

Agenda  
Cornwall City Council

**Meeting #:** 2020-20  
**Date:** Monday, August 10, 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

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Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of August 10, 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 2020-213-CAO, Property Charges and Violations**

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

**Item #2, Report 2020-327-Infrastructure and Municipal Works, Property Acquisition**

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

**Item #3, Report 2020-328-Infrastructure and Municipal Works, Property Acquisition**

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

**Item #4, Report 2020-319-Financial Services, Sale of Land**

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

**Item #5, Report 2020-331-Infrastructure and Municipal Works, Litigation**

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

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

**Item #6, Report 2020-318-Financial Services, Property Assessment**

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

### **Moment of Personal Reflection**

Réflexion personnelle

### **National Anthem**

Hymne national

### **Acting Mayor**

The Acting Mayor for this month is Councillor Eric Bergeron.

### **Opening**

Ouverture

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

### **Roll Call**

Appel nominal

### **Additions, Deletions or Amendments**

Ajouts, retraits ou modifications

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

### **Adoption of Agenda**

Ratification de l'Ordre du jour

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

### **Disclosures of Interest**

Déclarations d'intérêts pécuniaires

### **Committee of the Whole**

Séance de commission étendue à la chambre entière

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, July 13, 2020

Monday, July 20, 2020

Monday, July 27, 2020

## **Presentations**

Présentations

## **Delegations**

Délégations

## **Consent Reports**

Rapports sur le consentement

<b>14.1</b>	<b>510 Second Street East – Vital Services By-law, 2020-214-CAO</b>	<b>19</b>
	Action Recommended That Council receive Report 2020-214-CAO.	
<b>14.2</b>	<b>Second Quarter Non-Competitive Procurement Report 2020, 2020-317-Financial Services</b>	<b>24</b>
	Action Recommended That Council receive the Third Quarter Non-Competitive Procurement Report for the period ending June 30, 2020.	
<b>14.3</b>	<b>Second Quarter Financial Report 2020, 2020-320-Financial Services</b>	<b>29</b>
	Action Recommended That Council receive the second quarter Financial Report for the period ending June 30, 2020.	
<b>14.4</b>	<b>Municipal Works Yard Redevelopment Project – Quarterly Report, 2020-329-Infrastructure and Municipal Works</b>	<b>90</b>

Action Recommended

That Council receive Report 2020-329-Infrastructure and Municipal Works

**14.5 CPPEG 163-167 Pitt, 110 Sydney, 33 First St E, 100-106 Pitt, Tenth St E, 2020-349-Planning, Development and Recreation**

102

Action Recommended

That Council approve the following items:

- a. Rothmar Holdings Inc at 163-167 Pitt St for: Program 2- Building Restoration & Improvement in the amount of \$30,000 Program 3-Project Design Grant in the amount of \$6,450 Program 5-Municipal Planning/Development Fees Grant based on actual costs Program 6-discretionary Municipal Tipping Fees Grant based on actual costs Conditional to contacting Heritage-Patrimoine Cornwall, to establish possible historic elements that may be able to be saved, as a 'Listed' heritage property.
- b. 9551921 Canada Inc at 110-110A Sydney St for: Program 3-Project Design Grant in the amount of \$5,121 Program 4-Façade Improvement and Sign Grant in the amount of \$8,807 Program 5-Municipal Planning/Development Fees Grant based on actual costs Program 6-discretionary Municipal Tipping Fees Grant based on actual costs Program 7-Parking and Landscape Enhancement Program in the amount of \$25,000 interest free loan. Conditional to contacting Heritage-Patrimoine Cornwall, to establish possible historic elements that may be able to be saved, as a 'Listed' heritage property.
- c. Rothmar Holdings Inc at 33 First St E for: Program 2- Building Restoration & Improvement in the amount of \$30,000 Program 3-Project Design Grant in the amount of \$7,500 Program 4-Façade Improvement and Sign Grant in the amount of \$12,000 Program 5-Municipal Planning/Development Fees Grant based on actual costs Program 6-discretionary Municipal Tipping Fees Grant based on actual costs
- d. Rothmar Holdings Inc at 100-106 Pitt St for: Program 2- Building Restoration & Improvement in the amount of \$30,000 Program 3-Project Design Grant in the amount of \$7,500 Program 4-Façade Improvement and Sign Grant in the amount of \$12,000 Program 5-Municipal Planning/Development Fees Grant based on actual costs Program 6-discretionary Municipal Tipping Fees Grant based on actual costs Conditional to protect the existing mural on the south side of the building, should the owner not wish to retain the mural, it will be provided to the

City of Cornwall.

e. 648441 Ontario Ltd at Tenth St E, CON 1 Pt Lt 7, for:

Program 2-Project Feasibility Study Grant in the amount of \$7,500

## **Resolutions**

### **Résolutions**

- |             |   |            |
|-------------|---|------------|
| <b>15.1</b> | <b>A By-law to regulate open-air burning of solid fuels within the boundaries of the municipality and to repeal By-law #2014-063, 2020-310-Corporate Services</b> | <b>106</b> |
|-------------|---|------------|

## **Unfinished Business Reports**

### **Rapports des affaires incomplètes**

- |             |  |            |
|-------------|--|------------|
| <b>16.1</b> | <b>Non-Competitive Purchase of One Submersible Dry Pit Pump for the Waste Water Treatment Plant, 2020-315-Financial Services</b> | <b>119</b> |
|-------------|--|------------|

#### **Action Recommended**

That Council authorize a non-competitive 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.

## **Communication Reports**

### **Communications et rapports**

- |             |   |            |
|-------------|---|------------|
| <b>17.1</b> | <b>Non-Budget and Non-Competitive Procurement of Defibrillators (Paramedic Services), 2020-321-Financial Services</b> | <b>130</b> |
|-------------|---|------------|

#### **Action Recommended**

That Council approve the non-budgeted and non-competitive procurement of the defibrillators for Paramedic Services from Stryker Canada ULC (formally known as Physio Control) for a total cost of \$336,631.52 (net cost to Corporation – \$303,147.11).

- |             |  |            |
|-------------|--|------------|
| <b>17.2</b> | <b>Non-Budget and Non-Competitive Procurement of Post-Top Decorative LED Lighting, 2020-322-Financial Services</b> | <b>133</b> |
|-------------|--|------------|

#### **Action Recommended**

That Council approve the non-budgeted and non-competitive procurement for Phase 2 of the City's LED Roadway Lighting Conversion Program from EARTH Corporation for a total of \$488,410.04 (net cost to Corporation – \$439,828.36).

## **Tenders, Requests for Proposals and Purchases**

Soumissions, demandes de propositions et achats

## **New Business**

Nouvelles affaires

## **Passing of By-laws**

Adoption des règlements municipaux

By-laws 2020-096 to 2020-103 inclusive, listed on the Agenda, are being presented to Council for adoption.

20.1	By-law 2020-096 - Renewal Agreement with Pattison Outdoor Advertising of Bus Shelters, 2020-324-Infrastructure and Municipal Works, 2020-330-Infrastructure and Municipal Works, 2020-330-Infrastructure and Municipal Works	139
20.2	By-law 2020-097 - Medical Recruitment Financial Assistance - Dr. Leduc, 2020-338-Planning, Development and Recreation, 2020-339-Planning, Development and Recreation	144
20.3	By-law 2020-098 - Renaissance 338 Belmont, 329 Guy, 2020-341-Planning, Development and Recreation, 2020-342-Planning, Development and Recreation, 2020-342-Planning, Development and Recreation	149
20.4	By-law 2020-099 - Training Partner Agreement with Canadian Red Cross, 2020-210-Cornwall SDG Paramedic Services, 2020-211-Cornwall SDG Paramedic Services	154
20.5	By-law 2020-100 - Lease Agreement with the Federal Department of Fisheries and Oceans Canada for Marina 200, 2020-351-Planning, Development and Recreation, 2020-352-Planning, Development and Recreation	159
20.6	By-law 2020-101 - Ontario Hockey Academy Lease Agreement - 2020-235-PDR, 2020-335-Planning, Development and Recreation, 2020-353-Planning, Development and Recreation	164
20.7	By-law 2020-102 – 2021 Recreation User Fees and Subsidies, 2020-350-Planning, Development and Recreation, 2020-354-Planning, Development and Recreation	170
		175

**20.8 By-law 2020-103 - Procedural By-law as Amended - 2020-311-  
Corporate Services, 2020-311-Corporate Services**

**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, August 10, 2020, is being presented to Council to receive.

**23.1 Unfinished Business Listing for August 10, 2020, 2020-308-  
Corporate Services** 230

Action Recommended

That Council receive the Unfinished Business Listing for August 10, 2020.

**Confirming By-law**

Règlement municipal de ratification

By-law 2020-104, 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, August 10, 2020, is being presented to Council for adoption.

**24.1 Confirming By-law for the Meeting of August 10, 2020, 2020-312-  
Corporate Services** 233

**Adjournment and Next Regular Meeting of Council**

Ajournement et prochaine séance ordinaire du Conseil

The next regular public meeting of Council will be held on Monday, September 14, 2020.



**Minutes**  
**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: Manon L. Levesque, City Clerk

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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; Bill de Wit, Acting General Manager, Infrastructure and Municipal Works; Geoffrey Clarke, General Manager, Corporate Services; Mark A. Boileau, General Manager, Planning, Development and Recreation; Tracey Bailey, General Manager, Financial Services; Bill Lister, EMS Chief; Jeff Weber, Acting Fire Chief; Mellissa Morgan, Acting Administrator, Social and Housing Services; Len Tapp, Division Manager, Transit Services; Emma Meldrum, Public Information Coordinator

**1. In-Camera Session / Rise and Report from the In-Camera Meeting**

There is no In-Camera Meeting.

**2. Moment of Personal Reflection**

**3. National Anthem**

**4. Acting Mayor**

The Acting Mayor for this month is Councillor Todd Bennett.

**5. Opening**

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

**6. Roll Call**

**7. Additions, Deletions or Amendments**

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.

1. Consent Item 14.2, RFP Terms of Reference for Engineering and Architectural Services for the New Fire Station Headquarters and Training Station, was moved to Communication 17.1 for discussion.
2. Consent Item 14.3, 2019-2020 Annual Review of the Housing and Homelessness Plan, was moved to Communication 17.2 for discussion.
3. Addition of By-law 2020-094, 150 Edward Assignment of HOTC Rehabilitation Redevelopment (Tax Increment) Funding Agreement.
4. Amendment of Confirming By-law Number to 2020-095.

**8. Adoption of Agenda**

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

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt the Agenda as amended.

Motion Carried

**9. Disclosures of Interest**

There were no disclosures of interest.

**10. Committee of the Whole**

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

**11. Adoption of Minutes**

Moved By: Claude E. McIntosh, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt the Minutes of June 22 and 29, 2020.

Motion Carried

**12. Presentations**

There were no presentations.

**13. Delegations**

There were no delegations.

**14. Consent Reports**

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt Consent Reports 14.1, 14.4, 14.5, as presented.

Motion Carried

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

Motion to 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

**2. COVID-19 Update, 2020-303-Corporate Services**

Motion to receive Report 2020-303-Corporate Services.

**3. Final Update- Cornwall Small Business Emergency Support Loan, 2020-333-Planning, Development and Recreation**

Motion to receive Report 2020-333-Planning, Development and Recreation.

**15. Resolutions**

**16. Unfinished Business Reports**

**1. Beautification Project, 2020-334-Planning, Development and Recreation**

Moved By: Glen Grant, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to receive Report 2020-334-Planning, Development and Recreation.

Motion Carried

## **17. Communication Reports**

### **1. RFP Terms of Reference for Engineering and Architectural Services for the New Fire Station Headquarters and Training Station, 2020-311-Financial Services**

Moved By: Todd Bennett, Councillor

Seconded By: Glen Grant, Councillor

Motion to receive Report 2020-311-Financial Services.

#### **Amendment:**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Eric Bergeron, Councillor

Motion to amend the RFP document by replacing "between \$9,000,000 and \$10,000,000" to "\$9,000,000".

Motion to Amend Defeated

Main Motion Carried

### **2. 2019-2020 Annual Review of the Housing & Homelessness Plan, 2020-216-Social and Housing Services**

Moved By: Carilyne Hébert, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive Report 2020-216-Social and Housing Services.

Motion Carried

## **18. Tenders, Requests for Proposals and Purchases**

### **1. Transit Fare Collection System Upgrade, 2020-310-Financial Services**

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to 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.

Motion Carried

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

Moved By: Elaine MacDonald, Councillor

Seconded By: Todd Bennett, Councillor

Motion to 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.

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to defer this matter to the next Regular Meeting of Council of August 10, 2020, in order to obtain information on the warranty of the submersible dry pit pump.

Motion to Defer Carried

**19. New Business**

**1. Ribfest 2020 Use of Parking Lot at Civic Complex  
Reconsideration, 2020-16-Council Members**

Whereas, when Council last met, we decided to turn down the request from the Optimist Club to use the Civic Complex parking lot to hold its annual Ribfest because most of those who voted it down felt that this would be too hard on our local restaurants and wanted to make sure they did not suffer a slow four-day period after suffering through nearly three months of being closed due to Covid-19.

Whereas the Optimist Club has revised its plans for this year's Ribfest to include the very restaurants we were trying to protect, and it has the full support of those restaurants taking part. The new format is designed to drive business to these participating restaurants. This is a unique concept that has brought together a major food festival and the restaurants that, in years past, suffered during these festivals. This new concept should make all involved successful.

Now therefore be it resolved that the decision to deny the request to use the east parking lot at the Cornwall Civic Complex for Ribfest to take place July 24 and 25, 2020, be reconsidered in light of the new partnerships created between Ribfest and our local restaurants.

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to reconsider the decision of Council made on June 22, 2020.

Motion to Reconsider Carried

Moved By: Todd Bennett, Councillor

Seconded By: Eric Bergeron, Councillor

Motion Carried

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

Moved By: Claude E. McIntosh, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adopt By-laws 2020-090 to 2020-94 inclusive, as listed on the Agenda.

Motion Carried

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
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
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
4. By-law 2020-093 - HOTC 165 Montreal Prog 7, 2020-331-Planning, Development and Recreation, 2020-332-Planning, Development and Recreation

5. By-law 2020-094 Assignment of HOTC Rehabilitation  
Redevelopment (Tax Increment) Funding Agreement 150 Edward ,  
2020-337-PDR

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

Councillor Syd Gardiner provided an update on the Francophone University.

Councillor Elaine MacDonald spoke on upcoming events by the Arts Community - the painting of the new sea containers in the two BIA's, the Cline House Gallery Exhibit, Cailuan Gallery and Art Supplies and the Apples and Art Tour.

**22. Notices of Motion**

1. A By-law to regulate open-air burning of solid fuels within the boundaries of the municipality and to repeal By-law #2014-063, 2020-305-Corporate Services

**23. Pending Business Listing**

1. **Unfinished Business Listing for July 13, 2020, 2020-301-Corporate Services**

Moved By: Syd Gardiner, Councillor  
Seconded By: Glen Grant, Councillor

Motion to receive the Unfinished Business Listing for July 13, 2020.

Motion Carried

**24. Confirming By-law**

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

Moved By: Syd Gardiner, Councillor  
Seconded By: Glen Grant, Councillor

Motion to receive the Unfinished Business Listing for July 13, 2020.

Motion Carried

**25. Adjournment and Next Regular Meeting of Council**

A Special Public Meeting of Council will be held on Monday, July 20, 2020, to update and revise the Procedural By-law.

A Special Public Meeting of Council will be held on Monday, July 27, 2020, to review the 2020 Development Charges Background Study including the proposed Area-Specific Development Charges By-law and Municipal Act Capital Charge By-law for the Brookdale Avenue North Corridor.

The next Regular Public Meeting of Council will be held on Monday, August 10, 2020.

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, Councillor

Motion to adjourn the Regular Meeting of Council of July 13, 2020, at 8:40 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Bernadette Clement, Mayor



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

Meeting #: 2020-18  
Date: Monday, July 20, 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: Manon L. Levesque, City Clerk

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

Regrets: Justin Towndale, Councillor

Attendance Maureen Adams, CAO Tracey Bailey, General  
Administration: Manon L. Levesque, City Clerk Manager, Financial Services  
Geoffrey Clarke, General Emma Meldrum, Public  
Manager, Corporate Services Information Coordinator  
Mark A. Boileau, General  
Manager, Planning,  
Development and Recreation

Others Present: Tony Fleming, Integrity  
Commissioner

**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: Claude E. McIntosh, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt the Agenda as presented.

Motion Carried

**4. Disclosure of Interest**

There were no disclosures of interests.

**5. Committee of the Whole**

Moved By: Syd Gardiner, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

**6. Report**

**1. Procedural By-law – Updates and Revisions, 2020-306-Corporate Services**

Maureen Adams, Chief Administrative Officer, introduced Report 2020-306-CS, Procedural By-law – Updates and Revisions, and pointed out that the revisions made in the Procedural By-law were explained in the said Report.

Mayor Bernadette Clement guided the discussions on the Procedural By-law and introduced each section individually. The following motions were made to amend the said By-law.

#### **4.1.1 Inaugural agenda**

Moved By: Maurice Dupelle, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to keep Article 4.1.1, Inaugural agenda, in the By-law.

Motion Carried

#### **13.3.2 Restrictions and permission**

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to add the word "collectively" to Article 13.3.2 Restrictions and permission, immediately following the first word of the sentence and to replace the word five (5) with ten (10) to read "Members, collectively, shall be permitted a question period for each presentation and/or delegation of a maximum of ten (10) minutes".

Motion Carried

#### **15.5 Tenders**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Eric Bergeron, Councillor

Motion to not include reports identified as tenders, quotations or requests for proposals in the Consent Agenda.

Motion Defeated

#### **20.4 Member abstaining from voting**

Moved By: Elaine MacDonald, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to remove Article 20.4, Member abstaining from voting, from the By-law.

Motion Defeated

#### **20.4 Member abstaining from voting**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Todd Bennett, Councillor

Motion to replace the word “abstain” with “negative” in Article 20.4, Member abstaining from voting.

Motion Carried

#### **29.3 Member – on prevailing side – moves to reconsider**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Todd Bennett, Councillor

Motion to strike the word “not” from the last sentence of Articles 29.3, Member – on prevailing side – moves to reconsider.

Motion Carried

#### **3.1 Suspension - rules - two-thirds vote**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to add the following sentence to Article 3.1, Suspension - rules - two-thirds vote, "A motion to suspend the rules is not debatable".

Motion Carried

### **Recess**

Mayor Bernadette Clement called for a recess at 9:20 p.m. and the Special Council Meeting resumed at 9:35 p.m.

## **7. Adjournment**

A Special Public Meeting of Council will be held on Monday, July 27, 2020, to review the 2020 Development Charges Background Study including the proposed Area-Specific Development Charges By-law and Municipal Act Capital Charge By-law for the Brookdale Avenue North Corridor.

The next Regular Public Meeting of Council will be held on Monday, August 10, 2020.

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to adjourn the Special Meeting of Council of July 20, 2020, at 9:50 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Bernadette Clement, Mayor



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

Meeting #: 2020-19  
Date: Monday, July 27, 2020, 7:00 PM  
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,  
Ontario, K6H 6G4, Salon B, Lower Level  
Chair: Bernadette Clement, Mayor  
Prepared By: Manon L. Levesque, City Clerk

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

Regrets:	Justin Towndale, Councillor	Eric Bergeron, Councillor
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Attendance	Maureen Adams, CAO	Tracey Bailey, General
Administration:	Manon L. Levesque, City Clerk	Manager, Financial Services
	Bill de Wit, Acting General	Emma Meldrum, Public
	Manager	Information Coordinator
	Michal Fawthrop, Division	
	Manager	

**1. Public Meeting of Council**

**2. Roll Call**

### **3. Opening**

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

### **4. Adoption of Agenda**

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt the Agenda as presented.

Motion Carried

### **5. Purpose of the Meeting**

This was a public meeting of Council being held under Section 12 of the Development Charges Act, 1997, as amended. The purpose of the meeting was to give the public an opportunity to ask questions, provide comments and make representations on the 2020 Development Charges Background Study including the proposed Area-Specific Development Charges By-law for the Brookdale Avenue North Corridor. Council was not to take any action at this meeting on this Report or the proposed By-Law.

### **6. Disclosure of Interest**

There were no disclosures of interest.

### **7. Presentation**

Sean-Michael Stephen from Watson & Associates Economists Ltd. provided a brief presentation on the findings of the 2020 Development Charges Background Study including the associated By-law for the Brookdale Avenue North Corridor.

**1. Brookdale Avenue North – Development Charges Background Study – Public Meeting of Council, 2020-325-Infrastructure and Municipal Works**

Moved By: Syd Gardiner, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to:

- a. receive Report 2020-325-IMW
- b. pending any updates, consider the adoption of the Brookdale Avenue North Area-Specific Development Charges (DC) By-Law at the September 14, 2020, regular meeting

Motion Carried

**8. Comments from Public**

Mayor Bernadette Clement called upon the Public to ask questions, provide comments, and make representations on the Background Study Update including the proposed Area-Specific Development Charges By-law for the Brookdale Avenue North Corridor.

No questions, comments were received nor did anyone make representations.

The City of Cornwall will be receiving written submissions until 4:00 p.m. on Friday, August 28, 2020, in person, by mail or electronically at the following:

Office of the City Clerk  
360 Pitt Street  
Cornwall, Ontario  
K6J 3P9

Phone: 613-930-2787

Fax: 613-933-1860

email: mlevesque@cornwall.ca

Council will be considering the revised Brookdale Avenue North Corridor Area-Specific Development Charges By-law at its September 14, 2020, Regular Council Meeting.

## **9. Adjournment**

The next regular public meeting of Council will be held on Monday, August 10, 2019.

Moved By: Elaine MacDonald, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adjourn the Special Meeting of Council of July 27, 2020, at 7:25 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Bernadette Clement, Mayor



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

Department: CAO  
Division: CAO  
Report Number: 2020-214-CAO  
Prepared By: Maureen Adams, Chief Administrative Officer  
Meeting Date: August 10, 2020  
Subject: 510 Second Street East – Vital Services By-law

**Purpose**

To provide Council with an update on the status of the property located at 510 Second Street East as it relates to the enforcement of the Vital Services By-law.

**Recommendation**

That Council receive Report 2020-214-CAO.

**Financial Implications**

The City will be responsible to pay Cornwall District Heating for the cost of the vital service from June 10<sup>th</sup> to the time of disconnection. The City will then proceed to recover these amounts from the property owner.

**Strategic Priority Implications**

Council has identified the importance of the quality of housing within our community as well as the need for adherence to applicable by-laws and standards.

## **Background / Discussion**

The City received notice from Cornwall District Heating (CDH) pursuant to By-law 12-1999 (Vital Services By-law) that they would be disconnecting heating and hot water services to the property located at 510 Second St. East at 5:00 pm on June 10, 2020.

Upon disconnection, the City enacted the By-law ordering CDH to reconnect the service temporarily. The building currently has heat and hot water; however, this is only a temporary connection. This service will not be provided after August 17, 2020. The City had to enact the Vital Services By-law for this same property previously on February 11, 2020.

The City has sent notices to residents in the building, posted signs on the City's right of way on the front of the property and has also posted a "Notice to the Occupants" on the City's website (Appendix A). The notice provides information that should help residents understand the failure of their landlord to provide vital services to the tenants.

The City has utilized the Command Vehicle as a visible centre to provide access to City resources for questions, information as well as assistance that may be required to find alternate accommodation if desired by residents or their family. The vehicle is parked on Lawrence Avenue and is scheduled from 9:00 am to 4:00 pm on the following dates:

- July 23 and 30
- August 6, 11, 13, 17, 18 and 20

The City estimates that there may be up to 45 – 50 residents at the Care Centre but it is difficult to confirm an exact number. The City also is aware that there are vulnerable residents living in this building. It is believed that many of the residents are elderly and may have some medical needs or accessibility requirements. The City is concerned about the health and safety of the occupants.

The City has requested information and details on an alternate source of heat and hot water to replace the services provided by CDH.

Document Title:	510 Second Street East - 2020-214-CAO.docx
Attachments:	- Appendix A_Notice to Resident - Vital Services (July 2020).pdf
Final Approval Date:	Aug 5, 2020

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

**Mark A. Boileau - Aug 5, 2020 - 3:29 PM**

**Tracey Bailey - Aug 5, 2020 - 3:38 PM**

**Maureen Adams - Aug 5, 2020 - 5:03 PM**

**NOTICE TO THE RESIDENTS OF THE CARE CENTRE  
HEATING AND HOT WATER**

The City of Cornwall received notice from Cornwall District Heating on June 10, 2020, that they disconnected heating and hot water services to The Care Centre at 5:10 p.m. on June 10, 2020.

**Why were heat and hot water disconnected?**

Heat and hot water services were disconnected because The Care Centre's landlord has not contracted Cornwall District Heating for heat and hot water.

The City arranged with Cornwall District Heating to reconnect services to The Care Centre temporarily. Services were reconnected at 6:05 p.m. on June 10, 2020. The building continues to have heat and hot water. However, this is only a temporary connection. Heat and hot water will not be provided after August 17, 2020.

**Why is the City involved?**

The City of Cornwall's Vital Services By-Law requires landlords to provide vital services like heating and hot water. The services must be adequately and suitably supplied to each part of their buildings that are rented or leased as a dwelling.

If a landlord fails to provide these vital services, the City is empowered to:

1. Issue a notice to the landlord setting out that the landlord is required to provide the adequate and suitable vital services, and specify a time frame for compliance;
2. Arrange directly with the suppliers for the provision of the vital services to provide temporary service; and
3. Recover the costs of providing the vital services from the landlord.

**What has happened so far?**

Previously, in February of 2020, the City was forced to reconnect heating and hot water services to The Care Centre as it had been disconnected by Cornwall District Heating.

This situation recurred in June 2020. On June 10, the City arranged with Cornwall District Heating to provide heating and hot water services temporarily to The Care Centre.

On June 11, the City sent a notice to The Care Centre's landlord requiring it to provide vital services to The Care Centre. The landlord was given 24 hours to comply. So far, the landlord has not provided adequate and suitable vital services to The Care Centre.

### **What happens next?**

The City's provision of heat and hot water is only a temporary measure. It will expire on August 17, 2020.

On August 17, 2020, heat and hot water will no longer be provided to The Care Centre, unless the landlord of The Care Centre is able to provide the adequate and suitable supply of heat and hot water to the building.

### **I have questions. Who can I talk to?**

If you would like to know more about your rights as a tenant, you can contact the Legal Clinic at 613-932-2703.

If you require assistance with finding alternate accommodations, please contact the Social & Housing Services Department at 613-933-6282.

Chantal Blanchard                      ext. 2519

Angela Matthews                      ext. 3148

Respectfully,



Charles Bray, CBCO, CRBO  
Acting Chief Building Official

cc.        John Robinson, Senior Licensed Paralegal, JR Legal for The Care Centre  
          Maureen Adams, Chief Administrative Officer, Corporation of the City of Cornwall

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-317-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: August 10, 2020  
Subject: Second Quarter Non-Competitive Procurement Report 2020

**Purpose**

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

**Recommendation**

That Council receive the Third Quarter Non-Competitive Procurement Report for the period ending June 30, 2020.

**Strategic Priority Implications**

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

**Background / Discussion**

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

Section 5.14 of the Procurement of Goods and/or Services Policy outlines the circumstances in which a non-competitive procurement process may be used.

Section 5.14 also requires that non-competitive procurements between \$50,000 and \$150,000 approved by senior staff be communicated to Council on a quarterly basis.

During the period April 1, 2020 – June 30, 2020, Staff approved the following purchases through section 5.14 Non-Competitive Procurements, as follows:

Requesting Department	Fire Services
Supplier	Axom Group
Goods/Services Procured	N95 and Surgical Masks
Price	\$70,376.40, net cost to the Corporation \$63,376.13
Policy Reference	5.14 (g) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Corporation (including any Emergency), the Goods and/or Services could not be obtained in time using open tendering;

Requesting Department	Corporate Services
Supplier	CBCI Telecom
Goods/Services Procured	Wireless Audio System
Price	\$82,932.78, net cost to the Corporation \$74,683.54
Policy Reference	5.14 (g) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Corporation (including any Emergency), the Goods and/or Services could not be obtained in time using open tendering;

Requesting Department	Facilities
Supplier	Cimco Refrigeration
Goods/Services Procured	Control Panel for ammonia system at the Cornwall Civic Complex
Price	\$84,750.00, net cost to the Corporation \$76,320.00
Policy Reference	5.14 (e) (v) to ensure compatibility with exiting Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative;

Requesting Department	Wastewater Treatment Plant
Supplier	Eastern Welding
Goods/Services Procured	Millwright Services
Price	\$69,941.06, net cost to the Corporation \$62,984.09
Policy Reference	5.14 (g) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Corporation (including any Emergency), the Goods and/or Services could not be obtained in time using open tendering;

Requesting Department	Infrastructure Planning
Supplier	Morey Associates Limited
Goods/Services Procured	Geotechnical and material testing services for salt storage facility and noise barrier wall
Price	\$109,067.60, net cost to the Corporation \$98,218.75
Policy Reference	5.14 (e) (v) to ensure compatibility with exiting Goods, or to maintain specialized Goods that must be maintained by the manufacturer of those Goods or its representative;

Requesting Department	Glen-Stor-Dun Lodge
Supplier	The Burnie Group
Goods/Services Procured	Covid-19 Long Term Care Pandemic Playbook
Price	\$58,195.00, net cost to the Corporation \$52,406.40
Policy Reference	5.14 (g) if strictly necessary, and for reasons of urgency brought about by events unforeseeable by the Corporation (including any Emergency), the Goods and/or Services could not be obtained in time using open tendering;

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

Document Title:	Second Quarter Non-Competitive Procurement Report 2020 - 2020-317-Financial Services.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Tracey Bailey - Jul 30, 2020 - 9:24 PM**

**Maureen Adams - Aug 4, 2020 - 9:37 AM**

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-320-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: August 10, 2020  
Subject: Second Quarter Financial Report 2020

**Purpose**

The purpose of this report is to provide Council with an update on the City's financial activity for the second quarter of 2020 and compare that activity with the 2020 Financial Plan.

**Recommendation**

That Council receive the second quarter Financial Report for the period ending June 30, 2020.

**Financial Implications**

Managers have reviewed their respective financial reports for the period ending June 30, 2020. Variances known to-date as well as the expected departmental results to the end of the year are included in the departmental commentary. Financial impacts in the form of increases in costs, savings in costs, and revenue losses as a direct result of the ongoing COVID-19 pandemic are included in this report.

The preliminary projections for this year, indicate that the City will run a deficit of \$499,906 for the Taxation budget, and will have an estimated savings of \$75,000 for the Water budget and \$50,000 for the Wastewater budget.

On July 16, 2020, the Federal Government announced that it signed a Safe Restart Agreement with Provinces and Territories. The Safe Restart Agreement with Ontario will provide up to \$4 billion (\$2 billion for Operating Municipal Relief Funding and \$2 billion in funding for public transit) in one-time emergency assistance to all of Ontario's 444 municipalities. The funding, aimed at supporting critical municipal services, will support front line workers, will help communities prepare for a potential second wave and will go towards boosting testing capabilities, stockpiling personal protective equipment, and will invest in municipal infrastructure and transportation.

The City is hopeful that this funding will meet the level required to resolve the budget shortfall and looks forward to further details on the funding allocations in the coming weeks.

The City has limited reserves to manage the financial unpredictability resulting from the COVID-19 crisis. If reserves are required to be used to offset deficits at the end of the year, a plan to pay back reserves would be necessary.

The attached reports summarize the operations of the City for the period ending June 30, 2020.

1. Schedule I – variances to the Taxation Budget
2. Schedule II – variances to the Water and Wastewater Budgets
3. Interim financial statements by Department for the period ending June 30, 2020 including comments from Managers with respect to their business unit operations.
4. Capital Report as at June 30, 2020.
5. Schedule of Reserves and Reserve Funds as at June 30, 2020.
6. Summary of Progress Funds as at June 30, 2020.

Administration will continue to monitor and assess the evolving situation and take appropriate actions to respond to the financial situation.

### **Strategic Priority Implications**

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

## **Background / Discussion**

Since the pandemic began the City, like other municipalities, has taken measures to mitigate the financial impact.

The most significant impact on City finances is related to loss of revenues which is partially offset by savings in expenditures due to reduced levels of service and lower than planned fuel prices. The City has taken a number of actions to respond to the financial impacts and risks related to this crisis, while considering continued service and safety measures for the residents of our community and employees of the City.

### Approach to Recruitment and Staffing during the Pandemic

With the COVID-19 pandemic disrupting the services and operations of the City, as a group we reviewed and adjusted our approach to both recruiting activities and how we staffed certain areas/departments with the available resources throughout the City. The decisions we undertook upon realizing the longer-term impact of COVID-19 was to suspend all non-critical recruitment until such a time as we are able to return to normal operations and services. In support of this activity, we also reviewed the existing staff that were available and deployed them to other areas of the City to be able to assist with the ongoing operations of those departments.

### Finance and Taxation

In light of the evolving situation with COVID-19 and in order to offset the financial impact on residents and businesses, the City deferred property tax due dates and interest charges. The revised due date schedule for the interim and final billing is as follows:

- Interim property taxes due March 31, 2020 and April 30, 2020 were deferred 45 days to May 15, 2020 and June 15, 2020, respectively.
- Final instalment due dates of July 31, 2020 and August 31, 2020 were deferred to August 31, 2020 and September 30, 2020.
- The April, May, and June monthly interest and penalty charges were automatically waived on all property tax and water accounts in arrears.

The City has been able to maintain its cash balances by deferring the remittance of education property taxes to school boards and payment to the Municipal Property Assessment Corporation (MPAC). Also, the government transferred the

federal gas tax funding in one payment to municipalities in June giving municipalities earlier access to previously allotted funding.

Since the pandemic began, the Bank of Canada cut its overnight rate by 150 basis points to 0.25 percent. In an economic downturn, lower interest rates ensures the availability of credit, supports economic activity, and keeps inflation low and stable. On July 15, 2020, the Bank of Canada announced that it will keep this rate at 0.25 percent until the national economic picture improves. This has driven central banks to lower their rates, as well.

The immediate impact of lower interest rates to the City's budget is a loss of revenue in investment income. It is also a time where the City is seeing better rates when borrowing.

#### Additional Expenditures Incurred / Funding Received

The City has incurred additional expenditures as a result of COVID-19, such as, the purchase of more personal protective equipment (PPE), cleaning supplies and equipment, public advertisements, signage to provide information to the public, the installation of barriers at customer service counters at City facilities and on Transit buses, IT technology and telecommunication expenses and staffing.

The City received funding through the Social Housing - CHPI to financially assist the City of Cornwall, the United Counties of SDG, Akwesasne, and Community Social Service Providers to support, enhance, and expand a wide range of services and supports for vulnerable populations as we continue to respond to this emergency crisis. The City has also received and will be receiving other provincial funding to assist in responding to the pandemic. Further funding details are provided in this report. The provincial government has noted that it will continue to work closely with municipalities to ensure that funding provides the support municipalities need to address budget shortfalls related to COVID-19.

#### Overview of Impacts of the Pandemic to Transit Services

Cornwall Transit has been operating a reduced schedule since March 9, 2020. Ridership decreased to a low of 30%, backdoor boardings and no fare collections have been in place to keep employees and passengers at safe distances.

All buses now have driver enclosures installed. The office has been rearranged to allow for physical distancing and a complete enclosure has been installed to separate visitors from staff. All drivers are supplied with sanitizing wipes,

sanitizing gel, appropriate face coverings, face shields, and arm coverings (when transporting HT passengers). A sneeze shield has been installed in the maintenance department along with chains restricting access through vehicle doors.

Ridership was approximately 2,700 and 1,700 boardings per weekday and Saturdays respectively before the COVID-19 service reductions. Ridership is presently at 1,700 and 900 respectively. Summer always has lower ridership and the Read to Ride program partnership with the Library was not implemented which usually accounts for 6% of summer ridership. Cornwall Transit has seen some new riders use the service because of free fares and will monitor to see if these riders will continue to ride now that fares are being collected. Cornwall Business Park ridership was unaffected. The 2020 budgeted fare increase will not be implemented.

#### Key dates for Recovery:

Aug 1, 2020 Front door boardings will begin. A reduced fare of \$1.00 per ride will be in effect and transfers will be issued. A no touch procedure is being used to collect transfers. Some passes and tickets have been issued at the request of various organizations. PSW's can ride for free in August with appropriate identification. An educational approach will be taken with passenger fare collection.

Aug 4, 2020 The Transit office will open for business, pre-COVID-19 hours of operation will be in effect.

Aug 13, 2020 Ticket Outlets will begin selling tickets and passes.

Sep 1, 2020 Full fares will be in effect.

Sep 8, 2020 To coincide with the Drivers Bid schedule, full service (92%) begins. Some adjustments have been made. Express College routes will be reduced, and the hours will be used to increase service to the Cornwall Business Park to help promote physical distancing.

Face coverings for all passengers are mandatory. Enhanced cleaning practices will continue. Hand sanitizer dispensers are installed at the front and rear doors. Voice announcements through the Voice announcement system will promote physical distancing and mandatory masks.

Handi Transit (HT) travel is limited to a capacity of two (2) passengers on board. Each passenger will be allowed one (1) support person. It should be noted that HT ridership was at a low of 15% of pre COVID-19 levels. Dialysis patients were the only passengers that were being transported. Ridership is slowly increasing now that doctors' offices and clinics are re-opening. The GSDL day-away program is not expected to restart in 2020 and therefore transportation will not be required.

