



Agenda
Cornwall City Council

Meeting #: 2020-11
Date: Wednesday, April 29, 2020, 5:00 PM
Location: City Hall, Council Chambers, 360 Pitt Street, Cornwall, Ontario, K6J 3P9
Chair: Bernadette Clement, Mayor
Prepared By: Manon L. Levesque, City Clerk

Pages

Roll Call

Opening

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

Adoption of Agenda

The following Agenda is being presented for adoption as presented.

Disclosure of Interest

Committee of the Whole

Resolution and Reports

- | | |
|--|------------------|
| <p>6.1 Raisin Region Conservation Authority – Support for Fly Creek Stormwater Management Facility, 2020-02</p> <p>Now therefore be it resolved that the Council of The Corporation of the City of Cornwall support the Raisin Region Conservation Authority’s application for cost-shared funding for Fly Creek stormwater management facility maintenance, and that Council supports the use of municipal levies to recover the City of Cornwall’s costs.</p> | <p>1</p> |
| <p>6.2 Cornwall Small Business Emergency Support Loan Program, 2020-290-Planning, Development and Recreation</p> | <p>32</p> |

Action Recommended
That Council approve the Cornwall Small Business Emergency Support Loan program.

6.3 Social Services Relief Fund, 2020-215-Social and Housing Services 37

Action Recommended
That Council receive report 2020-215-Social and Housing Services.

6.4 Financial Impact Related to the COVID-19 Response, 2020-263-Financial Services 41

Action Recommended
That Council receive report 2020-263-Financial Services.

As a continued option to support residents and businesses during this time, Staff recommend to delay the remittance due date for the July 31, 2020 property tax payment by two months, in order to allow taxpayers more time to pay the required taxes. Final instalment due dates for property taxes would change from July 31, 2020 and August 31, 2020 to August 31, 2020 and September 30, 2020.

Adjournment

The next regular public meeting of Council will be held on Monday, May 11, 2020.



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

Department: Corporate Services
Division: Clerk's Division
Resolution Number: 2020-02
Report Number: 2020-084-Corporate Services
Meeting Date: April 29, 2020
Subject: Raisin Region Conservation Authority – Support for Fly
Creek Stormwater Management Facility

Whereas the Raisin Region Conservation Authority is seeking support from The Corporation of the City to apply for cost-shared infrastructure funding to perform required maintenance to the Fly Creek Stormwater Management Facility

Whereas the Investing in Canada Infrastructure Program (ICIP) is a cost-shared infrastructure funding program between the federal government, provinces and territories, and ultimate recipients.

Whereas the Raisin Region Conservation Authority (RRCA) has applied to this program with a project valued at \$247,800.00 for restoration and enhancement of the Fly Creek stormwater control system.

Whereas the federal and provincial contributions will be 73.33%.

Whereas, the ultimate recipient, the City of Cornwall, will contribute 26.67%.

Whereas the project will be phased over two-years.

Whereas the RRCA operates the Fly Creek Stormwater Control System on behalf of the City of Cornwall.

Whereas costs related to the ownership and operation of this facility are billed back annually to the City of Cornwall through municipal levies.



Now therefore be it resolved that the Council of The Corporation of the City of Cornwall support the Raisin Region Conservation Authority's application for cost-shared funding for Fly Creek stormwater management facility maintenance, and that Council supports the use of municipal levies to recover the City of Cornwall's costs.

Now therefore be it further resolved that the Mayor and Clerk be and are hereby authorized to execute any and all documents related to this matter.

I, Manon L. Levesque, City Clerk for The Corporation of the City of Cornwall, do hereby certify that the above is a true copy of Resolution Number 2020-02 enacted by Council on Wednesday, April 29, 2020.

Manon L. Levesque
City Clerk



Report Approval Details

Document Title:	Raisin Region Conservation Authority - Fly Creek - 2020-284-CS.docx
Attachments:	- RRCA_Fly Creek Pumping Station Inspection Report_January 21 2020.pdf
Final Approval Date:	Apr 26, 2020

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

Geoffrey Clarke - Apr 24, 2020 - 4:16 PM

Tracey Bailey - Apr 25, 2020 - 9:13 AM

Maureen Adams - Apr 26, 2020 - 8:57 AM

Fly Creek Pumping Station

Inspection



Raisin Region
Conservation Authority

January 30, 2019

Final Report

Abstract

The Fly Creek flood control system comprises a pumping station; 300,000 m³ retention pond and overflow structure; 3000 m of concrete box culvert; 2000 m of open channel, and numerous gabion structures. The system provides flooding protection for approximately 25% of the City of Cornwall (population 46,000).

An inspection was undertaken in 2018 to note deficiencies and prioritize maintenance activities.

The following items were recommended for action:

1. Continue / implement overall maintenance and inspection program of all components.
2. Refurbish Pump #1.
3. Refurbish Pump #2.
4. Monitor gasket leak of Pump #3.
5. Replace Soleplates for Pump #1, Pump #2, Pump #3.
6. Clean motor windings for Motor #1, Motor #2, Motor #3.
7. Overhaul Motor #3.
8. Repair hour meters on Pump #2 and Pump #3 motor control cabinets.
9. Retrieve dewatering pump and service / repair.
10. Reinstate wetland valve/pump actuator.
11. Repair seepage issue with wetland.
12. Repair automatic transfer switch (not turning off diesel engine upon restored power).
13. Implement human control interface on SCADA system.
14. Implement alarm notifications on SCADA system.
15. Calibrate ultrasonic depth transmitter.
16. Repair flashing on main air inlet.
17. Repair or replace surveillance camera; install interior monitoring cameras.
18. Recondition the pond overflow to ensure proper operation.

Suggested Citation

Fly Creek Pumping Station, Inspection. Raisin Region Conservation Authority, January 2019.

For Internal Use

Primary Author(s): Phil Barnes.

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List of Terms

MNRF - Ontario Ministry of Natural Resources and Forestry

MCC - Motor Control Centre

RRCA - Raisin Region Conservation Authority

WECI - Water and Erosion Control Infrastructure

Acknowledgements

The Raisin Region Conservation Authority would like to thank the Ontario Ministry of Natural Resources and Forestry, Regional Operations Division for assistance with Water and Erosion Control Infrastructure program funding and technical guidance.

Introduction

The Fly Creek flood control system comprises a pumping station, 300,000 m³ stormwater retention pond and overflow structure, 3000 m of concrete box culvert, 2000 m of open channel and numerous gabion structures. The system provides flooding protection for approximately 25% of the City of Cornwall (population 46,000).

The RRCA is responsible for the entire Fly Creek flood control system. This includes all inlets, a syphon structure near Ontario Street, and fencing near Fennel Crescent residential area. The RRCA is also responsible for the entire open channel upstream and downstream of the pumping station up to the outlet at the Donihee Drain which includes gabion structures, culverts, and overflow structures. The complete infrastructure is integral to the flood control project.

The Fly Creek flood control system was a phased construction project throughout the 1980s and 1990s. The total cost was around \$20 Million. The project was made possible through heavy investment from the province and the municipality. The system is estimated to save annual flood damages in the range of \$0.5 Million to \$2.0 Million (in 2018 dollars, updated from TSH 1991¹).

In recent years, operation costs have increased due to failing components (pumps, motors, control system) as well as maintenance requirements on channels and inlet structures.

