

Agenda  
Cornwall City Council

**Meeting #:** 2020-24  
**Date:** Monday, September 28, 2020, 7:00 PM  
**Location:** Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level  
**Chair:** Bernadette Clement, Mayor  
**Prepared By:** Debbie Caskenette, Deputy Clerk

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Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of  
Monday, September 28, 2020**

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

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

**Item 1: Report 2020-376-Planning, Development and Recreation, Sale of Land**

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

k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

**Moment of Personal Reflection**

Réflexion personnelle

**National Anthem**

Hymne national

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:

Tuesday, September 8, 2020

Monday, September 14, 2020

## **Presentations**

Présentations

### **11.1 Housing Revitalization Study Presentation, 2020-222-Social and**

17

## **Housing Services**

Action Recommended  
That Council receive the presentation.

- |             |  |           |
|-------------|--|-----------|
| <b>11.2</b> | <b>St. Lawrence River Institute of Environmental Sciences Annual Update, 2020-319-Corporate Services</b> | <b>63</b> |
|-------------|--|-----------|

Action Recommended  
That Council receive the St. Lawrence River Institute of Environmental Sciences Annual Update.

## **Delegations**

Délégations

## **Consent Reports**

Rapports sur le consentement

- |             |  |            |
|-------------|--|------------|
| <b>13.1</b> | <b>Proclamation – Community Health and Wellbeing Week, 2020-326-Corporate Services</b> | <b>103</b> |
|-------------|--|------------|

Action Recommended  
That Council:

- a. proclaim the week of October 5 to 11, 2020, as “Community Health and Wellbeing Week” in the City of Cornwall
- b. authorize the flag to be raised at 340 Pitt Street

- |             |   |            |
|-------------|---|------------|
| <b>13.2</b> | <b>Proclamation – Fire Prevention Week, 2020-327-Corporate Services</b> | <b>107</b> |
|-------------|---|------------|

Action Recommended  
That Council proclaim the week of October 4 to 10, 2020, as “Fire Prevention Week” in the City of Cornwall.

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|-------------|---|------------|
| <b>13.3</b> | <b>August CPPEG Tenth St E (CN Rail Lands), 2020-371-Planning, Development and Recreation</b> | <b>109</b> |
|-------------|---|------------|

Action Recommended  
That Council receive the following item:

- a. JAE Land Development at Tenth St E Part of Lots 4, 5, and 6 CON 1 for Program 2-Environmental Site Assessment Grant in the amount of \$9,600.

## **Resolutions**

### **Résolutions**

## **Reports from Unfinished Business and Unfinished Business Listing**

### **Rapports des affaires incomplètes**

The Pending Business Listing for Monday, September 28, 2020, is being presented to Council to receive.

#### **15.1 Electoral System Review, 2020-331-Corporate Services 112**

##### **Action Recommended**

That Council provide Administration with direction.

#### **15.2 RFP Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks, 2020-332-Financial Services 136**

##### **Action Recommended**

That Council receive Report 2020-332-Financial Services and provide direction to Administration to proceed with the RFP for Play Structures and Engineered Wood Fibre for Various Parks, with a budget for the Benson Centre play structures at:

- a. The current budget of \$100,000, or
- b. An increased budget of \$150,000.

#### **15.3 Solid Waste Bag Tag and Bulky Item Collection Tags, 2020-384-Infrastructure and Municipal Works 151**

##### **Action Recommended**

- a. That Council direct Administration to implement the bag tag program as documented with an initial garbage tag fee of \$1.50 per additional bag.
- b. That Council direct Administration to proceed with the implementation of the bulky item collection program as outlined in this report.

#### **15.4 Unfinished Business Listing for September 28, 2020, 2020-328-Corporate Services 178**

##### **Action Recommended**

That Council receive the Unfinished Business Listing for September 28, 2020.

## **Communication Reports**

<b>16.1</b>	<b>MTO Connecting Links Program Intake 6 – Project Application, 2020-362-Infrastructure and Municipal Works</b>	<b>181</b>
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Action Recommended

That Council approve the following:

- a. That Council endorse a submission of an application to the 2021-22 MTO Connecting Links Program; and
- b. That the project submitted for the funding program be a Municipal Class Environmental Assessment for Brookdale Avenue from Seventh Street, West to Fourteenth Street, West.

**New Business Motions**

Nouvelles affaires

**Passing of By-laws**

Adoption des règlements municipaux

By-laws 2020-122 to 2020-126 inclusive, listed on the Agenda, are being presented to Council for adoption.

<b>18.1</b>	<b>By-law 2020-122 Stop and Close up Pescod Avenue Right of Way North of Charles Street, 2020-374-Infrastructure and Municipal Works, 2020-368-Infrastructure and Municipal Works</b>	<b>217</b>
<b>18.2</b>	<b>By-law 2020-123 Sale of Surplus Land – Pescod Avenue Unopened Right-of-Way, 2020-377-Infrastructure and Municipal Works</b>	<b>223</b>
<b>18.3</b>	<b>By-law 2020-124 Renaming Link Road to Cornwall Centre Road, 2020-365-Infrastructure and Municipal Works, 2020-367-Infrastructure and Municipal Works</b>	<b>225</b>
<b>18.4</b>	<b>By-law 2020-125 Amendment to Solid Waste By-law 2019-034, 2020-385-Infrastructure and Municipal Works</b>	<b>232</b>
<b>18.5</b>	<b>By-law 2020-126 Long-term Financing of the Cornwall Area Housing Corporation (CAHC) Sixth Street Capital Project, 2020-333-Financial Services, 2020-334-Financial Services</b>	<b>235</b>

**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 2020-127, 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 28, 2020, is being presented to Council for adoption.

### **21.1 Confirming By-law for September 28, 2020, 2020-332-Corporate Services**

240

## **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 Tuesday, October 13, 2020.



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

Meeting #: 2020-22  
Date: Tuesday, September 8, 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

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

Regrets: Eric Bergeron, Councillor

Attendance Administration: Maureen Adams, CAO; 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; Mellissa Morgan, Manager, Social and Housing  
Services; Michael Fawthrop, Division Manager, Infrastructure

**1. Roll Call**

**2. Committee of the Whole**

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to move into the Committee of the Whole.

Motion Carried

### **3. In-Camera Session**

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 - Surplus Property - Report 2020-348-IMW**

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

i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization

k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

Action Taken: Council provided direction to Administration.

#### **Item #2 - Business Case Submission - Report 2020-219-SHS**

h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Action Taken: Council provided direction to Administration.

#### **4. Disclosures of Interest**

1. Councillor Carilyne Hébert disclosed that her employer, Social Development Council, received funding under the Social Services Relief Fund-Phase 1.
2. Councillor Maurice Dupelle disclosed that his employer, Community Living-Glengarry and his spouse's employer, Community Living-Stormont, have both received funding under the Social Services Relief Fund-Phase 1.
3. Mayor Bernadette Clement disclosed that her employer, Roy McMurtry SDG Legal Clinic, received funding under the Social Services Relief Fund-Phase 1 to adapt the legal clinic during the Covid-19 pandemic situation.

#### **5. Adjournment**

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

Moved By: Todd Bennett, Councillor  
Seconded By: Glen Grant, Councillor

Motion to adjourn the Special Meeting of September 8, 2020 at 6:00 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Bernadette Clement, Mayor



## **Minutes Cornwall City Council**

Meeting #: 2020-23  
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

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Attendance Committee Members: Bernadette Clement, Mayor, Claude E. McIntosh, Councillor, Elaine MacDonald, Councillor, Syd Gardiner, Councillor, Dean Hollingsworth, Councillor, Carilyne Hébert, Councillor, Maurice Dupelle, Councillor (via teleconference – left at 9:30 pm), Glen Grant, Councillor, Todd Bennett, Councillor, Justin Towndale, Councillor (via teleconference – left at 10:20 pm), Eric Bergeron, Councillor (via teleconference)

Attendance Administration: Maureen Adams, CAO, Manon L. Levesque, City Clerk, Debbie Caskenette, Deputy Clerk, Geoffrey Clarke, General Manager, Corporate Services, Bill de Wit, Acting General Manager, Jeff Weber, Fire Chief, Mark A. Boileau, General Manager, Planning, Development and Recreation, Tracey Bailey, General Manager, Financial Services, Mellissa Morgan, Manager, Social and Housing Services, Carl Goodwin, Division Manager, Environment, Michael Fawthrop, Division Manager, Infrastructure, Dave Kuhn, Acting Supervisor, Waste Management, Emma Meldrum, Public Information Coordinator,

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

There was no In-Camera Session.

### **2. Moment of Personal Reflection**

### **3. National Anthem**

The Acting Mayor for this month is Councillor Maurice Dupelle.

**4. Opening**

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

Mayor Clement spoke of the recent loss of Dale Howerchuck, an important figure in the world of hockey and of his connection to the community. Councillor Claude McIntosh, on behalf of Council, Administration and the citizens of Cornwall and Counties, gave a brief history of Dale's hockey career and extended condolences to his family.

**5. Roll Call**

**6. Additions, Deletions or Amendments**

1. Addition of By-law 2020-120, Sale of Land to Jarvis Mansions which amends the Confirming By-law Number to 2020-121.

2. Consent Item 13.5, RFP Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks, was moved to Communication as Item 16.2 for discussion.

**7. Adoption of Agenda**

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

Motion to adopt the Agenda as amended.

Motion Carried

**8. Disclosures of Interest**

There were no Disclosures of Interest.

**9. Committee of the Whole**

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

Motion to move into the Committee of the Whole.

Motion Carried

**10. Adoption of Minutes**

Moved By: Elaine MacDonald, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt the Minutes of August 10 and 17, 2020 as presented.

Motion Carried

**11. Presentations**

**1. Co-Digestion Feasibility Study, 2020-326-Infrastructure and Municipal Works**

Carl Goodwin, Division Manager, Environmental Services and Indra Maharjan, Director of Innovation and Technology with the Ontario Clean Water Agency made a presentation of the Co-Digestion Feasibility Study being undertaken by the Environmental Services Division.

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive Report 2020-236-Infrastructure and Municipal Works.

Motion Carried

**12. Delegations**

There were no Delegations.

**13. Consent Reports**

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt the Consent items as presented.

Motion Carried

**1. Proclamation – Rail Safety Week, 2020-315-Corporate Services**

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

**2. Proclamation – Childhood Cancer Awareness Month, 2020-316-Corporate Services**

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

**3. Elected Officials Expense Statements for the Period of June 1 to July 31, 2020, 2020-329-Financial Services**

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

**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**

Motion to award Quotation 20-Q61 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.

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

Motion to award Tender 20-T28 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.

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

Motion to award Tender 20-T29 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

**5. RFP Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks, 2020-327-Financial Services**

This item was moved to Communication as Item 16.2 for discussion.

**14. Resolutions**

There were no Resolutions.

**15. Reports from Unfinished Business and Unfinished Business Listing**

**1. Strategic Planning Coordinator, 2020-323-Corporate Services**

Moved By: Glen Grant, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to approve:

- (a) the position of Strategic Planning Coordinator
- (b) that the position report directly to the CAO
- (c) that bilingualism will be an asset to the position
- (d) that the CAO be responsible for the recruitment
- (e) that a meeting be held with the CAO, City Council and the successful candidate to discuss the Strategic Plan and set priorities.

<b>Recorded</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Bernadette Clement, Mayor	X		
Claude E. McIntosh, Councillor	X		
Elaine MacDonald, Councillor	X		
Syd Gardiner, Councillor	X		
Dean Hollingsworth, Councillor		X	
Carilyne Hébert, Councillor	X		
Maurice Dupelle, Councillor		X	
Glen Grant, Councillor	X		
Todd Bennett, Councillor	X		
Justin Towndale, Councillor		X	
Eric Bergeron, Councillor		X	
<b>Results</b>	<b>7</b>	<b>4</b>	<b>0</b>
		<b>Motion Carried (7 to 4)</b>	

**2. Business Parking – COVID-19, 2020-362-Planning, Development and Recreation**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to reinstate the original parking program which existed prior to COVID-19.

Motion Defeated

Moved By: Elaine MacDonald, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to maintain with the current two-hour complimentary parking program until January 11, 2021, and that the program to be revisited at the first Council meeting of January 2021.

<b>Recorded</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Bernadette Clement, Mayor	X		
Claude E. McIntosh, Councillor	X		
Elaine MacDonald, Councillor	X		
Syd Gardiner, Councillor	X		
Dean Hollingsworth, Councillor		X	
Carilyne Hébert, Councillor	X		
Maurice Dupelle, Councillor	X		
Glen Grant, Councillor	X		
Todd Bennett, Councillor	X		
Justin Towndale, Councillor	X		
Eric Bergeron, Councillor	X		
<b>Results</b>	<b>10</b>	<b>1</b>	<b>0</b>
		<b>Motion Carried (10 to 1)</b>	

**3. Wastewater Treatment Plant Capital Project Reallocation of Funds, 2020-338-Infrastructure and Municipal Works**

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive Report 2020-338-Infrastructure and Municipal Works.

Motion Carried

**4. Solid Waste By-Law Amendment – Bag and Container Limit, 2020-360-Infrastructure and Municipal Works**

Moved By: Carilyne Hébert, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to:

- (a) approve the amendment of Schedule B of By-law 2019-034, the Solid Waste By-law, to reduce the bag and container limit from 6 bags or 3 containers, to 4 bags or 2 containers as of October 5, 2020
- (b) direct Administration to proceed with public education on a one-to-one basis for any household creating more than 2 bags
- (c) approve the amendment of Schedule B of By-law 2019-034, the Solid Waste By-law, to further reduce the 2 bags or 1 container commencing April 5, 2021
- (d) direct Administration to develop a bag tag implementation program report for consideration at a subsequent Council meeting
- (e) approve the development and implementation of a user pay service for the collection of large items
- (f) 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.

Motion Carried

**5. Unfinished Business Listing for September 14, 2020, 2020-314-Corporate Services**

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to receive the Unfinished Business Listing for September 14, 2020.

Motion Carried

**16. Communication Reports**

**1. Brookdale Avenue North – Development Charges Background Study – By-Law, 2020-334-Infrastructure and Municipal Works**

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to:

(a) receive Report 2020-334-IMW; and

(b) approve the Area-Specific Development Charges By-Law for the Brookdale Avenue North Corridor.

Motion Carried

**2. RFP Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks, 2020-327-Financial Services**

This item was moved from Consent Item 13.5 for discussion.

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to defer this matter and direct Administration to review the play structure recommended for the Benson Centre to ensure it is unique in nature.

Motion to Defer Carried

**17. New Business Motions**

There were no New Business Motions.

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

Moved By: Syd Gardiner, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adopt By-laws 2020-108 to 113 inclusive and By-laws 2020-115 to 2020-118, as listed on the Agenda.

Motion Carried

Moved By: Claude E. McIntosh, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt By-law 2020-114, Sewer Surcharge Agreement with Lallemand Bio-Ingredients.

Motion Carried

Moved By: Carilyne Hébert, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to adopt By-law 2020-119, Open-Air Burning of Solid Fuels within the boundaries of the municipality and to repeal By-law #2014-163.

Motion Carried

- 1. By-law 2020-108 Appointment to Various Boards, Commissions and Committees (Downtown BIA and Le Village BIA), 2020-321-Corporate Services**
- 2. By-law 2020-109 Appointment of Fire Chief, Cornwall Fire Services, 2020-324-Corporate Services**
- 3. By-law 2020-110 Appointment of Manager, Social and Housing Services, 2020-325-Corporate Services**
- 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**
- 5. By-law 2020-112 Brookdale Avenue North – Area-Specific Development Charges By-Law – Update, 2020-333-Infrastructure and Municipal Works**
- 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**

7. **By-law 2020-114 Sewer Surcharge Agreement with Lallemand Bio-Ingredients, 2020-336-Infrastructure and Municipal Works, 2020-337-Infrastructure and Municipal Works**
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**
9. **By-law 2020-116 Sale of Part of Lots 5 and 6 North Side Fourth St, Cornwall, 2020-328-Financial Services**
10. **By-law 2020-117 Renaissance 338A-338 St. Felix, 2020-359-Planning, Development and Recreation, 2020-360-Planning, Development and Recreation**
11. **By-law 2020-118 GSDL - Agreement with InterRAC, 2020-210-Glen Stor Dun Lodge, 2020-209-Glen Stor Dun Lodge**
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**
13. **By-law 2020-120 Purchase and Sale Agreement with Jarvis Mansions Toronto Limited**
  
19. **Reports from Standing, Advisory, Special and Ad Hoc Committees of Council**

There were no reports from Standing, Advisory, Special and Ad-Hoc Committees of Council.
  
20. **Notices of Motion**

There were no Notices of Motion.
  
21. **Confirming By-law**
  1. **Confirming By-law for the Meeting of September 14, 2020, 2020-317-Corporate Services**

Moved By: Syd Gardiner, Councillor  
Seconded By: Carilyne Hébert, Councillor

Motion to endorse By-law 2020-121, being a By-law to confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings of September 14, 2020.

Motion Carried

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

The next Regular Public Meeting of Council will be held on Monday, September 28, 2020.

Moved By: Todd Bennett, Councillor

Seconded By: Glen Grant, Councillor

Motion to adjourn the Regular Meeting of Council of September 14, 2020 at 10:25 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Bernadette Clement, Mayor

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

Department: Social and Housing Services  
Division: Housing Services  
Report Number: 2020-222-Social and Housing Services  
Prepared By: Mellissa Morgan, Manager  
Meeting Date: September 28, 2020  
Subject: Housing Revitalization Study Presentation

**Purpose**

The Housing Revitalization Study is a follow up to the Five-Year Housing Plan. It supports Community Vision #4 - The supply of appropriate housing is enhanced; Objective - To encourage the development of appropriate and affordable new housing. Within that Community Vision, it directly targets Strategy #1 Review and document priority housing needs within the regional housing market; Action a) Undertake a detailed needs study to determine and prioritize current and projected housing needs within the service area, both in the rental and ownership markets.

**Recommendation**

That Council receive the presentation.

**Strategic Priority Implications**

This study supports the strategic priority of “Growing quality of housing stock, including affordable housing”

## **Background / Discussion**

In 2019, Council approved the Five-Year Housing Plan, as required by the Ministry of Municipal Affairs and Housing.

Upon completion of the Five-Year Housing Plan review, 4 Community Visions were incorporated into a final report which was submitted to the Ministry of Municipal Affairs and Housing. This final report now forms a roadmap, where we will focus our future efforts, in terms of Housing.

The draft Housing Revitalization Report will be brought to Council, at the next Council, meeting for approval.

Document Title:	Housing Revitalization Study Presentation - 2020-222-Social and Housing Services.docx
Attachments:	- Revitalization Presentation.pdf
Final Approval Date:	Sep 23, 2020

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

**Mellissa Morgan - Sep 16, 2020 - 9:12 AM**

**Maureen Adams - Sep 23, 2020 - 2:19 PM**

# Housing Revitalization Plan

## City of Cornwall and the United Counties of SD&G

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28 September 2020



Doc. # 700526-0077 (4.0)

# Housing Revitalization Plan

## City of Cornwall and the United Counties of SD&G

### Introductions

# City of Cornwall & SDG – Housing Revitalization Plan

## Presenters

- Surya Pulickal, Colliers Project Leaders
- Jeff Doyle, Doyletech
- Jesse McPhail, Re:Public Urbanism

# City of Cornwall & SDG – Housing Revitalization Plan

## Key

Abbreviations	Expansion/Description
PNP	Private Non-Profit service provider
LHC	Local Housing Corporation (refers to Cornwall and Area Housing Corporation (CAHC))
AH	Affordable Housing
LHC-PNP	Originally Private Non-Profit operated, but later absorbed by LHC
LHC-AH	Affordable Housing operated by LHC (CAHC)
PNP-AH	Affordable Housing operated by PNP service provider
RGI	Rent Geared to Income (rent calculated as 30% of tenant's income)
SM	Service Manager