Face coverings are mandatory for both passengers and drivers. Passengers continue to be called daily and asked the appropriate screening questions before travel is allowed.

It is estimated that Transit ridership will take a full year to return to normal. This depends on many factors including a possible second wave of COVID-19 and the introduction of a vaccine. The Federal and Ontario governments have agreed to financial support for Transit Services, but the details have not yet been released. Flexibility will be required to cover any unexpected service levels that may be required. Supervisors continue to monitor both passenger and employee safety.

#### Overview of Impacts of the Pandemic for Tourism

Due to travel restrictions, the COVID-19 pandemic has had a significant impact on the tourism industry. Resulting from reduced travel, the City will see a reduction in the Municipal Accommodation Tax (MAT) revenue. MAT revenue forms the single largest revenue item supporting the Tourism budget. The lower than expected MAT revenue will impact transfers to the Tourism Development Corporation of Cornwall.

Tourism marketing activities have been scaled back as much as possible and reoriented to provide support to the local small business sector.

The City received a grant from the Regional Relief and Recovery Fund to help fund tourism initiatives for the remainder of the year. This grant will help offset some of the loss in MAT revenue.

In order to assist local accommodation providers with cash flow, the City of Cornwall has provided hotels, motels and other accommodation providers with an option to defer MAT remittances until August 31, 2020. Accommodation providers are required to remit MAT on a quarterly basis. This deferral would affect remittances for the period January 2020 through June 2020 due on April 30, 2020 and July 31, 2020 respectively and would be consistent with deferrals being provided to businesses for other types of taxes.

## Overview of Impacts of the Pandemic to Parking Enforcement

On Monday, March 16, 2020, the Corporation's facilities were closed to the public in response to the commencement of the COVID-19 pandemic. At the time, the decision was made that By-Law Enforcement Services would not issue any parking tickets due to the pandemic.

The By-Law Enforcement Officers were recruited by Cornwall Police Services to assist with enforcing the Emergency Orders issued by the government in response to COVID-19. This came about, as the police resources were being stretched and Police Services had made requests to have other enforcement personnel assist with enforcing the Emergency Orders being made by the province.

Paid parking was not enforced, and parking violation tickets were not issued leading up to June 8, 2020, at which time Council approved that there be a free 2 hour parking period provided to all patrons within the City of Cornwall. The short-term initiative by Council was formed to promote residents to attend the local small businesses in the City after experiencing hardships during the pandemic.

A grace period for free 2 hour parking started at that time. There was no parking enforcement after this decision was made by Council until the Building and By-Law Division was able to prepare for the programming of the pay and display machines, order signs to be erected, and prepare the App for use. There were 82 bilingual signs erected within the City as well as an additional sign posted on each Pay-By-Plate pay station (13 locations). Once all the programming for the pay stations was completed and the signage erected, the new free 2 hour parking started on June 27, 2020.

Due to the newness of this initiative, it was decided that parking enforcement would not start until a week later, Monday, July 6, 2020. Therefore, since the decision of Council at its meeting of June 8, 2020, there has been a four week grace period provided to the public.

The pandemic has caused considerable financial hardship to the revenues of the Building and By-Law Enforcement Division. The most significant being the revenue for the parking enforcement services portion of the Division. The Division has not restored the services of the Commissionaire for parking enforcement, therefore there should be a slight savings in the contract services area.

If Council continues to approve the free 2 hour initiative throughout the City of Cornwall after the September 14, 2020 meeting, Parking Enforcement Services will experience a continued significant decrease in revenues for the By-Law Division. A report with further information and financial details will be presented to Council at the September 14, 2020 meeting.

### Overview of Impacts of the Pandemic to the Recreation Department

The Pandemic has resulted in some significant financial implications to the Recreation Department, largely related to lost revenue due to facility closures (Benson Centre, Aquatic Centre, Civic Complex, etc.) and delayed opening of seasonal facilities (Marina 200). The pandemic has also resulted in additional costs related to heightened sanitation requirements, purchase/installation of glass barriers for public service counters, hand sanitizing stations, specialized disinfection equipment, etc. As recreation services have begun to be restored, some services such as the City splashpads and swimming pools have been subject to additional staffing costs to provide COVID-19 screening of patrons accessing each facility. Administration is striving to mitigate the financial impacts of the COVID-19 pandemic by reducing staffing complements when possible, cancelling services (Summer Playground Program, Arts in the Park) and reducing facility hours of operation.

The Recreation Department has begun to progressively restore recreation services beginning with splashpads in May, followed by the opening of outdoor pools and the Aquatic Centre in June, and most recently the Benson Centre in July. Both the Aquatic Centre and the Benson Centre have only partially opened and are operating with reduced hours (Aquatic Centre 7am-12pm, Benson Centre 7am-3pm) and on weekdays only. It is expected that these reduced hours will remain in place throughout the month of August and possibly longer. At the Aquatic Centre only the 25m lap pool is open for public use with a reduced capacity of 20. At the Benson Centre only one ice pad was available for rent with a 20 person limit per rental for two weeks in July, and a second ice pad will be available for rent commencing the beginning of August. Some indoor amenities at the Benson Centre (tennis court and fieldhouse) remain closed as the recreation activities that take place in those facilities are able to safely occur outdoors. As the fall season approaches and the weather becomes less conducive for those activities to continue outdoors, staff will look to reopen those indoor facilities with restrictions in place.

Staff plan to continue a progressive approach regarding the reopening of the City's recreation facilities, by monitoring our clients' demand for facility space and adjusting the hours of operation and staffing levels as required to meet those demands.

## **Capital**

### **Brookdale Avenue CNR Overpass Rehabilitation Capital Project**

The Brookdale Avenue CNR Overpass Rehabilitation capital project, budgeted at \$4.9M, is over budget at project end by \$470,000. The over expenditures is due to two items: emergency repairs to the girder ends and pier caps at \$144,000 and from overages in estimated quantities for bridge deck removals and repairs of approximately \$375,000. The construction contract for the Brookdale Avenue CNR Overpass Rehabilitation did not include a contingency allowance in order to set money aside to cover any unforeseen costs or changes in scope of work that can arise throughout a construction project. Typically, construction contracts use a contingency allowance of 5% to 10% depending on the scope and nature of the work. The following provides further information regarding the repair work.

In 2017, the City retained HP Engineering to complete the detailed design and construction administration of the Brookdale Avenue CNR Overpass Rehabilitation project. During the initial structural condition assessment for the overpass, HP Engineering noted to the City that major structural deterioration of the girder ends and pier caps had occurred at the locations of the deck expansion joints since the last inspection of the structure. As such, HP Engineering recommended that the City perform emergency repairs to the girder ends and pier caps immediately. HP Engineering also recommended that the structure be immediately load posted until the emergency repairs took place. Following the recommendations from the City's consultant, Administration issued an emergency Request for Quotation (RFQ) to have the emergency repairs completed. The emergency repair work was awarded to Clearwater Structures Inc. for \$144,000 in 2017. The emergency work was not included in the scope of the original structural rehabilitation project; therefore, it resulted an increase to the project budget of \$144,000.

Additionally, the construction contract experienced overages in estimated quantities for items related to Partial Depth Concrete Removals/Replacement for both the Bridge Deck and Pier Cap repairs which resulted in the contract exceeding the original awarded amount. For municipal infrastructure related projects, tenders are issued as unit rate contracts which means that the

designer/engineer estimates the quantity of work per each item which will need to take place and the contractor submits a unit rate for each of the items based on the estimated quantities. The quantities for the project were estimated based on the designer/engineer's review of field investigation results which included: concrete coring/testing, bridge deck sounding, visual observations as well as review of available records for any past construction work (as-built drawings, reports, etc.). Once the existing asphalt was removed and the bridge deck was scarified, numerous additional large areas of deterioration were discovered on the scarified deck surface resulting in the need to proceed with additional bridge deck removals/repairs. As part of the last rehabilitation project (1991), a large portion of the pier cap areas were repaired with 'shotcrete'. When the pier cap removals commenced, large areas of previously 'sound' concrete became debonded as removals were ongoing in adjacent delaminated areas. Upon further review, it was observed that the previous shotcrete repairs did not contain reinforcement and/or were not tied to underlying concrete surface. Due to the lack of reinforcement of the previous shotcrete repairs, the estimated quantities were exceeded for the pier cap removals/repairs. Due to the increase in quantity of work completed compared to original tender estimated quantities, the contract exceeded the tender amount.

The City has received \$3M in Connecting Link funding and has contributed \$338,000 of federal gas tax funding to this project. As noted in the 2<sup>nd</sup> Quarter Capital Report, the City plans to borrow the necessary funds to finance the balance of project.

#### Emergency Repair of the Wastewater Treatment Plant Travelling Screen

On May 16, 2020, the automated travelling screen located in the raw sewage pump station at the Wastewater Treatment Plant (WWTP) experienced a major mechanical failure. The travelling screen removes large floatable materials from the incoming raw sewage. Removal of floatable material is imperative to prevent plugging of, and/or damage to, WWTP pumps, centrifuges, clarifiers etc. A temporary solution has been put in place until the travelling screen is repaired.

To repair the screen, we have commissioned a contractor to remove the damaged screen. The screen has been transported for repair to the manufacturer. The contractor will conduct some infrastructure modifications within the screen house which will serve to better facilitate the impending reinstallation of the repaired screen and the removal of the screen in the future if and when required.

Administration will provide a subsequent report to Council regarding funding recommendations associated with this emergency work.

#### Cancellation of a Capital Project and Reallocation of Funding

Included in the 2020 capital budget is \$100,000 for the Piping and Control for Using Excess Blower Capacity (part of the '20 Treatment System Upgrades project). This project was part of the WWTP's vision to become net zero for energy and to shift towards resource recovery at the plant. The WWTP's net zero initiative identified that the air blowers used for the secondary plant have excess capacity. This project would commission a qualified contractor to design and install piping and control systems to direct the excess capacity from the secondary clarifier to the primary clarifiers reducing the number of operating blowers from six units to one unit. All other blower units would remain in place for use during maintenance events and redundancy purposes. It was expected that the project would save approximately 370,000 kwh per year. It has been determined that this project will not be able to produce the energy savings as was calculated when the capital budget was approved.

Administration is recommending cancelling this project and reallocating \$70,000 to the Thick and Sludge Modification capital project which is trending over budget. As noted in the 2<sup>nd</sup> Quarter Capital Report, this project (part of the '18 Treatment System Upgrades project) has essentially no remaining budget. The department has estimated that an additional \$70,000 is required to complete the project. Both projects are funded through the Wastewater Budget.

Document Title:	Second Quarter Financial Report 2020 - 2020-320-Financial Services.docx
Attachments:	<ul style="list-style-type: none"> <li>- Operating June 30 2020.pdf</li> <li>- Capital Report June 30 2020.pdf</li> <li>- Reserves June 30 2020.pdf</li> <li>- Progress Fund June 30 2020.pdf</li> </ul>
Final Approval Date:	Aug 5, 2020

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

**Tracey Bailey - Aug 5, 2020 - 5:12 PM**

**Maureen Adams - Aug 5, 2020 - 5:24 PM**

**City of Cornwall**  
**Summary of Projected Variances (Unfavourable)**  
**as at June 30, 2020**

Schedule I

**General Taxation**

Corporate Variances		
Salaries and Benefits	\$1,110,000	
Conferences and Courses	\$150,000	
Fuel	\$257,000	
Interest Revenue	(\$450,000)	
Progress Fund Interest Revenue	(\$160,000)	\$907,000
Government Funding (COVID-19)		
Social Services Relief Fund (SSRF)/Provincial Funding	(\$504,993)	
PPE/Cleaning	\$328,928	
Technology	\$65,122	
Signage/Advertising	\$26,945	
Consulting Services	\$63,374	
Operating/Office Modifications	\$20,624	\$0
Glen Stor Dun Lodge (city share)		
Revenue Shortfall	(\$61,600)	(\$61,600)
Transit Services		
Regular Passenger Revenue	(\$600,000)	
Charter Service	(\$20,000)	
School Service	(\$52,000)	(\$672,000)
Economic Development		
MAT Revenue	(\$450,000)	
Transfer to the Tourism Corporation	\$202,500	
Regional Relief and Recovery Fund	\$180,142	
Small Business Loans	(\$537,500)	
Contribution from Brownfields Reserve	\$537,500	(\$67,358)
Parking Enforcement		
Contracted Services	\$20,000	
Revenue Shortfall	(\$350,000)	
Contribution from Parking Reserve (remove)	\$124,052	(\$205,948)
Recreation Services		
Programming Revenue	(\$550,000)	(\$550,000)
City Facilities		
Utilities	\$150,000	\$150,000

**Projected Variance - General Taxation** **(\$499,906)**

**City of Cornwall**  
**Summary of Projected Variances (Unfavourable)**  
**as at June 30, 2020**

Schedule II

**Environmental Services - Water**

Estimated savings Salaries and Benefits \$75,000

**Contribution to Water Works Reserve** **\$75,000**

**Environmental Services - Wastewater**

Estimated savings Salaries and Benefits \$50,000

**Contribution to Wastewater Works Reserve** **\$50,000**

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Council

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$136,304	\$293,322	46.47%	\$161,835	\$387,132	41.80%
Purchase of Goods	\$11,487	\$17,000	67.57%	\$3,903	\$19,000	20.54%
Services and Rents	\$63,539	\$123,071	51.63%	\$57,584	\$115,198	49.99%
Financial and Transfers	<u>\$140,546</u>	<u>\$281,099</u>	<u>50.00%</u>	<u>\$154,640</u>	<u>\$301,809</u>	<u>51.24%</u>
<b>Subtotal</b>	<b>\$351,876</b>	<b>\$714,492</b>	<b>49.25%</b>	<b>\$377,962</b>	<b>\$823,139</b>	<b>45.92%</b>
Total Revenue	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>
<b>NET COSTS</b>	<b><u>\$351,876</u></b>	<b><u>\$714,492</u></b>	<b><u>49.25%</u></b>	<b><u>\$377,962</u></b>	<b><u>\$823,139</u></b>	<b><u>45.92%</u></b>

### Commentary

#### Salaries and Benefits

Council will see a savings in salaries and benefits related to Councilor Towndale's leave of absence and the currently vacant position that was budgeted to support strategic plan initiatives. Variances in salaries and benefits are recorded at the Corporate level.

#### Purchase of Goods

Purchase of goods is trending low with reduced expenditures for public relations and food provisions for Council.

#### Services and Rents

Due to COVID-19, savings will be realized in expenses related to conferences (registration, meals, travel). Most conferences have been cancelled or are moving forward to a virtual format. Savings for conferences are reported at the Corporate level.

City of Cornwall  
Financial Statement  
as at June 30, 2020

Office of the Chief Administrator

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$191,127	\$382,631	49.95%	\$198,433	\$394,757	50.27%
Purchase of Goods	\$1,084	\$3,300	32.85%	\$1,574	\$3,300	47.70%
Services and Rents	\$52,764	\$87,160	60.54%	\$60,532	\$87,022	69.56%
Financial and Transfers	\$81,685	\$140,691	58.06%	\$69,719	\$139,336	50.04%
<b>Subtotal</b>	<b>\$326,660</b>	<b>\$613,782</b>	<b>53.22%</b>	<b>\$330,258</b>	<b>\$624,415</b>	<b>52.89%</b>
 Total Revenue	 \$326,660	 \$613,782	 53.22%	 \$336,109	 \$624,415	 53.83%
<b>NET COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$5,851)</b>	<b>\$0</b>	<b>0.00%</b>

**Commentary**

No significant variances to report.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Clerk's Office

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$155,420	\$371,272	41.86%	\$188,770	\$389,672	48.44%
Purchase of Goods	\$16,366	\$36,800	44.47%	\$9,284	\$33,775	27.49%
Services and Rents	\$264,207	\$388,526	68.00%	\$220,310	\$386,944	56.94%
Financial and Transfers	<u>\$223,974</u>	<u>\$320,468</u>	<u>69.89%</u>	<u>\$159,745</u>	<u>\$230,571</u>	<u>69.28%</u>
<b>Subtotal</b>	<b>\$659,967</b>	<b>\$1,117,066</b>	<b>59.08%</b>	<b>\$578,109</b>	<b>\$1,040,962</b>	<b>55.54%</b>
Total Revenue	<u>\$503,200</u>	<u>\$761,550</u>	<u>66.08%</u>	<u>\$320,549</u>	<u>\$676,517</u>	<u>47.38%</u>
<b>NET COSTS</b>	<b><u>\$156,767</u></b>	<b><u>\$355,516</u></b>	<b><u>44.10%</u></b>	<b><u>\$257,560</u></b>	<b><u>\$364,445</u></b>	<b><u>70.67%</u></b>

### Commentary

#### Financial and Transfers

Financial and transfers is high due to the contribution to reserves being booked at 100% for the 2022 Election.

#### Revenue

Revenue for lottery and marriage licences and vital statistics are trending below budget at second quarter. The department will monitor and report any significant variances in the third quarter.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Human Resources

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$652,525	\$1,291,845	50.51%	\$653,594	\$1,334,434	48.98%
Purchase of Goods	\$4,550	\$3,750	121.33%	\$1,643	\$5,000	32.86%
Services and Rents	\$213,563	\$286,560	74.53%	\$201,286	\$281,059	71.62%
Financial and Transfers	<u>\$477,523</u>	<u>\$1,053,743</u>	<u>45.32%</u>	<u>\$555,031</u>	<u>\$980,896</u>	<u>56.58%</u>
<b>Subtotal</b>	<b>\$1,348,161</b>	<b>\$2,635,898</b>	<b>51.15%</b>	<b>\$1,411,554</b>	<b>\$2,601,389</b>	<b>54.26%</b>
Total Revenue	<u>\$1,338,067</u>	<u>\$2,619,064</u>	<u>51.09%</u>	<u>\$1,401,322</u>	<u>\$2,582,951</u>	<u>54.25%</u>
<b>NET COSTS</b>	<b><u>\$10,094</u></b>	<b><u>\$16,834</u></b>	<b><u>59.96%</u></b>	<b><u>\$10,232</u></b>	<b><u>\$18,438</u></b>	<b><u>55.49%</u></b>

### Commentary

#### Services and Rents

Services and rents are high due to professional services regarding labour matters.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Financial Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$1,191,687	\$2,419,265	49.26%	\$1,236,629	\$2,506,658	49.33%
Purchase of Goods	\$43,732	\$291,990	14.98%	\$47,202	\$209,550	22.53%
Services and Rents	\$717,295	\$1,076,867	66.61%	\$731,972	\$1,304,711	56.10%
Financial and Transfers	<u>\$2,645,433</u>	<u>\$5,468,450</u>	<u>48.38%</u>	<u>\$2,855,816</u>	<u>\$5,278,044</u>	<u>54.11%</u>
<b>Subtotal</b>	<b>\$4,598,147</b>	<b>\$9,256,572</b>	<b>49.67%</b>	<b>\$4,871,619</b>	<b>\$9,298,963</b>	<b>52.39%</b>
 Total Revenue	 \$42,187,657	 \$85,971,519	 49.07%	 \$43,727,144	 \$88,430,521	 49.45%
<b>NET COSTS</b>	<b><u>(\$37,589,510)</u></b>	<b><u>(\$76,714,947)</u></b>	<b><u>49.00%</u></b>	<b><u>(\$38,855,525)</u></b>	<b><u>(\$79,131,558)</u></b>	<b><u>49.10%</u></b>

### Commentary

#### Purchase of Goods

Purchase of goods are low at second quarter due to timing of purchases of computer hardware and ITT equipment.

#### Services and Rents

Services and rents are high at this time due to software maintenance fees that are paid annually in the first two quarters of the year.

#### Financial and Transfers

Financial and transfers are high due to contribution to reserves booked at 100%.

#### Revenue

Due to COVID-19, interest rates dropped in response to the worldwide pandemic. Interest rates are not expected to increase for the remainder of 2020. The projected shortfall in interest revenue is \$450,000 for the City. Interest from the Progress Fund is used to support long-term debt payments for the Benson Centre. The budget in 2020 for Progress Fund interest is \$493,600. It is anticipated that there will be a shortfall of \$160,000.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Social Support and Housing Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$3,058,177	\$6,528,191	46.85%	\$2,966,925	\$6,454,366	45.97%
Purchase of Goods	\$52,755	\$176,392	29.91%	\$30,018	\$112,975	26.57%
Services and Rents	\$6,415,868	\$16,652,686	38.53%	\$6,120,281	\$13,934,645	43.92%
Financial and Transfers	<u>\$16,123,016</u>	<u>\$34,267,658</u>	<u>47.05%</u>	<u>\$15,461,486</u>	<u>\$32,243,977</u>	<u>47.95%</u>
<b>Subtotal</b>	<b>\$25,649,816</b>	<b>\$57,624,927</b>	<b>44.51%</b>	<b>\$24,578,710</b>	<b>\$52,745,963</b>	<b>46.60%</b>
 Total Revenue	 <u>\$22,314,633</u>	 <u>\$50,179,071</u>	 <u>44.47%</u>	 <u>\$21,142,062</u>	 <u>\$45,398,459</u>	 <u>46.57%</u>
<b>NET COSTS</b>	<b><u>\$3,335,183</u></b>	<b><u>\$7,445,856</u></b>	<b><u>44.79%</u></b>	<b><u>\$3,436,648</u></b>	<b><u>\$7,347,504</u></b>	<b><u>46.77%</u></b>

### Commentary

#### **Social Housing**

Staff vacancies were left open briefly due to COVID-19 related concerns. We are now reviewing vacancies and anticipate filling them in the coming weeks.

Homelessness prevention expenditures is currently down, with evictions/utility disconnections on hold.

Additional offsetting revenues/expenses:

Social Service Relief Fund \$2.15M received for COVID-19 support of non-profit community agencies.

Some funding programs in 2019 were carried over into 2020 - income is offset by expenditures (e.g. SHAIIP program).

#### **Social Support Services**

Staff vacancies were left open briefly due to COVID-19 related concerns. We are now reviewing vacancies and anticipate filling them in the coming weeks.

Due to COVID, expenditures in employment related benefits have been lower than budget. Ministry expectation is that our expenditures are still within 1% of our allocation at year end.

Reopening plans are in progress, with expenditures planned for technology that will allow physical distancing while working with the public.

Electronic Document Management project is in progress and will be implemented by year end, with improved functionality.

#### **Child Care**

Funding will be in line with expenditures, with no budget overruns or surplus anticipated.

Funding methodology is in flux, with multiple methods throughout the year to cover standard, emergency child care, and now the reopening phases.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Glen-Stor-Dun Lodge

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$5,108,123	\$10,798,126	47.31%	\$5,387,181	\$11,037,004	48.81%
Purchase of Goods	\$700,808	\$1,530,068	45.80%	\$681,407	\$1,485,794	45.86%
Services and Rents	\$350,352	\$709,966	49.35%	\$359,295	\$779,886	46.07%
Financial and Transfers	<u>\$632,902</u>	<u>\$867,579</u>	<u>72.95%</u>	<u>\$618,748</u>	<u>\$971,318</u>	<u>63.70%</u>
<b>Subtotal</b>	<b>\$6,792,185</b>	<b>\$13,905,739</b>	<b>48.84%</b>	<b>\$7,046,631</b>	<b>\$14,274,002</b>	<b>49.37%</b>
 Total Revenue	 <u>\$5,887,443</u>	 <u>\$11,907,415</u>	 <u>49.44%</u>	 <u>\$5,909,887</u>	 <u>\$12,063,891</u>	 <u>48.99%</u>
<b>NET COSTS</b>	<b><u>\$904,742</u></b>	<b><u>\$1,998,324</u></b>	<b><u>45.28%</u></b>	<b><u>\$1,136,744</u></b>	<b><u>\$2,210,111</u></b>	<b><u>51.43%</u></b>

### Commentary

#### Financial and Transfers

Financial and transfers are high due to contribution to capital and reserves booked at 100%.

#### Revenue

Due to COVID-19, revenues are anticipated to be below budget. The projected shortfall is tea room \$13,000, resident revenue \$58,000, outreach \$7,000, and Hairdressing \$16,000 (net City \$61,600).

The Ministry of Health and Long-Term Care is providing additional funding to support the necessary incremental expenditures of long-term care homes to stop the spread of COVID-19. This funding will help support additional expenditures; such as, screening staff, additional staff, PPE, etc.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Fire Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$4,520,239	\$8,941,315	50.55%	\$4,587,466	\$9,151,712	50.13%
Purchase of Goods	\$117,162	\$274,915	42.62%	\$161,238	\$275,757	58.47%
Services and Rents	\$66,937	\$152,625	43.86%	\$135,076	\$151,968	88.88%
Financial and Transfers	<u>\$684,478</u>	<u>\$1,177,747</u>	<u>58.12%</u>	<u>\$649,831</u>	<u>\$1,209,311</u>	<u>53.74%</u>
<b>Subtotal</b>	<b>\$5,388,816</b>	<b>\$10,546,602</b>	<b>51.10%</b>	<b>\$5,533,611</b>	<b>\$10,788,748</b>	<b>51.29%</b>
 Total Revenue	 <u>\$56,321</u>	 <u>\$111,750</u>	 <u>50.40%</u>	 <u>\$50,314</u>	 <u>\$92,000</u>	 <u>54.69%</u>
<b>NET COSTS</b>	<b><u>\$5,332,495</u></b>	<b><u>\$10,434,852</u></b>	<b><u>51.10%</u></b>	<b><u>\$5,483,297</u></b>	<b><u>\$10,696,748</u></b>	<b><u>51.26%</u></b>

### Commentary

#### Services and Rents

With the retirement of the mechanic, the Fire Services Fleet is currently being serviced by Transit Services, which is recorded as a contracted service.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Cornwall SDG Paramedic Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$5,743,200	\$11,670,701	49.21%	\$6,146,283	\$11,909,142	51.61%
Purchase of Goods	\$356,219	\$806,720	44.16%	\$330,228	\$873,052	37.82%
Services and Rents	\$534,945	\$1,140,632	46.90%	\$494,588	\$1,133,325	43.64%
Financial and Transfers	\$661,952	\$1,368,852	48.36%	\$708,582	\$1,492,466	47.48%
<b>Subtotal</b>	<b>\$7,296,316</b>	<b>\$14,986,905</b>	<b>48.68%</b>	<b>\$7,679,681</b>	<b>\$15,407,985</b>	<b>49.84%</b>
Total Revenue	\$5,821,525	\$11,672,043	49.88%	\$5,943,745	\$11,988,572	49.58%
<b>NET COSTS</b>	<b>\$1,474,791</b>	<b>\$3,314,862</b>	<b>44.49%</b>	<b>\$1,735,936</b>	<b>\$3,419,413</b>	<b>50.77%</b>

### Commentary

#### Salaries and Benefits

Additional part time staff were hired, above and beyond, normal anticipated attrition. This is contingency planning towards potential staffing shortages because of COVID either directly, such as sickness, or indirectly, such as, closed schools or swabbing. Additional unanticipated overtime was required due to self-isolation orders from the Province following March Break. Shift end overtime has seen a slight increase as crew relief is not being offered. Pandemic pay is a Provincial initiative funded entirely by the Province and has had no effect on the municipal budget.

#### Purchase of Goods

Fuel pricing and decreased mileage due to a lower call volume has resulted in an overall savings to this point. The department is cautiously optimistic that call volume will not spike but is anticipating a return to traditional call volume due to social factors, such as, seasonal influenza, and the effect of people returning to usual activities.

Fuel was budgeted at \$1.10 a litre, and the average cost has been 77¢ a litre. It is anticipated that there will be a savings of \$92,000, net City \$37,000 (reported under Corporate variances).

#### Revenue

The Province has supported additional costs with additional funds.

There have been no announcements from the Province related to changes to base funding for either land ambulance or community paramedics. The Province continues to promise ambulance modernization will continue once the pandemic subsides. In the event the Province decides to give less than a one percent increase in the funding allocation there will be a deficit. At this late date in the budget year, it will be difficult to make corrections to offset this deficit through changes in programming.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Cornwall Police Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$9,193,414	\$17,936,033	51.26%	\$9,376,370	\$18,621,434	50.35%
Purchase of Goods	\$408,758	\$879,755	46.46%	\$411,015	\$1,027,812	39.99%
Services and Rents	\$486,476	\$1,104,342	44.05%	\$580,867	\$1,092,472	53.17%
Financial and Transfers	\$794,090	\$1,340,511	59.24%	\$777,376	\$1,237,136	62.84%
<b>Subtotal</b>	<b>\$10,882,738</b>	<b>\$21,260,641</b>	<b>51.19%</b>	<b>\$11,145,628</b>	<b>\$21,978,854</b>	<b>50.71%</b>
Total Revenue	\$1,005,210	\$1,750,690	57.42%	\$714,088	\$1,766,624	40.42%
<b>NET COSTS</b>	<b>\$9,877,528</b>	<b>\$19,509,951</b>	<b>50.63%</b>	<b>\$10,431,540</b>	<b>\$20,212,230</b>	<b>51.61%</b>

### Commentary

#### Salary and Benefits

During COVID-19, the department has realized some incremental staffing costs. The estimated cost is \$143,000. The department will monitor salaries and benefits and report any variances in the third quarter.

#### Purchase of Goods

Fuel costs are currently below target. Fuel was budgeted at \$1.10 a litre, and the average cost has been 77¢ a litre. It is anticipated that there will be a savings of \$30,000 (reported under Corporate variances).

#### Financial and Transfers

Financial and transfers are high due to contribution to capital and reserves booked at 100%.

#### Revenue

Revenue is below budget at this time due to the timing of Provincial grants.

In addition, due to COVID-19 there is an anticipated shortfall in clearance letter revenue as many of the schools and community groups have temporarily ceased their activities. The department will monitor this and report any significant variance in the third quarter.

City of Cornwall  
Financial Statement  
as at June 30, 2020

## Municipal Works and Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$1,129,678	\$2,494,509	45.29%	\$974,563	\$2,376,258	41.01%
Purchase of Goods	\$409,347	\$959,517	42.66%	\$369,932	\$939,293	39.38%
Services and Rents	\$590,794	\$1,283,378	46.03%	\$615,236	\$1,300,321	47.31%
Financial and Transfers	\$1,291,604	\$2,488,597	51.90%	\$1,262,939	\$2,562,251	49.29%
<b>Subtotal</b>	<b>\$3,421,423</b>	<b>\$7,226,001</b>	<b>47.35%</b>	<b>\$3,222,670</b>	<b>\$7,178,123</b>	<b>44.90%</b>
 Total Revenue	 \$1,711,651	 \$3,193,490	 53.60%	 \$1,711,036	 \$3,152,738	 54.27%
<b>NET COSTS</b>	<b><u>\$1,709,772</u></b>	<b><u>\$4,032,511</u></b>	<b><u>42.40%</u></b>	<b><u>\$1,511,634</u></b>	<b><u>\$4,025,385</u></b>	<b><u>37.55%</u></b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to various vacancies throughout the department. Variances in salaries and benefits are recorded at the Corporate level.

#### Purchase of Goods

Fuel costs are currently below target. Fuel was budgeted at \$1.10 a litre, and the average cost has been 77¢ a litre. It is anticipated that there will be a savings of \$70,000 (reported under Corporate variances).

City of Cornwall  
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## Roads

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$918,541	\$1,749,242	52.51%	\$864,629	\$1,826,094	47.35%
Purchase of Goods	\$647,837	\$1,258,770	51.47%	\$676,402	\$1,425,114	47.46%
Services and Rents	\$1,442,431	\$2,528,752	57.04%	\$1,339,434	\$2,426,763	55.19%
Financial and Transfers	\$319,209	\$700,540	45.57%	\$456,664	\$762,210	59.91%
<b>Subtotal</b>	<b>\$3,328,018</b>	<b>\$6,237,304</b>	<b>53.36%</b>	<b>\$3,337,129</b>	<b>\$6,440,181</b>	<b>51.82%</b>
Total Revenue	\$47,568	\$104,858	45.36%	\$18,910	\$94,302	20.05%
<b>NET COSTS</b>	<b>\$3,280,450</b>	<b>\$6,132,446</b>	<b>53.49%</b>	<b>\$3,318,219</b>	<b>\$6,345,879</b>	<b>52.29%</b>

### Commentary

#### **Summer Control**

No significant variances to report. Summer activities are ongoing.

#### **Winter Control**

Winter Control activities are on target with budget. Winter Control is currently at 64.7% of budget. Weather conditions during the 4th quarter will impact overall savings or shortfalls. There is a Winter Control Reserve with a balance of \$325,719 to help offset any shortfalls if necessary.

#### **Traffic Flow Maintenance**

No significant variances to report.

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## Transit Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$1,809,281	\$3,672,200	49.27%	\$1,867,628	\$3,812,253	48.99%
Purchase of Goods	\$475,548	\$1,002,125	47.45%	\$407,201	\$1,017,115	40.03%
Services and Rents	\$163,562	\$404,235	40.46%	\$154,567	\$400,221	38.62%
Financial and Transfers	\$504,467	\$1,104,855	45.66%	\$578,250	\$1,136,013	50.90%
<b>Subtotal</b>	<b>\$2,952,858</b>	<b>\$6,183,415</b>	<b>47.75%</b>	<b>\$3,007,646</b>	<b>\$6,365,602</b>	<b>47.25%</b>
 Total Revenue	 \$1,071,738	 \$2,516,965	 42.58%	 \$1,020,613	 \$2,498,649	 40.85%
<b>NET COSTS</b>	<b>\$1,881,120</b>	<b>\$3,666,450</b>	<b>51.31%</b>	<b>\$1,987,033</b>	<b>\$3,866,953</b>	<b>51.38%</b>

### Commentary

#### Purchase of Goods

Fuel costs are currently below target. Fuel was budgeted at \$1.10 a litre, and the average cost has been 77¢ a litre. It is anticipated that there will be a savings of \$120,000 (reported under Corporate variances).

#### Revenue

Due to COVID-19, Transit began operating a Saturday (reduced) schedule in the middle of March and fares were not collected. There is a plan to start charging fares beginning at \$1.00 and gradually increasing as the year goes on.

The anticipated shortfall in revenue for 2020 is \$672,000 (regular passenger \$600,000, charters, \$20,000 and school service \$52,000).

The Ministry of Transportation has provided a small amount of funding to support enhanced cleaning for buses.

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## Infrastructure Planning

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$898,537	\$1,984,123	45.29%	\$797,427	\$1,900,503	41.96%
Purchase of Goods	\$10,896	\$27,250	39.99%	\$7,237	\$28,550	25.35%
Services and Rents	\$31,640	\$104,280	30.34%	\$31,728	\$73,822	42.98%
Financial and Transfers	\$1,098,888	\$1,538,865	71.41%	\$668,675	\$1,221,555	54.74%
<b>Subtotal</b>	<b>\$2,039,961</b>	<b>\$3,654,518</b>	<b>55.82%</b>	<b>\$1,505,067</b>	<b>\$3,224,430</b>	<b>46.68%</b>
 Total Revenue	 \$844,960	 \$1,727,632	 48.91%	 \$1,403,789	 \$1,569,293	 89.45%
<b>NET COSTS</b>	<b>\$1,195,001</b>	<b>\$1,926,886</b>	<b>62.02%</b>	<b>\$101,278</b>	<b>\$1,655,137</b>	<b>6.12%</b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to various vacancies throughout the department. Variances in salaries and benefits are recorded at the Corporate level.

#### Financial and Transfers

Financial and transfers are high due to contribution to capital and reserves booked at 100%.

#### Revenue

Revenue is high at this time as Construction and Design revenue related to capital projects has been booked at 100%.

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## Waste Management Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$104,473	\$172,730	60.48%	\$50,399	\$181,590	27.75%
Purchase of Goods	\$11,798	\$43,425	27.17%	\$28,353	\$74,985	37.81%
Services and Rents	\$2,083,767	\$4,589,588	45.40%	\$2,271,588	\$5,045,310	45.02%
Financial and Transfers	\$508,115	\$687,709	73.89%	\$519,258	\$885,557	58.64%
<b>Subtotal</b>	<b>\$2,708,153</b>	<b>\$5,493,452</b>	<b>49.30%</b>	<b>\$2,869,598</b>	<b>\$6,187,442</b>	<b>46.38%</b>
Total Revenue	\$1,397,711	\$2,788,023	50.13%	\$1,396,871	\$3,286,359	42.51%
<b>NET COSTS</b>	<b>\$1,310,442</b>	<b>\$2,705,429</b>	<b>48.44%</b>	<b>\$1,472,727</b>	<b>\$2,901,083</b>	<b>50.76%</b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. Variances in salaries and benefits are recorded at the Corporate level.

#### Financial and Transfers

Financial and transfers are high due to contribution to capital booked at 100%.

#### Revenue

Tipping fees increased by \$2 per tonne in 2020. The current tipping fee rate is \$79.00 per tonne.

Tipping fee revenue is trending below budget at the end of the second quarter. The department will monitor tipping fees and report any major variances in the third quarter.

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## Economic Development

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$364,370	\$798,119	45.65%	\$304,509	\$697,735	43.64%
Purchase of Goods	\$10,117	\$26,307	38.46%	\$7,787	\$26,980	28.86%
Services and Rents	\$255,158	\$481,199	53.03%	\$258,543	\$490,603	52.70%
Financial and Transfers	\$172,760	\$512,603	33.70%	\$697,646	\$558,183	124.99%
<b>Subtotal</b>	<b>\$802,405</b>	<b>\$1,818,228</b>	<b>44.13%</b>	<b>\$1,268,485</b>	<b>\$1,773,501</b>	<b>71.52%</b>
Total Revenue	\$226,282	\$952,014	23.77%	\$688,299	\$947,226	72.66%
<b>NET COSTS</b>	<b>\$576,123</b>	<b>\$866,214</b>	<b>66.51%</b>	<b>\$580,186</b>	<b>\$826,275</b>	<b>70.22%</b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. Variances in salaries and benefits are recorded at the Corporate level.

