



**Agenda**  
**Cornwall City Council**

**Meeting #:** 2020-12  
**Date:** Monday, May 11, 2020, 7:00 PM  
**Location:** City Hall, Council Chambers, 360 Pitt Street, Cornwall, Ontario, K6J 3P9  
**Chair:** Bernadette Clement, Mayor  
**Prepared By:** Manon L. Levesque, City Clerk

---

Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of Monday, May 11, 2020.**

Motion to move into a Closed Meeting at 5:30 p.m. to address matters pertaining to Section 239 (2) and (3.1) of the Municipal Act, 2001.

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

**Item #1, Report 2020-275-Planning, Development, and Recreation, Sale of Land**

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

**Item #2, Report 2020-260-Financial Services, Sale of Land**

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

**Moment of Personal Reflection**

Réflexion personnelle

**National Anthem**

Hymne national

**Acting Mayor**

The Acting Mayor for this month is Councillor Elaine MacDonald.

**Opening**

## Ouverture

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

## Roll Call

Appel nominal

## Additions, Deletions or Amendments

Ajouts, retraits ou modifications

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

## Adoption of Agenda

Ratification de l'Ordre du jour

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

## Disclosures of Interest

Déclarations d'intérêts pécuniaires

## Committee of the Whole

Séance de commission étendue à la chambre entire

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

## Adoption of Minutes

Ratification des procès-verbaux

The following Minutes are being presented for adoption:

- Monday, February 24, 2020
- Monday, March 16, 2020

- Friday, March 20, 2020
- Tuesday, April 7, 2020
- Wednesday, April 29, 2020

## **Presentations**

Présentations

## **Delegations**

Délégations

## **Consent and Correspondence**

Consentement et correspondance

### **14.1 2019 Annual Remuneration and Expense Statement - Elected Officials, 2020-258-Financial Services 27**

Action Recommended

That Council receive the 2019 statement of remuneration and expenses paid to members of Council in accordance with Section 284 of the *Municipal Act, 2001* for information.

### **14.2 Elected Officials Expense Statements for the Period of January 1 to March 31, 2020, 2020-275-Financial Services 34**

Action Recommended

That Council receive the Statement of Expenses for Elected Officials for the period January 1 to March 31, 2020.

### **14.3 First Quarter Non-Competitive Procurement Report 2020, 2020-277-Financial Services 45**

Action Recommended

That Council receive the First Quarter Non-Competitive Procurement Report for the period ending March 31, 2020.

### **14.4 Report from Integrity Commissioner, 2020-286-Corporate Services 49**

Action Recommended

That Council receive Report 2020-286-CL.

## **Resolutions**

## Résolutions

### Unfinished Business Reports

#### Rapports des affaires incomplètes

- 16.1 Audit Committee Review of the Municipal Works Redevelopment Capital Project - 2020-273-Financial Services, 2020-273-Financial Services** 59

#### Action Recommended

That Council approve the recommendation from the Audit Committee to adopt a formal project management reporting plan as outlined in this report.

### Communication Reports

#### Communications et rapports

- 17.1 2019 Fourth Quarter Financial Overview – Preliminary Report, 2020-274-Financial Services** 71

#### Action Recommended

That Council authorize the transfer of funds as follows:

- (a) That \$ 251,356 be transferred to the Working Reserve.
- (b) That \$ 300,000 be transferred to the Tax Stabilization Reserve.
- (c) That \$ 274,281 be transferred from the Winter Control Reserve.
- (d) That \$ 442,737 be transferred to the Water Works Reserve.
- (e) That \$ 228,350 be transferred to the Wastewater Works Reserve.

- 17.2 Beyond 21 - Request for Funding , 2020-259-Financial Services** 82

#### Action Recommended

That Council provide funding to Beyond 21 in support of their renovation project at 1924 Pitt Street in the amount of \$100,000, pursuant to the terms outlined in the Community Partnership Program Policy.

### Tenders and Requests for Proposals

Soumissions et demandes de propositions

## **New Business**

Nouvelles affaires

## **Passing of By-laws**

Adoption des règlements municipaux

By-law 2018-110 and By-laws 2020-055 to 2020-064 inclusive, listed on the Agenda, are being presented to Council for adoption.

20.1	<b>By-law 2018-110 - Part Lot Control, 2020-291-Planning, Development and Recreation, 2020-292-Planning, Development and Recreation</b>	97
20.2	<b>By-law 2020-055 - Circles Canada Contract, 2020-209-Social and Housing Services, 2020-208-Social and Housing Services</b>	108
20.3	<b>By-law 2020-056 Data Sharing Agreement, 2020-207-Glen Stor Dun Lodge, 2020-208-Glen Stor Dun Lodge</b>	113
20.4	<b>By-law 2020-057 Appoint Members of Council and Administration to the Municipal Grants Committee, 2020-244-Financial Services</b>	119
20.5	<b>By-law 2020-058 Amendment to Smoking By-law 2020-040 , 2020-283-Planning, Development and Recreation, 2020-284-Planning, Development and Recreation</b>	122
20.6	<b>By-law 2020-059 Renaissance Discharge Lien - 220 McConnell, 2020-281-Planning, Development and Recreation, 2020-282-Planning, Development and Recreation</b>	127
20.7	<b>By-law 2020-060 - Saunders Subdivision Agreement, 2020-287-Infrastructure and Municipal Works, 2020-288-Infrastructure and Municipal Works</b>	131
20.8	<b>By-law 2020-061 Southbridge Service Extension Agreement , 2020-291-Infrastructure and Municipal Works, 2020-292-Infrastructure and Municipal Works</b>	138
20.9	<b>By-law 2020-062 Transfer of Easement over Part 12 on Reference Plan 52R-8323 , 2020-286-Infrastructure and Municipal Works</b>	144
20.10	<b>By-law 2020-063 Amend the Traffic &amp; Parking By-law 069-89,</b>	149

**Marc Street, 2020-290-Infrastructure and Municipal Works, 2020-295-Infrastructure and Municipal Works**

- 20.11 By-law 2020-064 Amend the Traffic & Parking By-law, Highway Speed , 2020-293-Infrastructure and Municipal Works, 2020-296-Infrastructure and Municipal Works** 156

**Reports from Committees of Council**

Rapports des comités du Conseil

**Notices of Motion**

Avis de motion

**Pending Business Listing**

Liste des dossiers incomplets

The Pending Business Listing for Monday, May 11, 2020, is being presented to Council to receive.

- 23.1 Unfinished Business Listing for May 11, 2020, 2020-285-Corporate Services** 165

Action Recommended

That Council receive the Unfinished Business Listing for May 11, 2020.

**Confirming By-law**

Règlement municipal de ratification

By-law 2020-065, 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, May 11, 2020, is being presented to Council for adoption.

- 24.1 Confirming By-law for the Meeting of May 11, 2020, 2020-287-Corporate Services** 168

**Adjournment**

Ajournement

The next regular public meeting of Council will be held on Monday, May 25, 2020.



Minutes
Cornwall City Council

Meeting #: 2020-07
Date: Monday, February 24, 2020, 7:00 PM
Location: Council Chambers
Chair: Bernadette Clement, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

Attendance: Bernadette Clement, Mayor; Carilyne Hébert, Councillor
Committee: Claude E. McIntosh, Councillor; Todd Bennett, Councillor
Members: Elaine MacDonald, Councillor; Justin Towndale, Councillor; Syd Gardiner, Councillor; Eric Bergeron, Councillor; Dean Hollingsworth, Councillor

Regrets: Maurice Dupelle, Councillor; Glen Grant, Councillor

Attendance Administration: Mark A. Boileau, Acting CAO & Bill Lister, EMS Chief
General Manager, Planning, James Fawthrop, Manager, Recreation
Development and Recreation Services
Manon L. Levesque, City Clerk Steven Golden, Administrator, Glen
Geoffrey Clarke, General Manager, Stor Dun Lodge
Corporate Services Carl Goodwin, Division Manager,
Debbie Caskenette, Deputy Clerk Environmental Services
Tracey Bailey, General Manager, Emma Meldrum, Public Information
Financial Services Coordinator
Michael Fawthrop, Division Manager,
Infrastructure Planning
Jeff Weber, Deputy Fire Chief
Bob Peters, Manager, Economic
Development

1. In-Camera Session / Rise and Report from the In-Camera Meeting of Monday, February 24, 2020

Item #1, Report 2020-245-FS, Litigation

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

Action Taken: Council provided direction to Administration.

2. Moment of Personal Reflection

**3. National Anthem**

**4. Acting Mayor**

The Acting Mayor for this month is Councillor Glen Grant.

**5. Opening**

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

**6. Roll Call**

**7. Additions, Deletions or Amendments**

1. A revised Agenda was published to include the Presentation - Update - COVID-19 - Nav Centre Quarantine by Dr. Paul Roumeliotis.

**8. Adoption of Agenda**

Moved By: Todd Bennett, Councillor  
Seconded By: Carilyne Hébert, Councillor

Motion to adopt the agenda as presented.

Motion Carried

**9. Disclosures of Interest**

1. Councillor Justin Towndale disclosed a conflict of interest with Communications Report - Temporary Street Closure - International Men`s March as he is a board member with the Sexual Assault & Support Services, who is sponsoring this event.

**10. Committee of the Whole**

Moved By: Todd Bennett, Councillor  
Seconded By: Syd Gardiner, Councillor

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

Motion Carried



## 11. Adoption of Minutes

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt the following minutes as presented:

- a. Monday, February 3, 2020
- b. Tuesday, February 4, 2020
- c. Wednesday, February 5, 2020
- d. Monday, February 10, 2020

Motion Carried

## 12. Presentations

### 1. Update – COVID-19 – Nav Centre Quarantine, 2020-206-CAO

Dr. Paul Roumeliotis, Chief Medical Officer - Eastern Ontario Health Unit, provided a brief background leading to the NavCentre quarantine and an update of the novel Coronavirus or COVID-19.

### 2. Cornwall and Area Arts Hall of Fame 2019 Inductees, 2020-271-Corporate Services

Each of the 2019 inductees to the Arts Hall of Fame was invited to sign the Book of Recognition for their contributions to the arts.

### 3. Week of Mourning for City Employees, 2020-276-Corporate Services

Council recognized the service and contributions of past and present employees who passed away in 2019 by lowering the city flag for the week of February 24-28, 2020. Mayor Clement read a brief bio of Paul Normand Dionne, Raymond Ulric Campeau, Narcisse “Nelson” Archambault and Jean-Paul Brisson.

## 13. Delegations

There were no Delegations.

**14. Consent and Correspondence**

**1. Petition for Crosswalk on Second Street West, 2020-275-Corporate Services**

Moved By: Todd Bennett, Councillor  
Seconded By: Syd Gardiner, Councillor

Motion to refer the Petition for a Crosswalk on Second Street West to Administration for a Report.

Motion Carried

**2. 2019 Drinking Water Quality Report, 2020-284-Infrastructure and Municipal Works**

Moved By: Todd Bennett, Councillor  
Seconded By: Syd Gardiner, Councillor

Motion to receive Report 2020-284-IMW-ENV.

Motion Carried

**15. Resolutions**

There were no Resolutions.

**16. Unfinished Business Reports**

**1. Attracting Remote Workers, 2020-277-Planning, Development and Recreation**

Moved By: Justin Towndale, Councillor  
Seconded By: Dean Hollingsworth, Councillor

Motion to receive Report 2020-277-PDR.

Motion Carried

Moved By: Justin Towndale, Councillor  
Seconded By: Eric Bergeron, Councillor

Motion to establish a Taskforce to develop a Remote Worker attraction strategy.

Motion Carried

**17. Communication Reports**

**1. Temporary Street Closure – International Men’s March, 2020-270-Corporate Services**

Moved By: Carilyne Hébert, Councillor  
Seconded By: Syd Gardiner, Councillor

Motion to approve the temporary street closure of Pitt Street, from Third Street to Second Street on Saturday, June 13, 2020, from 10:00 a.m. to 1:00 p.m. subject to the requirements contained in the City’s Corporate Policy on Temporary Street Closures for Special Events.

Motion Carried

**18. Tenders and Requests for Proposals**

**1. Request for Proposal 19-P15 Architectural and Engineering Services for Cornwall’s Arts Centre, 2020-246-Financial Services**

Moved By: Todd Bennett, Councillor  
Seconded By: Syd Gardiner, Councillor

Motion to award RFP 19-P15 to, GRC Architects Incorporated from Ottawa, Ontario, at the total bid price of \$404,099.30 (net cost to the Corporation - \$363,903.97) being the best Proposal meeting the specifications.

Motion Carried

**2. Supply and Installation of LED Lighting Fixtures for the Benson Centre, the Cornwall Civic Complex and King George Park Softball Field, 2020-247-Financial Services**

Moved By: Justin Towndale, Councillor  
Seconded By: Todd Bennett, Councillor

Motion to award Tender 20-T03 be awarded to JWK Utilities + Site Services Limited, from Carp, Ontario, at the total bid price of \$801,017.45 (net cost to the Corporation - \$721,341.02) including the provisional item, being the best bid meeting the tender specifications.

Motion Carried

**19. New Business**

There were no New Business items.

**20. Passing of By-laws**

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to approve By-laws 2020-043 to 2020-048 inclusive as listed on the Agenda.

Motion Carried

- 1. 2020-043 By-law Property Acquisition at 900 Marleau Avenue, 2020-281-Infrastructure and Municipal Works**
- 2. 2020-044 By-law Hold Removal-Cornwall Camping, 2020-280-Planning, Development and Recreation, 2020-279-Planning, Development and Recreation**
- 3. 2020-045 By-law to appoint lay members to Senior Friendly Community Committee, 2020-273-Corporate Services**
- 4. 2020-046 By-law to provide an exemption for municipal taxation for Veterans' Organizations within the City of Cornwall and to repeal By-law No. 2011-102, 2020-243-Financial Services**
- 5. 2020-047 A By-law to provide a quit claim transfer for Part 2 on Reference Plan 52R-3456, 2020-285-Infrastructure and Municipal Works**
- 6. 2020-048 By-law GSDL Multi-Sector Service Accountability Agreement (MSAA), 2020-204-Glen Stor Dun Lodge**

**21. Reports from Committees of Council**

1. Councillor Syd Gardiner spoke on the proposed French-only University location and the large number of support letters received supporting the concept of having the University in Cornwall.
2. Mayor Bernadette Clement congratulated Greg Pietersma, Executive Director of the Chamber of Commerce, on the success of the recently held Annual Business Excellence Awards gala.

**22. Notices of Motion**

There were no Notices of Motion.

**23. Pending Business Listing**

**1. Unfinished Business Listing for February 24, 2020, 2020-272-Corporate Services**

Moved By: Syd Gardiner, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to receive the Unfinished Business Listing for February 24, 2020.

Motion Carried

**24. Confirming By-law**

**1. 2020-049 Confirming By-law for the Meeting of February 24, 2020, 2020-274-Corporate Services**

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to endorse By-law 2020-049, 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 24, 2020.

Motion Carried

**25. Adjournment**

The next regular public meeting of Council will be held on Monday, March 23, 2020.

Moved By: Syd Gardiner, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adjourn the Meeting of Monday, February 24, 2020 at 9:00 p.m.

Motion Carried

---

Manon L. Levesque, City Clerk

---

Bernadette Clement, Mayor



**Minutes**  
**Cornwall City Council**

Meeting #: 2020-08  
Date: Monday, March 16, 2020, 6:00 PM  
Location: City Hall, Council Chambers, 360 Pitt Street, Cornwall,  
Ontario, K6J 3P9

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

Regrets: Dean Hollingsworth, Councillor  
Eric Bergeron, Councillor

Attendance Administration: Maureen Adams, CAO  
Manon L. Levesque, City Clerk  
Bill de Wit, Acting Manager,  
Infrastructure and Municipal  
Works  
Pierre Voisine, Fire Chief  
Bill Lister, EMS Chief  
Stacey Ferguson, Administrator,  
Social and Housing Services  
Bruce Doing, Manager, Human  
Relations  
Jeff Weber, Deputy Fire Chief  
Len Tapp, Division Manager,  
Transit  
Emma Meldrum, Public  
Information Coordinator

Chair: Bernadette Clement, Mayor  
Prepared By: Manon L. Levesque, City Clerk

---

**1. Roll Call**

**2. Opening**

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

**3. Adoption of Agenda**

The following Agenda is being presented for adoption as presented.

Moved By: Justin Towndale, Councillor

Seconded By: Glen Grant, Councillor

Motion to approve the Agenda as presented.

Motion Carried

**4. Disclosure of Interest**

There were no disclosures of interest.

**5. Committee of the Whole**

Moved By: Syd Gardiner, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

**6. Presentations and Reports**

**1. 2020-050 By-law – Alternate Emergency Management Program Coordinator, 2020-208-CAO**

Moved By: Syd Gardiner, Councillor

Seconded By: Glen Grant, Councillor

Motion to endorse By-law 2020-050.

Motion Carried



**2. Update COVID-19, 2020-207-CAO**

Maureen Adams, CAO, provided Council with an update on the coronavirus (COVID-19) and the measures taken by Administration in an effort to reduce exposure and prevent the potential spread of the virus and maintain a safe environment for our employees and residents.

**(a)**

Moved By: Justin Towndale, Councillor

Seconded By: Todd Bennett, Councillor

Motion to suspend the Rules to allow for a reconsideration to allow Council Members to participate electronically in Council Meetings during the COVID-19 Pandemic.

<b>Two Thirds Present</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Bernadette Clement, Mayor	X		
Claude E. McIntosh, Councillor	X		
Elaine MacDonald, Councillor	X		
Syd Gardiner, Councillor	X		
Carilyne Hébert, Councillor	X		
Maurice Dupelle, Councillor	X		
Glen Grant, Councillor	X		
Todd Bennett, Councillor	X		
Justin Towndale, Councillor	X		
<b>Results</b>	<b>9</b>	<b>0</b>	<b>0</b>

**Motion Carried (9 to 0)**

**(b)**

Motion to reconsider the matter of electronic participation by Council Members in Council Meetings during the COVID-19 Pandemic.

<b>Two Thirds Present</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Bernadette Clement, Mayor	X		
Claude E. McIntosh, Councillor	X		
Elaine MacDonald, Councillor	X		
Syd Gardiner, Councillor	X		
Carilyne Hébert, Councillor	X		
Maurice Dupelle, Councillor	X		
Glen Grant, Councillor	X		
Todd Bennett, Councillor	X		
Justin Towndale, Councillor	X		
<b>Results</b>	<b>9</b>	<b>0</b>	<b>0</b>

**Motion Carried (9 to 0)**

**(c)**

Moved By: Syd Gardiner, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to postpone the Council Meeting of March 23, 2020.

<b>Two Thirds Present</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Bernadette Clement, Mayor	X		
Claude E. McIntosh, Councillor	X		
Elaine MacDonald, Councillor	X		
Syd Gardiner, Councillor	X		
Carilyne Hébert, Councillor	X		

Maurice Dupelle, Councillor	X		
Glen Grant, Councillor	X		
Todd Bennett, Councillor	X		
Justin Towndale, Councillor	X		
<b>Results</b>	<b>9</b>	<b>0</b>	<b>0</b>

**Motion Carried (9 to 0)**

**7. Adjournment**

The next regular public meeting of Council will be held on Monday, March 23, 2019.

Moved By: Glen Grant, Councillor

Seconded By: Justin Towndale, Councillor

Motion to adjourn the Special Meeting of Council at 7:05 p.m.

Motion Carried

---

Manon L. Levesque, City Clerk

---

Bernadette Clement, Mayor



**Minutes**  
**Cornwall City Council**

Meeting #: 2020-09  
Date: Friday, March 20, 2020, 2:00 PM  
Location: City Hall, Council Chambers, 360 Pitt Street, Cornwall,  
Ontario, K6J 3P9

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

Regrets: Dean Hollingsworth, Councillor  
Eric Bergeron, Councillor

Attendance Administration: Maureen Adams, CAO  
Manon L. Levesque, City Clerk  
Mark A. Boileau, General  
Manager, Planning,  
Development and Recreation  
Tracey Bailey, General  
Manager, Financial Services  
Pierre Voisine, Fire Chief  
Stacey Furgeson, Administrator,  
Social and Housing Services  
Bruce Donig, Manager, Human  
Relations  
Emma Meldrum, Public  
Information Coordinator

Chair: Bernadette Clement, Mayor  
Prepared By: Manon L. Levesque, City Clerk

---

**1. Roll Call**

**2. Opening**

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

Mayor Bernadette Clement gave an update of the COVID-19 as it related to the Municipal, Provincial and Federal Governments.

**3. Adoption of Agenda**

The following Agenda is being presented for adoption as presented.

**(a)**

Moved By: Justin Towndale, Councillor

Seconded By: Todd Bennett, Councillor

Motion to move By-law 2020-052 to be dealt with as the first in order to allow Councillor Eric Bergeron to attend this Special Council Meeting electronically.

Motion Carried

**(b)**

Moved By: Carilyne Hébert, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt the Agenda as amended.

Motion Carried

**4. Disclosure of Interest**

There were no disclosures of interest.

**5. Committee of the Whole**

Moved By: Elaine MacDonald, Councillor

Seconded By: Maurice Dupelle, Councillor

Motion to move into Committee of the Whole.

Motion Carried

**6. Presentations and Reports**

**(a)**

Moved By: Justin Towndale, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt By-law 2020-052.

Motion Carried

**(b)**

Moved By: Syd Gardiner, Councillor

Seconded By: Maurice Dupelle, Councillor

Motion to adopt By-laws 2020-051, 2020-053 and 2020-054.

**Amendment:**

Moved By: Glen Grant, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to amend By-law 2020-053 by adding the words "or Delegate" after the words "Chief Administrative Officer".

Motion to Amend Carried

Main Motion Carried as Amended

- 1. By-law 2020-051 Delegation of Council Authority to CAO During COVIC-19-Pandemic, 2020-209-CAO**
- 2. By-law 2020-052 Amendment to Procedural By-law 2012-058, 2020-210-CAO**
- 3. By-law 2020-053 Planning Matters During COVID-19 Pandemic, 2020-285-Planning, Development and Recreation**
- 4. By-law 2020-054 Alternate Deputy Chief Building Official, 2020-286-Planning, Development and Recreation**

**5. Deferral of Property Tax Collection, 2020-261-Financial Services**

Moved By: Carilyne Hébert, Councillor

Seconded By: Justin Towndale, Councillor

Motion to approve changing the 2020 interim levy installment dates from March 31, 2020, and April 30, 2020, to May 15, 2020, and June 15, 2020, respectively, and postponing interest charges to June 16, 2020.

Motion Carried

**7. Adjournment**

Mayor Bernadette Clement informed Council of the procedure for the municipality to declare an emergency and indicated that, for now, the City had the resources to deal with the effects of the COVID-19 Pandemic.

The next regular public Meeting of Council is unknown at this time.

Moved By: Elaine MacDonald, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adjourn the Special Meeting of Council at 3:00 p.m.

Motion Carried

---

Manon L. Levesque, City Clerk

---

Bernadette Clement, Mayor



Minutes  
Cornwall City Council

Meeting #: 2020-10  
Date: Tuesday, April 7, 2020, 5:00 PM  
Location: City Hall, Council Chambers, 360 Pitt Street, Cornwall, Ontario, K6J 3P9

Attendance Committee Members: Bernadette Clement, Mayor  
Claude E. McIntosh, Councillor  
Elaine MacDonald, Councillor  
Syd Gardiner, Councillor (teleconference)  
Dean Hollingsworth, Councillor (teleconference)  
Carilyne Hébert, Councillor  
Maurice Dupelle, Councillor (teleconference)  
Glen Grant, Councillor  
Todd Bennett, Councillor  
Justin Towndale, Councillor (teleconference – lost connection)  
Eric Bergeron, Councillor (teleconference)

Attendance Administration: Maureen Adams, CAO  
Manon L. Levesque, City Clerk  
Geoffrey Clarke, General Manager, Corporate Services  
Mark A. Boileau, General Manager, Planning, Development and Recreation  
Tracey Bailey, General Manager, Financial Services  
Bill Lister, EMS Chief  
Stacey Ferguson, Administrator, Social and Housing Services  
Steven Golden, Administrator, Glen Stor Dun Lodge  
Emma Meldrum, Public Information Coordinator

Chair: Bernadette Clement, Mayor  
Prepared By: Manon L. Levesque, City Clerk

---

**1. Roll Call**

Mayor Bernadette Clement called the Special Council Meeting to order at 5:05 p.m.



**2. Opening**

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

**3. Adoption of Agenda**

Moved By: Claude E. McIntosh, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt the Agenda for the Special Meeting of Council of Tuesday, April 7, 2020.

Motion Carried

**4. Disclosure of Interest**

**1. Carilyne Hébert, Councillor - Disclosure of Interest**

Council Carilyne Hébert declared a conflict with part of the Social and Housing Services presentation as she is the Executive Director of the Social Development Council of Cornwall and Area, an agency which may benefit from the Social Services COVID-19 Relief Fund.

**2. Maurice Dupelle, Councillor - Disclosure of Interest**

Councillor Maurice Dupelle declared a conflict with part of the Social and Housing Services presentation as he works for Community Living Glengarry, an agency which may benefit from the Social Services COVID-19 Relief Fund.

**5. Committee of the Whole**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Todd Bennett, Councillor

Motion to move into Committee of the Whole.

Motion Carried

## **6. Presentations and Reports**

### **1. COVID-19 Update April 7, 2020, 2020-211-CAO**

(a) Maureen Adams, CAO, began with an introduction about some of the measures taken by Administration in an effort to reduce exposure and prevent the potential spread of the virus and maintain a safe environment for employees and residents.

(b) Geoff Clark, General Manager, Corporate Services, spoke about absences and self-isolation due to the Pandemic. He spoke about the lay-offs that have occurred, redeployment of employees, special accommodations for employees in order to abide by the physical distancing requirements in the workplace.

(c) Bill Lister, Chief, Paramedic Chief, spoke about the Paramedics' role in education and the efforts made to protect the health care system. He spoke about testing for COVID-19 coronavirus being administered by the Paramedics and the treatment of patients in an effort to keep them home and eliminating the need to go to the hospital.

(d) Danny Aitkman, Chief, Cornwall Police Service, indicated that dispatchers are asking a series of screening questions, prior to dispatching an officer to a call. All police personnel have been issued Personal Protective Equipment (PPE) to be put on when a person they are interacting with displays signs of a fever, cough, or difficulty breathing. Additionally CPS are processing some calls for service over the telephone instead of having an officer attend. Chief Aitkman also spoke about their role in the enforcement of Provincial Emergency Orders.

(e) Steven Golden, Administrator, Glen Stor Dun Lodge, indicated that the Home was closed and locked up and that Outreach Programs and group activities had been cancelled. He spoke about the preventative measures taken and about staff and patient screening. Mr. Golden indicated that, although a few patients had exhibited flu-like symptoms, testing for COVID-19 had come back negative.

(f) Len Tapp, Division Manager, Transit Services, indicated that the service to residents had been reduced by 70%, that there was a

maximum of eight passengers per bus, that entry was at the back door for riders but that the front door was being used for riders with special needs and disabilities. Mr. Tapp spoke about how the service was to be used for essential travel and that drivers were not collecting the fare from passengers.