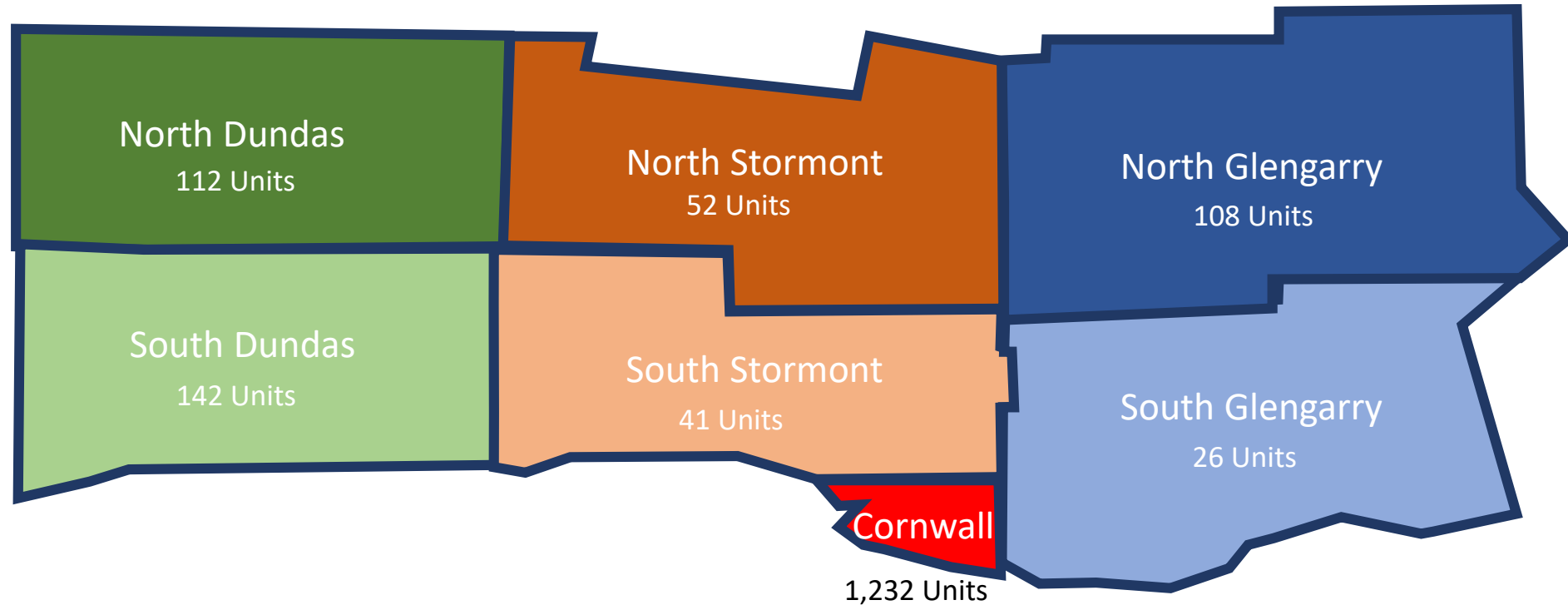
# Housing Revitalization Plan

## City of Cornwall and the United Counties of SD&G

Current Scenario

# City of Cornwall & SDG – Housing Revitalization Plan

## Current Scenario

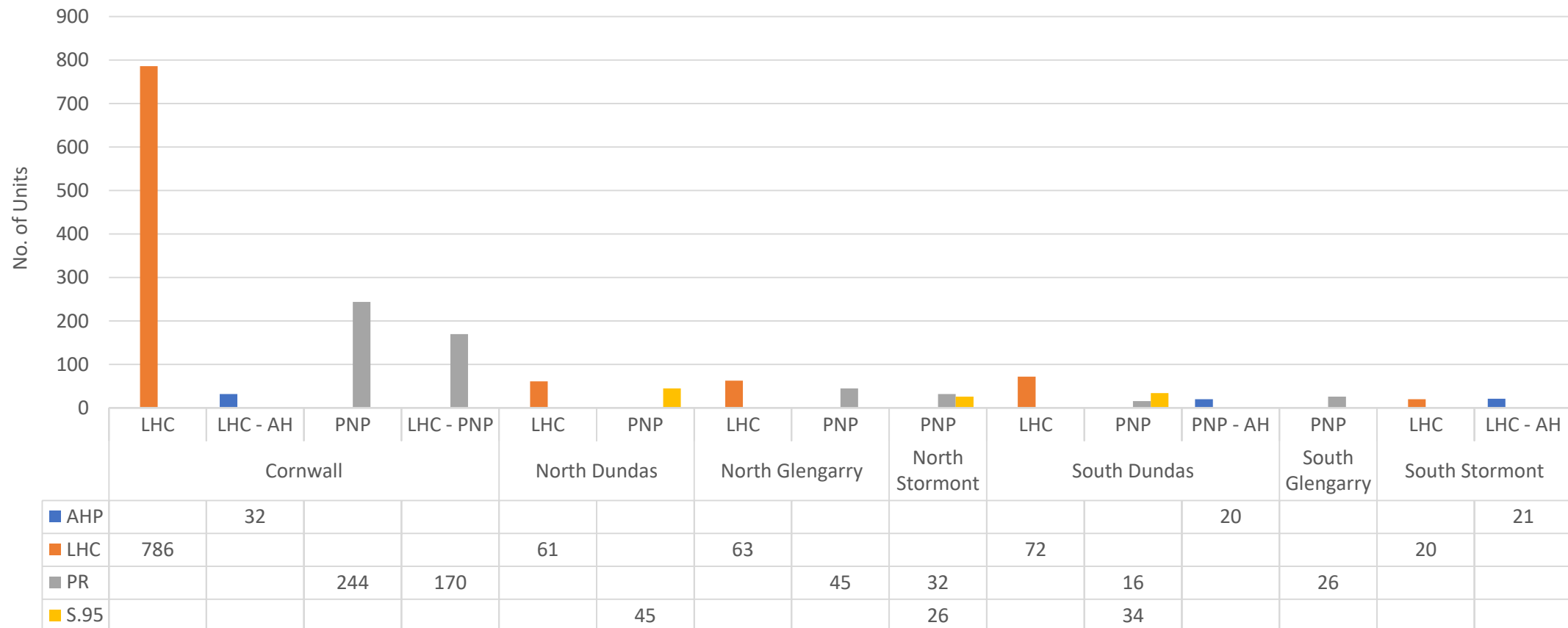


**Total 1,713 Units in Cornwall and SDG Area**

# City of Cornwall & SDG – Housing Revitalization Plan

## Current Scenario

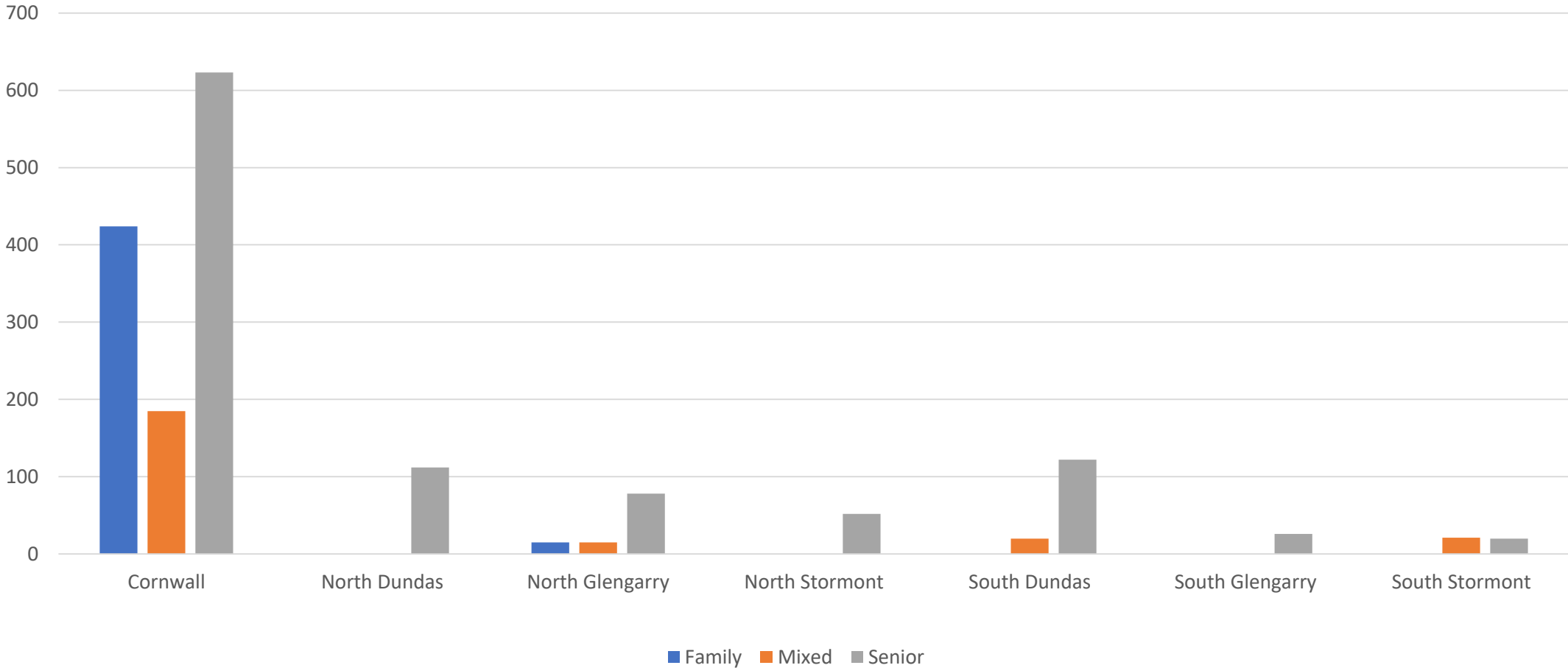
Existing Unit Distribution Across Operator Type, Municipalities and Program Type



# City of Cornwall & SDG – Housing Revitalization Plan

## Current Scenario

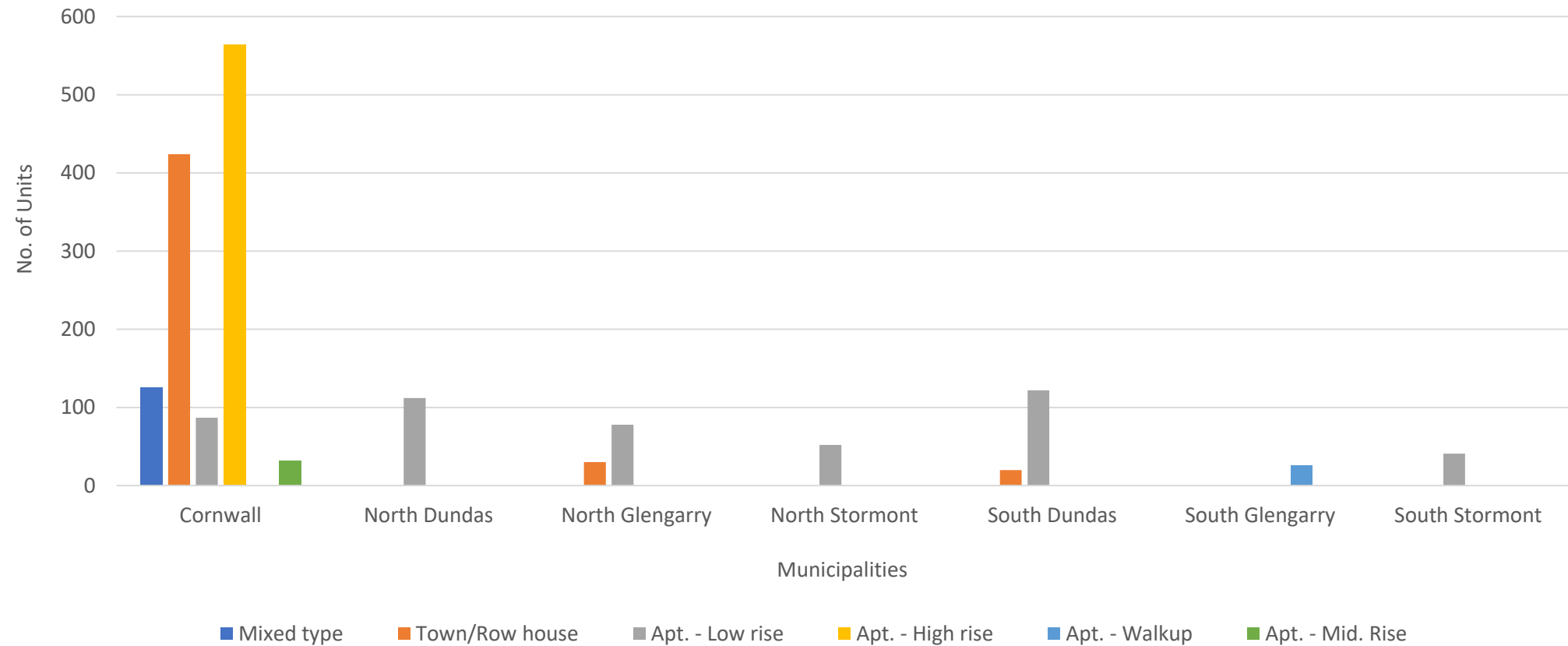
Residential Properties by Municipality and Client Type



# City of Cornwall & SDG – Housing Revitalization Plan

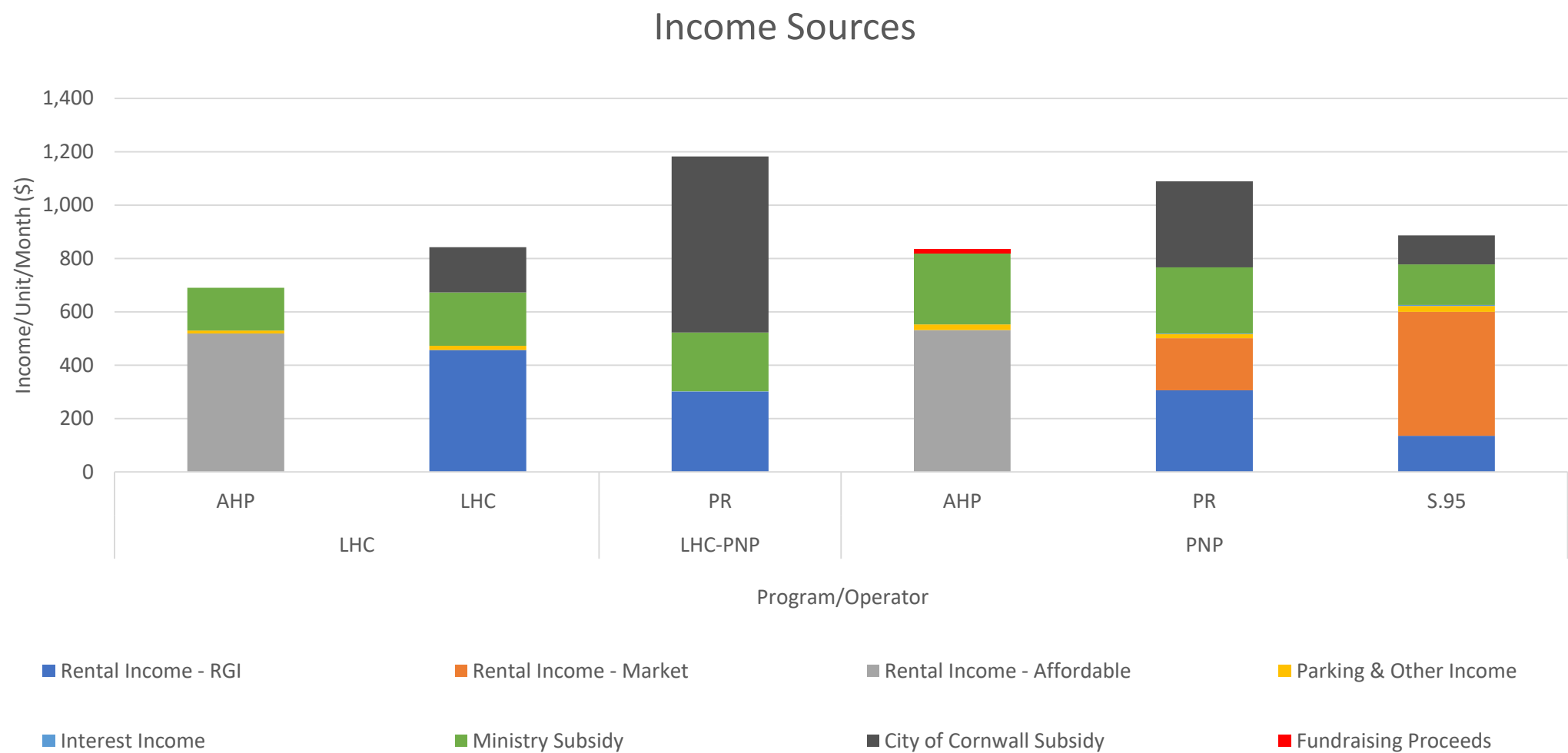
## Current Scenario

Distribution of Units, by Building Type and Municipality



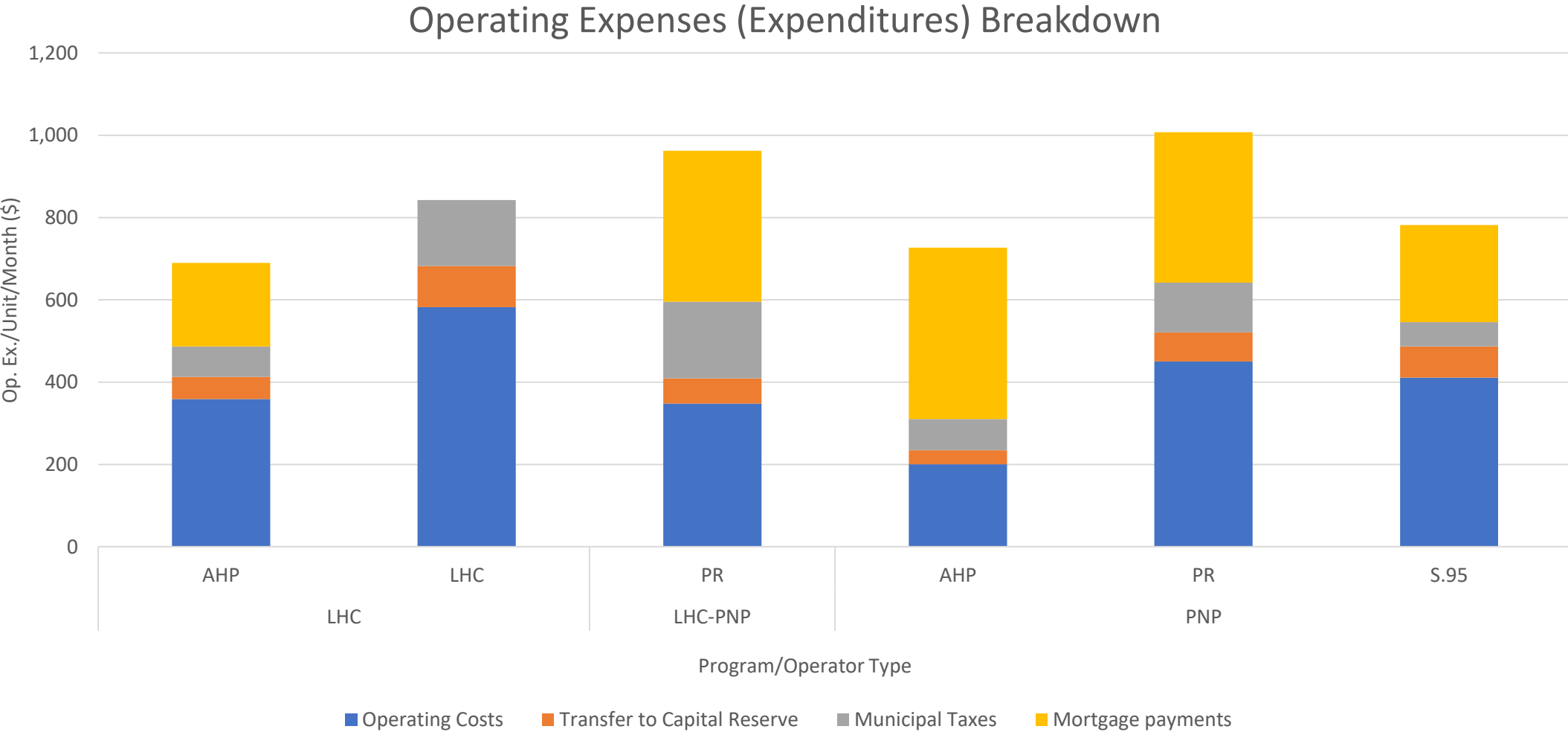
# City of Cornwall & SDG – Housing Revitalization Plan

## Current Scenario



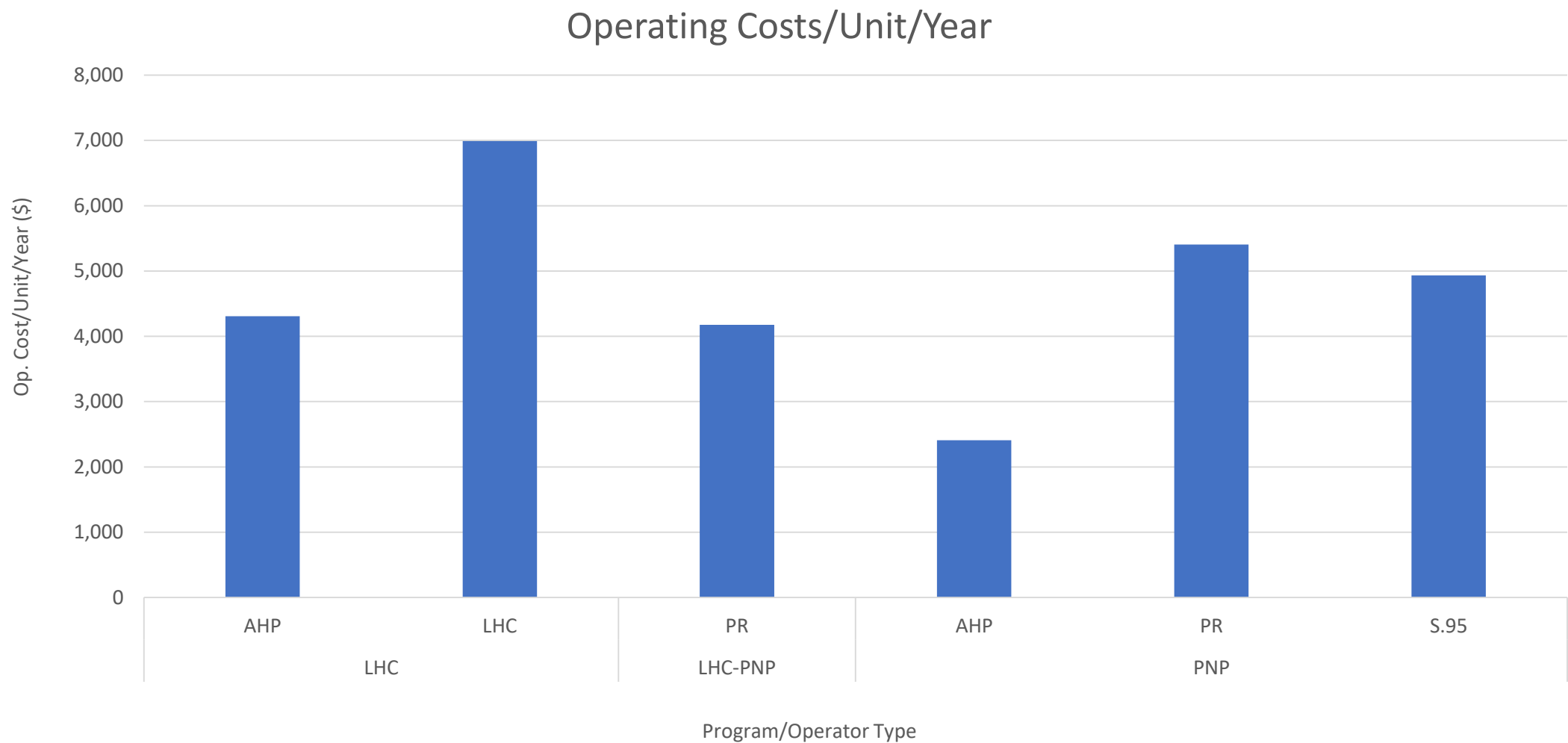
# City of Cornwall & SDG – Housing Revitalization Plan

## Current Scenario



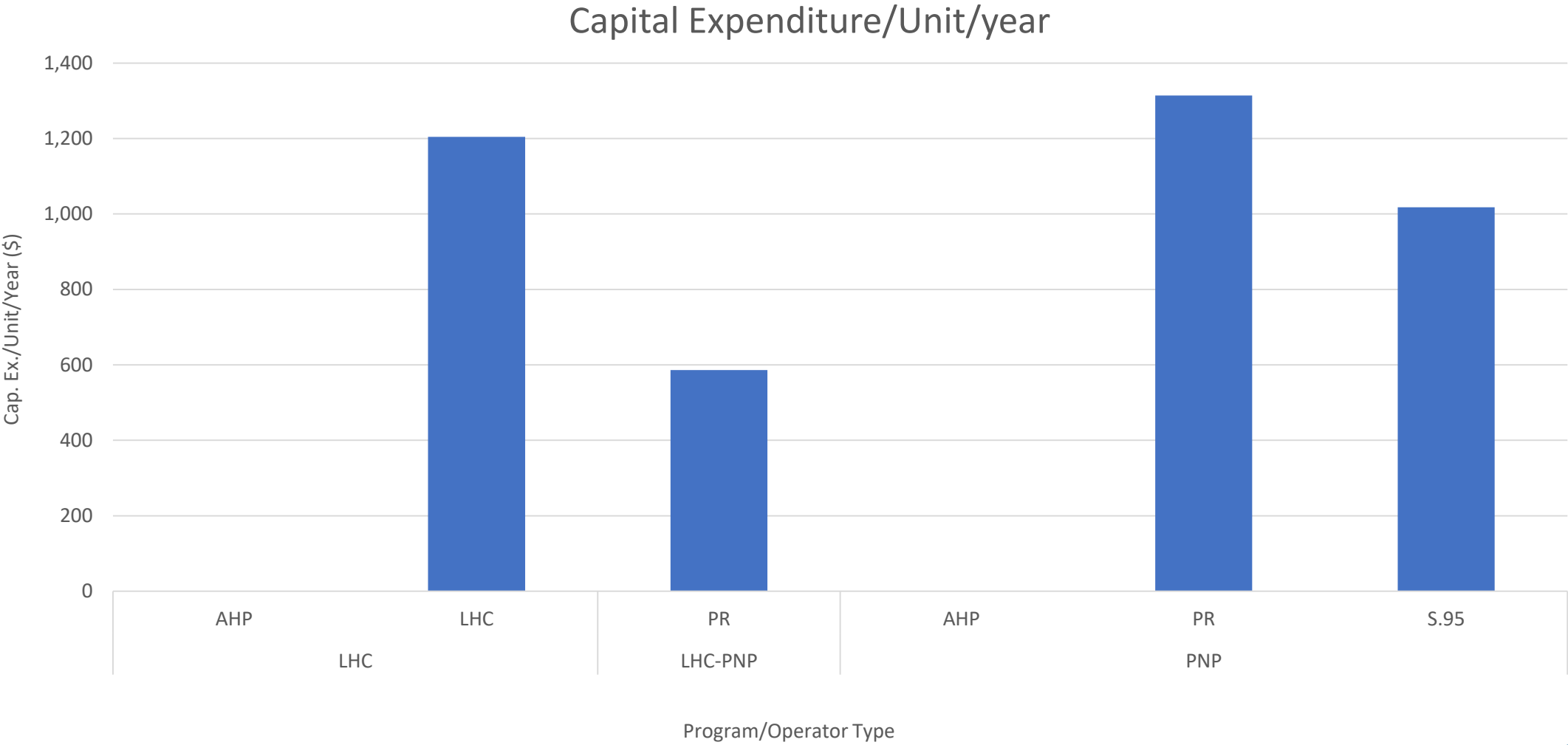
# City of Cornwall & SDG – Housing Revitalization Plan

