



Agenda
Cornwall City Council

Meeting #: 2020-17
Date: Monday, July 13, 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: Debbie Caskenette, Deputy Clerk

Pages

In-Camera Session / Rise and Report from the In-Camera Meeting

There is no In-Camera Meeting.

Moment of Personal Reflection

Réflexion personnelle

National Anthem

Hymne national

Acting Mayor

The Acting Mayor for this month is Councillor Todd Bennett.

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, retraites 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

1

Ratification des procès-verbaux

The following Minutes are being presented for adoption:

Monday, June 22, 2020

Monday, June 29, 2020

Presentations

Présentations

Delegations

Délégations

Consent Reports

Rapports sur le consentement

**14.1 March PAC 116 Pitt 780 Sydney 134 Montreal 145 Pitt 117
Montreal 115 Sydney, 2020-287-Planning, Development and
Recreation**

19

Action Recommended

That Council approve the following items:

- a. 11651633 Canada Inc at 116 Pitt St for Program 3 – Project Design Grant in the amount of \$3,000
- b. Wesleyan Church of Canada at 780 Sydney St. for Program 2 – Building Restoration & Improvement in the amount of \$18,000 (interest free loan); Program 3 – Project Design Grant in the amount of \$4,000
- c. 1943217 Ontario Inc at 134 Montreal Rd for Program 3- Project Design Grant in the amount of \$5,400
- d. Robert & Michelle Chesebro at 117-119 Montreal Rd for Program 3 – Project Design Grant in the amount of \$3,000
- e. 1943217 Ontario Inc at 115 Sydney St for Program 3 – Project Design Grant in the amount of \$7,500

14.2 RFP Terms of Reference for Engineering and Architectural Services for the New Fire Station Headquarters and Training Station, 2020-311-Financial Services 21

Action Recommended

That Council receive Report 2020-311-Financial Services.

14.3 2019-2020 Annual Review of the Housing & Homelessness Plan, 2020-216-Social and Housing Services 48

Action Recommended

That Council receive Report 2020-216-Social and Housing Services.

14.4 COVID-19 Update, 2020-303-Corporate Services 71

Action Recommended

That Council receive Report 2020-303-Corporate Services.

14.5 Final Update- Cornwall Small Business Emergency Support Loan, 2020-333-Planning, Development and Recreation 77

Action Recommended

That Council receive Report 2020-333-Planning, Development and Recreation.

Resolutions

Résolutions

Unfinished Business Reports

Rapports des affaires incompletés

16.1 Beautification Project, 2020-334-Planning, Development and Recreation 83

Action Recommended

That Council receive Report 2020-334-Planning, Development and Recreation.

Communication Reports

Communications et rapports

Tenders, Requests for Proposals and Purchases

Soumissions, demandes de propositions et achats

18.1 Transit Fare Collection System Upgrade, 2020-310-Financial Services 95

Action Recommended

That Council approve a non-competitive procurement for the upgrades to the Cornwall Transit Fare Collection System for a total of \$669,130 without HST (net cost to Corporation - \$680,906.70) plus installation to Garival Incorporation.

18.2 Sole Source Purchase of One Submersible Dry Pit Pump for the Waste Water Treatment Plant, 2020-312-Financial Services 99

Action Recommended

That Council authorize a sole source purchase order in the amount of \$157,826.75 including HST (\$142,127.88 net to the Corporation) to Xylem Americas from Ottawa, Ontario for the acquisition of one submersible dry pit pump.

New Business

Nouvelles affaires

Passing of By-laws

Adoption des règlements municipaux

By-laws 2020-090 to 2020-093 inclusive, listed on the Agenda, are being presented to Council for adoption.

20.1	By-law 2020-090 – Renewal of Lease Agreement 64-0671 with St. Lawrence Seaway Authority Management Corporation, 2020-319-Planning, Development and Recreation, 2020-326-Planning, Development and Recreation	105
20.2	By-law 2020-091 – Renewal of Lease Agreement (64-0672) with the St. Lawrence Seaway Management Corporation, 2020-320-Planning, Development and Recreation, 2020-327-Planning, Development and Recreation	111
20.3	By-law 2020-092 - HOTC 165 Montreal 145 Pitt 134 Montreal Prog 2, 2020-329-Planning, Development and Recreation, 2020-330-Planning, Development and Recreation	117
20.4	By-law 2020-093 - HOTC 165 Montreal Prog 7, 2020-331-Planning, Development and Recreation, 2020-332-Planning, Development and Recreation	122

Reports from Standing, Advisory, Special and Ad Hoc Committees of Council

Rapports des comités permanents, consultatifs, spéciaux et ad hoc

Notices of Motion

Avis de motion

Pending Business Listing

Liste des dossiers incomplets

The Pending Business Listing for Monday, July 13, 2020, is being presented to Council to receive.

23.1	Unfinished Business Listing for July 13, 2020, 2020-301-Corporate Services	127
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Action Recommended

That Council receive the Unfinished Business Listing for July 13, 2020.

Confirming By-law

Règlement municipal de ratification

By-law 2020-094, 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, July 13, 2020, is being presented to Council for adoption.

**24.1 Confirming By-law for the Meeting of July 13, 2020, 2020-302-
Corporate Services**

130

Adjournment and Next Regular Meeting of Council

Ajournement et prochaine séance ordinaire du Conseil

The next special public meeting of Council will be held on Monday, July 20, 2020. to review the Procedural By-law.

The next regular public meeting of Council will be held on Monday, August 10, 2020.



Minutes
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: Debbie Caskenette, Deputy Clerk

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

Regrets: Justin Towndale, Councillor

Attendance: Maureen Adams, CAO
Administration: Manon L. Levesque, City Clerk
Debbie Caskenette, Deputy Clerk
Bill de Wit, Acting General Manager, Municipal Works and Infrastructure
Geoffrey Clarke, General Manager, Corporate Services
Mark A. Boileau, General Manager, Development, Planning and
Recreation
Tracey Bailey, General Manager, Financial Services
Bill Lister, EMS Chief
Jeff Weber, Acting Fire Chief
Mellissa Morgan, Acting Administrator, Social Housing Services
James Fawthrop, Manager, Recreation
Bob Peters, Division Manager, Economic Development

Len Tapp, Division Manager, Transit Services
Michael Fawthrop, Division Manager, Infrastructure Planning
Charles Bray, Interim Chief Building Official
Natasha Hesse, Accounting Coordinator, Shared Services
Kathleen Rendek, Administrative Assistant, Economic Development
Emma Meldrum, Public Information Coordinator

1. 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.

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

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.

Action Taken: Council received the report.

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.

Mayor Clement announced that June 21st was 'National Indigenous People Day', a day of recognizing and celebrating the culture and contributions of our country's indigenous people.

6. Roll Call

7. Additions, Deletions or Amendments

1. Consent Item 14.2, Economic Development - Activity Report, was moved to Communication Item 17.3 for discussion.

8. Adoption of Agenda

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, 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: Syd Gardiner, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to go into Committee of the Whole.

Motion Carried

11. Adoption of Minutes

Moved By: Elaine MacDonald, Councillor
Seconded By: Maurice Dupelle, Councillor

Motion to adopt the Minutes of June 8, 2020 as presented.

Motion Carried

12. Presentations

1. Brookdale Avenue North – Cost Recovery Update & DC Background Study – Watson & Associates Economists Ltd. – Presentation, 2020-321-Infrastructure and Municipal Works

Mr. Sean-Michael Stephen from Watson & Associates Economists Ltd. provided a brief overview on the Cost Recovery Study Update and the 2020 Development Charges Background Study for the Brookdale Avenue North corridor.

2. Social Housing Providers, End of Operating Agreements/Mortgages, 2020-214-Social and Housing Services

Mellissa Morgan, Acting Administrator-Social and Housing Services and Natasha Hesse, Accounting Coordinator-Shared Services made a presentation on the impact of End of Operating Agreements with the Social Housing Providers.

13. Delegations

There were no Delegations.

14. Consent and Correspondence

1. Elected Officials Expense Statements for the Period of April 1 to May 31, 2020, 2020-303-Financial Services

Moved By: Maurice Dupelle, Councillor
Seconded By: Glen Grant, Councillor

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

Motion Carried

2. Economic Development – Activity Report, 2020-325-Planning, Development and Recreation

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

15. Resolutions

1. Memorandum of Understanding with Beyond 21, 2020-296-Corporate Services

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

Recorded	For	Against	Abstain
Bernadette Clement, Mayor		X	
Claude E. McIntosh, Councillor		X	
Elaine MacDonald, Councillor		X	
Syd Gardiner, Councillor		X	
Dean Hollingsworth, Councillor	X		

Carilyne Hébert, Councillor		X	
Maurice Dupelle, Councillor		X	
Glen Grant, Councillor		X	
Todd Bennett, Councillor		X	
Eric Bergeron, Councillor	X		
Results	2	8	0
		Motion Defeated (2 to 8)	

2. 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

The Resolution on the By-law to prohibit open-air burning of solid fuels was withdrawn for discussion.

3. Transition of the Blue Box to Full Producer Responsibility, 2020-322-Infrastructure and Municipal Works

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;

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

Moved By: Glen Grant, Councillor

Seconded By: Maurice Dupelle, Councillor

- a. Motion to transition the City of Cornwall's Blue Box program to a full producer responsibility commencing April 1, 2024.
- b. Motion that the City of Cornwall provide collection services to the Producers upon mutually agreeable commercial terms.

c. Motion that Resolution 2020-05 be forwarded to Association of Municipalities of Ontario (AMO) and the Ministry of Environment, Conservation and Parks (MECP).

Motion Carried

16. Unfinished Business Reports

1. St. Antoine Subdivision – Vehicular Ingress and Egress Solutions, 2020-319-Infrastructure and Municipal Works

Moved By: Syd Gardiner, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to 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 16th, 2019 Planning Advisory Committee (PAC) meeting.

Motion Carried

2. Cat Control Strategy By-law, 2020-324-Planning, Development and Recreation

Moved By: Maurice Dupelle, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to 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.

Motion Carried

3. Placemaking, 2020-323-Planning, Development and Recreation

Moved By: Todd Bennett, Councillor

Seconded By: Maurice Dupelle, Councillor

a. Motion to receive Report 2020-323-Planning, Development and Recreation; and

- b. Motion to direct Administration to proceed with 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. Motion to direct Administration to continue to work with local businesses in creating or expanding parklets and patios.

Motion Carried

4. Outdoor Gardening – COVID-19, 2020-314-Planning, Development and Recreation

Moved By: Carilyne Hébert, Councillor

Seconded By: Maurice Dupelle, Councillor

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

Motion Carried

5. Response to Sunday Bus Service Petition, 2020-323-Infrastructure and Municipal Works

Moved By: Syd Gardiner, Councillor

Seconded By: Glen Grant, Councillor

Motion to receive Report 2020-323-Infrastructure and Municipal Works.

Motion Carried

6. Ribfest 2020, Use of Parking Lot at Cornwall Civic Complex, 2020-322-Planning, Development and Recreation

Councillor Eric Bergeron's phone line dropped during the vote.

Moved By: Elaine MacDonald, Councillor

Seconded By: Syd Gardiner, Councillor

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

Recorded	For	Against	Abstain
Bernadette Clement, Mayor	X		
Claude E. McIntosh, Councillor		X	
Elaine MacDonald, Councillor	X		
Syd Gardiner, Councillor		X	
Dean Hollingsworth, Councillor		X	
Carilyne Hébert, Councillor	X		
Maurice Dupelle, Councillor		X	
Glen Grant, Councillor		X	
Todd Bennett, Councillor		X	
Results	3	6	0

Motion Defeated (3 to 6)

17. Communication Reports

1. Brookdale Avenue North – Sanitary Sewer Extension – Cost Recovery Study Update, 2020-314-Infrastructure and Municipal Works

Moved By: Maurice Dupelle, Councillor

Seconded By: Glen Grant, Councillor

- a. Motion to 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. Motion to 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.

Motion Carried

2. Social Housing Providers End of Operating Agreements/Mortgages, 2020-212-Social and Housing Services

Moved By: Elaine MacDonald, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to direct Administration to proceed with renewing Operating Agreements, as they expire, using the funding formula outlined in Method #1.

Motion Carried

3. Economic Development - Activity Report, 2020-325-Planning, Development and Recreation

This item was moved from Consent Item 14.2 for discussion.

Moved By: Glen Grant, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to receive Report 2020-325-Planning, Development and Recreation.

Motion Carried

18. Tenders and Requests for Proposals

1. Tender 20-T19 Water Street Retaining Wall Rehabilitation, 2020-304-Financial Services

Moved By: Elaine MacDonald, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to award Tender 20-T19 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

Motion Carried

19. New Business

There were no New Business items.

20. Passing of By-laws

Moved By: Maurice Dupelle, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt By-laws 2020-082 to 2020-088 inclusive, as listed on the Agenda.

Motion Carried

- 1. By-law 2020-082 - Medical Recruitment Financial Assistance Agreement with Dr. Banik, 2020-316-Planning, Development and Recreation**
- 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**
- 3. By-law 2020-084 – Borrowing of Funds to Finance Capital Works, 2020-300-Financial Services, 2020-301-Financial Services**
- 4. By-law 2020-085 - Bellwood Ridge Subdivision Phase 4 Subdivision Agreement and/or Service Extension Agreement, 2020-318-Infrastructure and Municipal Works**
- 5. By-law 2020-086 - Pescod Avenue Unopened Right-of-Way – Surplus Property, 2020-316-Infrastructure and Municipal Works, 2020-317-Infrastructure and Municipal Works**

6. **By-law 2020-087 - Fourth Street (land locked) Surplus Property, 2020-302-Financial Services**
7. **By-law 2020-088 - Cat Control Strategy By-law, 2020-300-Planning, Development and Recreation**

21. Reports from Committees of Council

1. Councillor Elaine MacDonald mentioned that the fundraising for the Arts Centre is ongoing and the campaign has reached \$680,543.
2. Councillor Syd Gardiner announced that Dr. Paul Roumeliotis, Medical Officer of Health for the Eastern Ontario Health Unit received a citation from the Province for the extraordinary work done by the Health Unit and his leadership controlling COVID-19.
3. Councillor Syd Gardiner indicated that he sat in on a webinar hosted by Dr. David Williams, Chief Medical Officer of Ontario, discussing the 2021 budget which includes funding to cover the cost of COVID-19.

22. Notices of Motion

There were no Notices of Motion.

23. Pending Business Listing

1. **Unfinished Business Listing for June 22, 2020, 2020-295-Corporate Services**

Moved By: Todd Bennett, Councillor

Seconded By: Maurice Dupelle, Councillor

Motion to receive the Unfinished Business Listing for June 22, 2020.

Motion Carried

24. Confirming By-law

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

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, Councillor

Motion to endorse 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 of Monday, June 22, 2020.

Motion Carried

25. Adjournment

The next special public Council meeting will be held on Monday, June 29, 2020 to review the 2019 Financial Statements.

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

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adjourn the Meeting of Monday, June 22, 2020 at 10:10 p.m.

Motion Carried

Manon L. Levesque, City Clerk

Bernadette Clement, Mayor



Minutes
Cornwall City Council

Meeting #: 2020-16
Date: Monday, June 29, 2020, 6:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,
Ontario, K6H 6G4, Salon B, Lower Level
Chair: Bernadette Clement, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

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

Regrets: Maurice Dupelle, Councillor
Justin Towndale, Councillor

Attendance Administration: Maureen Adams, CAO
Manon L. Levesque, City Clerk
Debbie Caskenette, Deputy Clerk
Geoffrey Clarke, General Manager, Corporate Services
Tracey Bailey, General Manager, Financial Services
Paul Scrimshaw, Accounting Manager and Deputy
Treasurer
Emma Meldrum, Public Information Coordinator

Guests: Jamie Pollock, MNP LLP

1. Roll Call

2. Opening

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

3. Adoption of Agenda

Moved By: Syd Gardiner, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt the Agenda as presented.