(g) Stacey Ferguson, Administrator Social and Housing Services, announced that the Cornwall and SD&G had recently been allocated \$4.3 Million for COVID-19 relief for residents and agencies. She indicated that the Community Information Line continues to operate Monday to Friday 8:30-4:30 for resident inquiries. She indicated that there were 33 daycare spaces for children of Emergency Workers and that Ontario Works had a one-time funding for families. She also spoke about an increase to child tax credits and GST payments.

(h) Mark A. Boileau, General Manager, Planning, Development and Recreation, indicated that both the Planning Division and Economic Development were business as usual as they were preparing for better days ahead. Mr. Boileau indicated that businesses were relying on the Choose Cornwall website for updates and that the site had experienced five times the traffic. He spoke about virtual home inspections and about By-law Enforcement Officers assisting the Cornwall Police Service in enforcing the Provincial Emergency Orders. Mr. Boileau indicated that buildings are closed to the public, with staff continuing to work from their offices and balanced with working remotely. Recreation is beginning to work outdoors in some situations (pools, tennis courts, ball field preparations, etc.).

(i) Tracey Bailey, General Manager, Financial Services, provided an update on the deferral of the collection of property taxes, deferral of education tax remittances and the postponement of the 2020 assessment update. Ms. Bailey touched on the financial impacts of the COVID-19 Pandemic to the 2020 Municipal Budget. She noted that regular business continues for Accounts Receivable, Accounts Payable and Purchasing. Tenders, Requests for Proposals and Purchase Orders continue to be issued for goods and services. Purchases are reviewed with the CAO and approved through her delegation of authority from Council.

**7. Adjournment**

The next Regular Public Meeting of Council is unknown at this time.

Moved By: Syd Gardiner, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adjourn the Special Meeting of Council at 7:40 p.m.

Motion Carried

---

Manon L. Levesque, City Clerk

---

Bernadette Clement, Mayor



**Minutes**  
**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

Attendance Committee Members: Bernadette Clement, Mayor  
Claude E. McIntosh, Councillor  
Elaine MacDonald, Councillor  
Syd Gardiner, Councillor  
Dean Hollingsworth, Councillor  
Carilyne Hébert, Councillor  
Maurice Dupelle, Councillor (by teleconference and left at 6:10 p.m.)  
Glen Grant, Councillor  
Todd Bennett, Councillor  
Eric Bergeron, Councillor

Regrets: Justin Towndale, Councillor

Attendance Administration: Maureen Adams, CAO  
Manon L. Levesque, City Clerk  
Geoffrey Clarke, General Manager, Corporate Services  
Mark A. Boileau, General Manager, Planning, Development and Recreation  
Tracey Bailey, General Manager, Financial Services  
Stacey Ferguson, Administrator, Social and Housing Services

Chair: Bernadette Clement, Mayor  
Prepared By: Manon L. Levesque, City Clerk

- 
- 1. Roll Call**
  - 2. Opening**

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

**3. Adoption of Agenda**

Moved By: Elaine MacDonald, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt the Agenda for the Special Meeting of Council of April 29, 2020, as presented.

Motion Carried

**4. Disclosure of Interest**

**1. Carilyne Hébert, Councillor - Disclosure of Interest**

Council Carilyne Hébert declared a conflict with part of the Social and Housing Services Report as she is the Executive Director of the Social Development Council of Cornwall and Area, an agency which may benefit from the Social Services COVID-19 Relief Fund.

**2. Maurice Dupelle, Councillor - Disclosure of Interest**

Councillor Maurice Dupelle declared a conflict with part of the Social and Housing Services Report as he works for Community Living Glengarry, an agency which may benefit from the Social Services COVID-19 Relief Fund.

**5. Committee of the Whole**

Moved By: Claude E. McIntosh, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to move into the Committee of the Whole.

Motion Carried

**6. Resolution and Reports**

**1. Raisin Region Conservation Authority – Support for Fly Creek Stormwater Management Facility, 2020-02**

Moved By: Carilyne Hébert, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to approve Resolution 2020-02 as presented.

Motion Carried

**2. Cornwall Small Business Emergency Support Loan Program, 2020-290-Planning, Development and Recreation**

Mark A. Boileau, General Manager, Planning, Development and Recreation, provided details of the Program.

Moved By: Eric Bergeron, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to approve the Cornwall Small Business Emergency Support Loan program.

Moved By: Eric Bergeron, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to amend the main motion by adding "and that Council Representation be appointed to the selection committee.

Motion to Amend Defeated

Main Motion Carried

**3. Social Services Relief Fund, 2020-215-Social and Housing Services**

Stacey Ferguson, Administrator, Social and Housing Services, provided details of the Program.

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to receive report 2020-215-Social and Housing Services.

Motion Carried

**4. Financial Impact Related to the COVID-19 Response, 2020-263-Financial Services**

Tracey Bailey, General Manager, Financial Services provided details of the financial impact related to the COVID-19 response.

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

That Council

(a) Receive report 2020-263-Financial Services; and

(b) 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 changing the final installment due dates for property taxes from July 31, 2020, and August 31, 2020, to August 31, 2020, and September 30, 2020.

Motion Carried

**7. Adjournment**

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

Moved By: Glen Grant, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to adjourn the Special Meeting of Council of April 29, 2020, at 7:40 p.m.

Motion Carried

---

Manon L. Levesque, City Clerk

---

Bernadette Clement, Mayor





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

Department: Financial Services  
Division: Finance  
Report Number: 2020-258-Financial Services  
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer  
Meeting Date: May 11, 2020  
Subject: 2019 Annual Remuneration and Expense Statement - Elected Officials

**Purpose**

To comply with the Provincial legislation requiring municipalities to submit an annual statement of remuneration and expenses paid in the previous year to each member of Council.

**Recommendation**

That Council receive the 2019 statement of remuneration and expenses paid to members of Council in accordance with Section 284 of the *Municipal Act, 2001* for information.

**Financial Implications**

All remuneration and expenses incurred are in compliance with the approved Council remuneration, corporate policies, accounting and reporting procedures and the 2019 Budget.

**Strategic Priority Implications**

This report achieves the Strategic Plan of corporate excellence ensuring financial accountability by exercising prudent financial stewardship managing public funds and compliance with statutory reporting requirements.

## **Background / Discussion**

Section 284 (2) of the *Municipal Act, 2001* requires that the Treasurer report to Council by the 31st of March, a statement of total remuneration and expenses paid in the previous year to any member of Council or its committees in respect of his/her services as a member of Council or committees. In addition, Section 284(2) of the *Act* also specifies that the statement should identify the By-law or Council resolution under which the remuneration and expenses were authorized to be paid. The Municipal Freedom of Information and Protection of Privacy Act, provides that these statements be public records.

Members of Council receive an annual salary that is set by By-law (2019-150) which outlines annual provisions for cost of living adjustments.

Only members of local boards and committees that received payment in the form of remuneration and/or expenses in 2019 are listed in this report. All other committee or board members not in receipt of compensation are excluded.

The expense component is comprised of costs related to such areas as corporate travel; public relations as an individual member of Council or on behalf of Council as a whole; city souvenirs; and miscellaneous expenses necessary to fulfill the duties of office.

Appendix A summarizes the remuneration and expenses of the Mayor, each Councillor and Committee members. All Council and Committee's expenses have been made in accordance with By-law No. 2019-150 and Council policies. Reporting on these items meets the requirements under Section 284 of the *Municipal Act*.

Document Title:	2019 Annual Remuneration and Expense Statement - 2020-258-Financial Services.docx
Attachments:	- 19 Annual Report Summary.pdf
Final Approval Date:	Mar 15, 2020

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

**Tracey Bailey - Mar 12, 2020 - 8:17 PM**

**Maureen Adams - Mar 15, 2020 - 8:22 AM**

**SUMMARY OF REMUNERATION AND EXPENSES OF ELECTED OFFICIALS**  
**for the year ended December 31, 2019**  
**as per Section 284 (1) of the Municipal Act, 2001 and By-law No. 2019-150**

<b>Member of Council</b>	<b>Remuneration</b>	<b>Boards / Commissions</b>	<b>Corporate Travel</b>	<b>Public Relations</b>	<b>Miscellaneous Expenses</b>	<b>TOTAL (excludes Prom. Gifts)</b>	<b>Promotional Gifts *</b>
<b>Clement, B. Mayor</b>	City Remuneration					\$55,020.00	
	Car Allowance	\$55,020.00				\$1,920.00	
	RRSP	\$1,920.00				\$5,027.53	
	Municipal Expenses	\$5,027.53		\$4,879.90	\$55.08	\$4,934.98	
						<b>\$66,902.51</b>	\$1,319.32
<b>Cornwall Police Services Board</b>	Honarium		\$3,500.04			\$3,500.04	
	Board Expenses					\$0.00	
						<b>\$3,500.04</b>	
<b>Bennett, T. Councillor</b>	City Remuneration	\$17,865.67				\$17,865.67	
	Municipal Expenses			\$510.00	\$120.08	\$630.08	
						<b>\$18,495.75</b>	\$10.18
<b>Bergeron, E. Councillor</b>	City Remuneration	\$17,865.67				\$17,865.67	
	Municipal Expenses			\$115.00	\$55.08	\$170.08	
						<b>\$18,035.75</b>	\$10.18
<b>Dupelle, M. Councillor</b>	City Remuneration	\$17,865.67				\$17,865.67	
	Municipal Expenses				\$55.08	\$55.08	
						<b>\$17,920.75</b>	\$909.02
<b>Gardiner, S. Councillor</b>	City Remuneration	\$17,865.67				\$17,865.67	
	Municipal Expenses			608.00	\$118.53	\$726.53	
						<b>\$18,592.20</b>	\$20.36

**SUMMARY OF REMUNERATION AND EXPENSES OF ELECTED OFFICIALS**

for the year ended December 31, 2019

as per Section 284 (1) of the Municipal Act, 2001 and By-law No. 2019-0150

Member of Council	Remuneration	Boards / Commissions	Corporate Travel	Public Relations	Miscellaneous Expenses	TOTAL (excludes Prom. Gifts)	Promotional Gifts *
<b>Grant, G. Councillor</b>	City Remuneration					\$17,865.67	
	Municipal Expenses	\$17,865.67				\$620.72	
				\$445.00	\$175.72	<b>\$18,486.39</b>	\$193.39
<b>Cornwall Police Services Board</b>	Honorarium		\$2,750.00			\$2,750.00	
	Board Expenses		\$1,589.53			\$1,589.53	
						<b>\$4,339.53</b>	
<b>Hébert, C. Councillor</b>	City Remuneration					\$17,865.67	
	Municipal Expenses	\$17,865.67				\$368.18	
				\$203.10	\$165.08	<b>\$18,233.85</b>	\$87.39
<b>Raisin Region Conservation Authority</b>	Honorarium paid directly to City		\$652.80			\$652.80	
	Board Expenses					\$0.00	
						<b>\$652.80</b>	
<b>Hollingsworth, D. Councillor</b>	City Remuneration					\$17,865.67	
	Municipal Expenses	\$17,865.67				\$70.08	
				\$15.00	\$55.08	<b>\$17,935.75</b>	\$10.18
<b>MacDonald, E. Councillor</b>	City Remuneration					\$17,865.67	
	Municipal Expenses	\$17,865.67				\$355.31	
				\$162.20	\$193.11	<b>\$18,220.98</b>	\$66.15
<b>McIntosh, C. Councillor</b>	City Remuneration					\$17,865.67	
	Municipal Expenses	\$17,865.67				\$448.16	
				\$330.00	\$118.16	<b>\$18,313.83</b>	\$91.59
<b>Raisin Region Conservation Authority</b>	Honorarium paid directly to City		\$734.40			\$734.40	
	Board Expenses					\$0.00	
						<b>\$734.40</b>	
<b>Towndale, J. Councillor</b>	City Remuneration					\$17,865.67	
	Municipal Expenses	\$17,865.67		\$42.32	\$300.13	\$417.53	
					\$75.08	<b>\$18,283.20</b>	\$10.18

**SUMMARY OF REMUNERATION AND EXPENSES OF ELECTED OFFICIALS**  
**for the year ended December 31, 2019**  
**as per Section 284 (1) of the Municipal Act, 2001 and By-law No. 2019-150**

	Food Provisions	Office Supplies	Public Relations	Memberships / Association Fees	Cellular Phone	TOTAL
<b>Council (As a Whole)</b>	\$7,903.80	\$3,085.66	\$7,362.32	\$34,864.07	\$6,346.81	<b>\$59,562.66</b>
<b>Memberships / Association Fees</b>				Corporate Expenses		
Association of Municipalities of Ontario				\$13,287.30		
Federation of Canadian Municipalities				\$7,601.63		
Great Lakes and St. Lawrence Cities Initiative				\$3,025.00		
Cornwall and Area Chamber of Commerce				\$447.74		
Association française des municipalités de l'Ontario				\$2,870.90		
Eastern Ontario Mayors' Caucus				\$2,500.00		
AMO - Municipal Employer Pension Centre of Ontario				\$4,012.14		
The Municipal Information Network				\$1,119.36		
						<b>\$34,864.07</b>
<b>Conference / Professional Development</b>	<b>Corporate Expenses</b>		<b>Conference / Professional Development</b>		<b>Corporate Expenses</b>	
<b>Mayor B. Clément</b>			<b>Councillor S. Gardiner</b>			
FCM Annual Conference	\$1,838.07		AMO Annual Conference		\$1,536.66	
AMO Annual Conference	\$1,817.79		AFMO Conference		\$1,795.00	
Ontario East Municipal Conference	\$432.48		Eastern Ontario Local Food Conference		\$134.05	
	<b>\$4,088.34</b>				<b>\$3,465.71</b>	
<b>Councillor C. Hébert</b>			<b>Councillor C. McIntosh</b>			
AMO Annual Conference	\$1,611.54		AMO Annual Conference		\$1,710.92	
<b>Councillor E. MacDonald</b>			<b>Councillor J. Towndale</b>			
FCM Annual Conference	\$2,555.44		AMO Annual Conference		\$1,703.00	
AMO Annual Conference	\$2,086.81		Ontario East Municipal Conference		\$763.20	
	<b>\$4,642.25</b>				<b>\$2,466.20</b>	
<b>Councillor E. Bergeron</b>			<b>Councillor T. Bennett</b>			
Eastern Ontario Local Food Conference	\$81.28		AMO Annual Conference		\$1,670.06	
<b>Councillor G. Grant</b>			<b>Council as a Whole</b>			
AMO Annual Conference	\$1,673.01		Council Governance and Team Building		\$3,220.03	

**SUMMARY OF REMUNERATION AND EXPENSES OF ELECTED OFFICIALS**  
**for the year ended December 31, 2019**  
**as per Section 284 (1) of the Municipal Act, 2001 and By-law No. 2019-150**

<b>Boards / Commissions</b>			Honorarium	Expenses	
<b>Committee of Adjustment</b>					
	Steven Alexander		\$702.00		
	Raymond Contant		\$795.60		
	Benjamin de Hann		\$702.00		
	Wes Libbey		\$93.60		
	Kilborn Lutz		\$46.80		
	Naresh Bhargava		\$93.60	\$1,370.29	
<b>Cornwall Police Services Board</b>					
	Martha Woods		\$2,750.00		
	Mike Payette		\$2,750.00	\$2,335.66	
	William Beattie		\$2,250.00	717.36	



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

Department: Financial Services  
Division: Finance  
Report Number: 2020-275-Financial Services  
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer  
Meeting Date: May 11, 2020  
Subject: **Elected Officials Expense Statements for the Period of January 1 to March 31, 2020**

**Purpose**

To provide Council with a financial snapshot of expenses for the period January 1 to March 31, 2020.

**Recommendation**

That Council receive the Statement of Expenses for Elected Officials for the period January 1 to March 31, 2020.

**Financial Implications**

All remuneration and expenses incurred are in compliance with the approved 2020 Budget, corporate policies, accounting and reporting procedures.

**Strategic Priority Implications**

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

**Background / Discussion**

The accompanying schedules details expenses incurred up to March 31, 2020 of Council as a whole and individual Council Members.



Document Title:	Elected Officials Expense Statement Jan-Mar 2020 - 2020-275-Financial Services.docx
Attachments:	- Consolidated Jan.Mar.20 expenses.pdf
Final Approval Date:	May 3, 2020

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

**Tracey Bailey - May 1, 2020 - 6:33 PM**

**Maureen Adams - May 3, 2020 - 6:57 PM**

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

for the period of January 1 to March 31, 2020

Council (as a whole)	<u>Food Provisions</u>	<u>Office Supplies</u>	<u>Office Equipment</u>	<u>Memberships, Association Fees</u>	<u>Promotion Costs</u>	<u>Public Relations</u>	<u>Blackberry Charges</u>	<u>Total Expenses</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$2,066.44	\$436.85	\$0.00	\$33,942.83	\$206.05	\$0.00	\$1,147.80	\$37,799.97
Total Expenses to Date	\$2,066.44	\$436.85	\$0.00	\$33,942.83	\$206.05	\$0.00	\$1,147.80	\$37,799.97
2020 Budget	\$7,000.00	\$2,000.00	\$0.00	\$38,850.00	\$3,000.00	\$7,000.00	\$7,983.00	
Coffee, Juice, Creamers, Water, etc. (Meetings)	\$298.82							
Council Meetings	\$1,767.62							
Cell Phone Charges							\$1,147.80	
Office Supplies		\$436.85						
Ontario Chamber of Commerce - Contributions and Dues				\$447.74				
Federation of Canadian Municipalities				\$9,540.20				
Great Lakes and St. Lawrence Cities Initiative				\$3,300.00				
Association Francaise des Municipalites de l'Ontario				\$2,934.06				
Association of Municipalities of Ontario				\$13,660.61				
Municipal Employer Pension Centre of Ontario				\$4,060.22				

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

for the period of January 1 to March 31, 2020

Previous Expenses	\$0.00
January - March Statement	\$7,111.69
Total Expenses to Date	\$7,111.69
2020 Budget	\$25,000.00

AMO Annual Conference - August 16-19, 2020 (Mayor B. Clément) *		
Registration	\$813.06	
Accommodation		
Transportation		\$813.06
AMO Annual Conference - August 16-19, 2020 (Councillor T. Bennett) *		
Registration	\$813.06	
Accommodation		
Transportation		\$813.06
AMO Annual Conference - August 16-19, 2020 (Councillor S. Gardiner) *		
Registration	\$813.06	
Accommodation		
Transportation		\$813.06
AMO Annual Conference - August 16-19, 2020 (Councillor C. Hébert) *		
Registration	\$813.06	
Accommodation		
Transportation		\$813.06
AMO Annual Conference - August 16-19, 2020 (Councillor E. MacDonald) *		
Registration	\$813.06	
Accommodation	\$555.61	
Transportation		\$1,368.67
FCM Annual Conference - June 3-7, 2020 (Mayor B. Clément) *		
Registration	\$905.67	
Accommodation	\$339.72	
Transportation		\$1,245.39
FCM Annual Conference - June 3-7, 2020 (Councillor E. MacDonald) *		
Registration	\$905.67	
Accommodation	\$339.72	
Transportation		\$1,245.39

\* Conferences may be cancelled



## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

<b>Mayor Bernadette Clément</b>	<u>Police Services Board Honorarium</u>	<u>Car Allowance</u>	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$875.01	\$568.88	\$0.00	\$127.02	\$0.00	\$695.90	\$206.05
Total Honorarium to Date	\$875.01						
Total Expenses to Date		\$568.88	\$0.00	\$127.02	\$0.00	\$695.90	\$206.05
2020 Budget	\$3,500.00	\$1,920.00	<del>-----\$5,000.00-----</del>				
Car Allowance (January - March 2020)		\$568.88					
<b>Cornwall Police Services Board</b>							
Honorarium (January - March 2020)	\$875.01						
Cornwall Lion's Club - 80th Anniversary				\$50.00			
Archbishop Pendergrast Retirement Appreciation Dinner				\$50.00			
Alzheimer's Society - Fund-A-Need				\$27.02			

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Todd Bennett

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$0.00	\$137.38	\$0.00	\$137.38	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$137.38</b>	<b>\$0.00</b>	<b>\$137.38</b>	<b>\$0.00</b>
2020 Budget	<del>-----\$1,257.50-----</del>				

Chamber of Commerce Business Excellence Awards & Citizen of the Year Banquet \$137.38

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Eric Bergeron

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
2020 Budget	<del>-----\$1,257.50-----</del>				

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Maurice Dupelle

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$0.00	\$137.38	\$0.00	\$137.38	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$137.38</b>	<b>\$0.00</b>	<b>\$137.38</b>	<b>\$0.00</b>
2020 Budget	<del>-----\$1,257.50-----</del>				

Chamber of Commerce Business Excellence Awards & Citizen of the Year \$137.38

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Syd Gardiner

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$0.00	\$237.38	\$0.00	\$237.38	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$237.38</b>	<b>\$0.00</b>	<b>\$237.38</b>	<b>\$0.00</b>
2020 Budget	<del>-----\$1,257.50-----</del>				

Chamber of Commerce Business Excellence Awards & Citizen of the Year Banquet \$137.38

Cornwall Lion's Club - 80th Anniversary \$50.00

Bridges Out of Poverty \$50.00

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Glen Grant

	Outside Agencies Honorarium	Corporate Travel	Public Relations	Miscellaneous	Total Expenses	Souvenirs
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$750.00	\$0.00	\$0.00	\$12.20	\$12.20	\$0.00
<b>Total Expenses to Date</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12.20</b>	<b>\$12.20</b>	<b>\$0.00</b>
2020 Budget	<del>\$3,000.00</del>	<del>\$1,257.50</del>				

Office Supplies

\$12.20

### Cornwall Police Services Board

Honorarium (January - March 2020)

\$750.00

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Carilyne Hébert

	Corporate Travel	Public Relations	Miscellaneous	Total Expenses	Souvenirs
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
2020 Budget		<del>\$1,257.50</del>			



## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Dean Hollingsworth

	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$0.00</b>
2020 Budget	-----\$1,257.50-----				

Habitat for Humanity - Casino Night

\$50.00

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Elaine MacDonald

	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$95.41	\$0.00	\$0.00	\$95.41	\$0.00
<b>Total Expenses to Date</b>	<b>\$95.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$95.41</b>	<b>\$0.00</b>
2020 Budget	-----\$1,257.50-----				

Business Meeting Meal

\$95.41

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Claude McIntosh

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$0.00	\$0.00	\$71.22	\$71.22	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$71.22</b>	<b>\$71.22</b>	<b>\$0.00</b>
2020 Budget	-----\$1,257.50-----				
Office Supplies			\$71.22		

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of January 1 to March 31, 2020

### Councillor Justin Towndale

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January - March Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
2020 Budget	-----\$1,257.50-----				



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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-277-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: May 11, 2020  
Subject: First Quarter Non-Competitive Procurement Report 2020

**Purpose**

The purpose of this report is to provide Council with an update on the City's Non-Competitive Procurements for the first quarter of 2020 pursuant to Section 5.14 of the Procurement of Goods and/or Services Policy.

**Recommendation**

That Council receive the First Quarter Non-Competitive Procurement Report for the period ending March 31, 2020.

**Strategic Priority Implications**

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

**Background / Discussion**

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

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

During the period January 1, 2020 – March 31, 2020, Staff approved four (4) purchases through section 5.14 Non-Competitive Procurements, as follows:

Requesting Department	Glen-Stor-Dun Lodge
Supplier	Otis Canada Incorporated
Goods/Services Procured	Labour and material to furnish and install modernization of passenger elevator #1.
Price	\$156,925.98, net cost to the Corporation \$141,316.71
Policy Reference	5.14 (e) (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative

Requesting Department	Environmental Services
Supplier	Ontario Clean Water Agency
Goods/Services Procured	Consulting services to conduct WWTP Co-Digestion and Energy Generation Feasibility Study
Price	\$116,277.00 net cost to the Corporation \$104,711.04
Policy Reference	5.14 (e) (iii) due to an absence of competition for technical reasons

Requesting Department	Environmental Services
Supplier	Comcor Environmental Limited
Goods/Services Procured	Engineering services and project supervision for 19-T70 Landfill Flaring Facility
Price	\$97,745.00, net cost to the Corporation \$88,022.40
Policy Reference	5.14 (e) (v) to ensure compatibility with existing Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative

Requesting Department	Municipal Works
Supplier	Northern Business Intelligence
Goods/Services Procured	GPS Tracking System
Price	\$164,033.06, net cost to the Corporation \$147,716.85
Policy Reference	5.16 Co-operative Purchasing The Corporation received the secured Broader Public Sector pricing from the supplier.

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

Document Title:	First Quarter Non-Competitive 2020 - 2020-277-Financial Services.docx
Attachments:	
Final Approval Date:	May 5, 2020

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

**Tracey Bailey - May 5, 2020 - 1:22 PM**

**Maureen Adams - May 5, 2020 - 1:41 PM**



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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-286-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: May 11, 2020  
Subject: Report from Integrity Commissioner

**Purpose**

To receive the Integrity Commissioner's annual report.

**Recommendation**

That Council receive Report 2020-286-CL.

**Background / Discussion**

In 2019, Council appointed Tony Fleming of Cunningham Swan in Kingston, Ontario, as its Integrity Commissioner.

As part of his advisory role, Mr. Fleming is required to provide City Council with an annual report on findings in complaint cases and advice provided for the preceding year. This is Mr. Fleming's first activity report as the City's Integrity Commission.

The attached report outlines the following:

1. Role of the Integrity Commissioner: highlights the Act and various requests, and procedures as it relates to the ethical governance of Council and local boards.

2. Code of Conduct: focuses on gifts & hospitality, respectful conduct guidelines, confidentiality of information and the scope of municipal property provided to Council.
3. Integrity Commissioner Activity re: City of Cornwall: features the training that can be provided by the Integrity Commissioner, how questions can be posed to the Integrity Commissioner in writing or how members may solicit advice.
4. Resolutions of Complaints: outlines the process of when informal versus formal solutions may be required, and when a formal investigation may be enacted.
5. Confidentiality: clarifies the section of the Act in regard to confidentiality and how the Integrity Commissioner applies that to investigations, what may happen if there is a breach of confidentiality, and how advice given to a member is confidential and does not need to be shared with council.
6. Independent Role of the Integrity Commissioner: makes clear the philosophy guiding the independence of the Integrity Commissioner from Council and the duties established within the Act.
7. Investigative Process: lists the five (5) steps the Integrity Commissioner uses in assessing and potentially investigating possible complaints that may arise.
8. Investigation Reports: explains the adjudicative role of Council in relation to the final report provided in summary of a complaint, and that Council would be the body to enact any recommendations made within the final report.

Mr. Fleming received no formal complaints within the last year and received one (1) request for advice.



