



Agenda
Cornwall City Council

Meeting #: 2025-21
Date: Monday, November 10, 2025, 7:00 PM
Location: City Hall, Council Chambers, 360 Pitt Street, Cornwall, ON K6J 4P6
Chair: Justin Towndale, Mayor
Prepared By: Clerk Services (clerk@cornwall.ca)

Pages

MOMENT OF PERSONAL REFLECTION

INDIGENOUS ACKNOWLEDGEMENT

We acknowledge that we are gathered on the traditional territory of the Haudenosaunee peoples, the Mohawks of Akwesasne, the original keepers of this land. As settlers, we are grateful for the opportunity to meet here, and we thank all the generations of people who have taken care of this land for thousands of years.

NATIONAL ANTHEM

ROLL CALL

The Acting Mayor for this month is Councillor Elaine MacDonald.

IN CAMERA SESSION / RISE AND REPORT

Motion to move into a Closed Meeting at 6:00 p.m. to address matters pertaining to Section 239 (2) 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 - Operational Safety Procedures

- (a) the security of the property of the municipality or local board
- (b) personal matters about an identifiable individual, including municipal or local board employees
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

MAYOR'S UPDATE AND ANNOUNCEMENTS

ADDITIONS, DELETIONS OR AMENDMENTS

ADOPTION OF AGENDA

Action Recommended

Motion to adopt the Agenda for the Regular Meeting of Council of Monday, November 10, 2025, as presented.

DISCLOSURES OF INTEREST

ADOPTION OF MINUTES

6

Action Recommended

Motion to adopt the Minutes of the Regular Meeting of Council of Monday, October 27, 2025, as presented.

PRESENTATIONS AND DELEGATIONS

CONSENT REPORTS

All matters listed on the Consent Agenda are considered to be routine and will be enacted by one motion. There will not be any separate discussions on these items.

1. **Elected Officials Expense Statements for the Period of July 1 to September 30, 2025, 2025-54-Financial Services** 14

Action Recommended

That Council receive the Statement of Expenses for Elected Officials for the period of July 1 to September 30, 2025.

2. **Annual Health and Safety Policy Update, 2025-02-Human Resources** 24

Action Recommended

That Council receive Report 2025-02-Human Resources and approve the annual review and update to the Health and Safety Policy.

3. **Zoning By-law Housekeeping Amendment No. 3, 2025-36-Development Services** 37

Action Recommended

That Council approve the Housekeeping Amendment No. 3 to the

City's Comprehensive Zoning By-law #2022-001, as amended, as was approved at the last Planning Advisory Committee meeting of October 20, 2025.

- 4. Request for Complimentary Parking – Chamber of Commerce and BIA parking fee waiver November 12th, 2025-11-Fire Services 40**

Action Recommended

That Council receive Report and:

- a. Approve the request from the Downtown BIA for complimentary parking (fees and enforcement waived), after 4 p.m. for the Shop the Blocks event scheduled on November 12.
- b. That the promotion be a joint effort between the Chamber of Commerce, the respective BIA Districts, and the City.

- 5. Massey Commons Construction Update, 2025-08-Human Services 43**

Action Recommended

That council receive the report on Massey Commons Construction Update

ACTION REPORTS

- 1. Updated Terms of Reference for Heritage-Patrimoine Cornwall Committee, 2025-30-Development Services 48**

Action Recommended

That Council approve the revised Terms of Reference for the City of Cornwall Heritage Committee (Heritage-Patrimoine Cornwall).

- 2. Updated Terms of Reference Senior Friendly Community Committee, 2025-12-Parks, Recreation, Arts Culture 62**

Action Recommended

That Council approve the revised Terms of Reference for the Senior Friendly Community Committee.

- 3. Administrative Monetary Penalty System (AMPS), 2025-12-Fire Services 73**

Action Recommended

That Council approve By-law 2025-097 on this evening's agenda appointing Neha Chugh as the new AMPS Hearing Officer for the City of Cornwall. This appointment will ensure continued impartiality and efficiency in the administration of the AMPS program,

maintaining the benefits and best practices established since its implementation.

4. **Proposed Development Charges Amendment, 2025-03-Deputy CAO** 78

Action Recommended

That Council select one of the following options:

Option 1: Maintain Current Development Charges (DC) Rates

Option 2: Implement a Temporary Reduction to \$5,000 per Unit
(OR)

Option 3: Alternative Incentives or Approaches

5. **Waste Management Update, 2025-38-Infrastructure Services** 85

Action Recommended

That Council receive Report No. 2025-38-IMW – Waste Management Update.

RESOLUTIONS AND BUSINESS ARISING FROM NOTICE OF MOTIONS

BY-LAWS

Action Recommended

That By-laws 2025-097, and By-laws 2025-109 to 2025-113, be approved subject to *Section 284.11 (4 of the Municipal Act)*.

1. **Bylaw 2025-097 to Appoint an AMPS Hearing Officer for the Corporation of the City of Cornwall, 2025-10-Fire Services** 94
2. **By-law 2025-109 Authorizing a Connecting Links Funding Application for the Reconstruction of Brookdale Avenue from Ninth Street West to Fourteenth Street West, 2025-36-Infrastructure Services** 185
3. **By-law 2025-110 Housekeeping Amendment No. 3, 2025-22-Development Services** 192
4. **By-law 2025-111 Local Services Authority (LAS) Agreements, 2025-52-Financial Services** 244
5. **By-law 2025-112 to Confirm the Composition of Council – 2026** 248

Municipal Elections, 2025-29-Legal Services

6. **By-law 2025-113 Appointments to Municipal Grants Review Committee, 2025-25-Legal Services** 250

NEW BUSINESS

LISTING OF UNFINISHED BUSINESS

1. **Listing of unfinished Business, 2025-169-CAO** 252

Action Recommended
That Council receive report 2025-169 CAO

NOTICES OF MOTION

REPORTS FROM COMMITTEES

CONFIRMING BY-LAW

Action Recommended
That By-law 2025-114, 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, November 10, 2025, is being presented to Council for adoption.

1. **Confirming By-law 2025-114, 2025-170-CAO** 255

NEXT REGULAR MEETING OF COUNCIL

The next Regular Meeting of Council will be held on Monday, November 24, 2025.

ADJOURNMENT

Action Recommended
That the Regular Meeting of Council be adjourned at X:XX p.m.



Minutes

Cornwall City Council

Meeting #: 2025-20
Date: Monday, October 27, 2025, 7:00 PM
Location: City Hall, Council Chambers, 360 Pitt Street, Cornwall, ON K6J 4P6

Attendance Committee Members: Justin Towndale, Mayor,
Claude E. McIntosh, Councillor,
Dean Hollingsworth, Councillor,
Sarah Good, Councillor,
Carilyne Hébert, Councillor,
Elaine MacDonald, Councillor,
Denis Sabourin, Councillor, Todd Bennett, Councillor,
Fred Ngoundjo, Councillor

Regrets: Maurice Dupelle, Councillor,
Syd Gardiner, Councillor (approved)

Attendance Administration: Tim Mills, Chief Administrative Officer,
Denise Labelle-Gélinas, Interim City Clerk,
Jenelle Malyon, Deputy City Clerk,
Matthew Stephenson, Deputy Chief Administrative Officer and Fire Chief,
Wayne Meagher, Director of Legal and Legislative Services,
Mellissa Morgan, General Manager, Human Services, Michael Fawthrop, General Manager, Infrastructure Planning and Municipal Works,
Tracey Bailey, Treasurer and General Manager of Finance,
Bill Lister, Chief, Paramedic Services,
Katherine Wells, Director, Communications, Government Relations and Strategic Planning,
Louis Savard, Director of Information Technology, Digitization, Innovation & Special Projects,
Ryan Windle, Director, Development and Building Services,
Bruce Donig, Interim General Manager of Human Resources

Chair: Justin Towndale, Mayor
Prepared By: Clerk Services (clerk@cornwall.ca)

1. MOMENT OF PERSONAL REFLECTION

2. INDIGENOUS ACKNOWLEDGEMENT

Mayor Justin Towndale acknowledged that we were gathered on the traditional territory of the Haudenosaunee peoples, the Mohawks of Akwesasne, the original keepers of this land. As settlers, we are grateful for the opportunity to meet here, and we thank all the generations of people who have taken care of this land for thousands of years.

3. NATIONAL ANTHEM

4. ROLL CALL

The Acting Mayor for this month is Councillor Dean Hollingsworth.

5. IN CAMERA SESSION / RISE AND REPORT

Moved By: Councillor Sarah Good

Seconded By: Councillor Elaine MacDonald

That Council move into a Closed Meeting at 6:00 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,

#1 Housing Initiative - 2025-07-Human Services

(c) a proposed or pending acquisition or disposition of land by the municipality or local board

#2 Property Acquisition - 2025-28-Development Services

(c) a proposed or pending acquisition or disposition of land by the municipality or local board

Motion Carried

6. MAYOR'S UPDATE AND ANNOUNCEMENTS

7. ADDITIONS, DELETIONS OR AMENDMENTS

8. ADOPTION OF AGENDA

Moved By: Fred Ngoundjo, Councillor
Seconded By: Todd Bennett, Councillor

That the Agenda for the Regular Meeting of Council of Monday, October 27, 2025, be adopted as presented.

Motion Carried

9. DISCLOSURES OF INTEREST

There were no Disclosures of Interest declared.

10. ADOPTION OF MINUTES

Moved By: Claude E. McIntosh, Councillor
Seconded By: Denis Sabourin, Councillor

Motion to adopt the following Minutes, as presented:

- Regular Meeting of Council of Tuesday, October 14, 2025
- Special Meeting of Council of Monday, October 20, 2025

Motion Carried

11. PRESENTATIONS AND DELEGATIONS

1. Brookdale Avenue – Seventh Street West to Fourteenth Street West, Municipal Class Environmental Assessment – Presentation by GHD Group., 2025-31-Infrastructure Services

Moved By: Elaine MacDonald, Councillor
Seconded By: Fred Ngoundjo, Councillor

That Council receive the presentation on the Brookdale Avenue – Seventh Street West to Fourteenth Street West – Municipal Class Environmental Assessment for information purposes.

Motion Carried

1a. Brookdale Avenue - Seventh Street West to Fourteenth Street West, Municipal Class Environmental Assessment – Environmental Study Report, 2025-30-Infrastructure Services

To facilitate a more cohesive discussion, this Action Report was moved to be considered immediately following the related Presentation.

Moved By: Sarah Good, Councillor
Seconded By: Carilyne Hébert, Councillor

That Council endorse the 'Recommended Plan', as outlined in the "Brookdale Avenue Municipal Class EA Environmental Study Report", prepared by GHD Group and presented at the October 27, 2025, Council Meeting.

Motion Carried

2. Truth & Reconciliation Action Plan, 2025-01-Government Relations Corporate Priorities

Moved By: Fred Ngoundjo, Councillor
Seconded By: Claude E. McIntosh, Councillor

That Council receive the Presentation on the Truth and Reconciliation Action Plan - 2025-01-Government Relations & Corporate Priorities.

Motion Carried

2a. Truth and Reconciliation Action Plan, 2025-02-Government Relations Corporate Priorities

To facilitate a more cohesive discussion, this Action Report was moved to be considered immediately following the related Presentation.

Moved By: Elaine MacDonald, Councillor
Seconded By: Carilyne Hébert, Councillor

That Council accept report 2025-02-Government Relations and Corporate Priorities, and direct administration to create an implementation on the Truth and Reconciliation Action Plan for the recommended actions for Council's consideration.

Motion Carried

12. CONSENT REPORTS

All matters listed on the Consent Agenda are considered to be routine and will be enacted by one motion. There will not be any separate discussions on these items.

Moved By: Elaine MacDonald, Councillor
Seconded By: Fred Ngoundjo, Councillor

That Council approve Consent Reports #1 and #2.

Motion Carried

1. LAS Cooperative Procurements, 2025-49-Financial Services

That Council direct Administration to add a By-law to the Council Agenda of November 10, 2025 authorizing the City to enter into Local Authority Services (LAS) agreements, as appropriate, and that any further signing requirements be therefore delegated to the designated staff based on the Delegation of Authority By-law.

2. Third Quarter Procurement Report 2025, 2025-48-Financial Services

That Council receive the Third Quarter Procurement Report for the period ending September 30, 2025.

13. ACTION REPORTS

1. Brookdale Avenue - Seventh Street West to Fourteenth Street West, Municipal Class Environmental Assessment – Environmental Study Report, 2025-30-Infrastructure Services

This item was moved to be dealt with immediately following the Presentation on the same matter.

2. Truth and Reconciliation Action Plan, 2025-02-Government Relations Corporate Priorities

This item was moved to be dealt with immediately following the Presentation on the same matter.

3. Bird Friendly City Update, 2025-33-Infrastructure Services

Moved By: Sarah Good, Councillor

Seconded By: Fred Ngoundjo, Councillor

That Council receive this report on the City's Bird Friendly City certification status and direct Administration to proceed with the following recommendations:

1. Maintain the current Entry Level certification and complete all necessary actions to support re-application in 2027 as detailed in the report.
2. Continue to pursue initiatives and activities that would potentially support advancement to the Intermediate Level for the 2027 re-application.

Motion Carried

14. RESOLUTIONS AND BUSINESS ARISING FROM NOTICE OF MOTIONS

1. Ontario Regional Advisory Committee, 2025-18-Council Members

Moved By: Elaine MacDonald, Councillor

Seconded By: Sarah Good, Councillor

WHEREAS The Ontario Regional Advisory Committee wishes to amplify its voice and engagement in Eastern Ontario and reflect other regional committee structures at the Cities Initiative, and

WHEREAS Mayor Justin Towndale has forwarded his name to join as 2nd Vice-Chair of this Committee, and now therefore be it

RESOLVED THAT The Council of the Corporation of the City of Cornwall endorse Mayor Justin Towndale as 2nd Vice-Chair to the Ontario Regional Advisory Committee of the Great Lakes and St. Lawrence Cities Initiative.

Motion Carried

15. BY-LAWS

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

That By-laws 2025-106 and 2025-107, be approved subject to *Section 284.11 (4 of the Municipal Act)*.

Motion Carried

1. By-law 2025-106 Renewal of Lease Agreement No. 64-0671 with St. Lawrence Seaway Authority Management Corporation, 2025-08-Parks, Recreation, Arts Culture
2. By-law 2025-107 Renewal of Lease Agreement No.64-0672 with the St. Lawrence Seaway Management Corporation, 2025-09-Parks, Recreation, Arts Culture

16. NEW BUSINESS

There was no New Business.

17. LISTING OF UNFINISHED BUSINESS

1. Listing of unfinished Business, 2025-166-CAO

Moved By: Elaine MacDonald, Councillor
Seconded By: Dean Hollingsworth, Councillor
That Council receive report 2025-166 CAO

Motion Carried

18. NOTICES OF MOTION

There were no Notices of Motion.

19. REPORTS FROM COMMITTEES

There were no Reports from Committees.

20. CONFIRMING BY-LAW

That By-law 2025-108, 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, October 27, 2025, is being presented to Council for adoption.

1. Confirming By-law 2025-108, 2025-167-CAO

Moved By: Denis Sabourin, Councillor
Seconded By: Elaine MacDonald, Councillor

That By-law 2025-108, 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, October 27, 2025, be adopted, as presented.

Motion Carried

21. NEXT REGULAR MEETING OF COUNCIL

The next Regular Meeting of Council will be held on Monday, November 10, 2025.

22. ADJOURNMENT

Moved By: Sarah Good, Councillor

Seconded By: Denis Sabourin, Councillor

That the Regular Meeting of Council be adjourned at 8:50 p.m.

Motion Carried

Denise Labelle-Gélinas, Interim
City Clerk

Justin Towndale, Mayor



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

Department: Financial Services
Division: Finance
Report Number: 2025-54-Financial Services
Meeting Date: November 10, 2025
Subject: Elected Officials Expense Statements for the Period of July 1 to September 30, 2025

Purpose

To provide Council with a financial snapshot of expenses for the period July 1 to September 30, 2025.

Recommendation

That Council receive the Statement of Expenses for Elected Officials for the period of July 1 to September 30, 2025.

Financial Implications

All remuneration and expenses incurred are in compliance with the approved 2025 budget, corporate policies, accounting and reporting procedures.

Strategic Priority Implications

This report achieves the Strategic Plan of corporate excellence ensuring financial transparency and accountability by exercising prudent financial stewardship of managing public funds.

Background / Discussion

The accompanying schedules detail expenses incurred up to September 30, 2025 for Council as a Whole and individual Council Members.

Document Title:	Elected Officials Expense Statements for Jul 1 to Sep 30, 2025 - 2025-54-Financial Services.docx
Attachments:	- Q3 Consolidated Jan to Sep 2025 expenses.pdf
Final Approval Date:	Nov 3, 2025

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

Tracey Bailey - Nov 3, 2025 - 1:30 PM

Tim Mills - Nov 3, 2025 - 2:19 PM

**STATEMENT OF EXPENSES - ELECTED OFFICIALS
COUNCIL AS A WHOLE**

for the period from January 1, 2025 to September 30, 2025

Council (as a whole)	<u>Food Provisions</u>	<u>Office Supplies</u>	<u>Contracted Services</u>	<u>Memberships, Association Fees</u>	<u>Public Relations</u>	<u>Cell Phone Charges</u>	<u>Total Expenses</u>
Previous Expenses	\$1,544.14	\$457.01	\$254.40	\$40,085.31	\$106.76	\$1,415.00	\$43,862.62
July to September Statement	\$1,099.54	\$64.90	\$4,146.72	\$5,297.44	\$1,289.15	\$759.24	\$12,656.99
Total Expenses to Date	\$2,643.68	\$521.91	\$4,401.12	\$45,382.75	\$1,395.91	\$2,174.24	\$56,519.61
2025 Budget	\$5,000.00	\$2,000.00	\$7,500.00	\$44,555.00	\$1,000.00	\$6,710.00	\$66,765.00
Council Meetings	\$1,099.54						
Office Supplies		\$64.90					
Integrity Commissioner Services			\$4,146.72				
Municipal Information Network Annual Subscription				\$1,297.44			
Eastern Ontario Mayors' Caucus				\$4,000.00			
Floral Arrangements					\$108.88		
Truth and Reconciliation Action Plan Public Session					\$1,020.00		
Gifts for Dignitaries					\$160.27		
Cell Phone Charges						\$759.24	

**STATEMENT OF EXPENSES - ELECTED OFFICIALS
CONFERENCES / PROFESSIONAL DEVELOPMENT**

for the period from January 1, 2025 to September 30, 2025

Previous Expenses		\$9,752.50
July to September Statement		\$347.73
Total Expenses to Date		\$10,100.23
2025 Budget		\$14,000.00

AMO Conference August 17-20, 2025 (Mayor J. Towndale)

	\$0.00	
Registration	\$0.00	
Accommodation	\$92.12	
Transportation	\$255.61	\$347.73

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Mayor Justin Towndale	<u>Police Services Board Honorarium</u>	<u>Car Allowance</u>	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>
Previous Expenses	\$1,750.02	\$946.32	\$194.66	\$282.50	\$25.39	\$1,448.87
July to September Statement	\$875.01	\$443.10	\$59.41	\$150.00	\$0.00	\$652.51
Total Honorarium to Date	\$2,625.03					
Total Expenses to Date		\$1,389.42	\$254.07	\$432.50	\$25.39	\$2,101.38
2025 Budget	\$3,500.00	\$1,920.00	-----\$16,500.00-----			
Car Allowance (July to September 2025)		\$443.10				
Meeting with New York State Assemblyman Billy Jones			\$59.41			
Rachel's Kids 20th Annual Garden Party & Charity Auction - June 14, 2025				\$125.00		
Cornwall Chaos in support of Hospice - August 16, 2025				\$25.00		
Cornwall Police Services Board						
Honorarium (July to September 2025)	\$875.01					

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Todd Bennett

	Corporate Travel	Public Relations	Miscellaneous	Total Expenses
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	-----\$1,257.50-----			

No expenses to report for this period

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Maurice Dupelle

	Corporate Travel	Public Relations	Miscellaneous	Total Expenses
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$37.00	\$0.00	\$37.00
Total Expenses to Date	\$0.00	\$37.00	\$0.00	\$37.00
2025 Budget	-----\$1,257.50-----			

2025 KIN Celebration Evening - June 19, 2025

\$37.00

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Syd Gardiner

	GSDL Board Honorarium	Corporate Travel	Public Relations	Miscellaneous	Total Expenses
Previous Expenses	\$1,316.94	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$438.98	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$1,755.92	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	\$2,520.00	-----\$1,257.50-----			

Glen Stor Dun Lodge Board of Management

Honorarium (July to August 2025)

\$438.98

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Sarah Good

	Corporate Travel	Public Relations	Miscellaneous	Total Expenses
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	-----\$1,257.50-----			

No expenses to report for this period

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Carilyne Hébert

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	-----\$1,257.50-----			

No expenses to report for this period

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Dean Hollingsworth

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	-----\$1,257.50-----			

No expenses to report for this period

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Elaine MacDonald

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	-----\$1,257.50-----			

No expenses to report for this period

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Claude McIntosh

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	-----\$1,257.50-----			

No expenses to report for this period

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Fred Ngoundjo

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	-----\$1,257.50-----			

No expenses to report for this period

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period from January 1, 2025 to September 30, 2025

Councillor Denis Sabourin

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00
July to September Statement	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00
2025 Budget	-----\$1,257.50-----			

No expenses to report for this period



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

Department: Human Resources
Division: Choose a Division
Report Number: 2025-02-Human Resources
Meeting Date: November 10, 2025
Subject: Annual Health and Safety Policy Update

Purpose

The annual review and update of the Health and Safety Policy serves to ensure that City of Cornwall workplaces remain compliant with evolving legislation, reflect best practices, and address emerging risks.

Recommendation

That Council receive Report 2025-02-Human Resources and approve the annual review and update to the Health and Safety Policy.

Financial Implications

None

Strategic Priority Implications

The annual review process supports Pillar Four, Cornwall – Future Ready, Becoming an employer of choice by promoting a safe, healthy, and productive work environment. It also positions the City to respond effectively to Ministry of Labour inspections, which are increasingly guided by a risk-based compliance strategy.

Background / Discussion

The annual review and update of the City's Health and Safety Policy is a critical component of maintaining compliance with Ontario's evolving legislative framework.

Beyond legislative compliance, the review process ensures that the City's policies remain aligned with best practices in workplace safety and employee well-being.

Through these updates, the City not only fulfills its duty of care but also reinforces its leadership in municipal governance and workplace safety.

Document Title:	Health and Safety Policy Update- 2025-02-Human Resources.docx
Attachments:	- 2025-10-17 City of Cornwall - Health and Safety Policy.docx
Final Approval Date:	Nov 3, 2025

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

Tim Mills - Nov 3, 2025 - 5:41 AM

Health and Safety Policy

Category: Legislated Policy
Department: Human Resources
Effective Date: November 1, 2025

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Purpose

The Corporation of the City of Cornwall (“The City” or “Cornwall”) is committed to creating a work environment where all Workplace parties including employees, supervisors, managers, Joint Health and Safety Committees, unions and associations, contractors, sub-contractors, students, interns, and volunteers actively play a vital role in their safety, health and well-being through prevention and continuous improvement.

The City is committed to the prevention of workplace injuries and the promotion of practices that ensure all employees are able to work in an environment free of hazards, whether occurring in person or through virtual platforms, that could affect their health and safety. This includes physical, psychological, and technological risks. The City is further committed to protecting employees from injury and illness by establishing safe work practices in compliance with occupational health and safety legislation.

Scope

This policy applies to all workplace parties, including employees, supervisors, managers, Joint Health and Safety Committees, unions and associations, contractors, sub-contractors, students, interns, volunteers, and elected officials such as the Mayor and members of Council. It applies to all work environments, physical and virtual, and to all locations where work is performed on behalf of The City.

Principles

The City values the health and safety of its employees and intends to maintain a healthy and safe work environment and will comply with health and safety legislation, regulations, and orders as the minimum standards. The City will accomplish this by providing resources adequate for the occupational health and safety management system. The City is committed to:

- Engaging, communicating, and encouraging the active participation of all employees in Health and Safety programs;
- Identifying and eliminating hazards and reducing occupational health and safety risks, injuries, and illnesses;
- Providing appropriate training and education; and
- Continually improving the City’s organizational health and safety management system, and its health and safety culture.

Legislation and applicable regulations

[Ontario Occupational Health and Safety Act](#) provides the legal framework and governs the requirements for Health and Safety regulations.

Policy Statement

The City is committed to working in collaboration with its Workplace Parties to create a physically and psychologically safe and healthy work, whether in person or through virtual platforms. This Policy is intended to ensure that the workplace parties understand their roles and responsibilities and ensure they are adhering to them with respect to the Ontario Occupational Health & Safety Act and all City health and safety policies and procedures. The policy focuses on the City's responsibilities to:

- Ensure existence of a strong system and processes for successfully managing health and safety at the City;
- Comply with the Occupational Health and Safety Act and applicable Regulations.
- Development, maintenance, and promotion of relevant policies, standard operating procedures, programs, and guidelines;
- Ensure Supervisors are Competent Persons;
- Proactively managing risks and hazards to prevent Workplace injury, illness or loss to Employees, contractors, suppliers, volunteers, and the public;
- Provide education, training, and competency evaluations to ensure Employees understand and meet their health and safety responsibilities;
- Recognize the importance of supporting Joint Health and Safety Committees and its representatives in meeting their legislative obligations and of consulting and co-operating with Joint Health and Safety Committees and representatives when developing and implementing health and safety policies, programs, and procedures;
- Acknowledge that the Internal Responsibility System is essential for maintaining City's ongoing commitment, communication, and co-operation; and
- Measure and monitor progress through audits, inspections, investigations, and evaluations.

Definitions

Competent Person: means a person who is qualified for a position because of knowledge, training, and experience to organize the work and its performance, is familiar with the *Occupational Health and Safety Act* and applicable Regulations that apply to the work; and, has knowledge of any potential or actual danger to health or safety in the Workplace.

Critical injury: An injury of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm, but not a finger or toe;
- Involves the amputation of a leg, an arm, a hand, or a foot, but not a finger or toe;
- Consists of burns to a major part of the body; or
- Causes the loss of sight in an eye.

Employee or Worker: means any of the following:

- a person who performs work or supplies services for monetary compensation;
- a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the student's school board;
- a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or,
such other persons as may be prescribed who perform work or supply services to the City for no monetary compensation.

Emergency: A present or imminent event or circumstance that:

- Is caused due to an incident, fire, explosion, technical failure, or the forces of nature, and
- Requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of a person or to limit damage to property.

Hazard: Source with potential to cause injury or ill health, damage to property or the workplace, or a combination of these.

Health and safety management system: A health and safety management system is a framework, set of guidelines or tools that help those responsible manage health and safety in the workplace methodically.

Incident: Means an undesired event, including those occurring in virtual environments, through digital communications, or during online meetings, which could or does result in injury, illness, or damage to people, equipment, or the work environment. It may include fatality, critical injury, disabling injury, serious injury, occupational illness, workplace violence, first aid injury, property damage, near miss etc.

Internal Responsibility System (IRS): The IRS is a system, within an organization, where everyone has direct responsibility for health and safety as an essential part of their job, irrelevant of their position or role in the organization. Each person takes initiative on

health and safety issues and works to solve problems and make improvements on an on-going basis.

Joint Health and Safety Committee: A committee of employees and supervisory representatives who are mutually committed to improving health and safety conditions in the Workplace. Committees meet on a regular basis to identify potential health and safety issues, bring them to the employer's attention, and conduct Workplace inspections monthly.

Member of Council: Any elected or appointed official on Council, including the Mayor.

Near Miss: An incident in which there is no injury or property damage, but, given a slight shift in time or position, injury or damage could have occurred.

Occupational Illness: A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that normal physiological mechanisms are affected, and the health of the worker is impaired.

Psychologically Safe Workplace: Psychological safety is the absence of harm and/or threat to mental health and well-being that an employee might experience in the workplace.

Record: Documentation of business transactions, decisions, and activities, such as investigation notes, training records, etc.

Manager or Supervisor: A person who has charge of a workplace or authority over a worker or another person. The determination as to whether a person is a supervisor does not depend on that person's job title. Rather, it depends on whether the person is responsible for a location (for example, an office or laboratory) where work is performed on a paid or unpaid basis or whether the person gives direction to complete work performed by workers, students, visitors, or volunteers. Depending on the workplace relationship, a supervisor may include, for example, the manager, the Director, the supervisor, etc.

Unsafe act: An activity conducted in a manner that may threaten the health and/or safety of individuals or cause damage. An unsafe act may include using defective equipment, operating equipment without training or authorization, use of tools/equipment for other than their intended purposes, etc.

Unsafe condition: A condition or situation in the workplace that may threaten the health and/or safety of individuals or cause damage. An unsafe condition may include inadequate guards or warning systems, congestion in the workplace, etc.

Workplace: Refers to any land, premises, location, or thing at, upon, in, or near which an employee performs work. The term workplace includes, but is not limited to:

- Physical settings (e.g., offices, facilities, vehicles);

- Remote work locations (e.g., private residences) and virtual environments, encompassing interactions conducted through digital platforms, social media, and information and communication technologies such as email, messaging systems, and video conferencing tools;
- Locations visited by employees while travelling on City-related business; and
- Sites of work-related social gatherings, training sessions, conferences, or business travel.

Workplace Parties: Means Supervisors, Employees, Joint Health and Safety Committees, unions and associations, contractors, sub-contractors, students, interns, and volunteers.

Work Refusal: A situation in which a worker may refuse to work or do particular work given that the worker has reason to believe that:

- Any equipment, machine, device, or thing the worker is to use or operate is likely to endanger the worker or another worker;
- The physical condition of the workplace, or the part thereof, in which the worker works, or is to work, is likely to endanger the worker;
- Workplace violence is likely to endanger the worker; or
- Any equipment, machine, device, or thing the worker is to use or operate, or the physical condition of the workplace, or the part thereof in which the worker works, or is to work, is in contravention of the Act or the regulations and such contravention is likely to endanger the worker or another worker.

Roles and Responsibilities

Health and Safety is a shared responsibility of all Workplace Parties.

Employees

- Have thorough knowledge of and maintain compliance with this Policy;
- Be familiar with their rights and responsibilities under this Policy;
- Contribute to a safe and healthy work environment through acceptable behaviours and actions;
- Understand, participate in training, and work in compliance with the *Occupational Health and Safety Act* and applicable Regulations, this Policy, and accompanying materials;
- Use or wear the equipment, protective devices or clothing required to safely perform the job duties;
- Work and act in a way that will not endanger themselves or anyone else;
- Report hazards or any contraventions of the *Occupational Health and Safety Act* and applicable Regulations, this Policy, and accompanying materials to their Supervisor;
- Report all Workplace Incidents immediately to their Supervisor;

- Not remove or make ineffective any protective device required by law and accompanying materials;
- Refuse unsafe work;
- Refrain from using or operating any equipment, machine, device or thing or work in a manner that may endanger themselves, or any other worker;
- Not to engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct;
- Co-operate with the Joint Health and Safety Committee members.

Supervisors and Managers

- Lead by creating and maintaining a safe and healthy Workplace while being a role model for others;
- Understand and comply with the Occupational Health and Safety Act and applicable Regulations, this Policy, and accompanying materials;
- Ensure Employee awareness of and monitor and enforce compliance with the Occupational Health and Safety Act, applicable Regulations, this Policy, and accompanying materials;
- Provide information, written instruction as needed, training, and supervision to protect Employees;
- Identify, assess, communicate, and control hazards specific to the work performed;
- Advise Employees of any potential or actual danger to their safety or health of which the Supervisor is aware;
- Ensure that Employees wear the necessary equipment, clothing and protective equipment and ensure it is maintained in good condition; and,
- Take every precaution reasonable in the circumstances for the protection of Employees.

Senior Managers and Directors

- Ensure an Occupational Health and Safety Policy is in place and a program is in place to implement this Policy;
- Appoint Managers and Supervisors who are Competent Persons and ensure they are held accountable for complying with the Occupational Health and Safety Act and applicable Regulations, this Policy, and accompanying materials;
- Ensure the working environment is maintained in a healthy and safe condition.
- Evaluate the health and safety performance of all departments and take necessary actions as needed.
- Ensure that personal protective equipment, where required, is provided and used.
- Investigate and report accidents/cases of occupational disease to appropriate authority.

- Identify departmental reports and information required in consultation with the Joint Health and Safety Committees for the purpose of meetings or to evaluate the performance of the programs.

Human Resources

- Prepare, maintain, and facilitate the review of this Policy at least once, annually;
- Establish and maintain a written health and safety program, with objectives and standards consistent with applicable legislation, in consultation with Workplace Parties, and review the program as often as necessary;
- Provide support and guidance to Supervisors, Managers and Employees to ensure compliance with the *Occupational Health and Safety Act* and applicable Regulations, this Policy, and accompanying materials;
- Establish a comprehensive system to record incidents, meeting minutes etc. for the City's Health and Safety program in consultation with departments and the Joint Health and Safety Committees;
- Analyze and track the statistical information related to workplace incidents and take remedial actions to reduce the number of incidents.
- Identify significant trends and directions of workplace hazards and accidents and notify departments;
- Maintain an inventory of current and past information regarding preventative measures;
- Require Employees to review this Policy at least once annually;
- Post this Policy in a visible location in the Workplace and ensure Employees are able to locate this Policy in the Workplace and digital location;
- Assess and evaluate the effectiveness of current safety training and accident prevention programs in the workplace;
- Manage JHSC program to ensure compliance; record and maintain JHSC meeting minutes.

Joint Health and Safety Committees

- Ensure compliance with their duties under the *Occupational Health and Safety Act*;
- Foster an atmosphere of open communication and co-operation between the employer and the workers;
- Identify situations that may be a source of danger or hazard to workers and make recommendations for improvement of the health and safety of workers;
- Recommend the establishment, maintenance and monitoring of health and safety programs;
- Obtain information from the employer on actual or potential hazards;
- Inspect the workplace on a monthly basis;
- Designate members to investigate work refusals and critical or fatal injuries;

- Joint Health and Safety Committees shall meet at least once every month and keep minutes of these meetings and make the minutes available to all workers and the Ministry of Labour;
- Joint Health and Safety Committees shall have at least two certified members, one representing management and one representing workers;
- Joint Health and Safety Committees shall establish a written Terms of Reference and it shall be reviewed annually.

