



Agenda  
Cornwall City Council

**Meeting #:** 2026-03  
**Date:** Monday, February 9, 2026, 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)

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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 Denis Sabourin.

### **IN CAMERA SESSION / RISE AND REPORT**

Motion to move into a Closed Meeting at 5:00pm 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 Health and Safety Water Stream Application, 2026-02-Government Relations Corporate Priorities**

(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them

## **#2 Bridge Housing – Next Steps, 2026-04-Human Services**

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

## **#3 Litigation and Potential Litigation Update and Solicitor-Client Advice, 2026-13-Legal Services**

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

### **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, February 9, 2026, as presented.

### **DISCLOSURES OF INTEREST**

### **ADOPTION OF MINUTES**

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Action Recommended

Motion to adopt the Minutes of the Regular Meeting of Council of Monday, January 26, 2026, 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. Dress Code and Hygiene Policy Update, 2026-02-Human Resources**

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Action Recommended

That Council approve the update to the Dress Code and Hygiene Policy and receive Report 2026-02-Human Resources.

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2. **Fit for Duty Policy, 2026-03-Human Resources**  
 Action Recommended  
 That Council approve the new Fit for Duty Policy and receive report 2026-03-Human Resources.
  
3. **Winter Operations Update, 2026-08-Infrastructure Services** 39  
 Action Recommended  
 That Council receive the report on an update to the 2025-2026 Winter Operations.
  
4. **Encampment – Homelessness Update, 2026-06-Human Services** 43  
 Action Recommended
  1. That Council be provided an update to the Encampment - Homeless report on a quarterly basis; and
  2. That Council receive this report

## **ACTION REPORTS**

1. **Dissolution of the Transit Advisory Committee and Appointment of a Council Member to the Transit Master Plan Working Group, 2026-06-Deputy CAO** 53  
 Action Recommended  
 That Council:
  1. Dissolve the Transit Advisory Committee of the City of Cornwall, effective immediately; and
  2. Direct that the Mayor’s Office bring forward the name of one (1) Member of Council for appointment to the Transit Master Plan Working Group; and
  3. Direct the Clerk to update the City’s Committee Registry and the Council Procedural By-law schedules, policies, webpages, and related governance documents to reflect this change.
  
2. **Request from Stormont Community Optimist Club – Ribfest Signature Event, 2026-07-Financial Services** 57  
 Action Recommended  
 That Council provide direction to Administration.

## **RESOLUTIONS AND BUSINESS ARISING FROM NOTICE OF MOTIONS**

## BY-LAWS

Action Recommended

That By-laws 2026-15 to 2026-16, be approved subject to *Section 284.11 (4 of the Municipal Act)*.

1. **By-law 2026-15 Ontario Hockey Academy – Official Plan Amendment No. 5, 2026-12-Development Services** 62
2. **By-law 2026-16 Ontario Hockey Academy – Zoning By-law Amendment – PAC File Z-05-26, 2026-11-Development Services** 69

## NEW BUSINESS

### LISTING OF UNFINISHED BUSINESS

1. **Listing of Unfinished Business February 9, 2026, 2026-15-CAO** 73  
Action Recommended  
That Council receive report 2026-15-CAO

## NOTICES OF MOTION

## REPORTS FROM COMMITTEES

## CONFIRMING BY-LAW

Action Recommended

That By-law 2026-17, 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, February 9, 2026, is being presented to Council for adoption.

1. **Confirming By-law 2026-17 February 9, 2026, 2026-16-CAO** 75

## NEXT REGULAR MEETING OF COUNCIL

The next Regular Meeting of Council will be held on Monday, February 23, 2026.

## ADJOURNMENT

Action Recommended

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

**Minutes  
Cornwall City Council**

Meeting #: 2026-02  
Date: Monday, January 26, 2026, 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,  
Maurice Dupelle, Councillor,  
Sarah Good, Councillor,  
Carilyne Hébert, Councillor,  
Elaine MacDonald, Councillor,  
Denis Sabourin, Councillor,  
Todd Bennett, Councillor,  
Fred Ngoundjo, Councillor

Regrets: Syd Gardiner, Councillor

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

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

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**1. MOMENT OF PERSONAL REFLECTION**

**2. INDIGENOUS ACKNOWLEDGEMENT**

Mayor 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 Fred Ngoundjo.

**5. IN CAMERA SESSION / RISE AND REPORT**

Moved By: Todd Bennett, Councillor

Seconded By: Denis Sabourin, Councillor

Motion to move into a Closed Meeting at 6:00pm to address matters pertaining to Section 239 (2) and (3.1) of the Municipal Act, 2001.

A meeting closed to the public to deal with the following subject matters

**#1 Proposed Land Acquisition - 2026-07-Deputy CAO**

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

**#2 Event Agreement - 2026-07-Parks, Recreation, Arts & Culture**

(h) information explicitly supplied in confidence to the municipality or local board.

Motion Carried

**6. MAYOR'S UPDATE AND ANNOUNCEMENTS**

The Mayor informed Council that he attended the Rural Ontario Municipal Association (ROMA) Conference, where he participated in two separate delegation meetings.

**7. ADDITIONS, DELETIONS OR AMENDMENTS**

The following By-laws will be voted on separately:

By-law 2026-12 to appoint Members of the Community to Lay Appointment; and

By-law 2026-13 Procedural Bylaw Amendments

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The following Consent reports have been moved from the Consent Section to be discussed under Action Reports:

Consent Report #1 Cornwall Hwy 401 Area Profile Signage, 2026-09-Parks, Recreation, Arts Culture, moved to Action Report #6

Consent Report #4 RFP Terms of Reference 26-P01 City Wide Sewer Model, 2026-04-Financial Services, moved to Action Report #6

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**Words of Farewell**

Chief Administrative Officer, Tim Mills, together with Members of Council, thanked Michael Fawthrop, General Manager of Infrastructure and Municipal Works, for his years of dedicated service to the City of Cornwall and extended best wishes for his continued success in his new role with the Township of North Glengarry as Chief Administrative Officer/Clerk.

**8. ADOPTION OF AGENDA**

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

That Council adopt the Agenda for the Regular Meeting of Council of Monday, January 26, 2026, as presented.

Motion Carried

**9. DISCLOSURES OF INTEREST**

**1. Carilyne Hébert, Councillor - DISCLOSURES OF INTEREST**

Disclosure of Interest for Action Report #1 2026 Annual Report for the Municipal Grants Program, 2026-06-Financial Services

"An organization I am employed by (Social Development Council) has applied for a municipal grant"

**10. ADOPTION OF MINUTES**

Moved By: Maurice Dupelle, Councillor

Seconded By: Elaine MacDonald, Councillor

That the Minutes of the Regular Meeting of Council of Monday, January 12, 2026, be adopted as presented.

Motion Carried

**11. PRESENTATIONS AND DELEGATIONS**

**1. Friends of Guindon Park - Proposed Terms of Reference - 2026-05-Deputy CAO**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Carilyne Hébert, Councillor

That Council receive the presentation and that the recommendation be forwarded to Administration for review and report.

Motion Carried

**12. CONSENT REPORTS**

Moved By: Carilyne Hébert, Councillor

Seconded By: Elaine MacDonald, Councillor

That Council approve Consent Reports #2 and Consent Report #3 as presented.

**1. Cornwall Hwy 401 Area Profile Signage, 2026-09-Parks, Recreation, Arts Culture (moved for discussion)**

**2. Corporate Vehicle Use, Safety, and Reimbursement Policy, 2026-01-Human Resources**

That Council approve this update and renaming of the Vehicle Use – Corporate Policy (Fl.adm.09-01, effective date 2009-09-28) and receive Report 2026-01-Human Resources.

**3. Fourth Quarter Procurement Report 2025, 2026-05-Financial Services**

That Council receive the Fourth Quarter Procurement Report for the period ending December 31, 2025.

**4. RFP Terms of Reference 26-P01 City Wide Sewer Model, 2026-04-Financial Services (moved for discussion)**

The Motion to Approve Items #2 and #3 Carried

**13. ACTION REPORTS**

**1. 2026 Annual Report for the Municipal Grants Program, 2026-06-Financial Services**

Councillor Carilyne Hébert having previously declared a conflict with this item, left the Council table for the duration of discussions on this matter.

Moved By: Todd Bennett, Councillor

Seconded By: Maurice Dupelle, Councillor

That Council

1. Receive Report 2026-06-Financial Services for the 2026 Annual Report for the Municipal Grants Program.
2. Approve the recommended changes to the Municipal Grants Policy and the Municipal Grants Program Guidelines as outlined in this report.

Motion Carried

**2. Locomotive 17 Fundraising Update, 2026-02-Infrastructure Services**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Denis Sabourin, Councillor

That Council allow "Friends of Engine 17" an additional twelve (12) months to continue their fundraising efforts to proceed with the refurbishment and relocation.

Motion Carried

**3. Massey Commons – Risk Management Update, 2025-01-Human Services**

Moved By: Elaine MacDonald, Councillor

Seconded By: Maurice Dupelle, Councillor

That Council receive this report.

Motion Carried

**4. Permanent Tree Protection By-Law Update, 2025-63-Infrastructure and Municipal Works**

Moved By: Carilyne Hébert, Councillor

Seconded By: Fred Ngoundjo, Councillor

That Council:

- a. Receive report #2025-63-IMW for informational purposes; and
- b. Provide direction to Administration to proceed with a coordinated approach to advancing a permanent tree protection by-law within the City of Cornwall and direct Administration to proceed with the following actions as recommended:
  - i. Proceed with advancing a permanent Tree Protection By-Law based on the existing Temporary Tree Protection By-Law, focused on woodlot protection and tree removal prior to the appropriate environmental studies, planning applications and development approvals. Administration shall report back to Council with a proposed updated by-law, inclusive of stakeholder consultation results, implementation experience, and recommended revisions, for Council consideration and approval;

- ii. Update the City's Subdivision and Site Plan Control Design Manuals and associated development agreements to encourage tree preservation, increase tree canopy, strengthen landscaping standards, and urban canopy outcomes within new development and redevelopments projects; and
- iii. Proceed with the development of a Request for Proposal (RFP) to retain a consultant to prepare an Urban Forest Management Plan (UFMP) for the City of Cornwall which will inform long-term tree canopy management, priorities, and potential enhancements to private tree protection policies and by-laws to meet urban canopy goals. Administration to seek and apply for available external funding opportunities to support the completion of the UFMP such as FCM's Green Municipal Fund.

