

**Meeting #:** 2020-13  
**Date:** Monday, May 25, 2020, 7:00 PM  
**Location:** Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level  
**Chair:** Bernadette Clement, Mayor  
**Prepared By:** Manon L. Levesque, City Clerk

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**In-Camera Session / Rise and Report from the In-Camera Meeting of  
Monday, May 25, 2020**

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

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

**Item #1, Report 2020-289-Infrastructure and Municipal Works, Brookdale Ave. North - Sanitary Sewer Extension - Update**

- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

**Moment of Personal Reflection**

Réflexion personnelle

**National Anthem**

Hymne national

**Acting Mayor**

The Acting Mayor for this month is Councillor 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, May 11, 2020

**Presentations**

Présentations

**Delegations**

Délégations

**Consent and Correspondence**

Consentement et correspondance

**14.1 Proclamation of Paramedic Services Week 2020, 2020-209-Cornwall SDG Paramedic Services 11**

Action Recommended

That Council proclaim the week of May 24, 2020, as “Paramedic Services Week 2020” in the City of Cornwall.

**14.2 Ontario Regulation 284/09 - Budget Matter Expenses, 2020-292-Financial Services 14**

Action Recommended

That Council receive Report 2020-292-Financial Services as required by the Municipal Act, 2001, Ontario Regulation 284/09.

**14.3 COVID-19 Temporary Pandemic Wage Subsidy, 2020-290-Corporate Services 21**

Action Recommended

That Council receive Report 2020-290-Corporate Services.

**14.4 RFP Terms of Reference for the Supply and Maintenance of Multi-Function Devices, 2020-257-Financial Services 24**

Action Recommended

That Council receive Report 2020-257-Financial Services

**Resolutions**

Résolutions

**Unfinished Business Reports**

**16.1 Closing of Pitt Street – COVID 19, 2020-306-Planning, Development and Recreation** 46

Action Recommended

That Council receive this report; and

That Pitt Street from Third to First remain open to vehicles; and

That Downtown businesses be encouraged to make use of the City's Encroachment Agreement Application, should they wish to increase restaurant or retail space.

**Communication Reports**

Communications et rapports

**17.1 Tax Write-Offs / Adjustments, 2020-291-Financial Services** 96

Action Recommended

That Council approve the tax write-offs/adjustments/vacancies under Sections 357 and 364 of the *Municipal Act, 2001*.

**17.2 April CPPEG 165 Montreal, 145 Pitt, 134 Montreal, 711 Pitt, 2020-304-Planning, Development and Recreation** 101

Action Recommended

That Council approve the following items:

- a. 2642200 Ontario Inc at 165 Montreal Rd for

Program 2–Building Restoration & Improvement in the amount of \$3,635

Program 5-Municipal Planning/Development Fees Grant based on actual costs

Program 6-Discretionary Municipal Tipping Fees Grant based on actual costs

Program 7-Parking and Landscape Enhancement Program in the amount of \$25,000 as an interest free loan

- a. Elizabeth and Chris Nurse at 145 Pitt St for

Program 2 – Building Restoration & Improvement in the amount of



\$3,490 as an interest free loan

Program 4 – Façade Improvement and Sign Grant in the amount of \$8,500

Program 5-Municipal Planning/Development Fees Grant based on actual costs

Program 6-Discretionary Municipal Tipping Fees Grant based on actual costs

Conditional to reviewing the design for the new sign.

- a. 1943217 Ontario Inc at 134 Montreal Rd for

Program 2 – Building Restoration & Improvement in the amount of \$30,000

Program 4–Façade Improvement Grant in the amount of \$10,000

Program 5-Municipal Planning/Development Fees Grant based on actual costs

Program 6-Discretionary Municipal Tipping Fees Grant based on actual costs

- a. 1271450 Ontario Ltd at 115 Sydney St Addendum for Brownfield

Program 2–Environmental Site Assessment Grant in the amount of \$4,521

Program 4-Municipal Planning/Development fees grant based on actual costs

Program 5-Discretionary Municipal Tipping fees grant of \$81,529 remaining from previous approval in June and November of 2011

## **Tenders and Requests for Proposals**

Soumissions et demandes de propositions

### **18.1 Tender 20-T23 Maintenance of Traffic Control Signals and Flasher Systems, 2020-282-Financial Services**

104

Action Recommended

That Tender 20-T23 be awarded for a five year period effective August 1, 2020, with an option to extend the contract for an

additional two years, to Black & McDonald Limited from Ottawa, Ontario, at the total bid price of \$2,160,673.00 (net cost to the Corporation - \$1,945,752.96), including provisional items, being the best bid meeting the tender specifications.

**18.2 *Purchase of Transit Buses Through the Transit Procurement Initiative, 2020-293-Financial Services***

107

Action Recommended

That Council approves the purchase of two (2) conventional buses from Nova Bus through the Metrolinx Transit Procurement Initiative process.

**New Business**

Nouvelles affaires

**Passing of By-laws**

Adoption des règlements municipaux

By-laws 2020-066 to 2020-074 inclusive, listed on the Agenda, are being presented to Council for adoption.

- |      |  |     |
|------|--|-----|
| 20.1 | By-law 2020-066 - Renewed Lease Agreement with the Cornwall BMX Club, 2020-299-Planning, Development and Recreation, 2020-299-Planning, Development and Recreation, 2020-301-Planning, Development and Recreation    | 111 |
| 20.2 | By-law 2020-067 - Renaissance, 423-425 Victoria, 221-223 Belmont, 2020-302-Planning, Development and Recreation, 2020-302-Planning, Development and Recreation, 2020-303-Planning, Development and Recreation        | 117 |
| 20.3 | By-Law 2020-068 - Temporarily Close Various City Streets for Capital Projects, 2020-299-Infrastructure and Municipal Works, 2020-303-Infrastructure and Municipal Works  | 122 |
| 20.4 | By-law 2020-069 - Tax Capping Options and Parameters for Properties in the Multi-Residential, Commercial and Industrial property classes for the year 2020, 2020-283-Financial Services, 2020-287-Financial Services | 127 |
| 20.5 | By-law 2020-070 - 2020 Tax Capping Decrease Limits, 2020-285-Financial Services, 2020-286-Financial Services   | 132 |

20.6	By-law 2020-071 - Tax Ratios for the Year 2020, 2020-288-Financial Services, 2020-288-Financial Services, 2020-289-Financial Services	137
20.7	By-law 2020-072 - To repeal and replace Schedule A of By-law 2019-067 to set the 2020 Tax Rates and to levy taxes for the year 2020, 2020-290-Financial Services, 2020-290-Financial Services, 2020-284-Financial Services	142
20.8	By-law 2020-073 – Renewal of Lease Agreement 64-0671 with St. Lawrence Seaway Authority Management Corporation, 2020-295-Planning, Development and Recreation, 2020-308-Planning, Development and Recreation	152
20.9	By-law 2020-074 – Renewal of Lease Agreement (64-0672) with the St. Lawrence Seaway Management Corporation, 2020-294-Planning, Development and Recreation, 2020-309-Planning, Development and Recreation	158
20.10	<i>A By-law to authorize the sale of extended Marguerite D'Youville and extended Easton Avenue (generally described as property north of GSDL) to 764694 Ontario Ltd (Grant Marion)., 2020-294-Financial Services</i>	163

## Reports from Committees of Council

Rapports des comités du Conseil

## Notices of Motion

Avis de motion

## 22.1 *Limit on New Business Motions, 2020-12-Council Members* 165

Whereas, currently, there is no limit on the number of Notices of Motions and New Business Motions for submitting at a Regular Meeting of Council by a Councillor and no deadline.

Therefore, be it resolved that each Councillor be limited to a maximum of two Notices of Motions and New Business Motions, combined, presented at a Regular Meeting of Council; and

Therefore, be it further resolved that each Notice of Motion and New Business Motion shall have a seconder prior to submitting it to the Clerk; and

Therefore be it further resolved that Notices or Motion and New Business Motions shall be delivered to the Clerk no later than 12:00 noon on the Tuesday preceding the date of the intended regularly scheduled Council Meeting, so that it may be included as part of the Agenda package and so that proper notice can be given to the public.

### **Pending Business Listing**

Liste des dossiers incomplets

The Pending Business Listing for Monday, May 25, 2020, is being presented to Council to receive.

#### **23.1 Unfinished Business Listing for May 25, 2020, 2020-288-Corporate Services 166**

Action Recommended

That Council receive the Unfinished Business Listing for May 25, 2020.

### **Confirming By-law**

Règlement municipal de ratification

By-law 2020-076, 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 25, 2020, is being presented to Council for adoption.

#### **24.1 Confirming By-law for the Meeting of May 25, 2020, 2020-289-Corporate Services 170**

### **Adjournment**

Ajournement

The next regular public meeting of Council will be held on Monday, June 8, 2020.



**Minutes**  
**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: Debbie Caskenette, Deputy Clerk

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

Regrets: Justin Towndale, Councillor

Attendance	Maureen Adams, CAO	Mark A. Boileau, General
Administration:	Manon L. Levesque, City Clerk	Manager, Planning,
	Debbie Caskenette, Deputy	Development and Recreation
	Clerk	Tracey Bailey, General Manager,
	Geoffrey Clarke, General	Financial Services
	Manager, Corporate Services	
	Bill de Wit, Acting General	
	Manager	

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

**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

Action Taken: Council provided direction to Administration.

**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

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 Elaine MacDonald.

**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. Consent Item 14.4, Report from Integrity Commissioner, was moved to Communication Item 17.3 for discussion.

**8. Adoption of Agenda**

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt the agenda as amended.

Motion Carried

**9. Disclosures of Interest**

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

Councillor Carilyne Hébert declared of conflict of interest on By-law 2020-055, Circles Canada Contract, as she is the Executive Director of the Social Development Council of Cornwall and Area, who has a partnership with Circles Canada and did not participate on the vote of the By-law.

**10. Committee of the Whole**

Moved By: Elaine MacDonald, Councillor

Seconded By: Todd Bennett, Councillor

Motion to move into Committee of the Whole.

Motion Carried

**11. Adoption of Minutes**

1. Minutes of Monday, March 16, 2020 to be amended to show that Councillor Eric Bergeron attended the meeting via teleconference.

2. Minutes of Friday, March 20, 2020 to be amended to show that Councillor Eric Bergeron attended the meeting via teleconference.

3. Minutes of Tuesday, April 7, 2020 to be amended to show that Councillor Glen Grant attended the meeting via teleconference.

Moved By: Claude E. McIntosh, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt the following Minutes as amended.

- Monday, February 24, 2020
- Monday, March 16, 2020
- Friday, March 20, 2020
- Tuesday, April 7, 2020
- Wednesday, April 29, 2020

Motion Carried

**12. Presentations**

There were no Presentations.

**13. Delegations**

There were no Delegations.

#### **14. Consent and Correspondence**

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to approve the recommendations for Items 1 to 3 contained in the Consent portion of the Agenda of Monday, May 11, 2020.

Motion Carried

##### **1. 2019 Annual Remuneration and Expense Statement - Elected Officials, 2020-258-Financial Services**

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.

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

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

##### **3. First Quarter Non-Competitive Procurement Report 2020, 2020-277-Financial Services**

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

##### **4. Report from Integrity Commissioner, 2020-286-Corporate Services**

This matter was moved to Communication as Item 17.3 for discussion.

#### **15. Resolutions**

There were no Resolutions.

#### **16. Unfinished Business Reports**

##### **1. Audit Committee Review of the Municipal Works Redevelopment Capital Project - 2020-273-Financial Services, 2020-273-Financial Services**



Moved By: Eric Bergeron, Councillor  
Seconded By: Glen Grant, Councillor

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

Motion Carried

## **17. Communication Reports**

### **1. 2019 Fourth Quarter Financial Overview – Preliminary Report, 2020-274-Financial Services**

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

Motion to 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.

Motion Carried

### **2. Beyond 21 - Request for Funding, 2020-259-Financial Services**

Moved By: Elaine MacDonald, Councillor  
Seconded By: Dean Hollingsworth, Councillor

Motion to 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.

Motion Carried

**3. Report from Integrity Commissioner, 2020-286-Corporate Services**

This matter was moved from Consent Item 14.4 for discussion.

Moved By: Elaine MacDonald, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to receive Report 2020-286-CL.

Motion Carried

**18. Tenders and Requests for Proposals**

There were no Tenders or Requests for Proposals.

**19. New Business**

**1. Closing of Pitt Street - COVID-19**

Moved By: Eric Bergeron, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to direct Administration to prepare a report including options for closing only First Street to Second Street, relaxing By-laws surrounding outdoor patios, using existing street parking spaces for drop-offs or patios and look at options for keeping traffic partially open with wider sidewalks for the next Regular Meeting of Council of Monday, May 25, 2020.

Motion Carried

**2. Business Parking - COVID-19**

Moved By: Eric Bergeron, Councillor

Seconded By: Glen Grant, Councillor

Motion to direct Administration to prepare a report for the Regular Meeting of Council of Monday, May 25, 2020 on parking rule changes for the remainder of 2020 including and not limited to:

- ending paid parking within city limits
- relaxing parking by-laws to allow for curbside pickup

- allowing businesses to claim a parking spot in front of their businesses for expanded shopping space
- to identify spaces for expanded pedestrian access (for social distancing) and for possible expansion of bike lanes throughout the City.

Motion Carried

### **3. Outdoor Gardening - COVID-19**

Moved By: Eric Bergeron, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to direct Administration to prepare a report for the Regular Meeting of Council of Monday, May 25, 2020 on By-laws related to outdoor garden, backyard farming and urban food production within the city's limits including on an individual property basis and in community operated gardens.

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

Motion to amend the main motion by replacing the reporting date from Monday, May 25, 2020 to Monday, June 8, 2020.

Motion to Amend Carried

Main Motion Carried as Amended

### **4. Home-Based Businesses - COVID-19**

Moved By: Eric Bergeron, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to direct Administration to prepare a report on which By-laws and zoning rules can be reviewed in order to encourage more people to setup and work from home and bring back to Council at its meeting of Monday, June 8, 2020.

Motion Carried

**5. Electronic Participation for Council Meetings - COVID-19**

Moved By: Eric Bergeron, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to direct Administration to prepare a report for the Council Meeting of Monday, May 25, 2020 on the feasibility of hosting Virtual Council Meetings by video.

Motion Defeated

**20. Passing of By-laws**

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

Motion to approve By-law 2018-110 and By-laws 2020-056 to 2020-064 inclusive as listed on the Agenda.

Motion Carried

Moved By: Elaine MacDonald, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to approve By-law 2020-055, Circles Canada Contract.

Motion Carried

**1. By-law 2018-110 - Part Lot Control, 2020-291-Planning, Development and Recreation**

Carilyne Hébert, Councillor declared a conflict on this item.

**2. By-law 2020-055 - Circles Canada Contract, 2020-209-Social and Housing Services, 2020-208-Social and Housing Services**

**3. By-law 2020-056 - Data Sharing Agreement, 2020-207-Glen Stor Dun Lodge**

**4. By-law 2020-057 Appoint Members of Council and Administration to the Municipal Grants Committee**

**5. By-law 2020-058 - Amendment to Smoking By-law 2020-040, 2020-283-Planning, Development and Recreation**

6. **By-law 2020-059 - Renaissance Discharge Lien - 220 McConnell, 2020-281-Planning, Development and Recreation**
7. **By-law 2020-060 - Saunders Subdivision Agreement, 2020-287-Infrastructure and Municipal Works**
8. **By-law 2020-061 - Southbridge Service Extension Agreement, 2020-291-Infrastructure and Municipal Works**
9. **By-law 2020-062 - Transfer of Easement over Part 12 on Reference Plan 52R-8323, 2020-286-Infrastructure and Municipal Works**
10. **By-law 2020-063 - Amend the Traffic & Parking By-law 069-89, Marc Street, 2020-290-Infrastructure and Municipal Works**
11. **By-law 2020-064 - Amend the Traffic & Parking By-law, Highway Speed, 2020-293-Infrastructure and Municipal Works**

## **21. Reports from Committees of Council**

1. Councillor Eric Bergeron informed Council that the Cornwall Regional Airport Commission recently met and a virtual presentation was made by the consultant on the future of the Airport.
2. Councillor Eric Bergeron mentioned that a virtual demo of a tree canopy software was presented to the Environment and Climate Change Committee which would enable the municipality to track its tree canopy.
3. Councillor Elaine MacDonald announced that the Centre for the Arts Collective has raised \$673,000 to date in its fundraising efforts towards the Arts Centre.
4. Councillor Carilyne Hébert provided an overview of the initiatives currently being provided by the Emergency Regional Response Council.

## **22. Notices of Motion**

There were no Notices of Motion.

## **23. Pending Business Listing**

1. **Unfinished Business Listing for May 11, 2020, 2020-285-Corporate Services**

Moved By: Claude E. McIntosh, Councillor  
Seconded By: Elaine MacDonald, Councillor

Motion to receive the Unfinished Business Listing for May 11, 2020.

Motion Carried

## **24. Confirming By-law**

### **1. Confirming By-law for the Meeting of May 11, 2020, 2020-287-Corporate Services**

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

Motion to endorse 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.

Motion Carried

## **25. Adjournment**

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

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

Motion to adjourn the Meeting of Monday, May 11, 2020 at 9:45 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Bernadette Clement, Mayor

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

Department: Cornwall & SD&G Paramedic Services  
Division: Paramedics  
Report Number: 2020-209-Cornwall SDG Paramedic Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: May 25, 2020  
Subject: Proclamation of Paramedic Services Week 2020

**Purpose**

To proclaim the week of May 24, 2020, as “Paramedic Services Week 2020” in the City of Cornwall.

**Recommendation**

That Council proclaim the week of May 24, 2020, as “Paramedic Services Week 2020” in the City of Cornwall.

Document Title:	Proclamation of Paramedic Services Week 2020 - 2020-209 Paramedic.docx
Attachments:	- Proclamation of Paramedic Services Week 2020.docx
Final Approval Date:	Apr 26, 2020

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

**Bill Lister - Apr 24, 2020 - 11:23 AM**

**Maureen Adams - Apr 26, 2020 - 8:58 AM**



May 24 – 30, 2020

The theme for Paramedic Services Week 2020 is **Pandemic: Paramedics on the Front Line** and demonstrates the important role that paramedics play on the front lines of the healthcare system during a pandemic.

During a global pandemic health emergency, paramedics play an integral role on the front lines of healthcare. Paramedics are often an early point of contact in the public arena. If not called upon to respond to YOU in need when YOU call, they are “running toward” the risks associated with a pandemic response when they arrive.

The PCC endeavours to highlight the contributions of important roles played by paramedic professionals during a pandemic outbreak. These proud professionals are well positioned in their mobile role to make significant contributions to working toward protecting the health and well-being of the citizens they serve, YOU.

The first day of Paramedic Services Week is Sunday, May 24th; the public education component begins Monday, May 25th and wraps up on Saturday May 30th. Each of the first five days has a specific public education focus that is designed to educate citizens on paramedics during a pandemic health emergency and day six is an opportunity for the public to get to know their local paramedics and emergency medical responders through recognition initiatives.

Monday – Activating 911 and Call Screening

Tuesday – Personal Protective Equipment (PPE); What and Why?

Wednesday – Protect the Protectors/Help the Helpers

Thursday – Stay Informed; What and Why We Do What We Do?

Friday – Health and Resiliency

Saturday – Paramedic Services Recognition Day

The Paramedic Chiefs of Canada welcome you to use any or all of the packages that have been developed for this special week. Each theme package contains key messages, suggested teaching strategies, and recommended audiences/venues.

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-292-Financial Services  
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer  
Meeting Date: May 25, 2020  
Subject: Ontario Regulation 284/09 - Budget Matter Expenses

**Purpose**

This report is being presented to Council in order to meet the requirements of Regulation 284/09 under the *Municipal Act, 2001*. This report contains information related to changes in financial reporting and budget requirements for municipalities as a result of Public Sector Accounting Board (PSAB) accounting standards.

**Recommendation**

That Council receive Report 2020-292-Financial Services as required by the Municipal Act, 2001, Ontario Regulation 284/09.

**Financial Implications**

As permitted under Regulation 284/09 in preparing the budget for a year, a municipality may exclude from the estimated expenses all or a portion of the following:

- Post employment benefits expenses,
- Solid waste landfill closure and post-closure expenses, and
- Amortization expenses (related to tangible capital assets).

These expenses were not included in the City's budget for 2020. The City of Cornwall, like most municipalities, continues to prepare budgets on the traditional funding basis where revenue and expenditures for operating and capital budgets

are balanced. Accordingly, on a funding basis, there is no projected impact to the City's accumulated surplus. Regulation 284/09 requires a municipality to identify the impact of the 2020 budget on the City's accumulated surplus after converting the 2020 budget and assumptions to the full accrual basis of accounting.

### **Impact of Excluded Expenses on 2020 Budgeted Accumulated Surplus**

The equity of a municipality is defined as "accumulated surplus". The accumulated surplus consists mainly of:

- Any operating fund surpluses including local boards
- Equity in Tangible Capital Assets
- Reserves and Reserve Funds
- Capital Funds
- Less Unfunded Liabilities such as Employee Future Benefits and Post Closure Landfill Sites

As explained in Background/Discussions, the result of changes to accounting standards is that the City's surplus for budgeting purposes differs from the surplus on the City's financial statements. The estimated effect on the 2020 ending surplus due to the excluded expenses and change in reporting is anticipated to be a net increase of \$19.8M, summarized as follows:

Post employment benefits expenses	-758,127
Solid waste landfill closure and post-closure expense:	-495,000
Aquisition of tangible capital asstes	35,820,200
Amortization expense of tangible capital assets	<u>-14,815,349</u>
	19,751,724

The changes to accounting and reporting requirements under PSAB are a financial accounting treatment only and do not affect operating surpluses. This difference is one of financial statement presentation only.

Explanations of the increase in accumulated surplus are outlined below: (please note that the financial information provided in this report is based on 2019 Financial Statements.)

#### **Employee Future Benefits/Post Employment Benefits Expenses**

PSAB standards do not require liabilities associated with Employee Future Benefits to be fully funded by setting aside any portion of the accumulated surplus as reserves and/or reserve funds. Employee Future Benefits include sick leave benefit plans, long-term disability plans, Workplace Safety and Insurance Act (WSIB) benefits, vacation agreements and post-retirement plans. Benefits

are earned by employees in the current period but not paid for by taxes or rates until a future period and potential future WSIB payments.

The City's financial statements report liabilities and expenses relating to Employee Future Benefits while the City's budget includes estimated expenditures based on expected cash payments to be made during the year. The liability for Employee Future Benefits in the City's 2019 Financial Statements is approximately \$7.3M, of which \$2.1M is funded by Reserves.

The impact (change) of Employee Future Benefits expense is a decrease to the accumulated surplus and is estimated to be \$758K in 2020.

As part of long-term financial planning, the City continues to budget for estimated annual payments for related expenses and will continue to contribute funds to reserves which will assist in closing the current funding gap.

#### Solid Waste Landfill Closure and Post-Closure Liability

Under the Ontario Environmental Protection Act, the City is required to provide for the closure and post-closure care of solid waste landfill sites. The costs related to these obligations are provided over the estimated remaining life of the landfill site based on usage and recorded as such on the City's Financial Statements.

PSAB standards do not require liabilities associated with solid waste landfill closure and post-closure care activities to be fully funded by setting aside any portion of the accumulated surplus as reserves and/or reserve funds.

As at December 31, 2019, the City had a liability for landfill closure and post-closure costs of approximately \$16.2M.

The impact (change) of Landfill Closure and Post-Closure costs is a decrease to the accumulated surplus and is estimated to be \$495K in 2020.

The City does include capital costs related to the landfill site in the annual capital budget based on the ten-year capital forecast. Staff will continue to develop strategies that will provide sufficient funding to discharge this liability over the remaining life of the landfill site.

#### Amortization Expenses on Tangible Capital Assets

Annual financial statements include amortization expenses on tangible capital assets as required by PSAB standards.

The City's 2019 Statement of Financial Activities includes \$14.3M expensed for amortization related to the recording of tangible capital assets. This amortization is based on the cost of these assets when they were built or purchased.

Although the City's 2020 budget does not include amortization expense on tangible capital assets, provisions are made for contributions to capital and transfers to/from reserves to fund capital expenses. The 2020 budget is based on planned capital expenditures for the year. The 2020 capital budget submission (including water and sewer) is \$35.8M. Provisions of approximately \$7.7M have been included in the 2020 operating budget as contributions to capital to allow for the cash financing of capital projects. The balance of \$28.1M is mostly funded through financing, grants and reserves.

In addition to the \$35.8M provided in the 2020 budget, \$4.2M is included for the repayment of the principal component of past debt issued on the purchase of vehicles, equipment and the construction of buildings/infrastructure. In total, \$40.0M is provided in the budget for capital purposes.

As amortization expense is not included in the 2020 budget, the impact is an estimated \$14.8M reduction to the City's accumulated surplus. However, offsetting amortization expense is the funding for the acquisition of tangible capital assets estimated at \$35.8M.

The estimated 2020 impact of tangible capital assets is a net increase of \$21.0M to the accumulated surplus.

### **Impact on Future Tangible Capital Asset Funding Requirements**

Inclusion of tangible capital asset information in the financial statements can assist in understanding the obligation to maintain, renew and replace assets. The amount provided in the 2020 budget for capital purposes (\$40.0M) can be compared to the draft 2020 estimated amount of amortization \$14.8M (2019 - \$14.3M) in order to determine whether the City has adequately provided for its capital needs.

However, even if amortization is fully funded, other factors will need to be examined to quantify the City's capital funding requirements. It would be beneficial to compare existing capital funding levels to required future funding levels; to understand that amortization is based on costs when assets were built or purchased and this is not necessarily the cost to repair or replace the asset in today's dollars and using current standards; and that assets may need to be replaced before the end of their amortization period. It is important to note that consideration is required in the replacement of existing assets, for new assets as well as growth related assets.

Accounting and reporting on the tangible capital assets will provide information, but it will not provide financial planning, set appropriate rates and fees, or supply information on the condition of assets. It can, however, provide a basis to carry out these activities in order to determine if annual funding allocations are sufficient and in determining affordability and sustainability.