Document Title:	Report from Integrity Commissioner - 2020-286-Corporate Services.docx
Attachments:	- Integrity Commissioner (General) Annual Report - 2019 (00101619xA46D1).PDF
Final Approval Date:	May 5, 2020

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

**Geoffrey Clarke - May 5, 2020 - 5:03 PM**

**Maureen Adams - May 5, 2020 - 5:20 PM**



Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

April 21, 2020

**BY E-MAIL: MLevesque@cornwall.ca**

Council – City of Cornwall  
c/o Manon Levesque, City Clerk  
360 Pitt Street  
Cornwall ON, K6H 5T9

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2019  
City of Cornwall; Our file No. 28637-0002**

### Background

In 2019, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the City of Cornwall in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

This report summarizes the services provided by the Integrity Commissioner to the City of Cornwall in 2019, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

### Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* ("MCIA") to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.<sup>1</sup>

### Codes of Conduct

Prior to March 1, 2019, Codes of Conduct for members of Councils and Local Boards were optional. On March 1, 2019 the Province mandated that requirement.<sup>2</sup> Along with that mandate, Ontario Regulation 55/18: Codes of Conduct – Prescribed Subject Matters, requires municipalities to include specific provisions within those Codes of Conduct:

1. Gifts, benefits and hospitality.
2. Respectful conduct, including conduct toward officers and employees of the municipality or the local board, as the case may be.
3. Confidential information.
4. Use of property of the municipality or of the local board, as the case may be.<sup>3</sup>

The Integrity Commissioner notes that although not required by the Province, it is essential that municipalities include a complaint protocol within their Codes of Conduct.

---

<sup>1</sup> *Municipal Act*, section 223.3(1).

<sup>2</sup> *Municipal Act*, section 223.2(1).

<sup>3</sup> *Municipal Act*, O. Reg. 55/18, section 1.

Courts have indicated that an Integrity Commissioner relies on the Code of Conduct together with the complaint protocol as the 'home statute' of the Integrity Commissioner.<sup>4</sup>

The City of Cornwall has a complaint protocol within its Code of Conduct, and we note the following important details regarding our initial process in relation to the complaint protocol:

1. The Integrity Commissioner may attempt to resolve all or part of a complaint as part of our preliminary review process; and
2. The Integrity Commissioner may reformulate complaints or applications for inquiry if necessary, to better reflect the intent of the complainant or applicant.<sup>5</sup>

#### Integrity Commissioner Activity re: City of Cornwall

If Council requires ongoing training under the Code of Conduct and the MCI, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

There have been no complaints under the Code of Conduct or applications for inquiry under the MCI submitted to the Integrity Commissioner for the City of Cornwall. We received one request for advice from an individual member. The request related to a potential conflict of interest under the Code of Conduct or the *Municipal Conflict of Interest Act*. These are the two types of requests that are most common. Despite the fact that no complaints were received, it is of great importance to highlight our process and imperative messages gleaned from cases around the Province to date.

#### Resolution of Complaints

As referenced above, the Integrity Commissioner begins the process with a preliminary review of all complaints and applications for inquiry. Where possible, we attempt to

---

<sup>4</sup> *Michael Di Biase v City of Vaughan*, 2016 ONSC 5620 at para. 43.

<sup>5</sup> *Ibid*, at para. 43.

resolve disputes informally without the necessity of an investigation or inquiry. We do so where such a resolution is in the best interest of the public. Complaints and applications are dismissed if determined to be frivolous, vexatious or without merit. Applications for inquiry are dismissed if they are determined to be outside of the statutory 6-week requirement as set out in the MCI A.

Although it is not always possible to pursue an informal resolution, we will make every effort to do so where there is the potential for such a resolution. This opportunity is not lost after an investigation or inquiry begins. However, it becomes more difficult where the parties (the complainant/applicant and the member), either individually or collectively, are opposed to an informal resolution.

There may also be circumstances where complaints contain facts that require a thorough investigation or inquiry and report in order to provide guidance to members and the public about certain types of behaviour or incidents that generate several complaints which highlight areas of obvious public concern. In these circumstances, a public report may assist in a wider resolution of such complaints or applications, or answer questions that may avoid future complaints or misunderstandings about the role of Council.

### Confidentiality

The Integrity Commissioner includes only the information in his reports that is necessary to understand the findings. In making decisions about what information to include, the Integrity Commissioner is guided by the duties set out in the Municipal Act.

Section 223.5(1) of the Act sets out the Integrity Commissioner's duty to maintain confidentiality throughout any process:

#### **Duty of confidentiality**

**223.5** (1) The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under this Part.

This requirement applies to every person acting under the instruction of the Integrity Commissioner as well. Our process includes notifying the complainant or applicant, the named member(s), and any witnesses that they must keep the process confidential as required under section 223.5(1).

If a member were to share details of a complaint process with any other individual prior to the Integrity Commissioner issuing a public report, the Integrity Commissioner may view that act as a breach of the confidentiality provisions of the Code of Conduct. Further, any information not included in the report of the Integrity Commissioner remains confidential and ought to be treated as such by all parties.

Finally, any advice provided by the Integrity Commissioner to a member is confidential and the member has no obligation to share that advice with Council or any other person. The Integrity Commissioner may not release any advice that has been provided to a member without their consent. Should the member share part of the advice on their own, the advice no longer enjoys the cloak of confidentiality and the Act allows the Integrity Commissioner to release the full text of the advice at their discretion.

### Independent Role of the Integrity Commissioner

Council has assigned to the Integrity Commissioner the duty to independently conduct investigations and inquiries. The Integrity Commissioner is bound by the statutory framework to undertake a thorough investigation or inquiry in an independent manner. The findings of any report represent the Integrity Commissioner's final decision.

### Investigative Process

Our process for all investigations and inquiries includes:

1. Reviewing the merits of the complaint or application to determine if it is:
  - a. Frivolous;
  - b. Vexatious; or
  - c. Without merit.
2. Following this initial review (and barring any finding under paragraph 1(a) through (c)), we conduct a more thorough preliminary review that allows the named member an opportunity to respond and provides the complainant with the opportunity to respond to the member's reply. The member is then provided with one last opportunity to respond to the reply comments of the complainant.
3. Following these steps and any additional steps the Integrity Commissioner deems necessary to complete the preliminary review, the Integrity Commissioner reviews all materials and submissions to that point and decides whether to explore any opportunity for an informal resolution or move on to the investigation/inquiry stage.

4. If there is an investigation or inquiry, the Integrity Commissioner interviews those witnesses he deems relevant to the allegations, and collects all information deemed relevant to the process.
5. At the completion of the investigation or inquiry, the Integrity Commissioner issues a public report of his findings to Council for their acceptance and consideration on any recommended sanctions or penalties.

### Investigation Reports

If Council finds itself in the position where it receives a report from the Integrity Commissioner, Council is performing an adjudicative function and it is required to act with a greater degree of neutrality than it normally would for other business that may come before it. It may debate the recommendations of the Integrity Commissioner only, but not the findings.

Council must avoid going “behind” the findings of the Integrity Commissioner or challenging the lines of inquiry or analysis undertaken by the Integrity Commissioner. Council does not have the benefit of the detailed investigation undertaken, as it is impossible to distill all the interviews and documents into one report. The Integrity Commissioner exercises his discretion to report only those facts that are most relevant; which is not to say that other facts were not considered when drafting the report. Any attempt to challenge the findings of the report undermines the integrity of the process and the conclusions of the report. That type of action is unfair to the complainant or applicant, the member, and witnesses, and is beyond the scope of Council's authority under the Municipal Act.

We note that if the Integrity Commissioner recommends a financial sanction (suspension of pay up to 90 days), then the member (even though he or she would have a resulting pecuniary interest) is entitled to attempt to influence Council's decision on that recommended financial sanction. However, the member is not entitled to participate in any other portion of the debate, must still declare a conflict at the outset of Council's consideration of the report, and may not vote.<sup>6</sup>

### Closing Remarks

We thank the City of Cornwall for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct

---

<sup>6</sup> Section 5(2.10) of the *Municipal Conflict of Interest Act*.

and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions. In the meantime, please find enclosed a copy of the up-to-date Certificate of Insurance for the City.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**

A handwritten signature in black ink, appearing to read 'Tony E. Fleming', with several long, sweeping horizontal strokes extending to the right.

Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation

TEF:am  
Enclosure





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

Department: Financial Services  
Division: Finance  
Report Number: 2020-273-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: May 11, 2020  
Subject: Audit Committee Review of the Municipal Works  
Redevelopment Capital Project

**Purpose**

To provide Council with the findings of the Municipal Works (MW) Yard Redevelopment financial review.

**Recommendation**

That Council approve the recommendation from the Audit Committee to adopt a formal project management reporting plan as outlined in this report.

**Financial Implications**

As per the review undertaken by MNP LLC, the financial aspect of this project is being managed effectively at the contract level; however, there could be some benefit to raising the level of focus to the project level.

**Strategic Priority Implications**

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

## **Background / Discussion**

At its meeting of August 12, 2019, following several previous reports Council received regarding the MW Yard Redevelopment project, Council approved a Motion to refer this project to the Audit Committee for a review of the financial information with a report brought back to Council.

The Audit Committee met with the City's Auditor, MNP LLC, to discuss its engagement. The conclusions and recommendations from MNP's review are as follows:

### **CONCLUSIONS**

- The variances in cost estimates from 2018 to today are all traceable, explainable and documented by the project team.
- The issue that arose is not about the data being wrong or funds being mismanaged but about a gap in expectations for reporting on the project and its financial progress.
- Additionally, there is a need for greater visibility and governance around managing changes to the cost estimates and plans in order to reduce the likelihood of future misalignment between project status and stakeholder (i.e. City Council, Public) expectations.
- The financial aspect of this project is being managed effectively at the contract level however there could be some benefit to raising the level of focus to the project level as well.

### **RECOMMENDATIONS**

1. The Overall Project Status should be reported to Council on a quarterly basis (monthly by exception) in a dashboard format with attachments including a Change Register, Risk Register, Schedule, and Notes to explain variances in costs or schedule. Please see the recommended Project Status report for the MW Yard Redevelopment Project (at Feb 29, 2020) attached to this report.
2. A formal Project Management Plan should be adopted and implemented to support this project including:
  - Identification and documentation of project risks including mitigation strategies and the progress against those mitigations.

- Decomposition of the current project into a high-level work breakdown structure in order to provide greater visibility into the tasks required to be conducted, the dependencies and the critical path.
  - Project change process for scope, schedule or cost changes (+/- 10% of annual spend or greater than \$50,000) including documentation and approval within a governance structure.
3. Implementation of a standardized project gating approach to project approval, cost and schedule baselining as well cost/schedule/scope change management for the City and its applicable projects.

### APPLICABLE CAPITAL PROJECTS

Following MNP's recommendations, the Audit Committee looked at when this project management reporting approach should be used by the City. It was determined that this reporting framework will be used for capital projects meeting the following criteria:

1. Is the Project total value estimated greater than \$2.5 million?;
2. Does the project involve multiple tenders?;
3. Does the project span multiple fiscal years?; and
4. Are the economic, social, or political risks above average for this project?

For capital projects meeting the above noted criteria, status updates would be prepared and reported to Council, on a quarterly basis (monthly by exception), using the framework outlined in the Project Management Plan.

Document Title:	Audit Committee Review of the MW Yard Capital Project - 2020-273-Financial Services.docx
Attachments:	- MW Redevelopment Project Status Report at Feb 20 2020.pdf
Final Approval Date:	May 3, 2020

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

**Tracey Bailey - May 1, 2020 - 9:24 AM**

**Maureen Adams - May 3, 2020 - 7:03 PM**

# City of Cornwall Municipal Works Redevelopment Project - Status Report Dashboard as of Feb 29, 2020

Financial Summary									Project Milestones																																							
Year	Original Class D Estimate	Annual Budget (A)	Revised Budget (B)	Outstanding Committed Funds (C)	Expenses To Date (D)	Forecast to Year End (E = User Input)	Total Spent and Forecast F=(D+E)	Variance (B - F)	For additional information on completed and on-going Project Milestones, refer to the 'Project Milestones' Sheet																																							
2017	\$ 455,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ 177,732.70	\$ -	\$ 177,732.70	\$ 822,267.30																																								
2018	\$ -	\$ 2,305,000.00	\$ 2,489,750.00	\$ 1,626,297.19	\$ 559,597.86	\$ -	\$ 559,597.86	\$ 1,930,152.14																																								
2019	\$ 1,304,750.00	\$ 4,080,000.00	\$ 6,053,623.00	\$ 4,597,868.95	\$ 1,572,360.54	\$ -	\$ 1,572,360.54	\$ 4,481,262.46																																								
2020	\$ 2,978,240.00	\$ 1,565,000.00	\$ 1,565,000.00	\$ -	\$ 77,652.29	\$ 7,156,264.47	\$ 7,233,916.76	-\$ 5,668,916.76																																								
2021	\$ 6,232,240.00		\$ 2,905,339.61																																													
2022	\$ 6,210,000.00		\$ 100,000.00																																													
2023	\$ 4,861,270.00		\$ 11,940,748.00																																													
2024	\$ 736,500.00		\$ 4,949,333.00																																													
2025	\$ 494,000.00		\$ 1,107,450.00																																													
2026	\$ 2,156,250.00		\$ 1,307,406.00																																													
2027	\$ 1,275,430.00		\$ 1,147,887.00																																													
Contingency	\$ 5,340,736.00	\$ -	\$ 2,345,816.36																																													
<b>Project Total</b>	<b>\$ 32,044,416.00</b>	<b>\$ 8,950,000.00</b>	<b>\$ 36,912,352.97</b>	<b>\$ 6,224,166.14</b>	<b>\$ 2,387,343.39</b>	<b>\$ 32,179,193.22</b>	<b>\$ 34,566,536.61</b>	<b>-\$ 2,522,120.61</b>																																								
<b>General Comments</b>														<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="5">Q2 Project Schedule &amp; Summary (April - June 2020)</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th>Phase</th> <th>Project Component</th> <th>Current Status</th> <th>Planned Completion Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>C2/C4</td> <td>Site Grading and Servicing - Phase I of III</td> <td>In Progress</td> <td>Q4, 2020</td> <td>Gas main installation scheduled for April, 2020 (Q2).</td> </tr> <tr> <td>C3</td> <td>Construct Noise Attenuation Wall (Phase I of II)</td> <td>Construction Not Started</td> <td>Q4, 2020</td> <td>Shop drawing approvals/review in progress.</td> </tr> <tr> <td>C5</td> <td>Construct Salt Storage Facility</td> <td>Construction Not Started</td> <td>Q4, 2020</td> <td>Excavation for the proposed salt storage facility scheduled to begin April, 2020.</td> </tr> <tr> <td>C7</td> <td>Construct Utility Compound</td> <td>In Progress</td> <td>Q4, 2020</td> <td>Installation of pre-cast utility buildings scheduled for April, 2020 (Q2)</td> </tr> <tr> <td>C9</td> <td>Design of Multiuse and Administration Buildings</td> <td>Design Not Started</td> <td>2021</td> <td>RFP for design and construction administration of the proposed buildings scheduled to be issued in Q2 (April, 2020 - June, 2020)</td> </tr> </tbody> </table>					Q2 Project Schedule & Summary (April - June 2020)					Phase	Project Component	Current Status	Planned Completion Date	Comments	C2/C4	Site Grading and Servicing - Phase I of III	In Progress	Q4, 2020	Gas main installation scheduled for April, 2020 (Q2).	C3	Construct Noise Attenuation Wall (Phase I of II)	Construction Not Started	Q4, 2020	Shop drawing approvals/review in progress.	C5	Construct Salt Storage Facility	Construction Not Started	Q4, 2020	Excavation for the proposed salt storage facility scheduled to begin April, 2020.	C7	Construct Utility Compound	In Progress	Q4, 2020	Installation of pre-cast utility buildings scheduled for April, 2020 (Q2)
Q2 Project Schedule & Summary (April - June 2020)																																																
Phase	Project Component	Current Status	Planned Completion Date	Comments																																												
C2/C4	Site Grading and Servicing - Phase I of III	In Progress	Q4, 2020	Gas main installation scheduled for April, 2020 (Q2).																																												
C3	Construct Noise Attenuation Wall (Phase I of II)	Construction Not Started	Q4, 2020	Shop drawing approvals/review in progress.																																												
C5	Construct Salt Storage Facility	Construction Not Started	Q4, 2020	Excavation for the proposed salt storage facility scheduled to begin April, 2020.																																												
C7	Construct Utility Compound	In Progress	Q4, 2020	Installation of pre-cast utility buildings scheduled for April, 2020 (Q2)																																												
C9	Design of Multiuse and Administration Buildings	Design Not Started	2021	RFP for design and construction administration of the proposed buildings scheduled to be issued in Q2 (April, 2020 - June, 2020)																																												
<p>The Original Class D Estimate prepared by AECOM in 2016 reflected the anticipated building demolition and construction costs for the redevelopment of the Municipal Works (MW) Yard, complete with a 20% contingency fund. The 2016 AECOM Class 'D' estimate was designed to provide the Corporation with an overall replacement value for each of the buildings within the MW Yard.</p> <p>According to <i>Public Services and Procurement Canada</i>, a Class 'D' (Indicative) Estimate is "to be in unit cost analysis format (such as cost per m<sup>2</sup> or other measurement unit) based upon a comprehensive list of project requirements (i.e. scope) and assumptions; the Class D estimate is evolved throughout the phases of the project identification stage, finally being incorporated into the cash flows in the Analysis Phase[...]"<sup>1</sup> In other words, a Class D estimate is designed to provide a summary of projected costs and must be updated and evolve as the project progresses.</p> <p>The list of project requirements and assumptions included as part of the cost estimate prepared by AECOM consisted of only building construction and demolition costs, other project requirements were not included as part of the projected cost estimate. A summary of additional project requirements can be found under the 'Project Changes' sheet.</p> <p>The forecasted values indicated in the Financial Summary from 2021 to Project Completion are estimates only and will be updated as each phase of the project progresses and additional information becomes available.</p> <p>The forecasted costs for future years <u>do not</u> include the following: LEED or Net Zero building design and construction costs, reinforced and/or non-standard foundation designs, costs associated with the removal and disposal of contaminated soil/groundwater, designated substances or landfill material, unanticipated construction cost increases in future years or any additional interim measures required during each of the various phases of construction to ensure that the MW Yard and offices are fully functional and accessible for the duration of the project.</p>																																																
<b>Financial Summary Definitions</b>									<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th colspan="5">12 Months at a Glance</th> </tr> <tr style="background-color: #0056b3; color: white;"> <th>Phase</th> <th>Description</th> <th>Current Status</th> <th>Planned Completion Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>C2/C4</td> <td>Site Grading and Servicing - Phase I of III</td> <td>In Progress</td> <td>Q4, 2020</td> <td>Remaining site grading works scheduled to be completed following the completion of the construction of the salt storage facility.</td> </tr> <tr> <td>C3</td> <td>Construct Noise Attenuation Wall (Phase I of II)</td> <td>Construction Not Started</td> <td>Q4, 2020</td> <td>Construction of the proposed noise attenuation wall scheduled to commence following the completion of the excavation for the salt storage facility.</td> </tr> <tr> <td>C5</td> <td>Construct Salt Storage Facility</td> <td>Construction Not Started</td> <td>Q4, 2020</td> <td>Shop drawing approvals/review in progress; excavation for the proposed building scheduled to commence in April, 2020 (Q2).</td> </tr> <tr> <td>C7</td> <td>Construct Utility Compound</td> <td>In Progress</td> <td>Q4, 2020</td> <td>Utility Compound construction in progress; installation of the standby power system scheduled for July 2020 (Q3).</td> </tr> <tr> <td>C9</td> <td>Design of Multiuse and Administration Buildings</td> <td>Not Started</td> <td>2021</td> <td>Design of Administration and Multiuse Buildings scheduled for completion in 2021.</td> </tr> </tbody> </table>					12 Months at a Glance					Phase	Description	Current Status	Planned Completion Date	Comments	C2/C4	Site Grading and Servicing - Phase I of III	In Progress	Q4, 2020	Remaining site grading works scheduled to be completed following the completion of the construction of the salt storage facility.	C3	Construct Noise Attenuation Wall (Phase I of II)	Construction Not Started	Q4, 2020	Construction of the proposed noise attenuation wall scheduled to commence following the completion of the excavation for the salt storage facility.	C5	Construct Salt Storage Facility	Construction Not Started	Q4, 2020	Shop drawing approvals/review in progress; excavation for the proposed building scheduled to commence in April, 2020 (Q2).	C7	Construct Utility Compound	In Progress	Q4, 2020	Utility Compound construction in progress; installation of the standby power system scheduled for July 2020 (Q3).	C9	Design of Multiuse and Administration Buildings	Not Started	2021	Design of Administration and Multiuse Buildings scheduled for completion in 2021.
12 Months at a Glance																																																
Phase	Description	Current Status	Planned Completion Date	Comments																																												
C2/C4	Site Grading and Servicing - Phase I of III	In Progress	Q4, 2020	Remaining site grading works scheduled to be completed following the completion of the construction of the salt storage facility.																																												
C3	Construct Noise Attenuation Wall (Phase I of II)	Construction Not Started	Q4, 2020	Construction of the proposed noise attenuation wall scheduled to commence following the completion of the excavation for the salt storage facility.																																												
C5	Construct Salt Storage Facility	Construction Not Started	Q4, 2020	Shop drawing approvals/review in progress; excavation for the proposed building scheduled to commence in April, 2020 (Q2).																																												
C7	Construct Utility Compound	In Progress	Q4, 2020	Utility Compound construction in progress; installation of the standby power system scheduled for July 2020 (Q3).																																												
C9	Design of Multiuse and Administration Buildings	Not Started	2021	Design of Administration and Multiuse Buildings scheduled for completion in 2021.																																												
<p><b>Annual Budget (A):</b> A projection of project costs approved by Council each year during budget deliberations</p> <p><b>Revised Budget (B):</b> Includes all approvals by Council (Annual Budget, Tenders, RFPs, etc.)</p> <p><b>Outstanding Committed Funds (C):</b> Funds committed through Tendering, RFPs, Purchase Orders, etc.</p> <p><b>Expenses To Date (D):</b> Includes all expenditures incurred to date.</p> <p><b>Forecast to Year End (E):</b> Provides an estimate of expenditures to be spent by year end based on year to date results and other assumptions</p> <p><b>Total Spent and Forecast (F):</b> Totals the expenditures to date and the estimated expenditures to year end to project the annual spend</p> <p><b>Variance (I):</b> The difference between the revised budget (monies committed to the project) and projected annual spend, excluding contingency.</p> <p><b>Project Total Row:</b> Provides the total amounts of budget, forecast and spent for the entire project to date (Projected amounts including upcoming years are in grey and apply to the whole project)</p>																																																
<b>Project Risks</b>									<p>Risk Level: L=Low Risk, M=Medium Risk, H=High Risk For additional information on Project Risks, refer to the 'Project Risk Register' Sheet.</p>																																							
Risk Description		Probability	Impact	Mitigation																																												
If contaminated soil is encountered it must be handled according to current regulations for soil management (Re: O.Reg 153/04 for additional information on soil regulations and requirements).		M	H	As part of the design for future phase of redevelopment, an environmental assessment will be completed to determine the likelihood of contaminated material within the project extents.		C3	Construct Noise Attenuation Wall (Phase I of II)	Construction Not Started						Q4, 2020	Construction of the proposed noise attenuation wall scheduled to commence following the completion of the excavation for the salt storage facility.																																	
If poor geotechnical conditions are encountered, non standard building foundations will be required.		H	H	A comprehensive geotechnical investigation will be completed as part of the design process for each of the proposed buildings in future phases; cost projections will be updated accordingly.		C5	Construct Salt Storage Facility	Construction Not Started						Q4, 2020	Shop drawing approvals/review in progress; excavation for the proposed building scheduled to commence in April, 2020 (Q2).																																	
<p><sup>1</sup> Public Works and Government Services Canada, Public Services and Procurement Canada, Real Property Branch, <a href="https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/conn-know/couts-cost/definition-eng.html">https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/conn-know/couts-cost/definition-eng.html</a></p>																																																