Motion Carried

**5. Cornwall Hwy 401 Area Profile Signage, 2026-09-Parks, Recreation, Arts Culture**

This report was moved from Consent..

Moved By: Dean Hollingsworth, Councillor

Seconded By: Todd Bennett, Councillor

That Council receive this Report for information purposes.

Motion Carried

**6. RFP Terms of Reference 26-P01 City Wide Sewer Model, 2026-04-Financial Services**

This report was moved from Consent.

Moved By: Elaine MacDonald, Councillor

Seconded By: Fred Ngoundjo, Councillor

That Council receive Report 2026-04-Financial Services.

Motion Carried

**14. RESOLUTIONS AND BUSINESS ARISING FROM NOTICE OF MOTIONS**

**1. Extension to Leave of Absence Councillor Syd Gardiner, 2026-10-CAO**

Moved By: Sarah Good, Councillor  
Seconded By: Denis Sabourin, Councillor

**WHEREAS** Council, at its meeting of November 25, 2025, approved a leave of absence for Councillor Syd Gardiner; and

**WHEREAS** Councillor Gardiner has requested a further extension of his approved leave due to ongoing personal and health circumstances; and

**WHEREAS** Section 259(1)(c) of the Municipal Act, 2001 states that a Member's office becomes vacant if the Member is absent from Council meetings for three successive months unless the absence is authorized by a resolution of Council; and now therefore be it

**RESOLVED** That Council authorizes an extension of the approved leave of absence for Councillor Syd Gardiner until the beginning of April 2026; and be it further

**RESOLVED THAT** Councillor Gardiner shall retain his seat on Council throughout the duration of the authorized leave, in accordance with the Municipal Act, 2001

Motion Carried

**15. BY-LAWS**

Moved By: Sarah Good, Councillor  
Seconded By: Todd Bennett, Councillor

That By-laws 2026-09 to 2026-11, be approved subject to *Section 284.11 (4) of the Municipal Act.*

Motion Carried

By-law 2026-09 to dedicate lands as public highway and name them Saunders Drive., 2026-03-Infrastructure Services

By-Law 2026-10 to amend the Traffic and Parking By-Law 069-1989,  
Schedule XV – Stop Signs for various intersections, 2026-07-Infrastructure  
Services

By-law 2026-11 Records Management, 2026-11-Legal Services

Moved By: Dean Hollingsworth, Councillor  
Seconded By: Maurice Dupelle, Councillor

That By-law 2026-12 to appoint Members of the Community to Lay  
Appointment Committees be approved.

Motion Carried

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

That By-law 2026-13 Procedure By-law Amendments, be approved.

Motion Carried

**16. NEW BUSINESS**

**17. LISTING OF UNFINISHED BUSINESS**

**1. Listing of Unfinished Business January 26, 2026, 2026-08-CAO**

Moved By: Elaine MacDonald, Councillor  
Seconded By: Denis Sabourin, Councillor  
That Council receive the report.

Motion Carried

**18. NOTICES OF MOTION**

**19. REPORTS FROM COMMITTEES**

**20. CONFIRMING BY-LAW**

Moved By: Todd Bennett, Councillor  
Seconded By: Elaine MacDonald, Councillor

That By-law 2026-14, being a By-law to confirm the proceedings of the  
Council of The Corporation of the City of Cornwall at its meetings held on  
Monday, January 26, 2026, be adopted.

Motion Carried

**21. NEXT REGULAR MEETING OF COUNCIL**

The next Regular Meeting of Council will be held on Monday, February 9, 2026.

**22. ADJOURNMENT**

Moved By: Carilyne Hébert, Councillor

Seconded By: Sarah Good, Councillor

That the Regular Meeting of Council be adjourned at 9:20 p.m.

Motion Carried

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Denise Labelle-Gélinas, Interim  
City Clerk

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Justin Towndale, Mayor



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

Department: Human Resources  
Division: Human Relations  
Report Number: 2026-02-Human Resources  
Meeting Date: February 9, 2026  
Subject: Dress Code and Hygiene Policy Update

**Purpose**

The updated Policy modernizes expectations related to professional appearance, hygiene, safety, and branding while ensuring compliance with legislative obligations, including the Occupational Health and Safety Act (OHSA) and the Ontario Human Rights Code. The updated Policy also reflects the City's commitment to inclusivity, professionalism, and a positive public image across all municipal services and work environments.

**Recommendation**

That Council approve the update to the Dress Code and Hygiene Policy and receive Report 2026-02-Human Resources.

**Financial Implications**

The Policy update will not result in significant new expenditures. Minimal costs may occur related to updating internal signage or materials related to scent-reduction expectations. Any costs will be managed within existing departmental operational budgets.

**Strategic Priority Implications**

Approval and implementation of the updated Dress Code and Hygiene Policy supports Pillar 4 Cornwall – Future Ready of City's strategic priorities by positioning the City as an employer of choice for all residents.

- Focusing on building a culture of pride, dedication, recognition, and achievement within City teams.
- Enhancing organizational excellence by establishing clear, consistent standards supporting professional conduct, employee accountability, and a respectful workplace.
- Strengthening corporate identity by ensuring employee appearance and conduct align with the City's brand and values when interacting with residents, businesses, and visitors.
- Promoting Health and Safety by reinforcing compliance with OHSA requirements, PPE usage, scent-reduction practices, and role-specific hygiene needs.
- Building an inclusive workforce that affirms the City's commitment to diversity and accommodation under the Ontario Human Rights Code.

## **Background / Discussion**

The existing Dress Code expectations were due for review to ensure alignment with evolving workplace norms, safety standards, and diversity and inclusion principles.

### Key Enhancements in the updated Policy

- Clear safety-related expectations for protective footwear, PPE, and jewelry restrictions in safety-sensitive areas
- Clear identification of prohibited attire, tatoos/body art, and jewelry/ornamentation that conflict with workplace safety, professionalism, or City values
- A structured accommodation framework for religious, cultural, and human-rights-based needs
- Well defined expectations, roles, and responsibilities for employees, supervisors, and Human Resources related to the Policy

## **Accessibility Impact**

The Policy includes clear accommodation provisions consistent with the Ontario Human Rights Code and AODA principles. It ensures employees may request modified dress or grooming requirements due to disability, religious practice, or other human-rights-protected grounds. No negative accessibility impacts have been identified.

Document Title:	Dress Code and Hygiene Policy Update - 2026-02-Human Resources.docx
Attachments:	- 2026-01-28 Dress Code and Hygiene Policy.docx
Final Approval Date:	Feb 3, 2026

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

**Tracey Bailey - Feb 1, 2026 - 9:44 AM**

**Matthew Stephenson - Feb 2, 2026 - 4:50 PM**

**Tim Mills - Feb 3, 2026 - 4:17 PM**



# Dress Code and Hygiene Policy

<b>Category</b>	Corporate Policy
<b>Department</b>	Human Resources
<b>Approval Authority</b>	Council
<b>Effective Date</b>	February 09, 2026
<b>Next Review Date</b>	February 09, 2031
<b>Policy Owner</b>	HR Manager

## 1. Purpose

Ensure all City of Cornwall (the “City”) employees present a professional image to the public and in the workplace while accommodating the diverse nature of our workforce—including employees who are issued uniforms—and ensuring adherence to health and safety standards. This Policy also upholds and reflects the City’s brand and values, promoting a positive and unified representation of our community.

## 2. Policy Statement

All employees are expected to maintain a neat, clean, safe, and professional appearance during working hours. Where uniforms and/or personal protective equipment (PPE) are issued or required, they must be worn and maintained in accordance with job requirements, health and safety standards and legislation, and City procedures. The City is committed to inclusivity and will provide reasonable accommodation for religious, cultural, or human-rights-related dress and grooming practices, provided safety and essential job functions are not compromised.

## 3. Scope

This Policy applies to all employees, including permanent, full-time, part-time, temporary, and contract employees, across all locations where work is performed for the City (including offices, municipal facilities, operational sites, vehicles, remote work settings, meetings, and officially sanctioned events).

## 4. Definitions

To the extent definitions may not be identical to statutory definitions, they shall be interpreted and applied in accordance with applicable legislation.

**Employee:** An individual in an employment relationship with the City, including full-time, part-time, temporary, and contract employees.

**Identification Badge (ID Badge):** City-issued identification which must be visibly worn where required to ensure security and identification.

**Personal Protective Equipment (PPE):** Protective clothing, helmets, shoes/boots, eye protection, or other equipment designed to protect the wearer from injury or infection; includes CSA-approved safety footwear where required.

**Religious Accommodation:** Adjustments made to dress or grooming standards to accommodate sincerely held religious or cultural practices, consistent with the Ontario Human Rights Code.

**Scent-Reduced Workplace:** A workplace practice encouraging limited use of scented products to reduce adverse health effects for employees and the public.

**Uniform:** Employer-issued garments or apparel required for specific roles to promote consistency, safety, and public identification of City employees.

**Workplace:** Any location, physical or virtual, where an employee performs work or engages in work-related activities on behalf of the Corporation. This includes, but is not limited to:

- Physical work settings such as offices, municipal facilities, operational sites, and vehicles;
- Remote work locations, including private residences;
- Locations visited while traveling to conduct authorized municipal business; and
- Sites of work-related activities, including training sessions, conferences, business travel, and officially sanctioned social or professional events.

## 5. Policy Principles

**Professionalism and Public Trust:** Employee appearance reflects the City's commitment to quality service and public confidence.

**Safety and Compliance:** Dress and grooming must meet all applicable health and safety legislation and City procedures (e.g., OSHA, CSA standards).

**Inclusivity and Human Rights:** The City will provide reasonable accommodation for religious, cultural, or human-rights-related requirements that do not compromise safety or essential job duties.

**Brand and Public Representation:** Dress and grooming should align with the City's brand and values and support a cohesive public image.

**Respectful, Healthy Workplace:** Hygiene and scent-reduction practices support a safe, healthy, and respectful environment for all.