#### Financial and Transfers

Financial and transfers are high due to the COVID-19 small business loans that were offered by the City (\$537,500). There is an offset contribution from the Brownfields Reserve to fund the loans.

#### Revenue

The COVID-19 pandemic is expected to have a significant negative impact on Municipal Accommodation Tax (MAT) revenues, which are now forecasted to be \$150,000 for the entire fiscal year (budget \$600,000). Current revenue numbers reflect collections made prior to March 31, as MAT collection has been deferred to August. The lower than expected MAT revenue will impact transfers to the Tourism Development Corporation of Cornwall in the amount of \$202,500.

A \$180,142 grant has been received from the Regional Relief and Recovery Fund that will somewhat offset the loss of MAT revenues. This grant will help fund tourism initiatives for the remainder of the year, which will include a focus on supporting local small businesses, the publication of a Staycation Guide, and regional tourism marketing for outdoor activities such as cycling, golfing and fishing. The grant will be reflected in subsequent financial statements.

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## Building Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$464,851	\$934,859	49.72%	\$391,237	\$848,266	46.12%
Purchase of Goods	\$8,140	\$31,050	26.22%	\$5,253	\$31,600	16.62%
Services and Rents	\$84,701	\$156,094	54.26%	\$71,595	\$156,791	45.66%
Financial and Transfers	<u>\$106,124</u>	<u>\$201,969</u>	<u>52.54%</u>	<u>\$88,836</u>	<u>\$159,351</u>	<u>55.75%</u>
<b>Subtotal</b>	<b>\$663,816</b>	<b>\$1,323,972</b>	<b>50.14%</b>	<b>\$556,921</b>	<b>\$1,196,008</b>	<b>46.56%</b>
 Total Revenue	 <u>\$1,158,965</u>	 <u>\$861,800</u>	 <u>134.48%</u>	 <u>\$308,700</u>	 <u>\$941,500</u>	 <u>32.79%</u>
<b>NET COSTS</b>	<b><u>(\$495,149)</u></b>	<b><u>\$462,172</u></b>	<b><u>-107.14%</u></b>	<b><u>\$248,221</u></b>	<b><u>\$254,508</u></b>	<b><u>97.53%</u></b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. Variances in salaries and benefits are recorded at the Corporate level.

#### Revenue

Building permit revenue is below budget due to COVID-19 delaying or postponing construction activity. As the City moves into stage 3 of the COVID-19 recovery phase, it is anticipated that building permit activity will increase. The department will monitor permit activity and report any major variances in the third quarter.

There is a Building Surplus Reserve (permits) that has a balance of \$819,481 that can be utilized to off-set a shortfall in revenue.

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## Bylaw Enforcement

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$168,632	\$360,835	46.73%	\$236,307	\$546,092	43.27%
Purchase of Goods	\$1,941	\$7,725	25.13%	\$7,898	\$9,900	79.78%
Services and Rents	\$89,717	\$180,840	49.61%	\$79,749	\$194,956	40.91%
Financial and Transfers	<u>\$139,578</u>	<u>\$251,625</u>	<u>55.47%</u>	<u>\$33,751</u>	<u>\$102,637</u>	<u>32.88%</u>
<b>Subtotal</b>	<b>\$399,868</b>	<b>\$801,025</b>	<b>49.92%</b>	<b>\$357,705</b>	<b>\$853,585</b>	<b>41.91%</b>
 Total Revenue	 <u>\$86,669</u>	 <u>\$101,500</u>	 <u>85.39%</u>	 <u>\$64,663</u>	 <u>\$137,700</u>	 <u>46.96%</u>
<b>NET COSTS</b>	<b><u>\$313,199</u></b>	<b><u>\$699,525</u></b>	<b><u>44.77%</u></b>	<b><u>\$293,042</u></b>	<b><u>\$715,885</u></b>	<b><u>40.93%</u></b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. Variances in salaries and benefits are recorded at the Corporate level.

#### Purchase of Goods

Purchase of goods is high due to purchase of uniforms and equipment in the first half of the year. The department anticipates being on budget.

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## Parking Enforcement

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$97,631	\$216,318	45.13%	\$137,241	\$264,627	51.86%
Purchase of Goods	\$18,774	\$48,100	39.03%	\$24,102	\$59,700	40.37%
Services and Rents	\$52,204	\$115,760	45.10%	\$44,430	\$118,193	37.59%
Financial and Transfers	\$104,198	\$228,853	45.53%	\$87,262	\$230,779	37.81%
<b>Subtotal</b>	<b>\$272,807</b>	<b>\$609,031</b>	<b>44.79%</b>	<b>\$293,035</b>	<b>\$673,299</b>	<b>43.52%</b>
Total Revenue	\$272,807	\$609,031	44.79%	\$161,629	\$673,299	24.01%
<b>NET COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$131,406</b>	<b>\$0</b>	<b>0.00%</b>

### Commentary

#### Services and Rents

Services and rents are currently below budget due to a savings in contracted services. From the start of COVID-19 parking enforcement activities ceased. As a result, there is an anticipated savings in the contract with the Commissionaires estimated at \$20,000.

#### Revenue

Revenue is well below budget for the second quarter due to the COVID-19 pandemic, no parking enforcement services were provided throughout the city during COVID-19 for the months of March, April and May. In addition, with many businesses closed, there was little to no traffic during those months in the City and the BIAs.

Council at its meeting of June 8, 2020, approved provide 2-free hours of parking throughout the City for the months of June, July, August and half of September.

To date, the potential shortfall in revenue is estimated at \$350,000. A further financial update will be brought to Council in the third quarter.

Parking Enforcement is a self-funded department. Normally any surplus/deficit would be contributed to or funded from reserves. The parking reserve has a balance \$124,052 at June 30, 2020 and will not be able to fund a large deficit in 2020.

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## Planning Services

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$220,356	\$476,522	46.24%	\$243,432	\$533,986	45.59%
Purchase of Goods	\$2,450	\$11,500	21.30%	\$1,642	\$13,300	12.35%
Services and Rents	\$92,234	\$288,751	31.94%	\$112,743	\$297,791	37.86%
Financial and Transfers	<u>\$163,262</u>	<u>\$257,310</u>	<u>63.45%</u>	<u>\$149,183</u>	<u>\$203,098</u>	<u>73.45%</u>
<b>Subtotal</b>	<b>\$478,302</b>	<b>\$1,034,083</b>	<b>46.25%</b>	<b>\$507,000</b>	<b>\$1,048,175</b>	<b>48.37%</b>
 Total Revenue	 \$210,357	 \$416,824	 50.47%	 \$143,741	 \$454,000	 31.66%
<b>NET COSTS</b>	<b><u>\$267,945</u></b>	<b><u>\$617,259</u></b>	<b><u>43.41%</u></b>	<b><u>\$363,259</u></b>	<b><u>\$594,175</u></b>	<b><u>61.14%</u></b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. Variances in salaries and benefits are recorded at the Corporate level.

#### Services and Rents

Services and rents are below budget at second quarter. This is due to the timing of the studies being undertaken by the department in 2020.

These studies are funded from reserves on an actual basis. Therefore, there is a corresponding shortfall in revenue at this time.

#### Financial and Transfers

Financial and transfers are high due to contribution to reserves booked at 100%.

#### Revenue

Revenues are trending below budget at the second quarter. Due to COVID-19, PAC meetings have been put on hold thus affecting planning application revenues.

As the City moves into stage 3 of the COVID-19 recovery phase, it is anticipated that planning activity will increase. The department will monitor activity and report any major variances in the third quarter.

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## Recreation Programming

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries & Benefits	\$896,388	\$1,913,417	46.85%	\$673,564	\$2,148,413	31.35%
Purchase of Goods	\$40,492	\$93,150	43.47%	\$47,652	\$188,657	25.26%
Services & Rents	\$276,594	\$474,366	58.31%	\$127,327	\$389,182	32.72%
Financial & Transfers	\$690,107	\$1,439,901	47.93%	\$758,428	\$1,512,132	50.16%
<b>Subtotal</b>	<b>\$1,903,581</b>	<b>\$3,920,834</b>	<b>48.55%</b>	<b>\$1,606,971</b>	<b>\$4,238,384</b>	<b>37.91%</b>
Total Revenue	\$1,775,587	\$3,457,934	51.35%	\$966,115	\$3,690,478	26.18%
<b>NET COSTS</b>	<b>\$127,994</b>	<b>\$462,900</b>	<b>27.65%</b>	<b>\$640,856</b>	<b>\$547,906</b>	<b>116.96%</b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. Variances in salaries and benefits will be recorded at the Corporate level.

#### Revenue

Due to COVID-19, Recreation Services ceased offering programming in mid-March. For the period of mid-March to the end of June it has been estimated that the revenue shortfall across all programs is \$550,000.

As the City moves into stage 3 of the COVID-19 recovery phase and Recreation Services begins to resume, an updated estimate of revenue shortfall will be provided in the third quarter report.

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## City Facilities

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries & Benefits	\$1,424,103	\$3,263,360	43.64%	\$1,463,568	\$3,706,898	39.48%
Purchase of Goods	\$1,188,368	\$2,502,544	47.49%	\$1,078,069	\$2,601,835	41.43%
Services & Rents	\$835,590	\$1,833,910	45.56%	\$944,608	\$1,825,040	51.76%
Financial & Transfers	\$2,176,215	\$3,576,429	60.85%	\$2,109,354	\$3,479,319	60.63%
<b>Subtotal</b>	<b>\$5,624,276</b>	<b>\$11,176,243</b>	<b>50.32%</b>	<b>\$5,595,599</b>	<b>\$11,613,092</b>	<b>48.18%</b>
Total Revenue	\$1,895,446	\$4,004,972	47.33%	\$1,825,875	\$3,761,019	48.55%
<b>NET COSTS</b>	<b>\$3,728,830</b>	<b>\$7,171,271</b>	<b>52.00%</b>	<b>\$3,769,724</b>	<b>\$7,852,073</b>	<b>48.01%</b>

### Commentary

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. Variances in salaries and benefits will be recorded at the Corporate level.

#### Purchase of Goods

Due to COVID-19, most City buildings were closed to the public for a period of time from mid-March until July. This closure resulted in a reduction in energy consumption. The projected savings in utilities is \$150,000.

#### Services and Rents

There have been a number of unbudgeted repairs at various City facilities; ice plant heat exchange at the Complex (\$69,100), A/C unit compressors at the Justice Building (\$33,000) and work completed at Optimist Park (\$15,000). The department is working at managing these variances to stay within the budget.

#### Financial and Transfers

Financial and transfers are high due to contribution to capital is booked at 100%.

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## Community Agencies

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$1,980	\$0	0.00%	\$1,371	\$0	0.00%
Purchase of Goods	\$106	\$0	0.00%	\$302	\$0	0.00%
Services and Rents	\$0	\$0	0.00%	\$0	\$0	0.00%
Financial and Transfers	\$2,408,836	\$4,372,376	55.09%	\$2,517,567	\$4,671,925	53.89%
<b>Subtotal</b>	<b>\$2,410,922</b>	<b>\$4,372,376</b>	<b>55.14%</b>	<b>\$2,519,240</b>	<b>\$4,671,925</b>	<b>53.92%</b>
Total Revenue	\$92,203	\$191,188	48.23%	\$141,954	\$217,658	65.22%
<b>NET COSTS</b>	<b>\$2,318,719</b>	<b>\$4,181,188</b>	<b>55.46%</b>	<b>\$2,377,286</b>	<b>\$4,454,267</b>	<b>53.37%</b>

### Commentary

	<u>2020 Budget</u>
Raisin River Conservation Authority	537,600
Cornwall Regional Airport	103,049
Eastern Ontario Health Unit	817,138
SD&G Historical Society	100,000
Heart of the City	30,000
Cornwall Innovation Centre	50,000
Heritage Cornwall	5,475
Medical Recruitment	175,000
Cornwall Public Library	2,388,843
LTD - Library HVAC	102,958
Eastern Ontario Regional Network	25,858
Municipal Grants Program	200,000
Contribution to reserves	118,367
Internal Charges	17,637
	<u>4,671,925</u>

The Municipal Grants Review Committee has met to review and approve applications received through the Municipal Grants Program. As per the Policy, an annual report will be submitted by the Committee to Council later this year.

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## Environmental Services Water

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$983,816	\$2,279,163	43.17%	\$1,093,997	\$2,384,968	45.87%
Purchase of Goods	\$515,805	\$1,174,158	43.93%	\$556,491	\$1,207,156	46.10%
Services and Rents	\$414,719	\$800,966	51.78%	\$393,196	\$808,212	48.65%
Financial and Transfers	<u>\$3,813,610</u>	<u>\$4,149,464</u>	<u>91.91%</u>	<u>\$3,862,927</u>	<u>\$4,208,959</u>	<u>91.78%</u>
<b>Subtotal</b>	<b>\$5,727,950</b>	<b>\$8,403,751</b>	<b>68.16%</b>	<b>\$5,906,611</b>	<b>\$8,609,295</b>	<b>68.61%</b>
 Total Revenue	 <u>\$4,338,710</u>	 <u>\$8,403,751</u>	 <u>51.63%</u>	 <u>\$4,283,673</u>	 <u>\$8,609,295</u>	 <u>49.76%</u>
<b>NET COSTS</b>	<b><u>\$1,389,240</u></b>	<b><u>\$0</u></b>	<b><u>0.00%</u></b>	<b><u>\$1,622,938</u></b>	<b><u>\$0</u></b>	<b><u>0.00%</u></b>

### Commentary

Any variance from budget for this department will be allocated to/from the Water Works Reserve at the end of the year.

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. The estimated savings is \$75,000 to the end of the year.

#### Financial and Transfers

Financial and transfers are high due to contribution to capital is booked at 100%.

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## Environmental Services Wastewater

	2019 Actuals Jun 30	2019 Budget	Y-T-D % used	2020 Actuals Jun 30	2020 Budget	Y-T-D % used
<b>EXPENDITURES</b>						
Salaries and Benefits	\$941,471	\$1,995,320	47.18%	\$1,032,159	\$2,117,408	48.75%
Purchase of Goods	\$685,886	\$1,502,816	45.64%	\$719,227	\$1,534,816	46.86%
Services and Rents	\$533,784	\$1,248,665	42.75%	\$493,736	\$1,231,710	40.09%
Financial and Transfers	\$4,182,140	\$5,480,499	76.31%	\$4,508,801	\$5,850,180	77.07%
<b>Subtotal</b>	<b>\$6,343,281</b>	<b>\$10,227,300</b>	<b>62.02%</b>	<b>\$6,753,923</b>	<b>\$10,734,114</b>	<b>62.92%</b>
Total Revenue	\$5,287,181	\$10,227,300	51.70%	\$5,301,693	\$10,734,114	49.39%
<b>NET COSTS</b>	<b>\$1,056,100</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$1,452,230</b>	<b>\$0</b>	<b>0.00%</b>

### Commentary

Any variance from budget for this department will be allocated to/from the Wastewater Works Reserve at the end of the year.

#### Salaries and Benefits

Salaries and benefits are currently below budget due to vacancies. The estimated savings is \$50,000 to the end of the year.

#### Financial and Transfers

Financial and transfers are high due to contribution to capital is booked at 100%.

#### Capital

On May 16, 2020, the automated traveling screen located in the raw sewage pump station at the Wastewater Treatment Plant (WWTP) experienced a major mechanical failure. Contracted services expenditures associated with removal of the screen is approximately \$103,000. It is anticipated that impending repair and reinstallation of the screen will be in the order of \$100,000. Administration will provide a subsequent report to Council regarding funding recommendations associated with this emergency work.

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'18-'19 N. Kanab Dr Ext - Marleau to Tenth</b>					
-2018 approved funding (financing)	600,000				
-2019 approved funding (financing)	156,500				
-2019 approved funding (development charges)	<u>1,643,500</u>				
	2,400,000	472,882	1,927,118	237,202	0
Date of Completion: Dec-21					
Comments: Design stage underway, construction in winter					
<b>'19-'20 Centertown - Water St / Montreal Rd</b>					
-2019 approved funding	30,000				
-2020 approved funding	<u>30,000</u>				
	60,000	0	60,000	0	0
Date of Completion: Dec-21					
Comments: Funding is being set aside for future intersections					
<b>'18 -'20 Lemay St Extension</b>					
-2018 grant funding (OCIF)	477,000				
-2018 approved funding (financing)	63,000				
-2019 approved funding (financing)	500,000				
-2020 grant funding (ICIP)	<u>2,500,000</u>				
	3,540,000	1,482,626	2,057,374	701,397	0
Date of Completion: Dec-21					
Comments: Design stage for phases 2 & 3 underway, construction in 2021					
<b>'18 Asphalt Resurfacing Various City Streets</b>					
-2018 federal gas tax	2,892,000				
-2018 approved funding	<u>108,000</u>				
	3,000,000	2,101,482	898,518	2,100,685	0
Date of Completion: Dec-20					
Comments: Construction underway					
<b>'19 Asphalt Resurfacing Various City Streets</b>					
-2019 federal gas tax	2,140,000				
-2019 grant funding (OCIF)	770,000				
-2019 approved funding	<u>90,000</u>				
	3,000,000	2,417,539	582,461	2,316,371	0
Date of Completion: Dec-20					
Comments: Construction underway					
<b>'19 Active Transportation - Bikepath</b>					
-2019 federal gas tax	390,000	320,463	69,537	141,919	0
Date of Completion: Aug-20					
Comments: Construction underway					
<b>'20 Marleau Ave Reconstruction and Widening Stage 2</b>					
-2020 approved funding (development charges)	131,500				
-2020 approved funding (road infrastructure reserve)	168,500				
-2020 approved funding (report 2020-242 Infrastructure and MW)	<u>640,317</u>				
	940,317	640,616	299,701	640,606	0
Date of Completion: Dec-21					
Comments: Design stage					
<b>'20 Asphalt Resurfacing Various City Streets</b>					
-2020 federal gas tax	2,910,000				
-2020 grant funding (OCIF)	<u>1,090,000</u>				
	4,000,000	2,398,425	1,601,575	423,455	0
Date of Completion: Apr-21					
Comments: Design stage; remaining items to be tendered with other projects					
<b>'20 Asset Management Plan Update</b>					
-2020 approved funding (road infrastructure reserve)	50,000				
-2020 approved funding (water works reserve)	50,000				
-2020 approved funding (wastewater works reserve)	<u>50,000</u>				
	150,000	0	150,000	0	0
Date of Completion: Jun-21					
Comments: RFP to be issued shortly					
<b>'20 Update Subdivision Manual and the Subdivision Agreement</b>					
-2020 approved funding (road infrastructure reserve)	75,000	0	75,000	0	0
Date of Completion: Dec-20					
Comments: RFP to be issued shortly					

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<b>'20 Active Transportation - Bikepath</b>					
-2020 federal gas tax	420,000				
-2020 transfer to another project (report 2020-265 Financial Services)	-41,469				
-2020 transfer to another project (report 2020-271 Financial Services)	<u>-50,000</u>				
	328,531	225,365	103,166	33,500	0
Date of Completion: Nov-20					
Comments: Construction underway					
<b>'20 Active Transportation - Sidewalks</b>					
-2020 federal gas tax	340,000	308,997	31,003	25,500	0
Date of Completion: Nov-20					
Comments: Design stage; remaining items to be tendered with other projects					
<b>'20 Nick Kaneb Dr. Extension - Industrial Park Dr. to Tollgate Rd.</b>					
-2020 approved funding (financing)	500,000	167,396	332,604	167,396	0
Date of Completion: Dec-21					
Comments: RFP for design to be issued shortly					
<b>'19 Bikepath Retaining Wall Structure Replacement</b>					
-2019 approved funding (financing)	1,000,000	0	1,000,000	0	0
Date of Completion: Jul-21					
Comments: Design stage; to be tendered with other projects					
<b>ROADS</b>	<b>19,723,848</b>	<b>10,535,791</b>	<b>9,188,057</b>	<b>6,788,031</b>	<b>0</b>
<b>'15-'18 Brookdale Ave / CN Overpass</b>					
-2015 federal gas tax	169,000				
-2015 approved funding	100,000				
-2016 federal gas tax	169,000				
-2016 approved funding	100,000				
-2017 grant funding (Connecting Link)	3,000,000				
-2018 approved funding (financing - report 2018-44-PU)	<u>1,360,000</u>				
	4,898,000	4,980,884	0	5,367,306	-469,306
Date of Completion: Complete					
Comments: Construction complete; deficiencies to be addressed; will borrow amount required					
<b>'18 Structure Improvements - Water St Retaining Wall</b>					
-2018 approved funding (road infrastructure reserve)	600,000				
-2020 federal gas tax (report 2020-304 Financial Services)	<u>303,362</u>				
	903,362	903,269	93	49,573	0
Date of Completion: Sep-20					
Comments: Construction underway					
<b>'18 Culvert Replacement - McConnell to Raisin River</b>					
-2018 approved funding (financing)	866,000	66,585	799,415	60,497	0
Date of Completion: Oct-21					
Comments: Design stage complete; construction scheduled for 2021. Postponed as a result of MTO Overpass rehabilitation at Pitt St.					
<b>'19-'20 Small Diameter Culvert Replacement</b>					
-2019 approved funding	75,000				
-2020 approved funding	<u>100,000</u>				
	175,000	136,808	38,192	75,199	0
Date of Completion: Oct-20					
Comments: Construction underway					
<b>'18 Structure Improvements - Boundary/CN Overpass EA</b>					
-2018 approved funding (cost sharing - Transport Canada, CN Rail,	271,500				
-2018 approved funding	<u>28,500</u>				
	300,000	0	300,000	0	0
Date of Completion: Dec-21					
Comments: Multi-year project					
<b>'19 Culvert Replacement - Fly Creek &amp; Mack Dr</b>					
-2019 approved funding	350,000	339,275	10,725	276,727	0
Date of Completion: Aug-20					
Comments: Construction nearing completion					

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<b>'20 Boundary Road at Grant's Corners Bridge Reconstruction</b>					
-2020 approved funding (financing)	100,000	0	100,000	0	0
Date of Completion: Nov-21 Comments: Multi-year project in conjunction with United Counties of SD&G					
<b>'20 Culvert Replacement - Boals Drain at Benny Ave.</b>					
-2020 federal gas tax	400,000	30,252	369,748	30,252	0
Date of Completion: Dec-20 Comments: Design stage underway; construction scheduled for October 2020					
<b>STRUCTURES</b>	<b>7,992,362</b>	<b>6,457,073</b>	<b>1,618,173</b>	<b>5,859,554</b>	<b>-469,306</b>
<b>'20 Traffic Signal Upgrades</b>					
-2020 federal gas tax	300,000				
-2020 transfer from another project (report 2020-271 Financial Services)	50,000				
	350,000	240,694	109,306	0	0
Date of Completion: Oct-20 Comments: Construction underway					
<b>'20 Pole Replacement Program</b>					
-2020 approved funding	100,000				
-2020 approved funding (working reserves - report 2020-272 Financial)	66,788				
	166,788	166,788	0	264	0
Date of Completion: Dec-20 Comments: Construction underway					
<b>'19 Traffic Analysis - Brookdale Ave &amp; Ninth St</b>					
-2019 approved funding (road infrastructure reserve)	75,000	0	75,000	0	0
Date of Completion: Dec-20 Comments: RFP being prepared					
<b>TRAFFIC CONTROL</b>	<b>591,788</b>	<b>407,482</b>	<b>184,306</b>	<b>264</b>	<b>0</b>
<b>TOTAL ROADWAYS, STRUCTURES &amp; TRAFFIC</b>	<b>28,307,998</b>	<b>17,400,346</b>	<b>10,990,536</b>	<b>12,647,849</b>	<b>-469,306</b>
<b>'16-'20 Landfill Expansion / Alternative Disposal ECA</b>					
-2016 approved funding	80,000				
-2019 approved funding	50,000				
-2020 approved funding (waste management reserve)	100,000				
	230,000	47,424	182,576	31,758	0
Date of Completion: Oct-20 Comments: Developing RFP in conjunction with SWMP update					
<b>'16-'20 Landfill Site Public Service Area</b>					
-2016 WDO Funding	30,000				
-2018 approved funding	50,000				
-2019 approved funding	40,000				
-2020 approved funding (waste management reserve)	40,000				
	160,000	79,472	80,528	70,661	0
Date of Completion: Dec-20 Comments: Scale house & MRF upgrades					
<b>'18 Diversion Facilities</b>					
-2018 approved funding	50,000				
-2020 approved funding (waste management reserve)	30,000				
	80,000	0	80,000	0	0
Date of Completion: Dec-20 Comments: Design stage					
<b>'18 Flare replacement</b>					
-2018 approved funding (financing)	1,290,000				
-2020 approved funding (financing - report 2020-228 Financial Services)	207,744				
	1,497,744	1,603,269	0	420,827	-105,525
Date of Completion: Nov-20 Comments: Flare construction underway					

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<b>'19-'20 Leachate - Gas Collection</b>					
-2019 approved funding	200,000				
-2019 federal gas tax	398,679				
-2019 transfer from prior years	94,358				
-2020 approved funding (waste management reserve)	<u>40,000</u>				
	733,037	314,877	418,160	279,206	0
Date of Completion: Dec-20					
Comments: Construction underway					
<b>'19 Waste Management Diversion Review</b>					
-2019 approved funding	10,000				
-2019 transfer from prior years	<u>160,480</u>				
	170,480	32,746	137,734	2,035	0
Date of Completion: Dec-20					
Comments: RFP for Organics Study to be awarded					
<b>'20 Old Landfill Flaring Facility Decommissioning</b>					
-2020 approved funding (waste management reserve)	90,000	0	90,000	0	0
Date of Completion: Dec-20					
Comments: Design stage					
<b>TOTAL WASTE MANAGEMENT</b>	<b><u>2,961,261</u></b>	<b><u>2,077,788</u></b>	<b><u>988,998</u></b>	<b><u>804,487</u></b>	<b><u>-105,525</u></b>
<b>'17 Sewer Separation</b>					
- 2017 approved funding (wastewater reserve)	150,000				
- 2017 approved funding	<u>185,000</u>				
	335,000	85,014	249,986	68,962	0
Date of Completion: Dec-20					
Comments: Construction underway					
<b>'18 Sewer Separation (various locations)</b>					
- 2018 approved funding	675,000	90,481	584,519	88,604	0
Date of Completion: Dec-20					
Comments: Construction underway					
<b>'19 Sewer Network Improvements</b>					
- 2019 provincial grant (National Disaster Mitigation Program)	275,000				
- 2019 approved funding	<u>1,005,000</u>				
	1,280,000	657,730	622,270	465,795	275,000
Date of Completion: Dec-20					
Comments: Construction underway					
<b>'19 Sewer Separation</b>					
- 2019 approved funding	470,000	209,790	260,210	209,433	0
Date of Completion: Oct-20					
Comments: Construction underway					
<b>'18 Brookdale North Sanitary Sewer Project</b>					
- approved funding (cost sharing with benefitting property owners)	10,700,000	10,642,251	57,749	1,011,819	0
Date of Completion: Jun-21					
Comments: Construction underway					
<b>'20 Sewer Network Improvements</b>					
- 2020 approved funding	1,050,000	97,253	952,747	97,253	0
Date of Completion: Dec-20					
Comments: Design stage underway; construction scheduled for Fall 2020					
<b>'20 Sewer Separation</b>					
- 2020 approved funding	700,000	41,359	658,641	41,359	0
Date of Completion: Dec-20					
Comments: Design stage underway; construction scheduled for Fall 2020					
<b>TOTAL SEWER COLLECTION PROGRAM</b>	<b><u>15,210,000</u></b>	<b><u>11,823,878</u></b>	<b><u>3,386,122</u></b>	<b><u>1,983,225</u></b>	<b><u>275,000</u></b>

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'14-'15 Culvert Replacement</b>					
-2014 approved funding (financing)	200,000				
-2015 approved funding (financing)	<u>200,000</u>				
	400,000	376,565	23,435	191,372	0
Date of Completion: Oct-20					
Comments: Construction nearing completion					
<b>'14-'16 Infiltration/Inflow Reduction Project</b>					
-2014 approved funding (financing)	200,000				
-2015 approved funding (financing)	100,000				
-2016 approved funding	<u>200,000</u>				
	500,000	309,849	190,151	309,537	0
Date of Completion: Oct-20					
Comments: Construction nearing completion					
<b>'16 Fennell Crescent Pumping Station Upgrade</b>					
-2016 approved funding (financing)	900,000				
-2019 approved funding (financing - report 2019-202 Financial Services)	<u>2,152,000</u>				
	3,052,000	2,647,165	404,835	1,253,155	0
Date of Completion: Nov-20					
Comments: Construction underway					
<b>'17-'18 Flood Reduction/Management</b>					
-2017 approved funding (wastewater reserve)	200,000				
-2018 approved funding	200,000				
-2019 approved funding (financing - report 2019-202 Financial Services)	<u>184,600</u>				
	584,600	440,677	143,923	240,026	0
Date of Completion: Nov-20					
Comments: Construction underway					
<b>TOTAL FLOOD REDUCTION MANAGEMENT</b>	<b><u>4,536,600</u></b>	<b><u>3,774,256</u></b>	<b><u>762,344</u></b>	<b><u>1,994,090</u></b>	<b><u>0</u></b>
<b>'17 Treatment System Upgrades</b>					
-2017 approved funding	550,000				
-2019 transfer from another project	160,000				
-2019 transfer from another project	<u>92,283</u>				
	802,283	823,622	0	215,534	-21,339
Date of Completion: Dec-20					
Comments: Project ongoing; shortfall to be funded from savings in other projects					
<b>'18 Treatment System Upgrades</b>					
-2018 approved funding	570,000				
-2018 approved funding (wastewater reserve)	320,000				
-2020 transfer from another project	<u>70,000</u>				
	960,000	908,286	51,714	719,100	0
Date of Completion: Oct-20					
Comments: Construction complete except for the thick and sludge modification project (trending over budget) \$70,000 transferred from piping and control project.					
<b>'19 Treatment System Upgrades</b>					
-2019 approved funding	570,000				
-2019 approved funding (wastewater reserve)	250,000				
-2019 transfer to another projects	<u>-160,000</u>				
	660,000	157,566	502,434	29,414	0
Date of Completion: Dec-20					
Comments: Tender issued					
<b>'20 Treatment System Upgrades</b>					
-2020 approved funding	975,000				
-2020 grant funding (FCM)	57,500				
-2020 transfer to another project	<u>-70,000</u>				
	962,500	207,982	754,518	0	0
Date of Completion: Jun-21					
Comments: Design stage Piping and control project cancelled; funds transferred to the thick and sludge modification project					
<b>TOTAL WASTEWATER TREATMENT</b>	<b><u>3,384,783</u></b>	<b><u>2,097,456</u></b>	<b><u>1,308,666</u></b>	<b><u>964,048</u></b>	<b><u>-21,339</u></b>

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<b>'18 Watermain Rehabilitation Improvements</b>					
-2018 approved funding	1,700,000				
-2019 grant funding (Clean Water/Wastewater Fund)	<u>130,675</u>				
	1,830,675	894,569	936,106	838,230	0
Date of Completion: Nov-20					
Comments: Construction underway					
<b>'18-'20 System Growth- New Watermain</b>					
-2018 approved funding (reserve)	550,000				
-2019 approved funding (development charges)	250,000				
-2019 approved funding	100,000				
-2020 approved funding (development charges)	<u>550,000</u>				
	1,450,000	167,557	1,282,443	165,561	0
Date of Completion: Dec-21					
Comments: Design stage underway; construction scheduled for 2021					
<b>'19-'20 Watermain Rehab Improvements</b>					
-2019 approved funding	1,530,000				
-2019 approved funding (reserves)	250,000				
-2020 approved funding	<u>2,000,000</u>				
	3,780,000	2,846,386	933,614	1,043,883	0
Date of Completion: Nov-20					
Comments: Construction underway					
<b>TOTAL WATER DISTRIBUTION</b>	<b><u>7,060,675</u></b>	<b><u>3,908,512</u></b>	<b><u>3,152,163</u></b>	<b><u>2,047,674</u></b>	<b><u>0</u></b>
<b>'09-'11 Water Meters/Backflow Prevention</b>					
-2012 Capital Carry forward	<u>466,800</u>				
	466,800	58,453	408,347	19,330	0
Date of Completion: on-going					
Comments: Multi-year project					
<b>'16-'17 Water Purification Plant Upgrades / Process Improvements</b>					
-2016 approved funding	650,000				
-2016 transfer from another project	62,375				
-2017 approved funding	650,000				
-2019 transfer to another project	<u>-456,748</u>				
	905,627	911,650	0	905,628	-6,023
Date of Completion: Aug-20					
Comments: Project complete; deficit to be funded from savings in other projects					
<b>'18 Water Purification Plant Upgrades / Process Improvements</b>					
-2018 approved funding	700,000				
-2018 approved funding (water works reserve)	140,000				
-2018 grant funding (FCM)	40,000				
-2019 transfer to another project	<u>-548,609</u>				
	331,391	287,682	43,709	265,944	0
Date of Completion: Dec-20					
Comments: Project ongoing					
<b>'19-'20 Water Purification Plant Upgrades</b>					
-2019 approved funding	700,000				
-2019 approved funding (water works reserve)	204,000				
-2019 transfer from another project	1,005,357				
-2020 approved funding	<u>225,000</u>				
	2,134,357	1,184,077	950,280	700,627	0
Date of Completion: Dec-21					
Comments: Design stage					
<b>'20 Raw Water Intake Redundancy EA</b>					
-2020 approved funding	125,000				
-2020 approved funding (municipal modernization funding / Reserves - report 2020-264 Financial Services)	<u>77,558</u>				
	202,558	202,558	0	0	0
Date of Completion: Jul-21					
Comments: Design stage					
<b>'20 SCADA Upgrades</b>					
-2020 approved funding	400,000	0	400,000	0	0
Date of Completion: Jun-21					
Comments: Design stage					
<b>TOTAL WATER TREATMENT</b>	<b><u>4,440,733</u></b>	<b><u>2,644,420</u></b>	<b><u>1,802,336</u></b>	<b><u>1,891,529</u></b>	<b><u>-6,023</u></b>

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<b>'05 -'18 Asset Management</b>					
-2005 to 2010 approved funding	1,659,706				
-2013 approved funding	200,000				
-2013 transfer to another project	-60,000				
-2014 approved funding	100,000				
-2015 approved funding	182,000				
-2016 approved funding	100,000				
-2016 transfer to another project	-39,914				
-2017 approved funding	100,000				
-2017 transfer to another project	-60,000				
-2018 approved funding	100,000				
	<u>2,281,792</u>	2,281,792	0	2,226,953	0
Date of Completion: On-going					
Comments: Multi-year project					
<b>'18-'19 York St. (Fifth to Seventh)</b>					
-2018 approved funding	616,000				
-2019 approved funding (financing)	1,384,000				
-2019 transfer to another project (report 2019-01-PU)	-500,000				
	<u>1,500,000</u>	1,292,363	207,637	1,159,703	0
Date of Completion: Complete					
Comments: Construction complete; awaiting final invoices					
<b>'20 Sydney St (Fourth to Fifth)</b>					
-2020 approved funding	1,100,000	452,608	647,392	159,779	0
Date of Completion: Oct-21					
Comments: Construction underway					
<b>'20 York St (Seventh to Ninth)</b>					
-2020 approved funding (financing)	1,600,000	120,173	1,479,827	120,173	0
Date of Completion: Oct-21					
Comments: Construction underway					
<b>TOTAL JOINT INFRASTRUCTURE PROJECTS</b>	<u><b>6,481,792</b></u>	<u><b>4,146,936</b></u>	<u><b>2,334,856</b></u>	<u><b>3,666,608</b></u>	<u><b>0</b></u>
<b>TOTAL WATER AND WASTEWATER</b>	<u><b>41,114,583</b></u>	<u><b>28,395,458</b></u>	<u><b>12,746,487</b></u>	<u><b>12,547,174</b></u>	<u><b>247,638</b></u>
<b>'19 Transit Vehicle Hoist</b>					
-2019 approved funding (financing)	50,000	0	0	53,003	-3,003
Date of Completion: Complete					
Comments: Project complete, will borrow amount required					
<b>'19-'21 Purchase of Conventional Buses</b>					
-2019 grant funding (ICIP)	908,600				
-2019 approved funding (financing)	330,500				
-2020 grant funding (ICIP)	936,000				
-2020 approved funding (financing)	340,000				
-2020 grant funding (ICIP - report 2020-293 Financial Services)	899,177				
-2020 estimated funding (financing - report 2020-293 Financial Services)	327,029				
	<u>3,741,306</u>	3,679,644	61,662	0	0
Date of Completion: Mar-21					
Comments: All funding approved; 6 buses ordered; expected delivery date March 2021					
<b>'19-'21 Purchase of Handi Transit Buses</b>					
-2019 grant funding (ICIP)	154,000				
-2019 approved funding (financing)	56,000				
-2020 grant funding (ICIP)	158,000				
-2020 approved funding (financing)	58,000				
-2020 approved funding (ICIP - report 2020-262 Financial Services)	41,667				
-2020 approved funding (financing - report 2020-262 Financial Services)	14,628				
-2020 grant funding (ICIP - report 2020-262 Financial Services)	163,526				
-2020 estimated funding (financing - report 2020-262 Financial Services)	59,474				
	<u>705,295</u>	705,295	0	0	0
Date of Completion: Dec-20					
Comments: All funding approved; 3 buses ordered; expected delivery date December 2020					