Although budget constraints defer replacement of City infrastructure assets or required improvements, staff are working towards ensuring there is adequate funding and/or reserves to replace assets and address deficiencies through a sustainable Capital Investment Plan.

### **Strategic Priority Implications**

There is no relationship to the strategic plan as this is a compliance report under the *Municipal Act*.

### **Background / Discussion**

Municipalities are required to prepare annual Financial Statements in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA). These accounting principles included accounting for employment liabilities, landfill costs and tangible capital assets.

The Municipal Act requires that municipalities prepare balanced budgets which include estimates of all sums required during the year for the purposes of the municipality.

The PSAB accounting standards adopted for municipalities do not require that budgets be prepared on the same basis. With the implementation of these accounting rules, municipalities must record amortization on tangible capital assets. This becomes an annual expense of the municipality. It was realized that the requirement to include amortization expenses in municipal budgets could have significant impact on a municipality's tax levy. For many municipalities there would be the potential for a significant variance between the amount raised through the budget process to fund capital asset renewals and the annual amortization expense as reflected in the financial statements.

Ontario Regulation 284/09 Budget Matters - Expenses addresses these changes. The Regulation permits municipalities to exclude a portion or all of the following expenses from their annual budgets:

- Post employment benefits expenses,
- Solid waste landfill closure and post-closure expenses, and
- Amortization expenses (related to tangible capital assets).

However, the legislation requires staff to prepare an annual report to Council which:

- identifies the expenses that have been included in the Financial Report but excluded from the budget,

- identifies the impact of these differences on the change in the City's accumulated surplus, and
- analyze the impact of excluding these expenses from the budget on future capital assets funding requirements.

Ontario Regulation 284/09 requires that before Council adopts the annual budget, it must first receive a report as outlined above and adopt that report by Resolution.

Document Title:	Ontario Regulation 284 09 Budget Matter Expenses - 2020-292-Financial Services.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**No Signature found**

**Paul Scrimshaw - May 15, 2020 - 4:41 PM**

**Tracey Bailey - May 15, 2020 - 5:03 PM**

**Maureen Adams - May 16, 2020 - 8:08 AM**



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

Department: Corporate Services  
Division: Human Resources  
Report Number: 2020-290-Corporate Services  
Prepared By: Bruce Doing, Manager, Employee Relations  
Meeting Date: May 25, 2020  
Subject: COVID-19 Temporary Pandemic Wage Subsidy

**Purpose**

To provide Council with an overview of the Temporary Pandemic Pay to frontline workers that was announced by Provincial Government in early May.

**Recommendation**

That Council receive Report 2020-290-Corporate Services.

**Background / Discussion**

On April 25, 2020, the Government of Ontario announced the province would be providing Temporary Pandemic Pay to frontline and support workers for a sixteen-week period. The pay is designed to support frontline staff who are experiencing severe challenges in their workplace, during the COVID-19 outbreak.

The goals of this Temporary Pandemic Pay are to provide additional support and relief to frontline workers, encourage staff to continue working and attract prospective employees and help maintain safe staffing levels and the operation of critical frontline services. The City of Cornwall has two eligible workplaces, Glen Stor Dun Lodge and Cornwall SD&G Paramedic Services.



The Temporary Pandemic Pay consists of a wage top-up portion of \$4 per hour worked on top of existing hourly wages and an additional lump sum payment of \$250 for a one-month period if an employee works at least 100 hours in that period.

Eligible staff will be paid retroactively to April 24, 2020, for hours worked during this period. To receive the Temporary Pandemic Pay, an employee must work in both an eligible role and an eligible workplace.

The City of Cornwall has not yet been given guidance on how payment will be processed from the Province. The information provided stated that eligible employers will be contacted by May 15.

Temporary Pandemic Pay is designed to support eligible full- and part-time employees. It does not apply to management.

Document Title:	COVID-19 Wage Subsidy - 2020-290-Corporate Services.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**Bruce Donig - May 19, 2020 - 4:24 PM**

**Geoffrey Clarke - May 19, 2020 - 4:26 PM**

**Tracey Bailey - May 19, 2020 - 6:25 PM**

**Maureen Adams - May 19, 2020 - 7:07 PM**

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-257-Financial Services  
Prepared By: Diane Leduc, Senior Buyer  
Meeting Date: May 25, 2020  
Subject: RFP Terms of Reference for the Supply and Maintenance of  
Multi-Function Devices

**Purpose**

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

**Recommendation**

That Council receive Report 2020-257-Financial Services

**Background / Discussion**

The Clerk's Division provides corporate printing services to all City Departments and is responsible for the corporate fleet of multi-function devices (printers, photocopiers, scanners, and fax machines).

Printing jobs are currently being submitted to the Customer Service Representatives for completion.

The RFP is for renewing the fleet of multi-function devices with equipment that has better print options and technology that will enable downloading printing tasks to individual departments.

The improvements to this new approach are as follows:

- Eliminating the submission of print jobs through a workflow, the average print job currently takes approximately 6 days to receive, complete and deliver. That lead time will no longer exist.
- Removing over 60 stand alone printers will save close to \$80,000 per year in toner and drums.
- The City's staff from Information Technology and Telecommunications will no longer be servicing stand alone printers. All equipment will be serviced by the successful Proponent and the cost will be covered by the contract.

### *Project Overview*

RFP 20-P07 Supply and Maintenance of Multi-Function Devices invites proposals from qualified Proponents to replace the current fleet of digital multi-function copiers with Original Equipment Manufacturers (OEM) equipment that best meets the needs of each individual location as well as providing a robust, flexible, open hardware platform which can support technological growth in areas such as scanning, faxing, document imaging and document management as per the Terms of Reference.

The scope of work includes the supply, delivery, installation, maintenance, repair, training, supply of consumables and all other associated costs for the required machines within the stipulated timeframes.

All costs will be included in the monthly lease and cost per copy pricing for approximately ±50 digital multifunction copiers (copiers) at various locations within the Corporation for a period of five (5) years as outlined in the Request for Proposal (RFP).

The approximate timetable for the RFP is as follows:

Step	Item	Date
1	Issue of RFP	May 27, 2020
2	Deadline for Questions	June 13, 2020
3	Deadline for Submission	July 3, 2020
4	Demonstrations / Interviews	July 28 – 29, 2020
5	Trial Period	August 5, 2020 (for a duration of 21 days)
6	Award of RFP – Council Meeting	September 14, 2020
7	Implementation Commencement	October 10, 2020
8	Implementation Completion	October 30, 2020

Appendix A – Terms of Reference for RFP 20-P07 is attached to this report.

## Report Approval Details

Document Title:	RFP Terms of Reference - Digital Multi-function Devices - 2020-257-Financial Services.docx
Attachments:	- 20-P07 Terms of Reference for Multi-Function Devices -2020-257-Financial Services.pdf
Final Approval Date:	May 19, 2020

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

**Nicole Robertson - May 15, 2020 - 2:27 PM**

**Geoffrey Clarke - May 19, 2020 - 11:29 AM**

**Tracey Bailey - May 19, 2020 - 11:47 AM**

**Maureen Adams - May 19, 2020 - 2:57 PM**

# **The Corporation of the City of Cornwall**

## **Request for Proposal 20-P07 Supply and Maintenance of Digital Multifunction Devices**

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

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#### **Our Purpose**

The Corporation of the City of Cornwall is looking to establish a relationship with a Proponent who will replace the current fleet of digital multi-function devices with Original Equipment Manufacturers (OEM) equipment that best meets the needs of each individual location as well as providing a robust, flexible, open hardware platform which can support technological growth in areas such as scanning, faxing, document imaging as per the Terms of Reference.

The Corporation invites proposals from qualified Proponents for the supply, delivery, installation, maintenance, repair, training, supply of consumables and all other associated costs for the required multi-function devices for the duration of the contract. All costs will be included in the monthly lease and cost per copy pricing for approximately ±50 digital multi-function devices at various locations within the Corporation for a period of five years as outlined in the Request for Proposal (RFP).

The multi-function devices are located throughout the City of Cornwall along with a few satellite locations. The satellite locations that form part of this RFP are presently located in Alexandria, ON and Winchester, ON. The Corporation reserves the right to add additional locations as they become necessary at the contract rate per multi-function devices.

#### **1. Original Equipment Manufacturer (OEM) Letter of Agreement**

Proponents must warrant that it holds the right to distribute the products and that all manufacturer and distributor licenses, agreements and warranties are in place. Further, it is very important that a letter from each manufacturer, whose products are being offered, confirming their support to the Proponent for the contract period accompany your proposal. Failure to supply the appropriate letter from the Manufacturer may disqualify the offer.

## **2. Period of Contract**

The contract with the successful Proponent shall be for a five-year period commencing on the first day of the month following the date that all multi-function devices included in the initial listing have been installed.

The pricing will remain firm for the duration of the contract with the possible exception for a reduced lease cost applicable to potential extension periods.

There will be an option to extend the lease agreement for a further one year with no increase in leasing or maintenance costs to the Corporation or a one-year extension upon mutual consent of both parties with a reduced Lease Agreement cost.

There will also be the option to further extended the lease agreement on a month-to-month basis at the same rates as last agreed to, either the rates from the initial five-year agreement or the rates established through a one-year contract extension upon mutual consent of both parties.

There will be no automatic renewals of any contracts. The Corporation reserves the right to terminate the contract or parts thereof for any reason, without penalty or obligations to the Corporation, upon provisions of thirty (30) days written notice.

## **3. Proponent Experience, Qualifications and Information**

### **a) Key Project Team Personnel**

The Corporation is looking for an experienced, qualified Proponent to undertake this contract. Proponents are required to provide a Proponent Profile including experience in similar contracts (completed Appendix F).

The Corporation reserves the right to contact references or other known users of the proposed equipment in order to solicit their experiences using the multi-function devices. The Corporation may also visit these sites in order to make their own determination of the multi-function devices. The Corporation may use the information gained through these contacts as part of the evaluation process.

Proponents shall provide full contact information for a designated Customer Account Representative who will coordinate the work as well as be available throughout the term of contract to discuss issues as requested by the Corporation.



Proponents shall also provide full contact information for a Customer Service Representative who will be available to provide support in the event that the senior level representative is unavailable.

For individuals named above, please provide titles along with relevant skills and experience. Please describe the proposed individuals experience in contracts of similar size and complexity.

Such named Customer Account Representatives shall have full legal authority to commit and bind the Proponent. The Customer Account Representative's responsibilities will be to coordinate placement of all equipment including new requests, in coordination with the Corporation's Representative. The Customer Account Representative will efficiently manage the equipment fleet while maintaining complete customer satisfaction.

The detailed duties of the Customer Account Representative will include, but not be limited to:

- daily enquiries on multi-function devices, operations and acceptance of orders
- serve as a main point of contact for the receipt of all orders, scheduling installation and training services
- serve as the first point of contact for any equipment related issues. If messages are left in voicemail, the Customer Account Representative must respond to the requesting Corporation's authorized representative within the prescribed amount of time indicated in this RFP
- coordinate the scheduling of all preventative maintenance and the scheduled replacement of supplies
- verify the accuracy of all invoices and will investigate any discrepancies - this includes resolving all invoice related issues including overdue payments directly with the Corporation's Accounts Payable - accpay@cornwall.ca.
- contact the Corporation's Representative to ensure all repairs were performed to the requirements of this contract - this includes ensuring ongoing equipment uptime, service response time and expediting any parts which may have to be installed
- ensure that meter readings are obtained on a regular basis and, therefore be responsible for the accuracy and verification of meter readings in accordance with the requirements of this contract

- coordinate the installation of replacement equipment, either temporary or permanent
- be the primary point of contact for all correspondence between the Proponent and the Corporation

#### **b) Escalation Procedure**

In the event that problems or areas of concern arise that cannot be remedied by the individuals proposed to the Corporation's satisfaction, please indicate what procedures would be used by the Proponent to elevate the issues to a more senior level. Please provide the names, titles, and contact information of the individuals mentioned in the escalation procedure.

#### **c) Transition / Installation**

Proponents are required to submit a detailed schedule indicating how the transition of equipment will take place. Proponents are to identify the manner in which the training will be offered.

### **4. Proposed Equipment**

#### **a) Equipment Offered**

Proponents are to include with their submission, information about the equipment quoted including a completed Appendix I - Multi-function Devices Specifications. This information shall include the manufacturer's name, make and model number and any other pertinent technical information that the Proponent may wish to include. This information shall be included with the submission of the proposal. Proponents shall furnish any additional information that may be requested by the Corporation within five business days of any request. This information will form part of the evaluation. All products (including network connectors, cables and fasteners, etc.) must be clearly identified by manufacturer name, make and model number.

The successful Proponent shall be required to provide upgrading and/or downgrading of equipment as is necessary, and/or the installation of additional equipment which may be required during the term of the contract. The upgrading and/or downgrading must be by mutual consent of both parties. However, it should be noted that the rental agreement for additional units or for units upgraded/downgraded will be terminated at the end of the contract or extension period(s). Any additional equipment required throughout the term of this contract will become co-terminus with the original contract.

It is the intention of the Corporation to award this contract to one Proponent who can address the requirements of this RFP. Therefore, Proponents must propose suitable equipment for each required location from one manufacturer.

### **b) Funding**

This proposal is not a commitment by the Corporation of the City of Cornwall to accept all the multi-function devices listed in this document. The Corporation reserves the right to increase or decrease the quantity of multi-function devices as may be determined by available funding or changing Departmental requirements during the contract period at the contracted rates.

### **c) Equipment**

All multi-function devices supplied through this RFP will be new OEM equipment with no remanufactured or used parts for the first three years of the contract. Equipment will be new, state of the art, currently being manufactured and consistent with recommended volumes of the manufacturer. New equipment is defined as newly assembled for the first time use with new components.

Remanufactured equipment is not considered to be new and will not be acceptable for the first three years of this contract. Remanufactured equipment may be considered for years 4 and 5 of the contract and shall be like-new with identical cost structure and able to meet the user requirements and must operate according to the original specifications and uptime. All remanufactured equipment must be approved by the Corporation prior to being accepted for use. Additional units placed during the term of the contract shall expire at the same date and shall become co-terminus with the original contract.

All parts that are required to be added or changed throughout the period of contract must be new OEM parts. Replacement parts shall be available for all equipment supplied for the complete duration of the contract.

The Corporation requires that the proposed equipment for use be available ninety-five percent (95%) of the business hours over a one (1) month period and further that the number of incidents of the equipment not being available for the Corporation's use shall not exceed three (3) events over the month. The Corporation may require that equipment not meeting the standard be replaced by a multi-function device capable of meeting the requirements. The replacement multi-function devices will in no way be allowed to be less functional. Multi-

function devices of higher quality may be accepted by the Corporation at the rate of the model replaced.

The multi-function devices must be user friendly for the average person to produce acceptable copies.

The multi-function devices must have the ability to produce acceptable black and white copies as well as colour and the capability to produce acceptable copies where originals are printed in blue ink and capabilities of processing good copy reproduction from all coloured stock. All multi-function devices shall be capable of printing on virgin and recycled paper.

All multi-function devices proposed shall include the ability to automatically produce 2-sided copies from 2-sided originals and have colour scanning capabilities.

The multi-function devices proposed shall use dry toner only and not require special or coated paper.

The multi-function devices must be equipped with tamper proof counter for recording total number of copies produced.

The multi-function devices are used in office settings and sometimes are in close proximity to personnel. As such, noise levels are an important criteria. Please indicate the decibel level for each of the proposed models.

The successful Proponent will be required to supply digital multi-function devices with the necessary features and accessories for all categories listed.

Proponents shall allow for technical upgrades to multi-function devices over the life of the contract(s) with no extra cost to the Corporation. The agreement for the request for proposal will terminate at the end of the contract or extension period(s) regardless of the number of additional units that were installed during the contract or extension period(s).

At the agreement of the Corporation, the successful Proponent may install multi-function devices of better quality or with additional features in excess of the requirements; however, the cost to the Corporation will not exceed the prices quoted.

All equipment proposed shall be Energy Star 1.1 compliant.

The Corporation will work with the successful Proponent to optimize the setup of each multi-function device if adjustments are required.

Each multi-function device supplied during the lifetime of the contract will be delivered with English language user manuals (hard copy or electronic copy).

#### **d) Trial Period**

The Corporation will require the preferred Proponent to supply fully installed and functional multi-function devices at the following locations for a period of three weeks to verify that the multi-function device is able to function as stated. There will be no cost to the Corporation for this trial period.

1. One desktop unit ( $\pm$ 30-35 ppm colour multi-function device) at City Hall, Human Resources, 360 Pitt Street
2. One unit (40-45 ppm colour multi-function device) at Water Purification Plant, 861 Second Street West
3. One unit (60-65 ppm colour multi-function device) in Finance, 100 Water Street

Proponents will have five (5) working days from the time of official written notification to supply the fully installed multi-functional device and provide the required training in order for the Corporation staff to be able to utilize the multi-function device.

Requesting a Proponent to supply a trial multi-function device is no guarantee of award and does not indicate anything other than that the Corporation wishes to execute a trial of the equipment offered to verify specifications, functions, etc.

#### **e) I.T.T Connectivity**

Proponents are required to identify the I.T.T connectivity requirements. Currently at each multi-function device location is electrical power, voice and data outlets. The data connection is to an Ethernet network.

Proponents are to supply, if applicable, any other required elements for connectivity including the electrical wiring and outlets required for each model of multi-function devices proposed.

All electrical installations must be in accordance with the Electrical Code of the Province of Ontario. All electronic equipment (computers, etc.) must be C.S.A. approved, U.L.C. listed and approvals must be attached to the equipment in a visible location.

#### **f) Hard Drive Security**

The successful Proponent will ensure all multi-function devices with hard drives shall have their hard drives securely erased or destroyed when removed from service or when drives are replaced.

If drive wiping is employed, a certificate ensuring that the erasure procedure meets CSEC ITSG-06 triple overwrite or Secure Erase standards must be provided to Purchasing Services. If physical destruction is employed, a certificate attesting to that destruction must be provided to the Corporation.

#### **g) Monitoring and Device Management Software**

The successful Proponent shall have software to enable each agency to manage their printing devices, including service management, asset management, remote administration and reporting through a single application. Please identify any additional benefits the application has that would be an enhancement.

The successful Proponent shall ensure there is compatibility between all software, hardware and all functions of the multi-function devices.

#### **Minimum Equipment Requirement by Location**

All equipment listed will require the following functions/accessories unless otherwise stated:

##### **30-35 ppm Desktop Units**

- Colour
- Duplexing
- Fax
- Colour and Searchable PDF Scan

##### **40-45 ppm and 60-65 ppm Stand Alone Units**

- Colour
- Duplexing
- Fax
- Colour and Searchable PDF Scan
- 3 Storage Trays
- 1 Output Tray

- Stapling
- Booklet (with Folding and Saddle Stitching)
- Three-Fold
- Hole Punch (Punch Kit)
- Print from anywhere from City-issued desktop PCs, laptops, mobile phones or tablets and held securely in a personal print queue
- Personal secure print queue for all print jobs
- Authentication at the device by card login and/or PIN code

### **Minimum Specifications for the Finance Scanners (2)**

- Single & multiple page document feeder with a minimum 50 page capacity with the ability to feed and scan non-standard document sizes.
- Duplexing, Automatic Image Orientation, Kofax VRS, Batch Scanning, able to separate into separate files (files created per page or by blank pages within batch).
- Windows 10 fully supported, OCR, Setup paths to scan documents to a specific folder and
- The ability to select the preferred network folder from the scanner, Security authenticated users.
- Small form factor - (these two devices will be located on the desks).

<b><u>City of Cornwall Locations</u></b>	<b><u>Addresses</u></b>
Aquatic Centre	100 Water Street East
Benson Centre	800 Seventh Street West
City Hall	360 Pitt Street
Cornwall Civic Complex	100 Water Street East
Economic Development	100 Water Street East
Finance	100 Water Street East
Fire Services -East End	1351 Second Street West
Fire Services – Headquarters	10 Fourth Street West
Glen Stor Dun Lodge (GSDL)	1900 Montreal Road
Municipal Works	1225 Ontario Street
Ontario Works	340 Pitt Street
Optimist Park	301 Sunnyside Avenue
Paramedic Services	601 Campbell Street
Transit	863 Second Street West
Wastewater Treatment Plant	2800 Montreal Road
Water Purification Plant	861 Second Street West

<b><u>Satellite Offices</u></b>	<b><u>Addresses</u></b>
Social Services and Child Care	60 Anick Street Suite 100, Alexandria 530 Fred Street Suite G4, Winchester

<b>Location</b>	<b>Speed (ppm)</b>	<b>Accessories</b>
City Hall <ul style="list-style-type: none"> <li>• CAO</li> </ul>	30-35 ppm Desktop Unit	
City Hall <ul style="list-style-type: none"> <li>• Administrative Assistant to Mayor and CAO</li> </ul>	30-35 ppm Desktop Unit	
City Hall <ul style="list-style-type: none"> <li>• Mayor and CAO Common Area</li> </ul>	30-35 ppm Desktop Unit	
City Hall <ul style="list-style-type: none"> <li>• HR Outer Offices</li> </ul>	30-35 ppm Desktop Unit	
Civic Complex <ul style="list-style-type: none"> <li>• Building and By-law Service Counter</li> </ul>	30-35 ppm Desktop Unit	
Finance <ul style="list-style-type: none"> <li>• Accounts Payable</li> </ul>	30-35 ppm Desktop Unit	
Finance <ul style="list-style-type: none"> <li>• Purchasing</li> </ul>	30-35 ppm Desktop Unit	
Fire Services <ul style="list-style-type: none"> <li>• East End</li> </ul>	30-35 ppm Desktop Unit	
GSDL <ul style="list-style-type: none"> <li>• Reception Area</li> </ul>	30-35 ppm Desktop Unit	
GSDL <ul style="list-style-type: none"> <li>• Outreach</li> </ul>	30-35 ppm Desktop Unit	
Municipal Works <ul style="list-style-type: none"> <li>• First Floor Front Office</li> </ul>	30-35 ppm Desktop Unit	
Municipal Works <ul style="list-style-type: none"> <li>• Garage</li> </ul>	30-35 ppm Desktop Unit	
Ontario Works <ul style="list-style-type: none"> <li>• Third Floor Fraud Division</li> </ul>	30-35 ppm Desktop Unit	



Ontario Works • Social Services Outside Housing Access	30-35 ppm Desktop Unit	
Ontario Works • Outside File Room on Fourth Floor	30-35 ppm Desktop Unit	
Paramedic Services • Front Office	30-35 ppm Desktop Unit	
Paramedic Services • Logistics	30-35 ppm Desktop Unit	
Paramedic Services • Medics	30-35 ppm Desktop Unit	
Transit • Garage	30-35 ppm Desktop Unit	
Water Purification Plant • Operators' Room	30-35 ppm Desktop Unit	
City Hall • HR Inter Offices	40-45 ppm Stand Alone Unit	
Civic Complex • Building and By-law Common Room	40-45 ppm Stand Alone Unit	
Civic Complex • Cornwall Business Enterprise Centre	40-45 ppm Stand Alone Unit	
Fire Services • Headquarters	40-45 ppm Stand Alone Unit	
GSDL • Fourth Floor Nursing Station	40-45 ppm Stand Alone Unit	
Municipal Works • First Floor Back Offices	40-45 ppm Stand Alone Unit	
Municipal Works • Second Floor	40-45 ppm Stand Alone Unit	
Ontario Works • Social Services on Third Floor	40-45 ppm Stand Alone Unit	

Ontario Works • Office Near Lunchroom on Fourth Floor	40-45 ppm Stand Alone Unit	
Ontario Works • Near Back Door on Fourth Floor	40-45 ppm Stand Alone Unit	
Ontario Works • Offices on Fourth Floor	40-45 ppm Stand Alone Unit	
Ontario Works • Alexandria	40-45 ppm Stand Alone Unit	
Ontario Works • Winchester	40-45 ppm Stand Alone Unit	
Ontario Works • Richelieu Daycare	40-45 ppm Stand Alone Unit	
Optimist Park	40-45 ppm Stand Alone Unit	
Paramedic Services • Main Hallway	40-45 ppm Stand Alone Unit	
Transit • Main Office	40-45 ppm Stand Alone Unit	
Wastewater Treatment Plant • Main Office	40-45 ppm Stand Alone Unit	
Water Purification Plant • Front Office	40-45 ppm Stand Alone Unit	
Aquatic Centre	60-65 ppm Stand Alone Unit	4000-Sheet Tray and Hard Disk Drive
Benson Centre	60-65 ppm Stand Alone Unit	4000-Sheet Tray and Hard Disk Drive
City Hall • Mail Room	60-65 ppm Stand Alone Unit	4000-Sheet Tray and Hard Disk Drive
City Hall • Tax Office	60-65 ppm Stand Alone Unit	(a) 4000-Sheet Tray and Hard Disk Drive (b) Possible 4000-Sheet Tray for 8x14
Civic Complex • Planning	60-65 ppm Stand Alone Unit	4000-Sheet Tray and Hard Disk Drive
Economic Development • Main Office	60-65 ppm Stand Alone Unit	4000-Sheet Tray and Hard Disk Drive

Finance • Main Office	60-65 ppm Stand Alone Unit	4000-Sheet Tray and Hard Disk Drive
GSDL • Administration Area	60-65 ppm Stand Alone Unit	4000-Sheet Tray and Hard Disk Drive
Ontario Works • Day Care on Third Floor	60-65 ppm Stand Alone Unit	4000-Sheet Tray and Hard Disk Drive

### Summary of Minimum Equipment Requirement- Speed, Functions & Accessories

All equipment listed will require the following functions/accessories unless otherwise stated:

Quantity	Speed	Accessories
21	30-35 ppm Desktop Units	
20	40-45 ppm Stand Alone Units	
9	60-65 ppm Stand Alone Units	4000-Sheet Tray and Hard Disk Drive
2	Scanners	

Total of 50 digital multi-function devices and 2 scanners required.

#### **h) Supplies**

All supplies required for the operation of the multi-function devices shall be included in the per copy price all consumables (ie. staples, toner, developer, belts, plates, drums, fuser oils, etc.)