## 6. Policy Requirements

### 6.1. Professional Appearance (All Employees)

- Clothing must be neat, clean, in good repair, and appropriate for the work being performed.
- Attire should be professional and suitable for the day's responsibilities, considering scheduled public interactions, meetings, and safety requirements.
- If employees are unsure if their attire is suitable, they should consult their supervisor before wearing it to work.

### 6.2. Uniformed Employees

- Employees issued uniforms must wear them during all working hours.
- Uniforms must be clean, properly fitted, and unaltered from the original design.
- Uniforms are intended to promote consistency, safety, and clear identification as City employees.
- Uniforms should be worn only during duty/work hours unless expressly authorized.

### 6.3. Non-Uniformed Employees

- Dress must be professional, neat, and appropriate to the role, setting, and duties for the day.
- Employees should adapt attire for public or Council-facing meetings and community events, consistent with departmental standards.

#### **6.4. PPE and Footwear**

- Required PPE must be worn as per job requirements and health & safety policies/procedures.
- Employees in roles requiring CSA-approved protective footwear must comply at all times.
- Footwear should be safe, secure, clean, and professional for the work environment.

#### **6.5. Identification Badges**

- Employees who are issued ID badges must wear them visibly at all times while working, in accordance with security protocols.

#### **6.6. Hygiene and Sanitation**

- Employees must maintain good personal hygiene and wear clean, work-appropriate attire.
- Roles with specific hygiene/sanitation standards (e.g., food services, health care, public safety) must comply with job-specific requirements and legislation.

#### **6.7. Jewelry**

- Jewelry must not pose a safety hazard or interfere with job duties.
- In safety-sensitive roles, employees may be required to remove or limit jewelry in accordance with safety protocols and applicable legislation.

#### **6.8. Tattoos**

- Tattoos that are offensive, discriminatory, or otherwise inappropriate must be covered during working hours.
- The City may request coverage where tattoos are deemed to contravene workplace harassment, violence, or discrimination policies, consistent with the Ontario Human Rights Code.

#### **6.9. Religious and Cultural Accommodations**

- The City will provide reasonable accommodations for religious or cultural dress and grooming practices.
- Employees seeking accommodation should contact their supervisor or Human Resources.
- Accommodations must not compromise safety or the ability to perform essential job functions.

#### **6.10. Scent-Reduced Workplace**

- Employees are asked to refrain from heavily scented personal care products that may negatively affect others.
- In shared spaces, the use of scented cleaning products or air fresheners should be minimized where operationally feasible.

#### **6.11. Remote Work and Virtual Meetings**

- During virtual meetings or public-facing video calls, employees should present a professional appearance comparable to on-site standards.
- Backgrounds and on-screen environments should reflect a professional setting where practicable.

#### **6.12. Branded Apparel and Logos**

- City-branded apparel, where provided or approved, should be used appropriately and not altered.
- Non-City logos or messages that are offensive, discriminatory, political, or otherwise inconsistent with City policies are not permitted.

#### **6.13. Prohibited Attire (Non-Exhaustive)**

- Clothing with offensive, profane, discriminatory, harassing, or violent imagery or text.
- Items that compromise safety (e.g., excessively loose garments around machinery) in safety-sensitive areas.
- Clothing that is excessively torn, soiled, or revealing, inconsistent with professional standards.
- Any attire that violates health and safety requirements, City policies, or applicable legislation.

#### **6.14. Guidance and Clarification**

- Where there is uncertainty about appropriate attire, employees should seek guidance from their manager or Human Resources before reporting to work in that attire.
- Managers should apply this Policy consistently and objectively, with attention to human rights, accommodation, and safety.

## **7. Roles and Responsibilities**

### **7.1. Employees**

- Adhere to this Policy and maintain a professional appearance.
- Wear required uniforms, PPE, and ID badges where applicable.
- Request accommodation where needed under the Ontario Human Rights Code or other applicable reasons.
- Understand that failure to comply may result in temporary removal from the workplace to change and/or corrective action consistent with City policy.

### **7.2. Supervisors / Managers**

- Ensure employees are familiar with the Policy and apply it consistently.
- Provide guidance and coaching on attire questions; respond to complaints related to application of this Policy.
- Ensure required PPE is properly fitted, available, and worn.
- Support accommodations reasonably, in consultation with Human Resources, where possible.

### **7.3. Human Resources / Health and Safety / Communications**

- Human Resources: Provide guidance, support accommodation processes, maintain official Policy repository (e.g., SharePoint), and assist with progressive discipline processes as needed.
- Health and Safety: Support compliance with OHSA and related standards; confirm PPE requirements where applicable.
- Communications/Brand: Provide guidance on brand-consistent attire and use of City logos/marks.

## **8. Compliance and Enforcement**

- 8.1 Employees must comply with this Policy and all related health and safety legislation and City policies.

- 8.2 Employees may be temporarily removed from the workplace to change into appropriate attire if in non-compliance with this Policy, and will be required to account for the time missed by using an approved form of leave, as determined by their supervisor.
- 8.3 Ongoing or serious non-compliance may result in corrective action up to and including progressive discipline, consistent with applicable City policies and, where applicable, collective agreements.
- 8.4 Nothing in this Policy limits the City's obligation to provide accommodation under the Ontario Human Rights Code.

## 9. Training

- 9.1. **Orientation:** New employees will receive the Dress Code policy during onboarding.
- 9.2. **Supervisor Guidance:** Supervisors and Managers will receive guidance on consistent application, accommodation considerations, and documentation.
- 9.3. **Records:** Training and acknowledgements are retained according to retention schedules and stored in the official repository (e.g., SharePoint).

## 10. Monitoring and Audit

- 10.1. **Record Management:** Policy versions, acknowledgements, and related guidance are retained according to approved retention schedules in the official repository (e.g., Share Point).
- 10.2. **Observation and Review:** Supervisors monitor adherence and address issues promptly and consistently.
- 10.3. **Accommodation Tracking:** Human Resources tracks accommodation requests and outcomes (respecting privacy).
- 10.4. **Complaints and Incidents:** Complaints relating to the application of this Policy are documented and reviewed; trends may inform training or updates.
- 10.5. **Non- Compliance:** Failure to adhere to this Policy may result in corrective action in accordance with City policies.

## 11. Review Cycle

This Policy shall be reviewed every five (5) years, or earlier if required due to legislative changes, organizational restructuring, operational needs, or audit findings. Responsibility for initiating the review lies with the Policy Owner.

### Revision History:

Date	Description of Change	Approved By
2003-01-13	Initial Policy (Dress Code)	Council
2007-11-26	Revised	
2026-02-09	Updated policy	Council

## 12. Approval & Sign-off

By signing below, the Approval Authority confirms that this Policy has been reviewed, approved, and authorized for implementation.

X

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Tim Mills  
Chief Administrative Officer

X

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Justin Towndale  
Mayor



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

Department: Human Resources  
Division: Human Relations  
Report Number: 2026-03-Human Resources  
Meeting Date: February 9, 2026  
Subject: Fit for Duty Policy

**Purpose**

This Policy promotes a safe and healthy workplace by establishing clear expectations that all employees report to work – and remain throughout their workday – fit to perform their duties safely, competently, and without risk to themselves, co-workers, or the public. It introduces a comprehensive framework to identify and respond to factors that may impair fitness for work, ensures alignment with applicable legislation, and strengthens the City’s commitment to employee well-being, accommodation, privacy, and safe operations.

**Recommendation**

That Council approve the new Fit for Duty Policy and receive report 2026-03-Human Resources.

**Financial Implications**

Implementation of the Fit for Duty Policy is not expected to generate significant new costs. Minor expenditures may arise from training and training resources, and awareness materials for safety-sensitive roles. These costs will be absorbed within existing departmental operating budgets.

**Strategic Priority Implications**

Approval and implementation of the Fit for Duty Policy supports Pillar 4 Cornwall – Future Ready of City’s strategic priorities by positioning the City as an employer of choice.

- Promoting a safe and healthy workplace philosophy that aligns with Occupational Health and Safety Act obligations and strengthens safety practices across all operations.
- Enhancing organizational excellence by providing clear, consistent standards and expectations that improve accountability, transparency, and risk management.
- Strengthening public confidence by ensuring employees performing public-facing and safety-sensitive duties do so in a fit, professional, and safe manner.
- Supporting workforce well-being by integrating accommodation and Employee and Family Assistance Program supports consistent with the Ontario Human Rights Code and best practices.

### **Background / Discussion**

Modern workplaces require a Fit for Duty Policy that addresses evolving operational risks, expanding mental health considerations, changing legislation, and the complexity of safety-sensitive roles. Some concepts and requirements in this Policy include:

- Clear definitions and expectations, ensuring clarity and consistency across all operations.
- Focus on physical, cognitive, and psychological fitness. Fitness for work may be impacted by a broad range of factors, including substance use, fatigue, stress, medical conditions, and psychological well-being. Supervisors and employees share responsibility for identifying concerns early.
- Employees in safety-sensitive positions must meet the highest standards of fitness due to the risk of serious harm. The Policy includes provisions for post-incident testing and restrictions on performing hazardous tasks while impaired or medically unfit.
- Outlining the steps for temporary removal from duty, accommodation, medical assessment, and return-to-work requirements.

### **Accessibility Impact**

The Fit for Duty Policy aligns fully with the Ontario Human Rights Code and includes a clear framework for accommodation due to disability, medical needs, or other protected grounds. The Policy enhances accessibility by ensuring employees may request and receive support where fitness for work is impacted by disability-related factors.



Document Title:	Fit for Duty Policy - 2026-03-Human Resources.docx
Attachments:	- 2026-01-28 Fit for Duty Policy.docx
Final Approval Date:	Feb 3, 2026

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

**Tracey Bailey - Feb 1, 2026 - 10:08 AM**

**Matthew Stephenson - Feb 2, 2026 - 4:50 PM**

**Tim Mills - Feb 3, 2026 - 4:16 PM**

# Fit for Duty Policy

<b>Category</b>	Corporate Policy
<b>Department</b>	Human Resources
<b>Approval Authority</b>	Council
<b>Effective Date</b>	February 09, 2026
<b>Next Review Date</b>	February 09, 2027
<b>Policy Owner</b>	HR Manager

## 1. Purpose

Promote a safe and healthy workplace by establishing clear expectations that all employees report and remain fit to perform their duties safely, competently, and without risk to themselves or others. This Policy provides a framework to identify and address factors that may impair fitness for work, align with legislative requirements, and support accommodation, privacy, and employee well-being.