## Current Scenario



# City of Cornwall & SDG – Housing Revitalization Plan

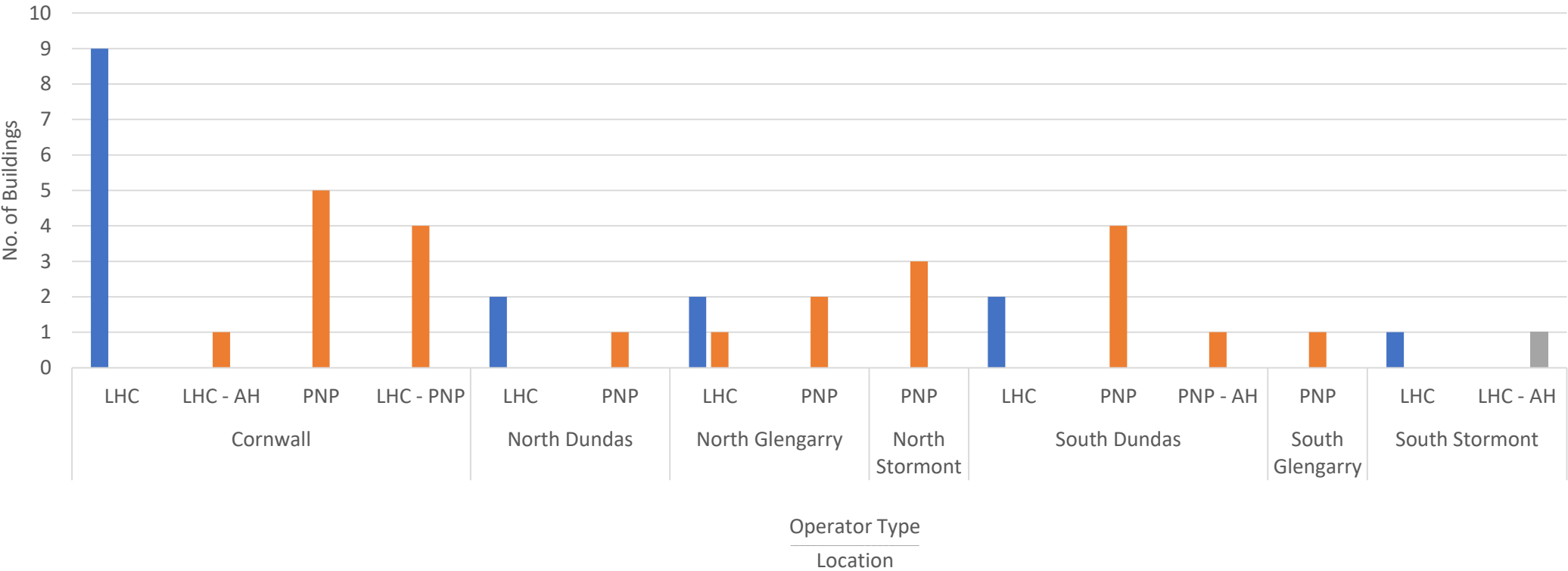
## Current Scenario



# City of Cornwall & SDG – Housing Revitalization Plan

## Current Scenario

Ongoing Debt Commitments by Debt Type, Operator Type and Location



■ Debenture ■ Mortgage ■ None

# Housing Revitalization Plan

## City of Cornwall and the United Counties of SD&G

### Consultations

# City of Cornwall & SDG – Housing Revitalization Plan

## Consultation Process



Validation of Housing Needs  
Development Strategy  
Housing Revitalization plan

# City of Cornwall & SDG – Housing Revitalization Plan

## Responses from the Public

### Preferred Location

- West Cornwall,
- Long Sault,
- Ingleside,
- Glen Walter,
- Martintown

### Other Preferred Locations

- Ottawa,
- other areas of Cornwall,
- Mountain,
- Summertown

### Employment

28% Retired  
42% Employed Fulltime

### Concerns with Quality and Access to housing

80%

### Concerns with Quality and Access to housing

80%

### Prefers Low Density Housing

22% Rowhouse  
32% Semi-detached

### Other Housing Preferences

- Single Detached
- Tiny-homes
- Barrier free houses

### Development Preferences

- 37% Vacant sites
- 47% Adaptive re-use

### Other Development Preferences

- Barrier free spaces (no stairs)
- More suitable units

### 40% – 60% stated following should change

- State of repair,
- No. of units,
- Visual quality,
- Safety,
- Suitability.

### Top 3 Features to Introduce

- Public transit,
- Grocery stores, and
- Well-maintained units.

### Top 3 Features for Existing

- Family spaces,
- Parks/playground
- Community garden

80%

Did not currently live in any form of affordable housing

### Top 3 Challenges in Finding Affordable Housing

- Wait times,
- Condition
- Affordability

15% - 1 Bed  
33% - 2 Bed  
30% - 3 Bed  
40% - 4 Bed

# City of Cornwall & SDG – Housing Revitalization Plan

## Responses from Private Non-Profit Service Providers



# City of Cornwall & SDG – Housing Revitalization Plan

## Responses from City and County Administrators

**Residents First  
Approach to  
Development**

### **Strategic Objective**

Sustainable  
Growth in

- Population
- Education
- Employment
- Economy

**Affordable  
Housing  
Pertinent to  
Achieving  
Strategic Goals.**

**Housing  
Solution for  
Needs at All Life  
Stages and  
Circumstances**

- Age-in-place housing
- Suitable housing
- Housing for emergent demographic groups

**Home  
Ownership**

**Develop  
Regulatory  
Framework to  
Enable  
Developers to  
Respond to  
Housing Needs**

**Develop  
Standardized  
Operating  
Framework to  
Ensure  
Minimum  
Service Quality**

### **Challenges**

- Lack of private sector involvement
- High cost to tax base
- Inflexible programs

### **Challenges**

- Ability to integrate mental health services
- Low funding vs high demand
- Application management

### **Challenges**

- Lack of investment in infrastructure
- Lack of parking
- Lack of transit

Local housing market lacks designed affordability to allow movement of skilled labour to the area

- High density for smaller units;
- Low density for family units
- Include commercial spaces

Difficult to realize existing affordable housing goals without appropriate funding mechanisms

### **Development Strategy**

- Mixed Use
- Adaptive Re-use
- Broader development partnerships

### **Primary Users**

- Pre-seniors
- Low income families, individuals
- Disabled,
- Single males aged 35+

### **Primary Reasons**

- lack of employment
- health conditions
- addiction issues

**Private  
Participation is  
Key in Solving  
the Housing  
Puzzle**

# Housing Revitalization Plan

## City of Cornwall and the United Counties of SD&G

### Needs Assessment

# City of Cornwall & SDG – Housing Revitalization Plan

## Needs Assessment

Population  
Projections

Statistics  
Canada LIM-AT

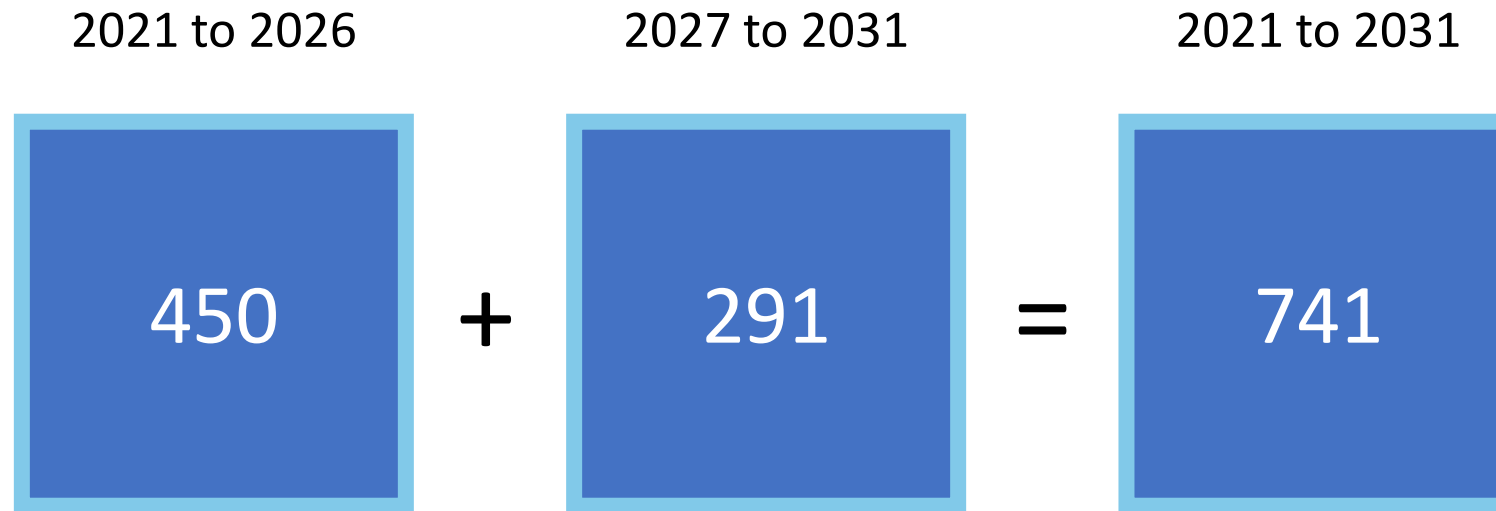
Waitlist Data

Surveys

Anecdotal  
Evidence

# City of Cornwall & SDG – Housing Revitalization Plan

## Needs Assessment



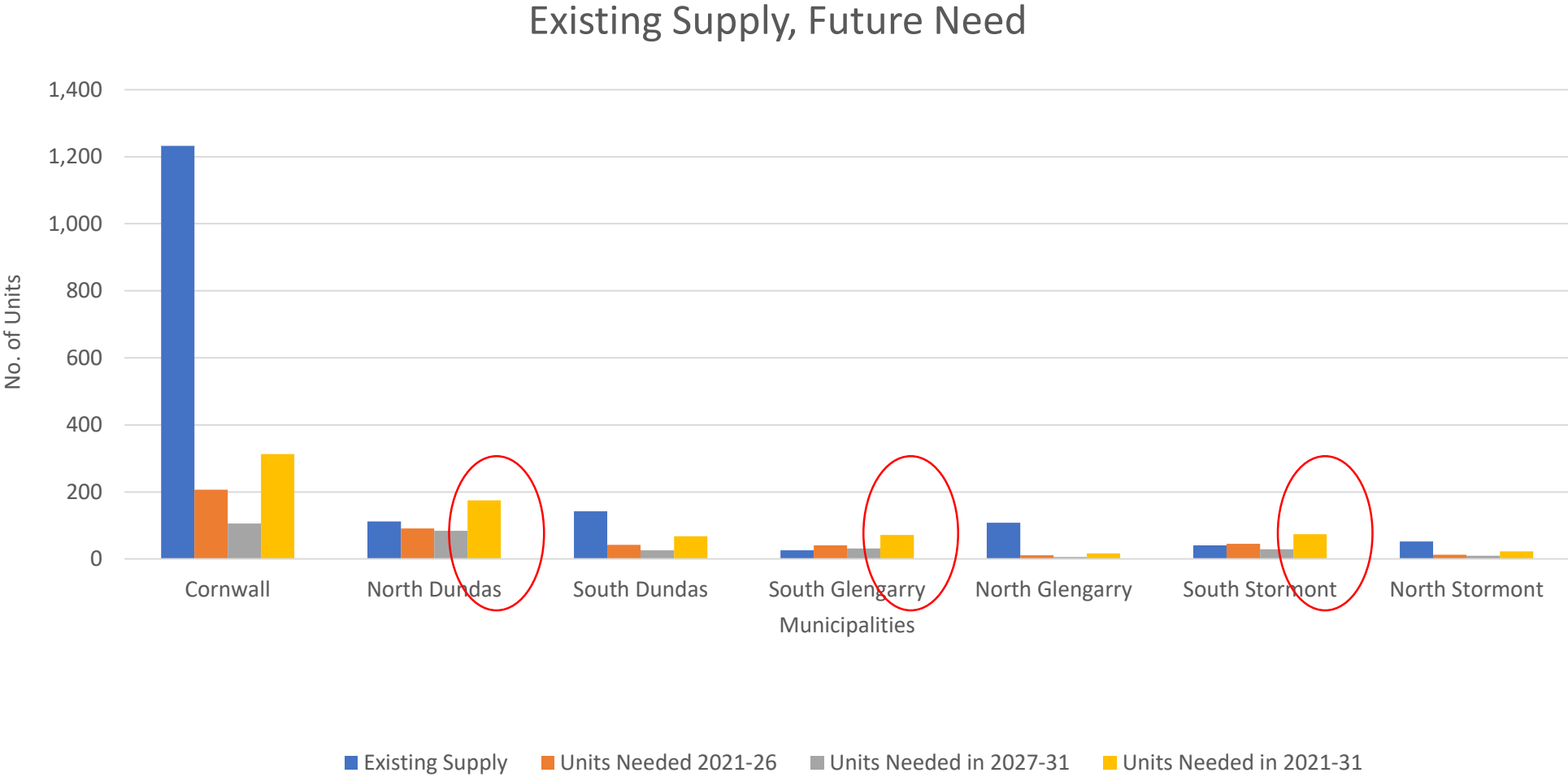
# City of Cornwall & SDG – Housing Revitalization Plan

## Need by Population Group and Unit Type

Seniors	Non-Senior Singles	Single parent & 1 child	Single parent & 2 children	Family: two adults & 1 child	Family: two adults & 2 children	Family: two adults & 3+ children
1 Bed	1 Bed	2 Bed	3 Bed	2 Bed	3 Bed	4 Bed+
High Demand Increasing	High Demand Increasing	High Demand Increasing	Low Demand Stable or Declining	Low Demand Stable or Declining	Low Demand Declining	Very Low Demand* Declining

# City of Cornwall & SDG – Housing Revitalization Plan

## Needs Assessment



# Housing Revitalization Plan

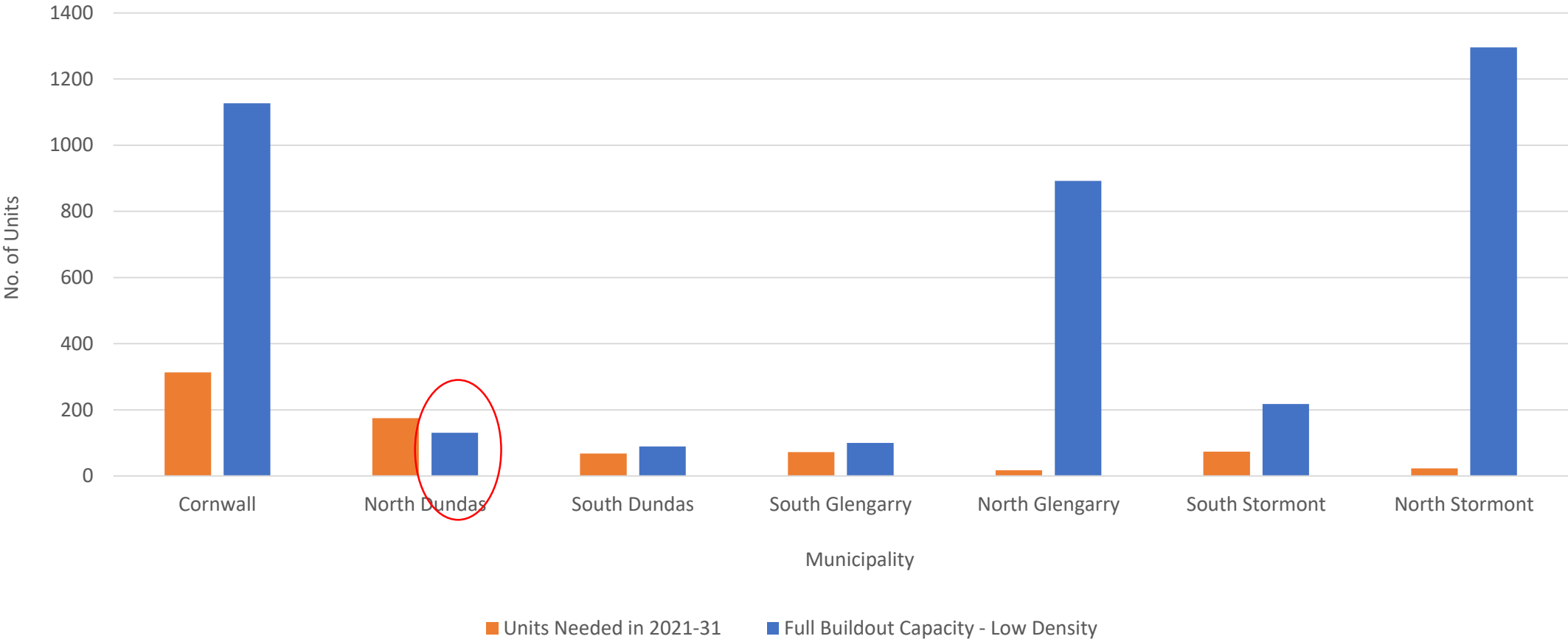
## City of Cornwall and the United Counties of SD&G

### Development Capacity

# City of Cornwall & SDG – Housing Revitalization Plan

## Need Vs. Development Capacity of Sites

Future Need, Available Capacity (Low Density\*) to Address Need



# City of Cornwall & SDG – Housing Revitalization Plan

## Possibility of Shovel Ready Projects; Ratings – Yes, Possible, No

Yes

- Very minor barriers/challenges anticipated for approvals.
- No apparent constraints identified on site that would challenge development.
- Zoning and Official Plan designations likely do not require amendment.

Possible

- Some limited-to-moderate barriers/challenges anticipated for approvals for development.
- Site constraints may be present, which would also need to be addressed prior to/as a part of development.

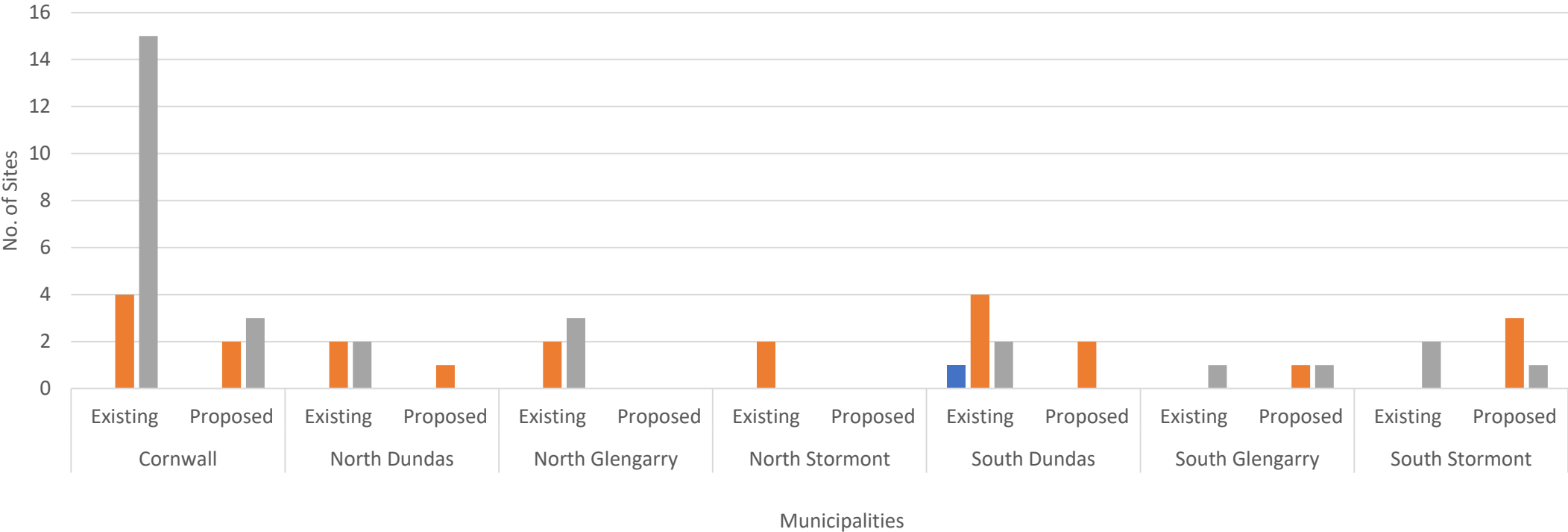
No

- There are significant barriers/challenges anticipated for approvals for development.
- Site constraints are likely present, which would also need to be addressed prior to/as a part of development.

# City of Cornwall & SDG – Housing Revitalization Plan

## Possibility of Shovel Ready Projects

Potential Shovel Ready Projects by Municipality and Site Type



# Housing Revitalization Plan

## City of Cornwall and the United Counties of SD&G

### Revitalization Plan

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan - Economic Case

Human capital is an important determinant of economic performance, contributing to increase productivity, innovation and sustained growth.

Several studies have drawn a ***connection between availability of housing to the wellbeing and prosperity of places***. This can be illustrated using three key aspects:

1. To achieve economic performance, cities should be able to attract and retain a skills base that will encourage inward investment.
2. The City/SDG should align strategies for co-ordinating housing revitalization and economic development interventions to maximize the potential for achieving a virtuous circle that can deliver greater economic inclusion.
3. Investment in affordable housing in itself can be a powerful driver of local economic activity.

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan - Economic Case

Some of the key direct and indirect connections between affordable housing development and sustainable economic development and growth are discussed below.

**Direct Connection** - The most direct connection between affordable housing and job creation is through the employment opportunities generated by construction and home repair.

- Developing one residential unit is estimated to generate between two and two-and-a-half new jobs;
- Each \$1 million invested in residential housing development creates between 10 and 12 jobs.
- Jobs generated through residential construction are overwhelmingly local: most are in the area where the unit is built, with the rest usually within the province.
- Such public investment when used in concert with other strategies for neighbourhood renewal can create “multipliers” or continuing effects of an investment as it cycles through the economy.
- It was found that multiplier effects turn each dollar of investment in residential construction into \$1.52 of provincial gross domestic product (GDP).