Supplies furnished shall be fresh and suitable for use in the equipment installed and meet the manufacturer's guaranteed copy yield. The successful Proponent shall have an Automatic Toner Replenishment Program, a just-in-time supplies delivery mechanism that utilizes remote monitoring software to report current supplies status levels to a central database maintained by the Proponent.

#### **i) Acceptance After Installation**

Once the equipment has been successfully trialed and a contract has been awarded, the equipment being installed shall be subject to an acceptance test.

The equipment shall be deemed to have passed such acceptance test if and when, after installation of the equipment on the City of Cornwall property:

- i) The Proponent or its authorized representative has executed diagnostic routines on the equipment and the Proponent certifies to the Corporation that the equipment is ready for use; and
- ii) For a period of ten (10) consecutive business days, each containing at least seven (7) hours of operational use time, the equipment has maintained a level of performance of at least 95%; and
- iii) The Corporation has executed, on the equipment, such series of tasks and verification procedures as the Corporation may require enabling the Corporation to determine that the equipment performs in accordance with the equipment specification.

If the installed equipment does not pass the acceptance test, the equipment that failed the test must be removed and replaced by new equipment. The replacement equipment will also be subject to an installation test.

Multiple failures of acceptance tests could result in the Corporation cancelling any agreements in place.

#### **j) Maintenance, Service and Serviceability**

Proponents will be required to demonstrate their capability to provide preventative maintenance and on-call maintenance and repair, within four (4) hours for all products contained in this submission, except for the nine (9) large-capacity 60-65 ppm stand alone units, which require service within two (2) hours. (See maintenance and service Table included below). The successful Proponent shall be fully responsible for keeping the multi-function devices in good working condition and for performing automatic and preventative maintenance on all multi-function devices.

Should a multi-function device demonstrate itself to be ineffective, it shall be replaced with a new machine at no cost to the Corporation. Multi-function devices that have non-functioning options, illegible copies, jam repeatedly or are unusable despite maintenance and repairs, shall be considered ineffective. If for some reason(s) a multi-function device is expected to be out of service or if copies are illegible for more than 48 hours, a replacement machine, with the same capabilities, is to be provided for use at no additional cost to the Corporation.

In the event that the equipment installed proves to be unreliable to the extent, in the sole opinion of the Corporation, that an unreasonable number of service calls are required, the Proponent shall, upon the request of the Corporation, within seventy-two (72) hours of the said notice, remove and replace the defective equipment with a new and identical or better model machine, without any cost to the Corporation. Under no circumstance will a machine that has been removed due to being unreliable, ineffective, defective etc., be allowed to be used at a later time as part of fulfillment of this contract.

Should the Proponent and the Corporation be unable to resolve the issue of this performance guarantee or be unable or unwilling to supply equipment which is capable of performing reliably without an inordinate amount of service calls, then the Corporation at its sole discretion shall suspend payments without penalty until such time as equipment is provided which performs reliably as defined above.

The Proponent will be required to provide on-site technical maintenance and service, including all parts and labour during normal working hours, Monday to Friday, 08:30 to 16:30 hours, legal holidays exempt (most locations are closed between Noon and 1:00 pm).

The emergency service call response time must not exceed four (4) hours. However, for the nine (9) large capacity 60-65 ppm units, the response and repair or replacement time must be completed within two (2) hours during emergency/rush periods. Repair time or replacement with a comparable temporary machine must be completed within two (2) hours.

As in all businesses, there are emergency periods which require quicker response periods:

<b>Service Call</b>	<b>Call back</b>	<b>Expected Repair time</b>	<b>Issues</b>
Regular	2 hours	24 hours	Minor functions / Non-urgent period
Urgent	2 hours	6 hours	Reduced production ability / upcoming rush period
Emergency Nine (9) large capacity 60-65 ppm units	1 hour	2 hours	Incapable of producing legible copies and / or rush period

Maintenance on all multi-function devices must be performed on a quarterly basis or as per the Manufacturer's specifications. All preventative maintenance, repairs and any other work performed on the fleet such as inspection, cleaning, lubrication and adjustment of the equipment shall be performed as per the OEM specifications or as otherwise agreed between the Corporation and the successful Proponent in order to maintain the fleet in good working order.

Proponents must supply information concerning hazardous materials used, with accompanying Material Safety Data Sheets (M.S.D.S). An M.S.D.S. sheet shall be provided for each chemical used per machine to Purchasing Services. M.S.D.S. sheets may be provided to Purchasing Services by email at [purchasing@cornwall.ca](mailto:purchasing@cornwall.ca).

Proponents must submit details of their service and maintenance programs including a completed Appendix G – Maintenance. This shall include number of available network technicians, present average response time to service calls and average downtime per service call. Each machine must display, in a prominent place, a label showing the telephone number(s) to be used for service, technical support and supplies.

All maintenance/service personnel must be authorized to perform maintenance/service on the fleet as recognized by the manufacturer. Proponents should submit proof of the authorization with their submission.

### **k) Training**

The successful Proponent shall ensure that Corporation employees from each division / section be thoroughly trained on the use of the machine as well as the safety procedures to be followed when using the equipment and shall offer ongoing training so that Corporation employees may increase their skills. All such training shall be included in the cost of the multi-function devices. Proponents shall include a detailed training plan with their submission.

### **l) Value Added Features/Benefits/Services**

Proponents are encouraged to provide any additional information or innovative equipment and/or services not specifically outlined in the context of this proposal. The Corporation is looking for suggestions and expertise on the options and capabilities based on the information provided. Provide a listing and explanation of value-added features, benefits and services that the Proponent can provide through this contract. An example of value-added features would be accessibility features of the multi-function devices that would help accommodate operators.

## **m) Pricing**

All prices must be quoted on Appendix H - Pricing Form in Canadian dollars and shall include all taxes (shown separately), duty, custom clearances, tariffs and exchange, environmental fees, stewardship fees and all other charges shall be deemed included in the price quoted. All prices quoted must be F.O. B. delivered and installed to the locations stipulated.

Except for sales tax abnormalities, all price(s) shall remain firm for the duration of the lease agreement.

Prices quoted shall be on a per copy basis to the fourth decimal point ie: \$0.0000 per copy. Lease and copy prices quoted must be all inclusive for the full duration of the lease and its extension. Costs must include the supply and lease of the equipment, installation and removal, preventative and all service, maintenance, parts and labour, repairs, all consumables (ie. staples) and supplies (ie. toner, developer, belts, plates, drums, fuser oils, etc.), and the necessary training of personnel. No other charges will be entertained for this contract as all charges, fees and costs are included in the cost per copy and lease agreement.

Monthly billings will be based on actual meter readings. The Corporation will not accept estimated meter readings. Provide details indicating the process for obtaining and submitting meter readings.

## **n) Payment**

A detailed itemized invoice shall be emailed to the Corporation's Accounts Payable at [accpay@cornwall.ca](mailto:accpay@cornwall.ca) with a copy to [clerk@cornwall.ca](mailto:clerk@cornwall.ca) to be processed for payment provided the equipment and service is acceptable to the Corporation. An invoice for the lease and monthly copy use for all multi-function devices within the Corporation shall be automatically issued every month,

The invoice must be itemized and shall contain the following information:

- equipment model
- equipment location
- monthly meter reading / volumes
- cost of copies per unit  
(i.e. machine#, location, monthly reading (cost x reading = \$ )
- monthly lease per unit

The Corporation terms of payment are 30 days.

### **o) Contract Completion**

At end of contract, at no cost to the Corporation, the Proponent agrees to remove equipment on the date provided by the Corporation and to provide proof of the erasing of the hard drives.

### **p) Proponent's Default**

Progressive discipline shall be in accordance with the Corporation's "Procurement of Goods and/or Services Policy" FI-2019-09-09-2 and "Supplier Discipline Policy" # FI-2019-09-09-3. Proponents may request a copy of the policies at [purchasing@cornwall.ca](mailto:purchasing@cornwall.ca) or may view them on the City's website [www.cornwall.ca](http://www.cornwall.ca).

### **q) Presentations and On-Site Demonstrations**

The Corporation may require Proponents, at their own expense, to give technical presentations in support of their proposals or to exhibit or otherwise clearly demonstrate the information contained therein.

### **r) Toner Cartridge Return Program.**

Proponents are required to offer a Toner Cartridge Return Program as part of the contract that would include any materials, such as shipping boxes and labels, and that would also include shipping and/or pick costs. This service shall be offered for every building where multi-function devices have been installed.

### **s) Proponents Response**

In addition to satisfying the mandatory requirements, in order to receive full consideration during evaluation, proposals should be presented in the requested format and should include all the requested information, including the following:

- A completed Appendix D- Machine Requirements
- A completed Appendix F - Company Profile
- A completed Appendix G - Preventative Maintenance as well as a Copy of your Standard Preventative Maintenance and Service Agreement
- A completed Appendix H - Pricing Form
- A completed Appendix I - Machine Specifications as well as Brochures and Specification Sheets for proposed equipment

The above appendices form part of this Request for Proposal and must be downloaded for the website at <http://bids.cornwall.ca>



### **Proposed Project Schedule**

Item	Date
Issue of RFP	May 27, 2020
Deadline for Questions	June 13, 2020
Deadline for Submission	July 3, 2020
Demonstrations / Interviews	July 28-29, 2020
Trial Period	August 5, 2020 (for a duration of 21 days)
Award of RFP – Council Meeting	September 14, 2020
Implementation Commencement	October 10, 2020
Implementation Completion	October 30, 2020

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

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-306-Planning, Development and Recreation  
Prepared By: Mark A. Boileau, General Manager  
Meeting Date: May 25, 2020  
Subject: Closing of Pitt Street – COVID 19

**Purpose**

To provide Council with information regarding the closing of Pitt Street until Labour day as outlined in the New Business Motion approved May 11, 2020..

**Recommendation**

That Council receive this report; and

That Pitt Street from Third to First remain open to vehicles; and

That Downtown businesses be encouraged to make use of the City's Encroachment Agreement Application, should they wish to increase restaurant or retail space.

**Financial Implications**

Closing Pitt Street temporarily until Labour Day would have Municipal Works costs for setting up, and impact Transit by altering its terminal setup and routing signage. The conversion of parking spaces to restaurant or retail space would have minor impact on parking revenues collected.

## **Strategic Priority Implications**

The downtown's success is vital to the City's mission of enabling a financially sustainable community, and more specifically in its economic development strategy which focuses on reducing the number of vacant commercial spaces.

## **Background / Discussion**

At the Regular Council Meeting of May 11, 2020, the following New Business Motion was approved:

Whereas Cornwall's downtown businesses are struggling financially because of COVID19; and

Whereas COVID19 and social distancing means restaurants and stores will have to change their business models; and

Whereas Pitt Street was once a promenade; and

Whereas Augustus Street allows traffic to flow south on Pitt Street to Water Street.

Now therefore be it resolved that Administration prepare a report with respect to closing Pitt Street between Third Street and First Street until Labour day so that downtown businesses can expand onto the street for the summer months.

Now therefore be it further resolved that the report include options for closing only First Street to Second Street, options for relaxing By-laws surrounding outdoor patios, using existing street parking spaces for drop-offs or patios and look at options for keeping traffic partially open with wider sidewalks.

Now therefore be it further resolved that the report be presented to Council at its next Regular Meeting of Council of Monday, May 25, 2020.

The goal of the report should be to give Council a few options to choose from, with the highest impact on local businesses, that could take immediate effect once passed.

History:



Cornwall's downtown section of Pitt Street has seen many forms over the years. It was a traditional two-way street (above photo\*) until the early 70's when one-way traffic was introduced to many Centertown streets (photo below\*).



\*Source: Cornwall Community Museum Archives.

On September 30, 1978, the portion from Third Street to First Street was officially opened as a pedestrian mall, named Pitt Street Mall. (photo below\*)



On November 9, 1991, traffic was reintroduced to Pitt Street in the Dutch 'Woonerf' design, internationally known for its unique traffic calming elements which encourage lower speed limits and allow for more pedestrian activities. It was named Pitt Street Promenade and remains in place to date.

#### Pitt Street Promenade – Pedestrian/Vehicular Proportions:

As indicated above, one of the benefits of a Woonerf design is that it reduces vehicular speed, therefore making pedestrian activity more comfortable. In addition, the design provides for greater pedestrian surface than a traditional layout, as confirmed in Table 1 following. For example, the block from First to Second (Map 1) contains 47% dedicated to pedestrians, 15% for parking, and 38% for vehicles. The block from Second to Third (Map 2) contains 54% for pedestrians, 9% for parking, and 36% for vehicles. The more traditional roads from Water Street to First St. (Map 3; 38/5/57), Third to Fourth St. (Map 4; 41/12/47) and Fourth to Fifth St. (Map 5; 23/7/69) contain primarily vehicular surface. The key therefore, is to find a better way to allow uses which could benefit from the larger pedestrian surfaces to do so.

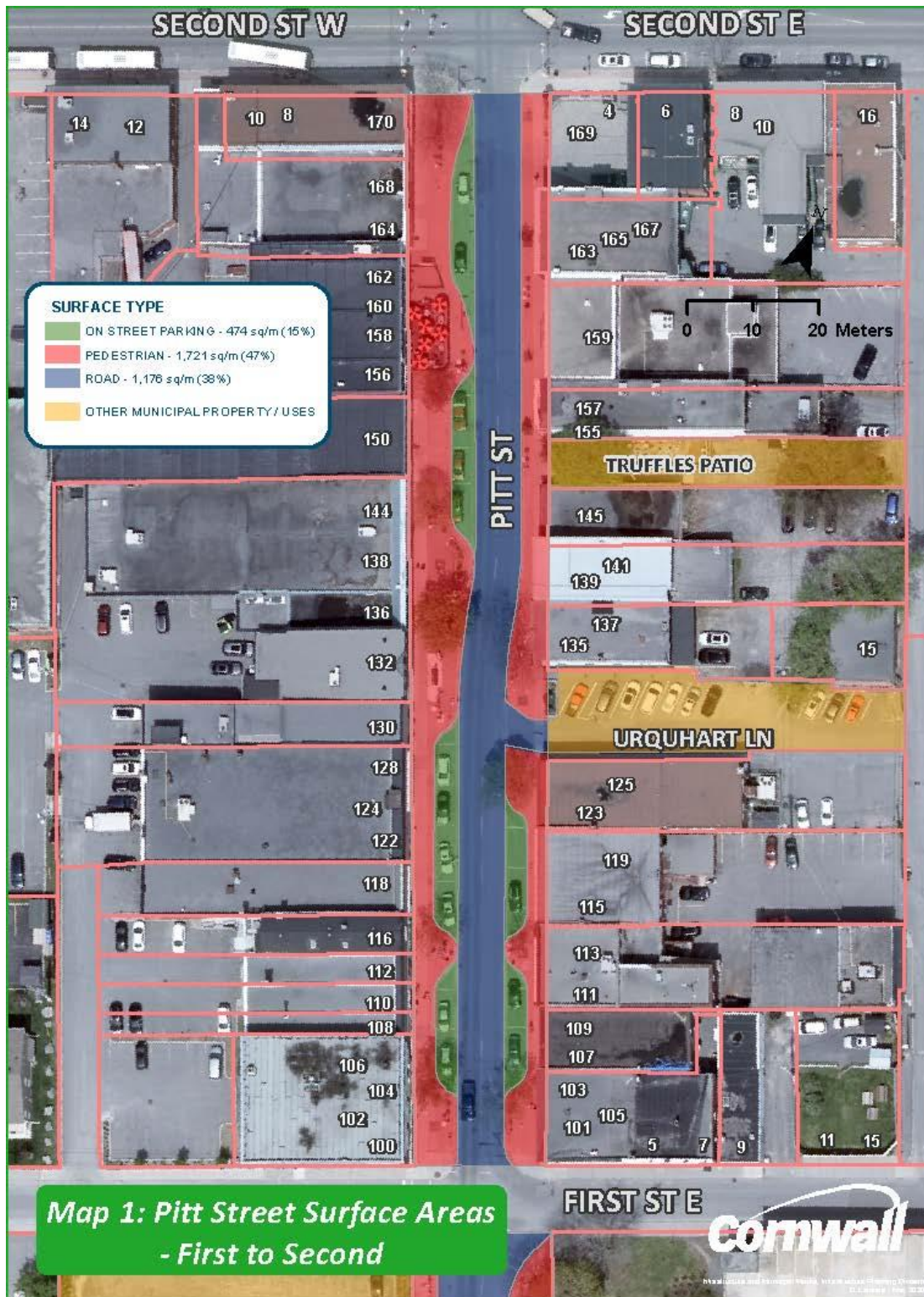
It is worth noting as well, that the First to Third Blocks also benefit from a range of lanes and courtyards (Brown areas) which provide greater pedestrian opportunities, either permanently or periodically (Provincial Courtyard, George Assaly Lane, Pommier Square, Truffles Courtyard, Urquhart Lane).

**Table 1: Pitt Street Surface Areas**

<b>Map 1: First to Second</b>		
Surface Type	Area sq/m	Percentage
On Street Parking	474	15%
Pedestrian	1,721	47%
Road	1,176	38%
<b>Map 2: Second to Third</b>		
Surface Type	Area sq/m	Percentage
On Street Parking	308	9%
Pedestrian	1,791	54%
Road	1,192	36%
<b>Map 3: Water to First</b>		
Surface Type	Area sq/m	Percentage
On Street Parking	162	5%
Pedestrian	1,301	38%
Road	1,973	57%
<b>Map 4: Third to Fourth</b>		
Surface Type	Area sq/m	Percentage
On Street Parking	390	12%
Pedestrian	1,319	41%
Road	1,529	47%
<b>Map 5: Fourth to Fifth</b>		
Surface Type	Area sq/m	Percentage
On Street Parking	214	7%
Pedestrian	695	23%
Road	2,054	69%

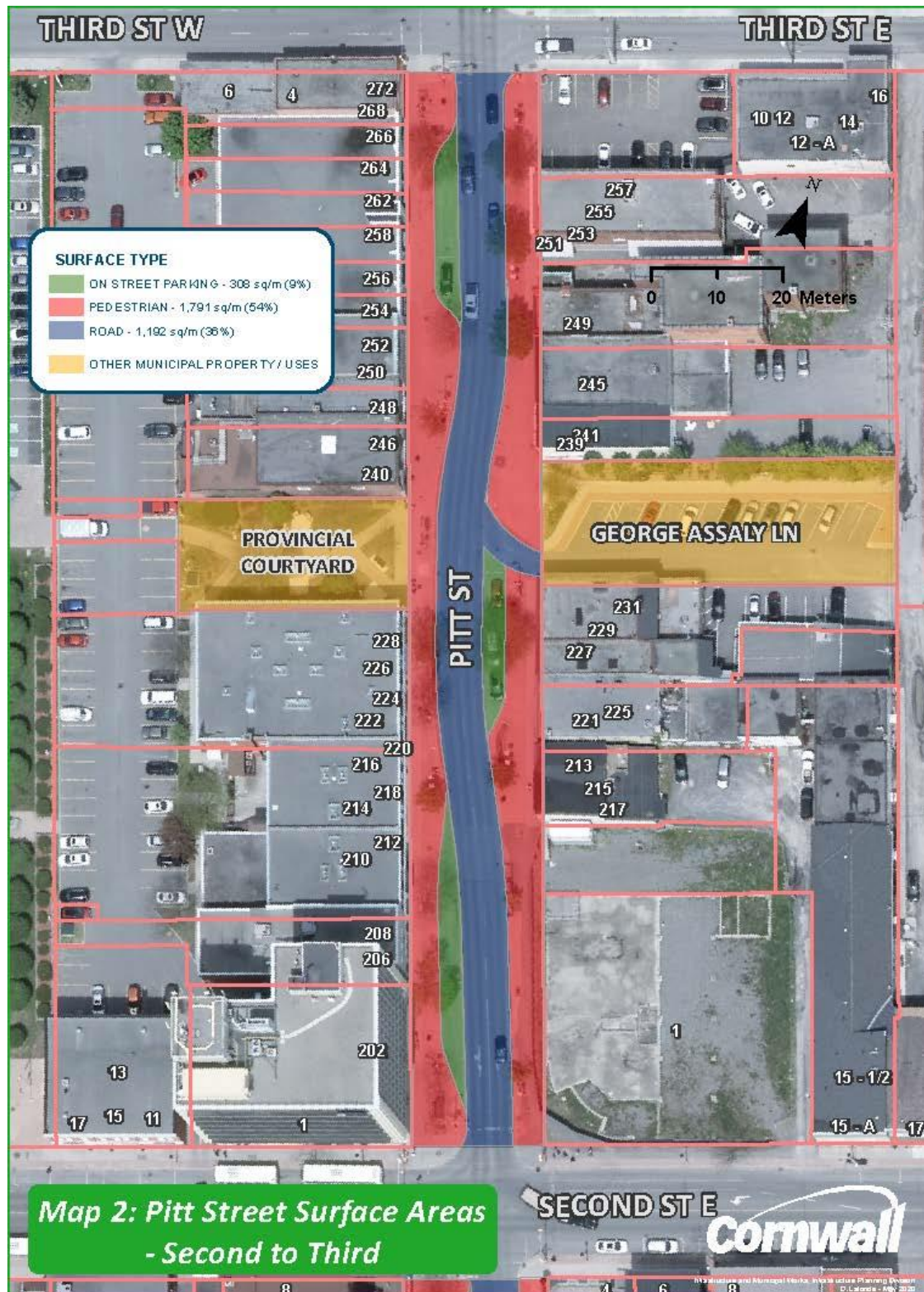


Map 1: Pitt Street Surface Areas – First Street to Second Street (Woonerf)





Map 2: Pitt Street Surface Areas – Second Street to Third Street (Woonerf)

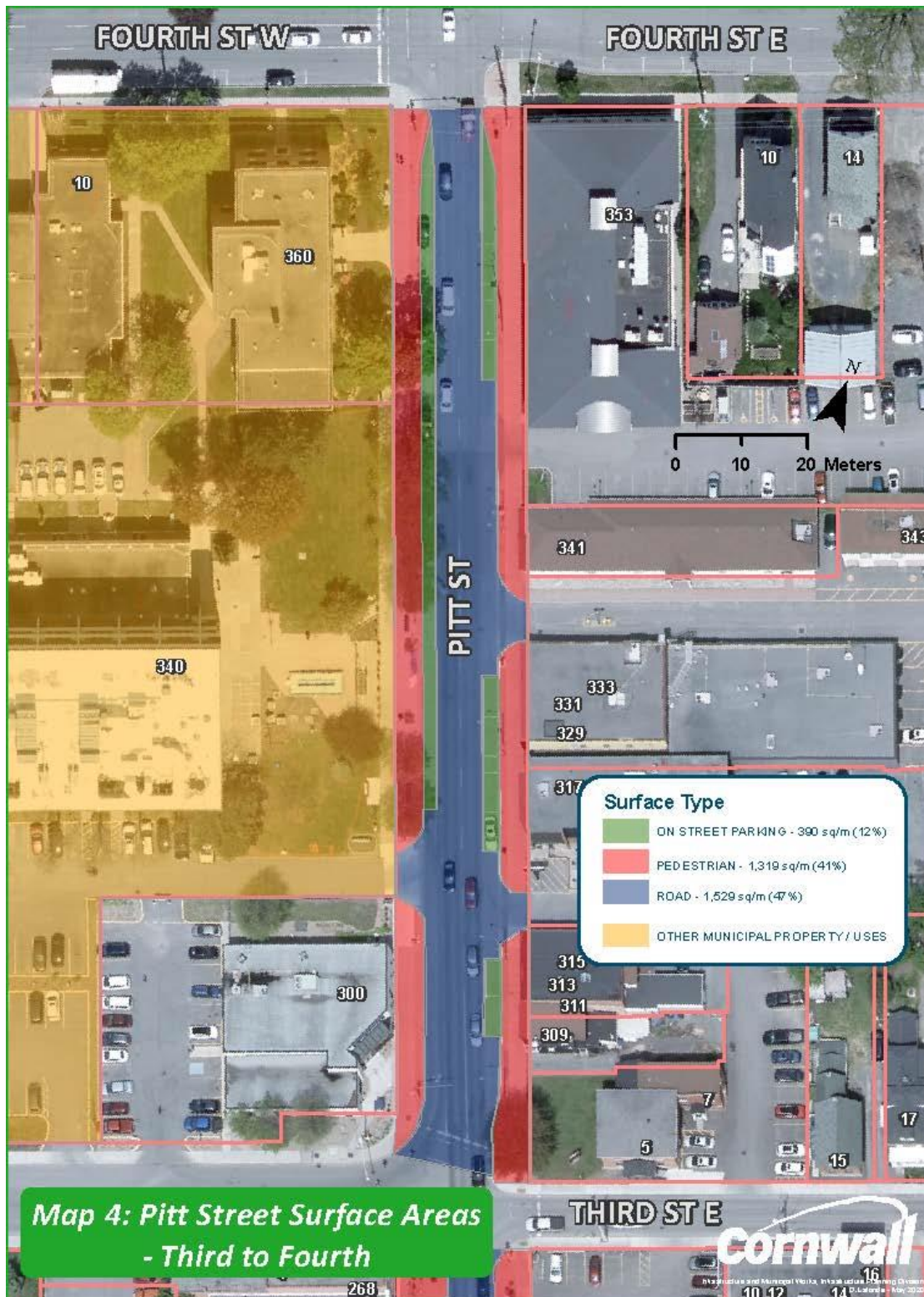




Map 3: Pitt Street Surface Areas – Water Street to First Street (Traditional)

