

Agenda  
Cornwall City Council

**Meeting #:** 2020-15  
**Date:** Monday, June 22, 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

---

Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of June 22, 2020**

Motion to move into a Closed Meeting at 5:00 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 2020-310-Infrastructure and Municipal Works, Contract Negotiations**

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.

**Item #2, Report 2020-212-CAO, Contract Negotiations**

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 Claude E. McIntosh.

## **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, June 8, 2020

## **Presentations**

### **Présentations**

- |             |  |           |
|-------------|--|-----------|
| <b>12.1</b> | <b>Brookdale Avenue North – Cost Recovery Update &amp; DC Background Study – Watson &amp; Associates Economists Ltd. – Presentation, 2020-321-Infrastructure and Municipal Works</b> | <b>11</b> |
| <br>        |  |           |
| <b>12.2</b> | <b>Social Housing Providers, End of Operating Agreements/Mortgages, 2020-214-Social and Housing Services</b>   | <b>33</b> |

## **Delegations**

### **Délégations**

## **Consent and Correspondence**

### **Consentement et correspondance**

- |   |  |           |
|---|--|-----------|
| <b>14.1</b>   | <b>Elected Officials Expense Statements for the Period of April 1 to May 31, 2020, 2020-303-Financial Services</b> | <b>47</b> |
| <br>  |  |           |
| <b>Action Recommended</b><br>That Council receive the Statement of Expenses for Elected Officials for the period April 1 to May 31, 2020. |  |           |
| <br>  |  |           |
| <b>14.2</b>   | <b>Economic Development – Activity Report, 2020-325-Planning, Development and Recreation</b>                       | <b>57</b> |
| <br>  |  |           |
| <b>Action Recommended</b><br>That Council receive Report 2020-325-Planning, Development and Recreation.                                   |  |           |

## **Resolutions**

### **Résolutions**

- |  |  |           |
|--|--|-----------|
| <b>15.1</b>  | <b>Memorandum of Understanding with Beyond 21, 2020-296-Corporate Services</b> | <b>68</b> |
| <br>   |  |           |
| Now therefore be it resolve that the City of Cornwall enter into discussions with the Board of Beyond 21 with the objective to create an MOU between the City of Cornwall and Beyond 21; and |  |           |
| <br>   |  |           |
| Now therefore be it further resolved that Administration report the  |  |           |

results of these discussions prior to Budget deliberations of 2021.

- |      |   |    |
|------|---|----|
| 15.2 | <b>A By-law to prohibit open-air burning of solid fuels within the boundaries of the municipality and to repeal By-law #2014-063, 2020-297-Corporate Services</b> | 71 |
| 15.3 | <b>Transition of the Blue Box to Full Producer Responsibility, 2020-322-Infrastructure and Municipal Works</b>  | 83 |

Therefore be it resolved that the City of Cornwall would like to transition their Blue Box program to full producer responsibility April 1, 2024 AND THAT this decision is based on the following rationale:

- Curbside collection contract with Environmental 360 Solutions commenced  
April 1, 2019 and includes early termination clause;
- Information from AMO and the Ministry of Environment, Conservation and Parks (MECP);
- Grants provided by the Resource Productivity and Recovery Authority (RPRA);
- Consultation with SD&G Regional Waste Management Collaboration efforts;
- Consultation with regional recycling partners who bring recyclables to the City  
of Cornwall's Materials Recovery Facility (MRF).

And that the City of Cornwall would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms;

And further that any questions regarding this Resolution can be directed to Carl Goodwin, Division Manager, Environmental Services at 613-930-2787 ext. 2582 or [cgoodwin@cornwall.ca](mailto:cgoodwin@cornwall.ca);

And further that the Resolution be forwarded to the AMO and the MECP.

## **Unfinished Business Reports**

Rapports des affaires incompletes



<b>16.1</b>	<b>St. Antoine Subdivision – Vehicular Ingress and Egress Solutions, 2020-319-Infrastructure and Municipal Works</b>	<b>88</b>
	<p>Action Recommended</p> <p>That Council endorse the proposed additional traffic measures, discussed in this report and included in the attached Traffic Impact Assessment, as fulfillment of Draft Plan condition #27, of Phase 1, of the St. Antoine Draft Residential Plan of Subdivision and associated Rezoning application, submitted by Clark Consulting Services at the September 16<sup>th</sup>, 2019 Planning Advisory Committee (PAC) meeting.</p>	
<b>16.2</b>	<b>Cat Control Strategy By-law, 2020-324-Planning, Development and Recreation</b>	<b>159</b>
	<p>Action Recommended</p> <p>That Council receive Report Number 2020-324, as presented and proceed to amend By-Law 112-1998, the Animal Control By-Law, to allow for the registration of cats and provide for an exemption to Approved Fostering Organizations.</p>	
<b>16.3</b>	<b>Placemaking, 2020-323-Planning, Development and Recreation</b>	<b>163</b>
	<p>Action Recommended</p> <ul style="list-style-type: none"> <li>a. That Council receive Report 2020-323-Planning, Development and Recreation; and</li> <li>b. That the City seek public input regarding urban placemaking designs, either through the Recreation Master Plan review, or within a Waterfront Project if applicable, or through a separate public communications request; and,</li> <li>c. That staff continue to work with local businesses in creating or expanding parklets and patios.</li> </ul>	
<b>16.4</b>	<b>Outdoor Gardening – COVID-19, 2020-314-Planning, Development and Recreation</b>	<b>172</b>
	<p>Action Recommended</p> <ul style="list-style-type: none"> <li>a. That Council continue to endorse and support residential food gardens for personal use, and for City Administration to further promote permitted gardening activities and Eastern Ontario Health Unit guidelines for safe food handling.</li> <li>b. That Council continue to endorse community gardening and support the establishment of new garden spaces, and</li> </ul>	

c. That City Administration prepare a more comprehensive report on urban agriculture for Regular Council Meeting on November 23, 2020.

That Council receive Report 2020-323-Infrastructure and Municipal Works.

That Council grant the Optimist Club permission to use the parking lot at the Cornwall Civic Complex for Ribfest 2020.

That Council approve Administration proceeding with renewing

Operating Agreements, as they expire, using the funding formula outlined in Method #1.

## **Tenders and Requests for Proposals**

Soumissions et demandes de propositions

### **18.1 Tender 20-T19 Water Street Retaining Wall Rehabilitation, 2020-304-Financial Services 323**

Action Recommended

That Tender 20-T19 be awarded to Louis W. Bray Construction Limited, from Vars, Ontario at the total bid price of \$897,650.53 (net cost to the Corporation - \$808,362.11) being the best bid meeting the tender specifications

## **New Business**

Nouvelles affaires

## **Passing of By-laws**

Adoption des règlements municipaux

By-laws 2020-082 to 2020-088 inclusive, listed on the Agenda, are being presented to Council for adoption.

### **20.1 By-law 2020-082 - Medical Recruitment Financial Assistance Agreement with Dr. Banik, 2020-316-Planning, Development and Recreation, 2020-317-Planning, Development and Recreation 325**

### **20.2 By-law 2020-083 - Appointment of Acting Administrator, Social and Housing Services and to repeal By-law 2016-026, 2020-217-Social and Housing Services 330**

### **20.3 By-law 2020-084 – Borrowing of Funds to Finance Capital Works, 2020-300-Financial Services, 2020-301-Financial Services 333**

### **20.4 By-law 2020-085 - Bellwood Ridge Subdivision Phase 4 Subdivision Agreement and/or Service Extension Agreement, 2020-318-Infrastructure and Municipal Works, 2020-320-Infrastructure and Municipal Works 336**

### **20.5 By-law 2020-086 - Pescod Avenue Unopened Right-of-Way – Surplus Property, 2020-316-Infrastructure and Municipal Works, 340**

## **2020-317-Infrastructure and Municipal Works**

**20.6 By-law 2020-087 - Fourth Street (land locked) Surplus Property , 2020-302-Financial Services 345**

**20.7 By-law 2020-088 - Cat Control Strategy By-law, 2020-300-Planning, Development and Recreation 347**

### **Reports from Committees of Council**

Rapports des comités du Conseil

### **Notices of Motion**

Avis de motion

### **Pending Business Listing**

Liste des dossiers incomplets

The Pending Business Listing for Monday, June 22, 2020, is being presented to Council to receive.

**23.1 Unfinished Business Listing for June 22, 2020, 2020-295-Corporate Services 352**

Action Recommended

That Council receive the Unfinished Business Listing for June 22, 2020.

### **Confirming By-law**

Règlement municipal de ratification

By-law 2020-089, 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, June 22, 2020, is being presented to Council for adoption.

**24.1 Confirming By-law for the Meeting of June 22, 2020, 2020-300-Corporate Services 356**

### **Adjournment**

Ajournement

The next special public Council meeting will be held on Monday, June 29,

2020.

The next regular public meeting of Council will be held on Monday, July 13, 2020.



## Minutes Cornwall City Council

Meeting #: 2020-14  
Date: Monday, June 8, 2020, 7:00 PM  
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,  
Ontario, K6H 6G4, Salon B, Lower Level

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

Regrets: Justin Towndale, Councillor

Attendance	Maureen Adams, CAO	Tracey Bailey, General Manager,
Administration:	Manon L. Levesque, City Clerk	Financial Services
	Bill de Wit, Acting General Manager	Pierre Voisine, Fire Chief
	Geoffrey Clarke, General Manager,	Stacey Ferguson, Administrator,
	Corporate Services	Social and Housing Services
	Mark A. Boileau, General Manager,	Emma Meldrum, Public Information
	Planning, Development and	Coordinator
	Recreation	

Chair: Bernadette Clement, Mayor  
Prepared By: Debbie Caskenette, Deputy Clerk

---

### 1. In-Camera Session / Rise and Report from the In-Camera Meeting of Monday, June 8, 2020.

#### Item #1, Report 2020-305-Infrastructure and Municipal Works, 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 2020-30-Infrastructure and Municipal Works, Property Acquisition

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

Action Taken: Council provided direction to Administration.

**Item #3, Report 2020-298-Financial Services, Sale of Land**

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

Action Taken: Council received the report and provided direction to Administration.

**Item #4, Report 2020-299-Financial Services**

b) personal matters about an identifiable individual, including municipal or local board employees

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

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 Claude E. McIntosh.

**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. Addition of Resolution 2020-03, Leave of Absence - Councillor Justin Towndale.

2. Consent Item 14.1, Petition for Sunday Transit Service, was moved to Communication Item 17.1 for discussion.

**8. Adoption of Agenda**

Moved By: Claude E. McIntosh, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adopt the Agenda as amended.

Motion Carried

**9. Disclosures of Interest**

There were no Disclosures of Interest.

**10. Committee of the Whole**

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to move into Committee of the Whole.

Motion Carried

**11. Adoption of Minutes**

Moved By: Elaine MacDonald, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adopt the Minutes of May 25, 2020 as presented.

Motion Carried

**12. Presentations**

There were no Presentations.

**13. Delegations**

There were no Delegations.

**14. Consent and Correspondence**

**1. Petition for Sunday Transit Service, 2020-280-Corporate Services**

This item was moved to Communication as Item 17.1 for discussion.



**2. Ribfest 2020 Use of Parking Lot at Cornwall Civic Complex, 2020-294-Corporate Services**

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

Motion to refer this request to Administration for a report.

Motion Carried

**15. Resolutions**

**1. Limit on New Business Motions, 2020-293-Corporate Services**

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; and

Now 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

Now 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

Now therefore be it further resolved that Notices of Motions 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.

Moved By: Dean Hollingsworth, Councillor

Seconded By: Eric Bergeron, Councillor

Motion to defer this matter until the Procedural By-law is reviewed.

Motion Carried

**2. Leave of Absence – Councillor Justin Towndale, 2020-15-Council Members**

Whereas Councillor Justin Towndale is a member of the Primary Reserve in the Canadian Armed Forces and must complete development phase training; and

Whereas Councillor Justin Towndale will not be able to attend Council Meetings during this training.

Now therefore be it resolved that Council authorize Councillor Justin Towndale to be absent form Council and Committee Meetings from June 20 to September 4, 2020.

Moved By: Syd Gardiner, Councillor  
Seconded By: Eric Bergeron, Councillor

Motion to authorize the Leave of Absence to Councillor Justin Towndale from Council and Committee Meetings for the period June 20 to September 4, 2020.

Motion Carried

## **16. Unfinished Business Reports**

### **1. Business Parking – COVID-19, 2020-307-Planning, Development and Recreation**

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

Motion to:

- a. Continue to provide complimentary parking at all city spaces until Monday, June 22, 2020; and
- b. Provide first hour complimentary parking at all metered curbside and pay-by-plate parking spaces from June 22, 2020 until August 31, 2020; and
- c. Review the City's current parking program at the end of August 2020.

Motion Defeated

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

Motion to provide two hour complimentary parking at all metered curbside and pay-by-plate parking spaces until September 14, 2020.

Motion Carried

**2. Home-Based Businesses – COVID-19, 2020-313-Planning, Development and Recreation**

Moved By: Elaine MacDonald, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to receive Report 2020-313-Planning, Development and Recreation and maintain the current `Home Occupation` standards.

Motion Carried

**3. Update – Cornwall Small Business Emergency Support Loan, 2020-318-Planning, Development and Recreation**

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

Motion to receive Report 2020-318-Planning, Development and Recreation and authorize the extension of the program to accommodate up to 115 participants.

Motion Carried

**4. Residential Rental Licensing, 2020-221-Fire Services**

Moved By: Elaine MacDonald, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to receive Report 2020-221-Fire Services and approve the public consultation plan.

Motion Carried

**17. Communication Reports**

**1. Petition for Sunday Transit Service, 2020-280-Corporate Services**

This item was moved from Consent Item 14.1 for discussion.

Moved By: Elaine MacDonald, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to refer the on-line Petition to Administration for a report.

Motion Carried

**18. Tenders and Requests for Proposals**

**1. Joint Tender for the Supply and Delivery of Winter Highway Coarse Salt, 2020-297-Financial Services**

Moved By: Glen Grant, Councillor  
Seconded By: Elaine MacDonald, Councillor

Motion to award the joint tender for the supply and delivery of winter highway coarse salt be awarded for a two-year period with an option to renew for two additional one year periods to Compass Minerals Canada Corporation from Mississauga, Ontario, at the total bid price of \$1,770,574.40 (net cost to the Corporation - \$1,594,457.09), being the best bid meeting the tender specifications.

Motion Carried

**2. Tender 20-T24 Reconstruction of York Street from Seventh Street West to Ninth Street West, 2020-295-Financial Services**

Moved By: Elaine MacDonald, Councillor  
Seconded By: Glen Grant, Councillor

Motion to award Tender 20-T24 to Cornwall Gravel Company Limited, from Cornwall, Ontario, at the total bid price of \$1,554,846.10 (net cost to the Corporation - \$1,400,187.07) being the best bid meeting the tender specifications.

Motion Carried

**3. Tender 20-T25 EMS Roof Replacement, 2020-296-Financial Services**

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

Motion to award Tender 20-T25 to Perras DiStefano Construction and Design Services Incorporated, from Cornwall, Ontario, at the total bid price of \$948,543.47 (net cost to the Corporation - \$854,192.77) being the best bid meeting the tender specifications.

Motion Carried

**19. New Business**

There were no New Business items.

## **20. Passing of By-laws**

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt By-laws 2020-077 to 2020-080 inclusive, as listed on the Agenda.

Motion Carried

- 1. By-law 2020-077 - Yard Maintenance Housekeeping Amendments, 2020-312-Planning, Development and Recreation, 2020-315-Planning, Development and Recreation**
- 2. By-law 2020-078 – Service Agreement with the Municipality of South Stormont, 2020-306-Infrastructure and Municipal Works, 2020-307-Infrastructure and Municipal Works**
- 3. By-law 2020-079 – Service Agreement with Municipality of South Dundas, 2020-297-Infrastructure and Municipal Works, 2020-298-Infrastructure and Municipal Works**
- 4. By-law 2020-080 - Sewer Use and to repeal By-law 103-2003, 2020-308-Infrastructure and Municipal Works, 2020-309-Infrastructure and Municipal Works**

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

1. Maureen Adams, CAO, provided an update on the lifting of restrictions under Stage 2 announced by the Province which comes into effect on June 12, 2020. The limit on social gatherings increases from five to ten people. Water recreational facilities such as outdoor pools and splash pads will be able to open, in consultation with Dr. Paul regarding the re-opening of these facilities. Ms. Adams mentioned that municipal buildings are being prepared for the re-opening of services.

## **22. Notices of Motion**

- 1. A By-law to prohibit open-air burning of solid fuels within the boundaries of the municipality and to repeal By-law # 2014-063, 2020-13-Council Members**

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

- 2. Memorandum of Understanding with Beyond 21, 2020-14-Council Members**

Whereas Beyond 21 offers a valuable service for residents of Cornwall who have specific needs; and

Whereas Beyond 21 relies predominantly on fundraising as its principal source of revenue; and

Whereas the services provided are not offered by The Corporation of the City of Cornwall; and

Whereas a more consistent revenue stream would allow Beyond 21 to offer a more comprehensive service for its membership.

Now therefore be it resolve that the City of Cornwall enter into discussions with the Board of Beyond 21 with the objective to create an MOU between the City of Cornwall and Beyond 21; and

Now therefore be it further resolved that Administration report the results of these discussions prior to Budget deliberations of 2021.

Moved By: Dean Hollingsworth, Councillor

Seconded By: Eric Bergeron, Councillor

### **23. Pending Business Listing**

#### **1. Unfinished Business Listing for June 8, 2020, 2020-291-Corporate Services**

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, Councillor

Motion to receive the Unfinished Business Listing for June 8, 2020.

Motion Carried

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

#### **1. Confirming By-law for the Meeting of June 8, 2020, 2020-292-Corporate Services**

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to endorse By-law 2020-081, being a By-law to confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings of Monday, June 8, 2020.

Motion Carried

## **25. Adjournment**

Maureen Adams, CAO, announced the departure of Pierre Voisine, Fire Chief and Stacey Ferguson, Administrator Social and Housing Services. Ms. Adams expressed her appreciation of their contributions over time with the Corporation. Ms. Adams extended congratulations on their next career opportunities.

The next regular public meeting of Council will be held on Monday, June 22, 2020.

Moved By: Carilyne Hébert, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adjourn the Meeting of Monday, June 8, 2020 at 9:35 p.m.

Motion Carried

---

Manon L. Levesque, City Clerk

---

Bernadette Clement, Mayor

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

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-321-Infrastructure and Municipal Works  
Prepared By: Michael Fawthrop, Division Manager  
Meeting Date: June 22, 2020  
Subject: Brookdale Avenue North – Cost Recovery Update & DC  
Background Study – Watson & Associates Economists Ltd. –  
Presentation

**Purpose**

To provide an overview of the Cost Recovery Study Update and the proposed 2020 Development Charges (DC) Background Study for the Brookdale Avenue North Corridor including the associated By-Law amendment.

**Recommendation**

That Council receive the presentation by Watson & Associates Economists Ltd.

**Background / Discussion**

Sean-Michael Stephen from Watson & Associates Economists Ltd. (Watson) will provide a brief overview presentation for City Council on the Cost Recovery Study Update and 2020 DC Background Study including the associated By-Law for the Brookdale Avenue North Corridor. The presentation from Watson on the Cost Recovery Study Update for the Brookdale Avenue North Sanitary Sewer Extension project is attached for reference.

Report 2020-314-Infrastructure and Municipal Works, included under the Communications section of this Agenda, provides further background information





for the Brookdale Avenue North Sanitary Sewer Extension project and the proposed cost recovery fee structure.

Mr. Stephen will respond to any items Council may wish to discuss pertaining to the Cost Recovery Study Update, the proposed 2020 DC Background Study and the proposed amendment to the DC By-Law for the Brookdale Avenue North Corridor.

Document Title:	Brookdale Ave. North - Cost Recovery by Mr. Stephen from Watson - 2020-321-IMW.docx
Attachments:	- June 22 Council Meeting Final V2.pdf
Final Approval Date:	Jun 16, 2020

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

**Bill de Wit - Jun 16, 2020 - 2:48 PM**

**Tracey Bailey - Jun 16, 2020 - 5:21 PM**

**Maureen Adams - Jun 16, 2020 - 8:02 PM**



# City of Cornwall

## Brookdale Avenue North Corridor Wastewater Services

---

Cost Recovery Update

June 22, 2020

# Introduction

## Background



- The City of Cornwall (City) is extending wastewater services to the Brookdale Avenue North Corridor.
- The City's 2017 Development Charge (D.C.) Background Study substantiated the share of servicing costs that would be recovered through the imposition of D.C.s under the authority of the Development Charges Act (D.C.A.) and a capital charge under the *Municipal Act*.
- The City subsequently passed D.C. By-law 2018-037 for the imposition of Area-Specific D.C.s in the Brookdale Avenue North Corridor.

# Cost Recovery Update

## Capital Costs



- Updates to D.C. and *Municipal Act* Capital Charge calculations required due to:
  - Awarded tender for construction costs in 2020:
    - Reflecting greater than inflationary cost increases; and
    - Increases in costs due to geotechnical conditions encountered.
  - Changes to benefitting service areas; and
  - Revisions to growth potential of benefitting areas.

# Study Process

## To Date



- Council update on project and cost estimates (November 25, 2019)
- Award of Tender 19-T71 Brookdale Avenue North Sanitary Sewer Extension (February 10, 2020)
- Draft *Municipal Act* and D.C. recommendations to Council (May 25, 2020)
- Presentation of draft D.C. update to benefitting property owners (June 17, 2020)
- **Presentation of final recommendations to Council (June 22, 2020)**



# Introduction

## Development Charges Act

- Provides for the recovery of growth-related capital costs related to development
- Includes limitations on services that can be included and prescribes a detailed calculation methodology that must be followed
- D.C.s are generally payable at the time of building permit issuance
  - Does not allow for the recovery of costs of providing service to existing privately serviced developments





# Introduction

## Municipal Act – Capital Charges

- Imposed under Part 12 of the Municipal Act
- Capital charges are imposed by municipalities to recover infrastructure costs related to:
  - Extension of municipal services to private service users; and
  - Recovery of capital improvement costs from existing developments.
- Act permits the imposition of capital charges on persons who receive an immediate benefit or a benefit at some later point (i.e. deferred benefit).



# Benefitting Service Area



- Wastewater services have been designed to include servicing capacity for:
  - Brookdale Ave North Corridor;
    - Properties with existing development; and
    - Vacant properties anticipated to develop at a greater density than in 2017 D.C. Study (gross floor area equal to 18.5% lot coverage vs. 15% in 2017 D.C. Study).
  - Lands along Tollgate Road West (outside of Urban Settlement Boundary); and
  - Additional lands beyond Urban Settlement Boundary.

# Capital Costs & Funding Mechanisms



- \$10.7 million total costs (incl. net HST, professional fees, and \$0.9 million for the provision of increased capacity for the future servicing of lands along Tollgate Road West)
- Costs of servicing Brookdale Avenue North Corridor apportioned to properties based on peak sanitary design flows and cost recovery mechanism (Area-Specific D.C. vs. *Municipal Act* Capital Charge)

Description	Cost	Cost Recovery Mechanism
<b>Brookdale Ave North Corridor</b>		
Properties with Existing Development	\$3.0 million	Municipal Act Capital Charge
Vacant Properties	\$4.7 million	Development Charges
<b>Subtotal</b>	<b>\$7.7 million</b>	
<b>Outside Urban Settlement Boundary</b>		
Tollgate Road West Lands	\$0.9 million	City Financing / Future Development Charges
Additional Lands Beyond Urban Settlement Boundary	\$2.1 million	
<b>Subtotal</b>	<b>\$3.0 million</b>	
<b>Total Costs</b>	<b>\$10.7 million</b>	

## D.C. Calculations



- D.C. recoverable costs of \$6.0 million to be recovered from future development on vacant properties

D.C. Recoverable Costs	Cost
Brookdale Avenue North Sanitary Sewer Extension	\$4.7 million
Net Present Value of D.C. Financing	\$1.6 million
Less: Deferred D.C. Revenue	\$0.3 million
<b>Total</b>	<b>\$6.0 million</b>

- Anticipated development potential of vacant properties (101.6 acres) is 722,856 sq.ft. gross floor area
- Calculated area-specific D.C. is \$7.27 per sq.ft. of non-residential gross floor area

Service	NON-RESIDENTIAL (per sq.ft. of Gross Floor Area)	
	Current	Calculated
<b>Brookdale Avenue North Corridor</b>		
Wastewater Services	\$6.80	\$7.27

# Municipal Act Capital Charge



- Draft *Municipal Act* Capital Charges by property

Property Name	Brookdale Avenue North Sanitary Sewer Extension
Cornwall Mazda	\$373,998
Irving Oil	\$1,048,064
Seaway Travel Centre Ltd	\$126,116
Super 8	\$540,110
Cornwall GM	\$243,534
Cornwall Camping Centre	\$195,697
Villarboit Brookdale Square	\$474,021
<b>Total</b>	<b>\$3,001,538</b>



## Implementation Policies

---



# D.C. By-Law Policies

## D.C. Calculation and Timing of Collection

- D.C.s to be imposed through the imposition of an Area-Specific D.C. By-law
- D.C.s are calculated and payable on the date the first building permit is issued
- The City may enter into agreements for the D.C. to be paid before or after it would otherwise be payable
- D.C. By-law provides for mandatory annual indexing on January 1<sup>st</sup> of each year



# D.C. By-Law Policies

## D.C. Calculation and Timing of Collection

- Institutional developments would pay D.C.s in 6 equal annual payments, commencing from the date of occupancy.
- D.C. for developments proceeding through Site Plan or Zoning By-law Amendment will be determined based on the charges in effect on the day the application is made.
  - Charges to be frozen for a maximum period of 2 years after planning application approval
- The D.C.A. allows municipalities to charge interest on installment charges, and on charges determined at Site Plan or Zoning Bylaw Amendment application.
- Draft D.C. By-law provides that interest will be calculated based on a rate of prime plus 3%.

# D.C. By-Law Policies

## Statutory D.C. Exemptions



- The D.C.A. provides statutory non-residential exemptions for:
  - Industrial additions of up to and including 50% of the existing GFA of the building - for industrial additions which exceed 50% of the existing GFA, only the portion of the addition in excess of 50% is subject to D.C.s; and
  - Land used for Municipal or Board of Education purposes.





# D.C. By-Law Policies

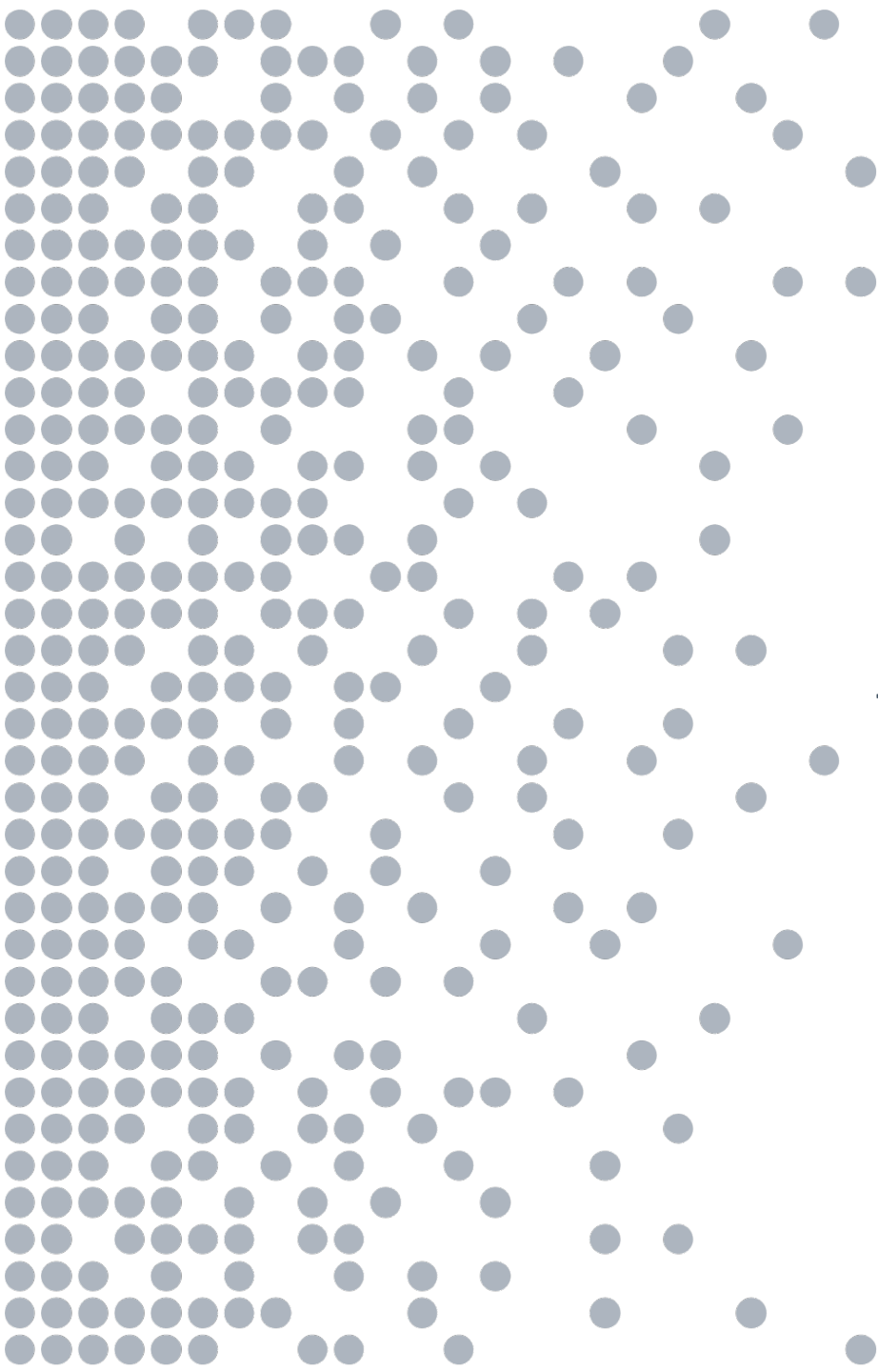
## Proposed Non-Statutory D.C. Exemptions

- Bona fide farm uses
- Places of Worship;
- Hospitals governed by the *Public Hospitals Act*;
- College or university buildings;
- Manufacturing uses; and
- Properties having paid a charge imposed under the *Municipal Act* for the extension of wastewater services to the Brookdale Avenue North Corridor

# Municipal Act Capital Charge Policies



- *Municipal Act* allows flexibility for how the charge is calculated and imposed
- Capital Charge to be calculated based on actual costs and imposed at time wastewater services are available
- Proposed Payment Options:
  - Installment Charge – Annual charge payable including interest (repayment period typically mirrors debt repayment term); and
  - Commuted charge – Landowner applies to pay total capital charge within specified period of time.
- Area-specific D.C.s paid to be credited against capital charge owing



## Next Steps

---

# Schedule



## UPDATE TO THE AREA-SPECIFIC DEVELOPMENT CHARGES (DCs) BY-LAW Tentative Schedule of Key DCs Process Dates (proposed starting June 17, 2020)

1	In-Camera Meeting of Council (RE: project and cost update and forth coming tender)		Nov 25, 2019
2	Award of Tender 19-T71 Brookdale Avenue North Sanitary Sewer Extension		Feb 10, 2020
3	Preparation of an update to the DC Background Study and By-law		Mar - May 2020
4	In-Camera Meeting – report RE: draft MA and DC recommendations to Council		May 25, 2020
5	Presentation of draft DC Update to the Development Industry (benefiting property owners)	Meeting by Invitation EVB to attend	Jun 17, 2020
6	Presentation of final recommendations to Council	Regular Council Meeting Watson to attend	Jun 22, 2020
7	DC Background Study update and revised DC By-law available to public (website)	60 days prior to by-law passage	Jun 23, 2020

**WE ARE  
HERE**

### Council Meetings

# Schedule



8	Statutory notice of Public Meeting advertisement placed in newspaper(s) (City Hall Bulletin)	- NOTICE - 20 clear days prior to public meeting	Jun 27, 2020 and July 18, 2020
9	Public Meeting of Council Special Council Meeting	At least 2 weeks after DC background study and proposed DC by-law made available to public	Jul 27, 2020
10	Council considers adoption of DC Background Study update and passage of the revised Brookdale Ave North Corridor DC By-law	60 days after DC background study and proposed DC by-law made available to public	Sep 14, 2020
11	Newspaper notice given of By-law passage	By 20 days after passage	Sep 19, 2020
12	Last day for By-law appeal	40 days after passage	Oct 24, 2020
13	City makes available updated DC pamphlet	By 60 days after in force date	Oct 30, 2020

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

Department: Social and Housing Services  
Division: Housing Services  
Report Number: 2020-214-Social and Housing Services  
Prepared By: Mellissa Morgan, Community Housing Supervisor  
Meeting Date: June 22, 2020  
Subject: Social Housing Providers, End of Operating  
Agreements/Mortgages

**Purpose**

To provide Council with a presentation regarding the impact of End of Operating Agreements (mortgages/debentures).

**Recommendation**

That Council receive this presentation.

**Background / Discussion**

Mellissa Morgan, Community Housing Supervisor and Natasha Hesse, Accounting Coordinator Shared Services from the Social and Housing Services department will provide a brief overview presentation for City Council on Social Housing Providers, End of Operating Agreements/Mortgages.

Report 2020-212-Social Housing Services, included under the Communications section of this Agenda, provides further background information.

Document Title:	Presentation - End of Operating Agreements - 2020-214-Social and Housing Services.docx
Attachments:	- EOA Presentation to Council 23-03-20.ppt
Final Approval Date:	Jun 16, 2020

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

**No Signature found**

**Stacey Ferguson - Jun 9, 2020 - 2:06 PM**

**No Signature found**

**Tracey Bailey - Jun 16, 2020 - 5:14 PM**

**Maureen Adams - Jun 16, 2020 - 7:54 PM**

# End of Operating Agreements/Mortgages

Social & Housing Service Department  
Social Housing Division

Presented by:

Mellissa Morgan, Community Housing Supervisor  
Natasha Hesse, Accounting Coordinator Shared Services

June 22<sup>nd</sup>, 2020



# Brief History

- In 1964 the Ontario Housing Corporation (OHC) was created for the purpose of social housing management.
- In 1995 the provincial government announced that it would no longer provide funding to finance new social housing projects.
- As of 1996 the OHC managed approximately 85,000 units of housing and administered rent supplements to nearly 20,000 individuals.
- In 1998 the provincial government began divesting its social housing authority which was given to municipalities. This devolution phase occurred over the next several years.
- In 2000, the Social Housing Reform Act (SHRA) was proclaimed which provided legislative authority to devolve and reform social housing programs from the province to municipalities.
- On January 1, 2001, public housing and rent supplement programs were devolved to 47 Municipal Service Managers. The City of Cornwall was appointed as the Service Manager for Cornwall & SDG. Social Housing was devolved to the 47 Service Managers between 2000 and 2002 and at the point of transfer (devolution) Operating Agreements were transferred to Service Managers as well. The operating agreement period was typically also the term of the mortgage.

# Preliminary Review

A preliminary review of the currently funded Social Housing Providers suggests that the impact of End of Operating Agreements (mortgages/debentures) will be unique and varied in every situation based on the original funding formula. It is anticipated that some projects may not be financially viable without considerable municipal support, while others are anticipated to be self-sufficient after EOA.

There are 4 issues at the center of this matter;

- what is the best method of determining funding to a transferred housing program after the mortgage has been fully amortized;
- what are the financial impacts of those methods
- what are the impacts to the Service Manager if we don't renew agreements
- what are the impacts to the Provider if we don't renew agreements

# Types of Operating Agreements

Locally, we have 3 types of housing providers (**see Appendix E of the report**).

## 1. Local Housing Corporation (LHC)

Cornwall & Area Housing Corporation (CAHC)

- Once their mortgages and/or debentures are paid in full, their agreement does not terminate and they have ongoing requirements (the City of Cornwall is sole share holder).

## 2. Non-Profit Housing Providers

Provincial Reform

- Must maintain a minimum of 25% of their units, as RGI, post EOA. Once their mortgage is paid in full, their agreement with the Service Manager is renewed unless they wish to opt out (Service Manager approval would be required to be removed from the HSA).

Section 95 (former Federal Providers)

- Once their mortgage is paid in full, their agreement with the Service Manager is automatically terminated but can be renewed.

## 3. *Co-Operative Housing* (Collectively owned and run by its resident members)

- Must maintain a minimum of 25% of their units, as RGI, post EOA. Once their mortgage is paid in full, their agreement with the Service Manager is renewed unless they wish to opt out (Service Manager approval would be required to be removed from the HSA).

# Quick Facts

- All of our agreements will expire by January 2029.
- The Service Manager must maintain Service Level Standards post EOA/M
- At EOA/M, Provincial Reform providers must maintain a minimum of 25% of their units as RGI.
- The first Provincial Reform provider to reach EOA/M, April 2022, has 26 units.
- At EOA/M, Section 95 providers can opt out of providing RGI units.
- The first Section 95 housing provider to reach EOA/M, April 2020, has 34 units.
- There are 12 Non-Profits with 14 operating agreements  
(3 Section 95, 1LHC, & 10PR).
- CAHC's current target is 100% RGI while the target for other Providers vary.
- In September 2019, as part of the Community Housing Renewal Strategy, the Ministry of Municipal Affairs and Housing paused the practice of removing housing projects from O.Reg. 368/11 for a three-year period (late 2022). Exceptions may be considered on a case-by-case basis.

# Service Manager Obligations

## Housing Services Act (2011)

The HSA:

- states that a Service Manager has an overriding obligation to “administer and fund” a transferred housing program as it relates to a housing project designated in the regulations.
- does not specify an end date for the obligations of projects that were either partially or entirely funded by the province (called “provincial reform” projects). This means that provincial reform projects must continue to provide affordable housing – including rent geared-to-income housing – after their original mortgage matures, until they are actively removed from the Housing Services Act (at the Minister’s discretion). **In exchange, they continue to receive a subsidy from their Service Manager, calculated with the funding formula set out in the Act.**

In September 2019, as part of the Community Housing Renewal Strategy, the Ministry of Municipal Affairs and Housing paused the practice of removing housing projects from O.Reg. 368/11 for a three-year period (late 2022). Exceptions may be considered on a case-by-case basis.

# Service Manager Obligations

## What are service level standards?

Service level standards (SLS) are the legislated minimum number of rent-geared-to-income (RGI) units that service managers must maintain (even after end of operating agreements occur) as prescribed in the *Housing Services Act, 2011 (HSA)*. These levels were established at the time of download from the Province and were intended to reflect the number of units transferred.

Post EOA, Provincial Reform providers would be required to maintain only the minimum of 25% of their units as RGI.

Example – following above, if we only sign agreements with current Providers (except CAHC as the City is the shareholder) for minimum target units (25% post EOA) then as a Service Manager we will be required to find up to an additional 343\* units elsewhere.

\*current unit target (less CAHC units) = 480 units

if only 25% remain (post EOA) = 137 units

Service Manager would be required to find the 343 difference via other avenues  
And with higher funding models.

# Considerations

During Administration's review of the various methods contained in the Council, Administration considered:

- the most financially responsible options for both the Corporation and current Housing Providers, utilizing existing funds from the tax base.
- that the current model that we are operating under has proven to be a successful and a viable operating option for all our current Providers.
- the ability to provide safe, energy-efficient, well maintained units for people with low to moderate incomes, including seniors or individuals with special needs.
- what meets the Corporation Strategic priorities of providing quality, affordable housing.
- what can optimize increased reserve fund contribution to help meet the demands of affordable housing.

# Municipal Contribution

Municipal Contribution Summary Chart		
Method 1	\$ 5,615,133	City = \$4,332,075 County = \$1,283,058
Method 2	\$ 7,506,678	City = \$5,791,402 County = \$1,715,276
Method 3	\$ 8,109,386	City = \$6,256,391 County = \$1,852,995
Method 4	\$ 6,641,466	City = \$5,123,891 County = \$1,517,575

**Note:** the funding in all methods was calculated using the most current audited financial information. It is also a snapshot of what the municipal contribution, to subsidize social housing, would be assuming all operating agreements had expired in 2020 (and all mortgages were paid in full).



# Recommendation

That Council approve Administration proceeding with renewing Operating Agreements, as they expire, using the funding formula outlined in Method #1 of the report.

In doing so, we would:

- secure and maintain maximum RGI targets possible (SM is mandated to meet SLS under the HSA)
- utilize the current Provincial Reform funding model, excluding mortgage subsidy, to subsidize these Providers which is more consistent application (Municipal contribution is currently reflected in the Social Housing Services annual budget submission)
- require Providers to operate within existing local rules (allows for building condition monitoring and enforcement of local rules by the SM)
- assist Providers in remaining viable
- allow Providers to continue to benefit from Capital reserves and any new provincial/federal funding for capital repairs, when available
- assist Section 95 Providers, converting to a Provincial Reform funding model, to keep 50% of their surplus and contribute the remaining 50% to reserves

# Strategic Priorities

## Corporate Strategic Priority

Quality, affordable housing is identified as a priority in the Corporation's Strategic Plan. This report will provide information on how we can continue to provide quality affordable housing through existing Providers.

## Five-Year Housing Plan

As per the Five-Year Housing Plan, Community Vision #3, the existing housing stock provides a range of options for households throughout Cornwall SDG, however, there are still supply gaps with respect to available affordable and quality housing. With limited production of new rental supply, there is considerable and sustained demand for existing rental housing. Efforts should be made to maintain community housing stock as this rental housing is inherently affordable.

# Next Steps

- Administration has provided this report to provide specific details and a recommendation regarding End of Mortgages/Debentures and Operating Agreements as it relates to the end of federal funding. A list of the agreements and their expiry dates can be found in **Appendix D**.
- Administration will also be providing a report at the next Joint Liaison meeting for comments.
- Administration will bring a further report to Council, following the Joint Liaison meeting, seeking direction from Council.
- In June 2020, following the current housing revitalization study, a report will be brought to Council with recommendations for future social/affordable housing needs.

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-303-Financial Services  
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer  
Meeting Date: June 22, 2020  
Subject: Elected Officials Expense Statements for the Period of April 1 to May 31, 2020

**Purpose**

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

**Recommendation**

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

**Financial Implications**

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

**Strategic Priority Implications**

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

**Background / Discussion**

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

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

for the period of April 1 to May 31, 2020

Council (as a whole)	<u>Food Provisions</u>	<u>Office Supplies</u>	<u>Office Equipment</u>	<u>Memberships, Association Fees</u>	<u>Promotion Costs</u>	<u>Public Relations</u>	<u>Blackberry Charges</u>	<u>Integrity Commissioner</u>	<u>Total Expenses</u>
Previous Expenses	\$2,066.44	\$436.85	\$0.00	\$33,942.83	\$206.05	\$0.00	\$1,147.80	\$0.00	\$37,799.97
April - May Statement	\$169.01	\$373.17	\$0.00	\$0.00	\$256.65	\$235.87	\$1,786.76	\$305.28	\$3,126.74
Total Expenses to Date	\$2,235.45	\$810.02	\$0.00	\$33,942.83	\$462.70	\$235.87	\$2,934.56	\$305.28	\$40,926.71
2020 Budget	\$7,000.00	\$2,000.00	\$0.00	\$38,850.00	\$3,000.00	\$7,000.00	\$7,983.00	\$7,500.00	
Coffee, Juice, Creamers, Water, etc. (Meetings)	\$169.01								
Cell Phone Charges							\$1,786.76		
Office Supplies		\$373.17							
Media Advertising						\$235.87			
Integrity Commissioner								\$305.28	

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

for the period of April 1 to May 31, 2020

Previous Expenses	\$7,111.69
April - May Statement	-\$2,490.78
Total Expenses to Date	<u>\$4,620.91</u>
2020 Budget	\$25,000.00

FCM Annual Conference - June 3-7, 2020 (Mayor B. Clément) \*

Registration	-\$905.67	
Accommodation	-\$339.72	
Transportation	<u>          </u>	-\$1,245.39

FCM Annual Conference - June 3-7, 2020 (Councillor E. MacDonald) \*

Registration	-\$905.67	
Accommodation	-\$339.72	
Transportation	<u>          </u>	-\$1,245.39

\* Refund for Cancelled Conference

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

### SOUVENIRS

for the period of April 1 to May 31, 2020

	Mayor Clément	Councillor Bennett	Councillor Bergeron	Councillor Dupelle	Councillor Gardiner	Councillor Grant
Minor Sports Associations						
Schools						
Service Clubs						
Tournaments/Curling Bonspiels						
Local Boards / Organizations						
Miscellaneous	\$256.65					
Community Events						
Visitors/Dignitaries						
	\$256.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Councillor Hébert	Councillor Hollingsworth	Councillor MacDonald	Councillor McIntosh	Councillor Towndale	
Minor Sports Associations						
Schools						
Service Clubs						
Tournaments/Curling Bonspiels						
Local Boards / Organizations						
Miscellaneous						
Community Events						
Visitors/Dignitaries						
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

<b>Mayor Bernadette Clément</b>	<u>Police Services Board Honorarium</u>	<u>Car Allowance</u>	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$875.01	\$568.88	\$0.00	\$127.02	\$0.00	\$695.90	\$206.05
April - May Statement	\$583.34	\$284.44	\$0.00	\$0.00	\$0.00	\$284.44	\$256.65
Total Honorarium to Date	\$1,458.35						
Total Expenses to Date		\$853.32	\$0.00	\$127.02	\$0.00	\$980.34	\$462.70
2020 Budget	\$3,500.00	\$1,920.00	-----\$5,000.00-----				

Car Allowance (April - May 2020)

\$284.44

**Cornwall Police Services Board**

Honorarium (April - May 2020)

\$583.34



## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

**Councillor Todd Bennett**

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

**Councillor Eric Bergeron**

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

**Councillor Maurice Dupelle**

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

**Councillor Syd Gardiner**

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

### Councillor Glen Grant

	<u>Outside Agencies Honourarium</u>	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$750.00	\$0.00	\$0.00	\$12.20	\$12.20	\$0.00
April - May Statement	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$1,250.00	\$0.00	\$0.00	\$12.20	\$12.20	\$0.00
2020 Budget	\$3,000.00	<del>-----\$1,257.50-----</del>				

### Cornwall Police Services Board

Honourarium (April - May 2020) \$500.00

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

### Councillor Carilyne Hébert

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

### Councillor Dean Hollingsworth

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

### Councillor Elaine MacDonald

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

**Councillor Claude McIntosh**

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$71.22	\$71.22	\$0.00
April - May Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$71.22	\$71.22	\$0.00
2020 Budget	<del>-----\$1,257.50-----</del>				

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of April 1 to May 31, 2020

**Councillor Justin Towndale**

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

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

Department: Planning, Development and Recreation  
Division: Economic Development  
Report Number: 2020-325-Planning, Development and Recreation  
Prepared By: Bob Peters, Division Manager  
Meeting Date: June 22, 2020  
Subject: Economic Development – Activity Report

**Purpose**

To provide Council with an update on the activities of the Economic Development Department for the first two quarters of 2020.

**Recommendation**

That Council receive Report 2020-325-Planning, Development and Recreation.

**Strategic Priority Implications**

Economic development activities support the City of Cornwall Strategic Plan and help to establish Cornwall as the progressive sustainable choice along the St. Lawrence River in Eastern Ontario.

The activities outlined in this report follow recommendations in the Cornwall Economic Development Strategic Plan, which was adopted in 2016.

**Background / Discussion**

Cornwall's economy began 2020 with positive signs of growth evident in a variety of sectors. Concerns over the COVID-19 coronavirus began to grow early in the year, culminating in business and construction disruptions in mid-March. On March 17, 2020, Ontario declared a state of emergency and resulting public

health directives meant that most businesses had to close their doors to the public. The Department quickly pivoted to increase its focus on supporting local businesses.

As all levels of government moved to develop support programs to assist local businesses, workers and residents, a key challenge in delivering accurate timely information was identified. A section of the *ChooseCornwall.ca* website was created to provide pandemic related information that would be of interest to local business owners.

Over 165 articles and dozens of resources have been posted in the COVID-19 Business News Digest to-date. The Department also helped convince the Province of Ontario to share a comprehensive guide to government supports – this document now sits at over 150 pages.

A direct email campaign was launched to deliver updates to local business and community leaders on a regular basis. The biweekly emails reach over 9,000 people and have been well received, with above average open rates.

As Ontario began to implement its reopening plan, Economic Development staff developed a *Business Reopening Toolkit* to help local businesses transition to the current situation. The toolkit includes a number of resources including a 6-page *Reopening Guidebook*, posters and graphic design files, factsheets and sector specific workplace safety protocols. The toolkit also includes a maximum occupancy calculator.

Activity on the *ChooseCornwall.ca* website saw a significant spike to 500% of previous levels during the first few weeks of the pandemic. Activity remains high and is currently running at about 64% over 2019 levels.

Over the past 3 months Department staff have collaborated with other City staff, regional EDOs, provincial and federal officials as well as local community organizations to respond to the unprecedented challenges of the pandemic. The following commentary provides some more detailed insights.

### **Small Business Emergency Support Loan**

On April 29, 2020, City Council approved the Cornwall Small Business Emergency Support Loan program, which provides an interest-free loan of up to \$5,000 for qualifying businesses. The goal of the loan program is to provide support to offset the effects of the COVID-19 crisis, and at the same time,

provide assistance to local businesses as they work to transition to a more resilient business model.

The program was extensively marketed in a short period of time and received a very positive reaction from the business community. Over 100 applications have been processed over two intake periods, and 91% of the funds have been dispersed to-date. A final report will be provided to Council summarizing the program results.

### **Major Development and Employers**

For the most part, Cornwall's largest employers have continued operations with minimal disruptions. Industrial vacancy rates in Cornwall continue to be very low, with available built space being very hard to find.

Walmart Logistics increased its complement by 200 people to manage its supply chain activities and bring much needed consumer and grocery goods to Canadians.

Work continues on a major expansion of the Loblaw / Shoppers Drug Mart Distribution Centre on Optimum Drive. The new construction will almost double the size of the original building, and the operator of the new space, Witron, has begun to recruit.

Leclerc Group, a leading North American manufacturer of cookies and snack products, has continued the installation of a second production line at its new facility in the Cornwall Business Park.

SigmaPoint is maintaining high production levels and is currently recruiting. New business will be coming to the Cornwall facility.

Laframboise Group has completed renovations to its new manufacturing complex on the former Locweld site on Vincent Massey Drive.

OPG continues to invest in rehabilitation and revitalization projects at the R.H. Saunders Generating Station, although the Visitor Centre is expected to remain closed until September at the earliest.

St. Lawrence College (SLC) has transitioned to alternative delivery methods to ensure its students were able to complete their semesters. SLC is expected to offer a hybrid of on-campus and remote learning experiences in the Fall and is anticipating that on-campus student populations will be 20-25% of traditional levels.



## **Commercial Retail and Office**

Prior to the pandemic, there was a significant amount of vacant commercial and office space in Cornwall. Despite some positive activity (new stores for PetSmart, Kawartha Credit Union, Taco Bell, Ontario East Powersports, Cornwall Nissan and Uptown Kia), commercial landlords will be tasked over the next two years to attract tenants and repurpose existing buildings.

The retail mix in many communities, including Cornwall, will be challenged as national retailers shrink their physical store network. A growing number of businesses and government offices are also reconsidering their physical footprint and are offering their employees the chance to work remotely. This could have a negative impact on main street restaurants and retailers that have built their business to service office workers.

Cornwall Square reopened on June 12, 2020 with approximately half of the mall's tenants open.

In an effort to provide additional assistance to local small businesses, the Department supported and helped promote a small business gift certificate website as well as the Chamber of Commerce's Shop Local initiative. As of June 1, 2020, the *ShopCornwallandArea.ca* website had over 200 participating local businesses.

The Department also worked with SDG Economic Development as well as local municipal EDOs to survey local businesses with regards to the impact of the COVID-19 pandemic.

The Department has supported the development of a Virtual Farmer's Market in cooperation with SDG and Prescott Russell economic development and other community stakeholders.

In June 2020, Cornwall became a participating municipality in Digital Main Street's ShopHERE program, which seeks to help small independent businesses and artists develop online stores in just a matter of days. This program has recently received a \$57 million investment from senior levels of government.

## **Sector Specific Marketing Efforts**

The Department markets to specific key sectors that align with the community's strengths. These efforts include shows for the commercial real estate industry as

well as sector-specific efforts in logistics, food processing, and advanced manufacturing.

The Department was able to participate in a food trade show prior to the pandemic. All other events and shows are either cancelled or on hold for 2020. The Department continues to work in partnership with regional, provincial, and federal officials to facilitate trade and attract foreign investment.

## **Resident Attraction**

Work continues to attract new residents to Cornwall. Efforts are targeted to attracting young families and individuals that will augment the local workforce and meet the needs of local employers. The office works closely with groups involved with assisting newcomers to settle in Canada.

