

Agenda
Cornwall City Council

Meeting #: 2020-23
Date: Monday, September 14, 2020, 7:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level
Chair: Bernadette Clement, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of
Monday, September 14, 2020**

There is no In-Camera Session.

Moment of Personal Reflection

Réflexion personnelle

National Anthem

Hymne national

The Acting Mayor for this month is Councillor Maurice Dupelle.

Opening

Ouverture

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

Roll Call

Appel nominal

Additions, Deletions or Amendments

Ajouts, retraites ou modifications

All matters listed under General Consent, save and except "Delegations" are considered to be routine and will be enacted by one motion. Should a Council Member wish an alternative action from the proposed

recommendation, the Council Member shall request that this matter be moved to “Communications” at this time.

Adoption of Agenda

Ratification de l'Ordre du jour

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

Disclosures of Interest

Déclarations d'intérêts pécuniaires

Committee of the Whole

Séance de commission étendue à la chambre entire

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

Adoption of Minutes

1

Ratification des procès-verbaux

The following Minutes are being presented for adoption:

Monday, August 10, 2020

Monday, August 17, 2020

Presentations

Présentations

11.1 Co-Digestion Feasibility Study, 2020-326-Infrastructure and Municipal Works

15

Action Recommended
That Council receive Report 2020-236-Infrastructure and Municipal Works.

Delegations

Délégations

Consent Reports

- | | | |
|-------------|--|-----------|
| 13.1 | Proclamation – Rail Safety Week, 2020-315-Corporate Services | 37 |
| | <p>Action Recommended
That Council proclaim the week of September 21 to 27, 2020, as "Rail Safety Week" in the City of Cornwall.</p> | |
| 13.2 | Proclamation – Childhood Cancer Awareness Month, 2020-316-Corporate Services | 40 |
| | <p>Action Recommended
That Council proclaim the month of September, 2020, as "Childhood Cancer Awareness Month" in the City of Cornwall.</p> | |
| 13.3 | Elected Officials Expense Statements for the Period of June 1 to July 31, 2020, 2020-329-Financial Services | 74 |
| | <p>Action Recommended
That Council receive the Statement of Expenses for Elected Officials for the period June 1 to July 31, 2020.</p> | |
| 13.4 | Quotation 20-Q61 Rubber Tire Articulating Loader with Front Plow and 580 Case SL Four-Wheel Drive Tractor Backhoe or Equivalent (Complete with Operator), 2020-324-Financial Services | 85 |
| | <p>Action Recommended
That Quotation 20-Q61 be awarded for two winter seasons; 2020/2021 and 2021/2022 as follows (hourly rates are excluding HST):

being the best bids meeting the tender specifications (hourly rates are excluding HST):

Item # 1 - Rubber Tire Articulating Front-End Loaders with Front Plows;

three (3) units at the hourly rate of \$128.12 for year one and \$131.32 for year two to West Front Construction (Canada) Limited,

Item # 2 - 580 Case SL Four-Wheel Drive Tractor Backhoe or equivalent;

one (1) unit at the hourly rate of \$80.46 for year one and \$82.47 for year two to West Front Construction (Canada) Limited.</p> | |
| 13.5 | RFP Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks, 2020-327-Financial Services | 88 |

Action Recommended
That Council receive Report 2020-327-Financial Services.

Action Recommended
Council approved the purchase and installation of the play structures in the 2020 Budget.

13.6 Tender 20-T28 Motor Grader with Wing, Complete with Operator – Two Winter Seasons, 2020-325-Financial Services

96

Action Recommended
That Tender 20-T28 be awarded for two winter seasons; 2020/2021 and 2021/2022 as follows (hourly rates are excluding HST):

Item #1

2 Units to Malyon Excavation Limited, Cornwall, Ontario at a rate of \$150.00/hour for year one and \$150.00/hour for year two;

1 Unit to Cornwall Gravel Company Limited, Cornwall, Ontario at a rate of \$210.00/hour for year one and \$220.00/hour for year two;

1 Unit to David Brown Construction, Ingleside, Ontario at a rate of \$215.00/hour for year one and \$220.00/hour for year two; and

1 Unit to Coco Paving Incorporated, Morrisburg, Ontario at a rate of \$224.00/hour for year one and \$229.00/hour for year two.

Item #2

1 Unit to Malyon Excavation Limited (2 available), Cornwall, Ontario at a rate of \$150.00/hour for year one and \$150.00/hour for year two.

These being the best bids meeting the tender specifications.

13.7 Tender 20-T29 Loader & Truck Packages for Snow Removal and Dump Trucks for Snow Hauling - Two Winter Seasons, 2020-326-Financial Services

100

Action Recommended
That Tender 20-T29 be awarded as follows:

Item # 1 - Ten Snow Removal Packages (1-Loader and 3-Trucks)

(hourly rates are excluding HST)

1 package to C & D Excavation Limited, at a rate of \$299.00/hour for year one and \$299.00/hour for year two;

1 package to D & A Excavation Ltd, at a rate of \$299.99/hour for year one and \$304.99/hour for year two;

1 package to Wally's Backhoe Service, at a rate of \$315.00/hour for year one and \$320.00/hour for year two;

1 package to West Front Construction, at a rate of \$325.00/hour for year one and \$335.00/hour for year two;

1 package to Losey's Haulage Limited, at a rate of \$335.00/hour for year one and \$345.00/hour for year two

1 package to Malyon Excavation Limited, at a rate of \$340.00/hour for year one and \$340.00/hour for year two

3 packages to Cornwall Gravel Company limited, at a rate of \$345.00/hour for year one and \$360.00/hour for year two;

2 packages to David Brown Construction Limited, at a rate of \$370.00/hour for year one and \$390.00/hour for year two.

Item # 2a - Tandem Truck to be used, as required, for snow hauling

(hourly rates are excluding HST) Call in roster order is as follows:

D & A Excavation Ltd (1 available) at \$66.00/hour for year one and \$66.00/hour for year two

C & D Excavation Ltd (2 available) at \$69.00/hour for year one and \$69.00/hour for year two

West Front Construction Ltd (2 available) at \$70.00/hour for year one and \$72.50/hour for year two

Malyon Excavation Ltd (2 available) at \$75.00/hour for year one and \$75.00/hour for year two

Losey's Haulage Ltd (1 available) at \$80.00/hour for year one and \$82.00/hour for year two

David Brown Construction Ltd (1 available) at \$85.00/hour for year one and \$90.00/hour for year two

Item # 2b - Tri Axle Truck to be used, as required, for snow hauling

(hourly rates are excluding HST) Call in roster order is as follows;

D & A Excavation Ltd (1 available) at \$71.00/hour for year one and \$73.00/hour for year two

Wally's Backhoe Service (6 available) at \$76.00/hour for year one

and \$78.00/hour for year two

West Front Construction Ltd (3 available) at \$78.00/hour for year one and \$80.00/hour for year two

C & D Excavation Ltd (3 available) at \$80.00/hour for year one and \$80.00/hour for year two

Blair Martell Excavation (1 available) at \$80.00/hour for year one and \$85.00/hour for year two

Malyon Excavation Ltd (8 available) at \$85.00/hour for year one and \$85.00/hour for year two

Losey's Haulage Ltd (2 available) at \$86.00/hour for year one and \$88.00/hour for year two

Cornwall Gravel Co Ltd (10 available) at \$88.00/hour for year one and \$89.00/hour for year two

David Brown Construction Ltd (9 available) at \$90.00/hour for year one and \$95.00/hour for year two

Resolutions

Résolutions

Reports from Unfinished Business and Unfinished Business Listing

Rapports des affaires incomplètes

The Pending Business Listing for Monday, September 14, 2020, is being presented to Council to receive.

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|-------------|---|------------|
| 15.1 | Strategic Planning Coordinator, 2020-323-Corporate Services | 107 |
| | Action Recommended
That Council receive this report and provide Administration direction on proceeding with this position and its recruitment process. | |
| 15.2 | Business Parking – COVID-19, 2020-362-Planning, Development and Recreation | 112 |
| | Action Recommended
That Council reinstate the original parking program, which existed prior to COVID-19. | |
| 15.3 | Wastewater Treatment Plant Capital Project Reallocation of Funds, 2020-338-Infrastructure and Municipal Works | 145 |

Action Recommended
That Council receive Report 2020-338-Infrastructure and Municipal Works.

15.4 Solid Waste By-Law Amendment – Bag and Container Limit, 2020-360-Infrastructure and Municipal Works 149

Action Recommended

- a. That Council approve the amendment of Schedule B of By-law Number 2019-034, the Solid Waste By-law, to reduce the bag and container limit from 6 bags or 3 containers, to 2 bags or 1 container as outlined in this report;
- b. Subject to approval of Recommendation #1, that Council direct Administration to develop a bag tag implementation program report for consideration at a subsequent Council meeting;
- c. That Council approve the development and implementation of a user pay service for the collection of large items;
- d. That Council direct Administration to provide a progress report to Council in the Spring 2021 regarding the average bag set out rate and recycling participation rate among householders.

15.5 Unfinished Business Listing for September 14, 2020, 2020-314-Corporate Services 190

Action Recommended

That Council receive the Unfinished Business Listing for September 14, 2020.

Communication Reports

Communications et rapports

16.1 Brookdale Avenue North – Development Charges Background Study – By-Law, 2020-334-Infrastructure and Municipal Works 193

Action Recommended

That Council:

- a. Receive Report 2020-334-IMW; and
- b. Approve the Area-Specific Development Charges By-Law for the Brookdale Avenue North Corridor included with this Agenda.

New Business Motions

Passing of By-laws

Adoption des règlements municipaux

By-laws 2020-108 to 2020-119 inclusive, listed on the Agenda, are being presented to Council for adoption.

18.1	By-law 2020-108 Appointment to Various Boards, Commissions and Committees (Downtown BIA and Le Village BIA), 2020-321-Corporate Services	214
18.2	By-law 2020-109 Appointment of Fire Chief, Cornwall Fire Services, 2020-324-Corporate Services	216
18.3	By-law 2020-110 Appointment of Manager, Social and Housing Services, 2020-325-Corporate Services	219
18.4	By-law 2020-111 Indemnity and Remediation Agreement with Suncor Energy Inc., 2020-340-Infrastructure and Municipal Works, 2020-341-Infrastructure and Municipal Works	222
18.5	By-law 2020-112 Brookdale Avenue North – Area-Specific Development Charges By-Law – Update, 2020-333-Infrastructure and Municipal Works	228
18.6	By-law 2020-113 One-Foot Reserves for Pinewood Forest Phase 2 - 2020-343-IMW, 2020-343-Infrastructure and Municipal Works, 2020-351-Infrastructure and Municipal Works	244
18.7	By-law 2020-114 Sewer Surcharge Agreement with Lallemand Bio-Ingredients, 2020-336-Infrastructure and Municipal Works, 2020-337-Infrastructure and Municipal Works	251
18.8	By-law 2020-115 Traffic & Parking By-law 069-89, Schedule XXII, Pedestrian Crossovers, 2020-345-Infrastructure and Municipal Works, 2020-342-Infrastructure and Municipal Works	257
18.9	By-law 2020-116 Sale of Part of Lots 5 and 6 North Side Fourth St, Cornwall, 2020-328-Financial Services	266
18.10	By-law 2020-117 Renaissance 338A-338 St. Felix, 2020-359-Planning, Development and Recreation, 2020-360-Planning, Development and Recreation	268

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|-------|---|-----|
| 18.11 | By-law 2020-118 GSDL - Agreement with InterRAC, 2020-210-Glen Stor Dun Lodge, 2020-209-Glen Stor Dun Lodge | 272 |
| 18.12 | By-law 2020-119 - By-law to regulate Open-Air burning of solid fuels within the boundaries of the municipality and to repeal By-law #2014-163, 2020-225-Fire Services, 2020-224-Fire Services | 278 |

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

Confirming By-law

Règlement municipal de ratification

By-law 2020-120, 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, September 14, 2020, is being presented to Council for adoption.

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| 21.1 | Confirming By-law for the Meeting of September 14, 2020, 2020-317-Corporate Services | 297 |
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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 28, 2020.



Minutes 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

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

Regrets: Dean Hollingsworth, Councillor, Justin Towndale, Councillor

Attendance: Maureen Adams, CAO, Manon L. Levesque, City Clerk,
Administration: Debbie Caskenette, Deputy Clerk, Geoffrey Clarke, General
Manager, Corporate Services, Mark A. Boileau, General
Manager, Planning, Development and Recreation, Tracey
Bailey, General Manager, Financial Services, Bill Lister, EMS
Chief, Carl Goodwin, Division Manager, Environment, James
Fawthrop, Manager, Recreation, Jeff Weber, Deputy Fire
Chief, Len Tapp, Division Manager, Transit Services, Michael
Fawthrop, Division Manager, Infrastructure, Mellissa Morgan,
Acting Administrator, Social and Housing Services, Charles
Bray, Deputy Chief Building Official, Emma Meldrum, Public
Information Coordinator

1. **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

Action Taken: Council received the report.

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

Action Taken: Council provided direction to Administration.

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

Action Taken: Council provided direction to Administration.

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

Action Taken: Council provided direction to Administration.

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

Action Taken: Council provided direction to Administration.

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

Action Taken: Council provided direction to Administration.

2. Moment of Personal Reflection

3. National Anthem

4. Acting Mayor

The Acting Mayor for this month is Councillor Eric Bergeron.

5. Opening

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

6. Roll Call

7. Additions, Deletions or Amendments

1. Consent Item 14.1, 510 Second Street East - Vital Services By-law, was moved to Communication as 17.3 for discussion.
2. Consent Item 14.2, Second Quarter Non-Competitive Procurement Report, was moved to Communication as 17.4 for discussion.
3. Consent Item 14.3, Second Quarter Financial Report, was moved to Communication as 17.5 for discussion.
4. Consent Item 14.4, Municipal Works Yard Redevelopment Project - Quarterly Report, was moved to Communication as 17.6 for discussion.
5. Amendment to recommendation in Report 2020-317-Financial Services, Second Quarter Non-Competitive Procurement Report to read 'Motion to receive the Second Quarter Non-Competitive Procurement Report for the period ending June 30, 2020' and not Third Quarter as stated in Agenda.
6. Addition of By-law Number 2020-104, 30 Thirteenth Street East - Property Acquisition.
7. Amendment of Confirming By-law Number to 2020-105.

8. Adoption of Agenda

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt the Agendas as amended.

Motion Carried

9. Disclosures of Interest

There were no Disclosures of Interest.

10. Committee of the Whole

Moved By: Syd Gardiner, Councillor

Seconded By: Todd Bennett, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

11. Adoption of Minutes

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt the Minutes of July 13, 20 and 27, 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 Report 14.5 as presented.

Motion Carried

1. 510 Second Street East – Vital Services By-law, 2020-214-CAO

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

2. Second Quarter Non-Competitive Procurement Report 2020, 2020-317-Financial Services

This item was moved to Communication as Item 17.4 for discussion.

3. Second Quarter Financial Report 2020, 2020-320-Financial Services

This item was moved to Communication as Item 17.5 for discussion.

4. Municipal Works Yard Redevelopment Project – Quarterly Report, 2020-329-Infrastructure and Municipal Works

This item was moved to Communication as 17.6 for discussion.

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

Motion to 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

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.

d. 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

15. Resolutions

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, 2020-310-Corporate Services

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt a By-law to Regulate Open-Air Burning of Solid Fuels within the municipality and to repeal By-law #2014-163.

Recorded	For	Against	Abstain
Bernadette Clement, Mayor	X		
Claude E. McIntosh, Councillor		X	
Elaine MacDonald, Councillor		X	
Syd Gardiner, Councillor	X		
Carilyne Hébert, Councillor	X		
Maurice Dupelle, Councillor		X	
Glen Grant, Councillor		X	
Todd Bennett, Councillor	X		
Eric Bergeron, Councillor	X		
Results	5	4	0
Motion Carried (5 to 4)			

16. Unfinished Business Reports

1. Non-Competitive Purchase of One Submersible Dry Pit Pump for the Waste Water Treatment Plant, 2020-315-Financial Services

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to 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.

Motion Carried

17. Communication Reports

1. Non-Budget and Non-Competitive Procurement of Defibrillators (Paramedic Services), 2020-321-Financial Services

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

Motion to 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).

Motion Carried

2. Non-Budget and Non-Competitive Procurement of Post-Top Decorative LED Lighting, 2020-322-Financial Services

Moved By: Syd Gardiner, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to 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).

Motion Carried

3. 510 Second Street East - Vital Services By-law, 2020-214-CAO

This item was moved from Consent Item 14.1 for discussion.

Moved By: Elaine MacDonald, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to receive Report 2020-214-CAO.

Motion Carried

4. Second Quarter Non-Competitive Procurement Report 2020, 2020-317-Financial Services

This item was moved from Consent Item 14.2 for discussion.

Moved By: Glen Grant, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to receive the Second Quarter Non-Competitive Procurement Report for the period ending June 30, 2020.

Motion Carried

5. Second Quarter Financial Report 2020, 2020-320-Financial Services

This item was moved from Consent Item 14.3 for discussion.

Moved By: Syd Gardiner, Councillor

Seconded By: Todd Bennett, Councillor

Motion to receive the second quarter Financial Report for the period ending June 30, 2020.

Motion Carried

Moved By: Eric Bergeron, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to direct Administration to prepare a report on the cancellation of the Piping and Control for Using Excess Blower Capacity capital project for discussion.

Motion Carried

6. Municipal Works Yard Redevelopment Project - Quarterly Report, 2020-329-Infrastructure and Municipal Works

This item was moved from Consent Item 14.4 for discussion.

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to receive Report 2020-329-Infrastructure and Municipal Works.

Motion Carried

18. Tenders, Requests for Proposals and Purchases

There were no Tenders, Requests for Proposals and Purchases.

19. New Business

There were no New Business items.

20. Passing of By-laws

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt By-laws 2020-096 to 2020-104 inclusive, as listed on the Agenda.

Motion Carried

- 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**
- 2. By-law 2020-097 - Medical Recruitment Financial Assistance - Dr. Leduc, 2020-338-Planning, Development and Recreation, 2020-339-Planning, Development and Recreation**
- 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**
- 4. By-law 2020-099 - Training Partner Agreement with Canadian Red Cross, 2020-210-Cornwall SDG Paramedic Services, 2020-211-Cornwall SDG Paramedic Services**

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**
 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**
 7. **By-law 2020-102 – 2021 Recreation User Fees and Subsidies, 2020-350-Planning, Development and Recreation, 2020-354-Planning, Development and Recreation**
 8. **By-law 2020-103 - Procedural By-law as Amended - 2020-311-Corporate Services, 2020-311-Corporate Services**
 9. **By-law 2020-104 - 30 Thirteenth Street East - Property Acquisition, 2020-332-Infrastructure and Municipal Works**
- 21. Reports from Standing, Advisory, Special and Ad Hoc Committees of Council**
1. Councillor Elaine MacDonald extended her congratulations to the Art Walk Convenors for hosting a success Art Walk event within the COVID guidelines. The next Art Walk is scheduled for August 28, 2020.
 2. Councillor Elaine McDonald announced that the fundraising campaign for the new Arts Centre has surpassed \$700,000.
 3. Mayor Bernadette Clement made a presentation earlier in the day to the three Ontario Winter Games Legacy recipients. Annika Setterinton, Nicholas Oeggerli and Nicholas Guindon and of them were presented with a commemorative plaque and a \$1,000 bursary towards their post secondary education.
- 22. Notices of Motion**
- There were no Notices of Motion.
- 23. Pending Business Listing**
1. **Unfinished Business Listing for August 10, 2020, 2020-308-Corporate Services**

Moved By: Carilyne Hébert, Councillor
Seconded By: Claude E. McIntosh, Councillor

Motion to receive the Unfinished Business Listing for August 10, 2020.

Motion Carried

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

Motion to direct Administration to prepare a report on data collected on the current six bag garbage limit and options to reducing the limit for the Council meeting of September 28, 2020.

Motion Carried

24. Confirming By-law

1. Confirming By-law for the Meeting of August 10, 2020, 2020-312-Corporate Services

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

Motion to endorse By-law 2020-105, being a By-law to confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings of August 10, 2020.

Motion Carried

25. Adjournment and Next Regular Meeting of Council

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

Moved By: Todd Bennett, Councillor
Seconded By: Elaine MacDonald, Councillor

Motion to adjourn the Regular Meeting of Council of August 10, 2020 at 8:50 p.m.

Motion Carried

Manon L. Levesque, City Clerk

Bernadette Clement, Mayor



Minutes
Cornwall City Council

Meeting #: 2020-21
Date: Monday, August 17, 2020, 5:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,
Ontario, K6H 6G4, Salon B, Lower Level
Chair: Bernadette Clement, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

Attendance Committee Members: Bernadette Clement, Mayor, Claude E. McIntosh, Councillor
Elaine MacDonald, Councillor (arrived 5:25 pm), Syd Gardiner,
Councillor, Dean Hollingsworth, Councillor, Carilyne Hébert,
Councillor, Glen Grant, Councillor, Todd Bennett, Councillor,
Eric Bergeron, Councillor (via teleconference)

Absent: Maurice Dupelle, Councillor, Justin Towndale, Councillor

Attendance Administration: Maureen Adams, CAO, Manon L. Levesque, City Clerk,
Geoffrey Clarke, General Manager, Corporate Services, Tracey
Bailey, General Manager, Financial Services, Jeff Weber,
Deputy Fire Chief, James Fawthrop, Manager, Recreation
Services; Bruce Doing, Manager, Employee Relations, Michael
Fawthrop, Division Manager, Infrastructure, Emma Meldrum,
Public Information Coordinator

1. Roll Call

2. Opening

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

Mayor Clement mentioned that the Chaudhry family undertook a mask making campaign raising \$2,200 towards the Childhood Cancer Candlelighters and each Member of Council was gifted with a mask.

3. Adoption of Agenda

Moved By: Claude E. McIntosh, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt the agenda as presented.

Motion Carried

4. Disclosures of Interest

There were no Disclosures of Interest.

5. Committee of the Whole

Moved By: Dean Hollingsworth, Councillor

Seconded By: Todd Bennett, Councillor

Motion to move into the Committee of the Whole.

Motion Carried

6. Presentations and Reports

A presentation was made by Jeremy Piper, Jacobs Engineering Group Inc. and Nouryon Chemicals on the planned remediation objectives for 1351 Second Street East, Cornwall Fire Station #2.

1. Nouryon Chemical and Jacobs Fire Station #2 Property Remediation Presentation, 2020-222-Fire Services

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to receive the presentation.

Motion Carried

7. Adjournment

The next Regular Public Meeting of Council will be held on Monday, September 14, 2019.

Moved By: Todd Bennett, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to adjourn the Special Public Meeting of Council of August 17, 2020 at 6:35 p.m.

Motion Carried

Manon L. Levesque, City Clerk

Bernadette Clement, Mayor

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2020-326-Infrastructure and Municipal Works
Prepared By: Carl Goodwin, Division Manager
Meeting Date: September 14, 2020
Subject: Co-Digestion Feasibility Study Presentation by Ontario Clean Water Agency

Purpose

To provide Council with an overview presentation of the co-digestion feasibility study now underway within the Environmental Services Division. The presentation will also describe how the study will progress with a final report in December of this year.

The presentation will be moderated by Indra Maharjan, Director of Innovation and Technology (Energy, Climate Change and Resource Recovery) with the Ontario Clean Water Agency.

Recommendation

That Council receive Report 2020-236-Infrastructure and Municipal Works.

Financial Implications

No financial implications at this time.

Strategic Priority Implications

The feasibility study is aligned with “Being Leaders in Sustainability and Climate Change Impact”. The results of the study have the potential to significantly

reduce Greenhouse Gas (GHG) emissions, create renewable natural gas (RNG), reduce energy requirements, recycle biosolids to fertilizer and create revenue.

Background / Discussion

Cornwall WWTP Co-Digestion and Energy Generation Feasibility Study

The City of Cornwall is embarking on an exciting feasibility study. Wastewater treatment plants around the world have started to look for ways to recover energy and resources in their treatment processes. Plants have begun to transform, from treatment mentality and cost centre model to resource recovery and revenue centre model including change in naming from Wastewater Treatment Plant (WWTP) to Water Resource Recovery Facility (WRRF). The cost of this feasibility study has been funded by both the City of Cornwall and the Federation of Canadian Municipalities (FCM) under its “Green Municipal Fund” (GMF) which provides grants to support environmentally sustainable municipal feasibility studies and pilot projects.

At the City’s WWTP, one of the treatment processes called anaerobic digestion, produces biogas which at present is being burned or flared into the atmosphere. The biogas has the same chemical make up as natural gas which is utilized as energy to heat homes and businesses. Currently, the generated biogas is used for heating in the WWTP although during the summer months some of this gas is flared.

The biogas produced in WWTP is considered clean compared to fossil fuel based natural gas. The ongoing feasibility study will assess opportunities to increase the rate and volume of current biogas production leveraging the existing WWTP digestion facility by adding pre-processed organic food waste to digestion process and subsequently upgrading the generated biogas to a clean and premium product called Renewable Natural Gas (RNG).

The anaerobic digestion process also produces a residual material as a by-product called biosolids which is currently disposed of at the City’s landfill site. The WWTP disposes approximately 3,000 tonnes of biosolids annually into the City Landfill. Impending Ontario regulations will require both that municipal organics and biosolids be diverted from landfill, tentatively, by 2025. The co-digestion feasibility study will also consider the potential to convert the biosolids to a fertilizer that can be applied to agricultural land and generate additional revenue.

The City of Cornwall and the Ontario Clean Water Agency, who are Project Managers for this feasibility study, will explore and assess various opportunities for the receipt of organic waste to co-digest with existing WWTP sludge. The feasibility study will consider past studies, GHG emissions, operational and maintenance impacts, capital costs, potential funding opportunities, and regulatory framework in the biosolids industry. The study's findings will guide the City in establishing most economical and environmentally sound and socially responsible solution for the WWTP's future transformation.

The presentation will provide an overview of the path of the project. The outline for the presentation is provided below.

1. Regulatory Landscape
2. Why Net Zero
3. Cornwall Net Zero Project (Scope)
4. Co-digestion study (what are we doing and where are we headed)
5. Benefits
6. Other projects (few examples of other projects in Ontario)

The benefits for Climate Change mitigation and sustainability have been well documented and wastewater resource recovery of organics into energy and land application are zero waste and carbon neutral supported by the United Nations (UN). The UN's declaration on health and sustainable development is presented below. The solutions that will result from this study support:

1. No Poverty – zero waste means jobs and sharing
2. Zero Hunger – means producing food sustainability and renewing the soil
3. Good Health and Well-Being – Wastewater Treatment Plants have improved learning outcomes when plant have been installed and a Wastewater Resource Recovery Facility pays for itself.
4. Quality Education – This project will provide public education about the benefits of Wastewater Resource Recovery to the community.
7. Affordable and Clean Energy – biogas
8. Decent Work and Economic Growth – a dollar spent on municipal infrastructure in Ontario produces \$1.30 in economic activity
9. Industry, Innovation and Infrastructure – the study will recommend innovation and infrastructure
11. Sustainable Cities and Communities – zero waste contribution

- 12. Responsible Consumption and Production – the study will bring awareness to where your waste ends up
- 13. Climate Action – There will be a significant GHG reduction and land application of biosolids fertilizer helps retain water and reduce run off
- 15. Life on Land – see above
- 17. Partnerships for the Goals – Our Stakeholder list is long

SUSTAINABLE DEVELOPMENT GOALS



Source: United Nation

Accessibility Impact

The public consultation plans will have AODA components built in.

Document Title:	Co-Digestion Feasibility Study by OCWA - 2020-326-IMW.docx
Attachments:	- CityofCornwall_Codigestion_NetZero_presentation Aug 10 2020.pdf
Final Approval Date:	Sep 9, 2020

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

Bill de Wit - Sep 9, 2020 - 11:36 AM

Tracey Bailey - Sep 9, 2020 - 7:15 PM

Maureen Adams - Sep 9, 2020 - 8:00 PM



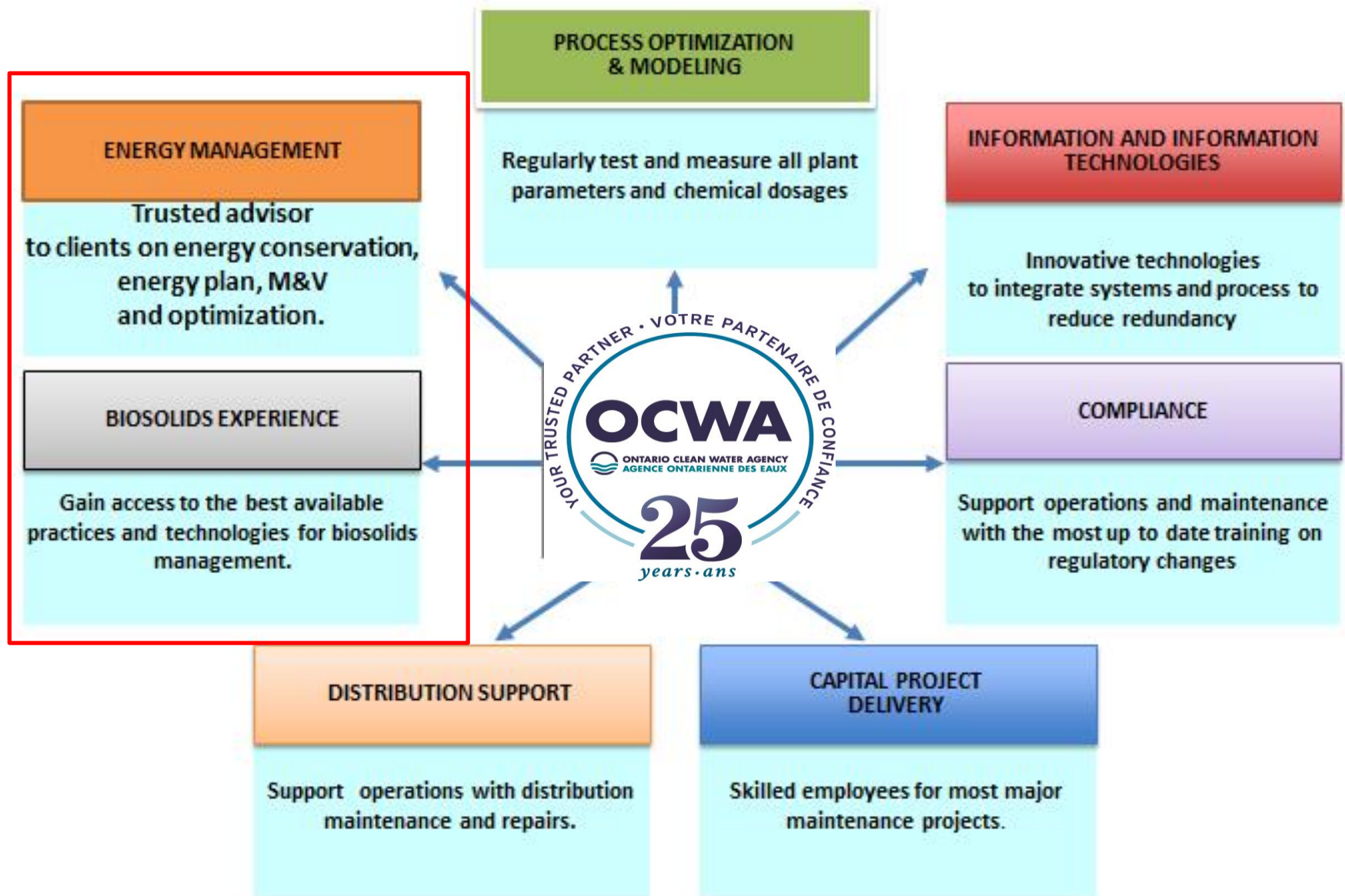
Cornwall Net Zero Project Codigestion, biogas, electricity and RNG

Presenter: OCWA
Date: August 10th, 2020



Post-covid infrastructure funding

- Shovel ready and shovel worthy
- GHG reduction and clean fuels
- Big focus on codigestion and RNG projects
- Feasibility studies





Environmental Plan 2018



Preserving and Protecting
our Environment for
Future Generations

A Made-in-Ontario
Environment Plan



Success story:

City of Stratford turning
organic waste into natural gas



Stratford, Ontario, is improving its wastewater treatment infrastructure to produce renewable natural gas from organic waste and feed it back into the local gas distribution system. Renewable natural gas is a clean, carbon-neutral energy source.

support biogas, RNG, and organic waste diversion, including requiring natural gas utilities to implement a voluntary renewable natural gas option for customers, consulting on the appropriateness of clean content requirements for RNG, and developing a proposal to ban food waste from landfills.

Source: <https://www.ontario.ca/page/made-in-ontario-environment-plan>



Ministry of the Environment,
Conservation and Parks



Reducing Litter and Waste in Our
Communities: Discussion Paper

2.4 REDUCE AND DIVERT FOOD AND ORGANIC WASTE

A landfill ban on food and organic waste could create new opportunities for waste reduction, surplus food rescue, and offer new approaches to resource recovery creating value at all levels of the value chain. A landfill ban could drive investment in resource recovery systems, create jobs and support innovation in the province.

2.7 RECOVER THE VALUE OF RESOURCES

Whether Ontario should recognize additional recovery approaches as an alternative to landfill.

- Whether certain types/uses of thermal treatment technology should count as waste diversion
- How Ontario's regulatory and approvals framework can support greater adoption of chemical recycling and thermal treatment while still ensuring that these technologies meet Ontario's stringent air standards and waste management requirements
- Lessons learned from other jurisdictions to see how thermal treatment

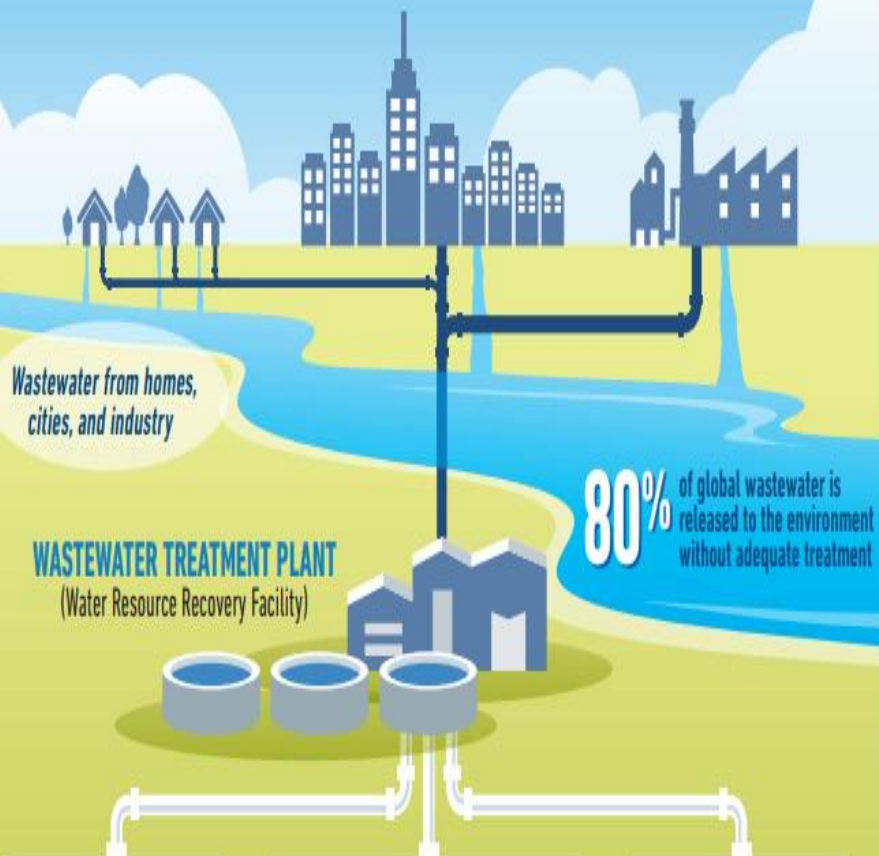
https://prod-environmental-registry.s3.amazonaws.com/2019-03/Reducing%20Litter%20and%20Waste%20in%20Our%20Communities%20Discussion%20Paper_0.pdf



WASTE? WATER

FROM WASTE TO RESOURCE

Worldwide, the majority of wastewater is neither collected nor treated. Wastewater is a valuable resource, but it is often seen as a burden to be disposed of. This perception needs to change.



TREATED WATER

for:



the energy sector: such as cooling water for power plants and process water for mines



industrial processes, such as in the textile and paper industry



irrigation (agriculture, urban parks, etc)



recreational use

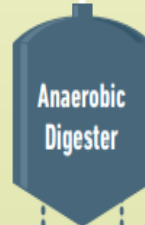


replenishing aquifers



drinking water

SLUDGE



Biogas

can be used to generate energy (heat and electricity), which can be used at the plant and/or sold.



Biosolids

are nutrient rich and can be used as fertilizer in agriculture, to recover degraded areas or as fuel, among others.



Carbon Credits: waste water treatment plants can get carbon credits for generating renewable energy.

PHOSPHORUS

Can be recovered and used as fertilizer



Improved wastewater management offers a double value proposition if, in addition to the environmental and health benefits of wastewater treatment, financial returns are also possible. Resource recovery from these facilities in the form of energy, nutrients, reusable water, and biosolids represent an economic and financial benefit that contributes to the sustainability of these systems and of the water utilities operating them.