Financial Report										
	Site Servicing	Environmental Remediation	Site Reconfiguration	Salt Storage Facility	Rerouting of Utilities	Standby Power System	Parking Lot Construction	New Administration and Multiuse Building Design & CA	Total	Commentary
Year	C2	C3	C4	C5	C6	C7	C8	C9		
2017	\$425,000.00	\$300,000.00	\$150,000.00	\$125,000.00					\$1,000,000.00	2017 Annual Budget
2018		\$875,000.00		\$1,000,000.00	\$400,000.00	\$30,000.00			\$2,305,000.00	2018 Annual Budget
2019				\$2,500,000.00		\$900,000.00	\$230,000.00	\$450,000.00	\$4,080,000.00	2019 Annual Budget
2020								\$1,565,000.00	\$1,565,000.00	2020 Annual Budget
<b>Total Annual Budgets (A)</b>	<b>\$425,000.00</b>	<b>\$1,175,000.00</b>	<b>\$150,000.00</b>	<b>\$3,625,000.00</b>	<b>\$400,000.00</b>	<b>\$930,000.00</b>	<b>\$230,000.00</b>	<b>\$2,015,000.00</b>	<b>\$8,950,000.00</b>	
2017									\$0.00	
2018		\$184,750.00							\$184,750.00	Refer to Project Changes C3-5 and C3-7
2019	\$1,019,583.00		\$380,040.00	\$574,000.00					\$1,973,623.00	Refer to Project Changes C2-2, C4-2 and C5-5
2020									\$0.00	
<b>Project Changes (Budget/Cost)</b>	<b>\$1,019,583.00</b>	<b>\$184,750.00</b>	<b>\$380,040.00</b>	<b>\$574,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,158,373.00</b>	
2017	\$425,000.00	\$300,000.00	\$150,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	
2018	\$0.00	\$1,059,750.00	\$0.00	\$1,000,000.00	\$400,000.00	\$30,000.00	\$0.00	\$0.00	\$2,489,750.00	
2019	\$1,019,583.00	\$0.00	\$380,040.00	\$3,074,000.00	\$0.00	\$900,000.00	\$230,000.00	\$450,000.00	\$6,053,623.00	Annual budget adjusted based on 19-T40 tender award
2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,565,000.00	\$1,565,000.00	
<b>Revised Budget (B)</b>	<b>\$1,444,583.00</b>	<b>\$1,359,750.00</b>	<b>\$530,040.00</b>	<b>\$4,199,000.00</b>	<b>\$400,000.00</b>	<b>\$930,000.00</b>	<b>\$230,000.00</b>	<b>\$2,015,000.00</b>	<b>\$11,108,373.00</b>	
2017	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	
2018		\$465,091.31		\$899,530.54	\$261,675.34	\$0.00			\$1,626,297.19	
2019	\$565,836.31		\$7,609.53	\$3,074,000.00		\$854,683.66	\$95,739.45		\$4,597,868.95	Tender 19-T40
2020									\$0.00	
<b>Outstanding Committed Funds (C)</b>	<b>\$565,836.31</b>	<b>\$465,091.31</b>	<b>\$7,609.53</b>	<b>\$3,973,530.54</b>	<b>\$261,675.34</b>	<b>\$854,683.66</b>	<b>\$95,739.45</b>	<b>\$0.00</b>	<b>\$6,224,166.14</b>	
2017	\$26,675.92	\$118,825.83	\$254.40	\$31,976.55					\$177,732.70	
2018	\$9,002.44	\$474,464.82	\$0.00	\$33,572.13	\$42,558.47				\$559,597.86	
2019	\$817,572.81	(\$2,971.79)	\$302,709.45	\$152,559.09	\$95,647.13	\$75,010.71	\$131,833.14		\$1,572,360.54	
2020	\$27,926.02	\$1,830.53	\$13,380.61	\$28,711.99	\$119.06	\$305.63	\$5,378.45		\$77,652.29	
<b>Expenditures To Date (D)</b>	<b>\$881,177.19</b>	<b>\$592,149.39</b>	<b>\$316,344.46</b>	<b>\$246,819.76</b>	<b>\$138,324.66</b>	<b>\$75,316.34</b>	<b>\$137,211.59</b>	<b>\$0.00</b>	<b>\$2,387,343.39</b>	
2017									\$0.00	
2018									\$0.00	
2019									\$0.00	
2020	\$547,135.81	\$817,566.48	\$223,767.00	\$4,177,375.75	\$195,000.00	\$852,631.02	\$92,788.41	\$250,000.00	\$7,156,264.47	Forecast values include costs associated with remaining work under Tender 19-T40 as well as additional design, construction administration and geotechnical materials testing fees.
<b>Forecast to Year End (E=User Input)</b>	<b>\$547,135.81</b>	<b>\$817,566.48</b>	<b>\$223,767.00</b>	<b>\$4,177,375.75</b>	<b>\$195,000.00</b>	<b>\$852,631.02</b>	<b>\$92,788.41</b>	<b>\$250,000.00</b>	<b>\$7,156,264.47</b>	
2017	\$26,675.92	\$118,825.83	\$254.40	\$31,976.55	\$0.00	\$0.00	\$0.00	\$0.00	\$177,732.70	
2018	\$9,002.44	\$474,464.82	\$0.00	\$33,572.13	\$42,558.47	\$0.00	\$0.00	\$0.00	\$559,597.86	
2019	\$817,572.81	(\$2,971.79)	\$302,709.45	\$152,559.09	\$95,647.13	\$75,010.71	\$131,833.14	\$0.00	\$1,572,360.54	
2020	\$575,061.83	\$819,397.01	\$237,147.61	\$4,206,087.74	\$195,119.06	\$852,936.65	\$98,166.86	\$250,000.00	\$7,233,916.76	
<b>Estimated Total Spent to Year End (F=D+E)</b>	<b>\$1,428,313.00</b>	<b>\$1,409,715.87</b>	<b>\$540,111.46</b>	<b>\$4,424,195.51</b>	<b>\$333,324.66</b>	<b>\$927,947.36</b>	<b>\$230,000.00</b>	<b>\$250,000.00</b>	<b>\$9,543,607.86</b>	
2017	\$398,324.08	\$181,174.17	\$149,745.60	\$93,023.45	\$0.00	\$0.00	\$0.00	\$0.00	\$822,267.30	
2018	(\$9,002.44)	\$585,285.18	\$0.00	\$966,427.87	\$357,441.53	\$30,000.00	\$0.00	\$0.00	\$1,930,152.14	
2019	\$202,010.19	\$2,971.79	\$77,330.55	\$2,921,440.91	(\$95,647.13)	\$824,989.29	\$98,166.86	\$450,000.00	\$4,481,262.46	
2020	(\$575,061.83)	(\$819,397.01)	(\$237,147.61)	(\$4,206,087.74)	(\$195,119.06)	(\$852,936.65)	(\$98,166.86)	\$1,315,000.00	(\$5,668,916.76)	
<b>Year End Variance (B-F)</b>	<b>\$16,270.00</b>	<b>(\$49,965.87)</b>	<b>(\$10,071.46)</b>	<b>(\$225,195.51)</b>	<b>\$66,675.34</b>	<b>\$2,052.64</b>	<b>\$0.00</b>	<b>\$1,765,000.00</b>	<b>\$1,564,765.14</b>	
2021+	(\$17,488.75)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,765,000.00)	(\$1,782,488.75)	
<b>Project Variance</b>	<b>(\$1,218.75)</b>	<b>(\$49,965.87)</b>	<b>(\$10,071.46)</b>	<b>(\$225,195.51)</b>	<b>\$66,675.34</b>	<b>\$2,052.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$217,723.61)</b>	

## Project Milestones

As of February 29, 2020

Phase	Milestone	Project Start Year	Project Completion Year	Status	Comments
C9	Administration & Multiuse Building Design and Construction Administration	2020	2021	In Progress	Refer to Project Schedule for Additional Information
C3	19-T40 - Noise Barrier Wall Construction	2020	2020	In Progress	Refer to Project Schedule for Additional Information
C5	19-T40 - Salt Storage Facility Construction	2020	2020	In Progress	Refer to Project Schedule for Additional Information
C2/C4	19-T40 - Construction of MW Yard Site Servicing and Grading	2019	2020	In Progress	Refer to Project Schedule for Additional Information
C7	19-T40 - Utility Compound and Standby Power System Construction	2019	2020	In Progress	Refer to Project Schedule for Additional Information
C5	17-P04 - Salt Storage Facility Design	2017	2019	Completed	Duration of project was extended due to poor geotechnical conditions within the MW Yard and additional design requirements.
C2/C4	16-P17 - Municipal Works Site Servicing and Grading Plan	2016	2019	Completed	Work included a complete multi-phase grading and servicing plan for all proposed buildings and interim measures throughout the multi-year plan.
C4	18-T12 - St. Michel Ave Site Servicing	2018	2018	Completed	Work included servicing tie-ins from St. Michel Ave. for watermain, storm sewer and sanitary sewer.
C6	18-T12 - Utility Trench Construction	2018	2018	Completed	A new underground utility trench was constructed along Twelfth St. and St Michel Ave. in order to reroute utilities from the pole line along the former Ontario St.
C8	19-T40 - Parking Lot Construction	2018	2018	Completed	Parking lot construction for City staff on Twelfth St. was required in order to accommodate grading/servicing works and the construction of the utility compound in the area of the former parking lot.
C6	Rerouting of Utilities - Phase I	2018	2018	Completed	Work included the removal of the existing pole line along the former Ontario St. in order to accommodate the future salt storage facility and other proposed buildings, as well as the construction of a new overhead transmission parallel to Lemay St.
C3	17-P05 - Municipal Works Yard Noise Impact Assessment	2017	2018	Completed	Noise impact assessment determined that a noise attenuation fence would be required in multiple locations along the MW Yard property boundaries.
C7	17-P20 - Design of Standby Power System	2017	2018	Completed	Standby Power System (Generator) designed to provide power for all proposed buildings within the MW Yard, as well as the fueling station.

**2020 Project Schedule**

As of February 29, 2020

Phase	Project Component	Scope of Work	Proposed Start Date	Proposed Completion Date	Comments
C2/C4	Site Servicing and Grading	Install Natural Gas Main	April, 2020 (Q2)	September, 2020 (Q3)	Gas Main installation to begin in Q2; coordination with Enbridge (Union Gas) is required and may impact schedule.
		Excavate existing road base and reinstate with new granular material.	October, 2020 (Q4)	December, 2020 (Q4)	Phase I Site Grading partially complete; remaining site grading works to be completed following the completion of the construction of the Salt Storage Facility
C3	Construct Noise Attenuation Wall	Revise grading plan in area of utility compound and noise barrier wall.	January, 2020 (Q1)	March, 2020 (Q1)	Revised grading plan in area of proposed noise barrier wall complete.
		Review and Approval of Shop Drawings	April, 2020 (Q2)	June, 2020 (Q2)	Review of shop drawings to be completed by March 30, 2020; review could not begin until revised grading plan complete.
		Excavation for Strip Footing Foundation	July, 2020 (Q3)	September, 2020 (Q3)	
		Construct Strip Footing Foundation	July, 2020 (Q3)	September, 2020 (Q3)	
		Construct Noise Attenuation Wall	October, 2020 (Q4)	December, 2020 (Q4)	
		Install Gate System	October, 2020 (Q4)	December, 2020 (Q4)	
C5	Construct Salt Storage Facility	Review of Shop Drawings	January, 2020 (Q1)	March, 2020 (Q1)	Shop drawing review in progress
		Demolition of Existing Salt Sheds and Equipment Storage Building	April, 2020 (Q2)	June, 2020 (Q2)	Contractor has put forward the request to the City for the removal of one of the existing salt sheds in order to commence excavation as soon as possible (early April) in order to begin work as soon as possible and minimize the likelihood of delays impacting overall project timeline and completion date.
		Foundation Excavation	April, 2020 (Q2)	June, 2020 (Q2)	
		Construction of Engineered Fill Foundation	July, 2020 (Q3)	September, 2020 (Q3)	
		Construction of Salt Storage Facility Foundation Walls and Footings	July, 2020 (Q3)	September, 2020 (Q3)	
		Construct Pre-Engineered Fabric Covered Building	October, 2020 (Q4)	December, 2020 (Q4)	
		Interior Works - Electrical, Mechanical	October, 2020 (Q4)	December, 2020 (Q4)	
		Final Grading Works and Paving of Interior & Exterior	October, 2020 (Q4)	December, 2020 (Q4)	
C7	Construct Utility Compound	Review and Approval of Shop Drawings	January, 2020 (Q1)	March, 2020 (Q1)	Shop drawing review for standby power system complete; unit is on order (approximate lead time is 26 weeks). Shop drawing review for precast concrete utility buildings in progress.
		Complete grading works surrounding utility compound area	April, 2020 (Q2)	June, 2020 (Q2)	
		Construct concrete pads for utility buildings and standby power system	April, 2020 (Q2)	June, 2020 (Q2)	
		Install precast utility buildings	April, 2020 (Q2)	April, 2020	
		Install standby power system	July, 2020 (Q3)	September, 2020 (Q3)	
		Complete electrical and mechanical works for utility buildings and standby power system	July, 2020 (Q3)	September, 2020 (Q3)	
		Install fence surrounding utility compound	October, 2020 (Q4)	December, 2020 (Q4)	
C9	Design & Construction Administration of the Administration & Multiuse Building	Prepare RFP for Design & Construction Administration	January, 2020 (Q1)	March, 2020 (Q1)	Preparation of RFP document underway.
		Issue RFP	April, 2020 (Q2)	June, 2020 (Q2)	
		Predesign Phase - Administration & Multiuse Buildings	July, 2020 (Q3)	September, 2020 (Q3)	
		Schematic Design Phase - Administration & Multiuse Buildings	October, 2020 (Q4)	March, 2021 (Q1)	
		Detailed Design Phase - Administration Building			Timelines and schedule for detailed design and tendering to be updated following the completion of the geotechnical investigation and predesign phase of the project.
		Contract Preparation & Tendering Phase - Administration Building			
		Detailed Design Phase - Multiuse Building			
		Construction of Administration Building			
		Contract Preparation & Tendering Phase - Multiuse Building			
Construction of Multiuse Building					



**Project Changes**

As of February 29, 2020

Project Phase	Project Component	Change No.	Change Description	Change Type	Impact Type	Impact Description	Year	Status	Additional Comments
N/A	Proposed Stores Building Module	NA-1	The construction of a new Stores building module was removed from the scope of work in the MW Yard Redevelopment Plan, as the need to maintain stocks of various materials and supplies to be consumed by Municipal departments has been minimized and the building is no longer required.	Scope	Budget	The removal of the Stores building module resulted in a cost savings of \$2,100,000. Funds allocated to the design/construction of the Stores module are allocated to other components of the MW Yard Redevelopment project to offset any budget overages incurred in other phases.	2018	Complete	
C2	Site Servicing and Grading	C2-1	Site Servicing and grading requirements were not identified as separate component in the 2016 AECOM Report. In order to ensure the successful redevelopment of the MW Yard, the servicing, grading and phasing of the individual components of the project must be designed and constructed as an interconnected system rather than independent services.	Scope	Budget	In 2017 a budget submission sheet was prepared and approved for Site Servicing and Grading of the Municipal Works Yard.	2017	Complete	
		C2-2	The Site Servicing and Grading Plan included a four (4) phase plan for the redevelopment of the Municipal Works Yard, including temporary grading and servicing requirements throughout the duration of the project. Following the completion of the Site Servicing and Grading Plan, it was determined that approximately 50% of regrading and 80% of the construction of site services (watermain, storm sewer, sanitary sewer, gas main, communications, etc.) within the MW Yard should be completed as part of Phase I. Accordingly, Site Servicing Grading works (Phase I of III) were included as part of tender 19-T40; tender values exceeded the annual budget amount allocated to Phase C2.	Scope	Budget	Tender 19-T40 was submitted for review and approval to Council	2019	Complete	Council approved the tender amount for the construction of Phase I Site Servicing and Grading of the MW Yard.
C3	Environmental Remediation	C3-1	Noise attenuation measures were not considered as part of the 2016 AECOM Report. Concerns were raised regarding the location of the Municipal Works Yard (zoned Residential) and impacts to neighborhood.	Scope	Budget	In 2017 a budget submission sheet was prepared and approved for Environmental Remediation within the Municipal Works Yard.	2017	Complete	An RFP for the completion of a Noise Impact Assessment (17-P05) was prepared in 2017.
		C3-2	The Noise Impact Assessment completed in 2017 determined that a 3.0m attenuation fence along sections of the MW Yard perimeter would be required to meet the Ministry of Environment, Conservation and Parks standards for noise abatement.	Scope	Design	Costs associated with the design and construction of a noise attenuation fence were not considered in the 2016 AECOM Report and estimate.	2017	Complete	
			Budget						
		C3-3	A detailed geotechnical investigation of project area location(s) of the proposed noise attenuation fence was completed to determine if additional foundation requirements for the noise attenuation fence would necessary.	Scope	Design	The results of the geotechnical investigation concluded that specialized foundation requirements would be necessary to ensure the structural stability of the proposed noise barrier wall (NBW).	2018	Complete	The consultant retained for the design of the NBW was also retained to complete the detailed design of the proposed foundation.
			Budget		Reinforced foundation requirements were not included in the original scope of work for the NBW. In addition the cost of construction for the NBW would increase significantly with the addition of the specialized foundation.				
		C3-4	Detailed Design of Noise Attenuation Fence	Scope	Budget	A consultant was retained to complete the detailed design of the noise attenuation wall.	2018	Complete	
		C3-5	Excavation along the northern limits of the MW Yard uncovered a significant amount of landfill and contaminated material that required removal.	Cost	Budget	The landfill material encountered was transported the City Landfill on Vincent Massey Drive; the tipping fees associated with bringing the material to the Landfill were not budgeted for or taken into consideration in early phases of the MW Yard Redevelopment project.	2018	Complete	The removal and disposal of Landfill material and contaminated material encountered during excavation results in a number associated costs. Contaminated material must be tested to determine the levels of contaminants prior to being accepted at the City Landfill. In addition, there are costs associated with hauling the material to the landfill, as well as tipping fees.
C3-6	Additional funds for the construction of the noise attenuation fence were requested for construction following the completion of the detailed design and comprehensive estimate for the proposed noise attenuation wall.	Cost	Budget	Council approved the 2019 budget submission for Noise Remediation within the Municipal Works yard.	2019	Complete			
C3-7	Additional landfill material was encountered during excavation for the construction of the proposed Twelfth St. Parking Lot. Contaminated material was also found during excavation for the construction of the watermain; all contaminated and landfill material was transported to the City Landfill.	Cost	Budget	The landfill material encountered was transported the City Landfill on Vincent Massey Drive; the tipping fees associated with bringing the material to the Landfill were not included in annual budget submissions.	2019	Complete			

**Project Changes**

As of February 29, 2020

Project Phase	Project Component	Change No.	Change Description	Change Type	Impact Type	Impact Description	Year	Status	Additional Comments
C4	Site Reconfiguration	C4-1	Interim measures and the decommissioning of the section of Ontario St. that extended through the MW Yard was not identified as separate component in the 2016 AECOM Report.	Scope	Budget	In 2017 a budget submission sheet was prepared and approved for Site Reconfiguration works within the MW Yard.	2017	Complete	
		C4-2	Works associated with the reconfiguration of the site were included as part of Tender 19-T40; tender values exceeded the annual budget amounts allocated to Phase C4.	Cost	Budget	Tender 19-T40 was submitted for review and approval to Council in 2019.	2019	Complete	Council approved the tender amount for the construction of site reconfiguration works included in tender 19-T40.
C5	Salt Storage Facility Design	C5-1	Complete additional geotechnical investigation to verify soil conditions in the area	Schedule	Budget	The results of the initial geotechnical investigation completed as part of the design of the salt storage facility concluded that due to poor soil conditions, a specialized building foundation would be required. An independent geotechnical engineering consulting firm was retained to complete additional testing within the project area and to provide options for the proposed foundation design of the structure. The additional geotechnical investigation was not included in the original project scope.	2018	Complete	
		C5-2	Determine preferred foundation design option based on summary of options presented by the geotechnical consultant	Scope	Budget	A specialized foundation was not included in the budget for the salt storage facility and impacts both design and construction costs.	2019	Complete	As part of the review process, the City considered alternative locations for the proposed salt storage facility. However, the MW Yard is located in a centralized area within the City and it was determined that current location is preferred for the proposed building.
					Design	A redesign of the salt storage facility and foundation was completed by the consultant and a detailed cost estimate was prepared.	2019	Complete	
		C5-3	Request additional funding as part of 2019 budget for salt storage facility construction	Cost	Budget	Council approved the 2019 budget submission for additional funding for the construction of the salt storage facility.	2019	Complete	
		C5-4	Complete a peer review of foundation design	Schedule	Time	An independent consultant was retained to complete a peer review of the structural design of the salt storage facility and to identify any possible changes or opportunities for cost savings. The time required to complete the peer review delayed issuing the tender.	2019	Complete	The peer review concluded that the proposed design met minimum standards and was the best option available to the City.
C5-5	19-T40 - Salt Storage Facility Construction tender values exceeded the annual budget amount(s) allocated to Phase C5 for the work.	Cost	Budget	Tender 19-T40, which included the construction of the salt storage facility, was submitted for review and approval to Council in 2019.	2019	Complete	Council approved the tender amount for the construction of the salt storage facility		
C6	Utility Relocations	C6-1	Utility relocation requirements were not identified as separate component in the 2016 AECOM Report. A significant number of utility relocations are required throughout the various phases of the MW Yard Redevelopment project. An overhead transmission line runs through the MW Yard adjacent to the former Ontario St. which requires relocation as part of the redevelopment project. In addition, there was also buried infrastructure owned by utilities that will require removal/relocation throughout the various phases of construction.	Scope	Budget	Funding for utility relocations were submitted as part of the 2018 budget.	2017	In Progress	Council approved the budget submission for Phase I Utility Relocations in 2018.
C7	Standby Power System	C7-1	The design and installation of an independent standby power system was not identified in the 2016 AECOM Report. Following a review of the current standby power options in place and future requirements it was determined that it would be in the best interest of the City to install a standby power system that would service all future buildings within the Municipal Works Yard.	Scope	Budget	Funding for the design of standby power system for the MW Yard was submitted as part of the 2018 budget. Additional funds were allocated for construction as part of the 2019 budget.	2017	Complete	Council approved budget submission sheets in 2018 and 2019 for the design and construction of the standby power system.

**Project Risk Register**

As of February 29, 2020

Phase	Risk	Impact Description	Impact L/M/H	Probability L/M/H	Cost Impact (if applicable)	Mitigation	Responsible	Status & Date Reviewed
C3	Contaminated Soil and/or Groundwater	If contaminated soil and/or groundwater is encountered it will impact both costs and project timelines during construction.	H	M	Yes; costs will be incurred in both the design phase (completion of a Phase II Environmental Site Assessment) and the construction phase (removal and disposal costs during construction).	A Phase II Environmental Assessment (EA) will be included as part of future phases of design; the EA will identify the presence and approximate quantity of contaminated material as well as procedures for removal and disposal. However, it will be difficult to anticipate the actual extents of contaminated material until excavation occurs during the construction phase of the project.	Project Manager/Consultant and on-site Project Supervisor	On-going
C3	Landfill Material	If landfill material is encountered during excavation it will increase the overall project cost and could impact construction timelines.	M	M	Yes; costs will be incurred in both the design phase (completion of a Phase II Environmental Site Assessment) and the construction phase (removal and disposal costs during construction).	A Phase II Environmental Assessment (EA) will be included as part of future phases of design; the EA will identify the presence and approximate quantity of landfill material as well as procedures for removal and disposal. However, it will be difficult to anticipate the actual extents of landfill material until excavation occurs during the construction phase of the project.	Project Manager/Consultant and on-site Project Supervisor	On-going
C3	Designated Substances	If designated substances are encountered during demolition it will increase the overall project cost and could impact construction timelines.	M	M	Yes; costs will be incurred in both the design phase (completion of a Designated Substance Study) and the construction phase (removal and disposal costs during construction).	A designated substances study will be included as part of future phases of design; the DSS will identify the presence and approximate quantity of designated substances as well as procedures for removal and disposal.	Project Manager/Consultant assigned to each future phase of redevelopment and design.	Not applicable in current phase; to be assessed in future phases.
Various	Poor Geotechnical Conditions	If poor geotechnical conditions are encountered, project costs will be impacted significantly during both design and construction. Project timelines could also be impacted if the conditions are very poor and additional investigations/reviews are required.	M	H	Yes; costs will be incurred in the design phase if specialized foundation design requirements are required. Construction costs will also increase significantly if specialized foundation requirements are necessary.	A comprehensive geotechnical investigation will be included as part of future phases of design; the investigation will identify the soil conditions in the project area and provide design recommendations and corresponding detailed construction estimates as early as reasonably possible in the design process.	Project Manager/Consultant assigned to each future phase of redevelopment and design.	On-going
Various	Increased Construction Costs	If construction costs increase, the overall project budget will be impacted.	M	H	Yes; increased construction costs will significantly impact the project budget and could potentially impact the project timelines.	Trends in construction costs will be tracked throughout the duration of the project and Forecast values will be updated accordingly.	Project Manager/Consultant assigned to each future phase of redevelopment and design.	On-going
Various	Changes to Environmental Regulations and Building Code Requirements	If regulations change, design requirements will be impacted and both project costs and timelines will be impacted.	M	M	Yes; changing regulations will impact design requirements and standards as well as construction costs in situations where regulations become more stringent.	As part of the design phase of future phases of redevelopment the Consultant will be responsible for identifying any changes to regulations/standards.	Project Manager/Consultant assigned to each future phase of redevelopment and design.	Not applicable in current phase; to be assessed in future phases.

L=Low, M=Medium, H=High

A risk is uncertain events that, if it occurs, has an effect on the project (cost, schedule, scope/quality).

The purpose of risk management is to identify, assess, and control uncertainty - as a result it will improve the ability of the project to succeed.

Risk management begins with **identifying** all the possible risks that could affect the project - the goal is to find potential problems before they happen.

Once risks have been identified they need to be analysed. This consists of rating their potential **impact** and **probability** of occurring and assigning them a risk score accordingly.

Actions, risk responses, need to be planned and carried out to **mitigate**, **avoid**, or **consciously accept** identified risks. Risks need to be monitored, re-assessed, and new risks identified throughout the project.

**Risk:** A description of the risk event

**Impact description:** A description of what would happen if the risk event happens, what would the impact be on costs, schedule, scope/quality?

**Impact L/M/H:** If the risk occurs will it have a low, medium, or high impact on the project (cost, schedule, scope/quality)?

**Probability L/M/H:** How likely to occur is the risk event?

**Mitigation:** What actions will be taken to mitigate (reduce the potential impact or probability), avoid, or accept the risk?

**Responsible:** The risk should be assigned to someone to monitor and report on

**Status and date reviewed:** Whether the risk is still applicable or relevant and the last time the risk was reviewed

## Municipal Works Yard Redevelopment Project Photos

As of February 29, 2020



As part of the construction of the new parking lot located on Twelfth St. new light standards with concrete bases (as seen above) were installed.



During excavation for the construction of the new parking lot, garbage/landfill material was encountered and required removal.



As part of the site servicing of the MW Yard a new 200mm diameter PVC watermain was extended from St. Michel Ave. easterly to service both existing and future buildings.



As part of the site servicing of the MW Yard an oil/grit separator was installed south of the fuel station to minimize the likelihood of any fuel/oil spills or grit resulting from operations flowing into the City's storm sewer network.



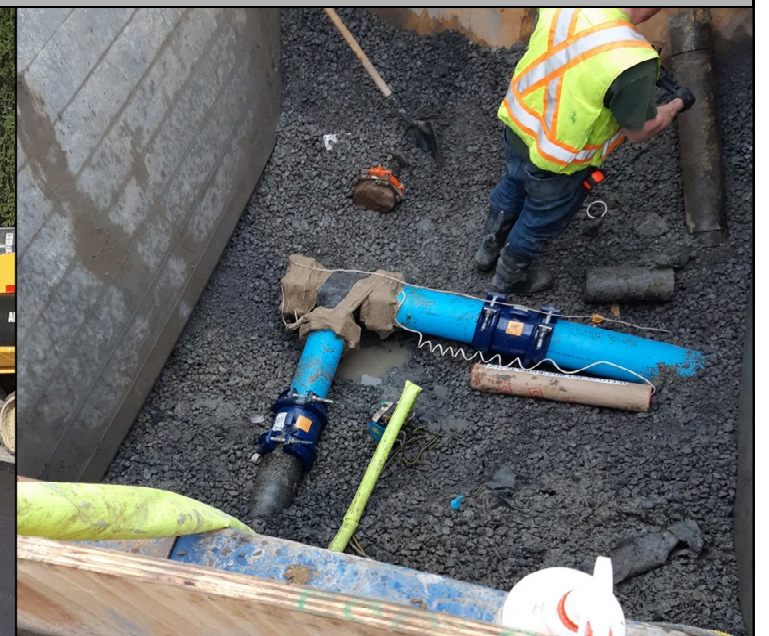
As part of the servicing for the MW Yard, a system of conduit for future electrical and communications services was constructed. Pictured above is an electrical maintenance hole which will provide access to the conduit.



During excavation the Contractor encountered a wet gray clay (see bottom left corner) that was removed and could not be reused as the material is not considered suitable for backfill or as a base for building.



As part of the work included in 2019, the new parking lot on Twelfth St. was paved. Above is a photo of paving operations in progress.



As part of the servicing of the MW Yard, a number of interim measures are required throughout the various phases of redevelopment. Pictured above is the connection of a section of new 200mm watermain to an existing watermain in order to provide service to the MW Garage.



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

Department: Financial Services  
Division: Finance  
Report Number: 2020-274-Financial Services  
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer  
Meeting Date: May 11, 2020  
Subject: 2019 Fourth Quarter Financial Overview – Preliminary Report

**Purpose**

To provide Council with the preliminary results for the City of Cornwall for the 2019 fiscal year. Our financial statements are currently being audited by our external auditors (MNP LLP).

**Recommendation**

That Council authorize the transfer of funds as follows:

- (a) That \$ 251,356 be transferred to the Working Reserve.
- (b) That \$ 300,000 be transferred to the Tax Stabilization Reserve.
- (c) That \$ 274,281 be transferred from the Winter Control Reserve.
- (d) That \$ 442,737 be transferred to the Water Works Reserve.
- (e) That \$ 228,350 be transferred to the Wastewater Works Reserve.

