepared by the Proponent and provided to the City at the conclusion of the project.

3.3. Construction Administration & Inspection Breakdown of Costs

- As the time commitments for Construction Administration and Site Inspection services are difficult to anticipate, the Proponent shall base the cost of these services, detailed in Section 3.1 and 3.2, on the estimates provided below:

POSITION	HOURS
Project Director	16
Project Manager/Contract Administrator	80
Site Inspector	80
Civil/Municipal Engineer	40
Electrical Engineer	8
Landscape Designer/Architect	24
CAD Operator	40
Administrative Support	16

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- All disbursements associated with Construction Administration and Site Inspection services such as mileage, lodging, meals, supplies, etc. shall be included in the staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the project site are to be included in the staff unit rate and will not be paid for by the Corporation of the City of Cornwall.
  - The fee for Construction Administration and Site Inspection services shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
  - If determined that a discipline not listed in the table above is required, the Proponent is responsible for providing a proposal that includes the rate/quantity of hours, roles and responsibilities and an explanatory note that describes why their presence is essential for the success of the project. The addition of any discipline to the Construction Administration team is subject to approval by the Corporation.
  - The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require City approval prior to exceeding the estimated time allotment. The Proponent shall provide detailed justification for additional time required. The Corporation will not compensate the Proponent for additional time should the Proponent fail to provide sufficient notification and/or justification to the Corporation.
  - The Corporation will not be responsible for any overtime, rate premium, etc. Any mandated rate premiums shall be the responsibility of the Proponent. The Proponent shall not transfer these rate premiums to the Corporation in any manner.

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- The Corporation shall not be responsible for costs related to design error, omissions, negligence, etc. The Proponent shall be responsible for all costs related to re-design work due to the Proponent's error, negligence, etc.

### 3.4. Geotechnical Construction Services

#### 3.4.1. Geotechnical Site Inspections

- The City will retain a qualified geotechnical engineering firm to complete any materials testing required during the construction phase of the proposed project. The Proponent and/or geotechnical Sub-Proponent shall not be responsible for materials testing.
- The Proponent and/or geotechnical Sub-Proponent shall provide support to City Staff during the construction phase of the project and answer any question that may arise. Additionally, the Proponent and/or geotechnical Sub-Proponent will complete periodic site inspections as needed to ensure the intent of the geotechnical design is met.
- The geotechnical Sub-Proponent retained for the initial geotechnical investigation in the design phase must complete all geotechnical services required in the construction phase of the project.
- The Proponent's Project Manager and City Site Inspector shall coordinate the geotechnical Sub-Proponent's site inspections as required in order to ensure the intent of the design is met.
- The Proponent shall provide as much notice as possible; however, a minimum three (3) hour response time from the geotechnical Sub-Proponent shall be required.
- The geotechnical Sub-Proponent shall provide written reports for all site inspections. All reports/site reports shall be completed in the field at the time of the inspection. Site reports completed at a later date shall not be accepted or paid for.

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- The geotechnical Sub-Proponent shall not direct the Contractor but report directly to the Proponent's Project Manager and/or City Site Inspector.
  - Where applicable, site reports shall be stamped by a Professional Engineer licensed in the Province of Ontario. No exceptions will be made.
  - The coordination and the management of the geotechnical Sub-Proponent shall be included in the Project Manager's scope of work and shall not be included in the fee for Geotechnical Construction Services. Sub-Proponent fees are to be paid at cost by the Corporation. No mark-up of any Sub-Proponent fees shall be applied to any invoice and/or paid by the Corporation.
  - The hydrogeological investigation for the Permit to Take Water (PTTW) applications shall be included in the design fees and not in this item.
  - Any geotechnical services required post-construction, shall be paid on a time and material basis.

**3.4.2. Geotechnical Site Inspection Breakdown of Costs**

- As the geotechnical services are difficult to anticipate, the Proponent shall base the cost of these services on the estimates provided in the Fee Schedule below:

<b>POSITION</b>	<b>HOURS</b>
Technologist/Technician	16
Senior Geotechnical Engineer	24
Preparation of Reports/Technical Memos	24

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## 4. POST-CONSTRUCTION SERVICES

### 4.1. Post-Construction Services & Inspections

- Complete warranty inspections for each discipline twelve months and twenty-four months after Substantial Performance of the project. Issue Warranty Inspection Site Reports immediately following each site visit
- Assist the Corporation as required during the warranty period. Ensure all warranty issues have been addressed and resolved.
- Conduct additional inspections as required for any outstanding or deficient work.
- Coordinate with the Corporation and the Contractor to ensure all warranty, deficiency and/or outstanding work is completed.
- Assist the Corporation and coordinate with the Contractor to review and resolve any third-party claims.

### 4.2. Post-Construction Services Breakdown of Costs

- As the time commitments associated with post-construction services are difficult to anticipate, the Proponent shall base the cost of these services, as detailed in Section 4.1 and 4.2, on the estimates provided below:

POSITION	HOURS
Project Manager	8
Site Inspector	24
Municipal Engineer	16
Electrical Engineer	8
Landscape Architect	16
CAD Operator	8



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- All disbursements associated with post-construction and inspection services such as mileage, lodging, meals, supplies, etc. shall be included in staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the job site are to be included in the unit rate and will not be paid for by the Corporation of the City of Cornwall.
  - The fees for post-construction services shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
  - The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require Corporation approval prior to exceeding the estimated time allotment. The Proponent shall provide detailed justification for the additional time required. The Corporation will not compensate the Proponent for additional time should the Proponent not provide sufficient notification and/or justification to the Corporation.

#### 4.3. As-Built Drawings

- Prepare detailed As-Built Drawings and submit to the City in AutoCad and PDF format.
- As-Built Drawings shall be submitted to the City no later than three months after Substantial Completion.
- The Corporation will review the submitted As-Built Drawings and provide comments to the Proponent. The Proponent shall update the As-Built Drawings as required and re-submit to the City.
- The Corporation will complete any additional field surveying as required as a result of incomplete as-built information.

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- The Proponent shall submit a time and material to upset limit fee for the preparation of As-Built Drawings. The Proponent shall not include the labour required for As-Built Drawings in the time and material estimates in Sections 4.3.

## 5. SCHEDULE & PROJECT RISKS

- The Corporation intends for the road network extension (excluding intersections) to be completed by the end of 2020. The Proponent shall prepare a detailed schedule for the entire project including the design, tender, construction and post-construction phases of the project. If the Proponent does not believe the completion date is achievable, the proposed schedule should indicate the earliest possible completion date.
- The Proponent shall base the schedule on the following:

Item	Date
Issue of RFP	January 31, 2020
Deadline for Questions	February 14, 2020
Deadline for Submission	February 28, 2020
Award of RFP – Council Meeting	March 23, 2020
Project Commencement	March 30, 2020

*Note: although every attempt will be made to meet dates as listed, the Corporation reserves the right to modify any or all dates at its sole discretion*

- The Proponent shall provide a detailed project schedule identifying all tasks required to complete the project on time and on budget.
- The Proponent shall detail the proposed project management and methodology to ensure the project remains on schedule.

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- The proposed project has numerous project risks which can impact the project schedule and budget. The Proponent shall identify all project risks and provide a detailed project methodology which will mitigate the project risks. The Proponent shall also include any actions required by the Corporation.
  - The Proponent shall identify the design, tender, construction, etc., methodology and strategy to accelerate the project schedule.
  - The quantity of regulatory approvals required for the project present significant risk to the project schedule as well as the budget. The Proponent shall include details on the proposed strategy to secure permits and approvals in a timely fashion in order to mitigate project delays and cost overruns.
  - The Proponent shall consider various tendering and construction phasing alternatives which could expedite the overall project schedule.
  - The Proponent shall review various construction methodologies which could expedite the project schedule and mitigate costs.
  - Continually update the project schedule and submit an updated version monthly to the City to be reviewed at monthly progress meetings. The schedule shall include City review time.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-238-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: January 27, 2020  
Subject: Fourth Quarter Non-Competitive Procurement Report 2019

**Purpose**

The purpose of this report is to provide Council with an update on the City's Non-Competitive Procurements for the third quarter of 2019 pursuant to Section 5.14 of the Procurement of Goods and/or Services Policy.

**Recommendation**

That Council receive the Fourth Quarter Non-Competitive Procurement Report for the period ending December 31, 2019.

**Strategic Priority Implications**

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

**Background / Discussion**

This report is issued quarterly in accordance with the Procurement of Goods and/or Services Policy.

Section 5.14 of the Procurement of Goods and/or Services Policy outlines the circumstances in which a non-competitive procurement process may be used. Section 5.14 also requires that non-competitive procurements between \$50,000 and \$150,000 approved by senior staff be communicated to Council on a quarterly basis.

During the period October 1, 2019 – December 31, 2019, Staff approved three purchases through section 5.14 Non-Competitive Procurements, as follows:

Requesting Department	Environmental Services - Water Purification Plant
Supplier	Kemira Water Solutions Canada Incorporated
Goods/Services Procured	Supply and delivery of water coagulant to Water Purification Plant from January 1 to December 31, 2020.
Price	\$149,539.68, net cost to the Corporation \$134,665.11
Policy Reference	5.14 (f) for additional deliveries by the original Supplier of Goods and/or Services that were not included in the initial procurement, if a change of Supplier for such additional Goods and/or Services: (i) cannot be made for economic or technical reasons such as requirements or interchangeability or interoperability with existing equipment, software, Services, or installations procured under the initial procurement.

Requesting Department	Paramedic Services
Supplier	Stryker Canada ULC
Goods/Services Procured	Defibrillator Service Agreement
Price	\$131,306.00, net cost to the Corporation \$118,245.12
Policy Reference	5.14 (e) (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative

Requesting Department	Infrastructure and Municipal Works
Supplier	SolidCAD Solutions
Goods/Services Procured	Civil 3D Template Development and Implementation
Price	\$102,841.30, net cost to the Corporation \$92,611.78
Policy Reference	5.14 (e) (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative

The Policy for non-competitive procurements is used in narrowly defined circumstances where it is justified that the process for the general acquisition of goods and/or services could not be followed.

Document Title:	Fourth Quarter Non-Competitive Procurement Report 2019 - 2020-238-Financial Services.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Tracey Bailey - Jan 20, 2020 - 3:42 PM**

**Maureen Adams - Jan 21, 2020 - 8:11 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Resolution**

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-262-Corporate Services  
Report Number: 2020-01  
Meeting Date: January 27, 2020  
Subject: AFMO – Hosting 2020 Annual Conference

Syd Gardiner

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Proposed by: Councillor

Claude McIntosh

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Seconded by: Councillor

Whereas l'Association francophone des municipalités de l'Ontario (AFMO) held its annual conferences in Cornwall in 2004 and again in 2008; and

Whereas AFMO representatives were well received and suggested that they would choose Cornwall as a preferred site.





Now therefore be it resolved that AFMO be invited to hold its 2020 conference in the City of Cornwall.

I, Manon L. Levesque, City Clerk for The Corporation of the City of Cornwall, do hereby certify that the above is a true copy of Resolution Number 2020-01 enacted by Council on Monday, January 27, 2020.

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Manon L. Levesque  
City Clerk

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Planning, Development and Recreation  
Division: Economic Development  
Report Number: 2020-253-Planning, Development and Recreation  
Prepared By: Mark A. Boileau, General Manager  
Meeting Date: January 27, 2020  
Subject: Medical Scholarship Loan Agreement, Julie Crevier

**Purpose**

To provide information to Council on the Medical Scholarship Loan Program, and to recommend a candidate for the 2020 Agreement.

**Recommendation**

That Council approve Julie Crevier as the 2020 Medical Scholarship Loan Program recipient.

**Financial Implications**

The 2020 Budget includes provisions for the awarding of the 2020 Medical Scholarship Loan Agreement, and the 2021 and subsequent budgets will include amounts to reflect future financial requirements.

**Strategic Priority Implications**

Medical recruitment efforts are consistent with the City's strategies for ensuring a vibrant and healthy quality of life.

## **Background / Discussion**

The Medical Scholarship Committee met on January 10, 2020 with Ms. Julie Crevier, a candidate for the 2020 Scholarship. The Committee members were unanimously supportive of her application and recommend that she be awarded the 2020 Scholarship.

Originally from Alexandria, Ms. Crevier is currently a fourth-year student in the francophone stream of the University of Ottawa Undergraduate Medical Education Program. She has also received a Bachelor of Science in Biology and a Bachelor of Education from the University of Ottawa. She will complete her residency in Winchester through the University of Ottawa and intends to open a family medical practice in Cornwall in July 2022.