Motion Carried

4. Disclosure of Interest

There were no Disclosures of Interest.

5. Committee of the Whole

Moved By: Todd Bennett, Councillor

Seconded By: Glen Grant, Councillor

Motion to move into the Committee of the Whole.

Motion Carried

6. Presentations and Reports

1. Presentation - 2019 Financial Statements by Tracey Bailey, General Manager, Financial Services and Jamie Pollock, MNP LLP, 2020-309-Financial Services

a) Tracey Bailey, Chief Financial Officer presented an overview of the 2019 Financial Statements that resulted in an overall surplus of \$671,087. Ms. Bailey also outlined the 2020 Initiatives that will be undertaken by Financial Services

b) Jamie Pollock from MNP LLP reviewed key financial statements that contributed to the City's surplus and financial position. It was noted that two factors affected the 2019 financial statements. One factor being the tax refunds to the two distribution centres. The second factor being the post-closure liability for the city's landfill site. Mr. Pollock stated that the City is in a strong financial position and the municipality's finances are weathering the impact of the COVID-19 pandemic.

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive the Presentation.

Motion Carried

2. 2019 Financial Statements, 2020-308-Financial Services

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, Councillor

Motion to approve the 2019 Audited Financial Statements.

Motion Carried

3. 2019 Annual Report on the Status of City Reserves, 2020-305-Financial Services

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive Report 2020-305-Financial Services on City's reserves and reserve funds as at December 31, 2019.

Motion Carried

4. 2019 Annual Report on Development Charges Reserve Fund, 2020-306-Financial Services

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, Councillor

Motion to receive Report No. 2020-306-Financial Services prepared in accordance with Section 12 of O.Reg.82/98 of the *Development Charges Act, 1997* (Act).

Motion Carried

5. 2019 Annual Report on Municipal Debt Limits, 2020-307-Financial Services

Moved By: Claude E. McIntosh, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt Report 2020-307-Financial Services as required under the *Municipal Act, 2001*, Ontario Regulation 403/02.

Motion Carried

7. Adjournment

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

Moved By: Todd Bennett, Councillor

Seconded By: Carilyne Hébert, Councillor

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

Motion Carried

Manon L. Levesque, City Clerk

Bernadette Clement, Mayor



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

Department: Planning, Development and Recreation
Division: Planning
Report Number: 2020-287-Planning, Development and Recreation
Prepared By: Dana McLean, Development Coordinator
Meeting Date: July 13, 2020
Subject: March PAC 116 Pitt 780 Sydney 134 Montreal 145 Pitt 117
Montreal 115 Sydney

Purpose

To approve the six (6) hereafter mentioned items

Recommendation

That Council approve the following items:

- a. 11651633 Canada Inc at 116 Pitt St for
Program 3 – Project Design Grant in the amount of \$3,000
- b. Wesleyan Church of Canada at 780 Sydney St. for
Program 2 – Building Restoration & Improvement in the amount of \$18,000
(interest free loan)
Program 3 – Project Design Grant in the amount of \$4,000
- c. 1943217 Ontario Inc at 134 Montreal Rd for
Program 3- Project Design Grant in the amount of \$5,400
- d. Robert & Michelle Chesebro at 117-119 Montreal Rd for
Program 3 – Project Design Grant in the amount of \$3,000
- e. 1943217 Ontario Inc at 115 Sydney St for
Program 3 – Project Design Grant in the amount of \$7,500



Background / Discussion

Motion to endorse the PAC recommendation as presented.

Moved by: Glen Grant, Councillor

Seconded by: Todd Bennett, Councillor

Carried

Report Approval Details

Document Title:	March PAC Pitt St Sydney St and Montreal St- 2020-287-PDR.docx
Attachments:	
Final Approval Date:	Apr 26, 2020

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

Mary Joyce-Smith - Apr 24, 2020 - 9:39 AM

Mark A. Boileau - Apr 24, 2020 - 10:00 AM

Maureen Adams - Apr 26, 2020 - 9:15 AM



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

Department: Financial Services
Division: Purchasing
Report Number: 2020-311-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: July 13, 2020
Subject: RFP Terms of Reference for Engineering and Architectural Services for the New Fire Station Headquarters and Training Station

Purpose

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

Recommendation

That Council receive Report 2020-311-Financial Services.

Strategic Priority Implications

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

Background / Discussion

Project Overview

RFP 20-P11 Architectural and Engineering Services for New Fire Station Headquarters and Training Centre invites proposals from qualified Architectural and Engineering Consulting Firms to provide engineering services for the design,



tendering and construction services for the new replacement Fire Station Headquarters and Training Center at 735 Tollgate Road, (North West corner of Tollgate road and Brookdale Avenue) in Cornwall, Ontario.

The scope of work to be completed by the Proponent includes: functional design study and space/needs analysis, schematic and detailed building design, interior design, preparation of tender specifications and contract documents, LEED certification, public and stakeholder consultation, construction supervision and administration, building commissioning and post-construction services.

Background

The current Fire Station Headquarters is located at 10 Fourth Street West in Cornwall and is a one-story, approximately 11,000 sq. ft. structure that was constructed in 1970. There has been minor repairs and upgrades made throughout the years to maintain the appearance of the building. However, the building has insufficient office spaces for the current number of day employees. In addition, the living quarters, apparatus floor, storage and training areas are insufficient in size due to the growth of staff, fleet and training needs. The Corporation’s Fire Services department currently has 64 full-time staff members which includes 8 day staff members at the Headquarters Station and anywhere between 10 to 14 operation members on shift divided in two (2) fire stations (6 to 8 stationed at Headquarters at all time). The Corporation is seeking a new, functional building that will suit our current and future needs.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	July 17, 2020
Deadline for Questions	July 31, 2020
Deadline for Submission	August 14, 2020
Award of RFP – Council Meeting	September 14, 2020
Project Commencement	September 21, 2020

Appendix A – Terms of Reference for RFP 20-P11 is attached to this report.



Document Title:	RFP Terms of Reference for New Fire Station - 2020-311-Financial Services.docx
Attachments:	- RFP Terms of Reference - New Fire Station.pdf
Final Approval Date:	Jul 8, 2020

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

Nicole Robertson - Jul 7, 2020 - 10:50 AM

Jeff Weber - Jul 7, 2020 - 12:11 PM

Tracey Bailey - Jul 7, 2020 - 12:33 PM

Maureen Adams - Jul 8, 2020 - 9:17 AM

THE CORPORATION OF THE CITY OF CORNWALL

Request for Proposal 20-P11
Architectural & Engineering Services
for New Fire Station Headquarters & Training Centre

Appendix A – Terms of Reference

The Corporation is soliciting proposals from qualified Architectural and Engineering Consulting firms to provide design and construction services for the new replacement Fire Station Headquarters & Training Center to be located at 735 Tollgate Road (North west corner of Tollgate Road and Brookdale Avenue) in Cornwall, Ontario. The scope of work to be completed by the successful proponent includes: a functional design study and space/needs analysis, schematic and detailed building design, interior design, preparation of tender specifications and contract documents, possible LEED certification, construction supervision and administration, building commissioning and post-construction services. Based on these requirements, the proponent will also be responsible to provide accurate budgetary estimates of the project, and work with the Corporation to identify available provincial and federal grants applicable to the project.

1. BACKGROUND

1.1. Project Background

The current Fire Station Headquarters is located at 10 Fourth Street West in Cornwall and is a one-story, approximately 11,000 sq. ft. structure that was constructed in 1970. There has been minor repairs and upgrades made throughout the years to maintain the appearance of the building. However, the building has insufficient office spaces for the current number of day employees. In addition, the living quarters, apparatus floor, storage and training areas are insufficient in size due to the growth of staff, fleet and training needs. The Corporation's Fire Services department currently has 64 full-time staff members which includes 8 day staff members at the Headquarters Station and anywhere

between 10 to 14 operation members on shift divided in two (2) fire stations (6 to 8 stationed at Headquarters at all time). The Corporation is seeking a new, functional building that will suit our current and future needs. The total budget for the project including land acquisition, design fees, construction, contingencies and professional services has been established to be between \$9,000,000 and \$10,000,000.

1.2. General Project Requirements

Phase 1 - Predesign – The predesign phase involves the completion of a comprehensive functional design study, and reviewing topographic survey and geotechnical investigations. Also involved is the identification of aspects of the site that might impact design and the preparation of a predesign report covering conceptual sketches, a high-level cost estimate, schedule for construction and possible grant and/or funding opportunities.

The proponent should also review applicable statutes, regulations, codes and bylaws to ensure understanding of the requirements of authorities having jurisdiction.

Phase 2- Schematic Design - The schematic design phase involves the preparation of three (3) unique preliminary design concepts for the proposed Fire Station Headquarter & Training Centre, based on the information provided in the functional design study and general requirements specified by the Corporation., including LEED certification. Each design concept shall be accompanied by a report that outlines the benefits/drawbacks of each concept and highlights the functional design considerations within it.

Following the completion of Phase 2, the Corporation will review the preliminary designs, estimates and LEED options. Upon the selection of the preferred preliminary design, the Corporation reserves the right to have up to three (3) unique reviews of the design and provide revisions.

All work associated with LEED in Phases 3 – 7 shall be considered provisional; the decision to proceed with LEED and in particular, what levels of certification is at the sole discretion of the Corporation. In the event that the Corporation elects to remove LEED associated works from the scope of the Request for Proposal, it shall not constitute a basis for claims, damages or anticipated profits for the amount that may be dispensed with in part or in full. *Please note that where an asterisk (*) is indicated beside LEED throughout the Request for Proposal, the Proponent is to be reminded that the work is provisional.*

Phase 3 – Detailed Design – The detailed design phase involves the preparation of a final design for the proposed Fire Station Headquarters & Training Centre based on selected option provided in the schematic design phase and shall include any agreed upon suggested modifications from stakeholders. The detailed design phase shall include, but not be limited to the following design components:

- architectural and structural design;
- associated civil works;
- mechanical & HVAC systems (including individual controls for each space);
- electrical and communications systems;
- fire and life safety;
- suitable cost estimate;
- LEED certification*;
- interior design;
- surrounding landscape design; and
- identification of possible Provincial and Federal grant programs applicable to the project.

Phase 4 – Contract Preparation & Tendering – The tendering phase involves the preparation of construction specifications and drawings (both Issued for Tender and Issued for Construction sets). The Proponent will be responsible for supporting the Corporation during the tendering period, answering any and all questions that arise, preparing addenda as required, reviewing bid submissions and preparing a summary of bid submissions received.

Phase 5 – Construction Administration Phase – The Proponent will be responsible to support the administration of the construction contract, and in particular to inspect the construction to verify compliance with the design documents; for verifying that work is undertaken in accordance with applicable standards and contract documents, attending site meetings, keeping written and photographic records of work, identifying deficient materials and/or workmanship. Additionally, this phase involves the preparation and submission of any required documentation throughout construction – i.e. payment certificates, site instructions, change directives, etc.

Phase 6 – Building Commissioning Phase – The building commissioning phase involves the completion and coordination of all activities related to the commissioning and verification of all systems (mechanical, electrical, HVAC, etc.) and equipment within the newly constructed building.

Phase 7 – Post Construction Phase – The post-construction phase involves a detailed review of the building following the completion of construction, preparing a final deficiency report, maintenance program, collecting as-built drawings and preparing all documentation required for the close-out process, arranging for any training and the third-party building commissioning.

1.3. Preliminary Project Schedule

The Proponent will develop a detailed schedule to identify all project activities, key milestones and deliverables to meet the project schedule below.

Proposed Project Schedule

Item	Date
Issue of RFP	July 17, 2020
Deadline for Questions	July 31, 2020
Deadline for Submission	August 14, 2020
Award of RFP	September 14, 2020
Project Commencement	September 21, 2020

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

2. PROJECT REQUIREMENTS

2.1 Phase 1- Predesign

The successful proponent shall complete, at minimum, the following works:

2.1.1 Complete a Functional Design Study (FDS) which shall include but not be limited to the following:

- Identify the current site and space deficiencies, layout capacity needs, areas for improved service delivery, safety and functionality.
- Review the current office workspace in operation.
- Consult with the Corporation and various stakeholders regarding individual needs and departmental requirements
- Identify the various functional components, adjacency requirements, security needs, circulation, flow of operations and individual area requirements. Review and address adjacency requirements of departments; consider the needs and working relationships of all

internal departments, communication and interaction requirements, acoustics, security and public access needs.

- Determine the demand for common use spaces within the organization – i.e. garage bays, training rooms, reception, lunchrooms, waiting, storage and interactive public education display areas, outdoor sitting areas, etc. Common spaces could be rooms, work areas or other forms of space for all/several units within the organization. Convert the demand into a list of shared spaces with defined user requirements for each.
- Research, identify and recommend appropriate Fire Training facility specifications to be installed on the property.
- Speak with staff and encourage them to raise any issues, requests and suggestions of anything that requires correctional measures.
- Prepare an analysis of the space/needs to determine the optimum size and features of the new building, including consideration of the long-term space needs. Within the space needs analysis, both functional and spatial standards shall be considered. Functional requirements shall include workspace layout, size of personal workspaces/surface area, furniture, workspace storage, shared equipment and social spaces. Spatial standards developed shall consider minimum space allocation for staff and serve to establish guidelines and procedures for equitable distribution of space. Space and design allocations should be based on the functions carried out and the amount of time spent in the space.

-
- Preliminary fire service identified needs shall be confirmed by the proponent during the design process. The following is provided for the purposes of determining the level of effort.

Building will have the following:

- A final square footage of 16,000 sq.ft. to 25,000 sq.ft.
- 5 distinct areas of the building to include administration, fire prevention, training, operations and mechanical.
- A new dispatching system.
- Administration will include:
 - A central reception area with two seating areas for reception and administration staff.
 - A secured central file area adequate to store current and future files
 - A central photo copy area and storage area for stationary
 - Offices meeting the appropriate city or national standard for the Fire Chief, and Deputy fire Chief.
 - A board /meeting room to seat 10

To include technological resources for presentation, separate from city network

- Gender neutral Public washrooms
- A public meeting/public education room to seat 50
 - Dividable into 2 smaller rooms
 - Storage room attached for chairs and tables
 - Small servery area for refreshments for events
 - Technology resources for presentations separate from city network

-
- Sound proofing between sides of the room and from the rest of the fire department operation.
 - Interactive public education display area.
 - Fire Prevention office will include adequate office space meeting city or national office design standards for:
 - 4 private workstation offices
 - Storage for public education material
 - An interview or private consultation room
 - Library area adequate to house current physical resource manuals
 - Operations area will include:
 - Kitchen will include appropriate commercial equipment and services areas to accommodate 15 staff and 4 shifts. Pantry storage for 4 separate shifts. Dormitory room to include space for 12 fire officers/fighters with priority location provided for officers in a gender-neutral private environment for resting and the opportunity for quiet study.
 - Day room providing adequate space for seating 12 fire fighters in a theater style for video or presentation training.
 - Operations Officers Office: One office designed to adequate city or national office space standards for two suppression officers. Locker Room Restrooms: Locker rooms and washrooms for 12 staff on 4 shifts providing for a gender-neutral private use area for changing, showering, and washroom use.
 - Storage/Janitorial room: Adequate storage and janitorial facilities for the operation. Fitness Room: A

fitness room adequate to support the current and future needs of the fire service. The room should include:

- ventilation, and open access to outside,
 - Shock absorbent flooring.
 - Access to multimedia, city and exterior networks
 - Display TV
- White board / Apparatus floor: An apparatus floor adequate for the current and future need of the department including:
 - Drive through bays adequate to store current and some future apparatus, and equipment
 - Proper exhaust system installed in each bay (Neederman)
 - Airlines, shore power and water supply provided in each bay from above.
 - Proper drainage under each bay running the length of the bay.
 - A dirty to clean line established between apparatus floor and clean operations areas of the facility providing a decontamination area for bunker gear and staff.
 - A PPE storage room
 - An SCBA room
 - Area for Mechanic use (Extra bay with higher ceiling?)
 - Hose Rack
 - Room to dry equipment

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- Hose Tower with stairs
 - Training area will include:
 - Proper water/recuperation system to accommodate extended pumping operations.
 - Area for vehicle extrications
 - Area for aerial evolutions
 - Area for search and rescue /RIT
 - Area for outdoor fires / propane props
 - Burn facility (containers)
 - Mechanical area will include:
 - Easy access for contractors
 - Good sound barrier
 - Air compressor for SCBA
 - Air compressor for other mechanical needs
 - Laundry facilities
 - Consider any equipment items that may influence the overall space and any potential demands generated by equipment. Include any equipment requirements that may affect the building and its systems and consequently workflow and productivity levels within the organization, as well as provisions needed to accommodate the works of these equipment items.
 - Coordinate with the Corporation's Information Technology and Telecommunications (ITT) department to determine network/communication needs for the next ten (10) years.
 - Coordinate with the Corporation's Division Manager of Facilities to determine building automation system requirements, among other building system needs/recommendations.