The Regional Immigration Pilot of the Ontario Immigrant Nominee Program has been put on hold by the Ministry of Economic Development Job Creation and Trade. Prior to March 15, 2020, Ministry staff were able to meet directly with a number of major employers and community stakeholders. Despite the hold, interest from potential candidates remains high.

The Department was able to exhibit at a number of university/college career fairs early in the new year in an effort to reach graduating students at a time when they are planning their careers. The status of the National Job Fair in Montreal normally scheduled in October is unclear.

The above efforts are normally supported by a number of publications that provide information to new residents. These include local magazines such as *Cornwall Living*, *Perch* and *Cornwall Tribute*. At the current time these publications are on hold.

As major employers continue to report problems in recruiting new people, residential attraction efforts will continue. The availability of housing is expected to remain relatively scarce over the short term.

The Department assists local companies in their recruitment efforts by posting job opportunities on the *ChooseCornwall.ca* job board. This section of the site has become very popular, and more and more companies are finding it very helpful in attracting quality candidates.

## Tourism

During the first 10 weeks of 2020, there was a lot of optimism for continuing growth and development of the tourism sector in Cornwall.

The *2020 Cornwall Visitor Guide* was published in February. A key piece in Cornwall Tourism's marketing efforts, the guide is fully bilingual and includes information on festivals, accommodations, shopping, dining, attractions and more. A total of 40,000 copies have been printed and distribution of the magazine was just being rolled out when the orders limiting travel began to appear. The Visitor Guide is available online via the Tourism and other websites.

Cornwall Tourism participated in the 2020 Montreal Bicycle Show; Canada's largest consumer show dedicated exclusively to the world of bicycles provided a unique opportunity to speak directly with potential visitors about cycling in Cornwall. Two other planned shows in April – the Montreal Outdoor Adventure Show and the Fifty-Five Plus Lifestyle Show in Ottawa - were cancelled due to COVID-19. The 2020 Sport Events Congress, the annual conference for Canada's sport tourism industry, was also cancelled.

Cornwall hosted the 2020 Ontario Curling Championships in late January. The ice at the Cornwall Civic Complex was transformed into four curling sheets for the event and eighteen teams competed for the chance to represent Ontario at the national championships. The event was made possible thanks to a strong partnership with the Cornwall Curling Centre, with well over 100 volunteers assisting with various aspects of the event. The championships generated positive media exposure for Cornwall and helped to further solidify the city's position as a great host community for major sporting events and conferences.

Other major events planned for 2020, which typically attract a significant number of visitors, have been cancelled or postponed. These include:

- The Wonderful World of Whisky
- Beer Bourbon BBQ and Blues
- Cornwall Triathlon
- St. Lawrence Run
- Foodfest
- Shorty Jenkins Classic Bonspiel
- Apples and Art Studio Tour

Many local events make use of the Tourism Development Fund, which is supported by revenues from the Municipal Accommodation Tax and is overseen

by a separate, stand-alone entity, the Tourism Development Corporation of Cornwall (TDCC). The TDCC recently completed a review of the application process with a view to making it more efficient for applicants and officials alike. In light of COVID-19, the TDCC is continuing to accept applications for the fund and they will be reviewed and conditionally awarded subject to the event or project taking place.

Cornwall Tourism launched a new website at *CornwallTourism.com* in March 2020 which includes design upgrades to make the website more mobile-friendly and easier to navigate. Activity on the website is down 80%, reflecting the impact of COVID-19.

As noted above the COVID-19 pandemic has had a significant impact on the local tourism sector. This directly impacts event organizers, accommodation providers and local merchants and restaurants. The NAV CENTRE has been closed since mid-March.

During this unprecedented period, Tourism staff have been consulting frequently with local businesses, partner organizations and other stakeholders with a special focus on assisting the local business community wherever possible. It is anticipated that public health and safety directives will have a significant impact on the accommodations sector, leading to lower than expected MAT revenues.

The 2020 Tourism Marketing Plan has been revised to reflect the current reality and to align with current projections which suggest a slow recovery to previous tourism activity levels in Canada. Marketing efforts will be undertaken in a multi-staged approach – focusing first on the hyper-local/regional/domestic market and gradually extending outwards as appropriate.

Cornwall and the surrounding area has some exceptional tourism product offerings that are expected to be in high demand as the economy continues to reopen and people begin to move about more freely. The focus will be on safe, 'small-town' activities and experiences that can be enjoyed individually or in pairs or small groups. This includes outdoor adventure opportunities (cycling, fishing, golfing, camping, scuba diving), culinary tourism experiences (brewery and winery tours, a virtual farmers' market), day trips and the like. Cornwall Tourism is also working with local accommodation providers on creating some packaged overnight experiences based on some of these activities.

## **Cornwall Planning Programs Evaluation Group**

Efforts to engage local property owners in improving their properties continue with the administration of community improvement plans, overseen by the Cornwall Planning Programs Evaluation Group (CPPEG).

CPPEG continues to review applications within the CIP's Policy Areas under three community improvement plans in place: Heart of the City CIP, Brownfields CIP and Renaissance Housing Rehabilitation Program.

Notable projects include:

- 165 Montreal Rd. – expansion of Medical Arts Pharmacy. This expansion into the adjacent building will provide handicap accessibility to the store and clinic.
- 134 Montreal Rd. – conversion of offices to 6 residential units.
- 213 Montreal Rd. – conversion of commercial to residential on the first floor.
- 47 Cumberland St. – new office for J.F. Markell Homes along with 3 residential units.
- 101-105 and 111-113 Pitt St. – renovations attracting new tenants, including Tilly's Eatery, Love and Lee, Happy Popcorn.
- 145 Pitt St. – welcoming new businesses to the downtown, The Kingslea and Balance Massage.
- 9 First St E. – new restaurant (Spicy Pearl) and new residential units.
- 42 First St E. – renovations to accommodate Simply Wellness.
- 711 Pitt St. – Miller Hughes Ford has purchased a portion of 780 Sydney St. to expand their footprint for new vehicles

The Renaissance Housing Rehabilitation Program has provided financial assistance to seven (7) residential redevelopment projects within the Renaissance Policy Area.

Under the Brownfield Program the southwest corner of Tenth St. E. and McConnell has been remediated. A Record of Site Condition has been issued and the property has started the development process for 4 residential fourplexes.

The owner of the property at 910 Montreal Road was negotiating a sale with an established developer of student accommodations when the pandemic struck. The deal has fallen through and the property owner is re-evaluating his options.



## **Cornwall Business Enterprise Centre**

The Cornwall Business Enterprise Centre (CBEC) remains busy connecting with area entrepreneurs to discuss business planning, marketing, and financial forecasting.

Prior to March 15, 2020, the Centre was on pace to meet its annual average of 300+ consultations with entrepreneurs looking to start a business. Following the closure of the office, Centre staff have been busy providing information and advice by phone and email.

The Centre has successfully pivoted its popular seminar series to online webinars. The Spring series has included over 16 webinars, with most touching on COVID specific best practices. Participation levels in the webinars have been higher than normal.

The *Summer Company* program continues to operate, although at slightly reduced levels from previous years. Five students have been approved to operate this summer. Three of the businesses will operate online – vintage clothing sales, branded clothing sales, and computer sales with support. The remaining 2 businesses will be able to operate with COVID-19 distancing regulations – gravestone cleaning/flower arrangements and a handyman type service for outdoor projects.

The *Starter Company Plus program* is now operated on a cohort basis. The winter cohort saw 13 applicants receive a total of \$55,000 in grants. Businesses ranged from restaurants to the arts to retail operators. The spring application attracted 43 applicants, although several dropped out as the COVID-19 lockdown continued. Staff are currently working with 32 of the applicants to develop business plans and financial forecasts, with a Grant Panel review scheduled for mid-July. At that time a total of \$30,000 will be awarded.

CBEC launched a new website at *BusinessEnterpriseCentre.ca* on May 15, 2020. The new design has a fresh new look and provides for an improved user experience on mobile devices. The website has an enhanced area to promote news stories and special events such as webinars. Activity levels on the CBEC website are down 20% since the start of the COVID-19 Crisis.

## **Medical Recruitment/Scholarship:**

The Medical Scholarship program continues to be promoted via ChooseCornwall.ca, the City website, social media, and sector specific career



fairs. Two scholarship recipients are expected to complete their studies in June 2020 and begin their family physician practice before December 2020. A new qualified scholarship candidate was confirmed for the 2020 year. She will complete her studies in 2022 and relocate to Cornwall to open her practice.

The Adopt a Medical Resident program continues in partnership with the Cornwall Community Hospital. A medical resident has been selected for the 2020 year.

Efforts to facilitate the recruitment of medical professionals to Cornwall continues as well. Two physicians have been recruited to Cornwall since January 2020, and three more are expected this year pending Medical Recruitment Agreements.

Document Title:	Economic Development - Activity Update - 2020-325-PDR.docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

**Mark A. Boileau - Jun 16, 2020 - 4:47 PM**

**Tracey Bailey - Jun 16, 2020 - 6:02 PM**

**Maureen Adams - Jun 16, 2020 - 7:49 PM**



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

Department: Corporate Services  
Division: Clerk's Division  
Resolution Number: 2020-03  
Report Number: 2020-296-Corporate Services  
Meeting Date: June 22, 2020  
Subject: Memorandum of Understanding with Beyond 21

---

Proposed by: Councillor Dean Hollingsworth

---

Seconded by: Councillor Eric Bergeron

Whereas Beyond 21 offers a valuable service for residents of Cornwall who have specific needs; and

Whereas Beyond 21 relies predominantly on fundraising as its principal source of revenue; and

Whereas the services provided are not offered by The Corporation of the City of Cornwall; and

Whereas a more consistent revenue stream would allow Beyond 21 to offer a more comprehensive service for its membership.

Now therefore be it resolve that the City of Cornwall enter into discussions with the Board of Beyond 21 with the objective to create an MOU between the City of Cornwall and Beyond 21; and

Now therefore be it further resolved that Administration report the results of these discussions prior to Budget deliberations of 2021.

## Report Approval Details

Document Title:	Memorandum of Understanding with Beyond 21 - 2020-296-Corporate Services.docx
Attachments:	
Final Approval Date:	Jun 17, 2020

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

**Manon L. Levesque - Jun 15, 2020 - 10:30 AM**

**No Signature - Task assigned to Geoffrey Clarke was completed by workflow administrator Manon L. Levesque**

**Geoffrey Clarke - Jun 17, 2020 - 11:30 AM**

**Maureen Adams - Jun 17, 2020 - 11:37 AM**

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

Department: Corporate Services  
Division: Clerk's Division  
Resolution Number: 2020-04  
Report Number: 2020-297-Corporate Services  
Meeting Date: June 22, 2020  
Subject: A By-law to prohibit open-air burning of solid fuels within the boundaries of the municipality and to repeal By-law #2014-063

---

Proposed by: Councillor Todd Bennett

---

Seconded by: Councillor Syd Gardiner

Whereas the Municipal Act, S.O. 2001, c. 25, Part III, Section 130 authorizes the municipality to regulate matters not specifically provided for by this Act or any other Act for the purposes related to the health, safety and well-being of inhabitants of the municipality; and

Whereas the Municipal Act, S.O. 2001, c. 25, Part III, Section 128 that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of council, are or could become or cause public nuisances, and the opinion of Council if arrived at in good faith is not subject to review by any court; AND Council is of the opinion that the setting of open air fires are or could become or cause public nuisances by creating negative health effects on neighbouring residents, increasing fire exposure hazards, infringing

the enjoyment of the use of neighbouring properties, and generating false fire alarms; and

Whereas the Fire Protection and Prevention Act, S.O.1997, Chapter 4 Part II, Sections 7.1(1) as amended provides that a council of a municipality may pass by-laws, regulating fire prevention, including the prevention of the spreading of fires: and

Whereas the Fire Protection and Prevention Act, S.O.1997, Chapter 4 Part II, Sections 7.1(2) as amended provides that a council of a municipality may pass by-laws, regulating the setting of open fires, including establishing the times during which open-air fires may be set; and

Whereas the Fire Code Ontario Regulation 213/07 made under the Fire Protection and Prevention Act, S.O.1997, Div. B Part 2 Sentence 2.4.4.4.(1) as amended states that open-air burning shall not take place unless it has been “approved”, or the open-air burning consists of a small, confined fire that is used to cook food on a grill, barbecue or spit, commensurate with the type and quantity of food being cooked, and supervised at all times.

## PART 1 - DEFINITIONS

“Appliance” means a device to convert fuel into energy, and includes all components, controls, wiring and piping required to be part of the device.

“Approved” means approved by the Chief Fire Official

“Barbecue or Spit” means a style of roasting where meat is skewered on a spit – a long solid rod used to hold food while it is being cooked over a grill.

“Commensurate” means suitable in amount or quality compared to something else matching in degree.

“Chief Fire Official” means the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C.

“Farming Business” means a farming business as defined in the Farm Registration and Farm Organizations Funding Act, 1993, S.O. 1993, c. 21.

“Fire Department” means a group of firefighters authorized to provide fire protection services by a municipality, group of municipalities or by an agreement made under Section 3 of the Fire Protection and Prevention Act, 1997.

“Grill” means a device that cooks food by applying heat from below and is fueled with charcoal.

“Open-Air Burning” open-air burning includes bonfires, fire pits, sky lanterns and the use of various types of outdoor fireplaces (also known as a “Chimineá”). Although outdoor fireplaces can be purchased at retail outlets, it does not mean open-air burning is permitted.

“Owner” means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

“Permit” means a permit issued by the Fire Chief to set a fire in the Open Air for a specified time period.

“Permit Holder” means a person to whom a Permit has been issued by the fire Chief.

“Noxious Materials” includes tires, plastics, rubber products, drywall, demolition waste, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood, creosote-treated wood, and painted wood;

“Nuisance” means excessive smoke, smell, airborne sparks or embers that is likely to disturb others, or that is likely to reduce visibility on roads in the vicinity of the Open Air Burning;

“Supervised” to watch a person or activity to make certain that everything is done correctly and safely.

“Wind Speed” means the wind speed for the City of Cornwall as reported on the Environment Canada website.

NOW THEREFORE the Council of the Corporation of the City of Cornwall enacts as follows:

## **PART 2 - GENERAL**

2.1 No person shall set, maintain, or permit to be set or maintained, an Open Air Burning except as authorized under this By-law.

2.2 This By-law shall not apply to:

- a) a person using a Barbeque to cook food;
- b) a person using a fire in a device installed outside of a building that is used as a source of heat or power for the building or that is ancillary to a manufacturing process, and provided that such device is certified for the purpose by a recognized agency;
- c) a person using a device designed to heat pitch or asphalt;
- d) a person using welding equipment;
- e) the City, City contractors or City Officers for the purposes of education and training individuals;
- f) a person conducting fire extinguisher training who has obtained prior written approval of the Fire Chief or designate.

### PART 3 – WHEN OPEN AIR BURNING ALLOWED

3.3 (1) A person may conduct an Open Air Burning if the person has been issued a Permit, and if the person complies with all the conditions set out in this Part.

(2) Outdoor fire pits and gas fired bowls fueled by ethanol, propane or natural gas, are allowed if the appliance is designed and certified for outdoor use, and has been assembled and installed in accordance with the manufacturer's instructions and the requirements of the Technical Standards and Safety Act, 2000.

(3) Every Permit is subject to the conditions in this Part of obtaining and continuing to hold a Permit, all of which shall be performed and observed by the applicant or the holder of the Permit:

- (a) the applicant shall apply for a permit through the City's process, and pay the Permit Fee as set out in the applicable Fees and Charges By-law;
- (b) the applicant must own the property or must have written consent from the owner in which the Open Air Burn is to be conducted;
- (c) the Permit Holder shall produce the Permit on demand to an Officer conducting an inspection of the Open Air Burning;
- (d) shall only conduct the Open Air Burning from April 1st to Oct 30th, sunset to midnight, and on Fridays and Saturdays only;

- (e) Shall only use a non-combustible container, and shall contain the fire within it at all times;
  - (f) shall not have a fire larger than 45 centimetres in length, by 45 centimeters in width, by 45 centimeters in height;
  - (g) shall locate the Open Air Burning at least 15 metres away from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article;
  - (h) shall locate the Open Air Burning at least 5 metres from any combustible ground cover;
  - (i) any additional requirements or exemptions the Fire Chief considers necessary in the interest of public safety, or to minimize inconvenience to the general public, or advisable in the circumstances, or to give effect to the objects of this by-law; and
  - (j) the Permit Holder shall indemnify and save harmless The Corporation of the City of Cornwall and its employees from any and all claims, demands, causes of action, costs or damages that the City may suffer, incur or be liable for resulting from the Open Air Burning as set out in this by-law, whether with or without negligence on the part of the Permit Holder, the Permit Holder's employees, directors, contractors and agents.
- (4) An application for a permit must be completed on the forms provided by the Cornwall Fire Services of The Corporation of the City of Cornwall.
- (5) A Permit shall only be valid for three years from date of purchase.
- (6) The Fire Chief may refuse to issue a Permit:
- (a) if the proposed Open Air Burning would contravene this by-law; or
  - (b) if the Owner or Permit Holder has previously contravened any Permit conditions or other provisions of this by-law, or an Order under this by-law.

#### Conditions of All Open Air Burning Under this Part

3.4 Every person setting, permitting to be set, maintaining, or permitting to be maintained, an Open Air Burning authorized under this Part shall comply with the following conditions:



- (a) shall allow, at any reasonable time, an Officer to inspect the location or proposed location of the Open Air Burning;
- (b) shall have legal title to the property at which the Open Air Burning is to occur, or the person, or Permit Holder, as the case may be, shall obtain the prior written consent of the person having legal title to the property;
- (c) shall only burn clean, cured, seasoned wood;
- (d) shall not burn Noxious Materials;
- (e) shall have a rake or shovel and an effective extinguishing agent of sufficient size and with the capability of extinguishing the Open Air Burning immediately available for use;
- (f) shall attend, always control and supervise the Open Air Burning . The Open Air Burn must be supervised by a person who, in addition to holding a valid permit, must be at least 18 years of age;
- (g) shall completely extinguish the Open Air Burning before the site is vacated;
- (h) shall ensure the Wind Speed does not exceed 15 km per hour during the Open Air Burning, as listed on the Environment Canada weather projections for the City of Cornwall;
- (i) shall not burn if it is rainy or foggy;
- (j) shall not burn if a Smog Alert has been declared for SD&G;
- (k) shall comply with the provisions of the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended;
- (l) shall protect adjacent properties from the potential spread of fire; and
- (m) shall ensure the Open Air Burning does not create a Nuisance.
- (n) Shall notify the City of the intentions of burning, through the City's notification system.

#### **PART 4 – OPEN AIR BURNING ALLOWED - NORMAL FARM PRACTICE**

4.1 (1) A person may conduct an Open Air Burning if it is part of a normal farm practice carried on as part of an agricultural operation, as those terms are defined in the Farming and Food Production Protection Act, 1998, S.O. 1998,

c.1, on lands zoned for agricultural use, and subject to the conditions set out in this Part.

(2) A person conducting an Open Air Burning under subsection (1) shall comply with the following conditions:

(a) notify Cornwall Fire Services' Communications Centre in person or by telephone prior to the Open Air Burning and at the conclusion of the Open Air Burning, and shall provide Cornwall Fire Services' Communications Centre with their municipal address;

(b) not have a fire larger than 2 metres in length, by 2 metres in width, by 2 metres in height; and

(c) locate the Open Air Burning at least 50 metres away from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article.

(3) The conditions in subsection 4.1(2) shall not apply to fires under subsection 4.1(1) that are used to burn off dried vegetation along fence lines and in culverts.

## PART 5 – ORDER TO DISCONTINUE ACTIVITY

5.1 If the Fire Chief is satisfied that this by-law has been contravened, the Fire Chief may make an order requiring the person who contravened the by-law, or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to discontinue the contravention. An order under this Part shall be known as an Order to Discontinue Activity, and such an Order can require a person not to conduct an Open Air Burning for a certain period of time.

5.2 An Order to Discontinue Activity shall set out:

(a) the municipal address of the property on which the contravention occurred;

(b) the date of the contravention;

(c) the contravention of the by-law;

(d) the date by which there must be compliance with the order;

(e) the date on which the order expires.

5.3 The Order to Discontinue Activity may be served personally on the person to whom it is directed or by regular mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed.

## PART 6 - ORDER TO EXTINGUISH

6.1 If an Officer is satisfied that this by-law has been contravened, the Officer may issue an Order to Extinguish requiring the person contravening the by-law to immediately extinguish the fire.

6.2 An Order to Extinguish shall set out:

- (a) the municipal address of the property on which the fire is located;
- (b) the date of the inspection;
- (c) the contravention of the by-law;
- (d) that the fire is to be extinguished immediately
- (e) a notice that if the fire is not extinguished immediately, the municipality may extinguish the fire at the expense of the owner and the cost of the work may be recovered by adding the amount to the owner's tax roll.

6.3 The Order to Extinguish may be served personally on the person to whom it is directed or by regular mail to the last known address of that person, in which case it shall be deemed to have been given on the third day after it is mailed.

## PART 7 - REMEDIAL ACTION – COSTS

7.1 (1) Should a person default in complying with an Order to Discontinue Activity or an Order to Extinguish, the fire may be extinguished at the person's expense.

(2) The City may enter on land at any reasonable time for the purpose of extinguishing a fire under subsection (1).

(3) The power of entry under this Part shall be exercised by an employee, officer or agent of the City, member of the Cornwall Fire Services, or a member of Cornwall Community Police Services. The person exercising the power of entry must on request display or produce proper identification. The person exercising the power of entry may be accompanied by a person under his or her direction.

(4) The City may recover the costs of extinguishing the fire from the person directed to extinguish the fire by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes. The costs include interest calculated at a rate of fifteen percent (15%), calculated for the period commencing on the day the municipality incurs the costs and ending on the day the costs, including interest are paid in full. The amount of the costs, including interest, constitutes a lien on the land upon the registration of a notice of lien in the Land Registry Office.

## PART 8 – INSPECTIONS & INSPECTION FEES

8.1 An Officer, and anyone under the Officer's direction, may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether this By-law, an Order to Discontinue Activity, an Order to Extinguish, or an order under section 431 of the Municipal Act, 2001 is being complied with.

8.2 For the purposes of an inspection, the Officer may:

- (a) require the production for inspection of documents relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information from any person concerning a matter related to the inspection; and,
- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take photographs necessary for the purposes of the inspection.

8.3 A receipt shall be provided for any document or thing removed under clause 8.2(b) and the document or thing shall be promptly returned after the copies or extracts are made.

8.4 A person exercising a power of entry shall not enter or remain in any room or place actually being used as a dwelling unless the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused, and if refused, may only be made under the authority of an order issued under section 438 of the Municipal Act, 2001, a warrant issued under section 439 of the Municipal Act, 2001, or a warrant under section 386.3 of the Municipal Act, 2001.

8.5 The following conditions apply to a power of entry during an inspection:

- (a) shall only be exercised by an employee, officer or agent of the City or a member of Cornwall Community Police Services:
- (b) the person with the power of entry must on request display or produce proper identification;
- (c) the person exercising the power may be accompanied by a person under his or her direction.

#### Inspection Fee

8.6 (1) Where the Officer determines that an Open Air Burning is not in compliance with this by-law or with an Order, the fee or charge set out in the applicable Fees and Charges By-law for inspecting the Open Air Burning may be imposed on the Owner, person responsible for the Open Air Burning, or Permit Holder.

(2) The fees imposed constitute a debt of the person to the City. The City Treasurer may add fees to the tax roll and collect them in the same manner as municipal taxes on any property for which all the owners are responsible for paying the fees.

### PART 9 - PROHIBITIONS

9.1 No person shall set or maintain Open Air Burning, or permit Open Air Burning to be set or maintained, contrary to any provision of this by-law.

9.2 No person shall contravene any conditions of a Permit issued under this by-law.

9.3 No person shall contravene any conditions of setting or maintaining an Open Air Burning under this by-law.

9.4 No person shall contravene an Order to Discontinue Activity.

9.5 No person shall contravene an Order to Extinguish.

## PART 10 – PENALTY

10.1 Any person who contravenes any provision of this by-law is subject to a fine of \$500.00;

## Report Approval Details

Document Title:	Open-Air Burning of Solid Fuels - 2020-297-Corporate Services.docx
Attachments:	
Final Approval Date:	Jun 17, 2020

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

**Manon L. Levesque - Jun 15, 2020 - 10:30 AM**

**No Signature - Task assigned to Geoffrey Clarke was completed by workflow administrator Manon L. Levesque**

**Geoffrey Clarke - Jun 17, 2020 - 11:29 AM**

**Maureen Adams - Jun 17, 2020 - 11:36 AM**

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

Department: Infrastructure and Municipal Works  
Division: Environment  
Resolution Number: 2020-05  
Report Number: 2020-322  
Meeting Date: June 22, 2020  
Subject: Transition of the Blue Box to Full Producer  
Responsibility

Whereas the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern; and

Whereas reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly; and

Whereas the transition to full producer responsibility for packaging, paper and paper products is a critical to reducing waste, improving recycling and driving better economic and environmental outcomes; and

Whereas the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome; and

Whereas the City of Cornwall is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products; and

Whereas the Association of Municipalities of Ontario (AMO) has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;



Therefore be it resolved that the City of Cornwall would like to transition their Blue Box program to full producer responsibility April 1, 2024 AND THAT this decision is based on the following rationale:

- Curbside collection contract with Environmental 360 Solutions commenced April 1, 2019 and includes early termination clause;
- Information from AMO and the Ministry of Environment, Conservation and Parks (MECP);
- Grants provided by the Resource Productivity and Recovery Authority (RPRA);
- Consultation with SD&G Regional Waste Management Collaboration efforts;
- Consultation with regional recycling partners who bring recyclables to the City of Cornwall's Materials Recovery Facility (MRF).

And that the City of Cornwall would be interested in providing collection services to Producers should we be able to arrive at mutually agreeable commercial terms;

And further that any questions regarding this Resolution can be directed to Carl Goodwin, Division Manager, Environmental Services at 613-930-2787 ext. 2582 or [cgoodwin@cornwall.ca](mailto:cgoodwin@cornwall.ca);

And further that the Resolution be forwarded to the AMO and the MECP.

**Background:**

Municipal governments in Ontario have been advocating for over a decade for producers to have full fiscal and operational responsibility for end of life management of their packaging and paper products. Producers are best positioned to reduce waste, and increase the resources that are recovered in order to re-incorporate them into the economy. A single system, run by the producers will enable a consistent province wide system that makes recycling easier and more accessible.

In August 2019, Minister Yurek announced that Municipal Blue Box programs will be transitioned to full producer responsibility over a three year period based on recommendations from the Special Advisor's report titled, "Renewing the Blue Box: Final Report on the Blue Box Mediation Process." Municipal governments, including the City of Cornwall, played a key role in helping to develop the recommendations within this report.

The municipal transition is proposed to occur between 2023 and the end of 2025, as shown in the table below:

Date	Description
September 2019-December 2020	Blue Box wind-up plan developed for Stewardship Ontario
	Development of a Regulation under the Resource Recovery and Circular Economy Act, 2016
January 2021-December 2022	Producers prepare to assume control and operation of system and work with municipal governments and service providers
January 1, 2023-December 3, 2025	Transition of individual municipal Blue Box programs to full producer responsibility. Occurs in phases over three years with a rolling total of up to one-third of the Provincial program transitioning annually.

The Minister wants to ensure that the transitioned Blue Box system is affordable for producers, workable for the waste processing sector, and effective and accessible for residents.

### **Discussion/Options:**

In order for staff to make a recommendation regarding a transition date, the following were reviewed:

- Curbside collection contract with Environmental 360 Solutions – End date of March 31, 2026;
- Information from AMO and MECP;
- Grants provided by the RPRA;
- Consultation with SD&G Regional Waste Management Collaboration;
- Consultation with regional recycling partners who bring recyclables to the City of Cornwall's MRF.

Staff have ensured the following measures are in place to assist with Transition based on the items above:

- Curbside collection contract has a pre-negotiated early termination clause. The Municipality can terminate recycling portion of contract with 120 days notice should Council choose to do so.
- The City may terminate its recycling agreement with any partnering municipalities, as long as they provide 90 days notice.
- Regional recycling partners are seeking a 2024 transition date.
- Regional transitioning may be simpler and more obtainable for the Producers.
- AMO and the MECP's information is requesting a date for transition between 2023-2025 to be submitted as a schedule attached to the draft policy.
- A draft policy will be placed on the Environmental Registry of Ontario during the summer of 2020.
- If the Municipality chooses not to transition in 2023, the Blue Box grant provided by RPRA will be available for 50% of collection and processing services that the City of Cornwall pays for until December 31, 2025.

**Current & Future Budget Implication:**

Since the final Blue Box Regulation has not yet been approved by the Province of Ontario, staff are not currently aware of how this may impact the future of the recycling collection and processing budget.

As more information becomes available from the Province staff will update Council and incorporate the appropriate funds into the budget for recycling collection and processing.

### Report Approval Details

Document Title:	Transition of the Blue Box to Full Producer Responsibility - 2020-322-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

**Carl Goodwin - Jun 12, 2020 - 11:15 AM**

**Bill de Wit - Jun 12, 2020 - 4:06 PM**

**Tracey Bailey - Jun 15, 2020 - 1:01 PM**

**Maureen Adams - Jun 16, 2020 - 12:56 PM**

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

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-319-Infrastructure and Municipal Works  
Prepared By: Enrique Kamm, Transportation Engineer  
Meeting Date: June 22, 2020  
Subject: St. Antoine Subdivision – Vehicular Ingress and Egress Solutions

**Purpose**

To provide Council an update on Draft Plan condition #27, “City Staff and the Consultant work to evaluate and resolve the St. Antoine and McConnell intersection prior to the registration of Phase 1”, of St. Antoine Draft Residential Plan of Subdivision and associated Rezoning application.

**Recommendation**

That Council endorse the proposed additional traffic measures, discussed in this report and included in the attached Traffic Impact Assessment, as fulfilment of Draft Plan condition #27, of Phase 1, of the St. Antoine Draft Residential Plan of Subdivision and associated Rezoning application, submitted by Clark Consulting Services at the September 16<sup>th</sup>, 2019 Planning Advisory Committee (PAC) meeting.

The St. Antoine Draft Residential Plan of Subdivision and associated Rezoning application submitted by Clark Consulting Services was presented at the September 16<sup>th</sup>, 2019 Planning Advisory Committee (PAC) meeting. The plan consists of 115 single family dwelling units, 28 semi-detached units, 20 linear townhouse units and 1 (21 unit) apartment building on approximately 11.5 hectares of land. The subdivision proposal is located east of McConnell Avenue, west of the City's Industrial Park, south of Tollgate Road east and north of the CN Rail corridor.

The Draft Plan of Subdivision will be a phased residential development. The first phase will consist of 21 Single Family units including Small Lot Singles, 8 Semi-Detached units, 20 Linear Townhouse units, for a total of 49 units. Phase 1 will start at the south limit of the lands.

Many residents were present at the PAC meeting and expressed concerns with respect to the large influx of residential units that would be added to the existing neighbourhood. There were discussions between the public, City staff, consultants, and PAC members and a number of questions and concerns expressed during the meeting, ranging from residential land uses, noise and vibration, stormwater management, existing infrastructure, phasing, traffic volumes and the existing road network out letting onto McConnell Avenue.

The main concern received from the public is related to additional traffic volumes that will be generated by the proposed Phased Subdivision and how it will potentially entail traffic issues at the McConnell Avenue intersection.

After a debate about PAC approving the proposed Draft Plan, without first addressing the traffic concerns, it was concluded that an evaluation of the McConnell Avenue intersection west of the proposed residential development be further reviewed by City staff and the Consultant. The purpose of the evaluation is to develop an acceptable solution to the traffic issues expressed at the PAC meeting and they agreed that this could be achieved through the addition of Draft Plan condition #27, which reads as follows; City Staff and the Consultant work to evaluate and resolve the St. Antoine and McConnell intersection prior to the registration of Phase 1.

St. Antoine Subdivision was subsequently presented to Council on October 15<sup>th</sup>, 2019 and obtained Draft Plan Approval. A resolve to Condition 27 of the Draft Plan Conditions remained as an Unfinished Business Council item.

The proponent of the St. Antoine subdivision submitted an additional Traffic Impact Assessment, (TIA) for phase 1 of the subdivision, which includes additional countermeasures to address resident's concerns, regarding ingress and egress from St. Antoine Street, from and to McConnell Ave., safely and conveniently, with the addition of Phase 1 of the proposed new subdivision.

The full TIA is attached to this report. Some of the main findings and recommendations of the TIA are as follows:

By 2030, the additional traffic from the new subdivision, would increase delays on St. Antoine St., at McConnell Ave., by approximately 6 seconds, for a total of 31 seconds, only at the morning and afternoon peak hours. This is considered a very modest increase.

In order to mitigate the above, the developer proposed the addition of a northbound left turn lane (NBLT), on Old McConnell Avenue, at its junction with St. Antoine Street North (which connects to McConnell Ave). The attached Figure 1, illustrates the proposed additional lane. The NBLT lane will provide additional storage for the queue, eventually spilling onto Old McConnell Avenue, thus permitting the free flow of northbound traffic along Old McConnell Avenue for those vehicles intending to proceed north on McConnell Avenue. Therefore, by providing this additional lane, this will address concerns related to delays to ingress and egress at St. Antoine Street and McConnell Avenue, since it will split the traffic proceeding north, from traffic proceeding south at the intersection of McConnell Avenue and St. Antoine Street North.

Additionally, the developer is proposing additional warning signs, to enhance the safety of vehicles egressing from St. Antoine Street. The type and proposed location of those signs are depicted on the attached Figure 2.

The devices, are traffic warning signs, with flashers, that are included in the Ontario Traffic Manual (OTM). The intent of the flashers and signs for the approaching traffic on McConnell Avenue would be to warn motorist about an intersection ahead.

A five year collision statistic review, reveals that no incidents were recorded at the intersection of McConnell Avenue and St. Antoine Street North. Therefore, this intersection is considered to have a very good safety record. This safety record is not expected to significantly change, even with the additional traffic from the new proposed subdivision Phase 1, with the additional proposed traffic measures.

## **Notice to St. Antoine residents**

During the September 16<sup>th</sup>, 2019, PAC meeting, a commitment was made by PAC members, that the affected residents would be notified of the proposed solution to address the traffic issues.

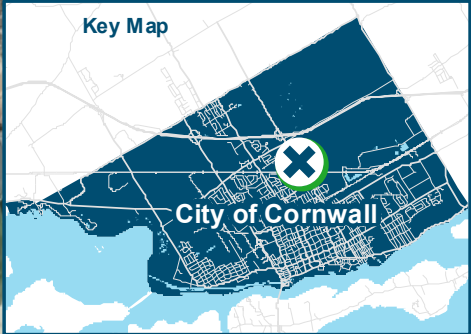
On May 28<sup>th</sup>, 2020, Notices were circulated to the residents, describing the additional measures, to address their traffic related concerns, proposed by the developer and reviewed by City staff.

From the 90 notices delivered, three comments were received. Those comments are attached to this report.

Considering all the above, it can be concluded that the proposed traffic countermeasures will effectively address the concerns from the residents regarding ingress and egress from St. Antoine Street, from and to McConnell Avenue.

As such, it is recommended that council endorses the proposed additional traffic measures discussed in this report and included in the Traffic Impact Assessment, as fulfilment of Draft Plan condition #27, of Phase 1, of the St. Antoine Draft Residential Plan of Subdivision and associated Rezoning application, submitted by Clark Consulting Services at the September 16<sup>th</sup>, 2019 Planning Advisory Committee (PAC) meeting.





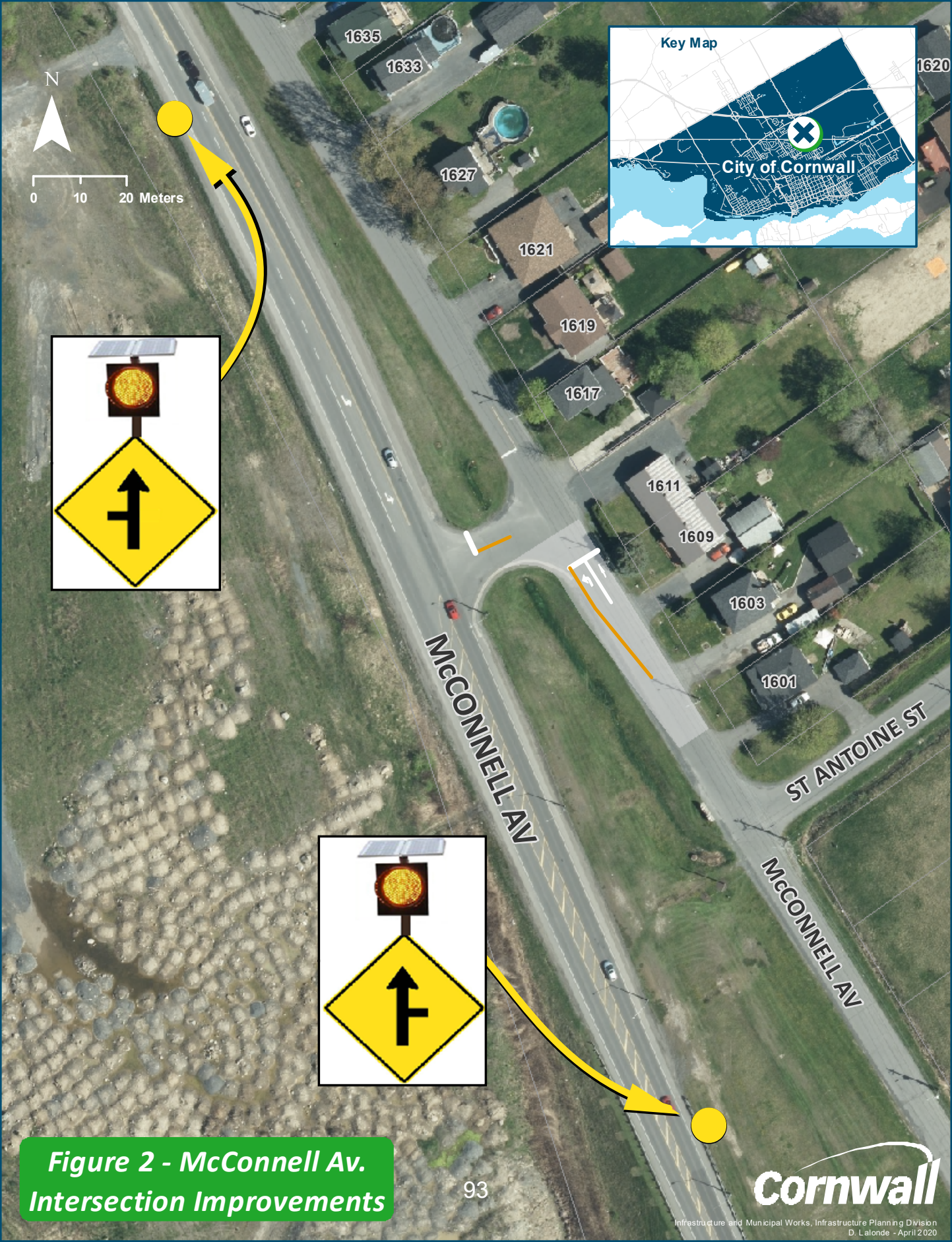
McCONNELL AV

New Left-Turn Lane

McCONNELL AV

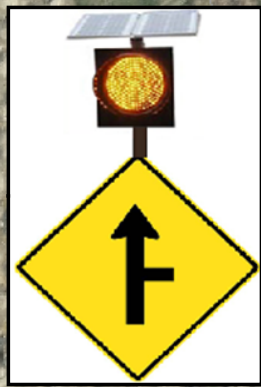
**Figure 1 - McConnell Av.  
Intersection Improvements**





Key Map

City of Cornwall



**Figure 2 - McConnell Av.  
Intersection Improvements**



## Phase 1 - St. Antoine Residential Development

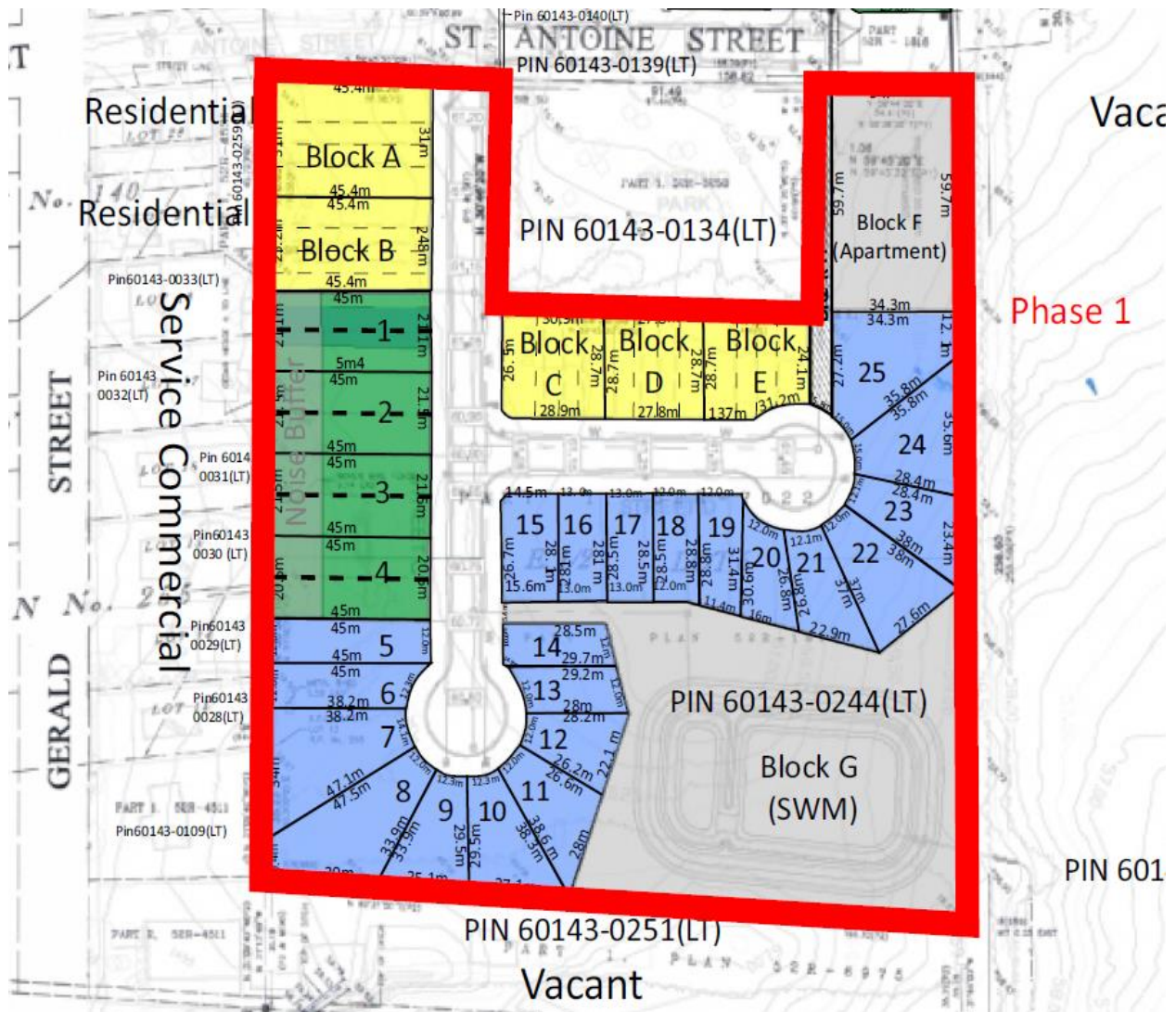


Figure 3

## **Notice**

This Notice is a follow up for an application for consideration of a Draft Plan of Subdivision.

---

**Subject:** The City of Cornwall Planning Advisory and Hearing Committee (PAC) held a Public meeting on **Monday, September 16<sup>th</sup>, 2019**. The purpose of the meeting was to consider the application for a Draft Plan of Subdivision and Zoning By-law amendment for the land described as East ½ of Lot 6, Concession 2. Subsequent to the meeting, additional studies and information with regard to potential traffic issues will be provided to City Council and the affected residents.

### **Background:**

The St. Antoine Draft Residential Plan of Subdivision and associated Rezoning application submitted by Clark Consulting Services was presented at the September 16<sup>th</sup>, 2019 Planning Advisory Committee meeting. The Draft Plan of Subdivision will be a phased residential development. The first phase will consist of 21 Single Family units including Small Lot Singles, 8 Semi-Detached units, 20 Linear Townhouse units, for a total of 49 units. Phase 1 will start at the south limit of the lands (see Fig. 3).

Many residents from the neighbourhood were present at the meeting and expressed concerns with respect to the large influx of residential units that would be added to the existing neighbourhood, and the additional traffic volumes that will be generated by the proposed Phased Subdivision and how it will further aggravate the long-standing traffic issues at the McConnell Avenue intersection.

During PAC discussions, a commitment was made by the City that the residents included in the Public Notice circulation would be notified of the accepted solution to resolve the standing traffic issues.

St. Antoine Subdivision was subsequently presented to Council on October 15<sup>th</sup>, 2019 and obtained Draft Plan Approval. A resolve to Condition 27 of the Draft the Plan Conditions remains as an Unfinished Business Council item.

### **Traffic Impact Analysis**

In order to address Condition 27, the proponent of the St. Antoine subdivision submitted a Traffic Impact Assessment, (TIA) for phase 1 of the subdivision, which includes additional countermeasures to address resident's concerns, regarding ingress and egress from St. Antoine Street, from and to McConnell Ave. safely and conveniently, with the addition of the proposed new subdivision. The full

TIA can be found at this link [www.Cornwall.ca/stantoineTIA](http://www.Cornwall.ca/stantoineTIA) (hard copies can also be provided upon request).

The main findings and recommendations are as follows:

By 2030, the additional traffic from the new subdivision, would increase delays on St. Antoine St., at McConnell Ave., by approximately 6 seconds, for a total of 31 seconds, only at the morning and afternoon peak hours. This is considered a very modest increase.

In order to mitigate the above, the developer proposed the addition of a northbound left turn lane (NBLT), on Old McConnell, at its intersection with St. Antoine north (which connects to McConnell Ave). The attached Figure 1, illustrates the proposed additional lane. The NBLT lane will provide additional storage for the queue, eventually spilling onto Old McConnell, thus permitting the free flow of northbound traffic along Old McConnell for those vehicles intending to proceed north on McConnell Ave. Therefore, by providing this additional lane, this will address concerns related to delays to ingress and egress at St. Antoine and McConnell Ave., since it will split the traffic proceeding north, from those proceeding south at the intersection of McConnell Ave. and St. Antoine North.

Additionally, the developer is proposing additional warning signs, to enhance the safety of vehicles egressing from the Antoine St., and area. The type and proposed location of those signs are depicted on the attached Figure 2. The devices, are traffic warning signs, with flashers, that are included in the Ontario Traffic Manual OTM. The intent of the flashers and signs for the approaching traffic on McConnell Ave would be to warn motorist about an intersection ahead.

A five-year collision statistics review, reveal that no incidents were recorded at the intersection of McConnell and St. Antoine North. Therefore, this intersection is considered to have a very good safety record, which is not expected to significantly change, even with the additional traffic from the proposed new subdivision.

Considering all the above, administration will recommend city council to approve the proposed traffic countermeasures, which will fulfill Condition 27, and effectively address resident's concerns regarding ingress and egress from St. Antoine Street, from and to McConnell Ave.

If you wish to provide comments in respect to the subject, you can contact us via mail, email, fax, or fill the online survey by June 8, 2020:

**Enrique Kamm P.Eng.**  
**Transportation Engineer**  
**1225 Ontario St., Cornwall, K6H 4E1**  
**[ekamm@cornwall.ca](mailto:ekamm@cornwall.ca)**  
**Fax: 613 9338567**  
**Online Survey: [www.Cornwall.ca/stantoinecomments](http://www.Cornwall.ca/stantoinecomments)**

Dated this 27<sup>th</sup> day of May, 2020.

## **Notice to St. Antoine residents**

On May 28<sup>th</sup>, 2020, Notices were circulated to the residents, describing the additional measures, to address their traffic related concerns, proposed by the developer and reviewed by City staff.

From the 90 notices delivered, three comments were received. Those comments, exactly as received, are as follows:

1. We received the information with regards to the St. Antoine subdivision plans. Thank you for ensuring this information was distributed. I don't feel that the flashing traffic light will have any value but so be it. The turning lane to encourage North bound traffic to use the other exit might be helpful. Do you know what the developer's time line expectations are on this? When do they plan to put the first shovel into the ground?
2. I feel that the solution being proposed will not do any good. Even with the turning lane traffic will still be back up on Old Mcconell and St. Antoine. It is already very hectic entrance and exit. The extra signage will also not be of any help as when we are coming down the overpass people are speeding past us as we are turning. With increased traffic it will increase dangers of accidents. The back log of traffic will be ridiculous and am not in favor of this idea as a resolution.
3. The left turn option will not alleviate the bottle neck problem that will develop, but the local residents now know that our opinions and concerns are not as important as new development. It seemed obvious that our attendance at the meeting was no more than a nuisance. Administration will recommend whatever the developer proposes, using their interpretations.



April 30, 2020

Mr. Bob Clark  
c/o 1765629 Ontario Inc.  
11 Sunvale Drive,  
Toronto, Ontario  
M9R 1Z4

**Dear Mr. Clark**

**Re: Traffic Impact Assessment for the Phase 1 of St. Antoine  
Residential Development, City of Cornwall**

### **Principal Findings and Recommendations**

As requested, Tranplan Associates has completed the traffic related assessment for the Phase 1 of the proposed St. Antonine Residential Development. The following are principal findings from the study and recommendations with respect to the proposed Phase 1 development.

- The full built-out of Phase 1 of the development (by 2030) is forecast to produce 46 two-way vehicle trips (12 in, 34 out) during the AM peak hour and 57 two-way vehicle trips (35 in, 22 out) during the PM peak hour.
- When the site traffic is added to the forecast 2030 background traffic volumes at McConnell Avenue/St. Antoine Street intersection, the site traffic will add approximately six additional seconds of delay to the critical westbound movement producing 95<sup>th</sup> percentile queue length of approximately two vehicles (additional queue of one vehicle).
- The intersection capacity analysis indicated that mitigation measures are not required at the McConnell Avenue/St. Antoine Street intersection to accommodate the proposed Phase 1 traffic. However, for planning purposes, the study is suggesting the following to be implemented during the short-term to accommodate eventual build-out of the study area beyond Phase 1:



- Install Intersection Warning Sign (Wa-13) with flashing amber mount for greater visibility of the intersection (see **Appendix B**).
- Provide a dedicated northbound left turn lane on Old McConnell Avenue at St. Antoine Street for additional queuing storage for vehicles requiring left turns onto McConnell Avenue from St. Antoine Street while allowing the right turning vehicles to advance (see **Appendix C**).