Chief Administrative Officer

- Ensure the requirements of this policy are fulfilled throughout the Corporation;
- Oversee the framework of Occupational Health and Safety activities of the City;
- Hold all levels of the organization accountable for their safety performance;
- Ensure the corporation complies with the Corporate Health and Safety Policy, as well as all relevant health and safety legislation;
- Ensure appropriate standards in safety training and orientation are established and that compliance to these standards is on-going;
- Monitor the health and safety program to ensure compliance with existing policy, regulations, and standards and that appropriate commendations and/or corrective measures are applied;
- Ensure Joint Health and Safety Committee establishment and functions are carried out as prescribed;
- Take all reasonable care to ensure that contractors and visitors comply with their health and safety responsibilities;
- Take every precaution reasonable in the circumstances for the protection of a workers.

Unions

- Support and promote a culture of safety and raise awareness among employees;
- Provide guidance to members on the proper procedures to be followed and encourage safe practices;
- Cooperate fully with the City to ensure safe and healthy workplace for all employees;
- Encourage employees to participate in the Joint Health and Safety Committee programs.

Policy Communication and Awareness

The City will provide awareness programs to employees to educate them about the importance of Health and Safety at workplace as well as the potential hazards that can be found in the workplace.

Complaint Procedure

Employees are encouraged to report any workplace hazards, incidents and health and safety related concerns to their immediate supervisor and members of the Joint Health and Safety Committee. If the issue remains unresolved after the discussion with immediate supervisor, or if the employee is uncomfortable addressing it directly with their supervisor, they may contact the Joint Health and Safety Committee or General Manager of Human Resources for support and investigation, if necessary.

Consequences of non-compliance

Any violations of this policy will be addressed in accordance with the City of Cornwall's disciplinary procedures up to and including dismissal or other action as appropriate. The severity of the violation will be taken into consideration when determining appropriate consequences.

Review and Revisions

The City will review and update this policy at least once every year to ensure it effectiveness and compliance with any changes in laws or regulations. Any necessary revisions to this policy will be made to align with changes in legislation and work practices. If the policy is changed, employees will provide with the updated copy of the policy.

X

Bruce Donig
Interim General Manager, Human Resources

X

Tim Mills
Chief Administrative Officer



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

Department: Development Services
Division: Planning
Report Number: 2025-36-Development Services
Meeting Date: Click or tap to enter a date
Subject: Zoning By-law Housekeeping Amendment No. 3

Purpose

To request approval from Council for the further amendment of the City of Cornwall's Zoning By-law #2022-001, as amended, to reflect the changes proposed through the Housekeeping Exercise No. 3 report presented at the October 20, 2025, PAC meeting.

Recommendation

That Council approve the Housekeeping Amendment No. 3 to the City's Comprehensive Zoning By-law #2022-001, as amended, as was approved at the last Planning Advisory Committee meeting of October 20, 2025.

Background / Discussion

Housekeeping amendments are a periodic exercise to ensure that the Zoning By-law remains an effective land use planning tool for the implementation of the evolving Official Plan and Provincial Planning Statement (PPS) policies. As the legally enforceable standards for development in the City, the Zoning By-law must be as clear and concise as possible.

The City's Planning Division has traditionally initiated housekeeping exercises to periodically review and update the Zoning By-law for improved clarity and

consistency. Since the adoption of the City of Cornwall's most recent Comprehensive Zoning By-law #2022-001, Planning staff have previously initiated two housekeeping amendments which were enacted by Council on June 12, 2023, through By-law #2023-061, and on February 27, 2024, through By-law #2024-014, respectively.

The subject Housekeeping Amendment No. 3 was brought forward for recommendation to the October 20, 2025, Planning Advisory Committee (PAC), meeting. Objections were raised by two Committee Members regarding the proposed amendment to permit the location of marine containers in residential zones. A motion to amend proposed Section 3.15 to include "No person shall erect, install or place a marine container in any Residential, or in any other Zone which permits residential uses as a main use" was defeated. Proposed Housekeeping Amendment No. 3 was ultimately supported by PAC, as written.

Conclusion

Housekeeping amendments are exercises used to ensure that the Zoning By-law remains an effective land use planning tool for the implementation of the evolving Official Plan and Provincial Planning Statement (PPS) policies. The proposed housekeeping amendments are intended to implement recent provincial legislation changes, as well as support new housing construction, provide consistent and clear regulations, and support new non-residential development in the City. These changes reflect the City's ongoing efforts to ensure regulatory compliance with provincial legislation and promote the creation of a diverse range of housing options, and a strong and competitive economy.

Document Title:	Housekeeping Amendment No. 3 - 2025-36-Development Services.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Ryan Windle - Nov 4, 2025 - 9:11 AM

Matthew Stephenson - Nov 4, 2025 - 9:21 AM

Tim Mills - Nov 4, 2025 - 9:24 AM



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

Department: Fire Services
Division: By-law
Report Number: 2025-11-Fire Services
Meeting Date: November 10, 2025
Subject: Request for Complimentary Parking – Chamber of Commerce and BIA parking fee waiver November 12th

Purpose

The City of Cornwall has received a request from The Cornwall & Area Chamber of Commerce for complimentary parking for a Shop the Blocks event being held on Wednesday, November 12, 2025, between the hours of 4:00 p.m. and 9:00 p.m.

Recommendation

That Council receive Report and:

- a) Approve the request from the Downtown BIA for complimentary parking (fees and enforcement waived), after 4 p.m. for the Shop the Blocks event scheduled on November 12.

- b) That the promotion be a joint effort between the Chamber of Commerce, the respective BIA Districts, and the City.

Financial Implications

As part of the Parking Program, paid parking is in effect from Monday to Friday from 9:00 a.m. to 6:00 p.m. Complimentary parking is being requested after



4:00 p.m. in the Downtown BIA. The request accounts for two of the nine hours of the Parking Program.

The cost for this initiative represents the lost revenue from the meter collection from the pay stations, the parking app, associated violations. The cost is estimated to be approximately \$200-400.

Strategic Priority Implications

Council's Strategic Priorities seek to create a vibrant and sustainable community for all residents; specifically, Pillar 2 speaks to "Community Connections". The DBIA's request to offer free parking after 4:00 p.m. on November 12, 2025, may entice shoppers to the downtown core and encourage shopping local.

Background / Discussion

The Cornwall & Area Chamber of Commerce has traditionally requested complimentary parking in the downtown in the past, which has been previously granted.

The City has installed additional Pay-by-Plate Machines and Electronic Parking Meters over the past few years through the City. In addition, a parking App has also been introduced. These various methods of payment have greatly benefited end-users by providing multiple payment options. This initiative would include all downtown on street parking and City owned parking lots. By-Law Officers would still enforce other regulatory compliance such as accessible parking and no park/stop areas.

These machines will require signage to indicate the complimentary parking is in effect. It is important to note that the machines will still accept payment despite the complimentary parking. Therefore, it will be important to partner with The Cornwall & Area Chamber of Commerce and the Downtown BIA in the promotion of the complimentary parking. Promotion could be through social media and signage in local businesses to help promote this initiative. In addition, businesses could also promote this campaign on their respective websites and promotional materials.

Funding for the Parking Program is primarily derived from revenue generated by parking users. Historically, operating expenditures are typically fully offset by revenue, and any excess is transferred to the Parking Program Reserve Fund.

Document Title:	Request for Complimentary Parking for Shop the Blocks - November 12, 2025 - 2025-11-Fire Services.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Leighton Woods - Oct 29, 2025 - 10:20 AM

Matthew Stephenson - Nov 3, 2025 - 8:58 PM

Tim Mills - Nov 4, 2025 - 5:59 AM



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

Department: Human Services
Division: Housing Services
Report Number: 2025-08-Human Services
Meeting Date: November 10, 2025
Subject: Massey Commons Construction Update

Purpose

To provide an update on the progress of construction at the Massey Commons Housing Site.

Recommendation

That council receive the report on Massey Commons Construction Update

Financial Implications

N/A

Strategic Priority Implications

10 Year Housing and Homelessness Plan

The City of Cornwall and SDG 10-year Housing and Homelessness Plan identified housing gaps found within our community and the responses required to effectively address these gaps on a prioritized basis. The overall vision for Housing in our community as communicated by that Plan is to create a strong, healthy, and sustainable community with a wide range of appropriate and affordable housing options in which individuals and families can thrive.



Community Priority #1 - People experiencing a housing crisis are housed or sheltered.

Objective: To ensure a system of services and supports is in place to help those who are homeless or at risk of being homeless to obtain housing.

Community Priority #2 - People who are currently housed but at risk of becoming homeless remain housed.

Objective: To ensure a system of services and supports is in place to help those who are at risk of becoming homeless to maintain/stabilize their housing.

City of Cornwall Strategic Plan

Pillar 1: Housing for All

1. Create a favourable environment and innovation for building more homes for all age groups, income, and demographics
2. Expand and support the City's position as stewards of affordable housing
3. Address systemic housing barriers in our region including financial, public lands ownership and legal limitations

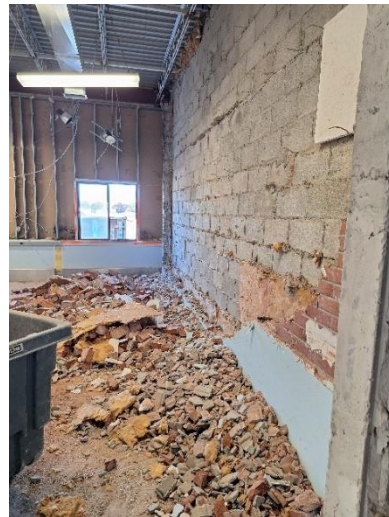
Background / Discussion

Massey Commons – Construction Update

- Construction Mobilized the last week of July 2025
- Demolition took place between August to October
- Exterior Wall framing is in progress with the goal to have the building sealed by mid to late December. This will allow the constructor to proceed with interior work over the winter.
- Roofing installation has begun with an estimated completion by late December
- Windows are slated for installation by mid-December
- Plumbing rough-in is underway
- HVAC rough-in is underway
- **Estimated date of completion – June 23, 2026**

Site Photos

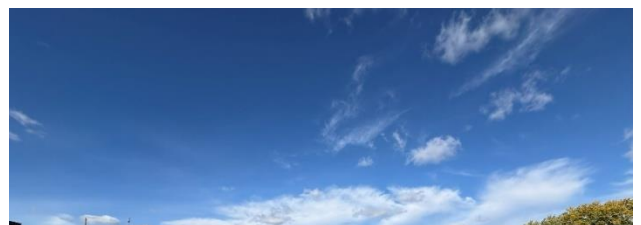
Aug 11th, 2025 – Classroom Demolition



Sept 19th, 2025 – Classroom Demo Progress



Oct 15th, 2025 – Exterior Wall Construction



Oct 23rd, 2025 –Wall, Roof and Ramp Construction



Accessibility Impact

This housing location will be fully compliant with Barrier Free Building code requirements ensuring equitable access to housing.

Climate Action Plan Alignment

This housing location will feature heat pumps, energy-rated windows and other energy-efficiency improvements that will result in reduction in use of resources and reduced impact related to green-house gas emissions.

Document Title:	Massey Commons Construction Update - 2025-08-Human Services.docx
Attachments:	
Final Approval Date:	Nov 5, 2025

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

Lisa Smith - Nov 5, 2025 - 11:03 AM

Mellissa Morgan - Nov 5, 2025 - 11:04 AM

Tim Mills - Nov 5, 2025 - 11:53 AM



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

Department: Development Services
Division: Planning
Report Number: 2025-30-Development Services
Meeting Date: October 27, 2025
Subject: Updated Terms of Reference for Heritage-Patrimoine Cornwall Committee

Purpose

As part of the ongoing initiative to update the Terms of Reference for all Committees under the Corporation, this report presents the revised Terms of Reference for the City of Cornwall Heritage Committee (Heritage-Patrimoine Cornwall). This process ensures that each Committee's mandate, structure, and responsibilities remain relevant and aligned with the Corporation's current objectives and community needs.

Recommendation

That Council approve the revised Terms of Reference for the City of Cornwall Heritage Committee (Heritage-Patrimoine Cornwall).

Document Title:	Terms of Reference for the Heritage-Patrimoine Cornwall Committee - 2025-30-DS.docx
Attachments:	- Heritage-Patrimoine Cornwall - For Approval - October 14 2025 REVISED.docx
Final Approval Date:	Nov 4, 2025

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

Ryan Windle - Nov 3, 2025 - 2:49 PM

Matthew Stephenson - Nov 3, 2025 - 9:00 PM

Tim Mills - Nov 4, 2025 - 6:05 AM

Terms of Reference

Heritage-Patrimoine Committee

Committee Type:	Legislated Committee of Council
Authority:	Office of the City Clerk
Governing Laws, By-laws and Policies:	Ontario Heritage Act, 1974 Ontario Regulation 09/06 Municipal Freedom of Information and Protection of Privacy Act, 2001 Procedure By-law, 2025 By-law 2013-113 Official Plan for the City of Cornwall
Approved By:	City Council
Effective Date:	

1. Statement of Recognition

The City's architecture and cultural and natural landscapes are irreplaceable assets for present and future generations. Conserving these resources is fundamental to creating community pride and identity and to attracting new residents and tourism, which also have positive economic impacts.

In Ontario, conserving this inheritance is primarily a municipal responsibility. The Ontario Heritage Act provides a framework within which municipalities can ensure the conservation of properties of historical and architectural significance.

2. Ontario Heritage Act

The *Ontario Heritage Act* authorizes municipalities through Section 28 of the Ontario Heritage Act, to establish a municipal heritage advisory committee to advise Council on carrying out its authority under the Act. In Cornwall, that committee is called Heritage-Patrimoine Cornwall.

Before it carries out actions that fall under its jurisdiction, Council must consult with this committee.

3. Purpose: Heritage-Patrimoine Cornwall

The committee's overriding responsibilities are twofold:

- a) Advise and assist Council on matters concerning Part IV (the conservation of properties of cultural heritage value or interest) and Part V (heritage conservation districts) of the *Ontario Heritage Act* and on any other heritage matters that Council specifies by by-law and/or as required under the *Ontario Heritage Act*.
- b) Act as a resource to the citizens of Cornwall on matters of conserving, restoring and renovating heritage properties and raise community awareness of the city's heritage

4. Purpose: Terms of Reference

Terms of reference set out the parameters for how a committee will function and how it will contribute to the city's governance. They are meant to keep a committee's work focused, meaningful, aligned with Council's priorities and within the committee's jurisdiction. They ensure that members have a shared understanding of their purpose, their roles and responsibilities, the laws, by-laws and policies that govern them, and the anticipated outcomes of their work.

In-Scope for Discussion

- a) Matters under parts IV and V of the *Ontario Heritage Act, 1974*, including
 - a. Listings and/or designations for heritage properties in the City of Cornwall;
 - b. Designations and/or implementations of heritage conservation districts;
 - c. Applications to demolish or remove any building or structure that has been listed or designated; and
 - d. Agreements with property owners to maintain heritage sites
- b) Municipal legislation and plans to conserve heritage properties and areas;
- c) Site visits to properties proposed for designation and to designated properties applying for building, renovation or demolition permits;
- d) Research of inventoried properties;
- e) Criteria for the evaluating properties of architectural and/or historical value or interest;
- f) Preparation, evaluation and maintenance of a list of properties and areas worthy of conservation;
- g) Education for property owners on the city's heritage resources and methods of proper conservation and preservation;
- h) Public programming (e.g., lecture series, bus/walking tours of heritage buildings, publications and pamphlets, school kits, curriculum-based programming, heritage fairs, etc.); and
- i) Community recognition for heritage conservation

5. Composition and Appointments

A. Composition

- a) One (1) Councillor appointed at the discretion of the Mayor; the representing Councillor shall serve as Committee Chair.
- b) A minimum five community representatives who demonstrate a commitment to these terms of reference; community representatives are selected by the nominating committee.

B. Appointments and Details and City Staff Resources

- a) All appointed members as well as Council representation will have full authority to debate and vote.

- b) The Chair (Council representative) and Vice-Chair and Treasurer are chosen at the committee's first meeting.
- c) All community representatives of the Committee will hold office for a term that coincides with the term of Council and remain in office until their successors are appointed.
- d) When appointing members, consideration will be given to applicants that have not previously served on the committee prior to those that have to ensure opportunities are available for new applicants as well as retaining dedicated existing members.
- e) The lead department for the Committee shall be the Planning Services Division within the Development Services Department.
- f) The Planning Services Division will provide support (Staff Liaison) in the form of advice, day-to-day liaison with the City and updates on projects to the degree resources are available.
- g) A representative from the Planning Services Division will be in attendance at meetings.
- h) Staff from the departments and/or other government /agencies and subject matter experts i.e. consultants may from time to time attend to provide expertise or report on various matters.

6. Roles and Responsibilities

A. Council Representative/Chair

As Council's representative, this individual conveys Council's perspectives on related subjects and represents the committee at Council meetings.

As the Committee Chair, the member works with the Staff Liaison to determine whether topics are within the committee's jurisdiction and have final authority on meeting agendas.

During committee meetings, the chair:

- a) Determines quorum and calls the meeting to order
- b) Facilitates meetings:
 - a. Keeps a record and determines speaking order;
 - b. Offers guidance and asks questions without taking position;
 - c. Ensures that all members have the opportunity to participate and adequate time to speak;
 - d. Keeps discussions on track and moves through agenda items in a timely manner; and
- c) Maintains decorum

The Vice-Chair presides over meetings in the chair's absence.

B. Community Representatives

Members are expected to be prepared and productive:

- a) Be familiar with relevant legislation and By-laws;
- b) Respect these Terms of Reference, which also follow the city's Procedure By-law;
- c) Attend as many meetings as possible;
- d) Read reports in advance of meetings; and
- e) Focus on agenda items during meetings.

C. Office of the City Clerk

The Clerk's office has delegated authority over procedural and legislative requirements for committees

D. Staff Liaison

The Planning Services Division will act as the Liaison between the Committee, City Council, City Staff and the public. The Staff Liaison has the following main areas of responsibility:

- a) Ensure that committee members are aware of subject-related policies and priorities;
- b) Works with the committee chair to develop a list of items that are appropriate for discussion at committee meetings and that fall within the committee's jurisdiction;

- c) Delivers agendas and supporting materials electronically to members at least five days in advance of meetings;
- d) Prepare reports as required to support committee members at meetings; and
- e) Prepares meeting minutes and shares them with the clerk's office for posting on the city's website and retaining.

Note: The Committee does not have the authority to direct the work of City Staff except as specifically provided by these Terms of Reference.

7. Meetings and Attendance

A. Frequency and Location

This committee will meet approximately four (4) times a year, except during the months of July and August it should meet at the discretion of the Chair in consultation with the Staff Liaison. The Chair may call additional meetings, as needed. Committee meetings are held in Council Chambers and are recorded. Meetings can be attended in person or virtually and are open to the public unless otherwise specified in the *Municipal Act, 2001*.

B. Attendance

Committee members are expected to attend all regularly scheduled meetings. In the event a member, other than the Mayor, is unable to attend a meeting, the member must contact the Chair and the Staff Liaison in advance and advise them.

If a committee member is absent for three consecutive meetings, the City Clerk will begin a process for determining whether the member wishes to resign.

Should any member of a Committee fail to attend three (3) consecutive meetings thereof without being authorized to do so by resolution of the Committee, the Committee may certify such failure and thereupon the membership of such person on the Committee shall be terminated and City Council may appoint another Member in their place.

Members who are absent for more than 50 per cent of meetings from the time of their appointment will not be eligible for reappointment.

C. Agendas

Agenda items must be directly related to a committee's Terms of Reference and Council priorities.

In keeping with this directive, and in the interest of focused, productive meetings, agendas are developed as follows:

- a) Committee members submit suggested topics for discussion in writing on a prescribed form (see Appendix A).
- b) Written submissions provide sufficient context for committee members to prepare for focused discussions.
- c) For each meeting, forms are sent to the Committee Chair and Staff Liaison a minimum 14 days before a meeting.
- d) The Committee Chair and Staff Liaison review suggested topics for their relevance and timeliness and develop a final agenda.

8. Meeting Conduct

Committee members are expected to conduct themselves with decorum and professionalism at all meetings. They are subject to the provisions of Council's Procedure By-Law (2025-065) as well as the Code of Conduct By-law and Committee Policy and guided by these terms of reference.

A. Quorum

Quorum is reached if when the majority of committee members attend, whether in person or virtually.

In the absence of the Chair, the Vice-Chair will lead the meeting.

B. Motions

A decision is made by the majority vote of members in attendance.

9. Reporting Relationship to Council

As an advisory body, the committee is not delegated to direct Council or City Staff.

The Committee will report to Council annually to provide a formal record of its activities, decisions and progress over the year. An annual reporting process ensures accountability and transparency in the committee's work. It helps maintain a clear and consistent communication channel between the Committee and Council. It also allows for recognizing successes and making informed decisions on future direction and priorities.

Council may, at its discretion, change the Terms of Reference for this Committee at any time.



Appendix A

Advisory Committee

Request for Agenda Item

1. **Date:** Click or tap to enter a date.
2. **Name of Committee:** Click or tap here to enter text.
3. **Committee Chair:** Click or tap here to enter text.
4. **Staff Liaison:** Click or tap here to enter text.
5. **Requestor:** Click or tap here to enter text.
6. **Committee Meeting Date:** Click or tap to enter a date.
7. **Topic:** Click or tap here to enter text.

Please refer to in-scope topics in the committee's terms of reference.

8. **Background/Discussion:** Click or tap here to enter text.

What is it about the topic that you would like the committee to consider? Provide sufficient detail to enable committee members to prepare.

9. **Reference materials (if any):** Click or tap here to enter text.

Please list and provide copies for the committee's staff liaison.

Please send form to the staff liaison at least 14 days before the committee meeting.



Appendix B

Advisory Committee

Request to Report to Council

1. **Date:** Click or tap to enter a date.
2. **Name of Committee:** Click or tap here to enter text.
3. **Committee Chair:** Click or tap here to enter text.
4. **Staff Liaison:** Click or tap here to enter text.
5. **Requestor:** Click or tap here to enter text.
6. **Topic:** Click or tap here to enter text.

Please refer to in-scope topics in the committee's terms of reference.

7. **Additional Comments/Details:** Click or tap here to enter text.
8. **Recommendation to Council:** Click or tap here to enter text.
9. **Alignments with Council's Strategic Priorities:**

Check any that apply and briefly explain how your recommendation aligns with one or more priorities in the space below.

Housing for All

Community Connections

Achieving Net-Zero by 2050

Cornwall – Future Ready

Please explain alignment: Click or tap here to enter text.

10. Financial Implications: Click or tap here to enter text.

11. Reference Materials: Click or tap here to enter text.

Please list and provide copies for the committee's staff liaison.



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

Department: Parks, Recreation, Arts & Culture
Division: Choose a Division
Report Number: 2025-12-Parks, Recreation, Arts & Culture
Meeting Date: November 10, 2025
Subject: Updated Terms of Reference Senior Friendly Community Committee

Purpose

As part of the ongoing initiative to update the Terms of Reference for all Committees under the Corporation, this report presents the revised Terms of Reference for the Senior Friendly Community Committee. This process ensures that each Committee's mandate, structure, and responsibilities remain relevant and aligned with the Corporation's current objectives and community needs.

Recommendation

That Council approve the revised Terms of Reference for the Senior Friendly Community Committee.

Document Title:	Terms of Reference Senior Friendly Comm. - 2025-12-PRAC.docx
Attachments:	- Senior Friendly Community Committee - 2025-15-CAO.docx
Final Approval Date:	Nov 4, 2025

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

Lori Gibeau - Nov 3, 2025 - 2:12 PM

Matthew Stephenson - Nov 3, 2025 - 9:00 PM

Tim Mills - Nov 4, 2025 - 6:04 AM

Terms of Reference

Senior Friendly Community Committee

1. Mandate

- a) The primary mandate of the Senior Friendly Community Committee is to assist in the implementation of the Senior Friendly Implementation Plan; and Act as a resource to the citizens of Cornwall on matters dealing with senior issues and raise community awareness.

2. Composition of Committee and Membership Eligibility

2.1 Membership of the Senior Friendly Community Committee will include:

- One (1) member of Council appointed by the Mayor and approved by Council and shall be a voting member.
- Five (5) community representatives as recommended by the Lay Appointments Committee and approved by Council and shall be voting members, one from each of the following organizations:
 - Seaway Valley Community Health Centre
 - Centre de Santé Communautaire de l'Estrie
 - Seaway Senior Citizens Club
 - Centre Charles-Émile-Claude
 - Champlain Local Health Integration Network
- Two (2) lay members as recommended by the lay Appointments Committee and approved by Council and shall be voting members.

- Two (2) internal staff resources who shall not be voting members shall include:
 - Recreation Coordinator
 - Recording Secretary

3. Term of Membership

- 3.1 The Senior Friendly Community Committee will be appointed for the term of Council.

4. Role of the Committee Members and Meeting Procedures

- 4.1 The role of the Committee is to provide Council with practical recommendations for the City of Cornwall that will ensure it remains safe, affordable, accessible, and enjoyable city for everyone.

The focus areas outlined in the Senior Friendly Community Implementation Plan are:

- Communication and Information
- Outdoor Spaces and Public Buildings
- Housing
- Social Participation
- Respect and Social Inclusion
- Transportation
- Civic Participation and Employment
- Community Support and Health Services

4.2 Responsibility of the Chair

As Council's representative, this individual conveys Council's perspectives on related subjects and represents the committee at Council meetings.

As the Committee Chair, the member works with the Staff Liaison to determine whether topics are within the committee's jurisdiction and have final authority on meeting agendas.

Should a Member of the Elected Council be appointed to the Committee, the Council Member shall be Chair, otherwise a Chair will be elected from the Committee's voting membership at the first meeting of the term, as well as a Vice Chair.

During committee meetings, the chair:

- a) Determines quorum and calls the meeting to order
- b) Facilitates meetings:
 - a. Keeps a record and determines speaking order;
 - b. Offers guidance and asks questions without taking position;
 - c. Ensures that all members have the opportunity to participate and adequate time to speak;
 - d. Keeps discussions on track and moves through agenda items in a timely manner; and
- c) Maintains decorum

The Chair also serves as the committee's primary contact.

The Vice-Chair presides over meetings in the chair's absence.

4.3 Responsibilities of Internal Staff Resources (Non-Voting Members)

- a) Ensure that agendas and supporting materials are delivered to members in advance of meetings.
- b) Verify that the initiatives stay aligned with the Council approved Senior Friendly Community Implementation Plan.
- c) Ensure initiatives make good use of assets.
- d) Assist with resolving strategic level issues and risks.

- e) Consider changes to the recommendations with an impact on timelines and budget.
- f) Check that the initiatives make sensible financial decisions – especially in procurement and in responding to issues, risks, and proposed changes.
- g) Assess progress.
 - Provide advice and guidance on issues on achieving the objectives of the Senior Friendly Community Implementation Plan.
 - Use influence to assist in achieving the outcomes of the Senior Friendly Community Implementation Plan.

4.4 Community Representatives

Advisory committees offer their advice and recommendations to Council. They provide current knowledge and expertise, critical thinking and feedback to help Council make informed decisions in the best interests of the City of Cornwall.

Broadly, members are expected to be prepared and productive:

- a) Be familiar with relevant legislation and By-laws;
- b) Respect these Terms of Reference, which also follow the city's Procedure By-law, Committee's Policy as well as the Code of Conduct By-law;
- c) Attend as many meetings as possible;
- d) Read reports in advance of meetings; and
- e) Focus on agenda items during meetings
- f) Understand the goals, objectives, and desired outcomes of the Senior Friendly Community Implementation Plan.
- g) Understand and represent the interests of their respective organization or reference group, and the seniors of the City of Cornwall.
- h) Act on opportunities to communicate positively about its initiatives.
- i) Actively participate in meetings through attendance, discussion, and review of minutes, papers, and other documents.
- j) Support open discussion and debate

4.5 Office of the City Clerk

The Clerk's office has delegated authority over procedural and legislative requirements for committees. In this capacity, the office brings relevant administrative policies and procedures to the attention of the committee through these terms of reference.

The office is also authorized to schedule and cancel committee meetings in consultation with the Committee Chair and the Staff Liaison.

4.6 Meetings

The Committee will meet four (4) times per year (or as required). The Chair may call additional meetings as required or deemed appropriate. Meetings will take place at City Hall and shall be recorded. Any member may, upon request attend the meeting virtually.

4.7 Notice

Notice of each meeting confirming the venue, date, and time, shall be forwarded electronically to each member of the Committee and any other person required to attend at least three days in advance of the meeting.

Meeting Package

A meeting package shall include:

- Agenda for upcoming meeting
- Minutes of previous meeting
- Any other documentation to be considered at the meeting

The Agenda shall also be posted on the City's website.

4.8 Agendas

Agenda items must be directly related to a committee's Terms of Reference and Council priorities.

In keeping with this directive, and in the interest of focused, productive meetings, agendas are developed as follows:

- a) Committee members submit suggested topics for discussion in writing on a prescribed form (see Appendix A).
- b) Written submissions provide sufficient context for committee members to prepare for focused discussions.
- c) For each meeting, forms are sent to the Committee Chair and Staff Liaison a minimum 14 days before a meeting.
- d) The Committee Chair and Staff Liaison review suggested topics for their relevance and timeliness and develop a final agenda.

4.9 Quorum

A quorum shall consist of a majority of the voting members of the Committee.

4.10 Motions

Decisions of the Committee shall be by majority vote of the voting members in attendance.

4.11 Attendance

Members who are absent for more than 50 per cent of meetings from the time of their appointment will not be eligible for reappointment.

4.12 Public

- Members of the public are welcome to attend Committee meetings as observers but shall not have an opportunity to speak or participate.

- Members of the public are encouraged to talk to staff directly if they have concerns or need information.
- Except as provided in the Municipal Act, 2001, all meetings shall be open to the public.



Appendix A

Advisory Committee

Request for Agenda Item

1. **Date:** Click or tap to enter a date.
2. **Name of Committee:** Click or tap here to enter text.
3. **Committee Chair:** Click or tap here to enter text.
4. **Staff Liaison:** Click or tap here to enter text.
5. **Requestor:** Click or tap here to enter text.
6. **Committee Meeting Date:** Click or tap to enter a date.
7. **Topic:** Click or tap here to enter text.

Please refer to in-scope topics in the committee's terms of reference.

8. **Background/Discussion:** Click or tap here to enter text.

What is it about the topic that you would like the committee to consider? Provide sufficient detail to enable committee members to prepare.

9. **Reference materials (if any):** Click or tap here to enter text.

Please list and provide copies for the committee's staff liaison.

Please send form to the staff liaison at least 14 days before the committee meeting.



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

Department: Fire Services
Division: By-law
Report Number: 2025-12-Fire Services
Meeting Date: November 10, 2025
Subject: Administrative Monetary Penalty System (AMPS)

Purpose

The purpose of this report is to seek Council's approval of the attached by-law appointing Neha Chugh as the new Administrative Monetary Penalty System (AMPS) Hearing Officer for the City of Cornwall, following the resignation of the previous Hearing Officer. This report also serves to refresh Council's understanding of the AMPS program, its benefits, and the rationale for maintaining this system.

Recommendation

That Council approve By-law 2025-097 on this evening's agenda appointing Neha Chugh as the new AMPS Hearing Officer for the City of Cornwall. This appointment will ensure continued impartiality and efficiency in the administration of the AMPS program, maintaining the benefits and best practices established since its implementation.

Financial Implications

The appointment of an AMPS Hearing Officer is not only a legislative requirement for impartiality, but also a cost-effective solution for the City. The contract for the Hearing Officer is set at \$350 per day of hearings exceeding 3.5 hours or \$275 per day when less than 3.5 hours, which is significantly less expensive than the previous Provincial Offences Act (POA) model, where the



City would typically hire lawyers at rates of \$300 to \$400 per hour to represent by-law matters in court. This substantial cost savings allows the

City to maintain a fair and independent review process for by-law disputes while ensuring responsible stewardship of municipal resources. Additionally, the AMPS program has reduced administrative delays and reliance on the provincial court system, resulting in further operational savings

Background / Discussion

The Administrative Monetary Penalty System (AMPS) represents a significant modernization of municipal by-law enforcement in Ontario and in the City of Cornwall. Prior to 2022, Cornwall relied on the Provincial Offences Act (POA) court process to prosecute by-law infractions such as parking violations, property standards, and other municipal regulations. This approach was often slow and cumbersome, with minor infractions waiting months for court dates, creating backlogs and consuming valuable judicial and municipal resources. Residents faced barriers to dispute resolution, including the need to appear in court, which could be intimidating and inconvenient.

Recognizing these challenges, Council adopted By-Law 2022-112 to implement AMPS, joining a growing number of Ontario municipalities embracing this system. AMPS shifts the enforcement and appeal process from the provincial courts to a local, administrative model managed entirely by the municipality. When a violation occurs, a Penalty Notice is issued, providing clear information about the infraction, the penalty amount, and options for payment or review. Residents can request a review by a Screening Officer, a City employee empowered to consider evidence and mitigating circumstances and to uphold, reduce, or cancel penalties. If the resident is not satisfied with the outcome, they may request a hearing before an independent Hearing Officer, formally appointed by Council to ensure impartiality and fairness. The Hearing Officer's decision is final and binding, eliminating the need for further court involvement.

Since its launch, AMPS has delivered measurable improvements in efficiency, accessibility, and cost-effectiveness. The number of hearings required has remained low, with only four (4) in 2024 and two (2) in 2025 (three ((3)) pending waiting on new hearing officer), indicating that most disputes are resolved quickly and fairly at the screening stage, with 234 matters resolved in 2024 and 204 year to date in 2025. The system has reduced administrative delays, allowed officers to focus on higher-priority calls for service, and provided residents with a more approachable and timely process for resolving minor by-law matters. Payments



can be made online, by mail, drop box, in person, or by phone, further enhancing convenience.

AMPS is now considered best practice for municipal by-law enforcement across Ontario. It is recognized for its ability to maintain due process, promote compliance, and reduce congestion in the courts. The appointment of an independent Hearing Officer is a cornerstone of the system, ensuring that reviews are impartial and that the rights of residents are protected. The cost of the Hearing Officer contract, \$350 per day of hearings if greater than 3.5 hrs. and \$275.00 per day if less than 3.5 hrs. regardless of the amount of hearings heard, is far less than the \$300 to \$400 per hour previously paid to POA lawyers, representing a substantial savings for the City.

In summary, AMPS has transformed by-law enforcement in Cornwall, delivering a streamlined, citizen-friendly, and fiscally responsible approach that supports Council's commitment to effective local governance.

Strategic Priority Implications

The AMPS program supports Council's strategic priorities by improving service delivery, enhancing local control, and promoting fairness and transparency in municipal by-law enforcement. By streamlining the process and resolving most cases within weeks, the program enables officers to focus on higher-priority calls for service and supports the City's commitment to efficient, citizen-centered governance. The appointment of an independent Hearing Officer ensures impartiality and compliance with best practices, further strengthening the integrity of the enforcement process.