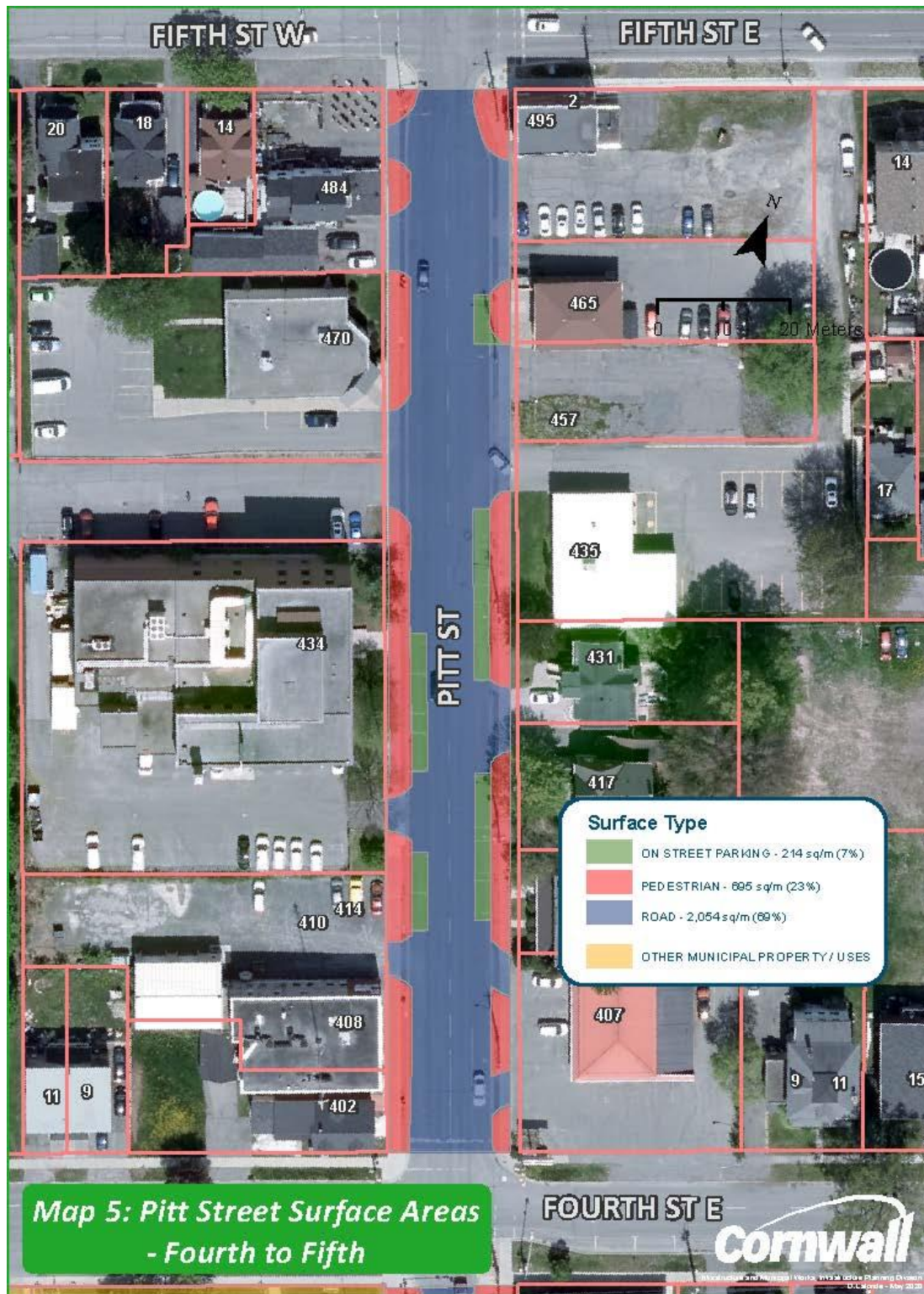


Map 4: Pitt Street Surface Areas – Third Street to Fourth Street (Traditional)





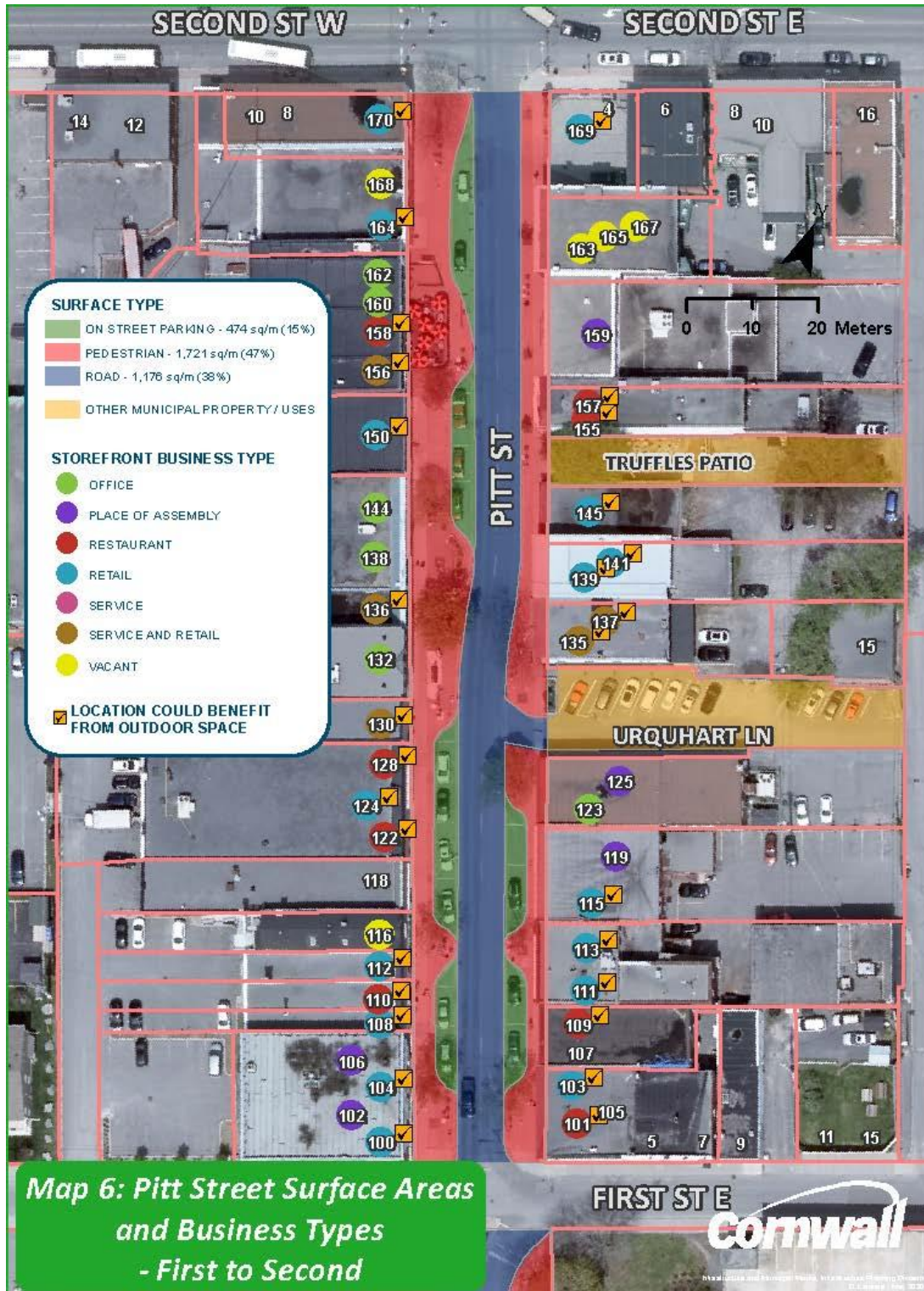
Map 5: Pitt Street Surface Areas – Fourth Street to Fifth Street (Traditional)



Maps 6 and 7 (following) display the specific uses within the First to Third blocks, in order to help in determining the locations which could benefit from outdoor space. For example, restaurant and retail uses would certainly have opportunities, particularly in the COVID period when space will be beneficial and at a premium for some smaller facilities. They are identified as well with a checkmark. On the other hand, office uses would generally not benefit from outdoor space. It is worth noting that there is a considerable number of uses which could benefit from outdoor space in this corridor, however few have historically done so. Schnitzel's restaurant has for years (including its predecessors), Truffles in the side courtyard, Gemini Café in the past, and small cafes and retailers have to some extent.

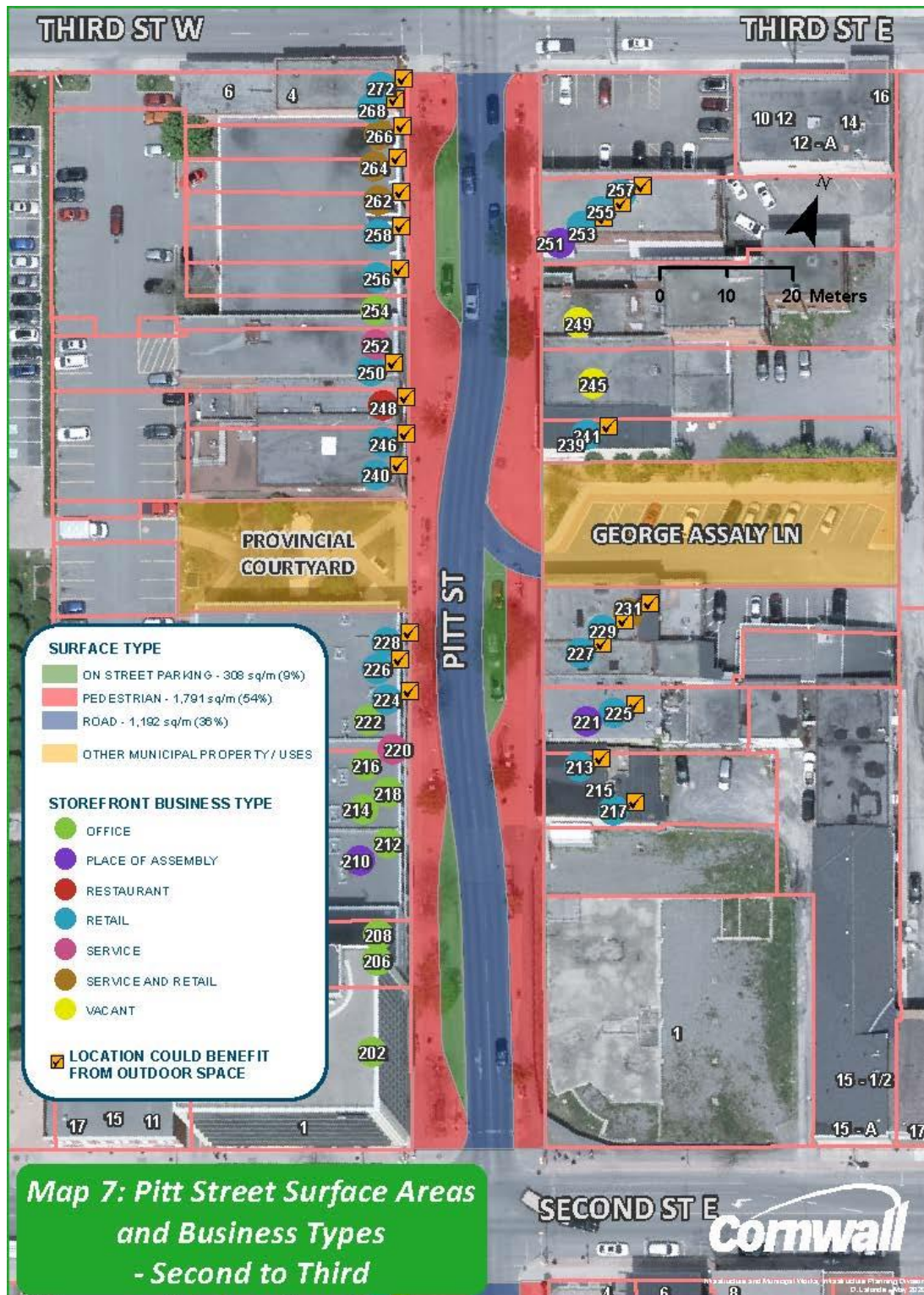


Map 6: Pitt Street Surface Areas and Business Type Identified – First Street to Second Street





Map 7: Pitt Street Surface Areas and Business Type Identified – Second Street to Third Street



A report (attached) was prepared in 2016 on the subject of Temporary Outdoor Patios for the downtown and Le Village and approved by Council. It provides considerable detail regarding encroachment agreement opportunities, not only on the 'pedestrian' portions described earlier, but also in parking stall areas where space is limited. The Encroachment Agreement Process Application includes good visual examples (pages 22 and 23 of document) of how they would be protected by barrier or solid fencing to provide a safe and clearly defined area.

While there have not been any applications since the approval of this provision in 2016, this pandemic and its effect on space requirements could activate more ideas of outdoor retail or eating space. Should any of the stalls be requested by the adjacent businesses, likely for restaurant or retail uses, it would increase the corridor's pedestrian surface from the existing estimate of 50% to potentially over 60% for this two block area. This would of course reduce on-street parking spaces, which may not be preferred by some merchants or shoppers, and will reduce municipal revenue accordingly. The current Encroachment Agreement application has a one-time cost of \$370, which is relatively low when compared to other Ontario municipalities.

#### Other Options:

Closing only First to Second portion:

As indicated in the Transit comments following, the impact of closing any portion is the same, and detrimental to its operations.

Closure of either block would also reduce access to east side municipal parking lots, with George Assaly lane providing access to one-way angled parking in its lane (would no longer be accessible), and to the Library parking lot. Similarly, the closure of the south block would prevent access to Urquhart Lane, and its angled parking, as well as its access to the Warrington Brown parking lot.

It is worth noting that Cornwall's one-way street system makes it difficult to access this portion of Pitt Street (Third to First) with a pedestrian mall (closed road). With Third, Augustus, First, and Sydney providing a counter-clockwise one-way system, it provides limited accessibility, particularly for newcomers.

Roadway partially open (one lane, wider pedestrian ways):

Transit has indicated it is equally uncomfortable with reducing the number of lanes. It would provide difficult maneuvering space, not only for City buses but also for delivery vehicles and utility vehicles. It is not uncommon as well for delivery vehicles to stop at the stores' curbside periodically, therefore reducing traffic to a single lane. This would cause deliveries to be rerouted, and delayed.

### Comments from other Departments/Agencies/Social Media:

#### *Transportation Section:*

If the street is closed, it will likely be more detrimental to the curbside only arrangement. If part of the street is closed, even some days, that should be in consultation with BIAs. Perhaps some businesses like restaurants would benefit on the weekends having tables set up on the parking spaces, some lanes, etc., when and if this is allowed. Also, parts of the sidewalks are 6 m on Pitt St. and at least 3 m. This could accommodate some business needs, particularly if they are for dining type of business, with case by case encroachment agreements.

#### *Transit Services:*

Cornwall Transit is not in favour of any kind of closure of Pitt St between First and Thirds streets. The closure would affect three bus routes: the Montreal Road route, the Community Service route and the Riverdale Route. This would reduce or eliminate service to the Cornwall Square. Three (3) Cornwall Business Park routes would also be affected in the mornings and afternoons. The on-street downtown transit terminal would need to be moved to the corner of Augustus St. and Second St. for the entire duration of the closure. The operator's downtown lunchroom and washroom facilities are located above Gordon's Jewelry Store and moving the Terminal would create an inconvenience in this time of promoting hand washing. In the past, Cornwall Transit has been requested to move the Terminal to accommodate special events, usually a few Saturdays in the summer, and have always cooperated. The request to move the downtown terminal and revise routes for the entire summer would cause a great hardship to the system.

Cornwall Transit will experience the same concerns and inconveniences to the system if the closure only included the block between First and Second St.

Cornwall Transit is also not in favour of partial closures or the reduction to one lane of traffic on Pitt St. Cornwall Transit would be very uncomfortable travelling through a partial lane restriction scenario due to safety concerns.

Cornwall Transit is in favour of identified parking spots for curb-side pick-up.

#### *Waste Management Services:*

Further complications would occur regarding business and residential recycling and garbage collection.



### *Facebook Comment Summary:*

*Comments collected between May 11, 2020 at 8:29 PM and May 15, 2020 at 11:30 AM.*

### Public feedback

Reviewing Facebook comments (250) on the Cornwall News Watch post regarding the potential closure of Pitt Street has resulted in the following findings.

- 83% of those commenting do not support the closure of Pitt Street
- The top three reasons for not supporting the initiative are;
  - It has failed in the past (42%)
  - It will not help business at this time, specifically making it more challenging to do curb side pick up (18%)
  - Accessibility will be an issue / older population with mobility issues (15%)

Comments also revealed a few suggestions;

- If closed on a temporary basis, perhaps start with weekends only
- Make use of bump outs, and existing wider sidewalk areas instead
- Allow increased access to sidewalk, parking spaces, bump outs to restaurants only
- Change street to 1 lane of traffic, and use other lane space for business

### Business owner feedback

Reviewing Facebook comments on the Cornwall News Watch post, and through a business owners' group chat, the following summarizes the potential closure of Pitt Street.

- The majority of downtown business owners do not support this initiative
- They feel increased parking spaces would be of greater assistance
- Remove some of the extended interlocking brick to allow for angled parking which will increase the total number of spaces available
- Possibly supportive of closure on Friday and Saturday night
- Business owners would like to have the opportunity to state their case before any changes are made

Document Title:	Closing of Pitt Street - 2020-306-Planning, Development and Recreation.docx
Attachments:	<ul style="list-style-type: none"> <li>- Report 2016-29-PL-PDR Temporary Outdoor Patios (UB 2016-26) November 14 2016 (002).pdf</li> <li>- ENCROACHMENT-AGREEMENT---FINAL.pdf</li> <li>- Le Village BIA -Closing of Pitt St. COVID-19, May 18, 2020.pdf</li> <li>- DBIA - Closing of Pitt Street and Parking Survey Feedback, May 18, 2020.pdf</li> <li>- Cornwall Chamber of Commerce - Closing of Pitt Street and Parking Statement, May 19, 2020.pdf</li> </ul>
Final Approval Date:	May 19, 2020

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

**Tracey Bailey - May 19, 2020 - 2:59 PM**

**Maureen Adams - May 19, 2020 - 3:41 PM**

## **Cornwall City Council**

**DEPARTMENT:** Planning, Development and Recreation  
**REPORT NUMBER:** 2016-29-PL-PDR  
**PREPARED BY:** Karl Doyle, Senior Planner  
**REPORT DATE:**  
**MEETING DATE:** Nov 14, 2016 07:00 PM  
**SUBJECT:** Temporary Outdoor Patios (UB 2016-26)

---

### **PURPOSE**

This report is in response to the August 8th, 2016 Resolution 2016-81-CL, in where Council requested Administration to prepare a report to outline the requirements to establish temporary patios including street-side spots in the downtown areas, the "Downtown" and "Le Village" areas for the summer of 2017.

The recommendations contained within this report are to:

- i.) Inform Council of regulations and guidelines with respect to temporary outdoor patios, including street-side spots in the public realm within both the "Downtown" and "Le Village" areas; and
- ii.) Seek direction to modify the City of Cornwall's current Encroachment Agreement application process administered by the Planning Division.

### **RECOMMENDATION**

That City of Cornwall Council receive this report, and provide further direction or action as required.

### **FINANCIAL IMPLICATIONS**

If a street-side spot patio is added and fronting a commercial establishment, the City would lose revenue generated by the paid parking stall from April 1st to October 31<sup>st</sup>. If a vehicle was parked in a paid parking stall all day, five days a week, then the stall would generate \$1080 in a 6 month period.

## **BACKGROUND / DISCUSSION**

The City of Cornwall would not be unique in implementing regulations to establish temporary patios including street-side spots in the public realm within a commercial area. Municipalities across Ontario have introduced and/or modified existing development application processes to allow for a commercial operator to establish a temporary patio in front of their establishment.

There was an abundance of information collected and reviewed from many sources to develop a process that would best suit the City of Cornwall. The following Cities and Municipalities were surveyed: Ottawa, Toronto, Hamilton, Brampton, Vaughan, Kingston and Brockville.

Many Ontario municipalities have regulations in place to permit patios on the public right of way, and there exists a variety of measures and controls which range in complexity. Best practice shows that there are some fundamental tools to permit and regulate temporary/permanent patios, which include;

- A By-law under the Municipal Act
- An application process (annual renewal)
- Encroachment Agreement
- Compliance with standards and design guidelines
- Fees and liability insurance
- Regular monitoring and inspections

Based on the aforementioned research, and following consultations with other City departments (Planning, Building, Engineering, Traffic, Public Works and Finance), it is suggested that Council approve modifying the City's existing Encroachment Agreement process which is administered by the Planning Division.

Historically municipal staff has reviewed and approved patios located on public lands fronting a commercial establishment on a case by case basis and the current process should remain status quo. Key City staff reviews each application to ensure the following key items are not negatively impacted:

- Pedestrian Pathways
- City Infrastructure
- Barrier Free Access
- Fire Safety
- Compatibility with the Built Form

A standards and design guideline section has been added to the City's Encroachment Application process specifically catered for temporary patios located on street-side spots within both the "Downtown " and "Le Village" areas (refer to the attached). The new design standards have been taken from a variety of other Ontario municipalities design standards. Maps have also been included delineating both areas, however, the commercial areas in question are not static and may be extended or reduced upon direction from Council.

The fee for the Encroachment Agreement application is a one time cost of \$370. Various Ontario municipalities charge in-between \$200 to \$1000 for the same or similar process. The City of Cornwall's Encroachment Agreement application fee is in line with other Ontario municipalities.

The Encroachment Agreement process is a tool that the City currently uses to approve proposals for exterior commercial patios, signs and/or structures that encroach on public property.

Encroachment Agreements are formalized legal agreements that are entered into by the City and a property owner of a proposed or existing encroachment which in turn is registered on the owner's title "Grantee". The intent of the agreement is to formally recognize and establish terms and conditions specific to the encroachment that will allow for a structure to remain indefinitely or temporarily on public lands.

Each application submitted to the Planning Division is circulated to various City Departments for review (Building, Engineering, Traffic, Public Works and Finance). Once commentary is received, and if there are no objections, then Planning staff prepares a report for Council explaining the nature of the proposed encroachment along with staff's recommendations. If Council adopts the recommendations, then a legal binding agreement is prepared and executed. (Refer to the Encroachment Agreement Process Flowchart).

The City currently has Encroachment Agreements with Schnitzels, Gemini Café and Truffle Burgers all located on Pitt Street in the "Downtown" area. The Planning Division has received and approved two (2) patio Encroachment Agreements in the last decade, none of which encumber a street-side paid parking stall.

## **CONCLUSION**

However desirable, outdoor patios should only be allowed where specific right of way widths and configurations can accommodate a patio in a manner that is safe for customers, and maintain a comfortable, safe and accessible sidewalk /path of travel for all users, including people with disabilities. Notwithstanding the social and economic benefits and popularity of outdoor patios, public safety and operational maintenance are paramount.

The City's Official Plan policies concerning both downtown areas encourage the City to reinforce, promote and develop as places for pedestrian interaction. It is worth noting that during the Pitt Street reconstruction process in the 1990's, the public area between First and Third Street was specifically designed to accommodate patios and encourage public use.

It is important to note that there was no negative commentary received by surveyed municipalities regarding establishing street-side patios in their commercial districts. Keeping the commercial operator/applicant in mind, the proposed application requirements and associated one-time fee will not be as stringent and/or financially restraining for the applicant as compared to other municipalities.

It is this author's opinion that the proposal brought forth by Council is a positive initiative which will bring vibrancy to both Cornwall's downtown areas and increase service options for commercial establishments throughout the patio season.

## **ACCESSIBILITY IMPACT**

The City will assess the proposed location based on operational, accessibility and safety considerations.

Motion to receive Report 2016-29-PL-PDR.

Moved By: Denis Carr, Councillor

Seconded By: Justin Towndale, Councillor

Motion Carried

## ATTACHMENTS



ENCROACHMENT AGREEMENT - DRAFT.pdf

### Approval

November 09, 2016 09:54 AM Karl Doyle  
Zoning and Site Plan Coordinator

A handwritten signature in black ink, appearing to read 'Karl Doyle', written over a horizontal line.

November 09, 2016 09:55 AM Ken Bedford  
Supervisor, Planning Division

A handwritten signature in black ink, appearing to read 'Ken Bedford', written over a horizontal line.

November 09, 2016 09:59 AM Mark A. Boileau  
General Manager, Planning, Development and Recreation

A handwritten signature in black ink, appearing to read 'Mark A. Boileau', written over a horizontal line.