## 2. Policy Statement

The City of Cornwall (the “City”) is committed to ensuring a safe and healthy work environment by supporting the physical, mental, and emotional well-being of employees. Employees must report to work—and remain throughout their workday—fit for work, able to perform assigned duties safely and effectively, and free from impairment. Where fitness concerns are identified, the City will respond promptly, respectfully, and in accordance with the Occupational Health and Safety Act (OHSA), the Ontario Human Rights Code, and applicable municipal policies and procedures, including accommodation and access to support (e.g., EFAP).

## 3. Scope

Applies to all City employees, including permanent, full-time, part-time, temporary, contract, casual, and seasonal staff. This Policy applies wherever employees perform duties or represent the City, including City facilities, vehicles, remote work locations, and any other work-related environments.

## 4. Definitions

To the extent definitions may not be identical to statutory definitions, they shall be interpreted and applied in accordance with applicable legislation.

**Drug Identification Number:** A computer generated eight-digit number assigned by Health Canada to a drug product before it is marketed in Canada. It appears on the label of all authorized prescription and over the counter drug products and uniquely identifies the manufacturer, product name, active ingredients, strength, pharmaceutical form, and route of admission.

**Fit for Work:** The ability to safely and effectively perform assigned duties without risk to oneself or others, free from impairment related to physical or cognitive health, substance use, fatigue, or other factors.

**Impairment:** A condition in which an employee's ability to safely and effectively perform job duties is reduced due to the influence of substances (including alcohol, cannabis, prescription or non-prescription drugs, or illegal drugs), fatigue, stress, or medical conditions. Impairment may be temporary or ongoing and can affect cognition, motor skills, judgment, perception, coordination, or reaction time.

**Over the Counter Drugs:** Health products that can be purchased without a doctor's prescription and that require a Drug Identification Number (DIN) to be sold in Canada (e.g., ibuprofen, sleep supports).

**Safety-Sensitive Role:** A role where the performance of duties has a direct and significant impact on the health and safety of the employee, coworkers, the public, or municipal operations and where impairment (e.g., from substances, fatigue, or medical conditions) could result in serious harm, injury, illness, or damage. Examples include:

- Operation of Vehicles, Equipment, or Machinery (e.g., snowplows, fire apparatus, paramedic vehicles).
- High-Risk/Hazardous Work Environments (e.g., working at heights, near hazardous materials).
- Emergency Response/Public Safety (e.g., firefighters, paramedics, by-law enforcement).
- Safety-Critical Decision-Making (e.g., site supervisors, operations managers).

**Unfit for Duty:** A state in which an employee is unable to safely or effectively perform their job duties due to impairment or other factors that negatively affect judgment, coordination, cognitive function, behaviour, or

physical ability. An employee may be considered unfit for duty when their condition – whether temporary or ongoing – creates a risk to themselves, coworkers, the public, municipal operations, or the workplace environment.

This may include impairment or limitation resulting from:

- **Substance use**, including alcohol, cannabis, prescription, non-prescription, or over the counter medications that may affect safe performance.
- **Fatigue or sleep deprivation** that reduces alertness, reaction time, or decision-making.
- **Medical or psychological conditions** or effects of treatments that hinder safe or effective task performance.
- **Stress, mental health conditions, or emotional distress** that materially impacts workplace functioning.
- **Physical injuries or limitations** that prevent the safe execution of job duties.
- **Observable behaviours or performance issues** that indicate the employee may pose a safety risk.

An employee may be deemed unfit for duty **regardless of intent** – what matters is the observable effect on safety, performance, or decision-making.

**Workplace:** Any location, physical or virtual, where an employee performs work or engages in work-related activities on behalf of the Corporation. This includes, but is not limited to:

- Physical work settings such as offices, municipal facilities, operational sites, and vehicles;
- Remote work locations, including private residences;
- Locations visited while traveling to conduct authorized municipal business; and
- Sites of work-related activities, including training sessions, conferences, business travel, and officially sanctioned social or professional events.

## 5. Policy Principles

**Safety Priority:** The health and safety of employees and the public is paramount.

**Legal Compliance:** Activities under this Policy shall comply with OHSA, the Ontario Human Rights Code, the Cannabis Act, MFIPPA, WSIA, and

other applicable laws and municipal policies.

**Shared Responsibility:** Employees, supervisors, managers, and HR share responsibility for identifying, addressing, and mitigating fitness-for-work risks.

**Accommodation and Support:** The City will provide reasonable accommodation (where required) and access to supports (e.g., EFAP) without compromising safety or essential job functions.

**Privacy and Dignity:** Concerns are handled discreetly, with confidentiality protected to the extent permitted by law and necessary for safety.

**Consistency and Fairness:** Responses to fitness concerns are consistent, objective, and documented.

## 6. Policy Requirements

### 6.1. Fitness Expectations (All Employees)

- Report to work—and remain—fit to perform duties safely and effectively.
- Do not engage in work while impaired or where fitness is otherwise compromised.
- Seek guidance from a supervisor/HR if unsure about fitness to work.
- Utilize available leave or accommodations where appropriate.

### 6.2. Factors Impacting Fitness for Work

Fitness may be impacted by, but is not limited to:

- Substance Use and Impairment (alcohol, cannabis—medical or recreational—prescription/Over the Counter/illegal drugs).
- Fatigue and Sleep Deprivation (reduced alertness, reaction time, decision-making).
- Medical Conditions and Treatments (physical or mental conditions, side effects).
- Mental Health and Stress (anxiety, psychological distress affecting focus/judgment).
- Physical Limitations and Injuries (temporary or ongoing).
- Environmental/Workplace Conditions (extreme temperatures, noise, exposure hazards).

### 6.3. Safety-Sensitive Roles

- Employees in safety-sensitive roles must be fully fit for work at all times and free from any impairment that could compromise safety.

- The City may temporarily remove an employee from safety-sensitive duties pending assessment where reasonable concerns exist.

#### **6.4. Identification & Reporting**

- Employees must promptly notify their supervisor or HR if experiencing a condition that could impair fitness for work.
- Employees must immediately report any behaviour that raises legitimate fitness-for-work concerns that could compromise safety.
- Supervisors must act promptly upon observed or reported concerns (see 6.5–6.7).

#### **6.5. Duty to Inquire (Supervisors/Managers)**

- Where job-related observations indicate a potential fitness issue, supervisors must:
  - Engage privately and respectfully to describe observations and seek information.
  - Avoid assumptions; focus on objective, work-related impacts.
  - Consult HR for guidance and next steps.

#### **6.6. Responding to Fitness Concerns**

- If an employee appears unfit or unsafe to work, the supervisor may require the employee to temporarily leave the workplace or be reassigned.
- HR will assess next steps, which may include: medical evaluation, accommodation discussions, temporary job modifications, or referral to supports (e.g., EFAP).
- All actions must be documented discreetly and in accordance with privacy laws.

#### **6.7. Testing (Reasonable Cause & Post-Incident) – Safety-Sensitive Roles**

- Reasonable Cause: Where an employee in a safety-sensitive role demonstrates unsafe behaviour or signs of impairment, supervisors may initiate reasonable-cause testing consistent with law, collective agreements, and City procedures.
- Post-Incident: Following incidents involving safety-sensitive work, supervisors may arrange post-incident testing, conducted promptly, respectfully, and with due regard to legal and privacy requirements.
- Refusal to participate in legitimate testing or evaluation may be treated as non-compliance (see Section 8).

#### **6.8. Transportation from the Workplace (When Unfit for Duty)**

- Supervisors must ensure an employee deemed unfit for duty is transported safely (e.g., taxi) and must not permit the employee to

drive or use public transport if unsafe to do so.

### **6.9. Assessments, Accommodation and Return to Work**

- Employees may be required to undergo assessments or provide medical documentation to confirm fitness for work.
- HR will coordinate accommodation (where required) consistent with the Ontario Human Rights Code and operational safety.
- Employees must participate in return-to-work programs, comply with treatment/conditions as appropriate, and meet all safety requirements before resuming regular duties.

### **6.10. Confidentiality, Privacy and Limited Disclosure**

- The City will manage fitness-for-work matters in accordance with MFIPPA and applicable privacy law.
- Information may be disclosed on a need-to-know basis where required by law, to address immediate safety risks, to support OHSA obligations, or to prevent harm.
- Disclosures will be limited to what is reasonably necessary to address the situation.

## **7. Roles and Responsibilities**

### **7.1. Employees**

- Report and remain fit for work and comply with this Policy and related policies (health & safety, substance use, wellness).
- Notify a supervisor/HR if fitness may be impaired; use leave or accommodation processes as needed.
- Immediately report behaviours that could compromise safety.
- Employees in safety-sensitive roles must take heightened care to avoid any impairment that could compromise safety.

### **7.2. Supervisors / Managers / General Managers**

- Monitor performance and address fitness concerns promptly and constructively; consult HR.
- Temporarily relieve an employee from duty if they advise they are unfit or demonstrate indicators of being unfit.
- Arrange safe transportation for unfit employees; do not allow them to drive or use public transport if unsafe.
- Initiate reasonable-cause or post-incident testing for safety-sensitive roles, as applicable.
- Ensure employees understand expectations and available supports; document actions in accordance with privacy rules.

### **7.3. Human Resources**

- Provide guidance on expectations, risk management, and accommodations, coordinate EFAP access.
- Support investigations, documentation, and confidentiality compliance.
- Assist departments to identify and mitigate fitness-for-work risks while ensuring compliance with OSHA and best practices.

#### **7.4. Health and Safety / Joint Health and Safety Committee (JHSC)**

- Provide guidance on hazard identification, risk mitigation, and safe work procedures related to fitness for work.
- Support training on recognizing impairment indicators and reporting processes.