Climate Action Alignment

The AMPS program indirectly supports Cornwall's climate action objectives by enabling more timely and effective enforcement of by-laws related to property standards, open-air burning, and yard maintenance. Efficient resolution of infractions helps maintain community standards, reduce illegal burning and dumping, and promote responsible land use, all of which contribute to the City's environmental goals. By reducing the administrative burden and enabling officers to respond more quickly to environmental complaints, AMPS helps advance Cornwall's Climate Action Plan.

The AMPS program is designed to be accessible and user-friendly for all residents. The administrative review process allows individuals to request reviews without needing to appear in court, removing barriers to dispute resolution and making the system more inclusive. All communications and hearings are conducted in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), ensuring that residents with disabilities have equal access to the process. The appointment of a new Hearing Officer will maintain these standards and continue to promote accessibility in municipal enforcement.

Document Title:	Administrative Monetary Penalty System (AMPS) Hearing Officer - 2025-12-Fire Services.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Leighton Woods - Nov 4, 2025 - 12:13 PM

Matthew Stephenson - Nov 4, 2025 - 5:07 PM

Tim Mills - Nov 4, 2025 - 7:09 PM



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

Department: Deputy CAO
Report Number: 2025-03-Deputy CAO
Meeting Date: Click or tap to enter a date
Subject: Proposed Development Charges Amendment

Purpose

The purpose of this report is to provide Council with a comprehensive analysis regarding a proposed two-year temporary reduction of Development Charges (DC) for Single and Semi-Detached Dwellings (Singles and Semis) to a flat rate of \$5,000, effective January 1, 2026. This initiative is intended to stimulate housing development in Cornwall, which has slowed considerably, and to support the City's strategic priorities for growth and affordability. Additionally, Council should note that, pursuant to the Protect Ontario by Building Faster and Smarter Act, 2025 (Bill 17), payment of DCs for residential development is now legislatively deferred until the date of occupancy, rather than at building permit issuance.

Recommendation

That Council select one of the following options:

Option 1: Maintain Current Development Charges (DC) Rates

Option 2: Implement a Temporary Reduction to \$5,000 per Unit

(OR)

Option 3: Alternative Incentives or Approaches

Financial Implications

While staff estimate that a temporary reduction of DCs for singles and semis could result in a revenue shortfall of \$3 million to \$7.5 million over two years, it is important to recognize that this figure is based on projected development activity. If new single and semi-detached homes are not being built, these DCs would not be collected regardless of the rate. In other words, the financial “impact” is not a direct loss to the City, but rather a reflection of foregone potential revenue that is only realized if development occurs. By reducing the DC rate, Cornwall is proactively positioning itself to attract new investment and housing starts that might not otherwise happen. This approach is not only fiscally responsible, but also strategically aligned with the City’s goal to stimulate growth and address housing needs. If successful, the increased development will generate new property tax revenue and economic activity, offsetting the initial reduction in DC collections. In this way, the proposed DC reduction is an investment in Cornwall’s future, rather than a simple cost.

As per s.5(6)3 of the DCA and supporting legal opinion, any foregone DC revenue resulting from such a reduction must be funded from non-DC sources, such as property taxes, reserves, or debt. This ensures compliance with statutory requirements and maintains the integrity of the City’s capital funding model. The City’s growth capital program for 2026 and 2027 totals nearly \$27 million, and any reduction in DC revenue could delay the delivery of critical infrastructure projects if sufficient funds are not available. Staff recommend utilizing existing capital reserves to offset the shortfall, with ongoing monitoring and reporting to Council.

Strategic Priority Implications

The proposed reduction aligns with Council’s priorities for housing, economic development, and community growth. It responds directly to provincial direction to accelerate housing supply and supports the City’s efforts to meet its housing pledge targets. By lowering DCs to \$5,000 per unit for two years, Cornwall will position itself competitively within the region, improve affordability for homebuyers and renters, and incentivize new residential development. The measure is temporary and will be reassessed at the end of the two-year period to determine its effectiveness and financial impact. Staff will monitor development activity and financial impacts throughout the period, providing regular updates to Council. The reduction should be time-limited and subject to review, with the option to revert to previous rates or adjust further based on outcomes.

Background / Discussion

Option 1: Maintain Current Development Charges (DC) Rates

Council may choose to continue with the existing DC rate for single and semi-detached dwellings. This approach maintains revenue for capital projects and upholds the principle that growth pays for growth. No change to the current By-law would be required.

Option 2: Implement a Temporary Reduction to \$5,000 per Unit

Council may opt to reduce the DC for single and semi-detached dwellings to a flat rate of \$5,000 per unit for a two-year period, effective January 1, 2026. This measure is intended to spur new housing development and improve affordability. The estimated revenue shortfall is \$3 million to \$7.5 million over two years, which would need to be offset from non-DC revenue sources such as taxes or reserves. It is important to note, however, that if there is little or no new construction of singles and semis, these DCs would not be collected regardless of the rate. Thus, the financial “impact” is not a direct loss to the City, but rather a reflection of foregone potential revenue that is only realized if development occurs.

Option 3: Alternative Incentives or Approaches

Council may also wish in addition to the temporary reduction explore non-financial incentives or targeted programs to encourage development. These could include, offering grants, or pursuing partnerships with builders and community organizations. Such approaches may provide additional incentives in addressing the unique challenges of Cornwall’s housing market and could complement for DC rate reductions.

Cornwall’s housing starts have been near a standstill, prompting consideration of measures to incentivize new builds. Since May 1, 2025, the City has issued only twelve (12) permits for single-family dwellings and seven (7) permits for semi-detached units, underscoring the need for action to stimulate residential construction. The current DC rate for singles and semis is already a flat rate, but Council is considering a further reduction to \$5,000 for a two-year period, with all other DC rates remaining unchanged. To ensure statutory compliance and best practice, staff consulted Sean-Michael Stephen, MBA, Managing Partner at Watson & Associates Economists Ltd., a leading authority in municipal finance and DC policy.

Mr. Stephen confirms that the Development Charges Act (DCA) now permits municipalities to lower DC rates through a simplified amendment process. Specifically, Section 10(1.1) of the DCA allows for a by-law amendment to reduce charges for a particular development type without the need for a background study, public meeting, or advanced notice; the only statutory requirement is to provide notice of by-law passage within 20 days. This streamlining is a result of recent legislative changes, including Bill 17, which also defers residential DC payments to occupancy rather than permit issuance. Mr. Stephen notes that while the proposed reduction is permissible, it will result in singles and semis paying less than apartments and medium-density units, raising potential concerns about fairness and equity among residential categories. He suggests that, if the goal is to promote housing and affordability, Council may wish to consider a similar reduction for all residential types, or at least assess which forms of development are most in need of incentive. Examples from other municipalities, such as Vaughan and Mississauga, show that time-limited DC reductions have been implemented, typically for less than two years and often focused on specific development types such as purpose-built rentals. While DC reductions and deferrals are intended to stimulate housing starts, the actual impact is difficult to assess given the many factors influencing development, including input costs and market conditions. Anecdotal feedback suggests that deferrals to occupancy may have a greater effect on housing starts than DC reductions alone.

Current Development Charge Rates

For Council's reference, the current City of Cornwall DC rates (2025) for residential development are as follows:

Single Detached Dwelling: \$12,571 per unit

Semi-Detached / Duplex: \$10,149 per unit

Row / Townhouse: \$8,177 per unit

Apartment (2+ bedrooms): \$6,274 per unit

Apartment (Bachelor/1 bedroom): \$4,268 per unit

The proposed \$5,000 flat rate for single and semi-detached dwellings would represent a reduction of approximately 60% for singles and over 50% for semis compared to current rates. Cornwall's DC rates are already among the lowest in Ontario, but neighbouring townships are seeing much higher rates of new construction. The reduction would make Cornwall even more competitive and may help address the current standstill in new residential development.

Implementation and Monitoring

Subject to Council's approval, staff will prepare and bring forward an amending by-law to enact the proposed temporary reduction in Development Charges for singles and semis, in accordance with the streamlined process under the Development Charges Act and Bill 17. Notice of by-law passage will be provided within 20 days, as required by legislation. Throughout the two-year period, staff will closely monitor development activity, financial impacts, and alignment with strategic priorities, providing quarterly updates to Council to ensure transparency and accountability. This initiative represents a strategic investment in Cornwall's future, aiming to stimulate housing development, enhance affordability, and position the City for sustainable growth. At the conclusion of the temporary reduction period, staff will assess its effectiveness and report back to Council with recommendations for next steps, including whether to revert to previous rates, extend the reduction, or consider broader changes to support the City's housing and community development objectives.

Accessibility Impact

The temporary reduction in Development Charges is not anticipated to have a negative impact on accessibility. All new residential developments are required to comply with the Ontario Building Code and the Accessibility for Ontarians with Disabilities Act (AODA), ensuring that new homes are built to modern accessibility standards. By making new housing more affordable and stimulating development, the policy may increase the supply of accessible housing options for residents with disabilities or mobility challenges. Staff will continue to work with developers to promote universal design principles and ensure that accessibility remains a priority in all new residential construction. Any future amendments to the DC by-law will be reviewed for accessibility impacts as part of the City's commitment to inclusive community growth.

Climate Action Plan Alignment

The proposed reduction in Development Charges for single and semi-detached dwellings aligns with Cornwall's climate action objectives by encouraging new residential development within the City's serviced areas. By incentivizing infill and intensification, the policy supports more efficient land use and helps reduce urban sprawl, which in turn can lower transportation emissions and infrastructure costs. New homes built to current building code standards are typically more energy efficient than older housing stock, further contributing to the City's greenhouse gas reduction goals. Additionally, the streamlined DC process and deferred payment to occupancy may encourage builders to adopt sustainable construction practices and technologies, as they are better able to manage cash flow and invest in energy-efficient features. Staff will continue to monitor the environmental impacts of new development and ensure alignment with Cornwall's Climate Action Plan.

Document Title:	Proposed Development Charges Amendment - 2025-03-Deputy CAO (AutoRecovered).docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Tim Mills - Nov 4, 2025 - 10:24 PM



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

Department: Infrastructure Services
Division: Environmental Services
Report Number: 2025-38-Infrastructure Services
Meeting Date: November 10, 2025
Subject: Waste Management Update

Purpose

To update Council on the outcome of various waste management initiatives undertaken over the past several years, particularly the impact on the remaining life expectancy of the landfill.

Recommendation

That Council receive Report No. 2025-38-IMW – Waste Management Update.

Financial Implications

There are no financial implications.

Strategic Priority Implications

The Waste Management Update demonstrates clear alignment with the City's strategic priorities by advancing environmental sustainability, fostering community engagement, and ensuring the City is prepared for future challenges.

Specifically, Pillar 3: Net-Zero by 2050 Section 3.1 A. Reducing Cornwall's Greenhouse Gas (GHG) Footprint. Work with residents, businesses, and organizations in our City to reduce waste and divert more materials from landfill.

These efforts are integral to achieving the vision set out in the Strategic Plan and building a thriving, sustainable City for all.

Background / Discussion

In 2012, Stantec completed a Solid Waste Management Master Plan (SWMMP) that outlined the City's diversion rates and suggested changes and targets to be considered. It was identified at the time that the City's residential diversion rate was 24.3%. Since the SWMMP was adopted by Council in 2012, Administration has worked to increase diversion and extend the anticipated closure date from the estimated **closure date of 2028** in 2012.

Previous initiatives that contributed to the City's diversion rate include elimination of the multi-residential waste credit, single stream recycling collection, eliminating bulky waste from regular waste collection, increase landfill tipping fees, multi-residential recycling campaign, waste reduction and reuse centre (fREe-Store), implementing bag limits, full scale waste audit, etc.

The above initiatives increased the residential **diversion rate to 36.46%** as of 2020. The most effective influence on the diversion rate from 2012 to 2022 was the implementation of a 2-bag limit, where recycling collection increased from 3,095 tonnes per year to 3,992 tonnes in 2022, which translated to a 29% increase in recycling.

In 2022, Administration began considering further alternatives for increasing diversion to prolong the life of the landfill. These options included increasing tipping fees to meet full cost recovery of operations, source separated organics, biosolids diversion, clear bag policy and the use of alternative daily cover for landfill operations. A brief description of the recent changes and the resulting impact is summarized below.

Clear Bag Policy

The Clear Bag Policy, approved by Council on February 13, 2024, was introduced to increase waste diversion, improve safety for collection staff, and reduce contamination of recyclables and organics. Importantly, clear bags were also adopted to ensure that the City's investment in a provincially mandated organics collection program would be effective and result in increased diversion. Prior to adopting clear bags, the City reviewed several alternatives – including enhanced bag limits, mandatory organics separation, and increased enforcement of existing waste bylaws. Clear bags were selected as the preferred approach because they provide a simple, cost-effective way to encourage residents and businesses to sort waste properly at the source while allowing for visual inspection to ensure compliance. This policy aligned with best practices in waste



management and had been shown in other municipalities to significantly improve diversion rates.

The Clear Bag Policy was approved by Council on February 13, 2024, and was effective January 1, 2025. The implementation of the program included a soft launch phase which concluded on April 1, 2025, where residents and businesses could still use their remaining black or opaque garbage bags.

This phased approach allowed residents and businesses to gradually adjust to the new policy. While the transition period saw a high volume of public inquiries, the program now achieves over 99% compliance, and Administration currently receives very few calls or questions from the public.

The implementation of the clear bag program yielded immediate results once the soft launch phase of the program concluded. During the soft launch phase, 20.7% of material collected at the curb was organics. After full enforcement began on April 1, 2025, the proportion of organics collected curbside increased to 51.6%.

Since the blue box program is administered by the Producers as of January 1, 2025, the actual increases to recycling cannot be tracked by the City and are unknown; however, Administration estimates that the clear bag program has contributed to a 5 to 10% increase in recycling as well.

Organics Collection Program

Following Council approval and in accordance with Provincial legislation, the City launched its curbside green bin program on January 1, 2025. The program provides residents with a convenient way to divert organic waste from the landfill through weekly curbside collection. This allowed residents to combine food scraps, leaf and yard waste in a single weekly collection.

The City was able to include Leaf and Yard Waste into the curbside green bin program since GFL Environmental, who processes the organics, is able to accept co-mingled organics containing brown waste and green organic waste.

Forecasting the year-to-date (YTD) organics collected to represent a full year, Cornwall is on track to divert approximately 4,620 tonnes of organic material in 2025. This represents an **81.1% capture rate** based on the total projected annual volume of 5,700 tonnes from the Organics Feasibility Study completed by TetraTech in 2020. It's important to note that this forecast includes the period from January to March 2025, which served as the soft-launch phase of the clear bag policy. Due to limited enforcement during this time, diversion rates were

significantly lower (see Figure 1 below). These results highlight the significant progress made in organics diversion and demonstrate the effectiveness of recent program enhancements.

	Curbside Garbage	Organics Diversion	Percentage Organics
Jan 1- Mar 31	1808 tonnes	472 tonnes	20.7%
Apr 1 – Oct 27	3113 tonnes	3311 tonnes	51.6%
Jan 1 – Oct 27	4922 tonnes	3783 tonnes	43.5%

Figure 1

Figure 2 below illustrates the steady increase in organics collection since the program’s introduction in 2025 and the direct correlation with the decrease in garbage collection.

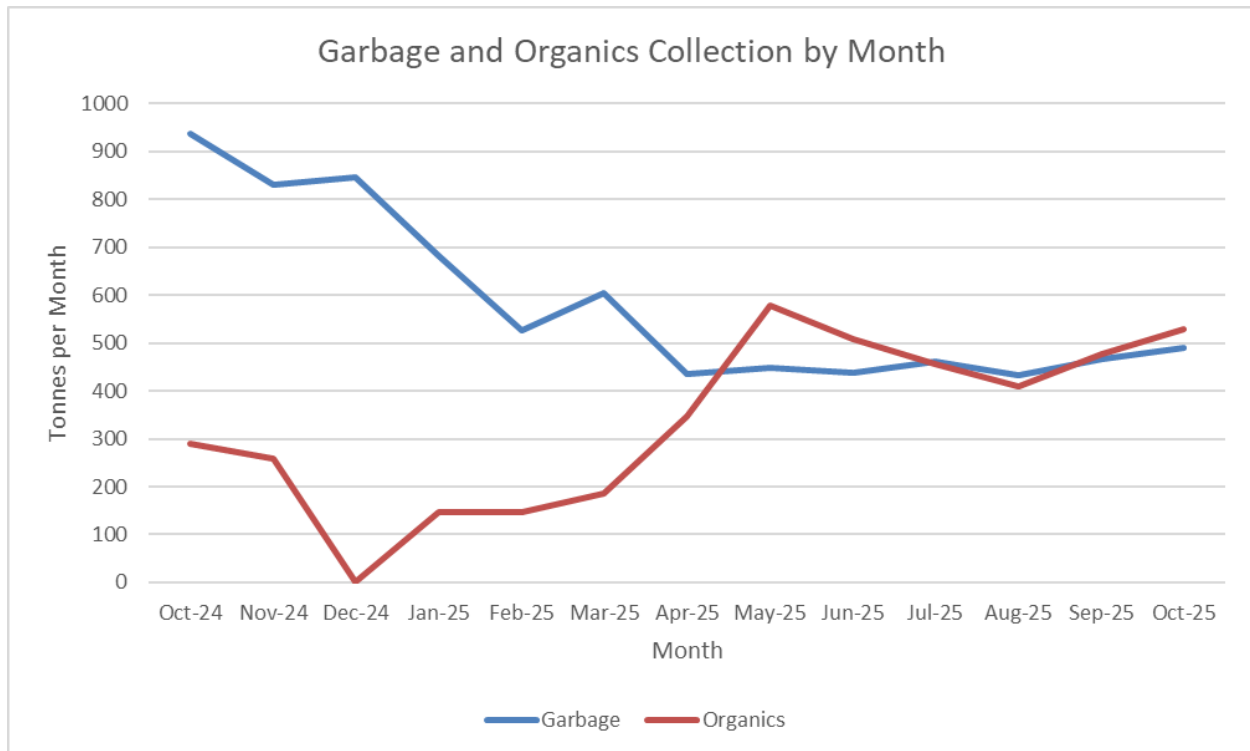


Figure 2 – Note: the increase in organics from October & November 2024 is a result of leaf and yard waste collection

Alternative Daily Cover

Since March 2024, the landfill site has implemented Alternative Daily Cover, which involves using tarps to cover the active tipping face at the conclusion of each day. These tarps are deployed using a large spooling system that attaches directly to the compaction equipment and is operated remotely by the equipment operator. Compared to traditional daily soil cover – typically excavated from new



cell development – the use of tarps significantly conserves valuable landfill volume.

Simply switching to Alternative Daily Cover has extended the life expectancy of the landfill site by approximately 30%. In 2022, 17,000 m³ of soil was used for daily and interim cover. By comparison, only 1,940 m³ was used in 2024, reflecting the significant volume savings achieved through the use of tarps.

Rate Structure Changes

In 2020, a DFA Infrastructure analysis found the full cost of landfill disposal in the City was \$163 per tonne in 2022 and \$164 per tonne in 2023, including operations, capital, and closure/post-closure obligations. The report highlighted that existing tipping fees were not sufficient to recover these costs, especially from the Industrial, Commercial, and Institutional (IC&I) sector, and recommended incremental increases to ensure full cost recovery and prevent future liabilities from falling on the general tax base, based on DFA's **updated landfill closure date of 2032**.

To address this, Council approved a phased approach to increasing tipping fees: the IC&I rate rose from \$85 to \$125 per tonne in 2023, with a further increase to \$164 per tonne approved for 2024, aligning with the recommendations of both DFA and Administration. Additionally, the residential tipping fee was also scheduled for incremental increases of \$5 per year, with a target of \$110 per tonne by 2027. As of January 1, 2025, the IC&I tipping fee is \$165 per tonne and the residential tipping fee is \$100 per tonne.

The 2023 restructuring also introduced a 50% surcharge on loads containing unsorted waste – specifically, waste with more than 10% recyclable or divertible materials. This surcharge was designed to incentivize proper sorting and diversion, supporting the City's strategic goals of landfill life extension and environmental stewardship.

Since the implementation of these changes, the City has observed a significant behavioural shift among waste generators. As a result of these changes, the City observed a 20% decrease in total waste disposed at the landfill, with the majority of this reduction attributed to the IC&I sector. The surcharge on unsorted waste has prompted some large commercial haulers to seek alternative disposal sites, further reducing landfill tonnage. Despite the decrease in volume, landfill revenue has remained stable or slightly increased, as the rates have offset the reduced tonnage.



The tipping fee increases and surcharges have directly contributed to extending the landfill’s life expectancy by reducing the volume of IC&I waste and encouraging increased diversion. Overall, there has been a 50% decrease to IC&I material disposed of at the City’s landfill as a result, which has significantly contributed to extending its life expectancy. This approach aligns with the City’s strategic priority of sustainability and climate change leadership, ensuring that the landfill’s remaining capacity is optimized for future needs. Importantly, the full cost recovery model ensures that the users of the landfill – particularly the IC&I sector – bear the true cost of waste disposal, including future closure and post-closure costs, rather than shifting these obligations to the broader tax base.

Biosolids Diversion

In 2024, the City of Cornwall adopted the Biosolids, Organics, and Septage Master Plan (BOSMP), which fundamentally changed biosolids management. As a result, biosolids from the Wastewater Treatment Plant (WWTP) are no longer disposed of at the landfill. Instead, they are now transported to Third High Farms (a subsidiary of GFL Environmental) in Iroquois, where they are processed into a beneficial soil amendment and applied to farmland across Ontario as a high-nutrient fertilizer.

Previously, biosolids were delivered to the City’s landfill, incurring tipping fees and local trucking costs for roughly two loads per day. With the new arrangement, the City has realized cost savings due to GFL’s lower per-tonne rate, which also includes transportation. The cost of transportation to the landfill site is not included in the City’s tipping fee shown below and is an additional cost savings. The WWTP generates approximately 3,500 tonnes of biosolids annually.

	Tonnes	\$/Tonne	Disposal	Transportation	Total
Cornwall Landfill	3,500	\$165/tonne	\$577,500	\$100,000	\$677,500
Third High Farms	3,500	\$134/tonne	\$469,000	Included	\$469,000
Annual Savings					\$208,500

Figure 3

Although the cost savings to the WWTP and Water & Wastewater Budget are significant, it should be noted that the Waste Management Budget has experienced a decrease in tipping fee revenue, since the landfill is no longer collecting the revenue associated with the disposal of biosolids. However, while direct landfill revenue is reduced, capacity is being preserved for future use.

Overall Life Expectancy of the Landfill Site

The Waste Management Department completes an annual report each year to be submitted to the Ministry of Environment, Climate and Parks. The report contains information related to waste received, diverted, capacity consumed, leachate and landfill gas data etc.

The 2024 Annual Report, which was completed in Spring 2025, projected the landfill will be at capacity in 2041. This figure does not account for the new policies or programming that began in 2025 (clear bag policy, green bin program and biosolids diversion).

When using data from 2025, which included the new programs and policies, to project the closure date of the site, it is projected that **the life of the landfill site has been extended to 2047**. Residents and businesses should be commended for their efforts in maximizing the remaining capacity of the site. The projected residential **diversion rate for 2025 is 62%**, which represents a substantial increase from 2022.

The chart below illustrates the impact of the initiatives to overall life expectancy of the site.

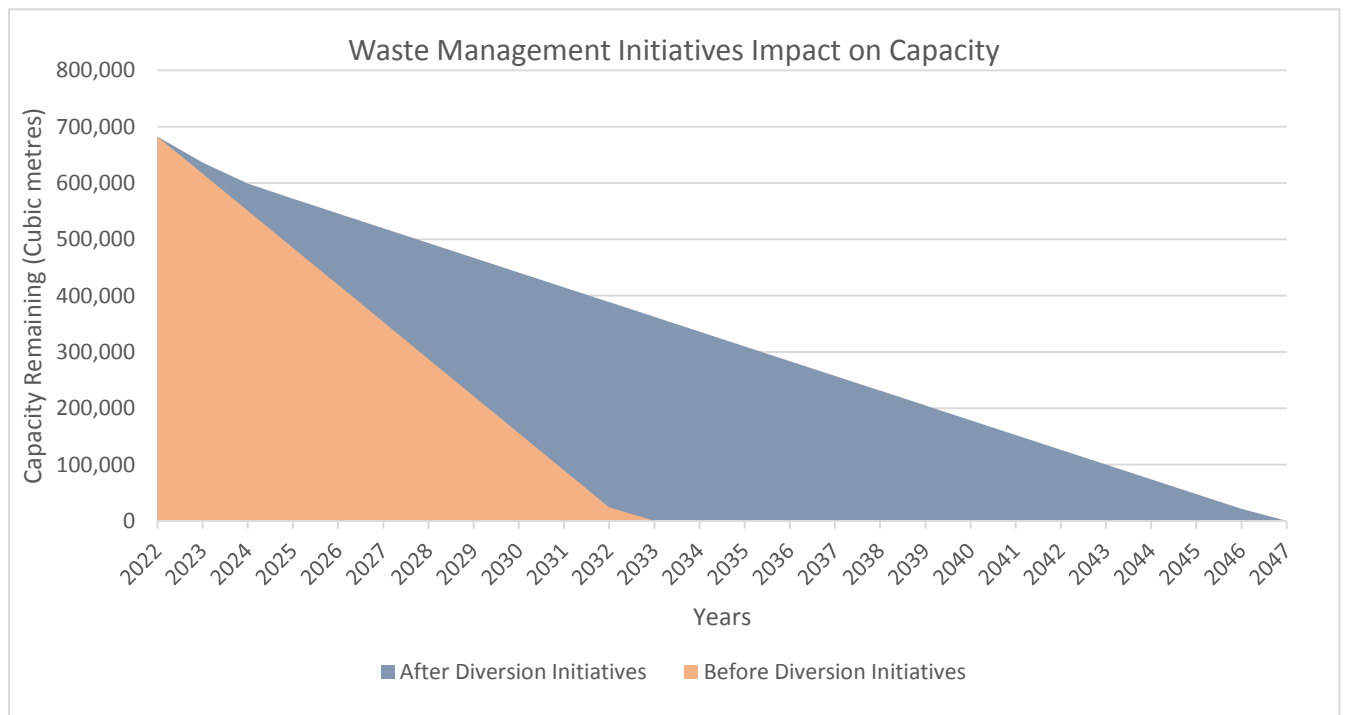


Figure 4



While significant progress has been made in improving diversion rates, extending landfill life, and advancing sustainability, ongoing effort and commitment will be necessary to maintain and build on these achievements. The initiatives outlined in the report demonstrate the City's dedication to responsible waste management; however, continued evaluation and adaptation will be essential to address future challenges and ensure long-term success for the community.

Climate Action Plan Alignment

The initiatives outlined in this Waste Management Update are closely aligned with the City of Cornwall's Climate Action Plan (CAP), which focuses on reducing greenhouse gas emissions and building resilience to climate change impacts. By increasing waste diversion rates, expanding organics collection, implementing the clear bag program, and diverting biosolids from landfill, the City is actively reducing the amount of waste sent to landfill and lowering methane emissions which are key contributors to climate change. These actions directly support the CAP's goals of mitigating harmful greenhouse gases within both municipal operations and the broader community, and contribute to Cornwall's commitment to achieving net-zero emissions by 2050.

Document Title:	Waste Management Update - 2025-38-Infrastructure Services.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Owen O'Keefe - Nov 3, 2025 - 6:07 PM

Michael Fawthrop - Nov 4, 2025 - 1:52 PM

Matthew Stephenson - Nov 4, 2025 - 5:08 PM

Tim Mills - Nov 4, 2025 - 7:12 PM

The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2025-097

Department: Fire Services
Division: By-law
By-law Number: 2025-097
Report Number 2025-10-Fire Services
Meeting Date: November 10, 2025
Subject: Bylaw 2025-097 to Appoint an AMPS Hearing Officer for the Corporation of the City of Cornwall

WHEREAS, The *Municipal Act, S.O.2001, c.25* authorizes a municipality to delegate its powers and duties; and

WHEREAS, The Council of The Corporation of the City of Cornwall adopted an Administrative Monetary Penalty System through By-law 2022-112 to provide for a system of administrative penalties and administrative fees for the designated City By-laws or portions of the designated City By-laws; and

WHEREAS, The Council further wishes to appoint a Hearing Officer through By-law 2022-113 to delegate quasi-judicial and legislative authority to a Hearing Officer, pursuant to section 23.2 of the *Municipal Act, S.O. 2001, c.25*; and

WHEREAS, Section 23.1 of the *Municipal Act, S.O. 2001, c.25* further authorizes a municipality to delegate its powers and duties; and

NOW THEREFORE BE IT RESOLVED, That the Council of The Corporation of the City of Cornwall enacts as follows:

1. That Neha Chugh be hereby appointed specifically for Bylaws 2022-112 being the Administrative Monetary Penalty System (AMPS) and By-law 2022-113 as a Hearing Officer for The Corporation of the City of Cornwall; and
2. That By-law 2023-043 any other By-law inconsistent with this By-law be hereby repealed; and
3. That the preambles above are true and are hereby incorporated into this By-law; and

4. That the Mayor and Clerk are hereby authorized and may take all actions necessary on behalf of The Corporation of the City of Cornwall to complete this matter, including the execution of an Agreement and other associated documentations.

Read, signed and sealed in open Council this 10th day of November, 2025.

Denise Labelle-Gélinas
Interim City Clerk

Justin Towndale
Mayor

Report Approval Details

Document Title:	By-law 2025-097 A By-Law to appoint an AMPS Hearing Officer - 2025-10-Fire.docx
Attachments:	- By-law 2022-112 Administration of Monetary Penalty System.pdf - By-law 2022-113.Appointment of Hearing Officer.pdf
Final Approval Date:	Nov 4, 2025

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

Leighton Woods - Nov 4, 2025 - 12:14 PM

Matthew Stephenson - Nov 4, 2025 - 5:07 PM

Tim Mills - Nov 4, 2025 - 7:10 PM



The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2022-112

Department: Planning, Development and Recreation
Division: Building and By-law
By-law Number: 2022-112
Report Number: 2022-134-Planning, Development and Recreation
Meeting Date: October 11, 2022
Subject: Administrative Monetary Penalty System

Whereas Section 102.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, and *Ontario Regulation 333/07* authorize The Corporation of the City of Cornwall to require a person to pay an administrative penalty for a contravention of any By-Law respecting the parking, standing or stopping of vehicles; and

Whereas Section 434.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, authorizes The Corporation of the City of Cornwall to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a By-Law of the municipality; and

Whereas paragraph 151(1)(g) of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, authorizes The Corporation of the City of Cornwall to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licences established by the municipality; and

Whereas Section 434.2(1) and (2) of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, authorizes The Corporation of the City of Cornwall to add any imposed administrative penalty to the tax roll for any property in the local municipality for which all the owners are responsible for paying the administrative penalty, and collect it in the same manner as municipal taxes; and

Whereas Section 15.4.1(1) of the *Ontario Building Code*, 1992, S.O. 1992, c. 23 as amended, authorizes The Corporation of The City of Cornwall to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a By-Law of the municipality; and

Whereas Sections 23.2, 23.3 and 23.5 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, authorizes The Corporation of the City of Cornwall to delegate its administrative and hearing powers; and

Whereas the Council for The Corporation of the City of Cornwall is of the opinion that the delegations of legislative power under this By-Law to the Chief Municipal Law Enforcement Officer, to Screening Officers and to Hearing Officers are of a minor nature having regard to the number of people, the size of the geographic area, and the time period affected by the exercise of such delegated power; and

Whereas Section 391 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, authorizes The Corporation of the City of Cornwall to pass By-Laws imposing fees or charges for services or activities provided or done by or on behalf of it; and

Whereas the Council for The Corporation of the City of Cornwall deems it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated City By-Laws, or portions of the designated City By-Laws.

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

1.0 Short Title

- 1.1 This By-Law may be referred to as the “Administrative Monetary Penalty System (AMPS) By-Law”.

2.0 Definitions

- 2.1 “**Administrative Fee**” means any fee specified in this By-Law;

- 2.2 **“Administrative Penalty”** means an administrative penalty established by this By-Law for a contravention of a Designated By-Law forming part of the By-Law;
- 2.3 **“Adjournment Fee”** means an Administrative Fee that is liable to pay as specified under Subsection 7.17 of the By-Law and listed in Schedule “B”
- 2.4 **“Adjudication Fee”** means the amount the recipient is liable to pay as specified under Subsection 7.18 of the By-Law and listed in Schedule “B”
- 2.5 **“AMPS”** means an Administrative Monetary Penalty System;
- 2.6 **“Authorized Representative”** means someone appearing on behalf of a Person in accordance with a written authorization provided upon request to the Chief Municipal Law Enforcement Officer, and who is not required to be licensed by any professional body;
- 2.7 **“Chief Municipal Law Enforcement Officer”** means the Manager of the Building & By-Law Division or their delegate;
- 2.8 **“City”** means The Corporation of the City of Cornwall;
- 2.9 **“Council”** means the Council of the City;
- 2.10 **“Day”** means any calendar day;
- 2.11 **“Designated By-Law”** means a By-Law, or a part or provision of a By-Law, that is designated under this or any other By-Law, and is listed in any Schedule of this By-Law to which AMPS applies;
- 2.12 **“Hearing”** means the process set out in this By-Law;
- 2.13 **“Hearing Decision”** means a notice that contains a decision made by a Hearing Officer;

- 2.14 “**Hearing Officer**” means a person who performs the functions of a Hearing Officer in accordance with this By-Law and pursuant to the City’s Hearing Officer By-Law, as amended;
- 2.15 “**Hearing Non-Appearance Fee**” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearing Officer and listed in Schedule “B”;
- 2.16 “**Holiday**” means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the City are officially closed for business;
- 2.17 “**Late Payment Fee**” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-Law and listed in Schedule “B”;
- 2.18 “**MTO Fee**” means an Administrative Fee established by Council from time to time for any search of the records of, or an inquiry to, the Ontario Ministry of Transportation, or related authority, and listed in Schedule “B”;
- 2.19 “**Officer**” means a Municipal By-Law Enforcement Officer, Provincial Offences Officer, members of the Cornwall Police Services, the Chief Municipal Law Enforcement Officer, and any other person authorized by the City to enforce By-Laws;
- 2.20 “**Owner**” in the case of a vehicle, means the Person whose name appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person whose names appears on the plate portion, in the case of a Property, means the registered owner of the property;
- 2.21 “**Penalty Notice**” means a notice given to a Person pursuant to this By-Law;

- 2.22 **“Penalty Notice Date”** means the date of the contravention specified on the Penalty Notice in accordance with this By-Law;
- 2.23 **“Penalty Notice Number”** means the reference number on the Penalty Notice that is unique to the Penalty Notice in accordance with this By-Law;
- 2.24 **“Person”** includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, and in relation to vehicle, parking or traffic related contraventions, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and licence plate portion, and different Person are named on each portion, the Person whose name appears on the licence plate portion, as provided by the Ontario Ministry of Transportation, is the Person for the purposes of this By-Law;
- 2.25 **“Plate Denial Fee”** means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay within the time prescribed prior to a request for plate denial and listed in Schedule “B”;
- 2.26 **“Regulation”** means Ontario Regulation 333/07, as amended under the *Municipal Act*;
- 2.27 **“Request for Review by Hearing Officer”** means the request which is made in accordance with this By-Law for the review of a Penalty Notice;
- 2.28 **“Request for Review by Screening Officer”** means the request made in accordance with which is made in accordance with this By-Law for the review of a Screening Decision;
- 2.29 **“Review by Hearing Officer”** means the process set out in this By-Law;

- 2.30 “**Review by Screening Officer**” means the process set out in this By-Law;
- 2.31 “**Screening Decision**” means a notice which contains the decision of a Screening Officer;
- 2.32 “**Screening Non-Appearance Fee**” means an Administrative Fee established by Council from time to time in respect of Person’s failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule “B”;
- 2.33 “**Screening Officer**” means a person who performs the functions of a Screening Officer in accordance with the By-Law, appointed by the Chief Municipal Law Enforcement Officer;
- 2.34 “**Screening Review**” means the process set out in this By-Law;

3.0 Application of this By-Law

- 3.1 The City By-Law, or portions of City By-Laws, listed in Schedule “A” of the By-Law shall be Designated By-Law, including but limited, for the purposes of Sections 102.1 and 151 of the *Municipal Act* and paragraph 3(1)(b) of the Regulations. The tables in Schedule “A” set out the Administrative Penalties and may include short form language to be used on Penalty Notices, for the contraventions of Designated By-Laws.
- 3.2 That Schedule “B” of this By-Law shall set out the Administrative Fees imposed for the purposes of this By-Law.
- 3.3 The *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, shall continue to apply to contraventions of a Designated By-Law, except that no person that is required to pay an administrative penalty under this By-Law in respect of a contravention of a Designated By-Law shall be charged with an offence in respect of the same contravention under the *Provincial Offences Act*.