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'19 Passenger Counter / Web Applications</b>					
-2019 grant funding (ICIP)	77,000				
-2019 approved funding (financing)	<u>28,000</u>				
	105,000	99,488	5,512	0	0
Date of Completion: Mar-21					
Comments: All funding approved; 75% completed					
<b>'20-'21 Electronic Fareboxes</b>					
-2020 grant funding (ICIP)	541,645				
-2020 approved funding (financing)	108,355				
-2020 grant funding (ICIP - report 2020-310 Financial Services)	541,666				
-2020 estimated funding (financing - report 2020-310 Financial Services)	<u>108,333</u>				
	1,300,000	680,907	619,093	0	0
Date of Completion: Sep-20					
Comments: Tender issued					
<b>'20 Bus Shelters &amp; Bus Stop Accessibility</b>					
-2020 grant funding (ICIP)	31,000				
-2020 approved funding (equipment and vehicle reserve)	<u>11,000</u>				
	42,000	43,739	0	0	-1,739
Date of Completion: Aug-20					
Comments: All concrete pads complete, awaiting delivery of 2 bus shelters					
<b>'20 Bus Surveillance System</b>					
-2020 grant funding (ICIP)	24,000				
-2020 approved funding (equipment and vehicle reserve)	<u>8,000</u>				
	32,000	0	32,000	0	0
Date of Completion: Dec-20					
Comments: Project underway					
<b>'20 Air Recovery Units</b>					
-2020 approved funding (financing)	80,000	41,608	38,392	0	0
Date of Completion: Dec-20					
Comments: Project underway					
<b>TOTAL TRANSIT SERVICES</b>	<b>6,055,601</b>	<b>5,250,681</b>	<b>756,659</b>	<b>53,003</b>	<b>-4,742</b>
<b>'19 Municipal Works Fleet Renewal</b>					
-2019 approved funding (financing)	654,000				
-2019 approved funding (financing - reports 2019-59-PU & 2019-66-PU)	<u>68,166</u>				
	722,166	698,324	0	642,901	23,842
Date of Completion: Complete					
Comments: Project complete; awaiting final invoices					
<b>'20 Municipal Works Fleet Renewal</b>					
-2020 approved funding (financing)	738,000				
-2020 approved funding (equipment and vehicle reserve)	60,000				
-2019 approved funding (financing - report 2019-73-PU)	<u>1,088,941</u>				
	1,886,941	1,909,078	0	1,321,349	-22,137
Date of Completion: Complete					
Comments: Project complete; awaiting final invoices					
<b>'16 -'20 Municipal Works Yard Redevelopment (financing)</b>					
Site Servicing	425,000	1,469,593	-1,044,593	946,289	
Yard and Noise Remediation	1,175,000	1,374,791	-199,791	604,366	
Site Reconfiguration	150,000	535,456	-385,456	356,264	
Salt Management Facility	3,625,000	4,310,290	-685,290	1,326,601	
Rerouting of Utilities	400,000	222,070	177,930	138,325	
Generator	930,000	940,860	-10,860	76,843	
Employee Parking Lot	230,000	230,000	0	148,460	
MW Admin and Multi Purpose Building	<u>2,015,000</u>	0	2,015,000	0	
	8,950,000	9,083,060	-133,060	3,597,148	0
Date of Completion: ongoing					
Comments: Construction underway					

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'14-'20 Emerald Ash Borer Project</b>					
-2014 approved funding	64,724				
-2015 approved funding (financing)	400,000				
-2015 approved funding	100,000				
-2016 approved funding (financing)	400,000				
-2016 approved funding	100,000				
-2017 approved funding (financing)	300,000				
-2017 approved funding	100,000				
-2018 approved funding (financing)	300,000				
-2019 approved funding (financing)	300,000				
-2020 approved funding (financing)	300,000				
	<u>2,364,724</u>	2,087,773	276,951	1,983,987	0
Date of Completion: On-going					
Comments: Multi-year project					
<b>TOTAL FACILITIES/EQUIPMENT</b>	<b>13,923,831</b>	<b>13,778,235</b>	<b>143,891</b>	<b>7,545,385</b>	<b>1,705</b>
<b>'19 Outdoor Pool Filter System</b>					
-2019 approved funding	55,000	35,361	19,639	0	0
Date of Completion: Nov-20					
Comments: Equipment received; to be installed in September					
<b>'18-'19 King George Park Washroom</b>					
-2018 approved funding	25,000				
-2019 approved funding	<u>25,000</u>				
	50,000	30,500	19,500	20,858	0
Date of Completion: Dec-20					
Comments: Project ongoing					
<b>'18-'19 Docks at RCAF and Guindon Park</b>					
-2018 approved funding	80,000				
-2019 approved funding	<u>80,000</u>				
	160,000	119,405	0	1,959	40,595
Date of Completion: Complete					
Comments: Project complete; awaiting final invoices					
<b>'18 Way Finding Signage</b>					
-2018 approved funding	46,600				
-2020 transfer from another project	<u>19,975</u>				
	66,575	61,695	4,880	8,954	0
Date of Completion: Aug-20					
Comments: Tender awarded; August installation					
<b>'19 Brian Tardiff Field Netting and Lighting</b>					
-2019 approved funding	140,000				
-2020 transfer from another project (report 2020-247 Financial Services)	<u>66,617</u>				
	206,617	210,234	0	191,828	-3,617
Date of Completion: Jun-20					
Comments: Project complete					
<b>'19-'20 Bicycle Path Repairs</b>					
-2019 federal gas tax	50,000				
-2020 federal gas tax	<u>50,000</u>				
	100,000	46,395	53,605	0	0
Date of Completion: May-21					
Comments: Remaining work to be tendered in Fall 2020					
<b>'19 Gateway Signage and Landscaping</b>					
-2019 approved funding (reserves)	20,000				
-2019 approved funding	18,750				
-2020 transfer from another project	<u>17,699</u>				
	56,449	48,949	7,500	2,934	0
Date of Completion: Sep-20					
Comments: Project underway					
<b>'20 Playground Structure Replacement</b>					
-2020 approved funding (parkland reserve)	30,000				
-2020 approved funding	<u>90,000</u>				
	120,000	0	120,000	0	0
Date of Completion: May-21					
Comments: Work to be tendered in Fall 2020					
<b>TOTAL PARKS / PLAYGROUNDS</b>	<b>814,641</b>	<b>552,539</b>	<b>225,124</b>	<b>226,533</b>	<b>36,978</b>

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'16-'19 Arc Flash Risk Analysis</b>					
-2016 approved funding (building reserve)	60,000				
-2017 approved funding (building reserve)	60,000				
-2018 approved funding (building reserve)	30,000				
-2018 approved funding (water billings)	40,000				
-2018 approved funding (sewer surcharge)	60,000				
-2019 approved funding (recreation facilities reserve)	125,000				
-2019 approved funding (water billings)	15,000				
-2019 approved funding (sewer surcharge)	19,000				
	<u>409,000</u>	409,274	0	408,525	-274
Date of Completion: Complete					
Comments: Project complete					
<b>'17-'19 Justice Building Courtyard Repair</b>					
-2017 approved funding	170,000				
-2017 approved funding (building reserve)	50,000				
-2019 approved funding (building reserve)	175,000				
	<u>395,000</u>	431,567	0	391,199	-53,454
Date of Completion: Sep-20					
Comments: Deficiency repairs ongoing; shortfall to be funded by savings in other projects					
<b>'18-'20 Justice Building HVAC</b>					
-2018 approved funding (building reserve)	80,000				
-2018 approved funding (financing)	450,000				
-2020 approved funding (financing)	1,050,000				
	<u>1,580,000</u>	1,155,899	424,101	73,966	0
Date of Completion: Jun-21					
Comments: Project underway					
<b>'17 Locomotive Stabilization Initiative</b>					
-2017 approved funding (working reserve)	100,000	0	100,000	0	0
Date of Completion: On-going					
Comments: Canvassing for partnerships & alternatives					
<b>'18 Justice Building Interior Repairs</b>					
-2018 approved funding (building reserve)	30,000	19,085	10,915	19,085	0
Date of Completion: Dec-21					
Comments: Project ongoing					
<b>'18 Renovations at Various Municipal Buildings</b>					
-2018 approved funding (building reserve)	107,000	29,507	77,493	29,507	0
Date of Completion: Dec-21					
Comments: Project ongoing					
<b>'18-'19 Renovations at Various Municipal Buildings</b>					
-2018 approved funding	53,000				
-2019 approved funding	29,000				
	<u>82,000</u>	5,000	77,000	4,162	0
Date of Completion: Dec-21					
Comments: Project ongoing					
<b>'19-'20 EMS Headquarters Roof</b>					
- 2019 approved funding (municipal building reserve - report 2019-54-PU)	236,276				
- 2020 approved funding (municipal building reserve - report 2020-296 Financial Services)	948,543				
	<u>1,184,819</u>	1,075,746	109,074	236,276	0
Date of Completion: Nov-20					
Comments: Project ongoing					
<b>'20 Renovations at Various Municipal Buildings</b>					
-2020 approved funding (building reserve)	16,500	884	15,616	884	0
Date of Completion: Dec-21					
Comments: Project ongoing					
<b>'20 Renovations at Various Municipal Buildings</b>					
-2020 approved funding	26,500	21,928	4,572	21,929	0
Date of Completion: Oct-20					
Comments: Project ongoing					

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'11 Decommissioning - Si Miller</b> (funded from reserves)	0	0	0	630,367	0
Date of Completion: Ongoing Comments: project to be funded from reserves; final remediation being completed now; North section has been sold and proceeds returned to reserve					
<b>'18 Complex Parking Lot, Ext Stairs, &amp; Walkway Improvements</b> -2018 approved funding (recreation facilities reserve)	125,000	69,757	55,243	911	0
Date of Completion: Oct-20 Comments: Tender issued					
<b>'18 Complex Main Concourse Renovations</b> -2018 approved funding (recreation facilities reserve)	75,000	38,796	36,204	36,096	0
Date of Completion: Dec-20 Comments: Project ongoing					
<b>'19 Aquatic Centre Ventilation and UV Disinfection</b> -2019 approved funding (financing)	500,000	50,473	449,527	0	0
Date of Completion: Dec-20 Comments: RFP being prepared					
<b>'19 Complex LED Arena Lighting</b> -2019 approved funding (financing)	250,000	306,822	0	276,140	-56,822
Date of Completion: Complete Comments: Project complete; awaiting final invoicing; will borrow amount required					
<b>'19 Benson Centre LED Arena Lighting</b> -2019 approved funding (financing)	300,000	199,900	20,100	0	80,000
Date of Completion: Complete Comments: Project complete; awaiting final invoicing; will borrow amount required					
<b>'19 Benson Centre Arena Duct Work</b> -2019 approved funding (recreation facilities reserve)	80,000	76,312	3,688	0	0
Date of Completion: Sep-20 Comments: Awaiting material					
<b>'19 Recreation Master Plan Update</b> -2019 approved funding -2019 approved funding (development charges)	16,200 43,800 <u>60,000</u>	63,269	0	22,653	-3,269
Date of Completion: Oct-20 Comments: Project underway, deficit to be funded from operating					
<b>'19-'20 Complex Spectator Seat Replacement</b> -2019 approved funding (recreation facilities reserve) -2020 approved funding (recreation facilities reserve)	55,000 250,000 <u>305,000</u>	261,350	43,650	0	0
Date of Completion: Dec-20 Comments: Awaiting delivery of seats					
<b>'20 Outdoor Bleacher Replacement</b> -2020 approved funding	40,000	34,558	0	1,005	5,442
Date of Completion: Complete Comments: Project complete; awaiting final invoices					
<b>'20 Benson Centre Laser Ice Leveller</b> -2020 approved funding (recreation facilities reserve)	60,000	0	60,000	0	0
Date of Completion: May-21 Comments: To be tendered in spring 2021					

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'20 Civic Complex Compressor and Electrical Panels</b>					
-2020 approved funding (recreation facilities reserve)	115,000	114,960	40	0	0
Date of Completion: Nov-20 Comments: Project ongoing					
<b>'20 Civic Complex Building Improvements</b>					
-2020 approved funding (recreation facilities reserve)	40,000	28,000	12,000	28,000	0
Date of Completion: Dec-20 Comments: Zamboni Laneway complete; fire panel remaining					
<b>'20 Civic Complex Parking Lot Lighting Replacement</b>					
-2020 federal gas tax	200,000	0	200,000	0	0
Date of Completion: Nov-20 Comments: Design complete; tender to be issued					
<b>'20 Implementation of the Waterfront Plan</b>					
-2020 approved funding	200,000	0	200,000	0	0
Date of Completion: Dec-21 Comments: Funding is being set aside for future projects					
<b>'20 Big Ben Snow Making Equipment</b>					
-2020 federal gas tax	75,000	0	75,000	0	0
Date of Completion: Dec-20 Comments: RFP issued					
<b>'20 Outdoor Pool Basin Structural Review</b>					
-2020 approved funding	60,000	0	60,000	0	0
Date of Completion: Oct-20 Comments: RFP issued					
<b>'20 Marina 200 Above Ground Fuel Tanks</b>					
-2020 federal gas tax	125,000				
-2020 transfer from another project (report 2020-265 Financial Services)	41,469				
	<u>166,469</u>	166,469	0	0	0
Date of Completion: Nov-20 Comments: Contract awarded; construction to start Fall 2020					
<b>'20 Outdoor Tennis Court Lighting Replacement &amp; Court Resurfacing</b>					
-2020 approved funding	110,000				
-2020 transfer to another project (report 2020-247 Financial Services)	-66,617				
-2020 transfer to another project	-17,699				
-2020 transfer to another project	-19,975				
	<u>5,709</u>	0	0	0	5,709
Date of Completion: Cancelled Comments: Project cancelled; to be re-budgeted in 2021					
<b>'20 Benson Centre Outdoor Playstructure</b>					
-2020 federal gas tax	100,000	0	100,000	0	0
Date of Completion: May-21 Comments: Fall tender, Spring 2021 installation					
<b>TOTAL MUNICIPAL FACILITY/EQUIPMENT UPGRADES</b>	<b>6,687,997</b>	<b>4,559,555</b>	<b>2,134,223</b>	<b>2,180,705</b>	<b>-22,668</b>
<b>'19-'20 Fire HQ and Training Ctr</b>					
-2019 approved funding (development charges)	331,200				
-2019 approved funding (financing)	2,568,800				
-2020 approved funding (development charges)	278,400				
-2020 approved funding (financing)	2,621,600				
	<u>5,800,000</u>	1,296,721	4,503,279	1,295,194	0
Date of Completion: Jun-22 Comments: Project on-going					
<b>TOTAL FIRE SERVICES</b>	<b>5,800,000</b>	<b>1,296,721</b>	<b>4,503,279</b>	<b>1,295,194</b>	<b>0</b>

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'19 Police Capital</b>					
- 2019 approved funding	152,800	-	-	114,844	0
Date of Completion: Dec-20					
Comments: Project on-going					
<b>'20 Police Capital</b>					
- 2020 approved funding	100,200	-	-	32,803	0
Date of Completion: Dec-20					
Comments: Project on-going					
<b>'20 Police Fleet</b>					
- 2020 approved funding (equipment and vehicle reserve)	192,000	-	-	59,935	0
Date of Completion: Dec-20					
Comments: Project on-going					
<b>TOTAL POLICE SERVICES</b>	<b>445,000</b>			<b>207,582</b>	<b>0</b>
<b>'18-19 Defibrillators (PAD)</b>					
-2018 approved funding (EMS reserve)	141,000				
-2019 approved funding (EMS reserve)	17,000				
	158,000	23,751	0	23,751	134,249
Date of Completion: Complete					
Comments: Project complete; surplus to be returned to Reserves					
<b>'19 Toughbook Computers</b>					
-2019 approved funding (EMS reserve)	58,000	0	58,000	0	0
Date of Completion: Dec-20					
Comments: Reviewing specifications					
<b>'20 Ambulance Replacement</b>					
-2020 approved funding (EMS reserve)	523,000	527,260	0	527,260	-4,260
Date of Completion: Complete					
Comments: Complete, deficit to be funded from Reserves					
<b>'19 PAD Vehicle Replacement</b>					
-2019 approved funding (EMS reserve)	31,000				
-2019 approved funding (EMS reserve - report 2019-75-PU)	57,451				
	88,451	88,451	0	88,451	0
Date of Completion: Complete					
Comments: Project complete					
<b>'20 Power Cot Replacement</b>					
-2020 approved funding (EMS reserve)	75,000	72,798	0	72,798	2,202
Date of Completion: Complete					
Comments: Project complete; surplus to be returned to Reserves					
<b>'20 Automatic CPR devices</b>					
-2020 approved funding (EMS reserve)	18,000	16,498	0	16,498	1,502
Date of Completion: Complete					
Comments: Project complete; surplus to be returned to Reserves					
<b>'20 Paramedic Real-Time Data</b>					
-2020 approved funding (EMS reserve)	93,500	0	93,500	0	0
Date of Completion: Dec-20					
Comments: Project ongoing					
<b>TOTAL CORNWALL SDG PARAMEDIC SERVICES</b>	<b>1,013,951</b>	<b>728,758</b>	<b>151,500</b>	<b>728,758</b>	<b>133,693</b>

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'17-'20 Flooring Replacement</b>					
-2017 approved funding	100,000				
-2017 transfer to another project	-50,000				
-2018 approved funding	150,000				
-2019 approved funding	100,000				
-2019 transfer to another project	-16,139				
-2019 transfer to another project	-12,400				
-2020 approved funding	100,000				
	<u>371,461</u>	4,000	367,461	3,986	0
Date of Completion: Sep-21					
Comments: Project deferred to 2021 due to COVID-19					
<b>'16 Building Requirements - Surveillance &amp; Card Swipe Systems</b>					
-2016 approved funding	60,000				
-2019 transfer to another project	-25,000				
-2019 transfer to another project	30,000				
	<u>65,000</u>	49,943	0	49,943	15,057
Date of Completion: Complete					
Comments: Project complete. Savings to offset deficits in other projects					
<b>'17-'18 Furniture Replacement</b>					
-2017 approved funding	10,000				
-2018 approved funding	55,000				
	<u>65,000</u>	69,867	0	69,160	-4,867
Date of Completion: Complete					
Comments: Project complete. Deficit to be offset by savings in other projects					
<b>'18-'19 Building Requirements</b>					
-2018 approved funding	236,000				
-2019 approved funding	94,000				
	<u>330,000</u>	196,156	133,844	116,845	0
Date of Completion: Dec-20					
Comments: Projects are on-going					
<b>'19 Resident Equipment</b>					
-2019 approved funding	50,000				
-2019 transfer to another project	-30,000				
	<u>20,000</u>	26,499	0	26,589	-6,589
Date of Completion: Complete					
Comments: Project complete. Deficit to be offset by savings in other projects					
<b>'19 Building Requirements</b>					
-2019 approved funding	90,000				
-2019 transfer from another project	12,400				
-2019 transfer to another project	-17,000				
	<u>85,400</u>	57,308	28,092	42,164	0
Date of Completion: Dec-20					
Comments: Project ongoing					
<b>'19-'20 Building Requirements - Elevators</b>					
-2019 approved funding	60,000				
-2020 approved funding	145,000				
	<u>205,000</u>	141,317	63,683	70,658	0
Date of Completion: Sep-21					
Comments: Multi year project					
<b>'20 Resident Equipment</b>					
-2020 approved funding	115,000	15,645	99,355	12,770	0
Date of Completion: Dec-20					
Comments: Approx \$60K to be spent in Q3; balance to be spent in Q4					
<b>'20 Building Requirements - Various</b>					
-2020 approved funding	71,500	0	71,500	0	0
Date of Completion: Dec-20					
Comments: Approx \$40K to be spent in Q3; balance to be spent in Q4					
<b>TOTAL GLEN-STOR-DUN LODGE</b>	<b>1,328,361</b>	<b>560,735</b>	<b>763,935</b>	<b>392,115</b>	<b>3,601</b>

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<b>Project Name</b>	<b>Approved Funding</b>	<b>Committed</b>	<b>Uncommitted</b>	<b>Expenditure To Date</b>	<b>Projected Variance</b>
<b>'16-17 Upgrade Corporate Phone System</b>					
-2016 approved funding (building reserve)	30,000				
-2017 approved funding (financing)	<u>1,000,000</u>				
	1,030,000	163,303	866,697	113,062	0
Date of Completion: Dec-20					
Comments: Project ongoing					
<b>'17-'18 Accounting System Upgrade</b>					
-2017 approved funding	130,000				
-2018 approved funding	105,043				
-2018 transfer from another project	67,745				
-2019 approved funding (working reserves)	<u>561,000</u>				
	863,788	761,828	101,960	708,428	0
Date of Completion: Dec-20					
Comments: Project ongoing					
<b>'18 Sharepoint &amp; Corporate Email Replacement</b>					
-2018 approved funding (financing)	428,000	13,890	414,110	4,222	0
Date of Completion: Dec-20					
Comments: Project ongoing					
<b>'18 Desktop Virtualization</b>					
-2018 approved funding (financing)	340,000	0	340,000	0	0
Date of Completion: Dec-21					
Comments: Project ongoing					
<b>'19 CityView Software Upgrade</b>					
-2019 approved funding	50,000	56,355	0	56,355	-6,355
Date of Completion: Complete					
Comments: Project complete; deficit to be funded from operating					
<b>'19 Woodhouse Museum Repairs</b>					
-2019 approved funding	50,000	11,386	38,614	1,210	0
Date of Completion: Dec-21					
Comments: Project ongoing					
<b>'18-'20 Arts and Culture Centre</b>					
-2019 approved funding (financing)	300,000				
-2020 approved funding (grant application / financing)	5,000,000				
-2020 approved funding (community fundraising)	<u>1,000,000</u>				
	6,300,000	1,222,967	5,077,033	517,000	0
Date of Completion: Ongoing					
Comments: In 2018 the City purchased the building for \$485k. The 2019 budget includes \$300k for the design of the Arts and Culture facility, RFP has been issued.					
<b>'20 ITT Master Plan</b>					
-2020 approved funding (municipal modernization funding)	75,000	0	75,000	0	0
Date of Completion: Apr-21					
Comments: RFP is being prepared					
<b>TOTAL OTHER</b>	<b>9,136,788</b>	<b>2,229,729</b>	<b>6,913,414</b>	<b>1,400,277</b>	<b>-6,355</b>
<b>TOTAL</b>	<b>117,590,012</b>	<b>76,830,544</b>	<b>40,318,047</b>	<b>40,029,062</b>	<b>-184,981</b>

# 2020 SUMMARY OF RESERVES

June 30, 2020

	Opening Balance	Net Transactions	Balance at Jun 30/20	Targeted Balance
<b><u>Operating Reserves</u></b>				
Working Reserves	2,275,221	324,513	2,599,734	
Tax Stabilization Reserve	300,000	0	300,000	
Winter Control Reserve	325,719	0	325,719	
Health and Safety Reserve	76,022	0	76,022	
Municipal Elections Reserve	45,000	45,000	90,000	
Renaissance Reserve	88,826	0	88,826	
Medical Recruitment Reserve	611,496	160,000	771,496	
	<b>3,722,284</b>	<b>529,513</b>	<b>4,251,797</b>	<b>7,198,143</b>
<b><u>Capital Reserves</u></b>				
Equipment and Vehicles Reserve	274,434	497,668	772,102	
Recreation Facilities Reserve	220,082	88,498	308,580	
Municipal Buildings Reserve	870,958	931,979	1,802,937	
Fire Equipment Reserve	74,321	0	74,321	
Land Ambulance Reserve	465,545	71,225	536,770	
Waste Management Capital Reserve	487,755	11,318	499,073	
Land Reserve	(2,206,667)	234,140	(1,972,527)	
Road Infrastructure Reserve	320,167	(385,406)	(65,239)	
	<b>506,595</b>	<b>1,449,422</b>	<b>1,956,017</b>	<b>5,003,401</b>
<b><u>Restricted Reserves (Municipal Funding)</u></b>				
Water Works Reserve	4,484,436	233,132	4,717,568	3,546,241
Wastewater Works Reserve	3,781,510	(21,599)	3,759,911	3,729,979
Building Surplus Reserve (permits)	813,352	6,129	819,481	1,366,761
CAHC Operating Reserve Fund	3,170,100	20,241	3,190,341	Not Defined
Brownfields Reserve	576,468	(132,401)	444,067	2,000,000
Landfill Closure and Post Closure Reserve Fund	0	0	0	16,705,318
Waterfront Development Fund	240,000	0	240,000	Not Defined
WSIB - Estimated Future Benefit Costs Reserve	2,068,404	15,587	2,083,991	3,821,468
Downtown Investment Reserve Fund	3,512,453	27,715	3,540,168	3,500,000
ODRP / Heart of City Reserve	(132,722)	104,798	(27,924)	200,000
Social Housing - Regeneration Reserve	0	403,014	403,014	Not Defined
Parking Reserve Fund	122,146	1,906	124,052	Not Defined
Progress Fund	25,649,612	41,899	25,691,511	25,000,000
	<b>44,285,759</b>	<b>700,421</b>	<b>44,986,180</b>	
<b><u>Restricted Reserves (Funded Externally)</u></b>				
(a targeted reserve balance is not applicable)				
Provincial Gas Tax Reserve (Transit)	123,703	350,339	474,042	
Federal Gas Tax Reserve (Infrastructure)	5,276,940	(4,380,993)	895,947	
Development Charges Reserve	1,109,916	(64,379)	1,045,537	
Social Housing Providers Reserve	2,318,002	17,468	2,335,470	
Social Housing Capital Reserve Fund	1,109,982	11,242	1,121,224	
Employment Assistance Retained Surplus Reserve	641,357	(7,540)	633,817	
Child Care ELCD Reserve	95,394	0	95,394	
Consolidated Homelessness CHPI Reserve	39,927	0	39,927	
Parkland Reserve Fund	207,106	(14,569)	192,537	
Winter Games/Legacy Trust Fund	60,119	(1,326)	58,793	
Arts and Culture Trust Fund	316,614	48,899	365,513	
	<b>11,299,060</b>	<b>(4,040,859)</b>	<b>7,258,201</b>	
<b>TOTAL RESERVES AND RESERVE FUNDS</b>	<b>59,813,698</b>	<b>(1,361,503)</b>	<b>58,452,195</b>	

**2020 DETAIL OF RESERVES**  
**June 30, 2020**

	Opening Balance	Withdrawals	Additions	Balance
<b>OPERATING RESERVES</b>				
<b>Working Reserves</b>	2,275,221			
Carry Forward 2019 - GSDL Resource Materials		(25,000)		
Carry Forward 2019 - Recreation - PerfectMind		(28,000)		
Carry Forward 2019 - Bridge Inspections		(30,000)		
2020 Bridge Infrastructure Inspections			15,000	
Carry Forward 2019 - ITT Servers and Applications		(91,000)		
Carry Forward 2019 - Fire Bunker Gear		(16,630)		
Council Chambers Cameras		(10,000)		
Fund Roadway Lighting Improvements		(66,788)		
Repay Taxes Written Off in 2019 (Balance to repay \$1,399,263)			500,000	
Repay EORN (2020-2026)			28,367	
Repay GSDL Fire Panel Replacement (2014-2024)			18,310	
Repay Refurbished Transit Bus (2018-2020)			18,658	
Repay Accounting Software Upgrade (2020-2027)			50,000	
Repay Dual Stream Recycling - Public Spaces			43,500	
Council ITT Requirements for 2022			5,500	
Planning Department - Plans Review		(62,140)	90,000	
Beyond 21 Capital Funding		(100,000)		
Audit Review of Municipal Works Yard		(15,264)		
				2,599,734
<b>Tax Stabilization Reserve</b>	300,000			300,000
<b>Winter Control Reserve</b>	325,719			325,719
<b>Health and Safety Reserve</b>	76,022			76,022
<b>Municipal Elections Reserve</b>	45,000			
2022 Election Contribution			45,000	90,000
<b>Renaissance Reserve</b>	88,826			88,826
<b>Medical Recruitment Reserve</b>	611,496			
Committed Funds (Medical Scholarships/Recruitment \$460,000)				
Budgeted Contribution			175,000	
Recognize 2020 Medical Scholarships		(15,000)		771,496
<b>TOTAL Operating Reserves</b>	<b>3,722,284</b>	<b>(459,822)</b>	<b>989,335</b>	<b>4,251,797</b>

**2020 DETAIL OF RESERVES**  
**June 30, 2020**

	Opening Balance	Withdrawals	Additions	Balance
<b>CAPITAL RESERVES</b>				
<b>Equipment and Vehicles Reserve</b>	274,434			
Contributions from Sale of Surplus Equipment			34,868	
Police Contribution to Reserve			210,000	
Fire Contribution to Reserve			35,000	
MW Contribution to Reserve			75,000	
MW Fleet Renewal		(60,000)		
Capital Levy as per LTFP			348,100	
Fund Transit Bus Shelters and Bus Stop Accessibility		(11,000)		
Fund Transit Bus Surveillance System		(8,000)		
Fund Police Fleet		(192,000)		
Record Payment of MW Vehicles			65,700	772,102
<b>Recreation Facilities Reserve</b>	220,082			
Budgeted Contribution - Aquatic Centre			67,000	
Budgeted Contribution - Benson Centre			67,000	
Budgeted Contribution - Civic Complex			194,498	
Life Cycle Costing - LTFP			250,000	
Complex Compressor and Electrical Panels		(115,000)		
Complex Building Improvements		(40,000)		
Complex Arena Spectator Seat Replacement		(250,000)		
Benson Centre Laser Ice Leveler		(60,000)		
Carry Forward 2019 - Benson Centre - Flooring in Automotive Room		(25,000)		308,580
<b>Municipal Buildings Reserve</b>	870,958			
Contribution from Buildings			465,433	
Contribution for Library			75,000	
Fund Renovations at Various Municipal Buildings		(16,500)		
Fund LTD HVAC for Library (2018-2026)		(41,954)		
Reverse Justice HVAC Funding from 2018			450,000	1,802,937
<b>Fire Equipment Reserve (Fire Marque)</b>	74,321			74,321
<b>Land Ambulance Reserve</b>	465,545			
Fund Replacement Ambulances		(527,260)		
Fund Power Cots		(72,798)		
Fund Automatic CPR Devices		(16,498)		
Fund Paramedic Real-Time Data		(93,500)		
Fund Principal on LTD for Ambulances (2019-2022)		(48,216)		
'18-19 Defibrillators (PAD)			134,249	
Transfer Amortization			695,248	536,770
<b>Waste Management Capital Reserve</b>	487,755			
Transfer to Reserves based on Q2 Tonnage Recycling			41,318	
Transfer from Solid Waste Management - Diversion			270,000	
Fund Landfill Expansion/Alternative Disposal ECA		(100,000)		
Fund Landfill Leachate and Gas Collection Sys Upgrades		(40,000)		
Fund Landfill Site - Service Area Infrastructure Upgrades		(40,000)		
Fund Diversion Facilities - Recycling Centre Upgrades		(30,000)		
Fund Old Landfill Flaring Facility Decommissioning		(90,000)		499,073
<b>Land Reserve</b>	(2,206,667)			
Interest Paid on Business Park Land Purchase Loan		(19,250)		
Sale of Surplus Lands			253,390	
Fund Legal Fees on Sale of Land		(13,420)		(1,972,527)
<b>Road Infrastructure Reserve</b>	320,167			
Deposit R.O.W.			686	
LED Savings			50,000	
Fund Asset Management Plan - Linear Infrastructure		(50,000)		
Fund Marleau Ave Reconstruction and Widening - Stage 2		(411,092)		
Fund Update Subdivision Manual and Subdivision Agreement		(75,000)		
Budgeted Contribution			100,000	(65,239)
<b>TOTAL Capital Reserves</b>	<b>506,595</b>	<b>(2,446,488)</b>	<b>3,882,490</b>	<b>1,956,017</b>

**2020 DETAIL OF RESERVES**  
**June 30, 2020**

	Opening Balance	Withdrawals	Additions	Balance
<b>RESTRICTED RESERVES (Municipal Funding)</b>				
<b>Water Works Reserve</b>	4,484,436			
Budgeted Contribution			250,000	
Interest Earned			33,132	
Fund Asset Management Plan - Linear Infrastructure		(50,000)		4,717,568
<b>Wastewater Works Reserve</b>	3,781,510			
Fund Asset Management Plan - Linear Infrastructure		(50,000)		
Interest Earned			28,401	3,759,911
<b>Building Surplus Reserve (permits)</b>	813,352			
Interest Earned			6,129	819,481
<b>CAHC Operating Reserve Fund</b>	3,170,100			
Interest Earned - Loan to Land Reserve			9,625	
Interest Earned			4,614	
Interest Paid on CAHC 1st Mortgage			6,002	3,190,341
<b>Brownfields Reserve</b>	576,468			
Budgeted Contribution			400,000	
Fund Small Business Loans - Covid-19		(537,500)		
Interest Earned			5,099	444,067
<b>Landfill Closure and Post Closure Reserve Fund</b>	0			0
<b>Waterfront Development Fund</b>	240,000			240,000
<b>WSIB-Estimated Future Benefit Costs Reserve</b>	2,068,404			
Interest Earned			15,587	2,083,991
<b>Downtown Investment Reserve Fund</b>	3,512,453			
Interest Earned - CAHC 2nd Mortgage Trf to HOTC Reserve			16,715	
Interest Paid on CAHC 1st Mortgage Trf to HOTC Reserve			2,847	
Record CAHC Interest transferred to HoTC		(19,562)		
Interest Earned not Paid			27,715	3,540,168
<b>ODRP / Heart of City Reserve</b>	(132,722)			
Capital Outlay			32,250	
Interest Earned - CAHC 2nd Mortgage Trf to HOTC Reserve			16,715	
Interest Paid on CAHC 1st Mortgage Trf to HOTC Reserve			2,847	
Tax Incentive Grant - Non-refundable			89,830	
Loan Forgiveness		(36,844)		(27,924)
<b>Social Housing - Regeneration Reserve</b>	0			
Budgeted Contribution			400,000	
Interest Earned			3,014	403,014
<b>Parking Reserve Fund</b>	122,146			
Interest Earned			1,906	124,052
<b>Progress Fund (Policy - 80% of Interest Earned)</b>	25,649,612			
Benson Centre Debt Payments		(167,595)		
Interest Earned			209,494	25,691,511
<b>TOTAL Restricted Reserves (Municipal Funding)</b>	<b>44,285,759</b>	<b>(861,501)</b>	<b>1,561,922</b>	<b>44,986,180</b>

**2020 DETAIL OF RESERVES**  
**June 30, 2020**

	Opening Balance	Withdrawals	Additions	Balance
<b>RESTRICTED RESERVES (Funded Externally)</b>				
<b>Provincial Gas Tax Reserve (Transit)</b>	123,703			
Gas Tax Funding			733,509	
Fund Transit Operating Expenses		(163,514)		
2014 Handi Transit Buses (LTD 2016-2023)		(24,839)		
2015/2016 Conventional Buses (LTD 2016-2031)		(39,294)		
2016/2017 Handi Transit Buses (LTD 2017-2020)		(41,215)		
2017 Conventional Buses (LTD 2018-2026)		(54,113)		
2018 Conventional Buses (LTD 2020-2024)		(60,195)		474,042
<b>Federal Gas Tax Reserve (Infrastructure)</b>	5,276,940			
2020 Gas Tax Allocation			2,826,670	
2018 Asphalt Resurfacing		(911,717)		
2019 Asphalt Resurfacing		(699,503)		
2020 Asphalt Resurfacing		(2,910,000)		
Bicycle Path Asphalt - Bicycle Infrastructure		(223,745)		
Landfill Site - Gas Collection		(119,473)		
Bicycle Path Repairs		(100,000)		
Fund Culvert Replacement - Boals Drain at Benny Ave		(400,000)		
Active Transportation - Bicycle Infrastructure		(420,000)		
Active Transportation - Sidewalks		(340,000)		
Fund Traffic Signal Upgrades		(300,000)		
Fund Water St Retaining Wall Rehab Balance		(303,362)		
Fund Big Ben Snow Making Equipment		(75,000)		
Fund Complex Parking Lot Lighting Replacement		(200,000)		
Fund Marina 200 Above Ground Fuel Tanks		(125,000)		
Fund Benson Centre Outdoor Playstructure		(100,000)		
Interest Earned			20,137	895,947
<b>Development Charges Reserve</b>	1,109,916			
Deposits			340,652	
Nick Kaneb (Industrial Park to Tollgate)		(108,575)		
Fund Fire Headquarters and Training Centre		(120,650)		
Brookdale North Sanitary Sewer Project		(27,171)		
New Watermain (Power Dam)		(63,192)		
Municipal Works Yard Redevelopment		(102,531)		
Interest			17,088	1,045,537
<b>Social Housing Providers Reserve</b>	2,318,002			
Interest Earned			17,468	2,335,470
<b>Social Housing Capital Reserve Fund</b>	1,109,982			
Interest Earned			1,617	
Interest Earned - Loan to Land Reserve			9,625	1,121,224
<b>Employment Assistance Retained Surplus Reserve</b>	641,357			
Fund Operating Budget		(7,540)		633,817
<b>Child Care ELCD Reserve</b>	95,394			95,394
<b>Consolidated Homelessness CHPI Reserve</b>	39,927			39,927
<b>Parkland Reserve Fund</b>	207,106			
Interest Earned			3,231	
Fund Playground Structure Replacement		(30,000)		
Payment in Lieu			12,200	192,537
<b>Winter Games/Legacy Trust Fund</b>	60,119			
Fund Plaques		(321)		
Legacy Awards		(1,500)		
Interest Earned			495	58,793
<b>Arts and Culture Trust Fund</b>	316,614			
Donations Received			46,500	
Interest Earned			2,399	365,513
<b>TOTAL Restricted Reserves (Funded Externally)</b>	<b>11,299,060</b>	<b>(8,072,450)</b>	<b>4,031,591</b>	<b>7,258,201</b>

**City of Cornwall Progress Fund  
Investment Register**

<u>Investment Type</u>	<u>Dealer</u>	<u>Maturity</u>	<u>Maturity Value</u>	<u>+Premium /-Discount</u>	<u>Investment Paid</u>	<u>Interest Earned up to Maturity</u>	<u>% Yield</u>	<u>Book Value of Investments June 30 2020</u>
<b><i>Schedule I Banks</i></b>								
CIBC Investment	CIBC	15-Dec-20	\$1,230,000.00	\$0.00	\$1,230,000.00	\$162,400.00	2.00%	\$1,230,000.00
<b><i>ONE Funds</i></b>								
Money Market	ONE	on demand					1.57%	\$62,010.43
Bond Fund	ONE	on demand					1.71%	\$17,934,651.65
High Interest Savings	ONE	on demand					1.66%	\$6,608,663.01
<b><i>Accrued Interest</i></b>								
CIBC Investment	CIBC							\$1,075.00
<b><i>Amount Owing to the General Account from the Progress Fund</i></b>								<b>(\$144,889.59)</b>
<b>PROGRESS FUND INVESTMENTS</b>								<b>\$25,691,510.50</b>

## Progress Fund

Opening Balance		25,000,000
Add:		
Interest earned 1998	467,241	
Interest earned 1999	1,403,582	
Interest earned 2000	1,372,515	
Interest earned 2001	1,645,226	
Interest earned 2002	1,422,723	
Interest earned 2003	1,594,927	
Interest earned 2004	1,097,206	
Interest earned 2005	945,362	
Interest earned 2006	935,804	
Interest earned 2007	1,124,533	
Interest earned 2008	1,346,915	
Interest earned 2009	1,065,338	
Interest earned 2010	814,611	
Interest earned 2011	818,915	
Interest earned 2012	727,852	
Interest earned 2013	657,044	
Interest earned 2014	609,527	
Interest earned 2015	568,725	
Interest earned 2016	560,649	
Interest earned 2017	546,323	
Interest earned 2018	554,594	
Interest earned 2019	601,843	
Interest earned 2020	<u>209,494</u>	21,090,949
Less: Current Fund Transfers		
2003 SLRIES	-500,000	
2008 Boys and Girls Club	-150,000	
2008/09 Cornwall Hospice	-500,000	
2009 Agape Centre	-200,000	
2010-2012 Hospital Commitment	-4,410,255	
2013 University Study	-40,000	
Benson Centre Debt Payment	-4,160,108	
2020 Benson Centre Debt Payment	<u>-167,595</u>	-10,127,958
Less: Capital Fund Purchases		
2000 Unfinanced Capital Outlay	-600,000	
2003 Recreation Projects	-135,902	
2003-2005 Aquatic Centre	-5,834,141	
2004 Complex Roof Repairs	-460,100	
2004 Complex HVAC	-1,373,698	
2005/2006 Complex HVAC	-824,290	
2006 Roof Replacement - Complex	-464,349	
2008 Complex Cladding	<u>-579,000</u>	-10,271,480
Balance of Progress Fund at June 30, 2020		<u><u>25,691,511</u></u>
Balance of Progress Fund at June 30, 2020		25,691,511
Principal		<u>-25,000,000</u>
Interest Earned but not spent		<u><u>691,511</u></u>

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

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-329-Infrastructure and Municipal Works  
Prepared By: Jennifer Marjerrison, Project and Asset Management Supervisor  
Meeting Date: August 10, 2020  
Subject: Municipal Works Yard Redevelopment Project – Quarterly Report

**Purpose**

To provide Council with an update on the current status and progress of the Municipal Works Yard Redevelopment Project.