A Zero Organic Waste Future

Wastewater
Biosolids



Source
Separated
Organics



Municipal
Solid Waste



Food
Processing
Waste



Agricultural
Waste



Renewable
Power



Renewable
Gas



Recyclables

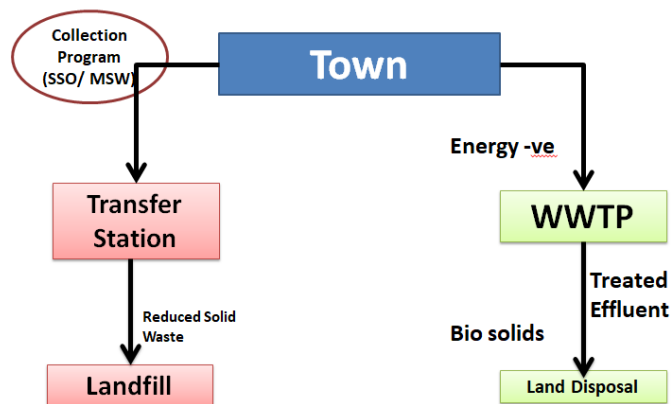


Fertilizer

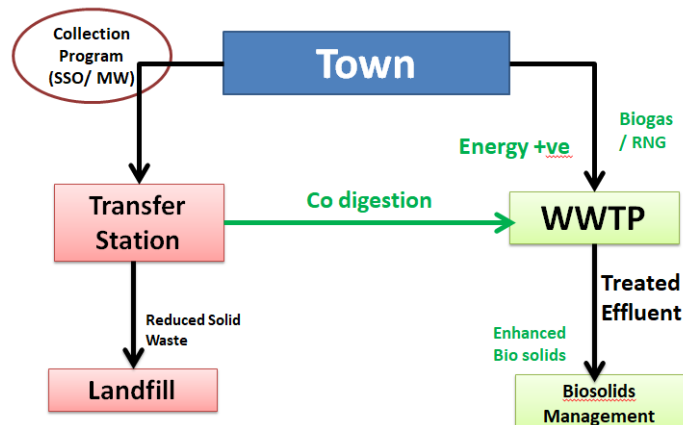


Clean Water

Current Approach



Preferred Approach





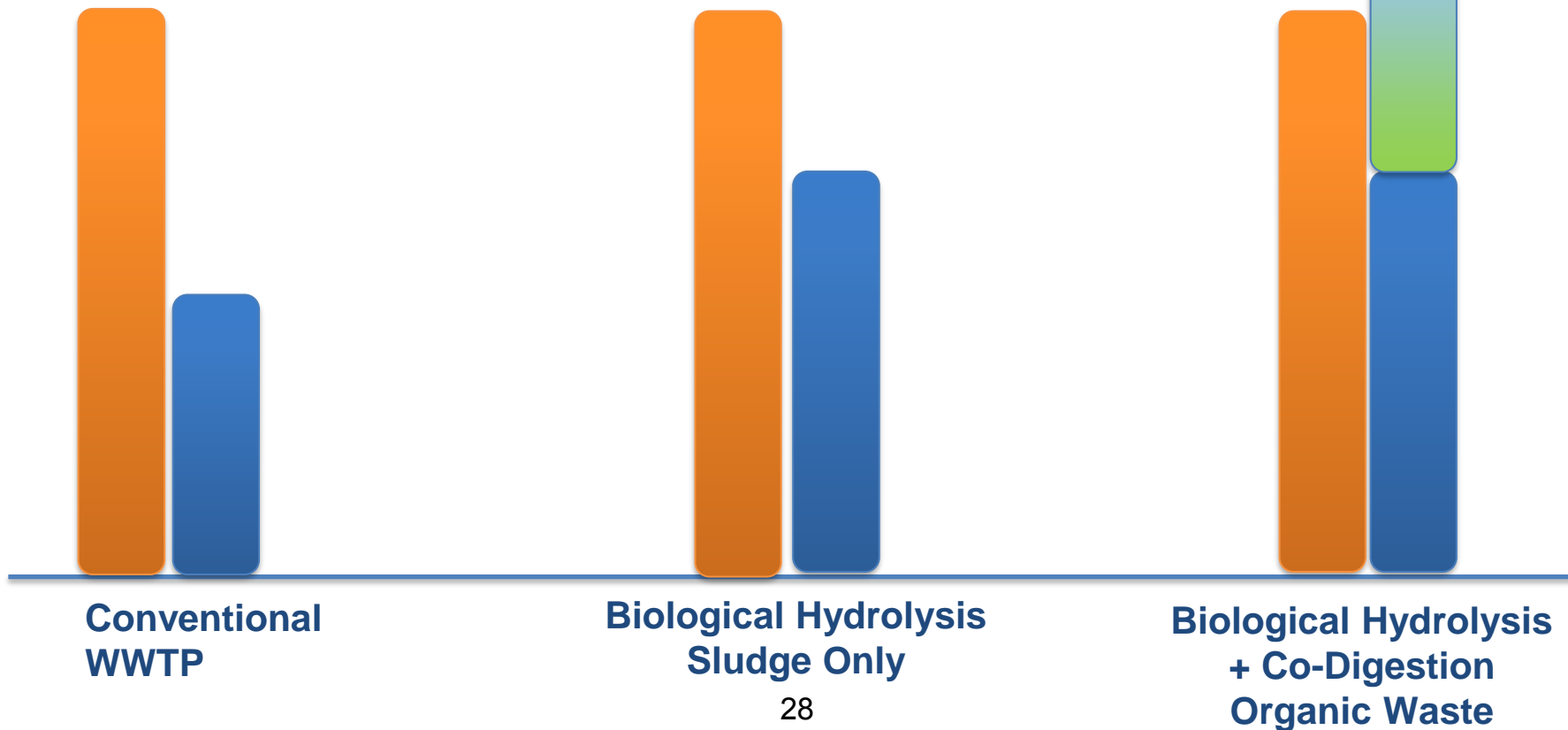
Goal: Net Zero Plant





Co-digestion for Energy Neutrality

Consumption
Production



Cornwall Net Zero Project

- Review existing WWTP operating capacity
 - Free up the digester capacity with innovative technology and optimization
- Organics availability assessment
 - Organics, WW, FOG, ICI
- Biogas Usage Assessment
 - Electricity, Renewable Natural Gas, other
- Biosolids beneficial usage
 - Fertilizers
- Stakeholder Engagement
- Organics Collection Program₂₉



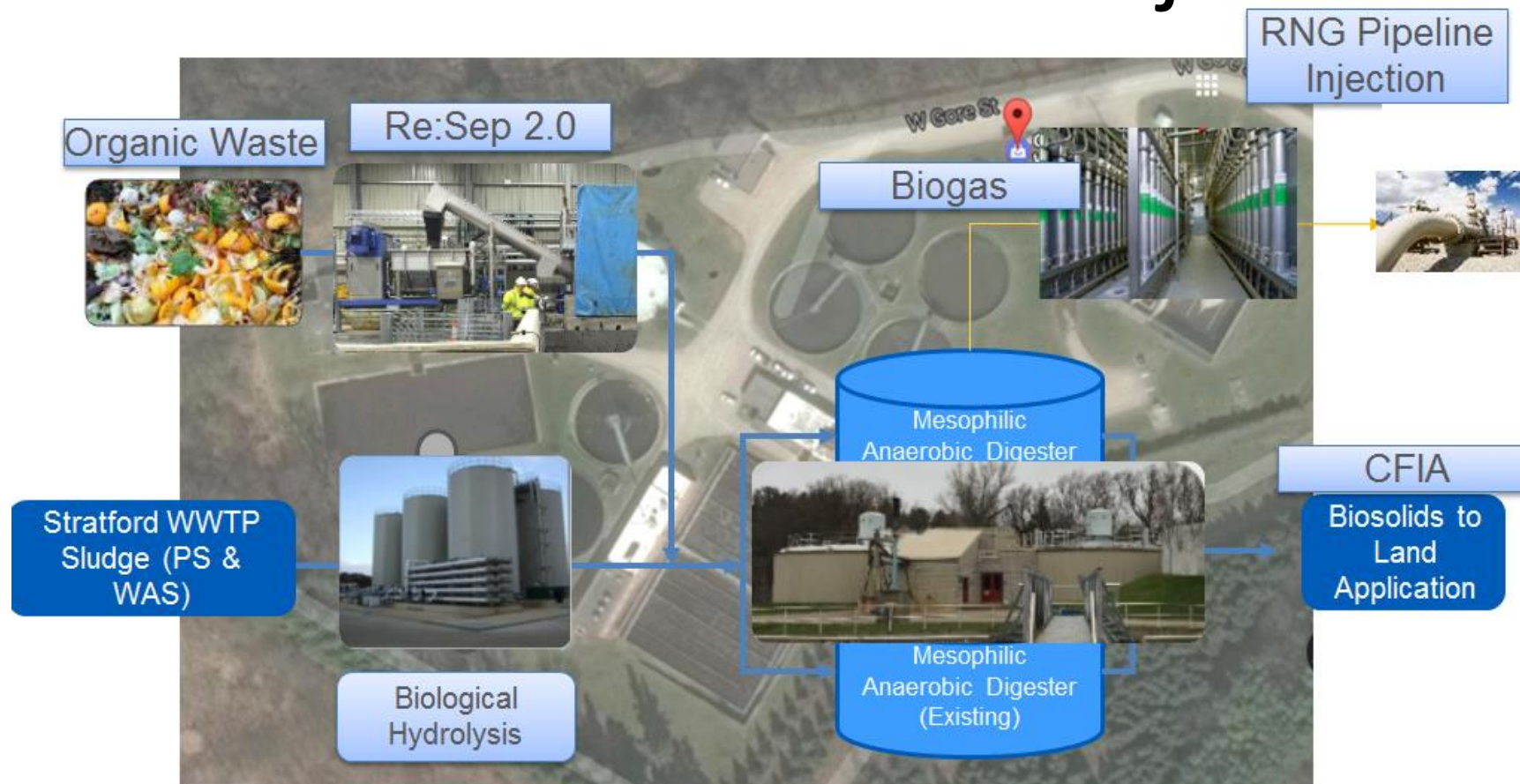


Cornwall Net Zero Project

- Present various scenarios with cost and ROIs
- Present project delivery models
- Present available funding program
- Present cost-benefits information on
 - Energy savings
 - GHG reduction
 - Cobenefits (economic and social)
- Pave path forward for partnership with public entities to implement



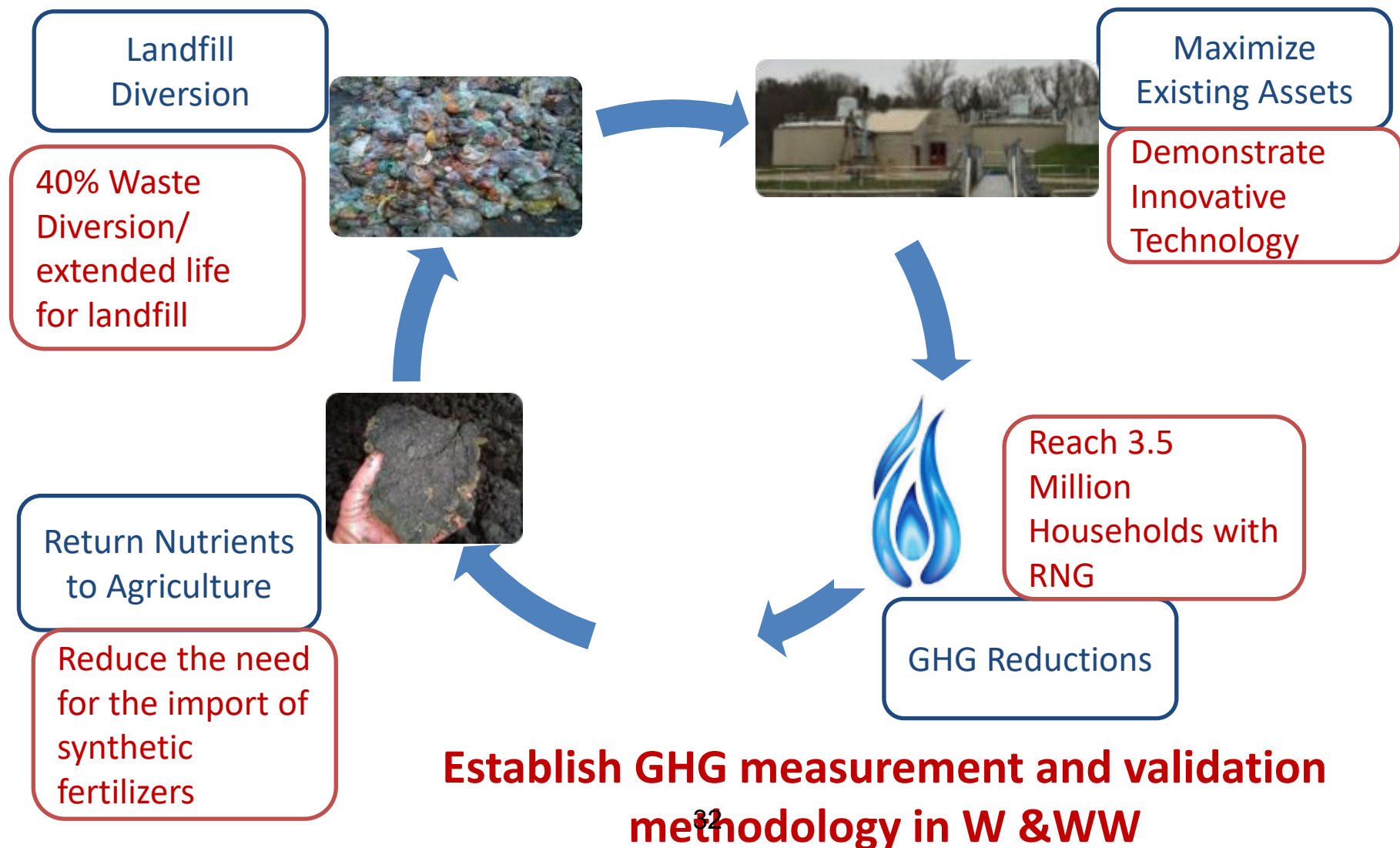
Stratford Net Zero Project



Reducing GHG Emissions by 48,951 TCO₂eq/yr
Increasing Biogas Production by 4 Times



Circular Economy/ Co-benefits



Dufferin Organics Processing Facility



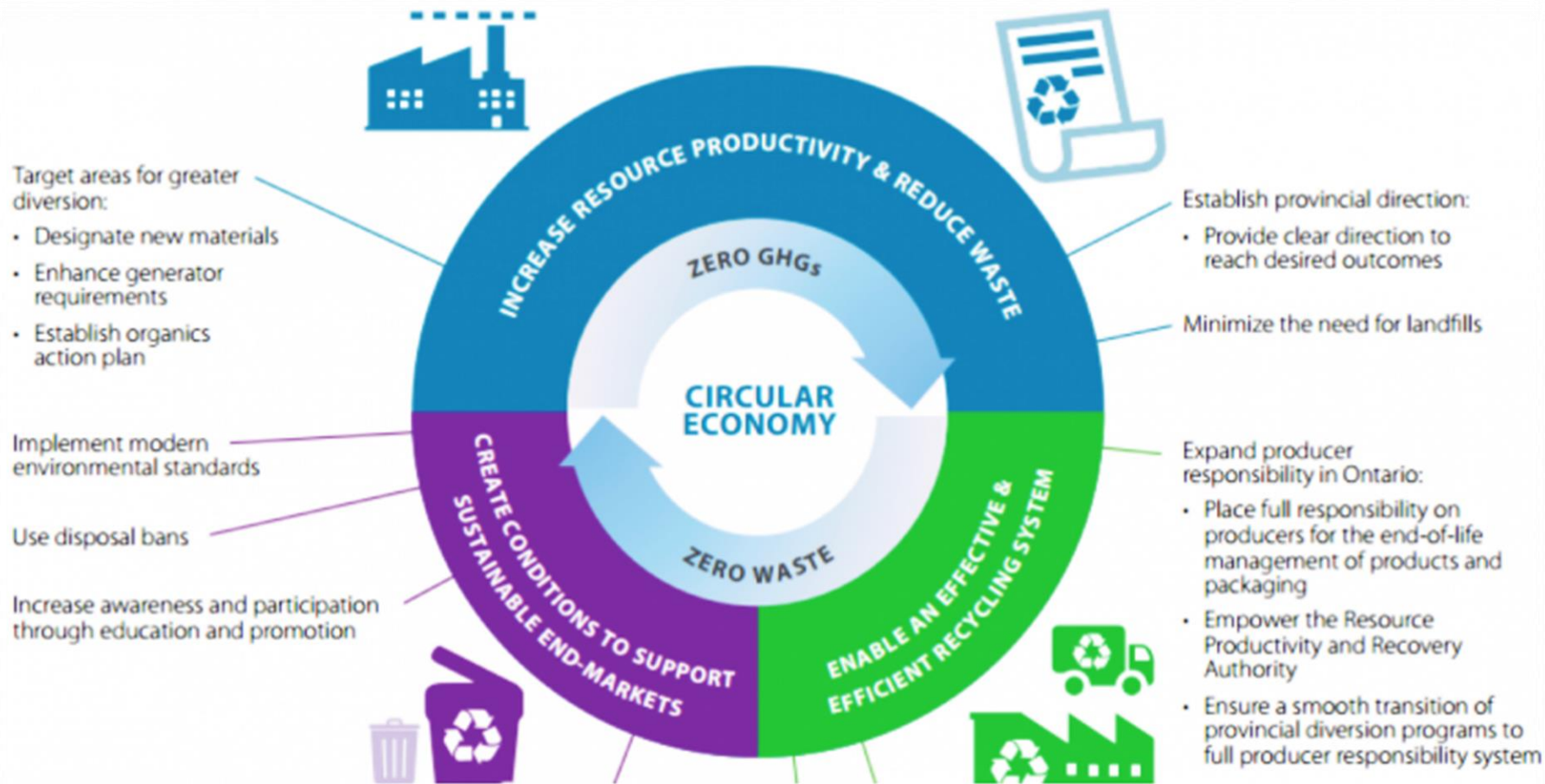


Other Municipal Projects

Stand Alone SSO	Co-Digestion
County of Simcoe- MW	City of Stratford
Region of Peel-MW	Town of Petawawa*
County of Oxford- MW	City of Belleville*
Region of Durham-MW	Town of Espanola*
Region of York?	City of Windsor*
City of Toronto: Disco Road	City of Brantford City of Kingston
City of Ottawa: Biogas	City of Cornwall*
Region of Halton: Biogas	

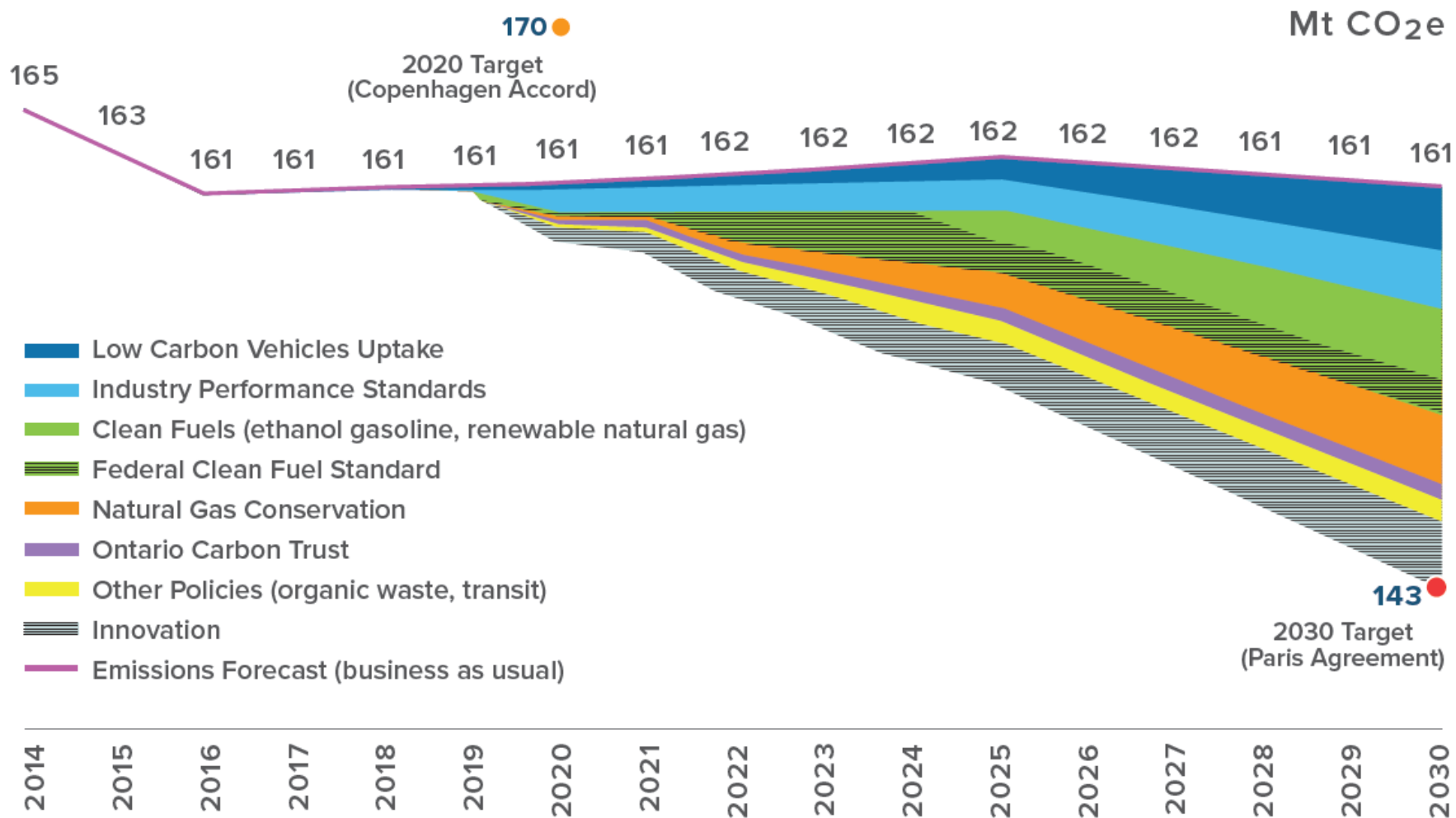


Discussion





Path to Meeting Ontario's 2030 Emission Reduction Target



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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2020-315-Corporate Services
Prepared By: Debbie Caskenette, Deputy Clerk
Meeting Date: September 14, 2020
Subject: Proclamation – Rail Safety Week

Purpose

To proclaim the week of September 21 to 27, 2020, as "Rail Safety Week" in the City of Cornwall.

Recommendation

That Council proclaim the week of September 21 to 27, 2020, as "Rail Safety Week" in the City of Cornwall.

Background / Discussion

CN is requesting that Council proclaim the week of September 21 to 27, 2020, as "Rail Safety Week" in the City of Cornwall to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens.

Document Title:	Proclamation - Rail Safety Week - 2020-315-Corporate Services.docx
Attachments:	- proclamation - Rail Safety Week.docx
Final Approval Date:	Sep 8, 2020

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

Manon L. Levesque - Sep 1, 2020 - 3:10 PM

Geoffrey Clarke - Sep 3, 2020 - 3:06 PM

Maureen Adams - Sep 8, 2020 - 10:03 AM



Office of the Mayor / Cabinet du Mairesse
P.O. Box/C.P. 877, Cornwall, Ontario K6H 5T9
Tel: 613 930-2787, extension/poste 2327
Facsimile: 613 932-8145
Email/Courriel: bclement@cornwall.ca

Proclamation Rail Safety Week September 21 to 27, 2020

Whereas Public – Rail Safety Week is to be held across Canada and the United States from September 21 to 27, 2020; and

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens; and

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness; and

Whereas CN has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality.

Now, Therefore Be It Resolved, that I, Bernadette Clement, Mayor of the City of Cornwall, do hereby proclaim September 21 to 27, 2020, as "Rail Safety Week" in the City of Cornwall.

Bernadette Clement
Mayor

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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2020-316-Corporate Services
Prepared By: Debbie Caskenette, Deputy Clerk
Meeting Date: September 14, 2020
Subject: Proclamation – Childhood Cancer Awareness Month

Purpose

To proclaim the month of September, 2020, as "Childhood Cancer Awareness Month" in the City of Cornwall.

Recommendation

That Council proclaim the month of September, 2020, as "Childhood Cancer Awareness Month" in the City of Cornwall.

Background / Discussion

Cheryl Tourangeau, a Cancer Mom, is requesting that Council declare the month of September, 2020, as "Childhood Cancer Awareness Month" in the City of Cornwall. To bring awareness of this childhood disease, it is also requested that the flag be flown at 340 Pitt Street and the lights at the city's fountains be flooded with gold lights during the month of September 2020.



The Childhood Cancer flag has been raised at 340 Pitt Street for the month of September, 2020 and the lights at the Clock Tower and the city's fountains are flooded with gold lights during the month.

Document Title:	Proclamation - Childhood Cancer Awareness Month - 2020-316-Corporate Services.docx
Attachments:	<ul style="list-style-type: none"> - proclamation - childhood cancer awareness month.docx - 2020 Childhood Cancer Awareness Presentation (002).pdf
Final Approval Date:	Sep 9, 2020

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

Geoffrey Clarke - Sep 9, 2020 - 8:53 AM

Maureen Adams - Sep 9, 2020 - 11:42 AM

Proclamation

Childhood Cancer Awareness Month

September, 2020

Whereas approximately 1,700 children are diagnosed with cancer each year in Canada, 400 of those are in Ontario; and

Whereas approximately 150 children die each year due to cancer in Canada; and

Whereas cancer is the leading disease-related cause of death for children in Canada; and

Whereas, approximately 65 children were diagnosed with cancer at the Children's Hospital of Eastern Ontario (CHEO) each year; and

Whereas September is Childhood Cancer Awareness month and the color is gold; and

Now therefore be it resolved that, I, Bernadette Clement, Mayor of the City of Cornwall, do hereby proclaim the month of September as "Childhood Cancer Awareness Month" in the City of Cornwall; and

Therefore be it further resolved that The Corporation of the City of Cornwall recognizes the gold ribbon as the awareness symbol of childhood cancer; and

Therefore be it further resolved that the appropriate flag be flown to recognize Childhood Cancer Awareness Month and that the clock tower and water fountains be lit with gold lights during September to recognize Childhood Cancer Awareness Month; and

Therefore be it further resolved that all city departments, businesses and residents be encouraged to 'paint' the City gold during the month of September to show support and encouragement for all children fighting cancer.

Bernadette Clement
Mayor

September is:
childhood
cancer
awareness
month





**GO
Gold!**



SEPTEMBER IS...

Childhood Cancer Awareness month



They ride tricycles in the hallway, not the park. They know the names of their chemo instead of their classmates. Nurses and doctors are their new family. Their laughter will make a heart melt. Their strength will make a grown person cry. If you've ever seen a kid fight cancer, it will change your life forever.

September is Childhood Cancer Awareness Month

#GoGold



DID YOU KNOW???

CANCER

claims the lives of more children
than all other childhood diseases

COMBINED

Awareness Fact:
Despite huge advances in research, cancer is still the number one disease killing Canadian children today.

September is Childhood Cancer Awareness Month

Become aware & share!
#childhoodcancerawareness

Learn more awareness facts at:
www.opacc.org/facts



DID YOU KNOW???

- 1,700 children are diagnosed in Canada with cancer each year as per Childhood Cancer Canada
- That is 4 to 5 children each day
- Of those diagnosed, 20% will not survive past 5 years from date of diagnosis



"IT WON'T HAPPEN TO ME..."

Cancer doesn't care that you love
your child more than anything else.

Cancer doesn't care how much
money is in your bank account.

Cancer doesn't care that your child
eats only healthy and organic food.

NO CHILD IS SAFE.

FACT A DAY ~ SEPTEMBER 7

Childhood cancer is not just one disease. It is made up of 12 major types and over 100 subtypes. The more rare types account for about 30% of cancers in children and adolescents. Because so few children are diagnosed with each type, it's difficult to do research on these cancers.



CHILDHOOD CANCER
AWARENESS MONTH

#gogold #ccam #childhoodcancer #stepup



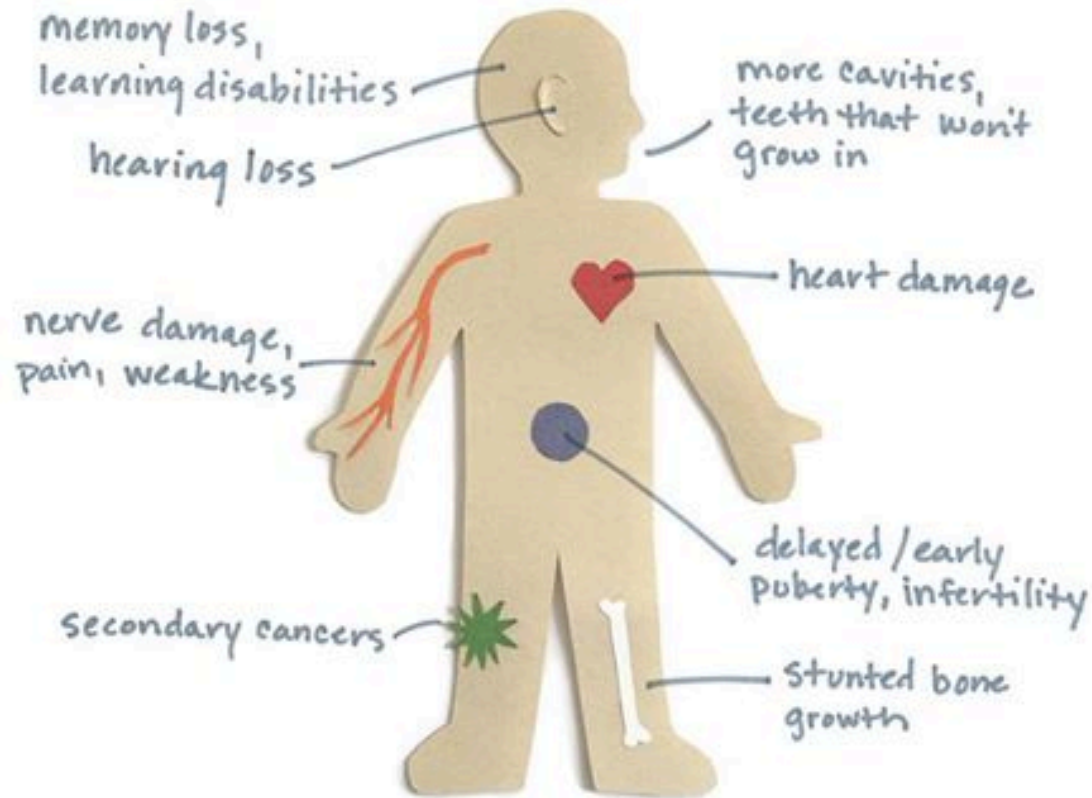
DID YOU KNOW???

- There are over 40 different types of childhood cancer, many with no known cause
- Most common types – Leukemia 30%, Brain & Central Nervous System Tumours 26%, Neuroblastoma 6%, Wilms Tumor 5%, Hodgkin Lymphoma 3%, Non-Hodgkin Lymphoma 5%, Bone Cancer 3%, Rhabdomyosarcoma 3%, Retinoblastoma 2% - many of which have subtypes

- Treatments include chemotherapy (pills, intravenous, lumbar punctures, needles), steroids, radiation, surgery, transplants
- Testing includes blood work, lumbar punctures, bone marrow aspirates, x-rays, CT scans, MRIs, bone density scans, ultrasounds, eco-cardiograms, neuropsychology testing, biopsies, etc.

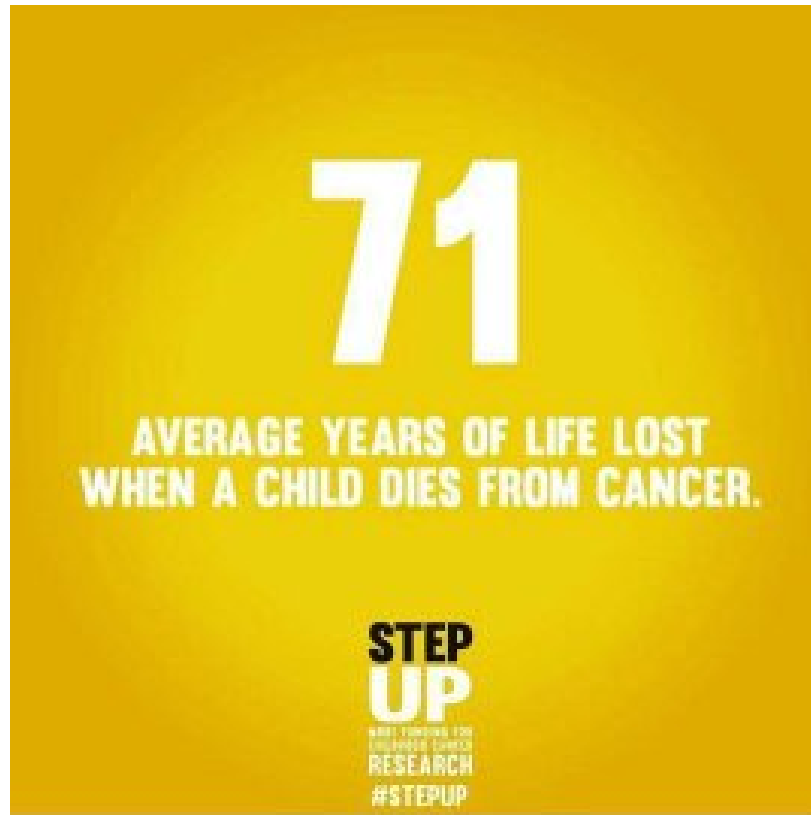


About 60% of survivors will experience late effects



Late Effects of
Cancer Treatment

Children's Cancer Research Fund®



Children are our future – we need to do everything possible to save them

- Given the life-years lost, childhood cancer is drastically underfunded, accounting for only 5% of all cancer research funding in Canada (source: Canadian Cancer Research Alliance)
- Although cancer research in general has made huge strides in our lifetime, very few new drugs for children with cancer have been developed in the last 30 years; the weakest link in children's cancer research is pediatric drug discovery
- In the past 45 years, only three new drugs have been developed for the treatment of childhood cancers





DID YOU KNOW???

- Families with a child in treatment for cancer lose approximately 1/3 of their after-tax income to out-of-pocket costs
- There are a number of non-profit organizations that help

Non-Profit Organizations

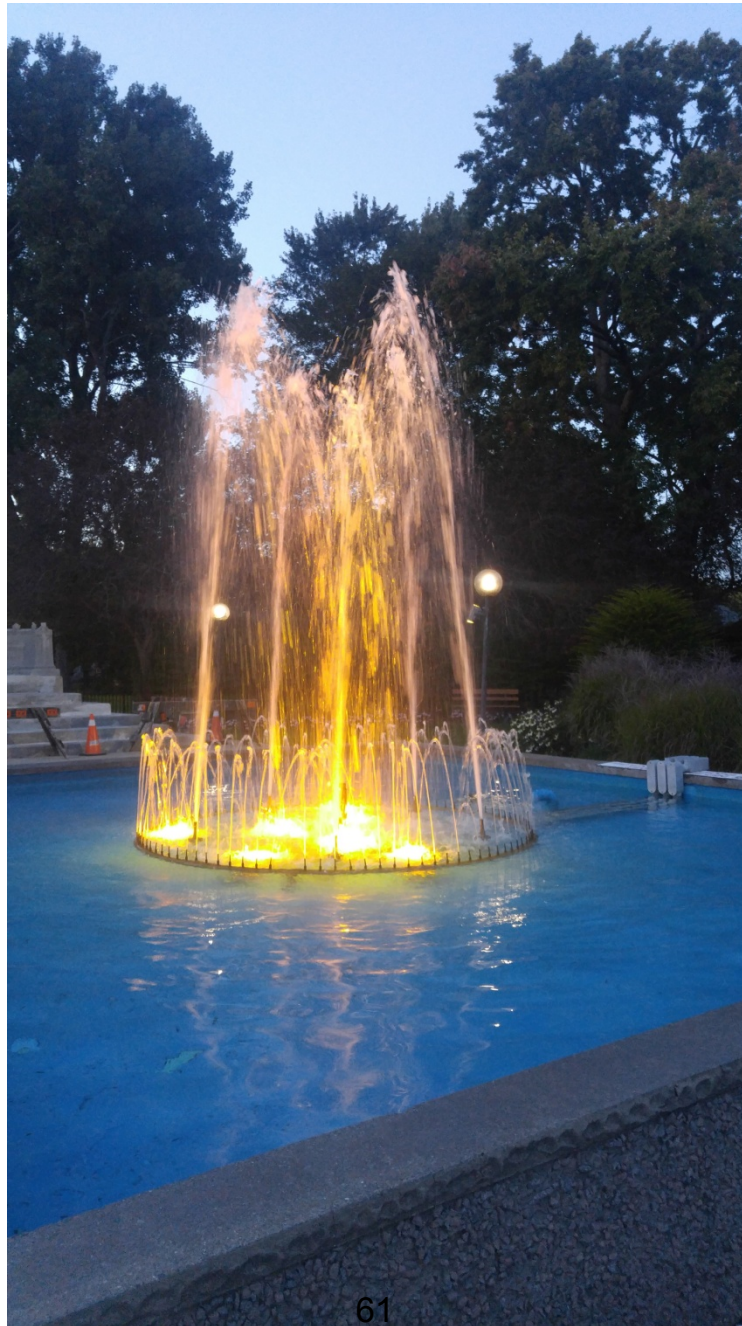
- Ronald McDonald House – Our Home Away from Home
- Candlelighters – Financial & Educational
- Pediatric Oncology Group of Ontario (POGO) – Financial
- Make A Wish/Children's Wish Foundation - Wishes
- Rachel's Kids – Small Moments of Joy



What's Happening in September

- August 30 – Painting Cornwall Gold with Ribbons with help from the Junior Optimists of Cornwall
- September 1 – 30 – Cornwall Clock Tower & Fountains lit up in Gold as part of the world wide Go Gold Movement
- September 1 – Childhood Cancer Awareness Annual Blood Donor Clinic
- September 1 - 30 – Optimist Club No Dinner Dinner Tickets on Sale @ www.optimistclubofcornwall.org
- September 20 – Virtual Terry Fox Run. One Day. Your Way.
- Ongoing – CHEO Rocks throughout Cornwall & CHEO area







Optimist
Club of Cornwall



**Paint Cornwall Gold
No-Dinner Dinner**

A Virtual Fundraiser benefiting CCOF,
CHEO, Candlelighters &
Ronald McDonald House Ottawa.
Sponsored by the
Optimist Club of Cornwall

\$10 each
Sales end
Sept 30th



When you find a CHEO Rock, take a picture and post on the FaceBook page CHEO Rocks. Then rehide for someone else to find.

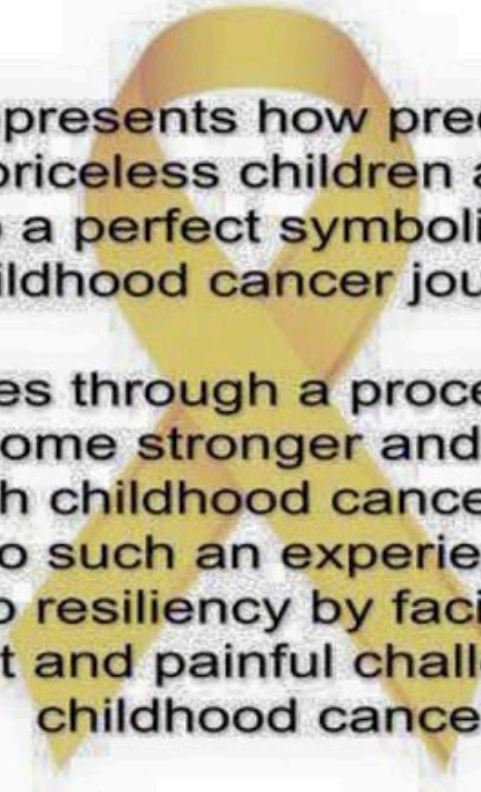






Through awareness we can achieve understanding,
do fundraising and eventually find a cure for all
childhood cancers

Cancer should only live in the history books – not in
the bodies of those whom we love



Gold represents how precious and
priceless children are
It is also a perfect symbolism for the
childhood cancer journey

Gold goes through a process by fire,
to become stronger and tougher
Kids with childhood cancer similarly
undergo such an experience They
develop resiliency by facing all the
difficult and painful challenges of
childhood cancer

I would like to encourage all city departments, businesses, and residents to “paint” Cornwall gold in September to visually show these children and their families our support, to bring awareness to childhood cancer, to support fundraising efforts for the agencies that help and for childhood cancer research.

Cheryl Tourangeau

Cancer Mom



Suggestions how to Paint Cornwall Gold

- Use gold ribbon to decorate lamp posts or verandas
- String gold Christmas lights
- Change front porch light to a yellow bulb
- Make a gold wreath with ribbon for your front door
- Tie a gold ribbon to your vehicle antenna









Optimist
Club of Cornwall



**Paint Cornwall Gold
No-Dinner Dinner**

A Virtual Fundraiser benefiting CCOF,
CHEO, Candlelighters &
Ronald McDonald House Ottawa.
Sponsored by the
Optimist Club of Cornwall

\$10 each
Sales end
Sept 30th

*Sometimes strength comes in
knowing that you are not alone!*



SUPPORT CHILDHOOD CANCER AWARENESS

FB.ME/CCASUPPORTS

PAINT
THE TOWN

GO  DTM

...because kids can't fight cancer alone![®]



The Corporation of the City of Cornwall

Regular Meeting of Council

Report

Department: Financial Services
Division: Finance
Report Number: 2020-329-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: September 14, 2020
Subject: Elected Officials Expense Statements for the Period of June 1 to July 31, 2020

Purpose

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

Recommendation

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

Financial Implications

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

Strategic Priority Implications

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

Background / Discussion

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

Report Approval Details

Document Title:	Elected Officials Expense Statement Jun-Jul 2020 - 2020-329-Financial Services.docx
Attachments:	- Consolidated Jun.Jul expenses.pdf
Final Approval Date:	Sep 8, 2020

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

Tracey Bailey - Sep 8, 2020 - 2:28 PM

Maureen Adams - Sep 8, 2020 - 4:21 PM

STATEMENT OF EXPENSES - ELECTED OFFICIALS

COUNCIL AS A WHOLE

for the period of June 1 to July 31, 2020

Council (as a whole)	<u>Food Provisions</u>	<u>Office Supplies</u>	<u>Office Equipment</u>	<u>Memberships, Association Fees</u>	<u>Promotion Costs</u>	<u>Public Relations</u>	<u>Blackberry Charges</u>	<u>Other Services</u>	<u>Total Expenses</u>
Previous Expenses	\$2,235.45	\$810.02	\$0.00	\$33,942.83	\$462.70	\$235.87	\$2,934.56	\$305.28	\$40,926.71
June - July Statement	\$78.70	\$0.00	\$0.00	\$1,175.33	\$0.00	\$552.56	\$1,166.71	\$4,015.61	\$6,988.91
Total Expenses to Date	\$2,314.15	\$810.02	\$0.00	\$35,118.16	\$462.70	\$788.43	\$4,101.27	\$4,320.89	\$47,915.62
2020 Budget	\$7,000.00	\$2,000.00	\$0.00	\$38,850.00	\$3,000.00	\$7,000.00	\$7,983.00	\$7,500.00	
Coffee, Juice, Creamers, Water, etc. (Meetings)	\$78.70								
Cell Phone Charges							\$1,166.71		
Municipal Information Network				\$1,175.33					
Strategic Plan Facilitation								\$4,015.61	
Together We Stand Apart T-Shirts						\$203.52			
Canada Day Advertisement						\$349.04			

STATEMENT OF EXPENSES - ELECTED OFFICIALS CONFERENCES / PROFESSIONAL DEVELOPMENT

for the period of June 1 to July 31, 2020

Previous Expenses	\$4,620.91
June - July Statement	-\$2,178.67
Total Expenses to Date	<u>\$2,442.24</u>
2020 Budget	\$25,000.00

AMO Annual Conference - August 16-19, 2020 (Mayor B. Clément) *

Registration	-\$202.50	
Accommodation		
Transportation		-\$202.50

AMO Annual Conference - August 16-19, 2020 (Councillor T. Bennett) *

Registration	-\$813.06	
Accommodation		
Transportation		-\$813.06

AMO Annual Conference - August 16-19, 2020 (Councillor S. Gardiner) *

Registration	-\$202.50	
Accommodation		
Transportation		-\$202.50

AMO Annual Conference - August 16-19, 2020 (Councillor C. Hébert) *

Registration	-\$202.50	
Accommodation		
Transportation		-\$202.50

AMO Annual Conference - August 16-19, 2020 (Councillor E. MacDonald) *

Registration	-\$202.50	
Accommodation	-\$555.61	
Transportation		-\$758.11

* Partial / Full Refunds for Conference

STATEMENT OF EXPENSES - ELECTED OFFICIALS SOUVENIRS

for the period of June 1 to July 31, 2020

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Mayor Bernadette Clément	Police Services Board Honorarium	Car Allowance	Corporate Travel	Public Relations	Miscellaneous	Total Expenses	Souvenirs
Previous Expenses	\$1,458.35	\$853.32	\$0.00	\$127.02	\$0.00	\$980.34	\$462.70
June - July Statement	\$583.34	\$213.33	\$0.00	\$30.00	\$0.00	\$243.33	\$0.00
Total Honorarium to Date	\$2,041.69						
Total Expenses to Date		\$1,066.65	\$0.00	\$157.02	\$0.00	\$1,223.67	\$462.70
2020 Budget	\$3,500.00	\$1,920.00		-----\$5,000.00-----			

Car Allowance (June - July 2020)

\$213.33

Cornwall Police Services Board

Honorarium (June - July 2020)

\$583.34

Refund - Cornwall Lion's Club - 80th Anniversary

-\$50.00

CKON FM 97.3 - Mayor Talk Live

\$80.00

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Todd Bennett

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Eric Bergeron

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Maurice Dupelle

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Syd Gardiner

	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$237.38	\$0.00	\$237.38	\$0.00
June - July Statement	\$0.00	-\$50.00	\$0.00	-\$50.00	\$0.00
Total Expenses to Date	\$0.00	\$187.38	\$0.00	\$187.38	\$0.00
2020 Budget	-----\$1,257.50-----				

Refund - Cornwall Lion's Club - 80th Anniversary

-\$50.00

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Glen Grant

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

Cornwall Police Services Board

Honourarium (June - July 2020) \$500.00

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Carilyne Hébert

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Dean Hollingsworth

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Elaine MacDonald

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Claude McIntosh

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of June 1 to July 31, 2020

Councillor Justin Towndale

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

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

Department: Financial Services
Division: Purchasing
Report Number: 2020-324-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: September 14, 2020
Subject: Quotation 20-Q61 Rubber Tire Articulating Loader with Front Plow and 580 Case SL Four-Wheel Drive Tractor Backhoe or Equivalent (Complete with Operator)

Purpose

To obtain costing on an hourly rate, for Item # 1 - Three (3) Rubber Tire Articulating Front-End Loaders with Front Plows and Item #2 - Three (3) 580 Case SL Four-Wheel Drive Tractor Backhoe or equivalent (Complete with Operators), to plow municipal parking lots, city dead end streets and circles or small municipal laneways for two winter seasons 2020/2021 and 2021/2022.