4.0 Penalty Notice

- 4.1 Every Person who contravenes a provision of a Designated By-Law shall, upon issuance of a Penalty Notice, be liable to pay the City an Administrative Penalty in the amount specified in the Tables in Schedule “A” of this By-Law.
- a) An Officer has the discretion to apply an escalated penalty as prescribed in Tables in Schedule “A” if the same violation is repeated by the same person; or
 - b) If the violation is related to a property, the Officer must ensure the property ownership has not changed before applying the escalated penalty. Escalating penalties for the same violation apply to a property in perpetuity as long as the owner of the property has not changed.
- 4.2 Where the offence is continuous, each day the offence continues shall constitute a new and separate offence.
- 4.3 An Officer who has reason to believe that a Person has contravened any Designated By-Law may issue a Penalty Notice as soon as reasonably practicable.

Required Information on a Penalty Notice

- 4.4 A Penalty Notice shall include the following information, as applicable:
- a) The Penalty Notice Date;
 - b) A Penalty Notice Number;
 - c) The date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;
 - d) The identification number and signature of the Officer;

- e) The contravention wording as listed in the Tables in Schedule “A” or other particulars reasonably sufficient to indicate the contravention;
- f) The amount of the Administrative Penalty;
- g) Such additional information as the Chief Municipal Law Enforcement Officer determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and
- h) A Statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the City unless cancelled pursuant to Screening Review or Hearing Process.

Method of Service

- 4.5 In addition to the methods of service prescribed in Section 8.0 of this By-Law, an Officer may serve the Penalty Notice on a Person by:
- a) affixing it to the vehicle in a conspicuous place at the time of a parking or traffic-related violation; or
 - b) delivering it personally to the Person,
 - i) when relating to a parking or traffic-related violation, the Person having care and control of the vehicle at the time of the contravention within seven (7) days of the violation; or
 - ii) for all other violation, within thirty (30) days of the violation.
- 4.6 No Officer may accept payment of an Administrative Penalty or Administrative Fee.

- 4.7 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the City an applicable Administrative Fee(s).

5.0 Voluntary Payment of Penalty Notice

- 5.1 Where a Penalty Notice has been paid, the Penalty Notice shall not be subject to any further review.
- 5.2 A Penalty Notice shall be deemed to have been paid when the amount and fees prescribed in Schedule “B”, as applicable, have been paid.

6.0 Review by Screening Officer

- 6.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Subsection 6.4.

Request for Extension

- 6.2 If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Chief Municipal Law Enforcement Officer extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Subsection 6.4.
- 6.3 A Person’s right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:

- a) The Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review;
 - b) The Administrative Penalty shall be deemed to be confirmed; and
 - c) The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 6.4 A Person's Request for Review by Screening Officer or request for an extension of time to request a Screening Review are exercised by a submission in writing, on the prescribed form and in accordance with the directions on the prescribed form.
- 6.5 A Request for Review by Screening Officer or request for an extension of time to request a Screening Review shall be in accordance with the provisions of Section 8.0 of this By-Law.
- 6.6 A Request of Review by Screening Officer or a request for an extension of time to request a screening Review shall only be scheduled by the Chief Municipal Law Enforcement Officer if the person makes the request on or before the dates established in Subsections 6.2 and 6.3 of this By-Law.

Discretion of the Chief Municipal Law Enforcement Officer

- 6.7 The Chief Municipal Law Enforcement Officer may grant a request to extend the time to request a Screening Review where the Person demonstrates, to the satisfaction of the Chief Municipal Law Enforcement Officer in their sole discretion, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.
- 6.8 Where an extension of time to request a Screening Review is not granted by the Chief Municipal Law Enforcement Officer, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed. Notice of this decision will be provided by

the Chief Municipal Law Enforcement Officer to the Person in accordance with Section 8.0 of this By-Law.

- 6.9 Where an extension of time to request a Screening Review is granted by the Chief Municipal Law Enforcement Officer, or when a Screening Review has been requested in accordance with this Section, a Notice of an Appointment for Screening Review will be provided in accordance with Section 8.0.

Method of Screening Review

- 6.10 On a Screening Review of an Administrative Penalty, the Chief Municipal Law Enforcement Officer will direct that the Screening Review proceed by way of written screening unless, in the Chief Municipal Law Enforcement Officer's discretion, an in-person or telephone appointment is required.

Failure to Attend Screening

- 6.11 Where a Person fails to attend at the time and place scheduled for a Screening Review of an Administrative Penalty, or fails to provide requested documentation in accordance with a request by a Screening Officer:
- a) The Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
 - b) The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
 - c) The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
 - d) The Person shall pay to the City a Screening Non-Appearance Fee, MTO fee, if applicable, and any other applicable Administrative Fee(s).

Duties of Screening Officer

6.12 On a review of an Administrative Penalty, the Screening Officer may:

- a) affirm the Administrative Penalty if the Person has not established on a balance of probabilities that the Designated By-Law(s) was not contravened as described in the Penalty Notice; or
- b) cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where, in the sole discretion of the Screening Officer that doing so would maintain the general intent and purpose of the Designated By-Law, and/or any of the following circumstances exist:
 - i) defective form or substance on the Penalty Notice;
 - ii) method of service of the Penalty Notice did not occur in accordance with Section 8.0 or Subsection 4.5; or
 - iii) undue financial hardship.

6.13 After a Review by Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 8.0 of this By-Law.

6.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or By-Law or the constitutional applicability or operability of any statute, regulation or By-Law.

7.0 Review by Hearing Officer

7.1 A Person may Request a Review by Hearing Officer within thirty (30) days of issuance of a Screening Decision in accordance with the City's Hearing Officer By-Law, as amended from time to time.

Request for Extension

- 7.2 If a Person has not requested a Review by Hearing Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Chief Municipal Law Enforcement Officer extend the time to request a Review by Hearing Officer to a date that is not later than forty-five (45) days after the Screening Decision date, in accordance with the process set out in Section 7.4 of this By-Law.
- 7.3 A Person's right to request an extension of time for a Hearing Review expires, if it has not been exercised, on or before forty-five (45) days after the Screening date, at which time:
- a) the Person shall be deemed to have waived the right to request a Review by Hearing Officer or request an extension of time for a Review by Hearing Officer;
 - b) the Screening Decision is confirmed; and
 - c) the Administrative Penalty shall not be subject to any further review, including a review by any court.
- 7.4 A Person's right for Review by Hearing Officer or request for an extension of time to request a Review by Hearing Officer are exercised by a submission in writing, on the prescribed form and in accordance with the directions on the prescribed form.
- 7.5 A Request for Review by Screening Officer or request for an extension of time to request a Screening Review shall be served in accordance with the provision of Section 8.0 of this By-Law.
- 7.6 A Request for Review by Hearing Officer or a request for an extension of time to request a Review by Hearing Officer shall only be scheduled by the Chief Municipal Law Enforcement Officer if the Person makes the request on or before the dates established by Subsections 7.1 or 7.2 of the By-Law.

Discretion of the Chief Municipal Law Enforcement Officer

- 7.7 The Chief Municipal Law Enforcement Officer may grant a request to extend the time to request a Review by Hearing Officer only where the Person demonstrates, to the satisfaction of the Chief Municipal Law Enforcement Officer in their sole discretion that they were not served in accordance with Section 8.0 or Subsection 4.5 of this By-Law.
- 7.8 Where an extension of time to request a Review by Hearing Officer is granted by the Chief Municipal Law Enforcement Officer, or when a Review by Hearing Officer has been requested in accordance with this Section, Notice of a Hearing will be provided in accordance with Section 8.0 of this By-Law.

Failure to Attend Hearing

- 7.9 Where a Person fails to appear at the time and place scheduled for a Hearing:
- a) the Person shall be deemed to have abandoned the Request for Review by Hearing Officer;
 - b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
 - c) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
 - d) the Person shall pay to the City a Hearing Non-Appearance Fee, Late Payment Fee, MTO Fee if applicable and any other applicable Administrative Fee(s).

Method of Hearing

- 7.10 A Hearing Officer shall conduct a de novo Hearing in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended and the City's Hearing Officer By-Law, as amended from time to time.
- 7.11 The Parties to a Hearing shall be the Person seeking review and the City, who may attend through the Chief Municipal Law Enforcement Officer, a Screening Officer, an Officer, the City Solicitor, or a delegate of any of the above persons.
- 7.12 Any information contained in the Penalty Notice is admissible in evidence as proof of the facts certified in it, in the absence of evidence to the contrary. If a Person wishes to challenge the facts contained in the Penalty Notice, they will be required to mark the prescribed form accordingly.

Duties of Hearing Officer

- 7.13 Upon the conclusion of a Hearing, the Hearing Officer shall:
- a) confirm the Screening Decision; or
 - b) cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - i) where the Person establishes on a balance of probabilities that the Designated By-Law(s) as described in the Penalty Notice was not contravened; or
 - ii) where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including an Administrative Fee(s), is necessary to relieve an undue financial hardship.

- 7.14 A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or By-Law or the constitutional applicability or operability of any statute, regulation or By-Law.

Decision of Hearing

- 7.15 After a Hearing is complete, the Hearing Officer shall issue a Hearing Decision to the Person and deliver in accordance with the Hearing Officer By-Law.
- 7.16 The decision of a Hearing Officer is final.
- 7.17 A Person may request an adjournment of a scheduled review upon application to the Chief Law Enforcement Officer, who may approve the request based on extenuating circumstances. An Administrative Fee shall be charged as prescribed in Schedule "B".
- 7.18 Every Person who receives an upheld decision in a review by a Hearing Officer in relation to a Penalty Notice issued through the Administrative Monetary Penalty System established by this By-Law shall be responsible for an additional Adjudication Fee as prescribed in Schedule "B" for the purposes of the City recovering administrative costs associated to the Hearing Officer Review.

8.0 Service of Documents

- 8.1 The service of any document, notice or decision, including a Penalty Notice, pursuant to this By-Law, when served in any of the following ways, is deemed effective service:
- a) immediately, when a copy is delivered by personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a parking or traffic-related violation, by affixing it to the vehicle in a conspicuous place at the time of the violation;
 - b) on the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the Person's last known address;

- c) immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
 - d) immediately upon sending a copy by electronic mail (i.e. email) to the Person's last known electronic mail address.
- 8.2 For the purposes of Subsections 8.1 (b), (c) and (d) of this By-Law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the City as may be required by a form, practice or policy under this By-Law.
- 8.3 If a notice document that is to be given or delivered to a Person under this By-Law is mailed to the Person at the Person's last known address appearing on the records of the City as part of a proceeding under this By-Law, or sent electronically to an email address that was provided by the Person, there is a irrebuttable presumption that the notice or document is given or delivered to the Person.
- 8.4 A Person shall keep their contact information for service current by providing any change in address, facsimile, or electronic mail address to the Chief Municipal Law Enforcement Officer, immediately. Failure to comply with this Section will negate consideration for an extension of time to Request a Review by Hearing Officer pursuant to Section 7.0.

Effective Service

- 8.5 Where this By-Law requires service by a Person on the City, service shall be addressed to the Chief Municipal Law Enforcement Officer, and shall be deemed effective:
- a) Immediately, when a copy is delivered by personal service to the Chief Municipal Law Enforcement Officer at the location prescribed on the applicable form or notice;

- b) On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice
- c) Immediately with respect to electronic mail or upon the conclusion of a copy by facsimile transmission to the facsimile number listed on the applicable form or notice.

9.0 Administration

- 9.1 The Chief Municipal Law Enforcement Officer shall administer this By-Law and establish any additional practices, policies, penalties and procedures necessary to implement this By-Law and may amend such practices, policies, penalties and procedures from time to time as the Chief Municipal Law Enforcement Officer deems necessary, without amendment to this By-Law.

Prescribed Forms

- 9.2 The Chief Municipal Law Enforcement Officer shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-Law and may amend such forms and notices from time to time as the Chief Municipal Law Enforcement Officer deems necessary, without amendment to the By-Law.
- 9.3 The Chief Municipal Law Enforcement Officer shall be the delegated authority to make administrative changes to this By-Law as may be required from time to time to legislative or other changes, if in the opinion of the Chief Municipal Law Enforcement Officer, the amendments do not change the objective of this By-Law.

Administrative Penalty and Fees

- 9.4 Any Administrative Fee(s) prescribed within Schedule "B" of this By-Law shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Hearing Officer.

- 9.5 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable, the Person shall pay to the City a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).

Non-Sufficient Funds

- 9.6 Where a Person makes payments to the City of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the City the NSF Fee set out in the City's Fees and Charges By-Law, as amended.
- 9.7 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the City owed by the Person.

Collection of Debt Owed to the City

- 9.8 Where an Administrative Penalty, including any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid within fifteen (15) days after it becomes due and payable shall be deemed to be unpaid taxes and may be collected in the same manner as taxes in accordance with Section 434.2 of the *Municipal Act*, 2001.

Plate Denial

- 9.9 Where an Administrative Penalty, involves a vehicle, the City may notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a plate denial fee will be added in accordance with Schedule "B" of this By-Law and shall be added to the total debt owed to the City.

Cancellation

- 9.10 Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, and Administrative Fee(s) are also cancelled.

Authorized Representative

- 9.11 An Authorized Representative is permitted to appear on behalf of a Person at a Screening Review or Review by a Hearing Officer, or to communicate with the City on behalf of a Person in accordance with a written authorization satisfactory to the Chief Municipal Law Enforcement Officer.

Holiday

- 9.12 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

Proof of Financial Hardship

- 9.13 A Person claiming financial hardship under this By-Law shall provide documented proof of the financial hardship to the Chief Municipal Law Enforcement Officer, the Screening Officer or the Hearing Officer, as applicable.

Schedules

- 9.14 Any Schedules attached to the By-Law shall be deemed to form part of this By-Law.

Order to Restrain

- 9.15 Sections 431 and 440 of the *Municipal Act*, 2001, S.O. 2001, c. 25, apply to this By-Law, providing respectively, for a Court of competent jurisdiction to prohibit the contravention or repetition of an offence, and, upon application of the City, for a Court to make Orders to Restrain a contravention, which remedies may be sought in addition to any remedy or penalty imposed under this By-Law.

9.16 Nothing in the By-Law shall limit the City's right to enforce a Designated By-Law by any other and all legal means.

10.0 Severability

10.1 Should any provision, or any part of a provision of this By-Law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-Law, and every other provision of the By-Law shall be applied and enforced in accordance with its terms to the extent possible according to law.

11.0 Interpretation


11.1 The Provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c. 31 Sched. F, as amended, shall apply to this By-Law.

11.2 Where words and phrases used in this By-Law are defined in the *Highway Traffic Act*, but not defined in the By-Law, the definitions in the *Highway Traffic Act* shall apply to such words and phrases.

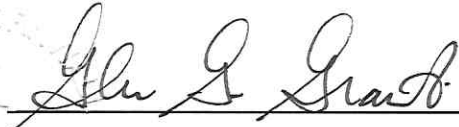
12.0 Effective Date

12.1 This By-Law shall come into full force and effect on the date it is passed.

Read, signed, and sealed in open Council this 11th day of October, 2022.



Manon L. Levesque
City Clerk



Glen G. Grant
Mayor





Schedule “A”

Designated By-Law under the provisions of the Administrative Monetary Penalty System

The following By-Laws shall be considered Designated By-Laws as defined in the Administrative Monetary Penalty System By-Law (AMPS):

Designated By-Law	Table	By-Law Number
Adequate Heat	1	2022-12
Animal Control	2	112-1998
Noxious Weeds	3	2022-079
Open-Air Burning	4	2020-119
Property Standards	5	2014-191
Streets By-Law	6	061-1992
Smoking	7	2020-040
Traffic & Parking	8	069-1989
Vital Services	9	132-1999
Yard Maintenance	10	2013-212
Zoning	11	2022-001
Column 1	Column 2	Column 3

1. Column 1 sets out the Designated By-Laws.
2. Column 2 in the following tables sets out the Short Form Wording to be used in a Penalty Notice to describe the violation of the corresponding Designated By-Law in Column 1.
3. Column 3 sets out the By-Law Number, as amended of the Designated By-Laws.



**TABLE 1
ADEQUATE HEAT BY-LAW, AS AMENDED**

TABLE 1: BY-LAW NO. 2022-012 ADEQUATE HEAT BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Failing to provide adequate and suitable heat	4.1	\$ 125.00	\$ 250.00	\$ 400.00
2	Hindering or obstructing an officer	8.2	\$ 500.00	\$ 1,000.00	\$ 1,500.00
3	Hindering or obstructing a person acting on behalf of the City	8.2	\$ 500.00	\$ 1,000.00	\$ 1,500.00
4	Removing an order from a premise	8.2	\$ 100.00	\$ 150.00	\$ 300.00



TABLE 2
ANIMAL CONTROL BY-LAW, AS AMENDED

TABLE 2: BY-LAW NO. 112-1998 ANIMAL CONTROL BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Failing to register dog or cat	2(a)	\$ 100.00	\$ 150.00	\$ 225.00
2	Failing to affix a license to dog or cat	2(d)	\$ 75.00	\$ 125.00	\$ 200.00
3	Permitting a dog in a municipal park or land	3(a)	\$ 75.00	\$ 125.00	\$ 200.00
4	Failing to maintain or keep a dog on a leash not exceeding two (2) metres	3(b)(i)	\$ 125.00	\$ 175.00	\$ 250.00
5	Allowing a dog within nine (9) metres of a municipal park facility or equipment	3(b)(ii)	\$ 125.00	\$ 175.00	\$ 250.00
6	Feeding waterfowl	3(d)	\$ 75.00	\$ 125.00	\$ 200.00
7	Failing to produce a written statement	4	\$ 75.00	\$ 125.00	\$ 200.00
8	Failing to register a kennel	5	\$ 75.00	\$ 125.00	\$ 200.00
9	Allowing a dog to run at large	7(a)	\$ 125.00	\$ 175.00	\$ 250.00

TABLE 2: BY-LAW NO. 112-1998 ANIMAL CONTROL BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
10	Allowing a dog to trespass on private property	7(a)	\$ 125.00	\$ 175.00	\$ 250.00
11	Failing to keep a dog under control while on leash	7(b)	\$ 125.00	\$ 175.00	\$ 250.00
12	Failing to remove dog feces or excrement from a public or private property	7(l)	\$ 125.00	\$ 175.00	\$ 250.00
13	Owning in excess of five (5) animals	7(r)	\$ 100.00	\$ 150.00	\$ 225.00
14	Owning in excess of three (3) dogs	7(r)	\$ 100.00	\$ 150.00	\$ 225.00
15	Owner of vicious dog; failing to locate dog in fenced yard	8(a)(i)	\$ 125.00	\$ 175.00	\$ 250.00
16	Owner of vicious dog; failing to lock gate	8(a)(i)	\$ 125.00	\$ 175.00	\$ 250.00
17	Owner of vicious dog; failing to muzzle dog	8(a)(ii)	\$ 150.00	\$ 225.00	\$ 375.00
18	Owner of vicious dog; failing to have dog on a six (6) foot lead	8(b)	\$ 150.00	\$ 225.00	\$ 375.00

TABLE 2: BY-LAW NO. 112-1998 ANIMAL CONTROL BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
19	Owner of vicious dog; failing to have dog under care and control of person 16 years of age or older	8(b)	\$ 125.00	\$ 175.00	\$ 250.00
20	Owner of vicious dog; failing to post a vicious dog sign on property	8(c)	\$ 125.00	\$ 175.00	\$ 250.00
21	Owner of vicious dog; permit to attack a person	8(e)	\$ 275.00	\$ 450.00	\$ 625.00
22	Owner of vicious dog; permit to attack a domestic animal/bird	8(e)	\$ 125.00	\$ 175.00	\$ 250.00
23	Owner of vicious dog; permit to fight with another dog	8(e)	\$ 125.00	\$ 175.00	\$ 250.00
24	Failing to pay for any damages or expenses	9(a)(ii)(B)	\$ 400.00	\$ 650.00	\$ 975.00



**TABLE 3
NOXIOUS WEEDS HEAT BY-LAW, AS AMENDED**

TABLE 3: BY-LAW NO. 2022-079 NOXIOUS WEED BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Depositing or permitting to be deposited any noxious weed	4.1	\$ 125.00	\$ 250.00	\$ 250.00
2	Hindering or obstructing an inspector	8.1	\$ 500.00	\$ 1,000.00	\$ 1,500.00
3	Refusing to furnish information to an inspector	8.1	\$ 375.00	\$ 900.00	\$ 1,500.00
4	Furnishing false information to an inspector	8.1	\$ 125.00	\$ 250.00	\$ 500.00



TABLE 4
OPEN-AIR BURNING BY-LAW, AS AMENDED

TABLE 4: BY-LAW NO. 2020-119 OPEN-AIR BURNING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Permitting, setting or maintaining an open-air burn	10.1	\$ 125.00	\$ 250.00	\$ 500.00
2	Causing or permitting an open-air burn to be set or maintained	10.1	\$ 125.00	\$ 250.00	\$ 500.00
3	Failing to comply with conditions of permit pursuant to Section 4.3	10.2	\$ 75.00	\$ 150.00	\$ 150.00
4	Failing to comply with conditions of setting or maintaining an open-air burn pursuant to Section 4.4	10.3	\$ 75.00	\$ 150.00	\$ 300.00
5	Failing to comply with an order to discontinue activity pursuant to Section 6.1	10.4	\$ 250.00	\$ 1000.00	\$ 1000.00
6	Failing to comply with an Order to Extinguish pursuant to Section 7.1	10.5	\$ 250.00	\$ 500.00	\$ 1000.00



TABLE 5
PROPERTY STANDARDS BY-LAW, AS AMENDED

TABLE 5: BY-LAW NO. 2014-191 PROPERTY STANDARDS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Failing to comply with an order	8.08	\$ 150.00	\$ 300.00	\$ 500.00



**TABLE 6
STREETS BY-LAW, AS AMENDED**

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Distributing any advertisement, announcement, handbill, notice, paper or poster upon a street, park, other public property or utility	4(1)	\$ 50.00	\$ 100.00	\$ 150.00
2	Causing distribution of any advertisement, announcement, handbill, notice, paper or poster upon a street, park, other public property or utility	4(1)	\$ 50.00	\$ 100.00	\$ 150.00
3	Pulling down or defacing any signboard or notice on a street, park or other public property	4(1)(i)	\$ 50.00	\$ 100.00	\$ 150.00
4	Placing or distributing any advertisement, announcement, handbill, flyer, notice, paper or poster on a parked vehicle on public property	4(1)(ii)	\$ 50.00	\$ 100.00	\$ 150.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
5	Causing the Placing or distributing of any advertisement, announcement, handbill, flyer, notice, paper or poster on a parked vehicle on public property	4(1)(ii)	\$ 50.00	\$ 100.00	\$ 150.00
6	Taking, placing or exposing goods, wares, merchandise or articles on a street, park or public property	4(2)	\$ 50.00	\$ 100.00	\$ 150.00
7	Causing goods, wares, merchandise or articles to be taken, placed or exposed on a street, park or public property	4(2)	\$ 125.00	\$ 250.00	\$ 375.00
8	Blowing, raking, sweeping, throwing or depositing an animal carcass, ashes, dirt, filth, leaves or rubbish on a street, park or other public property	4(3)	\$ 125.00	\$ 250.00	\$ 375.00
9	Causing an animal carcass, ashes, dirt, filth, leaves or rubbish to be blown, raked, swept, thrown or deposited on a street, park or other public property	4(3)	\$ 125.00	\$ 250.00	\$ 375.00

City of Cornwall – Administrative Monetary Penalty System By-Law
This table forms part of Schedule “A” of By-Law 2022-112

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
10	Encumbering, encroaching or filling a street, park or other public property with a vehicle, animal or any other means	4(4)	\$ 125.00	\$ 250.00	\$ 375.00
11	Causing a vehicle, animal or other means to encumber, encroach or fill a street, park or other public property	4(4)	\$ 125.00	\$ 250.00	\$ 375.00
12	Discharging water from a water spout, conductor pipe or similar device on a street, park or other public property	(4)(5)	\$ 75.00	\$ 125.00	\$ 250.00
13	Causing the discharge of water from a water spout, conductor pipe or similar device on a street, park or other public property	(4)(5)	\$ 75.00	\$ 125.00	\$ 250.00
14	Erecting, placing or maintaining a building, fence, hedge, movable trap or door, private walk with step, porch, sign, ramp, shrub, step or other entrance to a structure or other obstruction on, over, projection into	4(6)	\$ 125.00	\$ 250.00	\$ 375.00

City of Cornwall – Administrative Monetary Penalty System By-Law
This table forms part of Schedule “A” of By-Law 2022-112

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
	or under and street, park or public property				
15	Causing a building, fence, hedge, movable trap or door, private walk with step, porch, sign, ramp, shrub, step or other entrance to a structure or other obstruction to be erected, placed or maintained on, over, projection into or under and street, park or public property	4(6)	\$ 125.00	\$ 250.00	\$ 375.00
16	Parked a vehicle obstructing a roadway or sidewalk	4(7)	\$ 30.00	\$ 40.00	\$ 50.00
17	Causing a vehicle to be parked obstructing a roadway or sidewalk	4(7)	\$ 30.00	\$ 40.00	\$ 50.00
18	Cutting, depositing, piling, sawing, splitting or throwing any building or construction material, coal, cordwood, or firewood on a street, park or other public property	4(8)	\$ 125.00	\$ 250.00	\$ 375.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
19	Causing the Cutting, depositing, piling, sawing, splitting or throwing any building or construction material, coal, cordwood, or firewood on a street, park or other public property	4(8)	\$ 125.00	\$ 250.00	\$ 375.00
20	Operating a vehicle or other implement on a street that will mar the surface or weaken the structural integrity of the street	4(9)	\$ 200.00	\$ 300.00	\$ 500.00
21	Causing the operation of a vehicle or other implement on a street that will mar the surface or weaken the structural integrity of the street	4(9)	\$ 200.00	\$ 300.00	\$ 500.00
22	Depositing a material or liquid on a roadway or sidewalk that would cause them to be hazardous and endangering the safety of pedestrians or vehicles	4(10)	\$ 200.00	\$ 300.00	\$ 500.00
23	Causing a material or liquid to be deposited on a roadway or sidewalk that would cause them to be	4(10)	\$ 200.00	\$ 300.00	\$ 500.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
	hazardous and endangering the safety of pedestrians or vehicles				
24	Moving or transporting a vehicle, load, object or structure in excess of size and weight limits on or across any street without a permit	5(1)	\$ 125.00	\$ 250.00	\$ 375.00
25	Causing a vehicle, load, object or structure in excess of size and weight limits to be moved or transported on or across any street without a permit	5(1)	\$ 75.00	\$ 125.00	\$ 250.00
26	Erecting or maintain a pillar, pole, post, sign or other erection without permission on any street, park or other public property	6(1)	\$ 125.00	\$ 250.00	\$ 375.00
27	Causing a pillar, pole, post, sign or other erection to be erected or maintained without permission on any street, park or other public property	6(1)	\$ 125.00	\$ 250.00	\$ 375.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
28	Damaging, defacing, disfiguring or injuring a fence, monument, pole, post, railing, sign, tree, vegetation, wall or other property on a street, park or other public property	6(2)	\$ 75.00	\$ 125.00	\$ 250.00
29	Causing a fence, monument, pole, post, railing, sign, tree, vegetation, wall or other property on a street, park or other public property to be damaged, defaced, disfigured or injured	6(2)	\$ 75.00	\$ 125.00	\$ 250.00
30	Placing or maintaining a fence, hedge, shrub or tree in a street, park or other public property	7(1)	\$ 75.00	\$ 125.00	\$ 250.00
31	Causing a fence, hedge, shrub or tree to be placed or maintained in a street, park or other public property	7(1)	\$ 75.00	\$ 125.00	\$ 250.00
32	Placing or maintaining a fence, hedge, shrub or tree within fifty centimetres of a street line or be	7(1)(i)	\$ 75.00	\$ 125.00	\$ 250.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
	placed in a location which obstruct the view of a driver or pedestrian				
33	Causing a fence, hedge, shrub or tree to be placed or maintained within fifty centimetres of a street line or be placed in a location which obstruct the view of a driver or pedestrian	7(1)(i)	\$ 75.00	\$ 125.00	\$ 250.00
34	Cutting down, removing or trim any trim on a street, park or other public property	7(2)	\$ 75.00	\$ 125.00	\$ 250.00
35	Causing a tree to be cut, removed or trimmed on a street, park or other public property	7(2)	\$ 75.00	\$ 125.00	\$ 250.00
36	Barking, breaking, climbing, cutting, defacing, injuring, rooting up or otherwise destroying or damaging any tree or part thereof on a street, park or other public property	7(3)	\$ 75.00	\$ 125.00	\$ 250.00
37	Causing a tree or part thereof to be barked, broken, climbed, cut,	7(3)	\$ 75.00	\$ 125.00	\$ 250.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
	defaced, injured, rooted up or otherwise destroyed or damaged on a street, park or other public property				
38	Removing, damaging or destroying a box, casing or support surrounding a tree or otherwise destroyed or damaged on a street, park or other public property	7(3)	\$ 75.00	\$ 125.00	\$ 250.00
39	Causing a box, casing or support surrounding a tree to be removed, damaged or defaced or otherwise destroyed or damaged on a street, park or other public property	7(3)	\$ 75.00	\$ 125.00	\$ 250.00
40	Fastening an animal by a leash to a tree, box, casing, metre, sign, support or utility on a street, park or other public property	7(4)	\$ 75.00	\$ 125.00	\$ 250.00
41	Causing an animal to be fastened by a leash to a tree, box, casing, metre, sign, support or utility on a street, park or other public property	7(4)	\$ 75.00	\$ 125.00	\$ 250.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
42	Fastening an animal by leash on private property such that the animal threatens the safety of the public on a street, park or other public property	7(4)(i)	\$ 75.00	\$ 125.00	\$ 250.00
43	Causing an animal to be fasten by a leash on private property such that the animal threatens the safety of the public on a street, park or other public property	7(4)(i)	\$ 75.00	\$ 125.00	\$ 250.00
44	Fastening a rope, chain or wire to any tree, box, casing, metre, sign, support or utility on a street, park or other public property for the purpose of redirecting pedestrian or vehicular traffic	7(4)(ii)	\$ 125.00	\$ 250.00	\$ 375.00
45	Causing a rope, chain or wire to be fastened to any tree, box, casing, metre, sign, support or utility on a street, park or other public property for the purpose of redirecting pedestrian or vehicular traffic	7(4)(ii)	\$ 125.00	\$ 250.00	\$ 375.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
46	Altering, breaking, excavating, removing or otherwise changing, damaging, disrupting or modifying any part of a street, park or public property without a permit	8(1)	\$ 275.00	\$ 500.00	\$ 1,000.00
47	Causing any part of a street, park or public property to be altered, broken, excavated, removed or otherwise changed, damaged, disrupted or modified without a permit	8(1)	\$ 275.00	\$ 500.00	\$ 1,000.00
48	Parking a vehicle on a boulevard	8(2)	\$ 30.00	\$ 40.00	\$ 50.00
49	Causing a vehicle to be parked on a boulevard	8(2)	\$ 30.00	\$ 40.00	\$ 50.00
50	Spilling or tracking any substance onto a street	8(3)	\$ 200.00	\$ 300.00	\$ 500.00
51	Causing any substance to be spilled or tracked onto a street	8(3)	\$ 200.00	\$ 300.00	\$ 500.00
52	Delivering or removing material from a building being altered, demolished,	8(4)	\$ 200.00	\$ 300.00	\$ 500.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
	erected or repaired without using established ramps and crossings and providing adequate protection to prevent damage to any street or public utility				
53	Causing material to be delivered or removed from a building being altered, demolished, erected or repaired without using established ramps and crossings and providing adequate protection to prevent damage to any street or public utility	8(4)	\$ 200.00	\$ 300.00	\$ 500.00
54	Excavating a street without an excavation permit	8(10)	\$ 200.00	\$ 300.00	\$ 500.00
55	Causing a street to be excavated without an excavation permit	8(10)	\$ 200.00	\$ 300.00	\$ 500.00
56	Operating a motor vehicle or motorized snow vehicle on any turfed area, bicycle path, sidewalk, ski trail, walkway in a boulevard, park or other public property	12	\$ 125.00	\$ 250.00	\$ 375.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
57	Causing a motor vehicle or motorized snow vehicle to be operated on any turfed area, bicycle path, sidewalk, ski trail, walkway in a boulevard, park or other public property	12	\$ 125.00	\$ 250.00	\$ 375.00
58	Depositing ice or snow on a roadway or sidewalk	13(1)	\$ 200.00	\$ 300.00	\$ 500.00
59	Causing ice or snow to be deposited on a roadway or sidewalk	13(1)	\$ 200.00	\$ 300.00	\$ 500.00
60	Depositing ice or snow on a boulevard	13(2)	\$ 200.00	\$ 300.00	\$ 500.00
61	Causing ice or snow to be deposited on a boulevard	13(2)	\$ 200.00	\$ 300.00	\$ 500.00
62	Depositing ice or snow on a boulevard obstructing the line of sight of a driver or pedestrian	13(3)	\$ 200.00	\$ 300.00	\$ 500.00
63	Causing ice or snow to be deposited on a boulevard obstructing the line of sight of a driver or pedestrian	13(3)	\$ 200.00	\$ 300.00	\$ 500.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
64	Depositing ice or snow from a private property onto a street, including any part of the entire right-of-way	13(4)	\$ 200.00	\$ 300.00	\$ 500.00
65	Causing ice or snow from a private property to be deposited onto a street, including any part of the entire right-of-way	13(4)	\$ 200.00	\$ 300.00	\$ 500.00
66	Depositing snow on or against a fire hydrant	13(4)(ii)	\$ 200.00	\$ 300.00	\$ 500.00
67	Causing snow to be deposited on or against a fire hydrant	13(4)(ii)	\$ 200.00	\$ 300.00	\$ 500.00
68	Failing to comply with a directive to remove snow and ice	13 (5)	\$ 125.00	\$ 250.00	\$ 375.00
69	Removing any de-icer or abrasive applied to any sidewalk or paved boulevard	13(6)	\$ 125.00	\$ 250.00	\$ 375.00
70	Causing any de-icer or abrasive to be removed from any sidewalk or paved boulevard	13(6)	\$ 125.00	\$ 250.00	\$ 375.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
71	Selling or distributing newspaper or magazines without a Newspaper Box Permit	14(1)	\$ 50.00	\$ 100.00	\$ 150.00
72	Causing newspaper or magazines to be sold or distributed without a Newspaper Box Permit	14(1)	\$ 50.00	\$ 100.00	\$ 150.00
73	Failing to maintain a news box in a clean and sanitary condition	14(7)	\$ 50.00	\$ 100.00	\$ 150.00
74	Causing a news box to not be maintained in a clean and sanitary condition	14(7)	\$ 50.00	\$ 100.00	\$ 150.00
75	Placing a news box obstructing or interfering with the ingress or egress of passengers from a bus at an authorized bus stop	14(9)	\$ 50.00	\$ 100.00	\$ 150.00
76	Causing a news box to be placed obstructing or interfering with the ingress or egress of passengers from a bus at an authorized bus stop	14(9)	\$ 50.00	\$ 100.00	\$ 150.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
77	Placing a news box on any part of a street designated as a fire route or where stopping or parking is prohibited	14(10)	\$ 50.00	\$ 100.00	\$ 150.00
78	Causing a news box to be placed on any part of a street designated as a fire route or where stopping or parking is prohibited	14(10)	\$ 50.00	\$ 100.00	\$ 150.00
79	Failing to comply with a notice to relocate a news box	14(11)	\$ 50.00	\$ 100.00	\$ 150.00
80	Establishing, constructing, relocating or widening a driveway or using any part of the boulevard or sidewalk for the purpose of a driveway without consent	15(1)	\$ 250.00	\$ 500.00	\$ 1,000.00
81	Causing a driveway or part of a boulevard or sidewalk to be established, constructed, relocated or widen for the purpose of a driveway without consent	15(1)	\$ 250.00	\$ 500.00	\$ 1,000.00