A Cornwall Medical Scholarship of \$150,000 is usually awarded incrementally over 6 years of medical studies, in the amount of \$25,000 per year. In this unique situation whereby Ms. Crevier is in her fourth year of studies, the City of Cornwall would commit \$50,000 in February, 2020, which equates to 2 scholarship payments, followed by \$50,000 in 2021 and \$50,000 in 2022. In return, Ms. Crevier must practice as a Family Doctor on a full-time basis within the City, commencing no later than 6 months following medical qualifications, and for the term of a minimum of 5 years. Ms. Crevier will also undertake hospital privileges at Cornwall Community Hospital and to participate, in a relief capacity, in the Hospitalist program.

The Corporation is now in the position to endorse the Medical Scholarship Loan Agreement for 2020, awarding it to Ms. Crevier, through the corresponding By-law.

Document Title:	Medical Scholarship Agreement Julie Crevier - 2020-253-PDR.docx
Attachments:	- Julie Crevier Medical Loan Agreement 2020.pdf
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mark A. Boileau - Jan 21, 2020 - 3:12 PM**

**Maureen Adams - Jan 21, 2020 - 8:11 PM**

## **MEDICAL LOAN AGREEMENT**

BETWEEN:

**THE CORPORATION OF THE CITY OF CORNWALL**  
(hereinafter called 'the City')

-and-

**Julie Crevier**  
(hereinafter called 'Julie')

**WHEREAS** the City of Cornwall lacks a sufficient number of family physicians to provide medical services to its residents; and,

**WHEREAS** the City wishes to provide a loan to Julie whose medical practice shall be within the City Limits, upon successful completion of medical school.

**NOW THEREFORE IN CONSIDERATION** of the terms and conditions contained herein and other valuable consideration, the City and Julie agree as follows:

### **Definitions**

1. In this Agreement;
  - a) "City Limits" means the geographical limits of the City; and,
  - b) "Family Doctor" means being registered and in good standing with the College of Physicians and Surgeons of Ontario to conduct a practice in Family Medicine;
  - c) "Loan" has the meaning ascribed to it in Paragraph 2 of this Agreement.
  - d) "Full Time" means no less than 40 hours a week.

### **City's Obligations**

2. The City shall loan the sum of one-hundred and fifty thousand dollars (\$150,000.00) (the "Loan") to reflect 6 years of tuition, books, and living expenses. Three equal Loan payments shall be issued to the amount of fifty thousand dollars (\$50,000.00) in 2020, 2021, and 2022, respectively. In 2020, the first Loan payment shall be made on the 1<sup>st</sup> day of February, upon receipt of a written request from Julie and proof of enrollment at University of Ottawa or a recognized Canadian University Medical School. In subsequent years, the City will make the yearly loan advance on January 2nd of each year upon receipt of a written request from Julie and proof of enrollment at Queen's University or a recognized Canadian University Medical School.

3. Provided that Julie is not in default of this Agreement, the City shall forgive one fifth (1/5) of the total Loan for every complete year (no forgiveness for any part of the year in which the default occurs) in which she actually practices on a full time basis as a Family Doctor within the City Limits, in accordance with Paragraph 7.
4. It shall be Julie's obligation to advise the City of the date on which she commences her practice as a Family Doctor on a full time basis within the City Limits and the forgiveness of the first one fifth (1/5) of the total Loan shall occur one (1) year following the date of commencement of her said practice and shall then occur on each anniversary thereafter.

### **Julie's Obligations**

5. Julie hereby certifies to the City that her family resides on a permanent basis within the geographical limits of the United Counties of Stormont, Dundas and Glengarry and she is currently enrolled in full-time studies at University of Ottawa Faculty of Medicine to become qualified as a Family Doctor to practice medicine in the Province of Ontario.
6. Julie shall provide to the City, as the City may request from time to time, proof of enrollment and academic standing at University of Ottawa or a recognized Canadian University Medical School to verify that she is maintaining eligibility for the Loan.
7. Julie agrees to complete her studies on a full-time basis and agrees to utilize her best efforts to become qualified to practice as a Family Doctor on or before the 31<sup>st</sup> day of December, 2022.
8. Julie shall, within six(6) months after completion of her studies and after being qualified to practice as a Family Doctor, commence the said practice on a full-time basis (as recommended by the College of Physicians and Surgeons of Ontario for newly admitted doctors) within the City Limits for a period of not less than five (5) consecutive years. Julie agrees to undertake hospital privileges at Cornwall Community Hospital and to participate, in a relief capacity, in the Hospitalist program. Provided that Julie shall be entitled, at her option, to extend the commencement of her practice on a full time basis for one (1) year in order to undertake one (1) additional year of studies in a specialized field. However, if Julie has received the total amount of the Loan under this Agreement, the additional one (1) year of studies shall be her total financial responsibility. It is recognized and accepted by the City that if Julie completes this one (1) additional year of studies in a specialized field, her primary practice as a Family Doctor may include ancillary work in this specialized field.

9. Should Julie:
  - a. not complete her studies,
  - b. fail to provide proof of enrollment and academic standing at University of Ottawa or a recognized Canadian University Medical School, or
  - c. fail to commence practice as a Family Doctor on a full time basis within the City Limits within six (6) months after completion of her studies and after being qualified to practice as a Family Doctor, subject to Paragraph 7,
 then the entire Loan shall be repayable by her to the City forthwith upon written demand by the City, together with interest at the Bank of Canada prime rate plus three (3) percent calculated from the day on which each advance on the Loan is made to the date of Payment.
10. In the event that Julie fails to practice as a Family Doctor on a full time basis for the term of five (5) years as required herein, Julie shall become liable forthwith upon written demand by the City to pay to the City the balance of the Loan which has not been forgiven in accordance with Paragraph 3, with interest thereon at the Bank of Canada prime rate plus three (3) percent, payable from the day she receives written notice that the Loan is payable.
11. Paragraphs 9 and 10 shall not apply, and the Loan shall be forgiven, if the reason Julie does not complete her studies or fails to practice as a Family Doctor on a full time basis because she should die or suffer a disability rendering her unable to do so. Julie agrees to cooperate fully with the City should the City decide to take out a life and/or disability policy on her life to insure the repayment of the Loan.

#### **No Assignment**

12. This Agreement shall remain a personal obligation by Julie and shall not be assignable by her to any person or corporation whatsoever.

#### **Amendment**

13. This Agreement may be amended by the mutual consent of the parties in writing.

#### **Entire Agreement**

14. This Agreement shall constitute the entire agreement between the parties and shall enure to the benefit of and be binding upon the parties and their respective heirs, executors, successors and assigns.

### **Governing Law**

15. This Agreement shall be governed by and be interpreted in accordance with all laws and regulations of the Province of Ontario and Canada and shall be treated in all respects as an Ontario contract. Should a conflict arise between the provisions of this Agreement and any such laws or regulations, this Agreement shall be deemed to be amended in the manner and to the extent required to bring it into compliance with such laws or regulations. The City and Julie specifically submit and attorn to the exclusive jurisdiction of the Courts of Ontario.

### **Ratification**

16. This Agreement is not effective until ratified by the Council of The Corporation of the City of Cornwall.

### **Independent Legal Advice**

17. Julie acknowledges having received independent legal advice prior to executing this Agreement.

### **Service of Documents**

18. Any document to be served by one party on the other may be done in person, by facsimile or by registered mail. Service in person or by facsimile will be deemed to be on the date shown on the document and service by registered mail shall be deemed on the date two days after the date of mailing.

19. All correspondence to the City shall be addressed as follows:

The Corporation of the City of Cornwall  
 360 Pitt Street, PO Box 877  
 Cornwall, Ontario | K6H 5T9  
 Attention: City Clerk  
 Phone: (613) 930-2787 ext 2219  
 Facsimile (613) 932-8145

20. All correspondence addressed to Julie shall be forwarded to:

Julie Crevier  
 89 Centre Street  
 Alexandria, ON | K0C 1A0  
 Phone: 613-577-4953  
 Email: jcrev102@uottawa.ca



IN WITNESS THEREOF the parties have set their hand(s) and seal(s) this \_\_\_\_\_ of January, 2020.

**THE CORPORATION OF THE CITY OF CORNWALL**

\_\_\_\_\_  
BERNADETTE CLEMENT, Mayor

\_\_\_\_\_  
MANON LEVESQUE, Deputy City Clerk

We have authority to bind the Corporation.

\_\_\_\_\_  
JULIE CREVIER – Medical Student

\_\_\_\_\_  
Witness

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Financial Services  
Division: Finance  
Report Number: 2020-234-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: January 27, 2020  
Subject: Municipal Grants Fund Program Review

**Purpose**

The purpose of this report is to provide Council with recommendations following an extensive review of a Municipal Grants Program by the Municipal Grants Program Review Working Group for the City of Cornwall.

**Recommendation**

That Council approve the following:

- a) Municipal Grants Program Policy;
- b) Municipal Grants Review Committee - Terms of Reference;
- c) Municipal Grants Guidelines; and
- d) Community Partnership Program Policy.

And, that Council, upon approval of the above:

- a) Open the application period on February 10, 2020 and close the application period on March 9, 2020, for the year 2020, and
- b) Form a Municipal Grants Review Committee pursuant to the Municipal Grants Review Committee – Terms of Reference.

The Working Group maintained the current funding levels for the Municipal Grants Program, which have been included in the 2020 budget submission to Council for consideration; which includes, a combined envelope of \$200,000 for Program 1: Financial and In-Kind Assistance and for Program 2: Multi-Government Funding Support.

The Municipal Grants Review Committee would be responsible for the review of all applications received through the Municipal Grants Program and approval of the allocation of funds from the annual budget.

### **Background / Discussion**

In 2008, Council endorsed Policy FI.adm08-01 *Municipal Grants Program* (with amendments in 2009 and 2012) to recognize the valued contributions being provided through the volunteer efforts of community organizations and agencies for the citizens of Cornwall.

Corporate grant funding demonstrates Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the City's ability to provide funding to these groups.

At the Council meeting of September 23, 2019, Council provided direction for the review of the current Policy for Municipal Grants. A Working Group was setup to review the current program and to make recommendations to Council for a Municipal Grants Program for the City. The Group was created to perform this specific task and would be dissolved when the task was completed and the final recommendations provided to Council.

The Working Group is comprised of six members: Councillors Bennett, Hollingsworth and McIntosh, Mark Boileau, General Manager, Planning, Development and Recreation, Tracey Bailey, General Manager, Financial Services and Treasurer and Cindy Delgreco, Financial and Risk Management Coordinator.

The Working Group has met several times to review the Program.

As a result of a comprehensive review of the City's current policy, the Group created updated draft policies, terms of reference, and guidelines for Council's consideration.

For Council's review, the following documents accompany this report:

- ☐ Municipal Grants Program Policy;
- ☐ Municipal Grants Review Committee – Terms of Reference;
- ☐ Municipal Grants Program Guidelines;
- ☐ Community Partnership Program Policy.

The Working Group also drafted an Application Form, Letter of Agreement, and Final Report for both Program 1 and Program 2 for the Municipal Grants Review Committee to finalize.

### Highlights of the Municipal Grants Program

#### Program 1 - Financial and In-Kind Assistance

The intent of the Municipal Grants Program 1 is to provide modest levels of support and assistance to community non-profit organizations by way of a financial grant or in-kind contributions for initiatives benefiting the Cornwall community.

The maximum amount available to any one eligible organization in any one year is \$10,000 (in total support).

Repeat grant applications must show how their initiative differs from their previous application(s) and applications illustrating new initiatives may be prioritized over returning applications.

If an organization has received grant funds for three consecutive years, they must wait two years before applying for a grant through this program.

#### Program 2 – Multi-Government Funding Support

The intent of the Municipal Grants Program 2 is to provide financial support to community non-profit organizations that require a municipal financial contribution in order to receive federal and/or provincial government grant(s).

The maximum amount available to any one eligible organization in any one year is \$30,000.

Grant funding to any one organization in any one year will be capped at a maximum cash value of 20% of the total government funding, including those approved by Council.

Funding in any one year or over several years is not to be interpreted as a commitment to future years' funding.

Both Programs include the following criteria:

Only one application per organization can be submitted per year.

Organizations cannot submit an application for an initiative that has been reviewed and denied twice.

Applicants can have no more than 20% of the expenditures for administration costs.

The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.

The application period would open annually on September 1 and close the last Friday in September. For 2020 only, the Working Group is recommending that the application period open on February 10, 2020 and close on March 9, 2020.