Recommendation

That Quotation 20-Q61 be awarded for two winter seasons; 2020/2021 and 2021/2022 as follows (hourly rates are excluding HST):

being the best bids meeting the tender specifications (hourly rates are excluding HST):

Item # 1 - Rubber Tire Articulating Front-End Loaders with Front Plows; three (3) units at the hourly rate of \$128.12 for year one and \$131.32 for year two to West Front Construction (Canada) Limited,

Item # 2 - 580 Case SL Four-Wheel Drive Tractor Backhoe or equivalent; one (1) unit at the hourly rate of \$80.46 for year one and \$82.47 for year two to West Front Construction (Canada) Limited.

Financial Implications

The Corporation has budgeted \$80,000 in the 2020 Budget for this work and the department will budget accordingly for subsequent years.

Strategic Priority Implications

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

Background / Discussion

The Corporation's Department of Infrastructure & Municipal Works requires three (3) Rubber Tire Articulating Front-End Loaders with Front Plows and three (3) 580 Case SL Four-Wheel Drive Tractor Backhoe or equivalent (Complete with Operators) from approximately November 15, 2020 through April 15, 2021 and November 15, 2021 through April 15, 2022.

The loaders and tractor backhoes will be used as required, to plow municipal parking lots, city dead end streets and circles or small municipal laneways.

The Contractor, and the loaders and backhoes, must be available for work within one hour of being called. Assignments will be provided by the Roads Supervisor, or designate.

As the department requires the services of three (3) tractor backhoes for Item #2, to maintain the current level of service, a subsequent tender will be issued to secure the two (2) remaining units.

The following quotation was received and opened:

West Front Construction (Canada) Limited, Cornwall, Ontario

Item # 1 - Year 1 (3 units available) - \$128.12 per hour/per unit, excluding HST

Item # 1 - Year 2 (3 units available) - \$131.32 per hour/per unit, excluding HST

Item # 2 - Year 1 (1 unit available) - \$80.46 per hour/per unit, excluding HST

Item # 2 - Year 2 (1 unit available) - \$82.47 per hour/per unit, excluding HST

Document Title:	Quotation 20-Q61 Rubber Tire Articulating Loader with Front Plow and Tractor Backhoe - 2020-324-Financial Services.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Bill de Wit - Sep 8, 2020 - 4:02 PM

Tracey Bailey - Sep 8, 2020 - 9:43 PM

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

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

Department: Financial Services
Division: Purchasing
Report Number: 2020-327-Financial Services
Prepared By: Diane Leduc, Senior Buyer
Meeting Date: September 14, 2020
Subject: RFP Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks

Purpose

Pursuant to Council Report 2019-207 Financial Services, the purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of a RFP document where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of services is being considered.

Recommendation

That Council receive Report 2020-327-Financial Services.

Financial Implications

Council approved the purchase and installation of the play structures in the 2020 Budget.

Strategic Priority Implications

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

Background / Discussion

Project Overview and Scope of Work

RFP 20-P18 invites Proponents to provide innovative proposals, to maximize the \$60,000 budget per play structure for Amie LeBlanc Park and Francis Guindon Park excluding HST and \$100,000 excluding HST for the Benson Centre for the excavation, design, supply, installation as well as the excavation, supply, delivery and installation of engineered wood fibre as a protective surfacing zone that helps promote safe and active play. The play structure will be required to be installed in the spring of 2021. The Corporation will remove the existing play structures from Amie LeBlanc Park and Francis Guindon Park. There is currently no play structure at the Benson Centre.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	September 16, 2020
Deadline for Questions	October 2, 2020
Deadline for Submission	October 16, 2020
Award of RFP – Council Meeting	November 24, 2020
Project Commencement	Spring, 2021

Appendix A – Terms of Reference for RFP 20-P18 is attached to this report.

Document Title:	RFP Terms of Reference for Play Structures - 2020-327-Financial Services.docx
Attachments:	- 20-P18 Terms of Reference for Play Structures -2020-327-Financial Services.pdf
Final Approval Date:	Sep 9, 2020

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

Bill de Wit - Sep 8, 2020 - 3:42 PM

Tracey Bailey - Sep 8, 2020 - 9:24 PM

Maureen Adams - Sep 9, 2020 - 8:14 AM

THE CORPORATION OF THE CITY OF CORNWALL

Request for Proposal 20-P18 Supply and Installation of Play Structure and Engineered Wood Fibre for Amie LeBlanc Park, Francis Guindon Park and the Benson Centre

Appendix A – Terms of Reference

The City of Cornwall invites innovative proposals, to maximize the \$60,000.00 budget per play structure for Amie LeBlanc Park and Francis Guindon Park excluding HST and+ \$100,000.00 excluding HST for the Benson Centre for the excavation, design, supply, installation as well as the excavation, supply, delivery and installation of Engineered Wood Fibre as a protective surfacing zone that helps promote safe and active play. The play structure will be required to be installed in the spring of 2021. The Corporation will remove the existing play structure from Amie LeBlanc Park and Francis Guindon Park. There is currently no play structure at the Benson Centre.

The Supplier will provide the following, consisting of the following components. All shall be completely installed and ready for use:

Site Preparations:

- Excavate or fill the site for play structure to a depth and area as required to ensure that the newly installed structure meets all facets of the most recent Canadian Standard for public play structures, CAN/CSA-Z614-14. Re-grade area to provide a safe and smooth soil surface. A minimum of four inches depth of topsoil shall form the finished surface. The City of Cornwall Parks and Landscape section will supply top soil (as required and at no cost) to the supplier, and picked up at Municipal Works Department, 1225 Ontario Street by the supplier. Loading will be done by the City of Cornwall and notification must be received by phone or email by the Municipal Parks Supervisor or designate from the supplier (minimum 2 hours notice) before pick up. Pick up times are Monday to Friday between 7am-11:30am, 12pm-3pm. The estimated quantity needed shall be provided by the supplier and approval given to City loader operator by the Municipal Parks Supervisor or designate before pick up.
- The City shall provide and apply grass seed upon acceptance of the project.

- Any ramp installation shall connect to the final grade.
- Grade shall be sufficiently elevated to ensure proper and full drainage from the Protective Surfacing material and the underlying granular material. A drainage line shall be installed and rundown slope to a point permitting natural drainage. Minimum grade fall shall be ¼ inch per foot.
- Supply, maintain, monitor and erect fencing to prevent the public from entering the work area until final inspection has been completed and approved by the Corporation.
- Arrange for all utility locates.

Each play structure requires:

1. Composite play structure
 - For children aged 18 months to 12 years.
 - Handicap accessible ramp (must be fully accessible and reach the border of the PSZ at grade upon completion).
 - Solid Roofs to provide shading for SPF protection.
 - Sports themed unit(s) for the Benson structure
2. One separate spring rider for children aged 18 months to 5 years, to contain one seat.
3. Triple bay swing set(s) with two belt swings, two toddler swings and one Little Tykes blue special needs swing – part number 200203433 (as per the CAN/CSA-Z614-14 specifications). Belt and Tot swings seats with EPDM rubber/polymer blend using galvanized steel hardware. The special needs swing will be an Inclusive racing seat 8ft assembly with both the seat and yoke made of heavy-duty molded plastic.
4. One stand alone inclusive play structure included in the design for the Benson Centre

5. The design of the play structure is not limited by any pre-existing border or the size or shape of the same. The play structure should be innovative and challenging. The layout needs to meet the standards and space requirements for CAN/CSA-Z614-14.
6. One litter container with a removal lid and liner (Dumor Model 87/w/DM-dome Top or approved equivalent) with good access for removal of garbage and one permanent installed 8' commercial grade park bench (Dumor model 58-802 or approved equivalent) anchored in concrete set to Ontario fencing installation standards for corner posts.

Litter container and park bench are not required for the Benson structure

7. Geotextile filter cloth material and drainage materials as recommended by the EWF supplier of sufficient size and quality to separate the base drainage material from Engineered Wood Fibre (EWF) playground surfacing material and provide drainage as specified by the EWF supplier.
8. Repair kit per unit including proper tools to use for removing, installing u-bolts, carriage bolts, chains for swings and any other connecting device that forms a part of the structure.
9. Five extra bolts or other connecting device as found on the structure. 30 feet of additional chain for swings, one extra toddler swing.

Conditions:

1. All play equipment must be designed, manufactured and installed in compliance with the CAN/CSA-Z614-14 Standard "Children's Play Spaces and Equipment" document and subsequent amendments.
2. The colours should be a pleasing combination of yellow, blue, red coloured epoxy coatings.
3. The play structure must be handicapped accessible for both entry and exit.
4. The play structure must be free standing.
5. The supplier will be responsible for clean up and removal of all packaging materials, other debris and any other markings on the play structure.

6. Any welding that is performed must be repainted with the original epoxy coatings.

7. All play equipment shall have a detailed warranty on all workmanship, parts and materials.

8. Engineered Wood Fibre (EWF) for use as a playground safety surface under and around playground equipment shall meet all the requirements of designation F2075 – 10a under ASTM International. The material shall also meet the requirements of Specification F1292. The supplier of the EWF shall provide copies of their records indicating that the requirements within the F2075 designation have been met, and copies of their records of independent testing indicating compliance with ASTM Standard F1292 specific to the relative shock absorbing properties of the material for Protective Surfacing. The EWF shall be compliant with Can/CSA-Z614 -2014 upon completion of installation.

The successful Proponent will be required to supply, transport and install the wood fiber material and any other materials required as specified by the manufacturer, within the Protective Surfacing Zone (PSZ) for Amie LeBlanc Park, Francis Guindon Park and Benson Centre listed in this RFP.

9. Pricing must be F.O.B. Cornwall, Ontario (Amie LeBlanc Park, Francis Guindon Park and the Benson Centre).

10. The play equipment and installation must be safe in all respects, so as to prevent injury to children from rough edging, protruding bolts/nuts, loose fittings or unsecured/unstable components, free from defects, etc. **The successful Proponent must provide an inspection report prepared by a “Canadian Certified Playground Inspector” who is independent of the supplier. The inspection report must indicate compliance with all aspects of Can/CSA-Z614-14 Standard “Children’s Play Spaces and Equipment”. Payment will not be made without the inspection report (performed by an independent CCPI) indicating full compliance in receipt with the City of Cornwall.**

Proposed Project Schedule

Item	Date
Issue of RFP	September 16, 2020
Deadline for Questions	October 2, 2020
Deadline for Submission	October 16, 2020
Award of RFP	November 24, 2020
Project Commencement	Spring, 2021

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

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

Department: Financial Services
Division: Purchasing
Report Number: 2020-325-Financial Services
Prepared By: Wendy Johnsen, Buyer
Meeting Date: September 14, 2020
Subject: Tender 20-T28 Motor Grader with Wing, Complete with Operator – Two Winter Seasons

Purpose

To obtain costing, on an hourly rate, for five (5) motor graders with wing complete with operator for two winter seasons.

Recommendation

That Tender 20-T28 be awarded for two winter seasons; 2020/2021 and 2021/2022 as follows (hourly rates are excluding HST):

Item #1

2 Units to Malyon Excavation Limited, Cornwall, Ontario at a rate of \$150.00/hour for year one and \$150.00/hour for year two;

1 Unit to Cornwall Gravel Company Limited, Cornwall, Ontario at a rate of \$210.00/hour for year one and \$220.00/hour for year two;

1 Unit to David Brown Construction, Ingleside, Ontario at a rate of \$215.00/hour for year one and \$220.00/hour for year two; and

1 Unit to Coco Paving Incorporated, Morrisburg, Ontario at a rate of \$224.00/hour for year one and \$229.00/hour for year two.

Item #2

1 Unit to Malyon Excavation Limited (2 available), Cornwall, Ontario at a rate of \$150.00/hour for year one and \$150.00/hour for year two.

These being the best bids meeting the tender specifications.

Financial Implications

The Corporation has budgeted \$162,000 in the 2020 budget for this work and the department will budget accordingly for 2021.

Strategic Priority Implications

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

Background / Discussion

The Corporation's Department of Infrastructure & Municipal Works requires five (5) motor graders units for two winter seasons from approximately November 15, 2020 to April 15, 2021 and November 15, 2021 to April 15, 2022.

The graders will be used, as required, upon call-in to plow City of Cornwall streets (Class 2) with 8 cm or more of snow accumulation. There are five routes and one grader will be assigned to each route. It is expected to take 7 to 8 hours of plowing time to complete one pass per route. Depending on the storm, it may only require one pass or it may be required to be plowed continuously over the course of a couple of days. The Operator is to have previous experience with the operation of a grader in winter.

Item 2P was a provisional item for additional unit(s). The Corporation makes no guarantee of hours for additional grader(s) and does not have stand-by rates. Additional graders will only be called-in, as required.

The following tenders were received and opened by Purchasing Services on August 26, 2020:

Malyon Excavation Ltd., Cornwall, Ontario

Item # 1 Year 1	\$150 per hour/per unit (2 Units available)
Item # 1 Year 2	\$150 per hour/per unit (2 Units available)
Item # 2P Year 1	\$150 per hour/per unit (2 Units available)
Item # 2P Year 2	\$150 per hour/per unit (2 Units available)



Cornwall Gravel Company Limited, Cornwall, Ontario

Item # 1 Year 1 \$210 per hour/per unit (1 Unit available)
Item # 1 Year 2 \$220 per hour/per unit (1 Unit available)
Item # 2P Year 1 No Bid
Item # 2P Year 2 No Bid

David Brown Construction Limited, Ingleside, Ontario

Item # 1 Year 1 \$215 per hour/per unit (1 Unit available)
Item # 1 Year 2 \$220 per hour/per unit (1 Unit available)
Item # 2P Year 1 No Bid
Item # 2P Year 2 No Bid

Coco Paving Incorporated, Morrisburg, Ontario

Item # 1 Year 1 \$224 per hour/per unit (1 Unit available)
Item # 1 Year 2 \$229 per hour/per unit (1 Unit available)
Item # 2P Year 1 No Bid
Item # 2P Year 2 No Bid

HST is applicable but is not included in the hourly rates shown above.

Document Title:	Tender 20-T28 Motor Grader with Wing, Complete with Operator - Two Winter Seasons - 2020-325-Financial Services.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Nicole Robertson - Sep 8, 2020 - 8:59 AM

Bill de Wit - Sep 8, 2020 - 3:49 PM

Tracey Bailey - Sep 8, 2020 - 9:39 PM

Maureen Adams - Sep 9, 2020 - 8:15 AM

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

Department: Financial Services
Division: Purchasing
Report Number: 2020-326-Financial Services
Prepared By: Wendy Johnsen, Buyer
Meeting Date: September 14, 2020
Subject: Tender 20-T29 Loader & Truck Packages for Snow Removal
and Dump Trucks for Snow Hauling - Two Winter Seasons

Purpose

To obtain costing for Item #1 - Ten (10) pay loader and truck packages for snow removal and hauling, and Item #2a - Tandem Trucks and Item #2b - Tri Axle Trucks to be used as required, all for two winter seasons 2020/2021 and 2021/2022.

Recommendation

That Tender 20-T29 be awarded as follows:

Item # 1 - Ten Snow Removal Packages (1-Loader and 3-Trucks)
(hourly rates are excluding HST)

1 package to C & D Excavation Limited, at a rate of \$299.00/hour for year one and \$299.00/hour for year two;

1 package to D & A Excavation Ltd, at a rate of \$299.99/hour for year one and \$304.99/hour for year two;

1 package to Wally's Backhoe Service, at a rate of \$315.00/hour for year one and \$320.00/hour for year two;



1 package to West Front Construction, at a rate of \$325.00/hour for year one and \$335.00/hour for year two;

1 package to Losey's Haulage Limited, at a rate of \$335.00/hour for year one and \$345.00/hour for year two

1 package to Malyon Excavation Limited, at a rate of \$340.00/hour for year one and \$340.00/hour for year two

3 packages to Cornwall Gravel Company limited, at a rate of \$345.00/hour for year one and \$360.00/hour for year two;

2 packages to David Brown Construction Limited, at a rate of \$370.00/hour for year one and \$390.00/hour for year two.

Item # 2a - Tandem Truck to be used, as required, for snow hauling

(hourly rates are excluding HST) Call in roster order is as follows:

D & A Excavation Ltd (1 available) at \$66.00/hour for year one and \$66.00/hour for year two

C & D Excavation Ltd (2 available) at \$69.00/hour for year one and \$69.00/hour for year two

West Front Construction Ltd (2 available) at \$70.00/hour for year one and \$72.50/hour for year two

Malyon Excavation Ltd (2 available) at \$75.00/hour for year one and \$75.00/hour for year two

Losey's Haulage Ltd (1 available) at \$80.00/hour for year one and \$82.00/hour for year two

David Brown Construction Ltd (1 available) at \$85.00/hour for year one and \$90.00/hour for year two

Item # 2b - Tri Axle Truck to be used, as required, for snow hauling

(hourly rates are excluding HST) Call in roster order is as follows;

D & A Excavation Ltd (1 available) at \$71.00/hour for year one and \$73.00/hour for year two

Wally's Backhoe Service (6 available) at \$76.00/hour for year one and \$78.00/hour for year two

West Front Construction Ltd (3 available) at \$78.00/hour for year one and \$80.00/hour for year two

C & D Excavation Ltd (3 available) at \$80.00/hour for year one and \$80.00/hour for year two

Blair Martell Excavation (1 available) at \$80.00/hour for year one and \$85.00/hour for year two

Malyon Excavation Ltd (8 available) at \$85.00/hour for year one and \$85.00/hour for year two

Losey's Haulage Ltd (2 available) at \$86.00/hour for year one and \$88.00/hour for year two

Cornwall Gravel Co Ltd (10 available) at \$88.00/hour for year one and \$89.00/hour for year two

David Brown Construction Ltd (9 available) at \$90.00/hour for year one and \$95.00/hour for year two

Financial Implications

The Corporation has budgeted \$154,500.00 in the 2020 Budget for this work and will budget accordingly in 2021.

Strategic Priority Implications

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

Background / Discussion

The Corporation's Department of Infrastructure & Municipal Works requires Loader and Truck packages for snow removal and Trucks for snow hauling from approximately, November 15, 2020 to April 15, 2021, and from November 15, 2021 to April 15, 2022.

Item # 1 - Ten packages of one loader and three trucks to be used on snow removal for the 2020/2021 and 2021/2022 Winter Seasons. Should the

Corporation require more packages, the Department will contact Contractors that submitted to this tender.

Item # 2a and 2b – Tandem & Tri Axle Dump Trucks are to be used as additional trucks in conjunction with the snow removal packages or under the city blower when required for snow removal. Trucks will be called out starting with the lowest bid until the desired number of trucks required has been achieved. This same process (starting with the lowest bid) will be used for each winter event requiring snow removal.

The following tenders were received and opened by Purchasing Services on August 26, 2020:

Blair Martell Excavation, Cornwall, Ontario

Item # 1 - No Bid

Item # 1 - No Bid

Item # 2a - No Bid

Item # 2a - No Bid

Item # 2b - Year 1 (1 available) \$ 80.00 per hour, excluding HST

Item # 2b - Year 2 (1 available) \$ 85.00 per hour, excluding HST

C&D Excavating, St. Andrews West, Ontario

Item # 1 - Year 1 (1 packages) \$ 299.00 per hour, excluding HST

Item # 1 - Year 2 (1 packages) \$ 299.00 per hour, excluding HST

Item # 2a - Year 1 (2 available) \$ 69.00 per hour, excluding HST

Item # 2a - Year 2 (2 available) \$ 69.00 per hour, excluding HST

Item # 2b - Year 1 (3 available) \$ 80.00 per hour, excluding HST

Item # 2b - Year 2 (3 available) \$ 80.00 per hour, excluding HST

Cornwall Gravel Company Limited, Cornwall, Ontario

Item # 1 - Year 1 (3 packages) \$ 345.00 per hour, excluding HST

Item # 1 - Year 2 (3 packages) \$ 360.00 per hour, excluding HST

Item # 2a - No Bid

Item # 2a - No Bid

Item # 2b - Year 1 (10 available) \$ 88.00 per hour, excluding HST

Item # 2b - Year 2 (10 available) \$ 89.00 per hour, excluding HST

D&A Excavation Limited, Cornwall, Ontario

Item # 1 - Year 1 (1 package) \$ 299.99 per hour, excluding HST

Item # 1 - Year 2 (1 package) \$ 304.99 per hour, excluding HST

Item # 2a - Year 1 (1 available) \$ 66.00 per hour, excluding HST

Item # 2a - Year 2 (1 available) \$ 66.00 per hour, excluding HST



Item # 2b - Year 1 (1 available) \$ 71.00 per hour, excluding HST
Item # 2b - Year 2 (1 available) \$ 73.00 per hour, excluding HST

David Brown Construction Limited, Ingleside, Ontario

Item # 1 - Year 1 (2 packages) \$ 370.00 per hour, excluding HST
Item # 1 - Year 2 (2 packages) \$ 390.00 per hour, excluding HST
Item # 2a - Year 1 (1 available) \$ 85.00 per hour, excluding HST
Item # 2a - Year 2 (1 available) \$ 90.00 per hour, excluding HST
Item # 2b - Year 1 (9 available) \$ 90.00 per hour, excluding HST
Item # 2b - Year 2 (9 available) \$ 95.00 per hour, excluding HST

Losey's Haulage Limited, Long Sault, Ontario

Item # 1 - Year 1 (1 package) \$ 335.00 per hour, excluding HST
Item # 1 - Year 2 (1 package) \$ 345.00 per hour, excluding HST
Item # 2a - Year 1 (1 available) \$ 80.00 per hour, excluding HST
Item # 2a - Year 2 (1 available) \$ 82.00 per hour, excluding HST
Item # 2b - Year 1 (2 available) \$ 86.00 per hour, excluding HST
Item # 2b - Year 2 (2 available) \$ 88.00 per hour, excluding HST

Malyon Excavation Limited, Cornwall, Ontario

Item # 1 - Year 1 (1 package) \$ 340.00 per hour, excluding HST
Item # 1 - Year 2 (1 package) \$ 340.00 per hour, excluding HST
Item # 2a - Year 1 (2 available) \$ 75.00 per hour, excluding HST
Item # 2a - Year 2 (5 available) \$ 75.00 per hour, excluding HST
Item # 2b - Year 1 (8 available) \$ 85.00 per hour, excluding HST
Item # 2b - Year 2 (8 available) \$ 85.00 per hour, excluding HST

Wally's Backhoe Service, Cornwall, Ontario

Item # 1 - Year 1 (1 package) \$ 315.00 per hour, excluding HST
Item # 1 - Year 2 (1 package) \$ 320.00 per hour, excluding HST
Item # 2a - No Bid
Item # 2a - No Bid
Item # 2b - Year 1 (6 available) \$ 76.00 per hour, excluding HST
Item # 2b - Year 2 (6 available) \$ 78.00 per hour, excluding HST

Westfront Construction (Canada) Limited, Cornwall, Ontario

Item # 1 - Year 1 (1 package) \$ 325.00 per hour, excluding HST
Item # 1 - Year 2 (1 package) \$ 335.00 per hour, excluding HST
Item # 2a - Year 1 (2 available) \$ 70.00 per hour, excluding HST
Item # 2a - Year 2 (2 available) \$ 72.50 per hour, excluding HST
Item # 2b - Year 1 (3 available) \$ 78.00 per hour, excluding HST
Item # 2b - Year 2 (3 available) \$ 80.00 per hour, excluding HST

Document Title:	Tender 20-T29 Loader and Truck Packages for Snow Removal and Dump Trucks for Snow Hauling - 2020-326-Financial Services.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Nicole Robertson - Sep 8, 2020 - 9:01 AM

Bill de Wit - Sep 8, 2020 - 3:48 PM

Tracey Bailey - Sep 9, 2020 - 8:58 AM

Maureen Adams - Sep 9, 2020 - 11:45 AM

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

Department: Corporate Services
Division: Human Resources
Report Number: 2020-323-Corporate Services
Prepared By: Geoffrey Clarke, General Manager
Meeting Date: September 14, 2020
Subject: Strategic Planning Coordinator

Purpose

To provide Council with an overview of the draft position description created as part of the 2020 budget process; as well as provide a recommendation for the recruiting process.

Recommendation

That Council receive this report and provide Administration direction on proceeding with this position and its recruitment process.

Financial Implications

Council budgeted \$60,000 for six (6) months in 2020 for the creation of this position.

Strategic Priority Implications

To assist with the achievement of the priorities as laid out in the official strategic plan.

Background / Discussion

On February 5, 2020 Council had approved the allocation of funds that would create a position for part of the 2020 budget year. The new position was intended to assist Council and the Mayor in the building professional networks



with surrounding municipalities, help with the development of municipal policy at the Council level, and act as a strategic resource to Council that could support major projects Council have identified in achieving our four (4) year strategic plan.

Administration is recommending a salary range for this position to be established between \$68,236.00 as a starting salary with a top of range established at \$82,942.00. This salary recommendation would be consistent with positions we deem as similar within the Corporation. As per our salary banding practice, there are five (5) steps of salary progression per pay band, with increases available with yearly performance reviews taking place on the anniversary of someone assuming the position.

The position would report to the Chief Administrative Officer.

A draft description of the position is attached for your review.

Should Council wish to proceed with this position, Administration would recommend that the position be recruited in a manner that is consistent with our standard recruitment protocols for non-unionized positions within the Corporation. These protocols establish that we have the position posted, internally and externally, for three (3) weeks, and that a hiring panel be created for the two (2) rounds of interviews that would need to be complete the selection process.

With the position being recommended as reporting directly to the C.A.O., it is recommended that Council delegate the responsibility of the recruitment to the C.A.O as per our normal process.

To complete the process, Administration is forecasting a process that should reasonably take between two (2) to three (3) months from start of the posting to having someone physically recruited and into the position; ultimately having a candidate employed with the City by November 2020.

Document Title:	Strategic Planning Coordinator - 2020-323-Corporate Services.docx
Attachments:	- 2020 Report JD Strategic Planning Coordinator.docx
Final Approval Date:	Sep 8, 2020

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

Geoffrey Clarke - Sep 3, 2020 - 3:00 PM

Maureen Adams - Sep 8, 2020 - 10:26 AM



Position Description Strategic Planning Coordinator

Reports to: Chief Administrative Officer

Direct Reports: None

Pay Band: TBD

Position Summary

Under the direction of the Chief Administrative Officer, the Strategic Planning Coordinator will be a shared resource for the Mayor and Council to assist with the achievement of the City's Strategic Plan.

Additionally, the position will take a thoughtful leadership role in researching and developing political policies and relationships within the community. Along with these activities, the position will also need to determine benchmarks, timelines and measurements for regular reporting to Council and other public stakeholders, that include the local community, the Councils of the United Counties of Stormont, Dundas, and Glengarry, Mohawk Council of Akwesasne, and the relevant federal, and provincial ministries.

Experience and Education

- Post-secondary education in a related field, preferably public administration, business administration or project management
- 5 – 7 years of professional experience in a similar progressive role

Core Responsibilities

- Strategic planning coordination and support; ensuring the completion of deliverables identified within the City's strategic plan.
- Develops performance indicators and measurements as it relates to the strategic planning process while assessing the impacts of key strategic targets.
- Identifying, managing and mitigating potential project risks with the knowledge of when to escalate the issues as it becomes necessary

- Maintains the visibility of the Strategic Plan with Mayor, Council and public through the term of council to ensure comprehensive and effective implementation
- Research progressive public policy, procedure and program development, evaluation and improvement activities
- Liaise with Local, provincial and federal governments and ministries for grant and other funding related research and reporting requirements
- Collect and analyze a wide variety complex data and information; this will traditionally be done in coordination with other city administrators using various analysis techniques, and summary reporting both in verbal and written formats
- Initiating and coordinating project related communication to Mayor, Council and other inter-governmental agencies as required
- Collaboratively work with other senior administration members in the development of public policy, and writing reports for Mayor and Council consideration

Desired Skill Set

- Proficiency in traditional and progressive social media channels
- Ability to gather, analyze and interpret complex data and simply for communication to larger and diverse audiences
- Proven ability to develop, implement and adhere to project management tools, and principles in the achievement of established goals
- Abstract problem solving and innovative thinking to effectively problem solve issues autonomously
- Strong fundamentals in change management and using discretion and tact in dealing with sensitive topics and or issues

Competencies

- Integrity & Trust
- Ethics and Values
- Political Savvy
- Strategic Agility
- Planning
- Action Oriented

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

Department: Planning, Development and Recreation
Division: Building and By-law
Report Number: 2020-362-Planning, Development and Recreation
Prepared By: Mark A. Boileau, General Manager
Meeting Date: September 14, 2020
Subject: Business Parking – COVID-19

Purpose

To provide Council with additional information regarding Business Parking during COVID-19 as outlined in the New Business Motion of May 11, 2020 and related Council Motion of June 8, 2020.

Recommendation

That Council reinstate the original parking program, which existed prior to COVID-19.

Financial Implications

While the non-enforcement of paid parking at meters and machines and the more recent 2-hour subsidy has been beneficial to businesses in the two BIAs during the COVID-19 pandemic, the continuation of either program will have an impact on the City's parking program funding, and in turn on the other businesses and general taxpayers. Parking revenue is trending at a shortfall estimated at \$310,000 at year end.

Background / Discussion

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

Now therefore be it resolved that Council request Administration to prepare a report on parking rule changes for the remainder of 2020 including and not limited to:

- *ending paid parking within city limits*
- *relaxing parking By-Laws to allow for curbside pickup*
- *allowing businesses to claim a parking spot in front of their business for expanded shopping space*
- *to identify spaces for expanded pedestrian access (for social distancing) and for possible expansion of bike lanes throughout the city*

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

The goal of the report would be to provide a series of suggestions on which rules would impact the local business community the most and at what cost to the city.

At the Regular Council Meeting of June 8, 2020, following the submission of a report by Administration (attached), the following Motion was approved:

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

Since Pandemic:

In summary, complimentary parking coincided with the beginning of the COVID-19 pandemic in March, as paid parking and payment violations were not being enforced by staff. In addition, complimentary curbside parking arrangements and on-street parking cafes were introduced by the City shortly thereafter in various downtown and Le Village locations, to assist with that phase to the economic recovery efforts. Finally, following the Motion of Council, two-hour complimentary parking has been provided at all municipal paid parking locations since June 8, 2020.

Staff's report of June 8, 2020 (attached) outlined the details of the City's parking program including its purpose and benefits, as well as the financial implications of reducing or removing parking fees. This report will primarily provide an update on financial implications to date.

Parking revenues were \$558,132 for 2017, \$588,862 for 2018, and \$529,257 for 2019. These totals include parking permits, meter collections, machine collections and violations. The budget for 2020 was to collect \$606,968 in parking revenues. To date (July 31, 2020 latest financial data), \$182,412 has been collected, including \$50,365 in monthly parking passes, and \$55,727 in violations. On the subject of parking passes, they are predominantly sold to employers (St. Lawrence Seaway Authority, Job Zone, Numed, etc.). We have not received requests for repayments or refunds, however this may occur, and the trend of home employment may reduce our typical parking pass numbers. At July 31, 2020, \$76,320 has been collected from meters and machines this year. As a result of the above, there is a projected substantial shortfall from the budgeted \$606,968 for 2020 as a result of the non-payment and considerable reduction (2-hour complimentary) since the pandemic in March.

Purpose of Funds:

In addition to the benefit of causing a desired turnover of parking spaces, which is beneficial to the BIA's, the collection of funds allows the parking program to be self-funding. Revenue is used primarily to offset operating expenditures, including salaries, equipment, maintenance, lease agreements, snow removal, and property taxes. Any funds in excess of parking-related costs are contributed to the Parking Reserve Fund, which is used to offset any operating revenue shortfalls and for parking-related capital works such as paving parking lots, fencing, etc.

Should parking fees be subsidized (as has occurred since June 8, 2020) or be eliminated, it would place the cost directly onto the general taxpayer, all of which are affected by the COVID-19 pandemic. In the case of businesses which provide their own parking, this would be an additional cost to their parking development and maintenance costs. The overall parking program, totalling approximately \$600,000 in revenue, represents approximately 1% of the tax levy.

Chamber Survey:

Attached to this report is the email message from the Chamber Executive Director, as well as the survey findings. As indicated, the survey was sent to businesses in the BIAs where email addresses existed, resulting in 27 completed surveys. It is worth noting that businesses outside of the BIAs were not included, which would not benefit equally from subsidization.

On the subject of how the 2-hour parking could be improved, staff would offer the following comments. The provision of complimentary parking was difficult to implement at the pay-by-plate machines, as the user was required to access the device. While this was troublesome to the user, it provided a very well recorded method of providing the complimentary period. At the older traditional meter heads, it provided more work for staff, who needed to monitor parking in a similar fashion to typical 2-hour parking allowance (more commonly found on adjacent residential streets). As a result of these challenges, which are identified as the second issue by the survey, the City provided numerous postings on-site, on websites, in newspapers, and on social media.

Conclusion:

Parking payment was not enforced in the early months of COVID-19, as there was little activity by merchants and customers during that period. The provision of 2-hour complimentary parking, together with curbside pickups, on-street cafes, etc. was beneficial to the BIA businesses in recovering from the pandemic. While continuation of the subsidization would similarly be helpful, the cost to the parking program is significant, and is transferred to the other City businesses and general taxpayers. It is therefore recommended that the customary parking program be reinstated at this time.

Document Title:	Business Parking - COVID 19 - 2020-362-Planning, Development and Recreation.docx
Attachments:	<ul style="list-style-type: none"> - Business Parking - COVID 19 - 2020-307-PDR.pdf - 2018-2019 PARKING REVENUE.pdf - Chamber Letter re Parking Survey.pdf - DBIA 2 Hour Free Parking Program.pdf
Final Approval Date:	Sep 9, 2020

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

Tracey Bailey - Sep 9, 2020 - 2:56 PM

Maureen Adams - Sep 9, 2020 - 2:57 PM

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

Department: Planning, Development and Recreation
Division: Building and By-law
Report Number: 2020-307-Planning, Development and Recreation
Prepared By: Mark A. Boileau, General Manager
Meeting Date: June 8, 2020
Subject: Business Parking – COVID-19

Purpose

To provide Council with information regarding Business Parking during COVID-19 as outlined in the New Business Motion approved May 11, 2020.

Recommendation

That given the impact of COVID-19, Council approve the following:

1. Continue to provide complimentary parking at all city spaces until Monday, June 22, 2020; and,
2. Provide first hour complimentary parking at all metered curbside and pay-by-plate parking spaces from June 22, 2020 until August 31, 2020; and,
3. Continue the City's current parking program starting September 1, 2020.

Financial Implications

The attached Parking Revenue document provides information on the historical collections (2018 and 2019), which would assist in determining the impact of providing complimentary parking, whether at meters or at Pay-by-Plate machines. Any revenue reduction is of concern if Cornwall's parking program is to remain self-financing and not dependent on the general taxation base.

Strategic Priority Implications

This item meets the City's strategy for reducing the number of vacant commercial spaces, as well as its mission of providing a financially sustainable community.

Background / Discussion

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

Now therefore be it resolved that Council request Administration to prepare a report on parking rule changes for the remainder of 2020 including and not limited to:

- ending paid parking within city limits
- relaxing parking By-Laws to allow for curbside pickup
- allowing businesses to claim a parking spot in front of their business for expanded shopping space
- to identify spaces for expanded pedestrian access (for social distancing) and for possible expansion of bike lanes throughout the city

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

The goal of the report would be to provide a series of suggestions on which rules would impact the local business community the most and at what cost to the city.

Cornwall's Parking Program:

The parking program, among other features, provides for paid public parking facilities on-street and in municipal parking lots. It is composed of 270 parking meters, 12 pay-by-plate machines, and 10 parking lots. Most are located in the two BIA Districts; those that produce the highest demand.

As well, over 200 monthly parking passes are available to the public for reserved municipal lot parking. Except for the Si Miller and Lally-Blanchard lots, all lots are located in the two BIA Districts. There is currently a waiting list for parking passes.

Enforcement is a component of the parking program and is administered by By-Law Enforcement Services. It ensures among other things compliance with Traffic and Parking By-Law 069-1989 regulations which require payment for the

use of convenient City owned parking facilities. Enforcement also protects public welfare and right-of-way maintenance regulations in favour of fire hydrant access, clear fire routes, property and emergency accessibility, barrier-free parking, school zone safety, garbage and snow removal, together with street cleaning.

Paid public parking facilities promote parking space use turnover and limits monopolization of available parking. This benefits commercial activity, particularly for retail and service establishments.

Public parking is considered a necessity in a city's commercial core where private parking is most often not available. In Cornwall, revenue from paid parking and from Parking By-Law Enforcement is programmed to offset parking program administration, enforcement and upgrading expenditures, as well as partially offsetting infrastructure maintenance and replacement.

Payment parking is enforced between 9:00 am and 6:00 pm Monday to Friday. Use of City parking facilities is otherwise complimentary. Public welfare and right-of-way maintenance regulations are enforced 24/7 and cannot be exempted from enforcement actions. Cornwall Police Service provides enforcement after hours, on weekends and statutory holidays.

Where private parking is provided for example in suburban shopping mall lots, similar maintenance costs as well as initial land purchase and municipal tax costs are factored into the merchandise pricing. No parking, be it public or private is "free".

Ending paid parking within city limits:

Parking revenues for the last couple of years were \$588,859.38 in 2018, and \$533,810.75 in 2019 (see attached spreadsheet); therefore, on average, the monthly revenue is approximately \$50,000 (\$46,777 over 2018 and 2019). These totals include parking permits, meter collections, machine collections, and violations. It is estimated that the financial impact of removing payments for the balance of 2020 (June to December) would be \$325,000.

The parking program is self-financed (user-pay cost recovery model), in that any equipment or capital improvement costs, annual licensing fees and salaries dedicated to parking enforcement are paid for from the above revenues. In recent years, By-Law Enforcement Services has purchased approximately \$120,000 in pay-by-plate machines, which are situated both street side and in interior municipal downtown lots.

The requirement for payment of parking not only contributes to the parking program, but also controls parking at the subject locations. For example, the requirement for payment in front of businesses ensures turnover, which is beneficial to the business and to the customer. Similarly, the requirement for payment in the interior lots ensures that parking spaces are available for permit holders (typically business owners and employees). It would be difficult for example, to ensure that parking spaces are available to customers, versus local residents and at times merchants themselves parking in curbside or interior lots, if parking were complimentary. Our experience in the past week or so is that cars are remaining in place for extended periods of time, and we have received complaints from some store owners as a result.

It should be noted that Cornwall's general rate of \$1 per hour is similar to most other municipalities in Eastern Ontario, and our monthly permit costs are lower than all compared. (See Municipal Information Comparison Table attached).

Complimentary parking for limited timeframes (1 or 2 hours, for example) requires more labour-intensive enforcement at meters; we have received confirmation that the pay-by-plate machines can be programmed to allow first hour complimentary parking, however it will take 10-14 days to be programmed by the contractor, and will have a cost of approximately \$750-\$1,000 to implement. At meters, it requires the Officer to attend initially and after the timeframe, can be more confrontational and more difficult to enforce and defend. It would also result in more complaints on contraventions to By-Law Enforcement Services. More enforcement time by the City's By-Law Enforcement Officers on parking reduces the amount of time spent on other matters such as property standards, yard maintenance, noise complaints, animal control, general By-Law contraventions, etc.

As outlined above, the Pay-by Plate machines can be programmed to have varying rates per hour. This would allow the user to benefit for the first hour, and the balance would return to the normal \$1/hour rate. The program will also be accessible using the ``Way-to-Park`` APP feature, which will soon be available. As these machines are not available throughout the business community, particularly in Le Village, the more traditional oversight will be required outside the downtown.

As a general comment, some form of complimentary parking during the Emergency Period resulting from COVID-19 is of significant assistance to the community's efforts to revitalize business activity and is recommended. However,

as outlined herein, the financial burden of extending the relief more permanently simply transfers the costs for parking provisions onto the general taxpayer. It should be noted that any business providing complimentary on-site parking, whether downtown or abroad, would be paying not only for its associated costs (land, improvements, maintenance, etc.), but would also be subsidizing the community's complimentary parking. It is not uncommon for a business which cannot meet the parking requirements of the Zoning By-Law to be charged a fee (cash-in-lieu amount assigned by the Committee of Adjustment through an application for relief) of \$1,500/space locally, plus the C. of A. \$2,250 application fee. This cost is in fact considerably below actual costs per parking space, and below many other comparable fees for same (ex. Kingston \$2,080, Ottawa \$5,000, London \$7,000, Kitchener \$35,000).

Relaxing parking By-Laws to allow for curbside pickup:

Following the Province's announcement that retailers would be permitted to provide curbside pickup services as of May 11, 2020, the City installed free curbside parking at various locations in the two BIA's. As of Tuesday, May 19, 2020 resulting from the Province's allowance for retailers to sell within their premises using COVID-19 guidelines, there is a diminished need for curbside parking. However, in order to meet the needs of some retailers which have not yet set up public access, the curbside parking is being maintained until no longer required. Staff will continue to monitor this feature.

Allowing businesses to claim a parking spot in front of their business for expanded shopping space:

As per the City's Encroachment Agreement updated in 2016, staff would encourage businesses to apply where they see a good fit for use of additional outdoor space. This may be on the existing bump-outs on Pitt Street from Third to First, or in other pedestrian areas, or in parking spaces once well protected and defined. Staff have had preliminary conversations with a couple of downtown merchants regarding this matter, at the time of writing this report. As some businesses do not have a parking spot in front of their store, this opportunity would not be available to all businesses.