TABLE 6: BY-LAW NO. 056-2003 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
82	Paving over any sidewalk when establishing, constructing, paving, relocating or widening a driveway	15(2)	\$ 250.00	\$ 500.00	\$ 1,000.00
83	Causing a sidewalk to be paved over when establishing, constructing, paving, relocating or widening a driveway	15(2)	\$ 250.00	\$ 500.00	\$ 1,000.00
84	Altering or constructing a driveway that interferes with a utility or endangering the safety of the public	15(6)	\$ 250.00	\$ 500.00	\$ 1,000.00
85	Causing a driveway to be altered or constructed that interferes with a utility or endangers the safety of the public	15(6)	\$ 250.00	\$ 500.00	\$ 1,000.00



**TABLE 7
SMOKING BY-LAW, AS AMENDED**

TABLE 7: BY-LAW NO. 2020-040 SMOKING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Smoking or Vaping in a Designated Public Space	3.1	\$ 250.00	\$ 500.00	\$ 750.00
2	Removing, covering or altering a sign	5.2	\$ 250.00	\$ 500.00	\$ 750.00
3	Obstructing or hindering an inspector, employee or agent of the City	6.4	\$ 500.00	\$ 1,000.00	\$ 1,500.00
4	Failure to provide proof of identification	6.6	\$ 250.00	\$ 500.00	\$ 750.00



TABLE 8
TRAFFIC & PARKING BY-LAW, AS AMENDED

TABLE 8: BY-LAW NO. 069-1989 TRAFFIC & PARKING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Improperly parked – 2 way highway – more than 15 cm from curb	4 (1)(a)	\$ 30.00	\$ 30.00	\$ 30.00
2	Improperly parked – 2 way highway – too far from edge of roadway	4 (1)(b)	\$ 30.00	\$ 30.00	\$ 30.00
3	Improperly parked – more than 15 cm from curb – one way street	4 (2)(a)	\$ 30.00	\$ 30.00	\$ 30.00
4	Improperly parked – one way highway – too far from edge of roadway	4 (2)(b)	\$ 30.00	\$ 30.00	\$ 30.00
5	Stopped on or over sidewalk	5 (a)	\$ 40.00	\$ 40.00	\$ 40.00
6	Stopped within an intersection or pedestrian crossover	5 (b)	\$ 40.00	\$ 40.00	\$ 40.00
7	Stopped impeding flow of traffic	5 (c)	\$ 40.00	\$ 40.00	\$ 40.00
8	Stopped alongside stopped/parked vehicle	5 (d)	\$ 40.00	\$ 40.00	\$ 40.00

City of Cornwall – Administrative Monetary Penalty System By-Law
This table forms part of Schedule “A” of By-Law 2022-112

TABLE 8: BY-LAW NO. 069-1989 TRAFFIC & PARKING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
9	Stopped where prohibited by sign	6	\$ 35.00	\$ 35.00	\$ 35.00
10	Vendor stopped in excess of time limit	7 (1)	\$ 30.00	\$ 30.00	\$ 30.00
11	Parked within 1.5 m of a driveway	8 (1)(a)	\$ 30.00	\$ 30.00	\$ 30.00
12	Parked obstructing driveway or laneway	8 (1)(b)	\$ 30.00	\$ 30.00	\$ 30.00
13	Parked within 3.0 m of a hydrant	8 (1)(c)	\$ 30.00	\$ 30.00	\$ 30.00
14	Parked within 9.0 m of an intersection	8 (1)(d)	\$ 30.00	\$ 30.00	\$ 30.00
15	Parked – excess of 24 hours	8 (1)(g)	\$ 30.00	\$ 30.00	\$ 30.00
16	Parked – displaying vehicle for sale on street	8 (1)(h)	\$ 30.00	\$ 30.00	\$ 30.00
17	Parked in public laneway	8 (2)	\$ 30.00	\$ 30.00	\$ 30.00
18	Parked where prohibited by sign	9	\$ 30.00	\$ 30.00	\$ 30.00
19	Improperly parked – wrong angle	10 (2)(a)	\$ 30.00	\$ 30.00	\$ 30.00

TABLE 8: BY-LAW NO. 069-1989 TRAFFIC & PARKING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
20	Parked on boulevard where prohibited	11	\$ 30.00	\$ 30.00	\$ 30.00
21	Parked – obstructing snow removal	12 (1)	\$ 50.00	\$ 50.00	\$ 50.00
22	Parked – obstructing highway cleaning	12 (2)	\$ 30.00	\$ 30.00	\$ 30.00
23	Parked on street or in municipal parking lot during Winter Parking Restrictions	13	\$ 30.00	\$ 30.00	\$ 30.00
24	Parked heavy vehicle overnight – residential area	14	\$ 30.00	\$ 30.00	\$ 30.00
25	Parked in excess of posted time limits	15 (1)	\$ 25.00	\$ 25.00	\$ 25.00
26	Parked or Stopped in a commercial vehicle loading zone	16 (1)(a)	\$ 30.00	\$ 30.00	\$ 30.00
27	Parked or Stopped in excess of time limits – loading zone	16 (2)(b)	\$ 25.00	\$ 25.00	\$ 25.00
28	Parked in bus stop	17 (1)	\$ 30.00	\$ 30.00	\$ 30.00

TABLE 8: BY-LAW NO. 069-1989 TRAFFIC & PARKING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
29	Stopped in bus stop where prohibited	17 (2)	\$ 35.00	\$ 35.00	\$ 35.00
30	Stopped in school bus loading zone	18	\$ 35.00	\$ 35.00	\$ 35.00
31	Stopped at an expired meter	21 (1)	\$ 25.00	\$ 25.00	\$ 25.00
32	Unauthorized parking – attendant lot	21 (3)	\$ 25.00	\$ 25.00	\$ 25.00
33	No ticket displayed	21 (4)	\$ 25.00	\$ 25.00	\$ 25.00
34	Parked at meter – excess of time limits	22 (1)	\$ 25.00	\$ 25.00	\$ 25.00
35	Parked more than 12 hrs. – attendant lots	22 (2)	\$ 30.00	\$ 30.00	\$ 30.00
36	Parked interfering with maintenance	22 (3)	\$ 30.00	\$ 30.00	\$ 30.00
37	Improperly parked on street	23 (1)(a)	\$ 30.00	\$ 30.00	\$ 30.00
38	Improperly parked – parking lot	23 (1)(b)	\$ 30.00	\$ 30.00	\$ 30.00
39	Parked in physically disabled persons zone	54 (1)	\$ 300.00	\$ 300.00	\$ 300.00

TABLE 8: BY-LAW NO. 069-1989 TRAFFIC & PARKING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
40	Parked in physically disabled persons zone in excess of time limit	55	\$ 50.00	\$ 50.00	\$ 50.00
41	Unauthorized parking – private or public property	58	\$ 30.00	\$ 30.00	\$ 30.00
42	Parked in a fire lane	62	\$ 100.00	\$ 100.00	\$ 100.00



**TABLE 9
VITAL SERVICES BY-LAW, AS AMENDED**

TABLE 9: BY-LAW NO. 132-1999 VITAL SERVICES BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Disconnecting a vital service	3 (2)	\$ 150.00	\$ 300.00	\$ 500.00
2	Hindering or obstructing a Chief Building Official or their designate	3 (6)	\$ 500.00	\$ 1,000.00	\$ 1,500.00



TABLE 10
YARD MAINTENANCE BY-LAW, AS AMENDED

TABLE 10: BY-LAW NO. 2017-097 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Failing to keep vegetation on the property clean and cleared up	3(1)(a)	\$ 175.00	\$ 300.00	\$ 500.00
2	Failing to keep yard clear of all waste	4(1)	\$ 175.00	\$ 300.00	\$ 500.00
3	Using a yard for depositing waste	4(2)(a)	\$ 175.00	\$ 300.00	\$ 500.00
4	Using a vehicle for storage of waste	4(2)(b)	\$ 175.00	\$ 300.00	\$ 500.00
5	Permitting or allowing a yard to become or remain in a manner that is unsightly	4(2)(c)	\$ 175.00	\$ 300.00	\$ 500.00
6	Causing a yard to become or remain in a manner that is unsightly	4(2)(c)	\$ 175.00	\$ 300.00	\$ 500.00
7	Failing to keep property free of waste or debris	4(2)(d)	\$ 175.00	\$ 300.00	\$ 500.00
8	Allowing a property to be used for the dumping of waste or debris	4(2)(e)	\$ 175.00	\$ 300.00	\$ 500.00

TABLE 10: BY-LAW NO. 2017-097 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
9	Failing to remove waste or debris from property	4(2)(e)	\$ 275.00	\$ 400.00	\$ 950.00
10	Storing an inoperative vehicle in yard	4(2)(g)	\$ 175.00	\$ 300.00	\$ 500.00
11	Failing to cut down or remove diseased, decayed or damaged hedge, shrub or tree	4(2)(h)	\$ 175.00	\$ 300.00	\$ 500.00
12	Depositing waste on a property without authorization	4(4)	\$ 275.00	\$ 400.00	\$ 950.00
13	Failing to properly store household waste	(4)(5)	\$ 175.00	\$ 300.00	\$ 500.00
14	Failing to properly maintain waste disposal system	4(6)	\$ 275.00	\$ 400.00	\$ 950.00
15	Having more than two compost heaps	4(7)(a)	\$ 75.00	\$ 125.00	\$ 250.00
16	Failing to properly maintain compost heap	4(7)(b)	\$ 75.00	\$ 125.00	\$ 250.00
17	Failing to properly store firewood	4(8)	\$ 75.00	\$ 125.00	\$ 250.00

TABLE 10: BY-LAW NO. 2017-097 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
18	Storing domestic waste in a front yard	4(9)(a)(i)	\$ 75.00	\$ 125.00	\$ 250.00
19	Storing domestic waste in an unscreened exterior side yard	4(9)(a)(ii)	\$ 75.00	\$ 125.00	\$ 250.00
20	Storing domestic waste in excess of 25% of the total yard	4(9)(b)	\$ 175.00	\$ 300.00	\$ 500.00
21	Failing to use a balcony for its intended use	5(1)	\$ 75.00	\$ 125.00	\$ 250.00
22	Failing to maintain a balcony or carport free of unsightly materials or objects	5(2)	\$ 175.00	\$ 300.00	\$ 500.00
23	Storing or placing waste on a balcony	5(3)	\$ 75.00	\$ 125.00	\$ 250.00
24	Storing waste in a carport	5(4)	\$ 75.00	\$ 125.00	\$ 250.00
25	Causing a safety hazard on a balcony	5(5)	\$ 75.00	\$ 125.00	\$ 250.00
26	Causing a falling hazard on a balcony	5(6)	\$ 75.00	\$ 125.00	\$ 250.00

TABLE 10: BY-LAW NO. 2017-097 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
27	Using a cooking appliance in an unsafe manner on a balcony	5(7)	\$ 175.00	\$ 300.00	\$ 500.00
28	Placing indoor furniture outside of dwelling	5(8)	\$ 175.00	\$ 300.00	\$ 500.00
29	Failing to clean building, structure, erection or object of graffiti	6(1)	\$ 175.00	\$ 300.00	\$ 500.00
30	Failing to keep, place or arrange inoperative agricultural machinery and vehicles in a safe manner	7(1)	\$ 175.00	\$ 300.00	\$ 500.00
31	Failing to provide a screen for inoperative agricultural machinery and vehicles	7(1)(a)	\$ 175.00	\$ 300.00	\$ 500.00
32	Failing to keep, place or arrange inoperative agricultural machinery and vehicles a minimum of 30 metres from a property line	7(1)(b)	\$ 175.00	\$ 300.00	\$ 500.00
33	Failing to properly secure a well, cistern, cesspool, privy vault, pit or excavation	8(1)	\$ 175.00	\$ 300.00	\$ 500.00

TABLE 10: BY-LAW NO. 2017-097 STREETS BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
34	Failing to properly maintain steps, walks, driveways, parking spaces or similar areas	8(2)	\$ 175.00	\$ 300.00	\$ 500.00
35	Failing to keep yard clean and free of health, fire, accident hazard or unsafe condition	8(3)	\$ 175.00	\$ 300.00	\$ 500.00
36	Hindering or obstructing an officer, agent or contractor.	9(12)(b)	\$ 500.00	\$ 1,000.00	\$ 1,500.00
37	Failing to comply with an Order	9(15)	\$ 375.00	\$ 750.00	\$ 1,250.00



**TABLE 11
ZONING BY-LAW, AS AMENDED**

TABLE 11 BY-LAW NO. 2022-001 ZONING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
1	Erecting a temporary garage structure when prohibited	3.1.2 (1)	\$ 125.00	\$ 250.00	\$ 400.00
2	Erecting, installing or placing a marine container in a residential, commercial, or institutional zone	3.13 (1)	\$ 250.00	\$ 500.00	\$ 1,000.00
3	Enlarging, modifying, or amending a driveway without approval	3.19.2.(4)(10)(f)	\$ 250.00	\$ 500.00	\$ 1,000.00
4	Permitting a commercial vehicle to be parked or stored in a residential area	3.19.3.(1)	\$ 175.00	\$ 300.00	\$ 500.00
5	Permitting a recreational vehicle to be parked or stored in a residential area	3.19.3.(2)	\$ 175.00	\$ 300.00	\$ 500.00
6	Permitting a trailer to be parked or stored in a residential area	3.19.3.(3)	\$ 175.00	\$ 300.00	\$ 500.00

TABLE 11 BY-LAW NO. 2022-001 ZONING BY-LAW, AS AMENDED					
ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 SECTION	COLUMN 3 FIRST OFFENCE	COLUMN 4 SECOND OFFENCE	COLUMN 5 THIRD OFFENCE
7	Permitting more than one business vehicle to be parked or stored in a residential are	3.19.3.(4)	\$ 175.00	\$ 300.00	\$ 500.00



Schedule “B”

Designated By-Law under the provisions of the Administrative Monetary Penalty System

The following Administrative Fees shall be considered Administrative Fees as defined in the Administrative Monetary Penalty System By-Law (AMPS):

Administrative Fee Description	Fee Amount
Adjournment Fee	\$ 15.00
Adjudication Fee	\$ 25.00
Hearing Non-Appearance Fee	\$ 100.00
Late Payment Fee	25% Surcharge
MTO Fee	\$ 10.00
Plate Denial Request Fee	\$ 25.00
Screening Non-Appearance Fee	\$ 50.00
Service by Mail Fee	\$ 15.00
Teranet Search (Property Search)	\$ 40.00

The monetary penalties shown in Columns 3, 4 and 5 of the Tables in Schedule “A” shall be applied a Late Payment Fee of twenty five (25%) in accordance with the Section 9.4 of this By-Law.

Note: Fees listed in Schedule “B” to this By-Law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.



The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2022-113

Department: Planning, Development and Recreation
Division: Building and By-law
By-law Number: 2022-113
Report Number: 2022-136-Planning, Development and Recreation
Meeting Date: October 11, 2022
Subject: Hearing Officer

Whereas Council of The Corporation of the City of Cornwall considers it necessary and desirable to establish the positions of Hearings Officers to whom may be delegated quasi-judicial and legislative authority under various City By-laws; and

Whereas Section 23.2 of the *Municipal Act, 2001* permits a municipal Council to delegate its powers and duties to an individual who is an officer of the municipality.

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

1.0 Short Title

1.1 This By-Law may be referred to as the "Hearing Officer By-Law"

2.0 Definitions

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

- 2.2 “**City**” means The Corporation of the City of Cornwall;
- 2.3 “**Chief Municipal Law Enforcement Officer**” means the Manager of the Building & By-Law Division or their delegate;
- 2.4 “**Council**” means the Council of the City;
- 2.5 “**Delegated Power of Decision**” means a power or right, conferred by or under a City By-law, to make a decision deciding or prescribing,
- a) the legal rights, powers, privileges, immunities, duties or liabilities of any person or party; or
 - b) the eligibility of any person or party to receive, or to the continuation of, a benefit or license, whether the person is legally entitled thereto or not;
- 2.6 “**Hearing**” means any hearing in a proceeding;
- 2.7 “**Hearing Officer**” means each person from time to time appointed by Council pursuant to section 4 of this By-law;
- 2.8 “**Proceeding**” means any matter brought before a Hearing Officer for a hearing; and
- 2.9 “**Spouse**” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

3.0 Scope

- 3.1 The position of Hearing Officer is hereby established for the purpose of exercising Delegated Powers of Decision.

4.0 Appointment of Hearing Officer

4.1 A Hearing Officer shall be appointed by Council on the recommendation of the Chief Municipal Law Enforcement Officer which recommendation shall give preference to eligible candidates:

- a) with knowledge and prior experience in administrative law;
- b) of good character;
- c) able to carry out a fair and impartial hearing;
- d) able to write a clear and concise decision;
- e) able to communicate effectively with the public;
- f) with excellent written and oral communication skills;
- g) with an understanding of the *Statutory Powers Procedure Act, R.S.O. 1990, c. S.22*;
- h) with an understanding of the *Municipal Act, 2001, S.O. 2001, c. 25*;
- i) who are Canadian citizens;
- j) who can provide a satisfactory Police record check.

5.0 Non-Eligibility

5.1 The following are not eligible for appointment as a Hearing Officer:

- a) an employee or member of Council of the City;
- b) the Child of a person referenced in 5.1 (a);
- c) the Parent of a person referenced in 5.1 (a);

- d) the Spouse of a person referenced in 5.1 (a); or
- e) a person indebted to the City other than:
 - i) in respect of current real property taxes; or
 - ii) pursuant to an agreement with the City the terms with which the person is in compliance.

6.0 Term of Office

- 6.1 Each Hearing Officer shall hold office at the pleasure of the Municipal Council.

7.0 Rules of Practice and Procedure

- 7.1 The Rules of Practice and Procedure governing all proceedings before a Hearing Officer are set out in Schedule "A" to this By-Law.

8.0 Decision of a Hearing Officer

- 8.1 A decision by a Hearing Officer is a statutory power of decision within the meaning of the *Statutory Powers Procedure Act, R.S.O. 1990, c. S.22* and that Act, except for Sections 17.1 (power to award costs), 18 (requirement to send copies of final decision and order) and 19 (enforcement of order by filing with Superior Court of Justice), applies to a Hearing Officer and any hearing conducted by them.

9.0 Scheduling of Hearings

- 9.1 The Chief Municipal Law Enforcement Officer or their designate, shall determine the scheduling of hearings before any Hearing Officer having regard to the efficiency and timeliness of hearing processes and to the availability of a Hearing Officers.

10.0 Communication with Hearing Officer

10.1 No person shall attempt, directly or indirectly, to communicate with or influence a Hearing Officer respecting the determination of an issue respecting a Delegated Power of Decision in a proceeding that is or will be pending before the Hearing Officer, except a person who is entitled to be heard in the proceeding or the person's lawyer or licensed paralegal and only by that person or the person's lawyer or licensed paralegal during the hearing in which the issue arises. Failure to comply with this section constitutes an offence.

11.0 Legal Advice

11.1 Section 10.1 does not prevent a Hearings Officer from seeking and receiving legal advice, including from a lawyer in the City Solicitor's Office.

12.0 Administrative Support

12.1 The Office of the Chief Municipal Law Officer shall provide administrative support related to proceedings before a Hearing Officer, including without limitation, the making and keeping of minutes and records of all requests for hearings and appeals and decisions arising therefrom and of all other official business of the Hearing Officer.

13.0 Inspection of Records

13.1 Section 253 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended (Inspection of Records) applies with necessary modifications to documents made or kept pursuant to section 11.

14.0 Schedule

14.1 Any Schedule attached to the By-Law shall be deemed to form part of this By-Law.

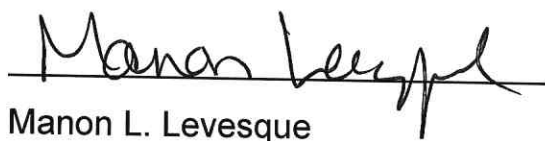
15.0 Severability

15.1 Should any provision, or part of a provision of this By-Law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-Law, and every other provision of the By-Law shall be applied and enforced in accordance with its terms to the extent possible according to law.

16.0 Effective Date

16.1 This By-Law shall come into full force and effect on the date it is passed.

Read, signed, and sealed in open Council this 11th day of October, 2022.



Manon L. Levesque
City Clerk



Glen G. Grant
Mayor



Schedule “A”

Rules of Practice and Procedure for Hearings Before a Hearing Officer

1. Definitions

1.1 In these Rules, unless the context otherwise requires, the following terms have the following meanings:

“**Appellant**” means a person making an appeal under any By-Law of the City which permits an appeal to a Hearings Officer;

“**City**” means The Corporation of the City of Cornwall;

“**Chief Municipal Law Enforcement Officer**” means the Manager of the Building and By-Law Division;

“**Clerk**” means the City Clerk of The Corporation of the City of Cornwall or their designate;

“**Document**” includes a written document, sound recording, videotape, file, photograph, chart, graph, map, plan, survey, book of account and information recorded or stored by means of any device;

“**Electronic Hearing**” means a hearing held by conference telephone call or some other form of electronic technology allowing persons to hear one another;

“**Hearing**” means any hearing in a proceeding;

“**Hearings Officer**” means a Hearings Officer appointed under the City’s Hearings Officer By-law;

“**Holiday**” means:

(i) any Saturday or Sunday;

(ii) New Year's Day;

(iii) Family Day;

- (iv) Good Friday;
- (v) Easter Monday;
- (vi) Victoria Day;
- (vii) Canada Day;
- (viii) Civic Holiday;
- (ix) Labour Day;
- (x) National Day for Truth and Reconciliation;
- (xi) Thanksgiving Day;
- (xii) Christmas Day;
- (xiii) Boxing Day; and extended holiday closure, and
- (xvi) Any special holiday proclaimed by the Governor General of Canada or the Lieutenant Governor of Ontario, and where New Year's Day or Canada Day falls on a Saturday or Sunday, the following Monday is a holiday, and where Christmas Day falls on a Saturday or Sunday, the following Monday and Tuesday are holidays, and where Christmas Day falls on a Friday, the following Monday is a holiday;

“Motion” means a request for a decision, order or direction of the Hearing Officer made during a proceeding;

“Oral Hearing” means a hearing at which the parties or their counsel, agents or other representatives attend in person;

“Party” means a party specified as a party by law, the person who is the subject of a hearing, a person who has requested a hearing pursuant to law and any person who has been given party status by a Hearing Officer, and shall where applicable, include the City;

“Proceeding” means a matter brought before a Hearing Officer for a hearing;

“Rules” means these rules; and

“Written Hearing” means a hearing held by means of the exchange of documents whether in written form or by electronic means.

2. Application

- 2.1 These Rules apply to all proceedings before a Hearing Officer exercising a delegated power of decision under the City’s Hearing Officer By-law.
- 2.2 These Rules do not apply if a statute or By-Law provides for a different procedure to govern proceedings of a Hearing Officer in the exercise of their duties.

3. Interpretation

- 3.1 These Rules shall be broadly interpreted so as to ensure the most just and expeditious determination of a hearing on its merits.
- 3.2 Where procedures are not provided for in these Rules, a Hearing Officer may do whatever is necessary and permitted by law to effectively determine the matter before him or her.
- 3.3 A Hearing Officer may exercise any of his or her powers under these Rules on his or her own initiative or at the request of a party.
- 3.4 A defect in form or other technical breach will not make a proceeding invalid.
- 3.5 Where a party to a proceeding has not complied in full with any Rule or procedural order, the Hearing Officer may:
 - (a) grant all necessary amendments or other relief, subject to such conditions as the Hearing Officer considers just;
 - (b) adjourn the proceeding until it is satisfied that such Rule or procedural order has been complied with; or
 - (c) take such other steps as the Hearing Officer considers just and reasonable.

4. Calculation of Time

- 4.1 To calculate time under these Rules or a procedural order:
- (a) where there is a reference to a number of days between two events, they shall be counted by excluding the day on which the first event happens and including the day on which the second event happens;
 - (b) where the time for doing an act under these Rules expires on a holiday, the act may be done on the next day that is not a holiday;
 - (c) where a time of day is mentioned in these Rules or in any order in a proceeding, the time referred to shall be the time observed locally in the City of Cornwall; and
 - (d) Where a document is filed or served after 4:00 p.m. on any day or at any time on a holiday, the document shall be deemed to have been filed or served on the next day that is not a holiday.

5. Extending or Abridging Time

- 5.1 A Hearing Officer may extend or abridge any time prescribed in these Rules or established by a procedural order during a proceeding, on such terms as are just. Where a party cannot meet a time limit prescribed by the Rules, the party shall promptly notify the Chief Municipal Law Enforcement Officer and apply for an extension of time by motion.

6. Filing

- 6.1 Filing of any document by any party to a hearing with the Chief Municipal Law Enforcement Officer may be effected by personal delivery, by ordinary or registered mail, by fax transmission, by courier, by email or otherwise as the Hearing Officer may order.
- 6.2 All written documents filed shall be legible.

- 6.3 All documents filed with the Chief Municipal Law Enforcement Officer by a party shall be served on all other parties by the party forthwith after filing.
- 6.4 Where a document is filed, the Chief Municipal Law Enforcement Officer shall date stamp the document. Subject to Rule 4.1, the date of the receipt stamp on the document shall be deemed to be the date of filing, unless the Hearing Officer orders otherwise. A party may request confirmation from the Chief Municipal Law Enforcement Officer that a document filed was properly received.
- 6.5 Where the Hearing Officer and the Chief Municipal Law Enforcement Officer have no record of the receipt of a document alleged to have been filed, the documents shall be deemed not to have been filed, unless the Hearing Officer orders otherwise.
- 6.6 Where a filing is made by fax, the document shall include a cover page containing the following items:
- (a) the name, address and telecommunication numbers of the sender;
 - (b) the date and time the document is transmitted;
 - (c) the telephone number from which the document is transmitted;
 - (d) the total number of pages transmitted including the cover page; and
 - (e) the name and telecommunication numbers of a person to contact if a problem arises with the transmission of the fax.
- 6.7 The Hearings Officer may direct that where a document is filed by electronic transmission, by email, or by fax, the original and all copies required shall be delivered by a specified time.

7. Service of Documents

- 7.1 Service means the effective delivery of a document to a person or to the representative of that person. Service may be made by:

- (a) personal delivery by delivering the document to the person;
 - (b) courier service to the person's last known address;
 - (c) ordinary or registered mail to the person's last known address;
 - (d) email to the person's last known email address;
 - (e) fax to the person's last known fax transmission number; or
 - (f) otherwise as the Hearing Officer may order.
- 7.2 Without limiting the ability of the Hearing Officer to order service in some other manner, the Hearing Officer may direct service be made by public advertisement.
- 7.3 Where an oral or electronic hearing is in progress, service may also be made by:
- (a) providing the document to the parties present at the hearing;
 - (b) serving the document on any other party who is not present and requests a copy of the document; or
 - (c) any other means directed by the Hearing Officer.
- 7.4 Where a service is made by fax, the document shall include a cover page containing the following items:
- (a) the name, address and telecommunication numbers of the sender;
 - (b) the name of the person to be served;
 - (c) the date and time the document is transmitted;
 - (d) the telephone number from which the document is transmitted;
 - (e) the total number of pages transmitted including the cover page; and

- (f) the name and telecommunication numbers of a person to contact if a problem arises with the transmission of the fax.
- 7.5 A document that is more than 20 pages may not be served by fax on other parties unless prior consent from the intended recipient is obtained.
- 7.6 Subject to Rule 4.1, service will be effective:
- (a) if the document is delivered by personal delivery, courier, email or fax, on the same day that delivery is made;
 - (b) if the document is delivered by regular or registered mail, on the fifth (5th) day after the date of mailing;
 - (c) if service is made by public advertisement, on the last day of publication where there is more than one day of publication or the day of publication where there is only one day of publication; or
 - (d) if service is made by any other means, within the time frames directed by the Hearing Officer.
- 7.7 The Hearing Officer may direct a party who has served a document to file an affidavit of service that indicates how, when and to whom service was made.

8. Notice of Appeal / Request for Hearing

- 8.1 Where an appellant requests a hearing before a Hearings Officer, the Notice of Appeal shall be electronic or in writing, shall be filed with the Chief Municipal Law Enforcement Officer and shall include:
- (a) an identification of the appellant and any other party;
 - (b) the addresses, telephone numbers, email address and, where available, fax number for each person identified in clause (a);
 - (c) the name, address telephone number and email address of any agent, representative or lawyer representing the appellant or any other party identified in clause (a);

- (d) whether special services or accommodation are required, including translation services or services for the visually or hearing impaired;
 - (e) the reasons in support of the appeal; and
 - (f) the signature of the appellant or representative.
- 8.2 Within five (5) days after receiving a notice of appeal, the Chief Municipal Law Enforcement Officer shall notify the appellant or the appellant's representative, if:
- (a) the documents are incomplete;
 - (b) the documents are received after the time required for filing a notice of appeal has elapsed; or
 - (c) there is some other technical defect in the notice of appeal.
- 8.3 Where the Chief Municipal Law Enforcement Officer decides not to process the notice of appeal due to a deficiency listed in Rule 8.2, the Chief Municipal Law Enforcement Officer shall provide the party filing the request for hearing notice of such decision, specifying the deficiencies which need to be corrected. Such notice shall advise that the notice of appeal may be commenced upon the party correcting the deficiencies listed in the notice except if the notice has been received after the time required for commencing the proceeding has elapsed.
- 8.4 Subject to Rules 8.2 and 8.3, upon receipt of a request for hearing pursuant to Rule 8.1, the Chief Municipal Law Enforcement Officer shall set the hearing date and determine the location and format of the hearing. Upon setting the hearing date and determining the location and format of the hearing, the Chief Municipal Law Enforcement Officer shall, provide a written notice of hearing to the parties and others as required by law and as the Chief Municipal Law Enforcement Officer considers necessary.

- 8.5 A Notice of Hearing shall contain:
- (a) a reference to the statutory authority or By-Law authority under which the hearing is being held;
 - (b) a statement of the time and the purpose of the hearing;
 - (c) a statement that if the party does not participate in the hearing in accordance with the notice, the Hearing Officer may proceed without the party's participation and the party will not be entitled to any further notice in the proceeding; and
 - (d) any other information the Chief Municipal Law Enforcement Officer considers necessary for the proper conduct of the hearing.
- 8.6 In addition to the requirements for a Notice of Hearing set out in Rule 8.5, a Notice of Hearing for an oral hearing shall contain:
- (a) the location of the hearing; and
 - (b) a statement that the hearing will be open to the public unless the Hearing Officer directs otherwise.
- 8.7 In addition to the requirements for a Notice of Hearing set out in Rule 8.5, a Notice of Hearing for an electronic hearing shall contain:
- (a) details about the manner in which the hearing will be held; and
 - (b) a statement that a Hearing Officer shall not hold an electronic hearing if a party satisfies the Hearing Officer that holding an electronic rather than an oral hearing is likely to cause the party significant prejudice.
- 8.8 In addition to the requirements for a Notice of Hearing set out in Rule 8.5, a Notice of Hearing for a written hearing shall contain:
- (a) a statement that the parties will be required to exchange documents with other parties;

- (b) a statement that the parties will have an opportunity to ask questions in writing on the documents, which the other parties will be required to answer, and will have an opportunity to make submissions; and
- (c) a statement that the Hearing Officer shall not hold a written hearing if a party satisfies the Hearing Officer that there is good reason for not doing so.