# City of Cornwall & SDG – Housing Revitalization Plan

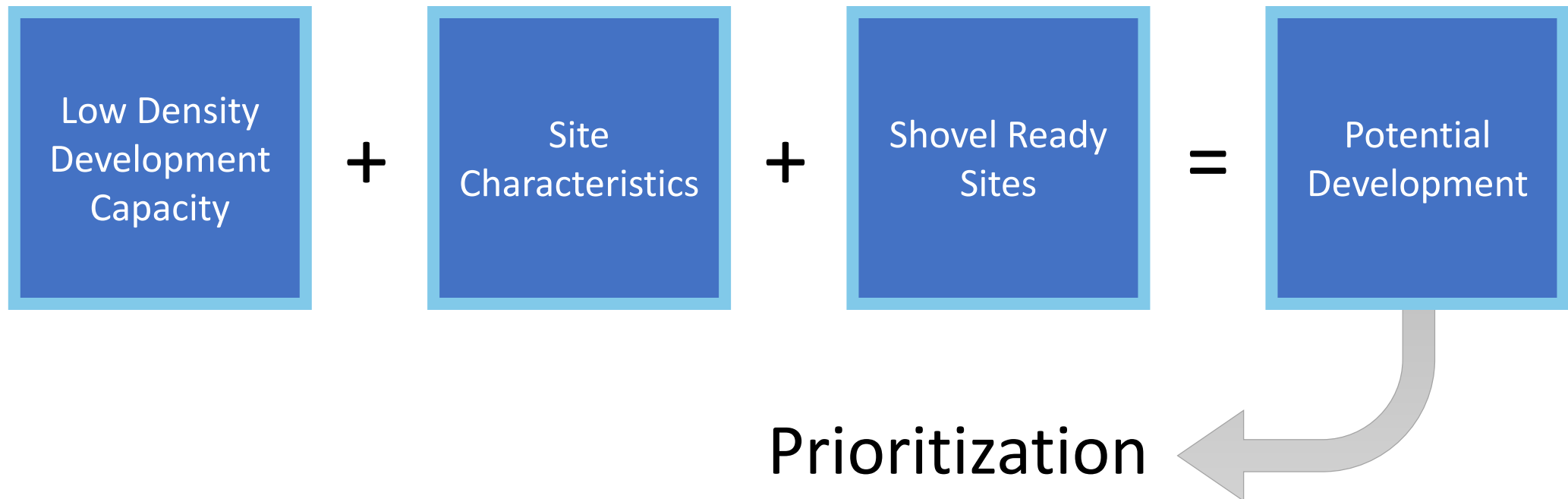
## Revitalization Plan - Economic Case

**Indirect Connection** - There is strong evidence that quality affordable housing also generates improved social and outcomes for low-and-moderate-income households.

- Good quality affordable housing yields positive health and education outcomes by lowering household stress, enabling the purchase of nutritious food, and supporting family stability.
- A healthy and educated workforce can attract employers and job-related investment in communities.
- Children living in inadequate or unaffordable housing are known to perform poorly academically; a secure home improves their likelihood of academic achievement and the completion of post-secondary education.
- As it has been established that post-secondary graduates earn nearly \$5,000 more annually than those with a high school education — a number that is likely to increase as workers advance in their careers.
- The result of this increased earning potential is greater contributions to economic growth. In addition to improved human capital outcomes, affordable housing can reduce government expenditures on high-cost programs.

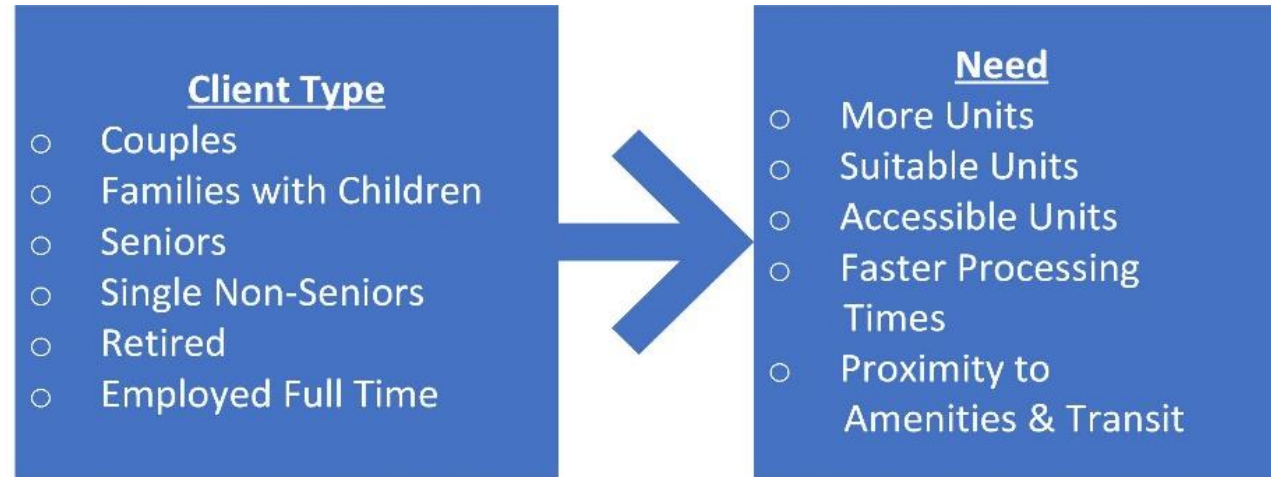
# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan - Strategy



# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan - Strategy



Mixed Use
<ul style="list-style-type: none"><li>• Residential</li><li>• Commercial</li><li>• Social</li><li>• Recreational</li></ul>

Missing Middle
<ul style="list-style-type: none"><li>• Fourplexes</li><li>• Town Houses</li><li>• Low-Rise Apartments</li></ul>

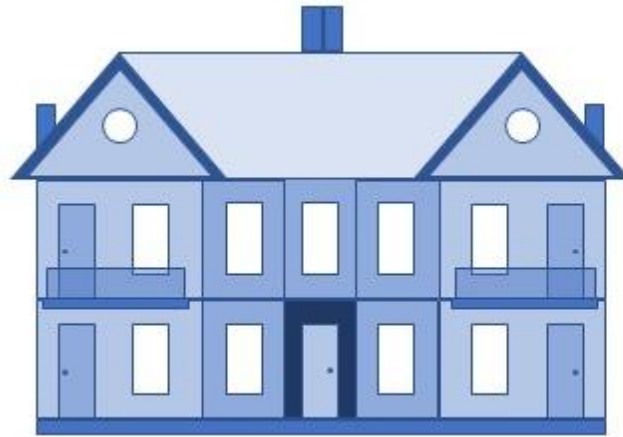
Mixed Income
<ul style="list-style-type: none"><li>• RGI Units</li><li>• Affordable Units</li><li>• Market Rate Units</li></ul>

# City of Cornwall & SDG – Housing Revitalization Plan

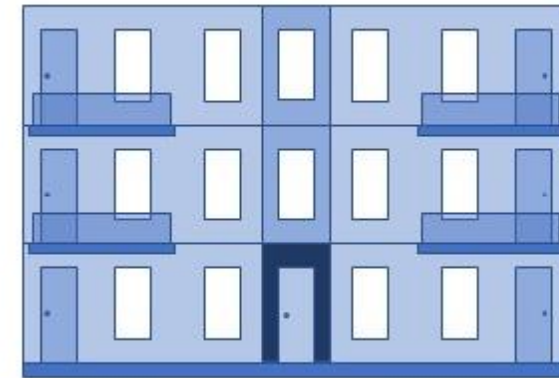
## Revitalization Plan - Strategy



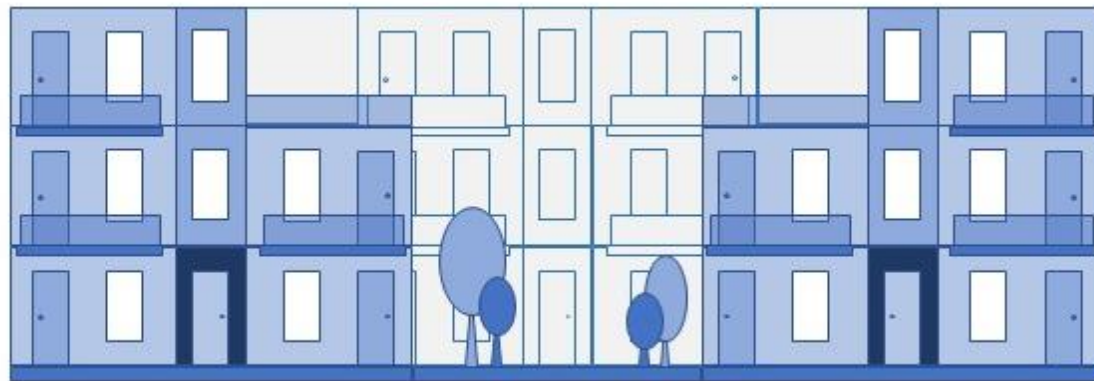
Duplex



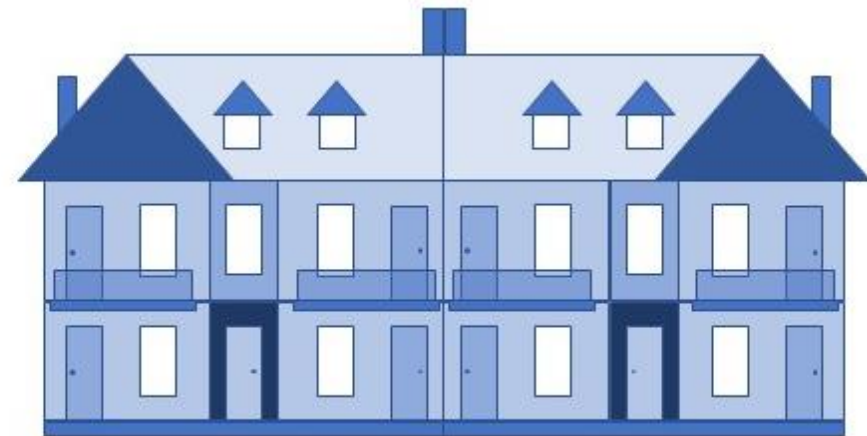
Fourplex



Low-Rise Apartments



Low-Rise Garden/Courtyard Apartments



Stacked Townhouses

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan - Implementation

		Action	Priority	Units to be Built	
				2021-2026	2027-2031
	<b>Cornwall</b>			<b>206</b>	<b>106</b>
1	29 Gloucester Street South, Cornwall, ON, K6H 3V7, Canada	**Rebuild/Densify	2	58	
2	504 Fourth St. East, Cornwall	New Build	4	*13	
3	822 Marlborough St., Cornwall	New Build	3	54	
4	Ninth St. East & McConnell, Cornwall	New Build	1	81	
5	Sydney St., Adolphus St., Sixth St. East, Cornwall	New Build	4		106
	<b>North Dundas</b>			<b>91</b>	<b>84</b>
6	517 Albert Street, Winchester, ON, K0C 2K0, Canada	**Rebuild/Densify	3		84
7	510 Beach Street, Winchester, ON, K0C 2K0, Canada	**Rebuild/Densify	2	83	
8	Beach St., Winchester	New Build	1	*8	
	<b>North Glengarry</b>			<b>17</b>	<b>0</b>
9	61 William Street, Alexandria, ON, K0C 1A0, Canada	Expansion	1	17	
	<b>North Stormont</b>			<b>23</b>	<b>0</b>
10	10 Nelson Street, Finch, ON, K0C 1K0, Canada	Expansion	1	*23	
	<b>South Dundas</b>			<b>68</b>	<b>0</b>
11	12446 County Rd 2, Morrisburg, ON, K0C 1X0, Canada	Expansion	1	54	
12	4327 Hess Street, Williamsburg, ON, K0C 2H0, Canada	Expansion	1	*14	
	<b>South Glengarry</b>			<b>41</b>	<b>31</b>
13	Glen Walter Park Road, Glen Walter	New Build	2		31
14	South Beach St., Lancaster	New Build	1	*41	
	<b>South Stormont</b>			<b>45</b>	<b>29</b>
15	St. Lawrence St. & Thorold Ln, Ingleside - 1	New Build	1	45	
16	St. Lawrence St. & Thorold Ln, Ingleside - 2	New Build	2		29
				<b>491</b>	<b>250</b>

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan – Development Cost

	2021-2026	2027-2031
Units Developed (No.)	102 Rowhouse/Townhouse Units; 389 Mid-rise Units	106 Mid-rise Units
Cost of Development (\$)	182,371,070	92,618,712

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan – Funding (NHS)

	NHCF	RCFI
Financial viability	Mandatory	Mandatory
Affordability	At least 30% of units must have rents < 80% of the Median Market Rent	10% below potential gross income. A minimum of 20% of units must be below 30% of the median household income
Affordability	Maintain for a minimum of 20 years from the date of occupancy permit	Maintain for a minimum of 10 years from the date of occupancy permit
Interest Rate	100 bps (1.00%) spread over CMHC indicative 10-year fixed rate	Fixed and Hybrid options
DSCR	1.0	1.10
LTC	Up to 75%	Up to 90% to 100%
Term	10 years; Renewable for another 10-year term	10-year term (begins at first loan advance)
Amortization	50 years (1 <sup>st</sup> 10-year term) 40 years (2 <sup>nd</sup> 10-year term)	50 years (1 <sup>st</sup> 10-year term) No provision to renew
(Capital Expenditure) Reserve Requirements	4% of EGI	None required
Application fee	None	\$200 per unit for first 100 units, then \$100 per unit thereafter to a maximum of \$55,000 per loan
Prepayment	Not allowed during the term	Not allowed during the term

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan – Delivery – Piecemeal Approach

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Low upfront capital requirement as projects are delivered one (or few) at a time.</li> <li>• Limited human resources requirement overall</li> <li>• Comparatively lower project management and delivery expertise required overall</li> </ul>	<ul style="list-style-type: none"> <li>• Piecemeal or independent procurement of planning and construction contracts result in high procurement costs.</li> <li>• Cannot take advantage of economies of scale possible through large scale procurement of products and services at a time.</li> <li>• High human resources requirement per project</li> <li>• Quality of finished products could be inconsistent as it will need to be procured through a variety of methodologies and delivered by equally disparate entities.</li> </ul>
<ul style="list-style-type: none"> <li>• Allows for experimentation to find the most appropriate model taking into consideration the following factors:               <ul style="list-style-type: none"> <li>○ Governance</li> <li>○ Operations framework</li> <li>○ Funding structure</li> <li>○ Public Private Partnerships</li> <li>○ Rent-to-own</li> </ul> </li> <li>• Allows to respond to near term market better</li> </ul>	<ul style="list-style-type: none"> <li>• Portability of tenants across the portfolio during the development phase could be challenging and it could require procurement of swing spaces to accommodate them, adding to the overall development cost.</li> <li>• Small scale of projects may not help to garner sufficient political support to positively influence government policies</li> </ul>

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan – Delivery – Portfolio Approach

Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Procurement of planning and construction contracts for multiple projects at a time can significantly reduce cost of procurement.</li><li>• Can take advantage of economies of scale possible through large scale procurement of products and services.</li><li>• Lower human resources requirement per project.</li></ul>	<ul style="list-style-type: none"><li>• High upfront capital requirement as multiple projects will be procured and delivered at a time.</li><li>• High human resources requirement overall.</li><li>• High level of project management and delivery expertise required overall.</li></ul>
<ul style="list-style-type: none"><li>• Portability of tenants across the portfolio during the development phase would be feasible without having to procure swing spaces to accommodate them, reducing the overall development cost.</li><li>• Large scale of projects could help to build political support to positively influence government policies favourable to funding and operating affordable housing.</li></ul>	<ul style="list-style-type: none"><li>• Not the ideal model for experimentation to find the most appropriate model.</li><li>• Portfolio approach requires long term planning of projects upfront and it would be difficult to accurately plan for long term market cycle.</li><li>• Risks associated with uncertainty of continuation of existing government policies and affordable housing funding mechanisms can make long term planning ineffective.</li></ul>

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan – Risk Management

	Identified Risk	Risk Treatment
1.	Organizational constraints – The City (as Service Manager (SM)) may not have the required internal resources and expertise to develop the Portfolio approach. The procurement, contractual, financial, project management and planning, development and rezoning expertise may hamper the execution of the program of projects. Determining the right team can be very risky but is an important component to the success of the revitalization program.	Establish a separate legal entity responsible for the development and implementation of the Revitalization Plan; this is especially useful if City (as SM) is considering private sector participation. The City (as SM) could also recruit and engage a strong development team for this entity by utilizing and implementing an effective qualification process.
2.	Decision making - The revitalization program includes multiple overlapping projects and could result in cost overruns and delays resulting from lack of timely decision making.	As part of the new entity, engage a Portfolio/Program Manager to oversee and manage the implementation of the revitalization plan.  Establish a governance framework for the City (as SM) and the entity to provide guidance for decision making, establish roles and responsibilities, project and program management and governance processes.
3.	Political change – Change in political landscape could impact priorities. There might be challenges if there is lack of long-term commitment by governments at all levels to ensure affordable housing for everyone.	The City (as SM) should continue engaging with all levels of government prepare business cases and funding requests that outline and secure long-term commitment by governments.
4.	Funding change - Program cuts and policy shift at various levels of government could impact the availability of funding and introduce a layer of uncertainty that might hinder the implementation of the revitalization program.	
5.	Development costs – Increase in construction costs like labour and materials, lengthy approval process for permitting, design adjustments to meet stakeholder interests, and other delays that expand construction timeline could add and increase the overall development cost.	Development costs could be managed to a certain extent through effective planning and management of the program and projects, and by selecting a delivery model that provides more cost certainty to the City (as SM).

# City of Cornwall & SDG – Housing Revitalization Plan

## Revitalization Plan – Next Steps

**MANAGEMENT:** The revitalization initiative involves expansion or rebuild of over multiple properties executed over a ten-year period. The magnitude of this project and the timeframe requires a portfolio management approach rather than (piecemeal) project management. It is imperative that the feasibility of using an appropriate project delivery method such as: design-bid-build, design-build, construction management etc. also be explored and finalized before initiating the plan. It is also to be in alignment with the City's (as SM) internal project management and delivery expertise and capacity. This needs to be verified as a first step. If City's internal resources are deemed inadequate it will need to hire extra resources or a firm that has significant experience in portfolio management.

**GOVERNANCE:** The City (as SM) should consider developing a comprehensive governance framework for the implementation of the Revitalization Plan. The governance framework will help to clearly delineate roles and responsibilities for the various stakeholders and participants in the revitalization initiative. The governance framework should outline the City's decision making and project management processes, considering that the revitalization program warrants a portfolio management approach.

**PREQUALIFICATION:** In a portfolio approach concurrent projects are going to be delivered in tranches by teams comprising of several designers, engineers, and general contractors. It would be ideal to prequalify these professionals. Considering that these professional will be involved with revitalization initiative from the kick-off, prequalification of these professional should begin as an immediate priority, in parallel to the above item.

**FUNDING:** All existing funding channels should be explored further to understand suitability for the variety of projects involved. It needs to be confirmed as to what percentage of the funding program has been already committed and how much is remaining to be used. There should be a separate team created internally to solely investigate the funding channels, its terms, availability, and other characteristics, to move quickly through the application process and lock-in those funds for the City's benefit.

**EXISTING PROJECTS:** Take stock of existing projects in the pipeline – both in planning as well as construction stage. The ones in the planning stage should be closely aligned with the revitalization plan in order to achieve the speed and efficiency of the Portfolio approach that will be employed.

**PLANNING FRAMEWORK:** The City, United Counties of SDG, and constituent municipalities within should undertake a review of their respective plans, policies, and processes to identify opportunities to address the recommendations proposed in Section 5.2 of this report. In doing so, the Municipalities should seek to collaborate where possible; sharing information, ideas, and proposed solutions will help to foster a more holistic and coordinated approach to addressing affordable housing in the region.

# City of Cornwall & SDG – Housing Revitalization Plan

Thank You

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-319-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: September 14, 2020  
Subject: St. Lawrence River Institute of Environmental Sciences  
Annual Update

**Purpose**

To provide Council with the St. Lawrence River Institute of Environmental Sciences Annual Update.

**Recommendation**

That Council receive the St. Lawrence River Institute of Environmental Sciences Annual Update.

**Background / Discussion**

Dr. Jeff Riddell will present Council with the St. Lawrence River Institute of Environmental Sciences Annual Update.

Document Title:	St. Lawrence River Institute of Environmental Sciences Annual Update - 2020-319-CS.docx
Attachments:	- Institute's Presentation 2020.pdf - Institute's 2019-Annual-Report-v.-July-29-DIGITAL.pdf
Final Approval Date:	Sep 23, 2020

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

**Geoffrey Clarke - Sep 18, 2020 - 2:07 PM**

**Maureen Adams - Sep 23, 2020 - 2:32 PM**

## River Institute presentation to Cornwall City Council

September 28, 2020

**From: Dr. Jeff Ridal, Executive Director**

Instead of the usual formal presentation to Council, we are happy to submit our 2019 Annual Report together with this 2020 update. We hope you will look through the Annual Report and reflect with pride on the impact of the City's involvement with the River Institute. We are grateful to everyone who has joined our journey the past 25 years.

Of course 2020 has presented new challenges. We are adapting quite well by making adjustments and seizing new opportunities along the way. For example:

- Our education team quickly transitioned to online learning during the school shutdown, with online workshops and interactive live programming with scientists. This program, called *OutsideIN*, was developed to benefit students in our local community and to reach students in more remote areas of Canada.
- Our summer camp program for Jr. Scientists was successfully delivered outside and on the river with personal protective equipment and social distancing measures in place.
- Research and monitoring programs have proceeded with staff, interns and summer students adjusting to revised field and lab protocols for Covid-19.
- Our scientists have also been very busy teaching and supervising labs for the St. Lawrence College Environmental Technician and Nursing students with the new Covid-19 adaptations.
- The Great River Rapport team led by Dr Leigh McGaughey, together with our Mohawk partners, has made great progress with the development of ecological health indicators that tell the story of ecosystem health in the St. Lawrence River
- A new scientist, Dr. Mary Ann Perron, joined our team to contribute and share her extensive knowledge on aquatic insects and plants. Dr. Perron is also contributing to the River Institute teaching for the St. Lawrence College Environmental Technician program.
- Our Education Coordinator, Cristina Charette, is managing our school programs while also working on her PhD to study the impacts of the





Round Goby – an invasive species of fish in the St. Lawrence River. She was recently featured on the Quebec TV program, La Semaine Verte to discuss her research.

- The RiverLabs team continues to forge new partnerships through applied research initiatives with breweries to study wastewater applications and organic waste treatment from a local cannabis grower.
- RiverLabs is also a provider of UAV (drone) services and pilot training for a variety of applications including environmental surveys, mapping, and use of infrared technologies and spatial analytics using drones.
- River Institute educators are excited to be working with the City of Cornwall on a social media campaign to raise awareness on water use and water conservation.
- Community outreach programs have gone virtual, including our Annual Symposium, taking place October 28-29, 2020 and our monthly Speaker Series. Please refer to our website and subscribe to our social media for regular updates on all of these programs.

One thing is for sure - as people are connecting with nature and finding renewed appreciation for the outdoors, environmental health and wellness is more important than ever. All of us at the River Institute are extremely grateful to our donors, sponsors, and community supporters who recognize this need and continue to support our work.

River Institute 2019 Annual Report is available here: <https://www.riverinstitute.ca/wp-content/uploads/2020/07/2019-Annual-Report-v.-July-29-DIGITAL.pdf> Please have a look!


With sincere thanks,

Jeff Ridal, PhD  
Executive Director  
River Institute

\*Photo credits: Stephany Hildebrand



THE RIVER INSTITUTE PRESENTS  
**River Health:  
Past, Present and Future**  
The 27th Annual River Symposium | October 28 & 29, 2020  
[symposium.riverinstitute.ca](https://symposium.riverinstitute.ca)

 Plenary Speaker  
**Abraham Francis,**  
Mohawk Council Akwesasne  
Kaniatarowanenneh (St. Lawrence River):  
Akwesasne Relationships Across Time  
Thursday, October 29th, 2020  
9:00 am to 9:55 am



# 2019 ANNUAL REPORT 25TH ANNIVERSARY

*[riverinstitute.ca](http://riverinstitute.ca) / [info@riverinstitute.ca](mailto:info@riverinstitute.ca)*



*NSERC National Award Winner for Science Promotion*

*Drone images: Matt Windle*

*SH photo credit: Stephany Hildebrand*

*Layout and design: Katie Verhoeven*

*[riverinstitute.ca](http://riverinstitute.ca) / [info@riverinstitute.ca](mailto:info@riverinstitute.ca)*

# WALTER OEGGERLI

*Board of Directors Chair*

25 years and still going strong!

It would be hard to write this report and not speak to the new realities of 2020, certainly not what we expected. Yet amazingly, the River Institute is vibrant with energy, ideas, and innovation, the very things that have sustained us to this point. As we enter our 26th year, it is a year like no other. However, we cannot let the stress of today minimize our accomplishments from 2019. Under the steady hand and leadership of our senior staff, these challenges too will be met and overcome.