To identify spaces for expanded pedestrian access (for social distancing) and for possible expansion of bike lanes throughout the city:

As per staff's report of May 25, 2020, social distancing in most of the downtown is not problematic. For bike lane commentary, please refer to the Transportation section comments following.

Comments from other Departments/Agencies:

By-Law Division: By-Law Enforcement Services

Parking Management

The City of Cornwall By-Law Enforcement Services monitors, regulates, and enforces parking activity in the city through the administration of the City of Cornwall's Parking By-Law which details restrictions on where and when parking is permitted on all city streets.

Parking Management Objectives

Parking choices are predicated on accessibility, affordability, and safety. The objective is to always provide sufficient parking that is strategically located, appropriately priced and is safe.

It is the City's goal to continue to:

1. Provide and maintain an appropriate supply of affordable, secure, accessible and convenient public parking (*customer focus*).
2. Provide and promote affordable short-term parking services, with fair and consistent enforcement services, that support local businesses and tourism (*economic development focus*).
3. Ensure the revenues generated by the Municipal Parking Program are sufficient to fully recover all related operating and life-cycle maintenance expenditures (*financial sustainability focus*).
4. To work towards residential de-escalation of parking problems (residential housing which is within close surroundings of the downtown core).
5. Work towards improving the efficiency and effectiveness of current and future resources dedicated to parking.
6. Maintain a constant progressive parking infrastructure (meters, machines, APP).
7. Promote a mix of programs to address parking pressures while encouraging activity downtown as well as ensuring convenience for people to shop and do business downtown.
 - a. Free 15-minute parking along some areas on Pitt Street.
 - b. Paid parking in the adjacent blocks.
 - c. Paid parking lots.

Parking Management Importance

Recognizing that public parking is a community asset, the management policies and procedures play an important role in supporting controlled order downtown during regular workdays as well as during activities and events.

1. The parking management process strives to achieve efficient and effective parking management while supporting business vitality and sustainability.
2. Residents pay a fee to park in a place because there is a premium on space.
3. Paid parking revenues could be committed to the economic vitality of the downtown core to ensure that the downtown continues to be vibrant and progressive. This would mean that additional revenue can be injected into local projects and amenities.
4. The current parking infrastructure is financially self-sufficient and sustainable. The parking system will continue to pay for itself (will operate under a user-pay cost recovery model) including funding for new infrastructure, maintenance, equipment, enforcement, upgrades, customer service APPs, replacement of existing infrastructure and management.
5. Downtown parking promotes a safe and inviting downtown parking environment.
6. Focus on customer service, friendliness and fairness in parking practices by providing options, technologies and information.
7. Parking enforcement is an important tool for managing and maximizing the downtown parking supply and has city-wide implications.
8. Downtown businesses purchase parking permits as a benefit to their staff to ensure parking space is available for them. Employees are a valuable user group in the downtown core. Implementation of any different source of parking must be such that downtown employees remain a valuable economic and social component of the downtown.

Impact of No Parking Fees

1. The parking enforcement for both the Downtown BIA and Le Village BIA is conducted by By-Law Enforcement Officers first “on-foot” and “vehicle” patrol, and secondly by responding to complaints.

If the parking fees are waived for any period (short or long-term), the “on-foot” and “vehicle” patrolling will not be conducted regularly due to the fact that revenues generated from the parking enforcement assist the department with all By-Law Enforcement Service expenses (i.e. staffing, vehicles, etc.).

2. Parking enforcement is considered to be the main deterrent of illegal parking, as drivers are less likely to exhibit illegal parking behavior if they perceive a higher chance of getting ticketed by a By-Law Enforcement Officer. Illegal parking often arises as a result of insufficient enforcement. Less enforcement may encourage more illegal parking.
3. If/When individuals choose to park in a parking stall for a lengthy period of time causing low parking turnover rate, whether it be on street or in parking lots, this type of violation will go unnoticed and will not be resolved quickly.

Financial Services:

The Municipal Act requires a connection between the user fees collected and the cost of a service. The current funding model for the City's parking program is that revenues from parking fees stay within the Parking Program service.

The parking program is not designed as a profit center nor does it perform as one. Revenue is used primarily to offset operating expenditures, including salaries, equipment, maintenance, lease agreements, snow removal, and property taxes. For instance, the City leases three parking lots, and rent is paid by the City with parking revenues.

Revenue is sourced from parking meters, pay and display machines, and monthly passes, as remuneration to the City for the use of its parking facilities. Parking tickets issued for non-payment add to revenues as do public welfare and right-of-way maintenance related violation tickets for parking in front of a fire hydrant, in a fire lane, too close to an intersection, in a barrier-free space without a provincially issued accessible parking permit, restricting snow removal and similar.

Annual parking revenues collected in excess of parking-related costs are contributed to the Parking Reserve Fund. The Parking Reserve Fund is used to offset any operating revenue shortfalls and for funding parking-related capital works; such as, paving of parking lots, fencing.

The dollar (\$1.00) per hour parking rate and violation rates were last set in 2007. Due to inflation and the expansion of the parking program, the Parking Reserve Fund was used to offset revenue shortfalls in three of the last five years to balance operating expenditures to the public to zero.

At this time, any revenue reduction is of concern if Cornwall's parking program is to remain self-financing and not dependent on the general taxation base.

Municipal Works: Infrastructure Planning

Ending Paid Parking Within City Limits

If paid parking was eliminated within City limits, it would greatly discourage vehicle turnover adjacent to local businesses. On-street parking turnover within business areas is very important as it discourages vehicles from parking in a spot for prolonged periods and opens up new spaces for additional shoppers. The best way to self-control and encourage parking turnover is with metered paid parking.

If paid parking was eliminated in an effort to support local businesses, it would likely render the opposite result as it would significantly limit the vehicle turnover adjacent to local businesses thus lowering the number of potential customers. Eliminating paid parking would allow and may encourage guests/clients of residents and non-retail businesses to park in the on-street parking spaces for prolonged periods thus reducing the amount of available on-street parking spots for customers visiting retail businesses.

If complimentary parking for limited time frames (1 or 2 hour timeframe) was implemented, it would be extremely difficult to enforce as noted above. A recent example of the difficulty of enforcing maximum time parking, is York Street in front of the St. Joseph's Villa. Vehicles would park on the road for the entire day and would simply move the vehicle occasionally throughout the day in order to avoid fines. After several months of enforcement efforts, the issue was only resolved with the implementation of metered parking. If complimentary parking for limited timeframes was provided, a similar issue could arise thus limiting vehicle turnover and decreasing the number of potential shoppers.

In addition, if free parking is implemented in paid parking lots, it may hurt other types of business located in the downtown which rely on longer stay short term parking (up to 2 hours). Similar to on-street parking, a parking time limit and vehicle turnover is better controlled with paid parking in the parking lots. The elimination of paid parking in the City owned parking lots would result in vehicles parking for prolonged periods thus eliminating potential parking spots for shoppers as well as for the clients of other businesses located in the downtown. People would likely park at the lots for long periods of time if paid parking is removed at the parking lots, which will be detrimental to parking turnover. There are also areas in the parking lots dedicated to monthly permit holders. The City already has sold permits to those monthly pass users. Making parking free at the parking lots, would be unfair for those who have already paid for a monthly permit.

City owned parking lots require operational and capital investments both in the short and long term. The capital works and operational maintenance of the parking lots is funded using the revenue generated from the metered parking program. The capital expenditures necessary to maintain the parking lots include asphalt resurfacing, concrete curb replacement, fence replacement, etc. The ongoing operational maintenance costs of the parking lots include snow clearing, pavement markings, etc. If paid parking was eliminated, the revenue necessary to fund the capital and operational expenses of the parking lots would be eliminated and would need to be funded directly from the tax base. Additionally, the City currently leases three of the parking lots and the rent is paid by the City with the parking revenues.

Relaxing Parking By-Laws To Allow For Curbside Pickup

As previously noted, the City has installed free curbside parking locations in the two BIA's. The Traffic and Parking By-Law does allow for the vehicles to park temporarily for the purposes of loading or unloading of merchandise. Please refer to Section 1 (27) below:

"Sec. 1 (27) "park" or "parking" when prohibited means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purposes of and while actually engaged in loading or unloading merchandise or passengers."

The Traffic and Parking By-Law could be amended to designate areas as curbside pickup only; however, it would not be required. Since retailers have been permitted to re-open using COVID-19 guidelines, the need for curbside pickup parking has been reduced as noted above.

Allowing Businesses To Claim A Parking Spot In Front Of Their Business For Expanded Shopping Space

If parking spaces were to be designated as expanded shopping space for businesses, it would limit the number of available spaces for vehicles. Currently, there are often not enough open on-street parking spaces to support the needs of the retailers/businesses in the downtown.

If parking spaces are designated for other purposes, it would likely be detrimental to the businesses as it would limit the number of available parking spaces directly adjacent to the store thus possibly reducing the number of customers. Additionally, this could be detrimental to the current curbside pickup arrangement. There are generally not sufficient spaces currently for each business. As noted above, there is a significant amount of pedestrian space that could alternatively be used as expanded shopping space.

To Identify Spaces For Expanded Pedestrian Access (For Social Distancing) And For Possible Expansion Of Bike Lanes Throughout The City

As noted in the Council Report from May 25, 2020, social distancing in the downtown area is not problematic due to the amount of available pedestrian space. Pitt Street, Second Street as well as Montreal Road offer ample sidewalks, varying from 3 to 6 meters in width within the downtown areas and Le Village.

Where space is available, and if rules allow for certain business operations, such as outdoor restaurants, etc., business operators could seek specific encroachment permits that would support their operations on the sidewalk, where possible, on a case-by-case basis.

In terms of bicycle infrastructure, the City has been and continues to expand the bicycle lanes throughout the City with a comprehensive network which provides sufficient connectivity to the downtown areas. At this point, cyclists can access the downtown and Le Village areas safely and conveniently utilizing the existing bicycle infrastructure.

Document Title:	Business Parking - COVID 19 - 2020-307-PDR.docx
Attachments:	<ul style="list-style-type: none"> - Municipal Parking Comparison Review As of May 29, 2020.pdf - 2018-2019 PARKING REVENUE.pdf - DBIA_Parking_Map 8.5x11.pdf - Village_Parking_Map 8.5x11.pdf - DBIA Parking Feedback, May 28, 2020.pdf - Chamber Letter on Parking, May 28, 2020.pdf - Le Village BIA - Business Parking COVID-19, May 18, 2020.pdf
Final Approval Date:	Jun 2, 2020

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

Tracey Bailey - Jun 2, 2020 - 2:19 PM

Maureen Adams - Jun 2, 2020 - 4:40 PM

PARKING REVENUE
JANUARY-DECEMBER 2018 and 2019

	PERMITS		METERS/PAY MACHINES		VIOLATIONS	
	2018	2019	2018	2019	2018	2019
JANUARY	\$ 11,193.93	\$ 3,522.27	\$ 12,749.84	\$ 12,254.61	\$ 20,215.00	\$ 13,694.35
FEBRUARY	\$ 1,283.24	\$ 1,881.77	\$ 20,837.99	\$ 16,084.14	\$ 12,310.25	\$ 17,483.80
MARCH	\$ 3,401.75	\$ 29,854.94	\$ 23,468.53	\$ 24,747.64	\$ 24,452.25	\$ 20,402.15
APRIL	\$ 31,270.91	\$ 4,296.22	\$ 22,529.93	\$ 24,733.55	\$ 22,352.00	\$ 11,814.79
MAY	\$ 18,933.40	\$ 15,917.38	\$ 14,997.13	\$ 26,048.65	\$ 19,116.72	\$ 19,076.44
JUNE	\$ 2,459.84	\$ 3,679.93	\$ 27,043.76	\$ 19,732.56	\$ 11,812.25	\$ 7,585.52
JULY	\$ 9,771.58	\$ 10,708.48	\$ 26,865.53	\$ 22,662.15	\$ 16,973.45	\$ 25,300.30
AUGUST	\$ 684.71	\$ 456.92	\$ 22,980.47	\$ 1,672.49	\$ 14,492.05	\$ 13,331.48
SEPTEMBER	\$ 2,991.59	\$ 6,345.96	\$ 18,643.10	\$ 4,953.56	\$ 17,613.25	\$ 8,819.23
OCTOBER	\$ 12,564.50	\$ 11,503.26	\$ 27,154.64	\$ 61,751.36	\$ 25,204.93	\$ 16,065.74
NOVEMBER	\$ 3,806.30	\$ 4,894.70	\$ 23,609.56	\$ 24,045.46	\$ 10,527.85	\$ 10,487.37
DECEMBER	\$ 8,266.11	\$ 1,177.59	\$ 24,471.26	\$ 22,681.49	\$ 21,809.78	\$ 14,142.50
TOTALS:	\$ 106,627.86	\$ 94,239.42	\$ 265,351.74	\$ 261,367.66	\$ 216,879.78	\$ 178,203.67
2018 TOTALS:	\$ 588,859.38					
2019 TOTALS:	\$ 533,810.75					

Note: The coin machine was broken at the Tax Office during August and September 2019. Coin was deposited in October 2019.

Mark Boileau

From: Greg Pietersma - Executive Director <pietersma@cornwallchamber.com>
Sent: September-04-20 1:17 PM
To: Maureen Adams; Mark Boileau; Councillors DL; Bernadette Clement; DBIA; micheldubuc2020@gmail.com
Cc: Shannon Tierney; Shannon Lebrun
Subject: Results from survey of BIA's on 2-hour free parking
Attachments: 2-hour free parking survey- unfiltered.pdf

[External E-mail]

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

The current 2-hour free parking program is set to expire on September 14th, 2020. The City Council motion does not explicitly say they will discuss extending the initiative at the Council Meeting set to occur on the 14th of September. However, there was a discussion during the debate to review the initiative at the September 14th meeting.

In preparation for that meeting, the DBIA and the Chamber of Commerce surveyed business in the Downtown BIA and Le Village BIA to see what effect the 2-hour free parking initiative had on their recovery. We hope this helps you in accessing the future of this program.

The survey was sent to businesses in the BIA's for which email addresses existed. A total of 121 invitations were sent. The survey was open from August 28th to September 2nd. Of the 65 opened invitations, there were 27 completed surveys.

Our focus is on businesses that were open in some way for clients, including in-store, takeout, and curbside sales. This accounted for 88% of the respondents. All these respondents required the use of street and municipal lot parking for their clients.

Here is a summary of the survey results of this cohort:

- 93% percent responded that the 2-hour free parking was helpful or vital to their recovery.
- 100% said that the continuation of 2-hour free parking would help their recovery.
- 77% thought free parking should be extended by at least 12 months.
- 60% of BIA customers were aware of the free parking.
- 90% of BIA customers appreciated the availability of free parking.

The 2-hour free program was very successful in helping businesses recover from the shutdown and was welcomed support from the City.

There were suggestions on how the 2-hour free parking would be improved. There were two main themes in the responses. The first was in simplifying the access to free parking where pay-by-plate machines exist. Customers are frustrated by being required to use the machines or do not understand that they have to register their plate to qualify for free parking. The second theme centred on publicizing the availability of free parking to heighten customers' awareness.

I have included the unfiltered survey results for you to review. Responses to Question 1 contained contact information and were removed for privacy reasons.

We appreciate that the City suffered a decline in parking revenue caused first by the closing of businesses resulting in little or no use of parking and need for enforcement, and then by the creation of the 2-hour free parking initiative. We are pleased the City could reallocate the By-Law officers to assist with the enforcement of the emergency orders and trust that this will be reflected in assessing the financial impact of the 2-hour free parking on City revenues. We understand that balancing the pressure on today's finances versus ensuring the long-term viability of our businesses is challenging. We believe that any initiative that supports business is a worthwhile investment that will save jobs and help secure our entrepreneurs and ultimately translate into greater revenue for the City.

If there is anything we can do to assist you, please reach out to us.

Greg Pietersma

Executive Director

Cornwall Chamber of Commerce

pietersma@cornwallchamber.com

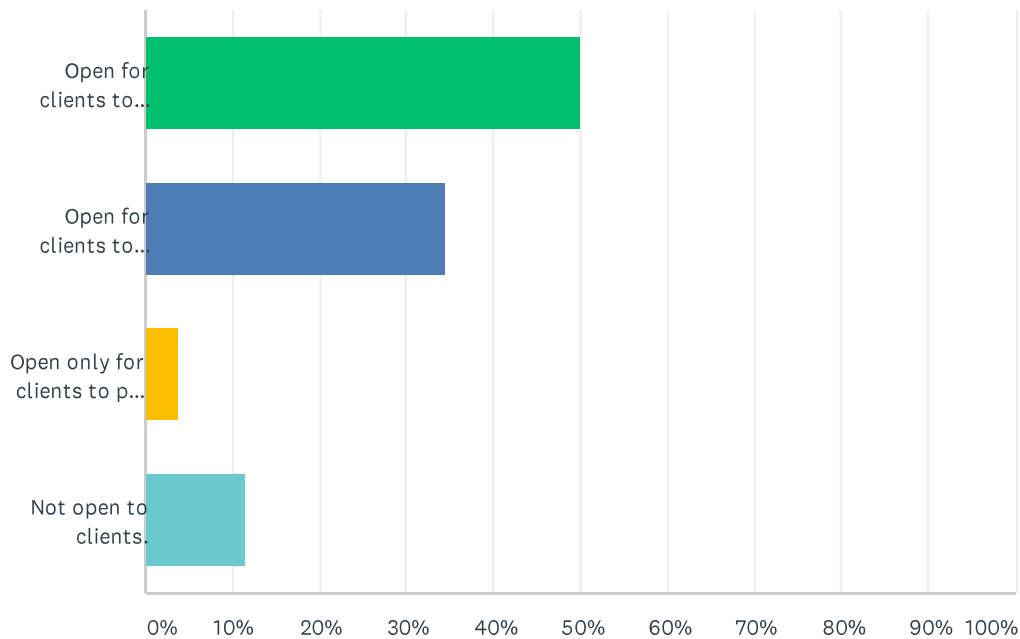
613-933-4004 Ext 221

c. 613-447-9025



Q2 Are you open to clients to visit your business and/or for curbside pickup or takeout?

Answered: 26 Skipped: 1



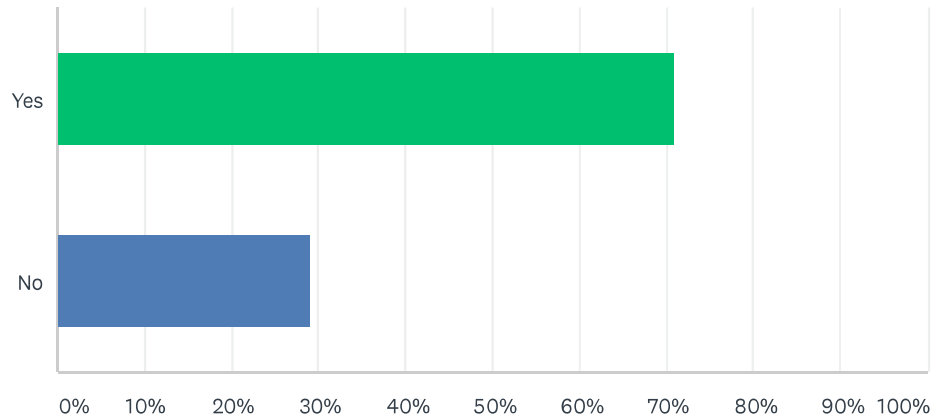
ANSWER CHOICES	RESPONSES	
Open for clients to visit my business.	50.00%	13
Open for clients to visit and for curbside and/or takeout.	34.62%	9
Open only for clients to pick up curbside or takeout.	3.85%	1
Not open to clients.	11.54%	3
TOTAL		26

2-Hour Free BIA Parking Program

#	COMMENTS/OTHER	DATE
1	We are operating but not accepting walk-up traffic at the moment. Any required in-person visits need to be scheduled and we had sufficient private parking space to accommodate at the moment. Should we be required to fully staff the operation, the paid parking would perhaps be an issue.	9/2/2020 9:40 AM
2	We are open by appointment only. Doors are still locked to the general public.	9/2/2020 9:24 AM
3	We will be open next week	9/2/2020 9:20 AM
4	As a law firm, we are closed to the public but are meeting with clients by appointment only.	9/2/2020 9:19 AM
5	We are open for clients to drop off or pick up items - but not open for general requirements	9/2/2020 9:18 AM
6	Construction phase on going June till November At times no access in front of buildings and meters In our case parking lot in back of building at times was not accessable but thanks to our loyal clientele we, they persevered	8/29/2020 4:01 PM
7	we are not a public workplace, clients come to our office for specific appointments, we did not close during the pandemic but the traffic to our office decreased as we closed our ambulatory clinic	8/28/2020 11:05 AM
8	I have onsite parking for all my guest rooms so this initiative doesn't really affect me.	8/28/2020 10:44 AM

Q3 Did you close to clients during the pandemic?

Answered: 24 Skipped: 3



ANSWER CHOICES	RESPONSES
Yes	70.83% 17
No	29.17% 7
TOTAL	24

#	COMMENTS	DATE
1	we continued pick up and delivery	9/2/2020 9:35 AM
2	same as previous question.	9/2/2020 9:19 AM
3	By appointment only with strict guidelines	8/29/2020 4:02 PM
4	Phase 1 and 2- closed for customers. Curb side only	8/28/2020 12:02 PM
5	Locked door and cleared but clients and potential new clients before entering office	8/28/2020 11:24 AM
6	We closed our doors but offered curb side pick ups and delivery.	8/28/2020 11:07 AM
7	our ambulatory clinic closed, no other reason for clients to come to our office	8/28/2020 11:06 AM
8	We closed temporarily while we quarantined after traveling out of the country for March Break and extended that time to get our online shop ready for online ordering and curbside pickup. In total we were closed 4 weeks.	8/28/2020 10:55 AM
9	However there were no clients as no one was traveling.	8/28/2020 10:45 AM

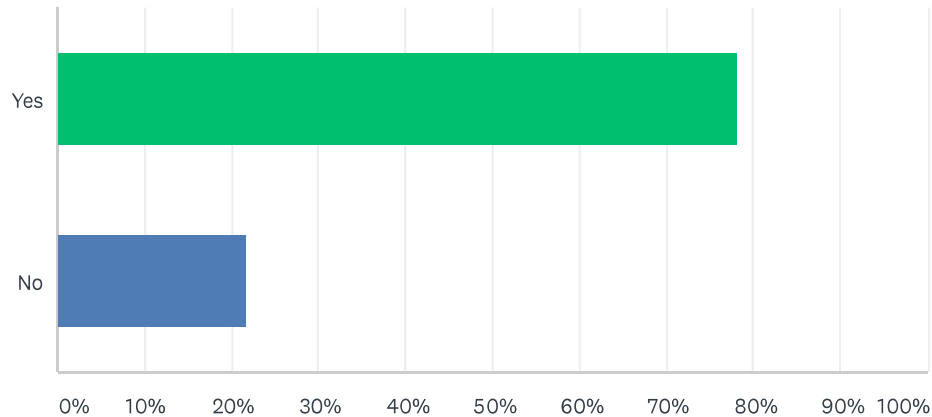
Q4 When did you open for customers to visit your business?

Answered: 16 Skipped: 11

ANSWER CHOICES		RESPONSES
Date / Time		100.00% 16
#	DATE / TIME	DATE
1	05/19/2020	9/2/2020 1:11 PM
2	06/24/2020	9/2/2020 10:54 AM
3	08/17/2020	9/2/2020 9:20 AM
4	07/06/2020	9/2/2020 9:18 AM
5	06/17/2020	9/2/2020 9:17 AM
6	06/15/2020	8/31/2020 10:04 AM
7	08/15/2020	8/29/2020 11:43 AM
8	06/08/2020	8/28/2020 4:26 PM
9	05/25/2020	8/28/2020 3:35 PM
10	06/08/2020	8/28/2020 12:02 PM
11	07/13/2020	8/28/2020 11:29 AM
12	05/25/2020	8/28/2020 11:07 AM
13	06/12/2020	8/28/2020 11:07 AM
14	08/10/2020	8/28/2020 11:06 AM
15	07/16/2020	8/28/2020 10:56 AM
16	06/17/2020	8/28/2020 10:53 AM

Q5 Do your clients need to use street or municipal lot parking?

Answered: 23 Skipped: 4

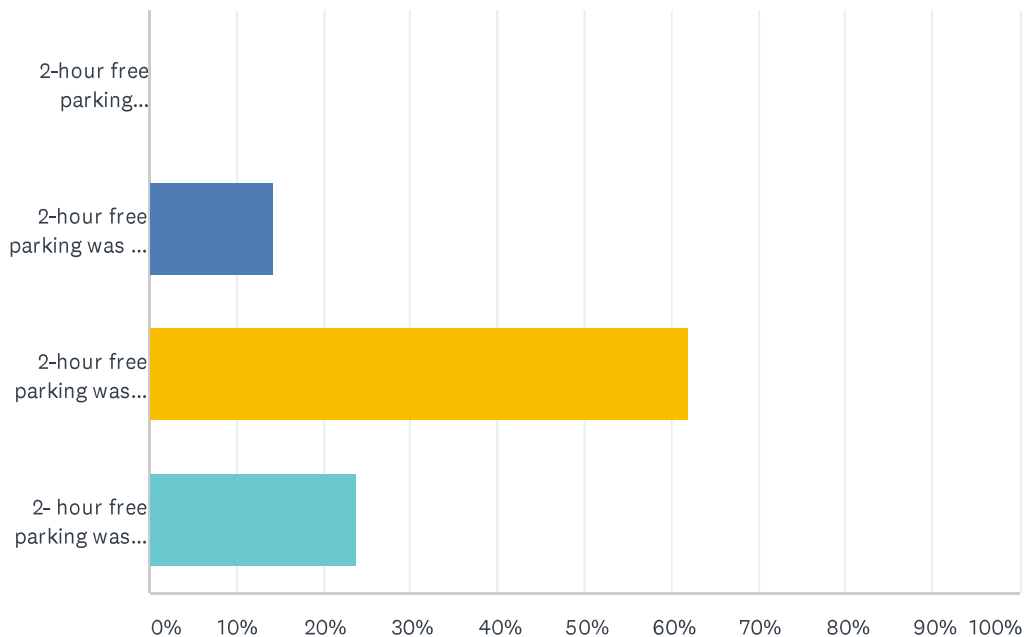


ANSWER CHOICES	RESPONSES	
Yes	78.26%	18
No	21.74%	5
Total Respondents: 23		

#	COMMENTS.	DATE
1	We have our own parking lot, but there are also street parking spaces in front of the store.	9/2/2020 9:18 AM
2	Have my own parking lot	8/31/2020 10:05 AM
3	when available	8/29/2020 4:04 PM
4	We have very limited parking at our location.	8/28/2020 4:26 PM
5	Limited spaces beside our building. Overflow on road if required	8/28/2020 11:26 AM
6	We have a (free)parking lot that is for Time Square customers only but historically a lot of non customers park and then walk to downtown area, the landlords actually set up parking lot monitors periodically to advise non customers to move their car. Our parking lot has been noticeably less full since COVID. I expect it is due to the pandemic but could also be that people can park for free in downtown area	8/28/2020 11:11 AM
7	To visit in store they need to park in a lot or around the corner on PITT. For curbside pick up , they just pull up out front (no street parking on first by us) and we run their order out.	8/28/2020 10:58 AM

Q6 Rate the importance of 2-hour free parking on assisting you with your businesses recovery from the COVID-19 shutdown:

Answered: 21 Skipped: 6

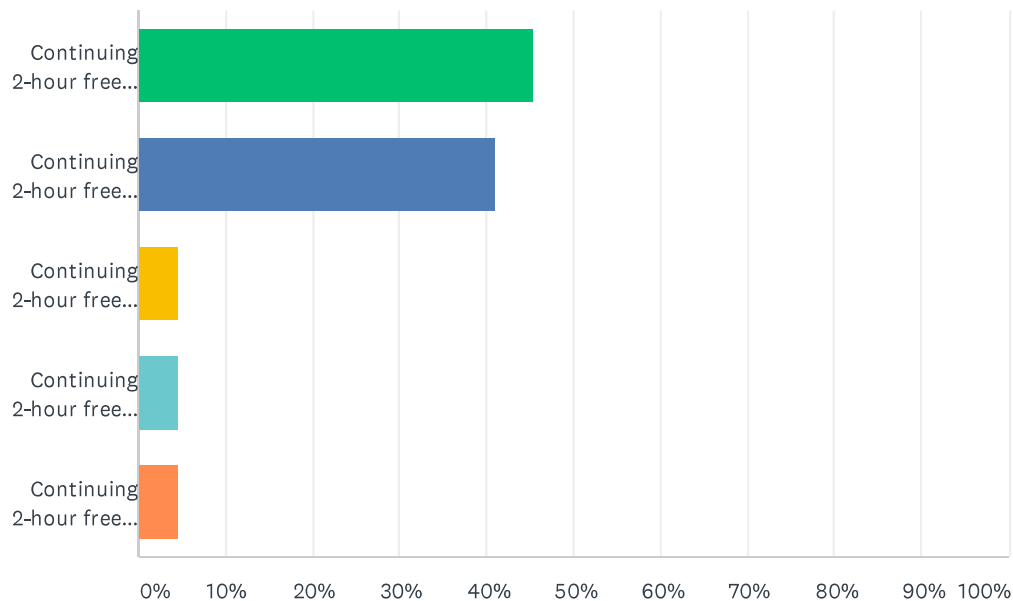


ANSWER CHOICES	RESPONSES
2-hour free parking hindered my businesses recovery	0.00% 0
2-hour free parking was not helpful in my businesses recovery	14.29% 3
2-hour free parking was helpful in my businesses recovery.	61.90% 13
2- hour free parking was vital to my businesses recovery.	23.81% 5
TOTAL	21

#	COMMENTS	DATE
1	many customers come in and tell us how great it is to have the free parking.	9/2/2020 9:37 AM
2	The challenge we faced was another business leaving their personal vehicles in the spots in front of our store, thereby denying them to the customers.	9/2/2020 9:18 AM
3	I'm sure it would help other businesses	8/31/2020 10:05 AM
4	It is welcome but previous comments mentioned above because of on going construction	8/29/2020 4:04 PM
5	Customers were pleasantly surprised with the City's effort to help local small businesses.	8/28/2020 12:09 PM
6	Many customers were not aware of the 2 hour free parking. Comments of lack of signage to let them know	8/28/2020 12:03 PM
7	Hundreds of comments given by customers saying how much they loved and appreciated the free parking and how helpful it was.	8/28/2020 11:10 AM
8	we received many positive comments from our customers about the free parking.	8/28/2020 10:58 AM
9	I have on-site parking.	8/28/2020 10:46 AM

Q7 How important is the continuation of the 2-hour free parking to your recovery?

Answered: 22 Skipped: 5

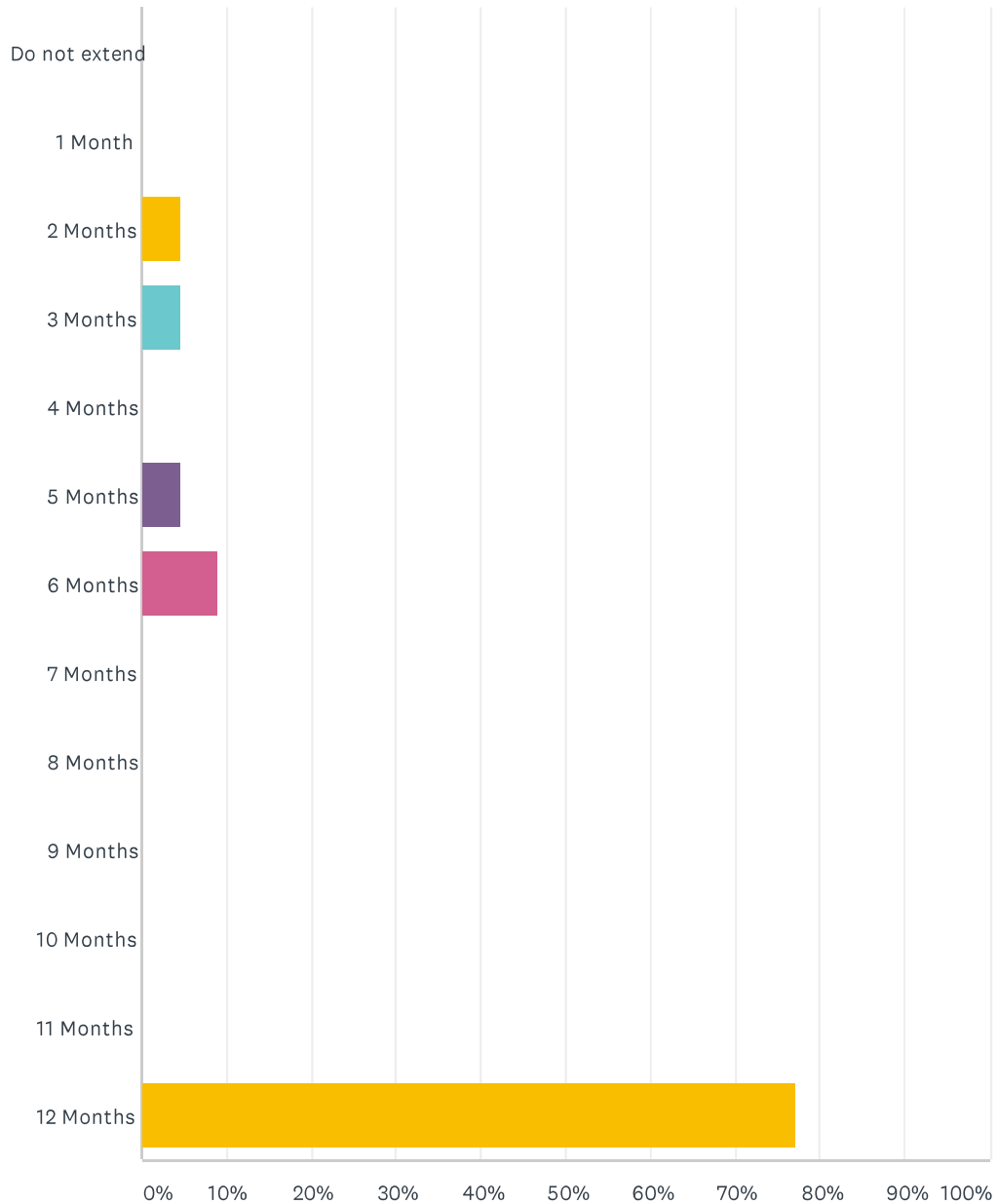


ANSWER CHOICES	RESPONSES	
Continuing 2-hour free parking is extremely helpful.	45.45%	10
Continuing 2-hour free parking is very helpful.	40.91%	9
Continuing 2-hour free parking is somewhat helpful.	4.55%	1
Continuing 2-hour free parking is not very helpful.	4.55%	1
Continuing 2-hour free parking is not at all helpful.	4.55%	1
TOTAL		22

#	COMMENTS	DATE
1	the free parking 2 hr rule should be in place always for local shopping and dining	9/2/2020 9:37 AM
2	No necessarily for our business, as we have our own parking, but it certainly encourages me when I'm downtown supporting other businesses (i.e. picking up lunch, etc.)	9/2/2020 9:18 AM
3	I'm sure it would help other businesses	8/31/2020 10:05 AM
4	WHEN combined with no tickets. Most of our clients are unaware that their plate still needs to be entered, however tickets are still being given. Very frustrating for all.	8/28/2020 12:09 PM
5	Taking the free parking away now would give a very negative vibe.	8/28/2020 11:10 AM
6	My clients leave their cars here in the lot and walk to downtown restaurants, stores etc.	8/28/2020 10:46 AM

Q8 How long would you like to see 2-hour free parking extended?

Answered: 22 Skipped: 5



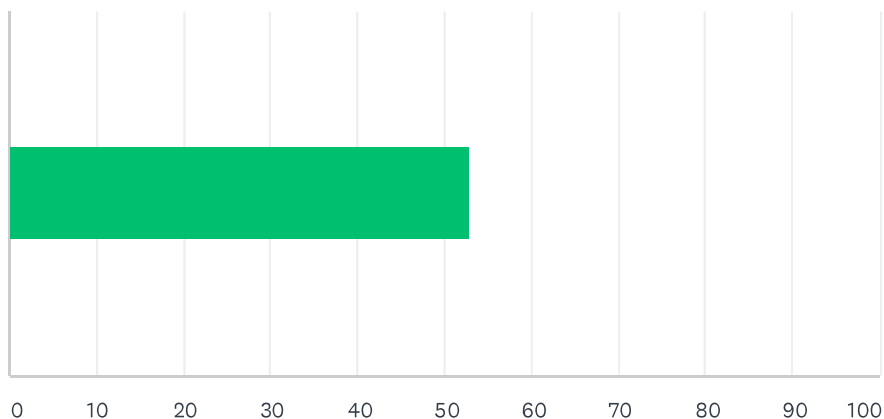
2-Hour Free BIA Parking Program

ANSWER CHOICES	RESPONSES	
Do not extend	0.00%	0
1 Month	0.00%	0
2 Months	4.55%	1
3 Months	4.55%	1
4 Months	0.00%	0
5 Months	4.55%	1
6 Months	9.09%	2
7 Months	0.00%	0
8 Months	0.00%	0
9 Months	0.00%	0
10 Months	0.00%	0
11 Months	0.00%	0
12 Months	77.27%	17
TOTAL		22

#	COMMENTS	DATE
1	We need that kind of help for the downtown until things return to normal.	9/2/2020 1:13 PM
2	free parking should be in effect always in the downtown core. Every other business in Cornwall has parking on street or in their own lot for free which deters people from coming downtown	9/2/2020 9:38 AM
3	I say 12 months because, the city has worked hard to get shoppers downtown, as soon as the snow hits, shopping will decrease and having to pay to park will hinder those already out the fence about coming downtown. Especially when there is a shopping area at 9th and Cumberland that is free and well cleared of snow. Customers have complained that they need to register plates as it still casques them to hunt for Kiosk and parking near a Kiosk.	8/29/2020 12:12 PM
4	Ongoing.	8/28/2020 12:10 PM
5	I think there should be the permanent implementation of a 2-hour free parking window for downtown businesses. However, I think that in having the requirement for vehicles to register their plate, it entirely removes the convenience factor we are trying to create. To visitors, it is not about the \$2 dollars, it is about being able to zip in and out of a spot quickly. I would prefer 2 hr free parking monitored by tire-chaulking or some other mechanism that does not involve the meters at all.	8/28/2020 11:33 AM
6	Continue to monitor	8/28/2020 11:27 AM
7	Businesses have suffered tremendously during the pandemic and need a boost where they can get it.	8/28/2020 11:12 AM
8	I think all of us small business owners are going to need all the help we can get so letting customers know that they don't have to pay for parking is a bonus!!! This should encourage customers to shop downtown.	8/28/2020 11:07 AM
9	I think it should be indefinitely. For many, 2 hours is more than enough time to do their shopping downtown, and for those who wish to eat or have longer appointments, paying a couple buck to extend it is reasonable.	8/28/2020 10:59 AM
10	Anything that brings more people downtown and enlivens the Main Street is good for tourism.	8/28/2020 10:46 AM

Q9 What percentage of your clients are aware of the 2-hour free parking?

Answered: 20 Skipped: 7

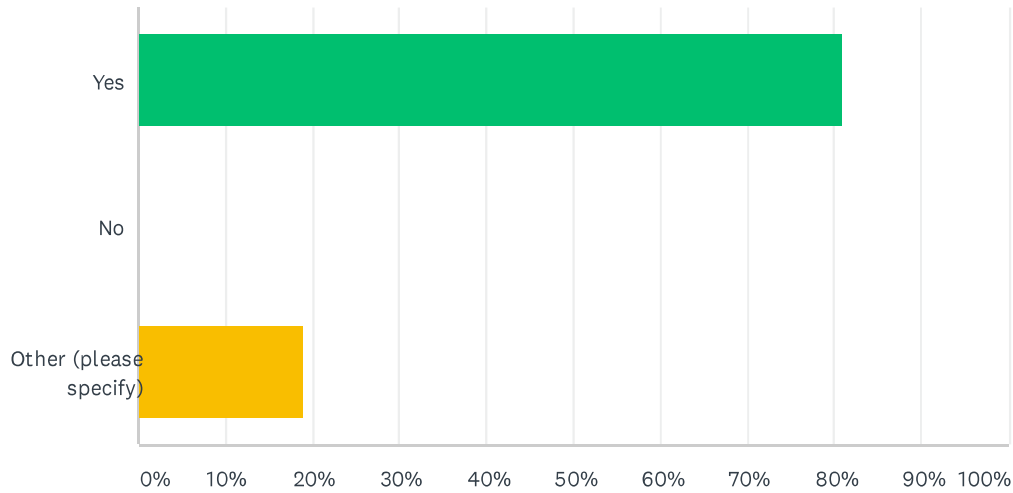


ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	53	1,060	20
Total Respondents: 20			

#		DATE
1	61	9/2/2020 1:13 PM
2	50	9/2/2020 10:56 AM
3	87	9/2/2020 9:38 AM
4	3	9/2/2020 9:36 AM
5	50	9/2/2020 9:20 AM
6	100	9/2/2020 9:20 AM
7	75	9/2/2020 9:19 AM
8	98	9/2/2020 9:19 AM
9	60	9/1/2020 10:17 AM
10	65	8/29/2020 12:13 PM
11	50	8/28/2020 4:27 PM
12	50	8/28/2020 3:37 PM
13	50	8/28/2020 12:10 PM
14	50	8/28/2020 12:04 PM
15	50	8/28/2020 11:33 AM
16	0	8/28/2020 11:28 AM
17	75	8/28/2020 11:12 AM
18	8	8/28/2020 11:07 AM
19	78	8/28/2020 10:59 AM
20	0	8/28/2020 10:47 AM

Q10 Do your clients appreciate the 2-hour free parking program?