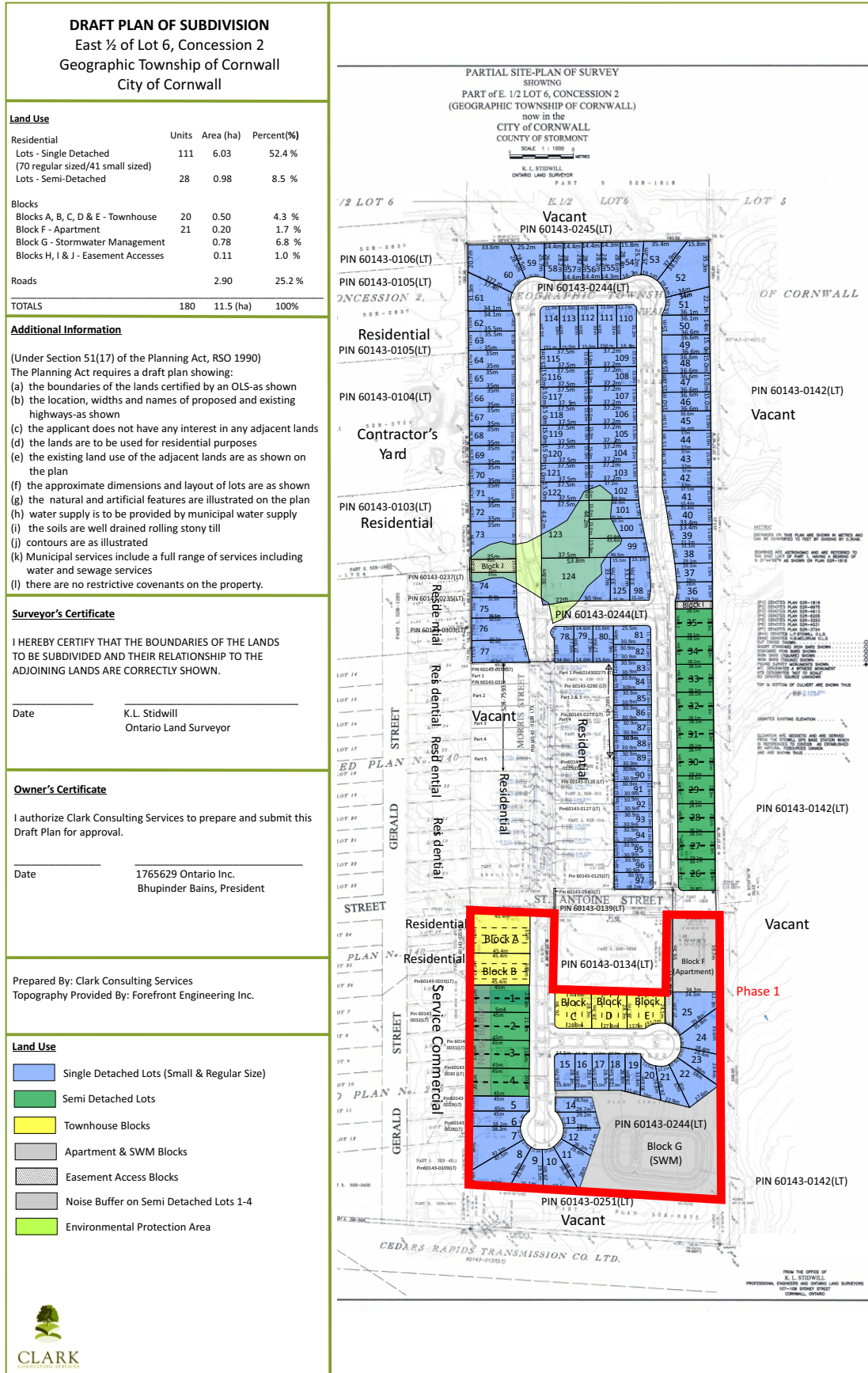
## 1. Introduction

Tranplan Associates is pleased to present the results of the Phase 1 of the proposed St. Antoine Residential Development in the City of Cornwall. This report is an addendum/update to the traffic impact study originally completed in April 2017. The proposed development is now proceeding the planning applications to construct the Phase 1 of the development (see **Exhibit 1.1 – Proposed Site Plan**).

This addendum/update report has been prepared for use by the study team to assist in the planning and design of the Phase 1 of the development plan. This report provides detailed set of intersection capacity analysis of traffic conditions based on Phase 1 site traffic volumes and update of the future planning horizons based on the assumed build-out of the Phase 1 to 2025 and five years after the Phase 1 build-out to 2030. The resulting traffic volumes provided to the study for the study intersections and update of the study analyses and the study findings.



# EXHIBIT 1.1: PROPOSED PHASE 1 SITE PLAN





## 2.0 Traffic Forecasts

### 2.1 Background Traffic

Background traffic is defined as all traffic within the study area that is not related to the proposed development. For the purposes of this study, the existing traffic volumes were projected ahead to full build-out at 2025 and 2030 future planning horizon based on an average growth rate of 1.0% per annum for the traffic passing through on McConnell Avenue (see **Exhibit 2.1**).

### 2.2 Phase 1 Traffic Generation

The Phase 1 will consist of the following:

- 21 single family dwelling units
- 8 semi-detached dwelling units
- 20 row housing units (townhouse type)
- 27 units in a medium-rise apartment

Forecasts of future site generated traffic volumes were developed using the trip generation relationships taken from the current Institute of Transportation Engineers (ITE) *Trip Generation Manual*<sup>2</sup>. The ITE land uses *Single-Family Detached Housing (LU 210)* and *Multi-Family Housing Low Rise (LU 220)* and *Medium Rise (LU 221)* were used.

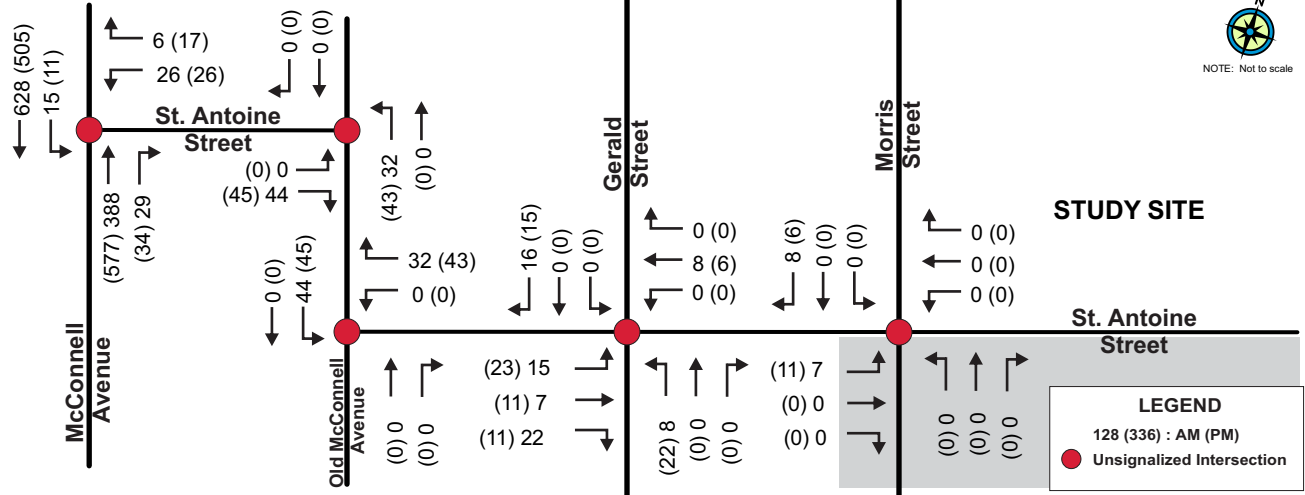
The forecast peak hour vehicular trip generation by the Phase 1 of the St. Antoine Residents is provided in **Table 2.1** and illustrated in **Exhibit 2.2** and **Exhibit 2.3**.

---

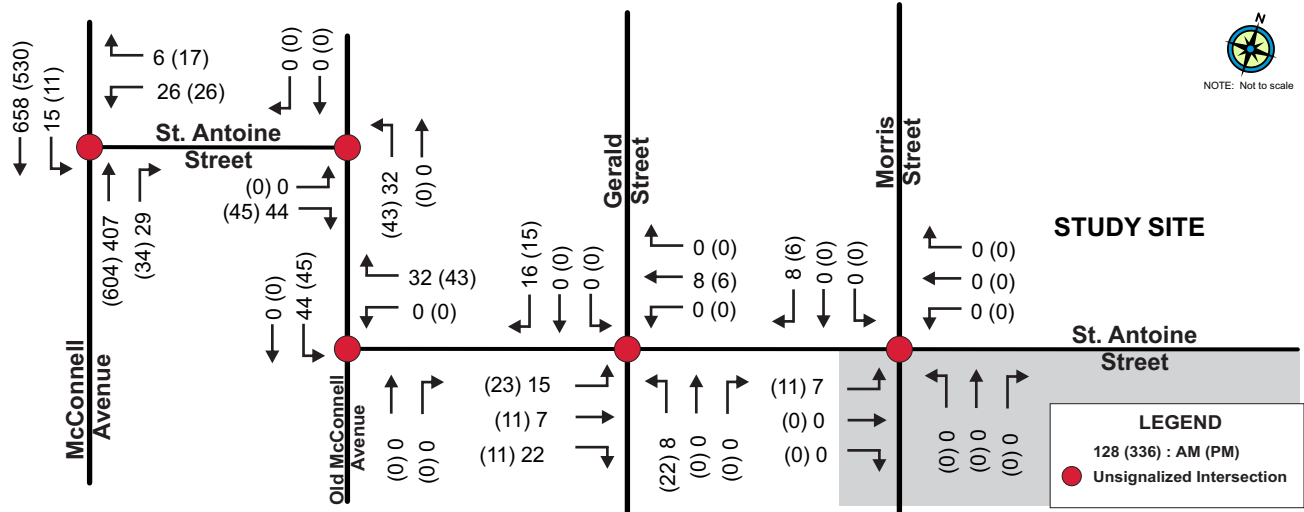
2 The Institute of Transportation Engineers, based in the United States, is an international association for traffic engineers and transportation planners. The organization publishes a number of handbooks and manuals, including the Trip Generation Manual which is based on American and Canadian experience. Tenth edition of this publication was used.

# EXHIBIT 2.1: BACKGROUND TRAFFIC VOLUMES

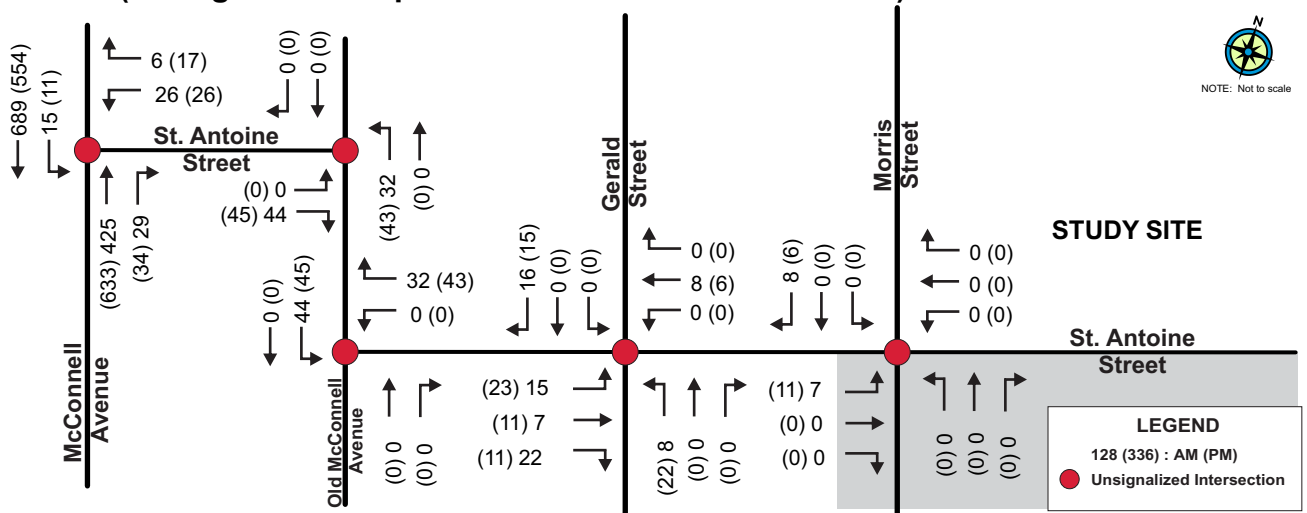
## a) Existing (2020) Traffic Volumes



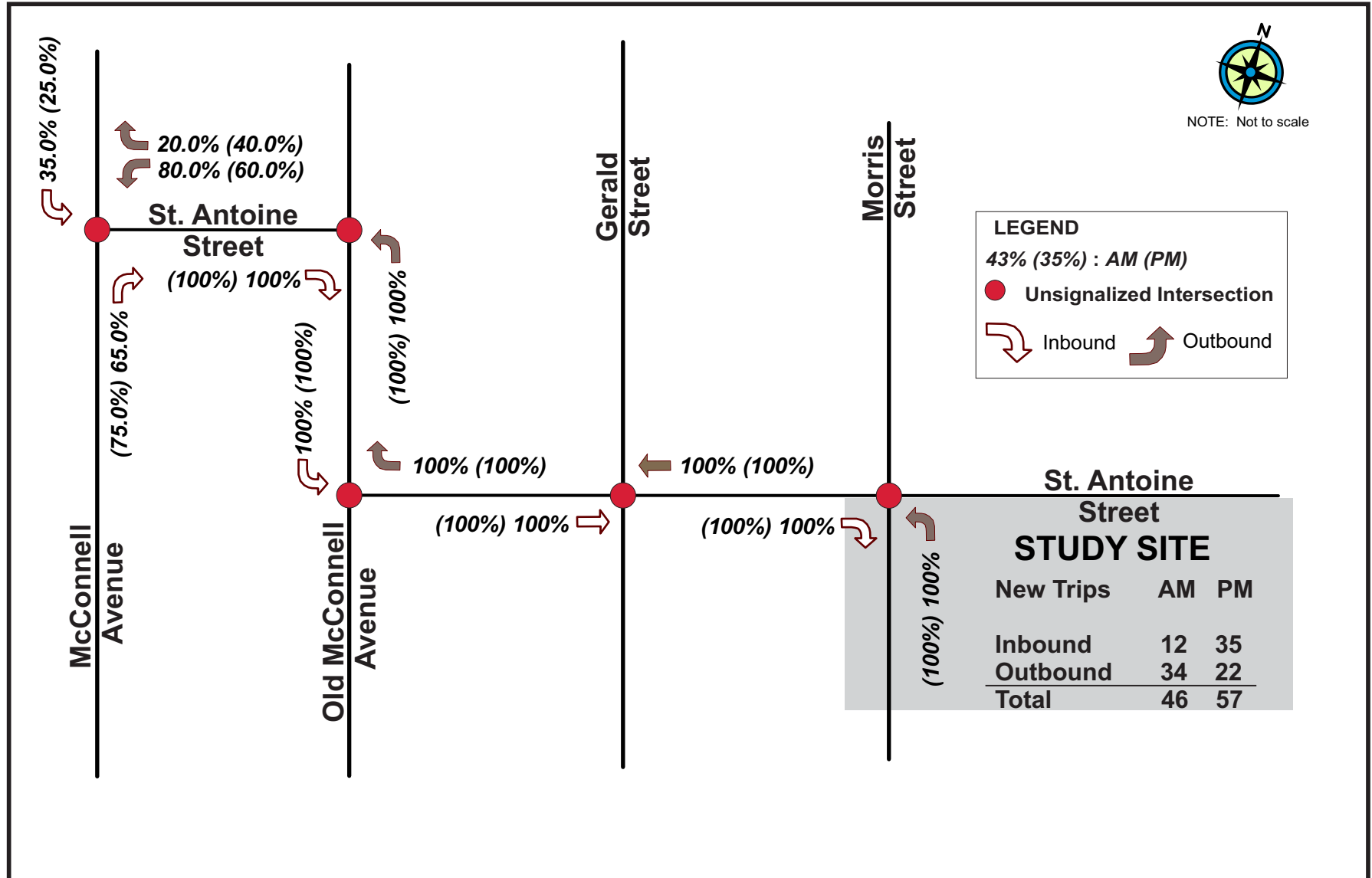
## b) 2025 Background Traffic Volumes (1.0% growth rate per annum on McConnell Avenue)



## c) 2030 Background Traffic Volumes (1.0% growth rate per annum on McConnell Avenue)

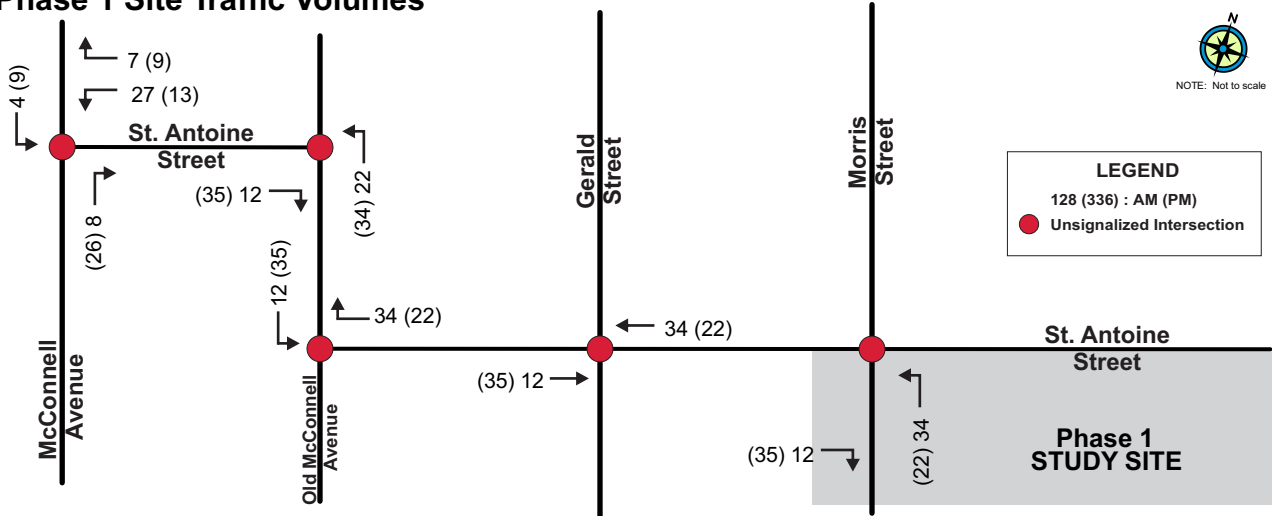


## EXHIBIT 3.1: SITE TRAFFIC DISTRIBUTION

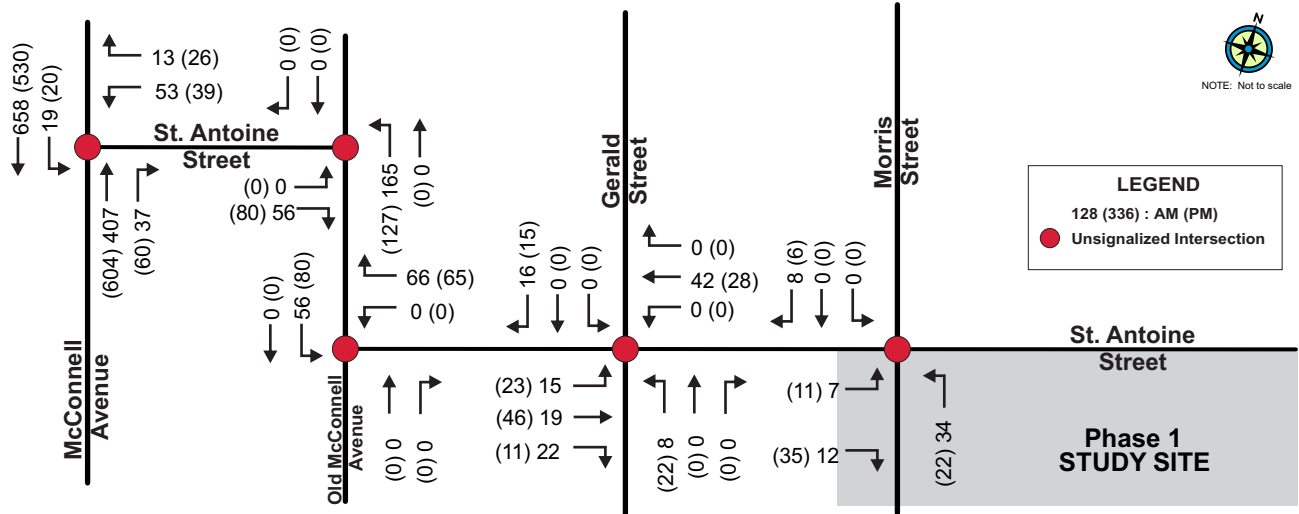


# EXHIBIT 3.2: SITE TRAFFIC VOLUMES

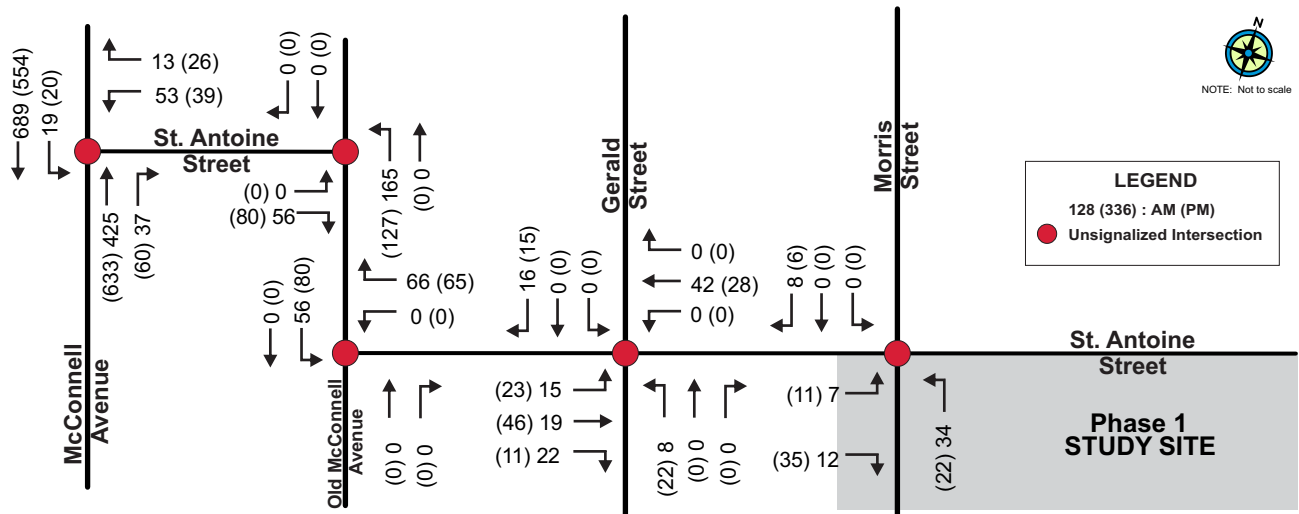
## a) Phase 1 Site Traffic Volumes



## b) 2025 Total Traffic Volumes



## c) 2030 Total Traffic Volumes





**Table 2.1: Projected Phase 1 Site Trip Generation**

LAND USE	WEEKDAY AM PEAK HOUR				WEEKDAY PM PEAK HOUR			
	Trip Generation Rate (ITE Trip Generation Manual - 10 <sup>th</sup> Edition)	Vehicle Trips			Trip Generation Rate (ITE Trip Generation Manual - 10 <sup>th</sup> Edition)	Vehicle Trips		
		Total	In	Out		Total	In	Out
<b>Single Detached:</b> <b>21 Units Singles</b> <b>8 Units Semis</b> (ITE Land Use #210)	<u>Trips Per Dwelling Units</u> $\ln(T) = 0.71(X) + 4.80$ where T = vehicle trips X = number of dwelling units	25	25%	75%	<u>Trips Per Dwelling Units</u> $\ln(T) = 0.96\ln(X) + 0.20$ where T = vehicle trips X = number of dwelling units	31	63%	37%
<b>Row Houses</b> <b>- 20 Units</b> (ITE Land Use #220)	<u>Trips Per Dwelling Units</u> $(T) = 0.56(X)$ where T = vehicle trips X = number of dwelling units	11	28%	72%	<u>Trips Per Dwelling Units</u> $(T) = 0.67(X)$ where T = vehicle trips X = number of dwelling units	13	59%	41%
<b>Apartment</b> <b>- 27 Units</b> (ITE Land Use #221)	<u>Trips Per Dwelling Units</u> $\ln(T) = 0.98\ln(X) - 0.98$ where T = vehicle trips X = number of dwelling units	9	26%	84%	<u>Trips Per Dwelling Units</u> $\ln(T) = 0.96\ln(X) - 0.63$ where T = vehicle trips X = number of dwelling units	13	61%	39%
<b>Phase 1 Total Trips</b>		<b>46</b>	<b>12</b>	<b>34</b>		<b>57</b>	<b>35</b>	<b>22</b>

\*Total may not add up due to rounding

### 3.0 ANALYSIS OF PROJECTED TRAFFIC VOLUMES

Detailed intersection capacity analyses of conditions in 2025 and 2030 with and without the proposed development was carried out using *Trafficware Traffic Signal Timing Software -Synchro Version 9.0*. The results are summarized in **Table 3.1** Summary of Intersection Analysis, and detailed reports from the analysis are contained in **Appendix A** *Intersection Capacity Analyses*.

#### 3.1 Future Background Traffic Analysis

Under the 2025 and 2030 background conditions, all movements at the study intersections are forecast to continue to maintain current very good LOS "A" with minimum delay during AM and PM peak hours. The only exception is the westbound (outbound) movement at McConnell Avenue/St. Antoine Street intersection which is forecast to operate (under the "worst" conditions – 2030 AM Peak Hour) at LOS "D" with delay of

# Table 3.1: Summary of Intersection Capacity Analysis

Intersection	2025 Future Background								2025 Total Conditions							
	AM Peak				PM Peak				AM Peak				PM Peak			
McConnell Ave & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
WB-LR	C	23.6	4.2	0.15	C	24.0	5.7	0.20	D	28.7	10.7	0.32	D	28.1	10.2	0.31
NB-TR	A	0.0	0.0	0.28	A	0.0	0.0	0.41	A	0.0	0.0	0.28	A	0.0	0.0	0.43
SB-L	A	8.4	0.4	0.02	A	9.2	0.3	0.01	A	8.5	0.5	0.02	A	9.3	0.6	0.03
SB-T	A	0.0	0.0	0.42	A	0.0	0.0	0.34	A	0.0	0.0	0.42	A	0.0	0.0	0.34
Old McConnell Ave & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
WB-LR	A	8.5	0.8	0.03	A	8.5	1.1	0.04	A	8.6	1.7	0.07	A	8.6	1.7	0.07
NB-TR	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	0.0	0.0	0.00
SB-LT	A	7.1	0.7	0.03	A	7.1	0.7	0.03	A	7.2	0.9	0.04	A	7.3	1.4	0.05
Old McConnell Ave & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
EB-LR	A	0.2	0.0	0.00	A	0.2	0.0	0.00	A	0.1	0.0	0.00	A	0.0	0.0	0.00
NB-LT	A	8.8	0.9	0.04	A	8.9	1.2	0.05	A	9.0	5.0	0.08	A	9.1	2.0	0.08
SB-TR	A	8.8	0.1	0.00	A	8.8	0.1	0.00	A	8.8	0.1	0.00	A	8.9	0.1	0.00
Gerald Street & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
EB-LTR	A	2.5	0.2	0.01	A	3.8	0.4	0.02	A	2.0	0.2	0.01	A	2.2	0.4	0.02
WB-LTR	A	0.7	0.0	0.00	A	0.8	0.0	0.00	A	0.2	0.0	0.00	A	0.2	0.0	0.00
NB-LTR	A	9.1	0.3	0.01	A	9.3	0.7	0.03	A	9.4	0.3	0.01	A	9.7	0.8	0.03
SB-LTR	A	8.5	0.4	0.02	A	8.5	0.4	0.02	A	8.7	0.5	0.02	A	8.6	0.4	0.02
Morris Street & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
EB-LTR	A	7.2	0.1	0.00	A	7.2	0.2	0.01	A	2.8	0.1	0.01	A	1.8	0.2	0.03
WB-LTR	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	0.2	0.0	0.00
NB-LTR	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	8.9	1.0	0.04	A	8.9	0.6	0.04
SB-LTR	A	8.3	0.2	0.01	A	8.3	0.1	0.01	A	8.3	0.2	0.01	A	8.3	0.2	0.03
Intersection	2030 Future Background								2030 Total Conditions							
	AM Peak				PM Peak				AM Peak				PM Peak			
McConnell Ave & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
WB-LR	D	25.2	4.6	0.16	D	25.8	6.2	0.21	D	31.4	11.8	0.35	D	30.6	11.2	0.33
NB-TR	A	0.0	0.0	0.29	A	0.0	0.0	0.43	A	0.0	0.0	0.30	A	0.0	0.0	0.44
SB-L	A	8.5	0.4	0.02	A	9.3	0.3	0.01	A	8.5	0.5	0.02	A	9.4	0.6	0.03
SB-T	A	0.0	0.0	0.44	A	0.0	0.0	0.35	A	0.0	0.0	0.44	A	0.0	0.0	0.35
Old McConnell Ave & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
WB-LR	A	8.5	0.8	0.03	A	8.5	1.1	0.04	A	8.6	1.7	0.07	A	8.6	1.7	0.07
NB-TR	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	0.0	0.0	0.00
SB-LT	A	7.1	0.7	0.03	A	7.1	0.7	0.03	A	7.2	0.9	0.04	A	7.3	1.4	0.05
Old McConnell Ave & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
EB-LR	A	0.2	0.0	0.00	A	0.2	0.0	0.00	A	0.1	0.0	0.00	A	0.0	0.0	0.00
NB-LT	A	8.8	0.9	0.04	A	8.9	1.2	0.05	A	9.0	5.0	0.08	A	9.1	2.0	0.08
SB-TR	A	8.8	0.1	0.00	A	8.8	0.1	0.00	A	8.8	0.1	0.00	A	8.9	0.1	0.00
Gerald Street & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
EB-LTR	A	2.5	0.2	0.01	A	3.8	0.4	0.02	A	2.0	0.2	0.01	A	2.2	0.4	0.02
WB-LTR	A	0.7	0.0	0.00	A	0.8	0.0	0.00	A	0.2	0.0	0.00	A	0.2	0.0	0.00
NB-LTR	A	9.1	0.3	0.01	A	9.3	0.7	0.03	A	9.4	0.3	0.01	A	9.7	0.8	0.03
SB-LTR	A	8.5	0.4	0.02	A	8.5	0.4	0.02	A	8.7	0.5	0.02	A	8.6	0.4	0.02
Morris Street & St. Antoine Street (TWSC)	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c	LOS	Delay	95th Queue	v/c
EB-LTR	A	7.2	0.1	0.00	A	7.2	0.2	0.01	A	2.8	0.1	0.01	A	1.8	0.2	0.03
WB-LTR	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	0.2	0.0	0.00
NB-LTR	A	0.0	0.0	0.00	A	0.0	0.0	0.00	A	8.9	1.0	0.04	A	8.9	0.6	0.04
SB-LTR	A	8.3	0.2	0.01	A	8.3	0.1	0.01	A	8.3	0.2	0.01	A	8.3	0.2	0.03

\* Delay in seconds and 95th percentile queue in metres, as provided in the Synchro 9, HCM 2000 worksheet



approximately 25 seconds and 95<sup>th</sup> percentile queue length of approximately one vehicle (4.6 m) and volume to capacity (v/c) ratio at 0.16 during the 2030 AM peak hour.

In assessing the three principal components of intersection measures of effectiveness (MOE's - delay, queue length and v/c ratio) of the critical movement at the McConnell Avenue/St. Antoine Street intersection, it can be concluded that there will be sufficient capacity in the existing study road network to accommodate growth in the background traffic.

### **3.2 Future Total Traffic Analysis**

With the Phase 1 site traffic added to the 2025 and 2030 background conditions, all movements at the study intersections are forecast to continue to maintain current very good LOS "A" with minimum delay during AM and PM peak hours. The only exception continues to be the westbound (outbound) movement at McConnell Avenue/St. Antoine Street intersection which is forecast to operate (under the "worst" conditions) at LOS "D" with delay of approximately 31 seconds and 95<sup>th</sup> percentile queue length of approximately two vehicles (11.8 m) and the v/c ratio at 0.35 during the 2030 AM peak hour. It indicates that site traffic adds approximately six seconds of delay to the critical westbound movement at McConnell Avenue/St. Antoine Street intersection and another vehicle would be waiting in queue to join the McConnell Avenue traffic stream.

However, in assessing the three principal components of intersection measures of effectiveness (MOE's - delay, queue length and v/c ratio) of the critical movement at the McConnell Avenue/St. Antoine Street intersection, it can be concluded that there will be sufficient capacity in the existing study road network to accommodate the future Phase 1 site traffic.





### 3.3 Options for Improving LOS at McConnell Avenue/St. Antoine Street intersection

The intersection capacity analysis indicated that mitigation measures are not required at the McConnell Avenue/St. Antoine Street intersection to accommodate the proposed Phase 1 traffic within the ten-year planning horizon to 2030. Furthermore, based on current economic forecasts, it is likely that the full build-out of the study area will be well beyond the 2030 planning horizon. However, for planning purposes, the following short-term and long-term mitigation measures are suggested for implementation to accommodate eventual build-out of the study area.

#### Short-Term

- Intersection Warning Sign (Wa-13) with flashing amber mount for greater visibility of the intersection (see **Appendix B**, for a sketch of approximate location of the placement of the signs).
- Improve side traffic queue and storage with minimum geometric improvements and re-alignment of St. Antoine Street by providing a dedicated northbound left turn lane on Old McConnell Avenue at St. Antoine Street. This will allow additional queuing storage for vehicles requiring left turns onto McConnell Avenue from St. Antoine Street while allowing the right turning vehicles to advance (see **Appendix C**, for a sketch of the proposed left turn lane on Old McConnell Avenue).

#### Long-Term

- Keep monitoring the traffic patterns - it is likely that the full build-out of the study area will take many years to develop; deal with the incremental growth and deterioration of Level of Service as each phase/new development comes on stream.
- Additional outlet road connection from study area – provide alternate exit to City arterial road network, by way of new streets and future developments in the adjacent development area (to



north and to east) to provide additional connection for the study area traffic to access the City road network.

- Plan for future ultimate intersection when the residential development on the west side of McConnell Avenue comes on stream. The future ultimate intersection design should consider lining up the west side development access with St. Antoine Street (or vice versa) for ultimate intersection control from the existing Two-Way-Stop-Control (TWSC) to a Signalized intersection or to a Roundabout. The two options, signals vs roundabout, should be weighed side by side to determine the most suitable option for the intersection.

Please do not hesitate to call if you have any questions.

Yours truly,





A handwritten signature in black ink, appearing to read 'Seo-Woon'.

Seo-Woon (Swan) Im, B.E.S.  
Senior Transportation Planner

## TECHNICAL APPENDIX

# APPENDIX A: Intersection Analyses Summaries












Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	26	6	407	29	15	658
Future Volume (Veh/h)	26	6	407	29	15	658
Sign Control	Stop		Free		Free	
Grade	0%		0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	28	7	442	32	16	715
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None		None	
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	1205	458			474	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1205	458			474	
tC, single (s)	6.4	6.2			4.2	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.3	
p0 queue free %	86	99			98	
cM capacity (veh/h)	198	599			1062	
Direction, Lane #	WB 1	NB 1	SB 1	SB 2		
Volume Total	35	474	16	715		
Volume Left	28	0	16	0		
Volume Right	7	32	0	0		
cSH	229	1700	1062	1700		
Volume to Capacity	0.15	0.28	0.02	0.42		
Queue Length 95th (m)	4.2	0.0	0.4	0.0		
Control Delay (s)	23.6	0.0	8.4	0.0		
Lane LOS	C		A			
Approach Delay (s)	23.6	0.0	0.2			
Approach LOS	C					
Intersection Summary						
Average Delay			0.8			
Intersection Capacity Utilization			44.6%	ICU Level of Service	A	
Analysis Period (min)			15			




St. Antoine Subdivision, Phase 1  
4: Old McConnell Avenue & St. Antoine Street

Future (2025) Background Traffic Volume

AM Peak Hour

									
Movement	WBL	WBR	NBT	NBR	SBL	SBT			
Lane Configurations									
Traffic Volume (veh/h)	1	32	1	1	44	1			
Future Volume (Veh/h)	1	32	1	1	44	1			
Sign Control	Stop		Free			Free			
Grade	0%		0%			0%			
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92			
Hourly flow rate (vph)	1	35	1	1	48	1			
Pedestrians									
Lane Width (m)									
Walking Speed (m/s)									
Percent Blockage									
Right turn flare (veh)									
Median type			None			None			
Median storage (veh)									
Upstream signal (m)									
pX, platoon unblocked									
vC, conflicting volume	98	2			2				
vC1, stage 1 conf vol									
vC2, stage 2 conf vol									
vCu, unblocked vol	98	2			2				
tC, single (s)	6.4	6.2			4.1				
tC, 2 stage (s)									
tF (s)	3.5	3.3			2.2				
p0 queue free %	100	97			97				
cM capacity (veh/h)	874	1083			1620				
Direction, Lane #	WB 1	NB 1	SB 1						
Volume Total	36	2	49						
Volume Left	1	0	48						
Volume Right	35	1	0						
cSH	1076	1700	1620						
Volume to Capacity	0.03	0.00	0.03						
Queue Length 95th (m)	0.8	0.0	0.7						
Control Delay (s)	8.5	0.0	7.1						
Lane LOS	A		A						
Approach Delay (s)	8.5	0.0	7.1						
Approach LOS	A								
Intersection Summary									
Average Delay		7.5							
Intersection Capacity Utilization		19.2%	ICU Level of Service	A					
Analysis Period (min)		15							



















Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	1	44	32	1	1	1
Future Volume (Veh/h)	1	44	32	1	1	1
Sign Control	Free			Stop	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	48	35	1	1	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	0		28	26	50	0
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0		28	26	50	0
tC, single (s)	4.1		7.1	6.5	6.5	6.2
tC, 2 stage (s)						
tF (s)	2.2		3.5	4.0	4.0	3.3
p0 queue free %	100		96	100	100	100
cM capacity (veh/h)	1623		980	867	841	1085
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	49	36	2			
Volume Left	1	35	0			
Volume Right	48	0	1			
cSH	1623	976	947			
Volume to Capacity	0.00	0.04	0.00			
Queue Length 95th (m)	0.0	0.9	0.1			
Control Delay (s)	0.2	8.8	8.8			
Lane LOS	A	A	A			
Approach Delay (s)	0.2	8.8	8.8			
Approach LOS		A	A			
Intersection Summary						
Average Delay	3.9					
Intersection Capacity Utilization	18.5%			ICU Level of Service		A
Analysis Period (min)	15					

St. Antoine Subdivision, Phase 1  
9: Gerald Street/Gerard Street & St. Antoine Street

Future (2025) Background Traffic Volume
















AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	15	7	22	1	8	1	8	1	1	1	1	16
Future Volume (Veh/h)	15	7	22	1	8	1	8	1	1	1	1	16
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	16	8	24	1	9	1	9	1	1	1	1	17
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	10			32			81	64	20	65	76	10
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	10			32			81	64	20	65	76	10
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			99	100	100	100	100	98
cM capacity (veh/h)	1610			1580			884	818	1058	920	806	1072
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	48	11	11	19								
Volume Left	16	1	9	1								
Volume Right	24	1	1	17								
cSH	1610	1580	891	1045								
Volume to Capacity	0.01	0.00	0.01	0.02								
Queue Length 95th (m)	0.2	0.0	0.3	0.4								
Control Delay (s)	2.5	0.7	9.1	8.5								
Lane LOS	A	A	A	A								
Approach Delay (s)	2.5	0.7	9.1	8.5								
Approach LOS			A	A								
Intersection Summary												
Average Delay			4.4									
Intersection Capacity Utilization			16.5%		ICU Level of Service				A			
Analysis Period (min)			15									







St. Antoine Subdivision, Phase 1  
12: Morris Street & St. Antoine Street

Future (2025) Background Traffic Volume  
AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	7	0	0	0	0	0	0	0	0	0	0	8
Future Volume (Veh/h)	7	0	0	0	0	0	0	0	0	0	0	8
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	8	0	0	0	0	0	0	0	0	0	0	9
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	0			0			25	16	0	16	16	0
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0			0			25	16	0	16	16	0
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	100			100			100	100	100	100	100	99
cM capacity (veh/h)	1623			1623			974	874	1085	995	874	1085
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	8	0	0	9								
Volume Left	8	0	0	0								
Volume Right	0	0	0	9								
cSH	1623	1700	1700	1085								
Volume to Capacity	0.00	0.00	0.00	0.01								
Queue Length 95th (m)	0.1	0.0	0.0	0.2								
Control Delay (s)	7.2	0.0	0.0	8.3								
Lane LOS	A		A	A								
Approach Delay (s)	7.2	0.0	0.0	8.3								
Approach LOS			A	A								
Intersection Summary												
Average Delay			7.8									
Intersection Capacity Utilization			13.3%	ICU Level of Service						A		
Analysis Period (min)			15									












Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	26	17	605	34	11	530
Future Volume (Veh/h)	26	17	605	34	11	530
Sign Control	Stop		Free		Free	
Grade	0%		0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	28	18	658	37	12	576
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None		None	
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	1276	676			695	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1276	676			695	
tC, single (s)	6.4	6.2			4.2	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.3	
p0 queue free %	84	96			99	
cM capacity (veh/h)	180	450			878	
Direction, Lane #	WB 1	NB 1	SB 1	SB 2		
Volume Total	46	695	12	576		
Volume Left	28	0	12	0		
Volume Right	18	37	0	0		
cSH	235	1700	878	1700		
Volume to Capacity	0.20	0.41	0.01	0.34		
Queue Length 95th (m)	5.7	0.0	0.3	0.0		
Control Delay (s)	24.0	0.0	9.2	0.0		
Lane LOS	C		A			
Approach Delay (s)	24.0	0.0	0.2			
Approach LOS	C					
Intersection Summary						
Average Delay			0.9			
Intersection Capacity Utilization			43.9%	ICU Level of Service	A	
Analysis Period (min)			15			




St. Antoine Subdivision Phase 1  
4: Old McConnell Avenue & St. Antoine Street

Future (2025) Background Traffic Volume

PM Peak Hour

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	43	1	1	45	1
Future Volume (Veh/h)	1	43	1	1	45	1
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	47	1	1	49	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	100	2			2	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	100	2			2	
tC, single (s)	6.4	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.2	
p0 queue free %	100	96			97	
cM capacity (veh/h)	871	1083			1620	
Direction, Lane #	WB 1	NB 1	SB 1			
Volume Total	48	2	50			
Volume Left	1	0	49			
Volume Right	47	1	0			
cSH	1077	1700	1620			
Volume to Capacity	0.04	0.00	0.03			
Queue Length 95th (m)	1.1	0.0	0.7			
Control Delay (s)	8.5	0.0	7.1			
Lane LOS	A		A			
Approach Delay (s)	8.5	0.0	7.1			
Approach LOS	A					
Intersection Summary						
Average Delay		7.7				
Intersection Capacity Utilization		19.2%		ICU Level of Service		A
Analysis Period (min)		15				



















Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	1	45	43	1	1	1
Future Volume (Veh/h)	1	45	43	1	1	1
Sign Control	Free			Stop	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	49	47	1	1	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	0		28	26	51	0
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0		28	26	51	0
tC, single (s)	4.1		7.1	6.5	6.5	6.2
tC, 2 stage (s)						
tF (s)	2.2		3.5	4.0	4.0	3.3
p0 queue free %	100		95	100	100	100
cM capacity (veh/h)	1623		979	866	840	1085
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	50	48	2			
Volume Left	1	47	0			
Volume Right	49	0	1			
cSH	1623	977	947			
Volume to Capacity	0.00	0.05	0.00			
Queue Length 95th (m)	0.0	1.2	0.1			
Control Delay (s)	0.1	8.9	8.8			
Lane LOS	A	A	A			
Approach Delay (s)	0.1	8.9	8.8			
Approach LOS		A	A			
Intersection Summary						
Average Delay			4.5			
Intersection Capacity Utilization			19.1%	ICU Level of Service		A
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
9: Gerald Street/Gerard Street & St. Antoine Street

Future (2025) Background Traffic Volume

















PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	23	11	11	1	6	1	22	1	1	1	1	15
Future Volume (Veh/h)	23	11	11	1	6	1	22	1	1	1	1	15
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	25	12	12	1	7	1	24	1	1	1	1	16
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	8			24			94	78	18	79	84	8
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	8			24			94	78	18	79	84	8
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			100			97	100	100	100	100	99
cM capacity (veh/h)	1612			1591			864	799	1061	897	794	1075
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	49	9	26	18								
Volume Left	25	1	24	1								
Volume Right	12	1	1	16								
cSH	1612	1591	868	1043								
Volume to Capacity	0.02	0.00	0.03	0.02								
Queue Length 95th (m)	0.4	0.0	0.7	0.4								
Control Delay (s)	3.8	0.8	9.3	8.5								
Lane LOS	A	A	A	A								
Approach Delay (s)	3.8	0.8	9.3	8.5								
Approach LOS			A	A								
Intersection Summary												
Average Delay			5.7									
Intersection Capacity Utilization			22.0%	ICU Level of Service				A				
Analysis Period (min)			15									





St. Antoine Subdivision Phase 1  
12: Morris Street & St. Antoine Street

Future (2025) Background Traffic Volume

PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	11	0	0	0	0	0	0	0	0	0	0	6
Future Volume (Veh/h)	11	0	0	0	0	0	0	0	0	0	0	6
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	12	0	0	0	0	0	0	0	0	0	0	7
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	0			0			31	24	0	24	24	0
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0			0			31	24	0	24	24	0
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			100	100	100	100	100	99
cM capacity (veh/h)	1623			1623			965	863	1085	982	863	1085
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	12	0	0	7								
Volume Left	12	0	0	0								
Volume Right	0	0	0	7								
cSH	1623	1700	1700	1085								
Volume to Capacity	0.01	0.00	0.00	0.01								
Queue Length 95th (m)	0.2	0.0	0.0	0.2								
Control Delay (s)	7.2	0.0	0.0	8.3								
Lane LOS	A		A	A								
Approach Delay (s)	7.2	0.0	0.0	8.3								
Approach LOS			A	A								
Intersection Summary												
Average Delay	7.6											
Intersection Capacity Utilization	13.3%			ICU Level of Service					A			
Analysis Period (min)	15											












Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	26	6	425	29	15	689
Future Volume (Veh/h)	26	6	425	29	15	689
Sign Control	Stop		Free		Free	
Grade	0%		0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	28	7	462	32	16	749
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None		None	
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	1259	478			494	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1259	478			494	
tC, single (s)	6.4	6.2			4.2	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.3	
p0 queue free %	85	99			98	
cM capacity (veh/h)	184	583			1044	
Direction, Lane #	WB 1	NB 1	SB 1	SB 2		
Volume Total	35	494	16	749		
Volume Left	28	0	16	0		
Volume Right	7	32	0	0		
cSH	213	1700	1044	1700		
Volume to Capacity	0.16	0.29	0.02	0.44		
Queue Length 95th (m)	4.6	0.0	0.4	0.0		
Control Delay (s)	25.2	0.0	8.5	0.0		
Lane LOS	D		A			
Approach Delay (s)	25.2	0.0	0.2			
Approach LOS	D					
Intersection Summary						
Average Delay			0.8			
Intersection Capacity Utilization			46.3%	ICU Level of Service	A	
Analysis Period (min)			15			

St. Antoine Subdivision, Phase 1  
4: Old McConnell Avenue & St. Antoine Street




Future (2030) Background Traffic Volume

AM Peak Hour

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	32	1	1	44	1
Future Volume (Veh/h)	1	32	1	1	44	1
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	35	1	1	48	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	98	2			2	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	98	2			2	
tC, single (s)	6.4	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.2	
p0 queue free %	100	97			97	
cM capacity (veh/h)	874	1083			1620	
Direction, Lane #	WB 1	NB 1	SB 1			
Volume Total	36	2	49			
Volume Left	1	0	48			
Volume Right	35	1	0			
cSH	1076	1700	1620			
Volume to Capacity	0.03	0.00	0.03			
Queue Length 95th (m)	0.8	0.0	0.7			
Control Delay (s)	8.5	0.0	7.1			
Lane LOS	A		A			
Approach Delay (s)	8.5	0.0	7.1			
Approach LOS	A					
Intersection Summary						
Average Delay			7.5			
Intersection Capacity Utilization			19.2%	ICU Level of Service		A
Analysis Period (min)			15			





















Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	1	44	32	1	1	1
Future Volume (Veh/h)	1	44	32	1	1	1
Sign Control	Free			Stop	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	48	35	1	1	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	0		28	26	50	0
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0		28	26	50	0
tC, single (s)	4.1		7.1	6.5	6.5	6.2
tC, 2 stage (s)						
tF (s)	2.2		3.5	4.0	4.0	3.3
p0 queue free %	100		96	100	100	100
cM capacity (veh/h)	1623		980	867	841	1085
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	49	36	2			
Volume Left	1	35	0			
Volume Right	48	0	1			
cSH	1623	976	947			
Volume to Capacity	0.00	0.04	0.00			
Queue Length 95th (m)	0.0	0.9	0.1			
Control Delay (s)	0.2	8.8	8.8			
Lane LOS	A	A	A			
Approach Delay (s)	0.2	8.8	8.8			
Approach LOS		A	A			
Intersection Summary						
Average Delay			3.9			
Intersection Capacity Utilization			18.5%	ICU Level of Service		A
Analysis Period (min)			15			

St. Antoine Subdivision, Phase 1  
9: Gerald Street/Gerard Street & St. Antoine Street

















Future (2030) Background Traffic Volume

AM Peak Hour





												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	15	7	22	1	8	1	8	1	1	1	1	16
Future Volume (Veh/h)	15	7	22	1	8	1	8	1	1	1	1	16
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	16	8	24	1	9	1	9	1	1	1	1	17
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	10			32			81	64	20	65	76	10
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	10			32			81	64	20	65	76	10
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			99	100	100	100	100	98
cM capacity (veh/h)	1610			1580			884	818	1058	920	806	1072
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	48	11	11	19								
Volume Left	16	1	9	1								
Volume Right	24	1	1	17								
cSH	1610	1580	891	1045								
Volume to Capacity	0.01	0.00	0.01	0.02								
Queue Length 95th (m)	0.2	0.0	0.3	0.4								
Control Delay (s)	2.5	0.7	9.1	8.5								
Lane LOS	A	A	A	A								
Approach Delay (s)	2.5	0.7	9.1	8.5								
Approach LOS			A	A								
Intersection Summary												
Average Delay			4.4									
Intersection Capacity Utilization			16.5%		ICU Level of Service		A					
Analysis Period (min)			15									

St. Antoine Subdivision, Phase 1  
12: Morris Street & St. Antoine Street

Future (2030) Background Traffic Volume  
AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	7	0	0	0	0	0	0	0	0	0	0	8
Future Volume (Veh/h)	7	0	0	0	0	0	0	0	0	0	0	8
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	8	0	0	0	0	0	0	0	0	0	0	9
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	0			0			25	16	0	16	16	0
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0			0			25	16	0	16	16	0
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	100			100			100	100	100	100	100	99
cM capacity (veh/h)	1623			1623			974	874	1085	995	874	1085
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	8	0	0	9								
Volume Left	8	0	0	0								
Volume Right	0	0	0	9								
cSH	1623	1700	1700	1085								
Volume to Capacity	0.00	0.00	0.00	0.01								
Queue Length 95th (m)	0.1	0.0	0.0	0.2								
Control Delay (s)	7.2	0.0	0.0	8.3								
Lane LOS	A		A	A								
Approach Delay (s)	7.2	0.0	0.0	8.3								
Approach LOS			A	A								
Intersection Summary												
Average Delay				7.8								
Intersection Capacity Utilization				13.3%	ICU Level of Service			A				
Analysis Period (min)				15								












Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	26	17	633	34	11	554
Future Volume (Veh/h)	26	17	633	34	11	554
Sign Control	Stop		Free		Free	
Grade	0%		0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	28	18	688	37	12	602
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None		None	
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	1332	706			725	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1332	706			725	
tC, single (s)	6.4	6.2			4.2	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.3	
p0 queue free %	83	96			99	
cM capacity (veh/h)	166	432			855	
Direction, Lane #	WB 1	NB 1	SB 1	SB 2		
Volume Total	46	725	12	602		
Volume Left	28	0	12	0		
Volume Right	18	37	0	0		
cSH	219	1700	855	1700		
Volume to Capacity	0.21	0.43	0.01	0.35		
Queue Length 95th (m)	6.2	0.0	0.3	0.0		
Control Delay (s)	25.8	0.0	9.3	0.0		
Lane LOS	D		A			
Approach Delay (s)	25.8	0.0	0.2			
Approach LOS	D					
Intersection Summary						
Average Delay			0.9			
Intersection Capacity Utilization			45.4%	ICU Level of Service	A	
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
4: Old McConnell Avenue & St. Antoine Street

Future (2030) Background Traffic Volume

PM Peak Hour

									
Movement	WBL	WBR	NBT	NBR	SBL	SBT			
Lane Configurations									
Traffic Volume (veh/h)	1	43	1	1	45	1			
Future Volume (Veh/h)	1	43	1	1	45	1			
Sign Control	Stop		Free			Free			
Grade	0%		0%			0%			
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92			
Hourly flow rate (vph)	1	47	1	1	49	1			
Pedestrians									
Lane Width (m)									
Walking Speed (m/s)									
Percent Blockage									
Right turn flare (veh)									
Median type			None			None			
Median storage veh)									
Upstream signal (m)									
pX, platoon unblocked									
vC, conflicting volume	100	2			2				
vC1, stage 1 conf vol									
vC2, stage 2 conf vol									
vCu, unblocked vol	100	2			2				
tC, single (s)	6.4	6.2			4.1				
tC, 2 stage (s)									
tF (s)	3.5	3.3			2.2				
p0 queue free %	100	96			97				
cM capacity (veh/h)	871	1083			1620				
Direction, Lane #	WB 1	NB 1	SB 1						
Volume Total	48	2	50						
Volume Left	1	0	49						
Volume Right	47	1	0						
cSH	1077	1700	1620						
Volume to Capacity	0.04	0.00	0.03						
Queue Length 95th (m)	1.1	0.0	0.7						
Control Delay (s)	8.5	0.0	7.1						
Lane LOS	A		A						
Approach Delay (s)	8.5	0.0	7.1						
Approach LOS	A								
Intersection Summary									
Average Delay		7.7							
Intersection Capacity Utilization		19.2%	ICU Level of Service	A					
Analysis Period (min)		15							



















Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	1	45	43	1	1	1
Future Volume (Veh/h)	1	45	43	1	1	1
Sign Control	Free			Stop	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	49	47	1	1	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	0		28	26	51	0
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0		28	26	51	0
tC, single (s)	4.1		7.1	6.5	6.5	6.2
tC, 2 stage (s)						
tF (s)	2.2		3.5	4.0	4.0	3.3
p0 queue free %	100		95	100	100	100
cM capacity (veh/h)	1623		979	866	840	1085
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	50	48	2			
Volume Left	1	47	0			
Volume Right	49	0	1			
cSH	1623	977	947			
Volume to Capacity	0.00	0.05	0.00			
Queue Length 95th (m)	0.0	1.2	0.1			
Control Delay (s)	0.1	8.9	8.8			
Lane LOS	A	A	A			
Approach Delay (s)	0.1	8.9	8.8			
Approach LOS		A	A			
Intersection Summary						
Average Delay			4.5			
Intersection Capacity Utilization			19.1%	ICU Level of Service		A
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
9: Gerald Street/Gerard Street & St. Antoine Street

Future (2030) Background Traffic Volume

















PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	23	11	11	1	6	1	22	1	1	1	1	15
Future Volume (Veh/h)	23	11	11	1	6	1	22	1	1	1	1	15
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	25	12	12	1	7	1	24	1	1	1	1	16
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None				None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	8			24			94	78	18	79	84	8
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	8			24			94	78	18	79	84	8
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			100			97	100	100	100	100	99
cM capacity (veh/h)	1612			1591			864	799	1061	897	794	1075
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	49	9	26	18								
Volume Left	25	1	24	1								
Volume Right	12	1	1	16								
cSH	1612	1591	868	1043								
Volume to Capacity	0.02	0.00	0.03	0.02								
Queue Length 95th (m)	0.4	0.0	0.7	0.4								
Control Delay (s)	3.8	0.8	9.3	8.5								
Lane LOS	A	A	A	A								
Approach Delay (s)	3.8	0.8	9.3	8.5								
Approach LOS			A	A								
Intersection Summary												
Average Delay			5.7									
Intersection Capacity Utilization			22.0%		ICU Level of Service				A			
Analysis Period (min)			15									

St. Antoine Subdivision Phase 1  
12: Morris Street & St. Antoine Street





Future (2030) Background Traffic Volume

PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	11	0	0	0	0	0	0	0	0	0	0	6
Future Volume (Veh/h)	11	0	0	0	0	0	0	0	0	0	0	6
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	12	0	0	0	0	0	0	0	0	0	0	7
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	0			0			31	24	0	24	24	0
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0			0			31	24	0	24	24	0
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			100	100	100	100	100	99
cM capacity (veh/h)	1623			1623			965	863	1085	982	863	1085
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	12	0	0	7								
Volume Left	12	0	0	0								
Volume Right	0	0	0	7								
cSH	1623	1700	1700	1085								
Volume to Capacity	0.01	0.00	0.00	0.01								
Queue Length 95th (m)	0.2	0.0	0.0	0.2								
Control Delay (s)	7.2	0.0	0.0	8.3								
Lane LOS	A		A	A								
Approach Delay (s)	7.2	0.0	0.0	8.3								
Approach LOS			A	A								
Intersection Summary												
Average Delay				7.6								
Intersection Capacity Utilization				13.3%	ICU Level of Service				A			
Analysis Period (min)				15								














Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	53	13	407	37	19	658
Future Volume (Veh/h)	53	13	407	37	19	658
Sign Control	Stop		Free		Free	
Grade	0%		0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	58	14	442	40	21	715
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None		None	
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	1219	462			482	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1219	462			482	
tC, single (s)	6.4	6.2			4.2	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.3	
p0 queue free %	70	98			98	
cM capacity (veh/h)	193	596			1055	
Direction, Lane #	WB 1	NB 1	SB 1	SB 2		
Volume Total	72	482	21	715		
Volume Left	58	0	21	0		
Volume Right	14	40	0	0		
cSH	223	1700	1055	1700		
Volume to Capacity	0.32	0.28	0.02	0.42		
Queue Length 95th (m)	10.7	0.0	0.5	0.0		
Control Delay (s)	28.7	0.0	8.5	0.0		
Lane LOS	D		A			
Approach Delay (s)	28.7	0.0	0.2			
Approach LOS	D					
Intersection Summary						
Average Delay			1.7			
Intersection Capacity Utilization			45.0%	ICU Level of Service	A	
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
4: Old McConnell Avenue & St. Antoine Street










Future (2025) Total Traffic Volume  
AM Peak Hour

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	66	1	1	56	1
Future Volume (Veh/h)	1	66	1	1	56	1
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	72	1	1	61	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	124	2			2	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	124	2			2	
tC, single (s)	6.4	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.2	
p0 queue free %	100	93			96	
cM capacity (veh/h)	838	1083			1620	
Direction, Lane #	WB 1	NB 1	SB 1			
Volume Total	73	2	62			
Volume Left	1	0	61			
Volume Right	72	1	0			
cSH	1079	1700	1620			
Volume to Capacity	0.07	0.00	0.04			
Queue Length 95th (m)	1.7	0.0	0.9			
Control Delay (s)	8.6	0.0	7.2			
Lane LOS	A		A			
Approach Delay (s)	8.6	0.0	7.2			
Approach LOS	A					
Intersection Summary						
Average Delay		7.8				
Intersection Capacity Utilization		20.6%		ICU Level of Service		A
Analysis Period (min)		15				

St. Antoine Subdivision Phase 1  
5: Old McConnell Avenue & St. Antoine Street (North)

Future (2025) Total Traffic Volume

















AM Peak Hour

						
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	1	56	66	1	1	1
Future Volume (Veh/h)	1	56	66	1	1	1
Sign Control	Free			Stop	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	61	72	1	1	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	0		34	32	63	0
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0		34	32	63	0
tC, single (s)	4.1		7.1	6.5	6.5	6.2
tC, 2 stage (s)						
tF (s)	2.2		3.5	4.0	4.0	3.3
p0 queue free %	100		93	100	100	100
cM capacity (veh/h)	1623		970	860	827	1085
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	62	73	2			
Volume Left	1	72	0			
Volume Right	61	0	1			
cSH	1623	969	939			
Volume to Capacity	0.00	0.08	0.00			
Queue Length 95th (m)	0.0	2.0	0.1			
Control Delay (s)	0.1	9.0	8.8			
Lane LOS	A	A	A			
Approach Delay (s)	0.1	9.0	8.8			
Approach LOS		A	A			
Intersection Summary						
Average Delay			5.0			
Intersection Capacity Utilization			20.6%	ICU Level of Service		A
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
9: Gerald Street/Gerard Street & St. Antoine Street

















Future (2025) Total Traffic Volume











AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	15	19	22	1	42	1	8	1	1	1	1	16
Future Volume (Veh/h)	15	19	22	1	42	1	8	1	1	1	1	16
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	16	21	24	1	46	1	9	1	1	1	1	17
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	47			45			131	114	33	115	126	46
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	47			45			131	114	33	115	126	46
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			99	100	100	100	100	98
cM capacity (veh/h)	1560			1563			820	768	1041	853	757	1023
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	61	48	11	19								
Volume Left	16	1	9	1								
Volume Right	24	1	1	17								
cSH	1560	1563	831	994								
Volume to Capacity	0.01	0.00	0.01	0.02								
Queue Length 95th (m)	0.2	0.0	0.3	0.5								
Control Delay (s)	2.0	0.2	9.4	8.7								
Lane LOS	A	A	A	A								
Approach Delay (s)	2.0	0.2	9.4	8.7								
Approach LOS			A	A								
Intersection Summary												
Average Delay			2.9									
Intersection Capacity Utilization			20.3%		ICU Level of Service				A			
Analysis Period (min)			15									

St. Antoine Subdivision Phase 1  
12: Morris Street & St. Antoine Street

Future (2025) Total Traffic Volume  
AM Peak Hour










												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	7	0	12	0	0	0	34	0	0	0	0	8
Future Volume (Veh/h)	7	0	12	0	0	0	34	0	0	0	0	8
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	8	0	13	0	0	0	37	0	0	0	0	9
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	0			13			32	22	6	22	29	0
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0			13			32	22	6	22	29	0
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	100			100			96	100	100	100	100	99
cM capacity (veh/h)	1623			1606			965	867	1076	986	860	1085
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	21	0	37	9								
Volume Left	8	0	37	0								
Volume Right	13	0	0	9								
cSH	1623	1700	965	1085								
Volume to Capacity	0.00	0.00	0.04	0.01								
Queue Length 95th (m)	0.1	0.0	1.0	0.2								
Control Delay (s)	2.8	0.0	8.9	8.3								
Lane LOS	A		A	A								
Approach Delay (s)	2.8	0.0	8.9	8.3								
Approach LOS			A	A								
Intersection Summary												
Average Delay				6.9								
Intersection Capacity Utilization				18.6%	ICU Level of Service				A			
Analysis Period (min)				15								

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	39	26	605	60	20	530
Future Volume (Veh/h)	39	26	605	60	20	530
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	42	28	658	65	22	576
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None		None	
Median storage veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	1310	690			723	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1310	690			723	
tC, single (s)	6.4	6.2			4.2	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.3	
p0 queue free %	75	94			97	
cM capacity (veh/h)	169	441			857	
Direction, Lane #	WB 1	NB 1	SB 1	SB 2		
Volume Total	70	723	22	576		
Volume Left	42	0	22	0		
Volume Right	28	65	0	0		
cSH	225	1700	857	1700		
Volume to Capacity	0.31	0.43	0.03	0.34		
Queue Length 95th (m)	10.2	0.0	0.6	0.0		
Control Delay (s)	28.1	0.0	9.3	0.0		
Lane LOS	D		A			
Approach Delay (s)	28.1	0.0	0.3			
Approach LOS	D					
Intersection Summary						
Average Delay			1.6			
Intersection Capacity Utilization			45.9%		ICU Level of Service	A
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
4: Old McConnell Avenue & St. Antoine Street

Future (2025) Total Traffic Volume




PM Peak Hour

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	65	1	1	80	1
Future Volume (Veh/h)	1	65	1	1	80	1
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	71	1	1	87	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	176	2			2	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	176	2			2	
tC, single (s)	6.4	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.2	
p0 queue free %	100	93			95	
cM capacity (veh/h)	770	1083			1620	
Direction, Lane #	WB 1	NB 1	SB 1			
Volume Total	72	2	88			
Volume Left	1	0	87			
Volume Right	71	1	0			
cSH	1077	1700	1620			
Volume to Capacity	0.07	0.00	0.05			
Queue Length 95th (m)	1.7	0.0	1.4			
Control Delay (s)	8.6	0.0	7.3			
Lane LOS	A		A			
Approach Delay (s)	8.6	0.0	7.3			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay		7.8				
Intersection Capacity Utilization		21.9%		ICU Level of Service		A
Analysis Period (min)		15				

St. Antoine Subdivision Phase 1  
5: Old McConnell Avenue & St. Antoine Street (North)

Future (2025) Total Traffic Volume  
PM Peak Hour



















Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	1	80	65	1	1	1
Future Volume (Veh/h)	1	80	65	1	1	1
Sign Control	Free			Stop	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	87	71	1	1	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	0		47	46	89	0
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0		47	46	89	0
tC, single (s)	4.1		7.1	6.5	6.5	6.2
tC, 2 stage (s)						
tF (s)	2.2		3.5	4.0	4.0	3.3
p0 queue free %	100		93	100	100	100
cM capacity (veh/h)	1623		952	846	801	1085
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	88	72	2			
Volume Left	1	71	0			
Volume Right	87	0	1			
cSH	1623	950	921			
Volume to Capacity	0.00	0.08	0.00			
Queue Length 95th (m)	0.0	2.0	0.1			
Control Delay (s)	0.1	9.1	8.9			
Lane LOS	A	A	A			
Approach Delay (s)	0.1	9.1	8.9			
Approach LOS		A	A			
Intersection Summary						
Average Delay			4.2			
Intersection Capacity Utilization			22.0%	ICU Level of Service		A
Analysis Period (min)			15			



St. Antoine Subdivision Phase 1  
9: Gerald Street/Gerard Street & St. Antoine Street

Future (2025) Total Traffic Volume

















PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	23	46	11	1	28	1	22	1	1	1	1	15
Future Volume (Veh/h)	23	46	11	1	28	1	22	1	1	1	1	15
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	25	50	12	1	30	1	24	1	1	1	1	16
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage veh												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	31			62			155	139	56	140	144	30
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	31			62			155	139	56	140	144	30
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			100			97	100	100	100	100	98
cM capacity (veh/h)	1582			1541			788	740	1011	818	734	1044
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	87	32	26	18								
Volume Left	25	1	24	1								
Volume Right	12	1	1	16								
cSH	1582	1541	793	1005								
Volume to Capacity	0.02	0.00	0.03	0.02								
Queue Length 95th (m)	0.4	0.0	0.8	0.4								
Control Delay (s)	2.2	0.2	9.7	8.6								
Lane LOS	A	A	A	A								
Approach Delay (s)	2.2	0.2	9.7	8.6								
Approach LOS			A	A								
Intersection Summary												
Average Delay			3.7									
Intersection Capacity Utilization			25.7%		ICU Level of Service				A			
Analysis Period (min)			15									





St. Antoine Subdivision Phase 1  
12: Morris Street & St. Antoine Street

Future (2025) Total Traffic Volume

PM Peak Hour










												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	11	0	35	0	0	0	22	0	0	0	0	6
Future Volume (Veh/h)	11	0	35	0	0	0	22	0	0	0	0	6
Sign Control	Free			Free			Stop			Stop		
Grade	0%			0%			0%			0%		
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	12	0	38	0	0	0	24	0	0	0	0	7
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	0			38			50	43	19	43	62	0
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0			38			50	43	19	43	62	0
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			97	100	100	100	100	99
cM capacity (veh/h)	1623			1572			938	843	1059	954	823	1085
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	50	0	24	7								
Volume Left	12	0	24	0								
Volume Right	38	0	0	7								
cSH	1623	1700	938	1085								
Volume to Capacity	0.01	0.00	0.03	0.01								
Queue Length 95th (m)	0.2	0.0	0.6	0.2								
Control Delay (s)	1.8	0.0	8.9	8.3								
Lane LOS	A		A	A								
Approach Delay (s)	1.8	0.0	8.9	8.3								
Approach LOS			A	A								
Intersection Summary												
Average Delay	4.5											
Intersection Capacity Utilization	17.9%			ICU Level of Service					A			
Analysis Period (min)	15											



Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	53	13	425	37	19	689
Future Volume (Veh/h)	53	13	425	37	19	689
Sign Control	Stop		Free		Free	
Grade	0%		0%		0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	58	14	462	40	21	749
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None		None	
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	1273	482			502	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1273	482			502	
tC, single (s)	6.4	6.2			4.2	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.3	
p0 queue free %	68	98			98	
cM capacity (veh/h)	179	580			1037	
Direction, Lane #	WB 1	NB 1	SB 1	SB 2		
Volume Total	72	502	21	749		
Volume Left	58	0	21	0		
Volume Right	14	40	0	0		
cSH	207	1700	1037	1700		
Volume to Capacity	0.35	0.30	0.02	0.44		
Queue Length 95th (m)	11.8	0.0	0.5	0.0		
Control Delay (s)	31.4	0.0	8.5	0.0		
Lane LOS	D		A			
Approach Delay (s)	31.4	0.0	0.2			
Approach LOS	D					
Intersection Summary						
Average Delay			1.8			
Intersection Capacity Utilization			46.7%		ICU Level of Service	
					A	
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
4: Old McConnell Avenue & St. Antoine Street










Future (2030) Total Traffic Volume  
AM Peak Hour

						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	66	1	1	56	1
Future Volume (Veh/h)	1	66	1	1	56	1
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	72	1	1	61	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage (veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	124	2			2	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	124	2			2	
tC, single (s)	6.4	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.2	
p0 queue free %	100	93			96	
cM capacity (veh/h)	838	1083			1620	
Direction, Lane #	WB 1	NB 1	SB 1			
Volume Total	73	2	62			
Volume Left	1	0	61			
Volume Right	72	1	0			
cSH	1079	1700	1620			
Volume to Capacity	0.07	0.00	0.04			
Queue Length 95th (m)	1.7	0.0	0.9			
Control Delay (s)	8.6	0.0	7.2			
Lane LOS	A		A			
Approach Delay (s)	8.6	0.0	7.2			
Approach LOS	A					
<b>Intersection Summary</b>						
Average Delay		7.8				
Intersection Capacity Utilization		20.6%		ICU Level of Service		A
Analysis Period (min)		15				

St. Antoine Subdivision Phase 1  
5: Old McConnell Avenue & St. Antoine Street (North)

Future (2030) Total Traffic Volume

















AM Peak Hour

						
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	1	56	66	1	1	1
Future Volume (Veh/h)	1	56	66	1	1	1
Sign Control	Free			Stop	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	61	72	1	1	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	0		34	32	63	0
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0		34	32	63	0
tC, single (s)	4.1		7.1	6.5	6.5	6.2
tC, 2 stage (s)						
tF (s)	2.2		3.5	4.0	4.0	3.3
p0 queue free %	100		93	100	100	100
cM capacity (veh/h)	1623		970	860	827	1085
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	62	73	2			
Volume Left	1	72	0			
Volume Right	61	0	1			
cSH	1623	969	939			
Volume to Capacity	0.00	0.08	0.00			
Queue Length 95th (m)	0.0	2.0	0.1			
Control Delay (s)	0.1	9.0	8.8			
Lane LOS	A	A	A			
Approach Delay (s)	0.1	9.0	8.8			
Approach LOS		A	A			
Intersection Summary						
Average Delay			5.0			
Intersection Capacity Utilization			20.6%	ICU Level of Service		A
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
9: Gerald Street/Gerard Street & St. Antoine Street

Future (2030) Total Traffic Volume

















AM Peak Hour











												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	15	19	22	1	42	1	8	1	1	1	1	16
Future Volume (Veh/h)	15	19	22	1	42	1	8	1	1	1	1	16
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	16	21	24	1	46	1	9	1	1	1	1	17
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	47			45			131	114	33	115	126	46
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	47			45			131	114	33	115	126	46
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			99	100	100	100	100	98
cM capacity (veh/h)	1560			1563			820	768	1041	853	757	1023
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	61	48	11	19								
Volume Left	16	1	9	1								
Volume Right	24	1	1	17								
cSH	1560	1563	831	994								
Volume to Capacity	0.01	0.00	0.01	0.02								
Queue Length 95th (m)	0.2	0.0	0.3	0.5								
Control Delay (s)	2.0	0.2	9.4	8.7								
Lane LOS	A	A	A	A								
Approach Delay (s)	2.0	0.2	9.4	8.7								
Approach LOS			A	A								
Intersection Summary												
Average Delay			2.9									
Intersection Capacity Utilization			20.3%		ICU Level of Service				A			
Analysis Period (min)			15									

St. Antoine Subdivision Phase 1  
12: Morris Street & St. Antoine Street

Future (2030) Total Traffic Volume

AM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	7	0	12	0	0	0	34	0	0	0	0	8
Future Volume (Veh/h)	7	0	12	0	0	0	34	0	0	0	0	8
Sign Control	Free			Free			Stop			Stop		
Grade	0%			0%			0%			0%		
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	8	0	13	0	0	0	37	0	0	0	0	9
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	0			13			32	22	6	22	29	0
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0			13			32	22	6	22	29	0
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	100			100			96	100	100	100	100	99
cM capacity (veh/h)	1623			1606			965	867	1076	986	860	1085
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	21	0	37	9								
Volume Left	8	0	37	0								
Volume Right	13	0	0	9								
cSH	1623	1700	965	1085								
Volume to Capacity	0.00	0.00	0.04	0.01								
Queue Length 95th (m)	0.1	0.0	1.0	0.2								
Control Delay (s)	2.8	0.0	8.9	8.3								
Lane LOS	A		A	A								
Approach Delay (s)	2.8	0.0	8.9	8.3								
Approach LOS			A	A								
Intersection Summary												
Average Delay				6.9								
Intersection Capacity Utilization				18.6%	ICU Level of Service				A			
Analysis Period (min)				15								










						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	39	26	633	60	20	554
Future Volume (Veh/h)	39	26	633	60	20	554
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	42	28	688	65	22	602
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	1366	720			753	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	1366	720			753	
tC, single (s)	6.4	6.2			4.2	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.3	
p0 queue free %	73	93			97	
cM capacity (veh/h)	156	424			835	
Direction, Lane #	WB 1	NB 1	SB 1	SB 2		
Volume Total	70	753	22	602		
Volume Left	42	0	22	0		
Volume Right	28	65	0	0		
cSH	209	1700	835	1700		
Volume to Capacity	0.33	0.44	0.03	0.35		
Queue Length 95th (m)	11.2	0.0	0.6	0.0		
Control Delay (s)	30.6	0.0	9.4	0.0		
Lane LOS	D		A			
Approach Delay (s)	30.6	0.0	0.3			
Approach LOS	D					
Intersection Summary						
Average Delay			1.6			
Intersection Capacity Utilization			47.4%		ICU Level of Service	A
Analysis Period (min)			15			



St. Antoine Subdivision Phase 1  
4: Old McConnell Avenue & St. Antoine Street

Future (2030) Total Traffic Volume

PM Peak Hour




						
Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations						
Traffic Volume (veh/h)	1	65	1	1	80	1
Future Volume (Veh/h)	1	65	1	1	80	1
Sign Control	Stop		Free			Free
Grade	0%		0%			0%
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	71	1	1	87	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type			None			None
Median storage veh)						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	176	2			2	
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	176	2			2	
tC, single (s)	6.4	6.2			4.1	
tC, 2 stage (s)						
tF (s)	3.5	3.3			2.2	
p0 queue free %	100	93			95	
cM capacity (veh/h)	770	1083			1620	
Direction, Lane #	WB 1	NB 1	SB 1			
Volume Total	72	2	88			
Volume Left	1	0	87			
Volume Right	71	1	0			
cSH	1077	1700	1620			
Volume to Capacity	0.07	0.00	0.05			
Queue Length 95th (m)	1.7	0.0	1.4			
Control Delay (s)	8.6	0.0	7.3			
Lane LOS	A		A			
Approach Delay (s)	8.6	0.0	7.3			
Approach LOS	A					
Intersection Summary						
Average Delay			7.8			
Intersection Capacity Utilization			21.9%	ICU Level of Service	A	
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
5: Old McConnell Avenue & St. Antoine Street (North)

Future (2030) Total Traffic Volume

PM Peak Hour



















Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations						
Traffic Volume (veh/h)	1	80	65	1	1	1
Future Volume (Veh/h)	1	80	65	1	1	1
Sign Control	Free			Stop	Stop	
Grade	0%			0%	0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	1	87	71	1	1	1
Pedestrians						
Lane Width (m)						
Walking Speed (m/s)						
Percent Blockage						
Right turn flare (veh)						
Median type	None					
Median storage veh						
Upstream signal (m)						
pX, platoon unblocked						
vC, conflicting volume	0		47	46	89	0
vC1, stage 1 conf vol						
vC2, stage 2 conf vol						
vCu, unblocked vol	0		47	46	89	0
tC, single (s)	4.1		7.1	6.5	6.5	6.2
tC, 2 stage (s)						
tF (s)	2.2		3.5	4.0	4.0	3.3
p0 queue free %	100		93	100	100	100
cM capacity (veh/h)	1623		952	846	801	1085
Direction, Lane #	EB 1	NB 1	SB 1			
Volume Total	88	72	2			
Volume Left	1	71	0			
Volume Right	87	0	1			
cSH	1623	950	921			
Volume to Capacity	0.00	0.08	0.00			
Queue Length 95th (m)	0.0	2.0	0.1			
Control Delay (s)	0.1	9.1	8.9			
Lane LOS	A	A	A			
Approach Delay (s)	0.1	9.1	8.9			
Approach LOS		A	A			
Intersection Summary						
Average Delay			4.2			
Intersection Capacity Utilization			22.0%	ICU Level of Service		A
Analysis Period (min)			15			

St. Antoine Subdivision Phase 1  
9: Gerald Street/Gerard Street & St. Antoine Street

















Future (2030) Total Traffic Volume

PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	23	46	11	1	28	1	22	1	1	1	1	15
Future Volume (Veh/h)	23	46	11	1	28	1	22	1	1	1	1	15
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	25	50	12	1	30	1	24	1	1	1	1	16
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type		None			None							
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	31			62			155	139	56	140	144	30
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	31			62			155	139	56	140	144	30
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	98			100			97	100	100	100	100	98
cM capacity (veh/h)	1582			1541			788	740	1011	818	734	1044
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	87	32	26	18								
Volume Left	25	1	24	1								
Volume Right	12	1	1	16								
cSH	1582	1541	793	1005								
Volume to Capacity	0.02	0.00	0.03	0.02								
Queue Length 95th (m)	0.4	0.0	0.8	0.4								
Control Delay (s)	2.2	0.2	9.7	8.6								
Lane LOS	A	A	A	A								
Approach Delay (s)	2.2	0.2	9.7	8.6								
Approach LOS			A	A								
Intersection Summary												
Average Delay			3.7									
Intersection Capacity Utilization			25.7%		ICU Level of Service				A			
Analysis Period (min)			15									

St. Antoine Subdivision Phase 1  
12: Morris Street & St. Antoine Street

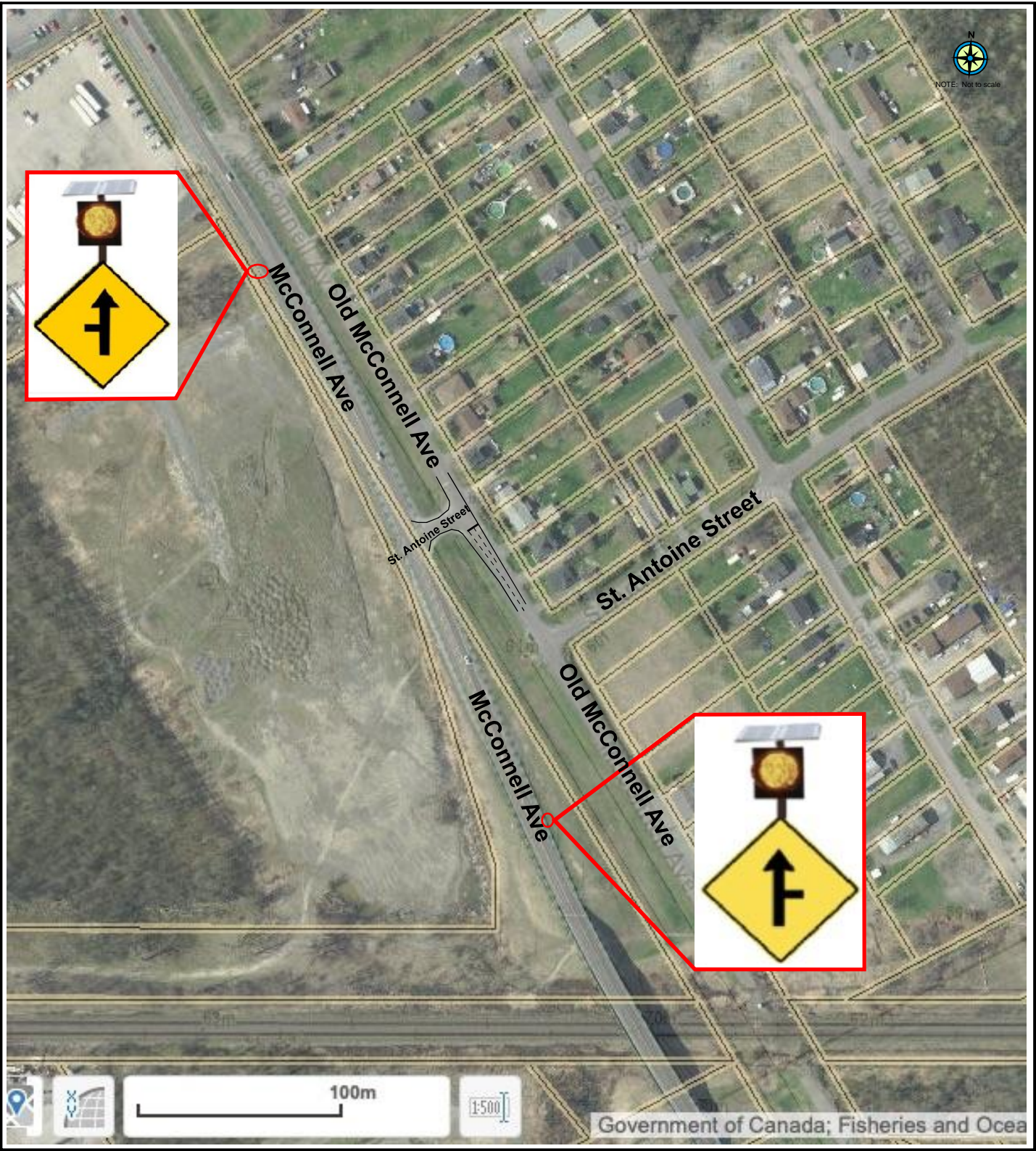
Future (2030) Total Traffic Volume  
PM Peak Hour

												
Movement	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Lane Configurations												
Traffic Volume (veh/h)	11	0	35	0	0	0	22	0	0	0	0	6
Future Volume (Veh/h)	11	0	35	0	0	0	22	0	0	0	0	6
Sign Control		Free			Free			Stop			Stop	
Grade		0%			0%			0%			0%	
Peak Hour Factor	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Hourly flow rate (vph)	12	0	38	0	0	0	24	0	0	0	0	7
Pedestrians												
Lane Width (m)												
Walking Speed (m/s)												
Percent Blockage												
Right turn flare (veh)												
Median type	None			None								
Median storage (veh)												
Upstream signal (m)												
pX, platoon unblocked												
vC, conflicting volume	0			38			50	43	19	43	62	0
vC1, stage 1 conf vol												
vC2, stage 2 conf vol												
vCu, unblocked vol	0			38			50	43	19	43	62	0
tC, single (s)	4.1			4.1			7.1	6.5	6.2	7.1	6.5	6.2
tC, 2 stage (s)												
tF (s)	2.2			2.2			3.5	4.0	3.3	3.5	4.0	3.3
p0 queue free %	99			100			97	100	100	100	100	99
cM capacity (veh/h)	1623			1572			938	843	1059	954	823	1085
Direction, Lane #	EB 1	WB 1	NB 1	SB 1								
Volume Total	50	0	24	7								
Volume Left	12	0	24	0								
Volume Right	38	0	0	7								
cSH	1623	1700	938	1085								
Volume to Capacity	0.01	0.00	0.03	0.01								
Queue Length 95th (m)	0.2	0.0	0.6	0.2								
Control Delay (s)	1.8	0.0	8.9	8.3								
Lane LOS	A		A	A								
Approach Delay (s)	1.8	0.0	8.9	8.3								
Approach LOS			A	A								
Intersection Summary												
Average Delay				4.5								
Intersection Capacity Utilization				17.9%	ICU Level of Service				A			
Analysis Period (min)				15								

## APPENDIX B: Intersection Warning Sign (Wa-13) and Placement Locations



Approximate Placement Locations of the Flashing Beacon with Wa-13 Sign



### 3. Intersection Warning Signs

Intersection warning signs alert motorists to intersections where they may encounter hazards, including the presence of the intersections themselves, merging traffic and changes in right-of-way control.

Unexpected or unseen intersections may present a hazard to through and turning traffic. The hazard is most serious if the intersection has an uncontrolled right-of-way, or is hidden. Even controlled intersections, however, typically require driver caution. In addition, intersection warning signs are used at merge locations and at intersections where right-of-way control is being changed.

Uncontrolled and controlled intersection signs are most often needed on rural roads. In urban locations, widespread application of right-of-way control devices such as STOP signs and traffic signals, and the typically close spacing between intersections, may make the use of these types of intersection warning signs impractical or redundant.

#### INTERSECTION Sign (Uncontrolled)



Ws-11	60 cm x 60 cm
Font	N/A
Colour	Legend & Border – Black Background – Yellow Reflective
Minimum Sheeting	Type I

#### INTERSECTION Sign (Uncontrolled)



Ws-12	60 cm x 60 cm
Font	N/A
Colour	Legend & Border – Black Background – Yellow Reflective
Minimum Sheeting	Type I

#### INTERSECTION Sign (Uncontrolled)



Ws-13	60 cm x 60 cm
Font	N/A
Colour	Legend & Border – Black Background – Yellow Reflective
Minimum Sheeting	Type I



**T-INTERSECTION Sign (Uncontrolled)**

Wa-14	60 cm x 60 cm
Font	N/A
Colour	Legend & Border – Black Background – Yellow Reflective
Minimum Sheeting	Type I

**Y-INTERSECTION Sign (Uncontrolled)**

Wa-15	60 cm x 60 cm
Font	N/A
Colour	Legend & Border – Black Background – Yellow Reflective
Minimum Sheeting	Type I

**Purpose and Background**

Uncontrolled intersection signs are used to warn drivers of an approaching intersection where neither road has a designated right-of-way. Normal right-of-way rules apply, namely, drivers yield to vehicles on their right, except where vehicles are already in the intersection. Caution is required at these intersections, so drivers must be made aware of their presence.

On intersection signs, lines or curves are used to represent the intersection layout and the intersecting angle of the crossing roadway. An arrowhead at the end of a line or curve symbolizes right-of-way. Absence of arrowheads on the uncontrolled intersection signs therefore indicates that neither of the intersecting roadways has the right-of-way.

**Sign Types**

The **standard size INTERSECTION sign (uncontrolled) (Wa-11)** indicates an uncontrolled intersection where a road crosses the road on which the sign appears.

The **standard size INTERSECTION sign (uncontrolled) (Wa-12)** indicates an uncontrolled intersection where a road approaching from one side at a non-perpendicular angle meets the road on which the sign appears.

The **standard size INTERSECTION sign (uncontrolled) (Wa-13)** indicates an uncontrolled intersection where a perpendicular side road approaching from one side meets the road on which the sign appears.

The **standard size T-INTERSECTION sign (uncontrolled) (Wa-14)** indicates an uncontrolled intersection where a road crosses the termination point of the road on which the sign appears.



The **standard size Y-INTERSECTION sign (uncontrolled) (Wa-15)** indicates a Y-shaped intersection, where traffic approaches from the stem of the “Y” and continues along one branch of the “Y”. The side road is represented by the other branch of the “Y”.

### Guidelines for Use

Uncontrolled intersection signs must not be used:

- On approaches to intersections under stop or yield control. (The STOP AHEAD sign (Wb-1) or YIELD AHEAD sign (Wb-1A) must be used where drivers need to be alerted to the presence of an intersection under stop or yield control.)
- To warn of hidden private driveways or entrances.

The Y-INTERSECTION sign must not be used at intersections channelized by traffic islands, or where junction signs or turn markers are present. In these situations, the context and signing are sufficient to alert motorists to the presence of an intersection. Also, at channelized intersections, traffic does not enter, but can only exit, the main road via the right branch of the “Y”.

A left and/or inverted version of the Wa-12 or Wa-13 should be used where appropriate to represent the actual intersection layout.

Where an intersection occurs along a forward or reverse curve, an adapted intersection sign must be used. The adapted sign design is based on the applicable turn/curve warning sign (Wa-1 to Wa-5), without the arrowhead on the turn/curve symbol, and with one or more side strokes added to indicate a side road entering.

Where one or more of the curves included under a WINDING ROAD sign (Wa-6) contains an uncontrolled intersection, an individual turn/curve

warning sign, adapted to be an uncontrolled intersection sign, must be posted. The WINDING ROAD sign indicates a symbolic configuration only, and is not precise enough to represent to drivers the actual location of the uncontrolled intersection.

In situations where the intersection configuration varies significantly from what is symbolized on the sign options discussed above, signs should be created with new symbols to represent actual intersection layouts. In such cases, roads must be represented as lines **without** arrowheads, to indicate uncontrolled right-of-way on both intersecting roads.

Uncontrolled intersection warning signs are not required on local residential streets, including streets within sub-divisions.

For more information on turn/curve warning signs, see Section 2 (Roadway Alignment Signs). For more information about STOP AHEAD and YIELD AHEAD signs, see Section 6 (Traffic Regulations Ahead Signs). Information on right-of-way control and STOP and YIELD signs can be found in Book 5 (Regulatory Signs).

### Location Criteria

The location criteria for uncontrolled intersection signs are as described for warning signs in Section 1.5 (Location), and as described for signs in general, in Book 1b, Section 12 (Sign Position). No exceptional location criteria are noted.

### Special Considerations

For further details on right-of-way rules at an intersection not controlled by a STOP or YIELD sign or traffic signal, refer to the Highway Traffic Act, Section 135 (R.S.O. 1990).

## APPENDIX C: General Sketch of the Left Turn Lane on Old McConnell Avenue

Sketch of Left Turn Lane on Old McConnell Avenue at St. Antoine Street



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

Department: Planning, Development and Recreation  
Division: Building and By-law  
Report Number: 2020-324-Planning, Development and Recreation  
Prepared By: Charles Bray, Acting Chief Building Official  
Meeting Date: June 22, 2020  
Subject: Cat Control Strategy By-law

**Purpose**

Following reports that were presented to Council in 2018 and 2019 regarding a proposed cat population control strategy, the Animal Control By-Law will be amended to include cats in addition to dogs for registration.

The amendment will also recognize cat rescue groups within the community that have as a mission to capture feral cats in the City and proceed to the spaying and neutering of these feral cats before releasing them back into the community. These rescue groups will be classified as *Approved Fostering Organizations* in the Animal Control By-Law.

A Subsidized Spay & Neuter Program (SSNP) will also be developed and administered by the City to assist qualifying residents and *Approved Fostering Organizations* in annually spaying and neutering as many cats as financially feasible.

**Recommendation**

That Council receive Report Number 2020-324, as presented and proceed to amend By-Law 112-1998, the Animal Control By-Law, to allow for the registration of cats and provide for an exemption to *Approved Fostering Organizations*.



## **Financial Implications**

An amount of \$ 40,000 was dedicated as part of the 2020 budget to implement a Subsidized Spay & Neuter Program (SSNP). Previous research has shown that such a program would have to be in place for a minimum of 5 – 10 years to be effective. An amount will be annually budgeted towards the SSNP for the required duration to help control the cat population.

## **Strategic Priority Implications**

This program supports the City's Mission of providing services that enable an environmentally sustainable community which will care for the needs of its residents, and its Vision for a healthy community.

## **Background / Discussion**

This By-Law will acknowledge that the City of Cornwall is committed to helping reduce the feral cat population within the City. It has been proven that spaying and neutering feral cats does have a positive impact on reducing the cat population within a community. Previous research has shown that such a program would have to be in place for a minimum of 5 – 10 years to be effective. An amount will be annually budgeted towards a subsidized program for the required duration to help control the cat population.

Registration of cats and dogs help reunite owners with their pets in the event that they would become stray or lost. Licence fees also help fund the City's partnership with the local OSPCA, and help pay for animal control and regulatory services associated with pet ownership.

The Building & By-Law Division has been working closely with the Social Services Division to develop a Subsidized Spay & Neuter Program (SSNP) to financially assist cat owners within the City of Cornwall. Approved Fostering Organizations and qualifying permanent residents in the City of Cornwall would be able to benefit from the SSNP. The approval process of the SSNP will be administered and coordinated by the Social Services Division.

The City's current Animal Control By-Law, which is primarily focused towards dogs, will be amended to include cats for the purpose of the registry. The registry will effectively mirror what the City currently has in place for the registration of dogs. Registration of cats would be effective February 1, 2021.

Any *Approved Foster Organization* recognized by the City would be exempt from registering cats for the purpose of rescuing or fostering cats.

Document Title:	Amend Animal Control By-Law and introduction of a cat control strategy - 2020-324-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

**Charles Bray - Jun 16, 2020 - 12:07 PM**

**Mark A. Boileau - Jun 16, 2020 - 12:13 PM**

**Maureen Adams - Jun 16, 2020 - 4:31 PM**

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-323-Planning, Development and Recreation  
Prepared By: Mark A. Boileau, General Manager  
Meeting Date: June 22, 2020  
Subject: Placemaking

**Purpose**

To provide Council with information concerning Placemaking in the community, as requested in a Motion approved on February 10, 2020.

**Recommendation**

- a. That Council receive Report 2020-323-Planning, Development and Recreation; and
- b. That the City seek public input regarding urban placemaking designs, either through the Recreation Master Plan review, or within a Waterfront Project if applicable, or through a separate public communications request; and,
- c. That staff continue to work with local businesses in creating or expanding parklets and patios.

**Financial Implications**

Placemaking can occur both on public and private property. When it occurs on the City's property, staff will include improvement costs within its Operating



Budget when required funds are minor; major projects would be requested annually through Capital Projects.

### **Strategic Priority Implications**

This initiative meets the Corporate Strategic Priorities in: 1. Developing the waterfront; 2. Care and provide for the needs of the community; and 3. Accommodate pop-up businesses.

### **Background / Discussion**

Following the presentation by Ms. Kelly Bergeron on February 10, 2020, Council requested that administration prepare a report.

#### What is Placemaking?

According to information provided by the Ontario Professional Planners Institute, *Placemaking is a movement that re-imagines public spaces as the heart of every community. Rooted in community-based participation and grass roots collaboration, Placemaking guides the planning, design, management and programming of public spaces and capitalizes upon a community's assets – social and physical, as well as creative - to create vibrant destinations that serve a local as well as regional audience.*

As indicated in Ms. Bergeron's presentation, it can foster a community's sense of pride in, and ownership of, their public spaces. She provided two examples which have been reviewed, as follows.

#### Project #1: Paint Pitt and Second Crosswalk.

Ms. Bergeron's presentation included a few colourful crosswalk designs implemented in other communities, which incorporated street art. While the idea would certainly add to the vibrancy of the downtown and any other proposed locations, it raised some concern regarding liability for the municipality. The following information was therefore sought.

Comments from BFL Canada, the City's Insurance provider:

*We have received a number of questions from other Municipalities that are considering the same type of projects. What is clear is that prior to proceeding, the Insurers want to understand exactly what is done. After conversations with a Municipal lawyer, here is some information that I believe would be helpful as guidance.*

*“My guess is these types of crosswalks have not been tested in court. Crosswalks have looked the same for many years. If the party who caused the loss, e.g. a motorist, sited he or she did not know it was a crosswalk, I have no idea if that would be considered reasonable and potentially result in a higher settlement against the municipality. Reason being, if the courts believed that the contributing factor in the accident was the untraditional crosswalk, the portion of negligence against the municipality could be increased and the portion of negligence against the driver decreased. The other difficulty is, depending on the severity of the accident, even if the motorist limits were exhausted, the municipality carries a much higher limit.”*

*In general terms, from a risk and claims perspective, until we can do more research, speak with legal counsel and get their further thoughts, my recommendation would be to not move forward unless providing full project information to us.*

In addition to the above, Municipal Works typically need to repaint any roadway markings twice annually, particularly in heavier traffic areas such as downtown intersections. As a result, there would be an annual cost to repaint the artwork. It should be noted that the paint used for roadway line painting is a specialized and more expensive paint which bonds to the surface. If paint other than pavement marking paint was used for the artwork, it would likely wear off shortly after it was placed. The Ministry of Transportation (MTO) mandates the various types of paint and colour that can be used for pavement markings. If a large area was repainted on annual basis, it can often become very slippery after several paint coats have been applied which will increase possible liability for the City.

Roadway line painting is provincially regulated and must follow the Ontario Traffic Manual (OTM). As such, the line painting of crosswalks in the City follows the design details stipulated in the OTM which also includes the colour and reflectivity of the paint. The line painting at crosswalks provides a basic form of regulatory protection for the pedestrian crossing the road. If crosswalks were not painted in accordance with the OTM, the City could be held liable if an accident ever occurred. As such, painting artwork at crosswalks which experience high traffic volumes is not recommended. The proposed artwork may be most suitable for a surface which is only utilized by pedestrians. Additionally, artwork at City crosswalks was also considered as part of Heart of the City's Centretown Streetscape Revitalization Plan but was not included/recommended at that time due to the same concerns.

While creative designs may not be supported for city streets and intersections for the above reasons, various pedestrian surfaces may be suitable. For example, hard surfaces within Lamoureux Park, the Benson Centre, the new Justice Building courtyard, the Provincial Courtyard off Pitt Street (City owned), and the Civic Complex are all areas that can be reviewed. As per the definition of Placemaking, the public can be invited to participate in the process. The City could seek design ideas from the community, which could then be voted on and implemented at a later date.

#### Project #2: Parklet Design Build Competition:

Ms. Bergeron's presentation included a parklet design proposal for the Pitt Street block from Second to Third Streets. Her report outlined the following:

*Parklets repurpose part of the street next to the sidewalk into a public space for people. These small parks provide amenities like seating, planting, bicycle parking, and art. While they are funded and maintained by neighboring businesses, residents, and community organizations, they are publicly accessible and open to all. Parklets reflect the diversity and creativity of the people and organizations who sponsor and design them. They also reflect the City's commitment to encouraging walking, bicycling, and strengthening our communities.*



Staff's report to Council dated May 25, 2020 on the subject of 'Closing Pitt Street' outlined a number of options in this area, including the Woonerf 'bump outs' which can accommodate public spaces or restaurant patios for example. In addition, there are numerous lanes and squares, such as the Justice Building courtyard, Provincial Courtyard, George Assaly Lane, Urquhart Lane, Truffles courtyard, and First Street Pop-up park which can accommodate more private or public opportunities. Finally, the City's Encroachment Agreement can review proposals for the use of public right-of-way (including parking bays) for restaurant patios.

The COVID-19 pandemic has created a situation where the approvals process for many of these ideas is far more streamlined and simplified. In fact on Friday, June 12, staff and Ms. Bergeron met with a number of restaurant owners in the downtown to have preliminary conversations on their plans for outdoor space.

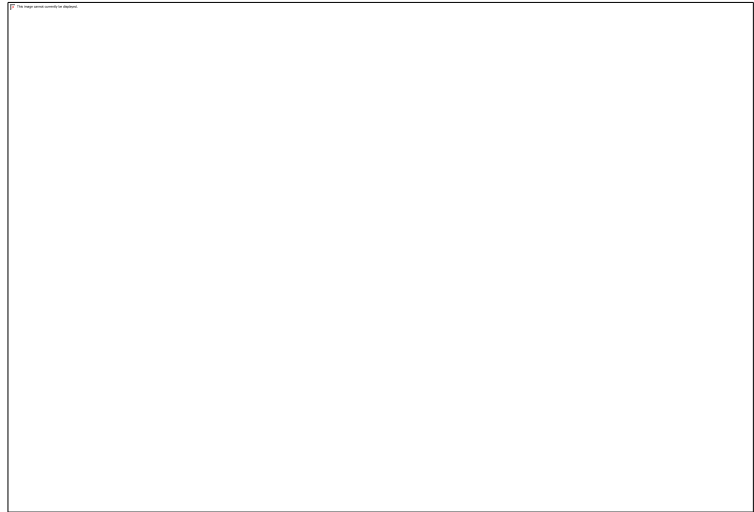
While all restaurants in Cornwall were contacted with a description of how we could assist, we are currently working with the following businesses:

- Spicy Pearl
- Birchwood Cafe
- Simply Jennifer
- Spinners Diner
- Truffles Burger Bar
- Schnitzel's European Flavours
- Edward's Bistro
- Riley's
- Val and Paulie's Diner
- Esca
- Rendez-Vous
- Brunch on Pitt
- The Glengarrian
- Lola's
- Village Diner



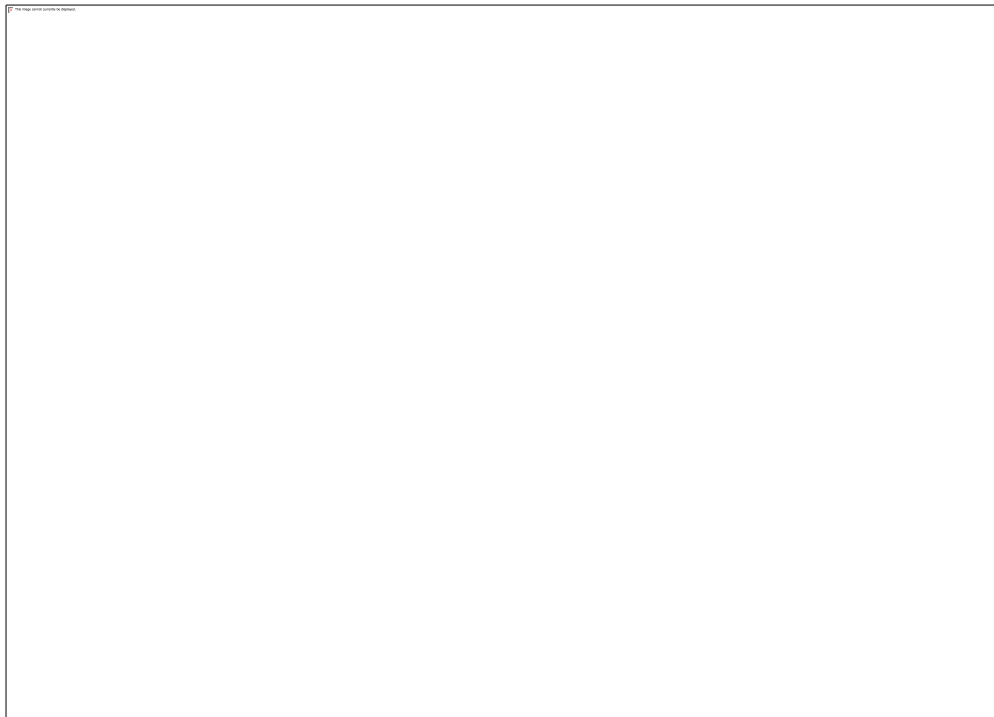


- Thum's Kitchen
- Rurban
- Au Vieux Duluth
- Hops and Barley – Best Western Inn
- Boston Pizza
- St. Lawrence Blvd.
- La Maison
- Stomping Grounds
- East Side Marios
- Shoeless Joes
- Wing House



When utilising public space, a brief agreement, including insurance coverage by the business, is required.

Our intention is to assist any restaurant or retailer with outdoor opportunities, where possible.





With respect to City materials to install in public places, or to assist private businesses if possible, staff are reviewing its inventory to determine what may be available.

As an example, the City has painted several park picnic tables in vibrant colours to be established throughout the downtown and Le Village.

### Cornwall Waterfront:

The City's Waterfront Plan, approved in August 2019, was also referenced in Ms. Bergeron's report. Of course, the Plan includes a number of enhancements or new creations for public space within the City's five districts, including the following projects (not inclusive, but selected few):

#### Guindon Park

- Campground
- Beach
- Floating playground

#### Canal Lands

- Wakeboard Cable Water Park
- Ice skating/rowing on canal
- Creation of Canal Park



#### Lamoureux Park

- Lamoureux Park Promenade
- Augustus Street Swing Bridge
- Major Street Gateways

#### Harbour to College

- Pointe Maligne
- Off-leash Dog Park



- New Public Building (washrooms, ice cream, bicycle rentals, café, etc.)

#### East Front

- Various lookouts
- NAV Centre dock
- Boundary Road Boat Launch enhancements.



Many of these projects were arrived at with considerable community engagement. The next step is to establish a new Waterfront Committee, which will assist in implementing the projects recommended in the Plan.

#### Potential Future Projects:

Ms. Bergeron's report outlined other potential future projects.

- Cornwall Public Library Front Entrance Space: we would look to the Library administration to assist with a design, including community input, for this prominent space. In the past, a café has been established; this could be reconsidered, or other options reviewed. It is typically a very warm area during the summer months.
- Downtown Murals: Additional murals can be considered for the community, such as an image of Bob Turner as suggested. The challenge with murals is often maintenance costs, and finding willing property owners.
- Brick and Mortar Pop-up: The City is currently working to establish pop-up businesses. Small Sea Containers were purchased and were planned for the summer 2020, however COVID has affected its implementation. We are however giving thought to various options for these.
- Lit up Cornwall sign: Staff have considered this idea for Cornwall, as established in many other cities. There is of course a cost to it, which needs to be budgeted for. It can fall into a Waterfront project, or be an urban design contest as part of the Recreation Master Plan, or on its own.
- Community Ideas: Staff are supportive of requesting additional ideas, either through existing websites, or through a specific site for urban design.

## Report Approval Details

Document Title:	Placemaking - 2020-323-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jun 17, 2020

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

**Maureen Adams - Jun 17, 2020 - 9:15 AM**



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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-314-Planning, Development and Recreation  
Prepared By: Kathleen Rendek, Administrative Assistant  
Meeting Date: June 22, 2020  
Subject: Outdoor Gardening – COVID-19

**Purpose**

To provide Council with information regarding By-laws related to outdoor gardening, community gardens, backyard farming, and urban food production resulting from a New Business Motion of Council approved May 11, 2020.