A report will be submitted by the Committee to Council annually. The report will identify: the applicants who received funding in that year, the use of the funds, and the benefit to the community from the grants. The report will also identify any recommendations for changes to the Municipal Grants Program (Policy and/or Guidelines) that Council may consider. Any changes to the Program would require Council approval.

#### Highlights of the Community Partnership Program

Through its discussions, the Working Group considered putting in place a formal process for those requests submitted to Council that fall outside of the Municipal Grants Program. A Community Partnership Program Policy was designed for Council's consideration to address these requests.

The Policy outlines the framework that would govern the establishment of partnerships for capital projects between community groups and the City of Cornwall.

The Community Partnership Program, open to non-profit organizations, is a project-based program that through a partnership arrangement will fund capital projects that are aligned with the needs of the City and have the support of the community.

The Policy outlines criteria for the Program, including: eligibility, criteria for assessment, the City's contribution (by a cash grant, provision of land, services in-kind, waiver of municipal fees), and accountability and monitoring for the project.

The Policy notes that capital projects are projects of an unusual or extraordinary nature, with a total project capital cost of at least \$100,000 that will build upon, add to, or improve a capital asset.

Submissions for this Program are to be directed to the Financial Services Department. Requests will be evaluated in accordance with the Community Partnership Program Policy. Administration will bring a report to Council for consideration. Council will decide whether to enter into the partnership.

No monies have been set aside in the 2020 budget submission to support this Program.

### Community Partners

Community Partners that have a Memorandum of Understanding or an Agreement with the City do not fall under the Municipal Grants Program.

### Community Events

Two community events have been recognized as separate from the Municipal Grants Program. The in-kind assistance provided for the Santa Claus Parade event and Canada Day celebrations will continue to be budgeted through the City's annual budget.

Document Title:	Municipal Grants Program Review - 2020-234-Financial Services.docx
Attachments:	<ul style="list-style-type: none"> <li>- Municipal Grants Program Policy (draft).docx</li> <li>- Municipal Grants Review Committee - Terms of Reference (draft).docx</li> <li>- Municipal Grants Program Guidelines (draft).docx</li> <li>- Community Partnership Program Policy (draft).docx</li> </ul>
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**No Signature found**

**Mark A. Boileau - Jan 20, 2020 - 9:32 AM**

**Tracey Bailey - Jan 20, 2020 - 1:25 PM**

**Maureen Adams - Jan 21, 2020 - 8:01 AM**

# Municipal Grants Program Policy

Department: Financial Services

Policy Number:

Effective Date:

Council Approval:

Revision Date:

## Policy Statement

The Corporation of the City of Cornwall recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest assistance to such organizations through its Municipal Grants Program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process.

## Relationship to the City of Cornwall's Strategic Plan

The Municipal Grants Program aligns with the City's Strategic Plan's mission of providing services that enable a financially sustainable community which will care and provide for the needs and the values of its residents. The program assists the City in achieving its vision of a welcoming and healthy community.

## Purpose

The purpose of the Municipal Grants Program is to ensure that funds are allocated in a fair and transparent manner to community-based organizations. This Policy identifies the funding available, establishes eligibility requirements, and outlines application and monitoring requirements.

## Program Intent

Every year the Municipality receives more grant requests than it can fund. The objective of this Policy is to treat all organizations fairly and consistently. The aim of the Municipal Grants Program is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community non-profit organizations.



## Types of Grants

The different types of grants awarded through the Municipal Grants Program Policy are identified as follows:

**Program 1 – Financial and In-Kind Assistance:** provides eligible financial grants and in-kind contribution grants to support specific initiatives that promote inclusiveness and a broad community benefit through improving the well-being of the community and the quality of life for its residents.

**Program 2 – Multi-Government Funding Support:** provides a required municipal contribution to access funding from the federal and/or provincial government(s).

## Definitions

**Annual Report** is the annual report submitted by the Municipal Grants Review Committee to Council.

**Application Process** is the application-based process managed and reviewed by the Municipal Grants Review Committee to determine and approve grant funding to organizations.

**Council** shall mean the Council of the Corporation of the City of Cornwall.

**Criteria** are used to evaluate grant applications based on how the organization's initiative will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds, and fundraising), the importance of the City's contribution, and how the success of the initiative will be determined.

**Established Organization** is an organization that has existed in the community for more than 3 years.

**Emerging Organization** is an organization that has existed in the community for 3 years or less.

**Financial Assistance** is a grant that provides funding to an organization.

**Grant Application** is the application form required to be completed and submitted prior to consideration of any grant funding.

**Initiative** means any public undertaking of a project, program, and/or event carried out by an organization.

**In-Kind Assistance** is a grant for the provision of municipal property/facilities, materials or resources to an organization. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. In-kind grants will include the estimated value of the initiative.

**Letter of Agreement** shall mean a document, signed by both the organization and the City of Cornwall, that outlines the terms and conditions and reporting required to receive funding.

**Letter of Award** shall mean a written confirmation of an award to an applicant.

**Methods of Communication** are methods used by the City to communicate to the public, including but not limited to: the City's website, social media, newspaper and press releases.

**Municipal Grants Review Committee (hereinafter called the "Committee")** is an independent committee of Council, operating and appointed in accordance with its Council approved Terms of Reference, and delegated authority to review and approve grants in accordance with this Policy.

**Organization** is a non-profit community group/organization that provides products or services to improve or benefit the community. Non-profit organizations are usually concerned with generating enough revenue to provide support to their community. Non-profit organizations reinvest any money earned back into its own operation to grow the organization and further support its mission.

## **Responsibilities**

The Financial Services Department will inform the community of grant opportunities through updates to the City's website. The Financial Services Department will receive the applications.

Late or incomplete applications may not be forwarded to the Committee for consideration.

The Committee will evaluate applications and approve grants based on the grant criteria outlined in the Municipal Grants Program Guidelines and the available funds. All decisions of the Committee, or Council where applicable, will be final. The Committee shall submit an annual report to Council.

## **Eligible Grant Recipients and Program Principles**

Applicants must be non-profit community groups and organizations whose primary focus is within the City of Cornwall.

An organization can only submit one application per year, whether it be for Program 1 or Program 2.

If the organization receives funding from the Municipal Accommodation Tax (MAT) Fund, then the organization is not eligible for funding under the Municipal Grants Program.

Municipal Grants are intended to be supplementary to an organization's main source(s) of revenue. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e.: fundraising and volunteer support).

All funding shall be for future initiatives. Retroactive funding will not be considered.

Evidence of service need or uniqueness of service provided (responsiveness to community) must be outlined.

Equity and accessibility to participants must be demonstrated.

Guaranteed funding is only for the fiscal year in which the organization has applied. It is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

Repeat Municipal Grants will only be available to organizations who have complied with the reporting requirements of any previous grants.

Funding requests may be reduced in value at the discretion of the Committee to support a wider range of initiatives.

Grants may be awarded with certain terms and conditions. The Letter of Award will state if any particular restrictions apply to the grant.

Grant applicants determined to be ineligible for funding or denied funding in any given year shall be notified in writing.

The Committee is not obligated to allocate funds to any organization regardless of the fact that they satisfy the eligibility criteria and meet all of the objectives of this Policy.

## **Exclusions**

Individuals, businesses, publicly-funded institutions (i.e.: schools, hospitals, etc.) are not eligible to apply through the Municipal Grants Program.

Organizations that may be located within the City of Cornwall, but are more regionally oriented, or that represent or service a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).

Consideration will not be given to requests for grants from recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event.

## **Applications**

The Municipal Grants Program supports innovative initiatives that provide direct and indirect benefit to Cornwall residents. The fund does not focus on providing funding for operating expenses of an organization.

Organizations seeking financial assistance must submit an application to the City of Cornwall as outlined in the Municipal Grants Program Guidelines.

It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete or unclear applications may be denied.

The Committee may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

Submission of an application does not guarantee the organization will be awarded all or part of the grant requested.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines.

### **Application Period**

The application period will open annually on September 1, and close the last Friday in September. All applications will be date stamped and numbered when received. Applicants will receive a notification that their application has been received. If the application is complete, it will be forwarded to the Committee for evaluation.

The determination of the grant awards will be completed by the end of December.

The allocation of Municipal Grants will occur in the following year after the annual budget is approved.

### **Financial Considerations**

Unless otherwise approved by Council no grant funding will be paid until such time as the annual budget has been approved.

Organizations with outstanding balances or owing the City of Cornwall will not be eligible for grants.

A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant.

Any municipal grant funding that has not been spent, in the year that it is received, shall be returned to the municipality.

### **Reporting**

All organizations receiving funding from the Municipality shall provide a written report as outlined in the Municipal Grants Fund Program Guidelines.

**NOTE:** Any organization that does not submit a report will not be considered for funding in the future.

### **Annual Report to Council and the Public**

The Annual Report submitted by the Committee to Council will identify: the applicants who received funding in that year, the use of the funds, and the benefit to the community from the grants. It will also identify any recommendations for changes in the Municipal Grants Program (Policy and/or Guidelines) that Council may consider. Any changes would require Council approval.

The Annual Report will be published on the City's website each year.

Unused amounts in the Municipal Grants Program at the end of each year will be carried over to the next year. The combined total of carryover of funds and current year funding that will be available in any year will not exceed \$200,000.00.

# Program 1: Financial and In-Kind Assistance

## Purpose

Program 1 is intended to provide modest levels of financial support and assistance to community non-profit organizations whose primary focus is within the City of Cornwall.

## Program Funding and Eligibility

Municipal Grants Program 1 provides an opportunity for organizations to receive funding and/or in-kind contributions for initiatives benefiting the Cornwall community.

Organizations seeking funding must submit an application as outlined in the Municipal Grants Program Guidelines – Program 1 Financial and In-Kind Assistance.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines – Program 1 Financial and In-Kind Assistance.

Only one application per organization can be submitted per year.

Organizations cannot submit an application for an initiative that has been reviewed and denied twice.

Applicants can have no more than 20% of the expenditures for administration costs.

The maximum amount available to any one eligible organization in any one year is \$10,000.00, as determined by the Committee.

It is important to note that if an organization is also requesting an in-kind contribution, the total combined benefit to any organization in one year is \$10,000.00. Therefore, an organization that receives the full \$10,000.00 through the financial grant process will be ineligible for any in-kind contributions during the funding year.

The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.

Repeat grant applications must show how their initiative differs from their previous application(s) and applications illustrating new initiatives may be prioritized over returning applications.

If an organization has received grant funds for three consecutive years, they must wait two years before applying for a grant through this program.

# Program 2: Multi-Government Funding Support

## Purpose

Program 2 has been established to provide financial support to community non-profit organizations that require a municipal contribution (in cash, in-kind, or a combination of both) in order to receive federal and/or provincial government grant(s).

## **Program Funding and Eligibility**

Municipal Grants Program 2 provides assistance to organizations in obtaining defined federal and/or provincial government grants when these government bodies require that the municipality participate in funding the initiative.

Organizations seeking a municipal contribution must submit an application as outlined in the Municipal Grants Program Guidelines – Program 2 Multi-Government Funding Support.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines – Program 2 Multi-Government Funding Support.

Only one application per organization can be submitted per year.

Organizations cannot submit an application for an initiative that has been reviewed and denied twice.

Applicants can have no more than 20% of the expenditures for administration costs.

The maximum amount available to any one eligible organization in any one year is \$30,000.00, as determined by the Committee. If an organization is requesting more than \$30,000.00, the Committee will review the application and through the Financial Services Department, may bring a report to Council for consideration. Council has the discretion to increase this maximum for an extraordinary, one of a kind initiative need or circumstance which may be considered and only if the annual budget allows.

Grant funding to any one organization in any one year will be capped at a maximum cash value of 20% of the total government funding, including those approved by Council.

The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.

Funding in any one year or over several years is not to be interpreted as a commitment to future year's funding.

# Municipal Grants Review Committee

## Terms of Reference

### Mandate and Responsibilities

The Council of the Corporation of the City of Cornwall established the Grants Review Committee as an independent Committee of Council operating under delegated authority to review and approve the allocation of municipal grants.

The Grants Review Committee will review applications and award grants based on the grant criteria as outlined in the Municipal Grants Program Policy and in the Municipal Grants Program Guidelines.

### Membership and Composition

The term of office of the Committee is the same as the term of office of Council.

Currently that is a four (4) year term.

The Committee shall be comprised of five (5) voting members, which consist of three (3) Council representatives appointed by the Mayor and two (2) Staff Liaisons appointed by the CAO. There shall also be one (1) non-voting staff member as Recording Secretary.