**Financial Implications**

The 2019 Year End Report recommends the disposition of the 2019 Year End surplus. As a result of operations in 2019, Staff are recommending the following transfers to/from reserves:

**City of Cornwall, excluding Water and Wastewater**

The City of Cornwall has an approximate net operating surplus for 2019 in the



amount of \$277,075. The recommendation for contribution to/from reserves is the following:

- I. That \$ 251,356 be transferred to the Working Reserve.
- II. That \$ 300,000 be transferred to the Tax Stabilization Reserve.
- III. That \$ 274,281 be transferred from the Winter Control Reserve.

### Major variances

Taxes written off for assessment appeals and vacancy rebates were over budget by \$5,193,348. As Council is aware, the City has settled several large outstanding assessment appeals relating to the distribution centers. The City budgeted \$1,500,000 in the 2019 budget for tax refunds. The actual amount of tax refunds including the distribution centers was \$6,693,348. To cover the shortfall in tax refunds \$3,294,085 was utilized from the Tax Stabilization Reserve and \$1,899,263 from the Working Reserve to be repaid over the next 4 years (2020-2023).

Due to unfavourable weather conditions, the City had a shortfall in Winter Control in the amount of \$274,281. It is recommended to utilize \$274,281 from the Winter Control Reserve to bring the Winter Control section to budget. Costs associated with winter control activities for the first quarter of 2020 are trending below average when compared to the past several years. The reserve may be replenished in future years based on winter conditions.

Building Permit revenue at Year End is \$1.9M. This exceeded the 2019 budget by \$1.2M. This was a result of several large permits which were not known at the time of the 2019 budget. The net Building Services' surplus of \$707K at Year End was contributed to the Building Surplus Reserve (permits) as per the Reserve and Reserve Fund policy.

### **Environmental Services Water**

The City of Cornwall has an approximate surplus for 2019 in the amount of \$442,737. The recommendation is to transfer this surplus to the Water Works Reserve.

### **Environmental Services Wastewater**

The City of Cornwall has an approximate surplus for 2019 in the amount of \$228,350. The recommendation is to transfer this surplus to the Wastewater Works Reserve.

### **Supplementary Taxation**

2019 Supplementary Taxation revenue is \$328,790 (budget \$400,000). For 2019, supplementary taxation had a shortfall of \$71,210, therefore no contribution to reserves is recommended.

### **Strategic Priority Implications**

Fiscal responsibility is a key pillar to the City's strategic objectives. The details outlined within this report as well as the attachments have recommendations for contributions to/from reserves that can be used to mitigate unanticipated financial risks to the Corporation and reduce the impact to the tax base to fund this risk.

### **Background / Discussion**

The above financial matters have been reviewed with the City's external auditors. Prior to completing the 2019 Year End, approval for the transfer of funds to/from Reserves is required by Council.

Document Title:	2019 Fourth Quarter Financial Overview - Preliminary Report - 2020-274-Financial Services.docx
Attachments:	<ul style="list-style-type: none"> <li>- 2019 Preliminary Report (excluding Wate and Wastewater).pdf</li> <li>- 2019 Preliminary Report Water and Wastewater.pdf</li> <li>- Reserves Dec 31 2019.pdf</li> </ul>
Final Approval Date:	May 5, 2020

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

**No Signature found**

**Paul Scrimshaw - May 5, 2020 - 2:02 PM**

**Tracey Bailey - May 5, 2020 - 2:06 PM**

**Maureen Adams - May 5, 2020 - 4:08 PM**



**City of Cornwall - Excluding Water and Wastewater  
2019 Year End Report (Preliminary and Unaudited)**

**Explanation of Variances**

	favourable/(unfavourable)	
<b>Taxation</b>		
Taxes Written Off	\$ (5,193,348)	
Contribution from Tax Stabilization Reserve	3,294,085	
Contribution from Working Reserve	1,899,263	
Supplementary Taxation	<u>(71,210)</u>	\$ (71,210)
<b>Revenue</b>		
Provincial Offences (POA)	\$ (89,052)	
OMPF	132,800	
United Counties (EMS/GSDL)	(121,191)	
Recoveries - Complex Power Outage	338,898	
Recoveries - Sale of Surplus Equipment	124,388	
Recreation Revenue	356,876	
Transit Revenue	(153,254)	
Recycled Material Revenue/Tipping Fees	440,656	
Interest Income	98,555	
Planning Revenue	151,680	
Permit Revenue	<u>1,219,214</u>	\$ 2,499,570
<b>Salaries and Benefits</b>		
Council, CAO, HR, Clerks, Financial Services	\$ 29,712	
Glen-Stor-Dun Lodge	373,112	
Paramedic Services	218,432	
Fire Services	(216,490)	
Municipal Works, Transit, Waste Management and Engineering	353,349	
Economic Development, Bylaw and Planning	20,306	
Recreation Services and City Facilities	165,684	
Arbitrations, Grievances, Contract Negotiations	<u>(202,477)</u>	\$ 741,628
<b>Purchase of Goods</b>		
Food Provisions	58,604	
Gasoline and Fuel	157,862	
Utilities	<u>106,347</u>	\$ 322,813
<b>Services and Rents</b>		
ITT Requirements Departmental	(222,986)	
Leases Vehicles/City Equipment Rental	(82,416)	
Contracted Services	(1,394,037)	
Legal Fees/Other Professional	<u>(149,055)</u>	\$ (1,848,494)
<b>Financial</b>		
Principal and Interest Expense	\$ 286,479	
Contribution to Reserves	(1,407,311)	
Other	<u>49,963</u>	\$ (1,070,869)
<b>Roads Winter Control</b>		
Salaries and Benefits	\$ 11,217	
Salt/Sand/Calcium Chloride	(145,728)	
Hired Equipment/Contracted Services	(121,358)	
Other	<u>(18,412)</u>	\$ (274,281)
<b>Social and Housing Services</b>		
Revenue	\$ (4,326,676)	
Salaries and Benefits	390,536	
Income Maintenance Assistance/Admin/OW	1,966,717	
Social Housing	552,578	
Child Care	<u>1,534,322</u>	\$ 117,477
<b>Police Services</b>		
Other Ontario	\$ 356,628	
Clearance Letters/Other Revenue/WSIB Recoveries	235,894	
Salaries and Benefits	(632,298)	
Training/Conference and Memberships	(19,139)	
Vehicle and Equipment Mtce/Fuel	(97,632)	
Other	<u>16,988</u>	\$ (139,559)

<b>2019 Estimated Surplus</b>	<b>\$ 277,075</b>
<b>Contributions to Reserves:</b>	
Working Reserve	\$ 251,356
Tax Stabilization Reserve	300,000
Winter Control Reserve	<u>(274,281)</u>
	<b>\$ 277,075</b>

**Salaries and Benefits** (excluding departments listed below)  
In 2019, the City budgeted \$53,603,086 for Salaries and Benefits for these departments. Year End actuals were \$52,658,981 resulting in a surplus of \$944,105. This variance is due to savings from vacancies throughout the City. The City incurred costs related to various Union activities and investigations.

**Purchase of Goods** (excluding departments listed below)  
Fuel prices were lower than budgeted. The Corporation budgeted \$1.10 per litre; the average cost was 97¢ per litre. There were savings throughout the Corporation at City Facilities for utilities.

**Contracted Services** (excluding departments listed below)  
Recreation had unexpected repairs at the Civic Complex due to a large power incident and a significant special event. Waste Management incurred additional costs at the landfill site primarily relating to receiving additional materials from City projects and additional costs for blue box program. There was work completed for the MW Fleet by contract. This was offset with savings in salaries.

**Financial** (excluding departments listed below)  
Contributions to reserves exceeded budget due to approved carry forwards and contribution to reserves for proceeds from sale of surplus equipment. Building Permit revenue exceeded budget by \$707K. The surplus was contributed to the reserve.

**Roads Winter Control**  
Due to unfavourable weather conditions, Winter Control was over budget by \$274,281. To balance the Winter Control budget, it is recommended to transfer \$274,281 from the Winter Control Reserve.

**Social and Housing Services**  
In 2019, the budget for Social and Housing Services was \$7,445,857. Year End actuals were \$7,328,380 or 98.42%, a net savings of \$117,477.

**Cornwall Police Services (CPS)**  
In 2019, the budget for CPS was \$19,509,950. Year End actuals were \$19,649,509 or 100.72%, a shortfall of \$139,559. The overrun in salaries and benefits of \$632,298 was partially offset by additional revenue from grants and WSIB recoveries.

**City of Cornwall - Environmental Services Water and Wastewater  
2019 Year End Report (Preliminary and Unaudited)  
Explanation of Variances**

favourable/(unfavourable)

**2019 Water Works Surplus**

<b>Revenue</b>			
Water Billings	\$	200,159	
Other Revenue		34,840	\$ 234,999
<b>Expenses</b>			
Salaries and Benefits	\$	210,324	
Chemicals		(20,143)	
Building Materials (Asphalt, Gravel, Sod, Concrete)		21,744	
Parts and Equipment		6,857	
Utilities		9,597	
Contracted Services/City Equipment Rentals		(84,601)	
Corporate Costs/Other		(4,730)	139,048
<b>2019 Water Works Operating Surplus</b>			<b>\$ 374,047</b>
<b>Capital Projects:</b>			
Water Distribution Network Monitoring	\$	100,000	
Bedford St. (Third to Fourth and Fifth to Sixth)		75,278	
Sydney St (Second to Fourth)		(106,588)	
<b>2019 Water Works Capital Surplus</b>			<b>\$ 68,690</b>
<b>2019 Water Works Operating and Capital Surplus</b>			<b>\$ 442,737</b>
<b>Contribution to the Water Works Reserve</b>			<b>\$ 442,737</b>

**2019 Wastewater Works Surplus**

<b>Revenue</b>			
Wastewater Billings	\$	166,289	
Recoveries (sewer lateral hook up)		(4,000)	\$ 162,289
<b>Expenses</b>			
Salaries and Benefits	\$	137,345	
Building Materials (Asphalt, Gravel, Sod, Concrete)		40,519	
Chemicals		(21,446)	
Equipment Parts/Replacement		(3,194)	
Utilities		(60,189)	
Contracted Services/City Equipment Rentals		25,573	
Corporate Costs/Other		8,593	127,201
<b>2019 Wastewater Works Operating Surplus</b>			<b>\$ 289,490</b>
<b>Capital Projects:</b>			
Sewer Network Improvements		(29,830)	
Bedford St. (Third to Fourth and Fifth to Sixth)		75,278	
Sydney St (Second to Fourth)		(106,588)	
<b>2019 Wastewater Works Capital Deficit</b>			<b>\$ (61,140)</b>
<b>2019 Wastewater Works Operating and Capital Surplus</b>			<b>\$ 228,350</b>
<b>Contribution to the Wastewater Works Reserve</b>			<b>\$ 228,350</b>

**2019 SUMMARY OF RESERVES**  
**December 31, 2019**

	<b>Opening Balance</b>	<b>Net Transactions</b>	<b>Balance at Dec 31/19</b>	<b>Targeted Balance</b>
<b><u>Operating Reserves</u></b>				
Working Reserves	4,610,568	(2,335,345)	2,275,223	
Tax Stabilization Reserve	2,794,085	(2,494,085)	300,000	
Winter Control Reserve	600,000	(274,281)	325,719	
Health and Safety Reserve	76,022	0	76,022	
Municipal Elections Reserve	0	45,000	45,000	
Renaissance Reserve	88,826	0	88,826	
Medical Recruitment Reserve	<u>407,841</u>	<u>(171,345)</u>	<u>236,496</u>	
	<b>8,577,342</b>	<b>(5,230,056)</b>	<b>3,347,286</b>	<b>6,945,783</b>
<b><u>Capital Reserves</u></b>				
Equipment and Vehicles Reserve	159,956	114,478	274,434	
Recreation Facilities Reserve	203,177	16,905	220,082	
Municipal Buildings Reserve	218,068	652,890	870,958	
Fire Equipment Reserve	58,015	16,306	74,321	
Land Ambulance Reserve	615,171	(149,626)	465,545	
Waste Management Capital Reserve	18,160	469,595	487,755	
Land Reserve	(2,138,240)	(68,427)	(2,206,667)	
Road Infrastructure Reserve	<u>51,928</u>	<u>268,239</u>	<u>320,167</u>	
	<b>(813,765)</b>	<b>1,320,360</b>	<b>506,595</b>	<b>4,655,002</b>
<b><u>Restricted Reserves (Municipal Funding)</u></b>				
Water Works Reserve	4,154,231	330,205	4,484,436	3,155,381
Wastewater Works Reserve	3,724,346	57,164	3,781,510	3,723,702
Building Surplus Reserve (permits)	112,325	701,027	813,352	1,294,924
CAHC Operating Reserve Fund	2,463,977	706,123	3,170,100	Not Defined
Brownfields Reserve	189,574	386,894	576,468	2,000,000
Landfill Reserve Fund	459,562	(459,562)	0	1,901,717
Waterfront Development Fund	240,000	0	240,000	Not Defined
WSIB - Estimated Future Benefit Costs Reserve	1,837,204	231,200	2,068,404	3,318,228
Downtown Investment Reserve Fund	3,516,254	(3,801)	3,512,453	3,500,000
Heart of City Reserve	(206,721)	73,998	(132,723)	200,000
Parking Reserve Fund	208,232	(86,086)	122,146	Not Defined
Progress Fund	<u>25,529,243</u>	<u>120,369</u>	<u>25,649,612</u>	25,000,000
	<b>42,228,227</b>	<b>2,057,531</b>	<b>44,285,758</b>	
<b><u>Restricted Reserves (Funded Externally)</u></b>				
(a targeted reserve balance is not applicable)				
Provincial Gas Tax Reserve (Transit)	133,802	(10,099)	123,703	
Federal Gas Tax Reserve (Infrastructure)	1,698,462	3,578,478	5,276,940	
Development Charges Reserve	691,028	418,888	1,109,916	
Social Housing Providers Reserve	2,055,292	262,710	2,318,002	
Social Housing Capital Reserve Fund	1,088,915	21,067	1,109,982	
Employment Assistance Retained Surplus Reserve	651,997	(10,640)	641,357	
Child Care ELCD Reserve	95,394	0	95,394	
Consolidated Homelessness CHPI Reserve	39,927	0	39,927	
Parkland Reserve Fund	182,650	24,456	207,106	
Winter Games/Legacy Trust Fund	61,036	(917)	60,119	
Arts and Culture Trust Fund	<u>51,725</u>	<u>264,889</u>	<u>316,614</u>	
	<b>6,750,228</b>	<b>4,548,832</b>	<b>11,299,060</b>	
<b>TOTAL RESERVES AND RESERVE FUNDS</b>	<b>56,742,032</b>	<b>2,696,667</b>	<b>59,438,699</b>	

**2019 DETAIL OF RESERVES**  
December 31, 2019

	Opening Balance	Withdrawals	Additions	Balance
<b>OPERATING RESERVES</b>				
<b>Working Reserves</b>	4,610,568			
Carry Forward - Police DVRS Map Upgrades		(4,600)		
Carry Forward - ITT Equipment		(45,000)		
Carry Forward - HR Employee Recognition		(20,000)		
Carry Forward 2019 - GSDL Resource Materials			25,000	
Carry Forward 2019 - Recreation - PerfectMind			28,000	
Carry Forward 2019 - Bridge Inspections			30,000	
Carry Forward 2019 - ITT Servers and Applications			91,000	
Carry Forward 2019 - Bunker Gear			16,630	
Street Lighting on Pitt Street		(28,385)		
Streetscape Water Street Gateway Project		(20,000)		
Accounting Software Upgrade		(561,000)		
Fund EORN		(302,005)		
Fire Dispatch Repayment (2017-2019)			62,495	
Repay GSDL Fire Panel Replacement (2014-2024)			18,310	
Repay Refurbished Transit Bus			18,658	
Repay Wall Repair			55,000	
Accounting Software Upgrade			15,000	
Council ITT Requirements for 2022			5,500	
Tax Equipment Upgrade			5,000	
Egenda Software		(20,000)		
Planning Department - Plans Review			90,000	
Waterfront Plan Review		(42,841)		
Financial Condition Assessment - CAO Special Projects		(18,175)		
Dual Stream Recycling - Public Spaces		(43,500)		
Lean Training		(31,566)		
Si Miller Demolition		(10,959)		
Taxes Refunded		(1,899,263)		
Year-End Surplus			251,356	2,275,223
<b>Tax Stabilization Reserve</b>	2,794,085			
Budgeted Contribution			500,000	
Taxes Refunded		(3,294,085)		
Transfer Funds (Year End)			300,000	300,000
<b>Winter Control Reserve</b>	600,000			
Fund Winter Control Deficit		(274,281)		325,719
<b>Health and Safety Reserve</b>	76,022			76,022
<b>Municipal Elections Reserve</b>	-			
2022 Election Contribution			45,000	45,000
<b>Renaissance Reserve</b>	88,826			88,826
<b>Medical Recruitment Reserve</b>	407,841			
Budgeted Contribution			100,000	
Medical Scholarship		(175,000)		
Medical Loan Repayments			15,000	
Medical Resident Initiative		(50,000)		
Fund Expenditures		(61,345)		236,496
<b>TOTAL Operating Reserves</b>	<b>8,577,342</b>	<b>(6,902,005)</b>	<b>1,671,949</b>	<b>3,347,286</b>

**2019 DETAIL OF RESERVES**  
December 31, 2019

	Opening Balance	Withdrawals	Additions	Balance
<b>CAPITAL RESERVES</b>				
<b>Equipment and Vehicles Reserve</b>	159,956			
Contributions from Sale of Surplus Equipment			36,595	
Police Contribution to Reserve			30,000	
Fire Contribution to Reserve			33,000	
Sale of Fire Truck			20,000	
MW Contribution to Reserve			75,000	
Fire Rescue Boat		(100,154)		
FlexiGuard Supported Ladder System (Transit)		(25,663)		
MW Fleet Renewal		(20,000)		
Record Payment of MW Vehicles			65,700	274,434
<b>Recreation Facilities Reserve</b>	203,177			
Budgeted Contribution - Aquatic Centre			62,000	
Budgeted Contribution - Benson Centre			62,000	
Life Cycle Costing - LTFP			200,000	
Aquatic Centre Pool Lighting			36,809	
Curling Club Property Taxes			2,617	
Complex Barrier Free Entrance Ramp		(56,015)		
Arc Flash Risk Analysis		(125,000)		
Civic Complex - Spectator Seating		(55,000)		
Benson Centre - Duct Work		(80,000)		
Carry Forward 2019 - Benson Centre - Flooring in Automotive Room			25,000	
Complex and Aquatic Centre - Floors		(55,506)		220,082
<b>Municipal Buildings Reserve</b>	218,068			
Contribution from Buildings			429,630	
Contribution for Library			70,000	
Complex Lease Payment			190,686	
Justice Building Repayment			111,696	
EMS HQ Lease Payment			106,956	
Justice Building - Courtyard		(175,000)		
Fund LTD Library		(81,078)		870,958
<b>Fire Equipment Reserve (Fire Marque)</b>	58,015			
Fire Marque Revenue			16,306	74,321
<b>Land Ambulance Reserve</b>	615,171			
Fund Replacement Ambulances		(499,585)		
Fund Toughbook Computers		(58,000)		
Fund Paramedic Response Vehicle		(86,216)		
Fund Defibrillators (PAD Program)		(17,000)		
Fund Defibrillators		(29,579)		
Fund Principal on LTD		(93,487)		
Proceeds from Sale of Surplus Equipment			5,542	
Transfer Amortization			628,699	465,545
<b>Waste Management Capital Reserve</b>	18,160			
Transfer in from Landfill Reserve Fund			469,595	487,755
<b>Land Reserve</b>	(2,138,240)			
Interest Paid on Business Park Land Purchase Loan		(32,250)		
Fund Demolition of Baldwin St Property		(36,177)		(2,206,667)
<b>Road Infrastructure Reserve</b>	51,928			
Marleau Properties Rental Surplus/(Deficit)			32,023	
Capital Levy - LTFP			159,820	
Deposit R.O.W.			1,396	
Traffic Analysis - Brookdale and Ninth		(75,000)		
Lighting Maintenance			50,000	
Budgeted Contribution			100,000	320,167
<b>TOTAL Capital Reserves</b>	<b>(813,765)</b>	<b>(1,700,710)</b>	<b>3,021,070</b>	<b>506,595</b>

**2019 DETAIL OF RESERVES**  
December 31, 2019

	Opening Balance	Withdrawals	Additions	Balance
<b>RESTRICTED RESERVES (Municipal Funding)</b>				
<b>Water Works Reserve</b>	4,154,231			
Budgeted Contribution			250,000	
Interest Earned			91,468	
Watermain Rehabilitation Improvements		(250,000)		
Water Purification Plant Improvements		(204,000)		
Year-End Surplus			442,737	4,484,436
<b>Wastewater Works Reserve</b>	3,724,346			
Wastewater Treatment System Upgrades		(250,000)		
Interest Earned			78,814	
Year-End Surplus			228,350	3,781,510
<b>Building Surplus Reserve (permits)</b>	112,325			
Building Permit Study		(8,090)		
Interest Earned			2,368	
Estimated Year-End Surplus			706,749	813,352
<b>CAHC Operating Reserve Fund</b>	2,463,977			
Interest Earned - on loan to Land Reserve			16,125	
Interest Earned			11,173	
CAHC Payment on Loan			10,487	
CAHC Surplus			668,338	3,170,100
<b>Brownfields Reserve</b>	189,574			
Fund Brownfields Programs		(26,791)		
Budgeted Contribution			400,000	
Interest Earned			13,685	576,468
<b>Landfill Reserve Fund</b>	459,562			
Interest Earned			10,033	
Transfer to Waste Management Capital Reserve		(469,595)		-
<b>Waterfront Development Fund</b>	240,000			240,000
<b>WSIB-Est Future Benefit Costs Reserve</b>	1,837,204			
Bring WSIB Variance into Reserves			188,297	
Interest Earned			42,903	2,068,404
<b>Downtown Reserve Investment Fund</b>	3,516,254			
Interest Earned - CAHC 2nd Mortgage			31,203	
Interest Paid on CAHC 1st Mortgage Trf to HOTC Reserve			5,797	
Record CAHC Interest transferred to HoTC		(37,000)		
Investment income from Scotia Bank			42,237	
Investment income from Scotia Bank TSF HotC Reserve		(58,491)		
Interest Earned not Paid			12,453	3,512,453
<b>Heart of City Reserve</b>	(206,721)			
Capital Outlay			32,250	
Interest Earned - CAHC 2nd Mortgage			31,203	
Interest Paid on CAHC 1st Mortgage Trf to HOTC Reserve			5,797	
Tax Incentive Grant - Non-refundable			75,000	
Investment Income from Scotia Bank			58,491	
Loan Forgiveness		(45,754)		
Fund HOTC Programs		(82,989)		(132,723)
<b>Parking Reserve Fund</b>	208,232			
Fund Program		(90,646)		
Interest Earned			4,560	122,146
<b>Progress Fund</b>	25,529,243			
Benson Centre Debt Payments		(481,474)		
Interest Earned			601,843	25,649,612
<b>TOTAL Restricted Reserves (Municipal Funding)</b>	<b>42,228,227</b>	<b>(2,004,830)</b>	<b>4,062,361</b>	<b>44,285,758</b>

**2019 DETAIL OF RESERVES**  
**December 31, 2019**

	Opening Balance	Withdrawals	Additions	Balance
<b>RESTRICTED RESERVES (Funded Externally)</b>				
<b>Provincial Gas Tax Reserve (Transit)</b>	133,802			
Gas Tax Funding			661,326	
Fund Transit Operating Expenses		(352,500)		
2014 Handi Transit Buses (Long Term Debt)		(49,679)		
2015/2016 Conventional Buses (Long Term Debt)		(78,589)		
2016/2017 Handi Transit Buses (Long Term Debt)		(82,430)		
2017 Conventional Buses (Long Term Debt)		(108,227)		123,703
<b>Federal Gas Tax Reserve (Infrastructure)</b>	1,698,462			
2019 Gas Tax Allocation			2,826,670	
2019 Gas Tax Top-up Allocation			2,951,947	
Federal Gas Tax Surplus Administration Funds			54,979	
Asphalt Resurfacing		(1,577,070)		
Active Transportation - Sidewalks		(258,877)		
Bicycle Path Asphalt - Bicycle Infrastructure		(166,255)		
Landfill Site - Gas Collection		(279,206)		
Interest Earned			26,290	5,276,940
<b>Development Charges Reserve</b>	691,028			
City-Wide Residential			292,380	
City-Wide Non-Residential			542,411	
Fund from Development Charges - N. Kaneb Dr Ext		(5,490)		
Fund from Development Charges - Municipal Works Yard		(105,357)		
Fund from Development Charges - Fire HQ and Training Ctr		(124,264)		
Fund from Development Charges - WPP System Growth		(95,997)		
Fund from Development Charges - N. Kaneb Dr Ext		(108,575)		
Fund from Development Charges - Brookdale North Sewer		(27,171)		
Interest			50,951	1,109,916
<b>Social Housing Providers Reserve</b>	2,055,292			
Non Profit Surplus			149,759	
Provider 50% Surplus Share			287,659	
Religious Hospitallers of St. Joseph Housing Corp		(81,160)		
Beek Lindsay Seniors Residence		(140,000)		
Interest Earned			46,452	2,318,002
<b>Social Housing Capital Reserve Fund</b>	1,088,915			
Interest Earned			4,942	
Interest Earned on Loan to Land Reserve			16,125	1,109,982
<b>Employment Assistance Retained Surplus Reserve</b>	651,997			
Fund Operating		(10,640)		641,357
<b>Child Care ELCD Reserve</b>	95,394			95,394
<b>Consolidated Homelessness CHPI Reserve</b>	39,927			39,927
<b>Parkland Reserve Fund</b>	182,650			
Interest Earned			4,099	
Payment in Lieu			20,357	207,106
<b>Winter Games/Legacy Trust Fund</b>	61,036			
Legacy Awards		(2,290)		
Interest Earned			1,373	60,119
<b>Arts and Culture Trust Fund</b>	51,725			
Donations Received			263,179	
Interest Earned			1,710	316,614
<b>TOTAL Restricted Reserves (Funded Externally)</b>	<b>6,750,228</b>	<b>(3,653,777)</b>	<b>8,202,609</b>	<b>11,299,060</b>



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

Department: Financial Services  
Division: Finance  
Report Number: 2020-259-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: May 11, 2020  
Subject: Beyond 21 - Request for Funding

**Purpose**

To bring to Council for consideration a request for capital funding received from Beyond 21.

**Recommendation**

That Council provide funding to Beyond 21 in support of their renovation project at 1924 Pitt Street in the amount of \$100,000, pursuant to the terms outlined in the Community Partnership Program Policy.

**Financial Implications**

Beyond 21 is requesting a donation of \$100,000 from the City of Cornwall to support their \$750,000 capital campaign.

The City has not set aside funds to support the Community Partnership Program. Should Council decide to provide the funding requested, funding would come from the Working Reserve and paid back to the Reserve through the 2021 budget.