-
- 2.1.2 Prepare Predesign Report that compiles the findings of the Functional Design Study, and any recommendations therein. Additionally, the report should identify any prospective challenges and propose possible solutions for any concerns identified.
- 2.1.3 Coordinate and review the work and findings of the geotechnical report and topographical survey.
- 2.1.4 Review the eligibility requirements for any local, provincial or federal funding opportunities, incentive or energy related programs. The Proponent is responsible for completing and submitting documentation required for applications and providing all required follow-up services and documents needed to obtain funding or program approval.
- 2.1.5 Compile an initial collection of architectural style and interior design options for review and comment prior to presenting the preliminary design concepts. The collection shall include samples of interior/exterior finishes and layouts that have been utilized in other municipal or commercial buildings with success. Additionally, examples of LEED credits should be included.

2.2 Phase 2 – Schematic Design

The schematic design phase shall include the following:

- 2.2.1 Based on the information provided in the functional design study, geotechnical investigation and background information provided, prepare a minimum of three (3) design concepts for review and approval. The design concepts shall illustrate the layout and character of the proposed building and indicate how the functional design requirements are included in the proposal. Additionally, each design concept shall include:

-
- Spatial relationship and interior circulation diagrams.
 - Typical building sections.
 - Principal floor plans.
 - Preliminary landscape plan.
 - Primary LEED & Zero Carbon Footprint options.
 - Enhanced accessibility options including wayfinding elements.
 - The design concepts shall be presented in both plan view and three-dimensional (3D) modelling layouts, and in digital and PDF formats. The 3D model presented shall include both 360-degree views of the exterior of the building and surrounding areas, as well as a 3D rendered walkthrough of the interior spaces.

2.2.2 Each of the three (3) design concepts shall be accompanied by a

Design report that includes, at a minimum, the following elements:

- Adaptability Considerations – Illustrate how the proposed building layout can adapt to future needs and/or space requirements.
- Identify any enhanced accessibility features included in the proposed concept.
- A Class 'D' Cost Estimate.
- A Strength Weakness Opportunities Threats (SWOT) analysis of each option that includes an examination of costs, accessibility and adaptability considerations.

-
- Foundation options based on geotechnical and structural design recommendations. Include a review of basement vs. slab foundations.
 - Proposed LEED Certification Level – Discuss options that are common to all three design concepts and those that are unique to each specific design; indicate why specific credits are proposed, and the long-term benefits of each (include both economical considerations as well as benefits to the environment and community). Include a summary that illustrates any advantages of LEED options over standard building systems/technologies and proven reliability of the proposed systems.
 - A review of *Zero Carbon Footprint* certification and feasibility of integration for this project.
 - A review of Intelligent Building Management Systems and feasibility of integration for this project.
 - Accessibility Legislation

2.2.2 The proponent shall prepare presentation materials, attend and present information regarding the design options (and final design) at public open houses and council meetings (a maximum of 4 meetings/presentations in total).

2.3 Phase 3 – Detailed Design

2.3.1 The detailed design phase involves the preparation of a final design concept for the proposed Fire Station Headquarters & Training Centre (including hydrant, run off contamination, recovery of water systems) requirements, parking area and surrounding greenspace based on one of the three options provided in the schematic design phase, or a combination thereof. This phase shall include the detailed design of all

facets of the proposed headquarters station, including but not limited to: architectural, structural design, associated civil works, drainage (run off) of building and training facility, mechanical and HVAC systems (including separate controls for each individual space and a non-proprietary building automation system), electrical systems, communications and notification system, fire protection, classroom technology, interior design and landscape architecture. Additionally, the detailed design phase includes the following components:

- Concept submissions at the 30%, 60%, 90% and 100% design phase for review and comment. The 30% and 60% submissions must include physical samples for proposed building finishes (both interior and exterior).
- The preparation and submission of all necessary permits and applications and approvals, including, but not limited to site plan application package and building permits. All permit fees shall be paid by the Corporation.
- Tender specifications shall be provided at the 60% design phase for review and comment by the Corporation. Additional information on tender specification requirements is available in section 2.4.

2.3.3 Prepare a Class 'A' Cost Estimate that incorporates all identifiable components of the Head Quarters station and Training facility construction, including LEED* elements, interior furnishings, exterior elements, etc.

2.3.4 Prepare a Furnishings, Fixtures and Equipment (FFE) brief that outlines all equipment and furnishings to be transported from the existing Headquarter station and reused and a verified list of items to be purchased by the Corporation. A draft of the FFE brief shall be submitted to the Corporation for review and approval. Additionally, the brief shall include the

performance specifications for all new FFE, communications, security and signage. The Proponent shall assist the Corporation with the evaluation and procurement of all equipment and furnishings.

- 2.3.5 Prepare a facility lifecycle cost analysis that evaluates the proposed mechanical, HVAC, electrical, communication systems, proposed LEED* credit recommendations, among others. The analysis must be thorough enough to ensure that the initial vs. maintenance costs are considered and that the comparative merits of alternative options are discussed and evaluated. The analysis must also include a recommendation of preferred options from the Proponent, as well as any value engineering or cost reduction strategies.
- 2.3.6 At the 60% design stage, prepare a proposed LEED* Scorecard for review. The scorecard must identify the credits/points that are being targeted, those which will not be considered and those which should be discussed further prior to finalizing all LEED* considerations. At the 90% design stage, a final proposed LEED* Scorecard shall be submitted for review and approval.
- 2.3.7 Prepare all documentation required for the LEED* registration and certification process, and act as LEED Coordinator during both the design and construction phases of the project.
- 2.3.8 Prepare a final design report that includes all elements of the final design (as per section 2.3.1), a copy of the life cycle cost analysis, LEED* recommendations and requirements, the FFE brief, a final cost estimate and the geotechnical recommendations. Additionally, comment on construction scheduling, phasing and tendering (i.e. separate tenders for specific equipment, etc.).

2.4 Phase 4 – Contract Preparation and Tendering

- 2.4.1 Prepare a complete tender package, including detailed construction specifications, an itemized bid list (Schedule of Unit Prices). Front-end documents used shall be the Corporation' standard and will be provided to the successful Proponent.
- 2.4.2 Prepare a final cost estimate that corresponds with the itemized bid list. For large 'lump sum' items, the Proponent shall provide a corresponding breakdown of costs.
- 2.4.3 Prepare a complete 'Issued for Tender' (IFT) set of drawings. Each drawing shall bear the stamp of the applicable certified/licensed professional that completed the work.
- 2.4.4 Provide support to Corporation staff during tendering period, answer any questions that arise during the tendering period, prepare with Purchasing addenda and clarifications using Corporation's format, and review any requests for equipment substitutions.
- 2.4.5 Prepare a complete 'Issued for Construction' set of drawings that include any changes/updates from the IFT set, following the award of the tender. PDF and CAD versions of all drawings are required and shall reference the NAD83/UTM Zone 18 coordinate system.

2.5 Phase 5 – Construction Administration

- 2.5.1 During construction, the Proponent shall provide full-time contract administration and inspection services. The site inspector must be adequately trained and have a minimum of five (5) years experience in projects of a similar scope. The contract administrator must have a

minimum of ten (10) years progressive experience in projects of a similar scope. Construction administration services shall include the following:

- Serve as the Consultant as per the CCDC 2 Stipulated Price Contract Agreement between the Owner and the Contractor.
- Complete a review of the Contractors proposed construction schedule; the Proponent shall advise the Corporation of any potential concerns or issues with the schedule and coordinate with the Contractor in an effort to remediate any issues.
- Prepare a list of submission requirements required from the Contractor; all submissions (shop drawings, etc.) must meet tender specifications and shall be provided to the Corporation for review and approval.
- Chair all meetings (including the pre-construction and bi-weekly site meetings), act as note taker and prepare minutes for distribution at each meeting.
- Verify that the work is undertaken generally in accordance with tender specifications and drawings.
- Review all enquiries, extra work requests and claims submitted by the Contractor. Prepare change directives and site instructions as necessary. All change directives and extra work must be reviewed and approved by the Corporation. Other enquiries shall be responded to within a maximum of five (5) business days.
- Liaise with various stakeholders and the public throughout the construction phase.

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- Verify quantities and prepare construction progress payments on a monthly basis; the cut-off date for payment is the last Friday of each month. Progress payments must be submitted to the Corporation for review and approval within five (5) business days of the payment cut-off date.
 - Maintain a document management system to track any necessary changes to drawings, revisions to specifications, manage any site instructions, change directives, extra work orders, claims, etc.
 - Coordinate with the Contractor to arrange for any inspections (i.e. permits, LEED*, TSSA, building, Electrical Safety Authority, etc.). The Proponent is to maintain records of all inspections throughout construction.
 - Identify and maintain a list of deficiencies during construction, and dates of identification/correction.
 - Maintain daily written and photographic work records. At minimum, daily records must include detailed descriptions of contract operations, quantity measurements, grading/tie-in information (may be included in a separate field book), calculations, pertinent conversations with the Contractor (or residents, the Corporation or any other stakeholder), site visits, difficulties encountered, on-site staff and production, weather conditions, subsurface conditions, any claims or complaints, verbal and written instructions given to the Contractor, explanatory notes and any work that occurs that falls outside of the scope of the contract.
 - Following the completion of each supply/sub-contracts, verify that all applicable Construction Act forms have been received (i.e. Form 10 -

Certificate of Completion of Subcontract under Subsection 33(1) of the Act).

- Following the completion of the construction, Prepare and issue a Form 9 – *Certificate of Substantial Performance of the Contract under Section 32 of the Act*, in accordance with the standards specified in the Construction Act. Following the 60 day waiting period (should no claims arise), prepare a progress payment for the release of statutory holdback.

2.5.2 Coordinate all geotechnical review/inspections required.

2.5.3 Coordinate materials testing required throughout all phases of construction. Additionally, the Proponent is responsible for reviewing all materials testing reports and coordinating the rectification of the noted deficiencies with the Contractor.

2.5.4 The Proponent shall act as LEED* Coordinator during construction and is responsible for the preparing/obtaining/submitting any documents required for certification during the construction phase. The Proponent shall also assist the Contractor by ensuring that LEED* related features and requirements are being installed and/or implemented correctly.

2.5.5 The Proponent shall base the cost for the services in Section 2.5 – *Construction Administration Phase* on the estimates provided below:

Title	No. of Hours
Contract Administrator	320
Site Inspector	960
Architect	120
Structural Engineer	120

Mechanical Engineer	80
Electrical Engineer	80
Civil Engineer	80
Interior Designer	120
Landscape Architect	80

- All disbursements (travel, mileage, lodging, meals, supplies, etc.) shall be included in the applicable unit rates provided. No additional costs will be considered by the Corporation. Please note that all hours indicated are estimates only and all work under Section 2.5 will be paid based on actual time spent.
- If, at any time the proponent anticipates that the estimated hours will be exceeded, the Corporation must be notified immediately. Detailed justification for additional time required must be provided. The Proponent will not be compensated for additional time spent unless sufficient notification and/or justification is provided to the Corporation.
- Should it be determined that a discipline not listed in the table above is required, the Proponent is responsible for providing a proposal that includes the rate/quantity of hours, roles and responsibilities and an explanatory note that describes why their presence is essential for the success of the project. The addition of any discipline to the Construction Administration team is subject to approval by the Corporation.
- The Proponent is responsible for any overtime, rate premiums, etc. and will not transfer these rate premiums to the Corporation in any manner.
- The Proponent must maintain a log of representatives on site each day, and the number of hours each discipline is on site completing reviews, attending meetings and etc.

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- The Corporation will not be held responsible for any costs related to negligence by the proponent in the design of the work. The Proponent shall be responsible for all costs related to re-design work due to the Proponent's negligence.

2.6 Phase 6 – Building Commissioning

2.6.1 The Consultant shall engage an independent third-party Building Commissioning Consultant to coordinate all activities related to commissioning and verify that all tests performed by the building contractor, sub-contractors, and equipment manufacturers are conducted and documented.

2.6.2 The Commissioning Consultants work shall include but not be limited to the following:

- Prepare a Commissioning Plan to ensure effective commissioning of the facility. The plan must include details of the procedures and processes to be followed and include a building transfer process from the Proponent/building contractor to the Corporation.
- Prepare a schedule of seasonal tasks to be completed during the first year of operation.
- Review the following for each building system: installation procedures, documentation received, design criteria and intent, special features, cleanliness of the system, electrical characteristics of connected equipment and commissioning procedures.
- Review and approve the building contractors commissioning schedule.

-
- Prepare performance verification forms or test sheets for each piece of equipment and system specified in the electrical and mechanical tender specifications.
 - Prepare a document package that includes all equipment/building system warranties, operation and maintenance manuals, etc. The package shall include a summary of equipment specific warranties and applicable warranty timeframes as well as any maintenance or other requirements necessary to ensure that warranties remain valid.
 - Arrange for any equipment/building system training indicated in the contract documents.
 - Report any faults and/or defaults affecting commissioning to the Corporation.

2.6.2 The Proponent shall base the costs of the independent Building Commissioning Consultant on the hours estimated below.

Title	No. of Hours
Building Commissioning Consultant	120

- All disbursements (travel, mileage, lodging, meals, supplies, etc.) shall be included in the applicable unit rates provided. No additional costs will be considered by the Corporation. Please note that all hours indicated are estimates only and all work under Section 2.6 will be paid based on actual time spent.
- If, at any time the proponent anticipates that the estimated hours will be exceeded, the Corporation must be notified immediately. Detailed justification for additional time required must be provided. The

Proponent will not be compensated for additional time spent unless sufficient notification and/or justification is provided to the Corporation.

2.7 Phase 7 – Post Construction Phase

2.7.1 The Proponent shall prepare a complete tender close-out package that includes all tender/construction documentation prepared or received throughout the construction phase of the project as well as a complete set of “as-built” drawings provided by the construction contractor. Additionally, the close-out package shall include a final lifecycle cost analysis of the building for asset management purposes, complete with any building maintenance schedules recommended to ensure that the maximum lifespan of the building is achieved.

2.7.2 Provide any follow-up documentation necessary for LEED* certification.

2.7.3 The Proponent shall maintain a comprehensive deficiency list throughout construction and following the completion of construction. Prior to the completion of the two (2) year standard construction warranty, the Proponent shall complete a final general review of the building and provide a final list of deficiencies that require repair.