# ENCROACHMENT AGREEMENT PROCESS



The City of Cornwall - Planning Division

Revised 2016



## **CONTENTS**

ENCROACHMENT AGREEMENT APPLICATION PROCESS & PROCEDURES **(PAGE .3)**

ENCROACHMENT AGREEMENT APPLICATION FLOWCHART **(PAGE .4)**

ENCROACHMENT AGREEMENT APPLICATION FORM **(PAGE .5)**

ENCROACHMENT AGREEMENT SAMPLE **(PAGES .6-9)**

### **LOCATION REQUIREMENTS FOR STREET-SIDE SPOTS**

GENERAL **(PAGE .10)**

SITE SPECIFIC **(PAGE .10)**

### **DESIGN REQUIREMENTS**

GENERAL **(PAGE .11)**

SAFETY **(PAGE .11)**

### **REQUIREMENTS OF THE APPLICANT**

REQUIREMENTS **(PAGES .12-13)**

### **STREET-SIDE SPOTS APPLICATION REQUIREMENTS**

APPLICATION REQUIREMENTS **(PAGES .14-15)**

STREET-SIDE SPOTS SUBMISSION REQUIREMENTS **(PAGES .16-18)**

### **STREET-SIDE SPOTS SITE PLAN/ ELEVATIONS / EXISTING EXAMPLES**

SITE PLAN/ ELEVATIONS / EXISTING EXAMPLES **(PAGES .19-23)**

### **STREET-SIDE SPOT PATIO PRIORITY AREAS - DOWNTOWN & LE VILLAGE**

PRIORITY AREAS- DOWNTOWN & LE VILLAGE **(PAGES .24-25)**

## ENCROACHMENT AGREEMENT APPLICATION PROCESS & PROCEDURES

### DEFINITION:

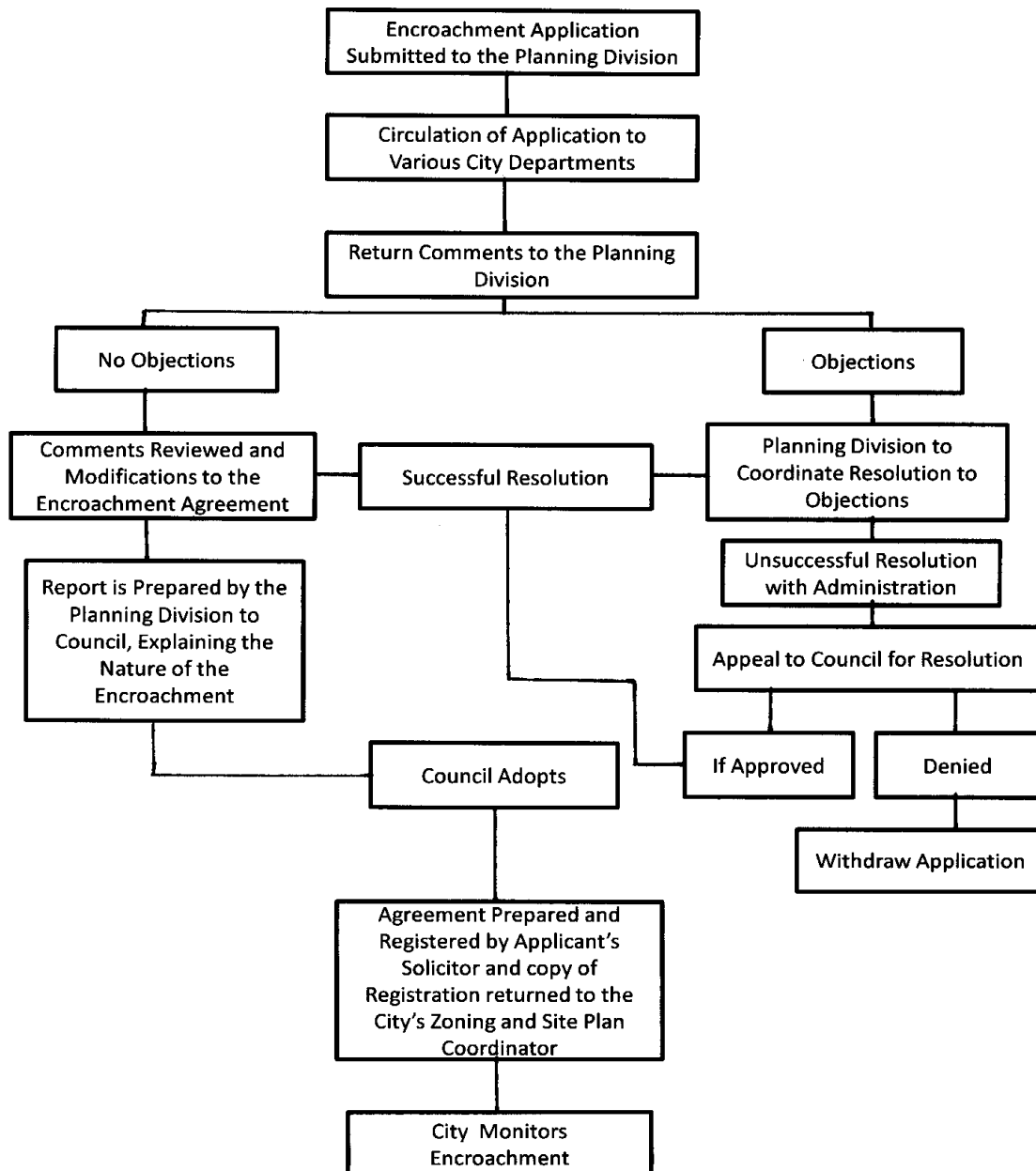
An encroachment agreement is a legally binding document signed by the Operator and the parties involved when a property encroachment exists. It states the agreed-upon resolution to the encroachment, which becomes binding between the parties.

To apply to the City of Cornwall for an Encroachment Agreement, the applicant shall:

- Step 1.** Submit a completed application form along with 5 copies of the necessary sketches, details and an application fee of \$370.00. **(Refer to submission requirements if application is for a street-side spot patio)**  
(This application will be circulated to the various Municipal Departments for review).
- Step 2.** **A report is prepared by the Planning Department with Staff comments and presented to City Council at a regularly scheduled meeting, and a decision is made by Council. Council may approve or deny the request or approve the conditions.**
- Step 3.** If approved by Council, the applicant can then have his solicitor prepare all the necessary forms which consist of:
  - 4 copies of the proposed encroachment agreement as per example; (sample agreement attached); and
  - 4 copies of a Schedule "A" which comprises of the legal description of the abutting building and a detail of the encroachment; and
  - 4 copies of the Affidavit of Subscribing Witness; and
  - A **certified cheque made payable to the City of Cornwall** in the amount of two dollars (\$2.00).
- Step 4.** Submission of the prepared Agreement and accompanying documents will go to the Zoning & Site Plan Coordinator, for review.
- Step 5.** The copies of the Agreement will then be forwarded to the City Clerk for signature by the Mayor and City Clerk.
- Step 6.** Upon arrival, the applicant's solicitor will register the Agreement.
- Step 7.** Two Registered copies to be returned to Zoning & Site Plan Coordinator.

Further information if necessary may be obtained by contacting the Zoning and Site Plan Coordinator at the Planning Division at 613-930-2787 ext. 2365.

## ENCROACHMENT AGREEMENT PROCESS FLOWCHART



NAME OF APPLICANT		
ADDRESS		
PHONE	CELL	EMAIL

#### ENCROACHMENT DETAILS

LOCATION
DESCRIPTION
1 - TYPE OF CONSTRUCTION?
2 - WHY IS AN ENCROACHMENT NECESSARY?
3 - WHAT ALTERNATIVES HAVE BEEN CONSIDERED?
4 - HOW MUCH OF AN ENCROACHMENT IS BEING REQUESTED?
5 - PROPOSED HEIGHT ABOVE GRADE?
6 - OTHER PERTINENT INFORMATION

**NOTE: 5 COPIES OF DRAWINGS MUST ACCOMPANY THE APPLICATION**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FEE - \$370.00 CHQ# \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_



**ENCROACHMENT AGREEMENT**

THIS AGREEMENT made in duplicate this\_\_\_\_\_ day of \_\_\_\_\_, 20 .

Between:

**THE CORPORATION OF THE  
CITY OF CORNWALL,**

A Municipal Corporation in the  
County of Stormont, in the Province of Ontario  
(Hereinafter called the PARTY)

OF THE FIRST PART

AND

A Corporation Incorporated  
pursuant to the laws of the Province of Ontario  
and having its head office at

(Hereinafter called the PARTY)

OF THE SECOND PART

WHEREAS:

1. The party of the First Part is the Owner of the land and premises known as \_\_\_\_\_ (street) \_\_\_\_\_ as shown on Registered Plan \_\_\_\_\_ (or reference) \_\_\_\_\_, in the City of Cornwall, County of Stormont, as described on Schedule 'A' attached hereto.
2. The party of the Second Part is the Owner (tenant) of the land and premises known municipally as \_\_\_\_\_ (municipal address) \_\_\_\_\_ in the City of Cornwall, and being composed of \_\_\_\_\_ (legal description) \_\_\_\_\_. Registered Plan No. \_\_\_\_\_ (or reference) \_\_\_\_\_, City of Cornwall on file in the Registry Office for the Registry Division of Stormont.
3. \_\_\_\_\_ (Description of Encroachment) \_\_\_\_\_ located on the property owned by the party of the Second Part encroach over the land of the Party of the First Part as described in Schedule 'B' 20\_\_\_\_, prepared by \_\_\_\_\_, Cornwall Ontario, which plan is attached hereto as Schedule 'B'.
4. The Party of the Second Part doth hereby covenant and agree to indemnify and save harmless the Party of the First Part from any liability whatsoever arising out of this encroachment.
5. The Grantee agrees to maintain sufficient Commercial Liability Insurance during the period allowed for the operation of the patio and shall provide to the Corporation Proof of such insurance before the signing of this agreement by the Grantor, in the form of a certificate of liability issued by an insurance company licensed to write property casualty insurance in the Province of Ontario and providing as a minimum requirement the following;
  - (i) \$2,000,00.00 primary limits (or primary plus excess commercial liability coverage equaling \$2,000,00.00) or greater for general commercial liability, coverage to include bodily injury and property damage; policies to be written on an occurrence basis;
  - (ii) Certificates must provide thirty (30) days notice to the Corporation in the event of cancellation

or non-renewal of an insurance policy or pertinent coverage;

(iii) Certificates shall name the Corporation of the City of Cornwall as additional insured with respect to the operation of the sidewalk and/or street-side patio.

6. The covenants on the part of the Grantee and the Grantor shall enure to and bind not only the parties hereto, but their respective heirs, executors, administrators, successors and assigns.
7. The party of the First Part has agreed that the encroachment may continue only in accordance with the terms of this agreement and party the Second Part agrees to remove the  (name item causing encroachment)  if required to do so upon six months notice by Registered Mail from the party of the First Part without compensation whatsoever.

NOW THIS AGREEMENT WITNESSETH that, in consideration of the sum of TWO DOLLARS (\$2.00) the receipt of which is hereby acknowledged, the party of the First Part agrees that the encroachment may continue but shall be deemed to be with the license of the party of the First Part to the intent that they party of the Second Part shall not acquire an easement therefore.

In the event that the  (name item causing encroachment)  herein before referred to are substantially destroyed, the right of the party of the Second Part to the encroachment shall cease.

For the purpose of this agreement, it is agreed by the parties hereto that the  (name item causing encroachment)  shall be considered substantially destroyed in the event that the extent of the destruction if fifty percent (50%) or more. In the event that the parties are unable to agree on the extent of such destruction, the matter shall be submitted to the Chief Building Official for arbitration and his decision shall be final and binding upon the parties to this agreement.



This agreement shall enure to the benefit and be binding upon the heirs, executors, administrators and assigns of the party respectively.

IN WITNESS WHERE OF the parties have hereunto set their hand and seals.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF

**THE CORPORATION OF THE CITY OF CORNWALL**

PER \_\_\_\_\_

(Mayor)

PER \_\_\_\_\_

(Clerk)

**NAME OF COMPANY**

PER \_\_\_\_\_

(Print name and title)

PER \_\_\_\_\_

(Print name and title)



## **LOCATION REQUIREMENTS FOR STREET-SIDE SPOTS**

### **GENERAL**

The City will only consider street-side spots at locations which satisfy all the following:

1. At a location where parking is allowed at all times.
2. At a location that does not have a ground floor outdoor patio and does not have the opportunity for one.

### **SITE SPECIFIC**

1. The City will assess the proposed location based on operational, accessibility and safety considerations.
2. The maximum length of the street-side spot is the frontage of the applicant's business. Applicants who do not have street frontage or who wish to expand their street-side spot into the space in front of an abutting business, may do so with written permission provided by the business owner(s) along which the street-side spot fronts.
3. Running slope (along the road) of 5% or less and a cross slope (from curb to outer limit of the street-side spot) of 2% or less.
4. Where the street-side spot is located mid-block, a parking space of at least 7 metres in length must remain at each end or determined by the City's Traffic Engineer.
5. Located a minimum of 15 metres away from the intersection. A bike corral, bulb-out, or other physical barrier that would protect the street-side spot in a corner location may allow the City to waive the minimum distance on a case-by-case basis.
6. If adjacent to a driveway entrance, must be setback a minimum of 1.5 metres from the driveway or determined by the City's Traffic Engineer.
7. Street-side spots are not permitted above a fire hydrant shut-off valve or over utility or manhole covers. If a fire hydrant is located within 3 metres of the spot, Cornwall Fire Services will review the location to ensure that there is sufficient space for their use.

## DESIGN REQUIREMENTS

### GENERAL

Street-side spots are to be well designed, accessible and safe. As such, they must comply with the following requirements:

1. Be created by a certified designer or engineer.
2. Be designed for easy removal and must be of sturdy construction.
3. The platform cannot be fastened to the street or sidewalk.
4. Be compliant with Accessibility Design Standards.
5. The street underneath the platform surface must be accessible for emergency maintenance by any utility through access panels, or removable pavers.
6. The street-side spot cannot impede the flow of curbside drainage.
7. Furniture and other appurtenances are not to be secured to trees, City street furniture, or buildings.

### SAFETY

1. Reflective soft hit posts must be placed at the outside corners of the street-side spot and wheel stops used if adjacent to parking spaces.
2. The street-side spot is to be defined by a vertical barrier with a visible connection to the street.
3. The vertical barrier is attached to the platform and is a minimum of 1.06 metres in height.
4. The vertical barrier forms the outer limit of the street-side spot structure and must be minimum of 0.5 metres from the traffic lane and 1 metre inside each end. The 1 metre is not required on ends that are not adjacent to a parking space.
5. If a vertical barrier is used adjacent to the sidewalk, it shall be no more than 2 metres in height. **(Refer to Example)**
6. Any opaque portions of any barrier shall not be more than 1.06 metres in height, measured from the surface of the road. Fabric, canvas, or similar material is not to be used for the vertical barrier.
7. The clear height from the platform surface to any obstruction such as an umbrella must be a minimum of 2.13 metres.
8. Visible sight lines must be provided.

## REQUIREMENTS OF THE APPLICANT

The applicant is responsible for the following:

1. Complying at all times with all applicable federal and provincial legislation or regulations and all applicable City by-laws (eg. Ontario Building Code, Liquor Sales Licence and Noise By-law).
2. All costs associated with the application and submission requirements to the City. Application fees are non-refundable. Costs will also include construction, maintenance, materials and equipment, and removal of materials and equipment.
3. For winter maintenance purposes, removal of the street-side spot between November 1<sup>st</sup> and March 31<sup>st</sup>. Availability of the street-side spot may be delayed past April 15, due to ongoing spring operations in the event of an extended winter season.
4. Installation of the platform by a certified contractor.
5. Provide access to any City or public utility company that may have underground conduits beneath the street-side spot. Access may require temporary removal of all or a portion of the constructed street-side spot. In cases of emergencies, little or no notice will be provided.
6. Ensure storm water drainage is not blocked at any time.
7. The street-side spot and all amenities are maintained in a safe condition at all times.
8. The street-side spot and its outside perimeter are kept clean and free of debris, including graffiti.
9. Plants are kept in good health and pruned as necessary and do not extend outside of the limits of the perimeter.
10. The applicant shall obtain and maintain during the continuance of the permit, the following insurance policies:
  - a. Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence for any negligent acts or omissions by the applicant relating to their obligations under this agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property and operations; non-owned auto-mobile; broad form property damage; owners and contractors protective; occurrence property damage; products and completed operations; employees as additional insured(s); contingent employers liability; cross liability and severability of interest clause. Such insurance shall be in the name of the applicant and add the City of Cornwall as an additional insured.

- b. Evidence of such insurance shall be provided prior to the issuance of the permit and upon the anniversary date(s) of all applicable policies described herein.
  - c. The City reserves the right to amend the amount of the Commercial General Liability Insurance required based on the nature of the street-side spot.
- 11. At night, any non-permanent seating, tables and other appurtenances are to be moved indoors or secured in a suitable manner to prevent theft or damage.
  - 12. At all times, ensure that smoking is not permitted and ensure that no ashtrays are placed or allowed to remain in place within the street-side spot.
  - 13. Repairing any damage caused by the structure to the sidewalk or boulevard at their expense and to the satisfaction of the City of Cornwall, if not, the work may be done by the City at the applicant's expense.
  - 14. The applicant shall have no claim against the City for any loss or damage arising from the cancellation of the permit.
  - 15. With due notice, the City reserves the right to revoke the street-side spot agreement at any time in the following circumstances:
    - a. The street-side spot is not in compliance with all applicable federal, provincial or City regulations or by-laws.
    - b. The City or a public utility wishes to make use of that part of the highway on which the street-side spot is situated.
    - c. The applicant fails to maintain the street-side spot and keep in proper repair.

## STREET-SIDE SPOTS APPLICATION REQUIREMENTS

### STEP 1 - APPLICATION

Submit the following:

- A non - refundable one time application fee of \$370.00 **(if the applicant modifies an approved patio encroachment agreement in a subsequent year, then a new application and fee will apply)**
- Complete application form
- Project description: project narrative and all materials to be used in the construction and operation of the street-side spot
- Site Plan: a measured drawing that shows the footprint of the proposed street-side spot and 9m on either side of the proposed installation
- Photos of existing site conditions
- Elevation Drawings: measured drawings that show the proposed street-side spot from all angles and positive drainage flow
- Building permit application (deck, fence, sign) **(DECKS ARE TO BE STAMPED AND DESIGNED BY A PROFESSIONAL ENGINEER)**
- Neighbourhood Support (recommended): Letters of support from neighbouring businesses, local BIA, Councillor, community associations and residents

### STEP 2 - APPROVAL REQUIREMENTS

- Upon approval of the street-side spot
- Proof of \$2M Commercial General Liability Insurance
- Copy of your valid business license
- Copy of your valid Liquor Licences , if applying for a Street-side Patio and will be selling alcohol
- Public Health requirements, if specified

**Note: It is strongly recommended that applicants refrain from purchasing materials or equipment for the purposes of a street-side spot before receiving approval and securing the appropriate permits. Any purchase of these items prior to receiving approval from the City are at the applicant's sole and complete risk**

### **STEP 3 - PERMITTING**

City staff will conduct an on-site pre-construction inspection. The applicant is responsible for construction of the street-side spot according to the plans submitted. No changes will be accepted after the street-side spot has been approved.

### **STEP 4 - POST INSTALLATION INSPECTION**

After construction, it is the applicant's responsibility to contact the Building Division to receive a final inspection notice prior to using the patio.

## STREET-SIDE SPOTS SUBMISSION REQUIREMENTS

### PROJECT DESCRIPTION

Provide a short project description explaining your street-side spot along with a completed application form. Applicants are to describe the following:

1. Intended use of the space
2. Benefits of a street-side spot in the proposed location
3. Creativity in the design of the space
4. Proposed months, days, and hours of operation (**Seasonal - April 1<sup>st</sup> - October 31<sup>st</sup>**)
5. Material list to be used in the construction and operation, including platform surface, vertical barriers, all appurtenances such as canopies, umbrellas, tables, chairs, barrier, other furniture or equipment, plantings, lighting, etc. Remember, live plants.

### SITE PLAN

A site plan showing the existing street and sidewalk environment is required.

A subsequent site plan should show the footprint of the proposed street-side spot and all street and sidewalk elements at least 9 metres on either side of the proposed street-side spot location. The site plan is to show the design of the street-side spot.

Site plans must be drawn to scale, legible and include all applicable elements below:

1. Project title and location
2. Name and address of owner and applicant
3. Certified designer, contractor or engineer
4. Legend (including bar scale and written ratio scale in metric, and any graphic symbols used on the plan)
5. The applicant's building and any other adjacent buildings the street-side spot will front and their addresses and location of building entrances
6. Proposed street-side spot dimensions and setback dimensions (1 metre from adjacent parking spaces and 0.5 metres from the traffic lane)

7. Dimensioned locations of existing site features and landscape elements within 9 metres of the development limit.

- Curb cuts and driveways
- Sidewalk width(s)
- Bus stops
- Parking spaces, parking zone, and any pavement markings that denote parking Existing
- Pay Machine location
- Utilities under, on and over the right-of-way
- Utility access panels
- Poles
- Streetlights
- Storm water drainage or catch basin
- Fences
- Steps
- Fire hydrants
- Waste receptacles
- Benches
- Mail / ewspaper boxes
- Bike racks
- Trees
- Flower planter boxes

8. If electricity (ex. for lighting) is considered, access to and ownership of a power source must be shown on the plans. **Wiring is not to create a tripping hazard.**

9. Description of any signage, street furniture, pay and display machines, ring and post bike parking racks etc. that may need to be removed or relocated. **NOTE: This may involve additional costs for the applicant.**



## **SITE CONDITIONS PHOTOS**

Photos of existing site should clearly show:

1. Your building and any other adjacent buildings the street-side spot will front.
2. Existing site features and landscape elements within 9m of the street-side spot.
3. Photos should be taken from multiple angles around the proposed site and be clearly labelled
4. Include additional photos of all utilities, storm water drainage, sidewalk, and pavement anomalies.

**NOTE: We recommend that you take your pictures early to avoid any risk of an early snow fall.**

## **ELEVATION DRAWINGS**

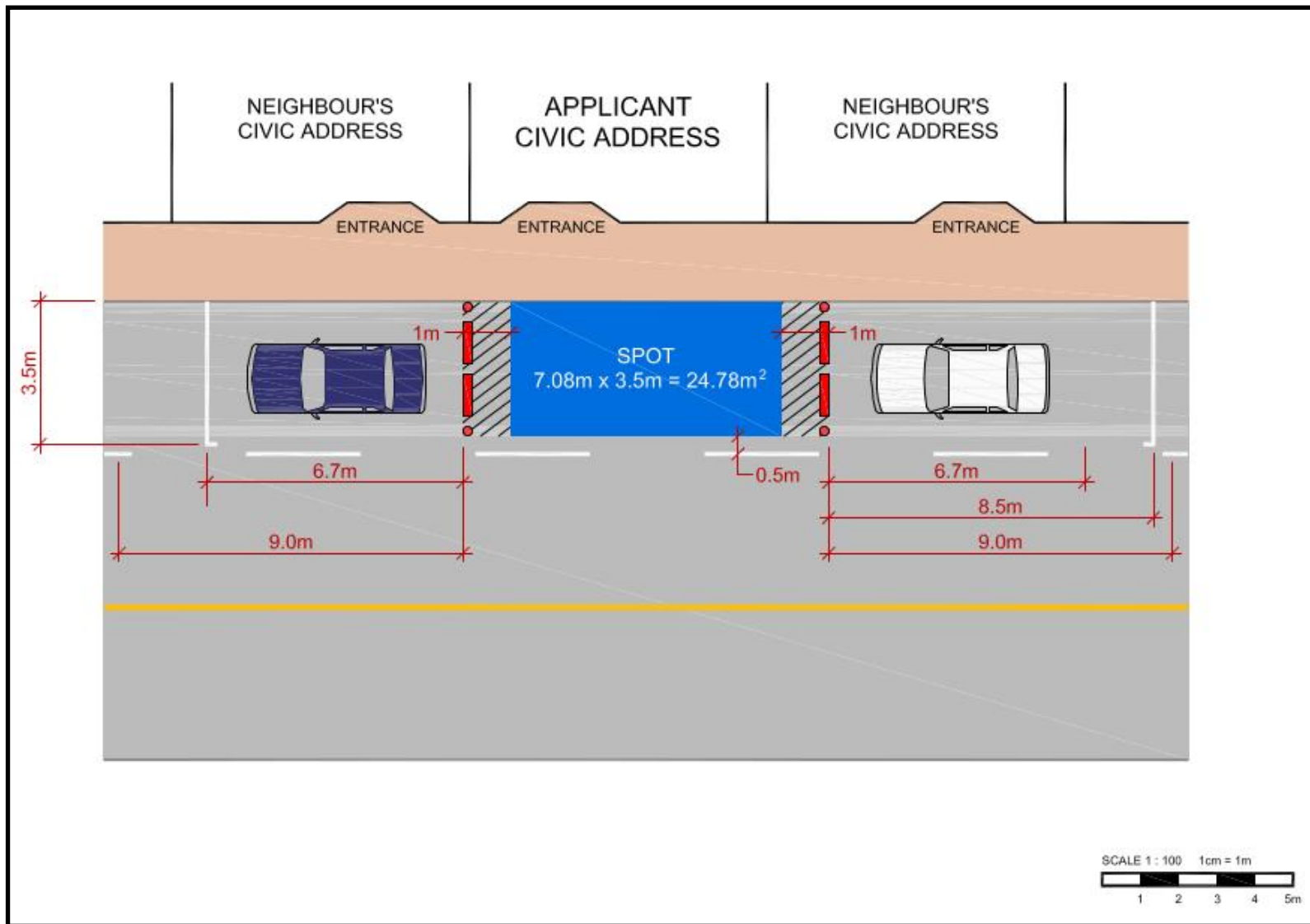
The Elevation Drawings must show:

1. Dimensioned elevations from all four sides to show the dimensions of the street-side spot, elements and buffer areas as well as the details of the elements and construction materials included in the design
2. How positive drainage flow will be maintained along the curb line

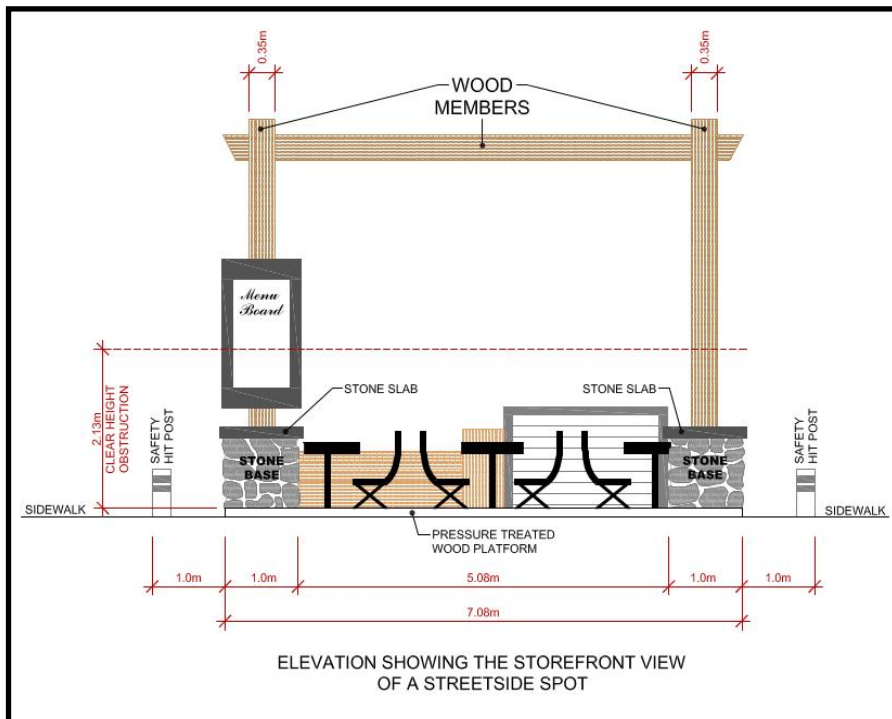
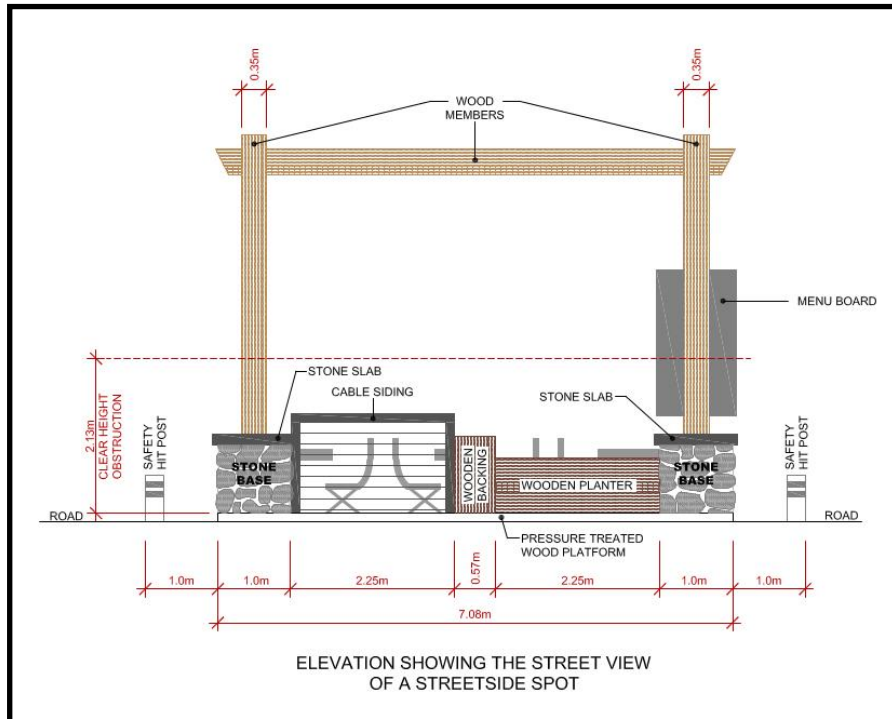
## **NEIGHBOURHOOD SUPPORT**

Applicants are strongly encouraged to include letters of support from neighbourhood stakeholders including businesses on either side, other local businesses, the local BIA, Councillor, community associations, residents, etc. Letters should highlight the benefits of the proposed street-side spot for the local community and the number of parking spaces the street-side spot will occupy. Letters should also include contact information for the person signing.