**Recommendations**

- a. That Council continue to endorse and support residential food gardens for personal use, and for City Administration to further promote permitted gardening activities and Eastern Ontario Health Unit guidelines for safe food handling.
- b. That Council continue to endorse community gardening and support the establishment of new garden spaces, and for City Administration to define and consider community gardens during the Comprehensive Zoning By-Law review and the Recreation Master Plan review.
- c. That City Administration prepare a more comprehensive report on urban agriculture for Regular Council Meeting on November 23, 2020.

## **Financial Implications**

There are no financial implications based on the recommendations of this report.

## **Strategic Priority Implications**

Content provided in this report supports three of Council's Strategic Priorities, namely

1. Being leaders in sustainability and climate change,
2. Developing waterfront through recreational activities, and
3. New Businesses and Economic Development.

## **Background / Discussion**

At the Regular Council Meeting of May 11, 2020, Council requested for Administration to prepare a report on By-laws related to outdoor gardening, community gardening, and urban food production. The report was to offer a series of suggestions on how Council can further support and promote local food production in Cornwall. See Attachment 1 for complete motion.

### **Growing Interest, Community Benefits, and Existing Efforts**

The COVID-19 pandemic has prompted a renaissance of interest and investment towards home vegetable gardening, community gardens, planting fruiting trees, backyard chickens, and buying locally grown foods. This trend is happening on a global scale, but we are seeing considerable activity and enthusiasm in Cornwall.

While not universal, much of the interest and activity stems from concerns over household food security and resiliency should there be an issue with the agri-food supply chain, lack of food literacy and skills, prioritizing healthy living and outdoor activities while social distancing at home, or a desire to offer hands-on experiences for youth finishing their school year from home.

Research, reports published by other municipalities, and anecdotal evidence from Cornwall residents highlight the many benefits home gardening, community gardens, and urban agriculture. Key benefits include:

- improved food security in communities and can assist individuals who have limited access to fresh, healthy, and whole foods,
- increased outdoor and recreational activity,
- reduced nutrient and yard waste through composting,
- enhanced community engagement, inclusion, and mental health,

- increased food literacy and life-skills development,
- new opportunities for new local food businesses,
- further support for local food businesses, and
- improvement of green infrastructure which benefits water systems, reduces urban carbon dioxide levels, and supports urban biodiversity.

The City of Cornwall, institutions, and community organizations have supported the food-growing efforts of Cornwall residents for personal use or donation, long before the COVID-19 pandemic. These efforts include, but are not limited to:

- By-Laws to allowing for the cultivation of fruits, vegetables, trees, and shrubs on private property,
- Permitting community gardening activity on public and private lands,
- Seasonal yard waste collection, free compost and wood chips, and water treatment services,
- In-kind support for food and gardening events and activities,
- On-going support of the Edible Cities Project (2018), community gleaning, tiny forests, and pollinator habitats.

The City has also allowed for the development of several urban agriculture businesses over the past 6 years. These efforts can be differentiated from the above as commercial operations designed to profit from agri-food products. Notable examples include Smart Greens, Fieldless Farms, Smart Greens - ZipGrow and Pitt Street Gardens.

Finally, in an effort to support and encourage new local food retail spaces, the City amended By-Law 2015-194 Special Events in May 2017 to provide an exemption to farmers' markets on the condition that they are official members with Farmers' Market Ontario and comply with the FMO definition of a Farmers' Market (i.e. 50% food producers). See Cornwall By-Law 2017-091 for details.

## **Part 1: Residential Food Gardens and Livestock - Personal Use Only**

### **Fruits, Vegetables, and Perennials – Growing In Popularity**

Growing fruits and vegetables on private residential property is becoming a very popular activity for Cornwall residents. This approach uses empty space to create viable food sources in front yards, backyards, porches, and balconies. These gardens tend to include a mix of annuals (tomatoes, cucumbers, beans, lettuce, etc.) and perennials (alums, trees, and shrubs).

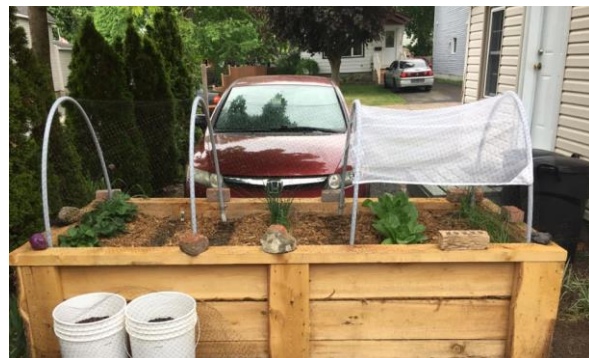
Gardens are planted directly in the soil, in raised beds, containers, hanging baskets, vertical installations, or a combination depending on the space. Typical garden accessories include sheds, small temporary greenhouses, rain barrels, pergola or trellis, fencing, and compost containers.

Cornwall residents are very interested in home gardening for personal use. The “Grow A Garden” page on the Cornwall.ca website (created April 26, 2020) has had 2,600 pageviews to date (1,900 unique pageviews). As a comparison, during the same timeframe, our very popular COVID-19 response homepage had 7,200 pageviews (5,700 unique pageviews).

The first Facebook post on April 27 reached 11,900 people, with 1,300 post clicks and 577 reactions, comments, and shares. This was a general post about all resources, including website, compost, and mulch. Follow up posts at the beginning of May on compost and mulch reached 5,400 people and 8,700 people respectfully.



Considering the traffic on our gardening page, it would be beneficial to expand the Grow a Garden page to outline and promote all permitted home gardening activities, any limitations, and health guidelines. This would become a permanent page on our website and could include information on building temporary greenhouses, raised garden beds, compost piles/containers, pest management expectations, soil inputs, rain barrels, and recommended practices for food consumption from the Eastern Ontario Health Unit.



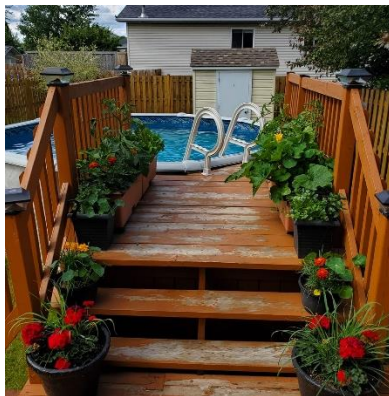




Residents have made more than 870 trips to the landfill in 2020 to take advantage of free garden material. These trips over the scale result in over 550 tonnes of compost, mulch, and clean wood being used in backyards across the city. These numbers represent a 382% increase over 2019.

- Jan 1-June 15, 2019 = 190 Trips and 151.80 tonnes removed
- Jan 1-June 15, 2020 = 873 Trips and 580.81 tonnes removed

Environmental Services will continue to support the increased demand for gardening materials.



Above images provided by Cornwall residents – June 2020.

The above activities and most key elements of home gardening are permitted under residential zones and by city By-Law #2013-212 Yard Maintenance, By-Law #2014-191 Property Standards, and several Building By-Laws. See Attachment 2, Attachment 3, and Attachment 4.

By-Law amendments could be drafted to allow for the use of rainwater collection in closed rain barrel systems and explicit clarification on building temporary greenhouses and raised garden beds (i.e. no permit needed if less than 10m<sup>2</sup>).

### Livestock – Backyard Chickens

The keeping of livestock, bees, cultured fish, and wild game is not permitted in Cornwall unless zoned rural or agricultural. Livestock, as defined by the Farming and Food Productions Act, 1998, includes poultry, cattle, horse, sheep, and goat.

The same is true for our neighbouring six townships in the United Counties of Stormont, Dundas, and Glengarry. South Stormont and South Glengarry are in the process of considering backyard hens on residential property (with some land size and licensing restrictions), but no formal decision has been made.

Select communities in Ontario do allow for a limited number of “backyard hens” under a municipal by-law and permit system. Notable examples include City of Kingston Urban Hen By-Laws (2004-144: 2011-65), the City of Toronto Urban Hens Pilot Project (By-Laws 1048-2017, 1109-2017).

Keeping hens in urban areas continues to gain popularity, and a pilot backyard chicken licensing program could be considered by City Administration pending direction from Council.

## **Part 2: Community Gardens and Edible Landscaping - Personal Use Only**

Community gardens on public or private land are designed for residents who have limited access to growing space at their place of residence. Food grown in community gardens is intended for personal use, teaching, or donation.

### City Support For Community Gardening and Edible Landscapes

The City has a long history of supporting various community gardens at Cornwall Social Housing, Cornwall Fire and Police stations, food banks, primary and secondary schools, retirement and long-term care homes, after school programs, community health centres, places of worship, and outside businesses.

The following chart is a summary of existing community garden locations, capacity, and potential to expand:

Initiative	Location	Organizer	Access	Gardener Capacity	Potential To Expand
Eco Gardens	Race Street	Centre De Santé Communautaire De L'Estrie	Registered gardeners including space for Agape Centre garden	54	Yes, 17 gardeners on wait list
Brookdale Gardens	Fourth Street and Brookdale Avenue	Centre De Santé Communautaire De L'Estrie	Registered gardeners and clients of Canadian Mental Health Association	20	maybe
Hamilton Crescent Community Gardens + Edible Forest	Glenview Heights Social Housing: 650 Hamilton Cres.	Seaway Valley Community Health Centre and Social Housing	Housing residents only	50 registered in program 26 in plots 24 in containers	Yes, SVCHC counted 69 additional HC residents gardening
Lemay Street Community Gardens	New Johnstown Court Social Housing: 550 Lemay St.	Seaway Valley Community Health Centre and Social Housing	Housing residents only	10 in raised beds and containers	Yes, SVCHC counted 15 additional LS residents gardening
Seaway Valley Community Health Centre	353 Pitt Street, near parking lot	Seaway Valley Community Health Centre	SVCHC clients and public	3 container gardes	Yes
Chartwell Community Gardens	801 Fourth St East	Chartwell McConnell Retirement Residence	Retirement home resident only	Raised bed	Maybe
Edible Cities Project Garden Boxes	Lamoureux Park Bandshell	Edible Cities Project	General public	10 planter boxes + 2 larger installation at the Bandshell	Yes, Parks and Recreation considering new locations
Transition Cornwall + Community Gardens	Pitt Street Fire Station, Police Station	Transition Cornwall +	General public	4'x32' garden bed 4'x12 garden bed	Yes, if new boulevard places were provided



Riverdale Community Garden	Second Street and Power Dam	Mr. and Mrs. Towndrow	Private	6	Yes, there is space to offer land to other residents
Boys and Girls Club Gardens	1st Street Club House	Boys and Girls Club	Clients only	2 raised beds	Yes
Children's Aid Society of SDG	150 Boundary Rd	Children's Aid Society of SDG	Clients only	Large community planting	Yes
Growing Up Organic	Various primary and secondary schools in Catholic District School Board	Originally Canadian Organic Grower, now managed by schools themselves	Students only	Typically 2-4 raise garden beds	Yes



Transition Cornwall+ gardens at Fire Station and Lamoureux Park. June, 2020.

The City has a history of supporting various community gardening events and activities through in-kind or financial support.

- March: Cornwall Seedy Saturday at Benson Centre (Est. in 2014)
- May: Incredible Edible Plant Festival and Give-Away at Justice Building or Lamoureux Park (Est. 2012)
- May: Cornwall Horticultural Society Bark and Compost Day, City Landfill
- August: Transition Cornwall+ Heirloom Tomato Tasting at Cornwall Library (in 2017, 2018)





Incredible Edible Plant Give-Away, May 2020 | Riverdale Community Garden at Power Dam and 2<sup>nd</sup> West

In 2018, the City of Cornwall endorsed the Edible Cities project, an initiative which aims to convert underused recreational spaces to edible gardens, community gleaning, tiny forests, and pollinator habitats. The area around the Bandshell in Lamoureux Park was the first location for planting in 2019.

We are now considering new locations for edible landscaping along the waterfront as part of the Recreation Master Plan review.

### Establishing New Community Gardens



There is a growing demand for access to community gardens. The City will continue to support institutions and groups within the community to maintain and establish new community garden spaces. We will help by continuing to assess City owned lands for areas suitable to community gardens such as Open Space or Environmental Constraint designation. Notably, the City's Official Plan highlights Utility Corridors as optimal locations for community gardens as well the general premise of the Open Space Designation. We could also consider the Environmental Constraint zones in the Business Park if there was further demand.

The City does not have a definition for a community garden in the Zoning By-Law. A definition could be introduced in the Zoning By-law however, we would suggest that a general provision be included to allow the establishment of new community gardens along with provisions that would regulate the use, this can be fine tuned i.e. distance from abutting residential properties. We would not suggest specifying a zone as it could possibly cause future zoning deficiencies such as land-use conflicts or exclusion in a particular zone.

There is no formal application process or requirements for establishing a new community garden. We would recommend developing a licensing application and guidelines for the establishment of new community gardens in Open Space or on private property. The development of a licensing program should occur following the completion of 2020 Zoning By-Law and Recreation Master Plan to avoid any conflicting elements. This process would also help identify which department would be responsible for application receipt, approval, and annual inspection, should it be required.

### **Part 3: Urban Agriculture – Food Produced For Sale**

Urban agriculture refers to the growing, processing, and distribution of food and food-related products for commercial uses. More traditional operations include direct soil planting and greenhouses, while more advanced technologies are allowing for all-season indoor growing operations using hydroponics and aquaponics.

Private property growers that are interested in selling their produce must follow the provincial standards and regulations governed by the Ontario Ministry of Agriculture, Farming and Rural Affairs. One does not require a business license to grow and sell produce in Cornwall however, the farmer must be properly zoned (a minor variance may be required), follow the applicable zoning setbacks and building permit requirements, may need to have their soil tested for contamination, register with the Eastern Ontario Health Unit, and package foods with clear identification labels or signage (i.e. picked when and from where). Farmers' Market of Ontario (umbrella organization for Ontario markets) and the EOHU also require compliance with safe food handling during production and at the point for sale, as well as liability insurance for food businesses.

Existing urban agriculture activities in Cornwall are as follows:

- **Pitt Street Garden** is a 1.8-acre farm located north of Tollgate and Pitt Street. The business obtained a minor variance on their residential property in 2016 to allow for agricultural practices. Due to neighbouring resident concerns, the minor variance stipulates that commercial sales are prohibited. The farmer therefore sells his products at farmers' markets and his community supported agriculture subscription program. See Attachment 5 for a letter from Pitt Street Gardens in support of urban agriculture and which outlines future goals.



- **Smart Greens** produces a variety of leafy greens in a hydroponic farm on Fourth Street West using vertical farming technology at the ZipGrow manufacturing warehouse. The farm is on Manufacturing 40 zoned property and the primary agriculture products (leafy greens) are considered a manufactured product. Each Wednesday the produce is harvested and delivered to pick-up locations.



- **Fieldless Farms**, located at 705 Boundary Road, is in the process of establishing their indoor hydroponic farm. The property is zoned Manufacturing 40 which permits the manufacturing of food and beverage products. Once operational, the primary agriculture products (leafy greens) will be considered a manufactured product and fall within permitted uses.

In 2017, we amended By-Law 2015-194 Special Events to offer an exemption to farmers' markets on the condition that they are official members with Farmers' Market Ontario and comply with the FMO definition of a Farmers' Market (i.e. 50% food producers). Find By-Law 2017-091 for details.

Several municipalities in Ontario have taken additional steps to support urban agriculture. The most notable example being Hamilton with its novel Zoning By-Law defining how community gardens, farmers' markets, private property farm stands, and urban farms can operate in the City of Hamilton (By-Law 14-273). The by-law identifies new rules for allowing community gardens and urban farms to operate in parts of the city where residential and commercial zoning had



prohibited agricultural uses. That said, it is worth noting that keeping livestock (animal husbandry) remains prohibited unless zoned rural or agricultural.

In 2016, Ottawa approved amended their Comprehensive Zoning By-Law to allow for urban agriculture from community gardens and residential zones. Specifically, gardening residents may sell food grown at a community garden and/or from private property at farmers' markets. On-property retail sales are not permitted but this has simply encouraged new market locations in the city.

We would not suggest establishing a community garden on a public or private residential lot if the intent is to sell produce. This would be contrary to Home Occupations standards and may cause nuisances. The City has received complaints from sales of produce from residential lands, smell, parking etc.

Food processing is identified as a target sector in the Economic Development Strategic Plan. The plan also speaks to leveraging green/eco opportunities (clean air, walking/cycling paths, local food initiatives) to help promote Cornwall to residents, visitors, and investors.

Further development of urban agriculture activities, along with Farmers markets and commercial kitchen facilities, would support ongoing entrepreneurial and tourism sector growth. As an example, Toronto has a strong history of supporting urban agriculture in underused spaces following the GrowTO: Urban Agriculture Action Plan 2012. As part of the Action Plan, Toronto has developed several unique business licenses, leasing documents, guidelines, and tools for urban growers. Similar resources could be developed for Cornwall pending direction from Council.

Finally, we are also aware of several funding opportunities currently available to businesses and municipalities to help strengthen the development of local food infrastructure.

## Report Approval Details

Document Title:	Outdoor Gardening - COVID-19 - 2020-314-PDR.docx
Attachments:	<ul style="list-style-type: none"> <li>- Attachment 2 Highlighted Sections from By-law 2013-212 - Yard Maintenance By-law Consolidation.pdf</li> <li>- Attachment 3 Cornwall.ca summary on building permit requirements.pdf</li> <li>- Attachment 4 Highlighted Sections of By-Law 2014-191 Property Standards By-Law.pdf</li> <li>- Attachment 5 Letter from Pitt Street Farm Re Urban Agriculture In Cornwall.docx</li> <li>- Attachment 1 Outdoor Gardening - COVID-19 - 2020-09-Council Members.pdf</li> <li>- Attachment 6 Le Village BIA -Outdoor Gardening - COVID-19, May 18, 2020.pdf</li> </ul>
Final Approval Date:	Jun 16, 2020

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

**Mark A. Boileau - Jun 16, 2020 - 4:33 PM**

**Maureen Adams - Jun 16, 2020 - 8:17 PM**

**THE CORPORATION OF THE CITY OF CORNWALL**

**By-law # 2013-212**

**Yard Maintenance By-law (consolidation), being a by-law to regulate exterior property maintenance including vegetation, waste, graffiti, front decks and open porches, carports and to repeal By-law Nos. 39-1996 & 2013-110**

**WHEREAS** Section 8, 9 and 10 of the Municipal Act, 2001 authorize the City of Cornwall to pass by-laws necessary or desirable for municipal purposes, and in particular paragraphs 5, 6 and 8 Subsection 10(2) authorize by-laws respecting the economic, social and environmental well-being of the municipality ; the health, safety and well-being of persons; and the protection of persons and property; and

**WHEREAS** Section 127 of the Municipal Act, 2001 authorize the City of Cornwall to require the owner or occupant of the land to clean and clear the land, not including principal buildings, and the clean refuse or debris from the land; not including buildings; and

**WHEREAS** Section 127 of the Municipal Act, 2001 further authorize the City of Cornwall to prohibit the depositing of refuse or debris on land without the consent of the owner or occupant of the land; and

**WHEREAS** Section 128 of the Municipal Act, 2001 authorizes the City of Cornwall to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of the City Council, are or could become or cause public nuisances; and

**WHEREAS** Section 425 of the Municipal Act, 2001 authorizes the City of Cornwall to pass by-laws providing that a person who contravenes a by-law of the City of Cornwall passed under that Act is guilty of an offence; and

**WHEREAS** the Municipal Act, 2001 further authorizes the City of Cornwall, amongst other things, delegate its authority, to impose fees or charges on persons for services or activities provided or done by or on behalf of it, to provide for inspections and inspection orders, and to make orders to discontinue activity or to do work;

**NOW THEREFORE**, the Council of the Corporation City of Cornwall enacts as follows:

**SECTION 1 – SHORT TITLE**

1. This By-law may be referred to as the “Yard Maintenance By-law”.

**SECTION 2- DEFINITIONS**

**“Administrative fee”** means an additional charge in the sum of a specified percentage of any invoice, including taxes, where the Corporation has caused remedial action authorized

### **SECTION 3 – VEGETATION**

3(1) (a) Every owner or occupant of property shall keep vegetation in the yard of their property clean and cleared up.

(b) Paragraph (a) does not apply to:

- (i) crops being grown on a farm; or
- (ii) rural property
- (iii) Naturalization Project

(c) For the purposes of paragraph (a), to “clean” or “clean up” means:

- (i) for an urban property that is equal to or less than 0.4 ha.(1 acre) in area, to keep all plants cut to height or equal to or less than 15 cm (6 inches) except:

- 1. ornamental plants and vines
- 2. shrubs or trees;
- 3. cultivated fruits or vegetables; or

4. plants buffering or otherwise protecting a natural feature such as a watercourse, conservation area or storm water pond for an urban property

- (ii) that is greater than 0.4 ha. (1 acre) in area, to keep all plants with 10m (32.8 ft) of any property line cut to a height of equal to or less than 15 cm (6 inches), except:

- 1. ornamental plants and vines;
- 2. shrubs and trees;
- 3. cultivated fruits and vegetables; or

4. plants buffering or otherwise protecting a natural feature such as a watercourse, conservation area or storm water pond.

- (iii) for an urban property to remove weeds from interface of building walls and the ground plane including municipal sidewalk;

- (iv) To remove weeds and non ornamental vines from garden beds, fences, fence bases, bollard bases, retaining wall bases and the bases of all such erections; and

(d) notwithstanding the foregoing, upon submission to the property standards department of sufficient information to conduct a review and a statement of objectives, a property may be subject to a consent to naturalization. That consent is subject to the officer being satisfied that there is a legitimate program of naturalization being

waste.

4(6) Every owner or occupant of a property where an exterior bulk or roll-off container disposal system is used shall ensure the containers are:

- (a) equipped with covers or similar devices which shall readily operable but not left open except when actively being loaded;
- (b) large enough to contain all waste generated between collections by the occupants served; and
- (c) not loaded beyond the top of the container; and
- (d) free of offensive odors, and
- (e) do not weep or discharge effluent onto the surrounding environment.

4(7) Every owner or occupant of a property shall:

- (a) have not more than 2 compost heaps on their property; and
- (b) ensure that each compost heap
  - (i) has maximum size of 1 m<sup>3</sup> (10.8 cubic feet);
  - (ii) is located a minimum of 1m (3.28 feet) from any property line;
  - (iii) is located a minimum of 3m (9.8 feet) from a neighbouring dwelling
  - (iv) is enclosed on all sides by concrete blocks, a lumber structure, a metal frame, or a commercial plastic compost container;
  - (v) free of offensive odors; and
  - (vi) does not negatively affect enjoyment of surrounding properties.

4(8) Firewood shall be stacked no less than 1 m (3.28 feet) from all property lines and shall be stacked in a manner and height so as not to present a hazard or negatively affect adjacent properties.

## **SECTION 5 – BALCONIES AND CARPORTS**

5(1) Every owner or occupant of a property shall not use a balcony except as per its universally intended and accepted use predominantly as outdoor living space.

5(2) Every owner or occupant of a property that contains a balcony or carport shall maintain a balcony and carport free of accumulation of unsightly materials or objects

5(3) No person shall use a balcony for the storage or placement of waste.

5(4) No person shall use a carport for storage of waste except as permitted in section



- (b) not in active use, is permanently sealed or secured by a fence, cover or other means in compliance with relevant municipal or provincial standards and regulations.

8(2) Every owner or occupant of property shall keep the surfaces of steps, walks, driveways, parking spaces and similar areas of their property maintained so as to afford safe passage under their normal use.

8(3) Every owner or occupant of property shall keep the yard of their property clean and free from any objects or conditions that might create a health, fire or accident hazard or an unsafe condition, including stagnant and/or untreated contained water.

## **SECTION 9 -ADMINISTRATION AND ENFORCEMENT**

9(1) The Supervisor is assigned the responsibility of administering and enforcing this By-law and may so assign duties to such persons as necessary to carry out the provisions of this By-law.

9(2) Persons appointed or assigned for the purposes of administering or enforcing this By-law are Provincial Offence Officers, have the authority to carry out the duties assigned to officers under this By-law, and may enforce the provisions of this By-law.

9(3) Upon producing identification, an officer may enter on property at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- (a) this By-law;
- (b) a direction or order made under this By-law; or
- (c) a prohibition order made S. 431 of the Municipal Act, 2001.

9(4) An officer may, for the purposes of the inspection under Subsection 9(3):

- (a) require the production for inspection of documents or things relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information in writing or otherwise as required by the officer from any person concerning a matter related to the inspection; or
- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection;

9(5) Any cost incurred by the City in exercising its authority to inspect under paragraph 9(4)(d), including but not limited to the cost of any examination, test, sample or photograph necessary for the purposes of the inspection, shall be paid by the owner or

Attachment 3: Cornwall.ca  
Summary of Building Permit  
Requirements

# Building Permits

Please click here to submit a complaint with regards to building.

(<https://cornwall.formbuilder.ca/BUILDING-AND-BY-LAW/Building-Complaint-Form>).

Building Permits are necessary to ensure that applicable provincial laws, zoning requirements and fire and structural safety standards are met.

Obtaining a Building Permit ensures that your home and other buildings meet these standards in the Ontario Building Code. The Building Code sets out technical requirements for the construction (including renovations) and demolition of buildings, the change of use of existing buildings. The Code is essentially a set of minimum provisions respecting the safety of buildings with reference to public health, fire protections, accessibility and structural sufficiency. Its primary purpose is the promotion of public safety through the application of appropriate uniform building standards.

The City of Cornwall strives to promote a safe and healthy community for its residents. This extends to the private and publicly-owned buildings with the City.

Building Officials adhere to a Code of Conduct ([/en/do-business/resources/Building-Permits/Code-of-Conduct-Building-Official.pdf](https://en.do-business/resources/Building-Permits/Code-of-Conduct-Building-Official.pdf)) and are responsible for overseeing and inspecting that the Building Code is followed and implemented.

Compliance with the Building Code is achieved through mandatory inspections for building permits, demolitions, investigations of work performed without permits.

## Do you Need a Building Permit / Who Should Apply / Projects that Require a Permit

**Do you need a Building Permit?** A building permit is required before starting a construction, demolition or renovation project, other than the exceptions listed below. This is provided for general guidance and is not an all-encompassing listing. For advice on whether your project requires a permit, contact our Permit Technician at 613-930-2787 ext 2355.

**Who Should Apply?** It is the property owner's responsibility to ensure that a building permit is obtained when required. You may authorize your contractor or designer (for example) to apply for the permit, but as the owner you must ensure that you have the permit prior to starting work.

### **Projects that Require a Permit** New Construction:

- Any new building greater than 10m<sup>2</sup> (108 ft<sup>2</sup>) in size (the area of the building's footprint)
- Any new building that contains plumbing, irrespective of size
- Any addition to an existing building, irrespective of size
- Concrete porches
- Decks (exceptions may apply)
- Detached or attached garages and carports
- Solariums
- Addition of a dormer
- Sunrooms
- Installing or changing a swimming pool fence enclosure
- Tents (645 sq. ft / 60 m<sup>2</sup> more ground area)

#### Demolition and Alterations:

- Demolishing any building greater than 10m<sup>2</sup> (108 ft<sup>2</sup>) in size
- Adding, removing or altering a structural wall or column
- Adding, removing or altering a non-loadbearing partition
- Changing the use of a building
- Installing a basement entrance
- Relocating a Building
- Changing a fireplace from gas to wood or solid fuel burning
- Roughing in a bathroom or washroom
- Installing a fireplace or wood stove
- Renovating a dwelling to provide a full basement
- Construction separate rooms in a basement
- Installing an accessory apartment
- Installing any new plumbing piping
- Repairing or installing an on-site sewage system
- Connecting to municipal sanitary and storm sewers
- Installing a new furnace utilizing a new fuel source
- Installing an exterior sign
- An underground sprinkler system connected to building plumbing
- Installing a solar hot water system

- Recycling grey water to reduce water use
- Roof-mounted solar photovoltaic panels
- Replacing an exterior wall or cladding

A building permit is required for construction whether the work is on the interior or the exterior of the building or dwelling. There is no exemption for a building permit when performing construction solely within or inside a dwelling. You **don't** need a Building Permit for the following residential projects:

- Constructing detached accessory buildings less than 10m<sup>2</sup> (108 sq. ft.) in area\*
- Decks not adjacent to a building entrance that are less than 10m<sup>2</sup> (108 sq. ft.) in area
- Damp-proofing basements
- Replacing plumbing fixtures or water heaters
- Replacing a furnace or adding air conditioning units or a heat pump
- Electrical projects (Consult the Electrical Safety Authority)
- Kitchen or bathroom cupboards
- Painting and decorating
- Maintenance and repairs
- Replacing windows or doors (same size openings)
- Replacing roofing or shingles
- Retaining walls less than 1 meter in height
- Sidewalks, planters and landscaping
- Garden pergolas and gazebos that do not have a solid roof

## Application Forms

- [Permit Application \(/en/do-business/resources/Building-Permits/Building-Permit-Application.pdf\)](/en/do-business/resources/Building-Permits/Building-Permit-Application.pdf)
- [Fence & Pool Enclosure Permit Application \(/en/do-business/resources/Building-Permits/Fence-and-Pool-Enclosure-2017.pdf\)](/en/do-business/resources/Building-Permits/Fence-and-Pool-Enclosure-2017.pdf)
- [Schedule 1: Designer Information \(/en/do-business/resources/Building-Permit-Reports/Schedule-1---2019.pdf\)](/en/do-business/resources/Building-Permit-Reports/Schedule-1---2019.pdf)
- [Schedule 3: Consent and Acknowledgment \(Agent Authorization\) \(/en/do-business/resources/Building-Permits/Schedule-3---Acknowledgement-and-Consent---Agent-Authorization.pdf\)](/en/do-business/resources/Building-Permits/Schedule-3---Acknowledgement-and-Consent---Agent-Authorization.pdf)

- [Energy Efficiency Design Summary: Prescriptive Method \(/en/do-business/resources/Building-Permits/ENERGY-EFFICIENCY-DESIGN-SUMMARY---PRESCRIPTIVE-METHOD.pdf\)](/en/do-business/resources/Building-Permits/ENERGY-EFFICIENCY-DESIGN-SUMMARY---PRESCRIPTIVE-METHOD.pdf)
- [Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods \(/en/do-business/resources/Building-Permits/ENERGY-EFFICIENCY-DESIGN-SUMMARY---PERFORMANCE--OTHER-ACCEPTABLE-COMPLIANCE-METHODS.pdf\)](/en/do-business/resources/Building-Permits/ENERGY-EFFICIENCY-DESIGN-SUMMARY---PERFORMANCE--OTHER-ACCEPTABLE-COMPLIANCE-METHODS.pdf)
- [Commitment to General Review Form \(/en/do-business/resources/Building-Permits/Commitment-to-General-Review.pdf\)](/en/do-business/resources/Building-Permits/Commitment-to-General-Review.pdf)
- [Applicable Law Checklist \(/en/do-business/resources/Building-Permits/APPLICABLE-LAW-CHECKLIST---JULY-2017.pdf\)](/en/do-business/resources/Building-Permits/APPLICABLE-LAW-CHECKLIST---JULY-2017.pdf)
- [2020 Fee Schedule \(/en/do-business/resources/Foxit-Fee-Schedule-Page-1-and-2.pdf\)](/en/do-business/resources/Foxit-Fee-Schedule-Page-1-and-2.pdf)

## How do I Apply for a Building Permit

### **Step 1**

Visit Building & By-law Division at the Cornwall Civic Complex (Second Floor) at 100 Water Street East or give us a call at (613) 930-2787 ext. 2355 to obtain a building permit application. Applications and additional information can also be obtained in the Department Forms box on this page (above).

### **Step 2**

Submit applications. The permit application requires information about the project. You will be asked to document who will perform the work, what work will be done, where the work will be done, and how the work will be done.

Scaled drawings, plans or other documentation of the proposed work will have to be submitted for review. Included with the submission, the plans must have the designer's B.C.I.N. registration number, except when a homeowner is preparing their own drawings or for accessory structures under 30m<sup>2</sup> (538 sq. ft).

Your application should include 2 sets of building plans drawn to scale suitable for examination and a site plan.

## What is the Cost of a Building Permit?

Building permit fees depend on the floor area and type of building being constructed or altered.

Typical building permit fees for residential buildings are based on area (refer to the Fees and Charges By-Law #2018-089, for a complete listing [presently under review]). There is a \$184.00 minimum permit fee.

Typical building permit fees for non-residential buildings are calculated based on the estimated construction value. The current building permit fee is \$14.01 per \$1,000

of construction value.

For example, if construction for a project is worth \$800,000 the building permit fee would be equal to:

$$\$14.01 \times \$800,000 / \$1000 = \$11,000.00.$$

[2020 Fee Schedule \(/en/do-business/resources/Foxit-Fee-Schedule-Page-1-and-2.pdf\)](/en/do-business/resources/Foxit-Fee-Schedule-Page-1-and-2.pdf)

[A By-law respecting Construction, Demolition and Change of Use Permits](/en/resources/By-law-2019-027-A-By-law-under-the-Building-Code-Act-1992-respecting-Construction-Demolition-and-Change-of-Use-Permits-and-related-matters.pdf)

[\(/en/resources/By-law-2019-027-A-By-law-under-the-Building-Code-Act-1992-respecting-Construction-Demolition-and-Change-of-Use-Permits-and-related-matters.pdf\)](/en/resources/By-law-2019-027-A-By-law-under-the-Building-Code-Act-1992-respecting-Construction-Demolition-and-Change-of-Use-Permits-and-related-matters.pdf) (Including Fees)

## What Inspections are Required?

Each major phase of construction must be inspected by our Building Officials to make certain the work conforms to the Building Code, the building permit and the approved plans.

The mandatory inspections required for your project will be indicated on the permit. It is your responsibility to ensure that either you or your contractor contacts the city to request an inspection at least 48 hours before work proceeds from one inspection stage to the next.

## Zoning and Other Applicable Laws

A building permit cannot be issued if an owner's site plan and building proposal does not meet City zoning standards, including land use, setbacks from property lines and maximum lot coverage. If you cannot meet all zoning requirements because of site restrictions, you may apply for exemption through the Committee of Adjustment or a zoning by-law amendment. These processes must be completed before a building permit can be considered.

Use our online zoning search tool to determine the zoning restrictions that apply to your property. [Click here to access the tool. \(/en/do-business/zoning.aspx\)](/en/do-business/zoning.aspx)

In certain cases other laws will apply to a project and must be completed before a building permit can be issued. The laws include site plan approval under the *Planning Act*, heritage approvals, conservation authority permits and others.

Use our online property information tool ([click here to access the tool \(http://maps.cornwall.ca/mapguide/cornwallmaps.php\)](http://maps.cornwall.ca/mapguide/cornwallmaps.php)) and our [applicable law checklist \(/en/shared-content/resources/Building-and-By-Law/Applicable-Law-List.pdf\)](/en/shared-content/resources/Building-and-By-Law/Applicable-Law-List.pdf) [PDF] to determine the other applicable laws that apply to your property. If they do, it is recommended that you complete these approvals before applying for your building permit.

## Resources

- [Deck Form \(/en/do-business/resources/Building-Permits/DeckForm.pdf\)](/en/do-business/resources/Building-Permits/DeckForm.pdf)
- [Siding Form \(/en/do-business/resources/Building-Permits/SIDING-FORM-REVISED-JULY-2017.pdf\)](/en/do-business/resources/Building-Permits/SIDING-FORM-REVISED-JULY-2017.pdf)

- [Fence Permit \(/en/do-business/resources/Building-Permits/FENCE-PERMIT-FORMHG.pdf\)](/en/do-business/resources/Building-Permits/FENCE-PERMIT-FORMHG.pdf)
- [Accessory Building Form \(/en/do-business/resources/Building-Permits/AccessoryBuildingForm.pdf\)](/en/do-business/resources/Building-Permits/AccessoryBuildingForm.pdf)
- [Plumbing Drawing Requirements \(/en/do-business/resources/Building-Permits/PlumbingDrawingRequirements.pdf\)](/en/do-business/resources/Building-Permits/PlumbingDrawingRequirements.pdf)
- [Building Permit Application Guide for Homeowners \(/en/do-business/resources/Building-Permits/ApplicationGuide.pdf\)](/en/do-business/resources/Building-Permits/ApplicationGuide.pdf)
- [2016 Building Permit Report on Fees \(/en/do-business/resources/Building-Permits/2016-BUILDING-PERMIT-REPORT-ON-FEES.pdf\)](/en/do-business/resources/Building-Permits/2016-BUILDING-PERMIT-REPORT-ON-FEES.pdf)
- [2017 Building Permit Report on Fees \(/en/do-business/resources/Building-Permits/2017-BUILDING-PERMIT-REPORT-ON-FEES.pdf\)](/en/do-business/resources/Building-Permits/2017-BUILDING-PERMIT-REPORT-ON-FEES.pdf)

## Newsletters

- [Newsletter, Edition 1 \(/en/do-business/resources/Building-Permits/Edition-1---September-2016.pdf\)](/en/do-business/resources/Building-Permits/Edition-1---September-2016.pdf)
- [Newsletter, Edition 2 \(/en/do-business/resources/Building-Permits/Edition-2---January-2017.pdf\)](/en/do-business/resources/Building-Permits/Edition-2---January-2017.pdf)
- [Newsletter, Edition 3 \(/en/do-business/resources/Building-Permits/Edition-3---December-2017.pdf\)](/en/do-business/resources/Building-Permits/Edition-3---December-2017.pdf)
- [Newsletter, Edition 4 \(/en/shared-content/resources/Building-and-By-Law/Edition-4---August-2018.pdf\)](/en/shared-content/resources/Building-and-By-Law/Edition-4---August-2018.pdf)
- [Newsletter, Edition 5 \(/en/do-business/resources/Building-Permit-Reports/Edition-5---June-2019.pdf\)](/en/do-business/resources/Building-Permit-Reports/Edition-5---June-2019.pdf)

## Septic System Permits

The City of Cornwall has entered into an agreement with the South Nation Conservation Authority for the enforcement of Part VIII of the Ontario Building Code - Private Sewage Systems. As such all Sewage Permit applications will be submitted directly to the South Nation Conservation; please coordinate with your Sewage System Designer.

The South Nation Conservation issues permits and services related to severances, land development, new construction and inspections of private sewage systems. Privately owned sewage systems, including septic tanks and leaching beds, require a permit for installation or alteration under the Ontario Building Code. Proper operation and maintenance of your private sewage system is also required under this Ontario Building Code jurisdiction.

The South Nation Conservation is located at 38 Victoria Street in Finch, Ontario and can be reached at:

Telephone: 613-984-2948 or Toll Free: 1-877-984-2948

More information is available on [South Nation Conservation's website \(click here\)](http://www.nation.on.ca).  
(<http://www.nation.on.ca>).

## Did you Know?

A building permit must be refused by the City if an owner's construction will not meet Ontario's Building Code. The Ontario Building Code sets out mandatory minimum standards for structural, health, fire safety and accessibility, and there is no appeal or variance permitted.

The Building Code also requires that permit plans be prepared by a provincially qualified designer, or by an architect or professional engineer. Your designer is responsible to ensure the design meets the building code.

The Building Code permits knowledgeable homeowners to prepare permit plans for their own house, provided they meet these same construction standards.

The City does not provide design services.

Department of Planning, Development and Recreation  
Building & By-Law Division  
Cornwall Civic Complex  
100 Water Street East, 2<sup>nd</sup> Floor  
Cornwall, Ontario K6H 6G4  
Tel: (613) 930-2787  
Fax: (613) 932-3236  
Ext # 2355 Permit application and general code questions  
Ext # 2310 Schedule an inspection  
Ext # 2323 Permit inquiries  
Ext # 2312 Zoning questions  
[Please click here to email Lynne Beauchamp\(\)](#)  
Building Permits and By-Law Enforcement Clerk  
100 Water Street East, Box 877, Cornwall ON, K6H 5T9  
Phone: [613-930-2787 ext. 2323](tel://6139302787,2323) (<tel://6139302787,2323>).  
Fax: [613-932-3236](tel://6139323236) (<tel://6139323236>).  
[Map this location](http://maps.google.com/maps?f=d&source=s_d&daddr=100%20Water%20Street%20East,%20Cornwall%20ON) ([http://maps.google.com/maps?](http://maps.google.com/maps?f=d&source=s_d&daddr=100%20Water%20Street%20East,%20Cornwall%20ON)  
[f=d&source=s\\_d&daddr=100%20Water%20Street%20East,%20Cornwall%20ON](http://maps.google.com/maps?f=d&source=s_d&daddr=100%20Water%20Street%20East,%20Cornwall%20ON)).

---

## Contact Us

Lynne Beauchamp  
Building Permits and By-Law Enforcement Clerk  
100 Water Street East, Box 877, Cornwall ON, K6H 5T9  
Phone: [613-930-2787 ext. 2323](tel://6139302787,2323)  
Fax: [613-932-3236](tel://6139323236)



[Email this contact](#)

[Map this location](#)

### **City of Cornwall**

360 Pitt Street, Cornwall, ON K6J 3P9

Phone: [613-930-2787](#)

[Email Us](#)

---

© 2017 City of Cornwall, 360 Pitt Street, Cornwall, ON, K6J 3P9, Telephone: **[613-930-2787](#)**

Designed by [eSolutionsGroup](http://www.esolutionsgroup.ca) (<http://www.esolutionsgroup.ca>).

**THE CORPORATION OF THE CITY OF CORNWALL**

**By-law # 2014-191**

**A Property Standards By-Law of the City of Cornwall to provide for standards under which properties are maintained.**

Whereas under Section 15.1(3) of the Building Code Act, S.O. 1992, c.23, a By-law may be passed by the Council of a municipality prescribing the standards for the maintenance and occupancy of property within the municipality provided the official plan for the municipality includes provisions relating to property conditions;

Whereas the Official Plan for the City of Cornwall includes provisions relating to property conditions;

Whereas the Council of the City of Cornwall is desirous of passing a By-law under Section 15.1(3) of the Building Code Act, S.O. 1992, c.23;

Whereas Section 15.6(1) of the Building Code Act, S.O. 1992, c.23 requires that a By-law passed under Section 15.1(3) of the Building Code Act, S.O. 1992, c.23 shall provide for the establishment of a Property Standards Committee;

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

## PART 1

### SHORT TITLE AND DEFINITIONS

## PART 2

### GENERAL STANDARDS FOR ALL PROPERTY AND USES

- 2.01 SCOPE
- 2.02 YARDS
- 2.03 OUTDOOR STORAGE OF MATERIAL – NO IMMEDIATE USE
- 2.04 GARBAGE RECEPTACLES
- 2.05 GARBAGE CHUTES – ROOMS – CONTAINERS-STANDARDS.
- 2.06 UNENCLOSED PORCH – BALCONY
- 2.07 GRASS – TREES – BUSHES – HEDGES – LANDSCAPING
- 2.08 GROUND COVER – EROSION CONTROL
- 2.09 LOT GRADING – DRAINAGE
- 2.10 WALKWAYS – DRIVEWAY – PARKING LOTS
- 2.11 SNOW DISPOSAL – STORAGE
- 2.12 EXTERIOR LIGHTING
- 2.13 RETAINING WALL
- 2.14 WELLS – CISTERN – CESSPOOL – PRIVY VAULT – PIT OR EXCAVATION
- 2.15 ACCESSORY BUILDINGS
- 2.16 FENCE
- 2.17 TOWERS – GANTRIES – MASTS – ANTENNAE
- 2.18 SIGNS

## PART 3

### EXTERIOR PROPERTY AREAS

- 3.01 STRUCTURAL ADEQUACY – CAPACITY
- 3.02 FOUNDATION WALLS – BASEMENTS
- 3.03 EXTERIOR WALLS – SURFACES – CLADDING – MASONRY
- 3.04 DOORS – WINDOWS – CELLAR – HATCHWAYS
- 3.05 CANOPIES – MARQUESS – AWNINGS
- 3.06 ROOF
- 3.07 EAVES TROUGH SYSTEM – METAL DUCTS – FLASHING
- 3.08 CHIMNEY FLUES
- 3.09 GARAGE

## PART 4

### INTERIOR OF BUILDINGS STRUCTURES AND DWELLINGS

- 4.01 INTERIOR STRUCTURE – COLUMNS - BEAMS
- 4.02 WALLS – CEILINGS
- 4.03 FLOORS
- 4.04 STAIRS – HANDRAILS – GUARDS
- 4.05 ELEVATORS
- 4.06 MEANS OF EGRESS
- 4.07 HEATING
- 4.08 ELECTRICAL
- 4.09 VENTILATION
- 4.10 NATURAL LIGHT
- 4.11 LIGHTING
- 4.12 PLUMBING
- 4.13 WATER SUPPLY
- 4.14 SEWAGE SYSTEM
- 4.15 PEST PREVENTION

## PART 5

### ADDITIONAL REQUIREMENT FOR RESIDENTIAL OCCUPANCY

- 5.01 OCCUPANCY STANDARDS
- 5.02 KITCHENS
- 5.03 TOILET AND BATHROOM FACILITIES

## PART 6

### NON-RESIDENTIAL PROPERTY STANDARDS

- 6.01 YARDS
- 6.02 MEANS OF EGRESS
- 6.03 GUARDRAILS
- 6.04 SEPARATIONS
- 6.05 VENTILATION
- 6.06 AIR CONDITIONING
- 6.07 LIGHTING
- 6.08 TOILET ROOM FACILITIES
- 6.09 CLEANLINESS
- 6.10 SALVAGE YARD

PART 7  
VACANT – DAMAGED – DEMOLITION

- 7.01 VACANT LAND
- 7.02 VACANT BUILDING
- 7.03 DAMAGE BY FIRE – STORM – OTHER CAUSES
- 7.04 DEMOLITION

PART 8  
ADMINISTRATION AND ENFORCEMENT

- 8.01 ADMINISTRATION AND ENFORCEMENT
- 8.02 PROPERTY STANDARDS APPEAL COMMITTEE
- 8.03 NON-COMPLIANCE
- 8.04 APPEALS OF ORDERS
- 8.05 ENFORCEMENT
- 8.06 CONFLICTS – BY-LAWS – STANDARDS – REGULATIONS
- 8.07 ULTRA VIRES
- 8.08 OFFENCES AND PENALTIES
- 8.09 SEVERABILITY
- 8.10 TRANSITION
- 8.11 TRANSITION REPEAL

SCHEDULE 'A' (attached)  
Service Use and Activity Charges  
PART 1

SHORT TITLE: This By-law may be referred to as "The Property Standards By-law".

DEFINITIONS

1.01 In this By-law:

1. "Acceptable"- means acceptable in the opinion of the Property Standards Officer.
2. "Accessory Building"- means a detached building or structure, not used for human habitation that is subordinate to the primary use of the same property.
3. "Act" - means an enactment or statute of the Province of Ontario.

May 27, 2020

To whom it may concern,

My name is Dan Marion, and I am the owner and operator of Pitt Street Garden. I have been developing an urban farm and market garden for four years now in Cornwall on a 1.8 acre parcel of land. Prior to taking on this project I worked in urban agriculture and organic landscaping out West. I belonged to a community organization of urban farmers who focused on food security to help change municipal bylaws for urban chickens, boulevard gardens and farm-gate; selling produce from your property. They even developed a community seed bank where each member took responsibility of one species of plant to collect seeds.

There are many advantages in having a farm in the city and there are many disadvantages that come in from the obstacles of municipal bylaws and the public's perception of agriculture and farming.

When I started my farm here in Cornwall, I applied for a minor variance to construct a 100 foot greenhouse. It was opposed by my neighbours during the meeting for the approval. I came to realize that they believed a farm was the use of noisy farming equipment, the stench of spraying anaerobic fermented animal manure on the fields and the use of chemical fertilizer and pesticides. They even had concerns that there might be chickens.

Urban or peri-urban agriculture usually falls in the category of micro farms. The goal of these farms are to build topsoil, conserve the ecology by supporting habitat and help develop a local food production.

My business operates with a CSA model which means Community Supported Agriculture. Members of the community support me by committing to buying their produce from me throughout the whole growing season. This allows me to sell all my produce at market price without food going to waste.

Many modern cities in north America have embraced urban agriculture. In 2010 Seattle named it the year of urban agriculture. By then they had promoted community gardens, legalized urban chickens, and allowed end of driveway sales which developed cottage industry sales in the city.

Operating this business in a residential area has many limitations. The by-laws to allow employees or volunteers to be able to participate are onerous. The limitations around being able to sell vegetables from our property stifle some of the benefits of being in the city and being easily accessible to the public. Not being allowed a small number of chickens impacts the ability to create fertile soil without importing it. It would also benefit the community to be able to offer tours, teach workshops and classes and use the farm systems already in place as an example.

Cornwall is an ideal location to have a small-scale agriculture industry due the amount of land that we have available and the reasonable prices. We also fall into one of the warmest climates in eastern Ontario.

My business has been feeding people for a few years now and my members return to support me every year because they know that they are getting the freshest, most local organic produce available. They know that this choice is helping the environment by eliminating the transportation of food and by knowing exactly where their food is coming from.

I have realized that a project such as this one cannot have the impact that it could have on a community's food security without being able to teach and train others to produce food in this method. This business would be much more successful if it had the opportunity of having one or two interns or volunteers that could develop their own small farm and contribute to the community in the form of self-employment.

If the city wants to develop food security, reduce carbon emissions, create employment and look for a greener future then urban agriculture should be part of its plan.

Sincerely,

Dan Marion  
Pitt Street Garden

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-09-Council Members  
Meeting Date: Outdoor Gardening – COVID-19  
Subject: Outdoor Gardening – COVID-19

---

Proposed by: Councillor Eric Bergeron

---

Seconded by: Councillor Claude E. McIntosh

Now therefore be it resolved that Council request Administration to prepare a report on on By-laws related to outdoor gardening, backyard farming and urban food production in order to look at how we can relax and/or modify our current By-laws in order to help promote food production within the city's limits including on an individual property basis and in community operated gardens.

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

The goal of the report would be to have a series of suggestions on how the council can endorse local food production on a private property, identify where urban community gardens could exist and rough costs of operating such expanded gardens.



By-laws to consider / review:

- Backyard gardening
- Front yard gardening / lawn care
- Chicken coops
- Food production / urban farming
- Greenhouse growing
- Community gardens
- Cooking and use of fire

The report should also explain any EOHU rules about food production on personal property within city limits that may overlap with the City's own By-laws.

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: Outdoor Gardening-Covid-19

May 18, 2020

Dear M. Boileau,

Le Village and the greater Le Village area does not support this initiative for the following reasons and would like to be exempt

- 1) This is not the great depression there is plenty of food in grocery stores
- 2) Chicken coops can harbour disease if not maintained and require constant supervision and can create noise issues at 5 AM
- 3) People should continue to use BBQ
- 4) No front yard gardening

Le Village will support outside the greater Le Village area the following not at the taxpayers expense

- 1) Backyard gardening
- 2) Community gardens
- 3) Greenhouse growing

In general, Le Village does not support this initiative.

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

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

Department: Infrastructure and Municipal Works  
Division: Transit  
Report Number: 2020-323-Infrastructure and Municipal Works  
Prepared By: Len Tapp, Division Manager  
Meeting Date: June 22, 2020  
Subject: Response to Sunday Bus Service Petition

**Purpose**

To provide Council with a report regarding an on-line petition received to introduce Sunday Bus Service.

**Recommendation**

That Council receive Report 2020-323-Infrastructure and Municipal Works.

**Financial Implications**

The financial implications for the provision of Sunday bus service would vary depending on the type and frequency of service approved. Accordingly, it is suggested that the provision of Sunday bus service could range between \$250,000 to \$500,000 annually in addition to an estimated \$150,000 start-up cost. These figures are only provided to allow Council to understand the financial range of possible service additions.

**Strategic Priority Implications**

Sunday bus service could be considered to play an integral role in Council's strategic priority to attract and enhance a workforce that meets the demands of local employers by providing a transportation option for employees to and from their place of employment.

## Background / Discussion

An on-line (Facebook) petition was submitted to Council requesting Sunday bus service. The survey is still open on Facebook, but the bulk of the participation was gathered between September and early December 2019. The petition was initiated by Ms. Ginette Guy. To date there are 717 respondents of which 450 have indicated that they reside in the Cornwall area.

Administration has reviewed the request for Sunday bus service and offer the following comments.

This type of on-line petition is difficult to gage for actual need. This petition has many respondents from out of town including places; such as, France, Africa, Israel, Vancouver, and the USA.

A previous petition of similar nature was received in 2017 and served as the catalyst for the Cornwall Transit Comprehensive Review which resulted in the Transit Master Plan presented to Council in October 2017. Representatives from Stantec Consultants who developed the Transit Master Plan, informed Council that standard ridership projections with regards to a petition of this nature suggest 5% of respondents would likely use Sunday bus service. In this case 23 individuals might utilize Sunday bus service (450 x 5%).