Answered: 21 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	80.95%	17
No	0.00%	0
Other (please specify)	19.05%	4
TOTAL		21

#	OTHER (PLEASE SPECIFY)	DATE
1	As we have our own parking lot, we haven't really tracked this.	9/2/2020 9:19 AM
2	Yes, BUY most are confused about the need to enter their plate when they don't intend on being parked longer than 2 hours. We are constantly explaining how the 2 hour parking works. Some are still getting tickets because they're confused.	8/28/2020 12:10 PM
3	Not sure	8/28/2020 11:28 AM
4	Not applicable.	8/28/2020 10:47 AM

Q11 Do you have any suggestions on how the 2-hour free parking program could be improved?

Answered: 13 Skipped: 14

#	RESPONSES	DATE
1	not at this time.	9/2/2020 9:41 AM
2	Flx some of the wierd issues. If I park on Pitt Street to pickup lunch it's free. If I go to the municipal lot on 1st and Pitt it's not? Also, it seems silly to make me check in a minimum of 2 hours on the app. If I check in 2 hours for only 15 minutes in a spot the Clty is getting flash information on the usage. You can have 20 or 30 cars stop in the same spot and each one checks in for two hours. The App should let you say you're only planing on being in the spot for 15 minutes, but if you do that it says you have to pay. The only option for free is 2 hours.	9/2/2020 9:24 AM
3	Perhaps a bit more promotion of this very beneficial program	9/2/2020 9:23 AM
4	Extended would be nice. Even if it's only 1 hour.	9/2/2020 9:21 AM
5	Making parking free. No kiosk to register at. Many cities do this for their downtowns....this would help immensely. OR give shoppers 4 hours so they can shop and eat at their leisure without having to run out and pay or skip shopping after a meal due to having to go back to the car to pay anyway.....	8/29/2020 12:15 PM
6	More signage just letting people know of this benefit to parking downtown	8/28/2020 4:27 PM
7	Eliminate entry of the plate. The vast majority of patrons shopping and dining are not parking longer than 2 hours. Ask businesses to manage compliance with their employees.	8/28/2020 1:18 PM
8	More visible signage	8/28/2020 12:05 PM
9	Do not require the registration of plates.	8/28/2020 11:33 AM
10	More signage and advertising on how it works.	8/28/2020 11:15 AM
11	Maybe if larger signage was put up along along Pitt Street along with signage in all public paid parking lots so everyone can see it and spread the word.	8/28/2020 11:10 AM
12	Registering you plate for the free parking is still a bit tricky for our more senior customers.	8/28/2020 11:00 AM
13	No.	8/28/2020 10:47 AM

Q12 Final comments?

Answered: 10 Skipped: 17

#	RESPONSES	DATE
1	none.	9/2/2020 9:41 AM
2	I wonder what the actual income is for the city after you factor in the cost of the terminals, parking enforcement, etc.	9/2/2020 9:24 AM
3	Job Zone d'emploi's client base is largely comprised of community residents who are unemployed or underemployed; the 2 hour free parking program has been incredibly beneficial to them!	9/2/2020 9:23 AM
4	Businesses continue to struggle, free parking makes it that much easier to have clients stop in.	9/2/2020 9:21 AM
5	Thank you so much for trying to help Downtown Businesses.	8/29/2020 12:15 PM
6	Throughout the year, the City and Council make efforts to help support Cornwall's Downtown. It's a hub for local small business and a vibrant part of our community. Unfortunately the Downtown no longer thrives as evidenced by many vacancies. Why then would the City and Council continue to operate a paid parking program that negatively impacts the Downtown? The frustration felt by downtown businesses was magnified earlier this year when City documents were disclosed revealing the program's net zero contribution to City budget. What, it doesn't even make money?! Surely we can find other work within the city for the well-meaning employees of the program. Or not, a business couldn't afford to operate this way. Listen to the residents of Cornwall. It's not the cost to park. The hourly cost to park is passed onto businesses via competitive price adjustment if required. The financial cost and frustration of an unexpected \$20 ticket however cannot be offset. Downtown businesses are usually unaware clients have been dinged and sometimes left wondering why clients don't return. Residents will tell you it's the inconvenience. All else being equal where would you choose to shop? Option 1: Parking is always free and spots are ample. Option 2: Sometimes parking is free, sometimes you make an error and get a \$20 ticket, sometimes the pay system is broken, sometimes the pay system process has changed, sometimes there's a line-up at the pay system when your running late and it's storming, and sometimes spots are only available several hundred meters away. For years the residents of Cornwall have been telling the City and Council how they feel by no longer spending their dollars Downtown. You don't need a poll, survey or independent study to tell you that. Sincerely, Caring and concerned Downtown Business Owner	8/28/2020 1:18 PM
7	Thank you for asking for our feedback!	8/28/2020 12:05 PM
8	We appreciate the free parking because it allowed our customers more convenience and it leveled the playing field with the malls and big box stores. The two hour limit prevents people staying all day in one spot.	8/28/2020 11:15 AM
9	Thanks for the support!	8/28/2020 11:10 AM
10	None	8/28/2020 10:47 AM

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2020-338-Infrastructure and Municipal Works
Prepared By: Carl Goodwin, Division Manager
Meeting Date: September 14, 2020
Subject: Wastewater Treatment Plant Capital Project Reallocation of Funds

Purpose

This report will explain the rationale behind the decision to reallocate funds from the 2020 capital project entitled *Piping and Control for Using Excess Blower Capacity to Primary Clarifier* in order to offset additional costs necessary to complete a 2018 capital project entitled *Odour Control Dewatering Building – Thickened Sludge Modification Project*.

Recommendation

That Council receive Report 2020-338-Infrastructure and Municipal Works.

Financial Implications

The reallocation of funds was outlined in the Second Quarter Financial Report Capital Report June 30, 2020. There is no financial impact. Both projects are funded through the Wastewater Budget.

Strategic Priority Implications

Economic development and pursuing diverse population growth of 50,000.

4. Continue to invest in infrastructure

Being leaders in sustainability and climate change impact.

6. Identify what the City could take the lead on

Background / Discussion

During energy efficiency studies conducted at the Wastewater Treatment Plant (WWTP), the examining consultant engineer developed an energy savings calculation associated with the 2020 capital project entitled *Piping and Control for Using Excess Blower Capacity to Primary Clarifier* project. This project proposed directing excess air blower capacity from the secondary treatment biological aerated filters (BAF) blowers to the primary clarifier headworks thereby eliminating two older existing blowers currently used at the headworks. If feasible, potential energy savings was estimated in the order of \$50,000 annually.

Upon a subsequent in-depth review, the consultant confirmed that energy savings were available although it was indicated that significant unknowns needed further review. Major concerns expressed included how air flow can be controlled from the BAF blowers to the clarifier headworks and the potential to not have enough supply to feed both should the BAFs demand more air to meet a low oxygen condition. To confirm feasibility of this proposal, a more detailed engineering analysis would be required. Therefore, at this point, it was recommended that this opportunity not be pursued as other alternatives may be considered preferable.

The 2018 capital project entitled *Odour Control Dewatering Building* involved determining the sources of odour in and around the dewatering building. One of the sources of odour was the sludge tank that serves as storage and feed to the dewatering centrifuges at the plant. Dewatering occurs during day-time operating hours and is turned off when the plant is unstaffed. During the unstaffed time, feed sludge for the centrifuges is stored in the feed tank. This sludge, if left undisturbed, causes anerobic bacterial activity which develops hydrogen sulfide generating what is known as the “rotten egg” smell. To mitigate odours, the mixing system upgrades comprised of installing equipment designed to provide turbulent mixing throughout the bottom of the tank. More turbulent mixing will discourage anerobic bacterial activity.

As a result of the nature of the existing tank design, pricing for this project was more expensive than estimated by the design engineers due to the requirement of larger pumps and piping systems to promote turbulent mixing along the bottom of the tank. WWTP staff felt the mixing system project was the higher priority and

therefore recommended reallocation of funding from the 2020 capital project entitled *Piping and Control for Using Excess Blower Capacity to Primary Clarifier* in order to offset extra costs incurred in the 2018 capital project entitled *Odour Control Dewatering Building*. In the meantime, WWTP staff require more time to thoroughly investigate a new control strategy for the blowers. Administration feel comfortable that this reallocation of resources will generate the greatest value for the capital budget funding at this time.

A secondary consideration for the reallocation of funds was findings of the complementary study projects ongoing at the WWTP around net zero (Co-digestion and Energy Generation). There may be government subsidy available for the blower control project in the immediate future through potential energy reduction grants from Federal and Provincial sources in order to meet the Federal Government's target of Net Zero Carbon by 2050. Accordingly, the Division will investigate these funding possibilities.

Document Title:	Capital Project Budget Change - 2020-338-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Bill de Wit - Sep 4, 2020 - 3:21 PM

Tracey Bailey - Sep 8, 2020 - 11:04 AM

Maureen Adams - Sep 8, 2020 - 11:22 AM

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2020-360-Infrastructure and Municipal Works
Prepared By: Carl Goodwin, Division Manager
Meeting Date: September 14, 2020
Subject: Solid Waste By-Law Amendment – Bag and Container Limit

Purpose

To obtain Council approval to amend the Solid Waste Bylaw in order to revise the curbside set out limit of garbage bags and containers.

Recommendation

- a) That Council approve the amendment of Schedule B of By-law Number 2019-034, the Solid Waste By-law, to reduce the bag and container limit from 6 bags or 3 containers, to 2 bags or 1 container as outlined in this report;
- b) Subject to approval of Recommendation #1, that Council direct Administration to develop a bag tag implementation program report for consideration at a subsequent Council meeting;
- c) That Council approve the development and implementation of a user pay service for the collection of large items;
- d) That Council direct Administration to provide a progress report to Council in the Spring 2021 regarding the average bag set out rate and recycling participation rate among householders.

There are no financial implications at this time.

Strategic Priority Implications

Being leaders in sustainability and climate change impact.

4. Education on recycling & waste reduction

Background / Discussion

On April 1st, 2019 By-law 2019-034 known as the Solid Waste Bylaw, was enacted to regulate the collection, removal and disposal of municipal solid waste in the City of Cornwall. A copy of the bylaw is attached for reference. The new by-law introduced a 6 bag or 3 container limit for curbside collection of waste at residential properties, the elimination of Bulky Items collected with regular collection and the implementation of garbage and recycling carts for Institutional, Commercial & Industrial (ICI) and multi unit residential properties. The garbage and recycling carts were implemented through the summer and fall months of 2019.

Residential Curbside Overview

Currently, the City provides service to residents once weekly for garbage and recycling collection. Additionally, the City offers a weekly Leaf and Yard waste collection for 8 weeks in the spring and 8 weeks in the fall. In Summer 2020, Leaf and Yard Waste Collection was expanded to bi-weekly collection, diverting nearly 500 tonnes of additional Leaf and Yard Waste from the City's Landfill. The Leaf and Yard Waste program diverts all collected material to the City's Compost Facility, where the material is naturally processed into valuable composted soil which the City offers to our residents free of charge.

The recycling collected during the curbside collection is processed at the Material Recovery Facility (MRF) where it is sorted, baled and resold at market for recycling use in new products.

The 'remaining' waste, collected at curbside is delivered into the City's operating Landfill cell at the tipping face, where it is compacted and covered with soil daily to control odours and nuisance animals.

There are approximately 17,000 single family residential locations where garbage and recycling are collected on a weekly basis. The chart below shows the monthly total weight of garbage collected at curb side for residential, multi unit

residential, Industrial, Commercial & Industrial (ICI) properties for the past 3 years including the year-to-date data.

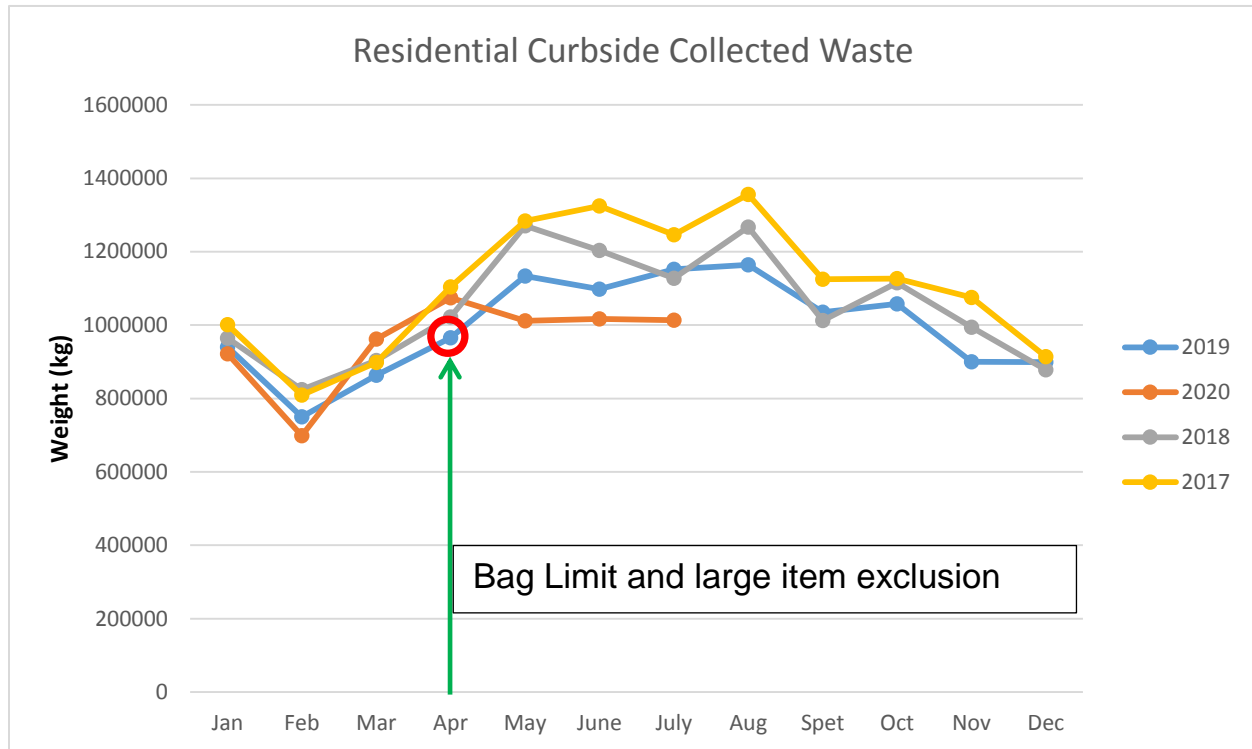


Figure 1. Monthly Total kilograms residential waste added to landfill

The 6 bag or 3 container limit was introduced in April 1 of 2019 (green line). There appears to be no significant change that occurred with the introduction of the 6 bag or 3 container limit for curbside garbage collection. This is expected.

The Waste Management Division performed a visual curbside audit in the Fall of 2018, prior to the implementation of the 6 bag or 3 container limit. The results yielded a 2.2 bag average per household. The same study was performed in the spring of 2020, almost 12 months after the implementation of the 6 bag or 3 container limit. The results concluded that the average set out per household has remained constant at 2.2 bags. An interesting observation from the study was that on average if a household had more than 2 bags of garbage at the curb, they did not participate in the curbside recycling program. When removing the 'Over 2s' from the results, the average garbage bag set-out per household is 1.9.

A 2019 online consultation through Survey Monkey (approximately 295 respondents) showed that 35% of respondents selected they would like to see a 1 bag limit, 34% selected they would like to see a 2 bag limit. The survey results suggest that the majority of residents in the City of Cornwall would support a 2 bag limit.

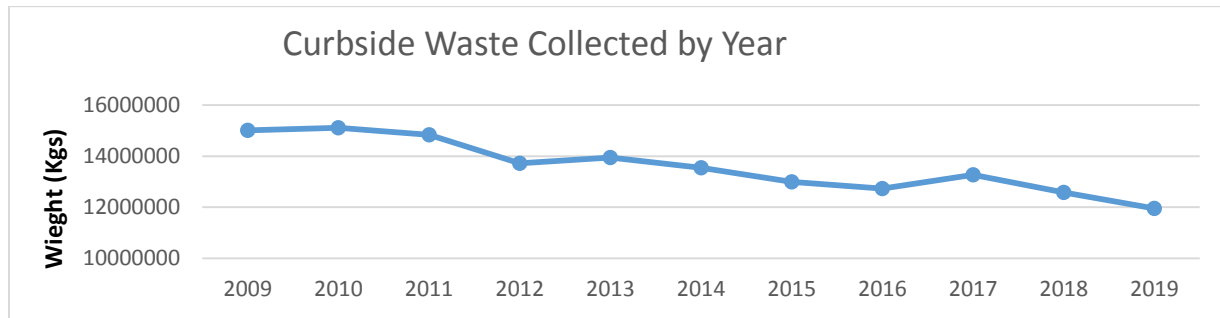


Figure 2. Total Curbside Garbage Collected by Year

The chart above shows that curbside collection has been trending down for over 10 years. This is consistent with trends seen across municipalities in Ontario and Canada. This chart supports the observation that the 6 bag or 3 container limit had minimal effect on curbside garbage tonnage. Waste at curbside is reducing by global changes to packaging as well as other waste reduction and recycling efforts by Cornwall's residents.

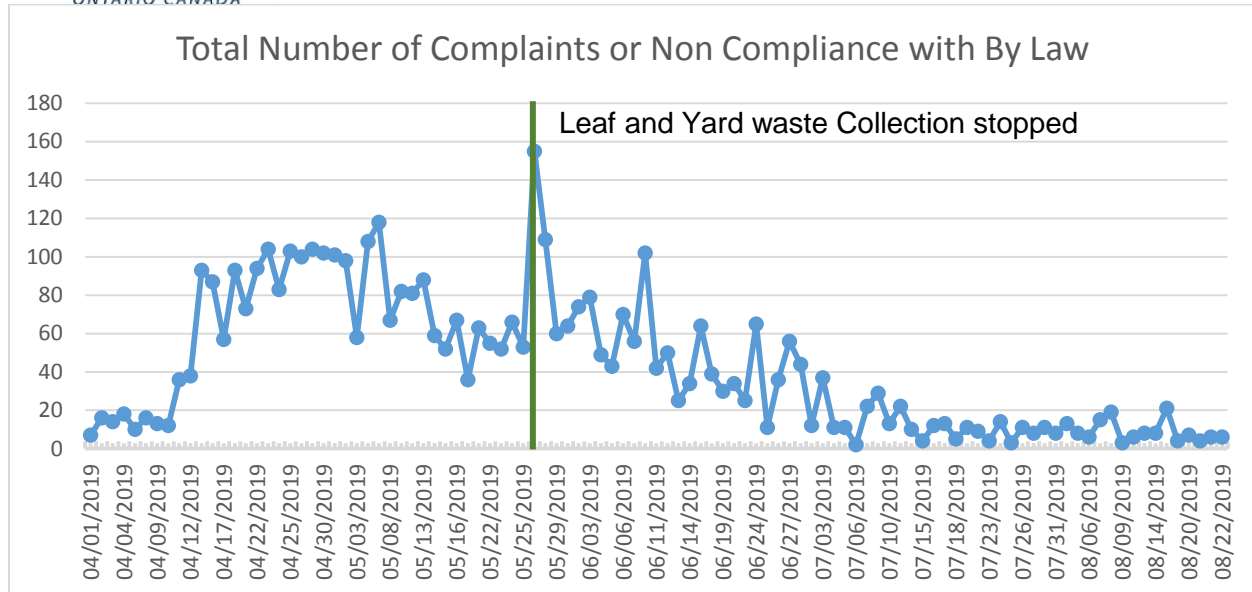


Figure 3. Compliant or Compliance Summary

Figure 3 above depicts a summary of non-compliance which are instances when waste that was left at the curb with notices and complaints received by the Waste Management Division and the collection contractor.

As expected, there was a period of time required by householders and business owners to adapt to the new by-law and the new contractor. It took 3 months for complaints and noncompliance orders to return to a more normal number of occurrences. This is an important observation to consider when planning the next steps to extend the life of the landfill such as the implementation of an organics collection program or other diversion initiatives. It is expected that each change in bag limits, restrictions on curbside items or other diversion initiatives will produce a similar response as householders develop understanding and new habits.

Subject to Council approval, the Waste Management Division is proposing a launch of the 2 bag or 1 container limit, introduction of bag tags and development of a user pay large item collection service through 3 implementation phases. A comprehensive promotion campaign will pre-empt each phase.

Administration has liaised with DFA Infrastructure International Inc., the consultant who developed our full cost recovery analysis of the landfill operations and closure, to conduct the cost recovery analysis of benefits and concerns associated with an integrated bag tag system for curbside and large item collection.

The following paragraphs outlines the proposed implementation phases.

Phase 1 - Reduce Bag and Container Limit

It is recommended that Council amend Schedule B of the Solid Waste By-law to reduce the bag and container limit from 6 bags or 3 containers, to 2 bags or 1 container commencing the week of October 5, 2020. It is proposed that initially a 'soft launch' of the 2 bag or 1 container limit be implemented. Initially the contractor will still collect the extra bags after the limit is set to 2 bags or 1 container but record those locations where the limits have been exceeded. This will allow the City and contractor to identify the houses who are over 2 bags or 1 container, creating an opportunity for public education and engagement on an individual basis. The Waste Management Division will be interacting with householders and listening to their concerns about the new limits. For example, our staff would assist them with the purchase of a recycling box. The Division would collect information about barriers to reduction in bags or containers placed at the curb. The information will be used for future program design and for use in Phases 2 and 3.

Upon completion of Phase 1 and 2, commencing January 4, 2021, the Waste Management Division will commence a one month public notice campaign advertising that full enforcement of the bag and container limit will commence on the week of February 1, 2020. The Division will escalate to by-law enforcement for those households who are repeatedly found in non-compliance. Bylaw consequences may include: orders to remedy; fines; removal of the waste at the householder's cost.

Subject to Council approval, Administration would establish a “bag tag” system whereby householders could purchase tags to be fastened to those garbage bags or containers set at the curb which exceed the proposed limit of 2 bags or 1 container. The purchased bag tag will ensure pick up of additional bags or containers by the City’s curbside collection contractor. Bag tags can be considered an equity-based system where users pay for additional service as required. Bag tags allow individuals to decide to increase their level of service to better suit their needs and pay for the additional bags and level of service accordingly. By pairing the reduction of the bag limit with service levels options (bag tags) creates options for customers that did not exist before. This method has been shown to increase customer satisfaction while reducing garbage going to landfill.

Research on the effects of bag tags have demonstrated that the bag tags assist customers by providing some cognitive triggers. For example: *“You notice that you are adding a tag to a bag and that tag cost you money. You notice that everything you put in the recycling box cost you nothing. So maybe more items can go in the recycling box?”*

The Waste Management Division recommends preparing a report for Council consideration regarding the implementation of a bag tag program for residential and multi residential and as well as a large item user pay collection service. DFA Infrastructure International Inc., who also performed the landfill full cost study, has completed a review of bag tags in Ontario and the potential benefit of implementation in Cornwall. Should Council wish to proceed with this concept, Administration will prepare a subsequent Council report outlining the details associated with the proposed bag tag program such as cost of bag tags and points of purchase.

Phase 3- Bulk Item Collection

The most common complaints or concerns heard from householders, other than missed collections, is that the City does not offer a program for residents to properly dispose of bulky waste items. Examples of bulky waste items include furniture, appliances, mattresses etc. The Division would recommend the procurement of an outside contractor for residents to be able to pay for a ‘large item tag’ and have the item collected as per an established collection schedule. The Division will co-ordinate with the commissioned contractor and non-profit reuse centers to divert slightly used items to fund social programs.



The cost of this large item bag tag would be established through a business case development that considers a cost recovery model for the contractor's service and the savings to landfill operations of diversion.

Effects on By Law Enforcement

It is important to note that the experiences of other municipalities has shown that when bag tags and large item pick up is implemented at the same time as bag limit reductions there is no change seen to illegal dumping and/or other by law infractions. The details of this experience are listed in the Bag Tag report by DFA Infrastructure International Inc.

Further Consideration Regarding Bag and Container Limits

As required by the province the Waste Management Division is conducting an organics feasibility study. By 2022, municipalities must have commenced a phased-in ban of residential generated organics from landfill disposal. The Waste Management Division may recommend lowering the bag limit from 2 bags to 1 at the same time as the introduction of an organics collection program in order to provide a secondary incentive for organics separation. Again, if a bag tag system is in place then residents would have service level options during the transition while at the same time have an incentive to develop new habits.

Document Title:	Solid Waste By-law Amendment - Bag and Container Limit - 2020-360-IMW.docx
Attachments:	- Bylaw 2019-034.pdf
Final Approval Date:	Sep 9, 2020

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

Carl Goodwin - Sep 9, 2020 - 11:43 AM

Bill de Wit - Sep 9, 2020 - 12:24 PM

Maureen Adams - Sep 9, 2020 - 2:48 PM

THE CORPORATION OF THE CITY OF CORNWALL

By-law # 2019-034

A By-Law to replace By-law 076-1994, a By-law to regulate the collection, removal, and disposal of municipal solid waste and recyclables

Whereas Whereas it has been deemed that the Council of the Corporation of the City of Cornwall regulate the collection, removal and disposal of municipal solid waste, leaf and yard waste, and recyclables in the City of Cornwall;

Whereas the City Council endorsed the City of Cornwall Solid Waste Management Master Plan on April 12, 2011;

Whereas the Solid Waste Management Master Plan outlines a five year program to increase the City's waste diversion to 69%;

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

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

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

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

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

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

Whereas Section 61 of the Provincial Offenses Act. Chapter P.33, R.S.O.1990 provides for fines of up to \$5,000 for persons convicted of an offence;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF

CORNWALL ENACT AS FOLLOWS:

1. DEFINITIONS

In this By-Law:

"Ashes" means the cold residue from the burning of any household fuel, after such fuel has been consumed by fire, which would normally accumulate at a dwelling;

"Administrative fee" means any additional charge in the sum of a specified percentage of any invoice including taxes, where the Corporation has caused remedial action authorized under the Municipal Act to be done;

"Bag Limit" means the amount of waste in bags allowed to be placed to the curb for collection, at each unique collection event, as defined by the Municipality, which may be changed from time to time

"Blue Box" refers to the collection box designated by the Manager to contain materials as outlined in the Curbside Recycling Program;

"Business Use" means the use of a building or part thereof in which one or more persons are employed in the administration, management, direction or conducting of a business or where professionally qualified persons and their staff serve clients who seek advice or consultation;

"Bulk Waste" means the items that are too large or too heavy to fit into a garbage bag or garbage container as is defined in this by-law. These items may include but are not limited to furniture, large appliances, and plumbing fixtures;

"City" or "Corporation" means the Corporation of the City of Cornwall;

"Commercial Use" means the use of land, buildings or structures for the purpose of buying and/or selling of commodities or supplying of services at retail or wholesale;

"Commercial" means a property where a building or buildings are used exclusively for storage purposes at a site where manufacturing, production, or processing takes place as is defined in Ontario Regulation 282/98. Included in this definition is vacant land not included in other property classes, care homes that are operated with the intention of generating profits and that does not have seven or more self contained units, land that contains an office building property class, and land that contains a shopping Centre property class.

"Composting" means the process where organic material such as grass clippings, leaves, garden waste, kitchen scraps, etc., degrades naturally;

"Container" means:

- (i) Residential collection: a receptacle manufactured and commercially available for the use of collection of waste, and shall have a capacity not exceeding 136 litres (30 gallons) have a height of approximately 90 centimeters (35 inches), a diameter of approximately 46 centimeters (18 inches) and shall also have a watertight lid and two handles; or a non-returnable black coloured plastic bag of 0.09 cubic meters

maximum capacity and made from a minimum of 1-1/2 mil gauge material capable of carrying 27 kilograms (60 pounds) of contents without tearing;

(ii) Multi-Residential, Commercial, Industrial, and Institutional collection: a cart receptacle manufactured and commercially available for the use of collection of waste, and shall have a capacity no less than 75 litres (20 gallons) and no greater than 360 litres (95 gallons), have a height no less than 97 cm (38 inches) and no greater than 119 cm (47 inches), a width of no less than 51 cm (20 inches) and no greater than 69 cm (27 inches), and shall also have a watertight lid, two working wheels, and a single metal bar at the front of the receptacle

"Construction waste" and "Demolition waste" means waste generated during the construction, renovation, and demolition of buildings, structures, homes, or rooms. These wastes include, but are not limited to: materials such as concrete, bricks, wood and lumber, roofing, drywall, plaster, flooring-including carpeting, ceiling tiles, plumbing and plumbing fixtures, doors, windows, siding, and landscape materials.

"Container Limit" means the amount of waste in containers as defined to be placed to the curb for collection as defined by the Municipality, which may be changed from time to time.

"Curbside Recycling Program" means the curbside collection of source separated materials as designated by the Manager and operated by the Corporation;

"Disposal Area" means an area at the Landfill Site specifically designated by the Corporation for the disposal of municipal solid waste;

"Diversion Area" means an area specifically designated by the Corporation for the disposal of items not to enter the main disposal area of the Landfill Site;

"Domestic Waste" means waste which would normally accumulate at a dwelling unit and includes food, fruit skins, rubbish, discarded materials, clothing, wastepaper, crockery and glassware, non-recyclable bottles and cans, and other articles as would normally be thrown away or rejected, but shall not include weighty or bulky articles such as automobile parts, tires, white goods, old corrugated cardboard boxes, barrels, earth, stones, trees, stumps and water or fuel tanks;

"Dwelling Unit" means a suite of two or more rooms, designated or intended for use by one group of persons only, in which sanitary conveniences are provided and in which facilities are provided for cooking, and with a private entrance from outside the building, or from a common hallway or stairway inside;

"Electronic Waste" means material regulated under Ontario Regulation 393/04 and includes: laptop and desktop computers, monitors, cables and all related peripherals, audio or video systems, televisions, fax machines, printers, scanners, cell phones, tablets, and the like, and does not include White Goods.

"Garden Waste" means the waste material from gardens, consisting of grass clippings, dead branches, weeds, plants, or other similar material;

"Hazardous Waste" means a waste that is a hazardous industrial waste, acute hazardous waste chemical, hazardous waste chemical, severely toxic waste, ignitable

waste, corrosive waste, reactive waste, radioactive waste, pathological waste, leachate toxic waste, or PCB waste, all as defined in Regulation 347 of the Environmental Protection Act R.S.O. 1990, Chapter E.19 as amended from time to time;

"Householder" means any owner, occupant, lessee, tenant or any other person having use, occupation and/or charge of any dwelling, hotel, restaurant, apartment house, office building, public institution, service station, industrial building, commercial building, store, shopping centre or plaza, or any portion thereof respectively;

"IC&I" means industrial, commercial, and institutional properties;

"Industrial" means a property which is used to manufacture or transform electricity, land uses for mining, quarrying, producing oil or gas or extracting anything from the earth, unless that land is licensed or required to be licensed under the Aggregate Resources Act, as is defined in Ontario regulation 282/98. Included in this definition is land used for: manufacturing, producing, or processing anything, research or development facilities in connection with manufacturing, producing, or processing, storage, office, or retail facilities if they are located on sites where manufacturing, production, or processing takes place, vacant land zoned for industrial development, ship yards and dry docks, and sewage and water treatment plants.

"Industrial Waste" means all waste materials which are a by-product of or result from manufacturing processes at an industrial or commercial site;

"Institutional" means a property used for multi-purposes generally for education, health care that are federally or provincially owned or sponsored. Included in this definition are post secondary education schools, educational institutional residences located on or off campus, schools, day cares, other educational institutions and residences, hospitals and health care facilities, continuous care facilities, federal penitentiary or correctional facilities, and provincial correctional facilities.

"Landfill Site" means a disposal area owned by the Corporation for disposal of municipal solid waste;

"Leaf and yard waste" means compostable waste material made up of leaves, grass clippings, hedge and tree trimmings.

"Manager" means the Division Manager, Environmental Services or such other person as may be authorized by said Manager to exercise some or all of the powers vested that individual by this By-Law;

"Mattresses" means waste that comprises a case of canvas or other heavy cloth stuffed with wool, cotton, other fibres or similar material, with or without coiled springs, that was used as a bed or as support for a bed (box spring) with the minimum dimension of 99 cm x 191 cm (39 in x 75 in).

"Multiple Residential (Multi-Res)" means a property used for residential purposes that has more than six (6) self-contained units; and vacant land principally zoned for multi-residential development as is defined in Ontario Regulation 282/98. "Municipal Solid Waste" means ashes, domestic waste, garden waste, trade waste or any other waste, but excludes liquid or hazardous waste, or any other waste as may be

designated from time to time by the Corporation;

"Recycling" means the separation of waste and its reintroduction into the production process;

"Residential" means a property used for residential purposes that does not have seven (7) or more self-contained units, as is defined Ontario Regulation 282/98. Included in this definition are condominiums, co-operatives, timeshares, group homes, care homes, campgrounds, rooming houses, life leases, not-for-profit recreational facilities, and retirement homes.

"Scrap Tires" means all waste automobile, truck and tractor tires, regardless of size, with or without wheel or rim;

"Source Separated Materials" means materials that have been purposely separated from municipal solid waste into specific material types at the point of generation and includes magazines, newsprint, old corrugated cardboard, boxboard, glass and metal food and beverage containers, PET plastic beverage containers, high density polyethylene (HDPE) plastic containers, aluminum containers, tires, white goods, scrap metal, scrap wood, compostable materials such as leaves, garden waste, grass clippings, organic kitchen scraps, or other material as may be designated from time to time by the Corporation as part of its Blue Box Program or solid waste recycling program. This material shall be prepared for final disposal and/or collection as may be applicable in accordance with the current recycling collection regulations as outlined in "Schedule C" which is attached to and forms part of this By-Law;

"Street" means any public road, highway, street, lane alley, square, place, thoroughfare or way within the City of Cornwall;

"Trade Waste" means waste which would normally accumulate in a public institution, shop, store, restaurant, business or commercial use building, but shall not include weighty or bulky articles such as automobile parts, tires, white goods, bed springs, mattresses, furniture, old corrugated cardboard boxes, barrels, earth, stones, trees, stumps and water or fuel tanks;

"Unit" means a suite of two or more rooms, designed or intended for use by one group of persons only;

"Waste" means anything thrown away or rejected as being worthless or useless;

"Waste Wood" means clean wood items that include trees, branches, brush, stumps, and construction wood that is not contaminated with preservatives, paints, hazardous material, be pressure treated or contain any waste.

"White Goods" means major household appliances including stoves, fridges, freezers, washers, dryers, dish-washers, hot water tanks, furnaces, cast iron tubs or other items as may be designated from time to time by the corporation and are free of any other waste.

2. ADMINISTRATION and ENFORCEMENT

1. The Corporation shall operate a system for the collection at street curbside, removal and disposal of municipal solid waste in accordance with the provisions of this By-Law and/or any agreement which might be entered into between property developers and the Corporation.
2. The expense of collecting and disposing of such solid waste shall be assessed generally upon the municipality and shall be collected in a like manner as other municipal taxes and/or by way of a tipping fee. In the case of non-residential wastes the assessment will be supplemented by a tipping fee which is to be established by the Council of the City of Cornwall, appended to this By-Law as "Schedule A", and amended from time to time as determined by the Council of the City of Cornwall.
3. Bulk waste as is defined in this by-law shall not be collected by the Corporation and is to be disposed of at the expense of the owner of such material, or at the expense of the property owner should the owner of such material not be determined, In the case of illegal dumping, if proven, beyond a reasonable doubt, the bulk waste will be collected and disposed of by the Corporation at no expense to the property owner.
4. It shall be the duty of the Manager to:
 - i. Divide the City of Cornwall into sections as depicted on "Schedule D" which is attached to and forms part of this By-Law;
 - ii. Designate a particular day(s) of the week for collection of waste and of materials for recycling or composting in each section; and
 - iii. From time to time, alter the boundaries of each of the sections and notify the public of such changes in boundaries.
5. The Corporation shall provide all necessary equipment and labour for the prompt and satisfactory removal of municipal solid waste as set out in the provision of this By-Law. The number of receptacles/bundles collected from each unit, the number of collections per week and the days and time that such collections shall be made from each applicable building shall be designated by the Corporation, but in no case shall collection be less than once in each week, unless due to extenuating circumstances beyond the Corporation's control i.e.; weather.
6. The service authorized by this By-Law shall not be made available, except by agreement, to any land or building owned or leased and occupied by the Federal or Provincial Government, or to any land or building, except a church or religious institution, which is exempt from payment of municipal taxes other than local improvement and water rates.
7. The Supervisor is assigned the responsibility of administering and enforcing this By-law and may so assign duties to such persons as necessary to carry out the provisions of this By-Law ;
8. Persons appointed or assigned for the purposes of administering or enforcing this By-law are Provincial Offence Officers, have the authority to carry out the duties assigned to officers under this By-Law, and may enforce the provisions of this By-law.
9. Upon producing identification, an officer may enter on property at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- i. This By-law;
- ii. A direction or order made under this By-law; or
- iii. A prohibition order made under S.431 of the Municipal Act, 2001

10. An officer may for the purpose of the inspection under subsection 2(9):
- i. Require the production for inspection of documents or thing relevant to the inspection;
 - ii. Inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - iii. Require information in writing or otherwise as required by the officer from any person concerning a matter related to the inspection; or
 - iv. alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples, or photographs necessary for the purposes of the inspection;
11. Any Cost incurred by the City in exercising its authority to inspect under paragraph 2(10)(iv), including but not limited to the cost of any examination, test, sample, or photograph necessary for the purposes of the inspection, shall be paid by the owner or occupant of the property where the inspection takes place.
12. An officer may undertake an inspection pursuant to an order issued by a provincial judge or justice of the peace under Section 438 of the Municipal Act 2001 where he or she has been prevented from carrying out an inspection under subsections 2(9) and 2(10).
13. If an officer is satisfied that a contravention of this by-law has occurred, he or she may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupant of the property on which the contravention occurred to discontinue the contravening activity.
14. An order under subsection 2(13) shall set out:
- i. Reasonable particulars of the contravention adequate to identify the contravention and the location of the property on which the contravention occurred; and
 - ii. The date or dates by which there must be compliance with the order, which will not exceed seven (7) calendar days;
 - iii. Notwithstanding (ii), the Supervisor may exercise discretion in varying compliance timelines indicated on the order.
15. If an officer is satisfied with a contravention of this By-law has occurred, he or she may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupant of the property on which the contravention occurred to do work to correct the contravention.
16. An order under subsection 2(15) shall set out:
- i. Reasonable particulars of the contravention adequate to identify the contravention and the location of property on which the contravention occurred;
 - ii. The work to be completed; and
 - iii. The date or dates by which the work must be complete
17. An order to discontinue contravening activity made under subsection 2(13) or an order to do work made under subsection 2(15) may be served:

- i. By regular and/or registered mail to the last known address of the owner or occupant of the property where the contravention occurred;
- ii. By an officer placing a placard containing the order in conspicuous place on the property where the contravention occurred; or
- iii. Personally on the owner or occupant of the property where the contravention occurred.

18. Where a person does not comply with a direction, an order or a requirement under this By-law to do a matter of thing, the Supervisor, with such assistance by other as may be required, may carry out such direction, order or requirement at the person's expense.

19. Where the Supervisor determines that there is significant risk to health or safety and well-being of persons or to the protection of persons and property, the Supervisor is authorized to give immediate effect to any direction or requirement where the costs of carrying out the direction or requirement do not exceed \$5,000.

20. The City may recover the costs of doing a matter or thing under subsection 2 (13) and 2 (15) by action or by adding the costs to the tax roll and collecting them in the same manner as real property taxes and such costs shall include:

- i. An administrative fee of 25% (with a minimum of \$100 and a maximum of \$450) of the cost of carrying out such direction, order or requirement and where in default or payment of this fee, it shall be deemed to be municipal real property taxes and shall be added to the tax roll and collected in the same manner as property taxes and shall be added to the tax roll and collected in the same manner as property taxes and be subject to the same penalty and interest charges as property taxes with the same remedies as real property taxes; and
- ii. A re-inspection fee of \$50 (fifty dollars) per resulting site visit with defaulted payment subject to the action and penalty established in section 2 (20)(i)

21. Every person who contravenes any provision of this By-law or fails to comply with an order made under this By-law is guilty of an offence and upon conviction is liable:

- i. On a first conviction, to a fine of not more than \$5,000; and
- ii. On a subsequent conviction, to a fine not more than \$10,000

22. Despite subsection 2 (25), where the person convicted is a Corporation:

- i. The maximum fine in paragraph 2(21) (i) is \$25,000; and
- ii. The maximum fine in paragraph 2 (21) (ii) is \$50,000

23. Where a person has been convicted of an offence, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

3. NON-COLLECTIBLE MATERIAL

1. The Corporation will neither provide nor operate a system for the collection or removal of the following types of material:

- i. Materials Set out by Residential Properties:

- 1. Industrial Waste;
- 2. Hazardous Waste, except for the operation from time to time of a Household

- Hazardous Waste Day system for the disposal of domestically produced hazardous waste;
3. Any condemned, abandoned or rejected product, by-product or stock of any wholesale or retail establishment;
 4. Highly combustible material, such as floor sanding's, celluloid cuttings, motion picture film, fine sawdust, oil or gasoline soaked rags, gas containers, ammunition, dynamite or other explosive matter, chemicals, acids or their residues, derivatives or by-products;
 5. Liquid waste, whether or not in a container;
 6. Construction or demolition waste (including wood)
 7. Any material frozen to a receptacle which cannot be removed by shaking;
 8. Large tree limbs and trunks of trees (except Christmas trees at residences when so directed);
 9. Manure, feces (human or animal), or animal carcasses;
 10. Biomedical waste including dressings, bandages, hypodermic needles, or other infected materials from hospitals or offices of physicians, surgeons, dentists and veterinarians;
 11. Sheet iron; scrap metal or car bodies;
 12. Earth, sand, stone, brick, concrete, asphalt, trees or stumps;
 13. Scrap tires;
 14. Electronic Waste
 15. Mattresses
 16. Any garbage that contains recyclable materials accepted in the blue box program
 17. Bulk waste placed at the curb for weekly curbside collection
- ii. Materials set out by Multi-Residential, Industrial, Commercial, and Institutional properties:
1. Industrial waste
 2. Any condemned, abandoned, or rejected product, by-product, or stock of any wholesale or retail establishment;
 3. Construction or demolition waste
 4. Biomedical waste including dressings, bandages, hypodermic needles, or other infected materials from hospitals or offices of physicians, surgeons, dentists, and veterinarians;
 5. Any discarded furniture;
 6. Any material not set out in a cart receptacle as is defined in this by-law as a manufactured and commercially available 75 litres (20 gallons) and no greater than 360 litres (95 gallons), receptacle
 2. Any waste that has not been placed for collection conformance with the provisions of this By-Law (eg.; inappropriate containers, outside the container/bag limit identified, etc.);
 3. Any other material that in the opinion of the Manager, is detrimental to the collection and/or disposal process.