<u>Number</u>	<u>Committee Member</u>	<u>Member Type</u>
3	Council Representatives	Voting
2	Staff Liaison	Voting
1	Recording Secretary	Non-Voting

Managers from City Departments may be requested by the Committee at any time to attend meetings or undertake investigations with regard to matters identified by the Committee.

### Staff Liaisons / Recording Secretary

The CAO shall appoint two (2) Staff members to act as the Staff Liaisons to the Committee and will appoint an additional staff member to act as Recording Secretary.

The Recording Secretary shall be responsible for creating and distributing the Committee's agendas and taking minutes of the meeting. Minutes shall be taken without note or comment and will at a minimum indicate the date and time of the meeting, those in attendance, and decisions of the Committee.

The Recording Secretary shall forward the agendas and minutes to the City Clerk for record retention.

## **Committee Chair**

At the first meeting of the term of the newly appointed Committee, the following must occur:

- Elect a Committee Chair

The Chair of the Committee must be a Council Representative. The Recording Secretary will call for nominations of the Chair. A member of the Committee can make a nomination which must be seconded by another member of the Committee. When all nominations have been received the Recording Secretary closes nominations. Votes are then cast. If there is a tie vote, ballots will be cast for the tied nominees until such time as a nominee receives the majority of the votes.

The Chair shall ensure that Committee meetings are carried out in a fair and equitable manner.

## **Meetings**

The Committee shall meet as required to facilitate the timely review of grant applications and shall formally meet at the call of the Chair.

The Committee may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

Meetings may be held in the Committee Room at City Hall, 360 Pitt St. Cornwall, or an alternate suitable location identified by the Chair of the Committee and Staff Liaisons.

## **Attendance by Committee Members**

The obligation for all Committee members is to attend all scheduled meetings for the Committee.

If a member is unable to attend a meeting, he/she should inform the Chair and Recording Secretary.

If the Chair is absent, the Committee may appoint an Acting Chair for that meeting, as deemed appropriate. While presiding, the Acting Chair shall have all the powers of the Chair.

## **Quorum**

Quorum shall be a majority of the appointed voting Members, which includes two (2) Council Representatives. A quorum shall be present for every meeting and decision of the Committee.

## **Conflict of Interest**

The Committee members must declare any conflicts of interest prior to the grants review assessment meeting.



# Municipal Grants Program Guidelines

## **Purpose**

To outline the eligibility criteria, as determined by Council, for grant funding opportunities through the Municipal Grants Program Policy and to define the process for accepting applications.

## **Scope**

This guideline applies to all organizations seeking funding through the Municipal Grants Program.

## **Definitions**

Terms not otherwise defined in this Program Guideline have the meanings given in the City's Municipal Grants Program Policy.

## **Communication**

The City will promote the Municipal Grants Program and the application process through various communication methods, including the City's website, social media, print materials, and other communication methods as appropriate. Timelines for application would be communicated and published on the City's website.

## **Accountability**

Prior to the disbursement of any municipal funds, all grantees must sign a Letter of Agreement on the approved form, which specifies the terms and conditions of the grant.

Organizations awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

Funds granted under this program must be used for the specific purposes outlined in the application. They are not transferable between initiatives or groups without prior Committee approval.

Any unspent funds at the end of the initiative must be returned to the City of Cornwall.

Prior to December 31<sup>st</sup> in the year the grant was received, a Final Report must be completed and submitted to Financial Services; OR if the funded initiative was not completed by December 31<sup>st</sup>, the organization must file an Interim Report along with a request for an extension of the Final Report deadline.

The Final Report form is available on the City's website.

Failure to submit the report, and/or meet any of the grant conditions outlined above will result in the organization being ineligible to apply for funding in future years or any approved funds may be withheld until such time the above conditions are met.

## **Program 1: Financial and In-Kind Assistance**

Municipal Grants Program 1 provides financial and in-kind assistance contribution grants to eligible non-profit organizations to support their initiatives.

### **Application Process**

- a) The application and submission date shall be available on the City's website.
- b) The application is required to be completed and submitted to the City's Financial Services Department.
- c) The Committee shall meet in accordance with the Municipal Grants Review Committee Terms of Reference.
- d) Grant applications submitted will be evaluated and approved by the Committee for eligibility based on the criteria noted below and available funds.
- e) All decisions of the Committee are final.
- f) Applicants will be notified of the decision.
- g) Applicants recommended for funding will be forwarded to the Financial Services Department for payment.

### **Grant Application and Criteria**

Applications will be completed and submitted electronically. The electronic version of the application has been designed to ensure all required information is submitted.

- a) The application period will open annually on September 1, and close the last Friday in September. No exceptions will be made. The application will no longer be accessible after that time.
- b) The application form outlines the documents that are to accompany the application.
- c) An organization can only submit one application per year, whether it be for Program 1 or Program 2.
- d) Organizations cannot submit an application for an initiative that has been reviewed and denied twice.
- e) Applicants can have no more than 20% of the expenditures for administration costs.

- f) The maximum amount available to any one eligible organization in any one year is \$10,000.00, as determined by the Committee.
- g) It is important to note that if an organization is also requesting an in-kind contribution, the total combined benefit to any organization in one year is \$10,000.00. Therefore, an organization that receives the full \$10,000.00 through the financial grant process will be ineligible for any in-kind contributions during the funding year.
- h) The Committee may or may not fund to the limit of the maximum grant amount at its discretion.
- i) The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.
- j) Repeat grant applications must show how their initiative differs from their previous application(s) and applications illustrating new initiatives may be prioritized over returning applications.
- k) If an organization has received grant funds for three consecutive years, they must wait two years before applying for a grant through this program.
- l) Funding in any one year is not to be interpreted as a commitment to future years' funding.

## **Program 2: Multi-Government Funding Support**

Municipal Grants Program 2 provides assistance to organizations in obtaining defined federal and/or provincial government grants when these government bodies require that the municipality participate in funding the initiative.

### **Application Process**

- a) The application and submission date shall be available on the City's website.
- b) The application is required to be completed and submitted to the City's Financial Services Department.
- c) The Committee shall meet in accordance with the Municipal Grants Review Committee Terms of Reference.
- d) Grant applications submitted will be evaluated and approved by the Committee for eligibility based on the criteria noted below and available funds. If required, a recommendation made to Council for final approval.
- e) All decisions of the Committee (Council, if required) are final.
- f) Applicants will be notified of the decision.
- g) Applicants recommended for funding will be forwarded to the Financial Services Department for payment.

## **Grant Application and Criteria**

Applications will be completed and submitted electronically. The electronic version of the application has been designed to ensure all required information is submitted.

- a) The application period will open annually on September 1, and close the last Friday in September. No exceptions will be made. The application will no longer be accessible after that time.
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- d) Organizations cannot submit an application for an initiative that has been reviewed and denied twice.
- e) Applicants can have no more than 20% of the expenditures for administration costs.
- f) The maximum amount available to any one eligible organization in any one year is \$30,000.00, as determined by the Committee. If an organization is requesting more than \$30,000.00, the Committee will review the application and through the Financial Services Department, may bring a report to Council for consideration. Council has the discretion to increase this maximum for an extraordinary, one-time project need or circumstance which may be considered and only if the annual budget allows.
- g) Grant funding to any one organization in any one year will be capped at a maximum cash value of 20% of the total government funding, including those approved by Council.
- h) The Committee may or may not fund to the limit of the maximum grant amount at its discretion.
- i) The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.
- j) Funding in any one year or over several years is not to be interpreted as a commitment to future years' funding.

## **Evaluation Criteria (Programs 1 and 2)**

Grants shall be evaluated using the following criteria:

### **First Stage Assessment**

Are all eligibility criteria outlined in the Application Checklist provided?

Does the financial information provided indicate that the organization is financially stable?

If applicable, has the application outlined funding from regional or other municipal government(s)?

If applicable, has the application outlined funding from provincial and/or federal government(s)?

## **Second Stage Assessment**

The following scores will be used to assess how each criterion has been met:

0-Not met      1-Barely met                      2-Partially met      3-Fully met

### Evidence of Need

1. Has evidence of need been demonstrated and is it clear how the initiative will address the need identified?
2. Is it clear how the initiative will support and provide direct and indirect benefit(s) to Cornwall residents?

### Outcomes

3. Have clear outcomes been stated?
4. Have clear targets been stated?
5. Is it clear what evidence will be available to show that the initiative has achieved its outcomes?

### Access to the Initiative

6. Is it clear how the intended beneficiaries will have access?
7. Is it clear how many and how the initiative will involve volunteers?

### Cost of the Initiative

8. Has the applicant provided clear and reasonable costs that match the proposed initiative?
9. Has the applicant provided clear plans for funding any balances?
10. Has the applicant provided clear plans for sustaining or exiting the initiative at the end of the funding period?

### New or Repeat Initiative

Repeat grant applications must show how their initiative differs from their previous application(s) and applications illustrating new initiatives may be prioritized over returning applications.

Is this a New or Repeat Application? \_\_\_\_\_

### Additional information

Is there any other information you would like to include that is relevant to your application? Any relevant information provided can be used to adjust scores awarded in any of the sections above.

Total Score \_\_\_\_\_ (Maximum Score 30)

The application should be thoroughly reviewed for completeness prior to submission to ensure that it contains all the information required.

Applications are evaluated based on their relative merit, and funding in one year does not guarantee funding for an initiative in the following year.

## **Appendices**

Appendix 1: Application Form – Program 1

Appendix 2: Letter of Agreement – Program 1

Appendix 3: Final Report – Program 1

Appendix 4: Application Form – Program 2

Appendix 5: Letter of Agreement – Program 2

Appendix 6: Final Report – Program 2

# Community Partnership Program Policy

Department: Financial Services

Policy Number:

Effective Date:

Council Approval:

Revision Date:

## Policy Statement

It is the policy of the City of Cornwall to have a framework to govern the establishment of partnerships for capital projects between community groups and the City of Cornwall.

## Relationship to the City of Cornwall's Strategic Plan

The purpose of the Community Partnership Program is aligned with the City's Strategic Plan Mission of supporting organizations that enable a financially sustainable community which will care and provide for the needs and values of its residents. The program assists the City in achieving its vision of a welcoming and healthy community.

## Purpose

To provide direction with respect to the development of community partnerships for capital projects between community groups and the City of Cornwall.

## Application

The policy applies to all partnerships between community groups and the City of Cornwall for capital projects. Capital projects are projects of an unusual or extraordinary nature, with a total projected capital cost of at least \$100,000, that will build upon, add to, or improve a capital asset.

## Objectives

The development of community partnerships for capital projects should include one of the following objectives:

1. The development of capital projects that respond to priority needs as identified through the City's capital planning process.

2. The support of community initiatives for the development and improvement of facilities which serve the City of Cornwall.
3. The development of cost-effective capital projects which minimize the City's contributions and leverage funding from other sources.

## **Principles**

Partnerships entered into by the City should support the following principles:

1. The goals of the community group and the City of Cornwall should be aligned with the City's Strategic Plan and should be in the interest of the public.
2. All facilities developed under such partnerships must be open and accessible to all residents of the City of Cornwall.
3. All partnerships should be considered in the planning process for all major capital projects.
4. Funding arrangements with the City are subject to the availability of funding.
5. Partnerships will only be considered where they can be supported by a business plan that indicates that the completed project is sustainable over the long term.

## **Eligibility**

The following conditions for eligibility apply:

1. The community group must be a duly constituted non-profit organization, in good public standing. The group must demonstrate that it has the human resources and expertise to carry out the proposed project in partnership with the City.
2. Proposals may relate to an asset that is owned by the City, built on City owned land, is a Municipal Capital Facility, or to an asset that is operated by a community partner who delivers service(s) on behalf of or to the City.
3. Proposals must be capital projects for equipment, new facilities, major renovations, expansions, or redevelopment. The facility must be within the City of Cornwall.
4. Proposals must not duplicate existing facilities at the same site or within the same service area.
5. A detailed business plan must be submitted with the proposal. The total projected cost of the project must be determined by a professional architect or professional engineer (independent from the community group) and provided in writing to the City. The City reserves the right to require an additional review of the cost estimate, either by an independent consultant or by the City's Engineering Department. Any impact on the City's contribution to future operating and/or capital costs must be included in the plan and will be considered.



## Criteria for Assessment

At a minimum, the following criteria will be considered in assessing the desirability of entering into a proposed community partnership with an eligible community group for an eligible capital project:

1. The extent to which the proposal provides the opportunity for increased community participation.
2. The extent to which the proposal leverages the amount of funding contributed through other sources.
3. The existence of other potential partners and their involvement and contributions to the project.
4. An assessment of the status of the planning and funding for the project, including the prospect and timing of additional funding support from other agencies.
5. The appropriateness of the scale of the proposed project and the financial or other input being requested from the City.
6. The equity and fairness of proceeding with the project in regards to the distribution of expenditures within the City.
7. The track record of the community group, demonstrating an ability to undertake and complete the project.
8. The extent of community support for the project and the degree to which there will be positive benefits to the community.