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

Department: Social and Housing Services
Division: Housing Services
Report Number: 2020-216-Social and Housing Services
Prepared By: Mellissa Morgan, Community Housing Supervisor
Meeting Date: July 13, 2020
Subject: 2019-2020 Annual Review of the Housing & Homelessness Plan

Purpose

To provide Council with a review of the annual activities completed with respect to the Housing Plan as required by the Ministry. This review period covers September 1, 2019 to May 31, 2020.

Recommendation

That Council receive Report 2020-216-Social and Housing Services.

Financial Implications

There will be no direct financial implications to the municipality as a result of this annual review.

Strategic Priority Implications

The Housing Plan continues to address the issue of growing quality of housing stock, including affordable housing.

Background / Discussion

Local housing plans were initially developed by Service Managers, in consultation with local community members, service providers and other stakeholders, and came into effect on January 1, 2014.

The *Housing Services Act, 2011 (HSA)* stipulates that, at least once every five years, Service Managers must review their plans and make amendments as necessary or advisable.

In 2019, Service Managers were not only required to complete and provide the Ministry with their annual review (2018-2019) of the current plan but they were also required to complete a comprehensive five-year review of their plans by December 31, 2019. This 5 Year Review was presented to Council in July 2019.

Accessibility Impact

There are recommendations throughout the Housing Plan regarding the expansion of services relating to accessibility.

Document Title:	Annual Housing and Homelessness Plan Report - 2020-216-Social and Housing Services.docx
Attachments:	- 2020 Annual Report (EN).pdf
Final Approval Date:	Jul 7, 2020

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

Maureen Adams - Jul 7, 2020 - 11:52 AM



VISION 2025

Taking The Next Step

2020 Annual Report

***Community Housing & Homelessness Plan
Cornwall, Stormont, Dundas and Glengarry***



June 2020

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Summary

The five-year update to the Housing and Homelessness Plan was completed and approved by Council on August 12th, 2019.

The Plan was subsequently submitted to the Ministry of Municipal Affairs and Housing in the Fall of 2019. In March 2020, the Social & Housing Services Department received correspondence from the Ministry acknowledging our successful implementation of this plan.

As a result of the approved updated plan, an implementation schedule was prepared which included, objectives, strategies, actions, measures, outcomes and timeframes. This was drafted in order to ensure that action items identified would be addressed over the next 5 years. This implementation of the plan officially commenced in September 2019.

Due to the declared state of emergency within the Province of Ontario, due to COVID 19, many of the action items in year 1 have been delayed until we are able to resume normal operations.

Community Visions Overview Chart

Building on the original vision statement for the Housing and Homelessness plan, the re-framed plan has four additional vision statements which speak to different segments on the housing continuum.

These vision statements serve to shape objectives for the re-framed plan, paving the way for specific strategies and actions that are proposed.

The specific vision statements and associated objectives are as follows:

Community Vision #1	People experiencing a housing crisis are housed or sheltered
Objective	To ensure a system of services and supports is in place to help those who are homeless or at risk of being homeless to obtain housing.

Community Vision #2	People who are currently housed but at risk of becoming homeless remain housed
Objective	To ensure a system of services and supports is in place to help those who are at risk of becoming homeless to maintain/stabilize their housing.

Community Vision #3	Suitable existing housing stock is maintained
Objective	To support and promote efforts that help maintain and preserve suitable existing housing stock in the community.

Community Vision #4	The supply of appropriate housing is enhanced
Objective	To encourage the development of appropriate and affordable new housing.

Community Vision #1

Community Vision #1	People experiencing a housing crisis are housed or sheltered
Objective	To ensure a system of services and supports is in place to help those who are homeless or at risk of being homeless to obtain housing.

Summary

People experiencing a housing crisis are among the most vulnerable in the community and they require services and supports to help secure housing or shelter. Work to date has helped to generally improve communication and awareness about available homelessness services. While there are an array of local service providers to help address these needs, plan consultations signalled the need for coordination of these resources in a more systematic way.

Building awareness and understanding of service provider roles within the housing system will help to create a more coordinated and effective homelessness service system. Expanding this awareness in the broader community will further help to connect individuals in need with appropriate resources.



To support plan objective #1, the following strategies and actions will be pursued by the City and its community partners:

STRATEGIES	ACTIONS
1) Develop and maintain a shared understanding of the homelessness service system among community partners	a) Undertake homelessness service system mapping to identify service providers, roles, priorities and gaps
	b) Form a roundtable of community stakeholders and establish a formal homelessness system framework with partner-defined goals and roles
2) Enhance the effectiveness of the homelessness system to better respond to needs as they change over time	a) Develop common system protocols among homelessness service providers regarding access to services and supports (e.g. no wrong door, Housing First principles, etc.)
	b) Hold a planning meeting of the roundtable annually to evaluate homelessness service system performance, enhance service approaches and plan responses to changing needs
3) Expand awareness of the homelessness service system among those in need, service providers and the broader public	a) Develop and use a range of information sharing tools to broaden awareness of the homelessness service system, the roles of service providers and how to access services when needed

Community Vision #1

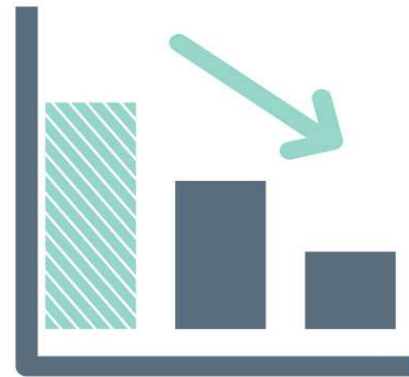
Measures & Outcomes

Measures

- ⇒ Number of homeless based on enumeration counts
- ⇒ Number of individuals seeking services
- ⇒ Demand for services by type
- ⇒ Number of individuals who are sheltered/housed on an emergency basis

Outcomes

- ⇒ Reduction in the number of homeless
- ⇒ A more coordinated/effective service system
- ⇒ Broader awareness on how to access the system
- ⇒ Quicker connections to appropriate services and providers



Community Vision #1 - Annual Progress

Action items to be reviewed in Year 1, include the following:

S1	<p>Action - Undertake homelessness service system mapping to identify service providers, roles, priorities and gaps</p> <p>Update ⇒ The Housing Access Centre underwent a LEAN review to streamline the application process. This overall reduced waste by 52% and reduced the average wait time to process an application, by 60%</p>
S1	<p>Action - Form a roundtable of community stakeholders and establish a formal homelessness system framework with partner-defined goals and roles</p> <p>Update ⇒ Postponed until regular services resume</p>
S2	<p>Action - Develop common system protocols among homelessness service providers regarding access to services and supports (e.g. no wrong door, Housing First principles, etc.)</p> <p>Update ⇒ The Social & Housing Services Department continues to work towards service integration with Child Care and Ontario Works ⇒ The Housing Access Centre Staff are represented on the Social Development Council's Vibrant Communities Committee which enables us to secure linkages with other community organizations in an effort to work collectively to create common system protocols</p>
S2	<p>Action - Hold a planning meeting of the roundtable annually to evaluate homelessness service system performance, enhance service approaches and plan responses to changing needs</p> <p>Update ⇒ Postponed until regular services resume</p>
S3	<p>Action - Develop and use a range of information sharing tools to broaden awareness of the homelessness service system, the roles of service providers and how to access services when needed</p> <p>Update ⇒ The housing Access Centre is developing a customer handbook which will outline all the housing programs available in the area ⇒ We have strengthened our website information. This includes all programs offered within the Housing Access Centre, in an easy to read format in both official languages ⇒ 2020 Enumeration has been postponed by the Ministry until 2021</p>

Community Vision #2

Community Vision #2	People who are currently housed but at risk of becoming homeless remain housed
Objective	To ensure a system of services and supports is in place to help those who are at risk of becoming homeless to maintain/stabilize their housing.

Summary

Within the community, there are many households who face challenges that put them at risk of losing their housing, whether due to financial or other factors. Maintaining housing stability helps to ensure that households do not become homeless and subsequently require other supports and services. There are a range of preventative services available in the community that have proven to be successful but the coordination and effectiveness of service delivery among providers has been identified as an area for further evaluation.

Providing supports for at-risk households, both in community housing and in the private sector, helps to foster housing stability and minimizes the chance of cycling back through the housing system. Broadening awareness about these services among landlords, especially in the private sector can help promote greater housing stability. Advancing employment initiatives would also provide an innovative way to help stabilize income and break the cycle of poverty for at-risk households.



To support plan objective #2, the following strategies and actions will be pursued by the City and its community partners:

STRATEGIES	ACTIONS
1) Identify and assess the range of services that are currently provided to prevent housing loss	a) Document and evaluate the current system of housing loss prevention services and supports to identify areas that are working well, areas that need improvement and system gaps
	b) Undertake a review to determine the overall support needs specifically within the community housing portfolio
2) Improve the effectiveness of services and supports geared to preventing housing loss	a) Convene a roundtable of both housing and service providers to review prevention programs and how service outcomes can be improved
	b) Support housing stability for those most at risk of becoming homeless by securing and providing financial assistance on a priority basis (e.g. CHPI)
3) Expand the awareness of services for preventing housing loss and how to access them	a) Establish tools and resources that clearly identify how housing providers and service partners can access prevention services
	b) Provide community outreach to private landlords to foster awareness of available programs, providers and services supporting tenant stability
4) Improve household stability by enhancing employment assistance opportunities for tenants in the community housing portfolio	a) Engage employment assistance providers to assess opportunities for enhanced assistance among community housing tenants
	b) Where demand warrants, promote a pilot program to expand employment assistance for tenants in community housing
	c) Monitor employment trends among community housing tenants annually to assess trends and impacts

Community Vision #2

Measures & Outcomes

Measures

- ⇒ Number of evictions prevented through intervention
- ⇒ Number of households stabilized through financial assistance
- ⇒ Number of households benefiting from support/service agreements
- ⇒ Number of people living in community housing that obtain employment through the employment initiative

Outcomes

- ⇒ People stay in community housing as long as needed/ appropriate
- ⇒ More coordinated and effective prevention system
- ⇒ Broader awareness of available prevention services/supports and how to access them
- ⇒ Appropriate supports for housing loss prevention are provided to tenants in need
- ⇒ Employment supports serve to create more financial and housing stability



Community Vision #2 - Annual Progress

Action items to be reviewed in Year 1 , include the following:

S1	<p>Action - Document and evaluate the current system of prevention services and supports to identify areas that are working well, areas that need improvement and system gaps</p> <p>Update</p> <p>⇒ The Housing Access Centre underwent a LEAN review to streamline the application process and reduced waste by 52%.</p> <p>⇒ While not fully implemented, this LEAN initiative also allowed us to create process maps for each application process, ensuring that each process is as consistent as possible (completion December 31st, 2020)</p>
S1	<p>Action - Undertake a review to determine the overall support needs specifically within the community housing portfolio</p> <p>Update</p> <p>⇒ The LEAN initiative also allowed us to determined that we are able to increase the available time (freed up the equivalent of at least ½ of one Case Manager’s time) for more direct case management, including assistance with life stabilization, for clients. Due to the success, this initiative has become part of the regular work duties, instead of continuing it solely as a pilot project. In the future, we hope to expand this service, to tenants, within the community housing portfolio as well.</p>
S2	<p>Action - Convene a roundtable of both housing and service providers to review prevention programs and how service outcomes can be improved</p> <p>Update</p> <p>⇒ Postponed until regular services resume</p>
S2	<p>Action - Support housing stability for those most at risk of becoming homeless by securing and providing financial assistance on a prioritized basis (e.g. CHPI)</p> <p>Update</p> <p>⇒ Based on the CHPI Year End performance indicators, we were able to assist approximately 2,500 individuals stabilize their housing either through short term or long term prevention (including eviction prevention and utility arrears as an example)</p>

Community Vision #3

Community Vision #3	Suitable existing housing stock is maintained
Objective	To support and promote efforts that help maintain and preserve suitable existing housing stock in the community.

Summary

The existing housing stock provides a range of options for households throughout Cornwall SDG, however, there are issues regarding supply gaps, affordability and the quality of available housing. With limited production of new rental supply, there is considerable and sustained demand for existing rental housing. Efforts have been made to maintain community housing stock as this rental housing is inherently affordable. These efforts must continue in order to protect and revitalize this important community resource, whether through provider supports, capital investment or asset leveraging.

In the private sector, the condition of some rental stock is of concern. Preserving this existing stock, where appropriate, and continuing to help low and moderate income homeowners maintain their housing, encourages a more stable supply of housing options. In addition, building greater awareness around repair needs and available resources, coupled with targeted financial supports for repairs and renovations will further help to preserve existing supply.




Energy and utility costs can have a real economic impact both on landlords and tenants in terms of cost and affordability. Progress has been made in focusing on energy efficiency when promoting stock improvements and priority should continue to be given to these initiatives.

To support plan objective #3, the following strategies and actions will be pursued by the City and its community partners:

STRATEGIES	ACTIONS
1) Maintain and enhance the sustainability of assets within the community housing portfolio	a) Support community housing providers in their capital planning efforts by facilitating assistance to maintain current Building Condition Assessment reports
	b) Determine the capital needs for projects within the community housing portfolio and develop strategies for mitigating gaps in capital needs versus planned reserves
	c) Prioritize those areas identified within provider capital plans when determining how to allocate available funding/ resources, especially in regards to energy efficiency
	d) Support operational sustainability by working with community housing providers to increase revenues and decrease costs
2) Help to improve and enhance the supply of affordable housing in the private sector	a) Establish a dialogue with private landlords to identify renovation requirements and prospective assistance which could help to preserve rental housing stock that is affordable
	b) Create/facilitate appropriate financial supports to private landlords to preserve rental housing stock that is affordable while promoting energy efficiency
	c) Facilitate financial support to low income homeowners for renovations that enable them to remain in their homes
	d) Expand awareness of available programs that foster improvement and sustainability of housing stock that is affordable
3) Revitalize assets within the community housing portfolio to better meet future needs	a) Develop a revitalization plan for the community housing portfolio to help regenerate the current stock and expand housing options
	b) Utilize available equity, funding and resources to support priority revitalization actions, including energy efficiency improvements

Community Vision #3

Measures & Outcomes	
Measures	
<ul style="list-style-type: none">⇒ Reduction in net capital needs in the community housing portfolio⇒ Improvement in the net operating position of providers in the community housing portfolio⇒ Number of private sector rental units that are preserved or improved and compliant (e.g. OBC, fire code, property standards, etc.)⇒ Number of homeowners served through renovation programs⇒ Number of units in the community housing portfolio that are revitalized	
Outcomes	
<ul style="list-style-type: none">⇒ Existing community housing stock continues to be maintained in good condition⇒ The supply of affordable rental housing in the private sector is preserved or improved⇒ Lower income home owners are able to remain in their homes longer⇒ A plan is in place for revitalizing community housing stock	 An icon depicting a group of six stylized human figures in shades of blue. Above them is a large pie chart with a single slice highlighted in a lighter blue with diagonal hatching. The entire icon is enclosed within a thin blue rectangular frame.

Community Vision #3 - Annual Progress

There were no identified action items to reviewed in Year 1, in Community Vision #3. There have been other initiatives, however, that were launched which supported Community Vision #3, including:

S1	<p>Action - Maintain and enhance the sustainability of assets within the community housing portfolio.</p> <p>Update</p> <p>⇒ As part of Ontario’s Community Housing Renewal Strategy, the Service Manager received funding through the Ontario Priorities Housing Initiative (OPHI), to address local housing priorities, including affordability, repair and new construction.</p> <p>⇒ In 2019, 11 Community Housing Providers benefited from \$844,756 which assisted with necessary repairs to 14 buildings and/or 563 units.</p>
S2	<p>Action - Help improve and enhance the supply of affordable housing in the private sector.</p> <p>Update</p> <p>⇒ In 2019, we continued the Ontario Renovates Program. This program provides low-to-moderate income homeowners with financial assistance for urgent home repairs / accessibility modifications. We are able to assist 40 households last year and 754 households since the inception of the program in 2012.</p>

Community Vision #4

Community Vision #4	The supply of appropriate housing is enhanced
Objective	To encourage the development of appropriate and affordable new housing.