Research, Education, Community Outreach, and Financial Sustainability: these are the 4 priorities of our strategic plan, which has guided us over the past five years. Because of the guiding principles from the strategic plan, we are

in a good position to weather the storm. The bridges that have been built over the past many years lead to new opportunities. The contacts and partnerships our staff have established lead to greater exposure, greater knowledge, and innovative partnerships. The trust the community places in us is hard won and valued as we forge ahead with continuing opportunities to educate our community, share our knowledge, and listen to your concerns. The financial support from our donors, sponsors, and River Champions provides critical support for new projects and research.

We are grateful to all of our partners, donors, volunteers, Board members, and staff, and we look forward to the challenges and accomplishments that 2020 will bring.

## Board of Directors:

**Chair** - Walter Oeggerli, *St. Lawrence River Restoration Council Chair, Local Farmer*  
**Vice Chair** - Brent Stajkowski, *Ontario Power Generation*  
**Interim Treasurer** - Jackie Baird, *Cornwall Electric*  
**Secretary** - Robin Poole, *Retired McGill University Professor Emeritus*  
**Directors** -  
 Trea Tuck, *Henderson Johnston Fournier, Barristers & Solicitors*  
 Glen Grant, *Community member*  
 Debora Daigle, *Community member*

John Glead, *Community member*  
 Stephen Alexander, *Community member*  
 Diana Rourke, *Manager BASF Cornwall Plant*  
 Kirsten Gardner, *Warden and United Counties of S. D. & G. Representative*  
 Jennifer Haley, *St. Lawrence College Representative*  
 Todd Bennett, *City of Cornwall Representative*  
 Chief April Adams-Philips, *Mohawk Council of Akwesasne Representative*  
 Luc Lacelle, *RBC*  
**Honorary Board member** -  
 69 Henry Lickers, *Mohawk Council of Akwesasne*

# PAT FINUCAN

*Foundation Board Chair*

The River Institute Foundation coordinates the River Champion Program, manages the River Institute's endowment fund, and assists with special fundraising events. In 2019, we were thrilled to be named as the beneficiary charity for the Seaway International Wine Festival, which resulted in a contribution of \$12,500. We are grateful to the Ramada Inn organizers for this contribution.

River Champions are individuals or organizations that contribute annually to the River Institute. Since the program began in 2016, River Champions have contributed over \$260,000 to advance local science in innovative ways. We are fortunate to have top scientists here in our community to do the research and

teach us to be good stewards of the ecosystem.

As a non-profit charitable organization, the River Institute raises its own funds for all essential costs, including salaries, administration, overhead, and operations. Grants, sponsorships, and donations provide specific funding for research and special projects, together with unrestricted contributions from individual donors and River Champions.

As people are connecting with nature and finding renewed appreciation for the outdoors, ecosystem health is more important than ever. I encourage everyone to consider a gift to the River Institute: [www.riverinstitute.ca/donate](http://www.riverinstitute.ca/donate).



## Foundation Board:

**Chair** – Pat Finucan  
**Vice-Chair** – Walter Oeggerli  
**Treasurer** – Maureen Adams  
**Secretary** – John McDonald  
**Director** – Paul DeYoung

## Ask Team:

Paul DeYoung    John McDonald  
Pat Finucan    Tim Mills  
Bill Kaneb    Roy Perkins  
Scott Lecky    and staff  
Luc Marion

# JEFF RIDAL, PHD

*Executive Director / Chief Research Scientist*

The year 2019 marked the River Institute's 25th Anniversary, and celebrate we did! We used every opportunity to showcase how far we have come in 25 years, including a wonderful evening event with a large tent packed full of friends, staff, and supporters of the River Institute. We also honoured Christina Collard for her 25th anniversary working for the River Institute.

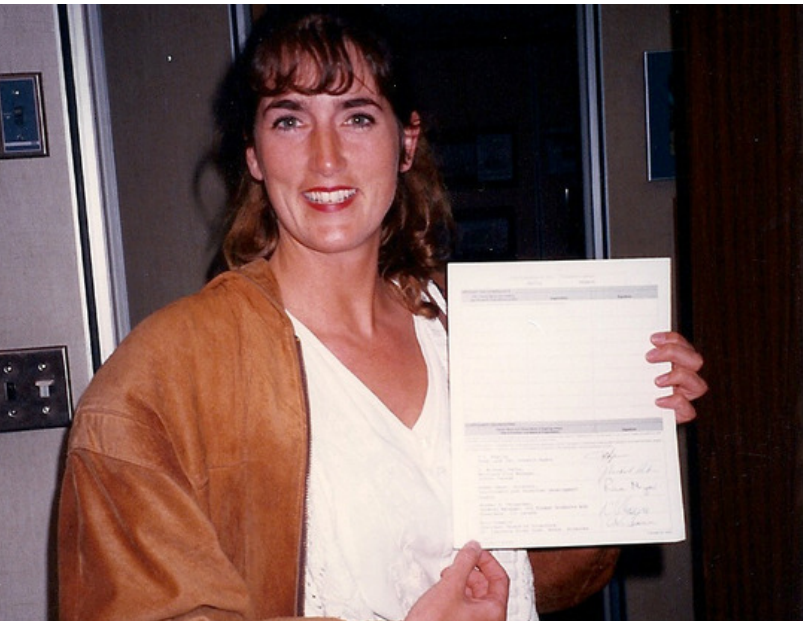
The River Institute achieved some significant honours in 2019. We were awarded the NSERC Award for Science Promotion, a national award that is given to one Canadian organization each year. We achieved certification by the Canadian Council on Animal Care, thanks to the hard work of our Animal

Care Committee. Matt Windle's trip to China helped enhance our partnership with Queen's University, Tongji University, and WWF China, and develop an exciting project to apply new e-DNA methods to examine biodiversity of large rivers, both in Canada and China.

As always, I am extremely proud of our staff who deliver all of the River Institute programs. It is remarkable to reflect over 25 years and consider our accomplishments in research, education, outreach, and technical services. We are grateful for the support and partnership of our donors, sponsors, and River Champions who have encouraged us for the past 25 years, and continue to support our efforts to improve the environment locally and globally.

**2019 STAFF:** Angela Flipsen – Intern Lab Technician // Bailey Bedard – Biologist, Summer Student // Brian Hickey – Program Leader Education & Research Scientist // Christina Collard – Program Leader Administration & Fundraising // Cristina Charette – PhD Candidate // Crystal Martell – Lab Technician // El-Amine Mimouni, Ph.D – Research Scientist // Emilie DeRochie – Summer Camp Programmer & Educator // Jason Szvec – Part Time Teaching Assistant // Jeff Ridal, Ph.D – Executive Director & Chief Research Scientist // Jennifer Lauzon – Assistant Administrator // Jesse St John – Biologist, Summer Student // Josh Filion – Educator & Biologist // Karen Cooper – Communications & RAP Transition Coordinator // Kate Schwartz – Field Technician, Summer Student // Katie Verhoeven – Communications and Fund Development Officer // Lacey MacDonald – Educator & Biologist // Leigh McGaughey, Ph.D – Research Scientist // Lexy Harquail – Educator & Biologist // Louis Savard – Program Leader RiverLabs // Luc St-Pierre – Lab Technician // MacKenzie Waller – Biologist // Mark MacDougall – Biologist // Mathieu St-Hilaire – Summer Camp Programmer // Matt Watson – Biologist // Matt Windle – Research Scientist // Meagan Mitchell – Research Assistant // Natasha Pozega – Project Development Officer & St. Lawrence River (Cornwall) RAP Coordinator // Neil Dempster – Lab Technician // Pam Maloney – Fund Development Consultant // Samantha Villeneuve – Administrative Assistant // Sarah Lafleur – Jr. Lab Technician, Summer Student // Stéphanie Guernon – Educator & Biologist // Stephany Hildebrand – Jr. Field Research Assistant // Ted Wright, Ph.D – Professor // Yanik Rozon – Jr. Field Technician & Educator





Christina Collard was hired in 1994 as the River Institute's first employee. She has helped guide the organization through 25 years of growth and impact.

Congratulations and thank you, Christina!

2019 was a year of celebration as the River Institute marked its 25th Anniversary. The River Institute began as a grass roots concept that grew into the scientific organization we have today thanks to the hard work and vision of concerned citizens, community and business partnerships.

2019 River Award recipient:  
Melanie Baker Brown





In 2019, the Great River Rapport project connected with communities to gather feedback, concerns, and input about the river. Public presentations, workshops, and an online survey collected feedback from hundreds of people. At the same time, partnerships were formed with scientists, and a Science and Data workshop was held to identify a selection process for a suite of ecological indicators that will provide the environmental health information that fits the public interest.

The project continues to expand its original partnerships with the Mohawk Council of Akwesasne and the Great River Network to include members of the Francophone community and Citizen Science interest groups. The Great River Rapport team of scientists, contributors, research assistants, and artists continues to expand, thanks to contributions from a variety of funding sources.



The FINS Project is a long-term initiative that began in 2015 under lead Research Scientist Matt Windle and in partnership with the Mohawk Council of Akwesasne (MCA) to provide information, monitoring, and indicator modelling for the nearshore aquatic communities of the Upper St. Lawrence River. This project has created one of the largest and most unique baseline datasets for the region, which has been of great value to the MCA, government agencies, and collaborative partners. To date the project has surveyed over 112,000 fish from 62 species, and habitat from over 190 sites on the St. Lawrence River from Kingston to Montreal.

This work has resulted in several peer-reviewed publications, and other collaborative projects with Clarkson University, Queen's University, and Université du Québec à Montréal.

Moving forward, the team will investigate exciting new technologies using environmental DNA (eDNA) combined with traditional survey methods to track the biodiversity of the river. The project will also work with the MCA to collect and analyze contaminant loadings of sportfish in the Akwesasne territory, in response to recent developments at the Grasse River Superfund Site.







Cristina Charette is a PhD candidate at the Université du Québec à Montréal in partnership with the River Institute. Her research project, *'The influence of environmental gradients in moderating exotic invasion impacts on aquatic food webs'* focuses on the impacts of the invasive round goby on the nutritive quality and contaminant loading of the nearshore food web in the Upper St. Lawrence River.

This project utilizes different types of food web analyses including stable isotopes, fatty acids, and stomach contents to establish the trophic role of the round goby and assess its nutritive value to sportfish like smallmouth bass and yellow perch. This work will also develop an ecosystem model of Lake St. Francis to understand how the introduction of the round goby impacts the ecosystem structure and function.



A long-term bat rehabilitation project led by Dr. Brian Hickey has deployed over 150 artificial bat houses throughout Eastern Ontario in an attempt to restore at-risk species of bats in the region. Ongoing monitoring and radiotracking of bats shows that Little Brown Bats are inhabiting the structures and some are successfully reproducing.

In 2019, nine colonies of Little Brown Myotis were documented. Some of these were large colonies with more than 100 individuals and three colonies were in bat

houses deployed as part of recovery efforts undertaken by the River Institute over the past several years. In addition, opportunities have been created for many citizen science volunteers who help monitor bat populations.

This project is providing valuable information for the M.Sc. thesis of University of Ottawa graduate student Bailey Bedard. Her work focuses on determining the sources of mercury for bats and understanding the details of its accumulation in different species.

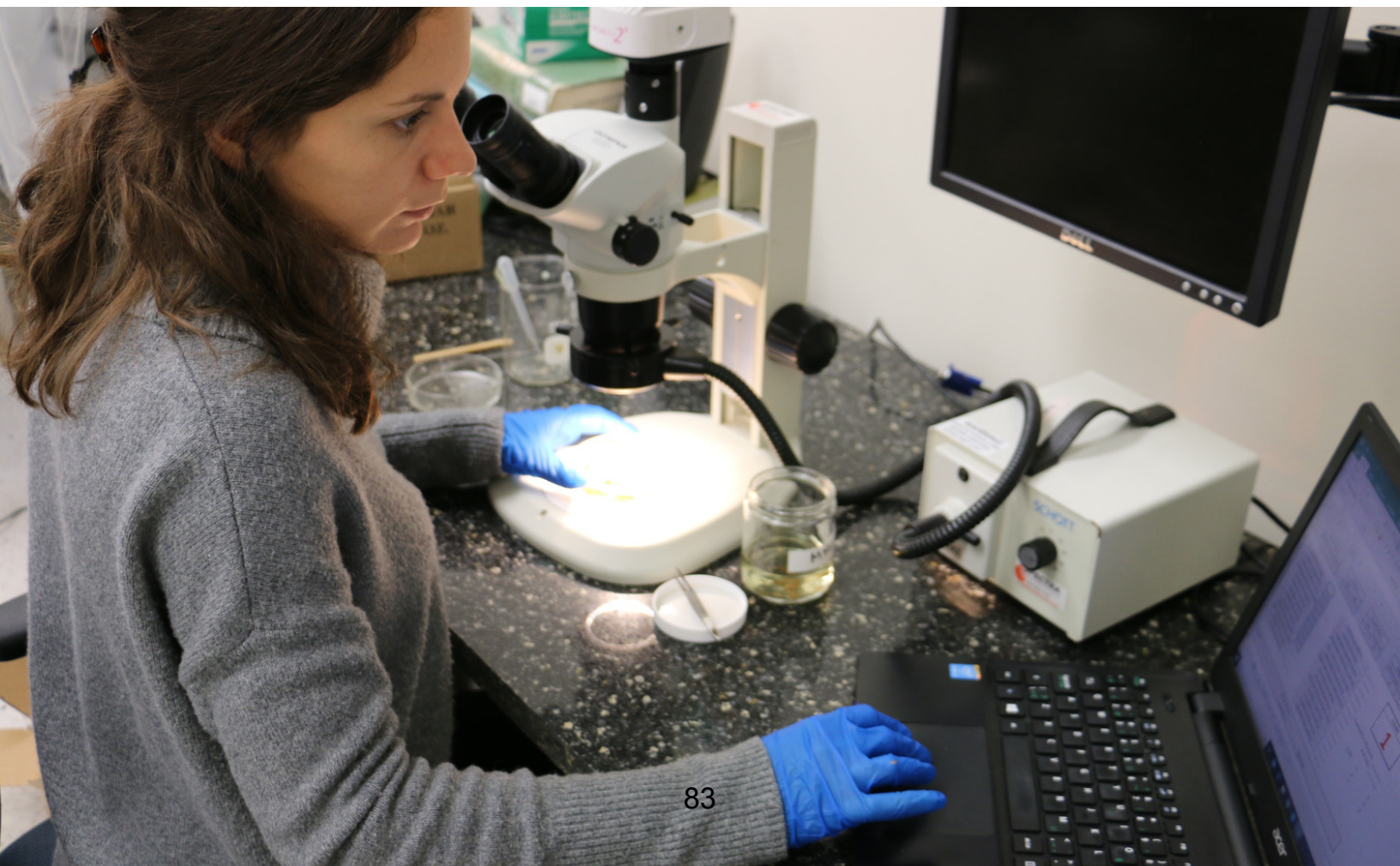






RiverLabs was created with the mandate to leverage the River Institute's expertise to assist industry with environmental problem solving. In 2019, RiverLabs delivered 19 unique projects and processed over 1000 samples through the River Institute's analytical laboratory. Highlights in 2019 included working with Food Cycle Science and Farm Boy to assess the environmental impact of processing organic waste for the consumer food industry; and working with Indigenous partners to assess flood potential and impacts.

RiverLabs continues to build a strong portfolio of partners, technical capabilities, and expertise, particularly in the area of UAV (drone) skills and spatial services. In 2019, we acquired a DJI Matrice 210 RTK drone with visual, thermal and near infrared optics, allowing for even more advanced survey and mapping options. RiverLabs also provides UAV pilot certificate training courses, and has recently revamped the course to make it available as an online, self-paced course.



The River Institute provides students of all ages with opportunities to learn about environmental science through school programs, water festivals, and camps. Last year, approximately 5750 students participated in these programs, and 81% stated that their interest in science increased after a River Institute experience.

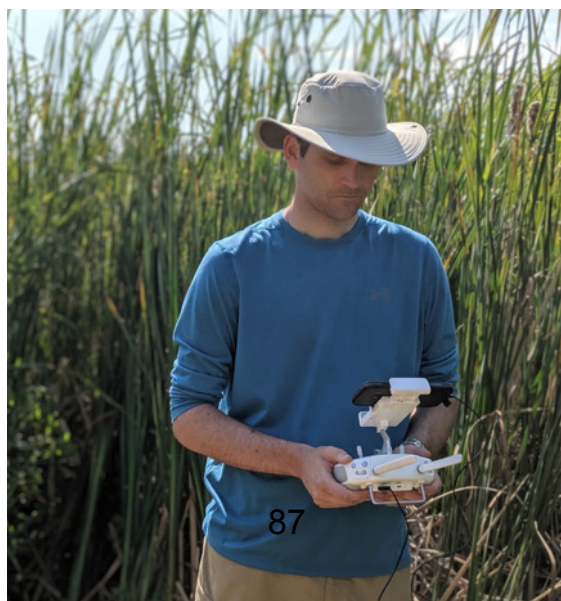
The concept of 'learning science from scientists' provides students with hands-on interactions with scientists, and offers motivation, encouragement, and inspiration to consider a future in science. 100 school programs were offered in 2019, reaching 21 different schools from Eastern Ontario, Akwesasne, and Ottawa.





In 2019, the River Institute was awarded the NSERC Award for Science Promotion. The Natural Sciences and Engineering Research Council of Canada (NSERC) honours individuals and groups who make an outstanding contribution to the promotion of science in Canada through activities encouraging popular interest in science or developing science abilities. One organization is chosen each year based on nominations received from the public and/or scientific community. What an honour to be chosen in our 25th Anniversary year!





In partnership with Ontario Power Generation, the River Institute hosts March Break and summer family workshops at the St. Lawrence Power Development Visitor Centre in Cornwall. These workshops feature guest speakers, science and nature interactive displays, crafts, and activities.

In 2019, approximately 1800 people took part in these highly popular events.



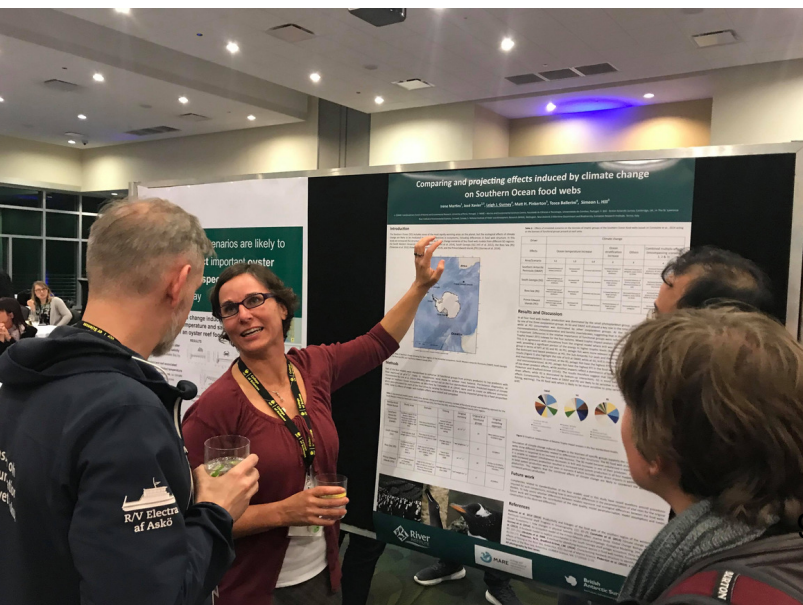
*'Watersheds, Water Levels, and Wetlands'* convened scientists, students, and citizens for two days of discussion, workshops, and scientific presentations. Community day attracted 140 high school students to hear the keynote address and visit the exhibits. Science Day involved a panel discussion and scientific presentations. Keynote speakers Elizabeth Hendriks, World Wildlife Fund and Henry Lickers, Mohawk Council of Akwesasne, reminded us of our collective responsibility to restore and protect ecological health.



Science + Nature On Tap is a monthly speaker series presented at a local restaurant in downtown Cornwall. In 2019, Science + Nature topics ranged from water levels to Ottawa River stories to invasive species to animal rehabilitation in the Amazon! Over 300 attendees enjoyed fascinating presentations by guest speakers from the River Institute, Water Rangers, University faculties, and Canadian Geographic.



The River Institute is known for its community outreach and knowledge-sharing through public presentations. In 2019, presentations included World Wetlands Day, BlueFish Radio, Great River Rapport workshops, Cornwall Lunker Club, Day of the Girl, River Symposium, Queen's University, Science Odyssey Week, EcoPath 35 Years Conference, International Association for Great Lakes Research (IAGLR) Conference, Clarkson University, and more!



The 2-day annual 'Women in Science' conference is hosted by Ontario Power Generation in Cornwall to allow high school girls to meet, learn, and ask questions from women who work in scientific fields. Representatives from the River Institute proudly attend each year to share their experiences and provide inspiration. Our female scientists, technicians, students, volunteers, interns, office administrators, and Board members are a fundamental part of our team and integral to every aspect of the work we do.

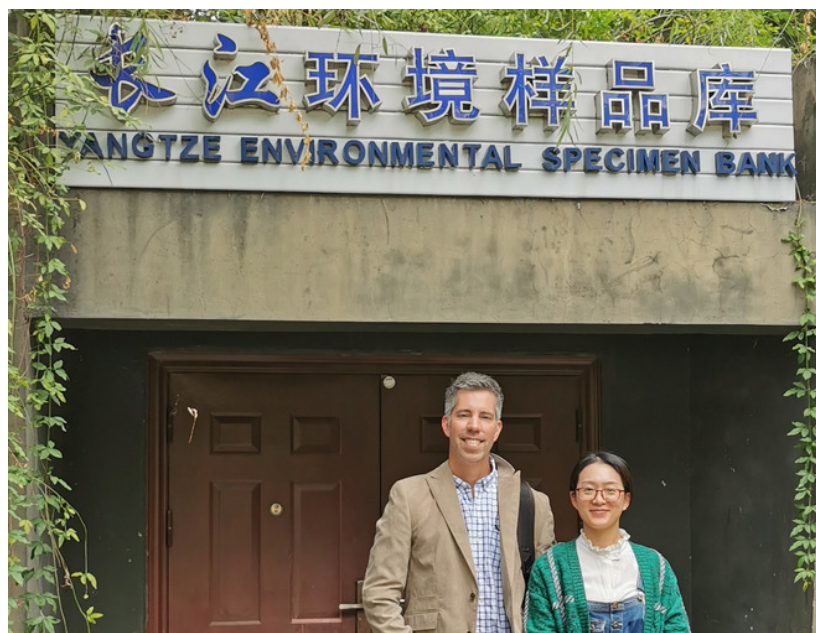


The River Institute is an active participant in the St. Lawrence River (Cornwall) Remedial Action Plan and hosts the local RAP office. The ultimate goal of the program is to redesignate the local Area of Concern from Impaired to Not-Impaired.

In 2019, the Cornwall RAP office launched a new website and mailing list to extend its reach within the community. Find out more at [stlawrenceriverRAP.ca](http://stlawrenceriverRAP.ca).