A complete operations and maintenance procedures review was undertaken. The results of which will minimize overall expenditures through pro-actively identifying faults in the system and addressing them before catastrophic failure occurs. The review included all electrical systems, pumping systems, backup generating system, operating procedures, pond maintenance, channel maintenance and an assessment of provincial compliance approval conformity.

System Components

For the purposes of this inspection, the following components were inspected:

- Motor Control Centre
- Primary Pumping System (Pumps, Motors, Control Panels)
- Dewatering Pump
- Wetland (Valve Actuator, Fountain Head, Wetland embankment)
- Emergency Power System (Diesel Engine, Generator Set, Transfer Switch)
- Fuel Storage System
- SCADA System
- Vents and Exhaust Components
- Surveillance Camera
- Inlet Screen
- Outlet Channel

¹ Fly Creek Flood Damage Update, City of Cornwall, Totten Simms Hubicki Associates, January 1991

Figure 1: Fly Creek Drainage Area

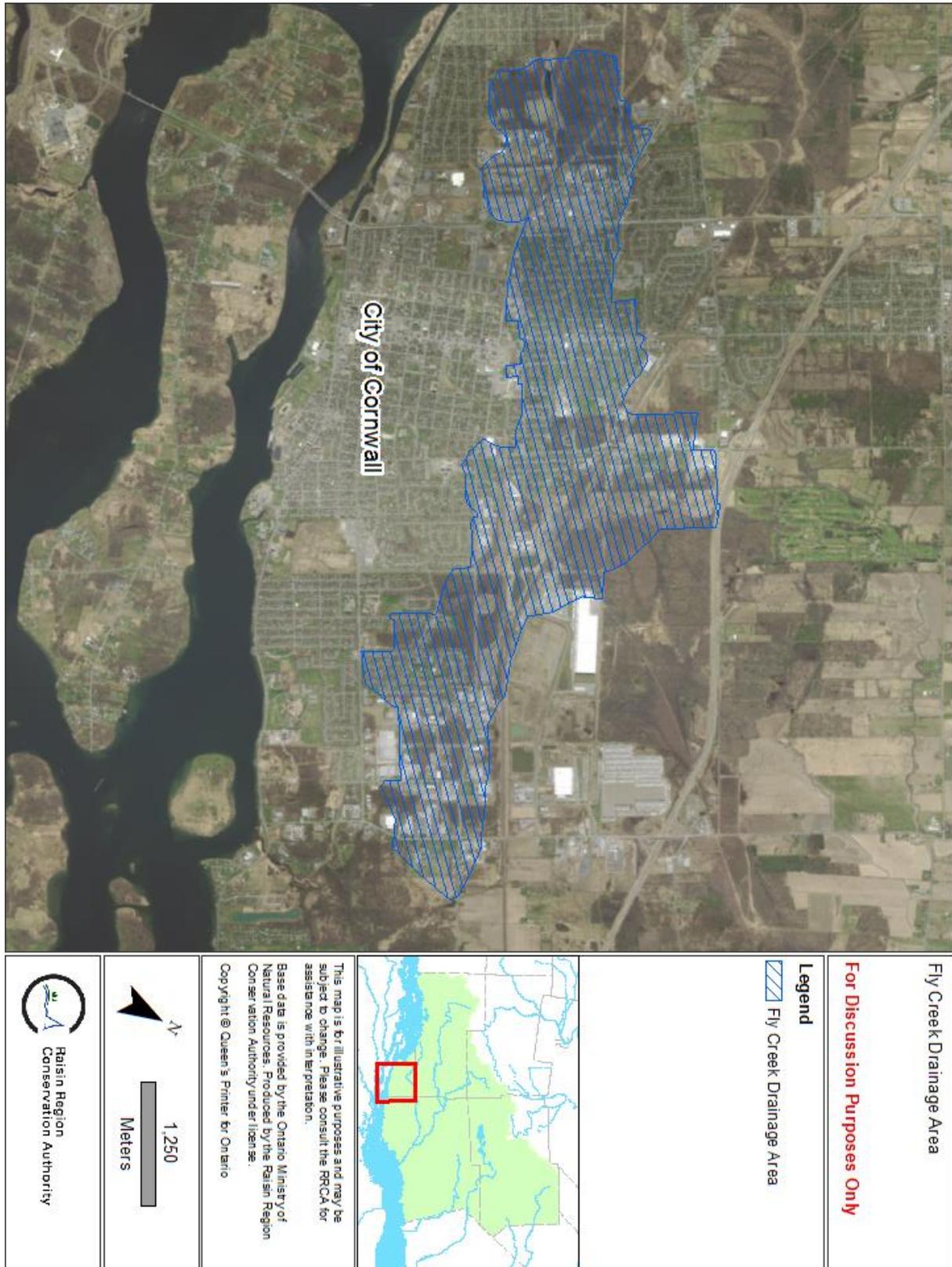


Figure 2: Fly Creek Facility



Motor Control Centre

Figure 3: Motor Control Centre Layout



		(A)	(C)	(K)	A	Metering Transformer Compartment
			(D)		B	Main Breaker
			(E)		C	Heater #UH1, 20A C.B.
			(F)		D	Heater #UH2, 20A C.B.
			(G)		E	Lighting Transformer, 10 KVA
	(N)	(B)	(H)	(L)	F	Exhaust Fan, #EF2
			(I)		G	Exhaust Fan, #EF3
			(J)	(M)	H	De-watering Pump
					I	Fountain Pump
					J	Exhaust Fan, #EF1
					K	Pump #1
					L	Pump #2
					M	Pump #3
					N	Telecom Ottawa Fiber Optic Input

The motor control centre is comprised of a Klockner-Moeller Series 200 MCC unit, which is rated for 600 Volts with bus ratings of 600 Amps (Vertical) and 300 Amps (Horizontal). The three main breakers (buckets) for the three main pumps were replaced in 2017.

Figure 4: Motor Pan 2 (Open)