## City Contribution

The City contribution towards capital projects for City-owned assets will be a maximum of 50% of the eligible capital cost of the project. For projects involving community owned assets, the maximum contribution will be 10% of the eligible capital cost of the project.

The contribution from the City may be provided in one or more of the following ways:

1. A cash grant payment
2. Provision of land by way of gift or long-term lease
3. Services provided in-kind
4. Waiver of municipal fees (if eligible within existing policies)

Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. This may be necessary in order that the organization can apply for funding from other sources. In these cases, the approval will include conditions that must be met prior to the release of any City funds, such as evidence of approval of the application for funding from other sources.

The business plan for each proposed partnership will be analyzed and evaluated by the Finance Department. The results of this analysis, together with recommendations, will be brought to Council in a report.

All Corporate policies and regulations must be followed.

### **Eligible Capital Costs**

The following costs are eligible for cost-sharing under a community partnership:

1. Concept and design costs
2. Construction costs
3. Site development costs
4. Fixed equipment

The following costs are not eligible:

1. Financing costs
2. Fundraising costs
3. Non-fixed furniture and equipment costs
4. Computers and related costs
5. Ongoing repairs, maintenance or renovations in the normal course of operations.

### **Submission of Proposals**

Interested parties will contact the City's Finance Department and a copy of the Community Partnership Program Policy will be provided to them. Requests will be evaluated in accordance with this Policy. Each application must include an estimate of the total project costs, an estimate of on-going operating costs, and proposed funding sources. The proposal must define the program elements, target users, and timelines for the completion of the project.

Administration will bring forward a report to Council. Council will decide whether to enter into the partnership.

### **Accountability and Monitoring**

In order to protect the City from unplanned liabilities and/or costs, a formal partnership agreement must be entered into by the City and the community group. If necessary, the City's legal counsel will review and approve the Partnership Agreement. Administration will monitor the terms of the agreement. The Partnership Agreement will address, at a minimum, the following points:

1. Clauses stating the intentions of each party, shared objectives and outcomes and detailed description of the capital project.
2. Clauses to specify the responsibility for appropriate public liability and property damage insurance.

3. The manner in which funding payments are to be provided, including an appropriate review and approval process.
4. Conditions for safeguarding the City's investment in the capital project should the community group cease to operate or exist during the life of the project.
5. Agreed upon timelines for completion of the capital project.
6. The requirement for reporting will be outlined in the Partnership Agreement.
7. For community owned facilities, clarification that the City assumes no liability for ongoing operational or maintenance funding, unless already being provided by the City.

## **Communication**

Communication requirements must be considered when developing, negotiating, or implementing community partnership arrangements. When informing the public or publishing information about community partnerships, the contributions of all participants must be fairly acknowledged and recognized. Community partners must use the City of Cornwall corporate logo when identifying the City's participation in a community partner initiative.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
Report Number: 2020-255-Planning, Development and Recreation  
Prepared By: James Fawthrop, Manager of Recreation and Facilities  
Meeting Date: January 27, 2020  
Subject: Draft Smoking By-law

**Purpose**

To present to Council a draft of the proposed Smoking By-law for review and comment.

**Recommendation**

That Council direct Administration to bring the draft Smoking By-law back to Council for approval at the February 10th Council meeting.

**Background / Discussion**

At the Council meeting of July 22nd, 2019, the Great River Network (formally known as the Upper St Lawrence Protection Network / USRPN) submitted a request to Council requesting that the Waterfront Trail, from the Power Dam to Boundary Road, be designated as a smoke-free zone and that no smoking signs be installed along the path. The group cites concerns regarding litter (cigarette butts) along the trail as the main reason for the request.

At the Council meeting of September 28<sup>th</sup>, 2019, Administration presented a report to Council in response to the request to designate the Waterfront Trail as a smoke-free zone. The report from Administration recommended that the Waterfront Trail not be designated as a smoke-free zone and that ash urns be installed at specific areas along the trail where discarded cigarette butts are problematic. The report also recommended that if Council decides to designate



the Waterfront Trail as a smoke-free zone, that they also designate Lamoureux Park as a smoke-free zone in order to avoid public confusion regarding which trails/paths in Lamoureux Park are smoke-free and which trails/paths aren't. Council passed a motion to defer the matter until after members of the Great River Network have an opportunity to make a presentation to Council.

At the Council meeting of November 12<sup>th</sup>, 2019, Patricia O'Hare and Karen Cooper of the Great River Network, made a presentation to Council regarding the request to designate the Waterfront Trail as a smoke-free zone. Council received the presentation and made a motion to refer the matter to Administration for a report.

At the Council meeting of December 9<sup>th</sup>, 2019, Administration presented a report to Council which requested direction from Council in regards to the proposed smoking restrictions. Council directed Administration to draft a by-law to designate the following areas as smoke free:

1. All areas within 20m of the City's Recreational Paths;
2. All City parks, (with an exemption for the RCAF Wing patio in Lamoureux Park)

A draft copy of the proposed Smoking By-law is attached. The draft by-law is based on the City of Brockville's Smoking By-law and is currently being reviewed by the City solicitor. The solicitor's comments as well as any comments from members of Council will be incorporated into the proposed by-law to be presented to Council for approval at the regular meeting of Council on February 10<sup>th</sup>, 2020.

The City of Cornwall's Police Officers and By-Law Enforcement Officers will have the authority to enforce the smoking restrictions listed in the proposed by-law, including the restrictions listed in the Smoke-Free Ontario Act. Enforcement officers employed by the Eastern Ontario Health Unit will only have the authority to enforce the smoking restrictions contained within the Smoke-Free Ontario Act, and will not have the authority to enforce the additional restrictions listed in this bylaw.

The proposed set fine for an offence is \$250.00. If acceptable, an Order from the Ontario Court of Justice would be obtained to establish the set fine for an offence under this bylaw. An example of such an Order was obtained from the City of Brockville and is attached.



Document Title:	Smoking Bylaw - 2020-255-Planning, Development and Recreation.docx
Attachments:	- Draft Smoking Vaping By-law - 2020-XXX-Planning, Development and Recreation.docx - Provincial Offences Act Order.pdf
Final Approval Date:	Jan 22, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mark A. Boileau - Jan 21, 2020 - 3:45 PM**

**Maureen Adams - Jan 22, 2020 - 1:10 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-XXX**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-XXX  
Report Number: 2019-204-Planning, Development and Recreation  
Meeting Date: February 10, 2020  
Subject: Draft Smoking Vaping By-law - 2020-XXX-Planning,  
Development and Recreation.docx regulate Smoking and  
Vaping in Public Places in the City of Cornwall

WHEREAS Section 115 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass By-Laws to prohibit or regulate the smoking of tobacco or cannabis in public places and workplaces within the municipality; and

WHEREAS Section 10 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property; and

WHEREAS it has been determined that second-hand smoke and vapour are a health hazard or discomfort for many inhabitants of and visitors to the City of Cornwall; and

WHEREAS Section 18 of the Smoke-Free Ontario Act, 2017, S.O. 2017, c. 26, as amended, provides that if there is a conflict between a provision of that Act and a provision of another Act, a regulation or a municipal By-law that deals with a matter to which that Act applies, the provision that is more restrictive of the matter to which the Act applies prevails; and



WHEREAS Section 425 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass By-Laws providing that a person who contravenes a By-Law of the municipality passed under that Act is guilty of an offence; and

WHEREAS Section 429 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may establish a system of fines for offences under a By-Law of the municipality passed under that Act;

NOW THEREFORE the Council of the Corporation of the City of Cornwall enacts as follows:

1. Definitions

- 1.1 "Cannabis" has the same meaning as in Subsection 2 (1) of the Cannabis Act (Canada);
- 1.2 "City" means The Corporation of the City of Cornwall;
- 1.3 "Council" means the Council of the City;
- 1.4 "Designated Public Place" means a Public Place designated pursuant to Section 4.1 of this By-Law;
- 1.5 "Electronic Cigarette" or "E-Cigarette" means a Vaporizer or inhalant-type device, whether called an Electronic Cigarette or any other name, that contains a power source and heating element designed to heat a nicotine-based liquid substance or e-substance to produce a vapour intended to be inhaled by the user of the device directly through the mouth;
- 1.6 "E-substance" means a substance that is manufactured or sold to be used in an Electronic Cigarette, whether or not the substance contains nicotine;
- 1.7 "Highway" means any provincial or municipal highway within the geographic limits of the City of Cornwall including sidewalks;
- 1.8 "Inspector" means a person appointed by Council whether it be a police officer, a designated inspector under the Smoke-Free Ontario Act 2017, or a municipal law enforcement officer to enforce this By-Law;
- 1.9 "Local board" includes a health unit, a police services commission, a conservation authority, and a district school board;
- 1.10 "Municipal Building" means any building owned, leased or controlled by the City;
- 1.11 "Nicotine" means a toxic colourless substance found in tobacco that people can become addicted to.

- 1.12 "Recreational path" means the whole or part of any shared use paths that is physically separated from motor vehicle traffic, leased or controlled by the City to which the public has access for the purpose of participating in recreation activities, such as walking, jogging, cycling, in-line skating, etc. A map of the City's Recreational Paths is posted on the City of Cornwall website. Recreational paths do not include any areas located on a Highway;
- 1.13 "Park" means any land, owned or leased or controlled by the City, designed or used for public recreation, including but not limited to: trails, gardens, playgrounds, Sports Fields, playing fields and beach areas;
- 1.14 "Person" means a corporation as well as an Individual;
- 1.15 "Smoke" and "Smoking" include the carrying, holding or inhaling of lighted cannabis, a lighted cigar, cigarette, water-pipe, pipe, or any other lighted smoking equipment;
- 1.16 "Vaporizer" means an inhalant-type device that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains Nicotine, Cannabis or any other substance;
- 1.17 "Vaporizing," "Vape" and "Vaping" means the act of heating and converting Cannabis, an E-substance or any other substance through a Vaporizer or an Electronic Cigarette, for the purpose of simulating the inhalation of smoke.

## 2. Interpretation

- 2.1 This By-Law applies to the Smoking and Vaporizing of Tobacco, Cannabis, E-Substance, shisha, whether or not it contains Tobacco, and other plant material or oils intended for inhalation in every Designated Public Place.

## 3. Administration

- 3.1 The City and Cornwall, including the Cornwall Police Service and in part the Eastern Ontario Health Unit are responsible for the administration and enforcement of this By-Law.

4. Regulations Public Places

4.1 The following are Designated Public Places for the purposes of this By-Law:

- a. every place as set out in Section 12 (2) of the Smoke-Free Ontario Act, 2017, S.O. 2017 c. 26, Schedule 3;
- b. a Park;
- c. within twenty (20) metres of any of the City's Recreational Paths;

4.2 No Person shall Smoke or Vape in any Designated Public Place, whether or not a "No Smoking" sign or a "No Vaping" sign is posted.

5. Signs

5.1 Signs shall be posted and maintained in accordance with the Smoke-Free Ontario Act, 2017.

5.2 A "No Smoking" sign shall also mean the prohibition of cannabis and electronic cigarettes.

5.3 Notwithstanding Section 5.1 of this By-Law, the requirement for signs does not apply to the following Designated Public Places:

- a. a Park; and
- b. within twenty (20) metres of any of the City's Recreational Paths.

6. Enforcement

6.1 The provisions of this By-Law respecting the prohibition of Smoking and Vaporizing in Designated Public Places, the posting of signs, and the duties imposed on Proprietors or Other Persons in Charge of Designated Public Places will be enforced by police and by designated Inspectors under the Smoke-Free Ontario Act 2017 as well as appointed municipal by-law enforcement officers.

6.2 An Inspector may, at any time, enter any Designated Public Place in which Smoking and Vaporizing are prohibited to determine whether this By-Law is being complied with and, for this purpose, may make such examinations, investigations and inquiries as are necessary.

6.3 No Person shall obstruct or hinder or attempt to obstruct or hinder an Inspector or other authorized employee or agent of the City in the exercise of a power or the performance of a duty under this By-Law.

- 6.4 Where an Inspector has reasonable grounds to believe that an offence under this By-Law has been committed by a Person, the Inspector may require the name, address and proof of identity of that Person.
- 6.5 Failure to provide proof of identification satisfactory to an Inspector when requested to do so pursuant to Section 6.4 of this By-Law shall constitute obstruction of an Inspector under Section 6.3 of this By-Law.