## **Background / Discussion**

This report has been prepared following a request to the City from Beyond 21 to support the capital renovations at their center located at 1924 Pitt Street (8,000+ square foot space). The request was submitted through the Community Partnership Program.

The Hub for Beyond 21 Foundation is a Registered Charity with charitable status in Canada (effective date of status, June 2012). Beyond 21 is dependent on donations, participant fees, sponsorships, grants, and fundraisers to maintain and grow their services.

Noted in the information provided by Beyond 21, the Hub for Beyond 21 Foundation is creating a fully accessible building purposefully designed to meet the sensory and physical needs of adults who have a developmental disability.

The center will:

- Create a safe and accessible place to gather, laugh and learn;
- Offer potential to create learning that addresses identified gaps, such as, teens transitioning to adult;
- Provide the possibility to increase the number of families they are able to serve;
- Be a Hub that invites community to connect with their participants;
- Be a stepping stone that facilitates their participants' active involvement in the community;
- Feature a teaching kitchen, great room, creative/visual arts room, adult sensory room, fully accessible washroom, recreation/fitness space, and more, all designed for the sensory and physical needs of adults with developmental disabilities.

Beyond 21 serves adults 21 years of age and older in Cornwall, Stormont, Dundas, Glengarry, and Akwesasne. A minimum of 50% of participants at the center live in Cornwall.

The Counties of SDG is providing \$50,000 of funding and the county of South Glengarry is providing \$30,000 (over three years). To date, Beyond 21 has raised \$620,492.81 in funds received and promised through their fundraising efforts.

If Council would like further information on this initiative, a presentation by Beyond 21 at a subsequent Council meeting would be arranged.



Document Title:	Beyond 21- Request for Funding - 2020-259-Financial Services.docx
Attachments:	- Request from Beyond 21.pdf - Beyond 21 presentation.pdf
Final Approval Date:	May 3, 2020

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

**Tracey Bailey - May 1, 2020 - 1:50 PM**

**Maureen Adams - May 3, 2020 - 6:59 PM**



**The Hub for Beyond 21 Foundation**  
1924 Pitt Street  
Cornwall, ON K6J 5H3  
613.935.3121  
[www.beyond21.org](http://www.beyond21.org)



City Of Cornwall: GM Financial Services and Treasurer  
100 Water Street East: P.O. Box 877  
Cornwall On.  
K6H 5T9

Attention: Tracey Bailey: GM Financial Services and Treasurer

Thank you for welcoming Beyond 21 to share our hearts with you. At Beyond 21 we know that community is a place where everyone belongs.

Beyond 21 serves adults 21+ years of age in Cornwall, Stormont, Dundas, and Glengarry counties as well as the Mohawk Nation of Akwesasne. We provide a learning center with opportunity to gain skills for community inclusion and to build community and peer relationships. Our vision is to see adults with developmental disabilities connected, respected, and contributing to community throughout our region.

At this time 50 % of our participants are from the city of Cornwall with the balance from the United Counties. Distribution of participants served throughout the counties is, for the most part even. Beyond 21 receives no government funding. We are dependent on donations, fundraising, and grants to maintain and expand our program.

Our new center, at 1924 Pitt Street in Cornwall, will be a fully accessible building designed to meet the sensory and physical needs of those who have developmental challenges. At present we are the only building and provide the only program of this nature in the region.

We invite you to be a part of our goal to let people know that in Cornwall and S. D. & G., everyone has 'a Place to Belong.'" At this time we are asking for a donation of \$100,000.00 support towards our \$750,000 Capital Campaign.

Thank You,

Patricia Humphries: President of the Board of Directors, Beyond21



The Hub for Beyond 21 Foundation  
a Place to Belong Capital Campaign  
1924 Pitt Street  
Cornwall, ON, K6J 5H3  
613.935.3121  
info@beyond21.org  
83915 8300 RR0001



Beyond 21 provides services to adults with developmental disabilities from Cornwall greater, Stormont, Dundas, and Glengarry Counties, and the Mohawk Nation of Akwesasne. On any given day a minimum of 50% of the participants in our program call Cornwall home.

At this time we have a commitment of \$50 000 from The Counties SDG and another \$30 000 from the county of South Glengarry.

We are inviting the city of Cornwall to join the counties and support Beyond 21, letting adults with developmental disabilities know they have 'a Place to Belong' in our city!

Yours sincerely,

P. Humphries, President  
Board of Directors, Beyond 21

# Our Goal

## \$750,000

The Hub for Beyond 21 Foundation is creating a fully accessible building purposefully designed to meet the sensory and physical needs of adults who have a developmental disability ... a Place to Belong. We are asking for your help to reach our goal and allow us to create a safe space where everyone in our community will know they have "a Place to Belong."

### Contribution Levels

Visionary	\$100,000 and above
Community Pillar	\$50,000 - \$99,000
Lasting Legacy	\$10,000-\$49,000
Forever Friend	\$5,000 – \$9,999
Local Leader	\$1,000-\$4,999
Community Friend	\$500 - \$999
Supporter	\$499 and Below

Those giving a gift of \$500 or more will have their name listed on a donor recognition wall in our building at 1924 Pitt Street.

### Ways to Give

**Monthly Giving:** Convenient way to let people know they have a "Place to Belong."

**Stock Transfers:** Not only can we provide an official donation receipt for the value of the publicly traded shares or mutual funds, but you also won't have to pay tax on any capital gains!

**In Memorium:** A living, active reminder of individuals and families who care about letting people know they have a "Place to Belong" in our community.

**One Time Donation:** A great way to show that you believe everyone has a "Place to Belong" in our community. Donations of any amount are welcome.

*Gifts of \$25 or greater will be receipted for income tax purposes.*

### Donations can be made by:

E-transfer to 'donate@beyond21.org' (please indicate 'capital campaign in the note area)

Credit card online at: <http://beyond21.org/site/belong/>

Or by check made out to "Beyond 21" and mailed to Beyond 21, PO Box 1901 Station Main, Cornwall, ON, K6H 6N6, please mark "Capital Campaign" on the memo line





The Hub for Beyond 21 Foundation  
a Place to Belong Capital Campaign  
PO Box 1901 Stn Main,  
Cornwall, ON, K6H 6N6  
613.935.3121 [info@beyond21.org](mailto:info@beyond21.org)  
83915 8300 RR0001



One of the most powerful human needs is that of being seen and heard. We all want to feel valued, important and that we matter. For over 100 years' adults with developmental disabilities were not seen in our population because they were cared for within institutions. Despite the closing of the last institution in 2009 this population remains 'invisible' to many people, unseen and unheard.

### ***You can change this.***

The logo for 'a Place to Belong' represents the emergence of adults with developmental disabilities from invisible to presence. The artist has captured the vibrant life of our participants while at the same time the lack of facial detail shows the journey still to be taken.

In creating a Place to Belong, we invite you to put a face to each person by getting to know these wonderful individuals for the people they are.

### ***Only then, with your help, can we truly create 'a Place to Belong.'***

***"Beyond 21 helps us learn many great opportunities and achievements. I enjoy every moment of all of the events that we do. I am so lucky to be able to go to Beyond 21." K, participant***

***"Since its beginning, Beyond 21 has had a profound effect upon our family. Our son has become more verbal, more social and more helpful at home. He often shows initiative, by thinking ahead and by helping out without being asked. The scope of things which interest him has increased and he has some new skills!" Parent***

Beyond 21 is creating a fully accessible building that addresses both the physical and sensory needs of adults with developmental disabilities. This will be a space where community can gather with adults who have a developmental disability to laugh, to learn, and to share life. Please consider supporting our capital campaign and help us to let adults with developmental disabilities know they have 'a Place to Belong' in our community!

Yours sincerely,

*Just Humphries*



**The Hub for Beyond 21 Foundation**

Beyond 21 is a Hub where adults 21 and over with a developmental disability can come together and know they have a Place to Belong. Why is this important? Well perhaps that is best answered by one of our participants:

I have been attending Beyond 21 for several years now. Prior to attending Beyond 21, I spent a lot of time at home with nothing to do. I was very bored a lot of the time, and

felt like I wanted to do more with my life.

Since joining Beyond 21, things in my life have changed a lot. I had no idea how much I would come to love the program, and how many positive things would result.

I now wake up in the morning looking forward to the day ahead. I have made great friends at Beyond 21 that I know I will keep for a lifetime. We do a lot of fun activities, and make many day trips to places I would not be able to go on my own. I also was given a volunteer placement which I enjoy a lot, and which is very rewarding.

I am so grateful for Beyond 21, for what it has done not only for me, but for all of my friends. The staff are also my friends, and I feel supported by their dedication and understanding. I know that there are many people that give a lot to make the Beyond 21

program a reality, and I speak for my friends when I say that we appreciate it more than you could ever imagine.

***Thank you so very much!  
Gerry K, participant, Beyond 21.***

**This year Beyond 21 has secured the keys to our new building, and with your help we are preparing to open the doors to our 'Hub' and welcome our participants and the community to our new home!**

**To let participants like Gerry know they have a Place to Belong in our community, or to learn more, please see [www.beyond21.org](http://www.beyond21.org) or call 613.935.3121.**

**You can also donate by e transfer to [donate@beyond21.org](mailto:donate@beyond21.org)**



**BEYOND**

The Hub for Beyond 21 Foundation

OUR VISION IS TO SEE ADULTS WITH DEVELOPMENTAL DISABILITIES CONNECTED, RESPECTED, AND CONTRIBUTING TO COMMUNITY.

[WWW.BEYOND21.ORG](http://WWW.BEYOND21.ORG)

1

## Why do we exist?

- ▶ At the age of 21 adults with developmental disabilities 'age out' of the school system
- ▶ Statistics show that individuals with a developmental disability that go home at the age of twenty one with no stimulation suffer from isolation, regression and depression.
- ▶ 12 years ago, board President, Tish Humphries started to search for options for her daughter, Emma, once she graduated high school. What she discovered was ...

2

“I began to research what opportunities there would be available for her. Emma’s Dad is a full time farmer; I was employed at a job I loved also full time. My search did not take long; I was overwhelmed, horrified and shocked. There was “Nothing” for Emma. I didn’t sleep for a month worrying about her future. Emma did not want to stay home with me every day, I would have to quit my job, she would not have any friendship opportunities, and her future was grim.”



“We have Montessori and Nursery School for the pre-school, we have colleges, universities and trade schools for postsecondary and we have Encore for the retired, yet there was nothing to meet the special needs of our adult children post the age of Twenty One.”

3



THE HUB FOR BEYOND 21 FOUNDATION  
BELIEVES THAT COMMUNITY IS A PLACE  
WHERE EVERYONE BELONGS.

We know that adults with developmental disabilities have hopes and dreams, the same as anyone else. We exist to see these dreams achieved!

4

## Who we work with

- Adults 21 + years of age who have a developmental disability
- People who want to build peer and community connections
- People who want to discover our community and how they can give back to the place they call home
- Adults with limitless potential
- Adults who have the talent, skill, and gifts to impact our community for positive change and growth



5

## What we do



### Home Skills

Meal planning and preparation  
Nutrition, cleaning, laundry and more



### Life Connections

Social skills, budgeting,  
community safety, community  
based activities, and more



### Leisure/Recreation

Creative and Visual Arts  
Physical recreation, games,  
community recreation, and more

6

## Our Future



## 1924 Pitt Street, Cornwall, “a Place to Belong”

- a fully accessible building purposefully designed to meet the sensory and physical needs of adults who have a developmental disability
- A safe place to connect with friends and with the community

7

## a Place to Belong

- ▶ **Belonging** means acceptance as a member or part. Such a simple word for huge a concept. A sense of **belonging** is a basic human need.
- ▶ Did you know that it has only been 10 years since institutions for adults with developmental disabilities closed in Ontario?
- ▶ Did you know those institutions were 'home' for 135 years?
- ▶ As a result, for 135 years, we lived without interacting with adults who have a developmental disability in our communities.

**It is time for this to change and for all people to know they have a place to belong in our community!**



8

## Your investment will bring results!



- Adults with a developmental disability will have a safe place to connect with friends and with the community.
- Family members/caregivers will have a greater peace and security in regards to the future of their adult child.
- Adults with developmental disabilities and their caregivers will have increased network of peer and professional relationships.
- Adults with developmental disabilities will experience increased participation and contribution in community activities with other citizens.
- Together we will create a more inclusive community with fewer barriers where everyone has "a Place to Belong."

9

## Katrina shares her thoughts on the impact of an inclusive community:



*"Do not limit me because I have Down Syndrome. I am a free woman who deserves to be treated with respect and love. I am a kick butt intelligent woman.*

*I may be a disabled Down syndrome adult, but I will never give up on one opportunity because I believe that everybody can make their own destinies come true.*

*Anything is possible as long as we have each other."*

10

# How you can help

E transfer: [donate@beyond21.org](mailto:donate@beyond21.org)

Mail: Beyond 21, PO Box 1901 Stn Main, Cornwall, ON, K6H 6N6

Credit Card: online at [www.beyond21.org/donate](http://www.beyond21.org/donate)



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2018-110**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2018-110  
Report Number: 2020-291-Planning, Development and Recreation  
Meeting Date: May 11, 2020  
Subject: By-law- Part Lot Control

Being a By-law to provide that Sub-Section (5) of Section 50 of the Planning Act, R.S.O. 1990, Chapter p.13 (as amended), does not apply to Block 1 of Registered Plan 52M-35, in the City of Cornwall, designated as Parts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17 on Plan 52R-8120, and municipally known as 1150, 1152, 1154, 1156, 1158, 1160, 1162 and 1164 Clément Court.

Whereas Sub-Section (5) of Section 50 of the Planning Act, R.S.O. 1990, Chapter P.13, provides that all lands within a Plan of Subdivision are subject to part lot control; and

Whereas Sub-Section (7) of Section 50 of the Planning Act authorizes the Council of municipalities to enact by-laws which provide that Sub-Section (5) of Section 50 of the Planning Act does not apply to lands that are within a registered Plan of Subdivision as are designated in the by-law; and

Whereas an eight-unit linear row house is under construction on Block 1 of Registered Plan 52M-35 where it is desired that individual ownerships be created and designated as Parts 1 and 2, as Parts 3 and 4, as Parts 5 and 6, as Part 7, as Part 8, as Parts 9 and 10, as Parts 11 and 12, and as Parts 13, 14, 15, 16 and 17 on Plan 52R-8120, and that Parts 1, 4, 6, 10, 12, 14, 16 and 17 on Plan 52R-8120 be subject to pedestrian access right-of-ways to the rear yards of some of the linear row houses, and that Parts 15 and 16 are subject to an easement in favour of Raisin Region Conservation Authority as set out in Instrument Number S243227; and

Whereas Parts 1 and 2 of Plan 52R-8120 are municipally known as 1150 Clément Court; and

Whereas Parts 3 and 4 of Plan 52R-8120 are municipally known as 1152 Clément Court; and

Whereas Parts 5 and 6 of Plan 52R-8120 are municipally known as 1154 Clément Court; and

Whereas Part 7 of Plan 52R-8120 is municipally known as 1156 Clément Court; and

Whereas Part 8 of Plan 52R-8120 is municipally known as 1158 Clément Court; and

Whereas Parts 9 and 10 of Plan 52R-8120 are municipally known as 1160 Clément Court; and

Whereas Parts 11 and 12 of Plan 52R-8120 are municipally known as 1162 Clément Court; and

Whereas Parts 13, 14, 15, 16 and 17 of Plan 52R-8120 are municipally known as 1164 Clément Court;

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

1. **That** subject to paragraph 3 hereof, Sub-Section (5) of Section 50 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, does not apply to the following lands:
  - a) Part of PIN 60192-0278, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 1 and 2 on Plan 52R-8120 and further designated as Parcel 'A' for the purpose of this by-law;
  - b) Part of PIN 60192-0279, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 3 and 4 on Plan 52R-8120; together with a Right-of-Way on Part 1, and further designated as Parcel 'B' for the purpose of this by-law;
  - c) Part of PIN 60192-0280, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 5 and 6 on Plan 52R-8120; together with a Right-of-Way on Parts 1 and 4, and further designated as Parcel 'C' for the purpose of this by-law;
  - d) Part of PIN 60192-0281, being that portion of Block 1, Registered Plan 52M-35, designated as Part 7 on Plan 52R-8120; together with a Right-of-Way on Parts 1, 4 and 6, and further designated as Parcel 'D' for the purpose of this by-law;



- e) Part of PIN 60192-0282, being that portion of Block 1, Registered Plan 52M-35, designated as Part 8 on Plan 52R-8120; together with a Right-of-Way on Parts 10, 12, 17 and 14, and further designated as Parcel 'E' for the purpose of this by-law;
- f) Part of PIN 60192-0283, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 9 and 10 on Plan 52R-8120; together with a Right-of-Way on Parts 12, 17 and 14, and further designated as Parcel 'F' for the purpose of this by-law;
- g) Part of PIN 60192-0284, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 11 and 12 on Plan 52R-8120; together with a Right-of-Way on Parts 17 and 14, and further designated as Parcel 'G' for the purpose of this by-law;
- h) Part of PIN 60192-0285, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 13, 14, 15, 16 and 17 on Plan 52R-8120 and further designated as Parcel 'H' for the purpose of this by-law;

all in the City of Cornwall, in the County of Stormont and registered in the Land Titles Office for the Land Titles Division of Stormont (No. 52).

- 2. That this By-law shall take effect upon approval thereof by the Council of the Corporation of the City of Cornwall and in compliance with the requirements of the Planning Act.
- 3. THAT further subdivision or severance of the aforementioned Parcels 'A', 'B', 'C', 'D', 'E', 'F', 'G' and 'H' beyond that permitted by paragraph 1 herein is prohibited.
- 4. That this By-law shall expire in three (3) years time, more specifically June 25th, 2021.
- 5. 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 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	2018-110 By-law - Part Lot Control - 2020-291-PDR.docx
Attachments:	
Final Approval Date:	May 5, 2020

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

**Mary Joyce-Smith - May 4, 2020 - 3:41 PM**

**Mark A. Boileau - May 5, 2020 - 3:41 PM**

**Maureen Adams - May 5, 2020 - 4:11 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-292-Planning, Development and Recreation  
Prepared By: Karl Doyle, Senior Planner  
Meeting Date: May 11, 2020  
Subject: Note - Part Lot Control

**Purpose**

The Purpose and Effect of this Bylaw is to remove Part Lot Control from certain lots in the Clément Court Subdivision.

**Recommendation**

- a. That Part Lot Control be removed only from Block 1 of Registered Plan 52M-35, Clément Court Subdivision; and
- b. That Part Lot Control be reinstated on the townhouse lots in the Clément Court Subdivision, once the subject lots have been created by the appropriate procedure.

**Background / Discussion**

It has been the traditional practise of developers to use the consent process, as opposed to the removal of Part Lot Control process in further subdividing semis and townhouses once the structures are built. However, the surveying to create individual parts for each semi-detached dwelling is essentially the same whether a landowner proceeds with a technical severance or with a Part Lot Control Exemption By-law. It becomes the Surveyor's responsibility to ensure that the

dividing line between both dwellings is correctly placed along the centre line of the demising wall between dwelling units. The overriding advantage of the Part Lot Control Exemption By-law is the efficiency it brings to the process. The reason it was created is the overall realization to simplify processes once and only once all the Planning issues have been dealt with. Such is the case with this Subdivision, where the public was notified twice through the Zoning and Subdivision processes. The municipality has exercised its' responsibilities in arriving at a Subdivision Agreement to ensure that all adjacent interests have been addressed. Furthermore, any conditions of development are already imposed as part of the Subdivision Agreement. This is why the Part Lot Control Exemption By-law is more efficient, not only from the builder's point of view but, more importantly, from the municipality's point of view.

This item was previously reviewed by the Planning Advisory and Hearing Committee and subsequently approved by Council on June 10<sup>th</sup>, 2018. By-law 2018-110 omitted pertinent information that was reflected in the Draft By-law that was presented at P.A.C. (See Attached). As a result of the omission in the By-law, Solicitors are requesting a correction in the confirming By-law as presented.

### Report Approval Details

Document Title:	Note - Part Lot Control - 2020-292-Planning, Development and Recreation.docx
Attachments:	- DRAFT By-Law Lifting of Part Lot Control - Block 1 Plan 52M-35.pdf
Final Approval Date:	May 5, 2020

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

**Mary Joyce-Smith - May 4, 2020 - 3:42 PM**

**Mark A. Boileau - May 5, 2020 - 3:46 PM**

**Maureen Adams - May 5, 2020 - 4:18 PM**

## THE CORPORATION OF THE CITY OF CORNWALL

### BY-LAW No. 2018-

**Being a By-law to provide that Sub-Section (5) of Section 50 of the Planning Act, R.S.O. 1990, Chapter p.13 (as amended), does not apply to Block 1 of Registered Plan 52M-35, in the City of Cornwall, designated as Parts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17 on Plan 52R-8120, and municipally known as 1150, 1152, 1154, 1156, 1158, 1160, 1162 and 1164 Clément Court.**

**Whereas** Sub-Section (5) of Section 50 of the Planning Act, R.S.O. 1990, Chapter P.13, provides that all lands within a Plan of Subdivision are subject to part lot control; and

**Whereas** Sub-Section (7) of Section 50 of the Planning Act authorizes the Council of municipalities to enact by-laws which provide that Sub-Section (5) of Section 50 of the Planning Act does not apply to lands that are within a registered Plan of Subdivision as are designated in the by-law; and

**Whereas** an eight-unit linear row house is under construction on Block 1 of Registered Plan 52M-35 where it is desired that individual ownerships be created and designated as Parts 1 and 2, as Parts 3 and 4, as Parts 5 and 6, as Part 7, as Part 8, as Parts 9 and 10, as Parts 11 and 12, and as Parts 13, 14, 15, 16 and 17 on Plan 52R-8120, and that Parts 1, 4, 6, 10, 12, 14, 16 and 17 on Plan 52R-8120 be subject to pedestrian access right-of-ways to the rear yards of some of the linear row houses, and that Parts 15 and 16 are subject to an easement in favour of Raisin Region Conservation Authority as set out in Instrument Number S243227; and

**Whereas** Parts 1 and 2 of Plan 52R-8120 are municipally known as 1150 Clément Court; and

**Whereas** Parts 3 and 4 of Plan 52R-8120 are municipally known as 1152 Clément Court; and

**Whereas** Parts 5 and 6 of Plan 52R-8120 are municipally known as 1154 Clément Court; and

**Whereas** Part 7 of Plan 52R-8120 is municipally known as 1156 Clément Court; and

**Whereas** Part 8 of Plan 52R-8120 is municipally known as 1158 Clément Court; and

**Whereas** Parts 9 and 10 of Plan 52R-8120 are municipally known as 1160 Clément Court; and

**Whereas** Parts 11 and 12 of Plan 52R-8120 are municipally known as 1162 Clément Court; and

**Whereas** Parts 13, 14, 15, 16 and 17 of Plan 52R-8120 are municipally known as 1164 Clément Court;

**Now therefore the Council of the Corporation of the City of Cornwall enacts as follows:**

1. **That** subject to paragraph 3 hereof, Sub-Section (5) of Section 50 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, does not apply to the following lands:
  - a) Part of PIN 60192-0232, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 1 and 2 on Plan 52R-8120 and further designated as Parcel 'A' for the purpose of this by-law;
  - b) Part of PIN 60192-0232, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 3 and 4 on Plan 52R-8120 and further designated as Parcel 'B' for the purpose of this by-law;
  - c) Part of PIN 60192-0232, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 5 and 6 on Plan 52R-8120 and further designated as Parcel 'C' for the purpose of this by-law;
  - d) Part of PIN 60192-0232, being that portion of Block 1, Registered Plan 52M-35, designated as Part 7 on Plan 52R-8120 and further designated as Parcel 'D' for the purpose of this by-law;
  - e) Part of PIN 60192-0232, being that portion of Block 1, Registered Plan 52M-35, designated as Part 8 on Plan 52R-8120 and further designated as Parcel 'E' for the purpose of this by-law;
  - f) Part of PIN 60192-0232, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 9 and 10 on Plan 52R-8120 and further designated as Parcel 'F' for the purpose of this by-law;
  - g) Part of PIN 60192-0232, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 11 and 12 on Plan 52R-8120 and further designated as Parcel 'G' for the purpose of this by-law;
  - h) Part of PIN 60192-0232, being those portions of Block 1, Registered Plan 52M-35, designated as Parts 13, 14, 15, 16 and 17 on Plan 52R-8120 and further designated as Parcel 'H' for the purpose of this by-law;

all in the City of Cornwall, in the County of Stormont and registered in the Land Titles Office for the Land Titles Division of Stormont (No. 52).

2. **That** this By-law shall take effect upon approval thereof by the Council of the



Corporation of the City of Cornwall and in compliance with the requirements of the Planning Act.

3. **THAT** further subdivision or severance of the aforementioned Parcels 'A', 'B', 'C', 'D', 'E', 'F', 'G' and 'H' beyond that permitted by paragraph 1 herein is prohibited.
4. **That** this By-law shall expire in three (3) years time, more specifically June 25th, 2021.

Read, signed and sealed in Open Council this 25<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Manon L. Levesque, City Clerk

\_\_\_\_\_  
Leslie O'Shaughnessy, Mayor



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-055**

Department: Social and Housing Services  
Division: Social Services  
By-law Number: 2020-055  
Report Number: 2020-209-Social and Housing Services  
Meeting Date: May 11, 2020  
Subject: By-law - Circles Canada Contract

Whereas the Social & Housing Services Department, as Consolidated Municipal Service Manager, for the City of Cornwall provides employment services to residents of Cornwall and Stormont, Dundas & Glengarry; and

Whereas the Employment Assistance Program is a 100% Provincially funded program.

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

1. That The Corporation of the City of Cornwall is hereby authorized to enter into this agreement with the Corporation of the County of Lambton for the Circles Canada Program.
2. That the Mayor and Clerk is hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	Circles Canada Contract - 2020-209-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Mar 11, 2020

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

**Tracey Bailey - Mar 9, 2020 - 7:38 PM**

**Maureen Adams - Mar 11, 2020 - 8:45 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Social and Housing Services  
Division: Social Services  
Report Number: 2020-208-Social and Housing Services  
Prepared By: Stacey Ferguson, Administrator  
Meeting Date: May 11, 2020  
Subject: Explanatory Note to enter into an agreement between the City of Cornwall and the Corporation of the County of Lambton on behalf of Circles Canada

**Purpose**

To enter into an agreement between The City of Cornwall and the County of Lambton to provide the Circles Canada program for the residents of Cornwall and SD&G.

**Background / Discussion**

Circles® is a collaborative committed to the elimination of poverty in our community by utilizing the power of caring communities working together. Circles® is a supportive, intentional, reciprocal, befriending relationship comprised of a Circle Leader, a family working to get out of poverty, and two to four community Allies, middle class people who are willing to befriend the family and support their way out of poverty.

The Circles® Campaign promotes the vision to end poverty by:

- \* Building intentional relationships across class and race lines including matching middle-class allies with people living in poverty and working together on a plan to raise the family out of poverty.