9. Dismissing Proceedings Without a Hearing

- 9.1 The Hearing Officer may dismiss a proceeding without a hearing if:
- (a) the proceeding is frivolous, vexatious or is commenced in bad faith;
 - (b) the proceeding relates to matters that are outside the jurisdiction of the Hearing Officer; or
 - (c) some aspect of the statutory requirements for bringing the proceeding has not been met.
- 9.2 Before dismissing a proceeding under this Rule, the Hearing Officer shall give notice of their intention to dismiss the proceeding to all parties setting out the reasons for the dismissal and informing the parties of their right to make written submissions to the Hearing Officer within ten (10) days of notice being given.

10. Procedural Orders

- 10.1 In any proceeding, the Hearing Officer may issue procedural orders which shall govern the conduct of the proceeding.
- 10.2 The Hearing Officer may, at any time during a proceeding, amend any procedural order which they have issued.
- 10.3 The Hearing Officer may, where satisfied that the special circumstances of the proceeding so require, vary or waive compliance with all or any part of any Rule at any time by making a procedural order.

- 10.4 Where a provision of these Rules is inconsistent with a procedural order, the procedural order shall prevail.
- 10.5 Subject to any procedural order issued by the Hearing Officer, the parties to a proceeding may, on consent, waive any of the provisions of these Rules.
- 10.6 A party seeking a waiver of any of the provisions of these Rules shall do so on a timely basis.

11. Motions

- 11.1 The party bringing the motion shall file with the Chief Municipal Law Enforcement Officer a copy of the notice of motion setting out the relief sought, the grounds for the motion, the evidence to be relied upon, and the relief sought and serve a copy of the material filed on the other parties.
- 11.2 The Hearing Officer shall direct the procedure to be followed for hearing the motion and may set applicable time limits.
- 11.3 A motion may be made during a hearing, with or without notice, and shall be disposed of in such manner as the Hearing Officer considers appropriate.

12. Disclosure

- 12.1 The Hearing Officer may, at any stage in a proceeding make orders for:
 - (a) the exchange of documents;
 - (b) the oral or written examination of a party; or
 - (c) any other form of disclosure.
- 12.2 The Hearing Officer's power to make orders for disclosure is subject to any statute or regulation that applies to the proceeding and nothing in this Rule requires the disclosure of any document which is privileged by law.

- 12.3 Where the good character, propriety of conduct or competence of a party is an issue in a proceeding, the party is entitled to be furnished prior to the hearing with reasonable information of any allegations with respect thereto.

13. Summonses

- 13.1 The Hearing Officer may require any person, including a party, to attend at the hearing to give evidence under oath or affirmation and to produce in evidence documents and things as specified by the Hearing Officer relevant to the subject matter of the hearing and admissible at a hearing.
- 13.2 A party may request a summons to witness which may be issued by the Hearing Officer provided that they are satisfied by the party requesting the summons that the person to be summoned is able to give material evidence in the proceeding.
- 13.3 A summons issued under Rule 13.1 or 13.2 shall be in the form prescribed by the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 and signed by the Hearing Officer and shall be served personally on the person summoned.
- 13.4 A person summoned under Rule 13.1 is entitled to receive from the City and a person summoned under Rule 13.2 is entitled to receive from the party who summoned them, the fees or allowances for attending at or otherwise participating in the hearing as are paid to a person in accordance with Tariff 'A' of the Rules of Civil Procedure.

14. Hearings

- 14.1 The Hearing Officer may hold:
- (a) an oral hearing;
 - (b) a written hearing;
 - (c) an electronic hearing; or
 - (d) a hearing which combines one or more of the above formats.

- 14.2 A party to a proceeding may be represented by counsel, agent or other representative. A representative may act on behalf of and represent a person in respect of a proceeding or hearing before the Hearing Officer where the Hearing Officer is satisfied that:
- (a) the person is entitled to be heard by the Hearing Officer;
 - (b) the representative is a lawyer, a licensed paralegal or a person who is exempt from the requirement to be licensed by By-Law passed pursuant to the *Law Society Act*, R.S.O. 1990, c. L.8;
 - (c) the person has authorized in writing the representative to act on behalf of and to represent the person in the particular proceeding or hearing;
 - (d) the written authorization specifies the representative's qualification for the purpose of paragraph 6.3(b) including, in the case of a representative who claims to be exempt from the requirement to be licensed, the particular ground prescribed by By-Law passed pursuant to the *Law Society Act*, R.S.O. 1990, c. L.8 upon which the representative purports to be exempt; and
 - (e) the written authorization has been filed in the proceeding or hearing before the Hearing Officer, and remains in effect.
- 14.3 If a person requires a translator at any time during a proceeding, the person must provide the translator at the person's own expense.
- 14.4 Hearings shall be open to the public except where the Hearing Officer is of the opinion that,
- (a) matters involving public security may be disclosed; or

- (b) intimate financial or personal matters or other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public, in which case the Hearing Officer may hold the hearing in the absence of the public.

14.5 No person shall take or attempt to take a photograph, motion picture, video recording, or other recording capable of producing visual or aural representations by electronic means or otherwise, at any hearing otherwise open to the public, except in the following circumstances:

- (a) No fewer than three (3) days prior to the hearing, the person gives written notice to the Chief Municipal Law Enforcement Officer of the person's intention to request the Hearing Officer for permission to record the hearing which notice specifies the proposed means of recording; (b) The person bears all costs related to the proposed recording;
- (c) Where the person proposes verbatim transcription:
 - i) the recording is undertaken by a qualified verbatim reporter;
 - ii) all testimony and submissions respecting the hearing are recorded; and
 - iii) the person delivers to the Chief Municipal Law Enforcement Officer no fewer than two (2) certified copies of the transcript prepared by the qualified verbatim reporter within three (3) days of the reporter's completion of the transcript;
- (d) the Hearing Officer determines that the hearing will not be disrupted or delayed if approval is given;
- (e) the Hearing Officer determines that the approval will not result in any prejudice to any party to the proceeding;

- (f) prior to the commencement of the hearing, the Hearing Officer authorizes the recording and has not revoked the authorization; and
- (g) the recording is undertaken only in accordance with the Hearing Officer's approval including any terms or conditions to such approval.

14.6 A party may:

- (a) at any hearing, present evidence and submissions; and
- (b) at an oral or electronic hearing, call and examine witnesses and conduct cross-examinations of witnesses reasonably required for a full and fair disclosure of all matters relevant to the issues in the proceeding.

14.7 Unless the Hearing Officer directs otherwise, the process for all hearings shall be as follows:

- (a) the Hearing Officer will call the hearing to order and may advise the parties of the hearing process;
- (b) the Hearing Officer may decide which of the parties they wish to hear from first, but it is customary that the City to proceed first;
- (c) a party may make a brief opening statement;
- (d) the Hearing Officer will swear or affirm the witnesses;
- (e) each party will present its case by calling witnesses. The process for each witness to give evidence is: direct examination, cross-examination and re-examination, if any;
- (f) the Hearing Officer may ask questions of the witnesses at any time;

- (g) a party may make a brief closing statement; and
 - (h) this process is subject to change by the Hearing Officer they find that there is a fairer way of proceeding.
- 14.8 All parties to a hearing shall bring to the hearing legible copies of all documents they intend to rely on during the hearing for the Hearing Officer and the other parties.
- 14.9 The Hearing Officer may adjourn a hearing at any time on such conditions as they considers just.
- 14.10 Where a person is properly notified of a hearing and does not attend at the time and place appointed, the Hearing Officer may proceed in that person's absence and without further notice to that person.

15. Evidence at Hearings

- 15.1 The Hearing Officer may admit as evidence at a hearing, whether or not given or proven under oath or affirmation or admissible in a court,
- (a) any oral testimony; and
 - (b) any document or other thing, relevant to the subject matter of the proceeding and may act on such evidence, but the Hearing Officer may exclude anything unduly repetitious.
- 15.2 Nothing is admissible in evidence at a hearing, that would be inadmissible in a court by reason of any privilege under the law of evidence or that is inadmissible by the statute or By-Law under which the proceeding arises or any other statute.
- 15.3 Nothing in Rule 15.1 overrides the provisions of any act expressly limiting the extent to or purposes for which any oral testimony, documents or things may be admitted or used in evidence in any hearing.
- 15.4 Where the Hearing Officer is satisfied as to its authenticity, a copy of a document or other thing may be admitted as evidence at a hearing.

15.5 Where a document has been filed in evidence at a hearing, the Hearing Officer may, or the person producing it or entitled to it may with the leave of the Hearing Officer, cause the document to be photocopied and the Hearing Officer may authorize the photocopy to be filed in evidence in the place of the document filed and release the document filed, or may furnish to the person producing it or the person entitled to it a photocopy of the document filed certified by the Hearing Officer.

15.6 In any Hearing before the Hearing Officer, a statement respecting a matter related to the Hearing purporting to be signed by any of the following individuals in relation to their respective individual areas of responsibility is receivable in evidence as proof, in the absence of evidence to the contrary, of the facts stated in the statement for all purposes in the hearing:

- (a) the City Planner;
- (b) the City's Licence Manager;
- (c) the City's Chief Building Official;
- (d) the City's Manager of By-law Enforcement;
- (e) an Animal Control Officer of the City of Cornwall;
- (f) a Municipal By-Law Enforcement Officer; or
- (g) a person authorized by a City By-Law to undertake inspections.

15.7 The Hearing Officer may, in making a decision in any hearing,

- (a) take notice of facts that may be judicially noticed; and
- (b) take notice of any generally recognized scientific or technical facts, information or opinions within their scientific or specialized knowledge.

16. Witnesses

- 16.1 Unless these Rules provide otherwise, witnesses at a hearing shall be examined orally and the examination may consist of direct examination, cross-examination and re-examination. The Hearing Officer may determine whether or not evidence from a witness needs to be under given under oath or affirmation.
- 16.2 There shall be no undue harassment or embarrassment of a witness as they are giving evidence. The Hearing Officer may disallow a question put to the witness that is vexatious or irrelevant to any matter that may be properly inquired into at the hearing.
- 16.3 The Hearing Officer may at any time during a hearing direct that a witness be recalled for further examination.
- 16.4 Where a witness appears unwilling or unable to give answers to the questions being asked, the Hearing Officer may permit the party calling the witness to examine the witness by means of leading questions.
- 16.5 A witness has the right to be advised by counsel or an agent as to their rights. Such counsel shall take no other part in the hearing without the permission of the Hearing Officer.

17. Evidence Written Hearings

- 17.1 Where a proceeding is conducted in writing, the evidence of a witness shall be given by affidavit or, subject to the approval of the Hearing Officer, as agreed upon by the parties.
- 17.2 All parties are entitled to receive copies of every document that the Hearing Officer receives in a written hearing.

18. Decisions

- 18.1 The Hearing Officer will determine the issues before them as they consider just. All decisions of a Hearings Officer shall be in writing.
- 18.2 The Hearing Officer does not have the power to award costs of the proceedings to a party.

18.3 The Hearing Officer will provide their decision with their reasons in support of the decision, if any, to the Chief Municipal Law Enforcement Officer and the Chief Municipal Law Enforcement Officer shall send a copy of the decision to the parties.

18.4 The Hearings Officer may at any time correct a typographical error, error of calculation, misstatement, ambiguity, technical error or other similar error made in their decision, direction or order.

19. Record of Proceedings

19.1 The Chief Municipal Law Enforcement Officer shall compile a record of any proceedings before a Hearing Officer which shall include:

- (a) the notice of the hearing;
- (b) all orders and decisions made by the Hearing Officer;
- (c) all documentary evidence filed at the hearing subject to any limitation expressly imposed by any other Act on the extent to or the purposes for which any such documents may be used in evidence in any proceeding; and
- (d) any other documents that in the opinion of the Chief Municipal Law Enforcement Officer or the Hearings Officer should be included in the record of proceedings.

20. Statutory Powers of Procedure Act

20.1 These Rules have been approved by the Council of the Corporation of The City of Cornwall and are intended to be rules contemplated by section 25.1 of the *Statutory Powers Procedure Act, R.S.O. 1990, c. S.22*.

21. Severability

21.1 If any provision of these Rules is or becomes illegal, invalid or unenforceable, the illegality, invalidity or enforceability of that provision shall not affect the legality, validity or enforceability of the remaining provisions of these Rules.



The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2025-109

Department: Infrastructure Services
Division: Infrastructure
By-law Number: 2025-109
Report Number 2025-36-Infrastructure Services
Meeting Date: November 10, 2025
Subject: By-law 2025-109 Authorizing a Connecting Links Funding Application for the Reconstruction of Brookdale Avenue from Ninth Street West to Fourteenth Street West

WHEREAS, the Ministry of Transportation's Connecting Links Program provides dedicated provincial funding up to 90% to a maximum of \$5 million for road projects and \$7 million for bridge projects on designated Connecting Link highways; and

WHEREAS, the Connecting Links are municipal roads that connect two ends of a provincial highway through a municipality or to an international bridge crossing, in Cornwall being Brookdale Avenue from MTO Highway 401 to the Seaway International Bridge, and Cornwall Centre Road from MTO Highway 138 to Brookdale Avenue; and

WHEREAS, the Connecting Links roadway section which will be reconstructed is Brookdale Avenue from Ninth Street West to Fourteenth Street West; and

WHEREAS, the reconstruction of Brookdale Avenue from Ninth Street West to Fourteenth Street West is estimated to cost \$4.5 million; and

WHEREAS, the submitted application meets the requirements of the MTO's Connecting Link Program as described in the Program Guide; and

WHEREAS, the Municipality has a comprehensive Asset Management Plan that includes all the information and analysis described in Building Together; Guide for Municipal Asset Management Plans and meets the requirements of O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure; and



WHEREAS, the Municipality will comply with the conditions that apply to the designated Connecting Link under the Highway Traffic Act to ensure the safe and efficient movement of provincial traffic; and

WHEREAS, the information in the application is factually accurate.

NOW Therefore Be it Resolved that The Council of The Corporation of the City of Cornwall enacts as follows:

1. That the project submitted for funding in the 2026-27 MTO Connecting Links Program shall be the reconstruction of Brookdale Avenue from Ninth Street West to Fourteenth Street West; and
2. That the preambles above are true and are hereby incorporated into this By-law; and
3. That the Mayor and Clerk are hereby authorized and may take all actions necessary on behalf of The Corporation of the City of Cornwall to complete this matter, including the execution of an Agreement and other associated documentations.

Read, signed and sealed in open Council this 10th day of November 2025.

Denise Labelle-Gélinas
Interim City Clerk

Justin Towndale
Mayor

Explanatory Note

Purpose

To provide information to Council regarding the Ministry of Transportation (MTO) Connecting Links Program Intake 11 for 2026-2027 and to recommend a project submission.

Financial Implications

The total funding for the Connecting Links Program in 2026-27 has not yet been announced publicly. The funding supports municipalities with the construction and repair of roads and bridges on connecting links. Through the 2026-27 Connecting Links Program, the MTO will provide funding of up to 90% to a maximum of \$5 million for road projects and up to a maximum of \$7 million for bridge projects, of eligible capital costs for approved projects.

The estimated cost to complete the reconstruction of Brookdale Avenue from Ninth Street West to Fourteenth Street West is \$4,500,000. Through the Connecting Links Program, the City may receive funding of up to \$4,050,000 (90%). The remaining \$450,000 would be funded from the 2027 Capital Budget, if the application is successful.

Background / Discussion

Through the 2026-27 Connecting Links Program, the MTO will provide funding of up to 90% to a maximum of \$5 million for road projects and up to a maximum of \$7 million for bridge projects, of eligible capital costs for approved projects.

Connecting Links are municipal roads designated under the Public Transportation and Highway Improvement Act that connect two ends of a provincial highway through a municipality or to an international crossing or interprovincial border crossing. The objectives of the program are to make investments that:

- Address critical connecting link improvement needs;
- Extend the life of the asset;
- Are cost effective and appropriate to address the connecting link need; and
- Ensure the safe and efficient movement of provincial traffic.

There are 77 municipalities with designated connecting links eligible to apply to the Ministry of Transportation's Connecting Links Program. Cornwall is one of those municipalities as Highway 138 (Brookdale Avenue) connects from Cornwall Centre Road to the International Bridge crossing at Water Street.

In 2016, the City was successful in securing funding through Intake 1 of the Connecting Links Program for the Brookdale Avenue at Canadian National Railway (CNR) Overpass Rehabilitation. In 2020, the City was successful in securing funding through Intake 5 of the Connecting Links Program for the Brookdale Avenue North Road Rehabilitation & Widening project from the north limits of the CNR Overpass to the south limits of the Highway 401 Overpass. In 2021, the City was successful in securing funding through Intake 7 of the Connecting Links Program for a Municipal Class Environmental Assessment for Brookdale Avenue from Seventh Street West to Fourteenth Street West. In 2023, the City was successful in securing funding through Intake 8 of the Connecting Links Program for the rehabilitation of Cornwall Centre Road from MTO Highway No. 138 to Brookdale Avenue. In 2024, the City was successful in securing funding through Intake 9 of the Connecting Links Program for the detailed design of Brookdale Avenue from Seventh Street West to Fourteenth Street West. In 2025, the City was successful in securing funding through Intake 10 of the Connecting Links Program, for the first phase of the reconstruction of Brookdale Avenue, being from Seventh St. West to Ninth St. West. This funding is 90% up to a maximum of \$3 million. The construction is set to begin in 2026.

For the 2026-27 Ministry of Transportation Connecting Links Program, Intake 11, Administration is seeking to submit an application to receive funding for the reconstruction of Brookdale Avenue from Ninth Street West to Fourteenth Street West, the second phase of the reconstruction of Brookdale Avenue from Seventh Street West to Fourteenth Street West. Please refer to the attached sketch of the project location.

The current traffic volumes along Brookdale Avenue are substantial with an average of 20,000 vehicles per day. Furthermore, the asphalt/pavement condition ratings (PCR) along the Brookdale Avenue corridor from Ninth Street West to Fourteenth Street West continues to deteriorate requiring intervention. The Road Pavement Condition Rating (PCR) along this section of Brookdale Avenue is 50, which is well below the City's standard of 70 for an arterial roadway. Additionally, there are deficiencies in pedestrian and cyclist infrastructure, as well as gaps in network connectivity along this section of the corridor which will be addressed by the reconstruction project. The current



estimated construction cost to reconstruct Brookdale Avenue from Ninth Street West to Fourteenth Street West is \$4.5 million which will be further confirmed as the planning and design phase of the project advances.

Report Approval Details

Document Title:	By-law 2025-109 Connecting Links 11 Project Application - 2025-36-Infrastructure Services .docx
Attachments:	- BrookdaleConnectingLinks_Detailed 9th to 14th.pdf
Final Approval Date:	Nov 4, 2025

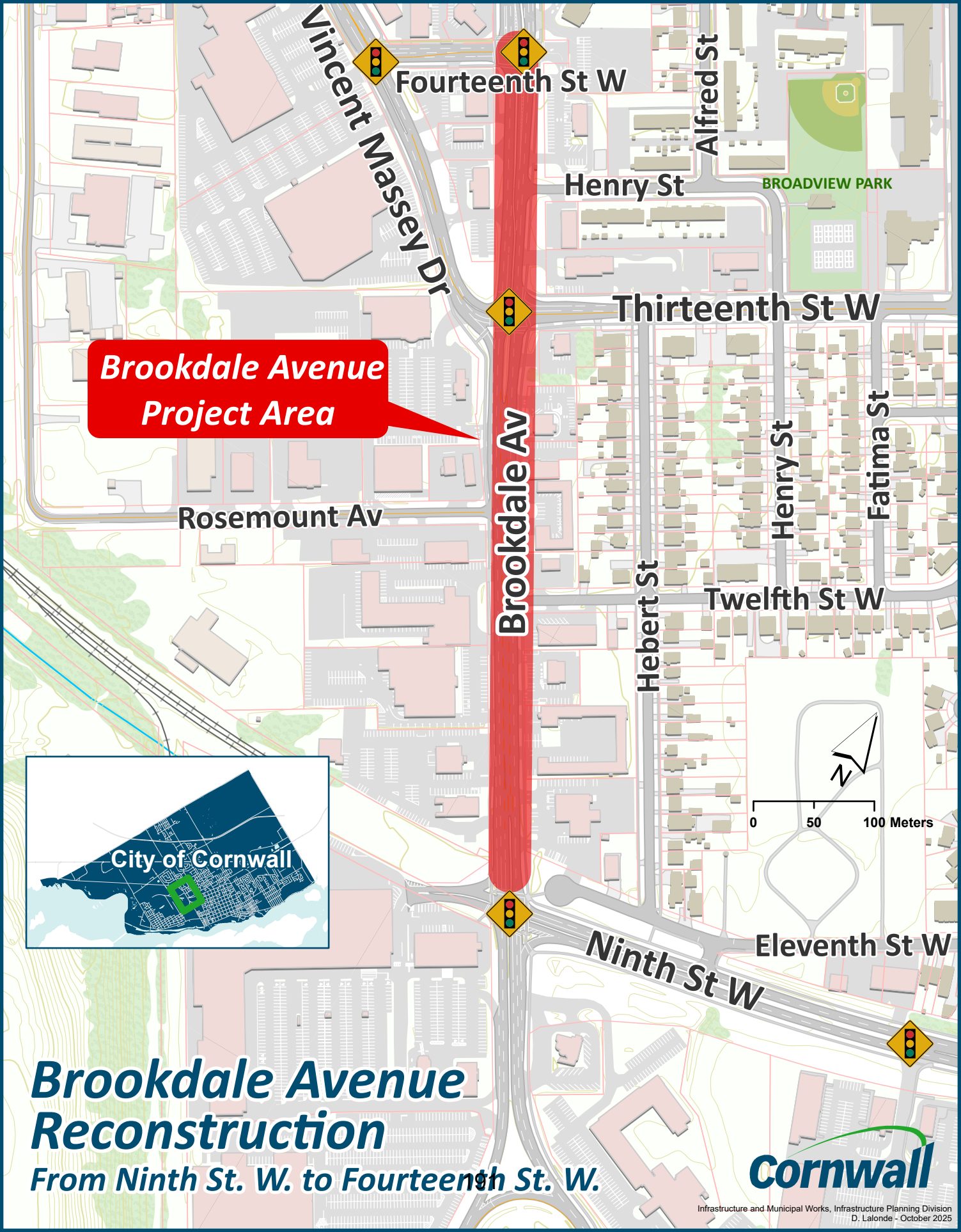
This report and all of its attachments were approved and signed as outlined below:

Emma Vanier - Nov 3, 2025 - 8:29 AM

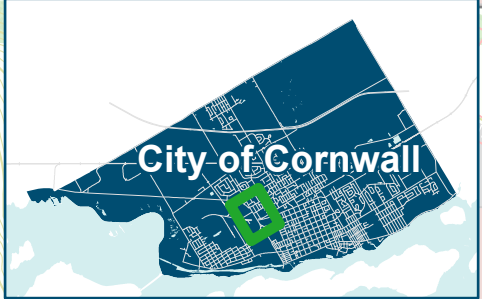
Michael Fawthrop - Nov 4, 2025 - 8:59 AM

Matthew Stephenson - Nov 4, 2025 - 9:20 AM

Tim Mills - Nov 4, 2025 - 9:22 AM



**Brookdale Avenue
Project Area**



Brookdale Avenue Reconstruction

From Ninth St. W. to Fourteenth St. W.





The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2025-110

Department: Development Services
Division: Planning
By-law Number: 2025-110
Report Number 2025-22-Development Services
Meeting Date: November 10, 2025
Subject: Housekeeping Amendment No. 3

WHEREAS, The Council of the Corporation of the City of Cornwall enacted By-law Number 2022-001, “City of Cornwall Comprehensive Zoning By-law Number 2022-001” (the “Cornwall Zoning By-law”); and

WHEREAS, The Council of The Corporation of the City of Cornwall deems it advisable to amend the Cornwall Zoning Bylaw.

NOW Therefore Be it Resolved that The Council of The Corporation of the City of Cornwall enacts as follows:

1. That By-law 2022-001, as amended, be further amended as follows:

1. Section 2 is amended by adding the following Definitions:

Amenity area

shall mean an indoor or outdoor area associated with a residential building which may be provided as a private area, or a common area that is accessible by all units within such residential building, which is designed for the leisure and recreation of occupants of the building.

Drive-through

shall mean a facility used to provide or dispense products or services through an attendant or a window or an automated machine, to persons remaining in vehicles that are in a designated queuing space, and may be in combination with other land uses.

Enclosed

shall include structures that are fully closed and protected from the elements by a minimum of three solid walls. The word enclosed shall include glass or other solid materials but shall exclude screens.

Footprint

shall mean the area of the ground floor of a building or structure, measured between the exterior faces of the exterior walls of the building or structure.

Queuing lane

shall mean a continuous lane on the same lot as a drive-through, used by drive-through customers. A queuing lane consists of a designated set of tandem parking spaces which are separated from other vehicular traffic, pedestrian traffic and the parking area using barriers, marking(s) or signs.

Queuing space

shall mean a standing space for vehicles within a queuing lane, waiting for service in a drive-through.

Retirement home

shall mean a building or part of a building comprised of dwelling units, rooming units, or a combination of dwelling and rooming units, which is operated primarily for retired persons, and which may include communal areas and areas for the serving of meals and ancillary health care, social support, counselling, personal services, and recreational services to serve residents. A retirement home does not include a long-term care facility.

Rooming House

shall mean a dwelling containing a minimum of five (5) rooming units. The definition of a rooming house does not include a hotel, motel, or a residential dwelling.

Rooming Unit

shall mean a room, or a suite of rooms including no more than two bedrooms, that constitutes a separate, independent residential occupancy, but which is not a self-contained dwelling unit, and which requires access to other parts of the rooming house intended to serve the residents, including kitchen and sanitary facilities or common areas. The definition of a rooming unit does not include a dwelling unit.

Sign

shall mean any device, object or visual medium used to convey information by way of colour, form, graphic, illumination, symbol or writing, displayed or intended to be displaced on any lot or building to attract attention to a specific subject matter for identification, information or advertising purposes, and which is regulated by The Signs By-law, as amended.

2. Section 2 is amended by deleting the following Definitions in their entirety:

Angular plane

shall mean a theoretical flat surface projecting over a lot, at an inclined angle measured horizontally from a lot line or from the centreline of the abutting street.

Boarding / rooming house

shall mean a residential dwelling in which the proprietor or principal occupant supplies furnished or unfurnished rooms for monetary gain or profit. A boarding house is distinguished from a rooming house by the serving of regular meals. The definition of a boarding / rooming house does not include emergency housing, hotel, motel, a residential dwelling or transitional housing.

Boarding / rooming unit

shall mean a furnished or unfurnished room, or suite of rooms including no more than two bedrooms, within a boarding house that constitutes an independent residential occupancy, but which is not self-contained, and which requires access to other parts of the boarding house intended to serve the residents, including kitchen and sanitary facilities or common areas. The definition of a boarding / rooming unit does not include a dwelling unit.

Seniors' residence

shall mean a building or a part of a building comprised of dwelling units and/or rooming units which is operated primarily for senior citizens, and which may include communal areas for the serving of meals and ancillary health care, social support, counselling, personal service, and recreational services to serve residents. The definition of seniors' residence shall not include a long-term care facility, boarding / rooming house.

3. Section 2, “A” is amended by modifying the definition of Additional residential unit by deleting “that are intended for the use of the unit only”, and adding “duplex dwelling, link-detached dwelling” after “... semi-detached dwelling,”.
4. Section 2, “B” is amended by modifying the definition of Bed and breakfast establishment by deleting “boarding / ”.
5. Section 2, “D” is amended by modifying the definition of Dwelling by deleting “boarding / ”.
6. Section 2, “G” is amended by modifying the definition of Gross leasable area by replacing “total floor area” with “aggregate of the horizontal areas of each floor”.
7. Section 2, “H” is amended by modifying the definition of Hotel by adding “conference centre, meeting rooms, lounge, banquet hall,” after “...and any associated”, as well as adding “fitness facilities,” after “...bar,”.
8. Section 2, “L” is amended by modifying the definition of Landscape strip by adding “area” after “shall mean a landscaped”.
9. Section 2, “L” is amended by modifying the definition of Long-term care facility by replacing “by the Province of Ontario or approved by the Ministry of Long-Term Care to operate a long-term care bed,” with “as a long-term care home under the Fixing Long-Term Care Act, as amended,” as well as deleting “and” after “...nursing homes,” and adding “, municipal homes, joint homes, and First Nations homes.” after “...chronic care facilities”.
10. Section 2, “L” is amended by modifying the definition of Lot line, front by replacing the definition in its entirety with the following:

shall mean the lot line abutting a street, measured between the side lot lines. Where more than one lot line abuts a street, the shortest lot line abutting a street shall be the front lot line, whether or not that line jogs or curves. Where all lot lines abutting a street are of equal length, the front lot line shall be where the primary access is gained to the lot.
11. Section 2, “L” is amended by modifying the definition of Lot occupancy by adding “roof covered and enclosed” after “...percentage of the total lot area, occupied by”, and by adding “, and carports, except where otherwise

specified in this By-law. Lot occupancy excludes temporary structures and swimming pools.” After “... buildings or structures”.

12. Section 2, “M” is amended by modifying the definition of Motel by adding “; and any accessory restaurant, bar, meeting facilities, emergency housing, and transitional housing shall be accessory and ancillary to the main motel use.” after “...with or without cooking facilities” as well as deleting “Accessory uses may include a restaurant, bar, meeting facilities, and emergency housing and transitional housing” after “...common interior corridor.”

13. Section 2, “P” is amended by modifying the definition of Place of assembly or recreation by adding “driving range,” after “...miniature golf,”.

14. Section 2, “P” is amended by modifying the definition of Public utilities by replacing the definition in its entirety with the following:

shall mean premises or facilities used for rail or communication services, the collection, distribution, storage or treatment of water, wastewater or sewage, or the transmission and distribution of electricity, gas, steam, or other forms of energy.

15. Section 2, “Q” is amended by deleting “Reserved for future use”

16. Section 2, “R” is amended by modifying the definition of Retail food store by deleting “or” after “...produce outlet,”, and adding “, and other similar uses.” after “...delicatessen”.

17. Section 2, “S” is amended by modifying the definition of Seasonal stationary food facility by adding “securely anchored” after “shall mean a”.

18. Section 2, “S” is amended by modifying the definition of Site alteration by deleting “in accordance with the Provincial Policy Statement, 2020,” before “shall mean activities...”.

19. Section 3.1, Accessory Uses, Buildings, and Structures, Subsection 5 b) is amended by replacing “Total area” with “Lot occupancy” and by replacing “floor area” with “footprint”.

20. Section 3.1, Accessory Uses, Buildings, and Structures, Subsection, Subsection 5 b) is amended by deleting “of the lot area” in all instances.

21. Section 3.1, Accessory Uses, Buildings, and Structures, Subsection 7 is replaced in its entirety with the following:

7. In the Commercial Zones, the Accessory Uses, Buildings and Structures provisions shall only apply to buildings used for storage purposes accessory to commercial uses. In all other zones and for all other uses, any accessory buildings containing any part of a commercial operation shall be subject to the minimum setbacks for the main building.

22. Section 3.1, Accessory Uses, Buildings, and Structures, Subsection 9, is amended by replacing “total area” with “lot occupancy” and deleting “of the lot area”.

23. Section 3.1.1, Boathouses, Subsection 6 is amended by replacing “gross ground floor area” with “footprint”.

24. Section 3 is amended by adding a new “Amenity Area” Section after Section 3.2 with subsequent sections renumbered. The following Subsections are added under Section 3.3 (Amenity Area):

1. Where four or more dwelling units, rooming units or transitional housing units are provided on a lot, a minimum of 10 m² of amenity area must be provided for each unit, to a maximum of 200 m².

2. Amenity areas, or any part thereof, must be designated and located so that the length does not exceed four times the width.

3. Amenity areas, if provided as communal space, must be aggregated into one area or grouped into areas of not less than 40 m².

4. Where communal amenity areas are provided exterior to a building, such amenity areas must be accessed by a barrier-free path of travel that is a minimum of 1.5 m in width connecting the amenity area to a street line or a building.

25. Section 3.4.1, Additional Residential Units, is amended by replacing entirely with the following:

1. Where adequate public or private water and sanitary sewer services are available, the following are permitted:

a) One or two dwelling units in a single detached dwelling, semi-detached dwelling, duplex dwelling, link-detached dwelling, or rowhouse dwelling, if all buildings and structures ancillary to the single detached dwelling, semi-detached dwelling, duplex dwelling, link-detached dwelling, or rowhouse dwelling on a parcel of land cumulatively contain no more than one dwelling unit; or

b) Three dwelling units in a single detached dwelling, semi-detached dwelling, duplex dwelling, link-detached dwelling, or rowhouse dwelling, if no building or structure ancillary to the single detached dwelling, semi-detached dwelling, duplex dwelling, link-detached dwelling, or rowhouse dwelling contains any dwelling units on a parcel of land; or

c) One dwelling unit in a building or structure ancillary to a single detached dwelling, semi-detached dwelling or duplex dwelling, if the single detached dwelling, semi-detached dwelling or duplex dwelling cumulatively contains no more than two dwelling units on a parcel of land and no other building or structure ancillary to the single detached dwelling, semi-detached dwelling or duplex dwelling contains any dwelling units.

2. Notwithstanding provision (1) of this subsection, a semi-detached dwelling on a parcel of land is permitted to cumulatively contain no more than four dwelling units if no building or structure ancillary to the semi-detached dwelling contains any dwelling units on a parcel of land.

3. An additional residential unit shall not be permitted in an Employment Zone where an accessory dwelling unit is permitted for the use of an occupant whose residence on the premises is essential.

4. An additional residential unit which is located within the basement of a main dwelling unit shall not be permitted if it is located on land within the Environmental Constraint – Natural Heritage (EC-NH) Zone, the Environmental Constraint – Floodplain (EC-F) Zone, or on lands described in the Land Subject to Flooding Section of this By-law.

5. The gross floor area of an additional residential unit must be equal to or less than the gross floor area of the main dwelling unit.