The Transit Master Plan 9.2.3 states: *"The implementation of Sunday service in the immediate term (1 to 5 years) as a pilot project to assess the uptake in order to recommend its permanent continuation, was an option that was identified by stakeholders."*

The Plan also identified that typical Sunday ridership would be half of the present Saturday ridership of 1,400 passengers (pre COVID-19) or approximately 700 riders. Costs are not truly identified in the Master Plan and percentages are used based on many factors including ridership and cost per rider.

Some immediate Master Plan recommendations that have been implemented or are on-going include:

1. Schedule adherence improvements to restore "faith" in the system;
2. Introduction of express routes;
3. Compliance with Handi-Transit Accessibility for Ontarians with Disabilities Act (AODA);
4. A sustainable Bus Fleet Replacement program.

Suggestions for Short, Medium and Long Term allow for the Master Plan to be a flexible document considering the ability to pay for service revisions.

Recommendations 1 & 2 above have been implemented; Number 3 is almost complete. Number 4 has received Investing in Canada Infrastructure Program (ICIP) funds and Council's support of ICIP projects. In 2021, Cornwall Transit's bus fleet will have achieved the goal of an average age of 6 to 7 years per bus.

The status of the Plan's recommendation is a major consideration when considering service additions.

The Division Manager spoke with Ms. Ginette Guy, the originator of the petition. Ms. Guy was found to be a reasonable and thoughtful person. Her personal situation, which she agreed to share with Council, is that she is semi-retired and has an older car. She uses public transportation once in awhile but would like to feel secure that public transit is available if she needs it. She would consider not replacing her car and using Transit if Sunday service were available.

The Division Manager and Ms. Guy agreed that there are some citizens who would benefit from Sunday bus service for various reasons. It was also agreed that the "landscape" has changed over the years and more businesses are open on Sundays. Ms. Guy also recognized that cost is a large factor when introducing additional bus service.

Ms. Guy stated that she understands that COVID-19 has had a harmful impact on Cornwall Transit and resulted in delay or cancellation of initiatives that might have been otherwise implemented in the near future. Accordingly, Ms. Guy requested that perhaps as a first step, that some form of Sunday bus service for persons with disabilities be considered.

Considering all of the preceding, Administration is recommending that the City of Cornwall and Cornwall Transit review Sunday bus service as part of the 2022 budget submission or at the point when the adverse impacts from COVID-19 have fully recovered. There are new technologies that may assist with a pilot project. In the meanwhile, Administration will continue to explore solutions that may assist persons with disabilities with Sunday transportation needs.

### **Accessibility Impact**

Improved transportation options for persons with disabilities.

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

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
Report Number: 2020-322-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: July 1, 2020  
Subject: Ribfest 2020, Use of Parking Lot at Cornwall Civic Complex

**Purpose**

To report to Council on the request from the Optimist Club to use the parking lot at the Cornwall Civic Complex for Ribfest 2020.

**Recommendation**

That Council grant the Optimist Club permission to use the parking lot at the Cornwall Civic Complex for Ribfest 2020.

**Financial Implications**

The Optimist Club has been awarded a \$10,000 municipal grant through the City's Outside Agency Municipal Grant funding program for the hosting of the Ribfest 2020 event.

**Background / Discussion**

At the regular meeting of Council on June 8<sup>th</sup>, 2020, the Optimist Club submitted a request to Council seeking permission to use the parking lot at the Cornwall Civic Complex for Ribfest 2020. Council received the request and referred the matter to Administration for a report.



Administration met with the Optimist Club to understand and review the details of the proposal. Please find attached a sketch showing the proposed layout for the event using the Cornwall Civic Complex parking lot.

Administration does not have any objections to the proposed use of the Cornwall Civic Complex parking lot for Ribfest 2020 provided that the following conditions are met:

- That the Optimist Club obtain approval from the Eastern Ontario Health Unit to host the event;
- That a two-way traffic corridor is preserved through the east parking lot to allow for unimpeded access to and from Marina 200 throughout the duration of the event;
- That a designated area at the south end of the east parking lot be preserved as overflow parking for Marina 200 patrons;
- That a designated area of the parking lot be preserved for Cornwall Aquatic Centre patrons;
- That a designated area of the north parking lot be preserved for City staff and residents accessing the municipal offices at the Cornwall Civic Complex.

### **Description of the Ribfest 2020 proposed operation:**

The Optimist Club proposes a “drive-thru” style configuration for Ribfest 2020 as a means of ensuring physical distancing among Ribfest patrons.

Event organizers propose to utilize a combination of online pre-ordering, designated spaces for ordering and vehicle waiting areas, designated spaces for pedestrian ordering and waiting areas. Patrons will be encouraged to pre-order online before arriving to help minimize the time spent onsite. For those that don't pre-order, volunteers will take orders through the vehicle windows, then move the vehicle to a designated waiting area. When the vehicle's order is ready for pick up, the vehicle will leave the designated waiting area and be permitted to proceed to the vendor area for pickup.

Administration supports the proposal to use the east parking lot for the vendors and the food pick up area as electrical and water services are readily available in this area.

### **Traffic Flow**

Ribfest patrons will be directed to enter the property via the westerly entrance (Newsy Lalonde Way) off of Water Street. Volunteers will direct traffic to the



appropriate designated areas in the north parking lot to place their orders and wait for notice that their order is ready. Once a patron's order is ready, volunteers will direct the vehicle to the food vendor area in the east parking lot for pick up. Once they have picked up their food order, patrons will be directed to exit the premises through the easterly exit via the Water St./Sydney St. intersection. A corridor for two-way traffic will be designated through the east parking lot to allow for unimpeded access to and from Marina 200.

Ribfest patrons will not be permitted to exit their vehicles in the designated waiting areas and will be required to leave the premises once they have received their food order.

Event organizers also plan to establish a home delivery system using its volunteers to help reduce traffic volumes onsite and to allow local residents who don't have access to a vehicle to participate in the event.

Event organizers have also requested the use of Salons A and C to host a virtual concert that would be broadcast on Cogeco's Your TV. Administration have no objections to the proposed use of Salons A and C for this purpose provided that necessary measures are taken to ensure physical distancing of the various performers, Cogeco staff, and volunteers.



Document Title:	Ribfest 2020 Use of Parking Lot at Cornwall Civic Complex - 2020-322-PDR.docx
Attachments:	- Ribfest2020Layout.pdf
Final Approval Date:	Jun 16, 2020

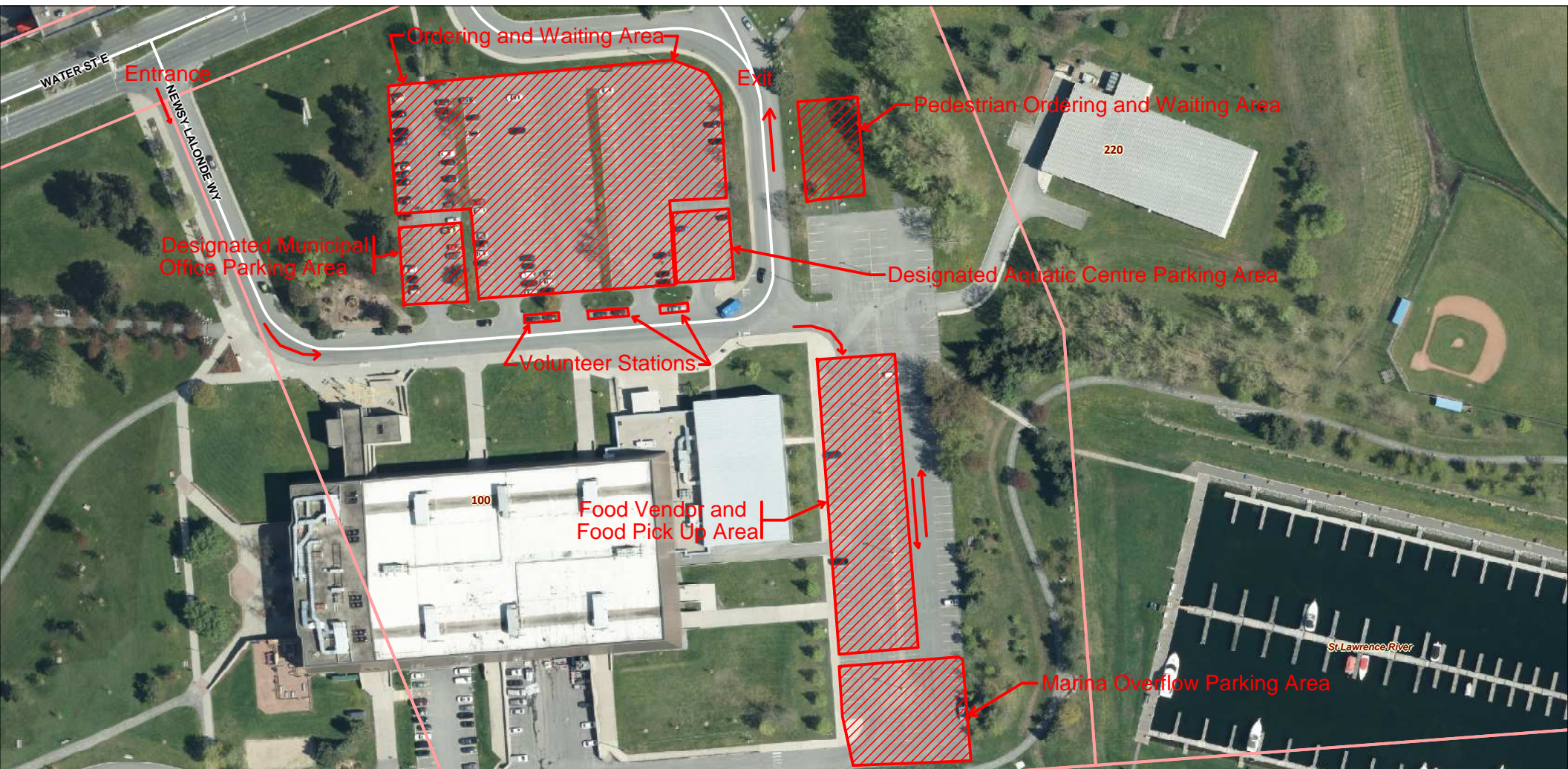
This report and all of its attachments were approved and signed as outlined below:

**James Fawthrop - Jun 16, 2020 - 4:38 PM**

**Mark A. Boileau - Jun 16, 2020 - 4:42 PM**

**Maureen Adams - Jun 16, 2020 - 7:40 PM**

# Proposed Ribfest 2020 Layout



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

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-314-Infrastructure and Municipal Works  
Prepared By: Michael Fawthrop, Division Manager  
Meeting Date: June 22, 2020  
Subject: Brookdale Avenue North – Sanitary Sewer Extension – Cost Recovery Study Update

**Purpose**

To provide Council with an update for the Brookdale Avenue North Sanitary Sewer Extension project and the proposed cost recovery fee structure.

**Recommendation**

- a. That Council receive Report 2020-314-IMW and the proposed 2020 Development Charges Background Study including the By-Law amendment for the Brookdale Avenue North Corridor.
- b. That Council direct Administration to proceed with updating the cost recovery fee structure for the Brookdale Avenue North Sanitary Sewer Extension project and make the 2020 Development Charges Background Study including the revised Area-Specific Development Charge By-Law available to the public.

**Financial Implications**

The City is responsible to finance the costs associated with the capital works until project completion. The City does not have the funds in Reserves to financially support the project and may need to borrow short-term through the construction period. The City will borrow the funds required for the construction based on the revised capital cost estimate.

Upon completion, the final capital cost of servicing the Brookdale Avenue North area will be calculated and apportioned to each benefitting property through the imposition of Municipal Act (MA) Capital Charges and Area-Specific Development Charges (DCs). The City is responsible for costs associated with the uncommitted reserve capacity in the system for future growth. The City plans to finance its share of the capital costs.

### **Strategic Priority Implications**

The project includes the expansion/extension of sanitary servicing along Brookdale Avenue North which addresses Economic Development and Pursuing Diverse Population Growth of 50,000: (4) Continue to Invest in Infrastructure and (5) Encourage Infill Projects (e.g. Brookdale Avenue).

The Economic Development Strategic Plan supports ongoing efforts to attract new commercial and retail development; specifically, the Brookdale Avenue North Corridor.

### **Background / Discussion**

The tender (19-T71) for the Brookdale Avenue North Sanitary Sewer Extension project was awarded to Louis W. Bray Construction Limited (L.W. Bray) at the February 10, 2020, Council meeting. The tender was awarded at a total bid price of \$10,774,033.60 including provisional items which has a net cost to the Corporation of \$9,702,350.96. In the event that a portion or all of the provisional items are not encountered during the course of construction, the respective items will be deleted from the total contract price.

The project involves the construction of the following to service the Brookdale Avenue North Corridor with sanitary sewer:

- New dual 250mm diameter (Ø) forcemain from Ninth Street West to Fourteenth Street West;
- New dual 250mm Ø forcemain from the proposed sanitary pumping station located northeast of the Canadian National (CN) railway and connecting to the existing twin 250mm Ø forcemain located at Tollgate Road West;
- New 450mm Ø gravity sanitary sewer from Tollgate Road West to the new sanitary pumping station located northeast of the CN railway;
- New sanitary pumping station including wet well, metering chamber, generator, access road, parking area, landscaping, etc., which is located northeast of the CN railway;



- Crossing of CN railway with new dual 250mm Ø forcemain and 450mm Ø gravity sanitary sewer using trenchless technologies;
- New 300mm Ø to 375mm Ø gravity sanitary sewer from the sanitary pumping station to the Highway 401 Corridor;
- New 250mm Ø gravity sanitary sewer from the south limits of the Highway 401 corridor to the north limits;
- Crossing of the Highway 401 on/off ramps and main highway with new 250mm Ø gravity sanitary sewer using trenchless technologies;
- New 250mm Ø gravity sanitary sewer from the north limits of the Highway 401 corridor to Cornwall Centre Road; and
- Roadway, ditch, boulevard, etc., reinstatement as required for the servicing of the corridor with sanitary sewer.

As noted above, the City proposed to recover the expansionary capital costs of servicing from benefitting properties within the servicing area through the imposition of MA Capital Charges and Area-Specific DCs. Properties with existing commercial development are to be charged a MA Capital Charge while vacant properties are to be charged an Area-Specific DC on future development. The costs of servicing the Brookdale Avenue North Lands were apportioned to the properties based on peak sanitary design flows and the respective cost recovery mechanism (MA Capital Charges versus Area-Specific DCs). The cost recovery calculations were prepared in late 2017 using an estimated total project cost of \$7M (Class 'D' estimate).

As noted in past Council Reports, the City retained Watson & Associates Economists Ltd. to update the cost recovery study based on the bid price received from L.W. Bray. The increase in project cost from the late-2017 Class 'D' estimate to the tender submission from L.W. Bray is primarily related to increasing the capacity of the system south of the proposed pumping station to accommodate the servicing of lands along Tollgate Road West in the future and a significant increase in construction costs in Eastern Ontario from 2017 to 2020 (greater than inflationary increases). Please refer to the attached memorandum prepared by Watson & Associates Economists Ltd. for the Brookdale Avenue North Sanitary Sewer Extension project. The attached memorandum summarizes the impacts of the increased capital project cost on the Area-Specific DC's and MA Capital Charges.

Based on the tender submission by L.W. Bray, the total construction cost to extend sanitary sewer along the Brookdale Avenue North Corridor (including capacity for Tollgate Road West and net HST) is \$9.7M. In addition to the total

construction cost, an additional \$1M is estimated for professional fees for items such as surveys, engineering design services, construction administration services, geotechnical services, materials testing, etc. Including the associated professional fees, the total capital cost based on the LW Bray bid price is \$10.7M.

In order to impose these charges, the City prepared a DC Update Study to amend the Brookdale Avenue North Corridor Area-Specific DC By-Law which was previously imposed and will enact a Capital Charge By-Law upon project completion.

Please refer to the process for amending the Area-Specific DC By-Law and MA Capital Charges By-Law below:

#### Brookdale North Area-Specific D.C. By-law

The process of amending the Brookdale Avenue North Area-Specific DC By-Law to reflect updated capital costs and scope of work will involve issuing a DC Update Study and amending the By-Law 60 days prior to By-Law passage and the holding of a public meeting of Council prior to By-Law passage. The amending By-Law will also address other DC By-Law policies (e.g. residential vs. non-residential by-law definitions).

#### Municipal Act Capital Charges Study and By-law

Subsequent to the final costs of construction being known, a report will be prepared summarizing the legislative background and calculation of the connection charges to be imposed on properties with existing development. A Report and By-Law will also address implementation policies, such as payment terms.

Additionally, the process and schedule for updating the Area-Specific DC By-Law and MA Capital Charge By-Law is more specifically delineated in the schedule attached, Schedule of Key Development Dates to Update the DC Bylaw, which outlines the process that has been taken to date and next steps.

The Cost Recovery Study Update, 2020 DC Background Study and associated By-Law was presented to the Brookdale Avenue North landowners on June 17, 2020.

The updated 2020 Development Charges Background Study which includes the proposed Area-Specific Development Charges By-Law for the Brookdale Avenue North Corridor is attached to the report. Sean-Michael Stephen from Watson will

be presenting at the June 22, 2020 regular meeting and will answer any questions Council may have on the updated DC Background Study and proposed Area-Specific DC By-Law. Following the Council Meeting, the 2020 DC Background Study and associated Area-Specific DC By-Law will be made available to the public by posting on the City's website for a minimum of 60 days prior to By-Law passage. The 2020 DC Background Study and associated By-Law will be posted to the City's website on June 23, 2020, as shown on attached schedule. As indicated on the attached tentative schedule, a Public Meeting of Council will be held on July 27, 2020, and Council will formally consider adoption of the 2020 DC Background Study Update and passage of the revised Brookdale Avenue North Corridor Area-Specific DC By-Law at the September 14, 2020, Council meeting.

Document Title:	Brookdale Ave. North - Cost Recovery Study Update - 2020-314-IMW.docx
Attachments:	<ul style="list-style-type: none"> <li>- Schedule of Key Dates to update DC Bylaw.pdf</li> <li>- Brookdale Avenue North 2020 DC Background Study - Final.pdf</li> </ul>
Final Approval Date:	Jun 16, 2020

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

**Bill de Wit - Jun 16, 2020 - 2:51 PM**

**Tracey Bailey - Jun 16, 2020 - 5:28 PM**

**Maureen Adams - Jun 16, 2020 - 8:05 PM**



**UPDATE TO THE AREA-SPECIFIC DEVELOPMENT CHARGES (DCs) BY-LAW**  
**Tentative Schedule of Key DCs Process Dates (proposed starting June 17, 2020)**

1	In-Camera Meeting of Council (RE: project and cost update and forth coming tender)		Nov 25, 2019
2	Award of Tender 19-T71 Brookdale Avenue North Sanitary Sewer Extension		Feb 10, 2020
3	Preparation of an update to the DC Background Study and By-law		Mar - May 2020
4	In-Camera Meeting – report RE: draft MA and DC recommendations to Council		May 25, 2020
5	Presentation of draft DC Update to the Development Industry (benefiting property owners)	Meeting by Invitation EVB to attend	Jun 17, 2020
6	Presentation of final recommendations to Council	Regular Council Meeting Watson to attend	Jun 22, 2020
7	DC Background Study update and revised DC By-law available to public (website)	60 days prior to by-law passage	Jun 23, 2020
8	Statutory notice of Public Meeting advertisement placed in newspaper(s) (City Hall Bulletin)	- NOTICE - 20 clear days prior to public meeting	Jun 27, 2020 and July 18, 2020
9	Public Meeting of Council Special Council Meeting	At least 2 weeks after DC background study and proposed DC by-law made available to public	Jul 27, 2020
10	Council considers adoption of DC Background Study update and passage of the revised Brookdale Ave North Corridor DC By-law	60 days after DC background study and proposed DC by-law made available to public	Sep 14, 2020
11	Newspaper notice given of By-law passage	By 20 days after passage	Sep 19, 2020
12	Last day for By-law appeal	40 days after passage	Oct 24, 2020
13	City makes available updated DC pamphlet	By 60 days after in force date	Oct 30, 2020



# 2020 Development Charges Background Study

City of Cornwall – Brookdale Avenue North Corridor

---

For Public Circulation and Comment

June 12, 2020

Watson & Associates Economists Ltd.  
905-272-3600  
[info@watsonecon.ca](mailto:info@watsonecon.ca)

# Table of Contents

	Page
<b>1. Introduction.....</b>	<b>1-1</b>
1.1 Purpose of this Document.....	1-1
1.2 Summary of the Process.....	1-2
1.3 More Homes, More Choice Act – An Act to Amend Various Statutes with Respect to Housing, Other Development, and Various Matters .....	1-3
<b>2. Current City of Cornwall, Brookdale Avenue North Corridor D.C. Policy.....</b>	<b>2-1</b>
2.1 By-law Enactment.....	2-1
2.2 Timing of D.C. Calculation and Payment .....	2-1
2.3 Indexing .....	2-1
2.4 Redevelopment Credits .....	2-1
2.5 Exemptions.....	2-2
<b>3. Anticipated Development in City of Cornwall, Brookdale Avenue North Corridor.....</b>	<b>3-1</b>
3.1 Requirement of the Act .....	3-1
3.2 Basis of Growth Forecast.....	3-1
<b>4. The Approach to the Calculation of the Charge .....</b>	<b>4-1</b>
4.1 Introduction .....	4-1
4.2 Services Potentially Involved .....	4-1
4.3 Increase in Need for Service.....	4-1
4.4 Local Service Policy.....	4-3
4.5 Capital Forecast.....	4-3
4.6 Treatment of Credits .....	4-4
4.7 Eligible Debt and Committed Excess Capacity .....	4-4
4.8 Existing Reserve Funds .....	4-4
4.9 Deductions.....	4-5
4.9.1 Reduction Required by Level of Service Ceiling .....	4-5
4.9.2 Reduction for Uncommitted Excess Capacity .....	4-6



# Table of Contents (Cont'd)

	Page
4.9.3 Reduction for Benefit to Existing Development .....	4-6
4.9.4 Reduction for Anticipated Grants, Subsidies, and Other Contributions .....	4-7
4.9.5 The 10% Reduction .....	4-7
<b>5. Development Charge Eligible Cost Analysis .....</b>	<b>5-1</b>
5.1 Buildout Capital Costs for the Brookdale Avenue North Corridor D.C. Calculation .....	5-1
<b>6. D.C. Calculation .....</b>	<b>6-1</b>
<b>7. D.C. Policy Recommendations and D.C. Policy Rules .....</b>	<b>7-1</b>
7.1 Introduction .....	7-1
7.2 D.C. By-law Structure .....	7-2
7.3 D.C. By-law Rules .....	7-2
7.3.1 Payment in any Particular Case .....	7-2
7.3.2 Determination of the Amount of the Charge .....	7-2
7.3.3 Application to Redevelopment of Land (Demolition and Conversion) .....	7-3
7.3.4 Exemptions (full or partial) .....	7-3
7.3.5 Phase in Provision(s) .....	7-4
7.3.6 Timing of Collection .....	7-4
7.3.7 Indexing .....	7-5
7.3.8 D.C. Spatial Applicability .....	7-5
7.4 Other D.C. By-law Provisions .....	7-5
7.4.1 Categories of Services for Reserve Fund and Credit Purposes .....	7-5
7.4.2 By-law In-force Date .....	7-6
7.4.3 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing .....	7-6
7.5 Other Recommendations .....	7-6
<b>8. Asset Management Plan .....</b>	<b>8-1</b>
<b>9. By-law Implementation .....</b>	<b>9-1</b>
9.1 Public Consultation Process .....	9-1
9.1.1 Introduction .....	9-1
9.1.2 Public Meeting of Council .....	9-1
9.1.3 Other Consultation Activity .....	9-1
9.2 Anticipated Impact of the Charge on Development .....	9-2
9.3 Implementation Requirements .....	9-3
9.3.1 Introduction .....	9-3
9.3.2 Notice of Passage .....	9-3



# Table of Contents (Cont'd)

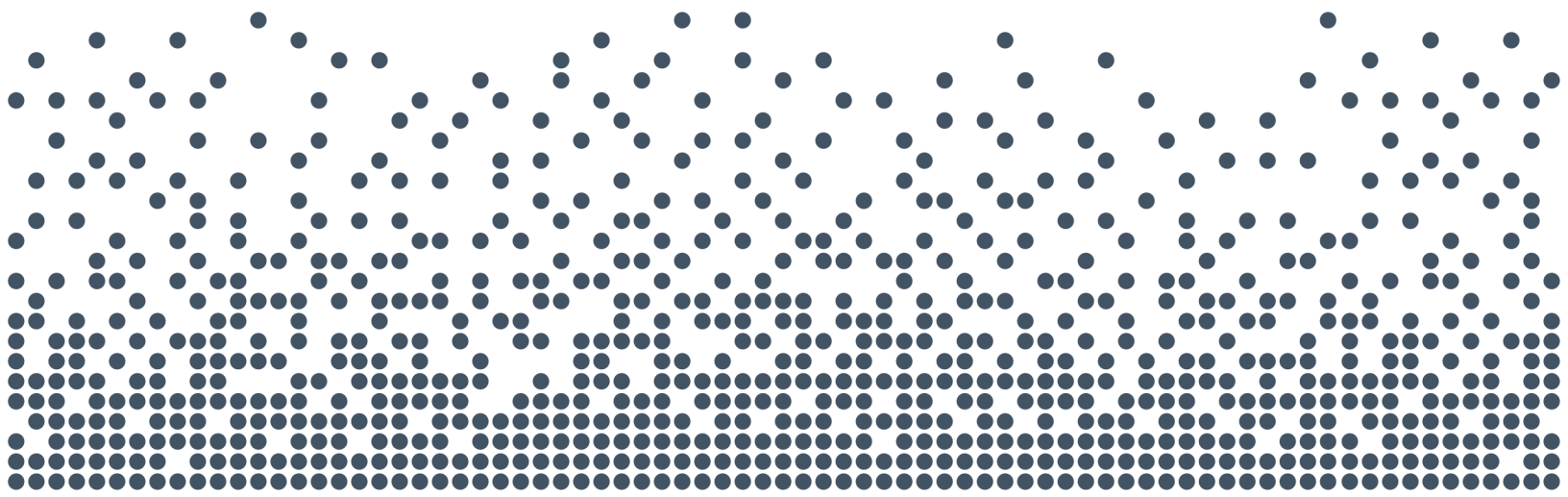
	Page
9.3.3 By-law Pamphlet .....	9-3
9.3.4 Appeals .....	9-4
9.3.5 Complaints .....	9-4
9.3.6 Credits .....	9-5
9.3.7 Front-Ending Agreements .....	9-5
9.3.8 Severance and Subdivision Agreement Conditions .....	9-5
<b>Appendix A Long-Term Capital and Operating Cost Examination .....</b>	<b>A-1</b>
<b>Appendix B Local Service Policy .....</b>	<b>B-1</b>
<b>Appendix C Proposed Development Charges By-law .....</b>	<b>C-1</b>



## List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
D.C.	Development charge
D.C.A.	<i>Development Charges Act, 1997</i> as amended
G.F.A.	Gross floor area
L.P.A.T.	Local Planning Appeal Tribunal
N.A.I.C.S.	North American Industry Classification System
N.F.P.O.W.	No Fixed Place of Work
O.M.B.	Ontario Municipal Board
O.P.A.	Official Plan Amendment
O. Reg.	Ontario Regulation
P.O.A.	<i>Provincial Offences Act</i>
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
s.	subsection
sq.ft.	square foot/feet





# Report



# Chapter 1

## Introduction





# 1. Introduction

## 1.1 Purpose of this Document

---

This background study has been prepared pursuant to the requirements of the *Development Charges Act, 1997* (section 10), and accordingly, recommends new development charges (D.C.s) and policies for the Brookdale Avenue North Corridor of the City of Cornwall (City).

The City retained Watson & Associates Economists Ltd. (Watson) to undertake the D.C. study process. Watson worked with senior staff of the City in preparing this D.C. analysis and the policy recommendations.

This D.C. background study, containing the proposed D.C. by-law, will be distributed to members of the public in order to provide interested parties with sufficient background information on the legislation, the study's recommendations, and an outline of the basis for these recommendations.

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the City's D.C. background study, as summarized in Chapter 4. It also addresses the forecast amount, type and location of growth (Chapter 3), the requirement for "rules" governing the imposition of the charges (Chapter 7) and the proposed by-law to be made available as part of the approval process (Appendix C).

In addition, the report is designed to set out sufficient background on the legislation, the City's current D.C. policy (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to interested parties. Finally, the D.C. background study addresses post-adoption implementation requirements (Chapter 9) which are critical to the successful application of the new policy.

The chapters in the report are supported by Appendices containing the data required to explain and substantiate the calculation of the charge. A full discussion of the statutory requirements for the preparation of a background study and calculation of a D.C. is provided herein.



## 1.2 Summary of the Process

---

As required under section 12 of the D.C.A., a public meeting has been scheduled on July 27, 2020 prior to Council considering the by-law for passage. Its purpose is to present the study to the public and to solicit public input on the proposed D.C. by-law. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications to the City's D.C. by-law.

Table 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process.

In accordance with the legislation, the D.C. background study and proposed D.C. by-law will be made available for public review by June 23, 2020.

The process to be followed in finalizing the report and recommendations includes:

- consideration of responses received prior to, at or immediately following the public meeting; and
- finalization of the study and Council consideration of the by-law.

Table 1-1  
Schedule of Key D.C. Process Dates

Process Steps	Dates
1. Growth forecast and detailed discussions with staff regarding future needs to service growth	January to March, 2020
2. Presentation of Draft D.C. Study to the Development Industry (benefiting property owners)	June 17, 2020
3. Presentation of final recommendations to Council	June 22 2020
4. Release D.C. Background Study	June 23, 2020
5. D.C. public meeting	July 27, 2020
6. D.C. by-law passage	September 14, 2020



Process Steps	Dates
7. Newspaper notice given of by-law passage	By 20 days after passage
8. Last day for by-law appeal	40 days after passage
9. City makes available D.C. pamphlet	By 60 days after in force date

### 1.3 More Homes, More Choice Act – An Act to Amend Various Statutes with Respect to Housing, Other Development, and Various Matters

---

On May 2, 2019, the Province introduced Bill 108, which proposes changes to the D.C.A. The Bill has been introduced as part of the Province's *"More Homes, More Choice: Ontario's Housing Supply Action Plan."* The Bill received Royal Assent on June 6, 2019.

While having received Royal Assent, many of the amendments to the D.C.A. do not come into effect until they are proclaimed by the Lieutenant Governor. At the time of writing, the following provisions have been proclaimed:

- Transitional provisions with respect to services that are no longer eligible under the D.C.A., as well as other provisions clarifying definitions and administrative powers to make regulations, are in effect as of the date of Royal Assent. Regarding the transitional provisions for soft services, as noted below, services not identified within s. 2 (4) of the D.C.A. will no longer be eligible to be included in D.C. by-law once proclaimed. These ineligible services within existing D.C. by-laws can remain in effect, even if the by-law expires, until the earlier of the prescribed date (currently proposed to be one year from the date the community benefits charge (C.B.C.) authority is in effect), the date a C.B.C. by-law is passed, or the date when the existing D.C. by-law is repealed.
- Effective January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual installments, with the first payment commencing at the date of occupancy. Non-profit housing developments will pay D.C.s in 21 equal



annual installments. Interest may be charged on the installments, and any unpaid amounts may be added to the property and collected as taxes.

- Effective January 1, 2020, the D.C. amount for all developments occurring within two years of a site plan or zoning by-law amendment planning approval (for applications submitted after this section is proclaimed) shall be determined based on the D.C. charge in effect on the day of site plan or zoning by-law amendment application. If the development is not proceeding via these planning approvals, or if the building permit is issued after the two-year period of application approval, then the amount is determined the earlier of the date of issuance of a building permit or occupancy.

On February 28, 2020, the Province released updated draft regulations related to the D.C.A. and the *Planning Act*. The regulation is under review and comments will be received until April 20, 2020. A summary of these changes to take effect upon proclamation by the Lieutenant Governor, inclusive of the proposals in the draft regulation, is provided below.

**Changes to D.C.-Eligible Services** – The initial draft regulations allowed for the following services to remain within the D.C.A. with all remaining “soft services” to be removed from funding under the D.C.A. regime. These services could be considered for inclusion under the C.B.C. regime (discussed below) imposed under the authority of the *Planning Act*. The initial eligible services were as follows:

- Water supply services, including distribution and treatment services;
- Wastewater services, including sewers and treatment services;
- Stormwater drainage and control services;
- Services related to a highway as defined in s. 1 (1) of the *Municipal Act, 2001* or subsection 3 (1) of the *City of Toronto Act, 2006*, as the case may be;
- Electrical power services;
- Policing services;
- Fire protection services;
- Toronto-York subway extension, as defined in s. 5.1 (1) of the D.C.A.;
- Transit services other than the Toronto-York subway extension;
- Waste diversion services;
- Ambulance services; and
- Other services as prescribed.



The new draft regulation will also allow the following services to continue to be eligible under the D.C.A.:

- Parks development (not including land);
- Recreation;
- Public libraries;
- Long-term care; and
- Public health.

**Mandatory 10% Deduction** – The *More Homes, More Choice Act* removes the mandatory 10% deduction for all services that remain eligible under the D.C.A.

**C.B.C. Eligible Services** – It is proposed that a municipality may, by by-law, impose a C.B.C. against land to pay for the capital costs of facilities, services and matters required because of development or redevelopment in the area to which the by-law applies. The C.B.C. is proposed to include services previously eligible under the D.C.A. that are not included in the above listing, in addition to costs for parkland and bonus zoning contributions. Various provisions are proposed as follows:

- The C.B.C. will be limited to a maximum prescribed percentage of land value on the day prior to building permit issuance. The proposed prescribed maximum percentages for the C.B.C. are as follows:
  - Single-tier municipalities: 15%
  - Lower-tier municipalities: 10%
  - Upper-tier municipalities: 5%
- A C.B.C. strategy must be prepared to support the C.B.C. by-law. Elements of the strategy include:
  - The amount, type and location of growth;
  - A parks plan, which would identify the amount of parkland required for growth;
  - The amount of parkland per person currently being provided in the municipality and whether this is forecast to change;
  - The anticipated increase in need for the service; and
  - Deductions for excess capacity, benefit to existing development and grants, subsidies and other contributions.



- Public notice of C.B.C. by-law passage will be required (same notice requirements as for D.C. by-law passage); and
- The interest rate for C.B.C. refunds upon successful Local Planning Appeal Tribunal (LPAT)<sup>1</sup> appeal will be the Bank of Canada rate on the date the by-law comes into force or quarterly.

---

<sup>1</sup> The Local Planning Appeal Tribunal (LPAT) was previously known as the Ontario Municipal Board (O.M.B.).

---



# Chapter 2

## Current City of Cornwall, Brookdale Avenue North Corridor D.C. Policy



## 2. Current City of Cornwall, Brookdale Avenue North Corridor D.C. Policy

### 2.1 By-law Enactment

---

The City adopted By-law Number 2018-037 on April 9, 2018, which provides for area-specific D.C.s for wastewater services to be imposed in the Brookdale Avenue North Corridor. By-law 2018-037 will expire on April 10, 2023.

### 2.2 Timing of D.C. Calculation and Payment

---

D.C.s are due and payable at the time of building permit issuance for the development.

### 2.3 Indexing

---

The by-law provides for annual indexing of the charges on January 1<sup>st</sup> of each year. Table 2-1 provides the charges currently in effect for all non-residential development types.

Table 2-1  
City of Cornwall – Brookdale Avenue North Corridor  
Current Development Charges

Service	NON-RESIDENTIAL
	(per sq.ft. of Gross Floor Area)
Brookdale Avenue North Corridor Wastewater Services	\$6.80

### 2.4 Redevelopment Credits

---

D.C. credits for non-residential redevelopments are provided for demolitions/ conversions of development that pre-existed within five years prior to the date of payment of the D.C.





## 2.5 Exemptions

---

The City's existing D.C. by-law includes statutory exemptions from payment of D.C.s with respect to:

- Industrial additions of up to and including 50% of the existing gross floor area (G.F.A.) of the building – for industrial additions which exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s;
- Land used for municipal or Board of Education purposes; and
- Residential development that results in only the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (as specified by Ontario Regulation (O. Reg.) 82/98).

The D.C. by-law also provides non-statutory exemptions from payment of D.C.s with respect to:

- Bona fide farm uses;
- Places of worship;
- Hospitals;
- College or university buildings;
- Manufacturing uses;
- Properties within the Brookdale Avenue North Corridor having paid a charge imposed under the *Municipal Act* for the extension of wastewater services to the Brookdale Avenue North Corridor; and
- Complete building permit applications received prior to April 10, 2018 and issued by June 30, 2018 will not be subject to development charges. A complete building permit means that all drawings and plans have been submitted in final form and all fees and charges have been paid.



# Chapter 3

## Anticipated Development in the City of Cornwall, Brookdale Avenue North Corridor



## 3. Anticipated Development in City of Cornwall, Brookdale Avenue North Corridor

### 3.1 Requirement of the Act

---

Chapter 4 provides the methodology for calculating a D.C. as per the D.C.A. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the D.C. that may be imposed, it is a requirement of s. 5 (1) of the D.C.A. that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

The growth forecast contained in this chapter provides for the anticipated development in the Brookdale Avenue North Corridor for which the City will be required to provide wastewater services over the buildout of the defined area.

### 3.2 Basis of Growth Forecast

---

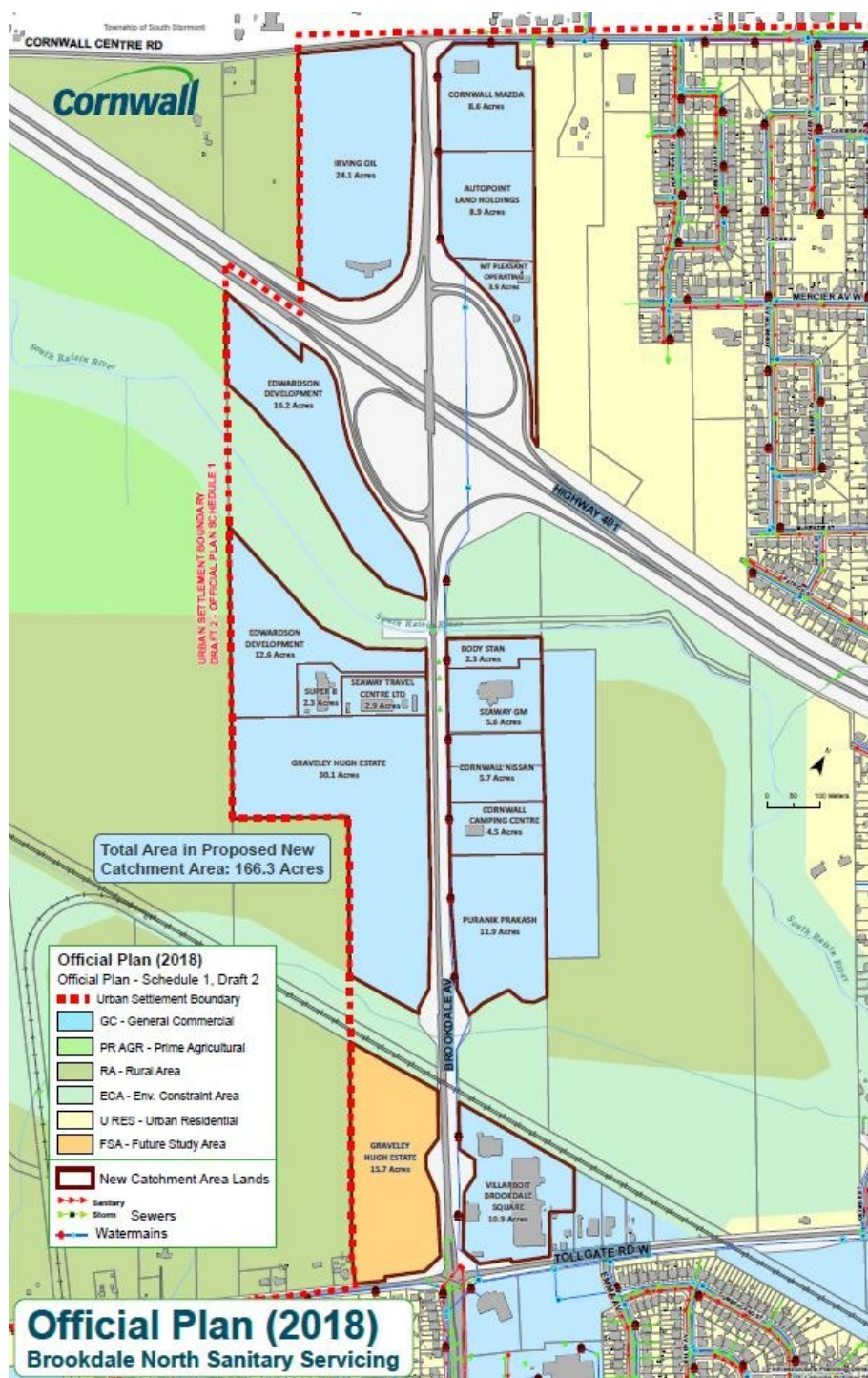
City staff provided Watson with the defined Brookdale Avenue North Corridor Area, the number and size of properties, and the development status of the properties (developed or vacant) prior to the preparation of the City’s 2018 D.C. Background Study.

The Brookdale Avenue North Corridor is defined as the immediate lands fronting on Brookdale Avenue from Tollgate Road North to Cornwall Centre Road, and is identified as the “New Catchment Area” on the Brookdale Avenue North Sanitary Servicing Map included as Figure 3-1. The developable area totals approximately 166 acres, contained within 16 land parcels. Although current ownership may differ, property names identified in Figure 3-1 and Table 3-1 are reflective of those shown in the City’s 2017 D.C. Background Study for continuity purposes.

The servicing area excludes properties that are deemed undevelopable for a number of reasons, including environmental constraints, zoning and insufficient access. Properties excluded from the servicing area comprise environmentally sensitive lands around the South Raisin River (south of Highway 401) and along the CN Rail Corridor, which are designated Environmental Constraint Areas in the new Official Plan, as well as lands designated as Prime Agricultural and Rural Area.



Figure 3-1<sup>1</sup>  
Brookdale Avenue North Corridor Servicing Area



<sup>1</sup> Property Names reflect those shown in the City's 2017 D.C. Background Study



Detailed in Table 3-1 are the properties within the Brookdale Avenue North Corridor servicing area. The table also includes the land use, net developable land area, development status, and potential G.F.A. of future development for each vacant parcel. The potential G.F.A. forecast was calculated assuming 18.5% land density for new development, based on input and expectations of City staff.

Table 3-1<sup>1</sup>  
Brookdale Avenue North Corridor  
New Catchment Area Properties

Property Name	Land Use	Net Land Area (ac)	Development Status (Vacant vs. Developed)	Future Development (sq.ft. of GFA)
Cornwall Mazda	General Commercial	8.60	Developed	
Irving Oil	General Commercial	24.10	Developed	
Autopoint Land Holdings	General Commercial	8.90	Vacant	71,722
Mt Pleasant Operating	General Commercial	3.90	Vacant	31,429
Edwardson Development	General Commercial	28.80	Vacant	232,088
Stan Body	General Commercial	2.30	Vacant	18,535
Seaway Travel Centre Ltd	General Commercial	2.90	Developed	
Super 8	General Commercial	2.30	Developed	
Cornwall GM	General Commercial	5.60	Developed	
Cornwall Nissan <sup>1</sup>	General Commercial	5.70	Vacant	
Hugh Graveley Estate	General Commercial	30.10	Vacant	242,564
Cornwall Camping Centre	General Commercial	4.50	Developed	
Prakash Puranik	General Commercial	11.90	Vacant	95,897
Hugh Graveley Estate	Future Study Area	15.70	Vacant	126,520
Villarboit Brookdale Square	General Commercial	10.90	Developed	
<b>Total</b>		<b>166.20</b>		<b>818,754</b>

<sup>1</sup> Property Names reflect those shown in the City's 2017 D.C. Background Study



# Chapter 4

## The Approach to the Calculation of the Charge



## 4. The Approach to the Calculation of the Charge

### 4.1 Introduction

---

This chapter addresses the requirements of s. 5 (1) of the D.C.A. with respect to the establishment of the need for service which underpins the D.C. calculation. These requirements are illustrated schematically in Figure 4-1.

### 4.2 Services Potentially Involved

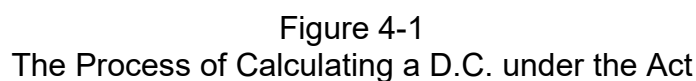
---

This analysis contained herein addresses only wastewater services provided within the Brookdale Avenue North Corridor. Wastewater services are an eligible service for inclusion in a D.C. by-law under the D.C.A.; however, two ineligible costs defined in s. 5 (3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of [less than] seven years.” In addition, local sewers are covered separately under subdivision agreements and related means.

### 4.3 Increase in Need for Service

---

The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, s. 5 (1) 3, which requires that municipal council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.







## 4.4 Local Service Policy

---

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. General policy guidelines on D.C. and local service funding for wastewater services are detailed in Appendix B to this report.

## 4.5 Capital Forecast

---

Paragraph 7 of s. 5 (1) of the D.C.A. requires that, “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two potential cost reductions and the regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

These estimates involve capital costing of the increased services discussed above. This entails costing actual projects or the provision of service units, depending on how each service has been addressed.

The capital costs include:

- costs to acquire land or an interest therein (including a leasehold interest);
- costs to improve land;
- costs to acquire, lease, construct or improve buildings and structures;
- costs to acquire, lease or improve facilities including rolling stock (with a useful life of 7 or more years), furniture and equipment (other than computer equipment), materials acquired for library circulation, reference or information purposes;
- interest on money borrowed to pay for the above-referenced costs;
- costs to undertake studies in connection with the above-referenced matters; and
- costs of the D.C. background study.

In order for an increase in need for service to be included in the D.C. calculation, municipal Council must indicate “that it intends to ensure that such an increase in need will be met” (s. 5 (1) 3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast or similar expression of the intention of Council (O. Reg. 82/98 s. 3). The capital program contained herein reflects the



approved tender costs to provide wastewater services to the Brookdale Avenue North Corridor.

## **4.6 Treatment of Credits**

---

Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out, “the estimated value of credits that are being carried forward relating to the service.” Section 17, paragraph 4, of the same regulation indicates that, “the value of the credit cannot be recovered from future development charges,” if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs.

The City has no outstanding D.C. credit obligations related to the Brookdale Avenue North Corridor.

## **4.7 Eligible Debt and Committed Excess Capacity**

---

Section 66 of the D.C.A. states that for the purposes of developing a D.C. by-law, a debt incurred with respect to an eligible service may be included as a capital cost, subject to any limitations or reductions in the Act. Similarly, section 18 of O. Reg. 82/98 indicates that debt with respect to an ineligible service may be included as a capital cost, subject to several restrictions.

In order for such costs to be eligible, two conditions must apply. First, they must have funded excess capacity which is able to meet service needs attributable to the anticipated development. Second, the excess capacity must be “committed,” that is, either before or at the time it was created, Council must have expressed a clear intention that it would be paid for by D.C.s or other similar charges. For example, this may have been done as part of previous D.C. processes.

## **4.8 Existing Reserve Funds**

---

Section 35 of the D.C.A. states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 8 of subsection 5(1).”



There is no explicit requirement under the D.C.A. calculation method set out in s. 5 (1) to net the outstanding reserve fund balance as part of making the D.C. calculation; however, section 35 does restrict the way in which the funds are used in future.

The City currently has accrued \$287,000 in D.C. revenues related to development within the Brookdale North Ave Corridor. Those revenues have been recognized against the D.C.-eligible costs in the calculation of the charge.

## 4.9 Deductions

---

The D.C.A. potentially requires that five deductions be made to the increase in the need for service. These relate to:

- the level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development;
- anticipated grants, subsidies and other contributions; and
- a 10% reduction for certain services.

The requirements behind each of these reductions are addressed as follows:

### 4.9.1 *Reduction Required by Level of Service Ceiling*

This is designed to ensure that the increase in need included in subsection 4.2 does “not include an increase that would result in the level of service (for the additional development increment) exceeding the average level of the service provided in the municipality over the 10-year period immediately preceding the preparation of the background study.” O. Reg. 82.98 (section 4) goes further to indicate that, “both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

In many cases, this can be done by establishing a quantity measure in terms of units as floor area, land area, or road length per capita, and a quality measure in terms of the average cost of providing such units based on replacement costs, engineering standards or recognized performance measurement systems, depending on circumstances. When the quantity and quality factor are multiplied together, they



produce a measure of the level of service that meets the requirements of the Act, i.e. cost per unit.

The average service level calculation is not required for wastewater services as the level of service is set by provincial requirements.

#### ***4.9.2 Reduction for Uncommitted Excess Capacity***

Paragraph 5 of s. 5 (1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the municipality's "excess capacity," other than excess capacity which is "committed" (discussed above in section 4.6).

"Excess capacity" is undefined, but in this case must be able to meet some or all of the increase in need for service in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for service would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities; e.g. if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance.

#### ***4.9.3 Reduction for Benefit to Existing Development***

This step involves a further reduction to the need, by the extent to which such an increase in service would benefit existing development. The levels of service cap in section 4.9.1 is related but is not the identical requirement.

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive very limited (or no) benefit as a result. On the other hand, where a clear existing service problem is to be remedied, a deduction should be made accordingly.

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a municipal-wide system basis. For example, facilities of the same type may provide different services (i.e. leisure pool vs. competitive pool), different programs (i.e. hockey vs. figure skating) and different time availability for the



same service (i.e. leisure skating available on Wednesday in one arena and Thursday in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

#### ***4.9.4 Reduction for Anticipated Grants, Subsidies, and Other Contributions***

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies, and other contributions made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development (O. Reg. 82.98, section 6). Where grant programs do not allow funds to be applied to growth-related capital needs, the proceeds can be applied to the non-growth share of the project exclusively. Moreover, gas tax revenues are typically used to fund non-growth-related works or the non-growth share of D.C. projects, given that the contribution is not being made in respect of particular growth-related capital projects.

#### ***4.9.5 The 10% Reduction***

Paragraph 8 of s. 5 (1) of the D.C.A. requires that, “the capital costs must be reduced by 10 per cent.” This paragraph does not apply to water supply services, wastewater services, stormwater drainage and control services, services related to a highway, transit, police, and fire protection services. The primary services that the 10% reduction does apply to include services such as parks and recreation and libraries. The 10% is to be netted from the capital costs necessary to provide the increased services, once the other deductions have been made.



# Chapter 5

## Development Charge Eligible Cost Analysis



## 5. Development Charge Eligible Cost Analysis

This chapter outlines the basis for calculating D.C.-eligible costs for the D.C.s to be applied on a uniform basis across the Brookdale Avenue North Corridor. The required calculation process set out in s. 5 (1), paragraphs 2 to 8, in the D.C.A., and described in Chapter 4, was followed in determining D.C.-eligible costs.

The nature of the capital projects and timing identified in this chapter reflect Council's current intention. Over time, however, municipal projects and Council priorities change and, accordingly, Council's intentions may alter and different capital projects (and timing) may be required to meet the need for services required by new growth.

### 5.1 Buildout Capital Costs for the Brookdale Avenue North Corridor D.C. Calculation

In total, the tender cost to provide wastewater services to the Brookdale Avenue North Corridor is \$10.7 million (inclusive of 1.76% net H.S.T. and \$1.0 million for professional fees). Of the total cost, \$0.9 million has been deducted to account for the increased capacity of the system south of the proposed pumping station to accommodate the future servicing of lands along Tollgate Road West (outside the urban settlement boundary). These costs are summarized in Table 5-1.

Table 5-1  
Brookdale Avenue North Corridor Wastewater Servicing  
Gross Capital Cost Estimate

Cost Component	Gross Cost
Construction Cost	\$9,534,543
Net H.S.T. (1.76%)	\$167,808
Professional Fees	\$1,000,000
<b>Total</b>	<b>\$10,702,351</b>
<u>Less:</u>	
Servicing Costs Attributable to Tollgate Road West Lands	-\$914,025
<b>Net Costs</b>	<b>\$9,788,326</b>

The total servicing costs of \$9.8 million identified above have been allocated to properties within the Brookdale Avenue North Corridor based on the share of



anticipated peak sanitary sewer flows. Furthermore, costs have also been allocated to the servicing of additional lands beyond the Brookdale Avenue North Corridor reflective of additional capacity within the system design. As shown in Table 5-2 below, \$6.8 million or 69% of the total costs are to be recovered through D.C.s, with the remaining \$3.0 million to be recovered through the imposition of a *Municipal Act* capital charge on currently developed properties. The Cornwall Nissan property (identified as developed in Table 3-1) has been included in the D.C. calculation based on the development status at the time the 2017 D.C. Background Study was prepared.