Summary

There are recognized issues regarding the current supply of housing stock, including condition, gaps and affordability. Despite modest growth in Cornwall SDG, there also remains a sustained need for affordable rental housing and there are signs that lack of suitable supply is starting to have an economic development impact on the community.

Facilitating solutions to housing needs both in the short and longer term is a critical component of any healthy, vibrant community. While general housing trends are evident, having a more detailed understanding of local market dynamics in Cornwall SDG would help to effectively plan for needs across the housing continuum and support the development of meaningful housing targets.

Some progressive land use and planning policies are already in place in Cornwall SDG to address housing needs but further consideration needs to be given to their consistency, alignment and implementation across the service area.

While senior government funding/programs have and will continue to help address local needs, the expanded use of innovative municipal tools and incentives would further assist in creating a more conducive environment for affordable housing development. This is especially true for the private sector where additional dialogue regarding housing opportunities, partnerships and incentives could help spur investment.



To support plan objective #4, the following strategies and actions will be pursued by the City and its community partners:

STRATEGIES	ACTIONS
1) Review and document priority housing needs within the regional housing market	a) Undertake a detailed needs study to determine and prioritize current and projected housing needs within the service area, both in the rental and ownership markets
2) Identify and expand regulatory tools to help foster affordable housing development	a) Engage in implementation of Official Plan policies that advance housing objectives/targets for the City and Counties b) Advocate for implementation of zoning provisions in the City and local Townships that support Official Building Plans and housing policies which encourage affordable housing development c) Streamline the process required to advance development approvals for affordable housing
3) Develop and use appropriate tools and incentives to help expand the supply of affordable housing	a) Establish a detailed inventory of surplus lands owned by various governments and public sector agencies which could present viable options for the creation of new affordable housing b) Dialogue with the local development industry on issues, opportunities and incentives for addressing local affordable housing needs c) Develop and expand tools/incentives to encourage private sector investment in affordable housing d) Explore opportunities to expand homeownership options for low/moderate income households
4) Broaden the support of the business community to advance affordable housing opportunities	a) Work with economic development officials at the City and Counties to develop strategies that promote the important links between housing, healthy communities and economic vitality

Community Vision #4

Measures & Outcomes

Measures

- ⇒ Time required for development approvals
- ⇒ Number of units developed on properties secured for affordable housing development
- ⇒ Number of affordable housing units created (rental & ownership)
- ⇒ Number of units created using municipal tools/ incentives
- ⇒ Average incentive provided per unit and as a percentage of the overall unit cost

Outcomes

- ⇒ Clarified current profile of local housing needs and priorities
- ⇒ Clarified regulatory framework that supports affordable housing objectives
- ⇒ Inventory of potential properties which could be used for development of affordable housing
- ⇒ Expanded tools to support affordable housing development
- ⇒ Expanded production of affordable rental and ownership housing
- ⇒ More households accessing the home ownership market



Community Vision #4 - Annual Progress

Action items to be reviewed in Year 1, include the following:

S1	<p>Action - Undertake a detailed needs study to determine and prioritize current and projected housing needs within the service area, both in the rental and ownership markets</p> <p>Update</p> <p>⇒ A housing revitalization study is currently underway and is expected to be presented in September 2020 which will provide us with future recommends for consideration.</p>
S3	<p>Action - Establish a detailed inventory of lands owned by various governments and public sector agencies which could present viable options for the creation of new affordable housing</p> <p>Update</p> <p>⇒ This will be completed through the housing revitalization study which is currently underway and is expected to be presented in September 2020 which will provide us with future recommends for consideration.</p>



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

Department: Corporate Services
Division: Human Resources
Report Number: 2020-303-Corporate Services
Prepared By: Geoffrey Clarke, General Manager
Meeting Date: July 13, 2020
Subject: COVID-19 Update

Purpose

To provide Council with an update regarding the ongoing items of interest and city operations regarding COVID-19 related activities.

Recommendation

That Council receive Report 2020-303-Corporate Services.

Financial Implications

The City has received, or will be receiving, Provincial and Federal funding to offset some of the expenses it has incurred by responding to the COVID-19 pandemic. The schedule attached outlines funding notices/announcements for the recovery of costs incurred, such as, temporary pandemic pay, personal protective equipment (PPE), cleaning supplies, etc. Where available, Administration has submitted applications for funding. The City has received notice of \$180,142.50 to support tourism efforts and \$3,650 for the expansion of the meals on wheel program.

Further financial detail will be provided to Council at its August 10, 2020 meeting through the Second Quarter Financial Report.

Municipal call for emergency financial support: Both the federal and provincial governments have implemented financial assistance programs to help citizens and businesses that may be struggling financially as a result of COVID-19. Due to lost revenues and additional costs, municipal governments are no different in their need for financial support.

Association of Municipalities of Ontario (AMO), Ontario Public Transit Association (OPTA), Municipal Affairs and Housing (MMAH), Municipal Finance Officers' Association of Ontario (MFOA) and other municipal associations, on behalf of municipalities, continue to call on senior levels of government for this support.

July 6, 2020

Standing together municipal leaders today have called for immediate provincial and federal support to cover lost revenue and additional costs caused by the COVID-19 pandemic in order to protect municipal services that people depend on for their daily lives.

AMO, LUMCO (Large Urban Mayor's Caucus of Ontario), MARCO (Mayors and Regional Chairs of Ontario) and the City of Toronto, representing all municipal governments in the province, are calling for at least \$10 billion dollars in emergency relief for Canadian municipalities to be funded 100% by the federal and provincial governments. This call supports the national funding call led by the Federation of Canadian Municipalities (FCM).

The FCM proposal would provide approximately \$4 billion to Ontario municipalities to offset lost transit revenues and added service costs, but there has been no clear signal on the timing and level of a joint federal-provincial financial assistance program yet. Municipal leaders have been patient so far for this expected funding relief but the time for a commitment from the senior orders of government is running out.

Without these federal-provincial emergency funds now, municipal governments may have to significantly increase property taxes and/or make harmful cuts to frontline municipal services. Such cuts or property tax increases will unfairly hurt the very same people that the federal and provincial governments have spent billions helping during the pandemic.

Municipal services are key to safely re-opening the economy. Investing in municipalities now is necessary so they can continue to provide services needed to help restart their local economies.

Background / Discussion

Since Administration last updated Council on our activities there has been a tremendous amount of change in our approach to how we offer services within the City; and likewise as the situation remains fluid, we are constantly having to adjust and review how we might deliver these services to the citizens of Cornwall.

Emergency Pandemic Pay: As the original communication from the Province was released on April 20, 2020, we have recently been provided the funding packet meant to compensate us from the Province.

We have established the internal payroll processes along with the accompanying protocols required to begin to provide this pay to eligible employees.

Pools & Splash Pads: The City has also opened all public outdoor pools, along with the main pool at the Aquatic Centre. The outdoor pools are available by booking a time with only a set number of people being allowed into the deck area with a screening process as the first point of contact when arriving at the pool.

The splash pads had originally opened with a limited number of people to be able to use it, with strict social distancing protocols in place; however, we have now moved to less restrictive measures and are using signage to ask people to respect the risk of COVID-19 and to keep social distances as appropriate.

Opening Municipal Buildings: The City has put a tremendous amount of effort in ensuring that the proper social distancing, and protective shields are in place for both public and employee safety. These include protective barriers at all counters with public interaction; stickers demarking social distancing on the floors as well as cordoning off all areas not accessible to the public. As we opened the buildings, we have made the operating hours fairly limited in scope, but we are actively looking at plans where we might begin to expand the hours of operation.

Richelieu Day Care: There continues to be a significant demand for childcare spaces that further supports parents returning to work as more restrictions have been lifted through Stage Two. Richelieu Day Care will open on July 13th with two preschool groups of 8 children (16 in total). In the weeks ahead there will likely be an opportunity to add a few more spaces. Public Health protocols and additional staffing requirements have restricted the number of spaces that can be provided safely.

Face Coverings in Public: We have adopted a face covering policy that is applicable to all employees within municipal buildings. The policy was developed similarly to the policy that was enacted by the City of Kingston. For all office environments, a face covering is not required when alone within an office, however, will be required when leaving the office for public spaces, or if a member of the public should enter into the office while they are in it.

Summary

In consideration of the above criteria and assessed on the whole, the City is taking the proper steps in preventing barriers within the workplace and providing an inclusive environment free of systemic discriminatory practices.

Document Title:	COVID-19 Update - 2020-303-Corporate Services.docx
Attachments:	
Final Approval Date:	Jul 8, 2020

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

Mark A. Boileau - Jul 7, 2020 - 1:44 PM

Tracey Bailey - Jul 8, 2020 - 8:46 AM

Maureen Adams - Jul 8, 2020 - 9:16 AM

**Federal and Provincial Funding
COVID-19 Costs**

Date	Letter From	Department	Amount For	Received	
6-Jul-20	MOHLTC	Glen-Stor-Dun Lodge	\$38,400.00	Additional baseline funding of \$12,000 and \$200 per bed to support the necessary incremental expenditures of long-term care homes to stop the spread of COVID-19.	
29-Jun-20	MoT	Transit Services	\$27,440.00	Enhanced cleaning	
19-Jun-20	TIAO (FedDev ON)	Economic Development - Tourism	\$180,142.25	Regional Relief and Recovery funding to support Tourism initiatives	2-Jul-20 received 90% \$162,128.03
17-Jun-20	MOHLTC	Paramedic Services	\$525,000.00	COVID-19 Temporary Pandemic Pay One-time Funding to Paramedic Services Transfer Payment (TP) Recipients for 2020-21	23-Jun-20
16-Jun-20	MOHLTC	Glen-Stor-Dun Lodge	\$394,531.00	Temporary Pandemic Pay for Long-Term Care frontline and support workers	19-Jun-20
16-Jun-20	MOHLTC	Glen-Stor-Dun Lodge	\$38,400.00	A base allocation of \$12,000 and \$200 per bed to support the necessary incremental expenditures of long-term care homes to prevent and contain COVID-19.	13-May-20
12-Jun-20	MMAH	Social and Housing Services - Social Housing	initial float payment of \$224,713	Temporary Pandemic Pay – Funding for Service Managers (eligible staff working in the supportive housing and emergency shelter sectors.)	8-Jul-20
20-Mar-20	MOHLTC	Glen-Stor-Dun Lodge	\$37,500.00	For continued prevention and containment of COVID-19 (for example, screening staff, additional staff, PPE)	24-Mar-20
27-Apr-20	Ontario Community Support Association	Glen-Stor-Dun Lodge - Meals on Wheels	\$3,650.00	Emergency Relief Funding for the expansion of the meals on wheels program	
1-Apr-20	MMAH	Social and Housing Services - Social Housing	\$4,342,100.00	Social Services Relief Fund (20/21) to expand a wide range of services and supports for vulnerable populations, based on local need, so they can better respond to this emergency situation.	9-Apr-20 received 50% \$2,171,050



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

Department: Planning, Development and Recreation
Division: Economic Development
Report Number: 2020-333-Planning, Development and Recreation
Prepared By: Bob Peters, Division Manager
Meeting Date: July 13, 2020
Subject: Final Update- Cornwall Small Business Emergency Support Loan

Purpose

To provide Council with a final report on the Cornwall Small Business Emergency Support Loan Program.

Recommendation

That Council receive report 2020-333-Planning, Development and Recreation.

Financial Implications

Funding for the Small Business Emergency Support Loan is sourced from the Brownfields Reserve and therefore does not have any immediate impact on the 2020 operating budget. In June, the City transferred \$542,500 to 109 businesses.

If all applicants meet their commitments by December 31, 2022, the total forgivable portion of the loan would be \$108,500. The forgivable portion would be funded through the 2021 and 2022 budgets at \$54,250 in each budget year.

Staff in Financial Services will be following up with the applicants in the Fall of each year to ensure applicants are aware of their ongoing commitments in the program.

Strategic Priority Implications

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

Background / Discussion

On April 29, 2020, City Council approved the Cornwall Small Business Emergency Support Loan program 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.

Funding for the program would be sourced from the Brownfields Reserve and as loans are paid back the Reserve would be replenished.

The Loan Program offered an interest-free loan of up to \$5,000 for qualifying businesses, with \$1,000 of the loan being forgivable if the entire loan was repaid by December 31, 2022.

The program was extensively marketed in a short period of time and received very positive reaction from the business community.

Following two intake periods, the program was closed after providing funding to 109 local small businesses, representing an investment in the local economy of \$542,500.

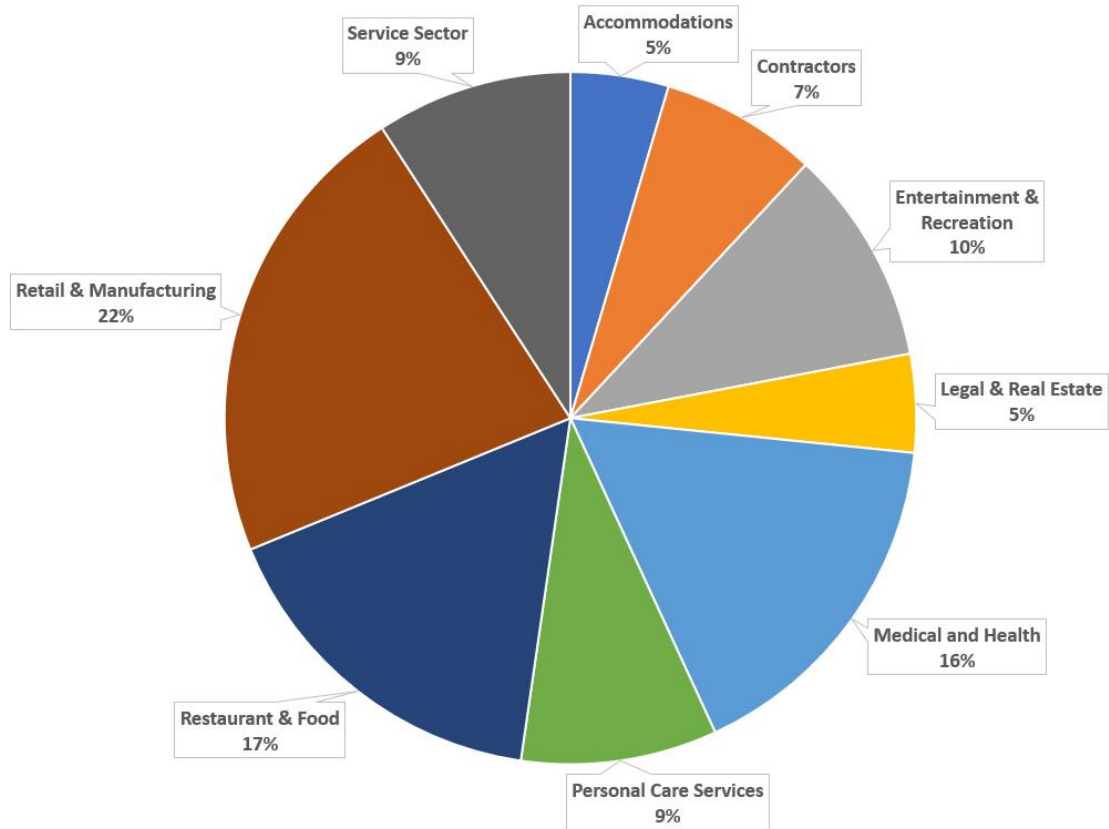
In all, the program helped to support 318 full time and 170 part time jobs.