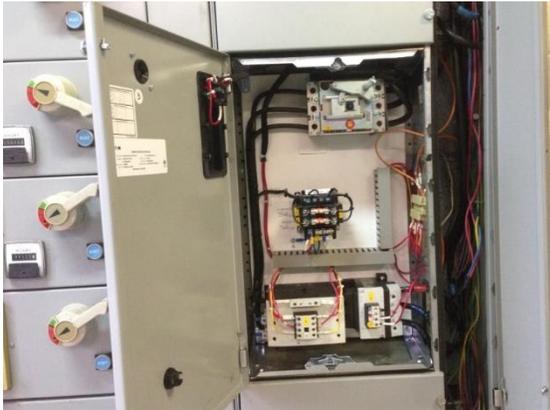


Figure 5: Infrared Scan - Motor Panel 1

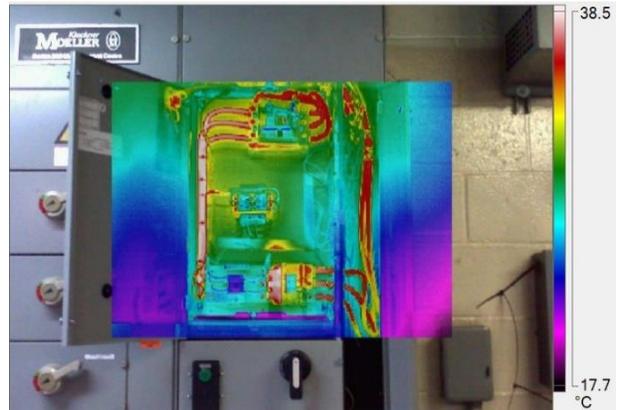


Figure 6: Infrared Scan - Motor Panel 2

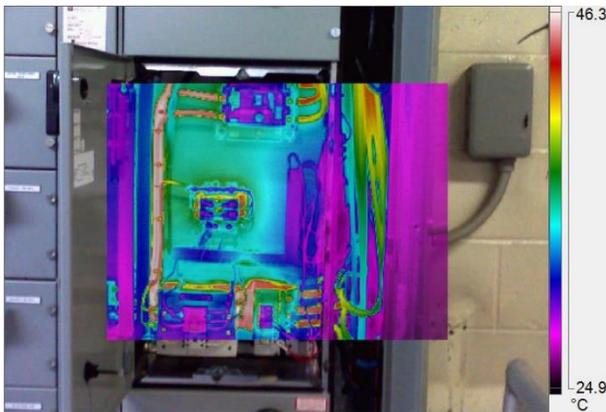
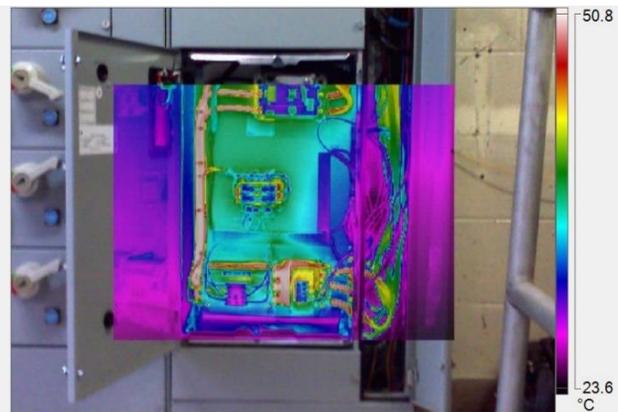


Figure 7: Infrared Scan - Motor Panel 3



Motor Control Centre Assessment

An infrared inspection was performed on all three buckets with a pump in service. The results indicated that the wiring was in good shape and that operating temperatures were within normal ranges. All electrical components within the motor control centre are properly working and fully operational.

Primary Pumping System

The primary pumping system includes three WDM Model 24 Vertical Axial Flow Pumps. These pumps are each driven by a U.S. Electric, 100 hp, 3/60/575 Volt, 900 rpm vertical hollow shaft motor with non-reverse ratchet. The motors are self-contained units with a separate control panel and are all air cooled. Each pump is rated for 700 L/second capacity. The motors were installed in 1991 and the pumps were replaced in 1999.

Pump #2 was overhauled in 2004, Pump #3 had a bent shaft repair in 2006 and an overhaul in 2017. Motor #3 underwent a balancing operation in 2018 as a result of the inspection.

Figure 8: Main Pumps and Motors



Primary Pumping System Assessment

In May of 2018, an inspection of the pumps and motors was undertaken by ASL Roteq.

Pump #1 had been experiencing rough start-ups and would often cause the breaker to trip. The observed start-up issues on this pump strongly suggest some initial wear has occurred on this pump's lower column bearing / bushing. This is likely resulting in some propeller – column contact at initial start-up that stabilizes on the pump comes up to speed. It was disconnected and removed for inspection. It was determined that the pump was in poor condition and severely pitted. Additionally, the soleplate was noted to be severely corroded. It was agreed not to reconnect Pump 1 and to take it out of service until it can be refurbished.

When Pump #3 was re-installed it was noted too that the soleplate was corroded and requires replacement as it is not likely to provide a stable base for operation. The motor was also found to be out of balance. It was rebalanced; however, vibration analysis indicates that there is likely a bearing defect in the motor that requires immediate attention. There is some minor leaking on at the discharge gasket of this pump which should be monitored.

Pump #2 was tested for vibration and found to be operating within tolerances. A decision was made not to disconnect the pump for inspection at this time. It is suspected to be in poor condition and require refurbishing like Pump #1 and Pump #3. The soleplate is also expected to require replacing.

Previous infrared testing on the motors indicates that (other than motor 3 having a vibration issue) the motors are generally in good condition. However, it is suspected that they are drawing excess current on Startup and as a result occasionally tripping their breakers. This is likely because the motor windings are dirty. It was recommended that the motor windings be cleaned.

The hour meters on pump motor control panel #2 and #3 are currently not working.

Figure 9: Pump 1 - Removal



Figure 10: Soleplate 1 - Corrosion



Figure 11: Pump 1 - Pitted Suction Bell



Figure 12: Pump 1 - Corroded Impeller



Figure 13: Pump 3 – Pump Case Cavitated



Figure 14: Pump 3 – Case wear from cavitation



Figure 15: Pump 3 – Worn shaft sleeve



Figure 16: Pump 3 – Pump bearings severely worn



Figure 17: Pump 3 - Worn shaft couplings and bolts



Figure 18: Pump 3 - Deep shaft wear near impeller



Figure 19: Pump 3 - Reinstallation



Figure 20: Pump 3 - Soleplate Corrosion



Figure 21: Pump 3 - Casing Re-install



Figure 22: Pump 3 - Motor Re-install



Figure 23: Motor 1



Figure 24: Motor 1 – Thermal Scan

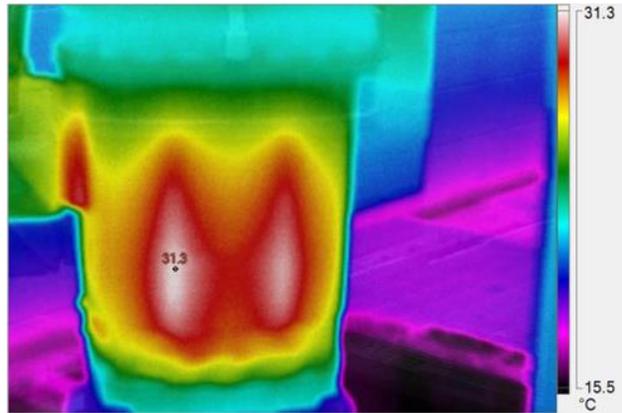


Figure 25: Motor 2



Figure 26: Motor 2 – Thermal Scan

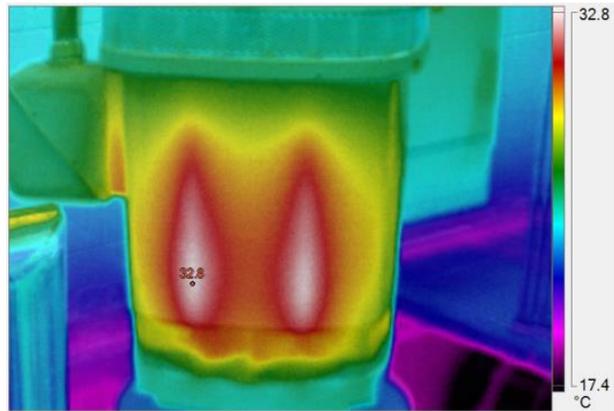
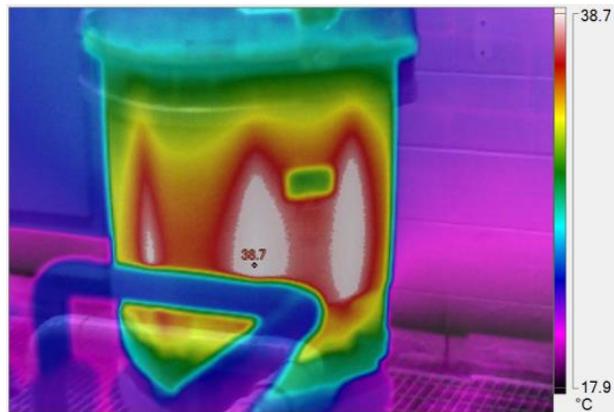


Figure 27: Motor 3



Figure 28: Motor 3 – Thermal Scan



Dewatering Pump

A dewatering pump is used to lower the water level below the main pump shutoff of 49.000m. to an elevation of 47.550m. It can be run continuously overnight to remove the water remaining in the pond well. The dewatering pump is a 10 HP Flygt 3126 and is rated for 33 L/s.