4. PROHIBITED MATERIAL AT DISPOSAL AREA

1. No person shall place any of the following types of material in the Corporation's Landfill site:
 - i. Any material in which a speed ~~166~~ diversion area exists which includes scrap tires, scrap metal, clean wood waste, white goods, electronic waste, and mattresses;

- ii. Material originating outside the limits of the City of Cornwall, subject to the provisions of any agreement that may from time to time be made with the Corporation;
- iii. Trees or logs except where such material is removed from City streets or land or as is permitted by the Manager;
- iv. Any volatile or other liquids or substance which in the opinion of the Manager, might be conducive to contamination or considered a hazard;
- v. Any earth, rock in excess of 0.03 cubic metres, or fill material except as approved in writing by the Manager;
- vi. Any earth or fill material contaminated by volatile or other substances, without such earth or fill material meeting the appropriate requirements of Regulation 345 of the Environmental Protection Act, R.S.O. 1990, Chapter E.19 as amended from time to time;
- vii. Sludge from septic tanks;
- viii. Vehicle bodies or parts thereof;
- ix. Carcasses of animals larger than that of a dog;
- x. Source separated materials as defined by those materials, which are collected through the Corporation's Blue Box program.
- xi. Any material in which a specific diversion area exists which includes tires, scrap metal, clean waste wood, and white goods.
- xii. Material, which can be recycled, resulting from the erection, alteration or demolition of any building;
- xiii. Any other material that is detrimental to the operation of the Landfill Site.

5. CONTAINERS

1. Every occupant of a property from which waste is to be collected shall provide and maintain a good repair and sanitary condition, sufficient containers to hold his/her waste adequately.
 - i. Residential properties are to use containers defined in this by-law as a receptacle manufactured and commercially available for the use of collection of waste, and shall have a capacity not exceeding 136 litres (30 gallons) have a height of approximately 90 centimetres (35 inches), a diameter of approximately 46 centimetres (18 inches) and shall also have a watertight lid and two handles; or a non-returnable black coloured plastic bag of 0.09 cubic meters maximum capacity and made from a minimum of 1-1/2 mil gauge material capable of carrying 27 kilograms (60 pounds) of contents without tearing;
 - ii. Multi- residential properties are to use containers defined in this by-law as a cart receptacle manufactured and commercially available for the use of collection of waste, and shall have a capacity no smaller than 75 litres (20 gallons) and no larger than 360 litres (95 gallons), have a height no shorter than 97 cm (38 inches) and no larger than 119 cm (47 inches), a width of no smaller than 51 cm (20 inches) and no larger than 69 cm (27 inches), and shall also have a watertight lid, two working wheels, an radio frequency (RF)ID chip, and a single metal bar at the front of the receptacle
 - iii. Industrial, Commercial, and Institutional properties are to use containers defined in this by-law as a cart receptacle manufactured and commercially available for the use of collection of waste, and shall have a capacity no less than 75 litres (20 gallons) and no greater than 360 litres (95 gallons), have a height no less than 97 cm (38 inches) and no larger than 119 cm (47 inches), a width of no smaller than 51 cm (20 inches) and no larger than 69 cm (27 inches), and shall also have a

watertight lid, two working wheels, an RFID chip, and a single metal bar at the front of the receptacle

2. The owner of every multi residential, industrial, commercial, or institutional property from which waste is to be collected shall provide containers for the use of all units therein and shall be responsible for their placement or coordinating their placement for collection in accordance with this By-Law.
3. Residential containers, when full, shall not exceed 27 kilograms (60 lbs.) including the weight of the container. Multi-Residential, Commercial, Institutional, and Industrial containers shall not exceed more than 90 kgs (200lbs).
4. No person shall permit any animal owned by him/her or under his/her control to pick over, interfere with, disturb, remove or scatter any waste placed for collection.
5. No person shall store waste at the curb in any container for more than 24 hours outside of their property's associated collection day.
6. The maximum allowable number of containers placed out for collection from any residential, multi-residential, commercial, industrial, or institutional property shall be limited based on bag and container limits as set out by the Corporation. These limits are subject to review by the Corporation from time to time.
7. Industrial, Institutional, and Commercial establishments shall provide structures out of sight on their own premises, of a fire resistance nature, in which said acceptable containers shall be housed between normal garbage collection days. Multi-Residential, Commercial, Industrial, and Institutional establishments may establish cart collection zones with the Contractor in order to assist with the collection garbage and recycling from the property. These zones shall be maintained and monitored by the property owner.

6. PREPARATION OF WASTE

1. All waste shall be drained of liquid and placed in a container used solely for the collection of waste. Containers for the collection of waste shall conform as follows:
 - i. Containers shall not be filled to such a level that the top will not fit properly thereon; and
 - ii. Plastic bags used as containers must be securely tied when placed for collection
 - iii. Ashes, when placed for collection, shall be cold and not pose any fire hazard.
 - iv. For yard waste collection only, branches, clippings from trees and shrubs, and garden waste shall be compacted and tied in bundles and have dimensions of not more than one (1) meter or three (3) feet in any direction, and in no case shall the bundle exceed 27 kilograms (60 lbs.).
 - v. Old Corrugated Cardboard (OCC) boxes are unacceptable for use as regular waste containers. OCC shall not be collected via regular garbage collection. Bundled OCC shall not be collected unless placed next to a blue box.

2. All waste, except the materials in section 1 subsections iii, iv and V , shall be placed in the proper receptacle as required in this By-Law.

3. The use of 120 L (32 gal), 240 L (64 gal), and 360 L (95 gal) carts is only permitted

in multi-residential and IC&I collection unless otherwise discussed with and permitted by the Manager.

i. Garbage and recycling carts will only be accepted if they are 120 L (32 gal), 240 L (64 gal), and 360 L (95 gal), have two working wheels, a plastic fitting lid, have a single metal lift bar at the front, and are equipped with an RFID chip for data collection and tracking. All other cart containers and receptacles will not be collected by the Corporation's contractor.

4. The Corporation or its contractor reserves the right to refuse collection of any waste not prepared in conformance with this By-Law and it shall be the responsibility of the owner to ensure such waste shall be removed from the street by the householder, owner, occupant or person in charge by the time specified by the Corporation.

5. No person employed by the Corporation or its contractor shall solicit or accept a gratuity for any work done by them in connection with this By-Law.

7. BUSINESS IMPROVEMENT AREAS DBIA & LE VILLAGE - COLLECTION SCHEDULE

1. Business establishments including residential tenants located in the zoning designations identified as Zone CBD, Central Business District and/or Zone COM 70, Commercial, otherwise known as the DBIA and Le Village sections located along Pitt Street and Montreal Road shall have a specific collection schedule that is separate from the regular IC&I and Multi-residential collection schedule.

2. The Corporation shall collect waste twice a week on Monday's and Friday's in the DBIA and Le Village, and recycling once a week on Wednesdays. All waste including recyclables must be set out in the appropriate cart receptacle between 7:00 am and 9:30 am on the designated day for collection, waste placed out after 9:30 am shall not be returned for collection if missed during collection.

3. The dates and frequency of the collection may be subject to change at the discretion of the Corporation from time to time with prior notice to these areas.

8. DBIA & LE VILLAGE SET OUT REGULATIONS

All business establishments including residential tenants located with the DBIA or Le Village are subject to all of the provisions of the by-law except for the following items herein specified:

1. The owner of the property or building is responsible for providing any business establishment and/or residential tenant with a cart receptacle for garbage and recycling collection.

2. All cart receptacles must meet the preparation of waste guidelines outlined in section 6, subsection 3.

3. All waste including designated recyclables must be set at the curb for collection in their appropriate receptacle between 7:00 a.m. and 9:30 a.m. on the designated day of collection. If a different collection zone other than the curb is required such as a parking lot or back of property collection the business will contact the Corporation to

arrange collection in a different area.

4. Recyclable Old Corrugated Cardboard (OCC) may be placed in a neat manner at the curb. OCC boxes need not be flattened and bundles, but must be stacked one inside the other to ensure efficient collection.

5. All garbage containers and/or recycling containers must be removed from curbside within one (1) hour of collection.

9. PLACING RECEPTACLES FOR COLLECTION BY THE CORPORATION

1. Containers and bags placed for collection shall be placed as close to the street curb as possible without obstructing the roadway or sidewalk. No person, or corporation shall place containers on the travelled portion of any street, sidewalk, or any other area which is used by vehicles or pedestrians.

2. In circumstances where the containers and bags cannot be placed at the curb but require placement elsewhere, the Manager shall have the power to designate the designated area at which the containers or bundles of waste shall be placed for collection.

3. In order for cart receptacles to be collected, the cart's face (the side with the metal bar) needs to be toward the street, with the handles for pushing facing the opposite. All cart receptacles shall be about an arm's length from each other.

4. The owner or person in charge of the property is responsible for waste set at the curb until final collection. During adverse weather conditions such as wind, rain, and snow it is the responsibility of the householder to clean and remove waste inadvertently displaced or covered while it was placed out for collection and collected.

5. From November 1st until April 1st (or as may be amended from time to time) of each winter season, no person shall place waste in any container (including bags) on the curb the night prior to collection when a large snowfall event (more than 5 cm) is forecast. Waste shall only be allowed to be set out the morning of collection prior to 7:00 am. Containers shall be located one (1) meter from the curb ensuring it is not on the sidewalk, but rather in a shovelled out, ground level location accessible from the road. This will allow the streets and sidewalks to be maintained properly without disrupting any garbage or recycling collections.

i. If a person places out any container or bag at the curb that contravenes Section 9 (5) and the container or bag is damaged it shall be the persons responsibility to clean the area and replace any container.

ii. If a person does not clean the area as is indicated in Section 9 (5i), or their containers and waste impede snow clearing activities the Corporation shall hire a contractor to preform a clean up and the contractor's fee shall be applied to the property owner's tax bill.

6. During the winter weather conditions, the owner or person in charge of the property shall be responsible to clear and maintain an area in the snow bank at ground level close to the street curb for containers and/or blue box placement. Garbage and/or blue box containers are to be placed ~~without~~ ¹⁷⁰ without obstructing traffic or sidewalk usage.

i. In the case where there is no boulevard and the sidewalk is not maintained by the

Corporation during the winter months, it is the responsibility of the owner or person in charge to clear and maintain an area to ground level for containers and/or blue box placement from the curb to beyond the sidewalk.

7. Containers and bags shall be set out for collection on such days and such hours as are fixed by the Manager and no person shall place any receptacle or bundle of waste on the street on any day before or after the designated set-out time fixed for collection.

8. No person, unless authorized by the Manager, shall pick over, interfere with, disturb, remove or scatter any waste, bundles of paper or any article placed at the curb for removal, whether contained in containers or otherwise.

9. The owner or person in charge of any property shall be responsible for maintaining containers and bags in good condition.

10. No person shall place for collection any container or bag in front of any property unless it is the address at which the waste was generated.

11. Except by the order of the Manager, no garbage collection vehicle of the Corporation shall enter a privately owned driveway, roadway or lane for the purpose of collecting solid waste from privately owned property.

10. OTHER COLLECTIBLE MATERIAL

The following material/items may be collected from time to time as separate curbside collection programs overseen by the Corporation, some programs may be subject to fees:

1. Christmas tree collection;
2. Material defined in this by-law as bulky waste, which may include weighty or bulky articles such as furniture, mattresses, appliances, electronics, and tires.
3. The Corporation's Blue Box curbside recycling program;
4. Leaf, branches, and yard waste.

11. HOUSEHOLDER'S RESPONSIBILITIES

1. No person shall throw, cast, deposit or direct, suffer or permit any servant, agent or employee to throw, case or deposit any waste on any private property without the specific approval of the property owner or manager. The owner or the person in charge of the property is responsible for any waste or refuse situated on their property.

2. No person shall place any waste for collection before the hour of 7:00 p.m. The evening before or after 7:00 a.m. on the day of collection, nor fail to remove containers or any uncollected waste by 7:00 p.m. on the day of collection.

12. THROWING OF REFUSE ON ROADWAYS AND PUBLIC AND PRIVATE PROPERTY

1. No person shall throw, cast, deposit, direct, suffer, or permit any servant, agent or employee to throw, cast or deposit any waste on or in any City street.
2. No person shall throw, case, deposit, direct, suffer, or permit any servant, agent, or employee to throw, cast, or deposit any waste onto any private or public property.
3. No person shall throw, place or deposit any municipal solid waste or trade waste on any private property, or on any Corporation property, within the City of Cornwall.

13. COLLECTION CONTRACTOR RESPONSIBILITIES

1. The individuals employed as collectors shall follow such routes as approved by the Manager and confirm to all instructions from them. The work of each route shall be completed daily and the collection contractor shall be courteous and render every reasonable effort to ensure the proper execution of the work.
2. The collection contractor shall handle all garbage containers, bags, and cart receptacles with due care and after thoroughly removing their contents shall place them where taken from. The contractor shall not overload any truck or allow any of the contents to fall on the street from damaged bags and shall carefully gather up any refuse which may have spilled on the ground.
3. In no case shall the collection contractor be called upon to make collections from any point, which in the opinion of the Manager is reasonably inconvenient or dangerous to remove receptacles.
4. No salvaging of any material shall be conducted either on the collection routes or in and around the disposal area unless on the express consent and agreement of the Council of the City of Cornwall.
5. Entry onto private property of a collection vehicle owned by the City or by the contractor shall be in accordance with the instructions of the Manager.
6. No collection contractor or supervisor shall be required to enter any house, apartment, or other building, descend or ascend any stairway, or enter any elevator, hoist, or loading platform for the purpose of garbage collection.
7. In the event of roadway construction where the vehicles for curbside collection of are restricted, the construction contractor shall transport all waste and/or recyclables to an appropriate location as designated by the Manager where collection vehicles have access. The construction contractor shall then be responsible for returning containers and blue boxes to the originating household.

14. TRANSPORTING AND DISPOSAL OF WASTE

1. All commercial and business waste haulers must possess a valid Certificate of Approval issued by the Ontario Ministry of the Environment, Parks, and Conservation to haul waste into the Corporation's landfill site. Only private individuals hauling waste from their personal households are exempt from this requirement of Regulation 347 of the Environmental Protection Act, R.S.O. 1990, Chapter E.19 as amended from time to

time.

2. No person shall transport any waste to the disposal area of the Corporation unless the vehicle used for such transportation has an enclosed body or a covering securely fastened to the body of the vehicle to prevent the scattering of waste.

i. All uncovered waste loads arriving at the Corporation's landfill site shall be charged a set fee in order to pay for supplies for local community groups that focus on litter collection along the roadside.

3. No person shall drive a packer-type vehicle with a load or partial load of waste to the disposal area of the Corporation unless the rear end is closed and the open hopper is empty.

4. No person shall dispose of waste at the landfill site of the Corporation without paying the fees as outlined in Schedule, "A" which is attached to and forms part of this By-Law.

15. LANDFILL SITE REGULATIONS

1. All disposal operations at the landfill site of the Corporation shall be in accordance with the orders of the Manager.

2. The Cornwall Landfill Site is certified by the Ministry of Environment, Conservation, and Parks to accept domestic, commercial and industrial non-hazardous solid waste and digested dewatered sewage sludge generated within the City of Cornwall. No other types of waste shall be deposited at the site.

3. Any waste material brought on site, which clearly does not conform to these waste types will be considered as a "suspect" waste. It will be necessary to demonstrate the eligibility for entry of all suspect wastes by passing the waste screening process outlined in the Ministry of Environment, Conservation, and Parks Registration Guidance Manual for Generators of Liquid Industrial and Hazardous Waste. Schedule 4- Leachate T-CLP, and if necessary, slump tests identified under the Environmental Protection Act, Regulation 347 of the Environmental Protection Act, R.S.O. 1990, Chapter E.19 as amended from time to time. Any waste material brought on site which is to be

4. Any waste brought to the site as septage shall be subject to testing as per the City of Cornwall Sewer Use By-Law Regulations.

5. Other detailed product test data which is certified by the generator to accurately describe the waste material may also be considered.

6. Suspect wastes which are deposited at the site will be stored and labelled on behalf of the hauler/generator or appropriate tests and if necessary, inspection. Suspect waste materials once deposited will not be released until the type of waste has been clearly defined.

7. Generators/haulers of potentially suspect waste are strongly encouraged to seek prior approval from the Corporation for these wastes before entering the site. Appropriate information and test data will be required before an approval for any waste

disposal is granted. Approval conditions may also be specified.

8. Random spot tests of approved waste materials may also be conducted from time to time to confirm the acceptability of waste for disposal.

9. The cost of all testing, handling, storage and, if necessary, removal of any suspect waste shall be invoiced to the generator/hauler for payment.

10. Special hauling and packaging conditions may be required for generator/haulers wishing to deposit other special wastes which are eligible for entry, but require protection measures to avoid disposal problems (e.g. asbestos).

11. All 220 litre drums and other large containers which could carry liquids must be empty, the tops and bottoms cut off and the drum(s) crushed or flattened.

12. Recyclables, Mattresses, Electronic Waste, Hazardous Waste. Tires, White Goods, Scrap Metal, Old Corrugated Cardboard, uncontaminated Waste Wood and any other items specified by the Manager must be separated, and must meet acceptance criteria as described in Schedule "C" before deposit in the designated diversion area.

13. The following restricted materials not meeting acceptance criteria as described in Schedule "C" and deposited in a designated diversion area will be subject to the surcharge. Note all surcharges are subject to review by the City. The surcharges are to be paid by the person responsible, therefore:

i. Old Corrugated Cardboard

1. First Occurrence: A surcharge equal to the existing per tonne processing fee of recyclables
2. Second Occurrence: A surcharge equal to twice the existing per tonne processing fee of recyclables
3. Third Occurrence: A surcharge equal to three times the existing per tonne processing fee or recyclables and be banned from any disposal activity at the Landfill Site for a period of one week

ii. Scrap Tires, Scrap Metal, White Goods

1. First Occurrence: A surcharge equal to the existing Landfill Site Tipping fee
2. Second Occurrence: A surcharge equal to twice the existing Landfill Site Tipping fee
3. Third Occurrence: A surcharge equal to three times the existing Landfill Site Tipping Fees and be banned from any disposal activity at the Landfill Site for a period of one week
 - a. The disposal of scrap metal fuel tanks of any type will be refused unless the tanks are thoroughly drained, flushed, and cut into section no larger than (1) one cubic meter.

iii. Waste wood (untreated/unpainted)

1. First Occurrence: A surcharge equal to the existing Landfill Site Tipping fee
2. Second Occurrence: A surcharge equal to twice the existing Landfill Site Tipping fee
3. Third Occurrence: A surcharge equal to three times the existing Landfill Site Tipping Fees and be banned from any disposal activity at the Landfill Site for a period of one week

iv. Mattresses and Box Spring

1. First Occurrence: A surcharge equal to the existing Landfill Site Tipping fee

2. Second Occurrence: A surcharge equal to twice the existing Landfill Site Tipping fee
3. Third Occurrence: A surcharge equal to three times the existing Landfill Site Tipping Fees and be banned from any disposal activity at the Landfill Site for a period of one week

v. Electronic Waste

1. First Occurrence: A surcharge equal to the existing Landfill Site Tipping fee
2. Second Occurrence: A surcharge equal to twice the existing Landfill Site Tipping fee
3. Third Occurrence: A surcharge equal to three times the existing Landfill Site Tipping Fees and be banned from any disposal activity at the Landfill Site for a period of one week

vi. Hazardous Waste

1. First Occurrence: A surcharge equal to the existing Landfill Site Tipping fee
2. Second Occurrence: A surcharge equal to twice the existing Landfill Site Tipping fee
3. Third Occurrence: A surcharge equal to three times the existing Landfill Site Tipping Fees and be banned from any disposal activity at the Landfill Site for a period of one week

vii. Recyclables

1. First Occurrence: A surcharge equal to the existing Landfill Site Tipping fee
2. Second Occurrence: A surcharge equal to twice the existing Landfill Site Tipping fee
3. Third Occurrence: A surcharge equal to three times the existing Landfill Site Tipping Fees and be banned from any disposal activity at the Landfill Site for a period of one week

14. Mixed Loads

- i. A vehicle entering the site with any recyclable item or item that can be diverted as noted above in items i to vii along with waste shall be assessed the applicable tipping fee. It is the generators responsibility to indicate to the attendant what the load is comprised of when entering the site.
- ii. Mixed loads shall be accepted with the condition that all materials restricted for diversion are removed and deposited into the appropriate areas, and waste is placed in the correct disposal areas as well.

15. Residents of the City of Cornwall will have access to the Landfill Site. Residents not living within the City of Cornwall will not have access.

16. Those municipalities that are partnered with the Corporation for Hazardous Waste and Recycling shall be allowed access to the site for the sole purpose of diverting materials defined as recyclable or hazardous waste. Residents from these areas will be asked for identification upon arrival to the site for verification and documentation purposes.

17. Any person generating or hauling refuse loads that contravene the Landfill Site or deposits material in undesignated locations, shall be issued a violation notice with no surcharge.

18. Any person delivering material or depositing material in undesignated locations a second time shall be surcharged an amount equal to the tipping fee. If a load contravenes a material ban or is deposited in an undesignated location on a third occasion, the private

resident or commercial hauler shall be surcharged two times the existing tipping fee and be banned from disposal use at the site, subject to review by the Corporation.

19. Violations of site practice and procedure rules will result in the issue of a Notice on each offence. On the third violation notice the hauler/generator/customer shall be refused entry for one week. Repeat offenders shall be refused entry for longer periods.

20. No person shall harass any Contractor site personnel or the Corporation's staff in any way, violation of this statement will result in the hauler/generator/customer being banned from using the site.

21. No person, unless authorized by the Manager, shall pick over, interfere with, remove, or scatter, any waste at the landfill Site.

22. The Hours of Operation of the Landfill site are established by the Corporations site ECA, the landfill shall be open from 7:30 am until 4:30 pm as indicated in the ECA. No waste shall be accepted outside of these hours unless previously approved by the manager in advance.

23. Due to the presence of low-level explosive gases, the Landfill Site is designated a NO SMOKING, NO OPEN FLAME area.

24. Trespassing on the existing or former landfill site is prohibited.

16. REPEAL

This By-law repeals existing by law 1994-076 and its existing amendments.

17. PENALTY FOR VIOLATION

Any person, firm or corporation found to be in contravention of any of the provisions of this By-law is guilty of an offence and shall, upon conviction, be liable to a fine of not more than the maximum fine set out in the Provincial Offences Act, R.S.O. 1990, Chapter P.33 as amended from time to time.


18. PROHIBITION ORDER


When a person, firm or corporation has been convicted of an offence under this by-law, the Court, in addition to any other penalty imposed, may issue an Order prohibiting the continuation or repetition of the offence by the person, firm or corporation.

19. EFFECTIVE DATE

This By-law shall become effective April 1st 2019.

Read, signed and sealed in open Council this th day of , 2019.


Manon L. Levesque
City Clerk


Bernadette Clement
Mayor



Schedules.pdf

SCHEDULE A
By-law Number 2019-034
Schedule of Fees

***Table 1- Landfill Tipping Fees- as of January 1st 2019**

Material	Minimum Fee	Fee after minimum/additional surcharges
General Waste	\$10.00 under 150 kgs	\$75.00 per tonne
Scrap Metal Waste	\$10.00 under 150 kgs	\$75.00 per tonne
Waste Wood	\$10.00 under 150 kgs	\$62.00 per tonne
Wood Chips	\$10.00 under 150 kgs	\$35.00 per tonne
Asbestos	\$50.00 under 200 kgs	\$250.00 per tonne
Mixed Recycling	\$0.00 under 200 kgs	\$55.00 per tonne
Septage	\$10.00 under 150 kgs	\$50.00 per tonne
Mattresses and Boxsprings	\$15.00 per item	
CFC White Goods	\$10.00 per appliance	\$25.00 surcharge
Commercial loads of yard waste	\$10.00 per load	
Tires	First 4 Free	\$5.00 per tire

**Table 1 shall be updated once each year on the Clerk's department set fee schedule. For years following 2019 customers and residents shall refer to the Clerk's department set fee schedule for annual tipping fee prices.*

SCHEDULE B

By-law Number 2019-034

Bag and Container Limit

Residential Solid Waste

1. 6 bags or 3 containers of garbage shall be collected from a single residence once a week on the property's collection date.
2. Unlimited amount of recycling shall be collected from a single residence once a week

Multi-Residential Solid Waste

1. One large 60 Litre (95 gallon) cart of garbage shall be collected per 2 multi-residential units. Therefore, if a multi-residential complex is comprised of 20 units, the maximum set out for receptacles would be 10- 60 Litre (95 gallon) carts, and so forth, once per week.
2. Unlimited amount of recycling shall be collected from a multi-residential property once a week,

Industrial, Commercial, and Institutional Solid Waste

1. Unlimited amount of garbage contained in a garbage collection cart.
2. Unlimited amount of recycling, with a Mandatory set out of at least one box or cart of recycling each week.

SCHEDULE C

By-law Number 2019-034

Curbside Recycling Specifications and Acceptance Criteria

The following are specifications that refer to the criteria describing the condition; designated recyclable materials must meet in order to be collected by the Curbside Collection Contractor. Material which does not meet acceptance specifications outlined in this schedule will result in material being left behind for the property owner to re-sort and put out on the following collection date.

The following describe the acceptance specifications for current designated recyclable solid waste materials:

Old Corrugated Cardboard (OCC):

- OCC must be clean and free of contaminants such as wood, metal or plastic strapping, plastic film, Styrofoam, organic or food waste, or any other refuse.
- OCC must not be soaked in paints, oils, or any other type of chemical
- Large OCC boxes must be flattened and placed with other recyclables on the normal recycling collection date for the property
- Examples of OCC include moving boxes, pizza take out boxes, shipping boxes, etc.

Mixed Office Paper (Mixed Fibre):

- Acceptable items include computer paper, writing paper, envelopes, note and memo pads, bills, egg cartons, etc.
- Mixed paper shall not include carbon paper, candy wrappers, laminated paper, paper towels, hard cover books, metal spines on books, file folders, and plastic book bindings
- Mixed Office paper must be placed in a recycling bin or bag and placed out on the correct day for collection

Newspaper (ONP):

- Acceptable items include newspapers, magazines, and flyers
- Newspaper shall not include any plastic film, pet waste, or be contaminated with any other chemical or organic material
- Newspaper must be placed in a recycling bin or bag and placed out on the correct day for collection

Shredded Office Paper:

- Acceptable items include any shredded mixed fibre
- All shredded paper must be placed inside of a bag for collection at the curb on the normal recycling collection date for the property
- Shredded paper must not contain any staples, metal pieces, cardboard, boxboard, or plastic coverings
- Shredded paper must be free from hot ash, embers, or any other item that may ignite the shredded material

Box Board:

- Acceptable items include cereal boxes, Kleenex boxes, frozen food boxes, toothpaste boxes, paper towel and toilet paper tubes etc.
- Boxboard must be clean and free of contaminants such as plastic film, Styrofoam, food waste, and any other refuse.
- Boxboard must not be soaked in any ~~180~~ or greases, paints, or any other chemicals

- Boxboard must be placed in a recycling bin or bag and placed out on the correct day for collection

Glass Bottles & Jars

- Acceptable items include dressing jars, food jars, pasta sauce jars, glass beverage containers, alcohol and spirit glass containers, etc.
- Glass containers must be clean of all organic matter, food, and must not contain any oil, grease, or chemical.
- Caps are recyclable but must be removed
- Glass bottles and jars must be placed in a recycling bin or bag and placed out on the correct day for collection.
- Mirrors, window glass, dishes, and lightbulbs shall not be accepted as recycling

Food and Beverage Cans

- All aluminum and steel cans that are free of food and chemicals are acceptable
- Acceptable items include pop cans, tuna cans, canned goods cans, soup cans, glass jar lids, empty paint cans, empty aerosol containers, frozen juice cans, aluminum foil, and aluminum trays
- Food and Beverage Cans must be placed empty in a recycling bin or bag and placed out on the correct day for collection
- Metal pots and pans, tools, and scrap metal shall not be accepted in the curbside recycling program.

Plastic Containers

- HDPE Plastic
 - Examples of Acceptable HDPE Plastic include yogurt and margarine tubs, juice jugs, milk jugs, detergent bottles, shampoo bottles, soap bottles, cleaning product containers
 - Generally plastics that hold liquid or food with the number 2
 - HDPE plastic containers must be placed empty in a recycling bin or bag and placed out on the correct day for collection
- PETE Plastic
 - Examples of Acceptable PET Plastic include soft drink bottles, fruit juice containers, cooking oil containers, water bottles
 - Generally plastics that hold liquid or food that are clear with the number 1
 - PETE plastic containers must be placed empty in a recycling bin or bag and placed out on the correct day for collection
- PVC Plastic
 - Examples of Acceptable PVC Plastic includes sweet trays, cookie packaging (minus the bag), fruit and bakery clam shell packaging, and plastic cups
 - Generally plastic used in food packaging with the number 3
 - PVC containers must be placed empty in a recycling bin or bag and placed out on the correct day for collection
- LDPE Plastic
 - Examples of Acceptable LDPE Plastic include squeezable bottles (mustard/ketchup) or smaller shampoo bottles
 - Generally plastic used in bottles containing food with the number 4
 - LDPE containers must be placed empty in a recycling bin or bag and placed out on the correct day for collection
- PP Plastic
 - Examples of Acceptable PP plastic include yogurt containers and lids
 - Generally white plastic used in yogurt and dairy product containers with the number 5

- PP containers must be placed empty in a recycling bin or bag and placed out on the correct day for collection.

SCHEDULE D

By-law Number 2019-034

Curbside Leaf, Yard Waste, and Branch Specifications and Acceptance Criteria

The following are specifications that refer to the criteria describing the condition leaf and yard waste materials must meet in order to be collected by the Curbside Collection Contractor. Material which does not meet acceptance specifications outlined in this schedule will result in material being left behind for the property owner to manage.

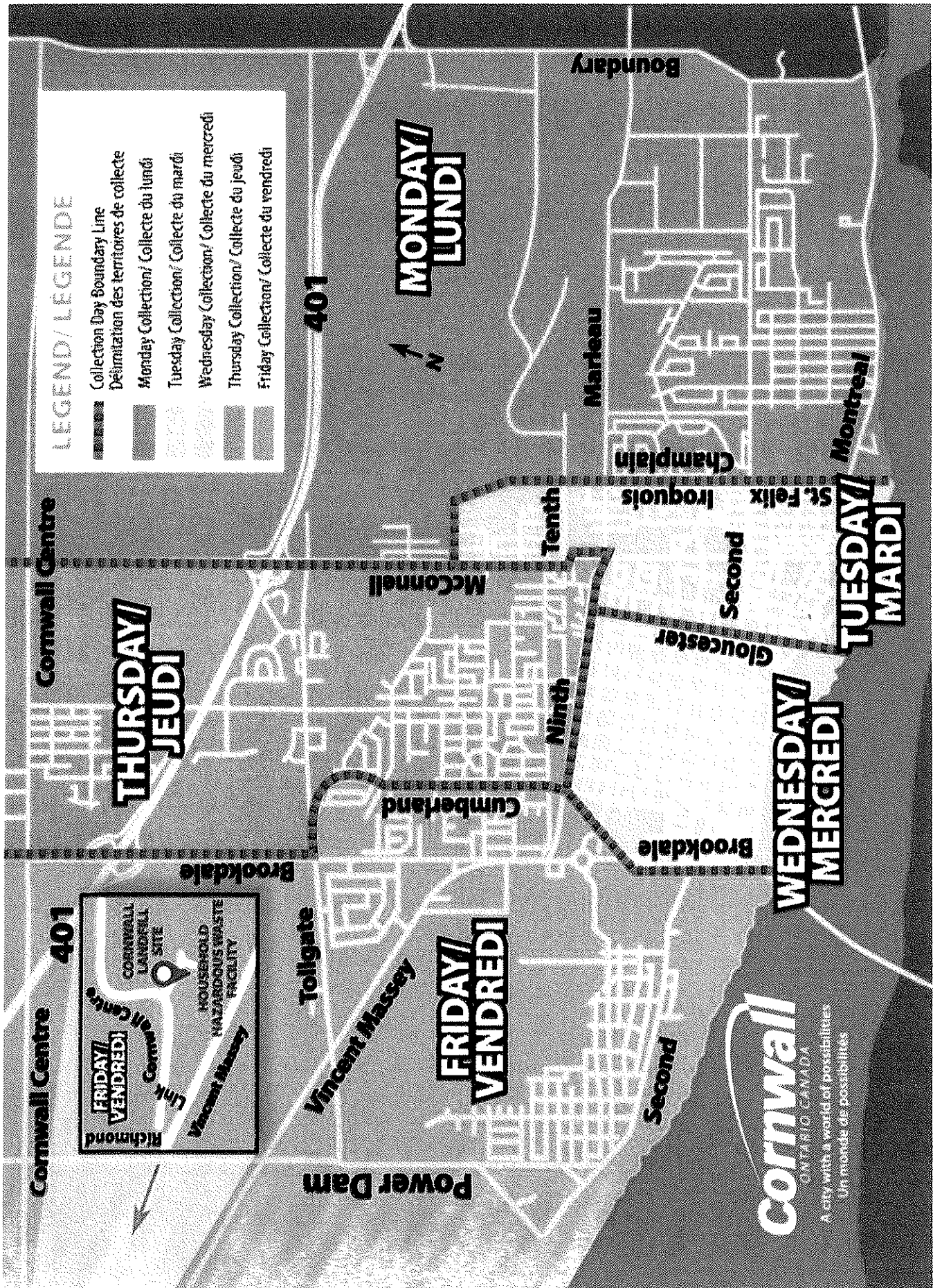
Leaves and Yard Waste:

- Acceptable leaf and yard waste is comprised of compostable waste material such as leaves, grass clippings, and garden waste.
- Leaf and yard waste must be separated from all other refuse
- Leaf and yard waste must be placed out for collection in a compostable paper bag or in a clearly labelled reusable container.
- Leaf and yard waste placed out for collection in plastic garbage bags or any plastic bag is unacceptable and will be left behind for the property owner to manage.

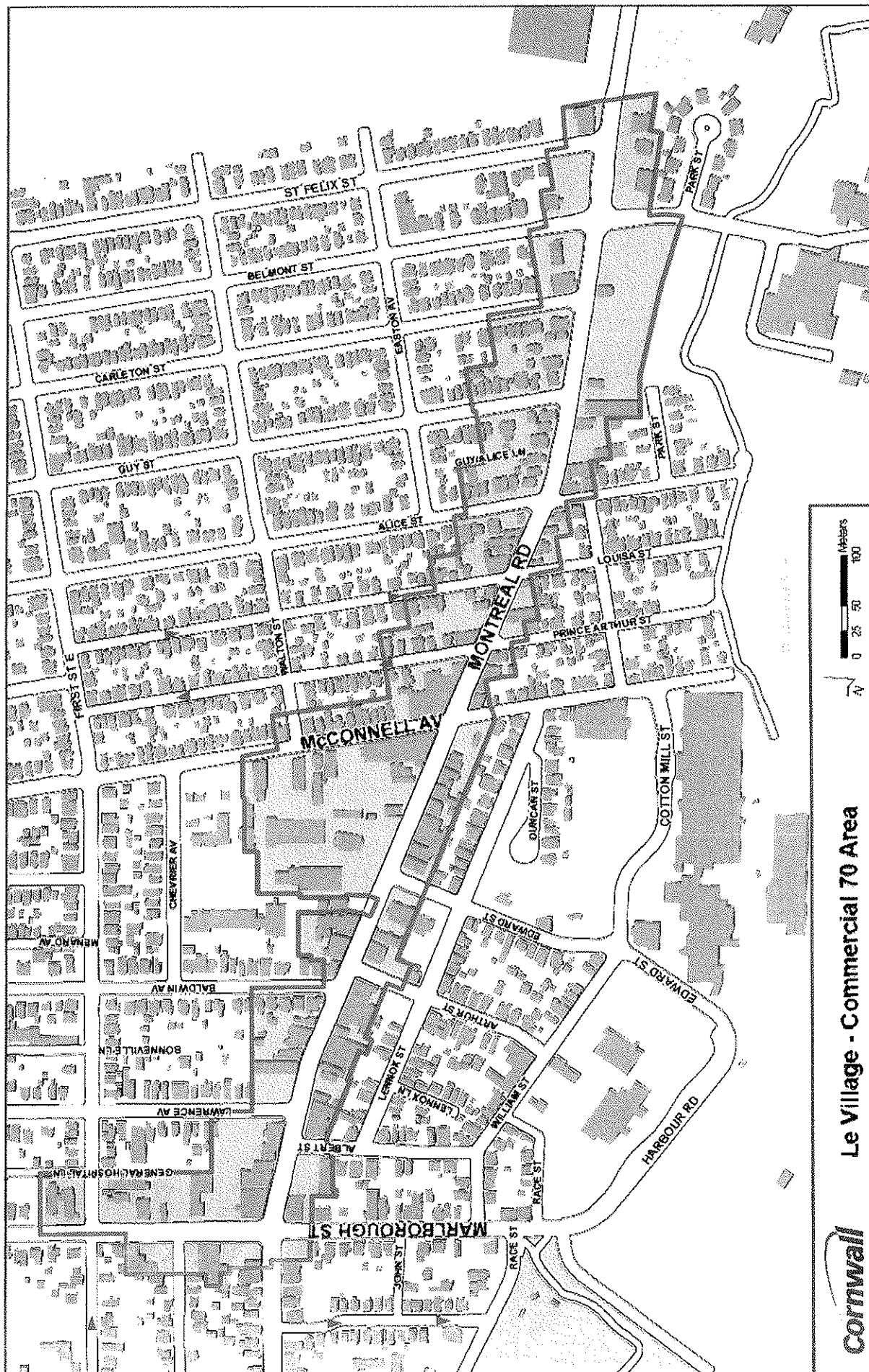
Branches:

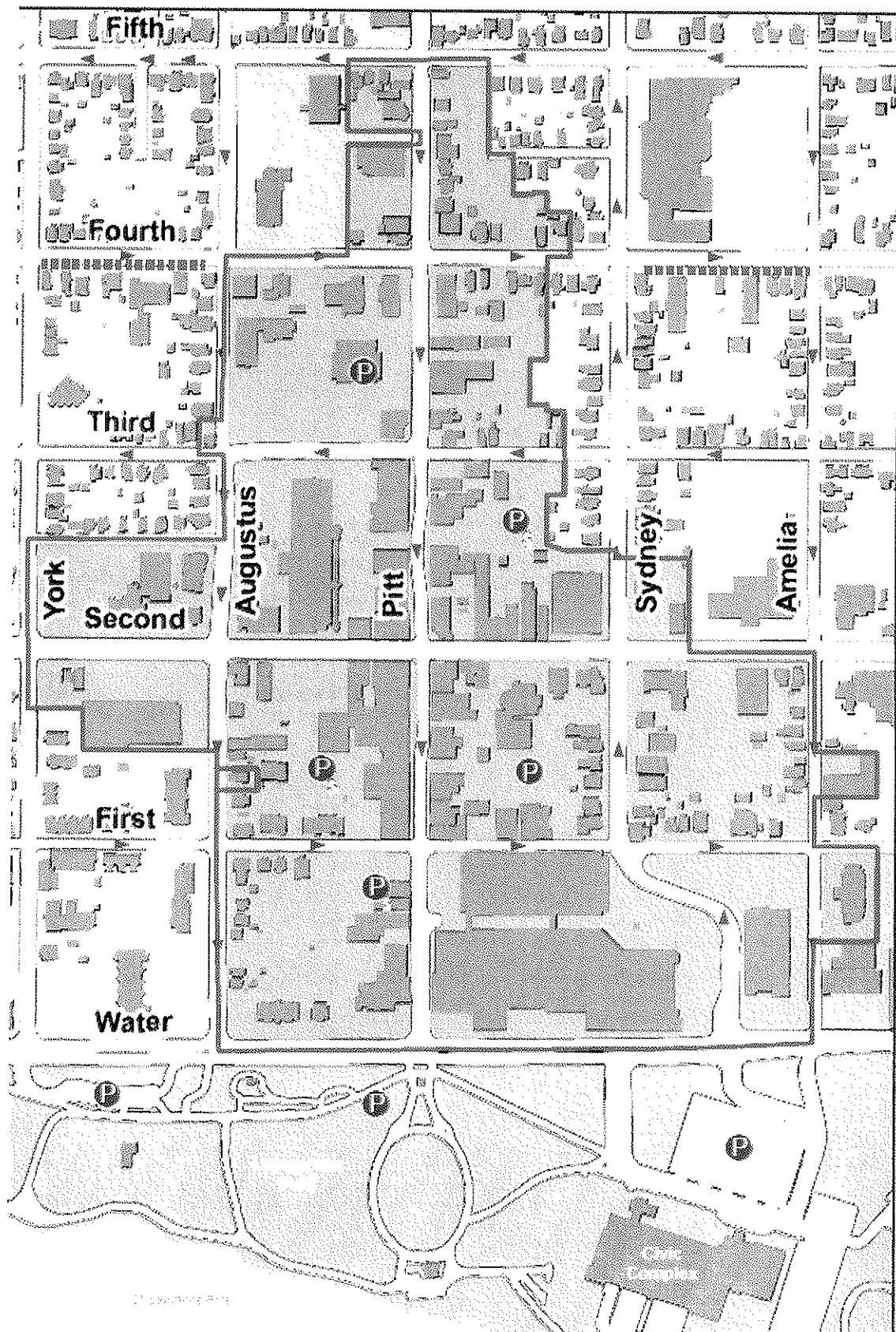
- Acceptable branches are those which are cut in 1 m (3ft) by 1m (3ft) sections
- Branches larger than 1m by 1m shall not be accepted in the curbside collection program and will be left behind for the property owner to manage.
- Branches shall be bundled together neatly in the correct size and placed next to the leaf and yard waste for collection
- Branches and untreated wood waste shall not be accepted with garbage collection, they shall be accepted through the curbside leaf and yard waste program.