- \* Identifying barriers that keep people in poverty
- \* Implementing innovative solutions such micro credit loans to meet transportation needs
- \* Creating effective partnerships to help families
- \* Changing the goals of the system to support families and economic change  
Circles® Canada is a poverty alleviation strategy working to build relationships across socio-economic classes to empower people and communities to thrive.

The model focuses on three strategies for people in poverty: crisis management and stabilization; education, job placement and job retention; advancement and economic stability.

Circles® initiatives have three primary goals:

1. Invite the community to join the human service system in helping people out of poverty.
2. Inspire and equip the community to eradicate poverty.
3. Develop genuine and lasting relationships across socioeconomic class lines with an intention to facilitate low-income people moving permanently out of poverty.

The Corporation of the County of Lambton has the rights to the Circles Canada initiative. As the owner of Circles Canada, the County enters into agreements with other Circles communities in Canada and provides training, support services and data systems to Circles initiatives across the country.



### Report Approval Details

Document Title:	Note Circles Canada - 2020-208-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Mar 11, 2020

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

**Tracey Bailey - Mar 9, 2020 - 7:44 PM**

**Maureen Adams - Mar 11, 2020 - 8:44 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-056**

Department: Glen-Stor-Dun Lodge  
By-law Number: 2020-056  
Report Number: 2020-207-Glen Stor Dun Lodge  
Meeting Date: May 11, 2020  
Subject: By-law - Data Sharing Agreement: Integrated Community Data Store (CDS) and Hospital to Community Support Services (CSS) eNotification

Whereas the Champlain Local Health Integration Network (“Champlain LHIN” or “LHIN”) which will eventually be Ontario Health and Glen Stor Dun Lodge, a member of the Champlain LHIN Community Support Services (CSS) Agencies or Community Resources Centre (CRC) sector; and

Whereas the Champlain LHIN will be the holder of and maintain the CDS. The Information Systems (IS) and Business Intelligence (BI) teams will provide support services. The CSS Shared Service Operations (SSO) arm of the Champlain LHIN will work with the LHIN IS and BI teams to support secure transfer of data from the SSO infrastructure to the CDS. Champlain LHIN Hospitals will provide a feed of Hospital admission/Discharge/Transfer (ADT) messages for use in the eNotification aspects. The CSS Shared Services Operations arm of the Champlain LHIN will work with the LHIN IS and BI teams, the CSS agencies and the Champlain LHIN to support secure transfer of data from the CDS to the SSO users; and

Whereas the CDS will provide the Care Coordinators with the ability to view their clients with the community service (Adult Day program, meals on wheels, non-urgent transportation, etc.) information from the SSO or other supported CSS client information system databases, integrated with the LHIN client information extracted from CHRIS; and



Whereas the personal health information collected will be used to improve the community health services planning and delivery coordination for clients shared by multiple organizations within the Champlain region.

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

1. That the Corporate of the City of Cornwall enter into an agreement with this program that will commence on the date of signature of this agreement and continue indefinitely until terminated by one of the participants.
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor





### Report Approval Details

Document Title:	By-law Data Sharing Agreement - 2020-207-GSDL.docx
Attachments:	
Final Approval Date:	Mar 11, 2020

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

**Tracey Bailey - Mar 9, 2020 - 8:40 PM**

**Maureen Adams - Mar 11, 2020 - 2:37 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Glen Stor Dun Lodge  
Report Number: 2020-208-Glen Stor Dun Lodge  
Prepared By: Steven Golden  
Meeting Date: May 11, 2020  
Subject: Note to By-law for Data Sharing Agreement

**Purpose**

The Personal Health Information of clients from the Outreach program will be used for improving the community health service planning and delivery coordination for clients shared by multiple organizations within the Champlain region.

**Background / Discussion**

Currently, all information is relayed by telephone or by paper and on occasions, services are not stopped on time for clients. This agreement will provide the Champlain LHIN Care Coordinators with the ability to view their clients utilizing services from Glen Stor Dun Lodge (such as Adult Day Program, meals on wheels, non-urgent transportation, telephone assurance program, etc.) and extract the information from the Shared Services Database which will be integrated with the LHIN client information.

The Champlain LHIN currently provides a mechanism to match hospital client notification records which it receives from hospital and will be able to transfer this information to the Lodge records and securely deliver a notification about the client's hospital activity for the clients within the community services. It will provide us accurate information when a client requires meal services to be stopped/started as well as provide information if a client is in hospital and will not be participating at one of our Adult Day away program.





### Report Approval Details

Document Title:	Note Data Sharing Agreement - 2020-208-Glen Stor Dun Lodge.docx
Attachments:	
Final Approval Date:	May 5, 2020

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

**Steven Golden - Apr 30, 2020 - 8:45 AM**

**Maureen Adams - May 5, 2020 - 4:53 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-057**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-057  
Report Number: 2020-244-Financial Services  
Meeting Date: May 11, 2020  
Subject: By-law to appoint Members of Council and Administration to the Municipal Grants Committee

Whereas Section 10 (1) of the Municipal Act, 2001 authorizes the municipality to pass a by-law respecting the governance structure of the municipality and its local boards; and

Whereas Section 5 (3) of the Municipal Act, 2001 further requires that all municipal powers, including natural person powers, are exercised by by-law; and

Whereas the Council of The Corporation of the City of Cornwall deems it advisable to make appointments to various Boards and Committees; and

Whereas most of these appointments are made every four years to coincide with the term of Council after each Municipal Election and during the term when replacements and new appointments are necessary; and

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

1. That the following Members of Council and Administration be appointed to the Municipal Grants Committee for the duration of the present term of Council or until such time as the Committee terminates, if prior to November 14, 2022, as follows:

**Members of Council**

- Councillor Todd Bennet
- Councillor Dean Hollingsworth
- Councillor Syd Gardiner

**Administration**

- General Manager, Financial Services and Treasurer
- Supervisor, Recreation Services

**Recording Secretary**

- Administrative Officer to the Mayor and Chief Administrative Officer.
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law Municipal Grants Committee - 2020-244-FS.docx
Attachments:	
Final Approval Date:	Mar 11, 2020

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

**Tracey Bailey - Mar 9, 2020 - 7:33 PM**

**Maureen Adams - Mar 11, 2020 - 8:39 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-058**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-058  
Report Number: 2020-283-Planning, Development and Recreation  
Meeting Date: May 11, 2020  
Subject: By-law – Amend Smoking By-law 2020-040 and Repeal existing Smoking By-laws 112-2007 and 2015-015

Whereas, the City of Cornwall approved a new Smoking By-law 2020-040 at the regular meeting of Council on February 10, 2020;

Whereas, the City of Cornwall has an existing Smoking By-law in place which restricts smoking in public places within a nine (9) meter radius from any entrance or exit of any Municipal Building and Municipal Facility.

Whereas, the new Smoking By-law 2020-040 and the Smoke-Free Ontario Act do not restrict smoking within a specified distance from entrances and exits of Municipal Buildings and Municipal Facilities;

Whereas, it is desirable to consolidate all smoking restriction by-laws into one by-law by amending the newly adopted By-law 2020-040 and repealing existing By-laws 112-2007 and 2015-015.

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

1. That the Council of The Corporation of the City of Cornwall hereby repeals By-law 112-2007 and By-law 2015-015 in their entirety;
2. That Section 1. Definitions of By-law 2020-040 be amended to include the following:



- 1.19 “Entrance” means a main entry or entry to any building as well as an entry being used as an exit;
- 1.20 “Exit” means that part of a means of access including doorways that lead from the floor area it serves to a separate building, an open public thoroughfare or an exterior open space;
- 1.21 “Municipal Building” means any enclosed building or group of buildings owned or leased by the Corporation of the City of Cornwall;
- 1.22 “Municipal Facility” means any hall, room or banquet facility that is owned or lease by The Corporation of the City of Cornwall;

3. That Section 3. General Prohibition for Public Spaces of By-law 2020-040 be amended to include the following:

- 3.2 e. within nine (9) meters of the entrances or exits of a Municipal Building or Municipal Facility;

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	By-law to Amend Smoking By-law 2020-040 - 2020-283-PDR.docx
Attachments:	
Final Approval Date:	Mar 11, 2020

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

**Mark A. Boileau - Mar 10, 2020 - 3:12 PM**

**Maureen Adams - Mar 11, 2020 - 8:49 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
Report Number: 2020-284-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: May 11, 2020  
Subject: Explanatory Note – By-law to amend Smoking By-law 2020-040 and repeal existing Smoking By-laws 112-2007 and 2015-015

**Purpose**

To consolidate smoking restriction By-laws into one By-law.

**Background / Discussion**

At the regular meeting of Council on February 10, 2020, Council approved By-law 2020-040, which extended smoking restrictions within the City beyond the areas designated by the Smoke-Free Ontario Act to also include City parks, the City's recreational paths, and within twenty (20) meters of the City's recreational paths.

The City had previously adopted By-law 112-2007, in 2007 which restricted smoking within nine (9) meters of the entrance or exits of a Municipal Building or Municipal Facility.

For practical reasons, it is desirable to have all smoking restrictions contained within one all encompassing by-law; therefore an amendment to the newly adopted By-law 2020-040 is proposed and it is proposed to repeal existing smoking related By-laws 112-2007 and 2015-015.



### Report Approval Details

Document Title:	Note - By-law to Amend Smoking By-law 2020-040 - 2020-284-PDR.docx
Attachments:	
Final Approval Date:	Mar 11, 2020

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

**Mark A. Boileau - Mar 10, 2020 - 3:10 PM**

**Maureen Adams - Mar 11, 2020 - 8:49 AM**



**The Corporation of the City of Cornwall**

**Regular Meeting of Council**

**By-law 2020-059**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-059  
Report Number: 2020-281-Planning, Development and Recreation  
Meeting Date: May 11, 2020  
Subject: Renaissance Discharge Lien By-Law 220 McConnell

Whereas a Certificate of Loan under the Renaissance Housing Renovations Program made between The Corporation of the City of Cornwall (as secured Party) and Owners for Lands in the City of Cornwall, County of Stormont, as described below, which Certificate of Loan was registered as Instrument No. listed; and

Whereas this Certificate of Loan was registered on title as applicable to the identified property owners under the RHRP Initiative (RHRP#2014-04 220-220A McConnell)

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

1. The Corporation of the City of Cornwall release its interest in Pt BLK B PL 24 as in S263796; S/T & T/W S263796; Cornwall as described in PIN#60155-0007 (LT), which Certificate of Loan was registered as Instrument No. ST65875 (municipal address 220-220A McConnell)
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.
3. That this Bylaw take effect on the day of passing by City Council.

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Renaissance Discharge Lien By-law 220 McConnell - 2020-281-PDR.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

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

**Mary Joyce-Smith - Mar 4, 2020 - 9:44 AM**

**Mark A. Boileau - Mar 4, 2020 - 9:53 AM**

**Maureen Adams - Mar 9, 2020 - 10:46 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-282-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: May 11, 2020  
Subject: Renaissance Discharge Lien Note 220 McConnell

**Purpose**

To discharge one (1) lien for the file RHRP#2014-04 220-220A McConnell

**Background / Discussion**

Funding Agreements that have been registered on title, as applicable, as mortgages to provide and administer municipal funds to the identified property owners under the RHRP initiative.

The City of Cornwall, under the Planning and Municipal Acts, respectively, administers the RHRP Funding Program which offers a Forgivable Loan on a matching dollar basis to residential property owners within the designated RHRP area. The Loan is secured by a mortgage registered against the property for a period of 5 years.

This By-law is necessary to allow the City to discharge said Agreement on title for each stated approved application.



### Report Approval Details

Document Title:	Renaissance Discharge Lien Note 220 McConnell - 2020-282-PDR.docx
Attachments:	
Final Approval Date:	Mar 9, 2020

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

**Mary Joyce-Smith - Mar 4, 2020 - 9:44 AM**

**Mark A. Boileau - Mar 4, 2020 - 9:52 AM**

**Maureen Adams - Mar 9, 2020 - 10:45 AM**





**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-060**

Department:       Infrastructure and Municipal Works  
Division:           Infrastructure Planning  
By-law Number:    2020-060  
Report Number:    2020-287-Infrastructure and Municipal Works  
Meeting Date:     May 11, 2020  
Subject:            By-law - Saunders Subdivision Agreement

Whereas The Corporation of the City of Cornwall is desirous of entering into a Subdivision Agreement with Enterprises Brisson Inc. for the development of the Saunders Subdivision; and

Whereas this Agreement will allow the developer to proceed with the development of the Saunders Subdivision, situated west of Saunders Drive, north of Second Street W, south of Power Dam Drive; and

Whereas the development consists of 25 single lots, legally described as Part of Lots 19 & 20, Concession 1, Geographic Township of Cornwall, Now the City of Cornwall, County of Stormont, Ontario.



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

1. That the Corporation of the City of Cornwall enter into a Subdivision Agreement with Enterprises Brisson Inc., for the development of Saunders Subdivision.
2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law Saunders Subdivision Agreement - 2020-287-IMW.docx
Attachments:	
Final Approval Date:	May 5, 2020

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

**Michael Fawthrop - Apr 27, 2020 - 1:28 PM**

**Bill de Wit - May 5, 2020 - 10:33 AM**

**Maureen Adams - May 5, 2020 - 11:45 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department:       Infrastructure and Municipal Works  
Division:           Infrastructure Planning  
Report Number:    2020-288-Infrastructure and Municipal Works  
Prepared By:       Emma Vanier, Municipal Engineer  
Meeting Date:     April 28, 2020  
Subject:            Saunders Subdivision – Explanatory Note

**Purpose**

An explanatory note to By-law authorizing the City of Cornwall to enter into a Subdivision Agreement with Enterprises Brisson Inc. for Saunders Subdivision, being Part of Lots 19 & 20, Concession 1, Geographic Township of Cornwall, Now the City of Cornwall, County of Stormont, Ontario.

**Background**

The Subdivision Agreement will allow the developer to proceed with the development of Saunders Subdivision. The development consists of 25 single lots as shown on the attached sketch.



### Report Approval Details

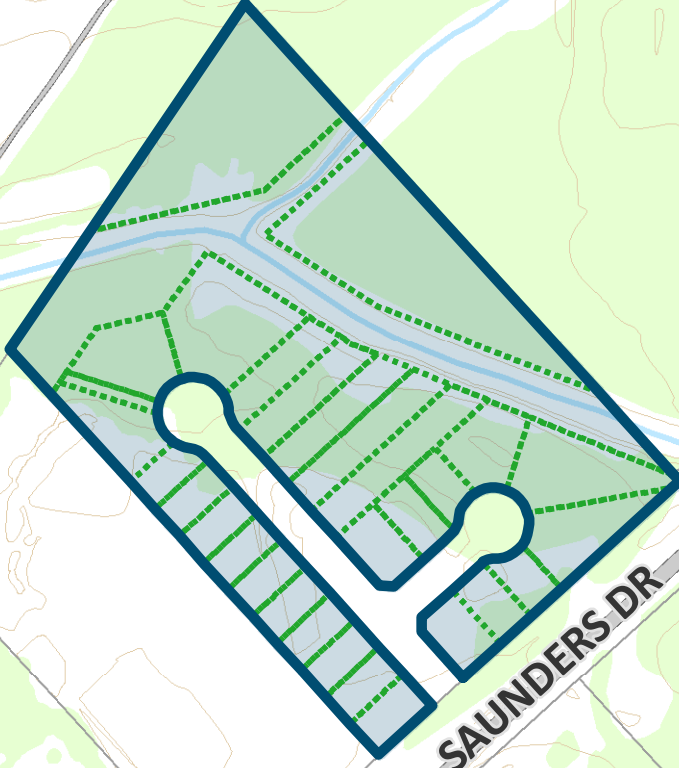
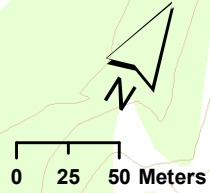
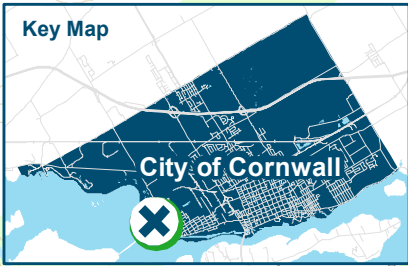
Document Title:	Note Saunders Subdivision Agreement - 2020-288-IMW.docx
Attachments:	- Saunders_Subdivision Map for Explanatory Note.pdf
Final Approval Date:	May 5, 2020

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

**Michael Fawthrop - Apr 27, 2020 - 1:36 PM**

**Bill de Wit - May 5, 2020 - 2:12 PM**

**Maureen Adams - May 5, 2020 - 2:25 PM**



POWER DAM DR

GRANT AV

SECOND ST W

# Saunders Subdivision

137





**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-061**

Department:       Infrastructure and Municipal Works  
Division:           Infrastructure Planning  
By-law Number:    2020-061  
Report Number:    2020-291-Infrastructure and Municipal Works  
Meeting Date:     May 11, 2020  
Subject:           **By-law authorizing Service Extension Agreement with  
Southbridge Cornwall**

Whereas a Service Extension Agreement is required with Southbridge Cornwall to complete works starting at Holy Cross Boulevard, extending 50.5m north on Lynwood Drive. The proposed works is required to complete the construction of a 250mm diameter sanitary sewer, extending from the existing sanitary maintenance hole in the intersection of Lynwood Drive and Holy Cross Boulevard, to service the proposed Southbridge Cornwall Long Term Care Facility located at 800 Nick Kaneb Drive.

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

1. That the City of Cornwall enter into a Service Extension Agreement with Southbridge Cornwall.





2. That the Mayor and Clerk are hereby authorized to sign all documentation in order to complete this transaction

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	By-law Southbridge Cornwall Service Extension Agreement - 2020-291-IMW.docx
Attachments:	
Final Approval Date:	May 5, 2020

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

**Michael Fawthrop - Apr 27, 2020 - 1:34 PM**

**Bill de Wit - May 5, 2020 - 10:32 AM**

**Maureen Adams - May 5, 2020 - 11:40 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-292-Infrastructure and Municipal Works  
Prepared By: Emma Vanier, Municipal Engineer  
Meeting Date: April 28, 2020  
Subject: **Southbridge Cornwall Service Extension Agreement –  
Explanatory Note**

**Purpose**

An explanatory note to By-law authorizing the City of Cornwall to enter into a Service Extension Agreement with Southbridge Cornwall, for the purpose of constructing a sanitary sewer, to service the proposed long term care facility located at 800 Nick Kaneb Drive, in Cornwall.

**Background / Discussion**

The Service Extension Agreement will allow the Developer to proceed with the construction of 50.5m of 250mm diameter sanitary sewer on Lynwood Drive from Holy Cross Boulevard, to the south property line of 800 Nick Kaneb Drive, as shown on the attached sketch.



### Report Approval Details

Document Title:	Note Southbridge Service Extension Agreement.docx
Attachments:	- 800 Nick Kaneb Dr Service Extension Agreement.pdf
Final Approval Date:	May 5, 2020

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

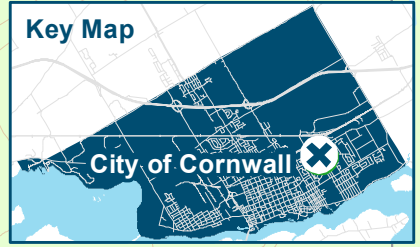
**Michael Fawthrop - Apr 27, 2020 - 1:40 PM**

**Bill de Wit - May 5, 2020 - 10:32 AM**

**Maureen Adams - May 5, 2020 - 11:39 AM**

BRIDGEWOOD PUBLIC SCHOOL

Key Map

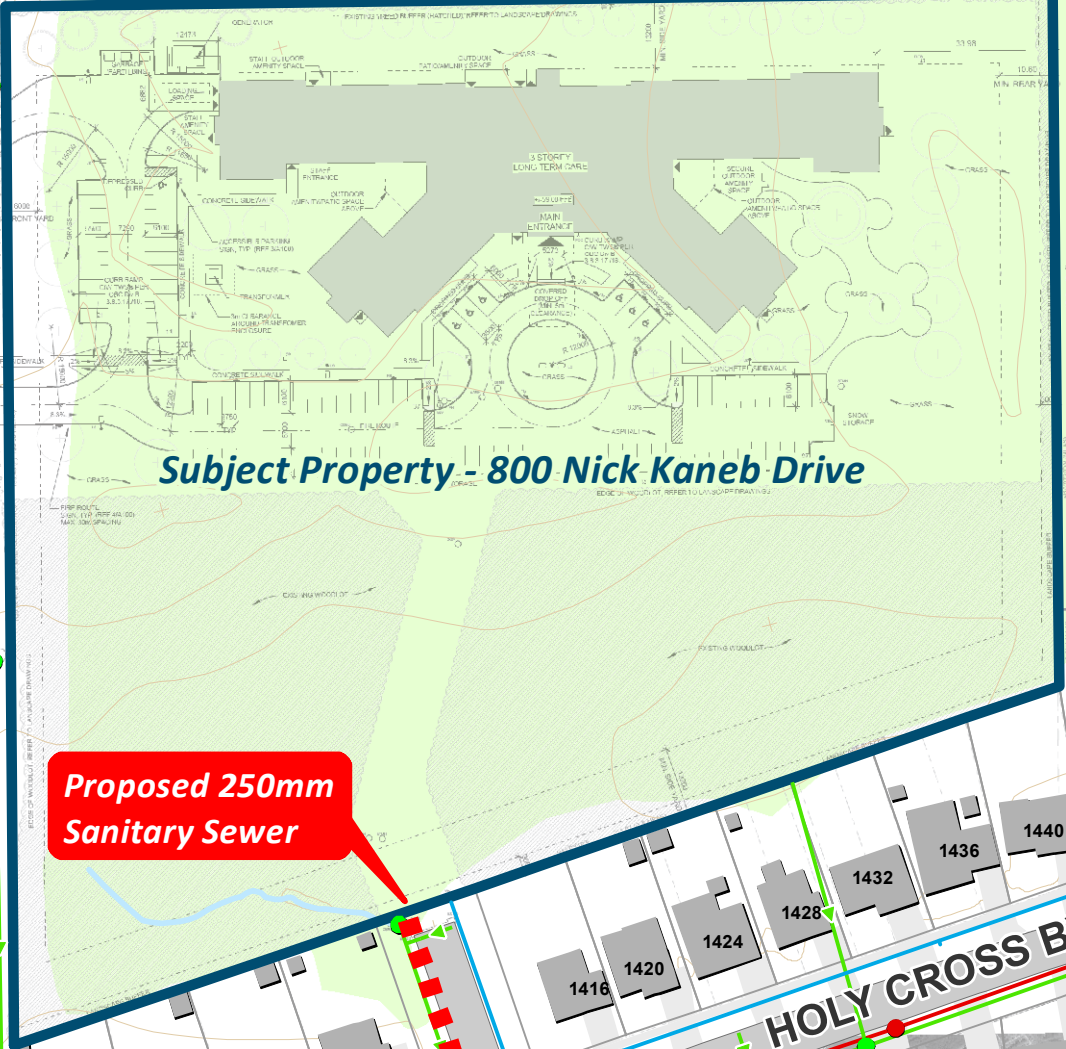


City of Cornwall

0 10 20 Meters



NICK KANE B DR



Subject Property - 800 Nick Kaneb Drive

Proposed 250mm Sanitary Sewer

Existing Watermains

Existing Sanitary Sewers

Existing Storm Sewers

HOLY CROSS BV

LYNNWOOD DR

Southbridge Cornwall Service Extension Agreement New Sanitary Sewer on Lynnwood Dr.



597 Infrastructure and Municipal Works, Infrastructure Planning Division D. Lalonde - March 2020



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-062**

Department:       Infrastructure and Municipal Works  
Division:           Infrastructure Planning  
By-law Number:    2020-062  
Report Number:    2020-286-Infrastructure and Municipal Works  
Meeting Date:      May 11, 2020  
Subject:            By-law to accept the transfer of an easement over Part 12 on  
                          Reference Plan 52R-8323 for the purpose of maintaining  
                          storm sewer works

Whereas the Corporation of the City of Cornwall is desirous of obtaining an easement over Part 12 on Reference Plan 52R-8323, in the City of Cornwall, County of Stormont, for the purpose of maintaining storm sewer works which were installed as part of a service extension agreement for the property municipally known as 2101-2103 Pitt Street.

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

1. The Corporation of the City of Cornwall is hereby authorized to receive a grant of easement over Part 12 on Reference Plan 52R-8323, in the City of Cornwall
2. That nominal consideration for the above transaction is \$1.00.



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 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-Law to accept a transfer of Easement on 52R-8323, Part 12 - 2020-286-IMW.docx
Attachments:	- 52r_8323.pdf - JohnLebrunProperty_Part12Plan8323.pdf
Final Approval Date:	May 5, 2020

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

**Michael Fawthrop - Apr 28, 2020 - 4:46 PM**

**Bill de Wit - May 5, 2020 - 10:40 AM**

**Maureen Adams - May 5, 2020 - 1:43 PM**



PLAN 52R-8323

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

Feb 24, 2020

RECEIVED AND DEPOSITED  
FEBRUARY 24 2020

*K. Adams*  
KIM C. ADAMS  
ONTARIO LAND SURVEYOR

*Amie M. McInnis*  
REPRESENTATIVE FOR  
LAND REGISTRAR OF THE  
LAND TITLES DIVISION OF  
STORMONT No. 52

SCHEDULE

PART	LOT	PLAN	P.I.N.	AREA
1				588.5 m <sup>2</sup>
2				53.6 m <sup>2</sup>
3				98.5 m <sup>2</sup>
4	PT 13			9.0 m <sup>2</sup>
5		156	ALL OF PIN 60199-0002	5.9 m <sup>2</sup>
6				64.2 m <sup>2</sup>
7				478.6 m <sup>2</sup>
8	PT 13 AND PT 14			1064.8 m <sup>2</sup>
9				2730.3 m <sup>2</sup>
10	PT 13			68.4 m <sup>2</sup>
11				160.2 m <sup>2</sup>
12	PT 14			85.0 m <sup>2</sup>

NOTE: PARTS 1 TO 12 SUBJECT TO EASEMENT AS IN INSTRUMENT No. ST79689

PLAN OF SURVEY OF  
PART OF LOTS 13 AND 14  
REGISTERED PLAN No. 156  
CITY OF CORNWALL  
COUNTY OF STORMONT, ONTARIO  
K. ADAMS SURVEYING LTD., 2020

Scale 1:500  
0 5 10 15 20 Metres

METRIC:  
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTE:  
FOR BEARING COMPARISONS, A ROTATION OF 00°12'20" COUNTERCLOCKWISE WAS APPLIED TO P.

BEARING NOTE:  
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE (POINTS) A AND B, SHOWN HEREON, BY REAL TIME NETWORK (RTN) (OBSERVATIONS AND) REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18 (75° WEST LONGITUDE) NAD 83 (CSRS), (2010.0).

DISTANCE NOTE:  
DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF (0.999598631).