**Recommendation**

That Council receive Report 2020-329-Infrastructure and Municipal Works

**Financial Implications**

The attached Project Status Report for the Municipal Works Redevelopment Project outlines the budget approved to-date, expenditures incurred to-date, and projected costs for the multi-year plan to redevelop the Municipal Works Yard.

**Strategic Priority Implications**

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

## **Background / Discussion**

At its meeting of May 11, 2020, Council approved a Motion to adopt a formal project management reporting plan for the Municipal Works Yard Redevelopment Project, as per the recommendation from MNP LLP and the Audit Committee.

The key recommendations from MNP LLP and the Audit Committee were as follows:

- The Project Status should be reported to Council on a quarterly basis (monthly by exception) in a dashboard format with attachments including a Change Register, Risk Register, Schedule, and Notes to explain variances in costs or schedule.
- A formal Project Management Plan (PMP) should be adopted and implemented to support the project. The PMP should include the following elements:
  - The identification and documentation of project risks, including mitigation strategies and the progress against those mitigations.
  - Decomposition of the current project into a high-level work breakdown structure in order to provide greater visibility into the tasks required to be conducted, the dependencies and the critical path.
  - Project change process for scope, schedule or cost changes (+/- 10% of annual spend or greater than \$50,000) including documentation and approval within a governance structure.

Please see the recommended Project Status report for the MW Yard Redevelopment Project (at June 30, 2020) attached to this report.

The MW Yard Redevelopment Project continues to move forward as planned and indicated in the project schedule; in addition, there have been no major project changes within the current reporting period.

Document Title:	Municipal Works Yard Redevelopment Project - Quarterly Report .docx
Attachments:	- MW Redevelopment Project Status Report (Q2 2020) (1).xlsx
Final Approval Date:	Aug 5, 2020

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

**Michael Fawthrop - Aug 4, 2020 - 2:41 PM**

**Bill de Wit - Aug 4, 2020 - 3:50 PM**

**Tracey Bailey - Aug 4, 2020 - 4:15 PM**

**Maureen Adams - Aug 5, 2020 - 7:50 AM**

City of Cornwall Municipal Works Yard Redevelopment Project - Status Report Dashboard as of June 30, 2020

Financial Summary									Project Milestones
Year	Original Class D Estimate	Annual Budget (A)	Revised Budget (B)	Outstanding Committed Funds (C)	Expenses To Date (D)	Forecast to Year End (E = User Input)	Total Spent and Forecast F=(D+E)	Variance (B - F)	For additional information on completed and on-going Project Milestones, refer to the 'Project Milestones' Sheet
2017	\$ 455,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ -	\$ 177,732.70	\$ -	\$ 177,732.70	\$ 822,267.30	
2018	\$ -	\$ 2,305,000.00	\$ 2,489,750.00	\$ 1,709,846.65	\$ 559,597.86	\$ -	\$ 559,597.86	\$ 1,930,152.14	
2019	\$ 1,304,750.00	\$ 4,080,000.00	\$ 6,053,623.00	\$ 4,597,868.95	\$ 1,572,360.54	\$ -	\$ 1,572,360.54	\$ 4,481,262.46	
2020	\$ 2,978,240.00	\$ 1,565,000.00	\$ 1,732,617.00	\$ -	\$ 1,287,457.04	\$ 6,084,593.07	\$ 7,372,050.11	-\$ 5,639,433.11	
2021	\$ 6,232,240.00		\$ 2,905,339.61						
2022	\$ 6,210,000.00		\$ 100,000.00						
2023	\$ 4,861,270.00		\$ 11,940,748.00						
2024	\$ 736,500.00		\$ 4,949,333.00						
2025	\$ 494,000.00		\$ 1,107,450.00						
2026	\$ 2,156,250.00		\$ 1,307,406.00						
2027	\$ 1,275,430.00		\$ 1,147,887.00						
Contingency	\$ 5,340,736.00	\$ -	\$ 2,055,282.40						
Project Total	\$ 32,044,416.00	\$ 8,950,000.00	\$ 36,789,436.01	\$ 6,307,715.60	\$ 3,597,148.14	\$ 31,137,005.47	\$ 34,734,153.61	-\$ 2,689,737.61	
General Comments									
<ul style="list-style-type: none"><li>The Original Class D Estimate prepared by AECOM in 2016 reflected the anticipated building demolition and construction costs for the redevelopment of the Municipal Works (MW) Yard, complete with a 20% contingency fund. The 2016 AECOM Class 'D' estimate was designed to provide the Corporation with an overall replacement value for each of the buildings within the MW Yard.</li></ul>									
<p>According to <i>Public Services and Procurement Canada</i>, a Class 'D' (Indicative) Estimate is "to be in unit cost analysis format (such as cost per m² or other measurement unit) based upon a comprehensive list of project requirements (i.e. scope) and assumptions; the Class D estimate is evolved throughout the phases of the project identification stage, finally being incorporated into the cash flows in the Analysis Phase[...]"<sup>1</sup> In other words, a Class D estimate is designed to provide a summary of projected costs and must be updated and evolve as the project progresses.</p>									
<ul style="list-style-type: none"><li>The list of project requirements and assumptions included as part of the cost estimate prepared by AECOM consisted of only building construction and demolition costs, other project requirements were not included as part of the projected cost estimate. A summary of additional project requirements can be found under the 'Project Changes' sheet.</li></ul>									
<ul style="list-style-type: none"><li>The forecasted values indicated in the Financial Summary from 2021 to Project Completion are estimates only and will be updated as each phase of the project progresses and additional information becomes available.</li></ul>									
<ul style="list-style-type: none"><li>The forecasted costs for future years <u>do not</u> include the following: LEED or Net Zero building design and construction costs, reinforced and/or non-standard foundation designs, costs associated with the removal and disposal of contaminated soil/groundwater, designated substances or landfill material, unanticipated construction cost increases in future years or any additional interim measures required during each of the various phases of construction to ensure that the MW Yard and offices are fully functional and accessible for the duration of the project.</li></ul>									
Financial Summary Definitions									
<ul style="list-style-type: none"><li><b>Annual Budget:</b> A projection of project costs approved by Council each year during budget deliberations</li><li><b>Forecast to Year End:</b> Provides an estimate of expenditures to be spent by year end based on year to date results and other assumptions</li></ul>									
<ul style="list-style-type: none"><li><b>Revised Budget:</b> Includes all approvals by Council (Annual Budget, Tenders, RFPs, etc.)</li><li><b>Total Spent and Forecast:</b> Totals the expenditures to date and the estimated expenditures to year end to project the annual spend</li></ul>									
<ul style="list-style-type: none"><li><b>Outstanding Committed Funds:</b> Funds committed through Tendering, RFPs, Purchase Orders, etc.</li><li><b>Variance:</b> The difference between the revised budget (monies committed to the project) and projected annual spend, excluding contingency.</li></ul>									
<ul style="list-style-type: none"><li><b>Expenses To Date:</b> Includes all expenditures incurred to date.</li><li><b>Project Total Row:</b> Provides the total amounts of budget, forecast and spent for the entire project to date (Projected amounts including upcoming years are in grey and apply to the whole project)</li></ul>									
Project Risks									
Risk Description				Probability	Impact	Mitigation			
If contaminated soil is encounter it must be handled according to current regulations for soil management (Re: O.Reg 153/04 for additional information on soil regulations and requirements).				M	H	As part of the design for future phase of redevelopment, an environmental assessment will be completed to determine the likelihood of contaminated material within the project extents.			
If poor geotechnical conditions are encountered, non standard building foundations will be required.				M	H	A comprehensive geotechnical investigation will be completed as part of the design process for each of the proposed buildings in future phases; cost projections will be updated accordingly.			
Risk Level: L=Low Risk, M=Medium Risk, H=High Risk						For additional information on Project Risks, refer to the 'Project Risk Register' Sheet.			
¹ Public Works and Government Services Canada, Public Services and Procurement Canada, Real Property Branch, <a href="https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/conn-know/couts-cost/definition-eng.html">https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/bi-rp/conn-know/couts-cost/definition-eng.html</a>									

Financial Report										
	Site Servicing	Environmental Remediation	Site Reconfiguration	Salt Storage Facility	Rerouting of Utilities	Standby Power System	Parking Lot Construction	New Administration and Multiuse Building Design & CA	Total	Commentary
Year	C2	C3	C4	C5	C6	C7	C8	C9		
2017	\$425,000.00	\$300,000.00	\$150,000.00	\$125,000.00					\$1,000,000.00	2017 Annual Budget
2018		\$875,000.00		\$1,000,000.00	\$400,000.00	\$30,000.00			\$2,305,000.00	2018 Annual Budget
2019				\$2,500,000.00		\$900,000.00	\$230,000.00	\$450,000.00	\$4,080,000.00	2019 Annual Budget
2020								\$1,565,000.00	\$1,565,000.00	2020 Annual Budget
Total Annual Budgets (A)	\$425,000.00	\$1,175,000.00	\$150,000.00	\$3,625,000.00	\$400,000.00	\$930,000.00	\$230,000.00	\$2,015,000.00	\$8,950,000.00	
2017									\$0.00	
2018		\$184,750.00							\$184,750.00	Refer to Project Changes C3-5
2019	\$1,019,583.00		\$380,040.00	\$574,000.00					\$1,973,623.00	Refer to Project Changes C2-2, C4-2 and C5-5
2020	\$25,010.00	\$15,041.00	\$5,416.00	\$111,290.00		\$10,860.00			\$167,617.00	Refer to Project Changes C2-3, C3-8, C4-3, C5-6, C7-2
Project Changes (Budget/Cost)	\$1,044,593.00	\$199,791.00	\$385,456.00	\$685,290.00	\$0.00	\$10,860.00	\$0.00	\$0.00	\$2,325,990.00	
2017	\$425,000.00	\$300,000.00	\$150,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	
2018	\$0.00	\$1,059,750.00	\$0.00	\$1,000,000.00	\$400,000.00	\$30,000.00	\$0.00	\$0.00	\$2,489,750.00	
2019	\$1,019,583.00	\$0.00	\$380,040.00	\$3,074,000.00	\$0.00	\$900,000.00	\$230,000.00	\$450,000.00	\$6,053,623.00	Annual budget adjusted based on 19-T40 tender award
2020	\$25,010.00	\$15,041.00	\$5,416.00	\$111,290.00	\$0.00	\$10,860.00	\$0.00	\$1,565,000.00	\$1,732,617.00	
Revised Budget (B)	\$1,469,593.00	\$1,374,791.00	\$535,456.00	\$4,310,290.00	\$400,000.00	\$940,860.00	\$230,000.00	\$2,015,000.00	\$11,275,990.00	
2017	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	
2018		\$452,874.58		\$899,530.54	\$357,441.53	\$0.00			\$1,709,846.65	
2019	\$565,836.31		\$7,609.53	\$3,074,000.00		\$854,683.66	\$95,739.45		\$4,597,868.95	Tender 19-T40
2020									\$0.00	
Outstanding Committed Funds (C)	\$565,836.31	\$452,874.58	\$7,609.53	\$3,973,530.54	\$357,441.53	\$854,683.66	\$95,739.45	\$0.00	\$6,307,715.60	
2017	\$26,675.92	\$118,825.83	\$254.40	\$31,976.55					\$177,732.70	
2018	\$9,002.44	\$474,464.82	\$0.00	\$33,572.13	\$42,558.47				\$559,597.86	
2019	\$817,572.81	(\$2,971.79)	\$302,709.45	\$152,559.09	\$95,647.13	\$75,010.71	\$131,833.14		\$1,572,360.54	
2020	\$93,038.09	\$14,047.26	\$53,300.40	\$1,108,492.76	\$119.06	\$1,832.39	\$16,627.08		\$1,287,457.04	
Expenditures To Date (D)	\$946,289.26	\$604,366.12	\$356,264.25	\$1,326,600.53	\$138,324.66	\$76,843.10	\$148,460.22	\$0.00	\$3,597,148.14	
2017									\$0.00	
2018									\$0.00	
2019									\$0.00	
2020	\$521,850.71	\$811,543.96	\$202,176.89	\$3,187,007.90	\$165,000.00	\$865,473.83	\$81,539.78	\$250,000.00	\$6,084,593.07	Forecast values include costs associated with remaining work under Tender 19-T40 and other committed expenses, as well as construction administration fees.
Forecast to Year End (E=User Input)	\$521,850.71	\$811,543.96	\$202,176.89	\$3,187,007.90	\$165,000.00	\$865,473.83	\$81,539.78	\$250,000.00	\$6,084,593.07	
2017	\$26,675.92	\$118,825.83	\$254.40	\$31,976.55	\$0.00	\$0.00	\$0.00	\$0.00	\$177,732.70	
2018	\$9,002.44	\$474,464.82	\$0.00	\$33,572.13	\$42,558.47	\$0.00	\$0.00	\$0.00	\$559,597.86	
2019	\$817,572.81	(\$2,971.79)	\$302,709.45	\$152,559.09	\$95,647.13	\$75,010.71	\$131,833.14	\$0.00	\$1,572,360.54	
2020	\$614,888.80	\$825,591.22	\$255,477.29	\$4,295,500.66	\$165,119.06	\$867,306.22	\$98,166.86	\$250,000.00	\$7,372,050.11	
Estimated Total Spent to Year End (F=D+E)	\$1,468,139.97	\$1,415,910.08	\$558,441.14	\$4,513,608.43	\$303,324.66	\$942,316.93	\$230,000.00	\$250,000.00	\$9,681,741.21	
2017	\$398,324.08	\$181,174.17	\$149,745.60	\$93,023.45	\$0.00	\$0.00	\$0.00	\$0.00	\$822,267.30	
2018	(\$9,002.44)	\$585,285.18	\$0.00	\$966,427.87	\$357,441.53	\$30,000.00	\$0.00	\$0.00	\$1,930,152.14	
2019	\$202,010.19	\$2,971.79	\$77,330.55	\$2,921,440.91	(\$95,647.13)	\$824,989.29	\$98,166.86	\$450,000.00	\$4,481,262.46	
2020	(\$589,878.80)	(\$810,550.22)	(\$250,061.29)	(\$4,184,210.66)	(\$165,119.06)	(\$856,446.22)	(\$98,166.86)	\$1,315,000.00	(\$5,639,433.11)	
Year End Variance (B-F)	\$1,453.03	(\$41,119.08)	(\$22,985.14)	(\$203,318.43)	\$96,675.34	(\$1,456.93)	\$0.00	\$1,765,000.00	\$1,594,248.79	
2021+	(\$17,488.75)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,765,000.00)	(\$1,782,488.75)	
Project Variance	(\$16,035.72)	(\$41,119.08)	(\$22,985.14)	(\$203,318.43)	\$96,675.34	(\$1,456.93)	\$0.00	\$0.00	(\$188,239.96)	

Project Milestones					
As of June 30, 2020					
Phase	Milestone	Project Start Year	Project Completion Year	Status	Comments
C9	Administration & Multiuse Building Design and Construction Administration	2020	2021	In Progress	Refer to Project Schedule for Additional Information
C3	19-T40 - Noise Barrier Wall Construction	2020	2020	In Progress	Refer to Project Schedule for Additional Information
C5	19-T40 - Salt Storage Facility Construction	2020	2020	In Progress	Refer to Project Schedule for Additional Information
C2/C4	19-T40 - Construction of MW Yard Site Servicing and Grading	2019	2020	In Progress	Refer to Project Schedule for Additional Information
C7	19-T40 - Utility Compound and Standby Power System Construction	2019	2020	In Progress	Refer to Project Schedule for Additional Information

2020 Project Schedule					
As of June 30, 2020					
Phase	Project Component	Scope of Work	Proposed Start Date	Proposed Completion Date	Comments
C2/C4	Site Servicing and Grading	Install Natural Gas Main	April, 2020 (Q2)	September, 2020 (Q3)	Gas Main installation to begin in Q2; coordination with Enbridge (Union Gas) is required and may impact schedule.
		Excavate existing road base and reinstate with new granular material.	October, 2020 (Q4)	December, 2020 (Q4)	Phase I Site Grading partially complete; remaining site grading works to be completed following the completion of the construction of the Salt Storage Facility
C3	Construct Noise Attenuation Wall	Revise grading plan in area of utility compound and noise barrier wall.	January, 2020 (Q1)	March, 2020 (Q1)	Revised grading plan in area of proposed noise barrier wall complete.
		Review and Approval of Shop Drawings	April, 2020 (Q2)	June, 2020 (Q2)	Review of shop drawings in progress.
		Excavation for Strip Footing Foundation	July, 2020 (Q3)	September, 2020 (Q3)	
		Construct Strip Footing Foundation	July, 2020 (Q3)	September, 2020 (Q3)	
		Construct Noise Attenuation Wall	October, 2020 (Q4)	December, 2020 (Q4)	
		Install Gate System	October, 2020 (Q4)	December, 2020 (Q4)	
C5	Construct Salt Storage Facility	Review of Shop Drawings	January, 2020 (Q1)	March, 2020 (Q1)	Shop drawing review complete.
		Demolition of Existing Salt Sheds and Equipment Storage Building	April, 2020 (Q2)	June, 2020 (Q2)	Demolition of existing salt sheds and equipment storage building is complete.
		Foundation Excavation	April, 2020 (Q2)	June, 2020 (Q2)	Foundation Excavation complete
		Construction of Engineered Fill Foundation	April, 2020 (Q2)	June, 2020 (Q2)	Construction of Engineered Fill Foundation complete
		Construction of Salt Storage Facility Foundation Walls and Footings	July, 2020 (Q3)	September, 2020 (Q3)	Construction of Salt Storage Facility Foundation Walls and Footings in Progress
		Construct Pre-Engineered Fabric Covered Building	October, 2020 (Q4)	December, 2020 (Q4)	Construction of Pre-Engineered Fabric Covered Building tentatively scheduled to start in August, 2020; start date is dependent on the completion date of the foundation walls. Prefabricated building materials have been delivered to site.
		Interior Works - Electrical, Mechanical	October, 2020 (Q4)	December, 2020 (Q4)	
		Final Grading Works and Paving of Interior & Exterior	October, 2020 (Q4)	December, 2020 (Q4)	
C7	Construct Utility Compound	Review and Approval of Shop Drawings	January, 2020 (Q1)	March, 2020 (Q1)	Shop drawing review for standby power system complete; unit is on order (approximate lead time is 26 weeks). Shop drawing review for precast concrete utility buildings complete
		Complete grading works surrounding utility compound area	April, 2020 (Q2)	June, 2020 (Q2)	Grading Works surrounding utility compound complete
		Construct concrete pads for utility buildings and standby power system	April, 2020 (Q2)	June, 2020 (Q2)	Complete
		Install precast utility buildings	July, 2020 (Q3)	September, 2020 (Q3)	All conduit stub-ups and preparatory work complete; installation of the buildings scheduled for July, 2020.
		Install standby power system	July, 2020 (Q3)	September, 2020 (Q3)	All conduit stub-ups and preparatory work complete; installation of the stand-by power system scheduled for July, 2020.
		Complete electrical and mechanical works for utility buildings and standby power system	July, 2020 (Q3)	September, 2020 (Q3)	Installation of electrical panels and commissioning of the stand-by power system scheduled for August, 2020.
		Install fence surrounding utility compound	October, 2020 (Q4)	December, 2020 (Q4)	Scheduled for Q4 (October - December, 2020), following the completion of all works within the utility compound.
C9	Design & Construction Administration of the Administration & Multiuse Building	Prepare RFP for Design & Construction Administration	January, 2020 (Q1)	June, 2020 (Q2)	Preparation of RFP document underway.
		Issue RFP	July, 2020 (Q3)	September, 2020 (Q3)	
		Predesign Phase - Administration & Multiuse Buildings	July, 2020 (Q3)	September, 2020 (Q3)	
		Schematic Design Phase - Administration & Multiuse Buildings	October, 2020 (Q4)	March, 2021 (Q1)	
		Detailed Design Phase - Administration Building			Timelines and schedule for detailed design and tendering to be updated following the completion of the geotechnical investigation and predesign phase of the project.
		Contract Preparation & Tendering Phase - Administration Building			
		Detailed Design Phase - Multiuse Building			
		Construction of Administration Building			
		Contract Preparation & Tendering Phase - Multiuse Building			
		Construction of Multiuse Building			

Project Changes									
As of June 30, 2020									
Project Phase	Project Component	Change No.	Change Description	Change Type	Impact Type	Impact Description	Year	Status	Additional Comments
N/A	Proposed Stores Building Module	NA-1	The construction of a new Stores building module was removed from the scope of work in the MW Yard Redevelopment Plan, as the need to maintain stocks of various materials and supplies to be consumed by Municipal departments has been minimized and the building is no longer required.	Scope	Budget	The removal of the Stores building module resulted in a cost savings of \$2,100,000. Funds allocated to the design/construction of the Stores module are allocated to other components of the MW Yard Redevelopment project to offset any budget overages incurred in other phases.	2018	Complete	
C2	Site Servicing and Grading	C2-1	Site Servicing and grading requirements were not identified as separate component in the 2016 AECOM Report. In order to ensure the successful redevelopment of the MW Yard, the servicing, grading and phasing of the individual components of the project must be designed and constructed as an interconnected system rather than independent services.	Scope	Budget	In 2017 a budget submission sheet was prepared and approved for Site Servicing and Grading of the Municipal Works Yard.	2017	Complete	
		C2-2	The Site Servicing and Grading Plan included a four (4) phase plan for the redevelopment of the Municipal Works Yard, including temporary grading and servicing requirements throughout the duration of the project. Following the completion of the Site Servicing and Grading Plan, it was determined that approximately 50% of regrading and 80% of the construction of site services (watermain, storm sewer, sanitary sewer, gas main, communications, etc.) within the MW Yard should be completed as part of Phase I. Accordingly, Site Servicing Grading works (Phase I of III) were included as part of tender 19-T40; tender values exceeded the annual budget amount allocated to Phase C2.	Scope	Budget	Tender 19-T40 was submitted for review and approval to Council	2019	Complete	Council approved the tender amount for the construction of Phase I Site Servicing and Grading of the MW Yard.
		C2-3	The Proposal for Phase I Redevelopment of the Municipal Works Yard and Site Servicing and Grading Plan did not include a component for support during construction. The Consultant was retained to complete site reviews, review proposed design changes and provide clarification (when required).	Cost	Scope	The Consultant that prepared the Site Servicing and Grading Plan and Phase I Redevelopment of the MW Yard was retained to provide support during the construction phase of the project.	2020	Complete	
C3	Environmental Remediation	C3-1	Noise attenuation measures were not considered as part of the 2016 AECOM Report. Concerns were raised regarding the location of the Municipal Works Yard (zoned Residential) and impacts to neighborhood.	Scope	Budget	In 2017 a budget submission sheet was prepared and approved for Environmental Remediation within the Municipal Works Yard.	2017	Complete	An RFP for the completion of a Noise Impact Assessment (17-P05) was prepared in 2017.
		C3-2	The Noise Impact Assessment completed in 2017 determined that a 3.0m attenuation fence along sections of the MW Yard perimeter would be required to meet the Ministry of Environment, Conservation and Parks standards for noise abatement.	Scope	Design	Costs associated with the design and construction of a noise attenuation fence were not considered in the 2016 AECOM Report and estimate.	2017	Complete	
					Budget				
		C3-3	A detailed geotechnical investigation of project area location(s) of the proposed noise attenuation fence was completed to determine if additional foundation requirements for the noise attenuation fence would necessary.	Scope	Design	The results of the geotechnical investigation concluded that specialized foundation requirements would be necessary to ensure the structural stability of the proposed noise barrier wall (NBW).	2018	Complete	The consultant retained for the design of the NBW was also retained to complete the detailed design of the proposed foundation.
					Budget	Reinforced foundation requirements were not included in the original scope of work for the NBW. In additional the cost of construction for the NBW would increase significantly with the addition of the specialized foundation.			
		C3-4	Detailed Design of Noise Attenuation Fence	Scope	Budget	A consultant was retained to complete the detailed design of the noise attenuation wall.	2018	Complete	
		C3-5	Excavation along the northern limits of the MW Yard uncovered a significant amount of landfill and contaminated material that required removal.	Cost	Budget	The landfill material encountered was transported the City Landfill on Vincent Massey Drive; the tipping fees associated with bringing the material to the Landfill were not budgeted for or taken into consideration in early phases of the MW Yard Redevelopment project.	2018	Complete	The removal and disposal of Landfill material and contaminated material encountered during excavation results in a number associated costs. Contaminated material must be tested to determine the levels of contaminants prior to being accepted at the City Landfill. In addition, there are costs associated with hauling the material to the landfill, as well as tipping fees.

Project Changes									
As of June 30, 2020									
Project Phase	Project Component	Change No.	Change Description	Change Type	Impact Type	Impact Description	Year	Status	Additional Comments
C3	Environmental Remediation (Continued)	C3-6	Additional funds for the construction of the noise attenuation fence were requested for construction following the completion of the detailed design and comprehensive estimate for the proposed noise attenuation wall.	Cost	Budget	Council approved the 2019 budget submission for Noise Remediation within the Municipal Works yard.	2019	Complete	
		C3-7	Additional landfill material was encountered during excavation for the construction of the proposed Twelfth St. Parking Lot. Contaminated material was also found during excavation for the construction of the watermain; all contaminated and landfill material was transported to the City Landfill.	Cost	Budget	The landfill material encountered was transported the City Landfill on Vincent Massey Drive; the tipping fees associated with bringing the material to the Landfill were not included in annual budget submissions.	2019	Complete	
		C3-8	Following the completion of the multi-phase grading plan within the Municipal Works Yard, it was noted that due to the significant changes in elevation in the south west quadrant of the Yard, it would be necessary to update the noise impact assessment previously completed in 2017.	Scope	Design	The Consultant that completed the Noise Impact Assessment in 2017 was retained to update the study in order to determine if changes to the proposed noise barrier wall (NBW) and foundation would be required. Following the completion of the Noise Impact Assessment Update, it was determined that the height of the proposed NBW could be reduced in multiple sections, resulting in an overall cost savings during construction.	2020	Complete	
C4	Site Reconfiguration	C4-1	Interim measures and the decommissioning of the section of Ontario St. that extended through the MW Yard was not identified as separate component in the 2016 AECOM Report.	Scope	Budget	In 2017 a budget submission sheet was prepared and approved for Site Reconfiguration works within the MW Yard.	2017	Complete	
		C4-2	Works associated with the reconfiguration of the site were included as part of Tender 19-T40; tender values exceeded the annual budget amounts allocated to Phase C4.	Cost	Budget	Tender 19-T40 was submitted for review and approval to Council in 2019.	2019	Complete	Council approved the tender amount for the construction of site reconfiguration works included in tender 19-T40.
		C4-3	Interim measures (temporary fencing) required long the perimeter of the Municipal Works Yard in order to ensure that the property is secure throughout the duration of construction.	Schedule	Budget	Costs associated with temporary fencing/security measures for the MW Yard were not included in tender documents for construction.	2020	In Progress	
C5	Salt Storage Facility	C5-1	Complete additional geotechnical investigation to verify soil conditions in the area	Schedule	Budget	The results of the initial geotechnical investigation completed as part of the design of the salt storage facility concluded that due to poor soil conditions, a specialized building foundation would be required. An independent geotechnical engineering consulting firm was retained to complete additional testing within the project area and to provide options for the proposed foundation design of the structure. The additional geotechnical investigation was not included in the original project scope.	2018	Complete	
		C5-2	Determine preferred foundation design option based on summary of options presented by the geotechnical consultant	Scope	Budget	A specialized foundation was not included in the budget for the salt storage facility and impacts both design and construction costs.	2019	Complete	As part of the review process, the City considered alternative locations for the proposed salt storage facility. However, the MW Yard is located in a centralized area within the City and it was determined that current location is preferred for the proposed building.
					Design	A redesign of the salt storage facility and foundation was completed by the consultant and a detailed cost estimate was prepared.	2019	Complete	
		C5-3	Request additional funding as part of 2019 budget for salt storage facility construction	Cost	Budget	Council approved the 2019 budget submission for additional funding for the construction of the salt storage facility.	2019	Complete	
		C5-4	Complete a peer review of foundation design	Schedule	Time	An independent consultant was retained to complete a peer review of the structural design of the salt storage facility and to identify any possible changes or opportunities for cost savings. The time required to complete the peer review delayed issuing the tender.	2019	Complete	The peer review concluded that the proposed design met minimum standards and was the best option available to the City.
		C5-5	19-T40 - Salt Storage Facility Construction tender values exceeded the annual budget amount(s) allocated to Phase C5 for the work.	Cost	Budget	Tender 19-T40, which included the construction of the salt storage facility, was submitted for review and approval to Council in 2019.	2019	Complete	Council approved the tender amount for the construction of the salt storage facility

Project Changes									
As of June 30, 2020									
Project Phase	Project Component	Change No.	Change Description	Change Type	Impact Type	Impact Description	Year	Status	Additional Comments
C5	Salt Storage Facility (Continued)	C5-6	Complete Site Reviews and Materials Testing/Inspection for the Salt Storage Facility and Phase I works.	Cost	Budget	The geotechnical consulting firm retained for the foundation design of the salt storage facility (Morey Associates or MA) has been retained to complete geotechnical reviews/site inspections throughout the duration of construction to ensure that the intention of the design is met. In addition, if soil conditions vary throughout the site, MA will be responsible for providing recommendations and revising the design of the specialized foundation in order to ensure the overall success of the project. Due to the overall complexity of the project, it is crucial that the geotechnical consulting firm on site throughout the construction phase of the project is the same firm that completed the detailed design. Morey Associates will also be responsible for the completion of all Materials Testing (concrete, sieve analysis, environmental testing, etc.) throughout the duration of construction. It is essential that Morey Associates complete all materials testing services within the project area in order to ensure consistency throughout the project and minimize the likelihood of any oversights/issues occurring as a result of having multiple geotechnical consulting firms within a single construction site.	2020	In Progress	
C6	Utility Relocations	C6-1	Utility relocation requirements were not identified as separate component in the 2016 AECOM Report. A significant number of utility relocations are required throughout the various phases of the MW Yard Redevelopment project. An overhead transmission line runs through the MW Yard adjacent to the former Ontario St. which requires relocation as part of the redevelopment project. In addition, there was also buried infrastructure owned by utilities that will require removal/relocation throughout the various phases of construction.	Scope	Budget	Funding for utility relocations were submitted as part of the 2018 budget.	2017	In Progress	Council approved the budget submission for Phase I Utility Relocations in 2018.
C7	Standby Power System	C7-1	The design and installation of an independent standby power system was not identified in the 2016 AECOM Report. Following a review of the current standby power options in place and future requirements it was determined that it would be in the best interest of the City to install a standby power system that would service all future buildings within the Municipal Works Yard.	Scope	Budget	Funding for the design of standby power system for the MW Yard was submitted as part of the 2018 budget. Additional funds were allocated for construction as part of the 2019 budget.	2017	Complete	Council approved budget submission sheets in 2018 and 2019 for the design and construction of the standby power system.
		C7-2	As part of an ongoing review of the contract documents and overall Municipal Works Yard Redevelopment Project it was determined that it would be of benefit to the Corporation to connect the new Standby Power System to the existing Water/Sewer building and Fuelling station in case of power outage in lieu of purchasing an independent generator for the building. In addition, during the course of construction it was determined that modifications to the existing design of the precast buildings would be necessary in order to accomodate proposed equipment and future uses. The Consultant that completed the design of the Standby Power System was retained to complete the design of the modifications.	Scope	Design	A consultant was retained to complete the design modifications within the utility compound.	2020	Complete	

Project Risk Register As of June 30, 2020								
Phase	Risk	Impact Description	Impact L/M/H	Probability L/M/H	Cost Impact (if applicable)	Mitigation	Responsible	Status & Date Reviewed
C3	Contaminated Soil and/or Groundwater	If contaminated soil and/or groundwater is encountered it will impact both costs and project timelines during construction.	H	M	Yes; costs will be incurred in both the design phase (completion of a Phase II Environmental Site Assessment) and the construction phase (removal and disposal costs during construction).	A Phase II Environmental Assessment (EA) will be included as part of future phases of design; the EA will identify the presence and approximate quantity of contaminated material as well as procedures for removal and disposal. However, it will be difficult to anticipate the actual extents of contaminated material until excavation occurs during the construction phase of the project.	Project Manager/Consultant and on-site Project Supervisor	On-going
C3	Landfill Material	If landfill material is encountered during excavation it will increase the overall project cost and could impact construction timelines.	M	M	Yes; costs will be incurred in both the design phase (completion of a Phase II Environmental Site Assessment) and the construction phase (removal and disposal costs during construction).	A Phase II Environmental Assessment (EA) will be included as part of future phases of design; the EA will identify the presence and approximate quantity of landfill material as well as procedures for removal and disposal. However, it will be difficult to anticipate the actual extents of landfill material until excavation occurs during the construction phase of the project.	Project Manager/Consultant and on-site Project Supervisor	On-going
C3	Designated Substances	If designated substances are encountered during demolition it will increase the overall project cost and could impact construction timelines.	M	M	Yes; costs will be incurred in both the design phase (completion of a Designated Substance Study) and the construction phase (removal and disposal costs during construction).	A designated substances study will be included as part of future phases of design; the DSS will identify the presence and approximate quantity of designated substances as well as procedures for removal and disposal.	Project Manager/Consultant assigned to each future phase of redevelopment and design.	Not applicable in current phase; to be assessed in future phases.
Various	Poor Geotechnical Conditions	If poor geotechnical conditions are encountered, project costs will be impacted significantly during both design and construction. Project timelines could also be impacted if the conditions are very poor and additional investigations/reviews are required.	M	H	Yes; costs will be incurred in the design phase if specialized foundation design requirements are required. Construction costs will also increase significantly if specialized foundation requirements are necessary.	A comprehensive geotechnical investigation will be included as part of future phases of design; the investigation will identify the soil conditions in the project area and provide design recommendations and corresponding detailed construction estimates as early as reasonably possible in the design process.	Project Manager/Consultant assigned to each future phase of redevelopment and design.	On-going
Various	Increased Construction Costs	If construction costs increase, the overall project budget will be impacted.	M	H	Yes; increased construction costs will significantly impact the project budget and could potentially impact the project timelines.	Trends in construction costs will be tracked throughout the duration of the project and Forecast values will be updated accordingly.	Project Manager/Consultant assigned to each future phase of redevelopment and design.	On-going
Various	Changes to Environmental Regulations and Building Code Requirements	If regulations change, design requirements will be impacted and both project costs and timelines will be impacted.	M	M	Yes; changing regulations will impact design requirements and standards as well as construction costs in situations where regulations become more stringent.	As part of the design phase of future phases of redevelopment the Consultant will be responsible for identifying any changes to regulations/standards.	Project Manager/Consultant assigned to each future phase of redevelopment and design.	Not applicable in current phase; to be assessed in future phases.