The average business has 3 full time employees, supporting a further 1.5 part time positions.

The following chart provides an overview of the loan applicants by sector, and the attached map provides the geographic distribution.

As illustrated in the pie chart, the program attracted a wide range of businesses active in a variety of business sectors.

Loan Applicants by Sector



Accommodations.....	5
Motels, Inns, Retirement Home	
Contractors.....	8
Landscaping, Painting, Renovations, Mechanical	
Entertainment and Recreation	11
Athletics, Arts	
Legal and Real Estate.....	5
Medical and Health.....	18
Dentist, Eye Care, Pharmacy, Physio, Chiropractic, Counselling	
Personal Care Services.....	10
Hair Studios, Barbers, Spa, Wellness Centres, Massage	
Restaurant and Food.....	18
Restaurants, Bakeries, Food Processors, Growers, Cafés	
Retail and Manufacturing.....	24
Retail Stores, Automotive, Light Manufacturing	
Service Sector.....	10
Yoga Studios, Dance Studios, Educational, Photography, Music	

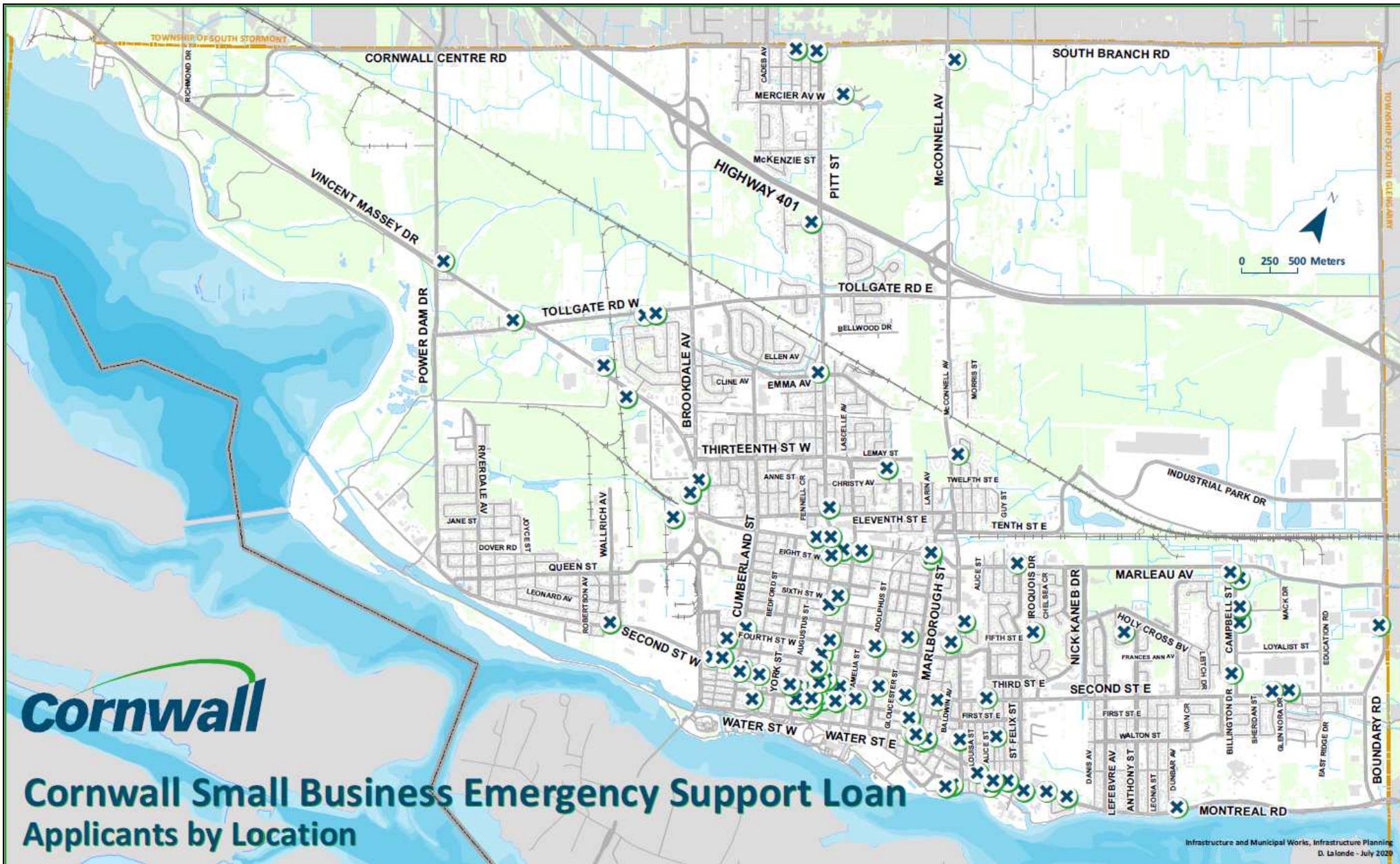
Document Title:	Final-Cornwall Small Business Emergency Support Loan - 2020-333-PDR.docx
Attachments:	- CSBESL - Applicants by Location.pdf
Final Approval Date:	Jul 8, 2020

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

Mark A. Boileau - Jul 7, 2020 - 4:10 PM

Tracey Bailey - Jul 7, 2020 - 5:34 PM

Maureen Adams - Jul 8, 2020 - 9:20 AM





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

Department: Planning, Development and Recreation
Division: Planning
Report Number: 2020-334-Planning, Development and Recreation
Prepared By: Mark A. Boileau, General Manager
Meeting Date: July 13, 2020
Subject: Beautification Project

Purpose

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

Recommendation

That Council receive Report 2020-334-Planning, Development and Recreation.

Financial Implications

Beautification of the community can occur through regular operational programming, through administrative development review, or through major projects requested annually through Capital Projects.

Strategic Priority Implications

The City's Strategic Plan includes relevant policies including developing our waterfront, as well as enabling an environmentally sustainable community.

Background / Discussion

A presentation was provided to Council by Etienne Saint Aubin and Dick Aubry regarding the general subject of beautification in the community. Both a written report was submitted, as well as a presentation on various subjects including: economic development, tourism and population growth; vegetation and property standards; preservation and redevelopment, public space enhancement, etc.

Beautification in the community is a subject that falls within the responsibilities of various departments, including but not limited to: Planning with its Waterfront Plan, Official Plan policies and Site Plan Control policies; Building and Bylaw with its Property Standards; Parks and Recreation with its Recreation Master Plan, and parks and landscaping efforts; Economic Development with its Community Improvement Programs including Brownfield, Heart of the City, Renaissance, and with Tourism related improvement projects; and with Infrastructure and Municipal Works with its subdivision designs, street designs, and general maintenance.

The February presentation stressed the importance of beautification in a community, which is essential to the pride of residents, and to the increasing number of visitors that Cornwall is receiving in its post-industrial and diversified setting. As their report indicates, a community needs ‘a community development plan of action’ in order to put its best foot forward in retaining and attracting residents and welcoming tourists. The City has a number of projects and programmes which are directed at that goal; these are described below, and are not intended to be comprehensive, but provide examples of our attempts to achieve a more beautiful community.

Planning Department:

Waterfront Plan: With 17 kilometers of waterfront property, Cornwall’s waterfront is arguably the most important natural element contributing to the City’s beauty. And while its various components including Guindon Park, the Canal Lands, the Harbour and East Front all have their strengths, Lamoureux Park has always been considered the jewel of our waterfront. The 2019 Plan includes several projects which are aimed at improving each and every study area, but much like the last plans which dated back to the 90’s, this one has a long term plan of 25 years, and funding will need to be set aside annually to achieve its numerous recommendations. A new Waterfront Committee will be formed, which together with administration and key stakeholders, will oversee the evolution and implementation of the plan.



Picture by Reel Thing Film & Sound

Official Plan: The Official Plan, approved in 2018, contains a number of policies which are intended to provide orderly and aesthetically pleasing development. For instance, on the subject of orderly development, it speaks to visual design guidelines for plans of subdivision, and the need for rigorous and consistent site plans which are further described herein, and on the subject of aesthetics, its Urban Design Chapter is dedicated entirely to streetscape, architecture/built form, landscapes and open space design. Staff members are cognizant of these elements when reviewing development proposals.

Site Plan Control: The City uses Site Plan Approval to address and resolve design matters related to the proper development of any site. Site Plan Approval works in conjunction with other approvals such as Zoning or Building Permit approval to provide for well designed and functional sites. It is a site-specific type of development control authorized under Section 41 of the Planning Act. The Site Plan By-law of the City of Cornwall was approved by Council July 13, 1981.

In Cornwall, the process is generally applied to residential developments of 5 units or more, as well as commercial, institutional and industrial developments. It

results in more consistent applications of standard details, such as landscaping, lot grading/drainage, access/egress, etc. for an equitable approach to design.

The process in Cornwall is managed at an administrative level, which allows for quicker turnaround for the developer.

Urban Design: While the presentation by Mr. Saint Aubin and Mr. Aubry occurred in February, prior to COVID-19, the pandemic has produced a fair amount of creativity in the community. Recent developments have resulted in: retailers and restaurants making better use of Pitt Street bump-outs; restaurants making use of on-street parking bays; restaurant encroachments into municipal and private property, etc.



Picture to the right shows the extended patio at Schnitzel's European Flavours.

Recently, the purchase of pop-up SEA cans allowed the community to reinvent its uses; while they were originally to be situated in Lamoureux Park, the demand for greater 'outdoor' space in the BIA's resulted in the arts community gathering to produce tremendous pieces of artwork. They will be rented at very affordable rates to vendors, artists and non-profit organizations in the downtown and Le Village. The project has resulted in one of the most creative placemaking projects for both areas.



Building and Bylaw:

Property Standards: The City has several By-Laws which set out the minimum standards for building and property maintenance. The standards prescribed are intended to outline the reasonable maintenance and upkeep of yards, buildings and properties. In recent years, in addition to dealing with traditional standards, staff have dealt with a number of additional items such as errant grocery carts, urban pigeons, feral cats, and vacant building standards.

In addition, from a staffing perspective, Cornwall has recently gone from a specified Bylaw Officer arrangement, where only two officers were dedicated to property standards, to one in which all five officers are cross-trained to deal with property standards. It is our hope that this format, together with a somewhat more aggressive enforcement of deficiencies will be beneficial to the overall appearance of the community.

Parks and Recreation:

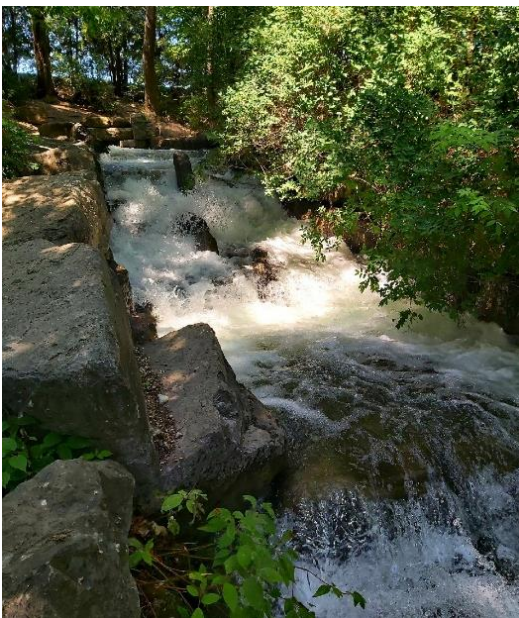
The city has an annual flower and tree planting budget. Much like an economic development or marketing strategy budget, there is not a perfect science in determining what amount is right for a community of our size. It is safe to say however that there are expectations from the residents on meeting a certain norm in plantings. In addition, the visitors are always complimentary of the plantings throughout the community, and particularly in Lamoureux Park.

The greatest recent example of a diminished budget for flower planting was in the traffic circle plantings a couple of years ago. Similarly, a reduction in decorative lighting was not unnoticed by the community. In summary, the City has a reasonable budget for these beautification projects, but some would argue more funding would be beneficial to both residents and visitors.



On a similar note, tree planting by the municipality is certainly on par with most communities. Our subdivision requirements are similar to others, and the City's tree planting efforts are possibly higher, especially when we consider Lamoureux park. With the Environment and Climate Change Committee reviewing the City's Protection and Enhancement of Tree Canopy and Natural Vegetation Policy, this should result in additional vegetation overall, coupled with a reduction in clear cutting of large tracts of land.

In addition to the above, over recent years, Parks and Recreation have added attractive and popular features such as kilometers of off-road trails and paths, three splashpads, accessible play structures in community parks, and enhanced boat launches in Lamoureux and Guindon Parks.





Economic Development

Community Improvement Programs: The City of Cornwall maintains three programs designed to encourage and assist property owners to improve their properties, and by extension, improve their local communities. They are Heart of the City, Brownfield, and Renaissance.

There are seven programs available through Heart of the City, with targeted areas for revitalization projects including the downtown core and Le Village. Generally speaking, the initiatives focus on aesthetic improvements, as well as upgrading and/or renovating commercial developments and ancillary residential units.

Brownfields are abandoned, vacant, derelict or underutilized commercial and industrial properties, usually provided with urban services, where past actions have resulted in actual or perceived contamination. Redeveloping Brownfield sites provides an opportunity for neighbourhood revitalization, site clean-up and increased tax revenue, among other benefits.

Finally, Renaissance is a residential renovation program focused on improving the housing stock in this eastern district. All three programs have been successful in improving the aesthetics of various areas of the community, as described in photo examples below.



The photo to the left shows the former Clark's Shoe Store, Kid's Korner and Snetsinger's Hardware, while the photo to the right shows a revitalized segment of Pitt Street, accommodating Kid's Korner, Kingslea, Balance Massage and Pure Esthetics. This is just one of the many examples that Heart of the City has been able to beautify, and to raise the overall assessment values in Cornwall's business districts.



Cornwall's greatest example of improvements through the Brownfield program is with Cornwall South Investments' development of Smart Centres at 420 Ninth Street West. Formerly serving as a traditional industrial site for many decades, it sat vacant for many years, providing an unsightly and underutilised property in Cornwall's core. In 2013, with the assistance of a \$4.5 million tax increment grant, the developers have introduced the following commercial developments to the site: Walmart, Dollartree, A&W, Bank of Montreal, Petsmart, Winners, Taco Bell, Kawartha, and LCBO and Sleep Country will soon start construction.

Tourism: To assist tourists visiting the waterfront, bilingual wayfinding signs have been developed, and will soon be installed within Lamoureux Park from the Spillway Bridge to the west, to Pointe Maligne Park to the east. They will provide a list and location of each of the points of interest in the park. In addition, a new welcome sign is being constructed at the northeast corner of Brookdale Avenue and Water Street at a similar time.

These will be very complimentary to the historical plaques which have been situated in Lamoureux Park, as well as in the downtown and Le Village.