Figure 29: Sample installation of Dewatering Pump

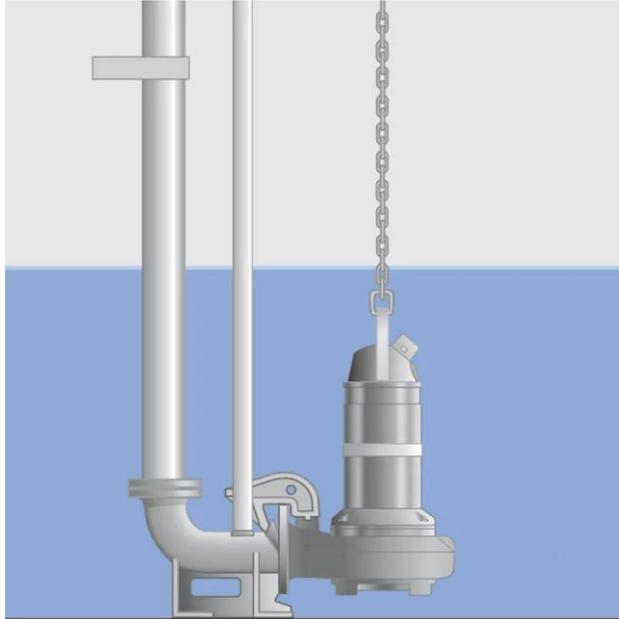


Figure 30: Replacement dewatering pump



Dewatering Pump Assessment

The dewatering pump was known to be acting up in recent years and would cause the breaker to trip immediately on start up. It was uncertain if there was a mechanical problem with the pump or an electrical problem. During the inspection, the pump was being hoisted by it's connected chain, which snapped (due to corrosion) and the pump fell to the bottom of the pond well.

It is recommended that the pump be retrieved by a qualified person (confined space, diver); and inspected for repairs. A suitable chain should be selected for securing the pump

A replacement pump was purchased in 2006. The model number is Flygt 3127. This pump could possibly be used to replace the original pump.

Wetland

In 2003, the Fly Creek system was modified to include a wetland to enhance water quality through the pond particularly during low flow condition by diverting a portion of the flow through the proposed wetland pond. The wetland is not hydraulically connected to the system other than through a low flow pump. Flow from the existing dewatering pump was diverted through a Rotork valve control device to provide water to the wetland.

Figure 31: Wetland Diversion Actuator



Figure 32: Wetland Fountain Head



Wetland Assessment

The diversion actuator appears to be in good physical condition; however, at the time of inspection it was not possible to check the operation due to the controls having been removed during the last SCADA system update. Moreover, as the dewatering pump has not been working as of late, it is not possible to check the flow to the wetland. The wetland fountain head, which is to be removed for the winter, appears to still be in good condition. The wetland itself has seen some significant seepage in the past few years and may be compromised through rodent burying.

It is recommended that the actuator controls be reinstated and tested, and that that the wetland embankments be examined and repaired.

Emergency Power System

The emergency power system consists of an Onan/Cummins model #350 DFCC diesel generator set and control panel incorporating an automatic transfer switch. This system provides continuous standby service for the pumping station electrical equipment.

A Westinghouse Robonic type II model R03600 transfer switch senses complete loss of normal power on any phase, and after a time delay, designed to prevent unnecessary starting during a temporary power/phase failure, signals the emergency generating set to start. When the emergency power attains rated speed and voltage, the transfer switch automatically transfers the load to emergency power. When normal power returns, the automatic transfer switch sense this and retransfers the load from emergency power to normal power and signals the emergency source to stop. The generator set continues to run after transfer to enable a 10-minute shut down sequence to occur. If the emergency source shall malfunction while furnishing power to the load, the transfer switch automatically disconnects the load from emergency power to allow restarting the emergency source with no connected load. After restarting the emergency source and attaining rated speed and voltage, the transfer switch automatically reconnects the load to emergency power.

Figure 33: Cummins Diesel Engine



Figure 34: Onan Generator



Figure 35: Automatic Transfer Switch



Figure 36: Transfer Switch Gauges



Figure 37: Transfer Switch Gauges



Emergency Power System Assessment

The diesel engine and generator set have been shown to be in good working order. Startup and operation work as intended. The automatic transfer switch has shown a recent deficiency in that it does not properly signal the generator to turn off when power is restored. This has caused the engine to run until it runs out of fuel.

Fuel Storage System

Fuel for the standby power diesel engine generating set is supplied from a 905 L aboveground steel tank. The tank is enclosed within a thick concrete secondary containment holding cell.

Figure 38: Diesel Fuel Tank



Fuel Storage System Assessment

This current fuel system replaced a 9000L outside underground fibreglass tank and 450L inside day tank in 2006. The fuel storage tank has a manufacturing date of November 2006. The fuel lines were repaired in September of 2015. The tank was also fully inspected at that time. The tank, being located inside, is protected from the elements and is still in good condition and shows no evidence of corrosion or leakage. The secondary containment cell is adequately sized, it is clean and in good condition.

SCADA System

The current SCADA system (Supervisory Control and Data Acquisition) was implemented in 2015 and replaced an older Bristol Babcock analog system (circa 1990) which was at “end of life” for hardware and software support and had been operating erratically. The current system consists of Allen Bradley digital components. The SCADA receives the water level depth signal from a Milltronics MultiRanger ultrasonic sensor. Pumping station outlet flow is recorded by a Greyline Instruments AVFM-II Area Velocity Flow Meter.

The original SCADA system also included a tipping bucket raingauge and turbidity meter. These measurement devices have since been abandoned.