## 7. Offence and Penalty Provisions

- 7.1 Every Person, other than a corporation, who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to a fine of not more than \$10,000 for a first offence and \$25,000 for any subsequent offence.
- 7.2 Every corporation that contravenes any provision of this By-Law and every officer or director of a corporation who knowingly concurs in such contravention is guilty of an offence and on conviction is liable to a fine of not more than \$50,000 for a first offence and \$100,000 for any subsequent offence.
- 7.3 If this By-Law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## 8. Validity

- 8.1 If there is a conflict between a provision of any Act, regulation or By-Law and a provision of this By-Law, the provision that is the most restrictive of Smoking or Vaporizing of tobacco and/or Cannabis and the use of Electronic Cigarettes shall prevail.
- 8.2 If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-Law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-law that each and every provision of this By-Law authorized by law be applied and enforced in accordance with the terms to the extent possible according to law.

## 9. Short Title

- 9.1 This By-law may be referred to as the "Smoking By-law".

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

**PROVINCIAL OFFENCES ACT**

**Part I**

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-law No.053-2019 of the Corporation of the City of Brockville, attached hereto is the set fine for that offence. This Order is to take effect on August 28<sup>th</sup>, 2019.

Dated at Ottawa this 28<sup>th</sup> day of August 2019.

A handwritten signature in black ink, appearing to read 'Jean G. Legault', written over a horizontal dotted line.

Jean G. Legault, Regional Senior Justice  
Ontario Court of Justice  
East Region

**City of Brockville**  
**Part 1 Provincial Offences Act**  
**By-law 053-2019, To Regulate Smoking and Vaping**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1.	Smoke or Vape in any designated public place	Section 4.2	\$250.00
2.	Smoke or Vape in any enclosed workplace	Section 4.3	\$250.00

✓  
✓  
*[Handwritten signatures and initials]*

AUG 28 2019

Note: The general penalty provision for the offences listed above is section 7 of bylaw 053-2019, a certified copy of which has been filed.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-016**

Department: Infrastructure and Municipal Works  
Division: Municipal Works  
By-law Number: 2020-016  
Report Number: 2020-265-Infrastructure and Municipal Works  
Meeting Date: January 27, 2020  
Subject: A By-law to amend By-law 2018-100 and to appoint Tommy Sauve as a Parking By-law Enforcement Officer for the purpose of enforcing the Traffic and Parking By-law (By-law 069-1989, The Traffic and Parking By-law as amended) for the City of Cornwall

Whereas PART II - General Municipal Powers as identified under Section 8 provide a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act, S.O. 2001, to enable the municipality to govern its affairs as the Council considers appropriate; and to enhance its ability to respond to municipal issues; and

Whereas the Section 5(1) and (3) indicates that the Council shall exercise its powers, rights and privileges by By-Law; and

Whereas the Council wishes to appoint officers and servants as may be necessary for the purposes of enforcing its By-Laws in accordance to Section 11(1); and

Whereas Section 227 of the Municipal Act, S.O. 2001, c.25, authorizes Municipal Councils to appoint such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any Act of the Legislature of By-Law of the Council; and



Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That Tommy Sauve be and is hereby appointed as a Parking By-law Enforcement Officer for the purpose of enforcing Parking & Traffic By-law 069-1989 for the City at the Cornwall.
2. That the above named individual's appointment remain valid for the period of their employment. Upon termination of their employment, their appointment under this By-law shall also terminate .

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-016 By-law to amend By-law 2018-100 Tommy Sauve - 2020-265-IMW.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Paul Rochon - Jan 20, 2020 - 11:24 AM**

**Bill de Wit - Jan 20, 2020 - 2:39 PM**

**Maureen Adams - Jan 21, 2020 - 8:03 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-017**

Department: Infrastructure and Municipal Works  
Division: Municipal Works  
By-law Number: 2020-017  
Report Number: 2020-266-Infrastructure and Municipal Works  
Meeting Date: January 27, 2020  
Subject: A By-law to amend By-law 2018-101 and to appoint Joel Lemire as a Parking By-law Enforcement Officer for the purpose of enforcing the Traffic and Parking By-law (By-law 069-1989, The Traffic and Parking By-law as amended) for the City of Cornwall

Whereas PART II - General Municipal Powers as identified under Section 8 provide a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act, S.O. 2001, to enable the municipality to govern its affairs as the Council considers appropriate; and to enhance its ability to respond to municipal issues; and

Whereas the Section 5(1) and (3) indicates that the Council shall exercise its powers, rights and privileges by By-Law; and

Whereas the Council wishes to appoint officers and servants as may be necessary for the purposes of enforcing its By-Laws in accordance to Section 11(1); and

Whereas Section 227 of the Municipal Act, S.O. 2001, c.25, authorizes Municipal Councils to appoint such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any Act of the Legislature of By-Law of the Council; and

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That Joel Lemire be and is hereby appointed as a Parking By-law Enforcement Officer for the purpose of enforcing Parking & Traffic By-law 069-1989 for the City at the Cornwall.
2. That the above named individual's appointment remain valid for the period of their employment. Upon termination of their employment, their appointment under this By-law shall also terminate .

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-017 By-law to amend By-law 2018-101 Joel Lemire - 2020-266-IMW.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Paul Rochon - Jan 20, 2020 - 11:17 AM**

**Bill de Wit - Jan 20, 2020 - 2:43 PM**

**Maureen Adams - Jan 21, 2020 - 8:08 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-018**

Department: Infrastructure and Municipal Works  
Division: Municipal Works  
By-law Number: 2020-018  
Report Number: 2020-268-Infrastructure and Municipal Works  
Meeting Date: January 27, 2020  
Subject: By-law to repeal By-law 2018-102 which By-law was to  
appoint is to appoint Pierre Emond as By-law Enforcement  
Officer

Whereas, on July 9, 2018, the Council of The Corporation of the City of Cornwall endorsed By-law 2018-102 which By-law appointed Pierre Emond as a By-law Enforcement Officer for the Corporation for the purposes of enforcing the Streets By-law; and

Whereas Pierre Emond is no longer required to be a By-law Officer as a result of a transfer to another position.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall hereby repeals By-law 2018-102.

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	2020-018 By-law to repeal By-law 2018-102 Pierre Emond - 2020-268-IMW.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Paul Rochon - Jan 20, 2020 - 11:18 AM**

**Bill de Wit - Jan 20, 2020 - 2:42 PM**

**Maureen Adams - Jan 21, 2020 - 8:07 AM**



**The Corporation of the City of Cornwall**

**Regular Meeting of Council**

**By-law 2020-019**

Department: Infrastructure and Municipal Works  
Division: Municipal Works  
By-law Number: 2020-019  
Report Number: 2020-269-Infrastructure and Municipal Works  
Meeting Date: January 27, 2020  
Subject: A By-law to amend By-law 2018-103 and to appoint Todd Lalonde as a Parking By-law Enforcement Officer for the purpose of enforcing the Traffic and Parking By-law (By-law 069-1989, The Traffic and Parking By-law as amended) for the City of Cornwall

Whereas PART II - General Municipal Powers as identified under Section 8 provide a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act, S.O. 2001, to enable the municipality to govern its affairs as the Council considers appropriate; and to enhance its ability to respond to municipal issues; and

Whereas the Section 5(1) and (3) indicates that the Council shall exercise its powers, rights and privileges by By-Law; and

Whereas the Council wishes to appoint officers and servants as may be necessary for the purposes of enforcing its By-Laws in accordance to Section 11(1); and

Whereas Section 227 of the Municipal Act, S.O. 2001, c.25, authorizes Municipal Councils to appoint such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any Act of the Legislature of By-Law of the Council; and

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That Todd Lalonde be and is hereby appointed as a Parking By-law Enforcement Officer for the purpose of enforcing Parking & Traffic By-law 069-1989 for the City at the Cornwall.
2. That the above named individual's appointment remain valid for the period of their employment. Upon termination of their employment, their appointment under this By-law shall also terminate .

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-019 By-law to amend By-law 2018-103 Todd Lalonde - 2020-269-IMW.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Paul Rochon - Jan 20, 2020 - 11:18 AM**

**Bill de Wit - Jan 20, 2020 - 2:41 PM**

**Maureen Adams - Jan 21, 2020 - 8:06 AM**

**The Corporation of the City of Cornwall**

**Regular Meeting of Council**

**By-law 2020-020**

Department: Infrastructure and Municipal Works  
Division: Municipal Works  
By-law Number: 2020-020  
Report Number: 2020-270-Infrastructure and Municipal Works  
Meeting Date: January 27, 2020  
Subject: A By-law to amend By-law 2018-104 and to appoint Gilles Leger as a Parking By-law Enforcement Officer for the purpose of enforcing the Traffic and Parking By-law (By-law 069-1989, The Traffic and Parking By-law as amended) for the City of Cornwall

Whereas PART II - General Municipal Powers as identified under Section 8 provide a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act, S.O. 2001, to enable the municipality to govern its affairs as the Council considers appropriate; and to enhance its ability to respond to municipal issues; and

Whereas the Section 5(1) and (3) indicates that the Council shall exercise its powers, rights and privileges by By-Law; and

Whereas the Council wishes to appoint officers and servants as may be necessary for the purposes of enforcing its By-Laws in accordance to Section 11(1); and

Whereas Section 227 of the Municipal Act, S.O. 2001, c.25, authorizes Municipal Councils to appoint such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any Act of the Legislature of By-Law of the Council; and

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That Gilles Leger be and is hereby appointed as a Parking By-law Enforcement Officer for the purpose of enforcing Parking & Traffic By-law 069-1989 for the City at the Cornwall.
2. That the above named individual's appointment remain valid for the period of their employment. Upon termination of their employment, their appointment under this By-law shall also terminate .

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-020 By-law to amend By-law 2018-104 Gilles Leger - 2020-270-IMW.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Paul Rochon - Jan 20, 2020 - 11:18 AM**

**Bill de Wit - Jan 20, 2020 - 2:41 PM**

**Maureen Adams - Jan 21, 2020 - 8:05 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-021**

Department: Infrastructure and Municipal Works  
Division: Municipal Works  
By-law Number: 2020-021  
Report Number: 2020-271-Infrastructure and Municipal Works  
Meeting Date: January 27, 2020  
Subject: A By-law to amend By-law 2018-105 and to appoint Sylvain Leblanc as a Parking By-law Enforcement Officer for the purpose of enforcing the Traffic and Parking By-law (By-law 069-1989, The Traffic and Parking By-law as amended) for the City of Cornwall

Whereas PART II - General Municipal Powers as identified under Section 8 provide a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act, S.O. 2001, to enable the municipality to govern its affairs as the Council considers appropriate; and to enhance its ability to respond to municipal issues; and

Whereas the Section 5(1) and (3) indicates that the Council shall exercise its powers, rights and privileges by By-Law; and

Whereas the Council wishes to appoint officers and servants as may be necessary for the purposes of enforcing its By-Laws in accordance to Section 11(1); and

Whereas Section 227 of the Municipal Act, S.O. 2001, c.25, authorizes Municipal Councils to appoint such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any Act of the Legislature of By-Law of the Council; and

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That Sylvain Leblanc be and is hereby appointed as a Parking By-law Enforcement Officer for the purpose of enforcing Parking & Traffic By-law 069-1989 for the City at the Cornwall.
2. That the above named individual's appointment remain valid for the period of their employment. Upon termination of their employment, their appointment under this By-law shall also terminate .

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	2020-021 By-law to amend By-law 2018-105 Sylvain Leblanc - 2020-271-IMW.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Paul Rochon - Jan 20, 2020 - 11:19 AM**

**Bill de Wit - Jan 20, 2020 - 2:40 PM**

**Maureen Adams - Jan 21, 2020 - 8:04 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-022**

Department: Social and Housing Services  
Division: Child Care  
By-law Number: 2020-022  
Report Number: 2020-207-Social and Housing Services  
Meeting Date: January 27, 2020  
Subject: Annual Renewal of Service Contracts for Early Years Service Providers

Whereas the Council of the City of Cornwall wishes to renew its annual Early Years service contracts with current service providers; and

Whereas the Council further wishes to grant formal authority to the Child Care Division to transfer payments to the Service Providers as outlined in their annual service contracts; and

Whereas the Service Management delivery of Early Years Services, including Child and Family Support Programs and Special Needs Resourcing Services, has been designated by the Ministry of Education to the City of Cornwall as Consolidated Municipal Service Manager (CMSM)

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That the Corporation of the City of Cornwall enter into Service Contract Agreements with the Early Years Service Providers, including Child and Family Support Program and Special Needs Resourcing Service Providers, beginning January 1, 2020 up to and including December 31, 2020; and
2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.