Infrastructure/Municipal Works

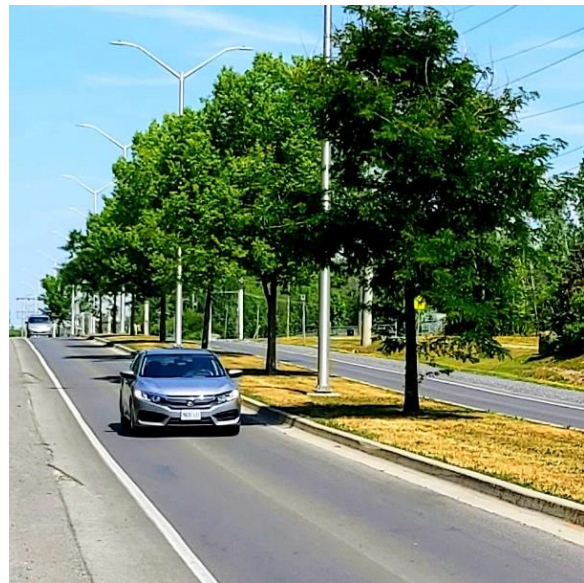
Adopt-a-Street: City of Cornwall staff support the delivery of the Adopt-a-Street program, which sees volunteers adopt specific streets, paths, or parks and collect litter at least once a month. City staff procure supplies, promote the program, pick up trash bags, and assist with special projects. Before the pandemic, the Cornwall Public Library partnered with the City to provide a location for supply pick-up, and it’s expected that they will do so again as they re-open. Residents Pam and Ray Carson act as volunteer coordinators for Adopt-a-Street, which may have hundreds of active volunteers at any one time. It’s

difficult to estimate how many bags of trash passionate volunteers have collected so far this year – but their impact is noticeable in our community.

Tree Suckers: The presentation included a number of pictures depicting “suckers” on trees owned by the municipality. Suckers are a tree’s attempt to grow more branches, often in response to some kind of injury. If the roots have been damaged, suckers may grow from the base of the trunk. If suckers grow higher on the trunk, they’re called watersprouts and they are usually at the site of a pruning wound, a crack or some other damage. Trained arborist staff from the Parks & Landscape Section of the Municipal Works Department will be more vigilant in the future with respect to the removal of unsightly tree suckers. If necessary, trees responding with suckers due to probable fatal injury or disease will be removed and replaced.

Boulevard trees:

As part of the agreement with the Federal Bridge Corporation (FBCL) for the reconstruction of Brookdale Avenue from Water Street to Seventh Street West, FBCL provided the City \$100,000 to install trees along Brookdale Avenue following the completion of the reconstruction project. In 2017, the City retained a contractor to install trees along Brookdale Avenue from Water Street to Seventh Street West using the \$100,000 provided by FBCL. As noted in the presentation to Council, some of the trees which were previously planted have now died, particularly those on the east side of the roadway. Some of the trees installed on Brookdale Avenue have since died likely due to the environment the trees were planted in (adjacent to an arterial roadway, heavy road salting in winter, close proximity to the roadway, etc.). The majority of the trees planted in the west boulevard and centre median have survived and are in good health. During the fall tree planting season, the dead trees along Brookdale Avenue will be removed and new trees will be replanted. In a few locations, the trees will not be replanted since the trees would be unlikely to survive.



In addition to traditional roadside tree plantings, the City has implemented a couple of centre median landscapes more recently, for example along Brookdale Avenue North, and along Nick Kaneb Drive, in the side photo. The design provides a more attractive visual in these wider arterial roads.

Conclusion

The February presentation provided a good reminder of the importance of quality standards in our community, particularly in relation to general aesthetics. As mentioned, many City Departments play an important role in this effort, as does the entire community including its residents, its businesses and its volunteers.

It will be important for the City's operating and capital budgets to be maintained at their current levels in order to retain the community's existing beauty and benefits. Greater expenditures will be required, particularly in larger capital projects such as with the Waterfront and Harbour Lands, should the community want to create more attractive features to complement the existing landscape.



Report Approval Details

Document Title:	Beautification Project - 2020-334-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jul 8, 2020

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

Tracey Bailey - Jul 8, 2020 - 10:07 AM

Maureen Adams - Jul 8, 2020 - 10:17 AM



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

Department: Financial Services
Division: Purchasing
Report Number: 2020-310-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: July 13, 2020
Subject: Transit Fare Collection System Upgrade

Purpose

To obtain Council approval to award a contract for the upgrade to the Cornwall Transit Fare Collection System.

Recommendation

That Council approve a non-competitive procurement for the upgrades to the Cornwall Transit Fare Collection System for a total of \$669,130 without HST (net cost to Corporation - \$680,906.70) plus installation to Garival Incorporation.

Financial Implications

The Corporation has budgeted \$650,000 in the 2020 Capital Budget for Phase 1 of the upgrades to fare collection system and \$650,000 in 2021 for Phase 2.

The cost of Phase 1 of the project will be funded through the Investing in Canada Infrastructure Program (ICIP), as follows:

Funding Source	Portion	Funding amount
Federal Government	50.00%	\$340,453.35
Province of Ontario	33.33%	\$226,946.20
City of Cornwall	16.67%	\$113,507.15
Total Cost		\$680,906.70

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

Strategic Priority Implications

An upgraded fare collection system supports the Corporation's strategic plan pillars by promoting easier transportation options for a skilled labour force, allowing citizens flexible housing in neighbourhoods of their choice, and is a tool in environmental sustainability.

Background / Discussion

Garival Incorporated is the sole Canadian distributor of Genfare Collection Systems presently used by Cornwall Transit. Cornwall Transit's present farebox system is approximately 20 years old and was refurbished 10 years ago. The present fareboxes will be obsolete within 5 years and replacement parts will become an issue. The project will include renewing/upgrading parts of the farebox collection system that will no longer be supported in the future. Most importantly the new fare collection infrastructure will incorporate new technologies to support evolving fare models and address the new post COVID-19 reality. The goal of this project is to install fareboxes and supporting infrastructure that have the ability to receive pennies, if necessary, or to use a smart phone, and all other fare payment options that passengers may wish to use. The project includes purchase and installation of 16- 36" high Canadian Odyssey fareboxes for conventional buses and 10 shorter 31" high Canadian Odyssey fareboxes for Handi-Transit buses.

Some elements already in place that do not need to be upgraded are the garage data systems, vaults, and the probe units.

The proposed elements to be upgraded are coin, tokens, and bills validation, Quick Response (QR) barcode reading capabilities, QR barcode transfers, smart card reading/encoding capabilities that can be enabled in the second phase and Integrated Ethernet interface.

The proposed farebox will be entirely compatible with the existing vaults, back-end systems and can be interfaced with existing technologies in the bus such as the Automatic Vehicle Location (AVL) system, destination signs, and voice announcement system. This will allow drivers to use the farebox keypad to sign-in to all above mentioned systems in a single entry.

The upgrade system project will be supported by the current software maintenance and support agreement. A timely on-site installation will be



coordinated and will include new COVID-19 sanitary measures. A full warranty package will be established that includes replacement parts and labour.

Accessibility Impact

Fare options will be standard throughout both the conventional and Handi-Transit systems. This will continue to allow fare parity for persons with disabilities that will allow easy flexible fare payment options.

Document Title:	Non-Competitive - Cornwall Transit Fare Collection System Upgrade - 2020-310-Financial Services.docx
Attachments:	
Final Approval Date:	Jul 7, 2020

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

Bill de Wit - Jul 6, 2020 - 12:28 PM

Tracey Bailey - Jul 7, 2020 - 7:28 AM

Maureen Adams - Jul 7, 2020 - 2:54 PM



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

Department: Financial Services
Division: Purchasing
Report Number: 2020-312-Financial Services
Prepared By: Diane Leduc, Senior Buyer
Meeting Date: July 13, 2020
Subject: Sole Source Purchase of One Submersible Dry Pit Pump for
the Waste Water Treatment Plant

Purpose

The purpose of this report is to provide Council with information on an upcoming Non-Budgeted Expenditure pursuant to Section 4.3 of the Procurement of Goods and/or Services Policy.

Recommendation

That Council authorize a sole source purchase order in the amount of \$157,826.75 including HST (\$142,127.88 net to the Corporation) to Xylem Americas from Ottawa, Ontario for the acquisition of one submersible dry pit pump.

Financial Implications

It is recommended that funds for this expenditure be drawn from the Wastewater Works Reserve.

Strategic Priority Implications

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

Background / Discussion

Currently, all of the raw sewage captured within the entire municipal wastewater collection system is accumulated by what is referred to as the interceptor trunk sewer main. The 48 inch interceptor trunk main commences at Brookdale Avenue, proceeds eastward under Water Street/Montreal Road and concludes at the raw sewage pump station. The raw sewage pump station is the structure located at the foot of the Wastewater Treatment Plant (WWTP) driveway entrance, on the south side of Montreal Road immediately adjacent to the St. Lawrence River.

All sewage collected by the interceptor is passed through a preliminary screening process and then discharged into a large wet well within the raw sewage pump station. Sewage collected in the wet well of the raw water sewage pump station is pumped through a force main up to the WWTP, following which the treatment process is commenced. There are four large sewage pumps which convey raw sewage up to the WWTP. Two of the pumps are smaller capacity (280 Horse Power each) and are known as *submersible dry pit* pumps. The remaining two pumps, which have large volume capacity (400 Horse Power each) and are known as *centrifugal* pumps. All of the previously described pumps were designed and constructed by a company called Xylem Americas (Xylem).

The two submersible dry pit pumps are designed to pump raw sewage under low flow conditions while the two centrifugal pumps are operated only if required during high flow conditions. Throughout the year, the vast majority of the incoming raw sewage flows are managed by the two submersible dry pit pumps while the centrifugal pumps are activated only to assist during high flow occurrences such as during Spring runoff season or heavy rainfall events.

The centrifugal pumps require large volumes of liquid to operate efficiently. Operation of these pumps in a low flow condition could result in major damage to the internal components and could lead to eventual total failure. Accordingly, WWTP staff are reluctant to utilize the centrifugal pumps during low flow conditions.

The submersible dry pit pumps are programmed in a lead/lag configuration whereby the first pump is switched on when the sewage level in the wet well reaches a specified high-level set point while the second pump remains off. The operating pump lowers the level in the wet well to a specified low-level set point and then shuts off. When the incoming sewage reaches the high-level set point again, the second pump is switched on while the first pump remains off. This alternating process continues repeatedly except when due to higher incoming flow, one pump is unable maintain pace. At this point, both pumps are programmed to operate concurrently. Likewise, if both submersible dry pit pumps are unable to maintain set point levels due to high flows, then the higher capacity centrifugal pumps are activated.

The current dry pit submersible pumps were installed as part of the WWTP upgrade project five years ago. Industry experts will attest that design of pumps for applications such as water distribution and sewage transmission is complicated and smooth pump operation and/or maximum efficiency are often difficult to achieve. The design of the existing dry pit submersible pumps was based in the best available technical information at that time (including but not limited to incoming flow, distance to discharge point, discharge pipe friction, estimated head pressure etc.). Unfortunately, the original design information was unsound and as a result the existing pumps are not performing to the optimal potential. Over the past five years, the pumps have worn prematurely resulting in full failure twice. Each time the pumps were replaced at no cost to the City by the pump manufacturer, Xylem.

Over the past five years, Xylem's technical staff have continued to examine the operation of the dry pit submersible pumps in an effort to prevent premature wear and potential full failures. In addition to other minor adjustments, the most specific recommendation to WWTP operators by Xylem was to ensure that the pumps be operated at no more than 80% capacity. These actions have resulted in much smoother pump operation and reduced pump wear. Accordingly, pump life has been substantially increased. In the meantime, Xylem's technical staff have also taken advantage of electronic pump data captured by the WWTP SCADA (Supervisory Control And Data Acquisition) program. This information as well as pump observation, intake and discharge piping review have resulted in a recommended design of a dry pit submersible pump that Xylem feels confident would operate more effectively and efficiently when compared to the current model.

Currently there is no redundancy (additional replacement pump) in the event of a failure of one of the two existing dry pit submersible pumps. Should one of these pumps fail, there is concern that there will be a need to activate a centrifugal pump in a low flow condition. As previously mentioned, this action could result in extensive damage to the centrifugal pump. Consequently, at Administration's request, Xylem has provided a quote for the supply of a new replacement dry pit submersible pump which has been re-designed to effectively and efficiently meet low flow demands. The quoted price for the pump is \$157,826.75 including HST (see attached quotation document). The City cannot approach another sewage pump manufacturer as the main piping manifold to which the pump is to be affixed has been designed specifically for a pump manufactured by Xylem. To select a similar sized pump from another company would result in an extremely long and expensive retrofit of the manifold piping within the raw sewage pump station. Accordingly, selection of a pump from another manufacturer is not recommended.

Upon Council approval of the proposed purchase of a new dry pit submersible pump, WWTP staff would immediately remove one of the two existing dry pit submersible pumps in service having the most wear. The unit selected to be removed would be replaced by the new pump. The removed pump would be overhauled and kept on site as a spare to be installed as part of preventive maintenance rotation routine or be available for installation in the event of a pump failure. Once installed, WWTP will closely monitor the operation of the new pump in order to ensure the unit meets the expectations of performance.

Considering all of the preceding, Administration is recommending that Council authorize a sole source purchase order in the amount of \$157,826.75 including HST (\$142,127.88 net to the Corporation) to Xylem Americas for the acquisition of one submersible dry pit pump.

Document Title:	Un-Budgeted Expenditure - Pump for the Waste Water Treatment Plant - 2020-312-Financial Services.docx
Attachments:	- Xylem Submersible Dry Pit Pump Proposal.pdf
Final Approval Date:	Jul 7, 2020

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

Bill de Wit - Jul 6, 2020 - 3:07 PM

Tracey Bailey - Jul 7, 2020 - 7:07 AM

Maureen Adams - Jul 7, 2020 - 11:47 AM

Proposal

Date: Tuesday, June 9, 2020

Quotation #: 20-32-0045

Project Information

Company Name: CITY OF CORNWALL

Project Name: Cornwall Spare CT 3356

Xylem Representative: Eric Mondoux

Attention to:

Xylem Canada Company proposes to furnish the Purchaser the equipment covered by this proposal as follows:

Spare CT 3356 Pump

Qty	ArtNo	Description	
1	3356.765- YYYY	FLYGT SUBMERSIBLE DRY PIT PUMP CT 3356.765 ~ 620 60V/3/60 280 HP 1185 RPM 14" VOL CW: 2 x 3M CABLE 941997 3M PILOT CABLE 940895 PT100 2nd AND 3rd TEMP SENSOR MAS 711 READY	
1	13-56 03 14	TEST FAL 2.3 HYDRO 3001-7000 + VOLUTE ONLY FAL 15-900010	
1	13-56 03 25	TEST FAL 2.4 INSUL 3001-7000 + FAL 15-9011	
1	13-56 03 33	TEST FAL 2.5 RESIST 3001-7000+ FAL 15-9012	
1	13-56 00 24A	FREIGHT & HANDLING CHARGES TXBL	
			Total Price \$ 139,669.69
			Total Price of Quotation: \$ 139,669.69

Terms and Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Freight Terms : DAP; Jobsite (per Incoterms 2020) - Prepaid & Allowed.

Taxes: Taxes are not included in this quotation unless specifically stated otherwise.

Back Charges : Buyer shall not make purchases nor shall Buyer incur any labour that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.