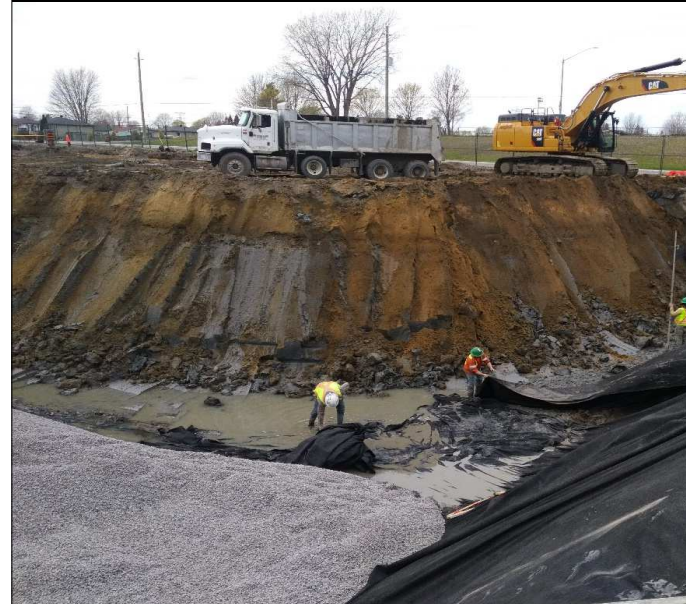
L=Low, M=Medium, H=High

A risk is uncertain events that, if it occurs, has an effect on the project (cost, schedule, scope/quality).  
The purpose of risk management is to identify, assess, and control uncertainty - as a result it will improve the ability of the project to succeed.  
Risk management begins with **identifying** all the possible risks that could affect the project - the goal is to find potential problems before they happen.  
Once risks have been identified they need to be analysed. This consists of rating their potential **impact** and **probability** of occurring and assigning them a risk score accordingly.  
Actions, risk responses, need to be planned and carried out to **mitigate**, **avoid**, or **consciously accept** identified risks. Risks need to be monitored, re-assessed, and new risks identified throughout the project.

- Risk:** A description of the risk event
- Impact description:** A description of what would happen if the risk event happens, what would the impact be on costs, schedule, scope/quality?
- Impact L/M/H:** If the risk occurs will it have a low, medium, or high impact on the project (cost, schedule, scope/quality)?
- Probability L/M/H:** How likely to occur is the risk event?
- Mitigation:** What actions will be taken to mitigate (reduce the potential impact or probability), avoid, or accept the risk?
- Responsible:** The risk should be assigned to someone to monitor and report on
- Status and date reviewed:** Whether the risk is still applicable or relevant and the last time the risk was reviewed

# Municipal Works Yard Redevelopment Project Photos

As of June 30, 2020



The construction of the proposed salt storage facility included a 5.5m deep excavation in order to remove soil that was not suitable for construction. Following the completion of a geotechnical review in 2018, it was estimated that up to one (1) metre of settlement was likely to occur if the proposed building was constructed on the existing soil in lieu of excavating to suitable subgrade as shown above.



The excavated area for the salt storage facility was backfilled with approximately 29,000 tonnes of clear crushed stone. The clear stone is considered a light weight engineered fill, which will act as a suitable base for constructing the salt storage facility on.



The clear stone engineered fill foundation was placed and compacted in 0.6m lifts, as indicated in the photo above. The building footprint area for the proposed salt storage facility is approximately 60m long by 30m wide.



In June, 2020 the Contractor began forming the proposed footings for the salt storage facility. The footings around the perimeter of the building are 4.7m in width and 0.65m in height and are reinforced with rebar throughout.



The photograph above was taken during a concrete pour for the foundation footings. As specified in the previous photograph description, the footings are 0.65m in height and 4.7m wide. The rebar visible in the centre of the footing is where the future foundation walls will tie into the footing.



The photograph above illustrates the conduit that will be located in the precast buildings within the utility compound. The conduit will be directed from the utility buildings to the various (proposed) buildings within the MW Yard. The conduit installed are part of the long term plan for servicing and will be used for both electrical connections and communications.



As part of the preparatory work required in order to install the precast buildings within the utility compound, the Contractor placed rigid insulation in the area surrounding the buildings and stubbed up all the conduit that lead to each of the three (3) precast buildings. In July, 2020 a crane will be brought on site to lower the buildings in place in order to ensure that the conduit are not disturbed.



As part of the first phase of redevelopment within the MW Yard, a new 100mm polyethylene gas main was installed. The new gas main will service all existing/future buildings within the MW Yard. The photo above depicts where the 100mm main branches off with a 32mm gas main in order to service the existing MW Garage.

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-349-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: August 10, 2020  
Subject: CPPEG 163-167 Pitt, 110 Sydney, 33 First St E, 100-106 Pitt,  
Tenth St E

**Purpose**

To approve the five (5) hereafter mentioned items under the Heart of the City and Brownfield Community Improvement Plans recommended for approval at the July CPPEG meeting.

HOTC# 2020-07 163-167 Pitt St, HOTC#2020-08 110-110A Sydney,  
HOTC#2020-09 33 First St E, HOTC#2020-10 100-106 Pitt St and BR#2014-04  
Tenth St E

**Recommendation**

That Council approve the following items:

- a. Rothmar Holdings Inc at 163-167 Pitt St for:

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

Program 3-Project Design Grant in the amount of \$6,450

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

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

Conditional to contacting Heritage-Patrimoine Cornwall, to establish possible historic elements that may be able to be saved, as a 'Listed' heritage property.

- b. 9551921 Canada Inc at 110-110A Sydney St for:
  - Program 3-Project Design Grant in the amount of \$5,121
  - Program 4-Façade Improvement and Sign Grant in the amount of \$8,807
  - Program 5-Municipal Planning/Development Fees Grant based on actual costs
  - Program 6-discretionary Municipal Tipping Fees Grant based on actual costs
  - Program 7-Parking and Landscape Enhancement Program in the amount of \$25,000 interest free loan.
  - Conditional to contacting Heritage-Patrimoine Cornwall, to establish possible historic elements that may be able to be saved, as a 'Listed' heritage property.
  
- c. Rothmar Holdings Inc at 33 First St E for:
  - Program 2- Building Restoration & Improvement in the amount of \$30,000
  - Program 3-Project Design Grant in the amount of \$7,500
  - Program 4-Façade Improvement and Sign Grant in the amount of \$12,000
  - Program 5-Municipal Planning/Development Fees Grant based on actual costs
  - Program 6-discretionary Municipal Tipping Fees Grant based on actual costs
  
- d. Rothmar Holdings Inc at 100-106 Pitt St for:
  - Program 2- Building Restoration & Improvement in the amount of \$30,000
  - Program 3-Project Design Grant in the amount of \$7,500
  - Program 4-Façade Improvement and Sign Grant in the amount of \$12,000
  - Program 5-Municipal Planning/Development Fees Grant based on actual costs
  - Program 6-discretionary Municipal Tipping Fees Grant based on actual costs
  - Conditional to protect the existing mural on the south side of the building, should the owner not wish to retain the mural, it will be provided to the City of Cornwall.
  
- e. 648441 Ontario Ltd at Tenth St E, CON 1 Pt Lt 7, for:
  - Program 2-Project Feasibility Study Grant in the amount of \$7,500

### **Financial Implications**

Funding for the Heart of the City and Brownfield applications is sourced from the Heart of the City Reserve and Brownfield Reserve respectively, and therefore does not have any immediate impact on the 2020 operating budget.

### **Background / Discussion**

No Planning Advisory Committee meetings were held in June and July.

Document Title:	CPPEG 163 Pitt 110 Sydney 33 First St E 100 Pitt Tenth St E-2020-349-PDR.docx
Attachments:	
Final Approval Date:	Aug 5, 2020

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

**Mark A. Boileau - Aug 5, 2020 - 3:30 PM**

**Tracey Bailey - Aug 5, 2020 - 3:43 PM**

**Maureen Adams - Aug 5, 2020 - 5:05 PM**

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

Department: Corporate Services  
Division: Clerk's Division  
Resolution Number: 2020-006  
Report Number: 2020-310-Corporate Services  
Meeting Date: August 10, 2020  
Subject: A By-law to Regulate Open-Air Burning of Solid Fuels  
within the municipality and to repeal By-law #2014-063

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

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

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

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

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

Whereas the Fire Code Ontario Regulation 213/07 made under the Fire Protection and Prevention Act, S.O.1997, Div. A Part 1 Sentence 1.4.1.2 defines the term “Approved” as meaning approved by the Chief Fire Official.

## Part 1 - Definitions

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

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

“Burn Ban” means a complete prohibition on open air burning within the municipality for purposes determined by the Chief Fire Official.

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

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

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

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

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

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

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

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

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

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

“Nuisance” means any intrusive impact that reduces the ability of a person to utilize their property or cause a safety risk such as excessive smoke, smell, airborne sparks or embers that is likely to disturb others, or that is likely to reduce visibility on roads in the vicinity of the Open Air Burning or that has potential to cause health risk;

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

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

“Yard Waste” means any organic materials removed from plants and deemed as waste.

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

## Part 2 - General

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

2.2 This By-law shall not apply to:

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

2.3 No person shall set, maintain, or permit to be set or maintained, an Open Air Burning if the Chief Fire Official has imposed a Burn Ban within the municipality.

## Part 3 – When Open Air Burning Allowed

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

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

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

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

- (e) shall only conduct the Open Air Burning from 6:00 PM to midnight;
  - (f) shall only use a non-combustible container, and shall contain the fire within it at all times;
  - (g) shall not have a fire larger than 45 centimetres in length, by 45 centimeters in width, by 45 centimeters in height;
  - (h) shall locate the Open Air Burning at least 7.5 metres away from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article;
  - (i) any additional requirements or exemptions the Chief Fire Official considers necessary in the interest of public safety, or to minimize inconvenience to the general public, or advisable in the circumstances, or to give effect to the objects of this By-law; and
  - (j) the Permit Holder shall indemnify and save harmless The Corporation of the City of Cornwall and its employees from any and all claims, demands, causes of action, costs or damages that the City may suffer, incur or be liable for resulting from the Open Air Burning as set out in this by-law, whether with or without negligence on the part of the Permit Holder, the Permit Holder's employees, directors, contractors and agents.
- (4) An application for a permit must be completed on the forms provided by the Cornwall Fire Services of The Corporation of the City of Cornwall.
- (5) A Permit shall only be valid for three years from date of purchase.
- (6) The Chief Fire Official may refuse to issue a Permit:
- (a) if the proposed Open Air Burning would contravene this By-law; or
  - (b) if the Owner or Permit Holder has previously contravened any Permit conditions or other provisions of this By-law, or an Order under this By-law.

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

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

- (a) shall allow, at any reasonable time, an Officer to inspect the location or proposed location of the Open Air Burning;
- (b) shall have legal title to the property at which the Open Air Burning is to occur, or the person, or Permit Holder, as the case may be, shall obtain the prior written consent of the person having legal title to the property;

- (c) shall only burn clean, cured, seasoned hard wood;
- (d) shall not burn Noxious Materials,
- (e) shall not burn Yard Waste;
- (f) shall have a rake or shovel and an effective extinguishing agent of sufficient size and with the capability of extinguishing the Open Air Burning immediately available for use;
- (g) shall attend, always control and supervise the Open Air Burning . The Open Air Burn must be supervised by a person who, in addition to holding a valid permit, must be at least 18 years of age;
- (h) shall completely extinguish the Open Air Burning before the site is vacated;
- (i) shall ensure the Wind Speed does not exceed 15 km per hour during the Open Air Burning;
- (j) shall not burn if it is rainy or foggy;
- (k) shall not burn if a Smog Alert has been declared for SD&G;
- (l) shall not burn if a Burn Ban has been implemented by the Chief Fire Official;
- (m) shall comply with the provisions of the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended;
- (n) shall protect adjacent properties from the potential spread of fire; and
- (o) shall extinguish immediately any Open Air Burning that creates a Nuisance  
Any permit holder that is required to extinguish a fire under this condition may ignite a fire after a waiting period of 24 hours if conditions above are met.

#### Part 4 – Open Air Burning Allowed

4.1 (1) Normal Farming Operations: A person may conduct an Open Air Burning if it is part of a normal farm practice carried on as part of an agricultural operation, as those terms are defined in the Farming and Food Production Protection Act, 1998, S.O. 1998, c.1, on lands zoned for agricultural use, and subject to the conditions set out in this Part.

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

- (a) follow conditions and restrictions imposed by the Chief Fire Official.
  - (b) notify Cornwall Fire Services' Communications Centre in person or by telephone prior to the Open Air Burning and at the conclusion of the Open Air Burning, and shall provide Cornwall Fire Services' Communications Centre with their municipal address;
  - (c) not have a fire larger than 2 metres in length, by 2 metres in width, by 2 metres in height; and
  - (d) locate the Open Air Burning at least 50 metres away from any building, structure, property line, tree, hedge, fence, roadway, overhead wire or other combustible article.
  - (e) an open air burn that impedes a roadway or highway with smoke will be extinguished immediately.
- (3) agricultural open air burns will not be permitted when there is a burn ban implemented by the Chief Fire Official.
- (4) the conditions in subsection 4.1(2) shall not apply to fires under subsection 4.1(1) that are used to burn off dried vegetation along fence lines and in culverts.

4.2 (1) Open Air Burning Fires for the purpose of Clearing Land (non-agricultural) Open air burning for the purpose of clearing land may be permitted by the Chief Fire Official.

(2) A permit for the purpose of clearing lands will be valid for a time as determined by the Chief fire Official

(3) The Chief Fire Official shall provide restrictions as part of the permit process.

4.3 (1) Open Air Burning at Events: The Chief Fire Official may permit Open Air Burning to occur for any event using an occasional burning permit.

(2) An Occasional Burning Permit will only be valid for the date of the event.

(3) The Chief Fire Official shall provide restrictions as part of the permit process.

## Part 5 – Order to Discontinue Activity

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

5.2 An Order to Discontinue Activity shall set out:

- (a) the municipal address of the property on which the contravention occurred;
- (b) the date of the contravention;
- (c) the contravention of the By-law;
- (d) the date by which there must be compliance with the order;
- (e) the date on which the order expires.

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

## Part 6 - Order to Extinguish

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

6.2 An Order to Extinguish shall set out:

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

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

## Part 7 - Remedial Action – Costs

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

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

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

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

## Part 8 – Inspections Responses & Fees

### Inspections and Responses

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

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

- (a) require the production for inspection of documents relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information from any person concerning a matter related to the inspection; and,

(d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take photographs necessary for the purposes of the inspection.

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

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

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

(a) shall only be exercised by an employee, officer or agent of the City or a member of Cornwall Community Police Services:

(b) the person with the power of entry must on request display or produce proper identification;

(c) the person exercising the power may be accompanied by a person under his or her direction.

(d) May take such actions to extinguish an open air burn that is in violation of the By-law or permit restrictions as determined by the Chief Fire Official.

#### Fee

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

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

## Part 9 - Prohibitions

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

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

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

9.4 No person shall contravene an Order to Discontinue Activity.

9.5 No person shall contravene an Order to Extinguish.

## Part 10 - Severability

10.1 In the event that any section, subsection, clause or provision of this By-Law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-Law as a whole or any part thereof, other than the part so declared to be invalid.

## Part 11 – Enforcement and Penalties

### Offences

11.1 Any person who contravenes any provisions of this By-Law is guilty of an offence as provided for in Section 28 of the Fire Protection and Prevention Act.

### Collection

11.2 In addition to any penalties imposed through prosecution of an offence pursuant to this By-Law, the City is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this By-Law and to recover its costs if remedial action is taken. Any and all collection methods lawfully applicable may be relied upon, including placement of unpaid fees on the tax collector's roll for property in question.

### Penalties

11.3 Any person who contravenes any provisions of this By-law is guilty of an offense and, upon conviction, is subject to any applicable fines or penalties as provided in the Provincial Offenses Act.

I, Manon L. Levesque, City Clerk for The Corporation of the City of Cornwall, do hereby certify that the above is a true copy of Resolution Number 2020-06 enacted by Council on Monday, August 10, 2020.

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Manon L. Levesque  
City Clerk

### **Report Approval Details**

Document Title:	A By-law to Regulate Open-Air Burning of Solid Fuels- 2020-310-Corporate Services.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Manon L. Levesque - Jul 29, 2020 - 9:28 AM**

**Geoffrey Clarke - Jul 29, 2020 - 1:37 PM**

**Maureen Adams - Aug 4, 2020 - 10:01 AM**

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-315-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: August 10, 2020  
Subject: Non-Competitive Purchase of One Submersible Dry Pit Pump  
for the Waste Water Treatment Plant

**Purpose**

The Purpose of this report is to provide Council further information in regards to the purchase of one submersible dry pit pump for the Waste Water Treatment Plant.

**Recommendation**

That Council authorize a non-competitive 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 Waste Water Works Reserve.

**Strategic Priority Implications**

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

## **Background / Discussion**

At the regular meeting of July 13, 2020, Administration presented Council with report #2020-312-Financial Services (see attached report). The report 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 (Xylem) from Ottawa for the acquisition of one submersible dry pit pump.

Council deferred authorization of the sole source purchase of the new submersible dry pit pump for the Wastewater Treatment Plant (WWTP) to the regular meeting of August 10, 2020, in order to allow Administration to confirm information regarding the warranty period offered by Xylem for the new pump.

Upon review of the documentation associated with the original quote provided by Xylem, a one year warranty period free from defects in material and workmanship was indicated as part of their standard purchase provisions. However, as indicated in the original Council report regarding this matter, 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 by Xylem at no cost to the City.

Also during the past five year interval, Xylem's technical staff continued to examine the operation of the existing dry pit submersible pumps and have successfully implemented adjustments to prevent premature wear and potential full failures. Additionally, Xylem's technical staff have recommended a design of a new dry pit submersible pump that they feel confident would operate more effectively and efficiently when compared to the existing model.

Considering all of the preceding, Xylem continues to be supportive and sensitive to the performance issues that the WWTP has experienced during the past five years with the existing submersible dry pit pumps. Therefore, in an effort to demonstrate their confidence in the design of the new pump and to maintain a good customer relationship with the City, Xylem have amended their purchase policy to allow for a full two year warranty period with the procurement of the re-designed pump model recommended for the WWTP application. The warranty period is reflected in Xylem's updated quotation which is attached for reference.

Document Title:	Additional Information Un-Budgeted Expenditure - Pump for the Waste Water Treatment Plant - 2020-315-Financial Services.docx
Attachments:	- Council Report 2020-312.docx - Revised Xylem Proposal.pdf
Final Approval Date:	Aug 4, 2020

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

**Bill de Wit - Jul 30, 2020 - 2:24 PM**

**Tracey Bailey - Jul 30, 2020 - 9:32 PM**

**Maureen Adams - Aug 4, 2020 - 9:44 AM**

**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: Council Report 2020-312.docx

**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 programed 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 programed 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: Thursday, July 16, 2020

Quotation #: 20-32-0045/1/2

## Project Information

Company Name: CITY OF CORNWALL

Project Name: Cornwall Spare NT 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 C/W: 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	15-900000	CERTIFICATE OF CONFORMANCE
1	9400	2 YEAR WARRANTY
1	13-56 00 24A	FREIGHT & HANDLING CHARGES TXBL
		<b>Total Price \$ 139,669.69</b>
		<b>Total Price of Quotation: \$ 139,669.69</b>

## 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.xyleminc.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.



SANITAIRE

WEDECO

Date: 2020/07/16

Quotation # 20-32-0045/1/2

Company Name: CITY OF CORNWALL

**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.

**Shortages :**

Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

**Validity :**

This quote is valid for ninety (90) days.

**Terms of Payment :**

100% Net 30 days following shipment date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

**Schedule :**

Submittals will be supplied 1-3 weeks after order acceptance.

Delivery lead times are TBD after receipt of submittal approval and order acceptance.

**COVID 19:**

Our current delivery lead-times are forecasted estimates only due to the outbreak of the COVID-19 virus pandemic and its global effects on commerce, supply chain, and logistics. Xylem will, however, use all commercially reasonable efforts to minimize any delivery delay impacts.



Date: 2020/07/16

Quotation # 20-32-0045/1/2

Company Name: CITY OF CORNWALL

**A SIGNED COPY OF THIS PROPOSAL IS ACCEPTABLE AS A BINDING CONTRACT.**

Thank you,



Eric Mondoux  
Sales Representative  
Xylem Canada Company  
O: 613-225-9600  
eric.mondoux@xyleminc.com

**Accepted by: (Authorized party to bind company)**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Printed Name & Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email**

**Company Address**  
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SHOULD YOU PREFER TO ISSUE A PURCHASE ORDER, PLEASE MAKE IT OUT TO: XYLEM CANADA COMPANY



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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-321-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: August 10, 2020  
Subject: Non-Budget and Non-Competitive Procurement of  
Defibrillators (Paramedic Services)

**Purpose**

To provide Council with information as it relates to the purchase of defibrillators for Paramedic Services.

**Recommendation**

That Council approve the non-budgeted and non-competitive procurement of the defibrillators for Paramedic Services from Stryker Canada ULC (formally known as Physio Control) for a total cost of \$336,631.52 (net cost to Corporation – \$303,147.11).

**Financial Implications**

During the 2020 budget process, the Corporation indicated in the 10-year capital plan that the replacement of defibrillators for Paramedic Services would be a 2021 purchase, budgeted at \$460,000. The units are appropriately amortized over their life cycle, so funds are available in the Land Ambulance Reserve when the time comes to replace the units.

Based on current pricing, the 22 defibrillators scheduled to be replaced in 2021 would cost approximately \$670,000. Stryker has offered to replace the

defibrillators with a \$16,545 discount per unit and trade-in of \$40,000. It is recommended that the purchase be made in 2020 and, as planned, be funded from the Land Ambulance Reserve.

### **Strategic Priority Implications**

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

### **Background / Discussion**

Paramedics require functional defibrillators to perform life saving tasks. A functional defibrillator is absolutely required to perform their duties. Presently, Cornwall SDG Paramedic Services use Stryker defibrillators and are very satisfied with their performance.

Defibrillators are sophisticated computers. The mother boards on the existing defibrillators are no longer manufactured. In the event of a motherboard failure the entire defibrillator would have to be replaced at a cost of approximately \$33,000. According to the manufacturer, who is contracted to perform annual maintenance of the defibrillators, the failure rate has doubled to almost 2%.

As part of a regular life cycle replacement program, the current 22 defibrillators (the City receives 2 defibrillators at no cost for every 10 purchased) have been scheduled to be replaced in 2021.

Stryker is offering an opportunity to move to the newer models in advance of any anticipated failures by offering a significant reduction in cost. It is highly unlikely defibrillators matching the current sophistication will be cheaper than the quote provided by Stryker at less than \$14,000 per unit.

There will be no training required to educate paramedics on the new version of defibrillator. This model of defibrillator fits with all accessory equipment already in use, such as, charging stations and stretcher attachments.

Document Title:	Non-Budget Non-Competitive Purchase of Defibrillators - 2020-321-Financial Services.docx
Attachments:	
Final Approval Date:	Aug 5, 2020

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

**No Signature - Task assigned to Nicole Robertson was completed by workflow administrator Debbie Caskenette**

**Nicole Robertson - Aug 4, 2020 - 2:32 PM**

**Bill Lister - Aug 4, 2020 - 2:38 PM**

**Tracey Bailey - Aug 4, 2020 - 4:25 PM**

**Maureen Adams - Aug 5, 2020 - 7:58 AM**

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-322-Financial Services  
Prepared By: Diane Leduc, Senior Buyer  
Meeting Date: August 10, 2020  
Subject: Non-Budget and Non-Competitive Procurement of Post-Top  
Decorative LED Lighting

**Purpose**

To provide Council with costing for Phase 2 of the City's LED Roadway Lighting Conversion Program.

**Recommendation**

That Council approve the non-budgeted and non-competitive procurement for Phase 2 of the City's LED Roadway Lighting Conversion Program from EARTH Corporation for a total of \$488,410.04 (net cost to Corporation – \$439,828.36).

**Financial Implications**

The Corporation has not budgeted for this initiative in the 2020 budget and proposes to finance the project. Financing payments will be offset by savings generated from reduced electricity and maintenance costs. Annual cost savings is estimated at an average \$86,000 over the first 6 years. Repayment of borrowed funds is to be structured so that payments for principal and interest are equal to the savings generated. This will result in an estimated 6 year payback period with no change in the annual budget.

## **Strategic Priority Implications**

The project includes the conversion of existing High Pressure Sodium (HPS) Post-Top Roadway Lighting Fixtures to LED, which addresses Economic Development and Pursuing Diverse Population Growth of 50,000: (4) Continue to Invest in Infrastructure as well as Being Leaders in Sustainability and Climate Change Impact.

## **Background / Discussion**

In 2015, the City issued a Request for Proposal (RFP) for the Turn-Key LED Roadway Lighting Design and Replacement. EARTH Corporation was the successful proponent through the RFP process.

In 2016, EARTH completed the design, and replacement of 4,283 High Pressure Sodium (HPS) cobra head fixtures, which encompassed the majority of the City's roadway lighting infrastructure, and has standard LED replacement rated at 22.8 years (100,000 hours). The anticipated payback period for Phase 1 of the LED conversion project was 6 years, through savings in energy and maintenance.

The RFP did not include post-top decorative lights as the standard LED replacements were expensive, not as energy efficient and they were only rated for 11.4 years (50,000 hours). Decorative post-top LED replacements are 2 to 4 times more costly than cobra head style and only have a service life of 11.4 years (50,000 hours). As such, their use would not make financial sense in terms of the investment recovery through energy and maintenance savings.

In light of the above, EARTH Co. provided a custom made solution for the majority of the older post-top HPS fixtures. The retrofit would involve a cobra head style light fixture complete with a 1.0 m aluminum bracket mounted to the existing poles. EARTH provided various photometric scenarios on a number of roadway sections and determined the best light distribution and the most cost-effective roadway lighting solution.

Following results of the photometric exercise, in 2019 the City implemented a pilot project involving the retrofit of 21 post-top decorative 'contempo' fixtures, with the 1.0 m arm and the recommended cobra head style fixtures (Philips-Lumec brand). The pilot project allowed Administration to visually assess the performance of the new luminaires and compare them with the existing 'contempo' post-top HPS fixtures nearby. The pilot project also included the

retrofit of 5 newer decorative luminaires of the Acorn style, uniquely retrofitted with a special LED lamp made by Philip-Lumec.

Results of the pilot project were very satisfactory in terms of light distribution.

In June 2020, the City requested EARTH Corp. to submit a proposal for Phase 2 of the City's LED Roadway Lighting Conversion Program. The scope of work would involve the replacement of all residential HPS post-top roadway lighting fixtures to LED. More specifically, the replacement of 543 older 'Contempo' style HPS light fixtures with the recommended Phillips-Lumec RoadFocus series LED cobra head style light fixtures complete with a 1.0m aluminum bracket, 2 older 'Contempo' style HPS light fixtures with the recommended Phillips-Lumec MetroScape post-top decorative LED light fixture and 127 newer style HPS Acorn light fixtures with a Philips-Lumec LED lamp.

The proposed retrofit will render significant savings when compared to a replacement of the fixtures with their equivalent LED decorative version and, in addition, will provide better roadway light distribution. The City can expect this project to be paid through savings in energy and maintenance in 6 years. The estimated time to complete the project is 15 to 20 weeks.

The total initial cost for Phase 2 of the City's LED Roadway Light Conversion Program is \$439,826.36 (net cost to the Corporation).

Document Title:	Non-Budget Non-Competitive Purchase to Retrofit Post-Top LED Lighting 2020-322-Finance.docx
Attachments:	- Pictures.pdf
Final Approval Date:	Aug 5, 2020

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

**Bill de Wit - Aug 4, 2020 - 4:05 PM**

**Tracey Bailey - Aug 4, 2020 - 4:53 PM**

**Maureen Adams - Aug 5, 2020 - 8:02 AM**



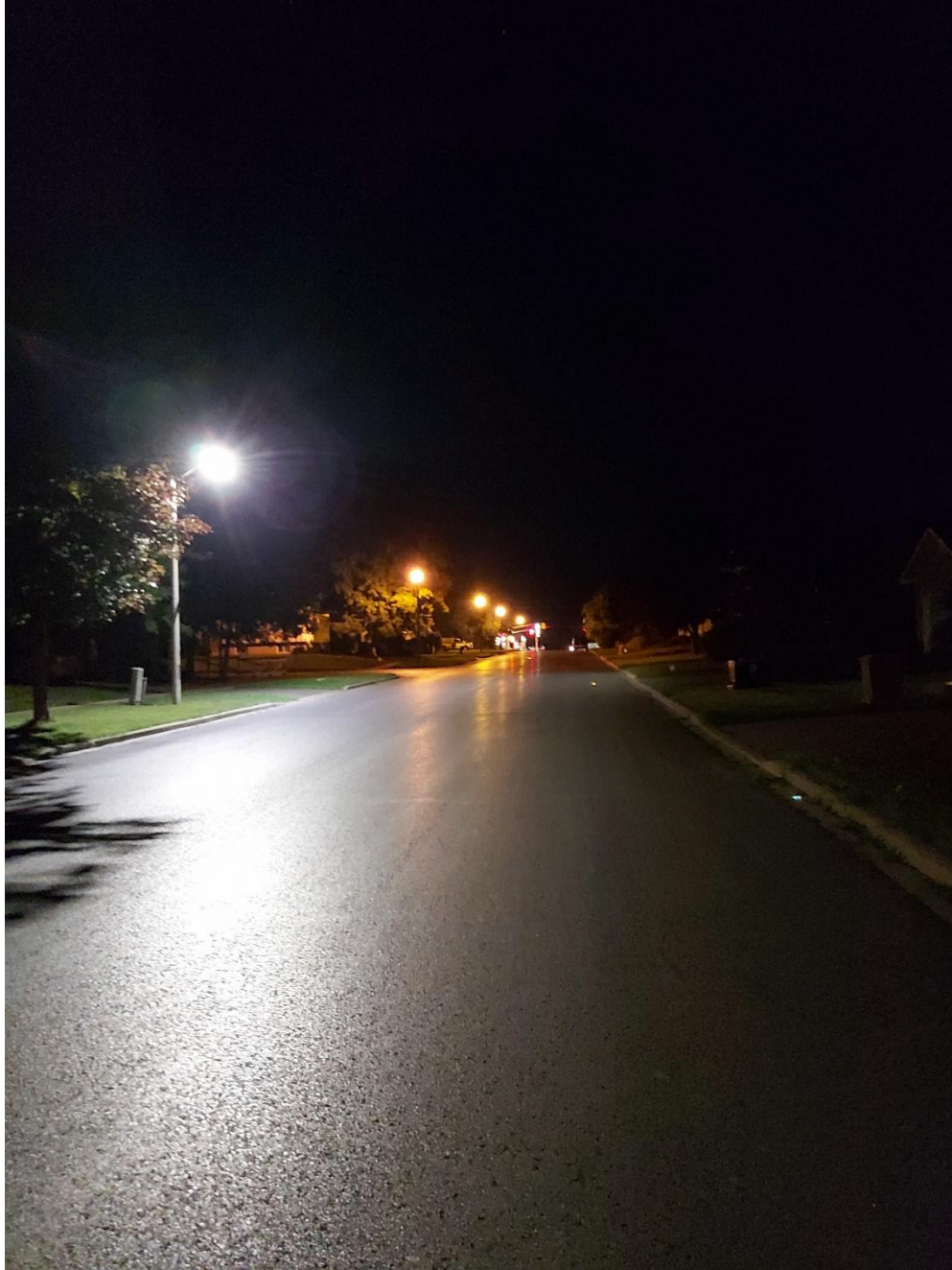
Post-top decorative luminaire.  
'Contempo'.



LED cobra head style  
luminaires.



LED Acorn style post top luminaire



Post-top 'Contempo' style, high pressure sodium fixture (yellow lights) retrofitted with arm and LED cobra head style fixture (white light). LED Pilot project 2019.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-096**

Department: Infrastructure and Municipal Works  
Division: Transit  
By-law Number: 2020-096  
Report Number: 2020-324-Infrastructure and Municipal Works  
Meeting Date: August 10, 2020  
Subject: Renewal Agreement with Pattison Outdoor Advertising of Bus Shelters

Whereas Pattison Outdoor Advertising has exclusive rights from the City of Cornwall to continue to install and maintain, at their expense, Transit shelters for the convenience of the public on selected streets in the City of Cornwall; and

Whereas Pattison also has the right and privilege of placing advertisement on such Transit shelters as per the agreed upon agreement; and

Whereas the term of the lease agreement will commence October 1, 2020 for a period of five years ending on September 30, 2025 with an option of a year to year renewal.

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

1. That the City of Cornwall enter into a Renewal Agreement with Pattison Outdoor Advertising for the installation and maintenance of Transit shelters.
2. That Pattison Outdoor Advertising continues to have the rights of placing advertisement on the City of Cornwall Transit shelters.

3. The term of the agreement is for a five year period commencing on October 1, 2020 and ending on September 30, 2025 with a year to year renewal option.
4. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 10th day of August, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

## Report Approval Details

Document Title:	By-law - Renewal Agreement with Pattison Outdoor Advertising - 2020-324-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Jul 30, 2020

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

**No Signature - Task assigned to Len Tapp was completed by workflow administrator Debbie Caskenette**

**Len Tapp - Jul 29, 2020 - 1:43 PM**

**No Signature - Task assigned to Bill de Wit was completed by workflow administrator Debbie Caskenette**

**Bill de Wit - Jul 29, 2020 - 1:44 PM**

**Maureen Adams - Jul 30, 2020 - 5:29 PM**

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

Department: Infrastructure and Municipal Works  
Division: Transit  
Report Number: 2020-330-Infrastructure and Municipal Works  
Prepared By: Len Tapp, Division Manager  
Meeting Date: August 10, 2020  
Subject: Explanatory Note to By-law for Agreement Renewal of Transit  
Bus Shelters Advertising

**Background / Discussion**

Pattison Outdoor Advertising installed 18 bus shelters approximately 20 years ago when the existing agreement was first approved by Council. A renewal clause is included due to significant cost that Pattison incurred in their original investment. It is beneficial to both parties to continue with further five (5) year agreement.

These types of agreements with transit authorities are not as attractive to proponents as they once were due to new social media advertising sources and it is unlikely that a proponent would incur the necessary cost to set up shelters in Cornwall. Pattison Outdoor Advertising and Cornwall Transit has had, and continue to have, an excellent working relationship.

### Report Approval Details

Document Title:	Note - By-law for Renewal Agreement with Pattison Outdoor Advertising - 2020-330-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Jul 30, 2020

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

**Len Tapp - Jul 28, 2020 - 3:11 PM**

**Bill de Wit - Jul 29, 2020 - 10:24 AM**

**Maureen Adams - Jul 30, 2020 - 5:28 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-097**

Department: Planning, Development and Recreation  
Division: Economic Development  
By-law Number: 2020-097  
Report Number: 2020-338-Planning, Development and Recreation  
Meeting Date: August 10, 2020  
Subject: Medical Recruitment Financial Assistance with Dr. Leduc

Whereas a request was made by the Medical Recruitment Team to provide up to \$25,000 in financial assistance towards the start up cost to Dr. Jean-Grégoire Leduc, a specialist in respiratory medicine (internal medicine) who was recruited to Cornwall.

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

1. That the Corporation of the City of Cornwall be and is hereby authorized to provide financial assistance to Dr. Leduc up to the amount of \$25,000; and
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 10th day of August, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law Medical Recruitment Assistance Dr. Leduc - 2020-338-PDR.docx
Attachments:	
Final Approval Date:	Jul 30, 2020

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

**Mark A. Boileau - Jul 22, 2020 - 4:22 PM**

**Maureen Adams - Jul 30, 2020 - 5:25 PM**

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

Department: Planning, Development and Recreation  
Division: Economic Development  
Report Number: 2020-339-Planning, Development and Recreation  
Prepared By: Mark A. Boileau, General Manager  
Meeting Date: August 10, 2020  
Subject: Explanatory Note to By-Law 097 for Dr. Leduc

**Purpose**

To provide Council with background information on Dr. Jean-Grégoire Leduc.