Figure 39: SCADA System (Panel open, with wiring exposed)

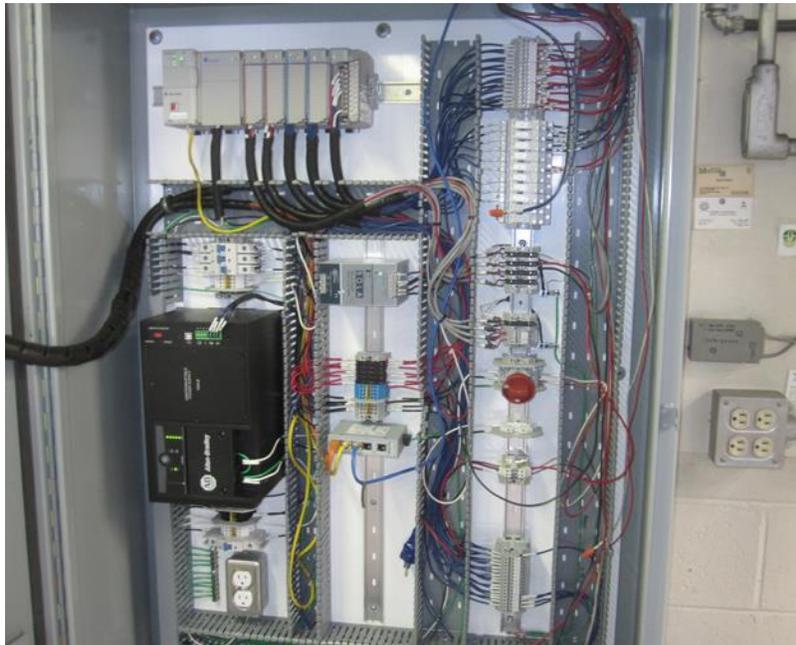


Figure 40: Sample SCADA Screen

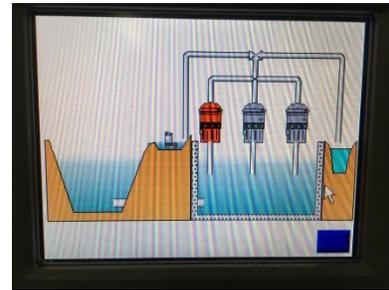


Figure 41: Sample SCADA Screen



Figure 42: Depth and Flow measurement devices



SCADA System Assessment

The current SCADA system is working as intended, in that the pumps are properly activating and deactivating at the pre-set water levels. The SCADA system interface as it is currently programmed does not permit easy modifications to operating rules. Additionally, there is no alarm mechanism implemented to alert of system malfunction or high-water level events. It is recommended that the SCADA system be modified to enable the human machine interface features to be accessible to operators for easier programming of features (i.e. adding/removing pumps from service); and, that suitable alarm routines be implemented.

The Milltronics Multiranger appears to be operating correctly; however, it should be verified and calibrated to ensure proper operation of the pumps. The Greyline flow meter is currently not working. This is not integral to the operation of the system, but its proper operation could help provide insight into operations.

The abandoned rain gauge, while not integral to the operation of the system, could be refurbished as it could provide additional context to the operations and flow output of the pumping station.

Vents and Exhaust Components

Several vents, exhaust fans, and automated louvre opening systems are used throughout the pumping station. The fans dissipate heat, vent diesel exhaust, inlet fresh air, and are also used to evacuate noxious gases that could build up in the wet well.

Figure 43: Exhaust Fan Unit



Figure 44: Fresh Air Louvres



Figure 45: Wet Well Air Blower



Vents and Exhaust Components Assessment

The vents and exhaust components are all performing properly. It has been noted that the flashing around the main fresh air louvres is separating from the building and should be repaired.

Surveillance Camera

An Axis 213 PTZ Network Camera is installed outside near the entrance door of the pumping station. The single camera is configurable to present real-time viewing of various points of interest around the facility (i.e. full view of the pond, zoom in of access road between pond cells, view of front door etc.). A VPN (Virtual Private Network) allows remote viewing of the camera feed through any compatible device connected to the internet.

Figure 46: Surveillance Camera (Mfr. Photo)



Figure 47: Outside Camera Dome (Mfr. Photo)



Surveillance Camera Assessment

The current surveillance camera is non-functional, and the VPN connection has been disconnected. The camera is not critical to pumping station operation; however, it is an extremely useful tool. For example, an operator can make a quick visual check of water levels in the pond and make a remote assessment as to the proper operation of the pumping station. It is recommended that the camera be replaced or repaired immediately.

It would also be recommended that a security camera system be installed within the pumping station too. For a relatively low expense, this would enable the operations staff to review and possibly trouble shoot alarms remotely. It would enable staff add additional monitoring without the expense of physically visiting the pumping station.

Inlet Screen

All water flowing into the Fly Creek retention pond enters through a metal grate, or inlet screen. The screen has vertical slats spaced 6 inches apart. The screen is intended to capture large debris and prevent it from entering the system. The screen also acts as a safety device in the event someone was to fall into the channel. The inlet screen was modified in 2014 by introducing a horizontal opening at the bottom. The opening allows small items to pass through and prevents the accumulation of debris build up that would previously create blockages from time to time.

Figure 48: Inlet Screen



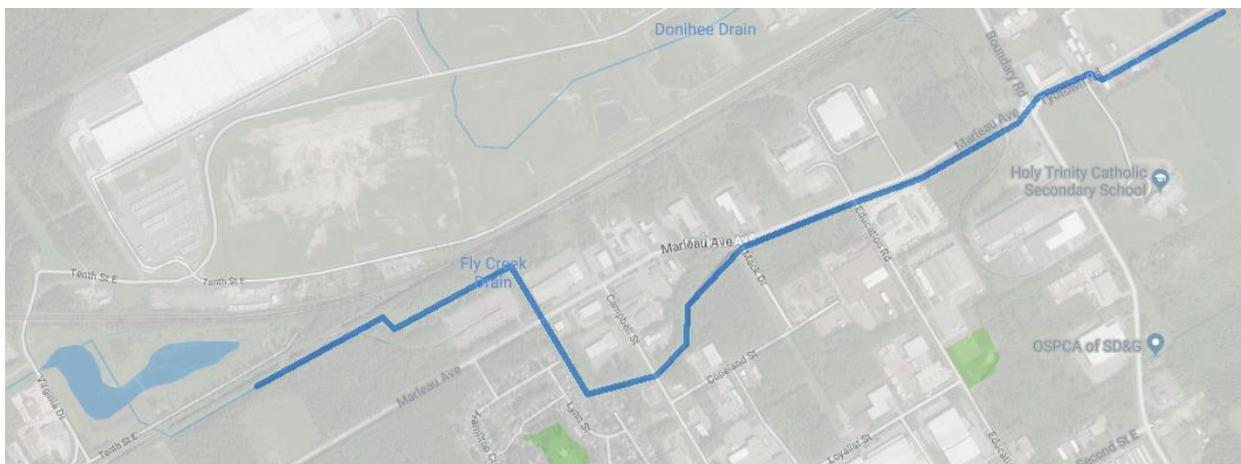
Inlet Screen Assessment

The inlet screen is firmly attached and is functioning as designed.

Outlet Channel

Water pumped from Fly Creek is sent through a force main to the discharge channel. The channel runs west from the pond, then heads south crossing Marleau Avenue, east crossing Campbell Street, and then north to run parallel to Marleau Avenue through Mack Drive and Education Road. The channel crosses Boundary Road and runs parallel to Tyotown Road before joining the Donihee Drain. The Donihee Drain empties into Gray's Creek approximately 1 km downstream of Fly Creek confluence. In turn, Gray's Creek discharges into the St. Lawrence River at Gray's Creek Marina approximately 1.5 km downstream of the Donihee confluence.

Figure 49: Fly Creek Outlet Channel Route



Outlet Channel Assessment

The channel is prone to becoming overgrown. It last saw a major clean out in 2014. In 2018 a beaver dam blockage was removed. The culvert under Campbell Street was replaced by the City of Cornwall in 2018. The channel could see flows in the order of 2100 L/second – it is imperative that regular maintenance and inspection be performed to ensure proper operation. The current condition is assessed as adequate.