#### **7.5. Safety-Sensitive Roles**

##### **7.5.1. Employees in Safety-Sensitive Roles**

- Report fully capable of safely performing duties; do not engage in work if impaired by substances, fatigue, or medical/cognitive conditions.
- Inform supervisors/HR if medications/treatments may impact safe performance so accommodations/temporary adjustments can be considered.
- Participate in assessments/evaluations and return-to-work programs where required.

##### **7.5.2. Supervisors of Safety-Sensitive Roles**

- Maintain vigilance and promptly address fitness concerns; the City may remove an employee from safety-sensitive duties pending assessment based on reasonable concerns regarding safety.

### **8. Compliance & Enforcement**

8.1. Employees must comply with this Policy, related City policies, and applicable legislation at all times.

8.2. Zero tolerance for impairment while performing safety-sensitive tasks or activities that could reasonably cause serious harm.

8.3. Non-compliance—including reporting to work impaired, refusing legitimate assessment/testing, or breaching accommodation terms—may result in corrective action, up to and including termination, consistent with City policies and collective agreements.

8.4. Corrective measures may include temporary removal from

duties/reassignment, EAP referral, accommodation measures, and progressive discipline as appropriate to the circumstances.

## **9. Training**

9.1. **Orientation (All Employees):** Policy awareness, expectations, and how to seek support.

9.2. **Supervisors/Managers:** Recognizing indicators of impairment, duty to inquire, reasonable-cause/post-incident procedures, documentation, privacy.

9.3. **Records:** Training records and acknowledgments are retained per approved retention schedules in the City's official repository (e.g., SharePoint) and may be audited.

## **10. Monitoring & Audit**

10.1. Record Management: Fitness-related documentation (observations, actions taken, assessments, accommodations) shall be retained in accordance with approved retention schedules in the official repository (e.g., SharePoint).

10.2. Trend Analysis: HR and departments may review anonymized trends (e.g., incidents, removals from duty) to inform prevention and training.

10.3. Procedure Review: Reasonable-cause and post-incident procedures may be audited for consistency, timeliness, and legal compliance.

10.4. Privacy Compliance: Access to records is restricted on a need-to-know basis; improper access or disclosure may lead to corrective action.

10.5. Non-Compliance: Failure to follow this Policy's reporting, documentation, or testing procedures may result in corrective action, up to and including discipline, consistent with applicable policies and legislation.

## **11. Review Cycle**

This Policy shall be reviewed annually, or earlier if required due to legislative changes, organizational restructuring, operational needs, or audit findings. Responsibility for initiating the review lies with the Policy Owner.

**Revision History:**

Date	Description of Change	Approved By
2026-02-09	Initial Policy	Council

**12. Approval & Sign-off**

By signing below, the Approval Authority confirms that this Policy has been reviewed, approved, and authorized for implementation.

X

\_\_\_\_\_  
Tim Mills  
Chief Administrative Officer

X

\_\_\_\_\_  
Justin Towndale  
Mayor



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

Department:       Infrastructure Services  
Division:           Municipal Works  
Report Number:    2026-08-Infrastructure Services  
Meeting Date:     February 9, 2026  
Subject:            Winter Operations Update

**Purpose**

To provide Council with an update on the 2025-2026 Winter Operations.

**Recommendation**

That Council receive the report on an update to the 2025-2026 Winter Operations.

**Financial Implications**

There are no financial implications associated with this report. At December 31, 2025, the City's fiscal year end, winter activities are expected to be over budget with final reconciliations to be completed. For 2025, the City had a net operating budget of \$2,598,506. At third quarter, the cost for winter control was trending on budget (at 75%) pending fourth quarter weather. If there is a shortfall for 2025, the City has \$350,000 in its Winter Control Reserve to offset any variances to budget.

**Background / Discussion**

The City of Cornwall's winter operations extend from November 15 to April 15. This report provides Council with a mid-season update concerning watermain failures, winter maintenance activities, snow management practices, and salt usage to date. Overall, operations continue to function efficiently and to the established provincial standards.

## **Watermain failures**

Since the commencement of the winter season on November 15, the City has encountered 20 watermain failures. Specifically, there were 5 incidents in November, 3 in December, and 12 in January. These failures are predominantly attributed to the freeze and thaw cycles, which induce ground movement, as well as the aging infrastructure and corrosion. This level of activity is generally consistent with what we see in typical winter conditions. The annual average for watermain breaks is 40, and staff continue to respond promptly to minimize service disruptions and ensure safe, reliable delivery of water services throughout the community.

## **Winter Maintenance**

Winter maintenance operations, including road and sidewalk plowing, continue to be carried out in full compliance with Ontario Regulation 239/02 – Minimum Maintenance Standards. Crews monitor weather conditions closely and deploy equipment proactively based on forecasts, precipitation type, and temperature changes. Plowing operations have been timely and efficient, with staff maintaining established response times during and after snow events. Sidewalk plowing has also remained on schedule, ensuring priority pedestrian routes are cleared within required timeframes. To date, the City has not experienced significant interruptions to winter control activities, and the transportation network continues to be maintained to the standards necessary for safe travel and accessibility throughout the community.

## **Snow removal**

The removal of snowbanks generally occurs once each winter season. However, in years with heavier snowfall or when accumulation begins to impact visibility and roadway conditions, more frequent removal may be required. When snowbanks reach a size that affects visibility, roadway width, or pedestrian access, crews will schedule removal to restore safe and accessible conditions. This activity is distinct from general snow removal efforts, which are conducted throughout the winter season. These efforts are particularly focused on municipal parking lots and other high-traffic areas where snow accumulation necessitates more frequent management. All snow accumulated through both snowbank removal and general snow clearing operations is transported to the City's snow storage facility on Nick Kaneb Drive. Here, it is securely stored for the duration of the season. This systematic approach ensures that snow accumulation is managed efficiently and aligns with operational requirements and seasonal weather patterns.

## **Salt Usage**

Salt usage and storage continue to be managed responsibly throughout the winter season. Rock salt (sodium chloride) remains the principal material for winter maintenance, applied to road surfaces according to weather conditions, pavement temperature, and anticipated precipitation, ensuring effective de-icing and safe driving conditions. Additionally, the City employs liquid calcium chloride as a pre-wetting agent to the rock salt, significantly enhancing the efficiency and effectiveness of our winter maintenance operations. All material is stored at the Municipal Works Salt Management Facility located on Ontario Street, which has the capacity to accommodate the City's full average annual requirement. With an average annual usage of approximately 8,000 tonnes, inventory levels are monitored closely and incremental orders are placed as needed. Currently, the City has approximately 2,500 tonnes in storage, with 4,500 tonnes consumed to date. Prior to the Provincial salt shortage announcement, the City had placed an order of 3,000 tonnes, of which 1,500 tonnes is already en route and the remainder scheduled for delivery mid-February. Following the shortage announcement, an additional 1,000 tonnes was ordered to further protect supply. Based on historic consumption trends and expected deliveries, staff do not anticipate any issues meeting operational needs this season. The City is actively monitoring inventory levels relative to usage to ensure that winter operations are not adversely affected by the ongoing salt shortage.

The winter operations for the 2025–2026 season are progressing effectively. Watermain failures remains in line with seasonal expectations, and winter maintenance operations are being executed in accordance with provincial standards. Snow removal and storage activities are ongoing, and our salt inventory levels remain stable with no anticipated supply issues.

A further update will be provided to Council at the end of the winter season, including final operational metrics and consumption totals.

Document Title:	Winter Operations 2025-2026 Update - 2026-08-Infrastructure Services.docx
Attachments:	
Final Approval Date:	Feb 3, 2026

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

**Shawn O'Brien - Feb 2, 2026 - 10:25 AM**

**Tracey Bailey - Feb 2, 2026 - 5:40 PM**

**Matthew Stephenson - Feb 3, 2026 - 7:36 AM**

**Tim Mills - Feb 3, 2026 - 4:25 PM**



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

Department: Human Services  
Division: Housing Services  
Report Number: 2026-06-Human Services  
Meeting Date: February 9, 2026  
Subject: Encampment – Homelessness Update

**Purpose**

To provide an update to Council on the current state of encampments in the City of Cornwall.

**Recommendation**

- 1) That Council be provided an update to the Encampment - Homeless report on a quarterly basis; and
- 2) That Council receive this report

**Financial Implications**

As this is an information update there are no financial implications.

**Strategic Priority Implications**

Pillar 1: Housing for All OUR STRATEGY

1.1 An Environment For Housing

We will create an environment that enables innovation to build more homes for residents of all ages, incomes, and demographics to enjoy.

1.3 Addressing Barriers

We must address the systemic housing barriers in our region and City. These include financial and social barriers, as well as public lands ownership and legal limitations

## Background / Discussion

### Encampment Bylaw and Interdepartmental Response Team

In Cornwall and SDG, our Centralized Housing Waitlist increased from 558 to 617 households between May to October 2025. Our By Names List consistently sits at 70 clients who are actively homeless. Since its inception, 242 people in our community have identified that they are or have been homeless. Fall of 2025 saw 19 residents living in encampments located throughout the City.

Implementation of the By-law is through a coordinated response by Housing, Fire, By-law, Municipal Works, Recreation, EMS, and Police. The Housing Division is the main point of contact and response for encampment residents. Our housing rapid response team responds in 24-48 hours of any reports of temporary shelters in our community. We visit the sites on a weekly basis to monitor the site, conduct wellness checks, provide resources, and develop housing plans. This team communicates and monitors compliance with the encampment by-law.

Fire prevention frequently attends encampment locations to provide resources and education as it relates to fire safety and ensures that unsafe materials are removed. Parks and Municipal Works staff have supported the clean-up of locations and provide garbage services in a bid to deal with waste and garbage. By-Law services is a critical component of ensuring compliance with the setbacks and guidelines found in the encampment by-law. Similar to any other resident of our community, encampment residents are provided with notices and warnings to encourage compliance with the By-law.

### Encampment Status by Site (Jan 2026)

Municipal Site	Shelters	Status
Aquatic Centre	2 active	#2 One active shelter in compliance.
		#6 One active shelter in compliance. One issued final notice of abandonment.
Civic / Lamoureux	Inactive	Issued notice of abandonment.

Municipal Site	Shelters	Status
Pointe Maligne	2 active	By-Law actioning notice of non-compliance.