SCHEDULE E
By-law Number 2019-034
City of Cornwall Collection Zones



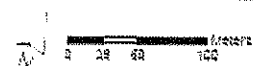
SCHEDULE F
By-law Number 2019-034
City of Cornwall DBIA and BIA Collection Zones





Cornwall

Downtown Central Business District



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

Department: Corporate Services
 Division: Clerk's Division
 Report Number: 2020-314-Corporate Services
 Prepared By: Manon Levesque, City Clerk
 Meeting Date: September 14, 2020
 Subject: Unfinished Business Listing for September 14, 2020

Recommendation

That Council receive the Unfinished Business Listing for September 14, 2020.

Title	Department	Date
New Staffing Position (Budget 2020)	CAO	Sep 14/20
Parking Program (May 11/20) (Jun 8/20)	Planning, Development and Recreation	Sep 14/20
Capital Project Budget Change (Aug 10/20)	Infrastructure and Municipal Works	Sep 14/20
Data Collected on Six Bag Garbage Limit (Aug 10/20)	Infrastructure and Municipal Works	Sep 14/20
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)	Corporate Services	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 September 14, 2020 - 2020-314-Corporate Services.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Manon L. Levesque - Sep 1, 2020 - 3:10 PM

Geoffrey Clarke - Sep 3, 2020 - 3:03 PM

Maureen Adams - Sep 9, 2020 - 2:59 PM

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

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2020-334-Infrastructure and Municipal Works
Prepared By: Michael Fawthrop, Division Manager
Meeting Date: September 14, 2020
Subject: Brookdale Avenue North – Development Charges Background Study – By-Law

Purpose

To provide Council with the final updates regarding the 2020 Development Charges Background Study and the Area-Specific Development Charges By-Law for the Brookdale Avenue North Corridor.

Recommendation

That Council:

- a) Receive Report 2020-334-IMW; and
- b) Approve the Area-Specific Development Charges By-Law for the Brookdale Avenue North Corridor included with this Agenda.

Financial Implications

The City is responsible to finance costs associated with the capital works until project completion. Upon completion, the final capital cost will be calculated and apportioned to each benefitting property via both cost recovery mechanisms (Development Charges and Municipal Act Capital Charge). The City does not have the funds in Reserves to financially support the project and will need to borrow short-term through the construction period. Upon completion of the

project, the City will finance the required amount at an approximate rate of 2.5% to 3.5%. The City will borrow the funds required to finance the construction of the project based on the revised capital cost estimate.

The City will also finance the Servicing of Additional Lands component of the cost recovery structure. The Servicing of Additional Lands component will be recovered through the imposition of Area-Specific Development Charges (DC) from properties which derive a benefit from the proposed system. The recovered costs for the Servicing of Additional Lands will include the costs associated financing for this component of the project.

Strategic Priority Implications

The project includes the expansion/extension of sanitary servicing along Brookdale Avenue North which addresses Economic Development and Pursuing Diverse Population Growth of 50,000: (4) Continue to Invest in Infrastructure and (5) Encourage Infill Project (e.g. Brookdale Avenue).

The Economic Development Strategic Plan supports ongoing efforts to attract new commercial and retail development; specifically the Brookdale Avenue North Corridor.

Background / Discussion

The City previously held a Public Meeting of Council on July 27, 2020, to provide a review of the 2020 Development Charges (DC) Background Study Update for the Brookdale Avenue North Corridor and to receive public input on the proposed policies and charges as per Section 12 of the Development Charges Act, 1997 as amended.

In order to ensure that sufficient information was made available to the public, the 2020 DC Background Study for the Brookdale Avenue North Corridor was made available online on the City's website on June 23, 2020, and copies were made available at the Clerk's Office as of June 23, 2020, upon request.

The benefitting property owners were advised of the Public Meeting of Council at the Landowner Meeting on June 17, 2020, and were also sent a formal invitation on July 15, 2020.

Council was provided a copy of the 2020 DC Background Study Update for the Brookdale Avenue North Corridor at the June 22, 2020, regular meeting.

The purpose of the Public Meeting of Council was to give the public including the benefitting property owners an opportunity to ask questions, provide comments and make representations on the 2020 DC Background Study for the Brookdale Avenue North Corridor. Any person who attended the meeting could make representations relating to the proposed Area-Specific DC By-Law for the Brookdale Avenue North Corridor. The public was also invited to provide comments in writing. The Office of the City Clerk did receive one written response from Brookdale Square Inc./Villarboit Development Corporation (Villarboit) pertaining to the Brookdale Square Development. A copy of the letter from Villarboit and the City's response letter was attached to the Council Report for the Public Meeting of Council.

Prior to receiving comments from the public, Sean-Michael Stephen from Watson & Associates Economists Ltd. provided a brief presentation on the findings of the study.

Following the presentation from Watson & Associates Economists Ltd., the public including the benefitting property owners were invited to speak in order to ask questions, provide comments, and make representations on the proposed Area-Specific DC By-Law for the Brookdale Avenue North Corridor. All members of the public and/or the benefitting property owners in attendance declined to speak and chose not to make any representations on the proposed By-Law.

At the Public Meeting of Council, the Corporation also invited members of the public and the benefitting property owners to provide written submissions on the proposed Area-Specific DC By-Law until 4PM on Friday, August 28, 2020, in person, by mail or electronically to the Office of the City Clerk. The Office of the City Clerk did not receive any written submissions on the proposed Area-Specific DC By-Law.

As per the Development Charges Act process, Council did not take any action at the Public Meeting of Council on the Council Report or the proposed Area-Specific DC By-Law. Council is to formally consider adoption of the 2020 DC Background Study Update and passage of the revised Area-Specific DC By-Law for the Brookdale Avenue North Corridor at the September 14, 2020, regular Council meeting. A copy of the proposed Area-Specific DC By-Law for the Brookdale Avenue North Corridor which was red-lined to reflect the proposed changes to the existing By-Law was previously provided to Council at the Public Meeting of Council and is also attached to this report for reference.

The process and schedule for updating the Area-Specific DC By-Law for the Brookdale Avenue North Corridor is more specifically delineated in the schedule attached, Schedule of Key Dates to Update the DC By-Law, which outlines the process that has been followed to date and the next steps. As per the attached schedule, Council will formally consider adoption of the 2020 DC Background Study Update and passage of the revised Area-Specific DC By-Law for the Brookdale Avenue North Corridor at the September 14, 2020, Council Meeting.

Should Council elect to adopt the 2020 DC Background Study Update and pass the revised Area-Specific DC By-Law for the Brookdale Avenue North Corridor, a notice of By-Law passage will be placed in local newspapers following the September 14, 2020, Council meeting. The last day for appeal of the revised Area-Specific DC By-Law will be 40 days after passage of the revised By-Law which will be October 24, 2020. Following the passage of the By-Law, the City will update the DC Pamphlet accordingly and make the updated pamphlet available to the public.

Subsequent to the final construction costs being known, a report will be prepared summarizing the legislative background and calculation of the Municipal Act (MA) Capital Charges to be imposed on properties with existing development. A Report and By-Law will also address the implementation policies, such as payment. The MA Capital Charges By-Law for the Brookdale Avenue North Sanitary Sewer Extension project will be presented to Council in the Spring of 2021 once the construction of the project is completed and the final construction costs are known.

Document Title:	Brookdale Avenue Development Charges - 2020-334-IMW.docx
Attachments:	- Schedule of Key Dates to update DC Bylaw.pdf - Draft Area-Specific DC By-Law - Redlined.pdf
Final Approval Date:	Sep 9, 2020

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

Michael Fawthrop - Sep 8, 2020 - 11:29 AM

Bill de Wit - Sep 8, 2020 - 3:22 PM

Mark A. Boileau - Sep 8, 2020 - 4:06 PM

Tracey Bailey - Sep 8, 2020 - 9:53 PM

Maureen Adams - Sep 9, 2020 - 2:57 PM

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

1	In-Camera Meeting of Council (RE: project and cost update and forth coming tender)		Nov 25, 2019
2	Award of Tender 19-T71 Brookdale Avenue North Sanitary Sewer Extension		Feb 10, 2020
3	Preparation of an update to the DC Background Study and By-law		Mar - May 2020
4	In-Camera Meeting – report RE: draft MA and DC recommendations to Council		May 25, 2020
5	Presentation of draft DC Update to the Development Industry (benefiting property owners)	Meeting by Invitation EVB to attend	Jun 17, 2020
6	Presentation of final recommendations to Council	Regular Council Meeting Watson to attend	Jun 22, 2020
7	DC Background Study update and revised DC By-law available to public (website)	60 days prior to by-law passage	Jun 23, 2020
8	Statutory notice of Public Meeting advertisement placed in newspaper(s) (City Hall Bulletin)	- NOTICE - 20 clear days prior to public meeting	Jun 27, 2020 and July 18, 2020
9	Public Meeting of Council Special Council Meeting	At least 2 weeks after DC background study and proposed DC by-law made available to public	Jul 27, 2020
10	Council considers adoption of DC Background Study update and passage of the revised Brookdale Ave North Corridor DC By-law	60 days after DC background study and proposed DC by-law made available to public	Sep 14, 2020
11	Newspaper notice given of By-law passage	By 20 days after passage	Sep 19, 2020
12	Last day for By-law appeal	40 days after passage	Oct 24, 2020
13	City makes available updated DC pamphlet	By 60 days after in force date	Oct 30, 2020

**WE ARE
HERE**

Council Meetings

THE CORPORATION OF THE CITY OF CORNWALL

BY-LAW # ____ - ____

**A BY-LAW FOR THE IMPOSITION OF AREA-SPECIFIC DEVELOPMENT CHARGES
WITHIN THE BROOKDALE AVENUE NORTH CORRIDOR**

WHEREAS the City of Cornwall will experience growth through development and re-development; and

WHEREAS development and re-development requires the provision of physical and social services by the City of Cornwall; and

WHEREAS Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal services does not place an excessive financial burden on the City of Cornwall or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services; and

WHEREAS the *Development Charges Act, 1997* (the “Act”) provides that the council of a City may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services; and

WHEREAS a development charges background study has been completed in accordance with the Act; and

WHEREAS the Council of The Corporation of the City of Cornwall has given notice of and held a public meeting on the ____ day of ____, ____ in accordance with the Act and the regulations thereto;

**NOW, THEREFORE, THE COUNCIL OF THE CORPORATION OF THE CITY OF
CORNWALL ENACTS AS FOLLOWS:**

1. INTERPRETATION

1.1 In this by-law the following items shall have the corresponding meanings:

“Act” means the *Development Charges Act*, as amended, or any successor thereof;

“accessory use” means, where used to describe a use, building, or structure, that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;

“benefiting area” means an area defined by map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;

“board of education” has the same meaning as set out in the *Education Act*, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

“bona fide farm uses” means the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation;

“Brookdale Avenue North Corridor” means the area defined as “New Catchment Area Lands” in the map provided as Schedule “C” to this by-law;

“Building Code Act” means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

“capital cost” means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of and as authorized by the City or local board,

(1) to acquire land or an interest in land, including a leasehold interest,

(2) to improve land,

(3) to acquire, lease, construct or improve buildings and structures,

(4) to acquire, construct or improve facilities including,

(a) furniture and equipment other than computer equipment, and

- (b) material acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
- (c) rolling stock with an estimated useful life of seven years or more, and
- (5) to undertake studies in connection with any matter under the Act and any of the matters in clauses (1) to (4) above, including the development charges background study

required for the provision of services designated in this by-law within or outside the City, including interest on borrowing for those expenditures under clauses (1) to (5) above that are growth-related;

“City” means the Corporation of the City of Cornwall;

“commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

“Council” means the Council of the City;

“development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

“development charge” means a charge imposed with respect to this by-law;

“dwelling unit” means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use;

“existing” means the number, use and size that existed as of the date this by-law was passed;

“farm building” means that part of a bona fide farming operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;

“gross floor area” means:

~~(1) in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party wall dividing the selling unit from any other dwelling unit or other portion of a building; and~~

(1) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:

- (a) a room or enclosed area within the building or structure above or below grade that which is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
- (b) loading facilities above or below grade; and
- (c) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, distribution centres, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;

“Institutional” means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain. ~~For the purposes of subsection 3.12 herein, “institutional” means development of a building or structure intended for use;~~

~~(1) as a long-term care home within the meaning of subsection 2 (1) of the Long-Term Care Homes Act, 2007;~~

- (2) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;
- (3) by any of the following post-secondary institutions for the objects of the institution:
 - (a) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,
 - (b) a college or university federated or affiliated with a university described in subclause (i), or
 - (c) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*;
- (4) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (5) as a hospice to provide end of life care;

“Local Board” means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the City of Cornwall or any part or parts thereof;

“local services” means those services, facilities or things which are under the jurisdiction of the City and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under sections 41, 51 or 53 of the *Planning Act*, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

“non-residential use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use. **Despite the foregoing, a non-residential use includes an institutional use as defined herein;**

“Official Plan” means the Official Plan adopted for the City, as amended and approved;

“owner” means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed’

“place of worship” means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

“rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

“regulation” means any regulation made pursuant to the Act;

“residential use” means the use of a building or structure or portion thereof for one or more dwelling units, including a dwelling unit on land that is used for an agricultural use. Despite the foregoing, a residential use does not include an institutional use as defined herein;

“service” means a service designed in Schedule “A” to this by-law, and “services” shall have a corresponding meaning;

“servicing agreement” means an agreement between a landowner and the City relative to the provision of municipal services to specified land within the City;

2. DESIGNATION OF SERVICES

2.1 The categories of services for which development charges are imposed under this by-law are as follows:

- (1) wastewater services.

3. APPLICATION OF BY-LAW RULES

3.1 Development charges shall be payable in the amounts set out in this by-law where:

- (1) the development of the lands requires any of the approvals set out in subsection 3.4 (1).

Area to Which By-law Applies

3.2 Subject to subsection 3.3, this by-law applies to all lands identified as “New Catchment Area Lands” in the map of the Brookdale Avenue North Corridor

(Schedule "C") whether or not the land or use thereof is exempt from taxation under section 13 of the *Assessment Act*.

3.3 Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:

- (1) the City or a local board thereof;
- (2) a board of education; or
- (3) the Corporation of the County of Stormont, Dundas and Glengarry or a local board thereof.

3.4 Approvals for Development

- (1) Development charges shall be imposed on all lands, buildings or structures that are developed for ~~residential or~~ non-residential uses if the development requires:
 - (a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*;
 - (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act* applies;
 - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (e) a consent under section 53 of the *Planning Act*;
 - (f) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
 - (g) the issuing of a permit under the *Building Code Act* in relation to a building or structure.
- (2) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this by-law applies even though two or more of the actions described in subsection 3.4 (1) are required before the lands, buildings or structures can be developed.

- (3) Despite subsection 3.4 (2), if two or more of the actions described in subsection 3.4 (1) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

Exemptions

3.5 Exemption for Industrial Development:

- (1) Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.
- (2) If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:
 - (a) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
 - (b) divide the amount determined under paragraph (a) by the amount of the enlargement.
- (3) The exemption of an existing industrial building provided by this section shall be applied to a maximum of fifty percent (50%) of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to this by-law.

3.6 For the purpose of subsection 3.8 herein, “existing industrial building” is used as defined in the regulation made pursuant to the Act.

3.7 Other exemptions:

- (1) Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:
 - (a) Bona fide farm uses;
 - (b) Places of worship;

- (c) Hospitals;
- (d) College or university buildings;
- (e) Manufacturing uses; and
- (f) Properties within the Brookdale Avenue North Corridor having paid a charge imposed under the *Municipal Act* for the extension of wastewater services to the Brookdale Avenue North Corridor.

~~(g) Complete building permit applications received prior to April 10, 2018 and issued by June 30, 2018 will not be subject to development charges. A complete building permit means that all drawings and plans have been submitted in final form and all fees and charges have been paid.~~

Amount of Charges – Non-Residential

- 3.8 The development charges described in Schedule “B” to this by-law shall be imposed on non-residential uses of lands, buildings or structures and calculated with respect to each of the services according to the total floor area of the non-residential use.

Reduction of Development Charges for Redevelopment

- 3.9 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months prior to the date of payment of development charges in regard to such redevelopment was or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (1) in the case of a non-residential building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.8, by the gross floor area that has been or will be demolished or converted to another principal use

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

Time Timing and Calculation of Payment of Development Charges

- 3.10 ~~The development charge for all services be collected at the time of issuance of the second stage of a building permit.~~ Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted under the Act, on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies.
- 3.11 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- 3.12 Notwithstanding subsections 3.10 and 3.11, development charges for institutional developments are due and payable in six installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- 3.13 Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and the approval of the application occurred within two years of building permit issuance, the development charges under subsections 3.10, 3.11 and 3.12 shall be calculated on the rates set out in Schedule "B" on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 3.10, 3.11 and 3.12 shall be calculated on the rates, including interest, set out in Schedule "B" on the date of the later planning application.
- 3.14 Interest for the purposes of subsections 3.12 and 3.13 shall be payable on the development charge at the prime lending rate plus 3%.
- ~~3.14~~
- 3.15 Despite subsections 3.10 ~~to 3.14~~, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

4. PAYMENT BY SERVICES

- 4.1 Despite the payment required under subsection 3.8, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this by-law.

5. INDEXING

- 5.1 Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on the ~~January 1st~~ first day of ~~January~~ each year, in accordance with the prescribed index in the Act.

6. SCHEDULES

- 6.1 The following schedules shall form part of this by-law:

Schedule A – Services Designated in Section 2.1

Schedule B – Non-Residential Development Charges

Schedule C – Map of Brookdale Avenue North Corridor

7. CONFLICTS

- 7.1 Where the City and an owner or former owner have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.
- 7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4 (1), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

8. SEVERABILITY

- 8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. DATE BY-LAW IN FORCE

9.1 This by-law shall come into effect at 12:01 AM on _____, _____.

10. DATE BY-LAW EXPIRES

10.1 This by-law will expire at 12:01 AM on _____, _____ unless it is repealed by Council at an earlier date.

11. EXISTING BY-LAW REPEAL

11.1 By-law 2018-037 is repealed as of the effective date of this By-law.

PASSED THIS _____ day of _____, _____

Mayor

City Clerk

**SCHEDULE "A" TO BY-LAW
COMPONENTS OF SERVICES DESIGNATED
IN SUBSECTION 2.1**

100% Eligible Services

Wastewater Services

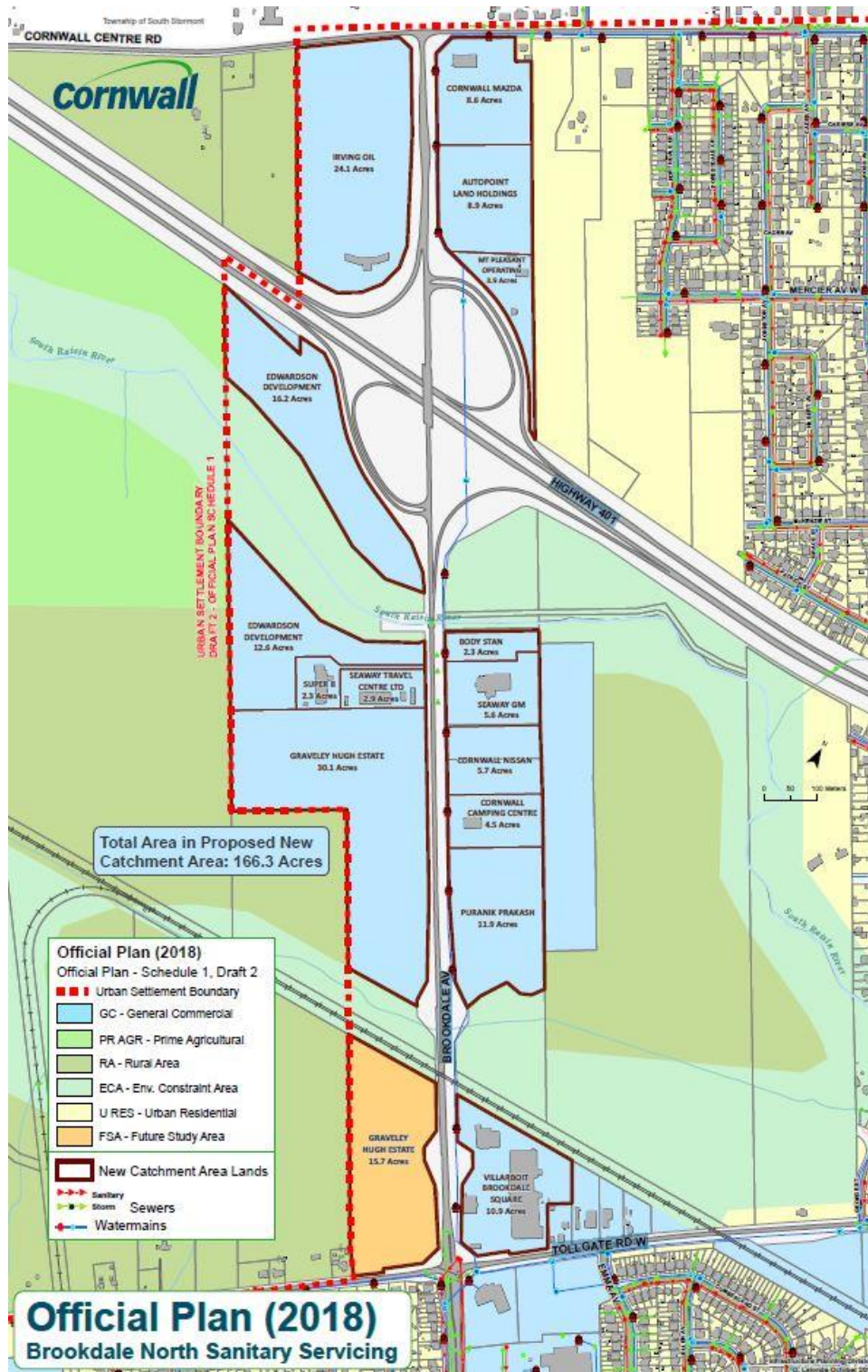
SCHEDULE B SCHEDULE OF DEVELOPMENT CHARGES

Service	NON-RESIDENTIAL
	(per ft ² of Gross Floor Area)
Brookdale Avenue North Corridor Wastewater Services	2018 - \$6.23 2019 - \$6.55 2020 - \$6.80

*Area-Specific DC Rates indexed each year in accordance with the DC Act

Service	NON-RESIDENTIAL
	(per sq.ft. of Gross Floor Area)
Brookdale Avenue North Corridor Wastewater Services	\$7.27

SCHEDULE C **MAP OF BROOKDALE AVENUE NORTH CORRIDOR**



The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2020-108

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2020-108
Report Number: 2020-321-Corporate Services
Meeting Date: September 14, 2020
Subject: Appointment to Various Boards, Commissions and
Committees (Downtown BIA and Le Village BIA)

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

Whereas this By-law will amend By-law 2019-002 to appoint Members of Council to Boards, Committees and Commissions for the duration of the present Council to the Downtown BIA and Le Village BIA.

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

1. That the following Members of Council be appointed to various Boards, Committees and Commissions for the duration of the present Council or until such time as the Board, Committee or Commission terminates, if prior to November 14, 2022, as follows:

Downtown BIA

Councillor Eric Bergeron

Le Village BIA

Councillor Dean Hollingsworth

Read, signed and sealed in open Council this 14th day of September, 2020.

Report Approval Details

Document Title:	By-law 2020-xxx Appointment to Various Boards, Commissions and Committees - 2020-321-Corporate Services.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Manon L. Levesque - Sep 3, 2020 - 8:46 AM

Geoffrey Clarke - Sep 3, 2020 - 9:40 AM

Maureen Adams - Sep 8, 2020 - 10:28 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-109

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2020-109
Report Number: 2020-324-Corporate Services
Meeting Date: September 14, 2020
Subject: Appointment of Fire Chief, Cornwall Fire Services and Repeal
By-laws 2015-060 and 2019-035

Whereas the Fire Protection and Prevention Act, 1997, Part II paragraph 6.(1) states: "If a Fire Department is established for the whole or a part of a Municipality or for more than one Municipality, the Council of the Municipality or the Councils of the Municipalities, as the case may be, shall appoint a Fire Chief for the Fire Department; and

Whereas the Municipal Council of The Corporation of the City of Cornwall enacted By-law 184-1949 to establish a Fire Department; and

Whereas By-law 2019-35 appointed Jeffrey Weber as Deputy Fire Chief and is repealed.

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

1. That Jeffrey Weber be appointed as the Chief of Fire Services for The Corporation of the City of Cornwall, effective September 4, 2020
2. That By-law 2015-060 be and is hereby repealed.

3. That By-law 2019-035 be and is hereby repealed.

Read, signed and sealed in open Council this 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Appointment of Fire Chief, Cornwall Fire Services - 2020-324-Corporate Services.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Geoffrey Clarke - Sep 8, 2020 - 11:14 AM

Maureen Adams - Sep 8, 2020 - 11:23 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-110

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2020-110
Report Number: 2020-325-Corporate Services
Meeting Date: September 14, 2020
Subject: Appointment of Manager of Social and Housing Services and
to repeal By-law 2016-026

Whereas The Corporation of the City of Cornwall is the Consolidated Municipal Service Manager for OntarioWorks and Child Care Services for the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry; and

Whereas in accordance with the Ontario Works Act, 1997, Chapter 25, Section 43, the City, as delivery agent, shall with the approval of the Director, appoint an Administrator to oversee the administration of the Ontario Works Act, 1997, the Child Care and Early Years Act, 2014 and the provision of assistance in the delivery agent's geographic area; and

Whereas it is deemed necessary and desirable to appoint an administrator for The Corporation of the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry; and

Whereas the Administrator shall be recognized under the title of Manager of Social and Housing Services.

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

1. That Mellissa Morgan shall be and is hereby appointed as Manager of Social and Housing Services in accordance with the Ontario Works Act, 1997, the Child Care and Early Years Act, 2014 to administer the services

throughout The Corporation of the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry effective August 11, 2020.

2. That By-law 2016-026 be and is hereby repealed.

Read, signed and sealed in open Council this 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Appointment of Manager of Social and Housing Services - 2020-325-Corporate Services.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Geoffrey Clarke - Sep 9, 2020 - 11:27 AM

Maureen Adams - Sep 9, 2020 - 11:43 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-111

Department: Infrastructure and Municipal Works
Division: Municipal Works
By-law Number: 2020-111
Report Number: 2020-340-Infrastructure and Municipal Works
Meeting Date: September 14, 2020
Subject: Indemnity and Remediation Agreement with Suncor Energy Inc.

Whereas Suncor Energy Inc. owns the property at 755 Brookdale Avenue, Cornwall, ON being a former service station; and

Whereas the former service station was demolished which generated excess petroleum hydrocarbons after remediation impacting the site; and

Whereas the Corporation of the City of Cornwall is the owner of the road allowance on Brookdale Avenue adjacent to the Suncor Property; and

Whereas Suncor Energy Inc. will remain responsible for the contamination that has migrated and may continue to migrate onto the road allowance and remediate if and when the City comes in contact with the contaminants during any construction on Brookdale or if the contaminants impact any other third party property.

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 an Indemnity and Remediation Agreement with Suncor Energy Inc.
2. That Suncor Energy Inc. will remain responsible for the contamination in accordance with the terms of the Agreement.

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 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Indemnity and Remediation Agreement - Suncor - 2020-340-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Bill de Wit - Sep 8, 2020 - 4:35 PM

Maureen Adams - Sep 9, 2020 - 8:13 AM

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

Department: Infrastructure and Municipal Works
Division: Municipal Works
Report Number: 2020-341-Infrastructure and Municipal Works
Prepared By: Bill de Wit, Division Manager
Meeting Date: September 14, 2020
Subject: Note – Indemnity and Remediation Agreement – Suncor Energy Inc.

Purpose

To provide Council with background information regarding the indemnity agreement at 755 Brookdale Avenue.

Background / Discussion

Suncor Energy Inc. owns the property located at 755 Brookdale Avenue which was formally a gas service station. The gas station has subsequently been demolished but hydrocarbons (gasoline, diesel) generated at the site is contaminating, via groundwater migration, the road allowance on Brookdale Avenue.

As a result, Suncor has committed to remain responsible for the contamination and remediation if and when the City comes in contact with the contaminants during any construction on Brookdale or if the contaminants impact any other third party through an indemnity and remediation agreement.

Report Approval Details

Document Title:	Note - By-law for Indemnity and Remediation Agreement - Suncor - 2020-341-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Bill de Wit - Sep 8, 2020 - 4:35 PM

Maureen Adams - Sep 9, 2020 - 8:12 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-112

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2020-112
Report Number: 2020-333-Infrastructure and Municipal Works
Meeting Date: September 14, 2020
Subject: Brookdale Avenue North – Area-Specific Development
Charges By-Law – Update

Whereas the City of Cornwall will experience growth through development and re-development; and

Whereas development and re-development requires the provision of physical and social services by the City of Cornwall; and

Whereas Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal services does not place an excessive financial burden on the City of Cornwall or its existing taxpayers while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services; and

Whereas the *Development Charges Act, 1997* (the “Act”) provides that the council of a City may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services; and

Whereas a development charges background study has been completed in accordance with the Act; and

Whereas the Council of The Corporation of the City of Cornwall has given notice of and held a public meeting on the 27th day of July, 2020, in accordance with the Act and the regulations thereto;

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

1. INTERPRETATION

1.1 In this by-law the following items shall have the corresponding meanings:

“Act” means the *Development Charges Act*, as amended, or any successor thereof;

“accessory use” means, where used to describe a use, building, or structure, that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;

“benefiting area” means an area defined by map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;

“board of education” has the same meaning as set out in the *Education Act*, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

“bona fide farm uses” means the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation;

“Brookdale Avenue North Corridor” means the area defined as “New Catchment Area Lands” in the map provided as Schedule “C” to this by-law;

“Building Code Act” means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

“capital cost” means costs incurred or proposed to be incurred by the City or a local board thereof directly or by others on behalf of and as authorized by the City or local board,

- (1) to acquire land or an interest in land, including a leasehold interest,
- (2) to improve land,
- (3) to acquire, lease, construct or improve buildings and structures,

- (4) to acquire, construct or improve facilities including,
 - (a) furniture and equipment other than computer equipment, and
 - (b) material acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
 - (c) rolling stock with an estimated useful life of seven years or more, and
- (5) to undertake studies in connection with any matter under the Act and any of the matters in clauses (1) to (4) above, including the development charges background study

required for the provision of services designated in this by-law within or outside the City, including interest on borrowing for those expenditures under clauses (1) to (5) above that are growth-related;

“City” means the Corporation of the City of Cornwall;

“commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;

“Council” means the Council of the City;

“development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

“development charge” means a charge imposed with respect to this by-law;

“dwelling unit” means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use;

“existing” means the number, use and size that existed as of the date this by-law was passed;

“farm building” means that part of a bona fide farming operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;

“gross floor area” means:

- (1) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:
 - (a) a room or enclosed area within the building or structure above or below that which is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
 - (b) loading facilities above or below grade; and
 - (c) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, distribution centres, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club;

“Institutional” means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain. For the purposes of subsection 3.12 herein, “institutional” means development of a building or structure intended for use;

- (1) as a long-term care home within the meaning of subsection 2 (1) of the *Long-Term Care Homes Act, 2007*;
- (2) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;

(3) by any of the following post-secondary institutions for the objects of the institution:

(a) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,

(b) a college or university federated or affiliated with a university described in subclause (a), or

(c) an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*;

(4) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or

(5) as a hospice to provide end of life care;

“Local Board” means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the City of Cornwall or any part or parts thereof;

“local services” means those services, facilities or things which are under the jurisdiction of the City and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under sections 41, 51 or 53 of the *Planning Act*, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

“non-residential use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use. Despite the foregoing, a non-residential use includes an institutional use as defined herein;

“Official Plan” means the Official Plan adopted for the City, as amended and approved;

“owner” means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed’

“place of worship” means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

“rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

“regulation” means any regulation made pursuant to the Act;

“residential use” means the use of a building or structure or portion thereof for one or more dwelling units, including a dwelling unit on land that is used for an agricultural use. Despite the foregoing, a residential use does not include an institutional use as defined herein;

“service” means a service designed in Schedule “A” to this by-law, and “services” shall have a corresponding meaning;

“servicing agreement” means an agreement between a landowner and the City relative to the provision of municipal services to specified land within the City;

2. DESIGNATION OF SERVICES

- 2.1 The categories of services for which development charges are imposed under this by-law are as follows:

(1) wastewater services.

3. APPLICATION OF BY-LAW RULES

- 3.1 Development charges shall be payable in the amounts set out in this by-law where:

(1) the development of the lands requires any of the approvals set out in subsection 3.4 (1).

Area to Which By-law Applies

- 3.2 Subject to subsection 3.3, this by-law applies to all lands identified as “New Catchment Area Lands” in the map of the Brookdale Avenue North Corridor (Schedule “C”) whether or not the land or use thereof is exempt from taxation under section 13 of the *Assessment Act*.
- 3.3 Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:

- (1) the City or a local board thereof;
- (2) a board of education; or
- (3) the Corporation of the County of Stormont, Dundas and Glengarry or a local board thereof.

Approvals for Development

3.4 Approvals for Development

- (1) Development charges shall be imposed on all lands, buildings or structures that are developed for non-residential uses if the development requires:
 - (a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*;
 - (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the *Planning Act* applies;
 - (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (e) a consent under section 53 of the *Planning Act*;
 - (f) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
 - (g) the issuing of a permit under the *Building Code Act* in relation to a building or structure.
- (2) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this by-law applies even though two or more of the actions described in subsection 3.4 (1) are required before the lands, buildings or structures can be developed.
- (3) Despite subsection 3.4 (2), if two or more of the actions described in subsection 3.4 (1) occur at different times, additional development

charges shall be imposed if the subsequent action has the effect of increasing the need for services.

Exemptions

3.5 Exemption for Industrial Development:

- (1) Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.
- (2) If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:
 - (a) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
 - (b) divide the amount determined under paragraph (a) by the amount of the enlargement.
- (3) The exemption of an existing industrial building provided by this section shall be applied to a maximum of fifty percent (50%) of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to this by-law.

3.6 For the purpose of subsection 3.8 herein, “existing industrial building” is used as defined in the regulation made pursuant to the Act.

3.7 Other exemptions:

- (1) Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:
 - (a) Bona fide farm uses;
 - (b) Places of worship;
 - (c) Hospitals;
 - (d) College or university buildings;

- (e) Manufacturing uses; and
- (f) Properties within the Brookdale Avenue North Corridor having paid a charge imposed under the *Municipal Act* for the extension of wastewater services to the Brookdale Avenue North Corridor.

Amount of Charges – Non-Residential

- 3.8 The development charges described in Schedule “B” to this by-law shall be imposed on non-residential uses of lands, buildings or structures and calculated with respect to each of the services according to the total floor area of the non-residential use.

Reduction of Development Charges for Redevelopment

- 3.9 Despite any other provisions of this by-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months prior to the date of payment of development charges in regard to such redevelopment was or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:
- (1) in the case of a non-residential building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.8, by the gross floor area that has been or will be demolished or converted to another principal use;
- provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

Timing and Calculation of Payment of Development Charges

- 3.10 Development charges shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted under the Act, on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies.
- 3.11 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.

- 3.12 Notwithstanding subsections 3.10 and 3.11, development charges for institutional developments are due and payable in six installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- 3.13 Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and the approval of the application occurred within two years of building permit issuance, the development charges under subsections 3.10, 3.11 and 3.12 shall be calculated on the rates set out in Schedule “B” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 3.10, 3.11 and 3.12 shall be calculated on the rates, including interest, set out in Schedule “B” on the date of the later planning application.
- 3.14 Interest for the purposes of subsections 3.12 and 3.13 shall be payable on the development charge at the prime lending rate plus 3%.
- 3.15 Despite subsections 3.10 to 3.14, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

4. PAYMENT BY SERVICES

- 4.1 Despite the payment required under subsection 3.8, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this by-law.

5. INDEXING

- 5.1 Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, on the first day of January each year, in accordance with the prescribed index in the Act.

6. SCHEDULES

- 6.1 The following schedules shall form part of this by-law:

Schedule A – Services Designated in Section 2.1

Schedule B – Non-Residential Development Charges

Schedule C – Map of Brookdale Avenue North Corridor

7. CONFLICTS

- 7.1 Where the City and an owner or former owner have entered into an agreement with respect to land within the area to which this by-law applies, and a conflict exists between the provisions of this by-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.
- 7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4 (1), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this by-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

8. SEVERABILITY

- 8.1 If, for any reason, any provision of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this by-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. DATE BY-LAW IN FORCE

- 9.1 This by-law shall come into effect at 12:01 AM on September 15, 2020.

10. DATE BY-LAW EXPIRES

- 10.1 This by-law will expire at 12:01 AM on September 15, 2025, unless it is repealed by Council at an earlier date.

11. EXISTING BY-LAW REPEAL

- 11.1 By-law 2018-037 is repealed as of the effective date of this By-law.



Read, signed and sealed in open Council this 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Brookdale Ave N - Area-Specific DCs - 2020-333-IMW.docx
Attachments:	<ul style="list-style-type: none"> - Schedule A.pdf - Schedule B.pdf - Schedule C.pdf
Final Approval Date:	Sep 9, 2020

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

Michael Fawthrop - Sep 8, 2020 - 5:19 PM

Bill de Wit - Sep 8, 2020 - 5:26 PM

Mark A. Boileau - Sep 9, 2020 - 3:06 PM

Tracey Bailey - Sep 9, 2020 - 7:20 PM

Maureen Adams - Sep 9, 2020 - 7:52 PM

**SCHEDULE "A" TO BY-LAW
COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1**

100% Eligible Services

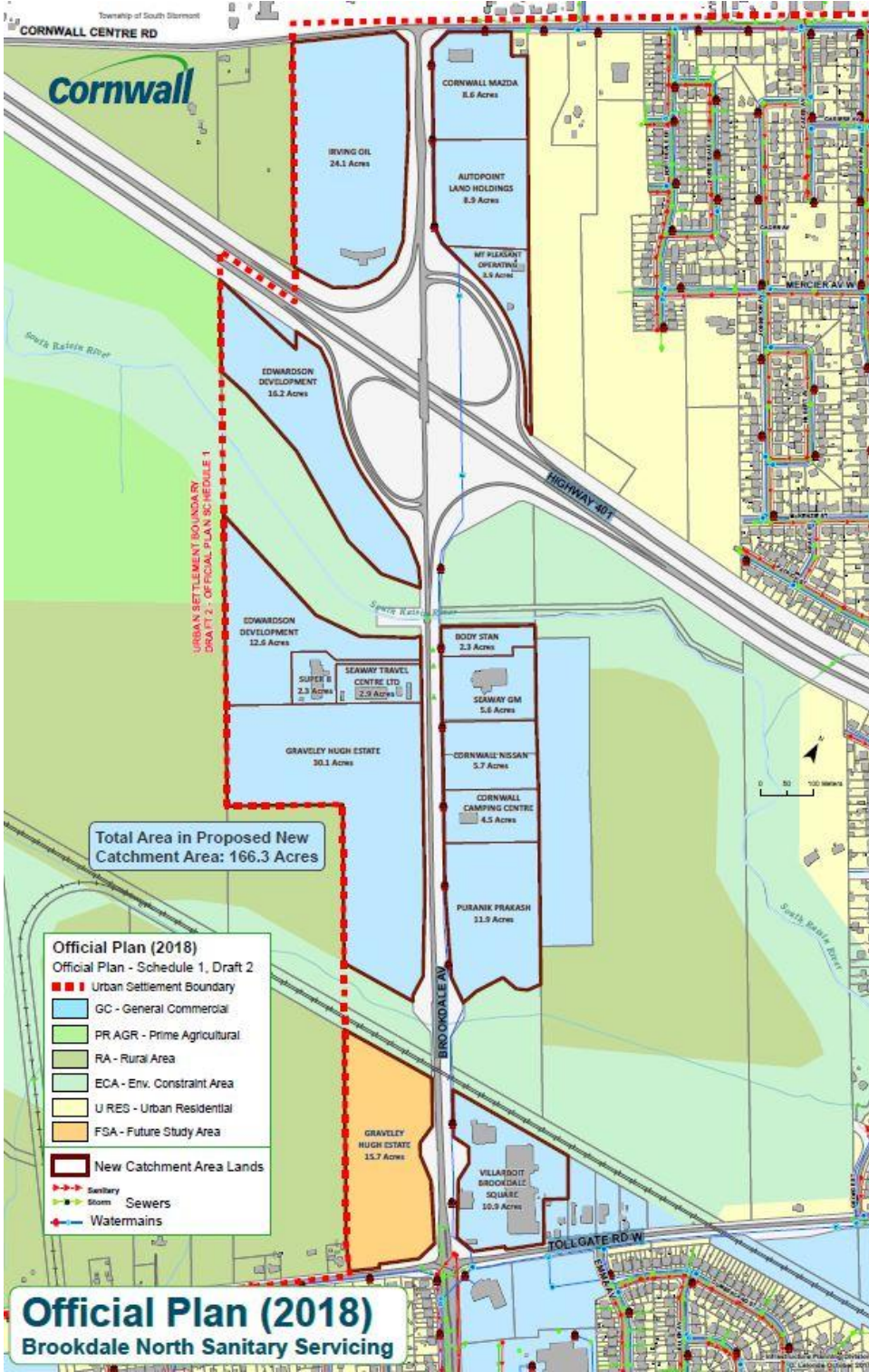
Wastewater Services

**SCHEDULE B
SCHEDULE OF DEVELOPMENT CHARGES**

Service	NON-RESIDENTIAL
	(per sq.ft. of Gross Floor Area)
Brookdale Avenue North Corridor Wastewater Services	\$7.27

SCHEDULE C

MAP OF BROOKDALE AVENUE NORTH CORRIDOR



The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-113

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2020-113
Report Number: 2020-343-Infrastructure and Municipal Works
Meeting Date: September 14, 2020
Subject: A By-law to Lift One Foot Reserves on Block 20 and 21, on
Registered Plan M-34, Cornwall

Whereas the Corporation of the City of Cornwall is desirous of lifting the one foot reserves legally described as Block 20 and Block 21, Registered Plan M-34 in the City of Cornwall, County of Stormont, and to dedicate them as public highway under the Public Highway and Transportation Act; and

Whereas lifting of the one foot reserves is required in order to allow property owners and developers legal access to their property for development of the Pinewood Forest Phase 2 Subdivision.