**Background / Discussion**

The City of Cornwall has a Medical Recruitment Team which, with the use of a medical recruitment fund, tries to attract new medical professionals, either being general practitioners or in specialty fields required in the community.

The Medical Recruitment Team was successful in recruiting Dr. Jean-Grégoire Leduc, a specialist in respiratory medicine (internal medicine) from the University of Ottawa.

Per a Medical Recruitment Agreement, funds are provided to cover relocation and business start up expenses incurred from moving, office setup, and staffing for the first 3 months. Expenses will be reimbursed up to a maximum of \$25,000.00. There is money in the 2020 Medical Recruitment budget to cover the cost.

In return, as per the Agreement, Dr. Leduc must conduct a full-time medical practice in Cornwall, with privileges at the Cornwall Community Hospital, for a minimum of three (3) years. Failure to do so will require repayment of the funds provided.



### Report Approval Details

Document Title:	Note to By-Law Medical Recruitment Dr. Leduc - 2020-339-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jul 30, 2020

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

**Mark A. Boileau - Jul 22, 2020 - 4:21 PM**

**Maureen Adams - Jul 30, 2020 - 5:24 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-098**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-098  
Report Number: 2020-341-Planning, Development and Recreation  
Meeting Date: August 10, 2020  
Subject: Renaissance, 338 Belmont, 329 Guy

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

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

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

1. a) That the Council hereby authorizes the following loan – RHRP#2020-02 William Douglas being Part Lot 283 Plan 79 S/T & T/W S338482; Cornwall PIN#60154-0370 (LT) pursuant to a loan Agreement.  
  
b) That the Council hereby authorizes the following loan – RHRP#2020-05 2711876 Ontario Inc (Robert Poulin) being Lot 169 Plan 79; Cornwall PIN#60154-0327 (LT) pursuant to a loan Agreement.
2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.

3. That this By-law take effect on the day of passing by City Council.  
Read, signed and sealed in open Council this 10th day of August, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Bylaw-Renaissance 338 Belmont, 329 Guy - 2020-341-PDR.docx
Attachments:	
Final Approval Date:	Jul 30, 2020

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

**Mary Joyce-Smith - Jul 23, 2020 - 10:48 AM**

**Mark A. Boileau - Jul 23, 2020 - 11:08 AM**

**Maureen Adams - Jul 30, 2020 - 5:27 PM**

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-342-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: August 10, 2020  
Subject: Note-Renaissance 338 Belmont, 329 Guy

**Purpose**

Explanatory Note - The Purpose and Effect of this By-law is to allow the City Solicitor to register liens against properties approved under the Renaissance Housing Rehabilitation Program (RHRP#2020-02 338 Belmont and RHRP#2020-05 329 Guy).

**Background / Discussion**

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

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

### Report Approval Details

Document Title:	Note - Renaissance, 338 Belmont, 329 Guy - 2020-342-PDR.docx
Attachments:	
Final Approval Date:	Jul 30, 2020

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

**Mary Joyce-Smith - Jul 23, 2020 - 10:49 AM**

**Mark A. Boileau - Jul 23, 2020 - 11:08 AM**

**Maureen Adams - Jul 30, 2020 - 5:25 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-099**

Department: Cornwall & SD&G Paramedic Services

Division: Paramedics

By-law Number: 2020-099

Report Number: 2020-210-Cornwall SDG Paramedic Services

Meeting Date: August 10, 2020

Subject: Training Partner Agreement with Canadian Red Cross

Whereas the Canadian Red Cross delivers training programs, including first aid, swimming and water safety under the Red Cross brand; and

Whereas the Canadian Red Cross delivers the programs in part using its own personnel and in part through independent CRC-licensed training partners; and

Whereas the Cornwall & SDG Paramedic Services wishes to become a training partner and deliver one or more of the training courses that form part of the programs as identified in the applicable schedule(s) of the agreement; and

Whereas the Canadian Red Cross wishes to licence Cornwall and SDG Paramedic Services to deliver the training courses.

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

1. That Cornwall and SDG Paramedic Services be authorized as a licenced training partner for the delivery of training courses with the Canadian Red Cross.

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

Read, signed and sealed in open Council this 10th day of August, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law - Agreement with the Red Cross - 2020-210-Cornwall SDG Paramedic Services.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**No Signature - Task assigned to Bill Lister was completed by workflow administrator Debbie Caskenette**

**Bill Lister - Jul 31, 2020 - 8:51 AM**

**Maureen Adams - Aug 4, 2020 - 9:47 AM**

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

Department: Cornwall & SD&G Paramedic Services  
Division: Paramedics  
Report Number: 2020-211-Cornwall SDG Paramedic Services  
Prepared By: Bill Lister, Chief  
Meeting Date: August 10, 2020  
Subject: Note – By-law to Training Partner Agreement with Canadian Red Cross

**Purpose**

Explanatory Note to the By-law authorizing the Cornwall SDG Paramedic Services as a licenced training partner with Canadian Red Cross.

**Background / Discussion**

The Canadian Red Cross delivers various training programs based on national program standards and designed to meet the requirements of relevant federal and provincial legislation.

The Canadian Red Cross delivers its programs in part using its own personnel and in part through independent CRC-licenced training partners. Cornwall SDG Paramedic Services have approached the Canadian Red Cross to become a licenced training partner for the Public Access Defibrillation program.

### Report Approval Details

Document Title:	Note - By-law for Training Partner Agreement with Canadian Red Cross - 2020-211-Cornwall SDG Paramedic Services.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Bill Lister - Jul 28, 2020 - 11:52 AM**

**Maureen Adams - Aug 4, 2020 - 9:46 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-100**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-100  
Report Number: 2020-351-Planning, Development and Recreation  
Meeting Date: August 10, 2020  
Subject: Lease Agreement with the Federal Department of Fisheries  
and Oceans Canada for Marina 200

Whereas The Corporation of the City of Cornwall is desirous of entering into a three year lease agreement with the Federal Department of Fisheries and Oceans Canada to continue the operations of Marina 200.

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 three year lease agreement with the Federal Department of Fisheries and Oceans Canada for the period of January 1, 2020 to December 31, 2022;
2. That the rental fee be established at \$500 per annum or 20% of gross revenue (interpreted as 20% of gross dock revenue);

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 10th day of August, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Lease Agreement with Fisheries and Oceans Canada for Marina 200 - 2020-351-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Maureen Adams - Aug 4, 2020 - 9:53 AM**

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

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
Report Number: 2020-352-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: August 10, 2020  
Subject: Note – Lease Agreement with the Federal Department of Fisheries and Oceans Canada for Marina 200

**Purpose**

A By-law is required to renew an existing lease agreement between the Federal Department of Fisheries and Oceans Canada and The City of Cornwall which grants the City permission to use the leased land for the operation of Marina 200.

**Background / Discussion**

Marina 200 is owned by the Department of Fisheries and Oceans Canada and has been in operation since 1984. The City of Cornwall typically leases the property from the Department of Fisheries and Oceans Canada for three year terms.

The current lease agreement with the Department of Fisheries and Oceans Canada for the operation of the marina expired at the end of December 2019. Staff are seeking Council's authorization to re-enter into another three year lease agreement with the same terms and conditions of the existing agreement.

### Report Approval Details

Document Title:	Note - Lease Agreement with DFO for Marina 200 - 2020-352-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Maureen Adams - Aug 4, 2020 - 9:52 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-101**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-101  
Report Number: 2020-335-Planning, Development and Recreation  
Meeting Date: August 10, 2020  
Subject: A By-Law authorizing the Corporation of the City of Cornwall to enter into a Lease Agreement with the Ontario Hockey Academy for the use of the Benson Centre and the Ed Lumley Arena for the 2020-2021 period.

Whereas The Corporation of the City of Cornwall is desirous of entering into a Lease Agreement with the Ontario Hockey Academy for the use of the Benson Centre and Ed Lumley Arena for the term beginning in 2020 and concluding in 2021; and

Whereas the said agreement is for the term of one year, beginning August 16, 2020 to August 15, 2021 based on the User Fee Policy rates for all prime time hours on weeknights and weekends and at a 37.5% subsidy rate for all non-prime time hours; and

Whereas the contact will be in accordance with the Terms and Conditions set out in the existing agreement;

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

1. The Corporation of the City of Cornwall enter into a Lease Agreement with the Ontario Hockey Academy for the use of the Benson Centre and the Ed Lumley Arena for the period 2020-2021.

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

Read, signed and sealed in open Council this 10th day of August, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Ontario Hockey Academy Lease Agreement - 2020-335-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Maureen Adams - Aug 4, 2020 - 9:50 AM**

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

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
Report Number: 2020-353-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: August 10, 2020  
Subject: Note – Ontario Hockey Academy Lease Agreement

**Purpose**

To bring forward for Council's approval, a by-law to approve a one year contract with the Ontario Hockey Academy for the use of the Benson Centre and the Ed Lumley Arena for the period of September 1, 2020 to August 31st, 2021 with the same contract provisions as the previous agreement.

**Background / Discussion**

The Ontario Hockey Academy (OHA) is a high performance academic, athletic, private preparatory school located in Cornwall. They have been operating the school since 2009 and have had the same contract agreement with the City during its operation. They are not requesting any changes to their existing contract and will be paying the User Fee prime time rates for hours beyond 4 PM weekly and on weekends. Currently OHA receive a 37.5% subsidy from the City for all non- prime time hours. They are requesting the same consideration (37.5% discount on non-prime time ice rental rates) as in the past. Non-prime time ice rental rates are discounted 30% for all other clients. The period stipulated in this request is for the year 2020-2021 inclusively.

There is very little demand for weekday daytime ice during the school year, therefore OHA's regular use of non-prime time ice is beneficial for the City as the ice typically sits empty during these hours.



### Report Approval Details

Document Title:	Note - Ontario Hockey Academy Lease Agreement - 2020-353-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Maureen Adams - Aug 4, 2020 - 9:49 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-102**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2020-102  
Report Number: 2020-350-Planning, Development and Recreation  
Meeting Date: August 10, 2020  
Subject: By-law – 2021 Recreation User Fees and Subsidies

Whereas a detailed review of the existing recreation user fees and subsidies was completed in 2015 by the Recreation Advisory Committee and the Parks and Recreation Department Staff, and

Whereas the recreation user fees and subsidies for the period of 2016-2019 were approved by Council in 2015 which contained a fixed 1.8% inflation rate for the user fees for 2017,2018 and 2019.

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

1. That the 2021 recreation user fees be based on the 2020 rates with a 1.8% increase applied and that the existing subsidies remain as per previous years 2016-2020 and the year 2021.

Read, signed and sealed in open Council this 10th day of August, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Recreation User Fees and Subsidies for the year 2021 - 2020-350-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Maureen Adams - Aug 4, 2020 - 9:41 AM**

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

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
Report Number: 2020-354-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: August 10, 2020  
Subject: Note – Recreation User Fees and Subsidies for the Year 2021

**Purpose**

To approve the Recreation User Fees and subsidies for the year 2021.

**Background / Discussion**

That Council approve a 1.8% increase to our existing 2020 Recreation User Fees and maintain the existing subsidies for the year 2021.

In 2015, a detailed review of the User Fee Policy and Recreation User Fees was completed by the Recreation Advisory Committee and the Parks and Recreation Department Staff. Based on that review, the Recreation Users Fees and recreation subsidies were adopted for the years 2016-2019.

The User Fee Policy provides guidelines for recovering all or a fair portion of the maintenance and program cost of all leisure programs and services from users, taking into consideration the economic situation of the community. One of the many functions of municipal recreation is to provide leisure services at an affordable price for all residents. The previous fee review was based on expenditures highlighted in the 2015 budget and did not include capital replacement cost. The adopted policy included a "phase in" process for all fees that were calculated to be 5% higher than the existing fees. The adopted fee structure also included a 1.8% annual increase for each year (2017, 2018, 2019).

Currently, the Recreation Advisory Committee has not yet been established. A new Committee is planned to be established once the process to update the Recreation Master Plan has been completed. The process to update the Recreation Master Plan is currently underway, however the process has been subject to delays due to the Covid pandemic. The Master Plan update is anticipated to be completed later this fall.

Once a new Recreation Advisory Committee has been established, one of the new Committee's main tasks in its first year will be to review the User Fee Policy and Recreation User Fees then make recommendations with respect to those user fees and subsidies for the next 4 year period. Until a new Committee has been formed and this review has been completed, we recommend that we continue with the 1.8% annual increase to our existing 2020 Recreation User Fees and maintain the existing subsidies for the year 2021.

### Report Approval Details

Document Title:	Note - Recreation User Fees and Subsidies for the Year 2021 - 2020-354-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Aug 4, 2020

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

**Maureen Adams - Aug 4, 2020 - 9:40 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-103**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-103  
Report Number: 2020-311-Corporate Services  
Meeting Date: August 10, 2020  
Subject: A By-law to Govern the Proceedings of the Council of the Corporation of the City of Cornwall

Whereas the Ontario Municipal Act, 2001, authorizes the Council of every municipality to pass by-laws for governing the proceedings of its Council, the conduct of its Members and the calling of meetings; and

Whereas Section 238 (2) of the Municipal Act further indicates that every municipality and local board shall pass a procedure by-law for governing the calling, place, and proceedings of meetings; and

Whereas Council of the Corporation of the City of Cornwall considers it advisable to pass such a by-law; and

Whereas Council shall also follow the regulations as set out within the *Municipal Conflict of Interest Act*, and the parliamentary authority of Robert's Rules of Order, latest edition.

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

## **Article 1 Short Title**

### **1. Citation**

This By-law may be referred to as the Procedural By-Law.

## **Article 2 Interpretation**

In this By-law,

### **2.1 Abstain**

“Abstain” means to refrain from voting.

### **2.2 Abstention**

“Abstention” means a refusal to vote either for or against a proposal.

### **2.3 Act**

“Act” means the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended from time to time.

### **2.4 Acting Mayor or Acting Presiding Member**

Acting Mayor or Acting Presiding Member means the Member appointed, under the By-Law, to act from time to time in the place and stead of the Mayor / Presiding Member.

### **2.5 Ad Hoc Committee**

“Ad Hoc Committee” means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided and dealt with by Members of Council and further recommendations are no longer required.

## **2.6 Advisory Committee**

“Advisory Committee” means a committee appointed by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.

## **2.7 Chair**

“Chair” means the Mayor or Acting Mayor or Chair or Acting Chair at a Meeting or Presiding Member.

## **2.8 Chief Administrative Officer**

“Chief Administrative Officer” means the Chief Administrative Officer (CAO) of The City of Cornwall, designated by By-law or delegate.

## **2.9 Clerk**

“Clerk” means the Clerk of The Corporation of the City of Cornwall, appointed by By-law or delegate.

## **2.10 Committee**

“Committee” means a standing, advisory, or special purpose committee established by Council, but not Committee of the Whole.

## **2.11 Committee Chair or Chair**

“Committee Chair” or “Chair” means the Chair of a Standing Advisory or Special Committee appointed by Council.

## **2.12 Committee of the Whole**

“Committee of the Whole” means all the Members present sitting in Committee of the Whole of Council.

## **2.13 Council**

“Council” means all Members of Council of The Corporation of the City of Cornwall, which was elected by the registered voters or who has been appointed by virtue of a vacancy.

## **2.14 Debate**

“Debate” means a discussion to put forth reasons for or against, in which a difference of opinion is expressed.

## **2.15 In-Camera Meeting**

“In-Camera” means a meeting, or portion of a meeting, closed to the general public.

## **2.16 Local Board**

“Local Board” means a municipal service board, transportation commission, board of health, planning board, or any other board commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, a conservation authority, a public library board and a police services board.

## **2.17 Meeting**

“Meeting” means any regular, special, or other meeting of Council where:

- (a) a quorum of Members is present; and
- (b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council. For the purpose of this definition, “materially advances” means to move a matter forward in a measurable or identifiable manner towards achieving consensus.

## **2.18 Member**

“Member” means a Member of Council of The Corporation of the City of Cornwall.

## **2.19 Municipal Corporation**

“Municipal Corporation” means The Corporation of the City of Cornwall.

## **2.20 Point of Information**

“Point of Information” means a request through the Chair or another Member, for information relevant to the business at hand, but not related to parliamentary procedure.

## **2.21 Point of Order**

“Point of Order” means a matter that a Member considers to be a departure from or contravention of the rules, procedures, or generally accepted practices of Council.

## **2.22 Question of Privilege**

“Question of Privilege” means a matter that a Member considers as questioning their integrity or the integrity of Council, which relates to the rights and privileges of the Assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

### **2.23 Position or opinion**

“Position” or “Opinion” means something believed or accepted as true by a person.

### **2.24 Presiding Member**

“Presiding Member” means the Mayor or Acting Mayor.

### **2.25 Recorded Vote**

“Recorded Vote” means the making of a written record of the name and the vote of each Member who votes on a question.

### **2.26 Rules of Procedure**

“Rules of Procedure” means the rules and regulations of Council, as provided for in this By-law.

### **2.27 Special Committee**

“Special Committee” means special committees of Council of The City of Cornwall, where one or more Members of Council participate, but not all Members of Council, as well as the appointment of non-Members and who assemble to discuss a particular subject matter of interest to Council.

### **2.28 Standing Committee**

“Standing Committee” means the standing committees of Council of the City of Cornwall.

### **2.29 Time**

“Time” in this By-law shall be governed by the *Time Act*, R.S.O. 1990, c. T.9, as amended from time to time.

## **Article 3 General Provisions**

### **3.1 Suspension – rules - two-thirds vote**

A rule in this By-law may be suspended for the purpose of that Meeting or for purposes of a specific matter by a vote of two-thirds of the Members present.

A motion to suspend the rules is not debatable.

### **3.2 Calculation - two-thirds vote**

The calculation of two-thirds vote shall be rounded up to the next highest whole number.

### **3.3 Parliamentary authority**

The governing legislation, the Procedural By-law, or any standing or special rules of order adopted by The Corporation of the City of Cornwall shall govern the procedures of Council. Where inconsistencies exist or no rule is specified, the current edition of *Roberts Rules of Order* will be the parliamentary authority which governs the proceedings of The Corporation of the City of Cornwall.

### **3.4 Applicability to all meetings**

This By-law applies to all proceedings of Council.

### **3.5 Support to other municipalities**

If requests are made from other municipalities for support on an issue, the motion to support those requests must be made only by Members, not staff.

## **Article 4 Meetings**

### **4.1 Inaugural - time - place - held**

The Inaugural Meeting of Council following a regular election shall be considered Council's first meeting and shall be held on the first business day in December of an election year.

#### **4.1.1 Inaugural agenda**

The Mayor-Elect and the Clerk shall be responsible for the content of the Agenda of the Inaugural Meeting and the arrangements for the Inaugural proceedings.

### **4.2 Declarations of oath**

Should the term of Council end before the Inaugural Meeting of Council Elect, the Clerk shall obtain executed Declarations of Oath from Members in a sufficient amount as to have a quorum should an Emergency Meeting be called prior to the Inaugural Meeting.

### **4.3 Regular - schedule - designated - time**

The next and each succeeding regular Council meeting shall be held on the second and fourth Mondays of each month, commencing at 7:00 p.m. at such place in the City of Cornwall designated for such purpose by Council and shall be held in accordance with the schedule of meetings of Council prepared by the Clerk.

#### **4.4 Other - on holidays - by resolution**

All regular meetings shall be held on Mondays at the time prescribed by resolution of Council or unless such a day is identified as a public or civic holiday, in which case Council shall meet at the same hour on the next following business day which is not a public or civic holiday.

#### **4.5 March, July, August and December - exception to meetings**

Notwithstanding the provisions of Section 4.3 and 4.4 of this By-law, there shall be one meeting of Council in the month of March, which shall be held on the fourth Monday of the month. During the months of July, August and December the meetings shall be held on the second Monday of each month. Should the meeting fall on a public or civic holiday, Council shall meet at on the following day, which is not a public or civic holiday.

#### **4.6 Notice – public meeting**

Notice shall be given of all public meetings of Council on the previous Agenda detailing the order of business, immediately following the Confirming By-law unless the day of meeting is other than that provided by this By-law.

#### **4.7 Electronic participation**

##### **4.7.1 Electronic participation**

Members may not participate electronically in any council meetings that are open to the public.

##### **4.7.2 Electronic participation – emergencies**

Members may participate electronically during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act.

- (a) despite subsection 4.7.1, a Member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of Members is present at any point in time; and
- (b) despite subsection 4.7.1, a Member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public. 2020, c. 4, s. 1.

## **4.8 Meetings**

### **4.8.1 Special meetings - Mayor**

In addition to Public Meetings, the Mayor may at any time call a Special Meeting of Council by giving direction to the Clerk stating the date, time, and purpose of the Special Meeting.

### **4.8.2 Special meeting - Members of council**

Upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose and at the date and time mentioned in the petition.

### **4.8.3 Notice - by clerk**

The Clerk shall give all Members notice of a Special Meeting of Council. Such notice shall be at least twenty-four (24) hours before the time appointed for the meeting.

### **4.8.4 Delivery - notice**

Notice may be given by delivering the notice personally (by leaving at the Member's residence or place of business, or by facsimile transmission to such residence or place of business, or by e-mail or telephone) to each Member.

### **4.8.5 Nature of business - notice**

The written or verbal notice shall indicate the nature of the business to be considered, date, time, and place of the Special Meeting.

### **4.8.6 No other business**

No business other than that indicated in the written or verbal notice shall be considered at the Special Meeting.

### **4.8.7 Special meeting - place**

All Special Meetings of Council shall be held at the location of the last regular meeting of Council unless an alternative location is specified in the notice of meeting.

#### **4.9 Emergency meeting - notice not required**

Notwithstanding any other provision of this By-law, an emergency meeting may be held without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk or the Clerk's designate to notify the Members about the Meeting in the most expedient manner available.

#### **4.10 Location - council meeting**

Council meetings shall be held in Council Chambers located at City Hall. The Inaugural Meeting, Joint Council Meetings and other meetings may be held at another location if public notice has been provided.

#### **4.11 Open - to public - council - committees - exception**

Meetings of Council shall be open to the public except as provided for in this By-law and in accordance with the *Municipal Act*.

##### **4.11.1 Meetings open to public - record**

All Council Meetings open to the public shall be recorded without note or comment on all resolutions, decisions and other proceedings and shall also be electronically recorded and archived.

#### **4.12 Closed - to public - in-camera meeting subject matters**

- (1) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
  - (a) the security of the property of the municipality or Local Board
  - (b) personal matters about an identifiable individual, including municipal or Local Board employees
  - (c) a proposed or pending acquisition or disposition of land by the municipality or Local Board
  - (d) labour relations or employee negotiations
  - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or Local Board
  - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
  - (g) a matter in respect of which a council, Local Board, committee or other body may hold a closed meeting under another Act

- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
  - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization
  - (j) a trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has monetary value or potential monetary value
  - (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
- (2) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is:
- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if Council, Local Board, commission, or other body is the head of an institution for the purposes of that Act; or
  - (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act* an Ombudsman referred to in subsection 221.13 (1) of the *Municipal Act*, or the investigator referred to in subsection 239.2 (1).
- (3) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
- (a) The meeting is held for the purpose of educating or training the Members.
  - (b) At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council, Local Board, or committee.

#### **4.12.1 In-camera meeting - resolution**

Prior to holding a meeting which is closed to the public, Council shall pass a resolution stating the purpose of holding the In-Camera Meeting and including the general nature of the matter to be considered at the In-Camera Meeting. Notice shall be given of all In-Camera Meetings.

#### **4.12.2 In-camera meeting - closed to public - time**

In-Camera Meetings shall commence at a time prescribed by the Clerk and/or Chief Administrative Officer upon consultation with the Mayor / Presiding Member.

#### **4.12.3 In-camera meeting - records**

All In-Camera Meetings closed to the public shall be recorded without note or comment on all resolutions, decisions, and other proceedings.

#### **4.12.4 In-camera - confidential matters**

Members shall ensure that confidential matters disclosed to them during In-Camera Meetings are kept confidential. This includes, but is not limited to, all information, documentation, deliberations received, reviewed or taken in an In-Camera Meeting, which may not be released to the public or any individual not entitled to be present at the meeting. Any Member who contravenes this clause may be subject, by majority vote of Council, to penalties in accordance to section 7.9.2.

#### **4.12.5 Information reports – in-camera meetings**

If a report includes a recommendation that an In-Camera report be received for information, Council shall introduce the report in open session after the Closed session discussion using the following procedural motion language:

That Council rise from the In-Camera Meeting and report.

Once Council has risen from the In-Camera Meeting, the motion to receive the report may be introduced using the following motion language:

That confidential report [cite report number] be received.

#### **4.12.6 Reports containing recommendations – in-camera meetings**

If a report includes recommendations for Council approval, the recommendations may be introduced in open session after the Closed session discussion using the following procedural motion language:

That Council rise from the In-Camera Meeting and report.

Once Council has risen from the In-Camera Meeting, the recommendations may be introduced by Council using the following motion language:

That the recommendations contained in confidential report [cite report number] be approved.

#### **4.12.7 Reports – direction to staff – in-camera meetings**

If Council wishes for direction to be given to staff to report back at a subsequent meeting, this direction can appear as part of a recommendation in the staff report and Council may introduce this in open session using the following procedural motion language:

That staff be directed to report back at a subsequent meeting of Council in relation to [state subject matter as appropriate].

Greater detail may be provided in the motion language depending on what direction to staff is required.

#### **4.12.8 Limits on voting – in-camera meetings**

No voting may take place during an In-Camera Meeting except if the vote is for a procedural matter or for giving direction or instructions to officers, employees or agents of the municipality, or persons retained by or under contract with the municipality.

#### **4.12.9 Motions – in-camera meetings**

Motions are permitted during In-Camera Meetings for the purpose of receiving reports and directing staff.

#### **4.12.10 Notice of motion – in-camera meetings**

A notice of motion shall be introduced in writing when a Member wishes to introduce a new motion or to amend, repeal or alter a motion previously approved by Council, and where the motion is to introduce any measure of change in Council's previously established policies. A Member may introduce a notice of motion prior to a Meeting regarding a matter that would not otherwise be considered by Council at such meeting.

Notices of motion added to an agenda by a Member shall not be debated and shall be considered at the next regular Meeting of Council as a resolution.

A notice of motion shall not be considered or otherwise disposed of by Council unless the mover of the motion is in attendance at the meeting. Any Member may agree to second a notice of motion if the seconder is absent from the meeting when the notice of motion is called for by the Mayor / Presiding Member.

Notices of motion must be delivered to the Clerk no later than 12:00 noon on the Tuesday preceding the date of the intended regularly scheduled In-Camera Meeting, so that it may be included as part of the agenda package and proper notice can be given to the public by way of a resolution.

#### **4.12.11 New business – in-camera meetings**

Any item of business that is of a routine nature that has been introduced to Members of Council requiring a formal resolution that was not previously placed on the Agenda shall be considered as a New Business Motion.

A New Business Motion can be prepared in advance setting out the subject matter. In order to debate the Motion, a motion to suspend the rules seeking a 2/3 majority will be required.

A New Business Motion added to an agenda by a Member shall be debated at the intended Meeting as a resolution.

A New Business Motion added to an agenda shall not be considered or otherwise disposed of by Council unless the mover of the motion is in attendance at the meeting. Any Member may agree to second a New Business Motion if the seconder is absent from the Meeting when the motion is called for by the Presiding Member.

A New Business Motion shall be delivered to the Clerk no later than 12:00 noon on the Tuesday preceding the date of the intended regularly scheduled In-Camera Council Meeting, so that it may be included as part of the Agenda package and so that proper notice can be given to the public by way of a Resolution.

#### **4.13 Electronic participation**

Members may not participate electronically in any Council Meeting that is closed to the public except for where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act as previously included in Article 4.7.2 (b).

#### **4.14 Orientation meeting**

An orientation meeting of Council shall be considered as an information meeting to newly elected Members in order to provide Members with the general process of what a Member could expect. This may include information regarding the inaugural meeting process, how many committees they may be sitting on as Council representatives and how that translates into meetings, process of a meeting, protocol, dress codes, payroll, and overview of the budget process.

#### **4.15 Town hall meetings**

Town Hall meetings allow for an open dialogue between residents and Council for a free exchange of ideas and information in an informal atmosphere. Town Hall Meetings are based on a Question and Answer format with all Members of the public welcome to pose questions and provide comments to Council Members. Town Hall Meetings will be conducted in accordance to the Town Hall Meetings Policy.

### **Article 5 Roles**

#### **5.1 Council**

It is the role of Council to:

- (a) represent the public and to consider the well-being and interest of the municipality
- (b) develop and evaluate the policies and programs of the municipality
- (c) determine which services the municipality provides
- (d) ensure that administrative practices and procedures are in place to implement the decisions of Council

- (e) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality
- (f) maintain the financial integrity of the municipality
- (g) carry out the duties of Council under this or any other Act
- (h) direct staff, by majority vote, to perform such duties as is necessary to the efficient management of the affairs of the community
- (i) direct staff, by majority vote, to research such matters as Council deems necessary

#### **5.1.1 No individual authority**

No individual Member may direct any Member of staff to perform such duties that have not been authorized by resolution of Council.

#### **5.1.2 Established policies – Members – respect**

Members shall respect and adhere to the policies set by Council and under no circumstances take it upon themselves individually to circumvent the established policies.

#### **5.1.3 Council – liaison – with CAO**

Members will liaise primarily only with the Chief Administrative Officer.

#### **5.1.4 Information – by staff – Members of council**

Members may request information from Members of staff who have been assigned the responsibility of providing information, such as meeting times, copies of documents, information on standard operating procedures.

#### **5.1.5 Questions – operational concerns – complaints**

Questions or issues surrounding operational concerns or complaints, excluding basic issues covered in section 5.1.4 shall be directed to the Chief Administrative Officer, who will then direct the questions or issues to the appropriate manager or department head.

### **5.2 Head of council**

It is the role of the Head of Council to:

- (a) act as chief executive officer of the municipality
- (b) preside over Council Meetings
- (c) provide leadership to Council

- (d) without limiting clause (c), provide information and recommendations to Council with respect to the role of Council described in 5.1(c) and 5.1(d) above
- (e) represent the municipality at official functions or delegate a member of Council; and
- (f) carry out the duties of the Head of Council under this or any other Act.

### **5.3 Chief Administrative Officer**

It is the role of the Chief Administrative Officer to:

- (a) exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and the staff placed under their supervision; and
- (b) perform such other duties as assigned by the municipality.

### **5.4 Clerk**

It is the role of the Clerk to:

- (a) to record, without note or comment, all resolutions, decisions and other proceedings of Council
- (b) if required by any Member present at a vote, record the name and vote of every Member voting on any matter or question
- (c) keep the originals or copies of all by-laws and of all minutes, of the proceedings of Council
- (d) perform other duties required under this Act or under any other Act
- (e) perform such other duties as are assigned by the municipality

### **5.5 Staff – officers, employees**

It is the role of staff (the officers and employees of the municipality) to:

- (a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions
- (b) undertake research and provide advice to Council on the policies and programs of the municipality
- (c) carry out other duties required under this or any other Act and other duties assigned by the municipality

## **Article 6 Duties**

### **6.1 Council**

#### **6.1.1 Preparation of Members to council meeting**

Members shall come prepared to every Meeting by having read the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting. When clarification is required, Members are encouraged to take steps to make inquiries of staff regarding questions they have in advance of the meeting.

#### **6.1.2 Requests by Members for substantive reports**

All requests made by Members for reports from staff shall be by Council resolution which shall identify the appropriate department or manager and objectives of the report.

### **6.2 Mayor / Presiding Member**

#### **6.2.1 Open meeting – call to order**

The Mayor / Presiding Member shall preside over Member conduct at meetings, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to Council.

#### **6.2.2 Recognize speakers**

The Mayor / Presiding Member shall recognize any Member who wishes to speak and determine the order of the speakers.

#### **6.2.3 Motions – received – submitted – results announced**

The Mayor / Presiding Member shall receive and submit in the proper manner, all motions presented by Members and put to vote all questions, which are duly moved, and announce the result.

#### **6.2.4 Mayor / Presiding Member may speak or vote**

The Mayor / Presiding Member may speak and/or vote on any question, but if they wish to make a motion they shall first leave the Chair by designating the Acting Presiding Member, and if the Acting Presiding Member is absent, by designating another Member to act in their stead until they resume the Chair.

**6.2.5 Debate – enforce rules – restrain Members**

The Mayor / Presiding Member shall restrain the Members, within the rules of procedure when engaged in debate.

**6.2.6 Decorum – order – enforced**

The Mayor / Presiding Member shall enforce on all occasions the observance of order and decorum among the Members.

**6.2.7 By-laws – resolutions – minutes – authentication**

The Mayor / Presiding Member shall authenticate, by the Mayor / Presiding Member's signature when necessary, all by-laws, resolutions and minutes of Council.

**6.2.8 Point of Order – inform Members**

The Mayor / Presiding Member shall inform the Members on any point of order.

**6.2.9 Disorder – adjourn – suspend – recess – meeting**

The Mayor / Presiding Member shall adjourn the meeting without the question being put, or to suspend or recess the sitting for a time to be named if considered necessary because of disorder arising in the meeting.

**6.3 Head of council (Mayor) – acting**

**6.3.1 Appointment – upon recommendation**

Council shall appoint by by-law Members to act as the acting Mayor / Presiding Member in the place and stead of the head of council when the head of council is absent from the municipality, or is absent through illness, or refuses to act.

**6.3.2 Duties – powers – authority**

The Mayor / Presiding Member while performing the duties in the place of the Head of Council shall have all the duties, rights, powers and authority of the Head of Council during the absence, illness or refusal to act by the Head of Council.

## **Article 7**

### **Conduct During Meetings**

#### **7.1 Sovereign – Royal Family – to be respected**

No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

#### **7.2 Members of council – municipal staff**

No Member shall speak disrespectfully of nor shall they use offensive words against Members or staff.

#### **7.3 Speaking – subject in debate only**

No Member shall speak on any subject other than the subject in debate.

#### **7.4 Criticize – decision – exception – reconsideration**

No Member shall criticize any decision of Council except for the purpose of moving that the question be reconsidered.

#### **7.5 Breach – persistent – seat vacated – unless apology**

Members shall refrain from harmful conduct to the Corporation or its purposes. No Member shall breach the rules of this By-law, or a decision of the Mayor / Presiding Member or of Council as a whole on questions of order or practice, or upon the interpretation of the rules of Council. In the case where a Member persists in any such breach after having been called to order by the Mayor / Presiding Member, the Mayor / Presiding Member may order that such Member leave their seat for the duration of the Meeting. If the Member apologizes the Member may be permitted to retake their seat.

#### **7.6 Dress code – regular – televised – council meetings**

All Members shall wear proper business attire during regularly scheduled Meetings and In-Camera Committee Meetings.

#### **7.7 Dress code – special and budget meetings**

During any Special or budget meeting, Members may, if they so choose, wear business casual attire, which shall mean clothing that is less formal than the regular business attire.

## **7.8 Apparel at meetings**

Wearing of any hats, other than for religious purposes, are strictly forbidden by any Member, staff person or Member of the public. No Member, staff person or Member of the public shall wear clothing with offensive pictures, slogans or profane language statements or clothing that promotes causes that include, but are not limited to politics, religion, sexuality, race, age, gender and ethnicity.

## **7.9 Code of ethics confidentiality**

### **7.9.1 In-camera subjects – public interest**

Upon completion of In-Camera Meetings, the decisions of Council with respect to any of the enumerated items listed in Section 4.11, and directions to City staff in accordance therewith, shall then be reported publicly by Council to the extent permitted and based on the interest of the public.

### **7.9.2 Council response – in-camera meetings – enquiries**

The response of Members to enquiries about any matter dealt with during an In-Camera Meeting, prior to it being reported publicly, shall be this matter is still under advisement, no comment, or similar words to that effect. Members may only speak publicly about those aspects of an In-Camera Meeting that have been made public; all other aspects of the matter shall remain confidential.

#### **(a) Violation of regulation**

Any violation of process to this regulation will result in exclusion of the offending Member by way of a two-thirds vote of Members present, from future closed meetings of Council and that Member shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members at an In-Camera Meeting, for the duration of the expulsion deemed appropriate by Council.

#### **(b) Exclusion – closed meetings**

The determination of whether or not a violation of process to the closed meeting provisions of this By-law and the length of the exclusion from In-Camera Meetings, if so determined, shall be made by Council at an In-Camera Meeting and the issues shall be considered by Council prior to the affected Member being excluded from any In-Camera Meeting by a two-thirds vote of the Members present. The result of Council's deliberation shall be reported out publicly to the extent permitted under this By-law.

**(c) Separate resolution – per Member**

If the purported violation of the process of the In-Camera Meeting provisions of this By-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Member shall be considered.

**(d) Member not permitted to vote**

Notwithstanding Section 7.9.2 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting the Member's purported violation of the closed meeting provision of this By-law, the Member's exclusion from closed meetings, or the length of any such exclusion.

**(e) Release of information**

The release of any information about matters dealt with by Council at a closed meeting shall be by the Mayor / Presiding Member or the Mayor's delegate only upon direction of the majority of Council.

**(f) Member - expresses personal position**

Notwithstanding Section 7.9.2 sub-section (b), unless Council by vote determines otherwise, upon the public disclosure of any report discussed In-Camera during a Committee of Council Meeting, any individual Member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other Members or of staff expressed at the In-Camera Meeting.