INTEGRATION DATA:

COORDINATES WERE DERIVED FROM REAL TIME NETWORK OBSERVATIONS (USING THE CAN-NET) NETWORK UTM, ZONE 18, NAD83 (CSRS), (2010.0)

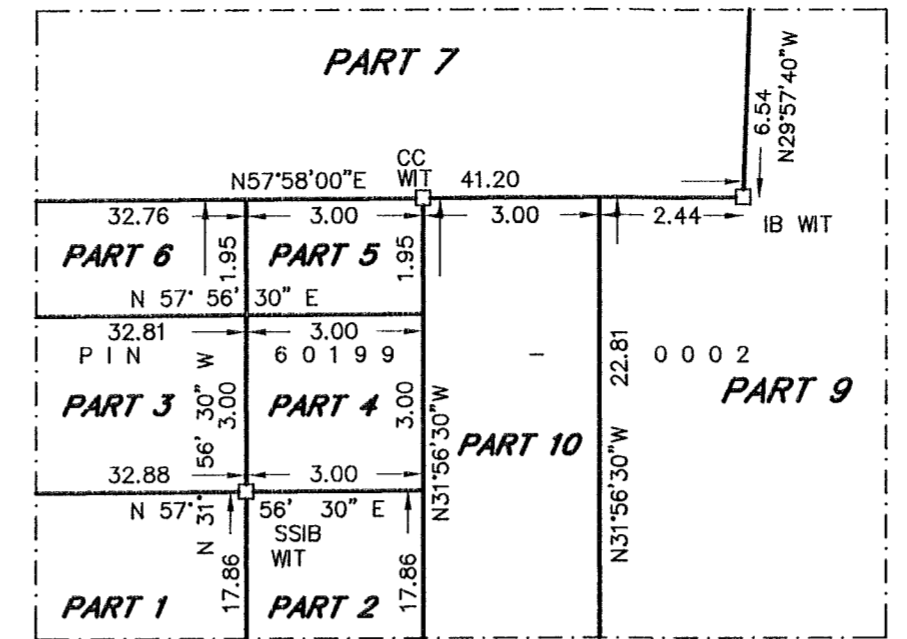
COORDINATES TO URBAN ACCURACY PER SEC 14(2) OF O.REG 216/10

ORP	NORTHING	EASTING
(A)	4988625.54	519340.40
(B)	4988701.31	519468.0

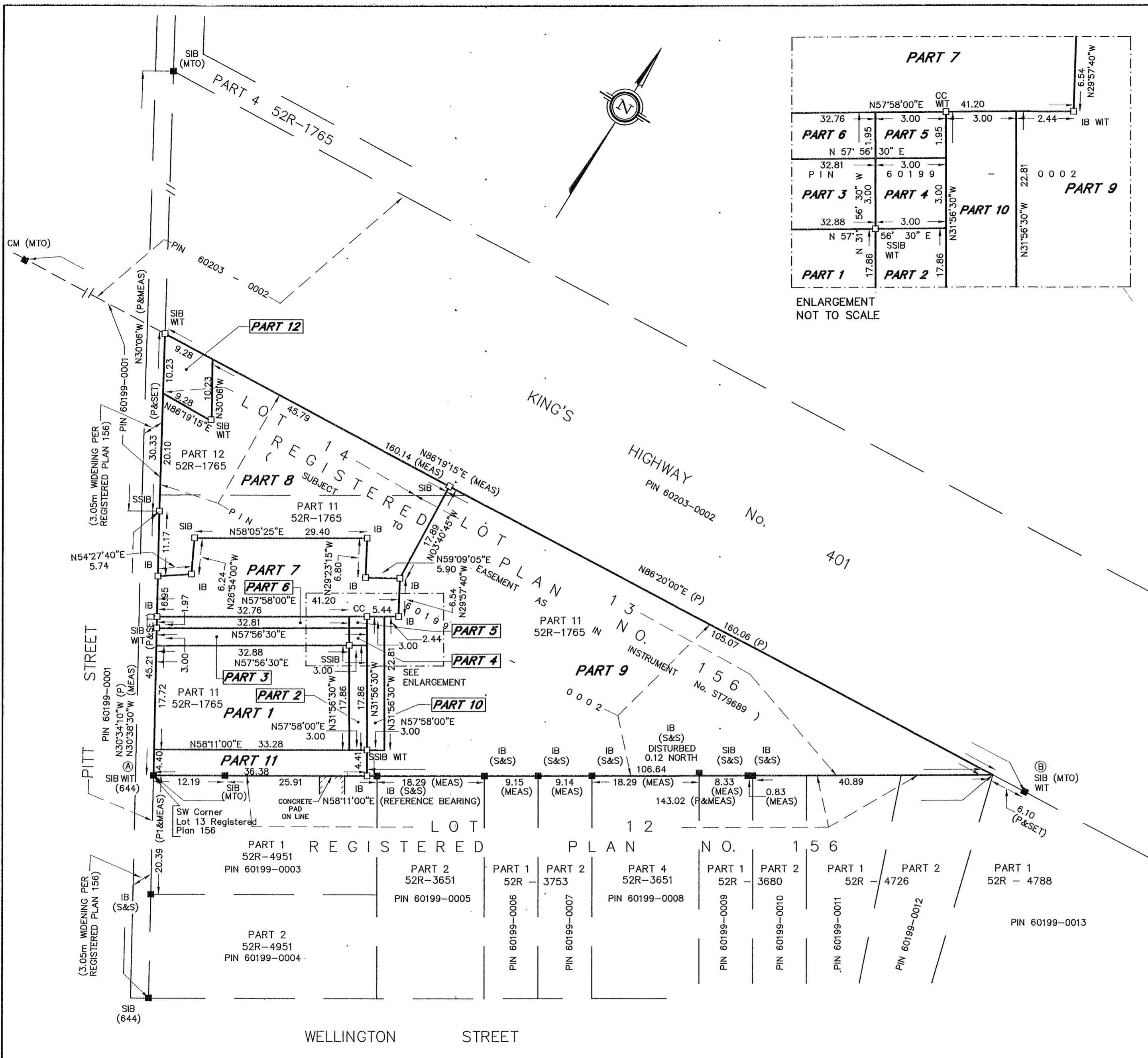
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FROM THE OFFICE OF  
**K. ADAMS SURVEYING LTD.**  
INGLESIDE, ONTARIO  
TEL: (613) 537 - 9898 FAX: (613) 537 - 9797  
E mail: kcadams@bell.net

SCALE:	DRAWN:	FIELD:	CHECKED:	FIELD:
1:500	Y.B.	K.A.	K.A.	STOR-PL156
				JOB: 16-1461
				RP17-1461.DWG



ENLARGEMENT NOT TO SCALE



LEGEND & NOTES : (IF APPLICABLE)

■	DENOTES FOUND MONUMENTS	ORP	DENOTES OBSERVED REFERENCE POINT
□	DENOTES SET MONUMENTS	IP	DENOTES IRON PIPE
IB	DENOTES IRON BAR	OJ	DENOTES ORIGIN UNKNOWN
SIB	DENOTES STANDARD IRON BAR	MEAS.	DENOTES MEASURED
SSIB	DENOTES SHORT STANDARD IRON BAR	PROP	DENOTES PROPORTIONED
CC	DENOTES CUT CROSS	CP	DENOTES CONCRETE PIN
N&W	DENOTES NAIL & WASHER	P	DENOTES PLAN 52R-1765
WT	DENOTES WITNESS	P1	DENOTES PLAN 52R-4951

SURVEYOR'S CERTIFICATE:

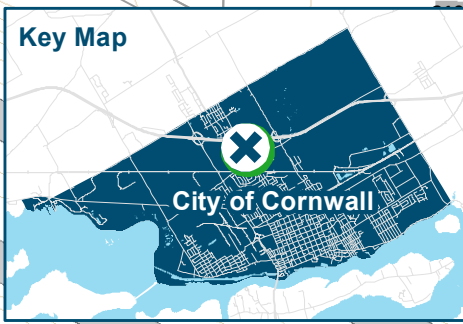
I HEREBY CERTIFY THAT :

- THIS PLAN AND SURVEY ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 23<sup>rd</sup> DAY OF JANUARY, 2019

DATED : Feb 24, 2020

*K. Adams*  
KIM C. ADAMS  
ONTARIO LAND SURVEYOR

Key Map



City of Cornwall

2109



0 20 40 Meters

**Subject Area**  
RP 52r 8323 - Part 12

**John Lebrun Property**

PITT ST

HIGHWAY 401

2101 1-4

2103 1-4

2096

2090

2084

2078

47

45

43

41

39

35

2097

2093

3

5

7

9

11

13

15

15 A

17

19

WELLINGTON ST W

WELLINGTON ST E

46

42

40

20

4

4 - A

2072

2070

2066

2

6

10

14

18

20

26

2089

2085

148

2081





**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-063**

Department:       Infrastructure and Municipal Works  
Division:           Infrastructure Planning  
By-law Number:    2020-063  
Report Number:    2020-290-Infrastructure and Municipal Works  
Meeting Date:      May 11, 2020  
Subject:            By-law to amend the Traffic & Parking By-law 069-89,  
                      Schedule II, Parking Restrictions on Marc Street

Whereas, following concerns about parking received from the residents, parking surveys were sent to the residents on Marc St.

Whereas, the majority (100%) of the respondent residents support the proposed parking restrictions,

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

1 - Pursuant to Sections 8, 9 & 11 of the Municipal Act. and amendments; Schedule II (Parking Restrictions) of the Traffic & Parking By-law No. 069-1989, is amended by **adding** thereto the following:



Schedule II, Parking Restrictions

<b>Highway</b>	<b>Side</b>	<b>Between</b>	<b>Restricted Times or Days</b>
Marc Street	West	Lemay St. and St. Michel Ave.	Anytime

2- That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law to amend Traffic and Parking By-law Marc Street - 2020-290-IMW.docx
Attachments:	
Final Approval Date:	May 5, 2020

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

**Enrique Kamm - Apr 29, 2020 - 9:07 AM**

**Michael Fawthrop - Apr 29, 2020 - 9:11 AM**

**Bill de Wit - May 5, 2020 - 10:24 AM**

**Maureen Adams - May 5, 2020 - 5:26 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-295-Infrastructure and Municipal Works  
Prepared By: Enrique Kamm, Transportation Engineer  
Meeting Date: May 11, 2020  
Subject: Note to Add Parking Restrictions on Marc Street from St. Michel Avenue to Lemay Street

**Purpose**

An explanatory note to By-Law to enact parking restrictions on the west and north sides of Marc Street from St. Michel Avenue to Lemay Street based on recently conducted parking surveys.

**Background / Discussion**

Following concerns received by the Infrastructure Department from the residents regarding the current parking on Marc Street, parking surveys were sent to the residents on Marc Street. The residents had previously expressed concerns with vehicles parking on both sides of Marc Street.

The majority (100%) of the respondent residents support the proposed parking restrictions which would impose 'No-Parking' restrictions on the west and north side of Marc Street. Please refer to the attached sketch which delineates the proposed parking restrictions on Marc Street from St. Michel Avenue to Lemay Street.

When vehicles park on both sides of the street in close proximity, it can restrict access for emergency response vehicles which poses a significant safety issue. As such, it is recommended that parking be prohibited on the west and north sides of Marc Street.



### Report Approval Details

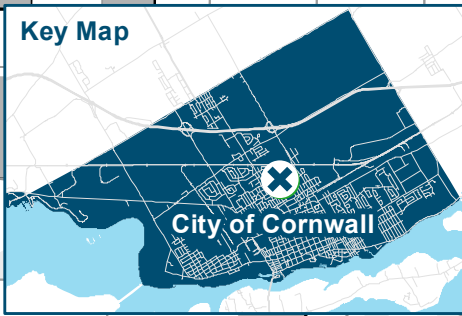
Document Title:	Note for Parking Restrictions on Marc Street - 2020-295-IMW.docx
Attachments:	- MarcStreet_NoParking.pdf
Final Approval Date:	May 5, 2020

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

**Bill de Wit - May 5, 2020 - 5:25 PM**

**Maureen Adams - May 5, 2020 - 5:27 PM**





**NO PARKING ANYTIME ON THE WEST SIDE OF MARC ST. BETWEEN LEMAY ST. AND ST. MICHEL AV.**

**PARKING RESTRICTIONS ON MARC STREET** 155





**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-064**

Department: Infrastructure and Municipal Works  
 Division: Infrastructure Planning  
 By-law Number: 2020-064  
 Report Number: 2020-293-Infrastructure and Municipal Works  
 Meeting Date: May 11, 2020  
 Subject: By-law to amend the Traffic & Parking By-law, Schedule XX (a), (b) and (c) (Rates of Speed on Highways – Max. 60, 70 and 80 km/h), on Marleau Avenue and Power Dam Drive

Whereas, recent speed studies determined a more appropriate posted speed for Marleau Avenue as well as for Power Dam Drive; and

Whereas, it is desirable to amend the posted speed limits on those highways as to match the study results; and

In order to achieve the above, it is desirous to introduce amendments to the Traffic and Parking By-law as shown below:

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

Pursuant to Sections 8, 9 & 11 of the Municipal Act. and amendments; and Section 128 (2) of the Highway Traffic Act and amendments,

Schedule XX (a) (Rates of Speeds on Highways - Max. 60 Km/h) of the Traffic & Parking By-law No. 069-1989 is amended by **repealing** thereto the following:

<b>Highway</b>	<b>Between</b>
Power Dam Drive	A point 250 metres north of Jane Street and Vincent Massey Drive

Schedule XX (b) (Rates of Speeds on Highways - Max. 70 Km/h) of the Traffic & Parking By-law No. 069-1989 and 162-01 are amended by **repealing** thereto the following:

Highway	Between
Marleau Avenue	Campbell Street and a point 200 metres west of Boundary Road

Schedule XX (c) (Rates of Speeds on Highways - Max. 80 Km/h) of the Traffic & Parking By-law No. 069-1989 and 162-01 are amended by **repealing** thereto the following:

Highway	Between
Marleau Avenue	The former Courtaulds Railway Spur and Campbell Street

Schedule XX (a) (Rates of Speeds on Highways - Max. 60 Km/h) of the Traffic & Parking By-law No. 069-1989 is amended by **adding** thereto the following:

Highway	Between
Power Dam Drive	A point 80 metres north of Grant Avenue and Vincent Massey Drive



Schedule XX (b) (Rates of Speeds on Highways - Max. 70 Km/h) of the Traffic & Parking By-law No. 069-1989 is amended by **adding** thereto the following:

Highway	Between
Marleau Avenue	Nick Kaneb Drive and Boundary Road

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law to amend Traffic and Parking, Rates of Speed on Highways - 2020-293-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	May 5, 2020

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

**Enrique Kamm - Apr 29, 2020 - 9:09 AM**

**Michael Fawthrop - Apr 29, 2020 - 9:13 AM**

**Bill de Wit - May 5, 2020 - 10:22 AM**

**Maureen Adams - May 5, 2020 - 1:36 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law Explanatory Note**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-296-Infrastructure and Municipal Works  
Prepared By: Enrique Kamm, Transportation Engineer  
Meeting Date: May 11, 2020  
Subject: Note to Amend Rates of Speed on Marleau Avenue and Power Dam Drive

**Purpose**

An explanatory note to By-Law enact the proposed amendments to the posted speed limits on Marleau Avenue and Power Dam Drive based on recently conducted speed studies.

**Background / Discussion**

Recent speed studies determined more appropriate posted speed limits for Marleau Avenue as well as for Power Dam Drive.

The speed limit on Marleau Avenue should be set to 70 Km/h from Nick Kaneb Drive to Boundary Road which is more representative of the current operating speed of the roadway based on recent speed surveys. Previous speed limits were 80 km/h between Nick Kaneb Drive and Campbell Street and 70 km/h east of Campbell Street. Please refer to the attached sketch which delineates the existing speed limits on Marleau Avenue as well as the proposed.

The beginning of the 60km/h speed limit on Power Dam Drive should be relocated north of Grant Avenue as the multi-use path, west of Power Dam Drive, connects to the Riverdale Area at Grant Avenue. Currently, the start of the 60 km/h posted speed limit is located south of Grant Avenue. The Infrastructure Department has received several requests from residents in the area to change



the posted speed limits on Power Dam Drive as described herein. Please refer to the attached sketch which demonstrates the proposed speed limit change on Power Dam Drive.

### Report Approval Details

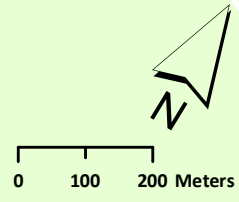
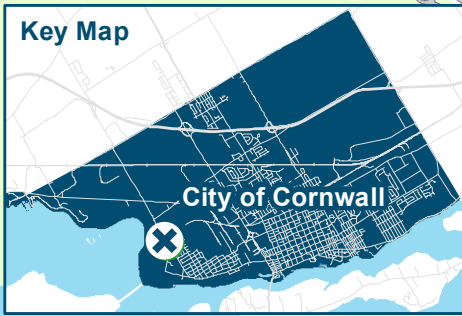
Document Title:	Note for Speed Limit Changes on Marleau Avenue and Power Dam Drive - 2020-296-Infrastructure and Municipal Works.docx
Attachments:	- PowerDam_Speed.pdf - Marleau_Speed.pdf
Final Approval Date:	May 5, 2020

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

**Bill de Wit - May 5, 2020 - 5:26 PM**

**Maureen Adams - May 5, 2020 - 5:27 PM**

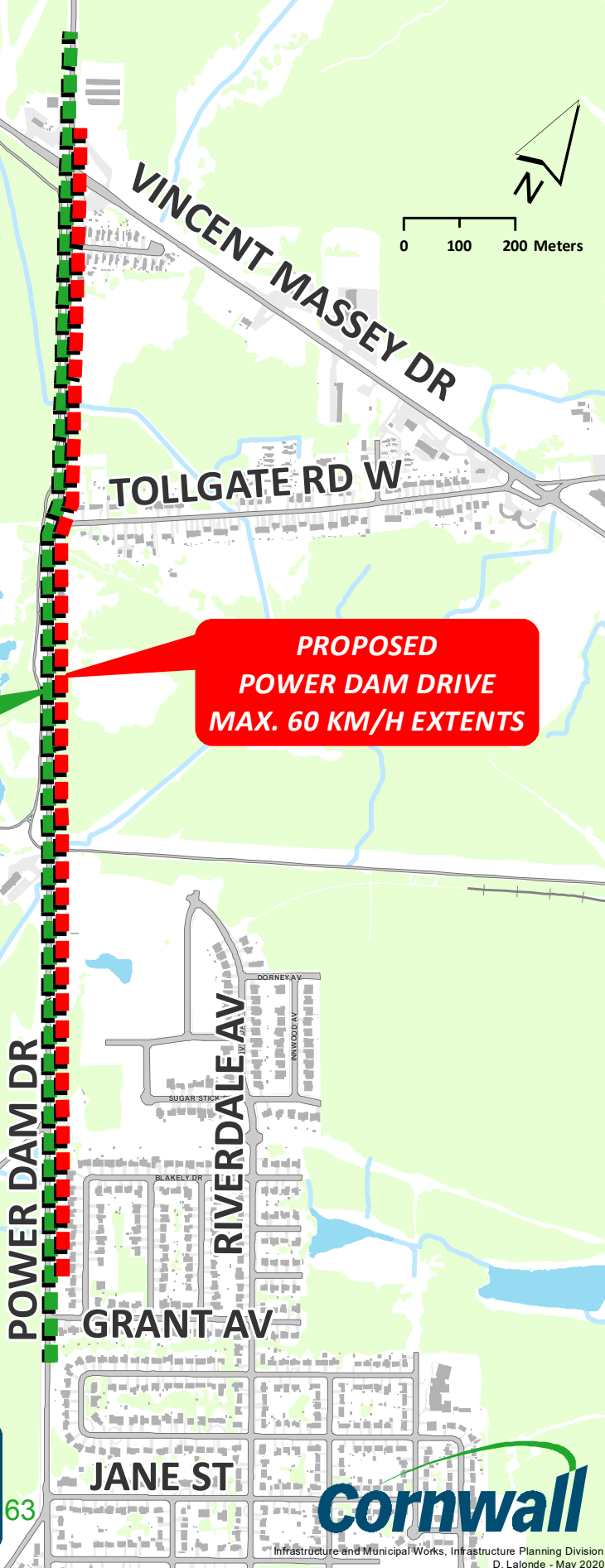


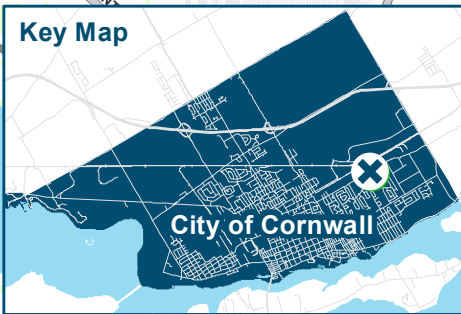


**EXISTING  
POWER DAM DRIVE  
MAX. 60 KM/H EXTENTS**

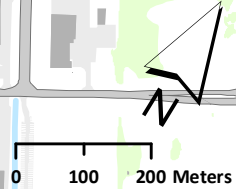
**PROPOSED  
POWER DAM DRIVE  
MAX. 60 KM/H EXTENTS**

**60KM/HOUR EXTENTS  
ON POWER DAM DRIVE**





INDUSTRIAL PARK DR



**EXISTING  
MARLEAU AVENUE  
MAX. 80 KM/H EXTENTS**

**EXISTING  
MARLEAU AVENUE  
MAX. 70 KM/H EXTENTS**

**PROPOSED  
MARLEAU AVENUE  
MAX. 70 KM/H EXTENTS**

**70 KM/HOUR EXTENTS  
ON MARLEAU AVENUE**

NICK KANEB DR

MARLEAU AV

GLENVIEW BV

HOLY CROSS BV

CAMPBELL ST

BOUNDARY RD

164

SECOND ST E





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

Department: Corporate Services  
 Division: Clerk's Division  
 Report Number: 2020-285-Corporate Services  
 Prepared By: Debbie Caskenette, Deputy Clerk  
 Meeting Date: May 11, 2020  
 Subject: Unfinished Business Listing for May 11, 2020

**Recommendation**

That Council receive the Unfinished Business Listing for May 11, 2020.

<b>Title</b>	<b>Department</b>	<b>Date</b>
Audit Committee's Review of the 2019 Municipal Works Redevelopment Plan Report (Aug 12/19)	Financial Services	May 11/20
Cat Control By-law (Apr 10/17) (Jun 26/17) (Nov 27/17) (May 14/18) (Oct 9/18) (Aug 12/19)	Planning, Development and Recreation	May 25/20
Draft Plan of Subdivision for St. Antoine Subdivision - Vehicular Ingress and Egress Solutions (Oct 15/19)	Development, Planning and Recreation and Infrastructure and Municipal Works	May 25/20
Creation of Remote Worker Attraction Strategy (Jan 10/20)	Planning, Development and Recreation	TBD

(a) Procedural By-law Amendments (Mar 26/18) (Feb 11/19) (Feb 11/19) (Nov 25/19) (b) Holding Three Public Meetings per Month (Jan 10/20)	CAO and Corporate Services	Special Council Meeting 2020
New Staffing Position (Budget 2020)	CAO	TBD
Future of Licensing and Inspecting of Rental Housing (Nov 13/18)	Development, Fire Services, Social Services	TBD
Placemaking (Feb 10/20)	Development, Planning and Recreation and Infrastructure and Municipal Works	TBD
Review of Parks, Facilities and Street Naming Policy (Sept 9/19)	Corporate Services	TBD
Protection and Enhancement of Tree Canopy and Natural Vegetation Policy (Aug 13/18) (Mar 25/19) (Apr 23/19) (Nov 25/19)	Environment and Climate Change Committee and Development, Planning and Recreation	TBD
Beautification Project (Feb 10/20)	Development, Planning and Recreation and Infrastructure and Municipal Works	TBD

Document Title:	Unfinished Business Listing for May 11, 2020 - 2020-285-Corporate Services.docx
Attachments:	
Final Approval Date:	May 5, 2020

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

**Maureen Adams - May 5, 2020 - 3:10 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2020-065**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-065  
Report Number 2020-287-Corporate Services  
Meeting Date: May 11, 2020  
Subject: Confirming By-law for the Meeting of May 11, 2020

A By-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday, May 11, 2020;

Whereas Section 5(1) of the Municipal Act, S.O. 2001, c.24 thereto provides that the powers of a municipal Corporation shall be exercised by its Council; and

Whereas Section 5(3) of the Municipal Act, S.O. 2001, c.24 and amendments thereto, provides that the powers of Council are to be exercised by By-law: and

Whereas in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual By-law; and

Whereas Section 248 provides that if a council passes a comprehensive general by-law that consolidates and includes the provisions of any By-law previously passed by the Council; and it is deemed expedient that a By-law be passed to authorize the execution of agreements and other documents and that the proceedings of the Council of The Corporation of the City of Cornwall at this meeting be confirmed and adopted by By-law.

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

1. (a) That the following Minutes of the Public Meetings of the Municipal Council of The Corporation of the City of Cornwall be and the same are hereby adopted:

- (i) Regular Public Meeting of Council #2020-07 of Monday, February 24, 2020
- (ii) Special Public Meeting of Council #2020-08 of Monday, March 16, 2020
- (iii) Special Public Meeting of Council #2020-09 of Friday, March 20, 2020
- (iv) Special Public Meeting of Council #2020-10 of Tuesday, April 7, 2020
- (v) Special Public Meeting of Council #2020-11 of Wednesday, April 29, 2020

(b) That the following Minutes of the In Camera Meeting pertaining to the security or part of the property of the Municipality or Local Board, personal matters about an identifiable individual, including municipal or Local Board employees, a proposed or pending acquisition or disposition of land by the Municipality or Local Board, labour relations or employee negotiations, litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board, advice that is subject to solicitor-client privilege, including communications necessary for the purpose, a matter in respect of which a Council, Board, Committee other body may hold a closed meeting under another Act, or for the purpose of educating or training the members and where no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee, be and the same are hereby adopted:

- (i) Regular In-Camera Committee of Council #2020-04 of Monday, February 24, 2020

(c) That the actions of the Council at its meetings held on Monday, May 11, 2020, in respect of each recommendation contained in all reports of the regular and in-camera meetings and in respect of each motion, resolution and other action taken by the Council at its said meeting is, except where the prior approval of the Ontario Municipal Board or other authority is by law required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in the By-law;

(d) That the above mentioned actions shall not include any actions required By-law to be taken by resolutions.

2. That where no By-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned Minutes or with respect to the exercise of any powers by the Council in the above mentioned Minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. The Mayor and proper officials of The Corporation of the City of Cornwall are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.
4. Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of The Corporation of the City of Cornwall to all documents necessary to give effect to the above-mentioned actions.
5. It is declared that notwithstanding that any section or sections of this By-law or parts thereof, may be found by any court of law to be bad or illegal or beyond the power of the Council to enact, such section(s) or part(s) hereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent there from and enacts as such.

Read, signed and sealed in open Council this 11th day of May, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	Confirming By-law for the Meeting of May 11, 2020 - 2020-287-Corporate Services.docx
Attachments:	
Final Approval Date:	May 6, 2020

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

**Manon L. Levesque - May 6, 2020 - 9:18 AM**

**No Signature - Task assigned to Maureen Adams was completed by workflow administrator Debbie Caskenette**

**Maureen Adams - May 6, 2020 - 1:18 PM**