## Housing Services Homelessness Responses

**Overnight Warming Centre:** For a second consecutive year, the City of Cornwall, in partnership with the Agape Centre, opened an overnight warming centre. The City is sole funder for this initiative. The City expanded the Center’s services from its 2025 services. The Centre is now open every evening from 11pm to 7am, 7 days a week. It is available to anyone in need of shelter overnight with priority being given to those in encampments or registered on the By Names list.

To date for January 2026, the centre was used 110 times. Attendance for the week of January 22 to 28:

Date	Count (# on BNL)
January 22	12 (1)
January 23	14 (0)
January 24	15 (2)
January 25	16 (3)
January 26	17 (3)
January 27	14 (5)
January 28	9 (2)
<b>TOTAL</b>	<b>97 (16 or 17%)</b>

- 22 are unhoused
- 14 are unknown
- 3 are from encampments

**Outreach and Direct Support:** Housing services is engaged daily with those who are unhoused providing wellness checks and resources including but not limited to access to affordable housing, crisis beds, domiciliary housing, rent supplements, and income supports.

**Domiciliary Housing:** The Domiciliary program aids individuals to live independently in congregate care settings. The domiciliary program is a key component of our homelessness response across the region. Human Services is currently providing a subsidy for domiciliary shelter to 219 individuals across Cornwall & SD&G.

**Crisis Beds:** The Crisis Bed program provides short-term emergency housing for individuals who are facing homelessness or a housing emergency. This program aims to fill the gap in services for those in immediate need of shelter. Motel stays range from 5-14 days and is dependent on individuals engaging case managers in a plan to find alternate housing arrangements. 46 residents accessed our crisis beds program in October 2025.

**Parisien Manor:** Thirty (30) rooms in total are available for individuals in encampments without long-term housing. Jan 2026 – 3 units are empty (one resident has secured housing with the City and two rooms were offered but not filled). The Housing team continues to offer rooms to those on the By-Name List, with weekly support from Housing Stability Coordinators to aid life stabilization and transition to permanent housing.



### Report Approval Details

Document Title:	Encampment - Homelessness Update - 2026-06-Human Services.docx
Attachments:	- Encampment Report - Supporting info.docx
Final Approval Date:	Feb 4, 2026

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

**Mellissa Morgan - Feb 3, 2026 - 7:53 AM**

**Tracey Bailey - Feb 3, 2026 - 9:53 AM**

**Matthew Stephenson - Feb 3, 2026 - 10:53 AM**

**Tim Mills - Feb 4, 2026 - 3:24 PM**

## **Background and Statistics Homelessness and Encampments**

### **Providing Safe and Affordable Housing to the Region**

The City's Housing Services department has been in the business of managing Community Housing for Cornwall/SDG since 2000. As such, the City is the designated Service Manager for housing on behalf of the Province of Ontario.

The City directly manages 23 housing communities across the region with over 1,350 units under our direct oversight. This results in providing affordable and rent geared to income housing to seniors, families and individuals in apartments and townhomes – this makes The City one of the largest landlords in the region. We are actively building and developing housing throughout the area. The Housing team is comprised of over 30 highly professional and trained staff such as Case Managers, Tenant Relations staff, Social Workers, Capital Development and Construction Project Management, General Maintenance and Cleaning, Capital Repair, and Finance.

As Service Manager, the City administers and oversees 11 publicly funded housing providers, while day-to-day operations remain with each provider and its Board of Directors. These providers deliver Rent-Geared-to-Income (RGI) and related community housing programs.

### **The State of Homelessness in Ontario**

Encampments and homelessness are symptoms multiple systems having failed. They are tied to concurrent issues of housing affordability, cost-of-living, and the root causes of poverty. The reasons for homelessness are varied – many are connected to larger social concerns such as trauma and poverty where addiction or mental health may be a symptom of an issue vs the cause.

Most of those who are unhoused in Cornwall are from this community. Human Services knows most residents by name and have supported them through our Ontario Works or Housing programs. Many no longer qualify for existing programs, while others are on housing waitlists that are long and growing.

### **Municipalities under Pressure One Year Later – An Update on the Human and Financial Cost of Ontario's Homelessness Crisis**

In January 2026, the Association for Municipalities in Ontario ("AMO") released an update to the Municipalities Under Pressure report. This report analyzes the municipal pressure to respond to the issue of encampments and impacts of homelessness in Ontario.

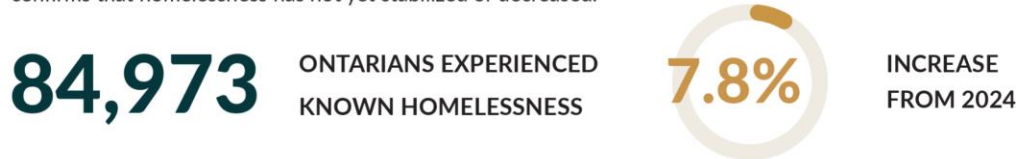
[MunisUnderPressure1YearUpdateReport2026-01-13.pdf](#)

[2025-01-08-EndingChronicHomelessnessinOntario.pdf](#)

## Homelessness increased in 2025.

In 2025, an estimated 84,973 people experienced known homelessness in Ontario, a 7.8% increase (6,171 people) from 2024, an increase that followed several consecutive years of growth.<sup>1</sup>

While the rate of growth has moderated compared to the peak between 2021 and 2023, this past year's increase confirms that homelessness has not yet stabilized or decreased.



## Homelessness is also increasing rapidly in mostly rural communities.

Homelessness growth is also significantly higher in mostly rural Service Manager areas than the provincial average. In 2025, known homelessness in mostly rural communities increased by approximately 31.0% from 2024, compared to 7.8% provincially. Communities with a mix of rural and urban characteristics experienced growth of approximately 15.1% over the same period.



## Encampments exist in most areas of Ontario in 2025.

Forty-two of 47 Service Managers reported at least one encampment, with nearly 2,000 site-based encampments estimated across the province. Most encampments are small, typically involving fewer than 10 people per site.

Service Manager reporting indicates that enforcement and site-management activities tend to change where encampments are located and how visible they are, often resulting in movement into vehicles, more hidden locations, or smaller, short-lived sites, rather than reducing the number of people experiencing homelessness.



## Background and Statistics Homelessness and Encampments

The homelessness/housing crisis stems from decades of underinvestment in deeply affordable housing, income support and mental health and addictions treatment, combined with escalating economic pressures on communities. It is municipalities who have come forward to address the effects of homelessness despite competing pressures on tax-based funding.

The projections in the Municipalities Under Pressure report show homelessness continuing to increase through 2035 under all modelled conditions, including scenarios that assume economic improvement. It is clear that this pattern of increasing homelessness is not a temporary crisis.

Municipalities account for the largest and fastest-growing share of housing and homelessness funding in Ontario. Municipal governments are the primary funder of housing programs in Ontario, contributing approximately 67.4% of housing funding in 2025, while also providing nearly one-quarter of homelessness funding.

### **Misconceptions Related to Homelessness and Housing Precarity**

**Fact: People usually become homeless first because of housing system failures, not because of addiction or mental illness.**

- 211 Ontario reports that Ontario health data shows the vast majority of people with mental illness or substance-use disorders are not violent and are more likely to harm themselves than others.
- Centre for Addiction and Mental Health (CAMH) emphasizes that mental illness is common. 1 in 5 people in Ontario experience a mental illness in any given year. By age 40, 1 in 2 people will have experienced a mental illness at some point in their life. 70% of mental health problems begin in childhood or adolescence.
- Studies cited by CAMH show 23%–67% of people experiencing homelessness may have a mental illness.
- In Ontario Point in Time surveys, when people experiencing homelessness in Ontario are asked *why they lost housing*, the most common answers are:
  - Not enough income for housing
  - Rent too high
  - Landlord–tenant conflict or eviction
  - Unsafe or unfit housing

**Fact: You can work full-time and still become homeless in Ontario’s current rental market. Housing affordability—not unemployment—is the dominant factor.**

- Ontario has the highest number of households in core housing need in Canada, representing 44% of all Canadian CHN households, despite high labour-force participation.
- Statistics Canada shows 77% of core housing need is due to affordability alone.
- Statistics Canada shows many people experiencing homelessness were employed or employable at the time they lost housing, but could not absorb:
  - Rent increases
  - Medical costs
  - Relationship breakdown
  - Time-limited income disruptions

**Fact: Homelessness affects families, youth, children, and seniors.**

- Ontario data shows:
  - 20,000 children and youth are homeless
  - Nearly one-quarter of chronically homeless Ontarians are children or youth
- Stats Can data shows many women, families, and seniors experience “hidden homelessness” (couch surfing, unsafe arrangements) and are not captured by shelter counts.

**Fact: There is no evidence that homelessness, as a condition, causes crime in Ontario.**

- Research summarized by the Canadian Observatory on Homelessness finds that people without housing are several times more likely to be assaulted than members of the general population.
- A landmark Ontario-based study, *More Sinned Against Than Sinning?*, found that 39% of homeless men and 46% of homeless women in Toronto reported being physically assaulted in a single year, 21% of homeless women reported having been raped and many assaults occurred in public spaces and were committed by strangers.
- CAMH discovered When crime does occur near encampments, it is often:

## Background and Statistics Homelessness and Encampments

- theft from encampment residents
- violence against unhoused people
- disputes driven by lack of services, not intent to harm others.
- Ontario police services report that a large share of calls involving homelessness relate to:
  - mental-health crises
  - survival behaviour (sleeping, trespassing, loitering)
  - by-law issues—not Criminal Code offences
- For example, when looking a crime related to children -- according to Statistics Canada police-reported data, most violent crimes against children are committed by someone known to the child -- parents account for about 19% of perpetrators and other family members make up a substantial additional share.



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

Department: Deputy CAO  
Division: Transit  
Report Number: 2026-06-Deputy CAO  
Meeting Date: February 9, 2026  
Subject: Dissolution of the Transit Advisory Committee and  
Appointment of a Council Member to the Transit Master Plan  
Working Group

**Purpose**

To seek Council approval to streamline transit-related governance by dissolving the Transit Advisory Committee (TAC) and ensuring direct Council participation in the Transit Master Plan (TMP) Working Group through a designated Member of Council.