The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-090

Department: Planning, Development and Recreation
Division: Parks and Recreation
By-law Number: 2020-090
Report Number: 2020-319-Planning, Development and Recreation
Meeting Date: July 13, 2020
Subject: By-law – Renewal of Lease Agreement 64-0671 with St. Lawrence Seaway Authority Management Corporation

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

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

1. That The Corporation of the City of Cornwall enter into a renewal Lease Agreement 64-0671 with the St. Lawrence Seaway Management Corporation for the Corporation's structures located on land legally described as Lock 19, old Lock 19 and weir to Lock 19, the Corporation's Right-of-Way leading to said structures as well as a parking area.
2. That the term of the agreement be from June 1, 2020 to May 31, 2021;
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 13th day of July, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	St. Lawrence Seaway Management Extension of Lease Agreement No. 64-0671.docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

James Fawthrop - Jun 15, 2020 - 3:17 PM

Mark A. Boileau - Jun 16, 2020 - 8:23 AM

Maureen Adams - Jun 16, 2020 - 7:33 PM



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

Department: Planning, Development and Recreation
Division: Parks and Recreation
Report Number: 2020-326-Planning, Development and Recreation
Prepared By: James Fawthrop, Division Manager
Meeting Date: July 13, 2020
Subject: Note – St. Lawrence Seaway Lease 0671 Renewal

Purpose

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

Background / Discussion

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

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



Report Approval Details

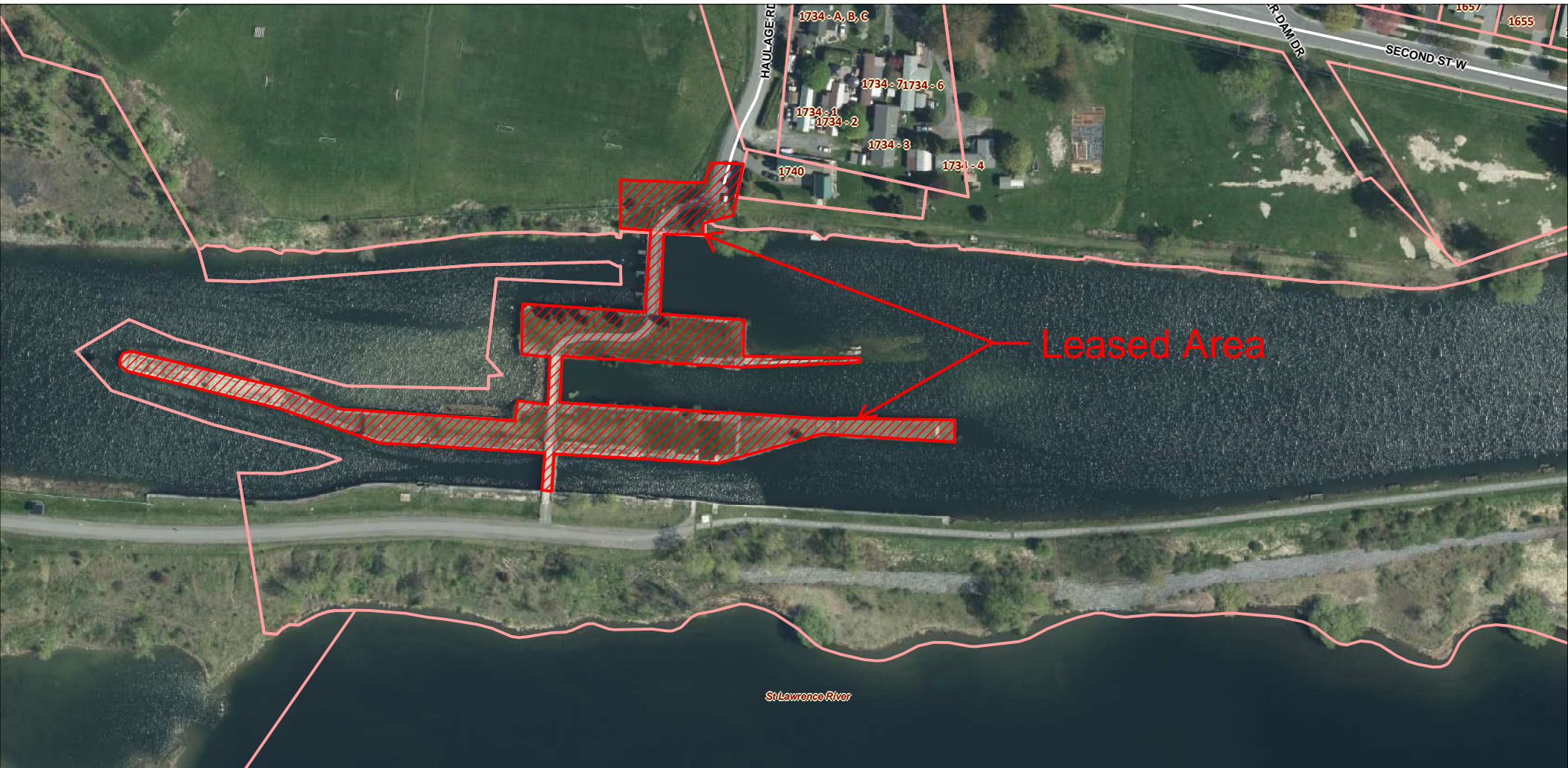
Document Title:	Note – St. Lawrence Seaway Lease 0671 Renewal - 2020-326-Planning, Development and Recreation.docx
Attachments:	- Lease64_671.pdf
Final Approval Date:	Jun 16, 2020

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

Mark A. Boileau - Jun 16, 2020 - 8:25 AM

Maureen Adams - Jun 16, 2020 - 7:35 PM

Lease No. 64-671





The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-091

Department: Planning, Development and Recreation
Division: Parks and Recreation
By-law Number: 2020-091
Report Number: 2020-320-Planning, Development and Recreation
Meeting Date: July 13, 2020
Subject: By-law – Renewal of Lease Agreement (64-0672) with the St. Lawrence Seaway Management Corporation

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

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

1. That The Corporation of the City of Cornwall enter into a one (1) year renewal lease agreement with the St. Lawrence Seaway Management Corporation for a parcel of canal reserve land legally described as Part of Lots 19 and 20, Concession 1, City of Cornwall, County of Stormont containing an area of 3.88 HA more or less;
2. That the term of the Agreement be from April 1, 2020 to March 31, 2021;

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 13th day of July, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	St. Lawrence Seaway Management Extension of Lease Agreement No. 64-0672 .docx
Attachments:	
Final Approval Date:	Jun 16, 2020

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

James Fawthrop - Jun 15, 2020 - 3:17 PM

Mark A. Boileau - Jun 16, 2020 - 8:24 AM

Maureen Adams - Jun 16, 2020 - 7:34 PM



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

Department: Planning, Development and Recreation
Division: Parks and Recreation
Report Number: 2020-327-Planning, Development and Recreation
Prepared By: James Fawthrop, Division Manager
Meeting Date: July 13, 2020
Subject: Note – St. Lawrence Seaway Lease 0672 Renewal

Purpose

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

Background / Discussion

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

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



Report Approval Details

Document Title:	Note – St. Lawrence Seaway Lease 0672 Renewal - 2020-327-Planning, Development and Recreation.docx
Attachments:	- Lease64_672.pdf
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 - 8:26 AM

Maureen Adams - Jun 16, 2020 - 7:36 PM

Lease No. 64-672





The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-092

Department: Planning, Development and Recreation
Division: Planning
By-law Number: 2020-092
Report Number: 2020-329-Planning, Development and Recreation
Meeting Date: July 13, 2020
Subject: HOTC 165 Montreal 145 Pitt 134 Montreal Prog 2

Whereas, the Council of The Corporation of the City of Cornwall has approved, the Heart of the City (HOTC) Community Improvement Plan (CIP) under Section 28 of the Planning Act, in November 2005, and associated funding programs to provide for loans/grants for the improvement of primarily commercial and mixed use properties known as the Heart of the City (HOTC) Funding Programs; and

Whereas, the Council has provided in its Capital Budget, a sufficient level of annual funding to provide for the implementation of such HOTC Funding Programs; and

Whereas, these loans are subsequently registered, on title as applicable and the said Agreements as Mortgages and to further provide and administer municipal funds to the identified property owners under the HOTC Initiative (HOTC#2018-07 165 Montreal Rd, HOTC#2020-04 145 Pitt St and HOTC#2020-03 134 Montreal Rd); and

Whereas, the Mayor and Clerk execute any and all documentation relative to the completion of this matter,

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

1. That the following specific HOTC Program 2 (Type I or Type II, respectively) to the following person(s) or their authorized Signing Officer(s) for the following properties:
 - a. HOTC#2018-07 2642200 Ontario Inc 165 Montreal Rd being Lot 71, Plan 16; Cornwall in the amount of \$3,635, pursuant to a Program 2 (Type II) HOTC Funding (Loan) Agreement.
 - b. HOTC#2020-04 Christopher and Elizabeth Nurse 145 Pitt St being Part Lot 15 S/S Second St Plan Cornwall Pt 1 52R7255; City of Cornwall in the amount of \$3,490, pursuant to a Program 2 (Type II) HOTC Funding (loan) Agreement;
 - c. HOTC#2020-03 1943217 Ontario Inc 134 Montreal Rd being Part Lot 212 Plan 16 as in S193701; S/T & T/W S193701; Cornwall in the amount of \$30,000, pursuant to a Program 2 (Type II) HOTC Funding (loan) Agreement.
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.
3. That this Bylaw take effect on the day of passing by City Council

Read, signed and sealed in open Council this 13th day of July, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	ByLaw HOTC 165 Montreal 145 Pitt 134 Montreal Prog 2 - 2020-329-PDR.docx
Attachments:	
Final Approval Date:	Jul 7, 2020

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

Mark A. Boileau - Jun 29, 2020 - 2:48 PM

Tracey Bailey - Jul 7, 2020 - 7:10 AM

Maureen Adams - Jul 7, 2020 - 11:57 AM



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

Department: Planning, Development and Recreation
Division: Planning
Report Number: 2020-330-Planning, Development and Recreation
Prepared By: Dana McLean, Development Coordinator
Meeting Date: July 13, 2020
Subject: Note HOTC 165 Montreal 145 Pitt 134 Montreal Prog 2

Purpose

Explanation of Purpose and Effect for HOTC Application Program 2 – Building Restoration & Improvement Agreement to Bylaw for application HOTC#2018-07 165 Montreal Rd, HOTC#2020-04 145 Pitt St and HOTC#2020-03 134 Montreal Rd.

Background / Discussion

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

The City of Cornwall, under the Planning and Municipal Acts, respectively, administers the HOTC Funding Incentive Programs which, in part, offer Forgivable and or Zero Interest (0%) Free Loans, Grants and Tax-based funding primarily on a matching dollar basis to commercial/mixed use property owners within the designated HOTC Community Improvement Area. The Loans are secured by a mortgage registered against the property for a period of between 5 to 10 years, for example.



Report Approval Details

Document Title:	Note HOTC 165 Montreal 145 Pitt 134 Montreal Prog 2 - 2020-330-PDR.docx
Attachments:	
Final Approval Date:	Jul 7, 2020

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

Mark A. Boileau - Jun 29, 2020 - 2:56 PM

Tracey Bailey - Jul 7, 2020 - 7:12 AM

Maureen Adams - Jul 7, 2020 - 11:56 AM



The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-093

Department: Planning, Development and Recreation
Division: Planning
By-law Number: 2020-093
Report Number: 2020-331-Planning, Development and Recreation
Meeting Date: July 13, 2020
Subject: ByLaw HOTC 165 Montreal Prog 7

Whereas The Council of The Corporation of the City of Cornwall has approved, the HOTC Community Improvement Plan (CIP) under Section 28 of the Planning Act, in November, 2005, and associated funding programs to provide for loans/grants for the improvement of primarily commercial and mixed use properties known as the Heart of the City (HOTC) Funding Programs; and

Whereas The Council has provided in its Capital Budget, a sufficient level of annual funding to provide for the implementation of such HOTC Funding Programs; and

Whereas These loans are subsequently registered, on title as applicable and the said Agreements as Mortgages and to further provide and administer municipal funds to the identified property owners under the HOTC Initiative (HOTC#2018-07 165 Montreal Rd); and

Whereas Pursuant to the said programs(s), certain eligible applicants have applied for a loan/grant to improve their properties under the rules of the applicable HOTC program(s);

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

1. That the following specific HOTC Program 7 funding Loan Agreement to the following person(s) or their authorized Signing Officer(s) for the following properties:
 - a) HOTC#2018-07 – 2642200 Ontario Inc 165 Montreal Rd being Lot 71, Plan 16; Cornwall, as described in PIN#60163-0298 (LT) in the amount of \$25,000 pursuant to a Program 7 HOTC Funding (Loan) Agreement.
2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.
3. That this Bylaw take effect on the day of passing by City Council.

Read, signed and sealed in open Council this 13th day of July, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor



Report Approval Details

Document Title:	Bylaw HOTC 165 Montreal Prog 7 - 2020-331-PDR.docx
Attachments:	
Final Approval Date:	Jul 7, 2020

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

Mark A. Boileau - Jun 29, 2020 - 4:36 PM

Tracey Bailey - Jul 7, 2020 - 7:14 AM

Maureen Adams - Jul 7, 2020 - 11:55 AM



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

Department: Planning, Development and Recreation
Division: Planning
Report Number: 2020-332-Planning, Development and Recreation
Prepared By: Dana McLean, Development Coordinator
Meeting Date: July 13, 2020
Subject: Note HOTC 165 Montreal Prog 7

Purpose

Explanation of Purpose and Effect for HOTC Application Program 7 – Parking & Landscape Enhancement Agreement to Bylaw for applications HOTC#2018-07 165 Montreal Rd.

Background / Discussion

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

The City of Cornwall, under the Planning and Municipal Acts, respectively, administers the HOTC Funding Incentive Program which, in part, offer Forgivable and or Zero Interest (0%) Free Loans, Grants and Tax based funding primarily on a matching dollar basis to commercial/mixed use property owners within the designated HOTC Community Improvement Area. The Loans are secured by a mortgage registered against the property for a period of between 5 to 10 years, for example.



Report Approval Details

Document Title:	Note HOTC 165 Montreal Prog 7 - 2020-332-PDR.docx
Attachments:	
Final Approval Date:	Jul 7, 2020

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

Mark A. Boileau - Jun 29, 2020 - 4:37 PM

Tracey Bailey - Jul 7, 2020 - 7:16 AM

Maureen Adams - Jul 7, 2020 - 11:54 AM



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

Department: Corporate Services
 Division: Clerk's Division
 Report Number: 2020-301-Corporate Services
 Prepared By: Manon Levesque, City Clerk
 Meeting Date: July 13, 2020
 Subject: Unfinished Business Listing for July 13, 2020

Recommendation

That Council receive the Unfinished Business Listing for July 13, 2020.

Title	Department	Date
Beautification Project (Feb 10/20)	Planning, Development and Recreation and Infrastructure and Municipal Works	Jul 13/20
(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	Special Council Meeting Jul 20/20
New Staffing Position (Budget 2020)	CAO	Sep/20
Parking Program (May 11/20) (Jun 8/20)	Planning, Development and Recreation	Sep 12/20
Review of Parks, Facilities and Street Naming Policy	Corporate Services	Sep 28/20

(Sept 9/19)		
Electoral System Review Survey Results (Nov 25/19) (Jan 13/20)		Sep 28/20
Outdoor Gardening – COVID-19 (May 11/20) (Jun 22/20)	Planning, Development and Recreation	Nov 23/20
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

Document Title:	Unfinished Business Listing for July 13, 2020 - 2020-301-Corporate Services.docx
Attachments:	
Final Approval Date:	Jul 8, 2020

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

Manon L. Levesque - Jul 7, 2020 - 3:59 PM

Maureen Adams - Jul 8, 2020 - 10:33 AM



The Corporation of the City of Cornwall
Regular Meeting of Council
Confirming By-law 2020-094

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2020-094
Report Number 2020-302-Corporate Services
Meeting Date: July 13, 2020
Subject: Confirming By-law for the Meeting of July 13, 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, July 13, 2020.

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

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

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

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

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

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

(i) Regular Public Meeting of Council #2020-15 of Monday, June 22, 2020

(ii) Special Public Meeting of Council #2020-16 of Monday, June 29, 2020

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

(c) That the actions of the Council at its meetings held on Monday, July 13, 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 13th day of July, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor



Report Approval Details

Document Title:	Confirming By-law for the Meeting of July 13, 2020 - 2020-302-Corporate Services.docx
Attachments:	
Final Approval Date:	Jul 7, 2020

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

Manon L. Levesque - Jun 30, 2020 - 3:42 PM

Maureen Adams - Jul 7, 2020 - 11:54 AM