**(g) No release – public**

Agendas or any items thereon for consideration by Council at an In-Camera Committee of Council closed meeting shall not be released to the public.

**(h) Obligation – confidentiality**

It is the obligation of each Member to keep information confidential and this obligation continues even after the Member ceases to be a Member of Council.

## **Article 8**

### **Rules of Debate**

#### **8.1 Mayor / Presiding Member - preserve order**

The Mayor / Presiding Member shall preserve order and decorum and decide questions of order subject to an appeal to Council or Committee by any Member.

#### **8.2 Address to Mayor / Presiding Member**

Members, prior to speaking on any motion, shall indicate their desire to speak by raising their hand and shall not rise to speak until recognized by the Mayor / Presiding Member.

#### **8.3 Order of speaking - determination**

The Mayor / Presiding Member shall recognize Members in the order they indicate their desire to speak, be acknowledged by the Mayor / Presiding Member and shall address the Mayor / Presiding Member.

#### **8.4 Voting - Members - seated - disturbance prohibited**

When the Mayor / Presiding Member calls for the vote on a motion, each Member shall occupy their seat and shall remain there until the result of the vote has been declared by the Mayor / Presiding Member, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

#### **8.5 Speaking - passing between Mayor / Presiding Member - interruption**

When a Member is speaking, no Member shall pass between the speaker and the Mayor / Presiding Member or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Mayor / Presiding Member, or raise a point of order.

#### **8.6 Speaking - motion - read upon request**

Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

#### **8.7 Speaking - duration - time limit - 3 minutes**

No Member shall speak more than once to the main question without approval of Council, except in explanation of a material part of the Member's speech which may have been misunderstood, but they may not introduce a new matter. A right of reply shall be allowed to a Member who has made a substantive motion to Council, and no Member shall, without leave of Council, speak to the same question or in reply for longer than three (3) minutes.

**8.8 Question - motion under discussion - through chair**

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

**8.9 Question - integrity of staff**

A Member, while asking questions through the Chair, shall at no time put into question the municipal employee's personal or professional integrity.

**8.10 Mayor / Presiding Member - participation - step down - other designated**

If the Mayor / Presiding Member desires to leave the chair for the purpose of debating or moving a motion, the Mayor / Presiding Member shall designate the Acting Mayor / Acting Presiding Officer to Chair the meeting until such time as the motion(s) and any subsidiary motion(s) applicable to the main motion are disposed of.

**8.11 Motion - seconded - before debate**

A motion shall be seconded before it is debated or voted on.

**Article 9  
Order of Business**

**9.1 Agenda – content**

The business of Council shall in all cases, be taken up in the following order unless otherwise decided by two-thirds of the Members present.

- (a) In-Camera Session / Rise and Report
- (b) Moment of Personal Refection
- (c) National Anthem
- (d) Opening
- (e) Roll Call
- (f) Additions, Deletions or Amendments
- (g) Adoption of Agenda
- (h) Disclosures of Interest
- (i) Committee of the Whole
- (j) Adoption of Minutes
- (k) Presentations
- (l) Delegations
- (m) Consent Reports
- (n) Resolutions

- (o) Reports from Unfinished Business and Unfinished Business Listing
- (p) Communication Reports
- (q) New Business Motions
- (r) By-laws
- (s) Reports from Standing, Advisory, Special and Ad Hoc Committees
- (t) Notices of Motion
- (u) Confirming By-law
- (v) Adjournment and Next Regular Meeting of Council

#### **9.1.1 Delivery of agenda**

The agenda will be delivered by electronic transmission to each Member by the Clerk's Division no later than the Wednesday preceding the scheduled public Council meeting. Exceptions may be allowed when preparations of Council Agenda fall on a week providing four workdays, due to statutory holidays or extenuating circumstances. The Agenda will be available to staff and the media by way of posting it on the City's website after it has been electronically delivered to Members of Council.

### **Article 10 Quorum**

#### **10.1 Call to order - quorum present**

As soon after the hour fixed for holding the meeting of Council as there is a quorum present, the Mayor / Presiding Member shall call the Members to order.

#### **10.2 Quorum**

A majority of the Members elected (50% +1) to Council shall constitute a quorum.

#### **10.3 Quorum - not present - time limit**

If there is no quorum within fifteen (15) minutes after the time fixed for holding the meeting of Council, the Clerk shall call the roll and take down the names of the Members present, and the meeting shall stand adjourned until the next regular meeting, or at the call of the Mayor / Presiding Member.

#### **10.4 Mayor / Presiding Member - absent**

In the case of the Mayor / Presiding Member not attending within fifteen (15) minutes after the hour fixed for holding the meeting of Council, and provided that a quorum is present, the Acting Mayor shall take the Chair and call the Members to order. They shall preside until the arrival of the Mayor / Presiding Member.

#### **10.5 Mayor / Presiding Member - Acting Mayor – Acting Presiding Member - absent**

In the absence of the Mayor / Presiding Member and Acting Mayor / Acting Presiding Member, and if a quorum is present, the Clerk shall call the Members to order. A Chairperson shall be chosen from among the Members present, who shall be the Acting Presiding Member over the meeting until the arrival of the Mayor / Presiding Member or Acting Mayor / Acting Presiding Member.

#### **10.6 Quorum - Municipal Conflict of Interest - remedy for lack of quorum**

Where the number of Members who, by reason of the provisions of the *Municipal Conflict of Interest Act*, are disabled from participating in a meeting is such that, at that meeting, the remaining Members are not of sufficient number to constitute a quorum, then, despite any other general or special act, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two (2).

#### **10.7 Application to judge**

Where in the circumstances mentioned in subsection 10.6 the remaining number of Members who are not disabled from participating in the meeting is less than two, the Council may apply to a judge in accordance with section 7(2) of the *Municipal Conflict of Interest Act* without notice for an order authorizing the Council to give consideration to, discuss and vote on the matter out of which the interest arises and Council would await the Court's decision in accordance with section 7(3) of the *Municipal Conflict of Interest Act*.

### **Article 11 Committee of the Whole**

#### **11.1 Committee of the whole - Mayor presides**

When Council enters into the Committee of the Whole, the Mayor at any time may preside or may leave the Chair, but if the Mayor leaves the Chair, he/she shall first appoint the Acting Mayor as Chairperson of the Committee who shall maintain order and who shall report the proceedings thereof.

### **11.2 Reports to be considered**

While in Committee of the Whole, the following reports shall be considered: Adoption of minutes, presentation, delegations, resolutions, consent reports, reports from unfinished business and Unfinished Business Listing, communication reports and by-laws.

Complex reports, as determined by the Mayor, Chief Administrative Officer and the Clerk, shall be placed on the agenda at one meeting for information purposes, without discussion until the following regular meeting.

### **11.3 Reading – by-laws**

It shall not be necessary to have the by-laws read in their entirety unless a majority vote by Council requires that the by-laws be read, or a particular by-law be read.

### **11.4 Debate - by-laws**

Any by-law may be debated and is subject to amendments or referred for future consideration and re-introduced in the same manner or in an amended matter at a future meeting.

## **Article 12 Minutes**

### **12.1 Contents - recorded - by Clerk**

The Clerk shall prepare and cause the minutes to be taken of each Meeting of Council which shall include:

- (a) The place, date and time of the meeting
- (b) The name of the Presiding Officer and the record of the attendance of the Members. Should a Member enter after the commencement of a Meeting or leave prior to adjournment, the time shall be noted
- (c) All other proceedings of Council without note or comment

### **12.2 Included in Agenda**

Minutes of the last regular meeting of Council and of all Special Council Meetings held subsequent to the last regular meeting, shall be included in the agenda and may be adopted by Council without having been read at the Meeting at which the question of their adoption is considered. Should a Special meeting be held during or after final preparations of an agenda for an upcoming regular meeting, the minutes of those special meetings shall be scheduled at the next regularly scheduled meeting.

### **12.3 Adoption - without reading**

Council minutes may be adopted by Council without being read.

### **12.4 In-Camera minutes - adoption**

All minutes for In-Camera Meetings shall be presented to Members of the Committee for adoption at the next scheduled In-Camera Meeting.

## **Article 13 Presentations – Delegations**

### **13.1 Heard - request submitted - deadline - items on agenda**

Persons desiring to address Council for the purpose of making a verbal presentation with respect to items for Council consideration that fall under Council's mandate shall be heard at a Council meeting, with those delegations having submitted their request in writing to the Clerk by 12:00 noon on the Monday preceding the meeting of Council.

### **13.2 Material - written - submitted for Council - deadline**

Written material to be distributed to Council shall be submitted to the Clerk by 12:00 noon on the Tuesday preceding the meeting of Council and the notice shall specify clearly the business to be presented, who the spokesperson shall be, the date at which the delegation wishes to be entertained.

### **13.3 Presentation defined**

A request made for a presentation may be made by Council to an individual, group or organization or to Council by individuals, groups or organizations for matters that fall under Council's mandate. A request shall be considered a presentation if there is no action expected from Council and is for information only. Should the request to present be made where it requires that action be taken by Council, the request shall be made under Delegations.

#### **13.3.1 Presentations - time limit**

Council shall hear any presentation for information purposes only, and presentations shall be limited to a maximum of ten (10) minutes.

**(a) Exceptions** of the ten (10) minute time frame are provided to the City's auditor upon its annual presentation of the City of Cornwall's Financial Statement and to all City-initiated consultation work.

**(b) Spokesperson - presentation and/or delegation**

An organized body wishing to address Council as a presentation and/or delegation, regardless of the number of spokespersons shall be limited to a maximum of ten (10) minutes.

**(c) Number of presenters**

An organized body wishing to address Council as a presentation and/or delegation, shall be limited to three (3) spokespersons.

**13.3.2 Restrictions and permission**

**(a) Presentations and/or Delegations from business**

Presentations and/or Delegations from business and organizations shall not be permitted to appear before Council for the purpose of generating publicity for an event, or to promote their business.

**(b) Presentations and/or delegations from non-profit and charitable organizations**

Non-profit and charitable organizations, who wish to promote an event to raise Cornwall's profile to visitors and potential residents, shall have their documentation included on the Consent portion of the Agenda for council to receive.

**(c) Number of presentations and/or delegations – meetings**

On any given scheduled Council meeting, there shall be a maximum of three (3) combined presentations and/or delegations permitted.

**(d) Time Schedule – questions**

Members, collectively, shall be permitted a question period for each presentation and/or delegation of a maximum ten (10) minutes.

**(e) Exceptions** of the ten (10) minute time frame are provided to the City's auditor upon its annual presentation of the City of Cornwall's Financial Statement and to all City-initiated consultation work.

**13.4 Delegations - time limit**

Persons desiring to address Council as a delegation at a meeting of Council, except as a delegation at a public meeting pursuant to the provisions of the *Planning Act* shall be permitted to speak on a matter only once and be limited to speak for no more than ten minutes.

### **13.5 Questions - to delegation**

Members are permitted to ask questions of delegates but shall not make statements to or enter into debate with such persons.

### **13.6 Delegations - requests for action - referred**

Delegations which request action to be taken by Council shall be referred to staff, by majority vote, for a report that shall be dealt with at an ensuing Council meeting.

### **13.7 Delegations - previously heard by - planning advisory and hearing committee**

Any person, not being a Member, desiring to address Council after having addressed the Planning Advisory and Hearing Committee, shall notify the Clerk, in writing, of the request and shall include with the request any new information that was not available at the hearing before the Planning Advisory and Hearing Committee. A notice of delegations will not qualify for a designated regular meeting if received later than 12:00 noon on the Monday preceding the said meeting.

### **13.8 Delegation - deemed - inappropriate for council**

(a) When it is deemed inappropriate that a delegation address Council, the Clerk shall notify the delegation and Council with a supporting explanation. Such written explanation shall be delivered to Council. If Council wishes to hear the delegation, it shall, by two-thirds vote of Members in attendance, introduce a motion to suspend the rules to allow the delegation to be heard.

### **13.9 Delegation - limit per issue**

No more than two delegations shall be allowed to speak on an issue: one delegation from the prevailing side; and one delegation from the opposition.

### **13.10 Delegation - statements - unsubstantiated**

Whenever a delegation in its presentation offers comments or statements that are deemed to be erroneous and unsubstantiated, any Member or city official may be recognized by the Mayor / Presiding Member on a Point of Order whereby the Member or City Official so recognized by the Mayor / Presiding Member may bring necessary corrections or clarifications to the comments or statement said by the delegation.

## **Article 14 By-Laws**

### **14.1 Description - listed on agenda**

All by-laws, together with a brief description shall be listed on the agenda for the meeting at which they are to be read.

### **14.2 Introduction - upon motion - title read**

Every by-law shall be introduced upon motion of a Member specifying the title of the by-law.

### **14.3 Form - typewritten - compliance - relevant act**

Every by-law when introduced shall be in typewritten form and shall comply with the provisions of any relevant Act.

### **14.4 Readings - prior to passing**

Every by-law caption shall be read prior to it being passed and endorsed by Council.

Council may pass a series of by-laws without reading the captions of each provided that the by-laws listed on the agenda and the motion to adopt refers to the by-law numbers as set out on the agenda.

### **14.5 Purpose - effect - explained upon request**

Any Member may request that the purpose and effect of any particular by-law be explained and any City Official having knowledge thereof may provide such explanation.

### **14.6 Debate - amendment**

A by-law may be debated or amended before final adoption by Council.

### **14.7 Passed - numbered - dated - signed - seal affixed**

Every by-law passed by Council shall be numbered, dated, and shall be sealed with the seal of the Municipal Corporation and signed by the Mayor (or acting Mayor) and the Clerk (or Deputy Clerk) and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

#### **14.8 Confirmation - conclusion - of meeting**

At the conclusion of all regular meetings of Council and prior to adjournment, a by-law shall be brought forward to confirm the actions of Council at that meeting in respect of each motion, resolution and other action taken.

#### **14.9 Confirmation - introduction - voted on - without debate**

A confirming by-law when introduced shall be taken as read and finally adopted without debate.

### **Article 15 Consent / Correspondence**

#### **15.1 Items - considered - for inclusion**

All items to be considered for the consent portion of the agenda shall be determined by the Mayor, Chief Administrative Office, and the Clerk.

#### **15.2 Consent items - explanatory note - one motion**

items listed under the consent agenda shall be preceded by an explanatory note indicated "all matters listed on the consent agenda are considered to be routine and will be enacted by one motion. There will not be any separate discussion of these items".

#### **15.3 Items for discussion - routine**

All items listed under the consent agenda shall contain routine matters which are not controversial in nature and which do not need further discussion. Routine matters include such matters that do not require Council's consideration of a report from staff.

#### **15.4 Petitions**

All petitions must be in compliance with the council-approved petition policy and will be presented to Council under the consent agenda with recommendation to refer it to Administration for a Report.

#### **15.5 Tenders**

All reports identified as tenders, quotations, or requests for proposals, pursuant to the City's Procurement Policy, presented to Council for approval, shall be included under the consent agenda.

#### **15.6 Committee Reports - PAC**

Planning Advisory and Hearing Committee Reports (PAC) presented to Council for approval, shall be included under the consent agenda.

### **15.7 Request to separate - consent item - to communication**

Should a Member wish to discuss any matter listed under the consent agenda, the Member shall ask immediately upon the Mayor / Presiding Member calling “any amendments, deletions or corrections to the agenda”, at which time the Member shall request that the item be separated and dealt with under “communication reports”.

## **Article 16 Resolutions - Notices of Motion**

### **16.1 Resolutions - notices of motion - debated separately**

Every matter listed under “Resolution or Notice of Motion” introduced at a previous meeting, shall be dealt with individually.

### **16.2 Resolutions - consecutively numbered**

All resolutions presented to Council shall be consecutively numbered, on a yearly basis.

### **16.3 Resolution by council Members**

Members may introduce a Resolution without the necessity of introducing a notice of motion first if the matter is not to amend, repeal or alter a by-law, the pre-approved budget or any motion previously approved by Council, and where the motion is not to introduce any measure of change in Council’s previously established policies.

### **16.4 Notices of motion - when required - annual budget**

A notice of motion shall be introduced in writing, when a Member or staff wishes to amend, repeal or alter a by-law, the pre-approved budget or any motion previously approved by Council, and where the motion is to introduce any measure of change in Council’s previously established policies.

### **16.5 Notice - introduced - notice – requirements**

**16.5.1** A Member may introduce a notice of motion at a meeting regarding a matter that would not otherwise be considered by Council at such meeting, by delivering a written copy of the motion, signed by the mover and seconder, to the Clerk.

**16.5.2** A Member of staff may introduce a Notice of Motion without the requirement of a mover and seconder.

**16.6 Notice - received - by clerk - included - in agenda**

Notice of motions introduced at a public meeting of Council shall not be debated and shall be recorded on the next regular meeting of council under Resolutions.

**16.7 Consideration - disposal - deferred - to other meeting**

A notice of motion shall not be considered or otherwise disposed of by Council unless the mover of the motion is in attendance at the meeting.

**16.8 Seconded - by any Member - seconder not present**

Any Member may agree to second a notice of motion if the seconder is absent from the meeting when the notice of motion is called for by the Mayor / Presiding Member.

**16.9 Notice - delivered - time**

Notices of motion may be delivered to the Clerk no later than 12:00 p.m. (noon) on the Tuesday preceding the date of the next regular meeting, in order to be included to the final agenda, at which time the motion is to be introduced, or be read at the end of a regularly scheduled meeting of Council.

**Article 17**

**Unfinished Business Reports and Communication Reports**

**17.1 Written - legible - signed**

Every unfinished business or communication report to be presented to Council shall be prepared under the approved electronic submission program, with an identifiable recommendation, and shall be signed by the Manager and Chief Administrative Officer and where financial implications are identified, the General Manager of Finance.

**17.2 Deadline - material submitted - to clerk**

Every unfinished business or communication report which deals with a matter on the Council agenda shall be delivered to the Clerk no later than 12:00 p.m. (noon) on the Tuesday preceding the meeting of Council in order to be printed on the agenda.

**17.3 Agenda - preparation - substance**

The Clerk shall prepare a summary of the substance of all unfinished business and communication reports for inclusion on the agenda.

#### **17.4 Unfinished business listing**

All matters brought forward to Members for consideration and that have not been disposed of or that has been referred or committee to a future date, shall be indexed under a “unfinished business listing” and considered unfinished business and shall identify which department has been given ownership of providing a future report.

### **Article 18 Disclosure of Pecuniary Interest**

#### **18.1 Disclosing – Pecuniary Interest - Member responsibility**

When a Member, either on their own behalf or while acting for, by, with or through another, has a pecuniary interest in a matter on the agenda, the Member shall not take part of the discussion of or vote on any question in respect of the matter and shall not attempt in any way, either before, during, or after the meeting, to influence the voting on any such question.

#### **18.2 Disclosing pecuniary interest - written statement – no influencing**

At a Meeting where a Member discloses a pecuniary interest, the Member shall file a written statement of the pecuniary interest and its general nature with the Clerk prior to the start of the meeting. The Member shall disclose the pecuniary interest, including the general nature thereof, prior to any consideration of the matter and shall not take part in the discussion of or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the Meeting to influence the voting on any such question.

#### **18.3 Member - leave meeting - in-camera**

Where the Meeting is In-Camera, in addition to complying with section 18.1 and 18.2, the Member shall immediately leave the Meeting or the part of the Meeting during which the matter is under consideration.

#### **18.4 Member - absent - from meeting**

When the interest of a Member has not been disclosed as required by subsection 18.1 by reason of the Member’s absence from the meeting at which the matter was discussed, the Member must disclose the interest and otherwise comply with subsection 18.1 at the next meeting of Council which the Member attends. At the next meeting attended, the Member shall also comply with section 18.2(b).

### **18.5 Declaration - recorded - minutes**

The declaration of pecuniary interest shall be recorded in the Minutes or report of the meeting and, where the meeting was open to the public, the general nature of such declaration. Where the Meeting was In-Camera, every declaration of interest made under section 18.1 must be recorded in the minutes of the next open meeting, but not the general nature thereof.

### **18.6 Registry**

The City of Cornwall shall establish and maintain a registry in which shall be kept

- (a) a copy of each statement filed; and
- (b) a copy of each declaration recorded.

## **Article 19 New Business Motions**

### **19.1 New business - routine nature**

Any item of business that is of a routine nature that has been introduced to Members of Council requiring a formal resolution that was not previously placed on the Agenda shall be considered as a new business motion.

### **19.2 New business - in writing - mover and seconder - filed**

All new business motions shall be introduced in writing, with a mover and seconder and filed with the Clerk.

### **19.3 New business - filing time - inclusion on agenda**

New business motions that are filed prior to 12:00 noon on the Tuesday preceding a regular meeting shall be included to the printing of the agenda.

### **19.4 New Business - voted on individually**

All new business motions shall be voted on individually.

### **19.5 New Business - non-routine - notice of motion**

New business motions that are not of a routine matter, shall be received and read by the Clerk as a notice of motion and re-introduced at the next regular meeting of Council under "Resolution for Council discussion", such as but not limited to expenditures, changes in policy etc.

### **19.6 New Business – introduced – regular meeting**

Motions of a new business nature may be filed with the Clerk during the regular meeting of Council and shall be read during the New Business section of the Agenda. The mover of the motion shall provide copies of the proposed New Business motion to all Members of Council prior to the meeting at which the motion is being introduced.

### **19.6 Matters not under council jurisdiction**

Any matter not considered to be matters under the Municipal Council's jurisdiction, after consultation with the Mayor, Chief Administrative Officer and City Clerk, shall not be accepted.

## **Article 20 Voting**

### **20.1 Mayor / Presiding Member need not vote**

The Mayor / Presiding Member may vote as any other Member when the vote is to be recorded. In all other cases, the Mayor / Presiding Member, may (but is not obliged to) vote whenever their vote will affect the result – that is, the Mayor / Presiding Member may vote either to break or to cause a tie; or, in the case of a two-thirds vote requirement, the Mayor / Presiding Member may vote either to cause or to block the attainment of the necessary two-thirds vote.

### **20.2 All questions - exception - disqualified**

Every Member present at a meeting, with the exception of Section 20.1, when a question is put may vote thereon unless disqualified to vote on the question.

### **20.3 Failure to vote - deemed negative**

Failure to vote by a Member who is not disqualified, and who has not indicated that they abstain (decline to vote) shall be deemed to be a negative vote.

### **20.4 Member abstaining from voting**

Refusing or failing to vote is considered an abstention and shall be deemed to be a negative vote unless the Member is not participating in the vote due to a declared conflict of interest. The minutes shall record the vote as "negative"

### **20.5 Motion - simple majority - required - exception**

The vote required to pass a motion shall be a simple majority (50% +1) except as otherwise provided in this By-law, by Statute or by *Robert's Rules of Order*.

**20.6 Equal - motion deemed negative**

In the case of an equal division of votes on a motion, the motion shall be deemed to have been decided in the negative and defeated for want of a majority.

**20.7 Show of hands - exception - recorded vote**

The manner of determining the desire of Council on a motion shall be by show of hands.

**20.8 Recorded – by request – vote announced openly**

Where a vote is taken for any purpose and a Member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting, shall announce their vote openly. Any failure to vote by a Member who is not disqualified or who has abstained from voting shall be deemed to be a negative vote. The Clerk shall record each vote.

**20.9 Division - separate vote - each proposal**

At the request of a Member of Council, a motion containing distinct proposals, that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

**20.10 Member not in their seat - deemed absent**

A Member not in their seat when the question is called by the Mayor / Presiding Member is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

**20.11 Mayor / Presiding Member - stating the question**

Immediately preceding the taking of the vote, the Mayor / Presiding Member shall state the question in the form introduced.

**20.12 Announcing - results**

The Mayor / Presiding Member shall announce the result of every vote.

## **Article 21**

### **Motion - To Appeal**

#### **21.1 Made - at time of ruling - point of order**

A motion to appeal from the decision of the Mayor / Presiding Member shall be made only at the time the ruling is made by the Mayor / Presiding Member and shall not require a seconder.

#### **21.2 Decision - Mayor / Presiding Member - final**

Unless a Member immediately appeals the Mayor / Presiding Member's decision, the decision of the Mayor / Presiding Member shall be final.

#### **21.3 Non-debatable - amendable - reconsidered**

A motion to appeal the decision of the Mayor / Presiding Member shall not be debated or amended. The challenger is permitted one minute to describe the reason for the appeal, followed by a one-minute response from the Mayor / Presiding Member (if the Mayor / Presiding Member so desires). No further debate is permitted. A simple majority of the Members present and voting in favour of the appeal is required to overturn the decision of the Mayor / Presiding Member.

## **Article 22**

### **Question of Privilege**

#### **22.1 Integrity - Member - council - in question**

Where a Member considers that the integrity of a Member or the integrity of Council as a whole has been called into question, the Member may, as a matter of privilege, rise at any time, with the consent of the Mayor / Presiding Member, no debate being allowed, for the purpose of drawing the attention of Council to the question.

#### **22.2 Motion - to receive disposition - treated as main motion**

A motion resulting from a question of privilege shall receive disposition by Council forthwith, and, following such disposition, the motion so interrupted shall be immediately considered at the point where it was suspended.

## **Article 23**

### **Request for Information**

#### **23.1 Request information**

Where a Member is uncertain of a particular issue being discussed, the Member may ask the presiding officer to clarify or if the Mayor / Presiding Member is unsure of the answer, may direct the question to another Member. All requests for information shall be on the business pending or on parliamentary situation.

## **Article 24**

### **Withdrawal - Motion**

#### **24.1 Withdrawal of motion**

A request to withdraw a motion shall only be made by the mover of the motion.

#### **24.2 Without consent of seconder**

A request to withdraw a motion may be made without the consent of the seconder of the motion.

#### **24.3 In order - anytime during debate**

A request to withdraw a motion shall be in order anytime during debate.

#### **24.4 Objection - by Member - entertained - main motion**

If a Member objects to the withdrawal of the motion, a motion to maintain the question, may be entertained and become a main motion.

#### **24.5 No objection - withdrawal - without seconder - vote**

If no Member objects to the withdrawal of the motion, the motion shall be considered withdrawn without the necessity of a seconder and a vote.

## **Article 25**

### **Point of Order**

#### **25.1 Rules of procedure - breached**

A point of order may be called by a Member to bring attention to any breach of the Rules of Procedure of Council.

#### **25.2 Language - improper - offensive**

A point of order may be called by a Member to bring attention to the use of improper offensive or abusive language.

**25.3 Discussion - not valid - outside proposed motion**

A point of order may be called by a Member to bring notice of the fact that the matter under discussion is not within the scope of the proposed motion.

**25.4 Proceedings - other - informality - irregularity**

A point of order may be called by a Member to bring attention to any other informality or irregularity in the proceedings of Council.

**25.5 Member - rise - ask leave of chair - point stated**

When a Member rises on a point of order, the Member shall ask leave of the Mayor / Presiding Member to raise the point of order; and after leave is granted, the Member shall state the point of order to the Mayor / Presiding Member.

**25.6 Decision - announced -prior to recommencement**

No further business shall be conducted until the Mayor / Presiding Member has decided and stated the point of order.

**25.7 Address - to Mayor / Presiding Member - purpose - to appeal decision**

Thereafter, a Member shall only address the Mayor / Presiding Member for the purpose of appealing the Mayor / Presiding Member's decision to Council.

**25.8 Decision - of Mayor / Presiding Member - final - no appeal**

If no Member appeals, the decision of the Mayor / Presiding Member shall be final.

**25.9 Appeal - Member right - Mayor / Presiding Member reply - decision final**

If a Member appeals to Council, the Member shall have the right to state a case. A seconder is required, and the Mayor / Presiding Member shall have the right to reply and place the question before Council who shall decide the question without debate, and its decision shall be final. In an appeal from the decision of the Mayor / Presiding Member, a tie vote sustains the Mayor / Presiding Member's decision.

**Article 26**  
**Close Debate - Put the Question**

**26.1 Non-debatable - amendable**

A motion to close debate (or) put the question shall not be debatable or amendable and shall require a two-thirds vote.

**26.2 Resolved - affirmative - original motion put - no debate**

When a motion to close debate (or) put the question is in the affirmative, the original motion shall be put forward without debate or amendment.

**Article 27**  
**Refer or Commit**

**27.1 Debatable - amendable - reconsideration - permitted**

A motion to refer or commit a matter shall be debatable and amendable.

**27.2 Motion - deemed - possession of Council**

After a motion is read by the Clerk, it shall be deemed to be in possession of Council but may be withdrawn at any time before decision or amendment, with permission of Council.

**27.3 Motion presented - debate**

When a motion is presented in Council, it shall be read before debate.

**27.4 Motion - outside jurisdiction - of Council**

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

**27.5 Disposition of motion**

A motion properly before Council for decision must receive disposition before any other motion, not relevant to the main motion, is introduced.

## **Article 28**

### **Motion to Amend**

#### **28.1. Motion to amend – basic forms**

A motion to amend takes three basic forms:

- (a) Inserting or adding words or paragraphs.
- (b) Striking out words or paragraphs.
- (c) Striking out words and inserting or adding others or substituting an entire paragraph or complete resolution for another.

#### **28.2 Debatable - amend - permitted**

A motion to amend shall be debatable unless the motion to which it pertains to is undebatable.

#### **28.3 Written - when requested - by Mayor / Presiding Member**

A motion to amend shall be presented in writing when requested by the Mayor / Presiding Member.

#### **28.4 Relevant to main motion**

A motion to amend shall be germane to the main motion.

#### **28.5 Contrary - to main motion - not in order**

A motion to amend shall not be in order if it not germane to the main motion.

#### **28.6 Amendment**

Only one amendment shall be allowed to a motion at one time. A motion to amend an amendment shall not be permitted.

#### **28.7 Friendly amendment**

If it appears to the Mayor / Presiding Member that an amendment is uncontroversial, it is proper for the Mayor / Presiding Member to ask if there are any objections to adopting the friendly amendment. If no objection is made, the Mayor / Presiding Member may declare the amendment adopted and the amended motion may be voted on without a separate vote to approve the amendment.

#### **28.8 Council disposition - before amendment - motion**

A motion to amend shall receive the disposition of Council before a previous amendment or the motion.

## **Article 29**

### **Motion - To Reconsider**

#### **29.1 Reconsideration - majority of council - same meeting**

Any matter decided upon by Council, may be reconsidered at the meeting by a two-thirds (2/3's) vote of Members present at that meeting.

#### **29.2 Amend something previously adopted or rescind**

A motion to reconsider any matter already disposed of by Council at a previous meeting shall require a motion to “amend something previously adopted” or a motion to “rescind”, provided by notice of motion at one meeting to be dealt with by resolution at the following meeting.

#### **29.3 Member - on prevailing side - moves to reconsider**

A motion to reconsider a substantive resolution, by-law, question, or decided matter must be made by a Member who voted with the majority on the original motion or resolution. The Mayor / Presiding Member may ask the mover to confirm how the mover previously voted on the issue in question. If a Member is absent during the vote on the original motion or resolution, the Member may request that a motion be reconsidered at a subsequent meeting.

#### **29.4 Motion to reconsider adopted**

If a motion to reconsider has been adopted, it temporarily nullifies the previous decision and places the meeting back at the point prior to taking the vote on the original motion.

#### **29.5 Adoption of motion - for reconsideration**

If a motion to reconsider has been adopted at a meeting, then consideration of the original matter shall become the next order of business.

#### **29.6 Motion to reconsider - becomes main motion**

The main motion originally voted on is once again pending. Procedurally, it is considered a newly made motion.

#### **29.7 No discussion - unless reconsideration adopted**

There shall be no discussion on the question contained in the motion until the motion for reconsideration is adopted. However, the mover and seconder of a motion to reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration.

### **29.8 Reconsideration - only once**

No motion or report shall be reconsidered more than once at any meeting. No decided matter may be reconsidered if the City has taken any steps to complete the decision, such as entering into a contract or making purchases necessary to facilitate the decision. No decided matter may be reconsidered unless the motion for reconsideration is made within one (1) year of the original decision. Where a matter has been reconsidered, no further motion to reconsider may be made on that matter.

### **29.9 Motion to reconsider at same meeting**

A motion to reconsider a decided matter may be introduced at any time when it is made at the same meeting at which the original motion was decided. A motion of reconsideration of a matter decided at the same meeting requires a majority of Members present and voting for the motion. Provisions 29.3 through 29.8 apply to a motion to reconsider at the same meeting.

## **Article 30 Motion - To Adjourn**

### **30.1 In order - exception**

A motion to adjourn shall always be in order except as otherwise provided for in this By-law.

### **30.2 Negative - until proceedings completed**

A motion to adjourn, when resolved in the negative, shall not be presented again until the conclusion of the current item.

### **30.3 Member speaking - voting prohibited**

A motion to adjourn shall not be in order when a Member is speaking or during the verification of a vote on a motion.

### **30.4 Affirmative resolution - current question - prohibited**

A motion to adjourn shall not be in order until the current question has been put and a resolution made by motion.

### **30.5 Non-debatable**

An unqualified motion to adjourn shall not be debatable or amendable.

### **30.6 Meeting - continuation - 11:00 p.m.**

No item of business other than the Confirming By-law shall be considered at a meeting of Council after the hour of 11:00 p.m. local time, unless otherwise decided by a two-thirds (2/3) vote of the Members present. The motion is not debatable.

## **Article 31 Motion to Recess**

### **31.1 Length of time - specified**

A motion to recess when other business is before the meeting shall specify the length of time of the recess and shall not be in order when a Member is speaking or during a vote.

### **31.2 Non-debatable-length of time - amendable**

A motion to recess when other business is before the meeting shall not be debatable and shall only be amendable with respect to the length of the recess.

### **31.3 Future time - treated as main motion**

A motion to recess at a future time shall have no privilege and shall be treated as a main motion. The Mayor / Presiding Member may recess or adjourn a disorderly meeting that cannot be brought to order, without the need for a vote.

## **Article 32 Resignation - Member - Vacancies**

### **32.1 Resignation - file in writing - clerk**

A Member may resign from office by notice, in writing, filed with the Clerk of The Corporation of the City of Cornwall, subject to Section 260 and 263 of the *Municipal Act*.

### **32.2 Filling - vacancy**

If a vacancy occurs in the office of a Member, Council shall, subject to section 263 of the *Municipal Act*, fill the vacancy.

### **32.3 Appointments to vacancies**

Subject to Section 263 of the *Municipal Act*, where a vacancy occurs amongst a seat of the Mayor and/or Councillor, Council at a meeting shall select the manner in which they wish to fill the vacancy.

#### **Position of Mayor**

### **32.4 Appointment to a vacancy in the position of Mayor (Sec.263 *Municipal Act*)**

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a by-election to be held to fill the vacancy in accordance with the *Municipal elections Act, 1996*; or
- (c) appoint amongst the current Members of Council to fill the vacancy of the Mayor's position.

#### **Position of Councillor**

### **32.5 Appoints to Vacancy – Member of Council**

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act, 1996*; or
- (c) appoint the first non-elected candidate for the position of Council Member during its last municipal election to fill the vacancy, subject to conditions in accordance to the *Municipal Election Act*.

### **32.6 Members - not attending - removal**

The office of a Member of Council of the municipality becomes vacant if the Member is absent from the meetings of council for three successive months without being authorized to do so by a resolution of Council.

The seat of a Member sitting on a committee becomes vacant if the Member is absent from the committee for which he or she is appointed for three consecutive meetings without being authorized to do so by a resolution of Council. Any Member shall provide the committee with notice of any approved leave of absence.

Notwithstanding the foregoing, an office is not vacated by a Member of Council who is absent for twenty consecutive weeks or less if the absence is as a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with subsection 259 (1.1) of the *Municipal Act*. A resolution of Council is not required to authorize such leave of absence. The Member shall provide the City Clerk with written notice of the leave of absence for twenty consecutive weeks or less as a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member.

### **Article 33**

#### **Repeal - Enactment**

#### **33.1 By-laws - previous**

By-law 2010-093 and all adhering amendments are hereby repealed.

#### **33.2 Effective date**

This By-law shall come into effect on the date of its passing.

Read, signed and sealed in open Council this 10th day of August, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

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### Report Approval Details

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

**Manon L. Levesque - Jul 29, 2020 - 9:17 AM**

**Geoffrey Clarke - Jul 29, 2020 - 1:33 PM**

**Maureen Adams - Aug 4, 2020 - 9:34 AM**

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-308-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: August 10, 2020  
Subject: Unfinished Business Listing for August 10, 2020

**Recommendation**

That Council receive the Unfinished Business Listing for August 10, 2020.

<b>Title</b>	<b>Department</b>	<b>Date</b>
Procedural By-law	Corporate Services	Aug 10/20
Sole Source Purchase of One Submersible Dry Pit Pump for the Waste Water Treatment Plant	Financial Services	Aug 10/20
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 (Sept 9/19)	Corporate Services	Sep 28/20
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 August 10, 2020 - 2020-308-Corporate Services.docx
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**Maureen Adams - Jul 30, 2020 - 5:31 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2020-104**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-104  
Report Number 2020-312-Corporate Services  
Meeting Date: August 10, 2020  
Subject: Confirming By-law for the Meeting of August 10, 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, August 10, 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 #2020-17 of Monday, July 13, 2020

(ii) Special Public Meeting of Council #2020-18 of Monday, July 20, 2020

(iii) Special Public Meeting of Council #2020-19 of Monday, July 27, 2020

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

(i) In-Camera Meeting of Council #2020-08 of Monday, June 22, 2020

(c) That the actions of the Council at its meetings held on Monday, August 10, 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 10th day of August, 2020.

---

Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Confirming By-law for the Meeting of August 10, 2020 - 2020-312-Corporate Services.docx
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