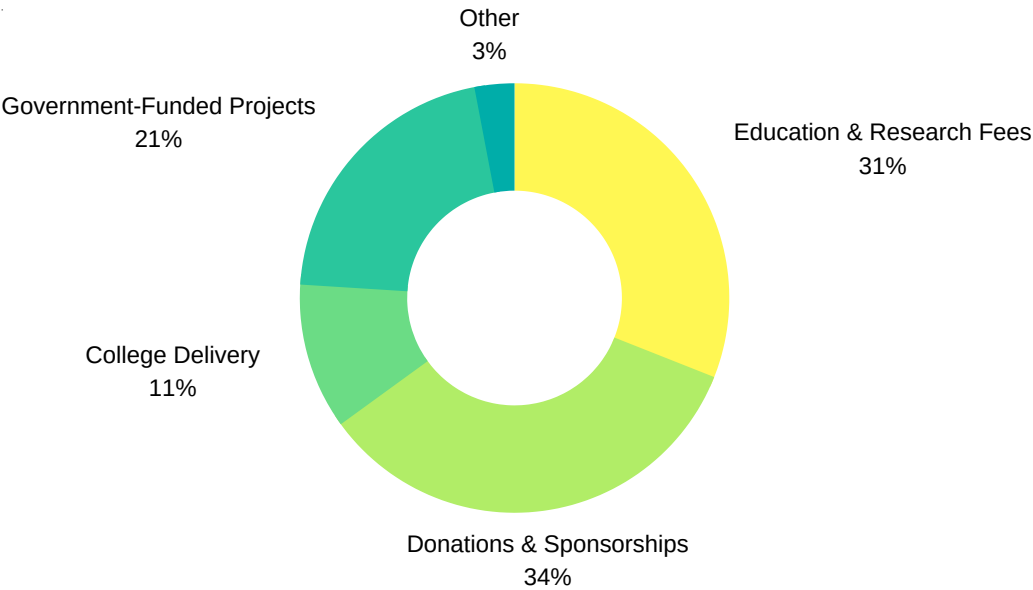


Research Scientist Matt Windle travelled to China in October to meet with partners from the Sino-Canada Centre for Environment and Sustainable Development. He was the keynote speaker at the 5th Shanghai International Nature Conservation Festival, and presented at the Yangtze Environmental Specimen Bank, WWF China, and Tongji University. This amazing trip further developed partnerships and has led to an exciting new project using eDNA to examine river biodiversity in Canada and China.



This image is from a drone video shot in 1080 resolution from high altitude. While eye-catching, these images are also important to help map out aquatic vegetation beds that anchor contaminated sediment. This information is used to build models that track the movement of these contaminants.



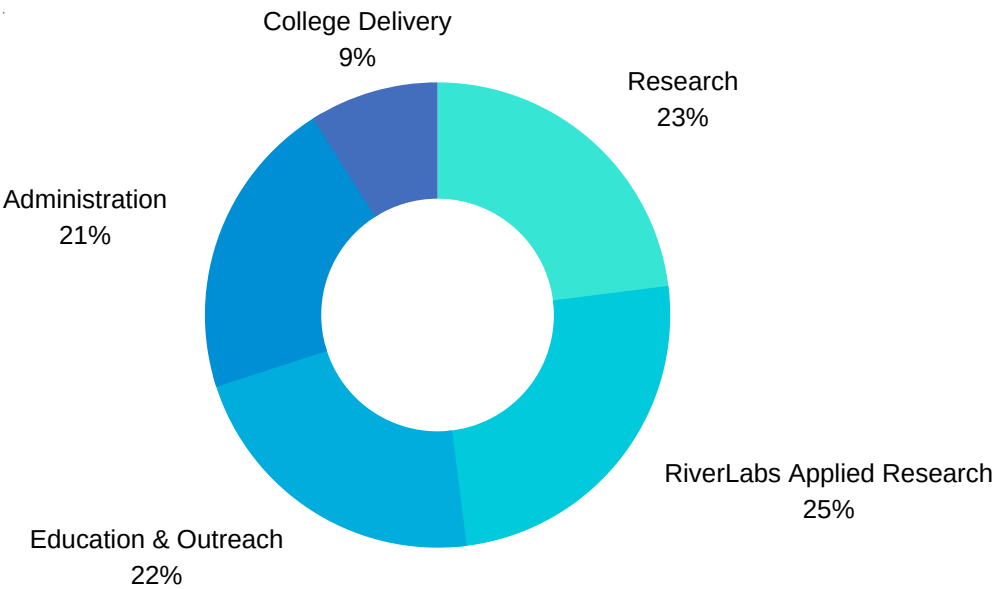


1,432,616

TOTAL REVENUE

1,401,672

TOTAL EXPENSES



River Champions is a donor circle of individuals and organizations that contribute annually to the River Institute. Not only do these donations contribute to the advancement of local science, they also help leverage additional grants to support new scientists and innovative research.

Since it began in 2016, River Champions have contributed over \$260,000 to River Institute programs. These donations have enabled considerable growth and helped the River Institute establish national and international recognition. We are extremely grateful to this group of local donors.

Kerry & Katherine Adams  
Maureen & Drew Adams  
Sean Adams  
Artisan Kitchen & Bath  
Kevin & Susan Baird  
BASF Canada Inc.  
Lisa Beaupre-MacKinnon & David MacKinnon  
Tim Bertrand  
Carole & Tasso Boubalos  
Melanie & Jason Brown  
Neil Burke  
Dr. Louis & Jennifer Cardinal  
Marcel & Lori Caron  
Julie & Wayne Casey, Casey Mechanical Inc.  
Richard & Barbara Charlebois  
Christina Collard & Joel D'Amour  
Colleen & Nick Cox  
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Fay & Rick Eamon  
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Patrick Finucan & Martine Ménard  
Marc Genier, Fantastic Cleaners  
Grant-Marion Construction Limited  
Linda Halliday  
Brian Hickey, Ann Surch, Elizabeth & Sean Hickey  
Patricia (Tish) & Ralph Humphries  
Brendan & Karen Hunt  
The Tom & Gail Kaneb Foundation  
William Kaneb  
Elaine Kennedy

Luc & Cindy Lacelle  
Lafleche Foundation  
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Longevity Acrylics Inc.  
Ed & Pat Lumley  
Jamie & Brenda MacDonald  
Pam & Shawn Maloney  
Marleau Mechanical  
John & Valerie McDonald  
Randy McDonald  
Gib McIntee, St. Lawrence Testing  
Karen McMillan & Lloyd Lalonde, St. Hubert Restaurant  
Tim Mills  
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Steve & Carolyn O'Reilly, Winmar  
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Dr. Roger Tremblay  
United Counties of Stormont, Dundas & Glengarry  
Vis-Marty Family  
Kirk & Sandra Wrinn  
...many anonymous donors

Aqueduct Foundation	Port of Johnstown
Architecture 49	R Howard Webster Foundation
Calabogie Breweries	Ramada Inn by Wyndam, Cornwall
Calco Soils	RBC Foundation
Caneau	S.M. Blair Foundation
Catholic District School Board of Eastern Ontario	Scotiabank
Cornwall Door Systems	South Nation Conservation Authority
Cornwall Electric	St. Lawrence College
Cornwall Rotary Club	St. Lawrence Seaway Development Corp.
Cowbell Breweries	St. Lawrence Seaway Management Corp.
Crabtree Foundation	Sunrise Rotary Club of Cornwall
Echo Foundation	TD Friends of the Environment
Enbridge Inc.	Telus
Government of Canada, Department of Environment and Climate Change	The Catherine and Maxwell Meighan Foundation
GFL Environmental Inc.	The Commonwell Mutual Insurance Group
Green Jobs	The Five B Family Foundation
Greenfield Ethanol – Johnstown Plant	The Ontario Trillium Foundation
Grenville Mutual Insurance Company	The Tom and Gail Kaneb Foundation
Ingredion Canada	The Trottier Family Foundation
International Joint Commission	Tim Hortons
Maurice Price Foundation	Township of Edwardsburgh/Cardinal
Moulure Alexandria Moulding	TransCanada Pipeline Ltd.
National Research Council of Canada	Union Gas Ltd.
Natural Sciences and Engineering Research Council of Canada (NSERC)	United Counties of Stormont, Dundas, and Glengarry
Ottawa Community Foundation	Uplands Charitable Foundation
Ontario Power Generation-Ottawa/St. Lawrence Plant Group	Upper Canada District School Board
	WSP Canada Inc.

## VOLUNTEERS

The River Institute is supported and encouraged by a dedicated volunteer base. Year after year, our programs, projects, research and administration are assisted by volunteers who donate their time, energy and expertise to help our organization thrive. Without this group of generous people, the River Institute wouldn't be able to do all it does. We are truly grateful!

**Regional:**

Akwesasne Mohawk Board of Education  
 L'Association canadienne-française de  
 l'Ontario - Stormont, Dundas et Glengarry  
 (ACFOSDG)  
 Catholic District School Board of Eastern  
 Ontario  
 City of Cornwall  
 Conseil des écoles publiques de l'Est de  
 l'Ontario  
 Conseil scolaire de district catholique de  
 l'Est ontarien  
 Cooper Marsh Conservators Inc.  
 Cornwall and Area Chamber of Commerce  
 Cornwall Dive Club  
 Cornwall Lunker Club  
 Cornwall Public Library  
 Cornwall Seaway News  
 Eastern Ontario Health Unit  
 Eastern Ontario Water Resources  
 Committee  
 Great River Network  
 Job Zone d'emploi, Cornwall  
 Laflèche Leblanc Soil Recycling  
 McDonald Duncan Law Office  
 Mohawk Council of Akwesasne  
 Ontario Power Generation  
 Parks of the St. Lawrence  
 Raisin Region Conservation Authority  
 Resource Stewardship Stormont, Dundas,  
 and Glengarry Council  
 Service Canada  
 South Nation Conservation Authority  
 Standard Freeholder  
 Stormont, Dundas, and Glengarry Science  
 Fair  
 Stormont Yacht Club  
 St. Lawrence College  
 St. Lawrence Parks Commission  
 St. Lawrence River Restoration Council  
 Thompson Island Cultural Center

Township of South Stormont  
 United Counties of Prescott-Russell  
 United Counties of Stormont, Dundas and  
 Glengarry  
 Upper Canada District School Board

**Provincial, National, International:**

Aquarium  
 Bay of Quinte Restoration Council  
 Blue Fish Canada  
 Carleton University  
 Colleges & Institutes Canada  
 Community Futures Development  
 Corporation  
 Department of Fisheries and Oceans  
 Canada  
 Earth Concerns Environmental Contracting  
 Inc.  
 Encounters With Canada  
 Environment Canada: Ontario Region and  
 Quebec Region  
 Great Rivers Center at Clarkson University  
 International Joint Commission  
 Lower Trent Conservation Authority  
 Ontario Ministry of Environment,  
 Conservation and Parks  
 Ontario Ministry of Natural Resources and  
 Forestry  
 Ontario Ministry of Research and  
 Innovation  
 Ontario Ministry of Transportation  
 Queen's University  
 SINO Canada  
 Trent University  
 Université du Québec à Montréal  
 University of Ottawa  
 University of Waterloo  
 University of Windsor  
 WWF China  
 WWF Ottawa Chapter

**Peer reviewed publications:**

Goretzke, J.A., Windle, M.J.S., and J.M. Farrell. Range Expansion of the Western Tubenose Goby (*Proterorhinus semilunaris* Heckel, 1837) in eastern Lake Ontario and the upper St. Lawrence River. *BioInvasions Records* 8(3): 684-698 (2019).

Lapointe, D., Ridal, J.J. Mercury Concentrations in Sentinel Fish Exposed to Contaminated Sediments under a Natural Recovery Strategy within the St. Lawrence River Area of Concern at Cornwall, Ontario, Canada. *Arch Environ Contam Toxicol* 76, 216–230 (2019).

**Reports:**

MacDougall, M.J. 2019. Thousand Islands National Park: Satellite Based Habitat Assessment – User Guide. Technical Guide prepared for Parks Canada, May, 2019.

MacDougall, M.J. and Drouillard, K.G. 2019. Detroit River Area of Concern: Assessment of the Degradation of Benthos Beneficial Use Impairment in Canadian Waters. Report prepared for Environment Canada. March 2019.

MacDougall, M.J., Savard, L.S., Pozega, N.K. 2019. Ingleside WWTP Influent Investigation. Final Report prepared for the Township of South Stormont. February 2019.

MacDougall, M.J. and Watson, M. 2019. Food Cycle Science Commercial Clean Tech Demonstration. Final Report prepared for Food Cycle Science and BLOOM. May 2019.

MacDougall, M.J. and Windle, M.J.S. 2019. Thousand Islands National Park: An Assessment of Habitat Area using Satellite Imagery. Final Report prepared for Parks Canada. May, 2019.

Ridal, J.J. and Windle, M.S. 2019. Status of Restrictions on the Consumption of Fish and Wildlife in the Bay of Quinte Area of Concern. Report prepared for the Bay of Quinte Restoration Council in support of the Bay of Quinte Remedial Action Plan and the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health. 25 pp.

Windle, M.J.S., and Ridal, J.J. 2019. Cornwall Sediment Strategy Long Term Monitoring Program: Establishing baseline concentrations for nearshore surface sediments. Final report prepared for Environment and Climate Change Canada in support of the St. Lawrence River (Cornwall) Remedial Action Plan. June 2019.

Windle, M.J.S. 2019. Assessing ecosystem indicators in the St. Lawrence River. Final report prepared for the Loblaw Water Fund and WWF Canada. April 2019.

Windle, M.J.S. 2019. Pugnose shiner and other minnows in the Upper St. Lawrence River. Final report prepared for the Ontario Ministry of Natural Resources and Forestry (MNR) Species at Risk Stewardship Fund (SARSF). Project SARSF\_68\_17\_SLRIES2. March 2019.

**Presentations:**

MacDougall, M. Global Challenges, Local Concerns. Water Canada. November/December 2019: 12 – 13. [https://cdn.watercanada.net/wp-content/uploads/2019/11/11103642/WC109\\_NovDec2019\\_WEB.pdf](https://cdn.watercanada.net/wp-content/uploads/2019/11/11103642/WC109_NovDec2019_WEB.pdf)

McGaughey, L. Taking the pulse of the St Lawrence River. Presentation for Science and Nature Speaker Series, Cornwall, ON, March 2019.

McGaughey, L. A finger on the pulse of the St Lawrence River. Invited presentation at Queen's University, Kingston, ON, April 2019.

McGaughey, L., Using Ecological Indicators to Capture the State of the St. Lawrence River. Invited presentation at Clarkson University, Potsdam, NY. September 2019. <https://www.clarkson.edu/news/clarkson-university-hosting-dr-leigh-mcgaughey-talk-upper-st-lawrence-river>

McGaughey, L., and Ridal, J.J. An Ecosystem health report of the Upper St Lawrence River – communicating science to our community. IAGLR Annual Conference, Brockport, NY. June, 2019.

Pozega, N. Water Stewardship in the Supply Chain. Panelist at the 10th Canadian Water Summit, Collingwood, ON. 2019.

Windle, M.J.S. Water levels and ecosystem health of the St. Lawrence River. Oral presentation at the 25th Annual International Symposium on the St. Lawrence / Great Lakes ecosystems, Cornwall, ON, May 30, 2019.

Windle, M.S., Schwartz, K., Ridal, J.J. Effects of season, habitat characteristics, and water levels on fish assemblages in coastal wetlands. Oral presentation at the International Association for Great Lakes Research (IAGLR) 62nd Annual Conference on Great Lakes Research, Brockport, NY, June 12, 2019.



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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: 2020-326-Corporate Services  
Prepared By: Debbie Caskenette, Deputy Clerk  
Meeting Date: September 28, 2020  
Subject: Proclamation – Community Health and Wellbeing Week

**Purpose**

To proclaim the week of October 5 to 11, 2020, as “Community Health and Wellbeing Week” in the City of Cornwall.

**Recommendation**

That Council:

- a. proclaim the week of October 5 to 11, 2020, as “Community Health and Wellbeing Week” in the City of Cornwall
- b. authorize the flag to be raised at 340 Pitt Street

**Background / Discussion**

Seaway Valley Community Health Centre partnered with Centre de santé communautaire de l’Estrie (CSCE) in requesting that Council proclaim the week of October 5-11, 2020, as “Community Health and Wellbeing Week” in the City of Cornwall and authorize the flag to be raised at 340 Pitt Street.

Document Title:	Proclamation - Community Health and Wellbeing Week - 2020-326-Corporate Services.docx
Attachments:	- CHWW2020-Cornwall city proclamation_SVCHC_CSCE_Final.doc
Final Approval Date:	Sep 22, 2020

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

**Manon L. Levesque - Sep 21, 2020 - 11:52 AM**

**Geoffrey Clarke - Sep 21, 2020 - 11:53 AM**

**Maureen Adams - Sep 22, 2020 - 1:29 PM**

## **Proclamation – Community Health and Wellbeing Week October 5-11, 2020**

**WHEREAS** Ontario must achieve the best possible health and wellbeing for everyone living in the province;

**WHEREAS** health is much more than the absence of illness; it is the best possible state of physical, mental, spiritual and social wellbeing;

**WHEREAS** better health and wellbeing begins in our homes, in our schools, in our workplaces, and in the communities where we live;

**WHEREAS** treating people's illnesses and sending them back to the same conditions that produced their sickness will only result in continued ill-health;

**WHEREAS** by ensuring better health and wellbeing for all, and by creating programs and services that address health inequities across our entire community, we will ease pressures on our health care system and strengthen Medicare, one of our country's finest achievements.

**WHEREAS** the COVID-19 pandemic has amplified existing health inequities and highlighted an urgent need for a more integrated, equitable health system that leverages the power of communities;

**WHEREAS** Ontario's health providers, health agencies, planning entities and the provincial government must work towards a future without systemic barriers that prevent people from reaching their full health potential, a future where everyone can make the choices that allow them to live a fulfilling life;

**WHEREAS** to achieve this future we need to shift Ontario's fragmented sickness system to a Community Health and Wellbeing system that promotes the best possible health and wellbeing for everyone living in Ontario;

**WHEREAS** during the first week of October, Canadians across the province will be spotlighting the importance of working better together to achieve a complete sense of health and wellbeing for all people and all communities in Ontario;

**NOW THEREFORE BE IT RESOLVED THAT** the Cornwall City Council does hereby proclaim the week of October 5-11, 2020 to be "Community Health and Wellbeing Week" in the City of Cornwall, Ontario.

## Proclamation – Semaine de la santé et du bien-être communautaire 5 au 11 octobre 2020

**ATTENDU QUE** l'Ontario doit réaliser le meilleur état de santé et de bien-être possible pour toutes les personnes qui y résident;

**ATTENDU QUE** la santé est bien plus que l'absence de maladie; Elle est le meilleur état de bien-être possible sur les plans physique, mental, spirituel et social;

**ATTENDU QU'**un meilleur état de santé et de bien-être commence dans nos foyers, nos écoles, nos milieux de travail et les communautés où nous vivons;

**ATTENDU QUE** traiter la maladie de l'individu et le laisser retourner dans le milieu qui est à l'origine de la maladie ne peut que prolonger les problèmes de santé;

**ATTENDU QU'**en assurant un meilleur état de santé et de bien-être pour tous, et en créant des programmes et des services qui améliorent la santé de tous les membres de la collectivité, nous atténuerons les contraintes qui pèsent sur notre système de santé et nous renforcerons l'assurance maladie, l'une des réalisations les plus remarquables de notre pays;

**ATTENDU QUE** la pandémie de la COVID-19 a amplifié les inégalités existantes en matière de santé et mis en évidence le besoin urgent d'un système de santé plus intégré et plus équitable qui tire parti du pouvoir des communautés;

**ATTENDU QUE** les fournisseurs de services de santé de l'Ontario, les organismes de santé, les Entités de planification, et le gouvernement provincial doivent s'efforcer d'éliminer les obstacles systémiques qui empêchent tant de gens de réaliser leur plein potentiel de santé, et travailler pour un avenir dans lequel chaque personne est en mesure de faire des choix qui lui permettent de s'épanouir;

**ATTENDU QUE** la réalisation de cet avenir passe par la transition du système de maladie fragmenté de la province à un système de santé et de bien-être communautaire qui favorise le meilleur état de santé et de bien-être possible pour toutes les personnes de l'Ontario;

**ATTENDU QUE**, la première semaine d'octobre, les Canadiennes et les Canadiens des quatre coins de la province tiennent à souligner l'importance d'une meilleure collaboration pour assurer un meilleur état de santé et de bien-être pour tous les gens et toutes les collectivités de la province;

**IL EST RÉSOLU QUE** le conseil municipal de la Ville de Cornwall, Ontario, déclare « Semaine de la santé et du bien-être communautaire » la semaine du 5 au 11 octobre, 2020 dans la Ville de Cornwall.

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-327-Corporate Services  
Prepared By: Debbie Caskenette, Deputy Clerk  
Meeting Date: September 28, 2020  
Subject: Proclamation – Fire Prevention Week

**Purpose**

To proclaim the week of October 4 to 10, 2020, as “Fire Prevention Week” in the City of Cornwall.

**Recommendation**

That Council proclaim the week of October 4 to 10, 2020, as “Fire Prevention Week” in the City of Cornwall.

**Background / Discussion**

Fire is a serious public safety concern both locally and nationally, and home are the locations where people are at greatest risk from fire. The City of Cornwall is committed to ensuring the safety and security of all those living in and visiting Cornwall. Most fires are both predictable and preventable if individuals are knowledgeable about fire prevention, safety and preparation of plans to be enacted in the event of a fire. Fire Prevention Week enables members of Fire Services to engage with the residents in public engagement to raise awareness of fire prevention and safety within our community.

Document Title:	Proclamation - Fire Prevention Week - 2020-327-Corporate Services.docx
Attachments:	
Final Approval Date:	Sep 22, 2020

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

**Manon L. Levesque - Sep 21, 2020 - 11:53 AM**

**Geoffrey Clarke - Sep 21, 2020 - 11:55 AM**

**Maureen Adams - Sep 22, 2020 - 1:26 PM**

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-371-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: September 28, 2020  
Subject: August CPPEG Tenth St E (CN Rail Lands)

**Purpose**

To approve the hereafter one (1) mentioned item under the Brownfields Community Improvement Plan recommended for approval at the August CPPEG meeting.

**Recommendation**

That Council receive the following item:

- a. JAE Land Development at Tenth St E Part of Lots 4, 5, and 6 CON 1 for Program 2-Environmental Site Assessment Grant in the amount of \$9,600.

**Financial Implications**

Funding for the Brownfield application is sourced from the Brownfield Reserve and therefore, does not have an impact on the 2020 operating budget.

**Background / Discussion**

The Brownfield application is a request for an Environmental Site Assessment Phase II grant, where 12 boreholes and 4 monitoring wells will be drilled in various locations on site. Samples will be taken and tested to be reviewed referencing the Ministry of the Environment Conservation and Parks (MOECP)

criteria, to determine the level of contamination present, to develop a Remediation Plan.

There was no Planning Advisory (PAC) Meeting held in August, and due to construction scheduling was forwarded direct to Council. The application was brought up as information at the PAC meeting of September 21, 2020. No questions regarding the application were put forward by the Committee members.

Document Title:	CPPEG Tenth St E - 2020-371-PDR.docx
Attachments:	
Final Approval Date:	Sep 23, 2020

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

**Mark A. Boileau - Sep 22, 2020 - 1:22 PM**

**Tracey Bailey - Sep 23, 2020 - 3:56 PM**

**Maureen Adams - Sep 23, 2020 - 3:58 PM**

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-331-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: September 1, 2020  
Subject: Electoral System Review - Survey Results

**Purpose**

To present the results of the Electoral System Review and outline the process of introducing a ward system, changing Council composition, and placing a question on the ballot.

**Recommendation**

That Council provide Administration with direction.

**Background / Discussion**

On January 14, 2019, Council endorsed Resolution 2019-01 directing Administration to prepare a report on the Ward System including options on Council composition.

On November 25, 2019, Council was presented with the requested Report and directed Administration to engage in public consultation on introducing wards and changing Council size and directed Administration to prepare a report on costing and timelines of the consultation.

On January 13, 2020, Council was presented with the requested Report and directed Administration to proceed with the public consultation on the Ward System and Council Composition.