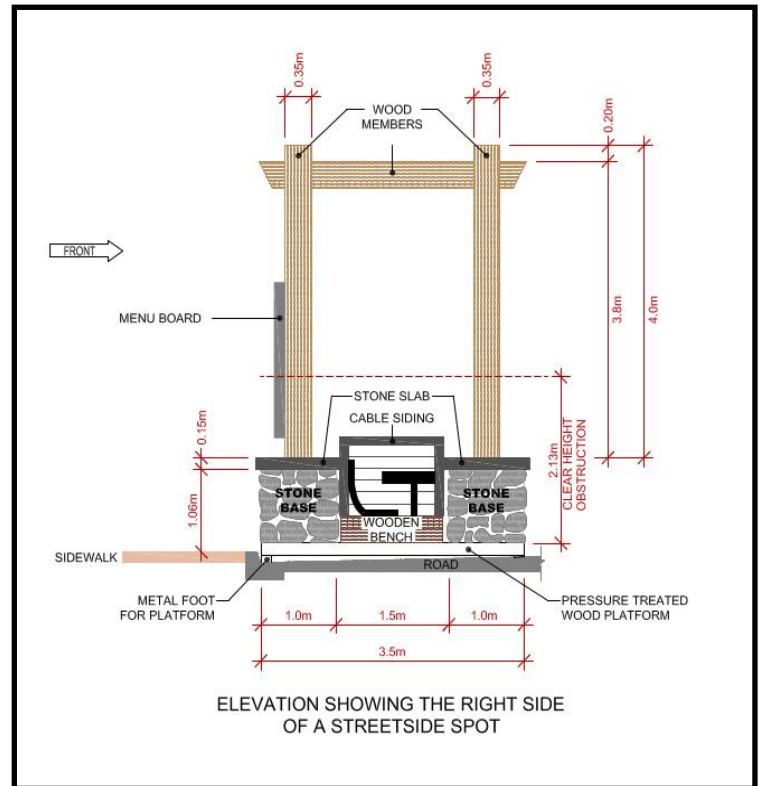
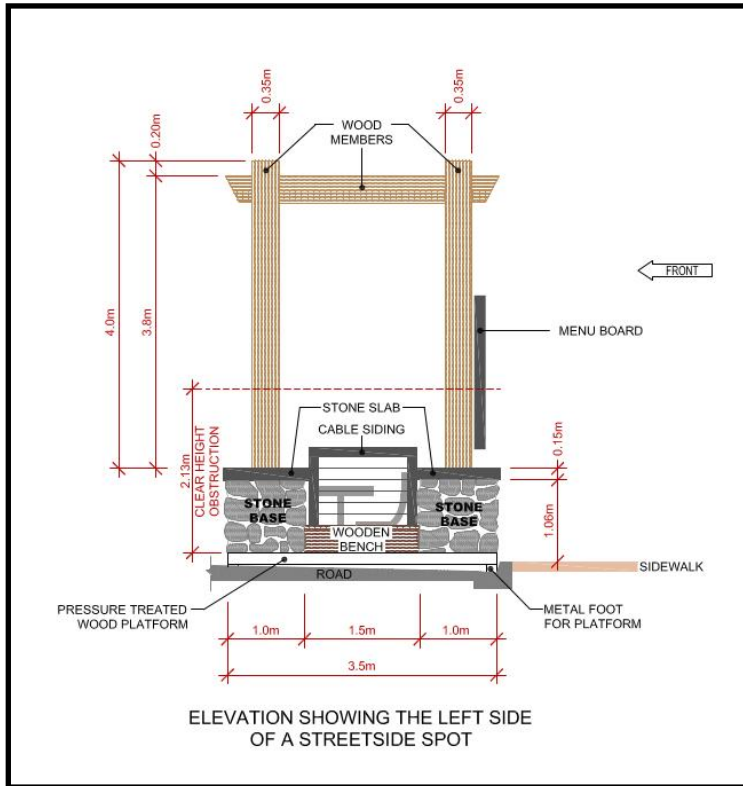
## SITE PLAN - EXAMPLE



## ELEVATIONS - EXAMPLE



## ELEVATIONS - EXAMPLE



## EXAMPLES - EXTENSION OF PEDESTRIAN PATHWAY OVER PAID PARKING





## EXAMPLES - STREET-SIDE PATIOS

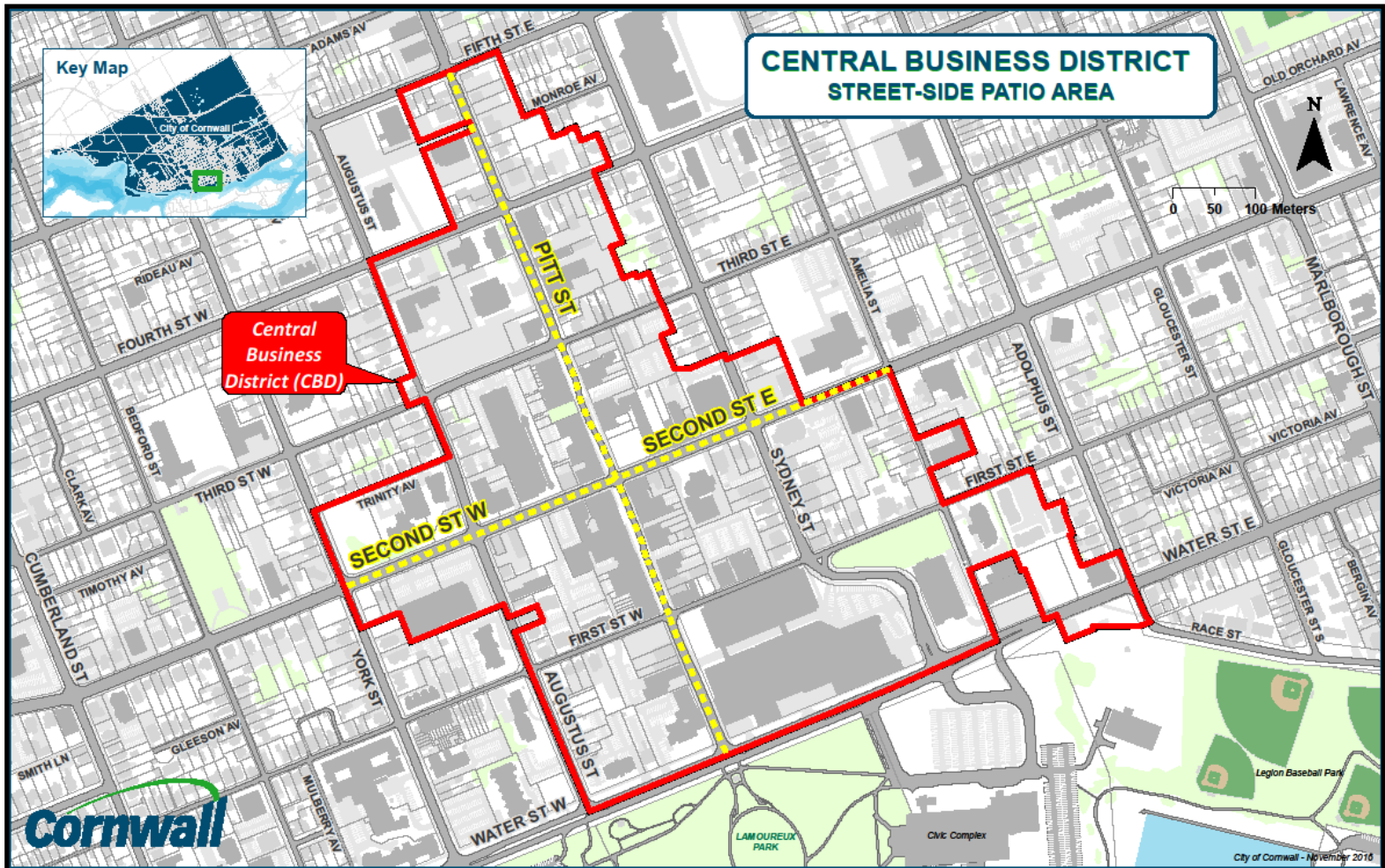
SOURCE CREDIT; CBC NEWS



SOURCE CREDIT; CBC NEWS

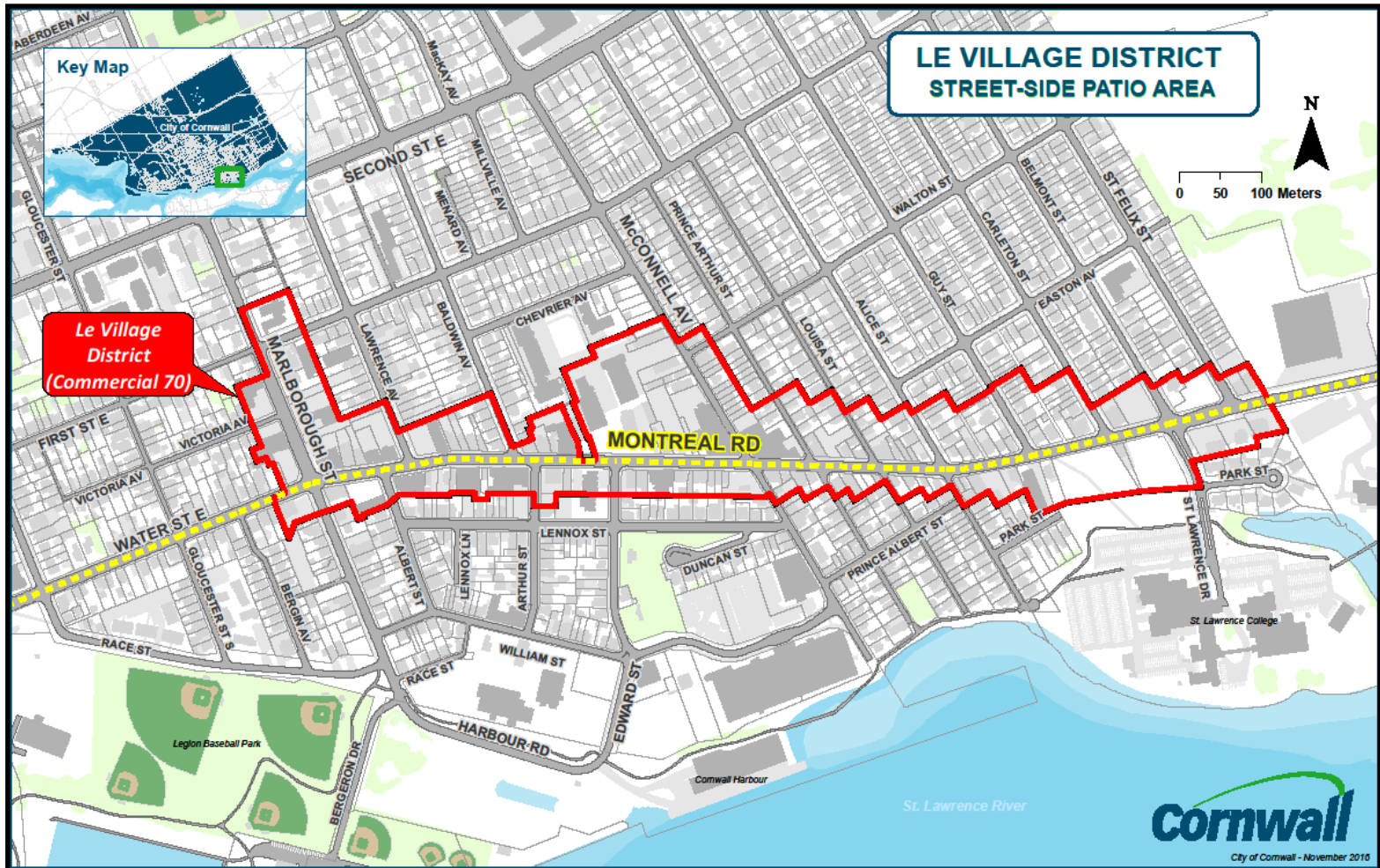


## STREET-SIDE SPOT PATIO PRIORITY AREA - DOWNTOWN DISTRICT





## STREET-SIDE SPOT PATIO PRIORITY AREA - LE VILLAGE DISTRICT





Le Village BIA  
c/o Dr. Michel Dubuc  
10 Montreal Rd  
Cornwall, Ontario,  
K6H 1B1

Attn: Mark Boileau, MCIP, RPP  
General Manager  
Department of Planning, Development and Recreation  
100 Water Street East  
Cornwall, Ontario, K6H 6G4  
613 930 2787, ext. 2599  
613 551 7057 (cell)

RE: Closing of Pitt St-Covid-19

May 18, 2020

Dear M. Boileau,

Le Village generally does not support this initiative for the following reasons.  
Please note that this is an opinion and closing Pitt st does not affect Le Village

- 1) Pitt St should not be closed between 2<sup>nd</sup> and 3<sup>rd</sup>
- 2) More Pop up parks or patio could be set up along Pitt St between 1<sup>st</sup> and 2<sup>nd</sup> to help restaurants
- 3) Fixing the parking lot behind table 21 and old Snetsinger building.

Feel free to contact me if you need further clarification.

Sincerely,



Dr. Michel Dubuc  
Chair, Président  
Le Village BIA  
10 Montreal Rd  
Cornwall, Ontario,  
K6H 1B1, 613-330-2847

**CORNWALL DOWNTOWN BUSINESS IMPROVEMENT AREA**

113 Pitt Street  
Cornwall, Ontario  
K6J 1Y5



**DBIA Feedback on Motion to Close Pitt Street – Manon Levesque, clerk, City of Cornwall**

Greetings Manon:

In order to quickly collect feedback from the DBIA on the Motion presented by Counsellor Eric Bergeron regarding the closing of Pitt Street, the DBIA requested the Cornwall & Area Chamber of Commerce to survey the DBIA members. The survey posed six questions based on the content of the motion. 41 responses were received.

There was little support for the closure of Pitt Street between Third Street and First Street, with only 12% indicating support of this motion; 20% of the respondents supported the closure of Pitt Street between Second Street and First Street; and 14% approval was received from respondents concerning the suggestion of reducing lanes of traffic on Pitt Street. **It is clear from our survey that there is minimal support for any closure or lane reduction on Pitt Street.**

There is support for the use of the sidewalk and available parking spots for patios and retail use. However, the number that can make use of a patio is small; 46% (12 respondents) of those that had use for a patio said that streamlining the process to apply for a patio on the sidewalk would make an application more likely; 38% (12 respondents) of those surveyed, to which it applies, said they would be interested in using available parking spots for a patio or other retail usage.

The final question asked for suggestions from DBIA members on what other options should be considered. The overwhelming response was to implement free parking on Pitt Street. It is not surprising that merchants would make this recommendation as they have been advocating for changes to the parking on Pitt Street for some time. The DBIA would ask that the City consider 1-hour free on street parking and 2-hour free parking in the area parking lots until September 2020. This would allow DBIA businesses to promote free parking in their marketing to attract consumers to the area.

The DBIA appreciates the opportunity to provide feedback to Council. Should Council require a more complete and fulsome report, the DBIA asks that more time be allotted to this process.

Thank You,

Thank You,

**Martha Woods,**  
**Chairperson,**  
**Downtown Business Improvement Area**  
**martha@eotb-cfeo.on.ca**

CORNWALL CITY COUNCIL

RE: FEEDBACK ON MOTION TO CLOSE PITT STREET

Dear City of Cornwall Clerk:

The Cornwall Chamber of Commerce supports the results of the DBIA survey of members conducted between May 13<sup>th</sup>, 2020 and May 15<sup>th</sup>, 2020. We can confirm it is consistent with many conversations the Chamber has had with Pitt Street merchants over the past four months.

Also identified in this same survey, was an overwhelming interest from downtown businesses that there be free parking in the downtown core. The Chamber intends to advance these conversations, in partnership with the DBIA, further with the City of Cornwall.

The Chamber was disappointed that there was so little time provided to consider the motion and compile a response. With more time to consider the matter, a more thorough, productive, and inclusive consultation could have been conducted.

Finally, the Chamber continues to support the creation of an Advisory Council to ensure that the reopening of the economy, following COVID-19, is free from disruption and allows our businesses to rebuild and to resume their important role as the economic engine of the City.

We would like to reiterate that the Chamber is always available to be the voice of business and to provide feedback from the business community to City Administration and City Council at any point in the policy or bylaw development process.

We look forward to following up on these matters in short time,



Greg Pietersma  
Executive Director  
Cornwall & Area Chamber of Commerce

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-291-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: May 25, 2020  
Subject: Tax Write-Offs / Adjustments

**Purpose**

To seek Council approval on tax write-offs or adjustments that have occurred under the relevant sections of the *Municipal Act, 2001*.

**Recommendation**

That Council approve the tax write-offs/adjustments/vacancies under Sections 357 and 364 of the *Municipal Act, 2001*.

**Financial Implications**

The total write-offs of \$53,985.85 represents the following amounts: Municipal Portion \$38,403.98, Education Portion \$15,076.92, BIA Adjustment \$504.95.

**Background / Discussion**

The vacancy rebate program provides tax relief to property owners where a building or a portion of a building is vacant within the commercial and industrial tax classes. Eligible property owners are able to submit a rebate application to the municipality each year for a building or a portion of a building, that is vacant for at least ninety (90) consecutive days within the calendar year.



For eligible properties in the commercial and industrial classes, Ontario Regulation 581/17 section (24) establishes rules and regulations governing the vacant unit rebate program for the City of Cornwall.

In 2017, Council approved a Resolution that the City of Cornwall's Vacancy Rebate Program be phased out over a period of four (4) years. The rebate amount for both industrial and commercial property tax classes were reduced to 25% in 2017, reduced to 20% in 2018, reduced to 10% in 2019, and eliminated in 2020. The deadline for submitting final applications for 2019 was March 2, 2020.

Document Title:	Tax Write-Offs - Adjustments - 2020-291-Financial Services.docx
Attachments:	- Vacancy_Report.pdf
Final Approval Date:	May 19, 2020

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

**Tracey Bailey - May 15, 2020 - 2:19 PM**

**Maureen Adams - May 19, 2020 - 9:30 AM**

<u>Application Number</u>	<u>Roll Number</u>	<u>Name</u>	<u>Address</u>	<u>Reason</u>	<u>Days Vacant</u>	<u>Amount</u>
2019-00003	4-01-00100	Cornwall Square Inc	1 Water St E	Vacancy	181	1,565.80
2019-00003	4-01-00100	Cornwall Square Inc	1 Water St E	Vacancy	61	114.38
2019-00003	4-01-00100	Cornwall Square Inc	1 Water St E	Vacancy	130	214.89
2019-00003	4-01-00100	Cornwall Square Inc	1 Water St E	Vacancy	91	165.59
2019-00017	4-01-00100	Cornwall Square Inc	1 Water St E	Vacancy	184	2,282.41
2019-00004	4-03-36100	Tampicos Inc	1404 Pitt St	Vacancy	182	172.75
2019-00005	2-02-09600	Alexandra & Kostantin Adamou	327 Montreal Rd	Vacancy	365	593.76
2019-00005	2-02-09600	Alexandra & Kostantin Adamou	319 Montreal Rd	Vacancy	185	109.96
2019-00006	2-02-09000	Sayed Hafizi	365 Montreal RD	Vacancy	365	191.12
2019-00007	1-07-46942	962101 Ontario Inc	1150 Montreal Rd	Vacancy	365	284.78
2019-00007	1-07-46942	962101 Ontario Inc	1150 Montreal Rd	Vacancy	122	95.19
2019-00008	1-04-28200	6 Sigma Quality Consulting & Contracting Inc	1500 Easton Ave	Vacancy	151	410.14
2019-00009	1-03-00104	501 Campbell Street Inc	501 Campbell St	Vacancy	181	127.52
2019-00010	4-03-32100	1424 Property Holdings Inc	1424 Aubin Ave	Vacancy	245	1,095.22
2019-00011	5-01-18000	743133 Ontario Inc	120 Second St W	Vacancy	365	4,993.21
2019-00012	5-01-18100	Boyce Walter in Trust	100 Second St W	Vacancy	365	2,515.07
2019-00013	6-05-02000	7857691 Canada Inc	1730 Vincent Massey Dr	Vacancy	271	1,158.67
2019-00014	2-02-18500	Wolfe Vracar	139-149 Montreal Rd	Vacancy	214	391.88
2019-00015	2-02-09100	Sayed Hafizi	357 Montreal Rd	Vacancy	365	134.29
2019-00016	1-04-01300	Riverfront Retirement Centre Inc	1810 Montreal Rd	Vacancy	184	1,357.70
2019-00018	2-03-07100	Prakash Puranik Trustee	614 Second St E	Vacancy	365	420.02
2019-00019	6-06-03200	401 Cornwall Plaza Inc	2690 Brookdale Ave	Vacancy	365	3,668.02
2019-00020	3-03-51000	RKK investments Inc	841 Sydney St	Vacancy	365	1,539.42
2019-00021	1-03-00206	6803075 Canada Inc	2901 Marleau Ave	Vacancy	365	4,405.74
2019-00022	1-02-01900	6803075 Canada Inc	805 Boundary Rd	Vacancy	365	3,009.99
2019-00022	1-02-01900	6803075 Canada Inc	805 Boundary Rd	Vacancy	151	377.51
2019-00022	1-02-01900	6803075 Canada Inc	805 Boundary Rd	Vacancy	334	274.38
2019-00022	1-02-01900	6803075 Canada Inc	805 Boundary Rd	Vacancy	212	121.91
2019-00023	1-02-01800	6803075 Canada Inc	705-725 Boundary Rd	Vacancy	90	613.23
2019-00023	1-02-01800	6803075 Canada Inc	705-725 Boundary Rd	Vacancy	275	699.18
2019-00024	6-05-01800	Doreen D'Alessio	1718 Vincent Massey Dr	Vacancy	305	1,719.45
2019-00025	6-09-01800	10150924 Canada Inc	902 Second St W	Vacancy	184	825.17
2019-00026	6-03-01500	Canadian Property Holdings Inc	960 Brookdale Ave	Vacancy	365	1,036.24
2019-00027	4-02-24100	CP REIT Ontario Properties Limited	31 Ninth St E	Vacancy	365	850.76
2019-00028	4-01-13000	29 Second Street Inc	29 -31 Second St E	Vacancy	365	1,039.10
2019-00029	4-02-06000	519 Pitt Street Inc	533 Pitt St	Vacancy	365	320.83
2019-00030	5-01-09600	Lori Hawn	109 B York St	Vacancy	365	414.46

<b>Application</b>	<b>Roll</b>					
<b><u>Number</u></b>	<b><u>Number</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Reason</u></b>	<b><u>Days Vacant</u></b>	<b><u>Amount</u></b>
2019-00031	4-01-16395	Sacco Schools Limited	256 Pitt St	Vacancy	184	246.07
2019-00031	4-01-16391	Sacco Schools Limited	266 Pitt St	Vacancy	182	281.89
2019-00032	6-03-03700	1432899 Ontario Inc	1395 Rosemount Ave	Vacancy	365	256.43
2019-00033	6-04-37400	Pioneer Energy	439-441 Thirteenth St W	Vacancy	365	483.77
2019-00034	6-03-00900	Grantchester Developments Limited	691 Brookdale Ave	Vacancy	365	3,971.61
2019-00035	2-02-01200	Akwesasne & Cornwall Harbour Development Corp	540 Harbour Rd	Vacancy	365	2,097.31

<b>357's</b>						
<b>Application</b>	<b>Roll</b>					
<b><u>Number</u></b>	<b><u>Number</u></b>	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Reason</u></b>	<b><u>Days</u></b>	<b><u>Amount</u></b>
2019-00022	1-13-09900	Petersen-Manderson Doris	1006 Second St E	Fire	345	1,529.91
2019-00023	1-17-01000	Poitras Shawn	2380 South Branch Rd	Fire	308	3,977.81
2019-00019	4-03-42300	Suncor Energy Inc	1616 Pitt St	Demolition	92	1,269.54
2019-00020	5-04-07700	Eamer Josee	1106 Churchill St	Fire	137	504.77
2019-00021	6-04-13000	Macdiarmid Troy	1342 Notre Dame St	Inground Pool Removed	214	57.03

Municipal Portion	38,403.98
Education Portion	15,076.92
Capping Adjustment	0.00
Bia Adjustments	504.95
Interest Write off	0.00
Notice Fees	0.00
<b>Total</b>	<b>53,985.85</b>



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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-304-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: May 25, 2020  
Subject: April CPPEG 165 Montreal, 145 Pitt, 134 Montreal, 711 Pitt

**Purpose**

To approve the hereafter four (4) mentioned items under the HOTC and Brownfield programs.