**Recommendation**

That Council:

1. Dissolve the Transit Advisory Committee of the City of Cornwall, effective immediately; and
2. Direct that the Mayor's Office bring forward the name of one (1) Member of Council for appointment to the Transit Master Plan Working Group; and
3. Direct the Clerk to update the City's Committee Registry and the Council Procedural By-law schedules, policies, webpages, and related governance documents to reflect this change.

## **Financial Implications**

There are no negative financial impacts associated with the committee's dissolution.

Minor savings may result from reduced administrative workload and meeting-related costs.

## **Background / Discussion**

The City established the Cornwall Transit Advisory Committee to provide advice, feedback, and community perspectives related to transit operations, service levels, and long-range planning.

The City is currently undertaking work associated with its Transit Master Plan (TMP), a multi-year, data-informed planning exercise to guide service levels, capital investments (fleet, stops, facilities), ridership growth accessibility, and financial sustainability.

Over time, the TMP Working Groups will become the primary venue for technical review, interdepartmental coordination, and project decision support, with formal reports and recommendations advancing through Administration to Council.

## **Discussion**

### **1. Limited Operational Need**

Transit-related decision-making has increasingly relied on technical analysis, industry standards, and operational planning undertaken by staff or external consultants. These matters often require expertise beyond the committee's scope.

### **2. Low Committee Activity**

The committee has not met regularly due to limited agenda items. In the past several terms, many scheduled meetings were cancelled due to lack of business or quorum, reducing its practical value to both the department and Council.

### **3. Modernized Public Engagement**

Cornwall Transit has increasingly relied on more effective and flexible public engagement tools, including:

- Surveys integrated with service changes
- Pop-up consultations at community events
- Direct stakeholder meetings (e.g., user groups, social service agencies)
- Online engagement platforms

These methods have generated more participation and more actionable feedback than the standing committee structure.

### **4. Administrative Efficiency**

Eliminating committees with minimal activity supports:

- Reduced administrative burden (agendas, minutes, recruitment)
- Better allocation of staff time
- Streamlined governance
- More targeted public engagement opportunities

### **5. Options for Future Engagement**

Although the committee would be dissolved, Administration would continue to seek public input through:

- Ad hoc working groups for major transit initiatives
- Public surveys during fare or route reviews
- Annual Transit Open House
- Direct outreach to seniors, students, and accessibility groups

This model aligns with current best practices in transit systems of similar size.

Document Title:	Dissolution of the Cornwall Transit Advisory Committee - 2026-06-Deputy CAO.docx
Attachments:	
Final Approval Date:	Feb 3, 2026

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

**Matthew Stephenson - Feb 2, 2026 - 4:52 PM**

**Tim Mills - Feb 3, 2026 - 4:23 PM**



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

Department: Financial Services  
Division: Accounting, Auditing, and Budget  
Report Number: 2026-07-Financial Services  
Meeting Date: February 9, 2026  
Subject: Request from Stormont Community Optimist Club – Ribfest Signature Event

**Purpose**

To inform Council of a change in event host for the Cornwall Ribfest community festival and to seek Council direction as it relates to providing in-kind services.

**Recommendation**

That Council provide direction to Administration.

**Financial Implications**

At its meeting of April 11, 2022, Council designated three major community festivals, the Cornwall Triathlon, Optimist Club of Cornwall Ribfest, and the Cornwall Waterfest Dragon Boat Race, as Signature Events. These events were designated by Council as such because they are recurring, attract large numbers of residents and visitors, foster community pride, and contribute to local tourism and economic activity.

To formalize the City's ongoing in-kind support, the Municipal Grants Program envelope was reduced from \$200,000 to \$170,000, allocating the equivalent of \$10,000 in in-kind services to each Signature Event and invoicing the organization for any amount exceeding this limit. The \$30,000 supports the costs/lost revenue the departments incur that provide in-kind services for these festivals (e.g., parks, recreation, municipal works).

## **Strategic Priority Implications**

Festivals bring people together for the purpose of celebration and engagement, fosters community pride, and develops tourism. Festivals attract residents and visitors from outside the municipality, which can boost the local economy both on and off the festival site.

Community festivals align with the City's Strategic Plan's mission of providing services that will care and provide for the needs and the values of its residents and assists the City in achieving its vision of a welcoming and healthy community.

## **Background / Discussion**

Cornwall Ribfest has historically been operated as a signature community event by the Cornwall Optimist Club. The Board of Directors for the Cornwall Optimist Club decided not to run the event in 2026. The Board of the Stormont Community Optimist Club expressed an interest, and both Clubs came to an agreement that the Stormont Community Optimist Club would host the event.

On January 13, 2026, the City received formal notification from the Stormont Community Optimist Club confirming their intention to host the 2026 Ribfest event in Lamoureux Park and requesting a municipal resolution recognizing the festival as a community event. The letter from the Club is attached.

According to the correspondence received, the Stormont Community Optimist Club intends to:

- Deliver a four-day festival in Lamoureux Park.
- Feature professional rib vendors, a beer garden, musical entertainment, and food and non-food vendors.
- Operate the event as a major fundraising initiative, with proceeds supporting youth-focused programs and activities across the community.
- Ensure adherence to all applicable municipal policies and regulations.

The event setup will begin Monday, July 20, 2026, with operations running from 10:00am on Thursday, July 23, 2026 through 6:00pm on Sunday, July 26, 2026.

The organizers highlight economic benefits to local businesses, including media outlets, accommodations, propane suppliers, firewood sellers, and retailers.

## **Annual Budget and Reporting**

If Council approves this request, as with other Signature Events, Administration is recommending that in-kind support is to a maximum of \$10,000 and that to have continued annual funding, each year by September 30<sup>th</sup>, the Club will report the following to the City's Financial Services department:

- Annual financial statements/financial reporting
- Current Board of Directors
- Minutes of their Annual General Meeting (AGM)
- Final Event Report (form provided by the City)
- Budget request for the next calendar year

## **Municipal Grants Program**

At its meeting of January 26, 2026, Council approved updates to the Municipal Grants Program Policy and Guidelines, including a clearer and more structured process for reviewing in-year applications. Under the revised Policy, all requests for financial and in-kind support received outside the regular annual intake period, up to \$10,000 for Program 1 or \$30,000 for Program 2, would be referred to the Municipal Grants Review Committee for evaluation. These applications are assessed using the same criteria as annual submissions, ensuring that decisions remain fair, transparent, and aligned with municipal priorities.

For Council, the revised process provides clearer oversight and ensures that emerging community needs can be addressed in a structured and timely manner. For applicants, the benefit is a predictable, transparent pathway for consideration of urgent or time-sensitive initiatives that arise outside the normal granting cycle. This supports more responsive community programming while safeguarding the integrity and sustainability of the overall Municipal Grants Program.

As Stormont Community Optimist Club is a new, emerging organization, Council may want to consider referring the request to the Municipal Grants Review Committee. The Club would submit a formal application, and the Committee would evaluate the application based on the criteria outlined in the Municipal Grants Program Guidelines and available funds. The decision of the Committee would be final and reported to Council in its annual report. The request would not come back to Council for consideration/approval.

Document Title:	Request from Stormont Community Optimist Club - Ribfest Signature Event - 2026-07-Financial Services.docx
Attachments:	- Stormont Optimist Club - Ribfest 2026.pdf
Final Approval Date:	Feb 3, 2026

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

**Tracey Bailey - Feb 2, 2026 - 5:56 PM**

**Matthew Stephenson - Feb 2, 2026 - 9:11 PM**

**Tim Mills - Feb 3, 2026 - 4:27 PM**



**January 13, 2026**

Office of The City Clerk

340 Pitt Street

Cornwall, On. K6H 5T7

Re: Cornwall Family Ribfest

The **Stormont Community Optimist Club** will host a 4-day festival in Lamoureux Park, which will involve professionals cooking ribs, a beer garden, entertainment and several food and non-food vendors. This event is a major fundraiser for the Stormont Community Optimist Club and the success of it allows us to support youth in our community in a multitude of different events and programs. We are pleased to acknowledge that many local businesses benefit from our event such as media, accommodations, propane suppliers, firewood sales, stores, and others.

All efforts will be directed towards creating and maintaining a safe and responsible event for the public. Guidelines set down under the municipal alcohol management policy (By-law nr 68-1996) and the Cornwall Building Permit Office will be followed to ensure our efforts. We will set up on location at Lamoureux Park beginning Monday July 20, 2026, to ensure all equipment is operative and safe in conducting business from 10 am Thursday July 24th to 6 pm Sunday July 26<sup>th</sup>, 2026.

Please accept this letter as notification of our involvement with this festival. As we are a new Optimist Club we will be requiring a resolution. **We are aware that we require a municipal resolution to recognize this event as a community festival. We therefore ask that this resolution be granted and request a letter from your office stating such.**

Thanking you for your time in this matter.

Respectfully, Terry Muir

Ribfest Chairperson



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2026-15**

Department: Development Services  
Division: Planning  
By-law Number: 2026-15  
Report Number 2026-12-Development Services  
Meeting Date: February 9, 2026  
Subject: Ontario Hockey Academy – Official Plan Amendment No. 5

WHEREAS, The Council of the Corporation of the City of Cornwall adopted “The City of Cornwall Official Plan – 2018”, as amended (the “Cornwall Official Plan”); and

WHEREAS, the proposed Official Plan Amendment was recommended for approval by the City of Cornwall Planning Advisory Committee at its meeting on January 19, 2026; and

WHEREAS, the Council of the Corporation of the City of Cornwall deems it advisable to, in accordance with the Planning Act (R.S.O 1990, c.P.13), amend the Cornwall Official Plan, now therefore

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

1. That Official Plan Amendment Number 5 to the city of Cornwall Official Plan, as amended, and consisting of the attached Appendix ‘A’ is hereby adopted; and
2. That this By-law shall come into force and take effect on the day after the last day for filing an appeal pursuant to the Planning Act, provided that no Notice of Appeal is filed to this By-law in accordance with the provisions of Section 17 and Section 22 of the Planning Act, as amended; and where

one or more appeals have been filed within the time period specified, at the conclusion of which, the By-law shall be deemed to have come into force and take effect on the day the appeals are withdrawn or dismissed as the case may be; and

3. 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 9<sup>th</sup> day of February 2026.