The pond overflow requires maintenance as a silt accumulation is possibly impeding proper operation. This should be remedied.

Recommendations

Most of the components within the pumping station are 20 to 30 years old. It is essential that a routine maintenance program be implemented to ensure the longevity of the system. Moreover, routine inspection and maintenance can identify components that should be repaired or replaced prior to failure.

The table below summarizes the components inspected, their current condition and the recommended action.

Table 1: Recommended Actions

Component	Condition	Recommended Action
Motor Control Center	Good	Implement bi-annual thermal imaging
Pump 1	Severely pitted bell and impeller	Refurbish immediately
Pump 2	Vibration analysis suggests okay. Likely pitted bell and impeller similar to Pump 1 and 3.	Refurbish short term
Pump 3	Good, recently refurbished	No immediate action required, implement regular maintenance
Soleplate 1	Significant corrosion	Replace
Soleplate 2	Significant corrosion	Replace
Soleplate 3	Significant corrosion	Replace
Motor 1	No operational deficiencies noted. However, motor windings are dirty.	Clean motor windings, implement regular maintenance and cleaning.
Motor 2	No operational deficiencies noted. However, motor windings are dirty.	Clean motor windings, implement regular maintenance and cleaning.
Motor 3	Vibration signature indicates bearing defect in the motor bearings.	Overhaul motor.
Motor Control Cabinets	Good. Duty hour meters not working for pump #2 and #3.	Repair hour meters for pump #2 and pump #3
Dewatering Pump	Non-functional, unattached to chain.	Retrieve pump, and service or replace
Wetland	Pump/valve actuator not in use, seepage noted a wetland.	Reinstate valve actuator and test. Repair wetland embankments.
Diesel Engine and Generator Set	Good	No immediate action required, implement regular maintenance
Transfer Switch	Defect with switch when power returns	Repair immediately
Fuel Storage System	Good	Continue regular maintenance program.
SCADA System	Works as programmed, interface prevents easy modifications to process. No alarm systems/processes activated.	Implement better human machine interface and alarm notification system. Milltronics depth measurement device should be calibrated. Raingauge and flow meter could be returned to service.
Vents and Exhaust Component	Good. Flashing damaged around main air inlet.	Continue regular maintenance program. Repair flashing on main air inlet.
Surveillance Camera	Broken	Replace or repair immediately. Recommend installing additional camera system inside the pumping station for remote monitoring.
Inlet Screen	Good	Continue regular maintenance program.
Outlet Channel	Good. Pond overflow has silt accumulation.	Continue regular maintenance program. Recondition overflow as required.



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

Department: Planning, Development and Recreation
Division: Economic Development
Report Number: 2020-290-Planning, Development and Recreation
Prepared By: Bob Peters, Division Manager
Meeting Date: April 29, 2020
Subject: Cornwall Small Business Emergency Support Loan Program

Purpose

To seek Council's approval to implement a new program that would provide emergency support loan to qualifying small businesses in Cornwall.

Recommendation

That Council approve the Cornwall Small Business Emergency Support Loan program.

Financial Implications

Funding for the Small Business Emergency Support Loan would be provided under the Community Improvement Program, with total program funding capped at \$500,000. Funds are available in the Brownfields Reserve and as loans are paid back the Reserve would be replenished. If fully subscribed and if all applicants meet their commitments by December 31, 2022, the forgivable portion of the loan would be \$100,000. The forgivable portion would be included and funded through the 2021 and 2022 budgets at \$50,000 each year.

Strategic Priority Implications

This development falls under the Economic Development section of City Council's Strategic Priorities. It is also supported by the City's Economic Development Strategic Plan.

Background / Discussion

Preamble

Small businesses in Cornwall are the backbone of the community, and they are now facing significant challenges. Actions taken by senior levels of government in response to the COVID-19 crisis have disrupted the economy and the ability of many small businesses to earn revenue has been severely impaired.

Although there have been a number of support measures put into place at Federal and Provincial levels, additional assistance is required.

Following a recent survey of its members, the Canadian Federation of Independent Business reports that only 20% of small businesses in Canada are fully open, 30% do not have cash flow to pay April bills and 39% are worried about permanent closure. The average cost of COVID-19 on small business is estimated at \$214,915.

In order to provide relief and to support efforts by local business owners to improve their operations, City staff have developed a loan program for local small businesses. Details of the proposed program have been shared with selected community stakeholders and has received strong support.

Cornwall Small Business Emergency Support Loan

The Cornwall Small Business Emergency Support Loan is an interest-free loan of up to \$5,000 for qualifying businesses to provide assistance and support to offset the effects of the COVID-19 crisis. Up to \$1,000 of that amount will be eligible for complete forgiveness if \$4,000 is fully repaid on or before December 31, 2022.

Eligible Businesses

A business will be eligible to apply for this loan if:

- it is a for-profit company;
- it is situated and is operating in Cornwall;
- it has 25 employees or less;
- it can demonstrate that business operations have been adversely affected by the COVID-19 crisis.



Businesses that meet the above criteria are invited to make a loan application and present it to Cornwall Economic Development before May 15, 2020.

Due to funding constraints, not all applications received may be successful.

Priority consideration will be given to businesses that can demonstrate clear and substantial hardships resulting from a disruption of business operations as a result of the COVID-19 crisis. Examples of hardships include, but may not be limited to, the following:

- A business that has been classified as a non-essential workplace
- A business that has been required to cease day-to-day operations
- A business that has had to lay-off employees
- A business that has seen significant decreases in revenues
- A business that has seen significant disruptions in supply chain
- A business that has seen significant disruptions in external markets

Loan Details

Eligible businesses may qualify for a loan of up to \$5,000, as detailed below:

1. *Relief Support*: a loan of \$2,500 to provide immediate emergency support, and;
2. *Transitional Support*: a loan of up to \$2,500 to offset costs incurred in helping the business transition to a more versatile business model. Transitional support funds must be used to offset expenditures of \$2,500 or more made between March 17 and December 31, 2020 that will make the business more resilient to future business disruptions. Qualifying expenses include: web development, the addition of eCommerce functionality, renovations, and other expenditures that will allow the business to adapt to new public safety regulations.

The Cornwall Small Business Emergency Support Loan is interest-free. A fifth of the loan (20% = \$1,000) is eligible for complete forgiveness if the other four-fifths (80% = \$4,000) is fully repaid on or before December 31, 2022. If the loan cannot be repaid by December 31, 2022, it can be converted into a 3-year term loan charging an annual interest rate of 5%.

While no principal repayments are required until December 31, 2022, program participants will be encouraged to make regular installment payments to match the incoming cash flows from their business operations.



Funding Details

The Cornwall Small Business Emergency Support Loan is being provided under the City of Cornwall's Community Improvement Program. Total program funding is capped at \$500,000.

Financial Assistance Options

The Cornwall Small Business Emergency Support Loan is not expected to impair the ability of local businesses to apply for other financial assistance supports. This includes funding programs supported by Federal and Provincial governments and administered through financial institutions.