6. Notwithstanding provisions to the contrary, on a lot where an additional residential unit is located, the maximum lot occupancy of all main and accessory buildings and structures shall be 45%, unless the permitted maximum lot occupancy of the Zone is greater, in which case the Zone provision prevails.
7. An additional residential unit shall be at least 4 m from another building or structure on the parcel containing a residential unit, unless located in a Zone which permits buildings or structures to be less than 4 m from one another, in which case the Zone provision prevails.
8. Where a garden suites exists on a parcel of land, an additional residential unit shall not be permitted in a building or structure that is ancillary to a main dwelling unit.
9. Where an additional residential unit is established in a building or structure that is ancillary to a main dwelling unit, the following provisions shall apply:
 - a) The additional residential unit is exempt from provisions that regulate accessory uses, buildings or structures;
 - b) The additional residential unit shall be subject to the provisions for the main dwelling unit in the Zone in which it is located, except that the additional residential unit shall have a minimum rear yard setback of 3 m;
 - c) Where an additional residential unit is located in a detached ancillary building or structure containing a garage, the maximum footprint of the ancillary building or structure is 60 m²; and
 - d) Notwithstanding any provision of this By-law to the contrary, an ancillary building or structure containing an additional residential unit shall be located no closer to the front lot line or exterior lot line than the main building.
10. No new driveway may be established for the sole access of an additional residential unit.

11. Parking shall be provided for additional residential units in accordance with the Parking and Loading Space Requirements Section of this By-law.

12. Notwithstanding any other provisions of this By-law to the contrary, the required parking space for an additional residential unit may be provided through tandem parking with the required parking space of the main dwelling unit. In no case shall more than 2 vehicles be parked in tandem.

26. Section 3.4.2, Garden Suites, Subsection 8 is amended by replacing “floor area” with “footprint”.

27. Section 3.5, Angular Planes, is amended by deleting the section in its entirety, with subsequent sections renumbered.

28. Section 3.5, Bed and Breakfast Establishments, Subsection d) is amended by replacing entirely with the following:

d) Parking for bed and breakfast establishments shall be provided in accordance with the Parking and Loading Space Requirements Section of this By-law.

29. Section 3.5, Bed and Breakfast Establishments, Subsection e) is amended by replacing “for home occupations in Section 3.9” with “of the Home Occupations Section”.

30. Section 3.6, Boarding / Rooming Houses, is amended by deleting the section in its entirety, with subsequent sections renumbered.

31. Section 3 is amended by adding a new “Drive-Through Provisions” Section after Section 3.7, Community Gardens, with subsequent sections renumbered. The following Subsections are added under Section 3.8, Drive-Through Provisions:

1. A drive-through use shall be a permitted accessory use to a commercial use, such as a restaurant or financial service.

2. A drive-through queuing lane shall be set back a minimum of 3 m from any abutting residential zones.

3. Where a drive-through queuing lane abuts a residential zone, a minimum 3 m wide planting strip must be provided along the portion

of the lot line that abuts a residential use or lot. Driveways, walkways and similar features are permitted to cut across a planting strip.

4. A minimum of 6 vehicle queuing spaces must be provide before the service window associated with a restaurant use.

5. A drive-through queuing lane for any other associated commercial use must provide a minimum of 3 vehicle queuing spaces.

6. A queuing space shall be a minimum of 3 m wide by 5.5 m long.

7. Queuing spaces shall not be included in the calculation of required parking spaces.

8. Queuing spaces shall not be located within any parking aisle or driveway.

32. Section 3 is amended by adding a new “Frontage on a Street” Section after Section 3.9, Emergency Housing, with subsequent sections renumbered. The following Subsections are added within Section 3.10, Frontage on a Street:

1. A lot or building must not be used or developed unless the lot abuts a street.

2. Notwithstanding the foregoing, a lot is permitted to be used or developed if, such lot has deeded vehicular access to a right-of-way which provides direct access to a street.

3. Where a building or lot is legally tied to a common element condominium which has frontage on a common element road that provides direct access to a street and is registered under the Condominium Act, such driveway shall be deemed to also be a street for purposes of applying the provisions of this By-law.

4. Nothing in this By-law shall prevent the use of a lot that does not have a lot line which is also a street line for agricultural uses or forestry uses if the applicable Zone permits such use. No buildings are permitted on such lot.

33. Section 3.15, Marine Containers, is amended by replacing entirely with the following:

1. Marine containers shall be permitted in any Zone, other than the Environmental Constraint – Natural Heritage Zone.
2. A marine container shall be considered to be an accessory structure ancillary to the main use on a lot and subject to the Accessory Uses, Buildings, and Structures Section of this By-Law.
3. Notwithstanding the foregoing, a marine container shall be subject to the following additional provisions:
 - a) A marine container must be located in the rear yard and screened from view from the street and abutting properties;
 - b) A marine container shall not be located in a required parking area or parking space, and shall not encroach into any required landscaped area or landscape strip; and
 - c) A marine container shall not be placed for the purpose of display or advertising on a property, or for the purpose of providing screening or fencing.
4. A marine container shall be permitted in association with a temporary sales use, in accordance with the Temporary Sales Uses Section of this By-law.
5. Notwithstanding any other provision of this Section to the contrary, a marine container shall be permitted as a temporary use on a construction site in any Zone, other than the Environmental Constraint – Natural Heritage Zone, for the purposes of storing equipment and materials incidental to construction, or for utilities purposes, provided that a marine container shall:
 - a) Not be located in a minimum required front yard or in an exterior side yard;
 - b) Be located entirely on private property without encroaching on to a public sidewalk or road right-of-way, and shall not create a site line obstruction;
 - c) Not exceed two (2) in number; and

d) Be removed from the site within 30 days of completing construction works.

34. Section 3.16, Multiple Buildings on a Lot, is amended by replacing entirely with the following:

1. Multiple non-residential buildings are permitted on a lot, unless otherwise specified in the Zone.
2. In all Residential Zones and other Zones where residential uses are permitted, only one main residential building is permitted on a lot, except in the case of cluster rowhouse dwellings and apartment dwellings where multiple buildings are permitted.
3. Where two or more main buildings are to be erected on a single lot, each building shall comply with the regulations of the applicable Zone.

35. Section 3.18.4, Expropriation and/or Road Widening, Subsection 1 is amended by replacing “; and” with “.”.

36. Section 3.18.4, Expropriation and/or Road Widening, Subsection 2 is amended by replacing “;” with “.”.

37. Section 3.18.4, Expropriation and/or Road Widening, is amended by adding the following Subsection after Subsection 2:

3. If any legally existing building or structure becomes non-complying as a result of a road widening or an expropriation, it may be repaired, restored or rebuilt without the requirement to obtain relief from the applicable setbacks, lot occupancy, lot area, lot depth, and/or frontage provisions of this By-law, provided that such repair, restoration or rebuild does not increase the height, size, volume or extent of non-conformity, except as is required in order to comply with the requirements of the Ontario Building Code, and/or the regulations of the applicable Conservation Authority.

38. Section 3.19.3, Restoration of Buildings to a Safe Condition, Subsection b) is replaced in its entirety with the following:

- b) The reconstruction of existing steps and landings that do not meet setback or projection requirements shall be permitted provided such

repair, restoration, or rebuild does not increase the extent of non-conformity of the steps and landings, except as is required in order to comply with the requirements of the Ontario Building Code. Should the reconstruction of existing stairs or landings to a safe condition require enlargement in order to comply with the requirements of the Ontario Building Code, the permitted setback shall be 0 m.

39. Section 3.21.1, General Parking Provisions, Subsection 8 is amended by replacing “paved” with “constructed” and adding “Notwithstanding the foregoing, in the Rural Area Zone and the Prime Agricultural Zone, all parking spaces, parking areas, and parking lots, including driveways, shall be constructed with a surface, such as gravel, that is usable in all seasons.” after “Permeable pavers shall be permitted to allow for reduced stormwater runoff.”

40. Section 3.21.2, Parking Location, Subsection 9 is amended by replacing “paved” with “constructed”.

41. Section 3.21.2, Parking Location, Subsection 10 c) is amended by replacing entirely with the following:

c) In the case of a single detached dwelling, the total area occupied by driveways, walkways, and surface parking shall not exceed 40% of the area of the entire front yard, and interior yard if applicable in the case of a dwelling with an attached garage which extends beyond the front wall of the living space of the dwelling, as illustrated in the following figure.

42. Section 3.21.2, Parking Location, Subsection 10 is amended by adding the following Subsections after c), with subsequent Subsections renumbered:

d) In the case of semi-detached dwellings, duplexes, triplexes, quadruplexes, rowhouse dwellings, or where additional residential units are provided, the ratio of hard surfacing to landscaped area is permitted to be 50%. Notwithstanding any provision of this section to the contrary, in the case of rowhouse dwellings located on interior lots, the permitted ratio is 60% of hard surfacing to 40% landscaped area on lots up to and including 6 m wide.

e) On lots with converging lot lines (pie shaped lots), the permitted ratio of hard surfacing to the landscaped area is permitted to be 50%.

f) In no case shall these provisions result in a driveway that is less than 3 m wide or may be equal to the width of a garage provided that it is tapered to 6 m at street line, except that for narrow frontage lots, such as rowhouse dwellings with a single garage, a driveway shall have a maximum width of 3.5 m.

43. Section 3.21.2, Parking Location, Subsection 10 i) is amended by deleting “except”.

44. Section 3.21.2, Parking Location, Subsection 11 is amended by replacing “in” with “from” after “...an underground parking area at a 0 m setback”.

45. Section 3.21.3, Prohibited Parking, Subsection 2 is amended by replacing “per” with “or” after “No person shall park or store,”.

46. Section 3.21.4, Parking Space Requirements, Subsection 1 is amended by replacing “2.75” with “2.6”.

47. Section 3.21.5, Parking areas, Parking Lots, and Parking Aisles, Subsection 1 is amended by adding “In the case of a dwelling containing one (1) to four (4) dwelling units, driveways shall have a minimum width of 3 m, subject to the Parking Location provisions.” as Subsection 1, with the existing provision renumbered.

48. Section 3.21.5, Parking areas, Parking Lots, and Parking Aisles, Subsection 2 is amended by adding “For non-residential uses and residential uses containing five (5) or more units,” before “access driveways leading to a parking area...”.

49. Section 3.21.5, Parking areas, Parking Lots, and Parking Aisles, Subsection 3 is amended by replacing entirely with the following “Notwithstanding the foregoing, in the case of an existing building altered or used for any purpose for which a parking lot is required for a maximum of twenty (20) parking spaces, a driveway width of 3 m is permitted, if a greater width is not possible.”

50. Section 3.21.5, Parking areas, Parking Lots, and Parking Aisles, is amended by deleting Subsections 5 and 6 in their entirety, with the following Subsections renumbered.
51. Section 3.21.5, Parking areas, Parking Lots, and Parking Aisles, Subsection 5 a) is amended by replacing “70” with “90” and replacing “6.5” with “6”, and deleting “71 to 90 degrees” and “6.7 m”.
52. Section 3.21.5, Parking areas, Parking Lots, and Parking Aisles, Subsection 6 is amended by replacing “paved” with “constructed” in all instances.
53. Section 3.21.5, Parking areas, Parking Lots, and Parking Aisles, Subsection 14 is amended by deleting “for a 60 day annual maximum”.
54. Section 3.21.6, Calculation of Minimum Parking and Loading Space Requirements, Subsection 2 is amended by adding “visitor spaces” after “...barrier-free parking spaces,”.
55. Section 3.21.7, Minimum Parking Space Requirements, Subsection 1 is amended by replacing “Boarding / rooming house” with “Rooming house” and replacing the associated minimum number of parking spaces “1 space per boarding / rooming unit” with “0.75 spaces per rooming unit”.
56. Section 3.21.7, Minimum Parking Space Requirements, Subsection 1, Rowhouse dwelling, Minimum Number of Parking Spaces, is amended by adding “for four or less dwelling units. 0.75 spaces per additional dwelling unit in excess of four units” after “1 space per dwelling unit”.
57. Section 3.21.7, Minimum Parking Space Requirements, Subsection 1 is amended by replacing “Senior’s residence” with “Retirement home”
58. Section 3.21.7, Minimum Parking Space Requirements, Subsection 1, Restaurant, Minimum Number of Parking Spaces, is amended by deleting “In the Central Business District Zone and Le Village District Zone, half (50%) of the minimum parking spaces above may be provided”.
59. Section 3.21.7, Minimum Parking Space Requirements, Subsection 1, Transportation terminal, Warehouse, Wholesale establishment, Minimum Number of Parking Spaces, is amended by replacing “1 space” with “0.8 spaces” and replacing “plus 1 additional space per” with “, up to 2,800 m², 0.4 spaces per additional”.

60. Section 3.21.8, Minimum Visitor parking Space Requirements, Subsection 1 is amended by replacing “Senior’s residence” with “Retirement home”.
61. Section 3.21.9, Minimum Bicycle Parking Space Requirements and Provisions, Subsection 1 is amended by replacing “Seniors’ residence” with “Retirement home”.
62. Section 3.21.9, Minimum Bicycle Parking Space Requirements and Provisions, Subsection 8 is amended by replacing “securely anchored” with “secured”.
63. Section 3.21.10, Barrier-Free Parking Requirements, Subsection 1 is amended by replacing “Section 3.20.7” with “the Minimum Parking Space Requirements Section” after “...required in”, and replacing “3.20.7” with “3.21.7” in the corresponding table.
64. Section 3.21.10, Barrier-Free Parking Requirements, Subsection 2 b) is amended by replacing “off” with “odd” before “...number of barrier-free parking spaces are required”.
65. Section 3.21.10, Barrier-Free Parking Requirements, Subsection 2 is amended by adding the following Subsections after b):
- c) Where only one barrier-free parking space is required, the barrier-free parking space shall be a Type A barrier-free space.
 - d) Notwithstanding provision (1), where only one parking space is required for a non-residential use, a Type A barrier-free parking space shall be required in addition to the standard parking space requirement.
66. Section 3.21.10, Barrier-Free Parking Requirements, Subsection 4 is amended by adding “visitor” before “parking spaces shall be...”.
67. Section 3.21.10, Barrier-Free Parking Requirements, Subsection 6 is amended by replacing “have” with “be subject to” after “Barrier-free parking spaces shall” and by adding “provisions:” after “...the following”.
68. Section 3.21.10, Barrier-Free Parking Requirements, Subsection 6 b) is amended by deleting “and” after “...and a minimum length of 5.5 m;”.

69. Section 3.21.10, Barrier-Free Parking Requirements, Subsection 7 is amended by replacing “paved” with “constructed”.

70. Section 3.21.11, Loading Space Requirements, Subsection 9 is amended by replacing “paved” with “constructed”.

71. Section 3.23, Permitted Projections into Required Yards, is amended by adding “, and any lot with legal non-conforming buildings and structures” before “, every part of a yard....”.

72. Section 3.26, Public Uses, Subsection 2 is amended by deleting “electricity generation facilities and transmission and distribution systems,”.

73. Section 3.28, Seasonal Stationary Food Facilities, Subsection c) is amended by adding “and” after “Municipal water and sewer connections are required;”.

74. Section 3.28, Seasonal Stationary Food Facilities, is amended by deleting Subsections d), f), and g) in their entirety, with subsequent Subsections re-lettered.

75. Section 3.30.8, Right-of-way Protection, Subsection 2 is amended by replacing entirely with the following:

2. On the streets in the following table, a right-of-way protection of 13 m from the centre line in both directions shall apply. All setbacks shall be measured from the right-of-way protection line.

Street	From	To
Pitt Street	Thirteenth Street	Tollgate Road
Sydney Street	Ninth Street	Lemay Street
Sydney Street	Water Street	Ninth Street
Marlborough Street	Montreal Road	Tenth Street
Tenth Street	McConnell Avenue	Boundary Road

76. Section 3.30.8, Right-of-way Protection, Subsection 3 is amended by replacing “Existing west limit” with “Cumberland Street”, replacing “Street” with “Avenue” after “McConnell”, deleting “Second Street” under Street and deleting the corresponding “Power Dam Drive” and “Robertson Avenue”.

77. Section 3.31, Temporary Sales Uses, Subsection 2 is amended by replacing “may occur in the following locations, subject to licensing

requirements:” with “are permitted as an accessory use to the following uses:”.

78. Section 3.32, Temporary Uses, Subsection 1 is amended by adding “, and shall be subject to the following provisions:” after “...Environmental Constraint – Floodplain (EC-F) Zone”.

79. Section 4.2, Zone Standards, Subsection d) ii. Single-detached dwelling Requirement, is amended by replacing “and 0.5 m on the carport side” with “on each side with living space above or behind the carport, or 0.5 m on the side with a carport”.

80. Section 4.2, Zone Standards, Subsection h), is amended by replacing “10” with “11”.

81. Section 4.3, Additional Provisions, is amended by deleting Section 4.3.1 in its entirety with subsequent sections renumbered.

82. Section 5.2, Zone Standards, Subsection a) i. Semi-detached dwelling Requirement, is amended by replacing “18 m (9 m per dwelling unit)” with “9 m per main dwelling unit”.

83. Section 5.2, Zone Standards, Subsection a) ii. Duplex dwelling Requirement, is amended by replacing “30 m” with “20 m”.

84. Section 5.2, Zone Standards, Subsection a) ii. Semi-detached dwelling Requirement, is amended by replacing “30 m (15 m per dwelling unit)” with “15 m per main dwelling unit”.

85. Section 5.2, Zone Standards, Subsection a) iii. Semi-detached dwelling Requirement, is amended by replacing “38 m (19 m per dwelling unit)” with “19 m per main dwelling unit”.

86. Section 5.2, Zone Standards, Subsection b) i. Duplex dwelling Requirement, is amended by replacing “600 m²” with “464 m²”.

87. Section 5.2, Zone Standards, Subsection b) i. Semi-detached dwelling Requirement, is amended by replacing “600 m²” with “300 m² per main dwelling unit”.

88. Section 5.2, Zone Standards, Subsection b) ii. Duplex dwelling Requirement, is amended by replacing “929 m²” with “696 m²”.

89. Section 5.2, Zone Standards, Subsection b) ii. Semi-detached dwelling Requirement, is amended by replacing “929 m²” with “464 m² per main dwelling unit”.

90. Section 5.2, Zone Standards, Subsection b) iii. Semi-detached dwelling Requirement, is amended by replacing “2788 m²” with “1,394 m² per main dwelling unit”.

91. Section 5.2, Zone Standards, Subsection d) ii. is amended by replacing “and 0.8 m on the carport side” with “on each side with living space above or behind the carport, and 0.5 m on the carport side”.

92. Section 5.2, Zone Standards, Subsection g) is amended by replacing “35” with “40”.

93. Section 5.2, Zone Standards, Subsection h) is amended by replacing “11” with “10”.

94. Section 5.3.1, Additions to Semi-detached Dwellings, is amended by deleting “Additions to” in the title.

95. Section 5.3.1, Semi-detached Dwellings, Subsections 1 and 2 are amended by adding “interior” before “side yard setback”.

96. Section 5.3.1, Semi-detached Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirements for Semi-detached dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the semi-detached dwelling units.

97. Section 5.3.2, Roof Overhang – Minimum Distance from Lot Line, is deleted in its entirety with subsequent sections renumbered.

98. Section 6, Residential 20 (RES 20) Zone (Medium Density), is amended by deleting “and” after “...quadruplex,” and deleting “some” before “...institutional uses.” as well as adding “and apartments,” after “...rowhouse dwellings”.

99. Section 6.1, Permitted Uses, is amended by adding the following uses:

- Institutional Uses

- Long-term care facility
- Retirement home
- Rooming house

100. Section 6.1, Permitted Uses, is amended by deleting the following uses:

- Boarding / rooming house
- Seniors' residence

101. Section 6.1, Permitted Uses, is amended by replacing “Dwelling, apartment with eight or fewer units” with “Dwelling, apartment with ten or fewer units”.

102. Section 6.2.1, Low-density Residential Uses, is amended by replacing the table in its entirety with the following:

Provision	Requirement for Low-density Residential Uses
	Single-detached dwelling, Semi-detached dwelling, Duplex dwelling, Link-detached dwelling, Triplex dwelling, Quadruplex dwelling, Rooming house
a) Minimum Lot Frontage	<p>Single-detached dwelling, Duplex dwelling, Triplex dwelling, Rooming house: 15 m</p> <p>Semi-detached dwelling, Link-detached dwelling: 9 m per dwelling unit</p> <p>Quadruplex dwelling: 18 m</p>
b) Minimum Lot Area	<p>Single-detached dwelling, Duplex dwelling, Triplex dwelling, Rooming house: 464 m²</p> <p>Semi-detached dwelling, Link-detached dwelling: 300 m² per main dwelling unit</p> <p>Quadruplex dwelling: 600 m²</p>
c) Minimum Front Yard	6 m
d) Minimum Interior Side Yard (see Figure following this table)	

i. Where an attached garage is provided	1.5 m on each side with living space above or behind the garage, or 0.8 m on the side with a garage
ii. Where a carport is provided	1.5 m on each side with living space above or behind the carport, 0.5 m on the carport side
iii. Where no attached garage or carport is provided	1.5 m and 3 m on the driveway side
e) Minimum Exterior Side Yard	6 m
f) Minimum Rear Yard	8 m
g) Maximum Lot Occupancy (all main buildings)	40%
h) Maximum Building Height	Single-detached dwelling, Semi-detached dwelling, Duplex dwelling, Link-detached dwelling, Triplex dwelling, Rooming house: 11 m Quadruplex dwelling: 13.5 m

103. Section 6.2.2, Medium-density Residential and Non-Residential Uses, is amended by replacing “Triplex dwelling” and “Quadruplex dwelling” column titles with “Rowhouse dwelling (linear), Rowhouse dwelling (cluster)”.

104. Section 6.2.2, Medium-density Residential and Non-Residential Uses, is amended by replacing “eight” with “ten” in the column title for “Apartment dwelling...”.

105. Section 6.2.2, Medium-density Residential and Non-Residential Uses, Subsection a), is amended by deleting Subsections i., ii. and iii. in their entirety and replacing with the following within the Minimum Lot Frontage row: “Rowhouse dwelling (linear), 20.5 m, plus 4.8 m per main dwelling unit in excess of 3” and “Rowhouse dwelling (cluster): 22.5 m” under the column titled “Rowhouse dwelling (linear) and Rowhouse dwelling (cluster)” and “22.5 m” under the “Apartment dwelling – ten or fewer units” and “Other Permitted Uses” column titles.

106. Section 6.2.2, Medium-density Residential and Non-Residential Uses, Subsection b), is amended by replacing “700 m²” with “185 m² per main dwelling unit” under the column titled “Rowhouse dwelling (linear) and Rowhouse dwelling (cluster)”.

107. Section 6.2.2, Medium-density Residential and Non-Residential Uses, Subsection e), is amended by replacing “4.5 m on one side and 3 m on the other side” with “2.4 m plus 0.6 m for each additional or partial storey above the first (applicable to end units only)”.

108. Section 6.2.2, Medium-density Residential and Non-Residential Uses, Subsection g), is amended by replacing “8 m” with “Rowhouse dwelling (linear): 8 m” and “Rowhouse dwelling (cluster): 6 m”.

109. Section 6.2.2, Medium-density Residential and Non-Residential Uses, Subsection h), is amended by replacing “35” with “40”.

110. Section 6.2.2, Medium-density Residential and Non-Residential Uses, Subsection i), is amended by replacing “13.5” with “11”, deleting “5 storeys, up to a maximum of”, and deleting “, subject to the provisions of the Angular Planes Section”.

111. Section 6.3.1, Additions to Semi-detached Dwellings, is amended by deleting “Additions to” in the title.

112. Section 6.3.1, Semi-detached Dwellings, Subsections 1 and 2 are amended by adding “interior” before “...side yard setback...”.

113. Section 6.3.1, Semi-detached Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard setback requirement for semi-detached dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the semi-detached dwelling units.

114. Section 6.3.2, Link-detached Dwellings, is amended by deleting Subsections 2, 3, and 4, with the following Subsections renumbered.

115. Section 6.3.3, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

116. Section 6.3.3, Linear Rowhouse Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the Zone Standards for Medium-density Residential Uses, the minimum interior side yard setback for linear rowhouse dwellings is 0 m from the common lot line which divides the linear rowhouse dwelling units.

117. Section 6.3.4, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” in the title before “Cluster Rowhouse Dwellings”.

118. Section 6.3.4, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 in its entirety with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the cluster rowhouse dwelling units.

119. Section 6.3.4, Cluster Rowhouse Dwellings, is amended by deleting Subsection 3 in its entirety.

120. Section 6.3.6, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings and Quadruplex Dwellings, is amended by deleting “Triplex Dwellings and” adding “,” before “Quadruplex Dwellings”, and adding “, and Apartment Dwellings” after “Quadruplex Dwellings” in the Section title.

121. Section 6.3.6, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

122. Section 6.3.6, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3 is replaced in its entirety with the following:

3. For the purposes of determining the required amount of landscaped area where two or more cluster rowhouse dwellings or apartment dwellings are located on a single parcel of land, the following shall apply:

a) Each building shall be assigned a portion of the total lot area; and

b) Each portion shall be deemed to be a lot for the purposes of this subsection

123. Section 6.3.7, Transitional Housing Amenity Area, is deleted in its entirety.

124. Section 6.4.3, RES 20-3, is amended by replacing “townhouse” with “rowhouse”.

125. Section 6.4.5, RES 20-5, is amended by replacing “Townhouse” and “townhouse” with “Rowhouse” and “rowhouse” respectively.

126. Section 7.1, Permitted Uses, is amended by adding the following uses:

- Institutional Uses
- Long-term care facility
- Retirement home
- Rooming house

127. Section 7.1, Permitted Uses, is amended by deleting the following uses:

- Boarding / rooming house
- Seniors’ residence

128. Section 7.2, Zone Standards, is amended by adding “, Rooming house” after “Triplex dwelling” in the Requirement column.

129. Section 7.2, Zone Standards, Subsection a), is amended by deleting provision titles “i. Interior Lot” and “ii. Corner Lot”, and deleting associated provisions for “ii. Corner Lot”.

130. Section 7.2, Zone Standards, Subsection a), is amended by adding “main dwelling” before “unit in excess of 3”.

131. Section 7.2, Zone Standards, Subsection a), is amended by replacing “33.5 m” with “30 m” for “Rowhouse dwelling (cluster)”, replacing “22.5 m” with “15 m” for “Triplex dwelling”, and replacing “22.5 m” with “18 m” for “Quadruplex dwelling”.

132. Section 7.2, Zone Standards, Subsection b), is amended by adding “main” before “...dwelling unit”.

133. Section 7.2, Zone Standards, Subsection b), is amended by replacing “700 m²” with “464 m²” under the “Triplex dwelling” column.

134. Section 7.2, Zone Standards, Subsection b), is amended by replacing “700” with “464” under the “Triplex dwelling” column and “600” under the “Quadruplex dwelling” column.

135. Section 7.2, Zone Standards, Subsection c), is amended by adding “- See additional provisions” under the “Rowhouse dwelling (linear), Rowhouse dwelling (cluster)” column.

136. Section 7.2, Zone Standards, Subsection e), is amended by replacing “4.5” with “1.5”, and replacing “other” with “driveway” under the “Triplex dwelling” and “Quadruplex dwelling” columns.

137. Section 7.2, Zone Standards, Subsection h), is amended by replacing “35%” with “40%”.

138. Section 7.2, Zone Standards, Subsection i), is amended by replacing “10” with “11”, deleting “5 storeys up to a maximum of” and deleting “, subject to the provisions of the Angular Planes Section”.

139. Section 7.3.1, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

140. Section 7.3.1, Linear Rowhouse Dwellings, is amended by adding a new Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for linear rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the linear rowhouse dwelling units.

141. Section 7.3.2, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” before “Cluster Rowhouse Dwellings” in the Section title.

142. Section 7.3.2, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the cluster rowhouse dwelling units.

143. Section 7.3.2, Cluster Rowhouse Dwellings, Subsection 3 is amended by deleting in its entirety.

144. Section 7.3.3, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings, Quadruplex Dwellings, and Apartment Dwellings” is amended by deleting “Triplex Dwellings,” in the Section title.

145. Section 7.3.3, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting Subsection 3 in its entirety, with subsequent Subsections renumbered.

146. Section 7.3.3, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “...landscaped area, which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

147. Section 7.3.3, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3 is amended by adding “cluster rowhouse dwellings or” after “...landscaped area where two or more”.

148. Section 7.3.4, Transitional Housing Amenity Area, is deleted in its entirety.

149. Section 7.4.4, RES 30-4, Subsection ii. is amended by deleting “, subject to the provisions of the Angular Planes Section.”

150. Section 7.4.5, RES 30-5, Subsection ii. is amended by deleting “, subject to the provisions of the Angular Planes Section.”

151. Section 8, Residential 40 (RES 40) Zone (High Density), is amended by deleting “some” before “institutional uses.”.

152. Section 8.1, Permitted Uses, is amended by adding the following uses:

- Institutional uses
- Long-term care facility
- Retirement home
- Rooming house

153. Section 8.1, Permitted Uses, is amended by deleting the following uses:

- Boarding / rooming house
- Seniors’ residence

154. Section 8.2, Zone Standards, is amended by adding “, Rooming house” after “Triplex dwelling” and adding “Transitional housing” after “Apartment dwelling” in the Requirement columns.

155. Section 8.2, Zone Standards, Subsection a), is amended by deleting provision titles “i. Interior Lot” and “ii. Corner Lot”, and deleting associated provisions for “ii. Corner Lot”.

156. Section 8.2, Zone Standards, Subsection a) is amended by adding “main dwelling” before “unit in excess of 3” and replacing “33.5” with “30”.

157. Section 8.2, Zone Standards, Subsection a) is amended by replacing “22.5” with “15” under the column titled “Triplex dwelling” and by replacing “22.5” with “18” under the column titled “Quadruplex dwelling”

158. Section 8.2, Zone Standards, Subsection b), is amended by adding “main” before “dwelling unit”.

159. Section 8.2, Zone Standards, Subsection b), is amended by replacing “700” with “464” under the “Triplex dwelling” column.

160. Section 8.2, Zone Standards, Subsection b), is amended by replacing “700” with “600” under the “Quadruplex dwelling” column.

161. Section 8.2, Zone Standards, Subsection c), is amended by adding “- See additional provisions” under the “Rowhouse dwelling (linear), Rowhouse dwelling (cluster)” column.

162. Section 8.2, Zone Standards, Subsection e), is amended by replacing “4.5” with “1.5”, and replacing “other” with “driveway” under the “Triplex dwelling” and “Quadruplex dwelling” columns.

163. Section 8.2, Zone Standards, Subsection h), is amended by replacing “35%” with “40%”.

164. Section 8.2, Zone Standards, Subsection i), is amended by replacing “10” with “11” and deleting “, subject to the provisions of the Angular Planes Section”.

165. Section 8.3.1, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

166. Section 8.3.1, Linear Rowhouse Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for linear rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the linear rowhouse dwelling units.

167. Section 8.3.2, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” before “Cluster Rowhouse Dwellings” in the Section title.

168. Section 8.3.2, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster

rowhouse dwellings, the minimum interior side yard setback is 0 m from the c
common lot line which divides the cluster rowhouse dwelling units.

169. Section 8.3.2, Cluster Rowhouse Dwellings, is amended by deleting Subsection 3 in its entirety.

170. Section 8.3.3, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings, Quadruplex Dwellings, and Apartment Dwellings” is amended by deleting “Triplex Dwellings,” in the Section title.

171. Section 8.3.3, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting Subsection 3 in its entirety, with subsequent Subsections renumbered.

172. Section 8.3.3, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “...landscaped area, which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

173. Section 8.3.3, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3 is amended by adding “cluster rowhouse dwellings or” after “...landscaped area where two or more”.

174. Section 8.3.5, Transitional Housing Amenity Area, is deleted in its entirety.

175. Section 9.3.2, Alternate Provisions for Service Commercial Uses, Subsection b), is amended by adding “interior” before “side yard setback shall be 6 m”.

176. Section 10.2, Zone Standards, Subsection g) is amended by replacing “10” with “11”.

177. Section 11.2, Zone Standards, Subsection g) is amended by replacing “13.5” with “20” and adding “Hotel: 30 m”.

178. Section 12.1, Permitted Uses, is amended by adding the following uses:

- Long-term care facility
- Retirement home
- Rooming house

179. Section 12.1, Permitted Uses, is amended by deleting the following use:

- Seniors' residence

180. Section 12.2.1, Non-Residential Uses / Combined Non-Residential and Residential Uses, Subsection g) is amended by deleting “, subject to the provisions of the Angular Planes Section”.

181. Section 12.2.2, Residential Uses, is amended by adding “, Rooming house” after “Triplex dwelling” to create the column titled “Triplex dwelling, Rooming house”.

182. Section 12.2.2, Residential Uses, Subsection a), is amended by deleting provision titles “i. Interior Lot” and “ii. Corner Lot”, and deleting associated provisions for “ii. Corner Lot”.

183. Section 12.2.2, Residential Uses, Subsection a) is amended by adding “main dwelling” before “unit in excess of 3” and replacing “33.5” with “30”.

184. Section 12.2.2, Residential Uses, Subsection a) is amended by replacing “22.5” with “15” under the column titled “Triplex dwelling, Rooming House” and by replacing “22.5” with “18” under the column titled “Quadruplex dwelling”.

185. Section 12.2.2, Residential Uses, Subsection b), is amended by adding “main” before “...dwelling unit”.

186. Section 12.2.2, Residential Uses, Subsection b), is amended by replacing “700” with “464” under the “Triplex dwelling, Rooming house” column.

187. Section 12.2.2, Residential Uses, Subsection b), is amended by replacing “700” with “600” under the “Quadruplex dwelling” column.

188. Section 12.2.2, Residential Uses, Subsection c), is amended by adding “-See additional provisions” under the “Rowhouse dwelling (linear), Rowhouse dwelling (cluster)” column.

189. Section 12.2.2, Residential Uses, Subsection e), is amended by replacing “4.5” with “1.5”, and replacing “other” with “driveway” under the “Triplex dwelling, Rooming house” and “Quadruplex dwelling” columns.

190. Section 12.2.2, Residential Uses, Subsection h), is amended by replacing “35” with “45”.

191. Section 12.2.2, Zone Standards, Subsection i), is amended by replacing “10” with “11” and deleting “, subject to the provisions of the Angular Planes Section”.

192. Section 12.3.2, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

193. Section 12.3.2, Linear Rowhouse Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for linear rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the linear rowhouse dwelling units.

194. Section 12.3.3, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” before “Cluster Rowhouse Dwellings” in the Section title.

195. Section 12.3.3, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the cluster rowhouse dwelling units.

196. Section 12.3.3, Cluster Rowhouse Dwellings is amended by deleting Subsection 3 in its entirety.

197. Section 12.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings, Quadruplex Dwellings, and Apartment Dwellings” is amended by deleting “Triplex Dwellings,” in the Section title.