**Recommendation**

That Council approve the following items:

- a. 2642200 Ontario Inc at 165 Montreal Rd for  
Program 2–Building Restoration & Improvement in the amount of \$3,635  
Program 5-Municipal Planning/Development Fees Grant based on actual costs  
Program 6-Discretionary Municipal Tipping Fees Grant based on actual costs  
Program 7-Parking and Landscape Enhancement Program in the amount of \$25,000 as an interest free loan
- b. Elizabeth and Chris Nurse at 145 Pitt St for  
Program 2 – Building Restoration & Improvement in the amount of \$3,490 as an interest free loan  
Program 4 – Façade Improvement and Sign Grant in the amount of \$8,500  
Program 5-Municipal Planning/Development Fees Grant based on actual costs

Program 6-Discretionary Municipal Tipping Fees Grant based on actual costs

Conditional to reviewing the design for the new sign.

- c. 1943217 Ontario Inc at 134 Montreal Rd for

Program 2 – Building Restoration & Improvement in the amount of \$30,000

Program 4–Façade Improvement Grant in the amount of \$10,000

Program 5-Municipal Planning/Development Fees Grant based on actual costs

Program 6-Discretionary Municipal Tipping Fees Grant based on actual costs

- d. 1271450 Ontario Ltd at 115 Sydney St Addendum for Brownfield

Program 2–Environmental Site Assessment Grant in the amount of \$4,521

Program 4-Municipal Planning/Development fees grant based on actual costs

Program 5-Discretionary Municipal Tipping fees grant of \$81,529 remaining from previous approval in June and November of 2011

## **Background / Discussion**

No Planning Advisory Committee meetings were held in April or May due to COVID-19

Document Title:	April CPPEG 165 Montreal, 145 Pitt, 134 Montreal, 711 Pitt - 2020-304-PDR.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**Mary Joyce-Smith - May 12, 2020 - 3:28 PM**

**Mark A. Boileau - May 12, 2020 - 4:28 PM**

**Maureen Adams - May 16, 2020 - 7:36 AM**

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-282-Financial Services  
Prepared By: Diane Leduc, Senior Buyer  
Meeting Date: May 25, 2020  
Subject: Tender 20-T23 Maintenance of Traffic Control Signals and Flasher Systems

**Purpose**

To obtain costing for the maintenance of 69 existing traffic control signals and 23 flasher systems that currently exists in the City of Cornwall.

**Recommendation**

That Tender 20-T23 be awarded for a five year period effective August 1, 2020, with an option to extend the contract for an additional two years, to Black & McDonald Limited from Ottawa, Ontario, at the total bid price of \$2,160,673.00 (net cost to the Corporation - \$1,945,752.96), including provisional items, being the best bid meeting the tender specifications.

**Financial Implications**

The Corporation had budgeted \$315,400 in the 2020 Budget. The department will budget accordingly for subsequent years.

## **Strategic Priority Implications**

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

## **Background / Discussion**

The successful supplier is responsible for the operation of approximately 69 traffic control signals and 23 flasher systems. The contractor is to provide preventative (routine) and response (non-routine) maintenance for these electrical systems.

The tender included the following parts:

Part 'A' - Contract Items

Part 'B' - Provisional Items

Part 'C' - Transportation of Materials

Part 'B' - Provisional Items have been included in the total bid price at estimated quantities and may or may not be required. The provisional items would be for pre-planned or extensive work above the routine items included in Part A.

The following tenders were received and opened by Purchasing Services on May 13, 2020:

### **Black & McDonald Limited, Ottawa, Ontario**

Bid Price:	\$1,912,100.00
HST:	\$248,573.00
Total Bid Price:	\$2,160,673.00

Document Title:	Tender 20-T23 Maintenance of Traffic Control Signals and Flasher Systems.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**Nicole Robertson - May 14, 2020 - 3:01 PM**

**Bill de Wit - May 15, 2020 - 9:25 AM**

**Tracey Bailey - May 15, 2020 - 11:38 AM**

**Maureen Adams - May 16, 2020 - 7:40 AM**

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-293-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: May 25, 2020  
Subject: Purchase of Transit Buses Through the Transit Procurement Initiative

**Purpose**

To purchase two (2) forty (40) foot low floor conventional buses through the Metrolinx Transit Procurement Initiative agreements.

**Recommendation**

That Council approves the purchase of two (2) conventional buses from Nova Bus through the Metrolinx Transit Procurement Initiative process.

**Financial Implications**

The two (2) conventional buses will be included in the 2021 Capital Budget submission.

For 2021, the Corporation has included \$1,314,000 for two (2) buses in the Transit ten-year capital forecasted budget (City share \$327,029).

The cost of the buses is \$1,204,998 without HST (net cost to the Corporation - \$1,226,206).

The cost of the two (2) buses will be funded through the Investing in Canada Infrastructure Program (ICIP), as follows:

Funding Source	Portion	Funding amount
Federal Government	40.00%	\$490,482.40
Province of Ontario	33.33%	\$408,694.40
City of Cornwall	26.67%	\$327,029.20
Total Cost		\$1,226,206.00

The City of Cornwall portion will be financed, with borrowing costs (principal and interest) funded by the tax base.

### Strategic Priority Implications

The low-floor fully accessible conventional buses with voice annunciation supports the Corporation's Mission Statement by enabling a financially and environmentally sustainable bus service while complementing four of the Corporation's 2019-2021 Priorities: provides transportation services for Skilled Labour Force; allows citizens flexible Housing Opportunities; promotes Economic Development; and is a tool in Environmental Sustainability.

### Background / Discussion

Metrolinx is a Crown corporation charged with administering Ontario Urban transit projects. The Transit Procurement Initiative (TPI) is a Metrolinx program that helps small and medium-sized Ontario municipalities save money by reducing unit costs through higher volume purchases and performance-based specification, avoiding duplicate procurement costs while improving product quality.

Cornwall has again partnered with the Metrolinx TPI which has tendered 15 bus joint procurements covering 8 metre(m), 9m, 12m and 18m buses and a dedicated bus supplier network. To date, Metrolinx TPI has worked with 36 transit agencies since 2006 and more than 1,000 buses were delivered through TPI to Ontario transit systems.

The multi-year governance agreement entered into by the Corporation is authorized by City of Cornwall By-Law 2019-073 and covers the period of 2019-2024.



The buses will replace two (2) 2008 Eldorado thirty (30) foot bus purchased new in 2008. The two buses will be decommissioned and placed for auction on GovDeals, an online auction platform.

The modest revenue expected from the sale of the decommissioned buses will be returned to the City's Provincial Gas Tax Reserve Fund as per the agreement stipulation.

With the addition of these two (2) new 2021 Nova buses, the average conventional bus fleet age in 2021 will be reduced from 9.6 to 4.7 years and will save preventative maintenance costs.

It is important to note that Council has approved the purchase of four (4) new forty (40) foot low floor conventional buses and these two (2) buses, if approved, will be added to the present purchase order. The delivery date of the previously approved buses has been revised from November 2020 to April 2021. Due to the lead-time, delivery and payment for buses, delaying the initiation of the purchasing process will result in a cost increase as Metrolinx has guaranteed pricing of the 2021 models. Therefore, it is cost effective to receive delivery of six (6) buses in April 2021. Should Council decide to wait until the 2021 budget is approved, these two (2) buses will be received in November 2021, at a cost that will be approximately 5% higher. It also avoids paying the newly incorporated Metrolinx charge of 1% of the total cost of the buses. Adding these two (2) buses to the present purchase agreement will save the Corporation approximately \$60,000.

A revised Purchased Order must be issued before June 1, 2020 in order to be accepted under the present Metrolinx agreement.

### **Accessibility Impact**

The Nova bus is fully accessible for persons with disabilities and have two (2) wheelchair positions incorporated in the seating plan. Cornwall Transit's fleet remains at 100% accessible.

Document Title:	Purchase of 2021 Transit Buses - 2020-293-Financial Services.docx
Attachments:	
Final Approval Date:	May 21, 2020

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

**Bill de Wit - May 21, 2020 - 9:52 AM**

**Tracey Bailey - May 21, 2020 - 9:59 AM**

**Maureen Adams - May 21, 2020 - 12:14 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-066**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-066  
Report Number: 2020-299-Planning, Development and Recreation  
Meeting Date: May 25, 2020  
Subject: By-law - Renewed Lease Agreement with the Cornwall BMX Club

Whereas The Corporation of the City of Cornwall wishes to enter into a renewed three (3) year Lease Agreement with the Cornwall BMX Club for the use of a portion of Guindon Park on Highway No 2, west of the Forest Area and east of Floral Drive for the construction, maintenance, and operation of a bicycle motocross (BMX) racing track and structures incidental to operating such a track.

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 renewed three (3) year Lease Agreement with the Cornwall BMX Club for the use of a portion of Guindon Park for the period of July 3, 2020 to July 2, 2023;
2. That the lease agreement commence on the 3<sup>rd</sup> day of July, 2020 for a rent of \$1.00 per year payable on the anniversary date of each year;

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 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Cornwall BMX Club Lease Extension - 2020-299-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	May 8, 2020

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

**James Fawthrop - May 6, 2020 - 4:16 PM**

**Mark A. Boileau - May 6, 2020 - 4:27 PM**

**Maureen Adams - May 8, 2020 - 4:57 PM**

**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: 2020-301-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: July 1, 2020  
Subject: Explanatory Note – BMX Club Lease Extension

**Purpose**

A By-law is required to extend an existing lease agreement between the Cornwall BMX Club and the City of Cornwall to allow the Club to construct, maintain and operate a bicycle motocross (BMX) racetrack in Guindon Park.

**Background / Discussion**

The existing lease agreement which permits the Cornwall BMX Club to construct, maintain and operate a BMX track in Guindon Park is scheduled to expire this spring. The Club began construction of the track in 2017 and since the track's opening in 2018 it has proven to be a popular recreation destination, hosting regular practices for its members as well as hosting BMX Canada sanctioned races weekly. Please find attached a sketch that identifies the limits of the leased area. The Club is responsible for the operation and maintenance of the facility. Administration is recommending that the existing lease be extended for an additional three-year term.

### Report Approval Details

Document Title:	Note - BMX Club Lease Extension - 2020-301-PDR.docx
Attachments:	- BMX_Club_LeaseArea.pdf
Final Approval Date:	May 16, 2020

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

**James Fawthrop - May 13, 2020 - 9:16 AM**

**Mark A. Boileau - May 13, 2020 - 9:18 AM**

**Tracey Bailey - May 15, 2020 - 11:35 AM**

**Maureen Adams - May 16, 2020 - 7:56 AM**



# BMX Club Proposed Lease Area in Guindon Park





**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-067**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-067  
Report Number: 2020-302-Planning, Development and Recreation  
Meeting Date: May 25, 2020  
Subject: By-law – Renaissance, 423-425 Victoria, 221-223 Belmont

Whereas, the Council of The Corporation of the City of Cornwall has provided in its Capital Budget, monies to provide for loans/grants for the improvement of properties known as the Renaissance Housing Rehabilitation Program; and

Whereas, pursuant to the said Program, certain eligible applicants have applied for a loan/grant to improve their properties under the Rules provided by the Renaissance Program.

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

1. a) That the Council hereby authorizes the following loan – RHRP#2020-01 Ted Butler being Part Lot 2 S/S First St Plan Cornwall Pt 1 52R6876; Cornwall PIN#60165-0041 (LT) pursuant to a loan Agreement.
- b) That the Council hereby authorizes the following loan – RHRP#2020-03 Phillip Filella being Lot 314 Plan 79; Cornwall PIN#60155-0276 (LT) pursuant to a loan Agreement.

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

3. That this By-law take effect on the day of passing by City Council.

Read, signed and sealed in open Council this 25<sup>th</sup> day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Renaissance, 423-425 Victoria, 221-223 Belmont, ByLaw - 2020-302-PDR.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**Mary Joyce-Smith - May 12, 2020 - 2:41 PM**

**Mark A. Boileau - May 12, 2020 - 4:29 PM**

**Maureen Adams - May 16, 2020 - 7:39 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: 2020-303-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: May 25, 2020  
Subject: Note - Renaissance, 423-425 Victoria, 221-223 Belmont

**Purpose**

Explanatory Note - The Purpose and Effect of this By-law is to allow the City Solicitor to register liens against properties approved under the Renaissance Housing Rehabilitation Program (RHRP#2020-01 423-425 Victoria and RHRP#2020-03 221-223 Belmont).

**Background / Discussion**

The City of Cornwall, under the Planning and Municipal Acts, respectively, administers the Renaissance Housing Rehabilitation Program Funding Incentive Programs which, in part, offer Forgivable Loans, primarily on a matching dollar basis to residential property owners within the designated Renaissance Community Improvement Area. The Loans are secured by a lien registered against the property for a period of 5 years, for example.

This Bylaw is necessary to allow the City to enter into said Funding Agreements and to subsequently register, on title, as applicable, said Agreements as Mortgages for each stated approved application and to further provide and administer municipal funds to the identified property owners under the RHRP initiative.

### Report Approval Details

Document Title:	Renaissance, 423-425 Victoria, 221-223 Belmont, Note - 2020-303-PDR.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**Mary Joyce-Smith - May 12, 2020 - 2:43 PM**

**Mark A. Boileau - May 12, 2020 - 4:28 PM**

**Maureen Adams - May 16, 2020 - 7:37 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-068**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
By-law Number: 2020-068  
Report Number: 2020-299-Infrastructure and Municipal Works  
Meeting Date: May 25, 2020  
Subject: By-Law - Temporarily Close Various City Streets for Capital Projects

Whereas the Municipal Act 2001, S.O. 2001, c.25, Section 42, as amended, provides for the temporary closing of a highway or a portion of a highway within The Corporation of the City of Cornwall;

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

1. That the section of various City streets shall be temporarily closed as required for the purpose of roadway reconstruction, sewer and watermain rehabilitation and construction, asphalt resurfacing, sidewalk construction, various concrete works, drainage improvements, general repairs and improvements as set out in the approved 2020 budgets;
2. That the General Manager of the Department of Infrastructure and Municipal Works for the Corporation of the City of Cornwall shall be authorized to exercise any of the powers of this Council under this By-Law including:
  - a. Establishing the time period during which part of the highway shall be temporarily closed;
  - b. Providing and keeping in repair a reasonable temporary alternative route for traffic and for all property owners who cannot obtain access

to their property by reason of such temporary closing, including for the period of closing, if necessary, temporarily re-designating one-way streets and providing the necessary signs including stop signs, and barricades to provide for two-way traffic; the foregoing shall apply notwithstanding the provisions contained in any other By-Law of the Corporation of the City of Cornwall and By-Law passed pursuant to Sections 152 and 153 of the Highway Traffic Act of Ontario, Chapter H.8, and any amendments thereto; and

- c. To erect at each end of the section or portion therefore and where an alternative route deviates therefrom, a barricade upon which an adequate warning device shall be exposed and in good working order, continuously from sunset until sunrise and shall erect a detour sign indicating the alternative route and containing notice that the highway is closed to traffic.
3. That, where feasible and practical, to provide for vehicular traffic on the sections of various city streets or portion thereof under construction while construction is carried on;
4. To return all highways or portions thereof temporarily utilized as a two -way street, back to the original one-way street following completion of the construction, repair and improvement carried out.

Read, signed and sealed in open Council this 25<sup>th</sup> day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-Law to Temporarily Close Various City Streets for Capital Projects - 2020-299-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**Bill de Wit - May 15, 2020 - 4:11 PM**

**Maureen Adams - May 19, 2020 - 11:28 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: 2020-303-Infrastructure and Municipal Works  
Prepared By: Michael Fawthrop, Division Manager  
Meeting Date: May 25, 2020  
Subject: Note to By-law To Temporarily Close Various City Streets for  
Capital Projects – 2020

**Purpose**

An explanatory note to By-Law to authorize sections of various City streets to be temporarily closed as required for the purpose of roadway reconstruction, sewer and watermain rehabilitation and construction, asphalt resurfacing, sidewalk construction, various concrete works, drainage improvements, general repairs and improvements as set out in the approved 2020 budgets.

**Background / Discussion**

At the beginning of each construction season, a By-Law is enacted which delegates the authority to close various City streets as required to allow for the construction of 2020 capital projects to the General Manager of the Department of Infrastructure and Municipal Works. The By-Law will allow for sections of various City streets to be closed as needed to facilitate the reconstruction/rehabilitation of roadways, storm sewers, sanitary sewers, watermains, culverts, etc.

### Report Approval Details

Document Title:	Note - Temporarily Close Various City Streets for Capital Projects - 2020 - 2020-303-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**Bill de Wit - May 19, 2020 - 11:02 AM**

**Maureen Adams - May 19, 2020 - 11:31 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-069**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-069  
Report Number: 2020-283-Financial Services  
Meeting Date: May 25, 2020  
Subject: By-law - Tax Capping Options and Parameters for Properties  
in the Multi-Residential, Commercial and Industrial property  
classes for the year 2020

Whereas the Corporation of the City of Cornwall may, in accordance with Section 329 to Section 331 of the Municipal Act, 2001 modify the provisions and limits set out in these sections with respect to the calculation of taxes for municipal and school purposes payable in respect of property in the Multi-Residential, Commercial, and Industrial property classes; and

Whereas Section 329.1 of the Municipal Act, 2001 allows municipalities to pass a by-law indicating the claw-back percentages and the capping parameters to eligible properties in the Multi-Residential, Commercial, and Industrial property classes for the taxation year 2020; and

Whereas it is necessary for the Corporation of the City of Cornwall pursuant to Section 329.1 of the Municipal Act, 2001 and accompanying regulations to establish a capping threshold for properties in the Multi-Residential, Commercial and Industrial tax classes for the taxation year 2020.

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

1. That the following tax capping options and parameters be established for the taxation year 2020.

- (a) Assessment related property tax increases be limited to an amount which is the greater of,
    - i) 10% of the previous year's annualized property taxes, or
    - ii) 10% of the previous year's Current Value Assessment (CVA) property taxes.
  - (b) Properties, for which tax increases have been capped (protected) but are within \$500 of their full CVA taxes be moved to the CVA tax level within the current taxation year.
  - (c) Properties, for which tax decreases have been clawed back but are within \$500 of their full CVA taxes be moved to the CVA tax level within the current taxation year.
  - (d) Exclude reassessment related increases from the capping calculation.
  - (e) Properties that were at CVA Tax in 2019 or that would cross over CVA Tax in 2020 are to be excluded from capping.
  - (f) Properties which become eligible property, as defined within Section 331.20 of the Municipal Act, 2001 shall be taxed at a level of 100% of its full current value assessment when becoming new to class/new construction within the Multi-Residential, Commercial and Industrial property classes.
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 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law - To Adopt Tax Capping Options and Parameters - 2020-283-Financial Services.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**Tracey Bailey - May 15, 2020 - 2:23 PM**

**Maureen Adams - May 19, 2020 - 9:31 AM**

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-287-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: May 25, 2020  
Subject: Explanatory Note Establishing Tax Capping Options and Parameters.

**Purpose**

To provide Council with a by-law establishing a capping threshold for properties in the Multi-Residential, Commercial and Industrial tax classes for the taxation year 2020.

**Background / Discussion**

Section 329 provides the primary set of rules relating to the program in order to limit the impact of the cost of the program (capping costs) to properties within the affected classes. As the legislation (section 329(1)) currently stands annual tax increases on properties in the three protected classes are restricted to 10% plus the change (if any) in the municipal levy.

Municipalities can choose to recover the shortfall caused by the tax capping from other properties in the same class that are eligible for tax decreases (section 330). The amount to be recovered—the clawback—is calculated as a percentage of the potential tax decreases. This decrease percentage can be as much as 100% of the available decreases. Although municipalities must cap the taxes for increasing properties, they are not obligated to impose clawbacks on decreasing properties to pay for the tax capping. Instead, they can increase the general level or use funds from other sources.

### **Report Approval Details**

Document Title:	Note to By-Law Establishing 2020 Tax Capping Options and Parameters - 2020-287-Financial Services.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**Tracey Bailey - May 15, 2020 - 2:47 PM**

**Maureen Adams - May 16, 2020 - 7:43 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-070**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-070  
Report Number: 2020-285-Financial Services  
Meeting Date: May 25, 2020  
Subject: By-law - 2020 Tax Capping Decrease Limits

Whereas The Corporation of the City of Cornwall may limit tax decreases for a taxation pursuant to Section 330 of the *Municipal Act, 2001*, as amended (hereinafter referred to as the "*Act*") in order to provide for the recovery of foregone revenue resulting from the application of Section 329 of the *Act*; and

Whereas this by-law shall only apply to properties in a property class to which Part IX of the *Act* applies; and

Whereas for the purpose of this by-law the commercial classes shall be considered a single property class and the industrial classes shall be deemed to be a single property class; and

Whereas limits to tax decreases for any class may only be established in order to recover all or part of the foregone revenue in respect to the same property class.

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

1. That pursuant to Section 330 of the *Municipal Act*, for the taxation year 2020, tax decreases for property in the following classes shall be subject to the following limitations:

Multi-Residential property class percentage withheld - 0.00%  
Commercial property class percentage withheld - 0.00%  
Industrial property class percentage withheld - 0.00%



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 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### **Report Approval Details**

Document Title:	By-law - To Establish the 2020 Tax Capping Decrease Limits - 2020-285-Financial Services.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**Tracey Bailey - May 15, 2020 - 2:51 PM**

**Maureen Adams - May 19, 2020 - 11:20 AM**

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-286-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: May 25, 2020  
Subject: Explanatory Note Establishing the 2020 Tax Capping  
Decrease Limits

**Purpose**

To provide Council with a by-law establishing the limits to tax decreases.

**Background / Discussion**

Pursuant to Section 330 of the Municipal Act, clawbacks are used to fund shortfalls between the maximum capped taxes and Current Value Assessment (CVA) taxes.

For 2020, the City of Cornwall has two properties in the Industrial Class that are protected, capped at an increase at 10%. As of 2019, all other properties are paying at CVA taxes. Once a property is at CVA, the property cannot be considered for clawback in the Tax Capping Program.

### Report Approval Details

Document Title:	Note to By-Law Establishing 2020 Tax Capping Decrease Limits - 2020-286-Financial Services.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**Tracey Bailey - May 15, 2020 - 3:14 PM**

**Maureen Adams - May 16, 2020 - 7:55 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-071**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-071  
Report Number: 2020-288-Financial Services  
Meeting Date: May 25, 2020  
Subject: By-law - Tax Ratios for the Year 2020

Whereas pursuant to Section 308 (2) of the Municipal Act 2001, S.O. 2001, c.25, every municipality shall establish a set of tax ratios; and

Whereas the tax ratios determine the relative amount of taxation to be borne by each property class; and

Whereas the property classes have been prescribed by the Minister of Finance under Section 7 of the Assessment Act, R.S.O. 1990, Chapter A.31, as amended and Regulations thereto; and

Whereas pursuant to Section 313 (1) of the Municipal Act 2001, S.O. 2001, c.25, the Corporation of the City of Cornwall may establish tax reductions for prescribed property subclasses; and

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

1. For the taxation year 2020, the tax ratio for property in:

a)	Residential	1.000000
b)	Multi-Residential	2.113186
c)	New Multi-Residential	1.000000
d)	Commercial	1.940700
e)	Industrial	2.630000
f)	Pipeline	1.521700
g)	Landfill	1.756499
h)	Farmland	0.250000
i)	Managed Forest	0.250000

2. That the tax reduction for:
  - a) Vacant land subclass in the commercial property class is 30%;
  - b) Excess land subclass in the commercial property class is 30%;
  - c) Vacant land subclass in the industrial property class is 35%;
  - d) Excess land subclass in the industrial property class is 35%;
3. The ratio of 2.113186 was as a result of the ratio restriction provisions in sections 9.1 through 9.3 of O. Reg. 385/98. As the ratio of 2.113186 exceeds the provincial threshold ratio of 2.000000 for multi-res, the tax rate determination in Section 8 of 73/03 also applies to restrict the levy increase to 0 dollars for the multi-res class. Due to the restriction on the multi-res tax class, the taxes levied for this class were at a ratio of 2.050507.
4. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law - To Establish the Tax Ratios for the Year 2020 - 2020-288-Financial Services.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**Tracey Bailey - May 15, 2020 - 3:19 PM**

**Maureen Adams - May 19, 2020 - 11:22 AM**

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-289-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: May 25, 2020  
Subject: Explanatory Note to the By-law establishing 2020 Tax Ratios

**Purpose**

To provide a By-law to set the 2020 tax ratios as prescribed by the Ministry of Finance.

**Background / Discussion**

Tax ratios represent the relationship between tax rates for all non-residential property classes and the rate for the residential class. Tax ratios distribute tax burden between classes relative to the residential class tax ratio, which is equal to "one". Tax rates are required to be expressed as a percentage of the assessment for properties in each property class.

In 2017, changes to the multi-residential tax ratio were introduced. Legislation directed that if a municipality's multi-residential tax ratio is greater than 2.0 a full levy restriction would apply. Under this restriction, the municipality would be unable to pass on budget increases to properties in the multi-residential class, requiring the other property classes to pick up that proportion of the budgetary increase that would otherwise be levied to the multi-residential property class. In 2017, the City's multi-residential tax ratio was 2.3492, therefore the restriction applied. The multi-residential ratio has continued to decrease with the application of this restriction. In 2020, the ratio for the multi-residential class will change to 2.113186.