Document Title:	Cornwall Small Business Emergency Support Loan - 2020-290-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Apr 26, 2020

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

Mark A. Boileau - Apr 24, 2020 - 4:14 PM

Tracey Bailey - Apr 25, 2020 - 9:26 AM

Maureen Adams - Apr 26, 2020 - 8:55 AM



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

Department: Social and Housing Services
Division: Housing Services
Report Number: 2020-215-Social and Housing Services
Prepared By: Mellissa Morgan, Community Housing Supervisor
Meeting Date: April 29, 2020
Subject: Social Services Relief Fund

Purpose

To provide Council with an update regarding the Social Services Relief Fund.

Recommendation

That Council receive report 2020-215-Social and Housing Services.

Financial Implications

The Social Services Relief Fund is 100% provincially funded by the Ministry of Municipal Affairs and Housing.

Background / Discussion

In early April, the Ministry of Municipal Affairs and Housing announced a new, \$200 million Social Services Relief Fund in response to the ongoing COVID-19 crisis, a shared initiative between the Ministry of Municipal Affairs and Housing and the Ministry of Children, Community and Social Services.

The Social Services Relief Fund – Funding for Service Managers is to assist Service Managers and their partners to respond to increased demands for services and supports, the ministry is making an immediate investment of \$148 million for Service Managers under the Social Services Relief Fund. The

investment will allow communities to expand a wide range of services and supports for vulnerable populations, based on local need, so they can better respond to this emergency. This investment complements additional resources provided by the Ministry of Children, Community and Social Services to directly support individuals and families in financial crisis who are not able to access federal assistance.

The City of Cornwall is eligible to receive \$4,342,100, in 2020-21, for Cornwall, Stormont, Dundas & Glengarry. We have received 50 per cent of our allocation, to enable us to immediately respond to the COVID-19 crisis. A further 25 per cent will flow to Service Managers in early July 2020. Payments for subsequent quarters will be based on projected and actual expenditures.

This funding, provided under the Social Services Relief Fund through the CHPI, provides flexibility within its program guidelines to support local needs. It is to financially assist the City of Cornwall, the United Counties of SDG, Akwesasne, and Community Social Service Providers to support, enhance, or expand a wide range of services and supports for vulnerable populations as we respond to this emergency crisis.

Additional funding being provided under the Social Services Relief Fund will help municipalities and social service providers such as shelters, food banks, emergency services, community and supportive housing providers, charities and non-profits continue to deliver their critical services while promoting social distancing and self-isolation to keep people safe and healthy.

Service Managers will determine local needs and distribute the funding, ensuring non-profit organizations are receiving the financial support they need in order to provide ongoing service to the community. Municipalities may also utilize this funding for additional costs in relation to responding to the crisis such as personal protective equipment, cleaning costs, transportation costs, lodging, and non-medical staffing requirements (outreach at GSDL, as an example).

Service Managers will have the flexibility to determine how best to use this funding to respond to the need of vulnerable people during this COVID-19 crisis while following the eligibility guidelines established by the Ministry.

Requests for this fund have been received, including 41 external requests, which are currently being reviewed by the department. The breakdown of current requests (not approvals), by categories, is as follows:



Food Security = \$388,025
Transportation = \$10,000
PPE/Cleaning = \$102,500
Technology = \$168,953
Lodging = \$245,000
Staffing = \$34,350
Operating = \$160,854
Other* = \$928,000

*Other category is for items not yet clarified or those items that will be anticipated in the coming weeks.

It is anticipated that requests will be approved, and funds forwarded to eligible organizations by the end of April to early May.

Document Title:	Social Services Relief Fund - 2020-215-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Apr 27, 2020

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Stacey Ferguson - Apr 27, 2020 - 10:17 AM

Tracey Bailey - Apr 27, 2020 - 2:01 PM

Maureen Adams - Apr 27, 2020 - 5:25 PM



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

Department: Financial Services
Division: Finance
Report Number: 2020-263-Financial Services
Prepared By: Tracey Bailey, General Manager
Meeting Date: April 29, 2020
Subject: Financial Impact Related to the COVID-19 Response

Purpose

The purpose of this report is to provide Council and the public with preliminary information on the financial implications of the COVID-19 pandemic to the City.

Recommendation

That Council receive report 2020-263-Financial Services.

As a continued option to support residents and businesses during this time, Staff recommend to delay the remittance due date for the July 31, 2020 property tax payment by two months, in order to allow taxpayers more time to pay the required taxes. Final instalment due dates for property taxes would change from July 31, 2020 and August 31, 2020 to August 31, 2020 and September 30, 2020.

Financial Implications

There are a number of financial implications that will impact the City as it relates to the COVID-19 response. Like all municipalities, the funding capacity to deal with unprecedented events such as this is limited. As the situation evolves, Staff are monitoring ongoing operations and cash flows.

Background / Discussion

Both the federal and provincial governments have implemented financial assistance programs to help citizens and businesses that may be struggling



financially as a result of COVID-19.

The City has taken a number of actions to respond to the immediate financial impacts and risks related to this crisis, while considering continued service and safety measures for the residents of our community and employees of the City.

Staffing

To date we have kept all employees of the City employed in regular city operations; with the exception of part-time, school crossing guards, and lifeguards.

We have also been able to maintain the employment of most resources within their home department to this point. However, as certain areas within the city are preparing for the busier summer months, we are now reviewing with departments the opportunities to redeploy people to various parts of the city. The best example of this was the early deployment of some employees from the Recreation Services and Municipal Works area to the Glen-Stor-Dun Lodge (GSDL). Our Union partners have been very supportive and helpful as we work through this process.

The City's Bylaw Enforcement Officers are supporting the Police in dealing with enforcement orders by the Province specific to COVID-19.

As new information becomes available and restrictions are either loosened or tightened, we will reassess our staffing levels and areas of redeployment.

Financial Assistance to the Community

At its March 20, 2020 meeting, Council approved a Tax Relief Deferral Program to assist property owners through the deferral of the interim tax due dates for residents and businesses in our community.

Property taxes due March 31, 2020 and April 30, 2020 were deferred 45 days to May 15, 2020 and June 15, 2020, respectively.

The April, May, and June monthly interest and penalty charges were automatically waived on all property tax and water accounts in arrears.

To April 24, 2020 just over 3,000 properties deferred their payment. This totals approximately \$4.5 million in taxes not paid at due date. The change from the April 7, 2020 report is the property taxes paid through financial institutions. Following April 30, 2020, we will have an update for Council of those properties who have deferred the April instalment.

The delay in receiving tax payments and the decrease in interest rates will have an effect on the City's projection for investment income. The City has budgeted to receive \$1.2 million of interest revenue in the 2020 budget.

In order to assist local accommodation providers with cash flow, the City of Cornwall has provided hotels, motels and other accommodation providers with an option to defer Municipal Accommodation Tax (MAT) remittances until August 31, 2020.

Accommodation providers are required to remit MAT on a quarterly basis. The above temporary change would affect remittances for the period January 2020 through June 30, 2020 due on April 30, 2020 and July 31, 2020 respectively and would be consistent with deferrals being provided to businesses for other types of taxes.

Staff have been monitoring cash flow to ensure sufficient liquidity to provide for ongoing operations. While there is no immediate concern, Staff will continue to monitor the City's cash flow position.

City Departmental Financial Impacts

Changes to City services and response to community needs within the context of COVID-19 have put pressures on the City's finances. A number of departments such as Recreation Services, Transit, and Parking have experienced significant revenue loss.