Read, signed and sealed in open Council this 27<sup>th</sup> day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-023**

Department: Planning, Development and Recreation  
Division: Economic Development  
By-law Number: 2020-023  
Report Number: 2020-250-Planning, Development and Recreation  
Meeting Date: January 27, 2020  
Subject: By-law to authorize The Corporation of the City of Cornwall to enter into Medical Recruitment Financial Assistance to Dr. Zaid

Whereas a request was made by the Medical Recruitment Team to provide up to \$25,000 in financial assistance towards the start up cost to Dr. Akram Zaid, a general surgeon who was recruited to Cornwall.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That the Corporation of the City of Cornwall be and is hereby authorized to provide financial assistance to Dr. Zaid up to the amount of \$25,000; and
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-023 By-law Medical Recruitment Assistance Dr. Zaid - 2020-250-PDR.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mark A. Boileau - Jan 21, 2020 - 2:56 PM**

**Maureen Adams - Jan 21, 2020 - 8:01 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-024**

Department: Planning, Development and Recreation  
Division: Economic Development  
By-law Number: 2020-024  
Report Number: 2020-252-Planning, Development and Recreation  
Meeting Date: January 27, 2020  
Subject: By Law to authorize The Corporation of the City of Cornwall to enter into a Medical Scholarship Loan Agreement with Julie Crevier

Whereas the Municipal Act, Section 9 provides a municipality with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act; and

Whereas The Corporation of the City of Cornwall under Section 9, has the authority of entering into contracts with private persons and wishes to provide financial assistance to Medical Students, that will establish their medical practice, once graduated, within the City of Cornwall, for the citizens of Cornwall and surrounding area; and

Whereas financial assistance will be provided to those students who will practice medicine in the City of Cornwall, upon successful completion of medical school.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That The Corporation of the City of Cornwall enter into a Medical Scholarship Loan Agreement with Julie Crevier, medical student, beginning in the calendar year 2020.

2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	2020-024 By-law Medical Scholarship Agreement Julie Crevier-2020-252-PDR.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mark A. Boileau - Jan 21, 2020 - 3:11 PM**

**Maureen Adams - Jan 21, 2020 - 8:11 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-025**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-025  
Report Number: 2020-239-Financial Services  
Meeting Date: January 27, 2020  
Subject: A By-law to authorize the sale of Parts 1 and 2 on Reference Plan 52R-1769 on Balmoral Avenue to Coleman Capital Partners Inc.

Whereas the Council of the Corporation of the City of Cornwall wishes to sell Parts 1 and 2 on Reference Plan 52R-1769 on Balmoral Avenue; and

Whereas this land is no longer required for municipal purposes and deemed surplus under By-law #2020-012; and

Now therefore be it resolved that The Corporation of the City of Cornwall enacts as follows:

1. That the Council of the Corporation of the City of Cornwall authorize the sale of land legally described as Parts 1 and 2 on Reference Plan 52R-1769 on Balmoral, Cornwall to Coleman Capital Partners Inc. at a sale price of \$3,000; and
2. That the Mayor and Clerk be hereby authorized to complete the documents necessary to complete the transaction.

Read, signed and sealed in open Council this 27<sup>th</sup> day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### **Report Approval Details**

Document Title:	2020-025 By-law to Authorize Sale on Balmoral Avenue - 2020-239-Financial Services.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Tracey Bailey - Jan 21, 2020 - 1:00 PM**

**Maureen Adams - Jan 21, 2020 - 1:49 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-026**

Department: Infrastructure and Municipal Works  
By-law Number: 2020-026  
Report Number: 2020-272-Infrastructure and Municipal Works  
Meeting Date: January 27, 2020  
Subject: A By-law to authorize The Corporation of the City of Cornwall to enter into a Green Municipal Fund Grant Agreement with the Federation of Canadian Municipalities (FCM)

Whereas the City of Cornwall will partner with the Ontario Clean Water Agency (OCWA) to explore opportunities to generate biogas by co-digesting municipal organic waste with sewage biosolids at Cornwall's wastewater treatment plant.

Whereas the project aims to decrease the plant's energy consumption through improved digester processes while increasing the amount of renewable energy the plant generates.

Whereas the project also aims to divert waste from landfill, as Cornwall currently sends its treated sewage biosolids to landfill.

Whereas the city anticipates that the project will decrease the plant's operating costs while improving its overall performance.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That the Corporation of the City of Cornwall be and is hereby authorized to enter into a Green Municipal Fund Grant Agreement with the Federation of Canadian Municipalities (FCM) effective commencing on the date of the last signature and shall end on December 16, 2022, unless terminated in accordance with the provisions of the Agreement;

2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-026 By-Law Funding Agreement with FCM - 2020-272-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Bill de Wit - Jan 21, 2020 - 4:21 PM**

**Tracey Bailey - Jan 21, 2020 - 5:45 PM**

**Maureen Adams - Jan 21, 2020 - 8:28 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Infrastructure and Municipal Works  
Division: Environment  
Report Number: [Report Number]  
Prepared By: Carl Goodwin, Division Manager  
Meeting Date: January 27, 2020  
Subject: Note to By-law for the funding agreement between the City of Cornwall and Federation of Canadian Municipalities (FCM).

**Purpose:**

A By-law 2020-026 is required for the funding agreement between The City of Cornwall and Federation of Canadian Municipalities (FCM) for co-digesting municipal organic waste with sewage biosolids.

**Background:**

The City of Cornwall currently produces biosolids at the Wastewater treatment Plant (WWTP) and deposits organics at the landfill site as part of solid waste collection services.

The co-digestion of sewage biosolids with other forms of organic waste (e.g., source-separated organics) is expected to increase the rate and volume of biogas production at the plant. The study will explore the most economically feasible uses for that biogas. For example, some of it could be upgraded to renewable natural gas (RNG), which has an energy value equal to fossil fuel natural gas. The RNG could be used onsite or it could be injected into a natural gas pipeline.

Greenhouse gas emissions and energy savings should result from three key elements of the project. First, by eliminating the need to transport sludge and organic waste to landfill, Cornwall will reduce its diesel fuel consumption.

Second, improved digester processes will reduce the plant's energy consumption.

Third, the proposed approach will capture greenhouse gases (especially methane) that would otherwise be released by organic matter decomposing in landfill.

The study will also explore the possibility of retrofitting the plant's existing anaerobic digester to increase its efficiency and capacity. This could enable Cornwall's plant to receive sludge and waste from surrounding plants, making it a regional facility.

This project aligns with provincial policies focused on diverting food and other types of organic waste from landfill. Reducing greenhouse gas emissions aligns with the city's official plan. The project also supports Cornwall's broader goal of transforming its water pollution control plant into a net-zero resource recovery facility.



### Report Approval Details

Document Title:	Explanatory Note to the Funding Agreement between the City of Cornwall and the Federation of Canadian Municipalities (FCM).docx
Attachments:	
Final Approval Date:	

This report and all of its attachments were approved and signed as outlined below:

## Report Approval Details

Document Title:	Note - Funding Agreement between the City of Cornwall and the FCM - 2020-279-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Carl Goodwin - Jan 21, 2020 - 3:02 PM**

**Bill de Wit - Jan 21, 2020 - 3:09 PM**

**Maureen Adams - Jan 21, 2020 - 8:07 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-027**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-027  
Report Number: 2020-237-Financial Services  
Meeting Date: January 27, 2020  
Subject: A By-law to authorize The Corporation of the City of Cornwall to enter into a Transfer Payment Agreement with the Minister of Community Safety and Correctional Services

Whereas The Corporation of the City of Cornwall entered into a Ontario Transfer Payment Agreement with the Ministry of Community Safety and Correctional Services for the upload of court security and prisoner transportation costs from municipalities in 2012; and;

Whereas the upload costs were phased-in over seven years; and

Whereas the funding is allocated based on the municipality's relative share of the total 2020 Provincial court security and prisoner transportation (CSPT) costs; and

Whereas the present Agreement is for the Ministry's funding allocation for the period January 1, 2020 to December 31, 2020 under the Court Security Prisoner Transportation (CSPT) Program.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That the City of Cornwall enter into an Ontario Transfer Payment Agreement under the Court Security and Prisoner Transportation Program with the Minister of Community Safety and Correctional Services; and

2. That the Mayor and Clerk be hereby authorized to sign all documents to effectively complete this Agreement.

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-027 By-law Transfer Payment with Minister of Community Safety - 2020-237-FS.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Tracey Bailey - Jan 20, 2020 - 6:40 PM**

**Maureen Adams - Jan 21, 2020 - 8:09 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-028**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-028  
Report Number: 2020-254-Planning, Development and Recreation  
Meeting Date: January 27, 2020  
Subject: A By-law to authorize the City of Cornwall to enter into a Renewed Lease Agreement with Cedar Rapids Transmission Company Limited.

Whereas The Corporation of the City of Cornwall is desirous of entering into a renewal lease agreement with Cedar Rapids Transmission Company for the use of a Bicycle Path that runs from McConnell Avenue to Power Dam Drive along the Cedar Rapids right-of-way;

Whereas The Corporation of the City of Cornwall wishes to enter into a renewed Ten (10) year lease agreement with Cedar Rapids Transmission Company Limited for the use of the bicycle path that runs from McConnell Avenue to Power Dam Drive along the Cedar Rapids right-of-way;

NOW THEREFORE the Council of the Corporation of the City of Cornwall enacts as follows:

1. That the term of the agreement be from April 2018 to March 2028
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 27<sup>th</sup> day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-028 By-law, Lease Renewal Cedar Rapids - 2020-254-PDR.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**James Fawthrop - Jan 21, 2020 - 2:52 PM**

**Mark A. Boileau - Jan 21, 2020 - 3:09 PM**

**Tracey Bailey - Jan 21, 2020 - 3:53 PM**

**Maureen Adams - Jan 21, 2020 - 8:27 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law**

Department: Planning, Development and Recreation  
Division: Building and By-law  
By-law Number: 2020-029  
Report Number: 2020-248-Planning, Development and Recreation  
Meeting Date: January 27, 2020  
Subject: Being a By-Law to appoint a Deputy Chief Building Official

Whereas section 3 of the *Building Code Act, 1992* provides for the appointment of a Chief Building Official and Inspectors, and section 77 of the *Legislative Act, 2006* provides for the appointment of Deputies; and

Whereas section 23.1 of the *Municipal Act, S.O. 2001, c.25* authorizes a municipality to delegate its powers and duties; and

Whereas section 15 of the *Police Services Act, 1990* authorizes a municipality to appoint a Municipal By-Law Enforcement Officer; and

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That Charles Bray is hereby appointed as Deputy Chief Building Official, Inspector, Municipal By-Law Enforcement Officer and Property Standards Officer for the Corporation of the City of Cornwall.
2. That as directed by the Chief Building Official or when the Chief Building Official is absent, the Deputy Chief Building Official shall have all the powers and duties of the Chief Building Official. For the purposes of this section, “absent” includes when the Chief Building Official is on leave or unavailable for any reason, or when the office is vacant.

3. That the Chief Building Official is authorized to carry out the administrative function of appointing Inspectors and Municipal Law Enforcement Officers, including the function of revoking such appointments under section 3 of the *Building Code Act, 1992*, and section 15 of the *Police Services Act, 1990*, subject to the following conditions:
  - a. The Chief Building Official maintains an up-to-date list of Inspectors and Municipal Law Enforcement Officers; and
  - b. Prior to their appointment, each person for appointment as an Inspector hold the necessary legislated qualification as an Inspector, under the *Ontario Building Code*.
4. That By-Law #2016-107 is hereby repealed in its entirety.
5. That this By-Law comes into force on the day it is passed.