The Survey was published in the Cornwall Seaway News on April 22, April 29, and May 6 and in the Cornwall Standard-Freeholder on April 25, May 2, and May 9. A total of 2,000 Surveys were mailed to randomized City of Cornwall addresses with pre-paid return envelopes. The online Survey was open from April 20 to June 22 with advertising on the City's Facebook page several times during that period.

Due to the COVID-19 pandemic and health-related protection orders, the plan to hold an in-person open house engagement session, at the Cornwall Chamber of Commerce's Spring Home & Leisure Show did not occur.

The target was to receive a total of 2,500 responses which represented approximately 20% of the 12,488 registered voters who cast their ballots in the 2018. A total of 554 paper responses (both newspaper and mailed out Surveys) were received and another 1,210 online responses were received for a total of 1,764 Surveys (14 in the French language and 1,750 in the English language).

The questions were answered as follows:

1. How many Councillors, not counting the Mayor, should sit on Council?
  - 315 or 20.59% of the responses were in favour of 10 Councillors
  - 668 or 43.66% of the responses were in favour of 8 Councillors
  - 547 or 35.75% of the responses were in favour of 6 Councillors
2. Are you in favour of a ward system?
  - 787 or 51.44% of the responses were in favour of a ward system
  - 743 or 48.56% of the responses were not in favour of a ward system
3. If you have any questions or comments about the composition of Cornwall City Council, please note them.
  - The Survey results have been attached for your review and perusal.

### Local History with Wards

The City of Cornwall had previously operated under a ward system of six (6) wards with two elected officials per ward, for a Council size of twelve (12) aldermen and one (1) mayor.

This system of representation was in place until 1974, when the question of changing from that system to election at large was put on a ballot. The citizens of Cornwall voted for a change to the election at large system, with the first election of this kind taking in place in 1975.

In 1985, Council reviewed the question of Council size and whether it should be reduced from twelve (12) to ten (10) Councillors with one (1) mayor. This question was placed on an electoral ballot with the citizens of Cornwall voting in favour of a smaller Council. The new structure of ten (10) Councillors and one (1) mayor was put in place in 1988.

### Formal Process to Introduce a Ward System

The Municipal Act provides the framework and authority by which Councils may split their territory into voting subdivisions (wards). This is done by adopting a By-law.

Once the By-law is passed, the new ward boundaries come into force during the next regular election.

The process to implement and review new ward boundaries could take six months or more and would include the following five steps:

1. Passing of a By-law to establish a municipality into wards
2. Giving notice of the Passing of the By-law allowing for appeals to be filed
3. Appeal period
4. Appeals to be filed with Ontario Municipal Board
5. Hearing of appeals by the Ontario Municipal Board and issue of an order affirming, amending, or repealing the By-law

While the Municipal Act does not provide any criteria to guide an electoral system review process, there are legal precedents and decisions that have established a set of guiding principles that are generally adhered to. These guiding principles include:

- 1) Effective Representation
- 2) Representation by Population
- 3) Protection of Communities of Interest and Neighborhoods
- 4) Future Population Trends
- 5) Physical Features and Natural Boundaries

The Municipal Act also provides the option for Council to combine both at-large and ward systems should Council wish to utilize both structures.

It should be noted that, if the municipality has wards, a candidate can run in any ward, that candidate does not have to live in a particular ward in order to be its Councillor. However, if that candidate runs in a ward where he/she does not live, he/she will not be able to vote for himself/herself. Having a campaign office or a business in a ward where the candidate would not otherwise be eligible to vote does not make him/her eligible to vote in that ward.

#### Process of Changing Council Composition

Under the Municipal Act, municipalities are authorized to change the composition of its Council. This is done by adopting a By-law.

There must be a minimum of five Council members, one of whom shall be the head of Council.

The Municipal Act does not provide criteria to guide or assist the decision-making process nor does it provide for an appeal mechanism for objections to a By-law altering the composition of Council.

If a By-law were to be in place prior to the end of 2021, a revised Council structure would be in effect in time for the 2022 municipal election. If a By-law were to be in place in 2022, in the year of a regular election, before voting day, a revised Council structure would be in effect after the second regular election following the passing of the By-law (municipal election of 2026).

### Report Approval Details

Document Title:	Electoral System Review - Survey Results - 2020-331-Corporate Services.docx
Attachments:	- Electoral Review Summary of Results_Redacted.pdf
Final Approval Date:	Sep 23, 2020

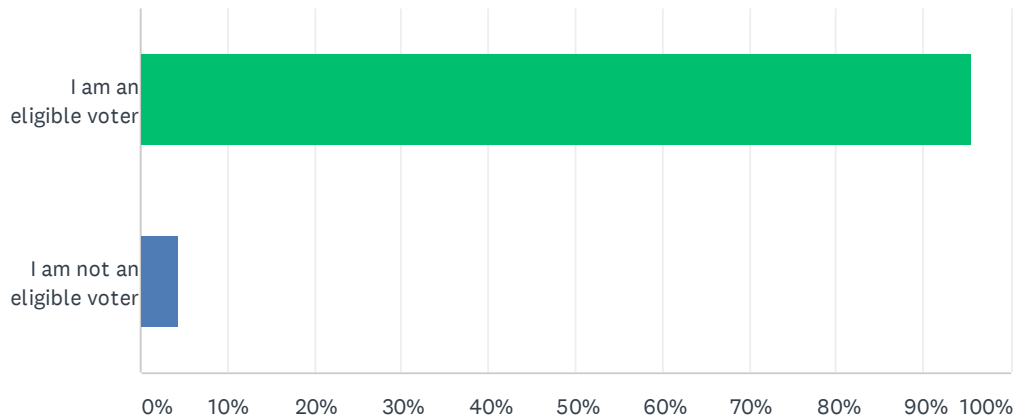
This report and all of its attachments were approved and signed as outlined below:

**Geoffrey Clarke - Sep 23, 2020 - 2:34 PM**

**Maureen Adams - Sep 23, 2020 - 2:40 PM**

Q1 Only eligible voters in the City of Cornwall may participate in this survey. You are an eligible voter if you: are a Canadian citizen are 18 years of age or older are a resident of the City of Cornwall, an owner or tenant of land in the City of Cornwall, or the spouse of an owner or tenant

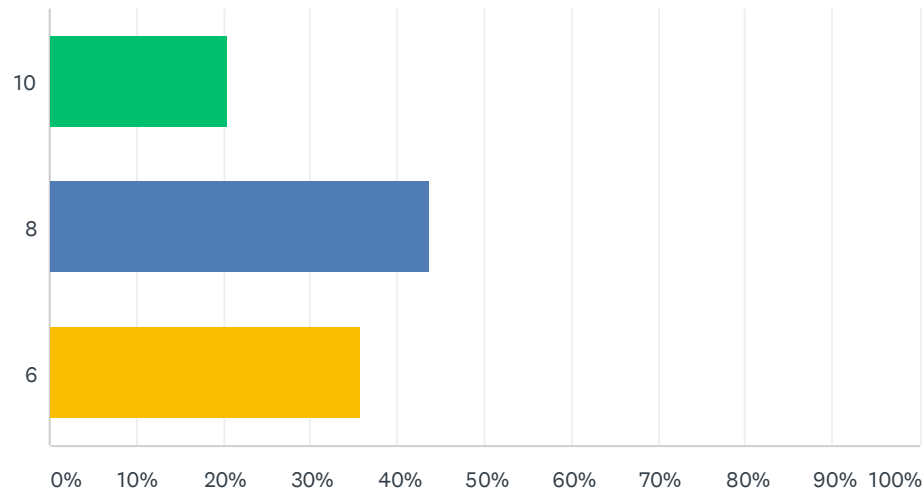
Answered: 1,750 Skipped: 0



ANSWER CHOICES	RESPONSES	
I am an eligible voter	95.60%	1,673
I am not an eligible voter	4.40%	77
TOTAL		1,750

## Q2 How many councillors, not counting the mayor, should sit on council? Currently there are 10 councillors.

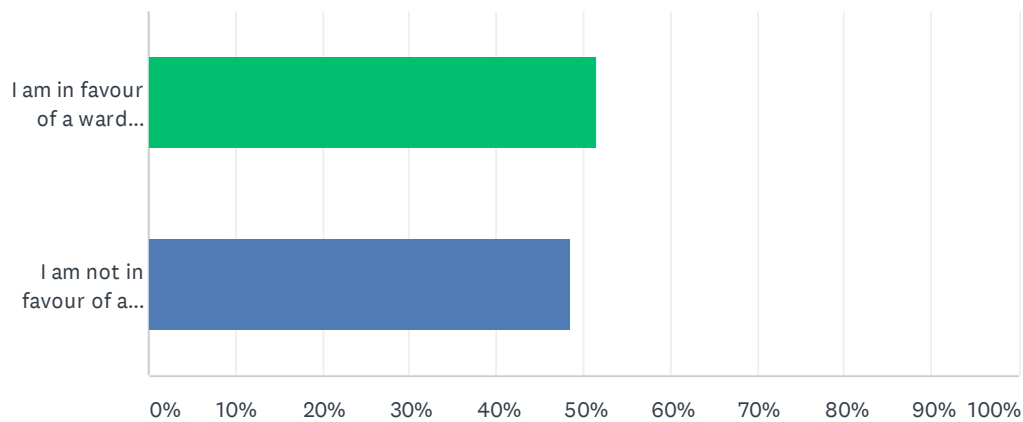
Answered: 1,530 Skipped: 220



ANSWER CHOICES	RESPONSES	
10	20.59%	315
8	43.66%	668
6	35.75%	547
TOTAL		1,530

**Q3 Are you in favour of a ward system?** Currently, councillors are elected at-large. They are elected to represent all of Cornwall. Residents may vote for up to 10 councillors. A ward system creates electoral districts in the City, represented by a specific number of councillors. Residents may only vote for the representative(s) in their ward.

Answered: 1,530 Skipped: 220



ANSWER CHOICES	RESPONSES	
I am in favour of a ward system	51.44%	787
I am not in favour of a ward system	48.56%	743
TOTAL		1,530

Q4 If you have any questions or comments about the composition of Cornwall City Council, please note them here. If you would like a response, please include your email address or phone number. Your personal information will not be used in conjunction with your answers to this survey.

Answered: 296   Skipped: 1,454

## Electoral System Review

#	RESPONSES	DATE
1	<b>Negative wards</b> 8 Councillors are definitely adequate to serve a City the size of Cornwall. The problems with a ward system: Councillor became lazy, they never represented the whole City just their certain district, there were fights over which district should get a sidewalk with no view for the overall City plan, Council meetings went on for hours, past midnight, Council didn't work collectively, we definitely should not be going backwards. I want to believe that our Corporation continues to employ the best leaders for our community. If a mayoral candidate has to campaign city-wide, then so should each and every Councillor. In my opinion, a decision of this magnitude deserves more...this survey does not allow for an accurate compilation of survey results.	6/22/2020 2:18 PM
2	<b>Council size</b> Council members elected at-large concern themselves foremost with what is in the best interest of the whole community. The ward system, on the other hand, encourages parochialism where Councillors fight among themselves for their pet projects. With election at-large, voters as citizens are better served. Council members elected at-large are more diverse. Ward systems are for large cities. I favour reducing the number of the City Councillors from 10 to 8 and would be in line with other municipalities our size. If City Council decides that it wants to return to the ward system and/or reduce the size of Council, it should put this important matter to a referendum.	6/22/2020 2:07 PM
3	<b>Other council feedback</b> Council requires diversity, Council decisions require quorum, Council Committees require Councillors, Mayor requires all of the foregoing for support and consultation City-wide.	6/22/2020 1:59 PM
4	<b>Negative wards</b> I prefer to go to the Councillor of my choice.	6/22/2020 1:58 PM
5	<b>Money/costs</b> (1) Allocate a full-time secretary, using regular office hours, Monday to Friday (2) Increase the Councillors' salary, even double it or more (3) This would bring in younger people to serve on Council with new ideas	6/22/2020 1:57 PM
6	<b>Positive wards</b> Two Councillors for special needs: Groups that need representation include seniors, youth, arts and culture, Welcoming Committee and Ombudsman. We need to improve the climate in Cornwall with projects.	6/22/2020 1:55 PM
7	<b>Other council feedback</b> We recognize the Councillors during election time, after they are elected, they disappear and we do not see them anymore with the people, socializing and searching what the community needs. Councillors should be Mayor's eyes in the community.	6/22/2020 1:52 PM
8	<b>Money/costs</b> No need to be top heavy and money hungry. Can use the savings to clean up waterfront area, make nice areas for people to come to and spend money back into the area.	6/22/2020 1:46 PM
9	<b>Not applicable</b> I would rather have a Council that scrutinizes and requires validation of budgets and proposals/options than one who worries about its size and wards.	6/22/2020 1:45 PM
10	<b>Positive wards</b> The ward system allows for better representation. Under the current system, all 10 Councillors could be from the same area of the City.	6/22/2020 1:43 PM
11	<b>Negative wards</b> The City is not populated enough and expansion is not foreseeable. I believe that all areas of the City should be represented by any of the Councillors.	6/22/2020 1:42 PM
12	<b>Negative wards</b> I do not believe Cornwall is big enough for a ward system, although I would be more partial to it if the City amalgamated with the surrounding Townships.	6/22/2020 1:41 PM
13	<b>Not applicable</b> I think the City should look into amalgamation. It would save tax payers money and be more efficient.	6/22/2020 1:40 PM
14	<b>Council size</b> Cornwall has population of 46,300 and has Mayor and 10 Councillors. Vancouver has a population of 2,581,079 and has Mayor and 10 Councillors. I would say 4 Councillors with a maximum of only 4 years on Council. The Mayor could serve 2 terms of 4 years for a maximum of 8 years.	6/22/2020 1:39 PM
15	<b>Positive wards</b> I believe that a ward system would allow the voters in the ward to be able to contact an individual who is responsible for one area of the City. This would give people a voice in things that affect them.	6/22/2020 1:36 PM
16	<b>Positive wards</b> Suggestions: (1) Minimum qualifications for Candidates (2) Residential and respective ward (3) Mayor of City to be selected by Councillors	6/22/2020 1:35 PM

## Electoral System Review

17	<b>Council size</b>	The City of Belleville has only 8 Councillors which works just fine.	6/22/2020 1:34 PM
18	<b>Council size</b>	The City of Belleville has only 8 Councillors.	6/22/2020 1:32 PM
19	<b>Council size</b> <b>Money/costs</b>	all sectors are downsizing, seems appropriate to consider councillors as well, in order to save taxpayers costs as our expenses increase regularly with little upgrades to our street	6/19/2020 12:28 PM
20	<b>Positive wards</b>	1. person has to reside in the ward they are running in. the person would know and understand the problems and the needs of this areas much better. 2. the city should be divided into 8 wards, and should only have 1 councillor per ward. a committee of local experts should be formed to undertake the study of dividing the area into 8 proportionate wards. 3. the present system gives too many candidates, if you maintain the present system, you have to limit the voters choice of councillors to only 3 candidates. that way the best qualified for the job would be selected.	6/18/2020 2:45 PM
21	<b>Council size</b> <b>Negative wards</b>	8 councillors should all be on board on what helps the whole city of cornwall just not sectioning off areas	6/18/2020 2:40 PM
22	<b>Council size</b> <b>Positive wards</b>	on the assumption that the population represented by cornwall city council is around 50,000, I would think that if split into 6 wards that 8,000 residents per councillor is practical	6/18/2020 2:39 PM
23	<b>Positive wards</b>	at this time there are large areas of the city that are not represented on council. if all or the majority of councillors reside in one of the areas of the city, the rest of the residents are not represented on council	6/18/2020 2:38 PM
24	<b>Council size</b> <b>Positive wards</b>	divide city into 6 wards, with 6 councillors. have two councillors at large.	6/18/2020 2:36 PM
25	<b>Positive wards</b>	I would recommend three wards only - west, central, and east - using Brookdale and McConnell as dividing lines between wards. I recommend two councillors per ward, with an additional two councillors voted at large.	6/18/2020 2:35 PM
26	<b>Council size</b>	one councillor per every 6,000 people is sufficient	6/16/2020 4:22 PM
27	<b>Positive wards</b>	whenever there are municipal elections, we must vote for 10 people that we do not know. we recognize some of the names - that's about all. with a ward system, we would know who represents us on council. and we would know who to contact if we had issues.	6/16/2020 4:22 PM
28	<b>Positive wards</b>	having a ward system in place enables citizens to have a specific contact for inquires or any matter instead of having to contact everyone	6/16/2020 4:21 PM
29	<b>Positive wards</b>	a ward system gives citizens one contact who has the interests of his/her ward to serve. allows people to get to know and deal with 1 person instead of the whole set of councillors.	6/16/2020 4:20 PM
30	<b>Negative wards</b>	wards are good in 100,000 populations. At large allows councillors to treat all of municipality evenly.	6/16/2020 4:12 PM
31	<b>Money/costs</b>	no raises for mayor or rest for 5 years! Paid too much now. taxes too high.	6/16/2020 4:11 PM
32	<b>Council size</b>	council could be pared down by one person, but 10 is better than 8 due too committee work and because more is truly representative	6/16/2020 4:10 PM
33	<b>Negative wards</b>	All those voted to work for the city should make decisions for hte city, just not certain areas that will be favoured (ps fire bans)	6/16/2020 4:08 PM
34	<b>Other council feedback</b>	Work more as a team! Be creative, spend less time talking about what you want to do, and more on finishing what you started. Minimize what isn't necessary. Put your energy and plan in place, consider your motives, assess and reassess before you take action, to avoid getting involved in a debate.	6/16/2020 4:07 PM
35	<b>Council size</b>	7 would be better	6/16/2020 4:03 PM
36	<b>Council size</b>	Reducing the size of council will only make more work for those left.	6/16/2020 4:03 PM
37	<b>Positive wards</b>	A ward system would be better because we we live in the East end, we are totally neglected, no matter how we try to get something done. No one listened. It seems we made a mistake when we moved in this part of the city.	6/16/2020 4:02 PM

## Electoral System Review

38	<b>Not applicable</b> I have resided in Cornwall for 40 years and the topic of a ward system has come up on numerous occasions but not much has happened other than numerous discussions.	6/16/2020 3:59 PM
39	<b>Negative wards</b> Ward system too adversarial with councillors fighting amongst themselves. Elections at large better - councillors look at big picture at what is best for whole community. Voters have access to all councillors, not just one. Plus more younger persons are elected. Cornwall has too many councillors. A smaller council will be more efficient and accountable. If council wants changes, there should be a referendum.	6/16/2020 3:57 PM
40	<b>Other council feedback</b> Council needs to listen to the PEOPLE not just each other. Work FOR the residents.	6/15/2020 11:54 PM
41	<b>Not applicable</b> None	6/15/2020 8:13 PM
42	<b>Council size</b> Too many people at the table, while able to voice community members, just add to the never ending discussions about issues.	6/15/2020 5:57 PM
43	<b>Other council feedback</b> Electoral changes should be based on evidence and governance best practices. There is a lot of literature to support smaller boards. A ward system does not ensure diversity or adequate competencies amongst Council members. Before any electoral changes are made, it would be important to identify what competencies are required of Council and develop strategies to work towards that. Ward systems could potentially decrease the number of quality candidates running for the positions. I do not want someone acclaimed to my ward based on their location only. I want someone elected (or even appointed) based on their expertise and critical thinking and analysis skills. We are seeing now that Council members are not capable of holding virtual meetings when the rest of the world has it figured out. Now would be a good time to modernize Council and have technological skills as a baseline competency identified as a prerequisite to nomination. Healthcare regulators have been working to modernize their governance structures and models and similar concepts could be applied to municipal structures. Check out the College of Nurses of Ontario Vision 2020 for references to key literature that could help inform the future of governance. A further public consultation should be done that includes an overview of both systems, a transparent list of benefits and challenges and outlined costs of each. A simple vote does not provide an adequate representation of people's beliefs without the full knowledge of what each vote means. [REDACTED]	6/15/2020 5:01 PM
44	<b>Not applicable</b> None	6/15/2020 2:11 PM
45	<b>Negative wards</b> I don't think the city is big enough for a ward system. My thought is that the same people would be re-elected all the time due to the ward system. I prefer having councillors elected at large.	6/15/2020 10:56 AM
46	<b>Not applicable</b> I have nothing to add.	6/15/2020 10:49 AM
47	<b>Positive wards</b> We need councillors who are responsible for certain areas of the city, are familiar with that area's issues/needs and is the contact person for those residents.	6/15/2020 10:36 AM
48	<b>Council size</b> Shrink council and give elected councillors a reasonable wage that attracts people to want to run and make a difference. The work these fine people do outside of their regular employment is worth more than they make.	6/15/2020 10:28 AM
49	<b>Other council feedback</b> People on Council need to be from Cornwall as well a younger generation would bring new and fresh ideas.	6/15/2020 10:21 AM
50	<b>Other council feedback</b> In a ward system does the representative of a particular ward have to live in that ward?	6/15/2020 9:09 AM
51	<b>Not applicable</b> [REDACTED]	6/15/2020 9:08 AM
52	<b>Other council feedback</b> Have conservative leadership...we have enough social workers in the world we need someone able to make tough decisions based on facts and existing laws rather than play a role of socialist.	6/15/2020 9:04 AM
53	<b>Not applicable</b> Job well done !	6/15/2020 8:50 AM
54	<b>Not applicable</b> [REDACTED]	6/15/2020 8:17 AM
55	<b>Other council feedback</b> Doesn't matter what voters say. The will of the council will prevail.... which is why a sidewalk on the west side of York isn't coming to fruition, despite a children's	6/15/2020 8:12 AM

## Electoral System Review

bus stop on the corner of Rideau and York, [REDACTED]

56	<b>Other council feedback</b> I don't beleive that councillors should be allowed to serve more than 3 terms. many of our councillors are stuck in the stone age and don't want to see this community move forward in a way that is appropriate with the year we live in.	6/15/2020 8:12 AM
57	<b>Not applicable</b> N/a	6/15/2020 8:10 AM
58	<b>Not applicable</b> No	6/15/2020 8:04 AM
59	<b>Not applicable</b> This survey is inadequate and I believe we need an open public session.	6/14/2020 2:46 PM
60	<b>Positive wards</b> If for some reason a ward system is too difficult to implement, then at least assign councillors to a specific area of the city. That way I would only be required to contact one person with questions relating to my neighbourhood.	6/9/2020 10:37 AM
61	<b>Positive wards</b> Ward system allows both councilors and residents to know each other better and allow councilors to be familiar with specific needs in their wards	6/3/2020 3:37 PM
62	<b>Other council feedback</b> Councillors should live and work in Cornwall and report on meetings attended before elections are held	6/3/2020 3:27 PM
63	<b>Not applicable</b> You would think that the paper would fit in the envelope	6/3/2020 3:24 PM
64	<b>Negative wards</b> I have read some convincing arguments in favour of the ward system, however I still believe that for the overall benefit of the city, an open voting system is best. It requires co-operation and open minded thinking on the part of all the councillors. Less parochialism, less nepotism	6/3/2020 3:24 PM
65	<b>Negative wards</b> Ward system creates a division between rich and poor, needs to remain united	6/3/2020 2:57 PM
66	<b>Negative wards</b> ENOUGH WITH PAROCHIALISM WHICH A WARD WOULD CREATE. TOO MANY INTEREST GROUPS, TOO MANY CHURCH GROUPS, TOO MANY SERVICE CLUBS. COUNCILLORS SHOULD BE ELECTED ON A TOTAL CITY PERSPECTIVE WITHOUT BIAS OR PREJUDICE AGAINST NORTH-SOUTH -EAST END OR WEST END CITY INTERESTS. IF COUNCILLORS ARE OVER EXTENDING THEMSELVES THEN IT'S TIME TO CUT AND REALIGN PRIORITES. THANK YOU FOR YOUR ATTENTION. [REDACTED]	6/3/2020 2:50 PM
67	<b>Other council feedback</b> Need to focus much more on what the majority of citizens want by using serveys like this for controuveral issues. Not do what the councilors want so what the people want. Keep up the good work	6/2/2020 4:15 PM
68	<b>Positive wards</b> Lived in Berlinton for 30 years and ward system worked great. 157.000 pop. and 6 councilors back then	6/2/2020 4:11 PM
69	<b>Positive wards</b> Befour I lived in Cornwall I lived in a city that had a ward system it was great our councilors lived in our neighbourhood and was familiar with all our concerns and us	6/2/2020 3:58 PM
70	<b>Other council feedback</b> I believe all sitting elected councilors should at least liven in Cornwall, the city they represent and pay property taxes here like a local	6/2/2020 2:59 PM
71	<b>Positive wards</b> A Ward system would ensure more person to person communication about localized concerns. residents would feel they have a local advocate for their specific questions / suggestions / concerns ext. I feel confident that issues would still be considered in a large picture for the benefit of the whole city	6/2/2020 2:57 PM
72	<b>Other council feedback</b> There should still be a vote for mayor as well concillors	6/2/2020 2:46 PM
73	<b>Money/costs</b> Stop raising taxes every year!	6/2/2020 2:43 PM
74	<b>Not applicable</b> No questions	6/1/2020 10:33 AM
75	<b>Not applicable</b> nothing	6/1/2020 10:31 AM
76	<b>Not applicable</b> The majority rules, will live by it	5/29/2020 11:55 AM
77	<b>Positive wards</b> Wether 8 or 10 councilors I definitely favour the ward system	5/29/2020 11:51 AM
78	<b>Money/costs</b> The money saved by fewer councellers should be spent on city services and not on salaries. More care should be given on how taxes are spent . Council is a volunteer position and not a career for an elite few	5/29/2020 11:48 AM