Operating budget expenditures are also impacted as a result of COVID-19. Expenditures related to salary costs, personal protective equipment, supplies, and cleaning have increased due to the need to ensure safety of the public and City staff. For the most part, these increases are related to essential services provided by Paramedics, the GSDL, for Transit, Police, and Fire services.

Other operating service areas are also affected. Currently, Building Services is closed to public but continues to provide building permit/inspection services. It is anticipated that building permit activity will increase gradually once restrictions are lifted on construction activity.

Resulting from reduced travel, a reduction in the Municipal Accommodation Tax (MAT) within the Tourism division of Economic Development is expected. MAT revenue budgeted in 2020 (\$600,000) forms the single largest revenue item supporting the Tourism budget. It is estimated that the 2nd quarter will see a reduction of 75% (approximately \$200,000). A request has been made to the Province as to whether assistance may be provided to municipalities for Tourism efforts.

Updated information regarding 2020 allocations for Child Care and Ontario Works are still pending. We do not anticipate confirmation of our 2020 allocation until July 2020. The Ministry of Education (EDU) has indicated that a potential new funding framework and retroactive funding changes may occur. These changes could potentially impact our cost of administration, as well as the ability to flow funds to our operators and providers. EDU has not confirmed whether the increased cost for emergency child care will be covered by EDU, or if the City can use funding from our general allocation to support emergency child care provided to frontline workers. If the City of Cornwall's allocation decreases, the cost of administration allocation will also decrease, resulting in an increased municipal cost to fund staffing. Enquiries have been made by Ontario Service Managers to the Ontario Municipal Social Services Association (OMSSA).

Certain expenditures are forecasted to decrease as a result of facility closures and service changes, including staffing cost decreases from temporary staffing reductions and energy savings. The City is estimating a savings in fuel as prices continue to decrease. Staff are reviewing other costs for opportunities to further reduce costs.

Projections by department are provided in Appendix A of this report. The analysis provides for loss of revenues and incremental expenses from mid-March and estimated to the end of April. It is important to note that the amounts included in Appendix A are based on decisions made to date with respect to service levels and other operational adjustments. Staff continue to compile and update estimates related to loss of revenues, additional costs, cost savings, and provincial funding.

Funding Announcements

On April 1, 2020, the City received notice from the Minister of Municipal Affairs and Housing that additional funding will be provided through the Community Homelessness Prevention Initiative (CHPI).

The City, as the Service Manager for the City and the Counties of SDG, will receive \$4,342,100 for the period April 2020 through March 2021. Additional Municipal costs incurred in responding to the COVID crisis for personal protective equipment, supplies, signage, the installation of barriers at customer service counters, etc. are eligible under this program.

On April 9, 2020, the Minister of Long-Term Care provided notice of emergency funding for the long-term care home sector. This funding is to support the extraordinary costs related to the rapid response required to prevent and contain the spread of COVID-19.

GSDL will receive \$75,000 and is expecting to receive additional funding to ensure that staffing and resources are available to help care for and protect long-term care residents and staff during the COVID-19 crisis.

To sustain municipal operations and essential services, on April 23, 2020, the Federation of Canadian Municipalities (FCM) made an urgent request to the Federal Government on behalf of cities and communities across Canada calling for emergency operating funding for municipalities. The proposed funding model features two components: a base allocation for all municipalities and a supplementary allocation for municipalities that own and operate transit systems.

Last week, Minister Mulroney, the Minister of Transportation (MTO), asked the Ontario Public Transit Association (OPTA) to provide details, on a municipality by municipality basis, of expected revenue shortfalls. The City of Cornwall submitted this information to OPTA at its request. This information will allow MTO to understand the local and regional impacts of reduced transit ridership due to COVID-19.

Unlike the provincial and federal governments, municipal governments cannot run deficits. As noted, the funding capacity for municipalities to deal with unprecedented events such as this is limited and the support of senior governments is needed.

Longer-Term Planning

The duration of the current circumstances is unknown. Currently, the ongoing financial challenges relate to frontline staffing, Recreation programming revenue, Transit revenue, and Tourism (MAT). In the months ahead, Administration will bring a report to Council outlining operational savings and the possible deferral of capital projects in order to balance the City's budget.

Staff will continue to develop response strategies as the situation unfolds and take appropriate actions to respond to the needs of the community and the related financial situation.

Document Title:	Financial Impact Related to COVID-19 Response - 2020-263-Financial Services.docx
Attachments:	- COVID-19 Financial Reconciliation (Appendix A).pdf
Final Approval Date:	Apr 27, 2020

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

Tracey Bailey - Apr 27, 2020 - 6:06 PM

Maureen Adams - Apr 27, 2020 - 6:11 PM

COVID-19 Financial Reconciliation
Mid-March - April 30, 2020 (projection)

	Estimated Revenue Loss	Direct Cost Estimates	Cost Savings Estimates	Provincial and Other Funding	Total Projected Net Deficit (Surplus)
Corporate Services					
Communications, Advertising, and Signage		\$22,000		(\$22,000)	\$0
ITT Services/Systems		\$20,000		(\$20,000)	\$0
Legal Services		\$10,000			\$10,000
Sanitizing (buildings and vehicles)		\$15,000		(\$15,000)	\$0
Emergency Management Software		\$75,000		(\$75,000)	\$0
Additional PPE for departmental use		\$40,000		(\$40,000)	\$0
Respite for Frontline Workers		\$50,000		(\$50,000)	\$0
Savings in Fuel Costs			(\$65,000)		(\$65,000)
Savings in Utilities			(\$30,000)		(\$30,000)
Paramedic Services					
Staffing an additional ambulance		\$62,000		(\$37,200)	\$24,800
IT equipment for the ambulance		\$7,000		(\$4,200)	\$2,800
Incremental Staffing		\$102,000		(\$61,200)	\$40,800
Training - COVID protocols		\$64,000		(\$38,400)	\$25,600
Equipment, Supplies and Materials		\$5,000		(\$3,000)	\$2,000
Personal Protective Equipment		\$85,000		(\$85,000)	\$0
Ambulance Cleaning		\$34,000		(\$34,000)	\$0
Police Services					
Incremental Staffing		\$143,000			\$143,000
Personal Protective Equipment and Supplies		\$15,000		(\$15,000)	\$0
Fire Services					
Personal Protective Equipment		\$22,000		(\$22,000)	\$0
Glen-Stor-Dun Lodge					
Meals on Wheels - Food		\$25,000		(\$25,000)	\$0
Incremental Staffing		\$204,000		(\$75,000)	\$129,000
Personal Protective Equipment		\$30,000		(\$30,000)	\$0
Quarantine Plan		\$50,000		(\$50,000)	\$0
Transit Services					
Fares	\$161,000				\$161,000
Sanitizing Expenses		\$21,000		(\$21,000)	\$0
Personal Protective Equipment and Supplies		\$25,000		(\$25,000)	\$0
Driver Enclosures		\$35,000		(\$35,000)	\$0
Parking					
Parking Revenue	\$87,000			(\$87,000)	\$0
Building Services					
Permits	\$137,000			(\$137,000)	\$0
Recreation Services					
Program Revenue/Subsidy	\$215,000		(\$30,000)		\$185,000
Part-Time Salaries			(\$107,000)		(\$107,000)
Personal Protective Equipment and Supplies		\$15,000		(\$15,000)	\$0
Total	\$600,000	\$1,176,000	(\$232,000)	(\$1,022,000)	\$522,000