Table 5-2  
Gross Capital Cost Estimate by Property and Cost Recovery Mechanism

Property Name	Land Use	Total Peak Flows	Total Peak Flows	Gross Capital Cost Estimate		
		(L/s)	% of Total	Total	Municipal Act Capital Charge	Area Specific D.C.
Cornwall Mazda	General Commercial	4.00	4%	\$373,998	\$373,998	
Irving Oil	General Commercial	11.22	11%	\$1,048,064	\$1,048,064	
Autopoint Land Holdings	General Commercial	4.14	4%	\$387,044		\$387,044
Mt Pleasant Operating	General Commercial	1.82	2%	\$169,604		\$169,604
Edwardson Development	General Commercial	13.40	13%	\$1,252,458		\$1,252,458
Stan Body	General Commercial	1.07	1%	\$100,023		\$100,023
Seaway Travel Centre Ltd	General Commercial	1.35	1%	\$126,116	\$126,116	
Super 8	General Commercial	5.78	6%	\$540,110	\$540,110	
Cornwall GM	General Commercial	2.61	2%	\$243,534	\$243,534	
Cornwall Nissan	General Commercial	2.65	3%	\$247,882		\$247,882
Hugh Graveley Estate	General Commercial	14.01	13%	\$1,308,993		\$1,308,993
Cornwall Camping Centre	General Commercial	2.09	2%	\$195,697	\$195,697	
Prakash Puranik	General Commercial	5.54	5%	\$517,509		\$517,509
Hugh Graveley Estate	Future Study Area	7.31	7%	\$682,764		\$682,764
Villarboit Brookdale Square	General Commercial	5.07	5%	\$474,021	\$474,021	
Servicing of Additional Lands		22.69	22%	\$2,120,512		\$2,120,512
<b>Total</b>		<b>104.75</b>		<b>\$9,788,326</b>	<b>\$3,001,538</b>	<b>\$6,786,788</b>

Of the \$6.8 million identified in Table 5-2 to be recovered from D.C.s, \$2.1 million has been deducted for the D.C. recoverable cost share for servicing capacity benefiting lands outside the Brookdale Avenue North Corridor (in addition to Tollgate Road West lands) and a further \$287,000 has also been deducted reflective of accrued D.C. revenue. After adding \$1.6 million reflective of additional financing costs for the D.C. recoverable cost share only, \$6.0 million has been included in the calculation of the charge.

These costs, as summarized in Table 5-3, have been allocated 100% to non-residential development as the benefiting area is not zoned for residential development.





**Table 5-3**  
**Infrastructure Costs Covered in the D.C. Calculation – Brookdale Avenue North Corridor Wastewater Services**

Prj.No.	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2020\$)	Post Period Benefit <sup>1</sup>	Other Deductions <sub>2</sub>	Net Capital Cost	Less:		Potential D.C. Recoverable Cost	
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Non-Residential 100%
	2020-Buildout									
1	Brookdale Avenue North Sanitary Sewer Extension	2020	\$9,788,326	\$2,120,512	\$3,001,538	\$4,666,276			\$4,666,276	\$4,666,276
2	Net Present Value of Financing (D.C. Share)		\$1,574,369			\$1,574,369			\$1,574,369	\$1,574,369
	D.C. Revenues								-\$286,678	-\$286,678
	Total		\$11,362,696	\$2,120,512	\$3,001,538	\$6,240,645	\$0	\$0	\$5,953,967	\$5,953,967

<sup>1</sup> Servicing of Additional Lands (\$2.1 million)

<sup>2</sup> Municipal Act Capital Charge Share (\$3.0 million)



# Chapter 6

## D.C. Calculation



## 6. D.C. Calculation

Table 6-1 presents the non-residential D.C. calculation for wastewater services in the Brookdale Avenue North Corridor over the buildout period. The non-residential D.C. has been calculated on a per sq.ft. of G.F.A. basis for commercial, industrial, and institutional development. For the D.C. calculation, the total cost is divided by the anticipated development over the planning period (Table 3-1) to calculate a cost per sq.ft. of G.F.A.

The calculated D.C. for non-residential development within the Brookdale Avenue North Corridor is \$7.27 per sq.ft. of G.F.A.

Table 6-1  
D.C. Calculation  
Brookdale Avenue North Corridor Servicing Area  
2020 to Buildout

SERVICE	2020 \$ D.C.-Eligible Cost	
	Non-Residential	per sq.ft.
1. Brookdale Avenue North Corridor Wastewater	\$5,953,967	\$7.27
<b>DC ELIGIBLE CAPITAL COST</b>	<b>\$5,953,967</b>	
Buildout G.F.A. Growth (sq.ft.)	818,754	
<b>Cost Per Non-Residential GFA (sq.ft.)</b>	<b>\$7.27</b>	



# Chapter 7

## D.C. Policy Recommendations and D.C. Policy Rules



## 7. D.C. Policy Recommendations and D.C. Policy Rules

### 7.1 Introduction

---

This chapter outlines the D.C. policy recommendations and by-law rules.

Subsection 5 (1) 9 states that rules must be developed:

“to determine if a development charge is payable in any particular case and to determine the amount of the charge, subject to the limitations set out in subsection 6.”

Paragraph 10 of s. 5 (1) goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

Subsection 5 (6) establishes the following restrictions on the rules:

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under s. 5 (1), paragraphs 2 to 8, for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development;
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development; and
- with respect to “the rules,” subsection 6 states that a D.C. by-law must expressly address the matters referred to above re s. 5 (1), paragraphs 9 and 10, as well as how the rules apply to the redevelopment of land.



## 7.2 D.C. By-law Structure

---

It is recommended that:

- the City impose an area-specific D.C. by-law for wastewater services within the Brookdale Avenue North Corridor.

## 7.3 D.C. By-law Rules

---

The following sets out the recommended rules governing the calculation, payment and collection of D.C.s in accordance with section 6 of the D.C.A.

It is recommended that the following provides the basis for the D.C.s:

### 7.3.1 *Payment in any Particular Case*

In accordance with the D.C.A., s. 2 (2), a D.C. shall be calculated, payable and collected where the development requires one or more of the following:

- a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
- b) the approval of a minor variance under section 45 of the *Planning Act*;
- c) a conveyance of land to which a by-law passed under section 50 (7) of the *Planning Act* applies;
- d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
- e) a consent under section 53 of the *Planning Act*;
- f) the approval of a description under section 50 of the *Condominium Act*; or
- g) the issuing of a building permit under the *Building Code Act* in relation to a building or structure.

### 7.3.2 *Determination of the Amount of the Charge*

The following conventions shall be adopted:

1. Costs allocated only to non-residential uses as summarized in Chapter 5 herein.



### **7.3.3 Application to Redevelopment of Land (Demolition and Conversion)**

If a development involves the demolition and replacement of a building or structure on the same site, or the conversion from one principal use to another, the developer shall be allowed a credit equivalent to:

1. the G.F.A. of the non-residential building demolished/converted multiplied by the current non-residential D.C. in place at the time the D.C. is payable.

The demolition credit is allowed only if the land was improved by occupied structures, and if the demolition permit related to the site was issued less than 60 months (five years) prior to the issuance of a building permit. The credit can, in no case, exceed the amount of D.C.s that would otherwise be payable.

### **7.3.4 Exemptions (full or partial)**

#### **Statutory exemptions**

- Industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions which exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s (s. 4 (3));
- Buildings or structures owned by and used for the purposes of any municipality, local board or board of education (section 3); and
- Residential development that results in only the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (based on prescribed limits set out in section 2 of O. Reg. 82/98).

#### **Non-statutory exemptions**

- Bona fide farm uses;
- Places of worship;
- Hospitals;
- College or university buildings;
- Manufacturing uses; and



- Properties within the Brookdale Avenue North Corridor having paid a charge imposed under the *Municipal Act* for the extension of wastewater services to the Brookdale Avenue North Corridor.

### **7.3.5 Phase in Provision(s)**

No provisions to phase-in the implementation of the charge have been proposed.

### **7.3.6 Timing of Collection**

The D.C.s for all services are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the City and an owner under section 27 of the D.C.A.

Commencing January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments. Moreover, the D.C. amount for all developments occurring within two years of a site plan or zoning by-law amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. in effect on the day of site plan or zoning by-law amendment application.

Installment payments and payments determined at the time of site plan or zoning by-law amendment application are subject to annual interest charges based on the City's short-term cost of borrowing (i.e. prime lending rate plus 3%).

For the purposes of administering the by-law, the following definitions (pertaining to non-residential development) are provided as per O. Reg. 454-19:

“institutional development means development of a building or structure intended for use,

(a) as a long-term care home within the meaning of subsection 2 (1) of the *Long-Term Care Homes Act, 2007*;

(b) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;

(c) by any of the following post-secondary institutions for the objects of the institution:





- (i) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,
- (ii) a college or university federated or affiliated with a university described in subclause (i), or
- (iii) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*;
- (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (e) as a hospice to provide end of life care.”

### **7.3.7 Indexing**

All D.C.s will be subject to mandatory indexing annually on January 1<sup>st</sup> of each year, in accordance with provisions under the D.C.A.

### **7.3.8 D.C. Spatial Applicability**

The D.C.A. historically has provided the opportunity for a municipality to impose municipal-wide charges or area-specific charges. Subsections 2 (7) and 2 (8) of the D.C.A. provide that a D.C. by-law may apply to the entire municipality or only part of it and more than one D.C. by-law may apply to the same area. Amendments to the D.C.A. now require municipalities to consider the application of municipal-wide and area-specific D.C.s. Subsection 10 (2) (c.1) requires Council to consider the use of more than one D.C. by-law to reflect different needs from services in different areas. Most municipalities in Ontario have established uniform, municipal-wide D.C.s.

In accordance with the D.C.A. the City has given consideration to the imposition of D.C.s on an area-specific basis, as the charges are to be imposed through an area-specific by-law on non-residential development within the defined service area.

## **7.4 Other D.C. By-law Provisions**

---

### **7.4.1 Categories of Services for Reserve Fund and Credit Purposes**

It is recommended that the City's D.C. collections be contributed into a reserve fund for wastewater services (Brookdale Avenue North Corridor).



### **7.4.2 By-law In-force Date**

The proposed by-law under the D.C.A. will come into force on the date of by-law passage.

### **7.4.3 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing**

The minimum interest rate is the Bank of Canada rate on the day on which the by-law comes into force (as per section 11 of O. Reg. 82/98).

## **7.5 Other Recommendations**

---

**It is recommended that Council:**

“Approve the capital project listing set out in Chapter 5 of the Development Charges Background Study dated June 4, 2020, subject to further annual review during the capital budget process;”

“Approve the Development Charges Background Study dated June 4, 2020;”

“Determine that no further public meeting is required;” and

“Approve the Development Charges By-law as set out in Appendix C.”



# Chapter 8

## Asset Management Plan



## 8. Asset Management Plan

The D.C.A. (new subsection 10 (c.2)) requires that the background study must include an asset management plan (A.M.P.) related to new infrastructure. Subsection 10 (3) of the D.C.A. provides:

“The asset management plan shall,

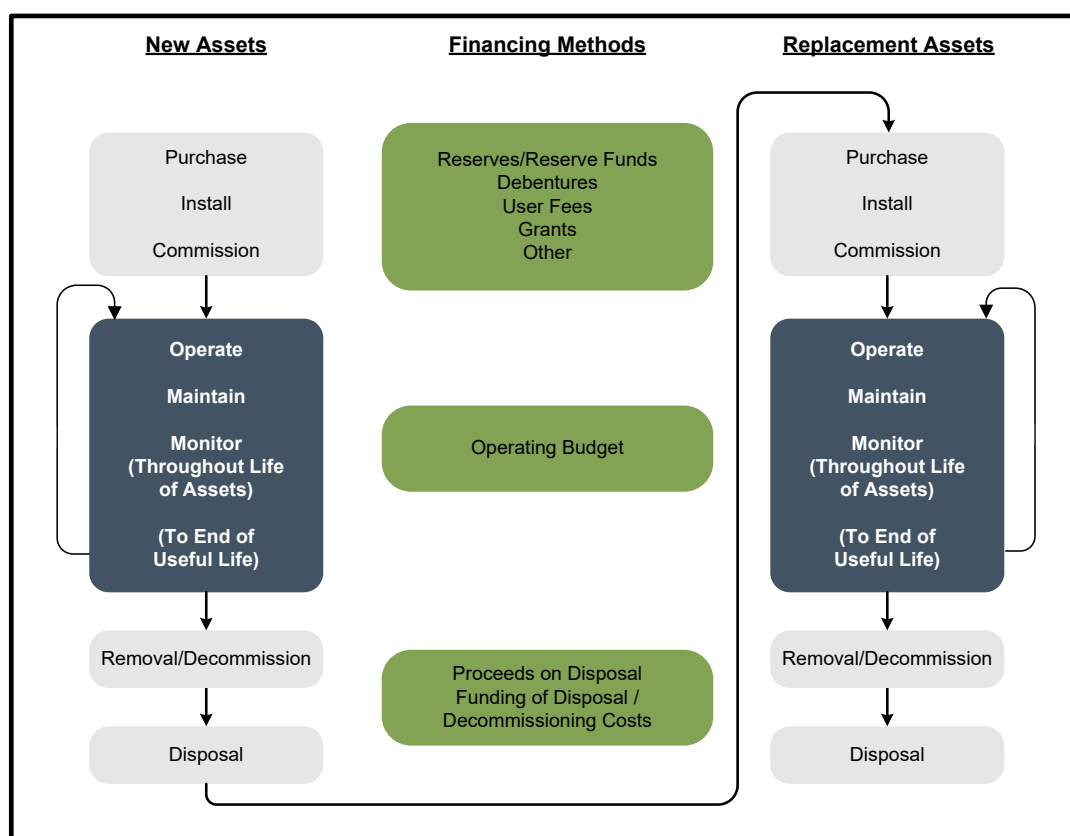
- (a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;
- (b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;
- (c) contain any other information that is prescribed; and
- (d) be prepared in the prescribed manner.”

At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset through its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the D.C. Non-growth-related expenditures will then be funded from non-D.C. revenues as noted below. During the useful life of the asset, there will be minor maintenance costs to extend the life of the asset, along with additional program related expenditures to provide the full services to the residents. At the end of the life of the asset, it will be replaced by non-D.C. financing sources.

In 2012, the Province developed Building Together: Guide for Municipal Asset Management Plans which outlines the key elements for an A.M.P., as follows:

**State of local infrastructure:** asset types, quantities, age, condition, financial accounting valuation and replacement cost valuation.

**Desired levels of service:** defines levels of service through performance measures and discusses any external trends or issues that may affect expected levels of service or the municipality’s ability to meet them (for example, new accessibility standards, climate change impacts).



**Asset management strategy:** the asset management strategy is the set of planned actions that will seek to generate the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.

**Financing strategy:** having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting, and are making full use of all available infrastructure financing tools.

The above provides for the general approach to be considered by Ontario municipalities. At this time, there is not a mandated approach for municipalities, hence leaving the discretion to individual municipalities as to how they plan for the long-term replacement of their assets.

The City has undertaken an A.M.P. dated November 2016. The plan addresses both process equipment and linear sewer assets, and also includes provisionary costs for expansionary works.



In recognition to the above schematic, the following analysis (presented in 2020 \$) has been developed to provide the annualized expenditures associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs, so these are omitted from the table below. Furthermore, as only the present infrastructure gap has been considered at this time within the 2016 A.M.P., the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets with regard to the findings of the 2016 A.M.P.:

1. The non-D.C. recoverable portion of the projects will require financing from City financial resources (i.e. rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2020 D.C. capital works have been calculated at 2% of total infrastructure value, consistent with the 2016 A.M.P.
3. Incremental operating costs for the D.C. cost (only) have been included.
4. The resultant total annualized expenditures are \$432,000, inclusive of:
  - a) \$207,000 annual debt payment for interim debt financing for growth-related costs not included in the calculation of the charge
  - b) \$123,000 annual lifecycle costs; and
  - c) \$102,000 incremental operating costs.
5. The 2016 A.M.P. identified an annual provision of \$500,000 (2016 \$) in expansionary costs within the 10-year capital budget. The incremental annual capital and operating costs are less than the annual provision included within the 2016 A.M.P. and, as such, the capital plan is deemed to be financially sustainable. Moreover, incremental operating revenues would be received with the buildout of the Brookdale Avenue North Corridor, further improving the City's net financial position .



# Chapter 9

## By-law Implementation



## 9. By-law Implementation

### 9.1 Public Consultation Process

---

#### 9.1.1 Introduction

This chapter addresses the mandatory, formal public consultation process (section 9.1.2), as well as the optional, informal consultation process (section 9.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 9.1.4 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

#### 9.1.2 Public Meeting of Council

Section 12 of the D.C.A. indicates that before passing a D.C. by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

Any person who attends such a meeting may make representations related to the proposed by-law.

If a proposed by-law is changed following such a meeting, Council must determine whether a further meeting (under this section) is necessary (i.e. if the proposed by-law which is proposed for adoption has been changed in any respect, Council should formally consider whether an additional public meeting is required, incorporating this determination as part of the final by-law or associated resolution). It is noted that Council's decision regarding additional public meetings, once made, is final and not subject to review by a Court or the LPAT.

#### 9.1.3 Other Consultation Activity

There are three broad groupings of the public who are generally the most concerned with D.C. policy:

1. The first grouping is the residential development community, consisting of land developers and builders, who are typically responsible for generating the majority of the D.C. revenues. Others, such as realtors, are directly impacted by D.C.





policy. They are, therefore, potentially interested in all aspects of the charge, particularly the quantum by unit type, projects to be funded by the D.C. and the timing thereof, and policy with respect to development agreements, D.C. credits and front-ending requirements.

2. The second public grouping embraces the public at large and includes taxpayer coalition groups and others interested in public policy.
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade and the Economic Development Agencies, who are all potentially interested in City D.C. policy. Their primary concern is frequently with the quantum of the charge, gross floor area exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

## **9.2 Anticipated Impact of the Charge on Development**

---

The establishment of sound D.C. policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential D.C.s can, to some degree, represent a barrier to increased economic activity and sustained industrial/commercial growth, particularly for capital intensive uses. Also, in many cases, increased residential D.C.s can ultimately be expected to be recovered via higher housing prices and can impact project feasibility in some cases (e.g. rental apartments).

On the other hand, D.C.s or other City capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment and wealth generation.



## 9.3 Implementation Requirements

---

### 9.3.1 Introduction

Once the municipality has calculated the charge, prepared the complete background study, carried out the public process and passed a new by-law, the emphasis shifts to implementation matters.

These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions and finally the collection of revenues and funding of projects.

The sections which follow overview the requirements in each case.

### 9.3.2 Notice of Passage

In accordance with section 13 of the D.C.A., when a D.C. by-law is passed, the Clerk shall give written notice of the passing and of the last day for appealing the by-law (the day that is 40 days after the day it was passed). Such notice must be given no later than 20 days after the day the by-law is passed (i.e. as of the day of newspaper publication or the mailing of the notice).

Section 10 of O. Reg. 82/98 further defines the notice requirements which are summarized as follows:

- notice may be given by publication in a newspaper which is (in the Clerk's opinion) of sufficient circulation to give the public reasonable notice, or by personal service, fax or mail to every owner of land in the area to which the by-law relates;
- subsection 10 (4) lists the persons/organizations who must be given notice; and
- subsection 10 (5) lists the eight items which the notice must cover.

### 9.3.3 By-law Pamphlet

In addition to the "notice" information, the municipality must prepare a "pamphlet" explaining each D.C. by-law in force, setting out:

- a description of the general purpose of the D.C.s;



- the “rules” for determining if a charge is payable in a particular case and for determining the amount of the charge;
- the services to which the D.C.s relate; and
- a general description of the general purpose of the Treasurer’s statement and where it may be received by the public.

Where a by-law is not appealed to the LPAT, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-laws.

The municipality must give one copy of the most recent pamphlet without charge to any person who requests one.

### **9.3.4 Appeals**

Sections 13 to 19 of the D.C.A. set out the requirements relative to making and processing a D.C. by-law appeal and LPAT hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the LPAT by filing a notice of appeal with the municipal Clerk, setting out the objection to the by-law and the reasons supporting the objection. This must be done by the last day for appealing the by-law, which is 40 days after the by-law is passed.

The City is carrying out a public consultation process, in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

### **9.3.5 Complaints**

A person required to pay a D.C., or his agent, may complain to the Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the reduction to be used against the D.C. was incorrectly determined; or
- there was an error in the application of the D.C.

Sections 20 to 25 of the D.C.A. set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a D.C. (or any part of it) is payable. A complainant may appeal the decision of municipal Council to the LPAT.



### **9.3.6 Credits**

Sections 38 to 41 of the D.C.A. set out a number of credit requirements, which apply where a municipality agrees to allow a person to perform work in the future that relates to a service in the D.C. by-law.

These credits would be used to reduce the amount of D.C.s to be paid. The value of the credit is limited to the reasonable cost of the work which does not exceed the average level of service. The credit applies only to the service to which the work relates, unless the municipality agrees to expand the credit to other services for which a D.C. is payable.

### **9.3.7 Front-Ending Agreements**

The municipality and one or more landowners may enter into a front-ending agreement which provides for the costs of a project which will benefit an area in the municipality to which the D.C. by-law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

Part III of the D.C.A. (sections 44 to 58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the D.C.A., 1989. Accordingly, the municipality assesses whether this mechanism is appropriate for its use, as part of funding projects prior to municipal funds being available.

### **9.3.8 Severance and Subdivision Agreement Conditions**

Section 59 of the D.C.A. prevents a municipality from imposing directly or indirectly, a charge related to development or a requirement to construct a service related to development, by way of a condition or agreement under section 51 or section 53 of the *Planning Act*, except for:

- “local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the *Planning Act*,” and
- “local services to be installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*.”

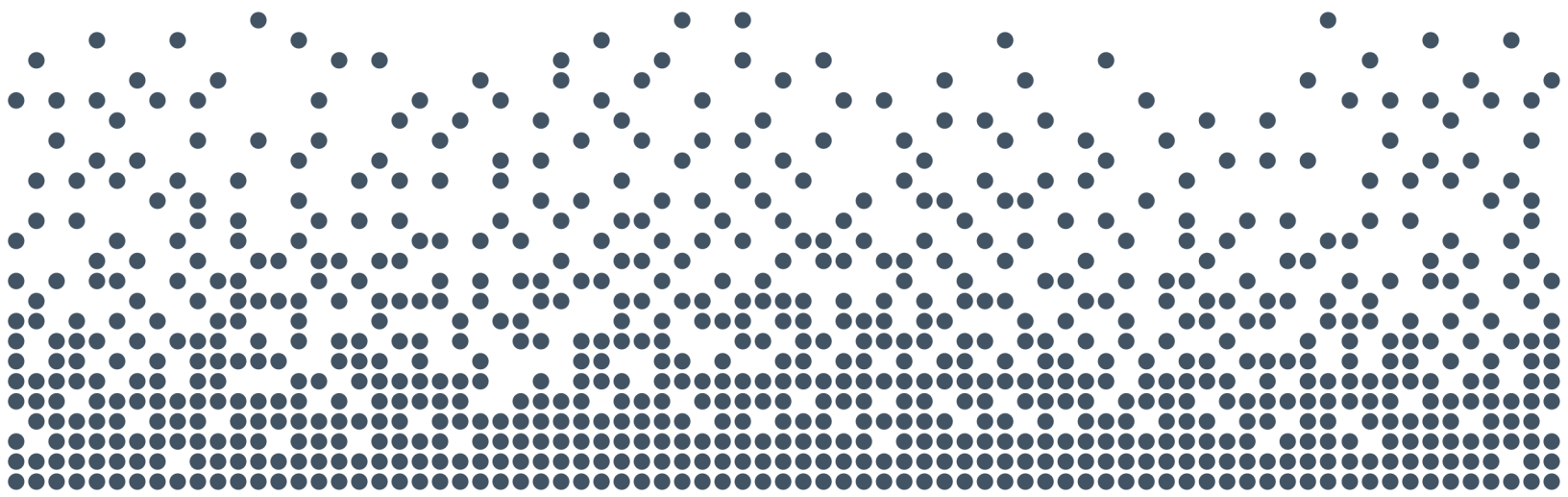


It is also noted that s. 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under s. 51 (31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the development, at the time the land is transferred.

In this regard, if the municipality in question is a commenting agency, in order to comply with s. 59 (4) of the D.C.A. it would need to provide to the approval authority, information regarding the applicable D.C.s related to the site.

If the municipality is an approval authority for the purposes of section 51 of the *Planning Act*, it would be responsible to ensure that it collects information from all entities which can impose a D.C.

The most effective way to ensure that purchasers are aware of this condition would be to require it as a provision in a registered subdivision agreement, so that any purchaser of the property would be aware of the charges at the time the title was searched, prior to closing a transaction conveying the lands.



# Appendices



# Appendix A

## Long-Term Capital and Operating Cost Examination



## Appendix A: Long-Term Capital and Operating Cost Examination

As a requirement of the D.C.A. under s. 10 (2) (c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the D.C. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings attributable to economies of scale or cost sharing where applicable, and prorate the cost on a per unit basis. This was undertaken through a review of the City's 2018 Financial Information Return.

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs which are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. The method selected for lifecycle costing is the sinking fund method which provides that money will be contributed annually and invested, so that those funds will grow over time to equal the amount required for future replacement.

Table A-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while municipal program expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e. facilities) would be delayed until the time these works are in place.

Table A-1  
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services	\$123,000	\$102,000	\$225,000





# Appendix B

## Local Service Policy



## Appendix B: Local Service Policy

This Appendix sets out the City's General Policy Guidelines on Development Charges (D.C.s) and local service funding for Underground Linear Services. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a D.C. project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement. The following policy guidelines are general principles by which staff will be guided in considering development applications. Each application, however, will be considered in the context of these policy guidelines and subsection 59 (2) of the D.C.A. Furthermore, each application will be considered on its own merits having regard to, among other factors, the nature, type and location of the development and any existing and proposed development in the surrounding area, as well as the location and type of services required and their relationship to the proposed development and to existing and proposed development in the area.

### **Underground Services (Sanitary Sewers)**

Underground services (linear infrastructure sanitary services) within the road allowance are not included in the cost of road infrastructure and are treated separately. The responsibility for such services, as well as stormwater management ponds and pumping stations, which are undertaken as part of new developments or redevelopments, will be determined by the following principles:

1. The costs of the following items shall be direct developer responsibilities as a local service:
  - (a) all underground services internal to the development, including sanitary services;
  - (b) service connections from existing underground services to the development;
  - (c) new underground services or upgrading existing underground services external to the development if the services are required to service the development, and if the pipe sizes do not exceed City standards for local services;



(d) stormwater management ponds and other facilities required by the development including all associated features such as landscaping and fencing; or

(e) sanitary pumping stations serving individual developments;

2. The costs of the following items shall be paid through D.C.s:

(a) wastewater treatment plants and transmission mains associated with municipal service areas;

(b) external underground services involving trunk infrastructure and pipe sizes exceeding City local service standards; and

(c) sanitary pumping stations not required for the individual development.



# Appendix C

## Proposed Development Charges By-law



## THE CORPORATION OF THE CITY OF CORNWALL

BY-LAW # \_\_\_\_-\_\_\_\_

### A BY-LAW FOR THE IMPOSITION OF AREA-SPECIFIC DEVELOPMENT CHARGES WITHIN THE BROOKDALE AVENUE NORTH CORRIDOR

**WHEREAS** the City of Cornwall will experience growth through development and re-development; and

**WHEREAS** development and re-development requires the provision of physical and social services by the City of Cornwall; and

**WHEREAS** Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal services does not place an excessive financial burden on the City of Cornwall or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services; and

**WHEREAS** the *Development Charges Act, 1997* (the “Act”) provides that the council of a City may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services; and

**WHEREAS** a development charges background study has been completed in accordance with the Act; and

**WHEREAS** the Council of The Corporation of the City of Cornwall has given notice of and held a public meeting on the \_\_\_\_ day of \_\_\_\_, \_\_\_\_ in accordance with the Act and the regulations thereto;

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF CORNWALL ENACTS AS FOLLOWS:**



## 1. INTERPRETATION

1.1 In this by-law the following items shall have the corresponding meanings:

“Act” means the *Development Charges Act*, as amended, or any successor thereof;

“accessory use” means, where used to describe a use, building, or structure, that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;

“benefiting area” means an area defined by map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;

“board of education” has the same meaning as set out in the *Education Act*, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

“bona fide farm uses” means the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation;

“Brookdale Avenue North Corridor” means the area defined as “New Catchment Area Lands” in the map provided as Schedule “C” to this by-law;

“Building Code Act” means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

“capital cost” means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of and as authorized by the City or local board,

(1) to acquire land or an interest in land, including a leasehold interest,

(2) to improve land,



- (3) to acquire, lease, construct or improve buildings and structures,
- (4) to acquire, construct or improve facilities including,
  - (a) furniture and equipment other than computer equipment, and
  - (b) material acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
  - (c) rolling stock with an estimated useful life of seven years or more, and
- (5) to undertake studies in connection with any matter under the Act and any of the matters in clauses (1) to (4) above, including the development charges background study

required for the provision of services designated in this by-law within or outside the City, including interest on borrowing for those expenditures under clauses (1) to (5) above that are growth-related;

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

“commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

“Council” means the Council of the City;

“development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

“development charge” means a charge imposed with respect to this by-law;

“dwelling unit” means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons



may sleep and are provided with culinary and sanitary facilities for their exclusive use;

“existing” means the number, use and size that existed as of the date this by-law was passed;

“farm building” means that part of a bona fide farming operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;

“gross floor area” means:

- (1) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:
  - (a) a room or enclosed area within the building or structure above or below that which is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
  - (b) loading facilities above or below grade; and
  - (c) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, distribution centres, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;





“Institutional” means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain. For the purposes of subsection 3.12 herein, means development of a building or structure intended for use;

- (1) as a long-term care home within the meaning of subsection 2 (1) of the *Long-Term Care Homes Act, 2007*;
- (2) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;
- (3) by any of the following post-secondary institutions for the objects of the institution:
  - (a) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,
  - (b) a college or university federated or affiliated with a university described in subclause (i), or
  - (c) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*;
- (4) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (5) as a hospice to provide end of life care;

“Local Board” means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the City of Cornwall or any part or parts thereof;

“local services” means those services, facilities or things which are under the jurisdiction of the City and are related to a plan of subdivision or within the area



to which the plan relates in respect of the lands under sections 41, 51 or 53 of the *Planning Act*, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

“non-residential use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use. Despite the foregoing, a non-residential use includes an institutional use as defined herein;

“Official Plan” means the Official Plan adopted for the City, as amended and approved;

“owner” means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed’

“place of worship” means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

“rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

“regulation” means any regulation made pursuant to the Act;

“residential use” means the use of a building or structure or portion thereof for one or more dwelling units, including a dwelling unit on land that is used for an agricultural use. Despite the foregoing, a residential use does not include an institutional use as defined herein;

“service” means a service designed in Schedule “A” to this by-law, and “services” shall have a corresponding meaning;

“servicing agreement” means an agreement between a landowner and the City relative to the provision of municipal services to specified land within the City;



## **2. DESIGNATION OF SERVICES**

2.1 The categories of services for which development charges are imposed under this by-law are as follows:

- (1) wastewater services.

## **3. APPLICATION OF BY-LAW RULES**

3.1 Development charges shall be payable in the amounts set out in this by-law where:

- (1) the development of the lands requires any of the approvals set out in subsection 3.4 (1).

### **Area to Which By-law Applies**

3.2 Subject to subsection 3.3, this by-law applies to all lands identified as “New Catchment Area Lands” in the map of the Brookdale Avenue North Corridor (Schedule “C”) whether or not the land or use thereof is exempt from taxation under section 13 of the *Assessment Act*.

3.3 Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:

- (1) the City or a local board thereof;
- (2) a board of education; or
- (3) the Corporation of the County of Stormont, Dundas and Glengarry or a local board thereof.

### **3.4 Approvals for Development**

- (1) Development charges shall be imposed on all lands, buildings or structures that are developed for non-residential uses if the development requires:



- (a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
  - (b) the approval of a minor variance under section 45 of the *Planning Act*;
  - (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act* applies;
  - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
  - (e) a consent under section 53 of the *Planning Act*;
  - (f) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
  - (g) the issuing of a permit under the *Building Code Act* in relation to a building or structure.
- (2) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this by-law applies even though two or more of the actions described in subsection 3.4 (1) are required before the lands, buildings or structures can be developed.
- (3) Despite subsection 3.4 (2), if two or more of the actions described in subsection 3.4 (1) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

## Exemptions

### 3.5 Exemption for Industrial Development:

- (1) Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.



- (2) If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:
    - (a) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
    - (b) divide the amount determined under subsection (1) by the amount of the enlargement.
  - (3) The exemption of an existing industrial building provided by this section shall be applied to a maximum of fifty percent (50%) of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to this by-law.
- 3.6 For the purpose of subsection 3.8 herein, “existing industrial building” is used as defined in the regulation made pursuant to the Act.
- 3.7 Other exemptions:
  - (1) Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:
    - (a) Bona fide farm uses;
    - (b) Places of worship;
    - (c) Hospitals;
    - (d) College or university buildings;
    - (e) Manufacturing uses; and
    - (f) Properties within the Brookdale Avenue North Corridor having paid a charge imposed under the *Municipal Act* for the extension of wastewater services to the Brookdale Avenue North Corridor.



## **Amount of Charges – Non-Residential**

- 3.8 The development charges described in Schedule “B” to this by-law shall be imposed on non-residential uses of lands, buildings or structures and calculated with respect to each of the services according to the total floor area of the non-residential use.

## **Reduction of Development Charges for Redevelopment**

- 3.9 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months prior to the date of payment of development charges in regard to such redevelopment was or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (1) in the case of a non-residential building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.8, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

## **Timing and Calculation of Payment of Development Charges**

- 3.10 Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted under the Act, on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies.
- 3.11 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.



- 3.12 Notwithstanding subsections 3.10 and 3.11, development charges for institutional developments are due and payable in six installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- 3.13 Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and the approval of the application occurred within two years of building permit issuance, the development charges under subsections 3.10, 3.11 and 3.12 shall be calculated on the rates set out in Schedule “B” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 3.10, 3.11 and 3.12 shall be calculated on the rates, including interest, set out in Schedule “B” on the date of the later planning application.
- 3.14 Interest for the purposes of subsections 3.12 and 3.13 shall be payable on the development charge at the prime lending rate plus 3%.
- 3.15 Despite subsections 3.10 to 3.14, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

#### **4. PAYMENT BY SERVICES**

- 4.1 Despite the payment required under subsection 3.8, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this by-law.

#### **5. INDEXING**

- 5.1 Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on the first day of January each year, in accordance with the prescribed index in the Act.

#### **6. SCHEDULES**

- 6.1 The following schedules shall form part of this by-law:



Schedule A – Services Designated in Section 2.1

Schedule B – Non-Residential Development Charges

Schedule C – Map of Brookdale Avenue North Corridor

## **7. CONFLICTS**

- 7.1 Where the City and an owner or former owner have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.
- 7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4 (1), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

## **8. SEVERABILITY**

- 8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

## **9. DATE BY-LAW IN FORCE**

- 9.1 This by-law shall come into effect at 12:01 AM on \_\_\_\_\_, \_\_\_\_.

## **10. DATE BY-LAW EXPIRES**

- 10.1 This by-law will expire at 12:01 AM on \_\_\_\_\_, \_\_\_\_ unless it is repealed by Council at an earlier date.

## **11. EXISTING BY-LAW REPEAL**

- 11.1 By-law 2018-037 is repealed as of the effective date of this By-law.





PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



**SCHEDULE "A" TO BY-LAW  
COMPONENTS OF SERVICES DESIGNATED  
IN SUBSECTION 2.1**

100% Eligible Services

Wastewater Services

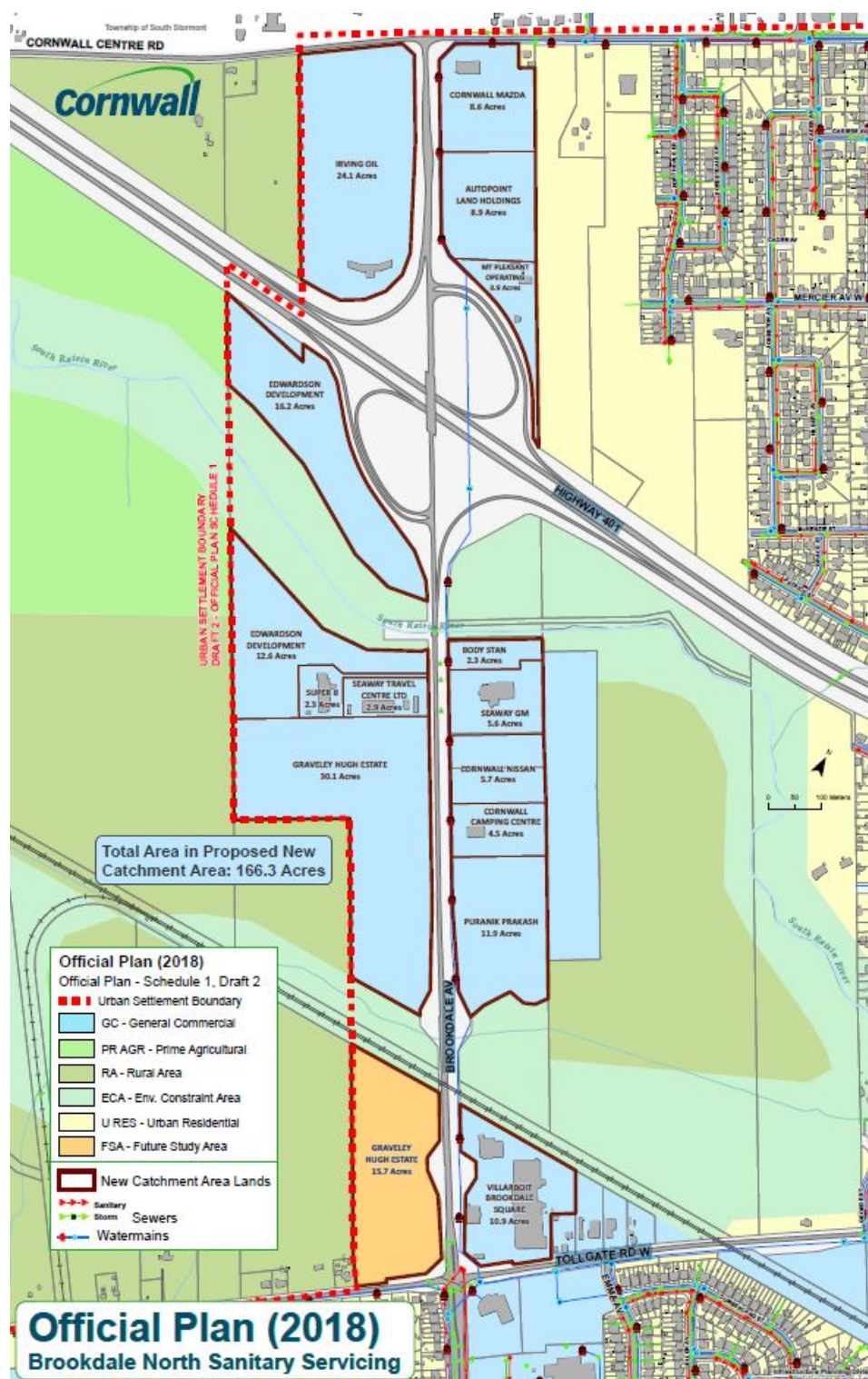


**SCHEDULE B  
SCHEDULE OF DEVELOPMENT CHARGES**

Service	NON-RESIDENTIAL
	(per sq.ft. of Gross Floor Area)
<b>Brookdale Avenue North Corridor</b> Wastewater Services	\$7.27



## SCHEDULE C MAP OF BROOKDALE AVENUE NORTH CORRIDOR



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

Department: Social and Housing Services  
Division: Housing Services  
Report Number: 2020-212-Social and Housing Services  
Prepared By: Mellissa Morgan, Community Housing Supervisor  
Meeting Date: June 22, 2020  
Subject: Social Housing Providers End of Operating  
Agreements/Mortgages

**Purpose**

To inform Council of the End of Operating Agreements/Mortgages between current Social Housing Providers and the Social & Housing Services Department and to provide information on the financial and operational impacts regarding the end of these agreements, as well as, information to support future options.

**Recommendation**

That Council approve Administration proceeding with renewing Operating Agreements, as they expire, using the funding formula outlined in Method #1.

**Financial Implications**

The annual cost to subsidize Social Housing Providers is currently funded jointly by the Federal Government and the City of Cornwall/United Counties of S.D.&G.. This is currently reflected in the Social Housing Services annual budget submission. As mortgages/debentures end so will Federal funding. As per the 2020 budget, the municipal contribution that was allocated to mortgages/debentures will be reinvested into a new Social Housing Revitalization Reserve (see Appendix A). The amount could change, however, based on Council decisions regarding approval of future options relating to operating agreements.

## **Strategic Priority Implications**

Quality, affordable housing is identified as a priority in the Corporation's Strategic Plan. This report will provide information on how the City of Cornwall can continue to provide quality affordable housing through existing Providers in Cornwall and S.D.&G..

## **Background / Discussion**

**Key Terms** - are defined in Appendix B.

### **End of Mortgages (EOM) /Debentures and End of Operating Agreements (EOA)**

Social Housing was devolved to the 47 Service Managers between 2000 and 2002 (see Appendix C) and at the point of transfer (devolution) Operating Agreements were transferred to Service Managers as well. The operating agreement period was typically also the term of the mortgage.

A preliminary review of the currently funded Social Housing Providers suggests that the impact of EOA will be unique and varied in every situation based on the original funding formula. It is anticipated that some projects may not be financially viable without considerable municipal support, while others are anticipated to be self-sufficient after EOA.

There are 4 issues at the center of this matter:

- 1) what is the best method of determining funding to a transferred housing program after the mortgage has been fully amortized?;
- 2) what are the financial impacts of those methods?;
- 3) what are the impacts to the Service Manager if we don't renew agreements?; and
- 4) what are the impacts to the Provider if we don't renew agreements?

It is important to note that the Ministry of Municipal Affairs and Housing (MMAH) has not provided any legal opinion to the Service Manager on how to proceed with negotiating new agreements with Providers post EOA/EOM.

### *Quick Facts*

- All of our agreements will expire by January 2029 (see Appendix D).
- The Service Manager must maintain current Service Level Standards post EOA/M.
- At EOA/M, Provincial Reform providers must maintain a minimum of 25% of their units as Rent Geared to Income (RGI).
- The first Provincial Reform provider to reach EOA/M, April 2022, has 26 units.
- At EOA/M, Section 95 providers can opt out of providing RGI units.
- The first Section 95 housing provider to reach EOA/M, April 2020, has 34 units.
- There are 12 Non-Profits with 14 operating agreements (3 Section 95, 1 Local Housing Corporation, & 10PR).
- Cornwall & Area Housing Corporation's (CAHC) current target is 100% RGI while the target for other Providers vary.

### **The Housing Services Act (HSA)**

The HSA states that a Service Manager has an overriding obligation to “administer and fund” a transferred housing program as it relates to a housing project designated in the regulations. Furthermore, it does not specify an end date for the obligations of projects that were either partially or entirely funded by the province (“provincial reform” projects). This means that provincial reform projects must continue to provide affordable housing – including rent geared-to-income housing – after their original mortgage matures, until they are actively removed from the Housing Services Act (at the Minister’s discretion). In exchange, they continue to receive a subsidy from their Service Manager, calculated with the funding formula set out in the Act.

While the Minister can end a housing provider’s obligations under the Housing Services Act by removing the project from regulation O.Reg. 368/11, this process occurs on a case-by-case basis and is informally referred to as “de-listing.” To date, most examples of de-listing concern federal projects after their operating agreement concludes. In September 2019, as part of the Community Housing Renewal Strategy, the Ministry of Municipal Affairs and Housing paused the practice of removing housing projects from O.Reg. 368/11 for a three-year period (late 2022). Exceptions may be considered on a case-by-case basis.

### **Differences in Operating Agreements**

Locally, we have 3 types of housing providers (see Appendix E).



## 1. Local Housing Corporation (LHC)

### *LHC (EOM/D)*

- Cornwall & Area Housing Authority (CAHA): previous crown Agent of Ontario Housing Corporation (OHC). Dissolved December 31, 2000.
- Cornwall & Area Housing Corporation (CAHC): created under Business Corporations act on January 1, 2001 as legislated by Bill 128 Social Housing Reform Act. Manages public housing portfolio.
- Local Housing Corporation (LHC): generic term for new corporations created above. CAHC is an LHC.

**Funding** for the LHC is based on a budget which follows the municipal budget practices with a mix of federal and municipal dollars.

Any operating surplus must be returned to the Service Manager.

- ▶ As shareholder of the LHC, this operating agreement does not end.
- ▶ Once their mortgages and/or debentures are paid in full, their agreement does not terminate, and they have ongoing requirements (the City of Cornwall is sole share holder).
- ▶ We are in the process of updating the existing agreement with CAHC.

## 2. Non-Profit Housing Providers

- Private: owned by groups such as churches, service clubs and seniors' organizations.
- Municipal: which are developed/sponsored by local government
- Non-profits include Section 95 Providers (Municipal Non-Profits – MNP) and Provincial Reform

**Funding** for these Providers is based on a funding formula which is established through the Housing Services Act (formerly know as the Social Housing Reform Act) which includes a mix of federal and municipal dollars.

### *Provincial Reform (EOM)*

Provincial Reform Funding Formula is funded based on benchmark operating costs that are increased annually by 8 operating cost indices established by the MMAH. The *“indexed operating costs (including property taxes and mortgage payments) are offset by indexed benchmark revenues”*.



50% of any operating surplus can be kept by the Provider and the remaining 50% would be contributed towards the Social Housing Reserve Fund.

- ▶ Must maintain a minimum of 25% of their units, as RGI, post EOM (End of Mortgage).
- ▶ Once their mortgage is paid in full, their agreement with the Service Manager is renewed unless they wish to opt out (Service Manager approval would be required to be removed from the HSA).
- ▶ The Board of Directors can vote to enter into a new agreement with the Service Manager.

### *Section 95 (EOA)*

Section 95 Funding Formula is funded based on a cost factor including operating costs, as established by the Ministry of Municipal Affairs and Housing (MMAH), plus mortgage and property taxes. This is offset by “*indexed minimum market rents*” and other non-rental revenue. This funding formula is very restrictive.

- ▶ EOA only applies to Section 95 providers.
- ▶ Once their mortgage is paid in full, their agreement with the Service Manager is automatically terminated.
- ▶ The Board of Directors can vote to enter into a new agreement with the Service Manager.

The significant difference between Section 95 (MNP) and Provincial Reform is that Provincial Reform Providers can keep 50% of their operating surplus, whereas Section 95 Providers can only keep “*the non-rental revenue, greater than the base amount*” as established by the MMAH.

### 3. Co-Operative Housing

- Collectively owned and run by its resident members.

**Funding** is funded based on benchmark operating costs that are increased annually by 8 operating cost indices established by the MMAH. The “*indexed operating costs (including property taxes and mortgage payments) are offset by indexed benchmark revenues*”.

50% of any operating surplus can be kept by the Provider and the remaining 50% would be contributed towards the Social Housing Reserve Fund.

## **Future Considerations**

During our review of future options for end of operating agreements, we considered a number of factors such as:

1. Project viability,
2. Reserve funds,
3. Asset management,
4. Ability to monitor housing quality and access to Federal/Provincial funding for capital repairs (when available)
5. Increasing market rent (closer to average market rent)
6. Changing the mix of RGI and market units.
7. Diversify revenue streams through non-rental revenue or commercial use of space.
8. Shared services arrangements amongst Providers to reduce costs.
9. Merger/amalgamation/consolidation with another not-for-profit housing provider.
10. Financing and/or redevelopment of existing stock.
11. Sale of portfolio assets.

As a result, several future funding methods have been drafted which also addressed the 4 issues expressed earlier:

- What is the best method of determining funding to a transferred housing program after the mortgage has been fully amortized?
- What are the financial impacts of those methods?
- What are the impacts to the Service Manager if we don't renew agreements?
- What are the impacts to the Providers if we don't renew agreements?

### **Method #1**

Renew agreements with existing Providers, using a Provincial Reform (PR) funding formula model (see Appendix A).

Advantages	Disadvantages
Maintain City/County Contributions	
Allows the Service Manager to negotiate fixed RGI targets with some Providers who currently have a range for RGI units	
Would safeguard the current RGI units and support the Service Manager in meeting mandated service level standards	
Providers operate within existing local rules which allows for building condition monitoring and enforcement of local rules by the SM	
Providers would remain viable	
Providers would benefit from Capital reserves and new provincial/federal funding for capital repairs when available	
Providers would be allowed to keep 50% of their surplus and the remaining 50% would be contributed to the Social Housing Reserve Fund for future capital needs.	

*Financial Impact (based on 2018 actuals)*

Estimated annual municipal contribution \$5,615,133 (indexed).

City 77.15 % or \$4,332,075 and County 22.85 % or \$1,283,058.

Note:

- a) This is the best use of tax-based funding as it will align with current/anticipated Council mandates while still preserving RGI units and assisting the Service Manager in maximizing our obligations (See Appendix H) as it relates to Service Level Standards (SLS) targets (it would maintain current units)
- b) This is the current model that we are operating under which has proven to have the least impact on Municipal financial contributions.
- c) Is a viable operating option for all our current Providers.

**Method #2**

Providers would maintain their current RGI targets with a Rent Supplement funding model, using the MMAH approved revised Average Market Rent.

Advantages	Disadvantages
Greater opportunity to increase revenues for the Provider	The Providers would not be required to contribute towards reserves which would prevent them from accessing funds for Capital repairs
	New provincial/federal funding for capital repairs when available would also not be available to Providers
	There is a greater cost to the Municipality compared to the current funding model (providing greater funding for fewer units)
	Providers would not continue to operate within existing local rules - allowing for building condition monitoring and enforcement of local rules by the Service Manager

*Financial Impact (based on 2018 actuals)*

Estimated annual municipal contribution \$7,506,678 (indexed).

City 77.15 % or \$5,791,402 and County 22.85 % or \$1,715,276.

**Method #3**

Provincial Reform providers would be required to maintain only the minimum of 25% of their units as RGI. Any new units would be funded as Rent Supplements, using their market rents.

Advantages	Disadvantages
Greater opportunity to increase revenues for the Provider	The Providers would not be required to contribute towards reserves which would prevent them from accessing funds for Capital repairs
	New provincial/federal funding for capital repairs when available would also not be available to Providers
	There is a greater cost to the Municipality compared to the current funding model (providing greater funding for fewer units) as units would be funded as Rent Supplements, using their market rents
	The Service Manager would be required to find units within the private market stock which would eliminate control on quality/affordability of units

*Financial Impact (based on 2018 actuals)*

Estimated annual municipal contribution \$8,109,386 (indexed).

City 77.15 % or \$6,256,391 and County 22.85 % or \$1,852,995.

Note: The Service Manager will need to replace 343 RGI units using this method.

**Method #4**

Providers maintain their current RGI targets with Rent Supplement funding, using their market rents.

Advantages	Disadvantages
Greater opportunity to increase revenues for the Provider	The Providers would not be required to contribute towards reserves which would prevent them from accessing funds for Capital repairs
	New provincial/federal funding for capital repairs when available would also not be available to Providers due to program guidelines
	There is a greater cost to the Municipality compared to the current funding model (it would provide greater subsidy to fewer units)
	The Service Manager would be required to find units within the private market stock which would eliminate control on quality/affordability of units

*Financial Impact (based on 2018 actuals)*

Estimated annual municipal contribution \$6,641,466 (indexed).

City 77.15 % or \$5,123,891 and County 22.85 % or \$1,517,575.

NOTE: With Methods 2 – 4, while there is greater opportunity to increase revenues for the Provider, it is for fewer units than the Service Manager currently funds (which is a detriment to service level standards). As such, the Provider would still be required to fulfill the same reporting requirements and abide by the rules of governance. The Provider would also need to fill units from the centralized waitlist (this would be a disadvantage for the Provider). The Provider could avoid this cumbersome process by asking the Service Manager to be removed from the HSA entirely and simply fill all units with private market tenants. In doing so, this would increase the pressure on the Service Manager to meet SLS within the private market.

Municipal Contribution Summary Chart		
Method 1	\$ 5,615,133	City = \$4,332,075 County = \$1,283,058
Method 2	\$ 7,506,678	City = \$5,791,402 County = \$1,715,276
Method 3	\$ 8,109,386	City = \$6,256,391 County = \$1,852,995
Method 4	\$ 6,641,466	City = \$5,123,891 County = \$1,517,575

**Note:** the funding in all methods was calculated using the most current audited financial information. It is also a snapshot of what the municipal contribution, to subsidize social housing, would be assuming all operating agreements had expired in 2020 (and all mortgages were paid in full).