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	2020-029 By-Law to appoint a Deputy Chief Building Official .docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mark A. Boileau - Jan 20, 2020 - 1:47 PM**

**Maureen Adams - Jan 21, 2020 - 8:02 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-030  
Report Number: 2020-258-Planning, Development and Recreation  
Meeting Date: January 27, 2020  
Subject: A By-law to authorize The Corporation of the City of Cornwall to enter into a Temporary Supplemental Agreement to Lease with the St. Lawrence Seaway Management Corporation for the use of lands for the bicycle path (SLSMC Lease #64-662)

Whereas The Corporation of the City of Cornwall wishes to enter into a Temporary Supplemental Agreement Lease with the St. Lawrence Seaway management Corporation for the use of canal lands for a pathway to be used by the general public for bicycling, cross country skiing or for such other passive recreational activities; and

Whereas the Supplemental Lease Agreement #64-662 dated July 17, 1990 is for an annual charge of \$100; and

Whereas The City of Cornwall and The St. Lawrence Seaway Management Corporation are currently negotiating a supplemental agreement to Lease No. 64-662

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That The Corporation of the City of Cornwall shall be and is hereby authorized to enter into a Temporary Supplemental Agreement to Lease with The St. Lawrence Management Corporation for the use of canal lands for a pathway to be used by the general public for bicycling, cross country skiing or for such other passive recreational activities; and

2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 27th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

## Report Approval Details

Document Title:	St. Lawrence Seaway Management Temporary Supplement Lease Agreement - 2020-258-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**James Fawthrop - Jan 21, 2020 - 1:28 PM**

**Mark A. Boileau - Jan 21, 2020 - 1:41 PM**

**Tracey Bailey - Jan 21, 2020 - 1:56 PM**

**Maureen Adams - Jan 21, 2020 - 8:03 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-031**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-031  
Report Number: 2020-259-Planning, Development and Recreation  
Meeting Date: January 27, 2020  
Subject: HOTC 108 Pitt Bylaw

Whereas, the Council of The Corporation of the City of Cornwall has approved, the Heart of the City (HOTC) Community Improvement Plan (CIP) under Section 28 of the Planning Act, in November 2005, and associated funding programs to provide for loans/grants for the improvement of primarily commercial and mixed use properties known as the Heart of the City (HOTC) Funding Programs; and

Whereas, the Council has provided in its Capital Budget, a sufficient level of annual funding to provide for the implementation of such HOTC Funding Programs; and

Whereas, these loans are subsequently registered, on title as applicable and the said Agreements as Mortgages and to further provide and administer municipal funds to the identified property owners under the HOTC Initiative (HOTC#2013-16 108 Pitt St); and

Whereas, the Mayor and Clerk execute any and all documentation relative to the completion of this matter,

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That the following specific HOTC Program 2 (Type I or Type II, respectively) to the following person(s) or their authorized Signing Officer(s) for the following properties:

- a. HOTC#2013-16 Chris Munro 108 Pitt St being Part Lot 16, N/S First St, Plan Cornwall; Part 1 RP52R611; T/W S291139; Cornwall in the amount of \$6,483, pursuant to a Program 2 (Type II) HOTC Funding (Loan) Agreement.
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.
3. That this Bylaw take effect on the day of passing by City Council

Read, signed and sealed in open Council this 27<sup>th</sup> day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	HOTC 108 Pitt Prog 2 Bylaw - 2020-259-PDR.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mary Joyce-Smith - Jan 21, 2020 - 3:05 PM**

**Mark A. Boileau - Jan 21, 2020 - 3:27 PM**

**Maureen Adams - Jan 21, 2020 - 8:16 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-260-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: January 27, 2020  
Subject: HOTC 108 Pitt Note

**Purpose**

Explanation of Purpose and Effect for HOTC Application Program 2 – Building Restoration & Improvement Agreement to Bylaw for application HOTC#2013-16 108 Pitt St

**Background / Discussion**

This Bylaw is necessary to allow the City to enter into said Funding Agreements and to subsequently register, on title, as applicable, said Agreements as Mortgages for each stated approved application and to further provide and administer municipal funds to the identified property owners under the HOTC initiative.

The City of Cornwall, under the Planning and Municipal Acts, respectively, administers the HOTC Funding Incentive Programs which, in part, offer Forgivable and or Zero Interest (0%) Free Loans, Grants and Tax-based funding primarily on a matching dollar basis to commercial/mixed use property owners within the designated HOTC Community Improvement Area. The Loans are secured by a mortgage registered against the property for a period of between 5 to 10 years, for example



### Report Approval Details

Document Title:	HOTC 108 Pitt Prog 2 Note - 2020-260-PDR.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mary Joyce-Smith - Jan 21, 2020 - 3:18 PM**

**Mark A. Boileau - Jan 21, 2020 - 3:42 PM**

**Maureen Adams - Jan 21, 2020 - 8:18 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-032**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-032  
Report Number: 2020-262-Planning, Development and Recreation  
Meeting Date: January 27, 2020  
Subject: HOTC 237 Water E 47 Cumberland Prog 1 By-law

Whereas, the Council of The Corporation of the City of Cornwall has approved, the Heart of the City (HOTC) Community Improvement Plan (CIP) under Section 28 of the Planning Act, in November, 2005, and associated funding programs to provide for loans/grants for the improvement of primarily commercial and mixed use properties known as the Heart of the City Funding Programs; and

Whereas, the Council has provided in its Capital Budget, a sufficient level of annual funding to provide for the implementation of such HOTC Funding Programs; and

Whereas, these loans are subsequently registered, on title as applicable and the said Agreements as Mortgages and to further provide and administer municipal funds to the identified property owners under the HOTC Initiative (HOTC#2016-04 237 Water and HOTC#2019-10 47 Cumberland); and

Whereas, pursuant to the said program(s), certain eligible applicants have applied for a Tax Increment based funding under the rules of the applicable HOTC program(s);

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That the following specific HOTC Program 1 – Rehabilitation & Redevelopment Tax Increment Grant Agreements be approved, and the following person(s) or their authorized Signing Officer(s) sign for the

following properties, and the Mayor and Clerk be authorized to sign for the municipality.

- a. HOTC#2016-04 Fu Kuei Investments at 237 Water St E being Part Lot 7, N/S Water St Plan Cornwall, Part 1 52R2608; Cornwall, as described by PIN#60166-0067 (LT) pursuant to a Program 1 (Tax Increment Grant) HOTC Funding Agreement.
  - b. HOTC#2019-10 JF Markell Homes at 47 Cumberland being Part Lot 27 S/S First St, Part 1 & 3 52R778 Plan Cornwall, pursuant to a Program 1 (Tax Increment Grant) HOTC Funding Agreement.
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.
  3. That this Bylaw take effect on the day of passing by City Council

Read, signed and sealed in open Council this 27<sup>th</sup> day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	HOTC 237 Water E 47 Cumberland Prog 1 Bylaw - 2020-262-PDR.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mary Joyce-Smith - Jan 21, 2020 - 3:02 PM**

**Mark A. Boileau - Jan 21, 2020 - 3:18 PM**

**Maureen Adams - Jan 21, 2020 - 8:15 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-033**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-033  
Report Number: 2020-261-Planning, Development and Recreation  
Meeting Date: January 27, 2020  
Subject: A By-law for the City of Cornwall to enter into a Condominium Conversion Agreement with Knox City Centre Inc. under Section 9 of the Condominium Act and Section 51 of the Planning Act.

Whereas the Corporation of the City of Cornwall is desirous of entering into a Condominium Conversion Agreement with Knox City Centre Inc. for the Knox City Centre development, municipally known as 108 Second Street East; and

Whereas it is suggested that the applicants make themselves aware of the Land titles Act, and where the Plan of Condominium cannot be registered before the requirements of the Land Title Act have been complied with.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. That the Corporation of the City of Cornwall enters into a Plan of Condominium Agreement on the lands once all requirements of the Draft Plan Conditions dated April 8th, 2019 have been satisfied; and

2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 27<sup>th</sup> day of January 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Knox City Centre - By-law- 2020-261-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

**Mary Joyce-Smith - Jan 21, 2020 - 11:13 AM**

**Mark A. Boileau - Jan 21, 2020 - 1:50 PM**

**Maureen Adams - Jan 21, 2020 - 7:45 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-256-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: January 27, 2020  
Subject: Unfinished Business Listing for January 27, 2020

**Recommendation**

That Council receive the Unfinished Business Listing for January 27, 2020.

<b>Title</b>	<b>Department</b>	<b>Date</b>
Great River Network's Request for Cornwall's Waterfront Trail to be designated a Smoke Free Area (Aug 12/19) (Nov 12/19) (Dec 9/19)	Planning, Development and Recreation  By-law	Jan 27/20
Army, Navy and Air Force Veterans Tax Exemption Request (Dec 9/19)	Financial Services	Feb 10/20
Open Fire Burning (Sep 16/19)	Fire Services	Feb 10/20
Waterfront Pop-Up Project (May 27/19) (Oct 15/19)	Development, Planning and Recreation	Feb 10/20
Procedural By-law Amendments (Mar 26/18) (Feb 11/19) (Feb 11/19) (Nov 25/19)	By-law Corporate Services	Mar 23/20

Review of Parks, Facilities and Street Naming Policy (Sept 9/19)	Corporate Services	TBD
Protection and Enhancement of Tree Canopy and Natural Vegetation Policy (Aug 13/18) (Mar 25/19) (Apr 23/19) (Nov 25/19)	Environment and Climate Change Committee and Development, Planning and Recreation	TBD
Future of Licensing and Inspecting of Rental Housing (Nov 13/18)	Development, Fire Services, Social Services	TBD
Audit Committee's Review of the 2019 Municipal Works Redevelopment Plan Report (Aug 12/19)	Financial Services	TBD
Draft Plan of Subdivision for St. Antoine Subdivision - Vehicular Ingress and Egress Solutions (Oct 15/19)	Development, Planning and Recreation and Infrastructure and Municipal Works	TBD

Document Title:	Unfinished Business Listing for January 27, 2020 - 2020-256-Corporate Services.docx
Attachments:	
Final Approval Date:	Jan 22, 2020

This report and all of its attachments were approved and signed as outlined below:

**Manon L. Levesque - Jan 22, 2020 - 8:51 AM**

**Maureen Adams - Jan 22, 2020 - 11:49 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2020-034**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-034  
Report Number 2020-259-Corporate Services  
Meeting Date: January 27, 2020  
Subject: Confirming By-law for the Meeting of January 27, 2020

A By-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday, January 27, 2020.

Whereas Section 5(1) of the Municipal Act, S.O. 2001, c.24 thereto provides that the powers of a municipal Corporation shall be exercised by its Council; and

Whereas Section 5(3) of the Municipal Act, S.O. 2001, c.24 and amendments thereto, provides that the powers of Council are to be exercised by By-law: and

Whereas in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual By-law; and

Whereas Section 248 provides that if a council passes a comprehensive general by-law that consolidates and includes the provisions of any By-law previously passed by the Council; and it is deemed expedient that a By-law be passed to authorize the execution of agreements and other documents and that the proceedings of the Council of The Corporation of the City of Cornwall at this meeting be confirmed and adopted by By-law.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. (a) That the following Minutes of the Public Meetings of the Municipal Council of The Corporation of the City of Cornwall be and the same are hereby adopted:

(i) Regular Public Meeting of Council #2020-01 - of Monday, January 13, 2020

(b) That the following Minutes of the In Camera Meeting pertaining to the security or part of the property of the Municipality or Local Board, personal matters about an identifiable individual, including municipal or Local Board employees, a proposed or pending acquisition or disposition of land by the Municipality or Local Board, labour relations or employee negotiations, litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board, advice that is subject to solicitor-client privilege, including communications necessary for the purpose, a matter in respect of which a Council, Board, Committee other body may hold a closed meeting under another Act, or for the purpose of educating or training the members and where no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee, be and the same are hereby adopted:

(i) Regular In Camera Committee of Council #2001 - of Monday, January 13, 2020

(c) That the actions of the Council at its meetings held on Monday, January 27, 2020, in respect of each recommendation contained in all reports of the regular and in-camera meetings and in respect of each motion, resolution and other action taken by the Council at its said meeting is, except where the prior approval of the Ontario Municipal Board or other authority is by law required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in the By-law;

(d) That the above mentioned actions shall not include any actions required By-law to be taken by resolutions.

2. That where no By-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned Minutes or with respect to the exercise of any powers by the Council in the above mentioned Minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.



3. The Mayor and proper officials of The Corporation of the City of Cornwall are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.

4. Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of The Corporation of the City of Cornwall to all documents necessary to give effect to the above mentioned actions.

5. It is declared that notwithstanding that any section or sections of this By-law or parts thereof, may be found by any court of law to be bad or illegal or beyond the power of the Council to enact, such section(s) or part(s) hereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent there from and enacts as such.

Read, signed and sealed in open Council this 13th day of January, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Confirming By-law for the Meeting of January 27, 2020 - 2020-259-Corporate Services.docx
Attachments:	
Final Approval Date:	Jan 22, 2020

This report and all of its attachments were approved and signed as outlined below:

**Manon L. Levesque - Jan 22, 2020 - 8:50 AM**

**Maureen Adams - Jan 22, 2020 - 11:44 AM**