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 dedicate the one foot reserves legally described as Block 20 and Block 21, Registered Plan M-34, City of Cornwall, County of Stormont, and that they be designated as public highway under the Municipal Act, 2001, S.O. 2001, C.25, S.31(1)
2. That Block 20, Registered Plan M-34, be named Veteran Drive and that Block 21, Registered Plan M-34 be named Emily Jade Crescent.

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 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law Lifting One-Foot Reserves for Pinewood Forest Phase 2 - 2020-343-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Michael Fawthrop - Sep 3, 2020 - 2:07 PM

Bill de Wit - Sep 3, 2020 - 5:21 PM

Maureen Adams - Sep 8, 2020 - 10:30 AM

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

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2020-351-Infrastructure and Municipal Works
Prepared By: Emma Vanier, Municipal Engineer
Meeting Date: September 14, 2020
Subject: Explanatory Note for By-Law 2020-343 lifting one foot reserves for Pinewood Forest Phase 2

Purpose

An explanatory note to the By-law authorizing the City of Cornwall to lift the one foot reserves legally described as Block 20 and Block 21 on Registered Plan M-34, City of Cornwall, County of Stormont.

Background / Discussion

Lifting of the one foot reserves is required in order to allow the property owners and developers legal access to their property for the development of Phase 2 of the Pinewood Forest Subdivision. Please refer to the attached sketch which identifies the location of the Pinewood Forest Subdivision as well as the location of the one-foot reserves being lifted.

Report Approval Details

Document Title:	Note - By-Law for Lifting of One Foot Reserves for Pinewood Forest Phase 2 - 2020-351-Infrastructure and Municipal Works.docx
Attachments:	- rp_m-34_pd.pdf - Pinewood_Subdivision_Phase2_Blocks - 8.5x11.pdf
Final Approval Date:	Sep 8, 2020

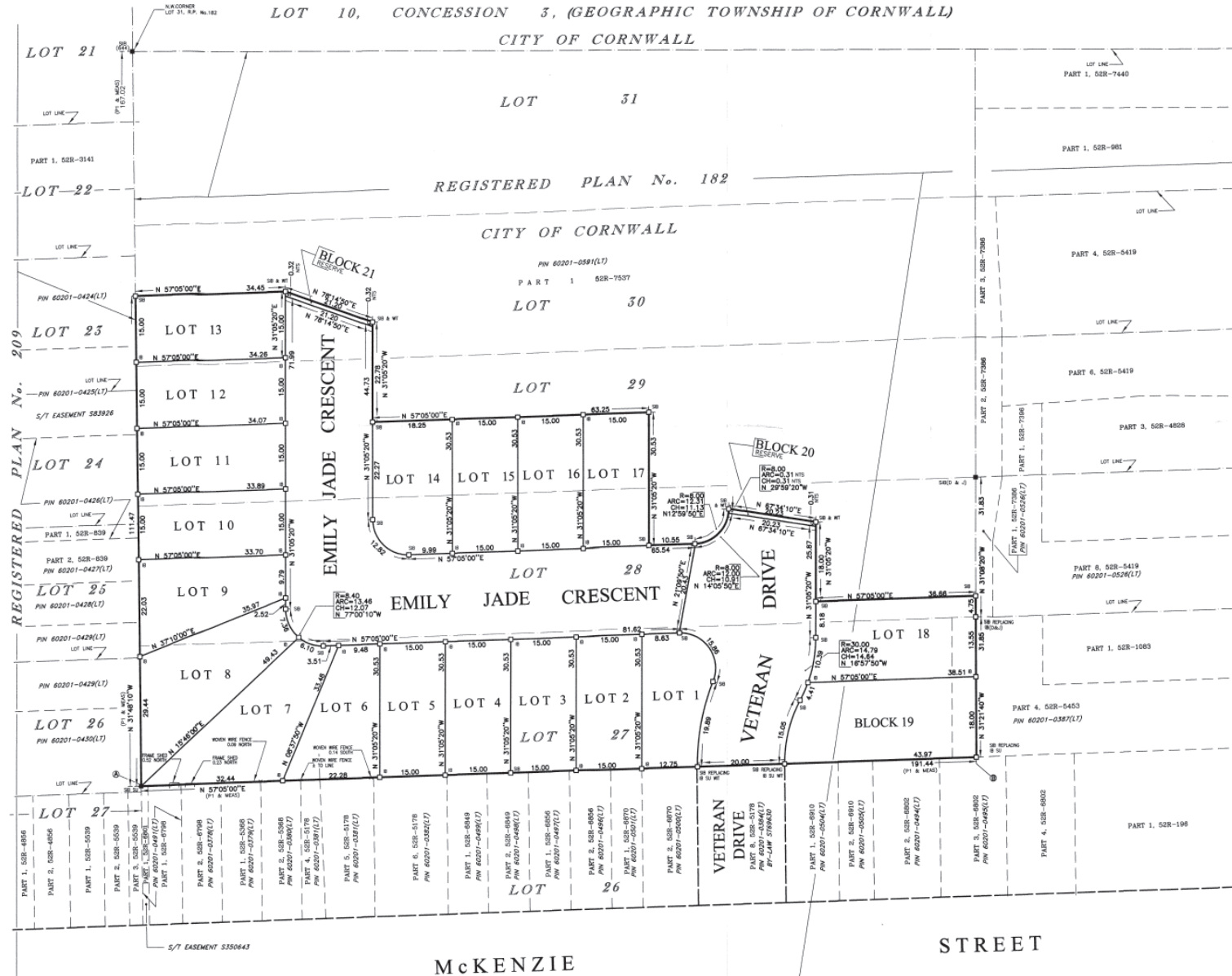
This report and all of its attachments were approved and signed as outlined below:

Michael Fawthrop - Sep 4, 2020 - 10:45 AM

Bill de Wit - Sep 8, 2020 - 3:46 PM

Maureen Adams - Sep 8, 2020 - 4:14 PM

PLAN OF SUBDIVISION
SHOWING
PART OF LOTS 27, 28, 29 AND 30, REGISTERED PLAN No. 182
CITY OF CORNWALL
COUNTY OF STORMONT
SCALE 1 : 500
K. L. STIDWILL
ONTARIO LAND SURVEYOR



PLAN 52M-34
I CERTIFY THAT THIS PLAN IS REGISTERED IN THE
DIVISION OF STORMONT No. 52 AT 10:00 O'CLOCK ON
THE 14th DAY OF JUNE, 2015 AND ENTERED IN
THE PARCEL REGISTER FOR P.I.N. 60201-0591(LT)
AND THE REQUIRED CONSENTS ARE REGISTERED AS
PLAN DOCUMENT No. 57-23076
REPRESENTATIVE FOR LAND REGISTRY
THIS FINAL PLAN OF SUBDIVISION IS APPROVED
UNDER SECTION 51 (5) OF THE PLANNING ACT 1990
THIS 1st DAY OF JUNE, 2015.
MAYOR
CLERK

THIS PLAN COMPRISES PART OF THE LAND
IDENTIFIED BY P.I.N. 60201-0591(LT)
OWNER'S CERTIFICATE- PLAN OF SUBDIVISION
THIS IS TO CERTIFY THAT:
1) LOTS 1 TO 18 BOTH INCLUSIVE, BLOCK 19, THE STREETS
NAMESLY EMILY JADE CRESCENT AND VETERAN DRIVE AND
RESERVES NAMESLY BLOCKS 20 AND 21 HAVE BEEN
LAD OUT IN ACCORDANCE WITH MY INSTRUCTIONS
2) THE STREETS NAMESLY EMILY JADE CRESCENT AND
VETERAN DRIVE ARE HEREBY DEDICATED TO THE
CORPORATION OF THE CITY OF CORNWALL AS PUBLIC
HIGHWAYS
MAY 6, 2015
DOUGLAS CAMPBELL
I HAVE AUTHORITY TO BIND
THE CORPORATION

CURVE DATA TABLE				
LOT	RADIUS	ARC	CHORD	BEARING
1	50.00	19.89	19.78	N 20°42'50"W
2	8.00	15.86	13.39	N 68°07'00"W
7	8.40	6.10	5.97	N 77°53'30"E
8	8.40	7.38	7.13	N 58°11'40"W
14	8.00	12.82	11.49	N 77°00'10"W
18	30.00	10.39	10.33	N 21°10'20"W
BLOCK	30.00	4.41	4.40	N 07°02'50"W
19	30.00	15.05	14.89	N 17°12'20"W
20	8.00	0.31	0.31	N 29°59'20"W

BEARINGS ARE MTN GRID, DERIVED FROM SIMULTANEOUS GPS
OBSERVATIONS FROM MONUMENT A TO D, SHOWN HEREON,
HAVING A BEARING OF N 57°05'00"E REFERRED TO THE
CENTRAL MERIDIAN OF MTN ZONE 9 (78°30'00" WEST
LONGITUDE) NAD83 (CSRS88)

GRID
DISTANCES ARE GROUND AND CAN BE CONVERTED TO
GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR
OF 1.000121444887

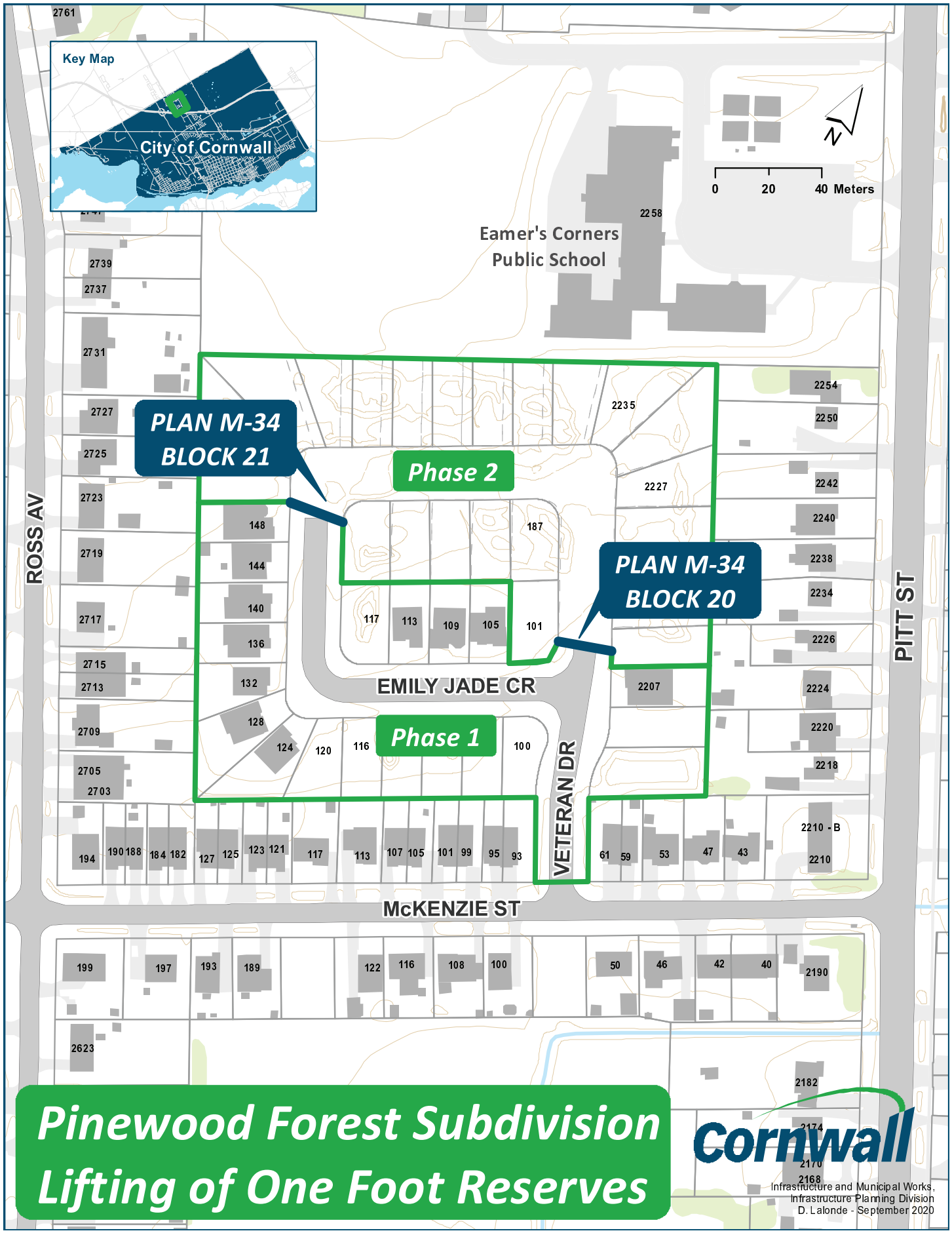
COORDINATES ARE DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING (PPP) SERVICE AND ARE REFERRED TO MTN ZONE 9 (78°30'00" WEST LONGITUDE) NAD83 (CSRS88)		
COORDINATES TO URBAN ACCURACY PER SEC.14(2) OF O.R.G. 218/10		
POINT ID	NORTHING	EASTING
A	4991994.63	441720.84
B	4992098.66	441881.55

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

METRIC
DISTANCES AND COORDINATES SHOWN ON THIS PLAN
ARE IN METRES AND CAN BE CONVERTED TO FEET BY
DIVIDING BY 0.3048
(P1) DENOTES PLAN 52R-7537
(644) DENOTES L.P. STIDWILL O.L.S.
(658) DENOTES H.B. MELDRUM O.L.S.
(D & J) DENOTES DUTRISAC O.L.S.
CUT CROSS SHOWN
SHORT STANDARD IRON BARS SHOWN
STANDARD IRON BARS SHOWN
IRON BARS (SQUARE) SHOWN
IRON BARS (ROUND) SHOWN
FOUND SURVEY MONUMENTS SHOWN
WIT. DESIGNATES A WITNESS MONUMENT
N/S DESIGNATES NOT TO SCALE
SU DENOTES SOURCE UNKNOWN

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN
ACCORDANCE WITH THE SURVEY ACT, THE
SURVEYORS ACT AND LAND TITLES ACT AND
THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 1st
DAY OF JUNE, 2015.

MAY 6, 2015
K. L. STIDWILL
ONTARIO LAND SURVEYOR
FROM THE OFFICE OF
K. L. STIDWILL
PROFESSIONAL ENGINEERS AND ONTARIO LAND SURVEYORS
107-109 SPENCER STREET
CORNWALL, ONTARIO



The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-114

Department: Infrastructure and Municipal Works
Division: Environment
By-law Number: 2020-114
Report Number: 2020-336-Infrastructure and Municipal Works
Meeting Date: September 14, 2020
Subject: Sewer Surcharge Agreement with Lallemand Bio-Ingredients

Whereas Lallemand Bio-Ingredients have commenced the production of artificial food flavours in the City of Cornwall having purchased the former Sensient Flavors Canada Inc. plant at 540 Wallrich Avenue; and

Whereas, during start up of the operation Lallemand Bio-Ingredients requested discharge a high strength sewage that exceeds various chemical parameters specified in the City's Sewer Use Bylaw; and

Whereas the By-law allows for entering into an agreement for extra strength discharge for a specified set of parameters; and

Whereas the Agreement allows for the discharge while the discharger is developing the internal wastewater treatment facilities to meet the Sewer Use By-law parameters; and

Whereas the City of Cornwall and Lallemand Bio-Ingredients are currently developing the Compliance Agreement that will detail the project timelines for the implementation of treatment at Lallemand Bio-Ingredients to meet the sewer parameters; and

Whereas it is expected that this will be a 2-3 year process; and

Whereas the Sewer Surcharge Agreement will provide the City of Cornwall with compensation for the extra treatment costs that will be occurring at the Wastewater Treatment Plant (WWTP) during the Agreement period.

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

1. That The Corporation of the City of Cornwall is authorized to enter into a Sewer Surcharge Agreement with Lallemand Bio-Ingredients.
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 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Sewer Surcharge Agreement - 2020-336-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Carl Goodwin - Aug 26, 2020 - 3:34 PM

Bill de Wit - Aug 31, 2020 - 1:23 PM

Tracey Bailey - Sep 8, 2020 - 9:05 AM

Maureen Adams - Sep 8, 2020 - 10:01 AM

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2020-337-Infrastructure and Municipal Works
Prepared By: Carl Goodwin, Division Manager
Meeting Date: September 14, 2020
Subject: Bylaw Explanatory Note - Sewer Surcharge Agreement with
Lallemand Bio-Ingredients

Purpose

To enter into a Sewer Surcharge Agreement with Lallemand Bio-Ingredients.

Background / Discussion

Lallemand Bio-Ingredients recently commenced the production of artificial food flavours in the City of Cornwall having purchased the former Sensient Flavors plant at 540 Wallrich Avenue. During start up of the operation, Lallemand Bio-Ingredients requested to discharge high strength sewage into the municipal sewer. The effluent was found to exceed various chemical parameters specified in the City's Sewer Use Bylaw.

The City of Cornwall and Lallemand Bio-Ingredients are currently developing the Compliance Agreement that will detail the project timelines for the implementation of treatment at Lallemand Bio-Ingredients to meet the sewer use parameters.

The Sewer Surcharge Agreement will provide the City of Cornwall with compensation for the extra treatment costs that will be incurred at the Wastewater Treatment Plant (WWTP) during the agreement period.

Report Approval Details

Document Title:	Note Sewer Surcharge Agreement - 2020-337-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Carl Goodwin - Aug 26, 2020 - 3:34 PM

Bill de Wit - Aug 31, 2020 - 1:25 PM

Tracey Bailey - Sep 8, 2020 - 9:03 AM

Maureen Adams - Sep 8, 2020 - 9:58 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-115

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2020-115
Report Number: 2020-345-Infrastructure and Municipal Works
Meeting Date: September 14, 2020
Subject: A By-law to amend the Traffic & Parking By-law 069-89,
Schedule XXII, Pedestrian Crossovers, at 1500 Cumberland
St.; Brookdale Ave. and Tollgate Rd., Brookdale Ave. and
Thirteenth St. W., Brookdale Ave. and Ninth St. W., Brookdale
Ave. and Seventh St. W.,

Whereas Ontario legislation introduced a number of new options for pedestrian crossings treatment, and

Whereas the new pedestrian crossings will improve safety for pedestrian at certain crossing locations; and

Whereas following the Ontario Traffic Manual recommendations, a pedestrian crossover of the appropriate type is proposed for a number of locations.

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

1. Pursuant to Sections 8, 9 & 11 of the Municipal Act. and amendments; The Highway Traffic Act. and pertinent regulations, and amendments, Schedule XXII, pedestrian crossovers, of the Traffic & Parking By-law No. 069-1989 is amended by adding the following:

Column I

Column II

<u>Street</u>	<u>Intersection or location and type of pedestrian crossover</u>
Cumberland St.	Midblock Pedestrian Crossover level 2 type B, 80 metres south of Cline Ave.
Brookdale Ave. and Tollgate Rd. W.	Southeast quadrant, Pedestrian Crossover level 2 type D, Right turn channel.
Brookdale Ave. and Thirteenth St. W.	Northeast quadrant, Pedestrian Crossover level 2 type D, Right turn channel.
Brookdale Ave. and Ninth St. W.	Southeast and southwest quadrants, Pedestrian Crossover level 2 type D, Right turn channel.
Brookdale Ave and Seventh St. W.	West Leg, Pedestrian Crossover level 2 type D, Right turn channel.
Brookdale Ave and Seventh St. CT.	Northeast and southeast quadrants, Pedestrian Crossover level 2 type D, Right turn channel.
Brookdale Ave. and Second St. W.	Northwest quadrant, Pedestrian Crossover level 2 type D, Right turn channel.
Brookdale Ave and Water St.	Northeast quadrant, Pedestrian Crossover level 2 type D, Right turn channel.
McConnell Ave. and Eleventh St. E.	Northwest quadrant, Pedestrian Crossover level 2 type D, Right turn channel.

McConnell Ave and Ninth St. E.	Northwest and southwest quadrants. Pedestrian Crossover level 2 type D, Right turn channel.
Cornwall Center Rd. and Pitt St.	Southwest quadrant, Pedestrian Crossover level 2 type D, Right turn channel.
Pitt St. and Thirteenth St. E.	Southeast quadrant, Pedestrian Crossover level 2 type D, Right turn channel.

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 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Traffic and Parking By-law, Schedule XXII - 2020-345-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Enrique Kamm - Sep 2, 2020 - 1:59 PM

Michael Fawthrop - Sep 2, 2020 - 2:26 PM

Bill de Wit - Sep 3, 2020 - 8:36 AM

Maureen Adams - Sep 8, 2020 - 4:19 PM

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

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2020-342-Infrastructure and Municipal Works
Prepared By: Enrique Kamm, Transportation Engineer
Meeting Date: September 14, 2020
Subject: A By-law to amend Sections of the Traffic and Parking By-law 069-89, Schedule XXII; Pedestrian Crossovers at several locations

Purpose

To provide Council additional information about a By-law to amend Sections of the Traffic and Parking By-law 069-89, Schedule XXII; Pedestrian Crossovers at several locations.

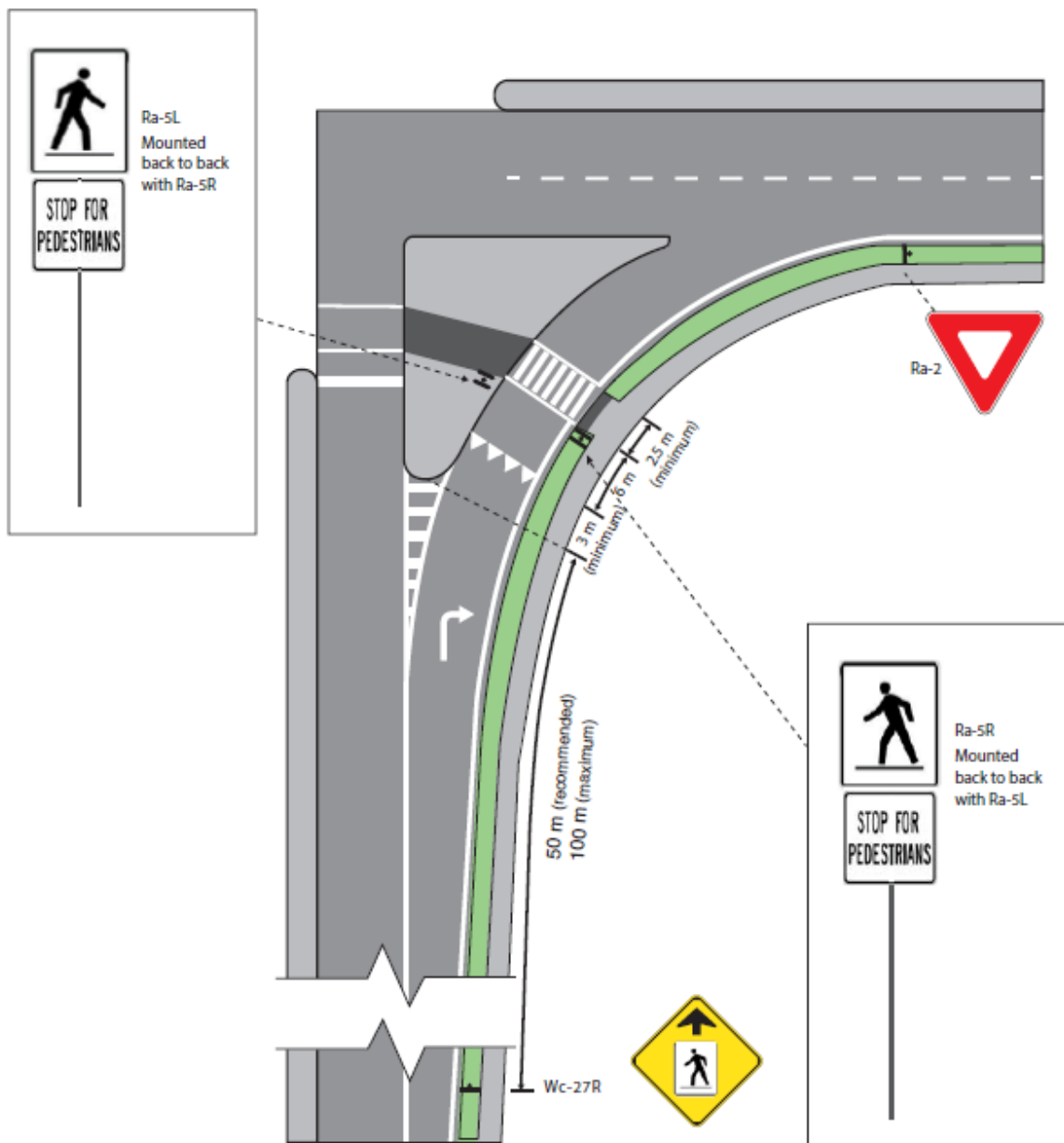
Background / Discussion

Uncontrolled pedestrian crossings exist across a number of channelized right turn lanes.

The Ontario Traffic Manual, under Ontario regulations, provide additional possible treatments for certain types of pedestrian crossings to enhance safety at those crossings.

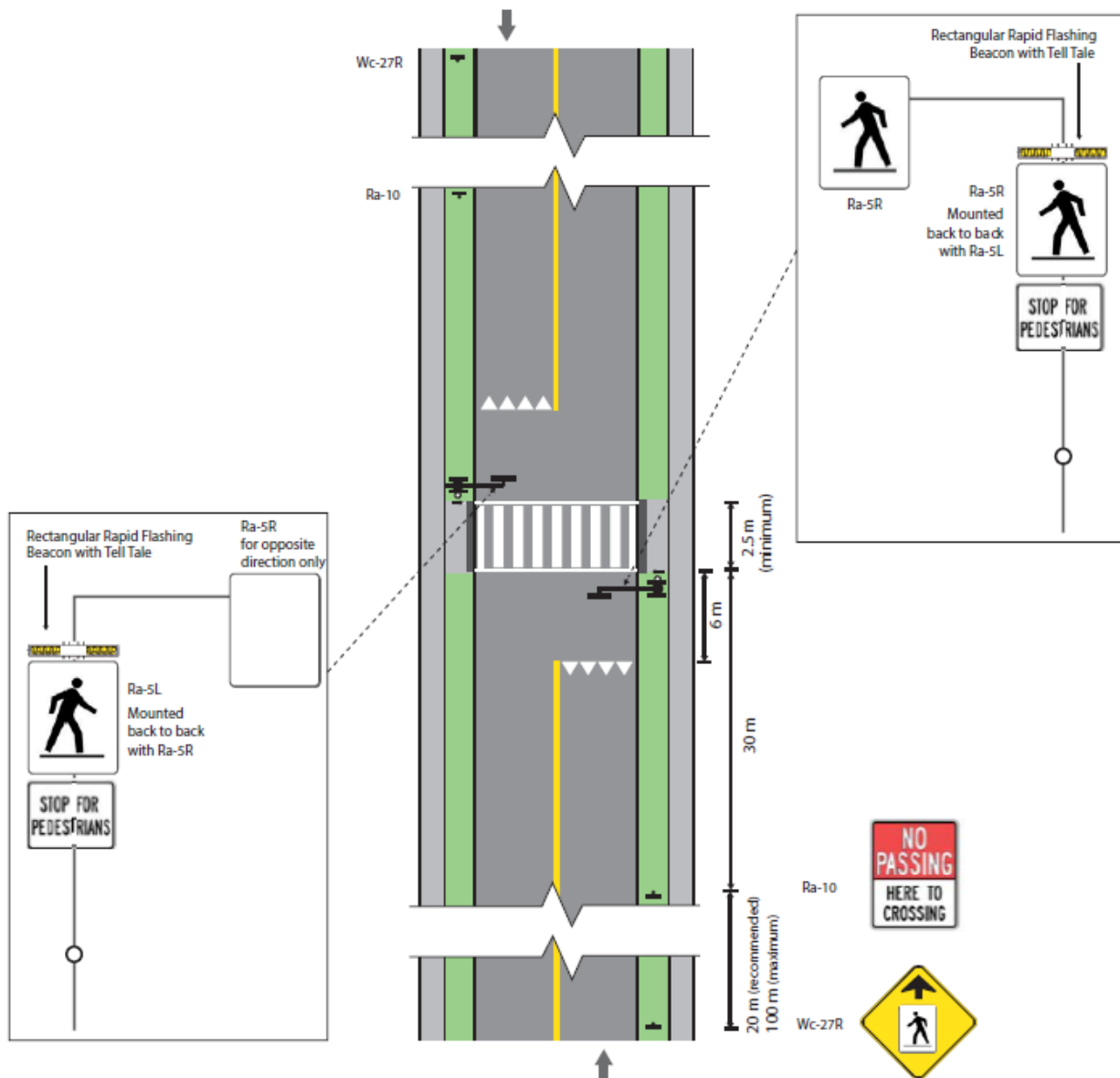
Following the Ontario Traffic Manual, a pedestrian crossover Level 2 Type D can be applied to right turn channels. This treatment is proposed for a number of locations.

A sketch of a typical right turn channel treatment is shown below.



Additionally, in order to address safety issues at a pedestrian crossing at 1500 Cumberland St., south of Cline Ave., where students cross to attend several schools in the area, a Pedestrian Crossover Level 2, Type B. will be installed at midblock on Cumberland St. The Pedestrian Crossover project is being undertaken by the Eastern Ontario Catholic School Board as part of a Site Plan Control condition with no cost to the City.

A typical sketch of the proposed pedestrian crossing is shown below.



Report Approval Details

Document Title:	Note - Traffic and Parking - Schedule XXII - 2020-342-IMW.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Enrique Kamm - Sep 2, 2020 - 2:01 PM

Michael Fawthrop - Sep 2, 2020 - 2:22 PM

Bill de Wit - Sep 8, 2020 - 3:44 PM

Maureen Adams - Sep 8, 2020 - 4:17 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-116

Department: Financial Services
Division: Finance
By-law Number: 2020-116
Report Number: 2020-328-Financial Services
Meeting Date: September 14, 2020
Subject: A By-law to authorize the sale of Part of Lots 5 and 6 North Side Fourth St, Cornwall

Whereas the Council of the Corporation of the City of Cornwall wishes to sell the property municipally known as Part of Lots 5 and 6 North Side Fourth St, Cornwall as in S12088 BTN 52R5697 & 52R6046; Cornwall PIN 60174-0018; and

Whereas this land is no longer required for municipal purposes and deemed surplus under By-law #2020-087; and

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

1. That the Council of the Corporation of the City of Cornwall authorize the sale of land legally described as Part of Lots 5 and 6 North Side Fourth St, Cornwall as in S12088 BTN 52R5697 & 52R6046, Cornwall to Shadi Guirguis at a sale price of \$6,000; and
2. That the Mayor and Clerk be hereby authorized to complete the documents necessary to complete the transaction.

Read, signed and sealed in open Council this 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Sale of Part of Lots 5 and 6 North Side Fourth St - 2020-328-Financial Services.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Tracey Bailey - Sep 8, 2020 - 2:14 PM

Maureen Adams - Sep 8, 2020 - 4:18 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-117

Department: Planning, Development and Recreation
Division: Planning
By-law Number: 2020-117
Report Number: 2020-359-Planning, Development and Recreation
Meeting Date: September 14, 2020
Subject: By-law - Renaissance 338A-338 St. Felix

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. That the Council hereby authorizes the following loan – RHRP#2020-08 Philip Nussbaum being Pt Lot 289 Plan 79 as in S333835; Cornwall PIN#60154-0408 (LT) pursuant to a loan Agreement. (Municipal Address of 338A-338 St. Felix)
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 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	ByLaw Renaissance 338A-338 St. Felix - 2020-359-PDR.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Mark A. Boileau - Sep 8, 2020 - 2:11 PM

Tracey Bailey - Sep 8, 2020 - 2:17 PM

Maureen Adams - Sep 8, 2020 - 4:13 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: 2020-360-Planning, Development and Recreation
Prepared By: Dana McLean, Development Coordinator
Meeting Date: September 14, 2020
Subject: Note Renaissance 338A-338 St. Felix

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#2020-08 338A-338 St. Felix).

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 338A-338 St. Felix - 2020-360-PDR.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Mark A. Boileau - Sep 8, 2020 - 2:12 PM

Tracey Bailey - Sep 8, 2020 - 2:19 PM

Maureen Adams - Sep 8, 2020 - 4:11 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-118

Department: Glen-Stor-Dun Lodge
Division: Glen-Stor-Dun Lodge
By-law Number: 2020-118
Report Number: 2020-210-Glen Stor Dun Lodge
Meeting Date: September 14, 2020
Subject: GSDL - Agreement with InterRAC

Whereas The Corporation of the City of Cornwall, on behalf of Glen-Stor-Dun Lodge, is desirous to enter into an Agreement with InterRAI for the use of their electronic assessment tool to assess resident and family satisfaction within the home in order to meet Accreditation Canada's and the Ministry of Health and Long Term Care standards.

Whereas the InterRAI Long Term Care Facilities Assessment System enables comprehensive, standardized evaluation of the needs, strengths and preferences of persons receiving care in Long Term Care Homes.

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, on behalf of Glen-Stor-Dun Lodge is hereby authorized to enter into an Agreement with InterRAI for the use of the Long Term Care Facilities Assessment System.

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 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx InterRAI Agreement - 2020-210-Glen Stor Dun Lodge.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Steven Golden - Sep 8, 2020 - 11:27 AM

Maureen Adams - Sep 8, 2020 - 11:38 AM

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

Department: CAO
Division: Glen-Stor-Dun Lodge
Report Number: 2020-209-Glen Stor Dun Lodge
Prepared By: Steven Golden, Administrator
Meeting Date: September 14, 2020
Subject: GSDL – InterRAI Agreement

Purpose

To have Council provide approval for Glen Stor Dun Lodge to sign an agreement between InterRAI for the use of their electronic assessment tool to assess the resident and family satisfaction within the home in order to meet Accreditation Canada's and the Ministry of Health and Long Term Care standards.

Background / Discussion

Over the years, the resident and family satisfaction surveys were sent by mail and manually tabulated which could lead to biased calculation and errors. These short electronic and confidential surveys offered by InterRAI and recommended by Accreditation Canada, are designed to give persons enrolled in formal care programs the opportunity to share their perceptions on a variety of quality-of-life domains such as resident relationship building, the environment, comfort, food and participation in meaningful activities.

The interRAI Long-Term Care Facilities Assessment System (interRAI LTCF) enables comprehensive, standardized evaluation of the needs, strengths, and preferences of persons receiving care in Long Term Care Homes.

In order to support more fully the principles of self-determination and empowerment, interRAI released a series of site-specific Self-Reported Quality of Life (QOL) instruments.

Answers to the QOL items are then reviewed with the Quality Improvement Team to address gaps or problems that might be ameliorated through additional care planning activity; collated results can also be used to assess overall quality of life in a particular program or care setting and to plan specific improvements in service delivery or program offerings.

Report Approval Details

Document Title:	GSDL - InterRAI agreement - 2020-209-Glen Stor Dun Lodge.docx
Attachments:	
Final Approval Date:	Sep 8, 2020

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

Maureen Adams - Sep 8, 2020 - 11:39 AM

The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2020-119

Department: Fire Services
Division: Fire
By-law Number: 2020-119
Report Number: 2020-223-Fire Services
Meeting Date: September 14, 2020
Subject: **A By-law to regulate Open-Air burning of solid fuels
within the boundaries of the municipality and to repeal
By-law #2014-163**

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 neighboring residents, increasing fire exposure hazards, infringing the enjoyment of the use of neighboring 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.

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

Part 1 – Short Title

1.1 This By-law may be cited as the “Open-Air Burning By-law.

Part 2 – Definitions

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

2.2 “**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.

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

2.4 “**City**” means the Corporation of the City of Cornwall.

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

- 2.6 **“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 or their designate.
- 2.7 **“Farming Business”** means a farming business as defined in the *Farm Registration and Farm Organizations Funding Act, 1993, S.O. 1993, c. 21.*, as amended.
- 2.8 **“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.*, as amended.
- 2.9 **“Grill”** means a device that cooks food by applying heat from below and is fueled with charcoal.
- 2.10 **“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 “Chiminea”). Although outdoor fireplaces can be purchased at retail outlets, it does not mean Open-Air burning is permitted.
- 2.11 **“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.
- 2.12 **“Permit”** means a permit issued by the Chief Fire Official to set a fire in the Open-Air for a specified time period.
- 2.13 **“Permit Holder”** means a person to whom a Permit has been issued by the Chief Fire Official.
- 2.14 **“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;

- 2.15 **“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;
- 2.16 **“Supervised”** to watch a person or activity to make certain that everything is done correctly and safely.
- 2.17 **“Wind Speed”** means the wind speed for the City of Cornwall as reported on the Environment Canada website.
- 2.18 **“Yard Waste”** means any organic materials removed from plants and deemed as waste.

Part 3 – General

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

3.2 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;

3.3 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 4 – When Open Air Burning Allowed

4.1 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.

4.2 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.

4.3 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

4.4 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 5 – Open Air Burning Allowed

Normal Farming Operations

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

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

5.2 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.

5.3 agricultural open air burns will not be permitted when there is a burn ban implemented by the Chief Fire Official.

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

Open Air Burning Fires for the purpose of Clearing Land (non-agricultural)

5.5 Open air burning for the purpose of clearing land may be permitted by the Chief Fire Official.

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

5.7 The Chief Fire Official shall provide restrictions as part of the permit process.

Open Air Burning at Events

5.8 The Chief Fire Official may permit Open Air Burning to occur for any event using an occasional burning permit.

5.9 An Occasional Burning Permit will only be valid for the date of the event.

5.10 The Chief Fire Official shall provide restrictions as part of the permit process.

Part 6 – Order to Discontinue Activity

6.1 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.

6.2 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.

6.3 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 7 - Order to Extinguish

7.1 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.

7.2 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.

7.3 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 8 - Remedial Action – Costs

8.1 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.

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

8.3 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.

8.4 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 9 – Inspections Responses & Fees

Inspections and Responses

9.1 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.

9.2 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.

9.3 A receipt shall be provided for any document or thing removed under clause and the document or thing shall be promptly returned after the copies or extracts are made.

9.4 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.

9.5 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

9.6 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.

9.7 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 10 - Prohibitions

10.1 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.

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

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

10.4 No person shall contravene an Order to Discontinue Activity.

10.5 No person shall contravene an Order to Extinguish.

Part 11 – Severability

11.1 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 12 – Enforcement and Penalties

Enforcement

12.1 The Chief Fire Official is responsible for the enforcement of this By-law.

Offences

12.2 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

12.3 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

12.4 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.

Part 13 – Administrative

Repeal

13.1 By-law 2014-063 is hereby repealed in its entirety.

Effective Date

13.2 This By-law shall come into force and effect on September 14, 2020.

Read, signed and sealed in open Council this 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-119 Open Air-Burning - 2020-223-Fire Services.docx
Attachments:	
Final Approval Date:	Sep 10, 2020

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

Jeff Weber - Sep 9, 2020 - 6:00 PM

Maureen Adams - Sep 10, 2020 - 8:48 AM

Report Approval Details

Document Title:	By-law 2020-119 Open Air-Burning - 2020-223-Fire Services.docx
Attachments:	
Final Approval Date:	Sep 10, 2020

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

No Signature - Task assigned to Jeff Weber was completed by workflow administrator Debbie Caskenette

Jeff Weber - Sep 10, 2020 - 9:23 AM

No Signature - Task assigned to Maureen Adams was completed by workflow administrator Debbie Caskenette

Maureen Adams - Sep 10, 2020 - 9:23 AM

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

Department: Fire Services
Division: Fire
Report Number: 2020-224-Fire Services
Prepared By: Jeff Weber, Deputy Fire Chief
Meeting Date: September 14, 2020
Subject: Note to By-law 2020-119, Open Air Burning of Solid Fuels

Background / Discussion

At the meeting of August 10, 2020, Council approved the motion to adopt a By-law to Regulate Open-Air Burning of Solid Fuels within the municipality and to repeal By-law #2014-163 under Resolution 2020-06. By-law 2020-119 before Council is to formally adopt the said By-law.

Report Approval Details

Document Title:	Note - By-law for Open-Air Burning - 2020-224-Fire Services.docx
Attachments:	
Final Approval Date:	Sep 10, 2020

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

No Signature - Task assigned to Jeff Weber was completed by workflow administrator Debbie Caskenette

Jeff Weber - Sep 10, 2020 - 9:22 AM

Maureen Adams - Sep 10, 2020 - 9:23 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
Confirming By-law 2020-120

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2020-120
Report Number 2020-317-Corporate Services
Meeting Date: September 14, 2020
Subject: Confirming By-law for the Meeting of September 14, 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, September 14, 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:

(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 #2020-20 of Monday, August 10, 2020

(ii) Special Public Meeting of Council #2020-21 of Monday, August 17, 2020

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

(c) That the actions of the Council at its meetings held on Monday, September 14, 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 14th day of September, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	Confirming By-law for the Meeting of September 14, 2020 - 2020-317-Corporate Services.docx
Attachments:	
Final Approval Date:	Sep 9, 2020

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

Geoffrey Clarke - Sep 9, 2020 - 8:54 AM

Maureen Adams - Sep 9, 2020 - 11:46 AM