198. Section 12.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting Subsection 3 in its entirety, with subsequent Subsections renumbered.

199. Section 12.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “...landscaped area, which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

200. Section 12.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3 is amended by adding “cluster rowhouse dwellings or” after “...landscaped area where two or more”.

201. Section 12.3.6, Dwelling Units Above Non-residential Uses, is amended by renaming the title of the Section to “Main floor Uses in Combined Residential and Non-Residential Buildings”.

202. Section 12.3.6, Main floor Uses in Combined Residential and Non-Residential Buildings, is amended by replacing the provisions in their entirety with the following:

1. Where residential and non-residential uses are combined within the same building, no residential uses shall be located on the main floor, unless the residential uses are behind the non-residential use.
2. Notwithstanding the foregoing, any portion of a residential use utilized for indoor amenity area, or for providing ingress and egress to residential uses may be permitted along the building frontage.

203. Section 12.3.8, Transitional Housing Amenity Area, is deleted in its entirety.

204. Section 13.1, Permitted Uses, is amended by adding the following uses:

- Long-term care facility

- Retirement home
- Rooming house

205. Section 13.1, Permitted Uses, is amended by deleting the following use:

- Seniors' residence

206. Section 13.2.1, Non-Residential Uses / Combined Non-Residential and Residential Uses, Subsection g) is amended by deleting “, subject to the provisions of the Angular Planes Section”.

207. Section 13.2.2, Residential Uses, is amended by adding “, Rooming house” after “Triplex dwelling” to create the column titled “Triplex dwelling, Rooming house”.

208. Section 13.2.2, Residential Uses, Subsection a), is amended by adding “main” before “dwelling unit” under the column titled “Rowhouse dwellings (linear), Rowhouse dwellings (cluster)”.

209. Section 13.2.2, Residential Uses, Subsection a), is amended by replacing “700” with “464” under the column titled “Triplex dwellings Rooming house”.

210. Section 13.2.2, Residential Uses, Subsection a), is amended by replacing “700” with “600” under the column titled “Quadruplex dwellings”.

211. Section 13.2.2, Residential Uses, Subsection b), is amended by deleting provision titles “i. Interior Lot” and “ii. Corner Lot”, and deleting associated provisions for “ii. Corner Lot”.

212. Section 13.2.2, Residential Uses, Subsection b) is amended by adding “main dwelling” before “unit in excess of 3” and replacing “33.5” with “30” under the column titled “Rowhouse dwelling (linear), Rowhouse dwelling (cluster).”.

213. Section 13.2.2, Residential Uses, Subsection b) is amended by replacing “22.5” with “15” under the column titled “Triplex dwelling, Rooming House” and by replacing “22.5” with “18” under the column titled “Quadruplex dwelling”.

214. Section 13.2.2, Residential Uses, is amended by adding a new Subsection after Subsection b) titled “Minimum Landscaped Area” under

the column titled “Provision”. Subsequent columns will include the text “30% - See additional provisions”, with the exception of “Triplex dwelling, Rooming house” requirement which shall be “N/A”. Subsequent Subsections are renumbered.

215. Section 13.2.2, Residential Uses, Subsection e), is amended by replacing “4.5” with “1.5”, and replacing “other” with “driveway” under the “Triplex dwelling, Rooming house” and “Quadruplex dwelling” columns.

216. Section 13.2.2, Residential Uses, Subsection h), is amended by replacing “35” with “45”.

217. Section 13.2.2, Residential Uses, Subsection i), is amended by replacing “10” with “11” and deleting “, subject to the provisions of the Angular Planes Section”.

218. Section 13.3.2, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

219. Section 13.3.2, Linear Rowhouse Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for linear rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the linear rowhouse dwelling units.

220. Section 13.3.3, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” before “Cluster Rowhouse Dwellings” in the Section title.

221. Section 13.3.3, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the cluster rowhouse dwelling units.

222. Section 13.3.3, Cluster Rowhouse Dwellings, is amended by deleting Subsection 3 in its entirety.

223. Section 13.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings, Quadruplex Dwellings, and Apartment Dwellings” is amended by deleting “Triplex Dwellings,” in the Section title.

224. Section 13.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting Subsection 3 in its entirety, with subsequent Subsections renumbered.

225. Section 13.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “...landscaped area, which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

226. Section 13.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3 is amended by adding “cluster rowhouse dwellings or” after “...landscaped area where two or more”.

227. Section 13.3.5, Dwelling Units Above Non-residential Uses, is amended by renaming the title of the Section to “Main floor Uses in Combined Residential and Non-Residential Buildings”.

228. Section 13.3.5, Main floor Uses in Combined Residential and Non-Residential Buildings, is amended by replacing the provisions in their entirety with the following:

1. Where residential and non-residential uses are combined within the same building, no residential uses shall be located on the main floor, unless the residential uses are behind the non-residential use.
2. Notwithstanding the foregoing, any portion of a residential use utilized for indoor amenity area, or for providing ingress and egress to residential uses may be permitted along the building frontage.

229. Section 13.3.7, Transitional Housing Amenity Area, is deleted in its entirety.

230. Section 14.1.1, Non-Residential Uses, is amended by adding the following uses:

- Long-term care facility
- Retirement home

231. Section 14.1.1, Non-Residential Uses, is amended by deleting the following use:

- Seniors' residence

232. Section 14.1.2, Residential Uses, is amended by adding the following use:

- Rooming house

233. Section 14.1.2, Residential Uses, is amended by deleting the following use:

- Boarding / rooming house

234. Section 14.1.3, Combined Residential and Non-Residential Uses, is amended by adding the following uses:

- Arcade
- Artist Studio
- Bar
- Brewpub
- Continuum of care home
- Day care centre
- Financial institution
- Hospice
- Hotel
- Medical facility
- Pharmacy
- Place of worship

235. Section 14.2.1, Non-Residential Uses, Subsection g) is amended by deleting “, subject to the provisions of the Angular Planes Section”.

236. Section 14.2.2, Low-Density Residential Uses, Requirement title is amended by deleting “Boarding /” and adding “Triplex dwelling, Quadruplex dwelling”.

237. Section 14.2.2, Low-Density Residential Uses, Subsection a) is amended by adding “Triplex dwelling: 15 m” and “Quadruplex dwelling: 18 m”.

238. Section 14.2.2, Low-Density Residential Uses, Subsection a), is amended by replacing “18 m for both units” with “9 m per main dwelling unit”.

239. Section 14.2.2, Low-Density Residential Uses, Subsection b), is amended by replacing “600 m²” with “300 m² per main dwelling unit” for “Semi-detached dwelling:”.

240. Section 14.2.2, Low-Density Residential Uses, Subsection b) is amended by adding Triplex dwelling: 464 m²” and “Quadruplex dwelling: 600 m²”, and replacing “600 m²” with “464 m²” for “Duplex dwelling”.

241. Section 14.2.2, Low-Density Residential Uses, Subsection d) ii. is deleted in its entirety with subsequent Subsection renumbered.

242. Section 14.2.2, Low-Density Residential Uses, Subsection d) ii, is amended by replacing “1.5 m and 0.8 m on carport side”, “1.5 , and 0.5 m on the carport side”, and “0.5 m on the carport side” with “1.5 m on each side with living space above or behind the carport, and 0.5 m on the carport side”.

243. Section 14.2.2, Low-Density Residential Uses, Subsection d) iii, is amended by adding “Triplex dwelling, Quadruplex dwelling: 1.5 m and 3 m on the driveway side”.

244. Section 14.2.2, Low-Density Residential Uses, Subsection g), is amended by replacing “35” with “40”.

245. Section 14.2.2, Low-Density Residential Uses, Subsection h) is amended by adding “, Triplex dwelling” after “...Semi-detached dwelling”, replacing “10” with “11” and adding “Quadruplex dwelling: 13.5 m” after “...Triplex dwelling: 11 m”.

246. Section 14.2.3, Medium-to-High Density Residential Uses, Subsection a), is amended by deleting provision titles “i. Interior Lot” and “ii. Corner Lot”, and deleting associated provisions for “ii. Corner Lot”.

247. Section 14.2.3, Medium-to-High-Density Residential Uses, Requirement titles and associated provisions for “Triplex dwellings” and “Quadruplex dwellings” are deleted in their entirety.

248. Section 14.2.3, Medium-to-High Density Residential Uses, Subsection a) is amended by adding “main dwelling” before “unit in excess of 3” and replacing “33.5” with “30”.

249. Section 14.2.3, Medium-to-High Density Residential Uses, Subsection b), is amended by adding “main” before “dwelling unit”.

250. Section 14.2.3, Medium-to-High Density Residential Uses, Subsection c), is amended by adding “-See additional provisions” under the column titled “Rowhouse dwelling (linear), Rowhouse dwelling (cluster)”.

251. Section 14.2.3, Medium-to-High Density Residential Uses, Subsection i), is amended by replacing “35” with “45”.

252. Section 14.2.3, Medium-to-High Density Residential Uses, Subsection j), is amended by replacing “10” with “11” and deleting “, subject to the provisions of the Angular Planes Section”.

253. Section 14.2.4, Combined Non-Residential and Residential Uses, Subsection d), is amended by adding “Interior” before “Side Yard”.

254. Section 14.2.4, Combined Non-Residential and Residential Uses, Subsection g), is amended by deleting “, subject to the provisions of the Angular Planes Section”.

255. Section 14.3.1, Dwelling Units Above Non-residential Uses, is amended by replacing the Section title with “Main floor Uses in Combined Residential and Non-Residential Buildings”.

256. Section 14.3.1, Main floor Uses in Combined Residential and Non-Residential Buildings, is amended by replacing Subsections 1 and 2 with the following:

1. Where residential and non-residential uses are combined within the same building, no residential uses shall be located on the main floor, unless the residential uses are behind the non-residential use.
 2. Notwithstanding the foregoing, any portion of a residential use utilized for indoor amenity area, or for providing ingress and egress to residential uses may be permitted along the building frontage.
257. Section 14.3.4, Alternate Side Yard Provisions for Combined Residential and Commercial Uses, Subsection 1 is amended by replacing “single detached building” with “Low Density Residential Use”, and adding “interior” before “side yard” in all instances.
258. Section 14.3.4, Alternate Side Yard Provisions for Combined Residential and Commercial Uses, Subsection 1 b) is amended by replacing “0.8” with “0.5”.
259. Section 14.3.4, Alternate Side Yard Provisions for Combined Residential and Commercial Uses, Subsection 1 c), is amended by replacing “one” with “the driveway” before “side and 1.5 m on the other side.”.
260. Section 14.3.4, Alternate Side Yard Provisions for Combined Residential and Commercial Uses, is amended by deleting Subsections 2 and 3 in their entirety.
261. Section 14.3.5, Additions to Semi-detached Dwellings, is amended by deleting “Additions to” in the Section title.
262. Section 14.3.5, Semi-detached Dwellings, Subsections 1 and 2 are amended by adding “interior” before “side yard setback...”.
263. Section 14.3.5, Semi-detached Dwellings, is amended by adding the following Subsection after Subsection 2:
3. Notwithstanding the minimum interior side yard requirement for semi-detached dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the semi-detached dwelling units.
264. Section 14.3.6, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

265. Section 14.3.6, Linear Rowhouse Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for linear rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the linear rowhouse dwelling units.

266. Section 14.3.7, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” in the Section title.

267. Section 14.3.7, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the cluster rowhouse dwelling units.

268. Section 14.3.7, Cluster Rowhouse Dwellings, is amended by deleting Subsection 3 in its entirety.

269. Section 14.3.8, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings, Quadruplex Dwellings, and Apartment Dwellings” is amended by deleting “Triplex Dwellings,” in the Section title.

270. Section 14.3.8, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting Subsection 3 in its entirety, with subsequent Subsections renumbered.

271. Section 14.3.8, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “...landscaped area, which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

272. Section 14.3.8, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3

is amended by adding “cluster rowhouse dwellings or” after “...landscaped area where two or more”.

273. Section 14.3.9, Transitional Housing Amenity Area, is deleted in its entirety.

274. Section 15.1, Permitted Uses, Subsection 1, is amended by adding the following uses:

- Bar
- Retail food store

275. Section 15.1, Permitted Uses, Subsection 2, is amended by deleting “The following uses are also permitted, subject to additional provisions:”, deleting provision a) in its entirety with subsequent sections renumbered and adding “also” after “the following uses are”.

276. Section 15.2, Zone Standards, Subsection h), is amended by replacing “13.5” with “20”, deleting “subject to the provisions of the Angular Planes Section”, and adding “Hotel: 30 m”.

277. Section 15.4.13, HC-13, Subsection i., is amended by replacing “seniors’ residence” with “retirement home”.

278. Section 15.4.16, HC-16, Subsection i., is amended by replacing “seniors’ residence” with “retirement home”.

279. Section 16.2.1, Community Shopping Centre (Level 1) Standards, Subsection h), is amended by deleting “or 3 storeys, whichever is less”.

280. Section 16.2.2, Regional Shopping Centre (Level 2) Standards, Subsection j), is amended by deleting “or 4 storeys, whichever is less”.

281. Section 16.3.5, Minimum Setback for Drive-Thru Queuing Lanes Abutting Residential Zones, is deleted in its entirety, with subsequent Sections renumbered.

282. Section 17.1.2, Residential Uses, is amended by adding the following use:

- Rooming house

283. Section 17.2.2, Residential Uses, is amended by replacing the title of the column “Triplex dwelling” with “Triplex dwelling, Rooming house”.

284. Section 17.2.2, Residential Uses, Subsection a), is amended by adding “main” before “dwelling unit” under the column titled “Rowhouse dwelling (linear), Rowhouse dwelling (cluster)”.

285. Section 17.2.2, Residential Uses, Subsection a), is amended by replacing “700” with “464” under the column titled “Triplex dwelling, Rooming House”.

286. Section 17.2.2, Residential Uses, Subsection a), is amended by replacing “700” with “600” under the column titled “Quadruplex dwelling”.

287. Section 17.2.2, Residential Uses, Subsection b), is amended by deleting provision titles “i. Interior Lot” and “ii. Corner Lot”, and deleting associated provisions for “ii. Corner Lot”.

288. Section 17.2.2, Residential Uses, Subsection b) is amended by adding “main dwelling” before “unit” and replacing “33.5” with “30” under the column titled “Rowhouse dwelling (linear), Rowhouse dwelling (cluster).”

289. Section 17.2.2, Residential Uses, Subsection b) is amended by replacing “22.5” with “15” under the column titled “Triplex dwelling, Rooming House” and by replacing “22.5” with “18” under the column titled “Quadruplex dwelling”

290. Section 17.2.2, Residential Uses, Subsection c), is amended by adding “-See additional provisions” under the column titled “Rowhouse dwelling (linear), Rowhouse dwelling (cluster)”.

291. Section 17.2.2, Residential Uses, Subsection c), is amended by replacing “30% - See additional provisions” with “N/A” under the column titled “Triplex dwelling, Rooming house”.

292. Section 17.2.2, Residential Uses, Subsection e), is amended by replacing “4.5” with “1.5”, and replacing “other” with “driveway” under the columns titled “Triplex dwelling, Rooming house” and “Quadruplex dwelling”.

293. Section 17.2.2, Residential Uses, Subsection h), is amended by replacing “35” with “40”.

294. Section 17.2.2, Medium-to-High Residential Uses, Subsection i), is amended by deleting “or 4 storeys” and deleting “, subject to the provisions of the Angular Planes Section”.

295. Section 17.2.3 Combined Residential and Non-Residential Uses, Subsection e), is amended by deleting “, subject to the provisions of the Angular Planes Section”.

296. Section 17.3.1, Ground floor Uses in Combined Residential and Non-Residential Buildings, is amended by replacing the Section title with “Main floor Uses in Combined Residential and Non-Residential Buildings”.

297. Section 17.3.1, Main floor Uses in Combined Residential and Non-Residential Buildings, is amended by replacing the provisions in the entirety with the following:

1. Where residential and non-residential uses are combined within the same building, no residential uses shall be located on the main floor, unless the residential uses are behind the non-residential use.
2. Notwithstanding the foregoing, any portion of a residential use utilized for indoor amenity area, or for providing ingress and egress to residential uses may be permitted along the building frontage.

298. Section 17.3.9, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

299. Section 17.3.9, Linear Rowhouse Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for linear rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the linear rowhouse dwelling units.

300. Section 17.3.10, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” in the Section title.

301. Section 17.3.10, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the cluster rowhouse dwelling units.

302. Section 17.3.10, Cluster Rowhouse Dwellings, is amended by deleting Subsection 3 in its entirety.

303. Section 17.3.11, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings, Quadruplex Dwellings, and Apartment Dwellings” is amended by deleting “Triplex Dwellings,” in the Section title.

304. Section 17.3.11, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting Subsection 3 in its entirety, with subsequent Subsections renumbered.

305. Section 17.3.11, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “...landscaped area, which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

306. Section 17.3.11, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3 is amended by adding “cluster rowhouse dwellings or” after “...landscaped area where two or more”.

307. Section 17.3.12, Transitional Housing Amenity Area, is deleted in its entirety.

308. Section 18.1, Permitted Uses, Subsection 1, is amended by adding the following uses:

- Retirement home
- Rooming house

309. Section 18.1, Permitted Uses, Subsection 1, is amended by deleting the following uses:

- Boarding / rooming house
- Seniors' residence

310. Section 18.2.1, Low to Medium Density Residential Uses, Requirement title is amended by deleting “Boarding /” and adding “Triplex dwelling, Quadruplex dwelling”.

311. Section 18.2.1, Low to Medium Density Residential Uses, Subsection a), is amended by deleting provision titles “i. Interior Lot” and “ii. Corner Lot”, and deleting associated provisions for “ii. Corner Lot”.

312. Section 18.2.1, Low to Medium Density Residential Uses, Subsection a), is amended by replacing “18 m (9 m per dwelling unit)” with “9 m per main dwelling unit” for “Semi detached dwellings:”, adding “Triplex dwelling: 15m” and adding “Quadruplex dwelling: 18 m”.

313. Section 18.2.1, Low to Medium Density Residential Uses, Subsection a) is amended by adding “main dwelling” before “unit in excess of 3” and replacing “33.5” with “30” under the column titled “Rowhouse dwelling (linear), Rowhouse dwelling (cluster)”.

314. Section 18.2.1, Low to Medium Density Residential Uses, Subsection b), is amended by adding “main” before “dwelling unit” under the column titled “Rowhouse dwelling (linear), Rowhouse dwelling (cluster).”

315. Section 18.2.1, Low to Medium Density Residential Uses, Subsection b), is amended by replacing “600 m²” with “300 m² per main dwelling unit” for “Semi-detached dwelling:”, adding “Triplex dwelling: 464 m²” and adding “Quadruplex dwelling: 600 m²”.

316. Section 18.2.1, Low to Medium Density Residential Uses, Subsection e) i., is amended by replacing “1.5 m and 0.8 m on the carport side” and “0.5 m on the carport side” with “1.5 m on each side with living space above or behind the carport, and 0.5 m on the carport side”.

317. Section 18.2.1, Low to Medium Density Residential Uses, Subsection h), is amended by replacing “35” with “40”.

318. Section 18.2.1, Low to Medium Density Residential Uses, Subsection i), is amended by adding “Triplex dwelling: 11 m”, replacing “10” with “11” and adding “Quadruplex dwelling: 13.5 m”.

319. Section 18.2.2, Medium to High Density Residential Uses and Other Permitted Uses, is amended by removing Requirement titles and associated provisions for “Triplex Dwellings” and “Quadruplex dwellings”.

320. Section 18.2.2, Medium to High Density Residential Uses and Other Permitted Uses, Subsection h), is amended by replacing “35” with “40”.

321. Section 18.2.2, Medium to High Density Residential Uses and Other Permitted Uses, Subsection i), is amended by replacing “13.5” with “20”.

322. Section 18.3.1, Additions to Semi-detached Dwellings, is amended by deleting “Additions to” in the Section title.

323. Section 18.3.1, Semi-detached Dwellings, Subsections 1 and 2 are amended by adding “interior” before “side yard setback...”.

324. Section 18.3.1, Semi-detached Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for semi-detached dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the semi-detached dwelling units.

325. Section 18.3.2, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

326. Section 18.3.2, Linear Rowhouse Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for linear rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the linear rowhouse dwelling units.

327. Section 18.3.3, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” in the Section title.

328. Section 18.3.3, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the cluster rowhouse dwelling units.

329. Section 18.3.3, Cluster Rowhouse Dwellings, is amended by deleting Subsection 3 in its entirety.

330. Section 18.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting “Triplex Dwellings” from the section title.

331. Section 18.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting Subsection 3 in its entirety, with subsequent Subsections renumbered.

332. Section 18.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “...landscaped area, which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

333. Section 18.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3 is amended by adding “cluster rowhouse dwellings or” after “...landscaped area where two or more”.

334. Section 18.3.6, Transitional Housing Amenity Area, is deleted in its entirety.

335. Section 19.2, Zone Standards, Subsection g), is amended by deleting “, subject to the provisions of the Angular Planes Section”.

336. Section 19.3.2, Landscaping Requirements, is amended by deleting Subsection 3 in its entirety.

337. Section 19.3.3, Transitional Housing Amenity Area, is deleted in its entirety.

338. Section 20.1, Permitted Uses, Subsection 1, is amended by adding the following use:

- Bar

339. Section 20.2, Zone Standards, Subsection g), is amended by replacing “15” with “20” and adding “Hotel: 30 m”.

340. Section 20.2.6, Parking Areas, is deleted in its entirety with subsequent sections renumbered.

341. Section 21.1, Permitted Uses, Subsection 1, is amended by adding the following use:

- Bar

342. Section 25.2, Zone Standards, Subsection e) is amended by replacing “10” with “11”.

343. Section 25.3.2, Concession Facilities, is amended by replacing “sole” with “main” after “...but shall not be permitted as the”.

344. Section 26.1, Permitted Uses, is amended by deleting Subsection 2 in its entirety.

345. Section 26.2, Zone Standards, Subsection g) is amended by replacing “10” with “11”.

346. Section 26.3 is amended by deleting “Reserved for future use.”

347. Section 26.3, Additional Provisions, is amended by adding a new Subsection “Bar, Concession Facilities and Restaurant Uses”. The following is added under Section 26.3., Bar, Concession Facilities and Restaurant Uses:

Bar, concession facilities and restaurant uses are permitted as secondary and accessory uses in conjunction with other permitted uses in this Zone, but shall not be permitted as the main use on any lot.

348. Section 27.2, Zone Standards, Subsection e) is amended by replacing “10” with “11”.

349. Section 29.1, Permitted Uses, Subsection 1 is amended by adding the following uses:

- Continuum of care home
- Institutional uses
- Retirement home
- Rooming house

350. Section 29.1, Permitted Uses, Subsection 1 is amended by deleting the following uses:

- Seniors' residence

351. Section 29.2, Zone Standards, is amended by adding a new Subsection after Subsection a) titled "Minimum Landscaped Area". All associated columns will read "30%-See additional provisions". Subsequent Subsections are renumbered.

352. Section 29.2, Zone Standards, Subsection c), is amended by replacing "one" with "the driveway" after "3 m on..." under the column titled "Single-storey Buildings".

353. Section 29.2, Zone Standards, Subsection f), is amended by replacing "35" with "40".

354. Section 29.2, Zone Standards, Subsection g), is amended by replacing "10" with "11", deleting "5 storeys up to a maximum of" and deleting ", subject to the provisions of the Angular Planes Section".

355. Section 29.3.1, Linear Rowhouse Dwellings, Subsection 1, is amended by replacing entirely with the following:

1. The minimum interior side yard setback for a permitted addition shall be 1.5 m from the common lot line between the rowhouse units.

356. Section 29.3.1, Linear Rowhouse Dwellings, is amended by adding the following Subsection after Subsection 2:

3. Notwithstanding the minimum interior side yard requirement for linear rowhouse dwellings the minimum interior side yard setback is 0 m from the common lot line which divides the linear rowhouse dwelling units.

357. Section 29.3.2, Requirements for Cluster Rowhouse Dwellings, is amended by deleting “Requirements for” in the Section title.

358. Section 29.3.3, Cluster Rowhouse Dwellings, is amended by replacing Subsection 2 with the following:

2. Notwithstanding the minimum interior side yard requirement for cluster rowhouse dwellings, the minimum interior side yard setback is 0 m from the common lot line which divides the cluster rowhouse dwelling units.

359. Section 29.3.2, Cluster Rowhouse Dwellings, Subsection 3 is amended by deleting in its entirety.

360. Section 29.3.3, Landscaping Requirements for Non-Residential Uses, is amended by deleting Subsection 3 in its entirety.

361. Section 29.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Triplex Dwellings, Quadruplex Dwellings, and Apartment Dwellings” is amended by deleting “Triplex Dwellings,” in the Section title.

362. Section 29.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, is amended by deleting Subsection 3 in its entirety, with subsequent Subsections renumbered.

363. Section 29.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 1 is amended by adding “outdoor amenity area,” after “...landscaped area, which shall include”, and adding “any rooftop amenity areas, and” after “but shall exclude”.

364. Section 29.3.4, Landscaping Requirements for Cluster Rowhouse Dwellings, Quadruplex Dwellings, and Apartment Dwellings, Subsection 3 is amended by adding “cluster rowhouse dwellings or” after “...landscaped area where two or more”.

3. This By-law shall come into force in accordance with the provisions of the *Planning Act*.



4. 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 10th day of November, 2025

Denise Labelle-Gelinas
Interim City Clerk

Justin Towndale
Mayor

Report Approval Details

Document Title:	By-law 2025-110 Housekeeping Amendment No. 3 - 2025-22-Development Services.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Ryan Windle - Nov 4, 2025 - 9:11 AM

Matthew Stephenson - Nov 4, 2025 - 9:21 AM

Tim Mills - Nov 4, 2025 - 9:25 AM



The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2025-111

Department: Financial Services
Division: Procurement Services
By-law Number: 2025-111
Report Number 2025-52-Financial Services
Meeting Date: November 10, 2025
Subject: By-law 2025-111 Local Services Authority (LAS) Agreements

WHEREAS, The Corporation of the City of Cornwall seeks to use Local Authority Services (LAS) Agreements as an alternate procurement approach for the Corporation; and;

WHEREAS, LAS cooperative procurement service offers access to a wide range of collaboratively sourced and competitively priced products and services, pre-established terms and conditions, no minimum spend or volume commitment, and compliance with applicable trade agreements; and;

WHEREAS, LAS is recognized as a compliant sourcing alternative under the Broader Public Sector (BPS) Procurement Directive and aligns with the Corporation's Procurement of Goods and/or Services Policy by supporting an open, transparent, and competitive procurement process.

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 LAS agreements as appropriate; and
2. That authority to sign all documentation necessary to effectively complete these Agreements be delegated to designated staff based on the Delegation of Authority By-law and the Corporation's Procurement of Goods and/or Services Policy; and

3. That the preambles above are true and are hereby incorporated into this By-law; and
4. That any other By-law inconsistent with this By-law are hereby repealed.

Read, signed and sealed in open Council this 10 day of November 2025.

Denise Labelle-Gélinas
Interim City Clerk

Justin Towndale
Mayor

Explanatory Note

Purpose

That Council authorize the use of Local Service Authority (LAS) Cooperative Purchasing Agreements, as appropriate.

Background / Discussion

Local Authority Services (LAS) was established in 1992 by the Association of Municipalities of Ontario (AMO) as a not-for-profit organization. Serving as AMO's business services arm, LAS is dedicated to delivering practical, cost-effective solutions to Ontario municipalities and the broader public sector.

Aligned with AMO's mission to strengthen and support municipal governments across Ontario, LAS complements AMO's focus on advocacy, policy development, and intergovernmental relations by offering programs and services that drive operational efficiency and financial savings.

LAS provides a suite of services including cooperative procurement, financial solutions, energy programs, digital tools, and asset management support. These offerings are designed to help municipalities reduce costs, increase revenues, and improve operational efficiency.

LAS's cooperative procurement service provides:

- Access to a wide range of collaboratively sourced and competitively priced products and services from dozens of suppliers including IT hardware, software, professional services and solutions
- Pre-established terms and conditions which allow products and services to be acquired quickly and efficiently
- No minimum spend or volume commitment required
- Compliance with applicable trade agreements

LAS is recognized as a compliant sourcing alternative under the Broader Public Sector (BPS) Procurement Directive and aligns with the Corporation's Procurement of Goods and/or Services Policy by supporting an open, transparent, and competitive procurement process.



Report Approval Details

Document Title:	By-law 2025-111 Local Services Authority (LAS) Agreements - 2025-52-Financial Services.docx
Attachments:	
Final Approval Date:	Nov 3, 2025

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

Tracey Bailey - Nov 2, 2025 - 7:19 PM

Tim Mills - Nov 3, 2025 - 5:39 AM



The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2025-112

Department: Legal Services
Division: Clerk Services
By-law Number: 2025-112
Report Number 2025-29-Legal Services
Meeting Date: November 10, 2025
Subject: By-law 2025-112 to Confirm the Composition of Council – 2026
Municipal Elections

WHEREAS, The Council of The Corporation of the City of Cornwall, at its meeting of Tuesday October 14th approved Report 2025-11 – Legal Services to reduce the Composition of Members of Council from 11 Members to 9 Members being (8 Councillors + Mayor); and

WHEREAS, The change is to take effect for the 2026 Municipal Election;

NOW Therefore Be it Resolved that The Council of The Corporation of the City of Cornwall enacts as follows:

1. That Council confirm its October 14 decision and that the current numbers of eleven (11) Members be hereby reduced to eight (8) Councillors plus Mayor (total 9 elected members) for the 2026 Municipal Election.
2. That the preambles above are true and are hereby incorporated into this By-law; and
3. That the Mayor and Clerk are hereby authorized and may take all actions necessary on behalf of The Corporation of the City of Cornwall to complete this matter, including the execution of an Agreement and other associated documentations.

Read, signed and sealed in open Council this 10th day of November, 2025

Denise Labelle-Gélinas
Interim City Clerk

Justin Towndale
Mayor



Report Approval Details

Document Title:	By-law 2025-112 Confirming Reduction of Members of Council - 2026 Election - 2025-29-LS.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Wayne Meagher - Nov 4, 2025 - 1:09 PM

Tim Mills - Nov 4, 2025 - 1:57 PM



The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2025-113

Department: Legal Services

Division: Clerk Services

By-law Number: 2025-113

Report Number 2025-25-Legal Services

Meeting Date: November 10, 2025

Subject: Appointments to Municipal Grants Review Committee

WHEREAS, Section 10 (1) of the *Municipal Act, 2001* as amended, authorizes municipalities to pass By-laws respecting the governance structure of the municipality and its local boards; and

WHEREAS, The Council deems it necessary to further amend By-law 2022-137 and By-law 2023-017 to change and replace the previously chosen elected Member who was selected to sit on the Municipal Grants Review Committee; and

NOW Therefore Be it Resolved that The Council of The Corporation of the City of Cornwall enacts as follows:

1. That Councillor Maurice Dupelle be removed as a Council representative to the Municipal Grants Review Committee; and
2. That Councillor Dean Hollingsworth be hereby appointed for the term of Council as representative to the Municipal Grants Review Committee; and
3. That the preambles above are true and are hereby incorporated into this By-law.

Read, signed and sealed in open Council this 10th day of November 2025.

Denise Labelle-Gélinas
Interim City Clerk

Justin Towndale
Mayor

Report Approval Details

Document Title:	By-law 2025-113 to amend By-law 2022-137 Council Appoints Grants Review Committee - 2025-25-Legal.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Wayne Meagher - Nov 4, 2025 - 1:11 PM

Tim Mills - Nov 4, 2025 - 7:13 PM



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

Department: Legal Services
Division: Clerk Services
Report Number: 2025-169-CAO
Meeting Date: November 10, 2025
Subject: Listing of unfinished Business

Purpose

To provide Council with a list of Unfinished Business Reports for information purposes.

Recommendation

That Council receive report 2025-169 CAO

Unfinished Business Listing

Title	Department	Initiator	Quarter	Date Returned to Council
Additional Tax on Vacant Buildings <ul style="list-style-type: none"> November 27, 2023 	Financial Services	Councillor Sarah Good Councillor Carilyne Hébert	2025	November 24, 2025
Tree Protection By-law May 23, 2023 <ul style="list-style-type: none"> May 9, 2023 February 13, 2024 	Infrastructure and Municipal Works	Councillor Sarah Good Councillor Todd Bennett	Q4 2025	December 8, 2025
Regulatory Framework Governing Taxis and Similar Ground Transportation Services <ul style="list-style-type: none"> July 9, 2024 	By-law Services	Councillor Elaine MacDonald Councillor Maurice Dupelle	2026	January, 2026
Parking Fees <ul style="list-style-type: none"> January 27, 2025 	By-law Services	Councillor Dean Hollingsworth Councillor Denis Sabourin	2025	December 8, 2025
Fees and Charges By-law <ul style="list-style-type: none"> January 27, 2025 	Office of the City Clerk			January, 2026
Multi Year Budget Policy <ul style="list-style-type: none"> February 24, 2025 	Financial Services	Councillor Sarah Good Councillor Todd Bennett	Q4 2025 (LTFP)	Fall 2025



Report Approval Details

Document Title:	Listing of Unfinished Business - 2025-169-CAO.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Denise Labelle-Gelinas - Nov 3, 2025 - 1:11 PM

Wayne Meagher - Nov 4, 2025 - 1:10 PM

Tim Mills - Nov 4, 2025 - 1:59 PM



The Corporation of the City of Cornwall
Regular Meeting of Council
Confirming By-law 2025-114

Department: Legal Services
Division: Clerk Services
By-law Number: 2025-114
Report Number 2025-170-CAO
Meeting Date: November 10, 2025
Subject: Confirming By-law 2025-114

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, November 10, 2025.

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 Meeting of Council #2025-20, October 27, 2025

(b) That the following Minutes of the In Camera Meetings 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 Meeting #2025-18, October 27, 2025

(c) That the actions of the Council at its meetings held on Monday, November 10, 2025, 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. That 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. That 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, 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 therefrom and enacts as such.

Read, signed and sealed in open Council this 10th day of November 2025.

Denise Labelle-Gélinas
Interim City Clerk

Justin Towndale
Mayor

Report Approval Details

Document Title:	Confirming By-law 2025-114 for November 10, 2025 - 2025-170-CAO.docx
Attachments:	
Final Approval Date:	Nov 4, 2025

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

Denise Labelle-Gelinas - Oct 29, 2025 - 11:35 AM

Wayne Meagher - Nov 4, 2025 - 1:12 PM

Tim Mills - Nov 4, 2025 - 2:24 PM