### Report Approval Details

Document Title:	Note to By-Law Establishing Tax Ratios for 2020 - 2020-289-Financial Services.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**Tracey Bailey - May 15, 2020 - 5:09 PM**

**Maureen Adams - May 16, 2020 - 8:04 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-072**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-072  
Report Number: 2020-290-Financial Services  
Meeting Date: May 25, 2020  
Subject: By-law to repeal and replace Schedule A of By-law 2019-067  
to set the 2020 Tax Rates and to levy taxes for the year 2020

Whereas Section 290 of the Municipal Act, S.O. 2001, c.25 as amended (the "Act") provides for a local municipality in each year to prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year, amounts required to be raised for sinking funds or retirement funds and amounts required for any board, commission or other body; and

Whereas Subsection 312 (1) of the Act provides that the general local municipal levy is the amount the local municipality decided to raise in its budget for the year under Section 290 on all rateable property in the municipality; and

Whereas Subsection 312 (2) of the Act provides that for the purposes of raising the general local municipal levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes; and

Whereas Section 208 (1) of the Act stipulates a municipality shall raise the amount required for the purposes of a board of management of a Business Improvement Area; and

Whereas the estimate of all sums required by the Downtown Business Improvement Area of the Corporation of the City of Cornwall during the year 2020 amounts to \$92,095; and

Whereas the estimate of all sums required by Le Village Business Improvement Area of the Corporation of the City of Cornwall during the year 2020 amounts to \$25,860; and

Whereas an interim levy by-law was passed before the adoption of the estimates for the year 2020.

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

1. For the year 2020, the Corporation of the City of Cornwall shall levy upon the property classes set out as per Schedule A attached, the property tax rates applicable thereto.
2. The estimates for the current year are as set forth in Schedule A attached to this by-law.
3. The estimate of all sums required by the Downtown Business Improvement Area of the Corporation of the City of Cornwall during the year 2020 amounts to \$92,095.
4. The estimate of all sums required by Le Village Business Improvement Area of the Corporation of the City of Cornwall during the year 2020 amounts to \$25,860.
5. The levy provided for in Schedule A shall be reduced by the amount of the interim levy for 2020.
6. For payments-in-lieu of taxes due to the Corporation of the City of Cornwall, the actual amount due to the Corporation shall be based on the assessment roll and the tax rates for the year 2020.
7. For the railway rights of way taxes due to the Corporation in accordance with Regulations as established by the Minister of Finance, pursuant to Section 315 of the Municipal Act 2001, the actual amount due to the Corporation shall be based on the assessment roll and the tax rates for the year 2020.
8. If any section or portion of this by-law or of Schedule A is found by a court of competent jurisdiction to be invalid, it is the intent of Council of the Corporation of the City of Cornwall that all remaining sections and portions of this by-law and of Schedule A continue in force and effect.
9. The said levy, less the said interim levy, shall be paid into the office of the Treasurer in two equal instalments not later than the 31st day of August

and the 30th day of September. Upon default of payment of any instalment, the subsequent instalment or instalments shall forthwith become payable.

10. Pursuant to Section 345 of the Municipal Act 2001 every instalment or part thereof which remains unpaid on the first day after the date on which it is due shall bear, as a penalty, interest of 1.25% per calendar month or fraction thereof until the 31st day of December of the year in which the instalment is due or until paid, whichever first occurs.
11. Interest and percentage added to taxes form part of such taxes and can be collected as taxes.
12. No interest or percentage added to taxes shall be compounded.
13. The Treasurer and City Collector are hereby authorized to accept part payments from time to time on account of any taxes and to give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectable under this by-law in respect to the non-payment of any taxes or any class of taxes or any instalment thereof.
14. That any remaining surpluses or any deficits incurred be transferred to/from the specific reserves in accordance with the Reserve and Reserve Funds Policy at year-end of the same fiscal year.
15. 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 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law - To Set 2020 Tax Rates and Levy Taxes for 2020 - 2020-290-Financial Services.docx
Attachments:	- 2020 TAXBYLAW.pdf
Final Approval Date:	May 19, 2020

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

**Tracey Bailey - May 15, 2020 - 3:34 PM**

**Maureen Adams - May 19, 2020 - 11:26 AM**

Schedule A  
2020 Tax Rates and Levy

<u>Property Class</u>		<u>Tax Class</u>	<u>Municipal Rate</u>	<u>Education Rate</u>	<u>Combined Rate</u>
RTP	Res Taxable: Full	English Public	0.01479156	0.00153000	0.01632156
RTS	Res Taxable: Full	English Separate	0.01479156	0.00153000	0.01632156
RTA	Res Taxable: Full	French Public	0.01479156	0.00153000	0.01632156
RTC	Res Taxable: Full	French Separate	0.01479156	0.00153000	0.01632156
RT	Res Taxable: Full	No Support	0.01479156	0.00153000	0.01632156
MTP	Multi-Res Taxable: Full	English Public	0.03033019	0.00153000	0.03186019
MTS	Multi-Res Taxable: Full	English Separate	0.03033019	0.00153000	0.03186019
MTA	Multi-Res Taxable: Full	French Public	0.03033019	0.00153000	0.03186019
MTC	Multi-Res Taxable: Full	French Separate	0.03033019	0.00153000	0.03186019
MTN	Multi-Res Taxable: Full	No Support	0.03033019	0.00153000	0.03186019
NTP	New Multi-Res Taxable: Full	English Public	0.01479156	0.00153000	0.01632156
NTS	New Multi-Res Taxable: Full	English Separate	0.01479156	0.00153000	0.01632156
NTA	New Multi-Res Taxable: Full	French Public	0.01479156	0.00153000	0.01632156
NTC	New Multi-Res Taxable: Full	French Separate	0.01479156	0.00153000	0.01632156
NT	New Multi-Res Taxable: Full	No Support	0.01479156	0.00153000	0.01632156
CT	Commercial Taxable: Full	No Support	0.02870599	0.01250000	0.04120599
CG	Commercial Taxable: General	No Support	0.02870599	0.00000000	0.02870599
DT	Office Building Taxable: Full	No Support	0.02870599	0.01250000	0.04120599
GT	Parking Lot Taxable: Full	No Support	0.02870599	0.01250000	0.04120599
ST	Shopping Centre Taxable: Full	No Support	0.02870599	0.01250000	0.04120599
CU	Commercial Taxable: Excess Land	No Support	0.02009419	0.01250000	0.03259419
CX	Commercial Taxable: Vacant Land	No Support	0.02009419	0.01250000	0.03259419
CJ	Commercial PIL: Vacant Land	No Support	0.02009419	0.01250000	0.03259419
CK	Commercial PIL: Excess Land	No Support	0.02009419	0.01250000	0.03259419
IJ	Industrial PIL: Vacant Land	No Support	0.02528618	0.01250000	0.03778618
DU	Office Building Taxable: Excess Land	No Support	0.02009419	0.01250000	0.03259419
SU	Shopping Centre Taxable: Excess Land	No Support	0.02009419	0.01250000	0.03259419
IT	Industrial Taxable: Full	No Support	0.03890181	0.01250000	0.05140181
JT	New Industrial	No Support	0.03890181	0.00980000	0.04870181

Schedule A  
2020 Tax Rates and Levy

<u>Property Class</u>		<u>Tax Class</u>	<u>Municipal Rate</u>	<u>Education Rate</u>	<u>Combined Rate</u>
LT	Large Industrial	No Support	0.03890181	0.01250000	0.05140181
IU	Industrial Taxable: Excess Land	No Support	0.02528618	0.01250000	0.03778618
IX	Industrial Taxable: Vacant Land	No Support	0.02528618	0.01250000	0.03778618
LU	Large Industrial - Excess Land	No Support	0.02528618	0.01250000	0.03778618
JU	New Industrial - Excess Land	No Support	0.02528618	0.00980000	0.03508618
PT	Pipeline Taxable - Full	No Support	0.02250832	0.01250000	0.03500832
FTP	Farmlands Taxable: Full	English Public	0.00369789	0.00038250	0.00408039
FTA	Farmlands Taxable: Full	French Public	0.00369789	0.00038250	0.00408039
FTS	Farmlands Taxable: Full	English Separate	0.00369789	0.00038250	0.00408039
FTC	Farmlands Taxable: Full	French Separate	0.00369789	0.00038250	0.00408039
TTP	Managed Forest Taxable: Full	English Public	0.00369789	0.00038250	0.00408039
TTA	Managed Forest Taxable: Full	French Public	0.00369789	0.00038250	0.00408039
TTC	Managed Forest Taxable: Full	French Separate	0.00369789	0.00038250	0.00408039
TTS	Managed Forest Taxable: Full	English Separate	0.00369789	0.00038250	0.00408039
RFP	Res Payment in Lieu: Full	English Public	0.01479156	0.00153000	0.01632156
RFS	Res Payment in Lieu: Full	English Separate	0.01479156	0.00153000	0.01632156
RFC	Res Payment in Lieu: Full	French Separate	0.01479156	0.00153000	0.01632156
RFA	Res Payment in Lieu: Full	French Public	0.01479156	0.00153000	0.01632156
RG	Res Payment in Lieu: General	No Support	0.01479156	0.00000000	0.01479156
RHA	Res Payment in Lieu: Full	French Public	0.01479156	0.00153000	0.01632156
RHC	Res Payment in Lieu: Full	French Separate	0.01479156	0.00153000	0.01632156
RHP	Res Payment in Lieu: Full	English Public	0.01479156	0.00153000	0.01632156
RHS	Res Payment in Lieu: Full	English Separate	0.01479156	0.00153000	0.01632156
CH	Commercial PIL: Full	No Support	0.02870599	0.01250000	0.04120599
CP	Commercial PIL: Full	No Support	0.02870599	0.01250000	0.04120599
MFP	Multi-Res Payment in Lieu: Full	English Public	0.03033019	0.00153000	0.03186019
MFS	Multi-Res Payment in Lieu: Full	English Separate	0.03033019	0.00153000	0.03186019
MFA	Multi-Res Payment in Lieu: Full	French Public	0.03033019	0.00153000	0.03186019
MFC	Multi-Res Payment in Lieu: Full	French Separate	0.03033019	0.00153000	0.03186019

Schedule A  
2020 Tax Rates and Levy

<u>Property Class</u>		<u>Tax Class</u>	<u>Municipal Rate</u>	<u>Education Rate</u>	<u>Combined Rate</u>
CF	Commercial PIL: Full	No Support	0.02870599	0.01250000	0.04120599
DG	Office Building PIL: General	No Support	0.02870599	0.00000000	0.02870599
DF	Office Building PIL: Full	No Support	0.02870599	0.01250000	0.04120599
GF	Parking Lot PIL: Full	No Support	0.02870599	0.01250000	0.04120599
CV	Commercial PIL: Excess Land	No Support	0.02009419	0.01250000	0.03259419
CY	Commercial PIL: Vacant Land	No Support	0.02009419	0.01250000	0.03259419
YT	New Office Building	No Support	0.02870599	0.00980000	0.03850599
XT	New Commercial	No Support	0.02870599	0.00980000	0.03850599
IF	Industrial PIL: Full	No Support	0.03890181	0.01250000	0.05140181
IV	Industrial PIL: Excess Land	No Support	0.02528618	0.01250000	0.03778618
IY	Industrial PIL: Vacant Land	No Support	0.02528618	0.01250000	0.03778618
IH	Industrial PIL: Full	No Support	0.03890181	0.01250000	0.05140181
XU	New Commercial: Excess Land	No Support	0.02009419	0.00980000	0.02989419
XF	New Commercial PIL : Full	No Support	0.02870599	0.00980000	0.03850599
XH	New Commercial PIL : Full	No Support	0.02870599	0.00980000	0.03850599
YF	New Office Building PIL: Full	No Support	0.02870599	0.00980000	0.03850599
ZT	Shopping Centre New Taxable: Full	No Support	0.02870599	0.00980000	0.03850599
ZU	Shopping Centre New: Excess Land	No Support	0.02009419	0.00980000	0.02989419
HF	Landfill PIL: Full	No Support	0.02598137	0.01250000	0.03848137
RDP	Res Taxable: Education Only	English Public	0.00000000	0.00153000	0.00153000
RDS	Res Taxable: Education Only	English Separate	0.00000000	0.00153000	0.00153000
RDA	Res Taxable: Education Only	French Public	0.00000000	0.00153000	0.00153000
RDC	Res Taxable: Education Only	French Separate	0.00000000	0.00153000	0.00153000
UH	Rate per Acre	No Support	367.09/AC	623.80/AC	990.89/AC
UT	Rate per Acre	No Support	367.09/AC	623.80/AC	990.89/AC
WT	Rate per Acre	No Support	110.00/AC	127.38/AC	237.38/AC



Schedule A  
2020 Tax Rates and Levy

<u>Property Class</u>	<u>Tax Class</u>	<u>Municipal Rate</u>	<u>Education Rate</u>	<u>Combined Rate</u>
Levy on Taxable Assessment		\$75,331,404		
Le Village Business Improvement Area		\$25,860		
Downtown Business Improvement Area		\$92,095		

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-284-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: May 25, 2020  
Subject: Explanatory Note to the By-law establishing 2020 Tax Rates

**Purpose**

The purpose of this bylaw is to authorize the levying of a tax upon all taxable property shown on the Assessment Roll and a supplementary property tax in respect for which Supplementary/Omitted Assessment Roll has been prepared.

**Background / Discussion**

Council must pass a property tax bylaw annually authorizing Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of the expenditures and transfers as set out in the budget of the municipality.

The 2020 Tax Rate By-law establishes the annual property tax rate applied to each tax class. Property taxation is the process of applying a tax rate to an assessed value of property to generate revenue to fund the delivery of services. The assessment of property serves as the framework to allocate property taxes among property owners.

The Tax Rate Bylaw also authorizes the City to levy taxes on behalf of the Downtown Business Improvement Area and Le Village Business Improvement Area.

### Report Approval Details

Document Title:	Note to By-Law Establishing 2020 Tax Rates and Levy Taxes - 2020-284-Financial Services.docx
Attachments:	
Final Approval Date:	May 16, 2020

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

**Tracey Bailey - May 15, 2020 - 4:20 PM**

**Maureen Adams - May 16, 2020 - 8:02 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-073**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-073  
Report Number: 2020-295-Planning, Development and Recreation  
Meeting Date: May 25, 2020  
Subject: By-law – Renewal of Lease Agreement 64-0671 with St. Lawrence Seaway Authority Management Corporation

Whereas The Corporation of the City of Cornwall is desirous of entering into a renewal Lease Agreement (64-0671) for a one year period with the St. Lawrence Seaway Authority Management Corporation for the Corporation's structures located on land legally described as Lock 19, old Lock 19 and weir to Lock 19, the Corporation's Right-of-way leading to said structures as well as a parking area containing 465 m2 more or less.

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 renewal Lease Agreement 64-0671 with the St. Lawrence Seaway Management Corporation for the Corporation's structures located on land legally described as Lock 19, old Lock 19 and weir to Lock 19, the Corporation's Right-of-Way leading to said structures as well as a parking area.
2. That the term of the agreement be from June 1, 2019 to May 31, 2020;
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 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law - St. Lawrence Seaway Lease 0671 Renewal - 2020-295-PDR.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**James Fawthrop - May 19, 2020 - 1:45 PM**

**Mark A. Boileau - May 19, 2020 - 3:37 PM**

**Tracey Bailey - May 19, 2020 - 4:27 PM**

**Maureen Adams - May 19, 2020 - 5:42 PM**

**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: 2020-308-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: May 25, 2020  
Subject: Note – St. Lawrence Seaway Lease 0671 Renewal

**Purpose**

A By-law is required to renew an existing lease agreement between The St. Lawrence Seaway Management Corporation and The City of Cornwall which grants the City permission to use the leased land for the construction, maintenance and utilisation of a pedestrian/bicycle path across the Cornwall Canal at Lock 19.

**Background / Discussion**

The existing lease agreement has been in place since 1991. Past lease agreements were previously for longer terms, however since the declaration of the canal lands as surplus, the terms of the lease agreements have been restricted to only one year terms.

It is required to renew the existing lease agreement for another one year term, in order to maintain operation of this section of the pedestrian/bicycle path.

### Report Approval Details

Document Title:	Note - St. Lawrence Seaway Lease 0671 Renewal - 2020-308-Planning, Development and Recreation.docx
Attachments:	- Lease64_671.pdf
Final Approval Date:	May 19, 2020

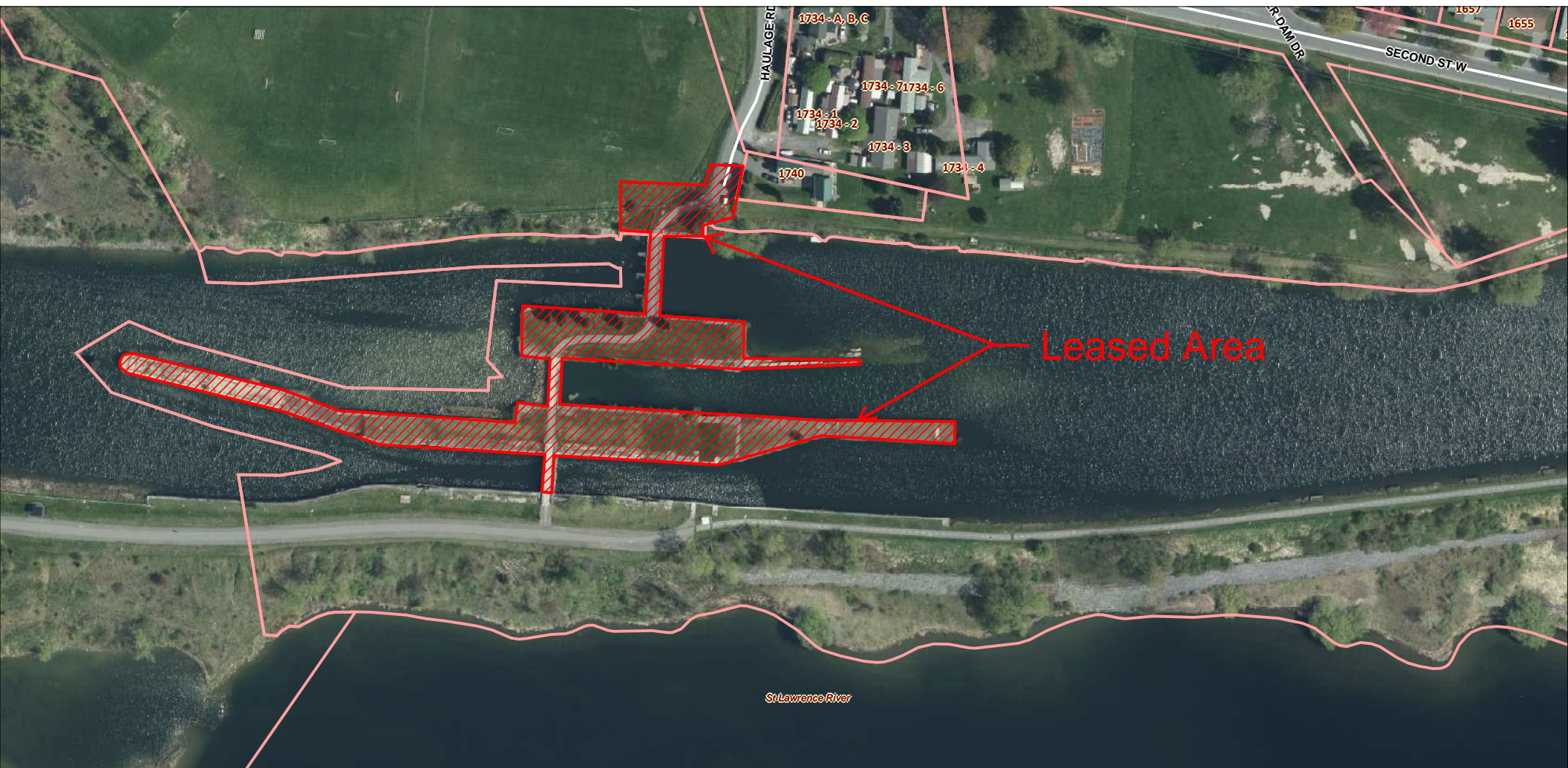
This report and all of its attachments were approved and signed as outlined below:

**Mark A. Boileau - May 19, 2020 - 3:35 PM**

**Maureen Adams - May 19, 2020 - 3:44 PM**



# Lease No. 64-671



**The Corporation of the City of Cornwall**

**Regular Meeting of Council**

**By-law 2020-074**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-074  
Report Number: 2020-294-Planning, Development and Recreation  
Meeting Date: May 25, 2020  
Subject: By-law – Renewal of Lease Agreement (64-0672) with the St. Lawrence Seaway Management Corporation

Whereas The Corporation of the City of Cornwall is desirous of entering into a renewal lease agreement (64-0672) for a one year period with the St. Lawrence Seaway Management Corporation for a parcel of Canal Reserve land legally described as Part of Lot 19 and 20, Concession 1, City of Cornwall, County of Stormont, containing an area of 3.88 HA more or less.

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 one (1) year renewal lease agreement with the St. Lawrence Seaway Management Corporation for a parcel of canal reserve land legally described as Part of Lots 19 and 20, Concession 1, City of Cornwall, County of Stormont containing an area of 3.88 HA more or less;
2. That the term of the Agreement be from April 1, 2019 to March 31, 2020;
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 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law - St. Lawrence Seaway Lease 64-0672 Extension - 2020-294-PDR.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**James Fawthrop - May 19, 2020 - 1:45 PM**

**Mark A. Boileau - May 19, 2020 - 3:38 PM**

**Tracey Bailey - May 19, 2020 - 4:28 PM**

**Maureen Adams - May 19, 2020 - 5:43 PM**

**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: 2020-309-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: May 25, 2020  
Subject: Note – St. Lawrence Seaway Lease 0672 Renewal

**Purpose**

A By-law is required to renew an existing lease agreement between The St. Lawrence Seaway Management Corporation and The City of Cornwall which grants the City permission to occupy and use the leased land for the construction, maintenance and utilisation of several soccer fields together with washroom and storage facilities.

**Background / Discussion**

The existing lease agreement has been in place since 1991. Past lease agreements were previously for longer terms, however since the declaration of the leased lands as surplus, the terms of the lease agreements have been restricted to only one year terms.

It is required to renew the existing lease agreement for another one year term, in order to maintain operation of this section of the Kinsmen Soccer Fields.

### Report Approval Details

Document Title:	Note - St. Lawrence Seaway Lease 0672 Renewal - 2020-309-Planning, Development and Recreation.docx
Attachments:	- Lease64_672.pdf
Final Approval Date:	May 19, 2020

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

**Mark A. Boileau - May 19, 2020 - 3:35 PM**

**Maureen Adams - May 19, 2020 - 3:43 PM**



# Lease No. 64-672



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-075**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-075  
Report Number: 2020-294-Financial Services  
Meeting Date: May 25, 2020  
Subject: A By-law to authorize the sale of extended Marguerite D'Youville and extended Easton Avenue (generally described as property north of GSDL) to 764694 Ontario Ltd (Grant Marion).

Whereas the Council of the Corporation of the City of Cornwall wishes to sell the extended Marguerite D'Youville and extended Easton Avenue (generally described as property north of GSDL); and

Whereas this land is no longer required for municipal purposes and deemed surplus under By-law #2019-054; and

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

1. That the Council of the Corporation of the City of Cornwall authorize the sale of land described as extended Marguerite D'Youville and extended Easton Avenue (generally described as property north of GSDL), to 764694 Ontario Ltd (Grant Marion) at a sale price of \$250,000; and
2. That the Mayor and Clerk be hereby authorized to complete the documents necessary to complete the transaction.

Read, signed and sealed in open Council this 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### **Report Approval Details**

Document Title:	By-law to Authorize the Sale of Extended Marguerite D'Youville and Extended Easton Ave - 2020-294-Financial Services.docx
Attachments:	
Final Approval Date:	May 21, 2020

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

**Tracey Bailey - May 21, 2020 - 8:16 AM**

**Maureen Adams - May 21, 2020 - 12:09 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**New Business**

Department: Council Members  
Report Number: 2020-12-Council Members  
Meeting Date: May 25, 2020  
Subject: Limit on New Business Motions

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Proposed by: Councillor Claude McIntosh

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Seconded by: Councillor Syd Gardiner

Whereas, currently, there is no limit on the number of Notices of Motions and New Business Motions for submitting at a Regular Meeting of Council by a Councillor and no deadline.

Therefore, be it resolved that each Councillor be limited to a maximum of two Notices of Motions and New Business Motions, combined, presented at a Regular Meeting of Council; and

Therefore, be it further resolved that each Notice of Motion and New Business Motion shall have a seconder prior to submitting it to the Clerk; and

Therefore be it further resolved that Notices or Motion and New Business Motions shall be delivered to the Clerk no later than 12:00 noon on the Tuesday preceding the date of the intended regularly scheduled Council Meeting, so that it may be included as part of the Agenda package and so that proper notice can be given to the public.

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

Department: Corporate Services  
 Division: Clerk's Division  
 Report Number: 2020-288-Corporate Services  
 Prepared By: Manon Levesque, City Clerk  
 Meeting Date: May 25, 2020  
 Subject: Unfinished Business Listing for May 25, 2020

**Recommendation**

That Council receive the Unfinished Business Listing for May 25, 2020.

<b>Title</b>	<b>Department</b>	<b>Date</b>
Closing of Pitt Street – COVID-19	Development, Planning and Recreation and Infrastructure and Municipal Works	May 25/20
Business Parking – COVID-19	Development, Planning and Recreation and Infrastructure and Municipal Works	Jun 8/20
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	Jun 8/20

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	Jun 8/20
Outdoor Gardening	Development, Planning and Recreation	Jun 8/20
Home-Based Businesses – COVID-19	Development, Planning and Recreation	Jun 8/20
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 25, 2020 - 2020-288-Corporate Services.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**Geoffrey Clarke - May 19, 2020 - 1:47 PM**

**Maureen Adams - May 19, 2020 - 3:25 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2020-075**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-075  
Report Number 2020-289-Corporate Services  
Meeting Date: May 25, 2020  
Subject: Confirming By-law for the Meeting of May 25, 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 25, 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 #2020-12 of Monday, May 11, 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 #2020-05 of Monday, May 11, 2020

(c) That the actions of the Council at its meetings held on Monday, May 25, 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 25th day of May, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	Confirming By-law for the Meeting of May 25, 2020 - 2020-289-Corporate Services.docx
Attachments:	
Final Approval Date:	May 19, 2020

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

**Manon L. Levesque - May 14, 2020 - 2:02 PM**

**Geoffrey Clarke - May 14, 2020 - 3:08 PM**

**Maureen Adams - May 19, 2020 - 9:26 AM**