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Denise Labelle-Gélinas  
Interim City Clerk

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Justin Towndale  
Mayor

## **Explanatory Note**

### **Purpose**

The purpose of this amendment is to expand the General Commercial site-specific exception that applies to the property municipally known as 1539-1541 Vincent Massey Drive which permits a commercial hockey school and associated dormitory to also apply to the properties municipally known as 1525 and 1545 Vincent Massey Drive which comprise the land holdings of the Ontario Hockey Academy.

### Report Approval Details

Document Title:	By-law 2026-15 - OHA - Official Plan Amendment No. 5 - 2026-12-Development Services.docx
Attachments:	- Appendix A to By-law No. 2026-15 - Official Plan Amendment No. 5 - OHA.pdf
Final Approval Date:	Feb 3, 2026

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

**Jordan Suffel - Jan 29, 2026 - 10:56 AM**

**Ryan Windle - Jan 29, 2026 - 11:24 AM**

**Tracey Bailey - Feb 1, 2026 - 9:18 AM**

**Matthew Stephenson - Feb 2, 2026 - 4:51 PM**

**Tim Mills - Feb 3, 2026 - 4:19 PM**



**By-law No. 2026-##**

**Appendix 'A'**

**Official Plan Amendment No. 5  
to the Official Plan of the City of Cornwall**

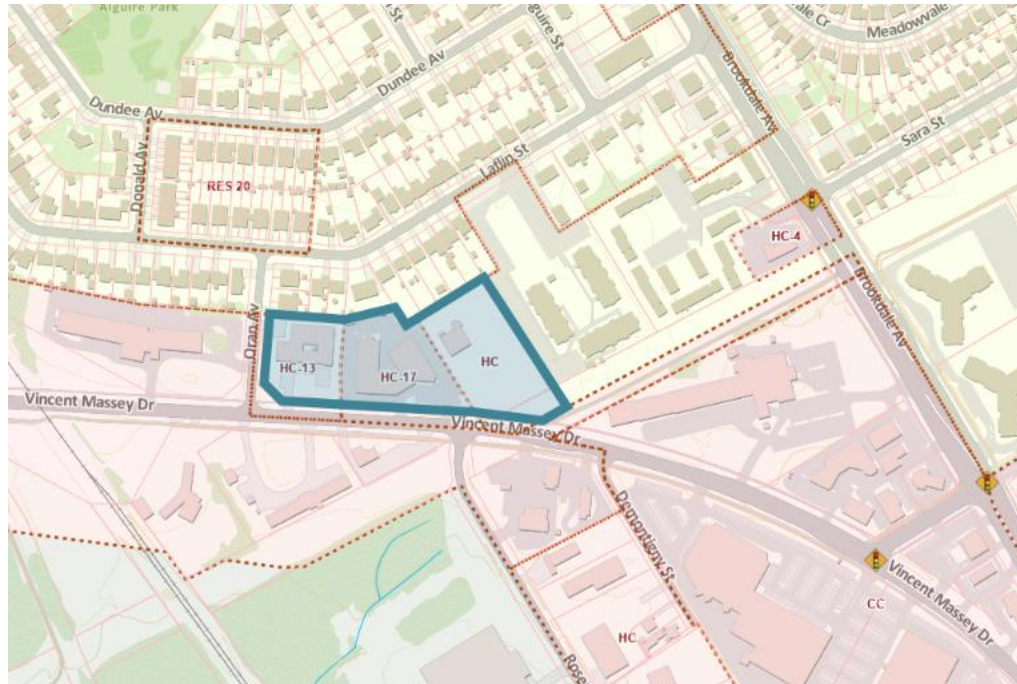
**Part A – The Preamble**

1. Purpose of the Amendment:

- a. The purpose of this amendment is to expand the General Commercial site-specific exception that applies to the property municipally known as 1539-1541 Vincent Massey Drive which permits a commercial hockey school and associated dormitory to also apply to the properties municipally known as 1525 and 1545 Vincent Massey Drive which comprise the land holdings of the Ontario Hockey Academy.

2. Location:

- a. CON 2 PT LOT 13, CORNWALL CON 2 PT LOTS 13; AND 14 PLAN 240 PT LOT 68 RP;52R3504 PARTS 1 TO 4, and CON 2 PT LOT 14 PLAN 240 PT; LOT 69 RP52R610 PART 2 in the City of Cornwall, located at 1525, 1539-1541, & 1545 Vincent Massey Drive.



3. Basis:

- a. The City of Cornwall's Official Plan includes a policy that permits a commercial hockey school at 1539-1541 Vincent Massey Drive to acknowledge the pre-existing use on the subject lands being the Ontario Hockey Academy. Over time, the Ontario Hockey Academy expanded and purchased the abutting lands to the east and west of 1539-1541 Vincent Massey to accommodate this expansion. As part of this process the Ontario Hockey Academy has applied for an amendment to the City's Official Plan to expand the policy that permits their use of 1539-1541 Vincent Massey Drive for a commercial hockey school to include the abutting properties to the east and west.

As part of this application, a planning rationale was submitted rationalizing the proposed amendment within the existing applicable policy framework (ie; OP, PPS). As part of the city's responsibilities

under the Planning Act, a public meeting was advertised and held at City Hall to gather input on the proposed amendment and an associated Zoning By-Law Amendment. At that meeting no verbal comments were received from the public, and no written comments have been submitted to the city.

This Official Plan Amendment is the result of the above-described application and public consultation process required under the Planning Act.

### **Part B – The Amendment**

All of the Amendment entitled “Part B – The Amendment”, consisting of the following text, constitutes Amendment No. 5 to the Official Plan for the City of Cornwall.

The entirety of section 4.6.2.18 of the City of Cornwall Official Plan is hereby revised to read as follows:

- “Notwithstanding any other provisions of the Plan, a commercial school (private hockey school) and necessarily associated dormitory shall be permitted on 1525, 1539-1541, and 1545 Vincent Massey Drive.”



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2026-16**

Department: Development Services  
Division: Planning  
By-law Number: 2026-16  
Report Number 2026-11-Development Services  
Meeting Date: February 9, 2026  
Subject: Ontario Hockey Academy – Zoning By-law Amendment – PAC  
File Z-05-26

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

WHEREAS, The proposed Zoning By-law Amendment was recommended for approval by the City of Cornwall Planning Advisory Committee at its meeting on January 19, 2026 and;

WHEREAS, The Council of the Corporation of the City of Cornwall deems it advisable to amend the Cornwall Zoning By-law; now therefore

BE IT RESOLVED THAT The Council of The Corporation of the City of Cornwall enacts as follows:

1. That Section 15.4.13 of the Cornwall Zoning By-law be amended as follows:
  - a. By adding “a commercial hockey school with ancillary dormitory” to the list of permitted uses
  - b. By adding the following after the list of permitted uses:

<b>Standards</b>
------------------

i. Notwithstanding section 3.21.7.1, a commercial hockey school and ancillary dormitory will require 18 parking spaces
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2. That this By-law shall come into force in accordance with the provisions of the Planning Act; and
3. 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 9<sup>th</sup> day of February 2026.

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Denise Labelle-Gélinas  
Interim City Clerk

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Justin Towndale  
Mayor

## **Explanatory Note**

### **Purpose**

The by-law amends the site-specific exception zone, Highway Commercial Exception 13 (HC-13), to add commercial hockey school with ancillary dormitory as an additional permitted use on the lands at 1545 Vincent Massey Drive, and to confirm the parking rate of 18 parking spaces as being deemed sufficient. The purpose of the change to the zoning is to permit the conversion of an existing vacant seniors' residence into accessory dorm space for a private commercial hockey school.



### Report Approval Details

Document Title:	By-law 2026-16 - OHA – Zoning By-law Amendment (File No. Z-05-25) - 2026-11-Development Services.docx
Attachments:	
Final Approval Date:	Feb 3, 2026

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

**Jordan Suffel - Jan 29, 2026 - 10:57 AM**

**Ryan Windle - Jan 29, 2026 - 11:28 AM**

**Tracey Bailey - Feb 1, 2026 - 9:21 AM**

**Matthew Stephenson - Feb 2, 2026 - 4:51 PM**

**Tim Mills - Feb 3, 2026 - 4:18 PM**



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

Department: Legal Services  
Division: Clerk Services  
Report Number: 2026-15-CAO  
Meeting Date: February 9, 2026  
Subject: Listing of Unfinished Business February 9, 2026

**Purpose**

To provide Council with a list of Unfinished Business Reports for information purposes.

**Recommendation**

That Council receive report 2026-15-CAO

## Unfinished Business Listing

Title	Department	Initiator	Quarter	Date Returned to Council
Additional Tax on Vacant Buildings • November 27, 2023	Financial Services	Councillor Sarah Good Councillor Carilyne Hébert	Q1 2026	March 23, 2026
Regulatory Framework Governing Taxis and Similar Ground Transportation Services • July 9, 2024	By-law Services	Councillor Elaine MacDonald Councillor Maurice Dupelle	Q1 2026	February 23, 2026
Parking Fees • January 27, 2025	By-law Services	Councillor Dean Hollingsworth Councillor Denis Sabourin	Q1 2026	July 13, 2026
Fees and Charges By-law • January 27, 2025	Office of the City Clerk		Q1 2026	February 23, 2026
Development Charges • November 10, 2025	Deputy CAO		Q1 2026	February 23, 2026
Friends of Guidon Park – Terms of Reference	Parks, Recreation, Arts & Culture	Councillor Dean Hollingsworth Councillor Carilyne Hébert	Q1 2026	February 23, 2026



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2026-17**

Department: Legal Services  
Division: Clerk Services  
By-law Number: 2026-17  
Report Number 2026-16-CAO  
Meeting Date: February 9, 2026  
Subject: Confirming By-law 2026-17 February 9, 2026

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, February 9, 2026.

**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 #2026-02, January 26, 2026

(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 #2026-02, January 26, 2026

(c) That the actions of the Council at its meetings held on Monday, January 26, 2026, 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 09<sup>th</sup> day of February 2026.

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Denise Labelle-Gélinas  
Interim City Clerk

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Justin Towndale  
Mayor