Lastly, if the Service Manager was ever directed to eliminate negative operating subsidies this could have a further impact on future decisions. At this time, however, there is no reason to believe that this will be a factor (see Appendix G).

### Five-Year Housing Priorities

As per the Five-Year Housing Plan, Community Vision #3, the existing housing stock provides a range of options for households throughout Cornwall SDG, however, there are still supply gaps with respect to available affordable and quality housing. With limited production of new rental supply, there is considerable and sustained demand for existing rental housing. Efforts should be made to maintain community housing stock as this rental housing is inherently affordable.

### Accessibility Impact

Loss of units with existing Providers could increase the risk of losing modified units (existing within that portfolio) which will require the Service Manager to find those units within the private market.

### Next Steps

Administration has provided this report to provide specific details and a recommendation regarding End of Mortgages/Debentures and Operating

Agreements as it relates to the end of federal funding. A list of the agreements and their expiry dates can be found in Appendix D.

Administration will also be providing a report at the next Joint Liaison meeting for comments.

Administration will bring a further report to Council, following the Joint Liaison meeting, seeking direction from Council.

Following the presentation of the ongoing housing revitalization study, a report will be brought to Council with recommendations for future social/affordable housing needs.

## Funding (Appendix A)

Since devolution, Municipalities have always been the largest financial contributor to social housing.

While we continue to receive some Federal funding, this funding will be phased out as the last social housing mortgages/debentures are paid off. The chart below outlines the long-term municipal contribution to Social Housing Providers and the new Revitalization Reserve, using Method #1 funding formula.

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Federal Funding	(\$3,184,340)	(\$2,925,772)	(\$2,704,258)	(\$2,600,363)	(\$1,660,510)	(\$492,187)	(\$128,489)	(\$57,411)	(\$27,457)	(\$6,688)	\$0
CAHC *	\$5,566,044	\$5,649,535	\$5,734,278	\$5,820,292	\$5,907,596	\$5,996,210	\$6,086,153	\$6,177,446	\$6,270,107	\$6,364,159	\$6,459,621
Non-Profits *	\$3,525,322	\$3,602,879	\$3,682,142	\$3,763,150	\$3,845,939	\$3,930,550	\$4,017,022	\$4,105,396	\$4,195,715	\$4,288,021	\$4,382,357
Estimated Municipal Contribution*	\$6,407,026	\$6,532,779	\$6,659,352	\$6,793,292	\$6,929,099	\$7,066,277	\$7,207,110	\$7,351,339	\$7,499,410	\$7,647,699	\$7,800,257
City*	\$4,943,021	\$5,040,039	\$5,137,690	\$5,241,025	\$5,345,800	\$5,451,633	\$5,560,285	\$5,671,558	\$5,785,795	\$5,900,200	\$6,017,898
County*	\$1,464,005	\$1,492,740	\$1,521,662	\$1,552,267	\$1,583,299	\$1,614,644	\$1,646,825	\$1,679,781	\$1,713,615	\$1,747,499	\$1,782,359
*estimates - annual estimates are inflated by 2%, however, this can vary based on Council direction, market factors or legislative changes.											
<b>Annual Contribution - New Social Housing Revitalization Reserve</b>											
Annual	\$400,000	\$232,500	\$100,000	\$470,000	\$475,000	\$165,000	\$108,000	\$560,000	\$565,000	\$632,000	\$662,000
Cumulative	\$400,000	\$632,500	\$732,500	\$1,202,500	\$1,677,500	\$1,842,500	\$1,950,500	\$2,510,500	\$3,075,500	\$3,707,500	\$4,369,500

Note: this chart only covers the municipal contribution to subsidize Social Housing Providers and the new Revitalization Reserve, based on the 2020 budget (and not current audited financial information – as noted in the municipal contribution summary chart). It also does not cover other municipally funded programs and as such it is not representative of the entire social housing budget.



## **Key Terms** (Appendix B)

**“Benchmarks”** - the MMAH issued final benchmarks effective January 1, 2006, in accordance with sections 104 and 107 of the *Social Housing Reform Act, 2006*. The Benchmarks were calculated using 2001 to 2003 actuals plus an inflation factor for the following categories:

### **Benchmark revenue**

- rental revenue
- parking and laundry revenue
- less vacancy loss

### **Operating costs**

- maintenance & administration
- electricity
- fuel – natural gas
- fuel – oil & other
- water
- insurance
- bad debts
- transfers to capital

**“Community housing”** - is a general term that includes legacy social housing projects that were developed through federal and/or provincial funding programs from the 1950s to 1995. Legacy programs included ten different programs which provided some combination of time-limited capital funding, mortgage subsidies and/or operating subsidies to provide low-income Ontarians with stable housing. Each legacy program was designed with its own funding formula and program guidelines, leading to a patchwork of complex requirements over time.

**“Debentures”** - were used to fund the public housing stock in Ontario before social housing was transferred to Service Managers. The overall contingent liability for the public housing debentures remains with the province. The Province will deduct the federal portion of the debenture debt from the flow through federal funds to the Service Manager. The province remains responsible for the balance of the annual debenture payment and for managing the overall debenture liability. Whereas, most of the non-profit, section 95 and cooperative housing projects built since 1985 are mortgaged.

**“End of Mortgage”** – mortgages are paid in full or discharged.

**“End of Operating”** - Expiry of federally signed operating agreements when mortgages are discharged.

**“Indexed minimum market rents”** – minimum market rents were established by the MMAH for each provider when they were established. Every year the minimum market rents are increased by the Rent Control Guideline resulting in an indexed minimum market rent.

**“Indexed operating costs (including property taxes and mortgage payments) are offset by indexed benchmark revenues”** - benchmark revenue includes rental revenue, parking and laundry revenue, less vacancy loss. Benchmark market rents were established in 2006 by the MMAH. Each year the benchmark market rents are increased by the Rent Control Guideline. Operating costs include maintenance & administration, electricity, fuel – natural gas, fuel – oil & other, water, insurance, bad debts, and transfers to capital.

**“Modified Units”** – units modified to provide physical accessibility.

**“Non-rental revenue, greater than the base”** - The MMAH established a “base” non-rental revenue for each Section 95 provider (which is different for each Provider). This amount is not indexed. It never changes. For example, if a provider generated non-rental revenue (parking & laundry) in the amount of \$8,000 and the base amount is \$4,400, the provider can retain \$3,600.

**“Rent-geared-to-income tenants (RGI)”** – eligible tenants pay rent based on RGI calculations. This calculation is based on their gross household income and they typically pay approximately 30% of their gross income (will be changing in 2021 due regulatory changes) up to maximum/market rent.

## **History Devolution/Transfer of Social Housing (Appendix C)**

Social Housing (also known as “community housing”) refers to rental housing developed with the assistance of, and subsidized by the government, for people with low to moderate incomes, seniors or people with special needs who can live with supports in the community.

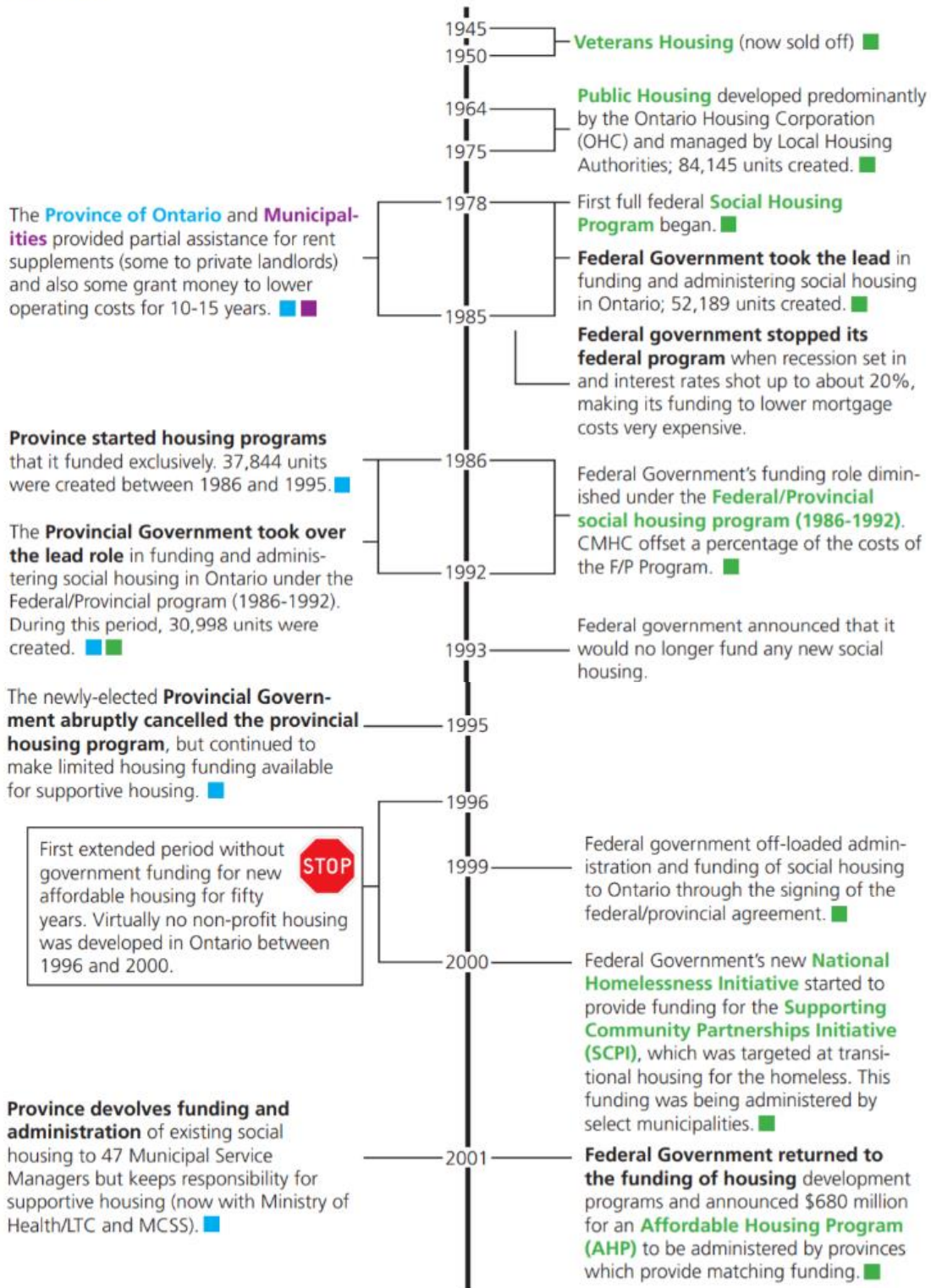
“Community housing” is a general term that includes legacy social housing projects that were developed through federal and/or provincial funding programs from the 1950s to 1995.

In 1964, the Ontario Housing Corporation (OHC) was created for the purpose of social housing management. As of 1996 the OHC managed approximately 85,000 units of housing and administered rent supplements to nearly 20,000 individuals. In 1995 the provincial government announced that it would no longer provide funding to finance new social housing project. In 1998 the provincial government began divesting its social housing authority which was given to municipalities. This devolution phase occurred over the next several years.

In 2000, the Social Housing Reform Act (SHRA) was proclaimed which provided legislative authority to devolve and reform social housing programs from the province to municipalities.

## Timeline: A History of Social Housing in Ontario

1945 - 2001



- **Federal Government Initiatives**
- **Provincial Government Initiatives**
- **Municipal Government Initiatives**

On January 1, 2001, the Ontario Housing Corporation (public housing) and rent supplement programs were devolved to 47 Municipal Service Managers. The City of Cornwall was appointed as the Service Manager for Cornwall & SDG.

At devolution (point of transfer), the City of Cornwall become the sole shareholder of the Cornwall and Area housing Corporation (Council Report #46-2000).

This became known as the Cornwall & Area Housing Corporation (or Local Housing Corporation – LHC) which also included the rent supplement program (a contract with a public or private landlord to set aside a specific number of units for rent geared to income tenants).

Provider	Public Housing	Rent Supplement	Target
Cornwall & Area Housing Corp.	1005 units	323 units	100% RGI

#### Current Portfolio

Address	Location	# Units
650 Hamilton Crescent & 460 Leitch Drive	Cornwall	125
1630 Brookdale Avenue	Cornwall	60
Sydney Street & Lourdes Crescent	Cornwall	35
29 Gloucester Street South	Cornwall	24
330 Fourth Street East	Cornwall	29
24 Augustus Street	Cornwall	150
120 Augustus Street	Cornwall	150
15 Edward Street	Cornwall	109
540 Adolphus Street	Cornwall	105
550 Lemay St.	Cornwall	60
845 Marlborough St.	Cornwall	20
1600 Birmingham St.	Cornwall	40
1700 Walton Court	Cornwall	50
William & Dominion Streets	Alexandria	15
111 Kenyon Street	Alexandria	30
113 Lochiel Street West	Alexandria	20
43 Dickinson Drive (Ingleside Court)	Ingleside	20
Highway 2 (Morris Glen Court)	Morrisburg	30
517 Albert Street (Millview Apartments)	Winchester	36
49 Water Street (Nationview Apartments)	Chesterville	25
10 Dundas Street (Iroma Apartments)	Iroquois	42
222 6 <sup>th</sup> St. (affordable housing units)	Cornwall	32
43 Dickenson Dr. (affordable housing units)	Cornwall	21

On March 1, 2002, the Non-Profit (10) and Co-op (1) Housing Programs were transferred to the City of Cornwall (Council Report #7-2002).

Provider	Section 95	Provincial Reform	Market Target	RGI Target
Alexandria Non-Profit		45 units	3	42
Beek Lindsay Non-Profit		50 units	8	42
Cornwall Non-Profit		170 units	0	170
Finch Non-Profit	26 units	6 units	13-24	8-19
Lancaster Non-Profit		26 units	8	18
Logement Non-Profit		65 units	6	59
RHSJ Non-Profit		59 units	12	47
Royal Oaks Non-Profit Co-op		70 units	6	64
Roxborough Non-Profit		26 units	16	10
Williamsburg Non-Profit	34 units	16 units	17-29	21-33
Winchester Non-Profit	45 units		23-38	7-22

Over 99% of Canada's social housing operating agreements will expire by the year 2033 and federal government subsidy will end. The withdrawal of subsidy is linked to the date when a housing provider's mortgages, or debentures are paid off. Subsidy formulae vary among social housing programs, and so will the effect of the subsidy withdrawal.



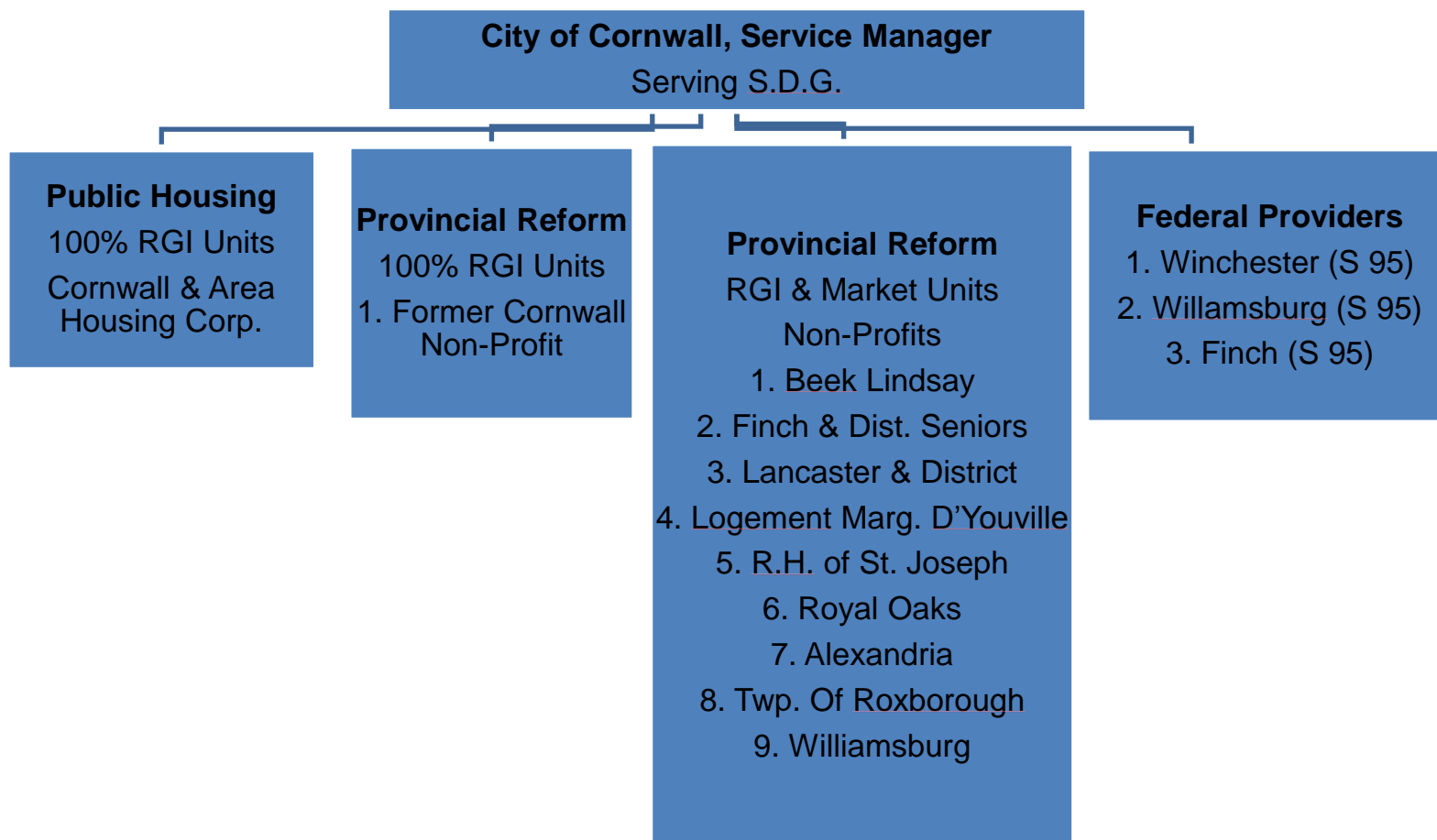
## Current Providers and EOAM Dates (Appendix D)

<b>CAHC (Local Housing Corporation - LHC)</b>	<b>End of debenture/ mortgage</b>
Glenview Heights	Jan-2013 *
111 Kenyon, Alexandria (mtg)	Jan-2016 *
Westgate Court	Jan-2019 *
540 Adolphus St.	Jan-2020
Dominion / William St. Alexandria	Jan-2020
113 Lochiel St. W. Alexandria	Jan-2022
24 Augustus St.	Jan-2023
Dundas St. Iroquois	Jan-2023
Sydney Street	Jan-2024
330 Fourth St. E.	Jan-2024
Hwy #2 (Morris Glen Crt), Morrisburg	Jan-2024
Nationview Apts. Chesterville	Jan-2024
Mill St./Caleb Winchester	Jan-2024
120 Augustus	Jan-2025
15 Edward St.	Jan-2025
Gloucester St. S.	Jan-2025
Dickinson Drive, Ingleside	Jan-2026

\* As these are units within the LHC, they remain part of the ongoing operating agreement with CAHC, without mortgage payment subsidy from the Service Manager.

<b>Non-Profit Providers</b>	<b>End of mortgage</b>
Williamsburg (Park Drive)	Apr-2020
Finch (Phase 1)	Nov-2020
Winchester	Jun-2021
Roxborough, Avonmore	Apr-2022
Williamsburg (County Rd #18)	May-2022
CNPHC (Birmingham)	Aug-2023
Beek Lindsay Seniors	Sep-2023
CNPHC (New Johnstown)	Jan-2024
Williamsburg (Schell St.)	Jan-2024
Alexandria (Tower)	Mar-2024
Lancaster	Apr-2024
CNPHC (Walton Court)	Aug-2024
Alexandria (Le Foyer)	Jun-2025
Royal Oaks	Aug-2025
Williamsburg (Park Drive 2)	Sep-2026
Logement Marguerite d'Youville	Nov-2026
Religious Hospitalers of St. Joseph	Mar-2027
Logement Marguerite d'Youville	Aug-2027
Finch (Phase 2)	Jan-2029

**Portfolio Snapshot**  
(Appendix E)





## What are service level standards? (Appendix F)

Service level standards (SLS) are the legislated minimum number of rent-geared-to-income (RGI) units that service managers must maintain (even after end of operating agreements occur) as prescribed in the *Housing Services Act, 2011* (HSA). These levels were established at the time of download from the Province and were intended to reflect the number of units transferred.

	At or below HIL(s)	High needs	Modified
City of Cornwall	1,843	1,172	136

Note: There is no total. Each category has their own total.

The specific and narrow application of SLS within the HSA that limits, which households/units are counted toward the targets do not accurately reflect the depth to which municipalities are investing in housing affordability initiatives.

- Tenants can fluctuate between being and RGI or market tenants, depending on their level of income. As such, this can affect our service level standards.

The municipal contribution towards portable housing benefits costs towards service level standards

Household Income Limits were established by the HSA 2011 (O. Reg 370/11, Schedule 2). These limits define the maximum income thresholds for “rent-geared-to-income tenants (RGI)”.

	Bachelor	1 bedroom	2 bedroom	3 bedroom	4 bedroom
HIL	\$24,500	\$31,000	\$38,000	\$43,500	\$54,000
High Need	\$14,700	\$18,600	\$22,800	\$26,100	\$32,400

In June 2019, the MMAH released the HILs and High Needs Household Limits as per the HSA. For the first time in at least five years, these limits have decreased. As a result, current households receiving RGI and counted toward the SLS may no longer be considered a target under the SLS as their income falls below the level for their unit size.

These changes have unintended impacts on a service managers' ability to meet SLS. Household incomes are not something that is controlled by the service manager. Some households with income above the HILs may still be in receipt of a subsidy and are considered eligible for RGI but not as a SLS household.

Further, the methodology used to determine the current number of eligible SLS units within a service manager's area is also not an accurate reflection of the current state of publicly assisted units and households. As the largest financial contributor towards social housing, the City is already municipally funding social housing units. As such, we have requested that the MMAH consider all RGI units in our portfolio, which receive some type of municipal funded, be counted toward our SLS, whether they are occupied by an RGI tenant or not.

## Negative Operating Subsidy (Appendix G)

Currently, there is some debate amongst organizations (Ontario Non-Profit Housing association – ONPHA, Ontario Municipal Social Services Association – OMSSA) as to whether Providers should be operating with a “negative operating subsidy”.

Organizations like these are lobbying the government to ensure that providers do not incur negative operating subsidies post EOA/M.

An Operating Subsidy is the funding which bridges the gap between revenue from indexed benchmark revenues and total indexed benchmark operating costs. The current funding formula consists of an operating subsidy, RGI Subsidy, and property taxes.

Subsequently, a negative operating subsidy requires a Provider to utilize their indexed benchmark revenue (greater than operating costs) to cover the difference in RGI subsidy. This is currently how Providers are operating and funded by the Service Manager. This is how they were established at devolution by the MMAH.

The operating subsidy is calculated as follows:

Operating Subsidy (example)	
Benchmark Operating Costs	398,991
Benchmark Revenue	<u>(678,433)</u>
Subtotal	(279,442)
Mortgage Payments	<u>308,007</u>
Total Operating Subsidy	28,565

The current funding formula (using the example above), the housing provider is paying \$279,442 towards their mortgage payments. Once their mortgage is paid in full (End of Mortgage (EOM)), the revenue will partially offset the RGI Subsidy and property taxes.

Eliminating negative operating subsidies would result in the housing provider having an operating surplus of \$279,442 at the cost of the Service Manager (City of Cornwall and Counties taxpayers).

A technical backgrounder has been drafted by the MMAH. While this report is not intended to provide an analysis on the impacts that the end of operating agreement and mortgages might have on housing providers or Service managers, the report does provide community housing providers and Service Managers with a better understanding of what happens at the end of a housing project's operating agreement and/or mortgage.

For some provincial reform projects, once the mortgage has matured, the total Service Manager subsidy calculation could result in a negative number (because the mortgage costs are no longer included in the subsidy calculation). A negative total Service Manager subsidy calculation does not result in an amount owing by the housing provider to the Service Manager. This result means that the total subsidy a provider receives from the Service Manager will be nil (\$0) (as per the example above).

If Service Managers are mandated to fund Providers operate at a zero negative operating subsidy then it is estimated that the additional cost to the Service Manager will be greater than 5 million dollars from 2020 - 2030.

## **Service Manager Obligations Post EOA**

### **(Appendix H)**

This duty of the service manager is to be carried out in accordance with:

- 2 (a) the *Act* and the regulations, including such criteria and rules as may be prescribed for the program for the purposes of this clause; and
- 2 (b) any applicable pre-reform operating agreement". O. Reg. 367/11 s. 68 (2).

Rules and criteria for transferred housing programs categories 6(a), 6(b), and 6(c) are prescribed in Schedule 5 of the General Regulation (O. Reg. 367/11) as follows:

1. The service manager shall provide market units and rent-geared-to-income units to households.
2. Only units in non-profit housing projects may be provided.
3. At least 25% of the units in each housing project shall be rent-geared-to-income units.

The Service Manager is mandated to maintain service level standards post-EOA/M.

This can be done in a number of ways including renewing agreements with existing providers or by finding new/additional providers/units.

Housing Program		Public Housing (LHC)	Municipal Non-Profits (S.95)	Provincial Reform (NP & Coop)	Transferred Rent Supplement (RS)
Def'n of Program per O. Reg 367/11 Schedule 1		Programs 1(a) & 1(b)	Program 6(c)	Programs 6(a) & 6(b)	Programs 2(a) & 2(b)
Pre-EOA	Ensure program compliance	✓	✓	✓	✓
	Maintain Service Levels	✓	✗	✓	✓
	Flow federal subsidy dollars	✓	✓	✗	✓
	Flow municipal subsidy dollars	✓	✗	✓	✓
	Fund pay down of principal capital debt	✓	✓	✓	✗
Post-EOA	Ensure program compliance	✓	✗	✓	✗
	Maintain Service Levels	✓	✗	✓	✓
	Flow federal subsidy dollars	✗	✗	✗	✗
	Flow municipal subsidy dollars	✓	✗	✓	✓
	Fund pay down of principal capital debt	✗	✗	✗	✗

Document Title:	Report - Social Housing Providers End of Operating Agreements and Mortgages.docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

**No Signature found**

**Stacey Ferguson - Jun 9, 2020 - 2:06 PM**

**No Signature found**

**Tracey Bailey - Jun 16, 2020 - 4:53 PM**

**Maureen Adams - Jun 16, 2020 - 7:57 PM**

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-304-Financial Services  
Prepared By: Diane Leduc, Senior Buyer  
Meeting Date: June 22, 2020  
Subject: Tender 20-T19 Water Street Retaining Wall Rehabilitation

**Purpose**

To obtain cost for Water Street Retaining Wall Rehabilitation.

**Recommendation**

That Tender 20-T19 be awarded to Louis W. Bray Construction Limited, from Vars, Ontario at the total bid price of \$897,650.53 (net cost to the Corporation - \$808,362.11) being the best bid meeting the tender specifications

**Financial Implications**

The Corporation has budgeted \$505,000 in the 2019 capital budget. The Corporation received two bid proposals for this capital project. The type of structural rehabilitation work required and other capital works in the area limited contractors from bidding. It is recommended that the remaining amount of \$303,362.11 be funded from Federal Gas Tax Reserve.

**Strategic Priority Implications**

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



## **Background / Discussion**

The work for this project involves partial and full depth structural concrete repairs to the existing concrete retaining wall located on the north side of Water Street between Adolphus Street and Gloucester Street, along with the replacement of the existing steel guardrail and various landscaping works.

The following tenders were received and opened by Purchasing Services on May 21, 2020:

### **Louis W. Bray Construction Limited, Vars, Ontario**

Bid Price:	\$794,381.00
HST:	\$103,269.53
Total Bid Price:	\$897,650.53

Tender submission received from Neptune Security Services Incorporated, Mississauga, Ontario, did not meet the requirements of the tender.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-082**

Department: Planning, Development and Recreation  
Division: Economic Development  
By-law Number: 2020-082  
Report Number: 2020-316-Planning, Development and Recreation  
Meeting Date: June 22, 2020  
Subject: By-law to authorize The Corporation of the City of Cornwall to enter into a Medical Recruitment Financial Assistance Agreement with Dr. Banik

Whereas a request was made by the Medical Recruitment Team to provide up to \$25,000 in financial assistance towards the start up cost to Dr. Rakhee Banik, a family physician who was recruited to Cornwall.

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 be and is hereby authorized to provide financial assistance to Dr. Banik up to the amount of \$25,000; and
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 22nd day of June, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law - Medical Recruitment Assistance Dr. Banik - 2020-316-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jun 2, 2020

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

**Mark A. Boileau - Jun 2, 2020 - 2:33 PM**

**Maureen Adams - Jun 2, 2020 - 3:18 PM**

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

Department: Planning, Development and Recreation  
Division: Economic Development  
Report Number: 2020-317-Planning, Development and Recreation  
Prepared By: Mark A. Boileau, General Manager  
Meeting Date: June 22, 2020  
Subject: Explanatory Note to By-Law 2020-082 - for Dr. Banik

**Purpose**

To provide Council with background information on Dr. Rakhee Banik.

**Recommendation**

That Council authorize the Mayor and Clerk to sign the by-law and agreement.

**Background / Discussion**

The City of Cornwall has a Medical Recruitment Team which, with the use of a medical recruitment fund, tries to attract new medical professionals, either being general practitioners or in specialty fields required in the community.

The Medical Recruitment Team was successful in recruiting Dr. Rakhee Banik, a family physician. The arrangement is that funds are provided, when deemed appropriate, for the start up costs including moving costs, office costs, and staffing costs for the first 3 months. Those costs will be reimbursed up to a maximum of \$25,000 in this case. There is money in the 2020 Medical Recruitment budget to cover the cost.

In return, as per the Agreement, Dr. Banik must conduct a full-time medical practice in Cornwall beginning in June 2020. After securing his Independent

Registration in January 2021 (delayed due to COVID-19), Dr. Banik will undertake privileges at the Cornwall Community Hospital and participate in the CCH Hospitalist program, one weekend in every four weeks if needed, for a minimum of three (3) years. Should Dr. Banik require supervision after January 2021, under the requirements of a restricted license, this would be provided for by the Hospital. Failure to comply with the Agreement will require repayment of the funds provided.

### Report Approval Details

Document Title:	Note to By-Law Medical Recruitment Assistance Dr. Banik - 2020-317-PDR.docx
Attachments:	
Final Approval Date:	Jun 2, 2020

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

**Mark A. Boileau - Jun 2, 2020 - 2:34 PM**

**Maureen Adams - Jun 2, 2020 - 3:26 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-083**

Department: Social and Housing Services  
Division: Social Services  
By-law Number: 2020-083  
Report Number: 2020-217-Social and Housing Services  
Meeting Date: June 22, 2020  
Subject: **A By-law to appoint Mellissa Morgan as Acting Administrator of Social and Housing Services and to repeal By-law 2016-026**

Whereas The Corporation of the City of Cornwall is the Consolidated Municipal Service Manager for Ontario Works and Child Care Services for the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry; and

Whereas, in accordance to the Ontario Works Act, 1997, Chapter 25, Section 43, the City, as delivery agent, shall with the approval of the Director, appoint an administrator to oversee the administration of the Ontario Works Act 1997, the Child Care and Early Years Act, 2014 and the provision of assistance in the delivery agent's geographic area; and

Whereas it is deemed necessary and desirable to appoint an administrator for The Corporation of the City of Cornwall and United Counties of Stormont, Dundas and Glengarry; and

Where the Administrator shall be recognized under the title of Administrator of Social and Housing Services.

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

1. That Mellissa Morgan shall be and is hereby appointed as Acting Administrator of Social and Housing Services in accordance to the Ontario Works Act 1997, the Child Care and Early Years Act, 2014 and the Employment Agreement between the Corporation and the Employee, to administer the services throughout The Corporation of the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry.
2. That this appointment come into force on June 18, 2020.
3. That By-law 2016-026 and all other By-laws or sections of By-laws or amendments thereto inconsistent with the provision of the By-law be and are hereby repealed.

Read, signed and sealed in open Council this 22nd day of June, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	By-law 2020-xxx - Acting Administrator, Social and Housing Services - 2020-217-SHS.docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

**Maureen Adams - Jun 16, 2020 - 1:14 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-084**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-084  
Report Number: 2020-300-Financial Services  
Meeting Date: June 22, 2020  
Subject: By-law – Borrowing of Funds to Finance Capital Works

Whereas the Municipal Act, 2001, S.O. 2001, C.25, S.401 authorizes a municipality to incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter into prescribed financial agreements for or in relation to the debt; and

Whereas Ontario Regulation 276/02, as amended, permits a municipality to enter into a bank loan agreement for the purpose of long-term borrowing; and

Whereas the Council of The Corporation of the City of Cornwall endorsed the financing of the Municipal Works Redevelopment Project and the Emerald Ash Borer Program; and

Whereas the amount to be loaned is within the debt and financial obligation limit of the Corporation of the City of Cornwall as established by legislation; and

Whereas it is necessary to borrow the sum of \$5,500,000 upon the credit of the Corporation.

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

1. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of

\$5,000,000 (Municipal Works Redevelopment Project) repayable in equal monthly instalments amortized over 15 years;

2. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$500,000 (Emerald Ash Borer) repayable in equal monthly instalments amortized over 5 years;
3. Commencing in July 2020 and thereafter during the specified repayment schedules the required principal and interest shall be levied and raised annually by a rate sufficient therefore over and above all other rates on all the rateable property in the municipality at the same time and in the same manner as other rates.
4. That this by-law shall take effect on the day of the final passing thereof.
5. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 22nd day of June 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-301-Financial Services  
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer  
Meeting Date: June 22, 2020  
Subject: Note – By-law to Finance Capital Works

**Purpose**

An explanatory note to the By-law authorizing the City of Cornwall to enter into a Financing Agreement with TD Canada Trust for the purpose of long-term borrowing.

**Background / Discussion**

Council has approved that the financing of the Municipal Works Redevelopment Project and the Emerald Ash Borer Program be financed through long-term borrowing.

Financial Services has requested financing quotes from the major financial institutions. TD Canada Trust was the successful proponent for these loans.

Both principal and interest payments have been budgeted in 2020 and future annual payments will be budgeted based on the respective repayment schedules.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-085**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
By-law Number: 2020-085  
Report Number: 2020-318-Infrastructure and Municipal Works  
Meeting Date: June 22, 2020  
Subject: By-law - Bellwood Ridge Subdivision Phase 4 Subdivision  
Agreement and/or Service Extension Agreement

Whereas the Corporation of the City of Cornwall is desirous of entering into a Subdivision Agreement and/or Service Extension Agreement with Cartwave Realty Limited for the development of the Bellwood Ridge Subdivision Phase 4; and

Whereas this Agreement will allow the Developer to proceed with the development of the Bellwood Ridge Subdivision, Phase 4, situated South of Tollgate Road East and East of the existing Bellwood Ridge Subdivision Phases; and

Whereas the development consisting of 10 single lots and 29 semi lots, legally described as Part of Lots 7 & 8, Concession 2 in the City of Cornwall, County of Stormont, Ontario.

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

1. That the Corporation of the City of Cornwall enter into a Subdivision Agreement and/or Service Extension Agreement with Cartwave Realty Limited for Phase 4 of the Bellwood Ridge Subdivision.
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 22 day of June, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

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

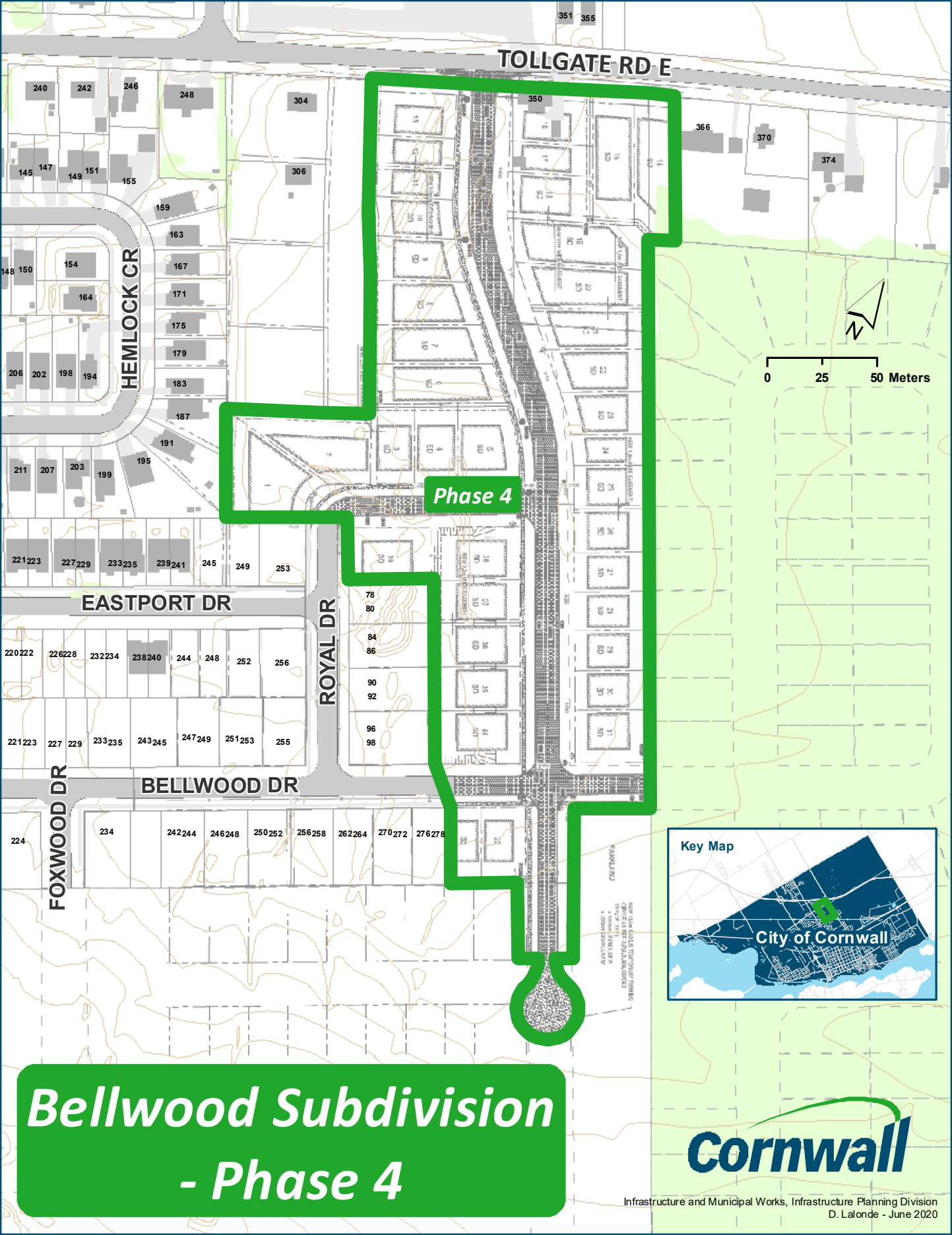
Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-320-Infrastructure and Municipal Works  
Prepared By: Emma Vanier, Municipal Engineer  
Meeting Date: June 22, 2020  
Subject: Bellwood Ridge Phase 4 Subdivision Agreement and/or  
Service Extension Agreement – Explanatory Note

**Purpose**

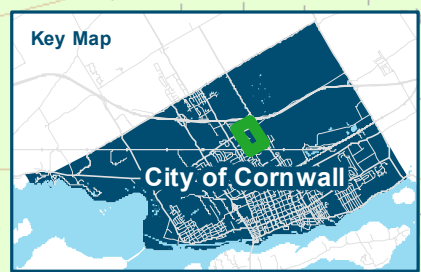
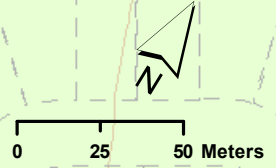
An explanatory note to the By-law authorizing the City of Cornwall to enter into a Subdivision Agreement and/or Service Extension Agreement with Cartwave Realty Limited for Bellwood Ridge Phase 4, being Part of Lots 7 & 8, Concession 2, in the Geographic Township of Cornwall, Now in the City of Cornwall, County of Stormont, Ontario

**Background / Discussion**

The Subdivision Agreement will allow the Developer to proceed with the development of Bellwood Ridge Phase 4. The development consists of 10 single lots and 29 Semi-detached lots as shown on the attached sketch.



Phase 4



# Bellwood Subdivision - Phase 4





**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-086**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
By-law Number: 2020-086  
Report Number: 2020-316-Infrastructure and Municipal Works  
Meeting Date: June 22, 2020  
Subject: Pescod Avenue Unopened Right-of-Way – Surplus Property

Whereas pursuant to the Municipal Act, 2001, S.O. 2001, C.25, Section 270 (1) states that a Municipality shall adopt and maintain policies with respect to the following matters:

1. Its sale and other disposition of land; and

Whereas Policy FI.adm-07-02 requires that Council shall by By-Law declare the property to be surplus to the needs of the Municipality; and

Whereas it is deemed expedient in the interest of The Corporation of the City of Cornwall that the following property is surplus to the needs of the Municipality being property legally described as Pescod Avenue, Registered Plan 227, north of Charles Street.

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

1. That property legally described as Pescod Avenue, Registered Plan 227, north of Charles Street be declared surplus;
2. That a Notice of intent to sell and dispose of the property be given to the public; and

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

Read, signed and sealed in open Council this 22<sup>nd</sup> day of June, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

**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:    2020-317-Infrastructure and Municipal Works  
Prepared By:       Michael Fawthrop, Division Manager  
Meeting Date:      June 22, 2020  
Subject:            Pescod Ave. Unopened Right-of-Way – Surplus Property

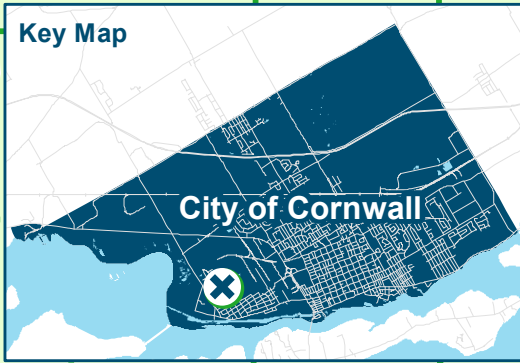
**Purpose**

To declare the City owned property legally described as Pescod Avenue, Registered Plan 227, north of Charles Street, surplus to municipal needs.

**Background / Discussion**

Please refer to the attached sketch of the property which is located at the north end of Pescod Avenue at Charles Street. The property is described as an unopened right-of-way known as Pescod Avenue north of Charles Street between 1411 and 1501 Charles Street. The property had been previously established as a future right-of-way for the extension of Pescod Avenue in 1956 as part of the Pescod Subdivision, providing access to a proposed subdivision in the north end of Riverdale. As shown on the attached sketch of the property, the Draft Plan of Subdivision to the north does not include a right-of-way for a future road extension at this location and has proposed new lots which back onto the property. As the property will not be incorporated into the future subdivision to the north, the property can be deemed surplus to municipal needs.

Key Map



City of Cornwall

0 10 20 Meters

**DRAFT PLAN OF  
FUTURE SUBDIVISION**

375mm Storm Sewer

**CHARLES ST**

150mm Watermain

300mm Sanitary Sewer

375mm Storm Sewer

**SUBJECT  
PROPERTY**

**PESCOD AV**

1502

1006

1004

1002

1007

1005

1003

1412

1410

1408

1406

1411

1409

1407

1405

1503

1501

1505

343

**Cornwall**

Key Map

City of Cornwall



FUTURE NINTH ST. EXTENSION

BLAKELY DR

STEPHEN ST

**DRAFT PLAN OF  
FUTURE SUBDIVISION**

CATHERINE ST

0 10 20 Meters

GRANT AV

RIVERDALE AV

CHARLES ST

**SUBJECT  
PROPERTY**

SURGENOR ST

PESCOD AV

JOYCE ST

**cornwall**

Infrastructure and Municipal Works, Infrastructure Planning Division  
D. LaFonde - June 2020

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-087**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-087  
Report Number: 2020-302-Financial Services  
Meeting Date: June 22, 2020  
Subject: A By-law to declare property as 'Surplus to the Needs of the Municipality' legally described as PT LT 5 North Side Fourth St, 6 North Side Fourth St PL Cornwall as in S12088 BTN 52R5697 & 52R6046; Cornwall.

Whereas pursuant to the Municipal Act, 2001, S.O. 2001, C.25, Section 270 (1) states that a Municipality shall adopt and maintain policies with respect to the following matters:

1. Its sale and other disposition of land; and

Whereas Policy FI.adm07-02 requires that Council shall by By-Law declare the property to be surplus to the needs of the Municipality; and

Whereas it is deemed expedient in the interest of The Corporation of the City of Cornwall that the following property is surplus to the needs of the Municipality being property legally described as PT LT 5 North Side Fourth St, 6 North Side Fourth St PL Cornwall as in S12088 BTN 52R5697 & 52R6046; Cornwall.

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

1. That property legally described as PT LT 5 North Side Fourth St, 6 North Side Fourth St PL Cornwall as in S12088 BTN 52R5697 & 52R6046; Cornwall, be declared surplus.

2. That a Notice of intent to sell and dispose of the property be given to the public.
3. That the Mayor and Clerk are hereby authorized to execute any and all documentation required for the passage of this by-law.

Read, signed and sealed in open Council this 22<sup>nd</sup> day of June, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-088**

Department: Planning, Development and Recreation  
Division: Building and By-law  
By-law Number: 2020-088  
Report Number: 2020-300-Planning, Development and Recreation  
Meeting Date: June 8, 2020  
Subject: Cat Control Strategy By-law

Whereas the Council of the City of Cornwall wishes to reduce the feral cat population within the City;

Whereas the Council of the City of Cornwall wishes to encourage the spaying and neutering of cats in order to help control the cat population within the City;

Whereas the Council of the City of Cornwall wishes to fund this program on an annual basis for the duration of the program, and to offset the funding of this program, that the Animal Control By-Law, be amended to include the registration of cats;

Whereas subsection 11(3) of the *Municipal Act*, 2001, S.O. 2001 c. 25, authorizes municipalities to pass By-Laws respecting animals;

Whereas subsection 8(3) of the *Municipal Act*, 2001, S.O. 2001 c. 25, provides that a By-Law passed under section 11 respecting a matter may:

- a) regulate or prohibit respecting the matter;
- b) require persons to do things respecting the matter; and
- c) provide for a system of licences respecting the matter;

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 an agreement with a licensed subsidized spaying and neutering provider for the purpose of spaying and neutering cats within the City.
2. That the Corporation of the City of Cornwall budget an annual amount appropriate for the funding of the spaying and neutering of cats for the duration of the program.
3. That the Social Services and Building & By-Law Divisions work collaboratively to further develop this program.
4. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.
5. That the Animal Control By-Law 112-1998, as amended, be further amended as follows:

(a) That the definition of “Owner” be repealed.

(b) That Section 1 Definitions are amended to include:

“Animal” means any bird, reptile, amphibian or mammal excluding humans and wildlife;

“Approved Fostering Organization” means an organization that rescues and fosters cats and that has been approved in writing for the purposes of the By-Law by the Chief Building Official, and whose approved status has not been revoked by the Chief Building Official;

“Cat” means a male or female cat (*felis Catus*) of any age and includes a Feral Cat;

“Chief Building Official” means the Chief Building Official as designated by Council or the designate;

“Feral Cat” means a male or female cat of any age that is undomesticated; that, in general, receives little human contact or care and lives outdoors or unconfined at all times.

“Kitten” means a juvenile cat three (3) months of age or younger.

“Owner” means any person who possesses or harbours an animal, including a dog or cat, where the owner is a minor, includes the person responsible for the custody of the minor and includes the person or

persons identified in the most recent municipal assessment roll as the owner of the subject property, and “owns”, “owned” and “ownership” have a corresponding meaning.

- (c) That Sections 2 a), b), c), d), e), g) and h) are amended to include the words “or cat” after each iteration of the word “dog”. For greater certainty Section 2 is to require both dogs and cats to be registered.
  - (d) That Section 2 is amended to add “j) Approved Fostering Organizations are exempt from registering cats or feral cats that are under their care for the purposes of fostering”.
  - (e) That Section 4 is amended to include the words “or cats” after each iteration of the word “dog”. For greater certainty Section 4 is to include both dogs and cats.
  - (f) That Section 4 is further amended regarding the words “spayed female dogs” to “spayed dogs and cats and neutered dogs and cats”. For greater certainty Section 4 is to include both spayed and neutered dogs and cats.
  - (g) That Subsection 7 s) paragraph two is amended to include the words “or cat” after each iteration of the word “dog”. For greater certainty Subsection 7 s) requires both dogs and cats to have a valid tag.
  - (h) That Subsection 7 t) be added as follows “Notwithstanding Subsection 7 r) Any cats or feral cats under the care of an Approved Fostering Organization are exempt from counting towards the maximum number of permitted animals per household”.
  - (i) That SCHEDULE “A” of the Animal Control By-law be amended to add the words “or cats” after each iteration of the word “dog”. For greater certainty SCHEDULE “A” shall include both dogs and cats.
6. That this By-law shall come into force and effect on July 6<sup>th</sup>, 2020, save and except that Paragraph 5 c) and g) of this By-Law shall come into force and effect on February 1, 2021.



Read, signed and sealed in open Council this 22nd day of June, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### **Report Approval Details**

Document Title:	By-Law to amend the Animal Control By-Law 112-1998 and to introduce a cat control strategy.docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

**Mark A. Boileau - May 29, 2020 - 3:50 PM**

**Maureen Adams - Jun 16, 2020 - 4:30 PM**

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-295-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: June 22, 2020  
Subject: Unfinished Business Listing for June 22, 2020

**Recommendation**

That Council receive the Unfinished Business Listing for June 22, 2020.

<b>Title</b>	<b>Department</b>	<b>Date</b>
St. Antoine Subdivision - Vehicular Ingress and Egress Solutions (Oct 15/19)	Planning, Development and Recreation and Infrastructure and Municipal Works	Jun 22/20
Amend Animal Control By-law and Introduction of Cat Control Strategy (Apr 10/17) (Jun 26/17) (Nov 27/17) (May 14/18) (Oct 9/18) (Aug 12/19)	Planning, Development and Recreation	Jun 22/20
Placemaking (Feb 10/20)	Planning, Development and Recreation and Infrastructure and Municipal Works	Jun 22/20

Outdoor Gardening – COVID-19 (May 11/20)	Planning, Development and Recreation	Jun 22/20
Sunday Bus Service Petition (Jun 8/20)	Infrastructure and Municipal Works – Transit	Jun 22/20
Ribfest 2020 Use of Parking Lot at Cornwall Civic Complex (Jun 8/20)	Planning, Development and Recreation	Jun 22/20
(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	Summer 2020
Parking Program (May 11/20) (Jun 8/20)	Planning, Development and Recreation	Sep 12/20
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 Planning, Development and Recreation	TBD
Residential Rental Licensing Public Consultation (Nov 13/18) (Jun 8/20)	Fire Services, Social Services and Planning, Development and Recreation	TBD
Creation of Remote Worker Attraction Strategy (Jan 10/20)	Planning, Development and Recreation	TBD
Review of Parks, Facilities and Street Naming Policy (Sept 9/19)	Corporate Services	TBD
New Staffing Position (Budget 2020)	CAO	TBD
Beautification Project (Feb 10/20)	Planning, Development and Recreation and	TBD

	Infrastructure and Municipal Works	
--	---------------------------------------	--

Document Title:	Unfinished Business Listing for June 22, 2020 - 2020-295-Corporate Services.docx
Attachments:	
Final Approval Date:	Jun 17, 2020

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

**Manon L. Levesque - Jun 16, 2020 - 8:42 AM**

**No Signature - Task assigned to Geoffrey Clarke was completed by workflow administrator Manon L. Levesque**

**Geoffrey Clarke - Jun 17, 2020 - 10:17 AM**

**Maureen Adams - Jun 17, 2020 - 11:17 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2020-089**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-089  
Report Number 2020-300-Corporate Services  
Meeting Date: June 22, 2020  
Subject: Confirming By-law for the Meeting of June 22, 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

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 #2020-14 of Monday, June 8, 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 #2020-06 of Monday, June 8, 2020

(c) That the actions of the Council at its meetings held on Monday, June 22, 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 22nd day of June, 2020.

---

Manon L. Levesque  
City Clerk

---

Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Confirming By-law for the Meeting of June 22, 2020 - 2020-300-Corporate Services.docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

**Manon L. Levesque - Jun 15, 2020 - 9:51 AM**

**Maureen Adams - Jun 16, 2020 - 7:31 PM**