## Electoral System Review

79	<b>Other council feedback</b> Council has forgotten little things that people want, ie.propane fire pits should be allowed. Especially when we're couped up at home some outside.family time.would be nice. BBQ make more smoke for health problems than a clean burning flame.. You have to listen to what the people you represent are looking for. Stop wasting time like the change of closing down of Pitt Street. Just bringing that up at a meeting is a waste of time,this was already tried years ago,we need to look forward not back. As for the councilor who said go camping sounds like a real winner another Trump!	5/28/2020 3:11 AM
80	<b>Other council feedback</b> I feel that we must ensure that we work collectively to represent the whole, that we know the pressure points, the short and long term goals of the city and work unitedly to enhance them. I believe that the strategic plan should highlight the wards to ensure that we do something in each ward of the city to maintain it and enable it to flourish. Thank you for providings the opportunity to comment	5/27/2020 4:06 PM
81	<b>Not applicable</b> If a ward system have candidates apply for a ward and not have to live in that ward	5/27/2020 3:57 PM
82	<b>Other council feedback</b> Need a city council that will make decisions for the average citizens, not just the upper class, arts and big business. Necessity should be a priority over luxuries, who lives in Cornwall	5/27/2020 3:48 PM
83	<b>Positive wards</b> Currently if you have a concern you have to email all councillors, and none of them reply to you, not even acknowledging receipt of email/concern. With a ward system we can contact directly the councillor. This will provide accountability. Currently councillors are not accountable nor are they responsible to the citizens of Cornwall.	5/27/2020 2:38 PM
84	<b>Not applicable</b> Ward System are divides East vs West and North vs South	5/27/2020 2:32 PM
85	<b>Not applicable</b> Nous voulon avoir le droit de fair des feux dans notre couriere	5/27/2020 2:31 PM
86	<b>Positive wards</b> Dependant on number de regitrants par quartie, nombre egale en representation	5/27/2020 2:25 PM
87	<b>Positive wards</b> Divide city in four equal parts two aldermen per ward	5/26/2020 4:22 PM
88	<b>Money/costs</b> I just think that we need to really focus on saving money. The budget needs to be tightened up and I believe that there should be more focus on lowering property taxes for residents and small businesses. We are all going through tough times right now and times are going to be tough financially for everyone, so cutting costs is the only option that we are all going to have to do.	5/26/2020 2:52 PM
89	<b>Money/costs</b> Why not save our tax money. Local businesses struggling need a tax relief.	5/25/2020 7:35 PM
90	<b>Positive wards</b> I think a ward system is absolutly necessary to make conseil accoutable for their constituents. With no ward system they don t feel the need to answer to constituents. I think 4 full time councillors with wards could serve us better. normanmorin@gmail.com	5/22/2020 10:05 AM
91	<b>Not applicable</b> Open fire permits in the city should NOT be permitted !!	5/22/2020 5:08 AM
92	<b>Council size</b> 10 is because the more knowledge the better 2 heads are better then 1 I think we should pick councilors from anywhere not just cornwall because they may bring insite we need	5/21/2020 12:22 PM
93	<b>Not applicable</b> hen will our city council start to look at the future of cornwall no the past. The past is long gone the future of our city is in your hands	5/21/2020 12:19 PM
94	<b>Other council feedback</b> It should be mandatory that the councilor's primary residence be in the ward thy are representing	5/21/2020 12:16 PM
95	<b>Council size</b> I would like to see the # of councilors go to an odd number for example 7 to ensure that votes are not tied	5/21/2020 12:11 PM
96	<b>Council size</b> <b>Positive wards</b> 4 wards = 2 councilors per ward	5/21/2020 12:07 PM
97	<b>Other council feedback</b> Councilors should reside in that ward	5/21/2020 12:05 PM
98	<b>Negative wards</b> A ward system would be a mistake. The community deserves for all of council and city staff to be working towards the best planning and development of the entire city, not just taking care of their ward. we need everyone working together.	5/21/2020 12:04 PM

## Electoral System Review

99	<b>Money/costs</b> Please Reduce Services and taxes	5/21/2020 11:42 AM
100	<b>Other council feedback</b> Too closed to public ! Dictatorial Mayor , No input opportunity's by public !	5/21/2020 9:29 AM
101	<b>Not applicable</b> Stop wasting tax dollars on an art center that our impoverished community cannot sustain. This council has been a huge disappointment and the repeats that manage to win need to retire. Incompetent.	5/19/2020 7:11 AM
102	<b>Not applicable</b> No questions at this time	5/18/2020 11:21 AM
103	<b>Not applicable</b> No	5/18/2020 10:37 AM
104	<b>Other council feedback</b> When accepting applications make sure they live in Cornwall and actually have what is best for the city at heart not like our current council who does not listen to the tax payers	5/18/2020 10:34 AM
105	<b>Not applicable</b> .	5/18/2020 9:16 AM
106	<b>Positive wards</b> When ward systems were initially used in Cornwall they provided a direct link for voter engagement. The ' new' thinking was to change to an ' all at large ' representation 'because often it was difficult to find a specific residing candidate for a specific ward. This problem of finding a specific residing candidate could be eliminated by allowing for any particular ward to be assigned to one of 8 elected candidates . I prefer 6 nominal wards and 2 at large candidates. This way all candidates become responsible for each part and it eliminates the problem that only " popular" councillors become the contact person for community concerns. As in business this is not micromanaging but rather direct engagement with community concerned members. It could eliminate many of the " committees"... And streamline public engagement .	5/18/2020 8:31 AM
107	<b>Not applicable</b> No comment	5/18/2020 7:24 AM
108	<b>Money/costs</b> Last reduction of council, they took the salary of 12 and divided it by ten. underhanded and unethical. don't let it happen again.	5/15/2020 4:08 PM
109	<b>Positive wards</b> You have too many councilors form Riverdale area and not enough for the northern or east boundry and center town. Have 5 ward and it would be a good thing for all	5/15/2020 4:04 PM
110	<b>Not applicable</b> if award system, what area-radius or perimeters could Meadowvale cres be in?	5/15/2020 3:53 PM
111	<b>Council size</b> 6 is enough. Also residents who are want to be councillors for personal gain, like [REDACTED] should not be allowed to apply	5/15/2020 3:51 PM
112	<b>Other council feedback</b> Start Listening to all the people who vote you I. Stop taking away all our freedom. It doesn't matter what we say, city council do what they want.	5/15/2020 3:35 PM
113	<b>Other council feedback</b> For us the system is working well, keep up the good work	5/15/2020 3:28 PM
114	<b>Council size</b> <b>Positive wards</b> 6 Wards 2 at large councilors	5/15/2020 3:23 PM
115	<b>Not applicable</b> The silly fire ban is in place because most of the councillors live in small congested areas so the north end where most have larger lots are not represented. [REDACTED]	5/14/2020 8:22 PM
116	<b>Not applicable</b> I'm sure this is just a PR exercise and nothing will change. However there is always hope.	5/14/2020 3:57 PM
117	<b>Positive wards</b> Never had to call a councilor. If I had to o would not know which one to call. I would be nice to know you can call with the ward system. You can depend on that councilor to work for you area Why such a small envelope?	5/14/2020 3:42 PM
118	<b>Council size</b> Reducing to 6 should allow us to pay them much more and hopefully attract better candidates	5/14/2020 3:35 PM
119	<b>Negative wards</b> The system is alright the way it is, The ward system is to small for making any changes	5/14/2020 3:31 PM
120	<b>Other council feedback</b> This is long overdue - Council should govern based on the size of the population - As the federal and provincial gov's do	5/14/2020 2:50 PM
121	<b>Money/costs</b> Yes, not live in the ward Paid more, if less Councillors	5/14/2020 2:34 PM

## Electoral System Review

122	<b>Negative wards</b>	I do not think the ward system will benefit the city at all. I think it will further separate the city and create unneeded tension. This is a HORRIBLE idea.	5/12/2020 7:51 AM
123	<b>Council size</b>	We need to cut back in order to be able to achieve faster decisions, it will give us better representation, and it will save us a few dollars. My email is [REDACTED]	5/11/2020 8:49 AM
124	<b>Positive wards</b>	Having a Ward System offers more personal services.	5/9/2020 8:09 AM
125	<b>Council size</b>	To much administration within city. We hire people to run are city, with a CEO. We can afford to down size administration or council.	5/9/2020 7:22 AM
126	<b>Positive wards</b>	The current system is little more than a popularity contest. It does not encourage the participation of truly qualified candidates who are answerable to their local voters.	5/8/2020 4:00 PM
127	<b>Council size</b> <b>Positive wards</b>	Reduce council size! Bring back the Ward system!	5/7/2020 8:29 PM
128	<b>Council size</b> <b>Positive wards</b>	What is so hard about returning to a ward system? Many municipalities use this system. With Electors Lists and with demographic data available from StatsCan down to the postal code level, you should not even need to waste money on consultants to get this done. Also, if the House of Commons can operate with 30-some MPs with a crisis going on, Cornwall City Council will do fine with 6. OK, I'm being sarcastic about the House of Commons, by Cornwall doesn't need more than 6 Councillors.	5/7/2020 12:52 PM
129	<b>Council size</b> <b>Negative wards</b>	Don't reduce the numbers. And why would we start a ward system now? Focus on the prosperity of our community. Not the number of members who are movable on a council.	5/4/2020 6:43 AM
130	<b>Positive wards</b>	As an historian I feel that the ward system is a more effective method of operation. I truly represents all parts of the city. If the ward system is selected, the candidates must live in that ward otherwise you have people jockeying around. Most aldermen would prefer the at large because it is easier to get elected	5/3/2020 1:02 PM
131	<b>Positive wards</b>	The current system is flayed. Too many of the old guard get on through a 'who knows who' contest. With a ward system we would get honest representation. Approximately two thirds of the current sitting councillors would not be there with a ward system. When voting citizens would only be permitted to vote in their ward. Time for a clean-up a new vision and time to start outsourcing some departments!	5/2/2020 8:51 AM
132	<b>Other council feedback</b>	I think they should live in the ward they are running for during the election and at least a year afterwards.	5/2/2020 12:23 AM
133	<b>Other council feedback</b>	Representative of the ward should reside in respective ward he represents".	5/1/2020 8:04 PM
134	<b>Not applicable</b>	Na	5/1/2020 1:34 AM
135	<b>Council size</b> <b>Positive wards</b>	I would like to see 6 wards (6 councilors) and 2 at large (2 councillors ) Total 8 councillors	4/30/2020 9:09 PM
136	<b>Negative wards</b>	Ward system would not work.	4/30/2020 8:57 PM
137	<b>Negative wards</b>	The current system is sufficient enough. While ten Councillors may be too many I have no issue with it.	4/30/2020 8:07 PM
138	<b>Other council feedback</b>	All government is bloated. A more streamlined constituent centric leadership is required.	4/30/2020 5:54 PM
139	<b>Council size</b> <b>Positive wards</b>	No need to have 10 councillors. Elect one person per ward (maximum of 6) to represent the small city of Cornwall. In a town of roughly 47,000 people, 10 councillors aren't required.	4/30/2020 4:28 PM
140	<b>Not applicable</b>	Moi questions	4/30/2020 11:21 AM
141	<b>Positive wards</b>	A ward system is the only way to hold concillors accountable to the public as it is now you phone a councillor for assistance and they say they will look into the matter when they hang up that's it nothing done we need equal representation through out the city [REDACTED]	4/30/2020 9:48 AM
142	<b>Not applicable</b>	Lift Burn Ban	4/30/2020 9:45 AM

## Electoral System Review

143	<b>Other council feedback</b> We don't hear from most councillors as it is now. There needs to be more accountability.	4/30/2020 8:29 AM
144	<b>Not applicable</b> Been wondering why Quebec has free range to come into Ontario but Ontario gets stopped going into Quebec as they have more coronavirus than we do. Are we really protecting our province or are we leaving the flood gates open	4/30/2020 7:37 AM
145	<b>Council size</b> Today the City has 10 councilors. I don't know which one represent the people in my area (Dundee Ave.) Nobody comes to ask us about our needs. I will vote for reduce number of councilors (6). [REDACTED]	4/29/2020 10:53 PM
146	<b>Not applicable</b> No	4/29/2020 10:15 PM
147	<b>Not applicable</b> Yes, when can us tax payers have a say in what happens in our city? I want my back yard fires back!	4/29/2020 9:47 PM
148	<b>Not applicable</b> No comment	4/29/2020 9:28 PM
149	<b>Not applicable</b> N/A	4/29/2020 9:25 PM
150	<b>Council size</b> Need to have the top 6 candidates. Council is too diluted with 10.	4/29/2020 9:20 PM
151	<b>Not applicable</b> none at this time	4/29/2020 9:06 PM
152	<b>Positive wards</b> Ward system hopefully would give full location representation. I say 'Hopefully' One never knows when the councilor does not even need to reside in that specific ward, as I understand maybe allowed.	4/29/2020 8:47 PM
153	<b>Not applicable</b> NIL	4/29/2020 8:45 PM
154	<b>Negative wards</b> Cornwall is too small for a ward system. If Cornwall were to merge with the United Counties, I would be in favour. As things are, a ward system could mean losing a check and balance on the electoral system because there may not be more than one person in each ward that would like to run for council. I understand that that last election was a clusterfuck; but one election does not make a pattern and does should not necessitate a change.	4/29/2020 8:32 PM
155	<b>Negative wards</b> Please keep it as status quo. We should be able to vote in the councillors.	4/29/2020 8:27 PM
156	<b>Other council feedback</b> City council does not listen to what to citizen's of Cornwall want. We have no rights as tax payers, and that to me is greediness. Council is willing to take the paycheck, but not work towards what brings comfort/relaxation to the citizen's. Creating new open air fire laws and allowing us to enjoy the property we own and pay taxes for. I understand at this time with Covid there are more important things on the agenda. However, once this is over, being able to enjoy our time outdoors around a nice fire would be very much appreciated by the majority of your Cornwall Citizen's	4/29/2020 8:25 PM
157	<b>Other council feedback</b> I think if your voted in to represent the community at large, you need to go with the majority on issues and not a minority just because it may reflect your personal view .	4/29/2020 7:39 PM
158	<b>Council size</b> 6	4/29/2020 7:25 PM
159	<b>Other council feedback</b> People should only run if they actually have the city's needs as the priority. Don't run if it's all about you. So tired of people with no vision or understanding of "will of the people"	4/29/2020 7:25 PM
160	<b>Not applicable</b> No	4/29/2020 7:05 PM
161	<b>Negative wards</b> System as it stands seems to be functioning fine. Why fix what ain't broke ☐	4/29/2020 7:03 PM
162	<b>Council size</b> There are far to many elected councillors for a city the size of ours, as well as some that have served multiple terms & have developed the my way or no way attitudes regardless of the public's opinion/input of those who elected them.	4/29/2020 6:51 PM
163	<b>Other council feedback</b> The counsel meetings should be made transparent to the public. No secret meetings.	4/29/2020 6:38 PM
164	<b>Other council feedback</b> Time to have area representation and not this mess. More concern to save taxpayer money and taxes. Do what citizens want not what councillor THINKS is best for self serving groups. The ol boys club has to go. [REDACTED]	4/29/2020 6:36 PM

## Electoral System Review

165	<b>Not applicable</b> What would be some of the pros and cons of a ward system? Maybe post something on Facebook about how this would effect things	4/29/2020 6:27 PM
166	<b>Not applicable</b> No	4/29/2020 6:04 PM
167	<b>Not applicable</b> None	4/29/2020 6:04 PM
168	<b>Not applicable</b> None	4/29/2020 5:20 PM
169	<b>Other council feedback</b> Do you guys have a chair for aboriginal affairs? Just asking since we live on the border of a akwesane	4/29/2020 5:05 PM
170	<b>Negative wards</b> It is difficult to get a representational demicracy at the best of times but feel the current system works best. Ward systems can become very divisive and politicized and can represent Cornwall's needs in the narrowest sense viewing costs and benefits from a very ward-defined lens.	4/29/2020 3:24 PM
171	<b>Council size</b> Please implement an immediate reduction of Council and do not hire a Consultant to say the same thing	4/29/2020 1:38 PM
172	<b>Positive wards</b> A hybrid system could be implemented, where there are like 4 wards with a representative each and 4 members at large. This could increase representation and insure Councillors are considering both neighborhoods and the city at large. Best of both worlds so to speak.	4/29/2020 12:42 PM
173	<b>Not applicable</b> [REDACTED]	4/29/2020 11:02 AM
174	<b>Money/costs</b> If you reduce,will the councilors ask for a raise,as they will complain about having too much work.reducing would not help saving money,leave as is	4/29/2020 9:44 AM
175	<b>Other council feedback</b> I believe the councillors most opposed to the ward system are those who finished in the 8 through 10 position the last election.	4/29/2020 9:12 AM
176	<b>Money/costs</b> Will the city of Cornwall assign a full time leader to reduce wasteful spending and reduce taxes and provide a tax refund to residents as services have been suspended during Covid19?	4/29/2020 7:30 AM
177	<b>Council size</b> With less councillors they will be less likely to HIDE behind their phone or email. Some seem to never answer.	4/28/2020 10:43 PM
178	<b>Council size</b> <b>Positive wards</b> We need less council members and they should live and be accountable to a ward.	4/28/2020 5:53 PM
179	<b>Negative wards</b> Re-implementation of a ward system would be a disproportionate response to citizens' desire for easier/more direct access to councillors, that would actually be better served by adjustments to current methods of community outreach/interaction, and councillor accountability. In a city of size such as Cornwall, the ward system places a disproportionate value on negligible geographical distinctions over an individual councillor's competency and overall electability. This debate was had, and resolved, some forty years ago. I trust our current council will have the wisdom to study the reason of the outcome then, and have the wisdom to uphold it now. [REDACTED]	4/28/2020 5:46 PM
180	<b>Positive wards</b> I'd like to see five wards with one councillor representing each ward and 3 councillors at large. All candidates would register to run to represent a specific ward with highest # of votes winning the ward and the 3 councillors at large would be the 3 candidates, other than the ward winners, who had the highest # of votes received.	4/28/2020 3:06 PM
181	<b>Other council feedback</b> Anyone on council or having to make decisions regarding Cornwall residents SHOULD have to live in Cornwall!	4/28/2020 2:17 PM
182	<b>Positive wards</b> I feel a ward allows neighbourhoods to know who to bring their ideas to. Different neighbourhoods have different concerns and needs.	4/28/2020 12:57 PM
183	<b>Council size</b> reduce council size now and not study it any further	4/28/2020 12:29 PM
184	<b>Positive wards</b> believe ward system would allow citizens of an area of city to identify with that elected person in my area and make it easier for me to direct issues of concern to that person.	4/28/2020 11:44 AM
185	<b>Council size</b> We need a full-time, professional council of perhaps five or six people. The status quo is clearly not working, councillors don't have the time to develop the expertise and familiarity with complex issues and this is evidenced by a long history of poor decision making.	4/28/2020 10:05 AM

## Electoral System Review

The days of seeking a council seat to pursue a pet project or as a 'hobby' are long past.

[REDACTED]

186	<b>Council size</b> City of burlington has a smaller number of Councillors than cornwall, and its a bigger city. They also have selected people with diversity, some millennials, some grandparents, some middle age, also diversity in gender and race	4/28/2020 10:00 AM
187	<b>Council size</b> 10 would be a good number if we have a ward system as it would allow for better representation from smaller sections of the city. If the system remains as is, 8 councillors would be appropriate.	4/28/2020 9:13 AM
188	<b>Council size</b> I is my understanding that city Councillors have alot of work, have to sit on many committees, have to read large amounts of materials in preparation for meetings. If you decrease the number, the remaining Councillors would have much more work. I think it could deter some great candidates from running. I don't see it as more cost effective; ultimately, the 6 or 8 people around the table would deserve a raise for the amount of extra work they are performing.	4/28/2020 8:07 AM
189	<b>Council size</b> <b>Money/costs</b> Council should be smaller (in numbers) but then councillors should be paid more and required to put in more time - value for pay? Trend toward a more full time expectation - with appropriate pay. They are operating a big city with a huge budget but paid peanuts right now .... Perhaps this better compensation package will attract better candidates - not just part time people.	4/28/2020 7:36 AM
190	<b>Negative wards</b> I think the ward system would be a mistake. The councillors need to work together for the betterment of the entire city. The ward system would have councillors working against each other based on the needs of their ward only. Cornwall is not big enough to use the ward system.	4/28/2020 7:22 AM
191	<b>Not applicable</b> no thank you	4/28/2020 7:17 AM
192	<b>Other council feedback</b> Limit the council member term. That is to say, 8 years or 2 terms. We seem to have the same old ideas and foot dragging from those that have been on the council for more than that length of time.	4/28/2020 6:10 AM
193	<b>Council size</b> A More open council, especially amongst the councillors. Hopefully they will learn their mistakes, the city isn't big shouldn't take that many people to run it. No more Brampton 2.0	4/28/2020 5:14 AM
194	<b>Not applicable</b> I must say I'm pretty shocked with the officials of Cornwall's lack of updates/responses during the COVID-19 update. Mostly with our Mayor Bernadette. There has been plenty of opportunity to address the city and at least show that our local government is still functioning.	4/28/2020 4:47 AM
195	<b>Council size</b> <b>Negative wards</b> A smaller Council will be more efficient. Councillors elected at large look at the big picture and work for all the residents. A ward system is divisive with Councillors fighting for projects in their own ward. Cornwall is a small City that does not need a ward system run by parocial ward bosses.	4/27/2020 10:50 PM
196	<b>Positive wards</b> To me the ward system offers better representation.	4/27/2020 9:53 PM
197	<b>Other council feedback</b> Issues are not currently being fully debated with the current numbers so it makes no difference to have fewer councillors. You will get the same results . . . more taxes, that we the seniors can no longer afford.	4/27/2020 7:57 PM
198	<b>Council size</b> <b>Money/costs</b> I always watch City Council meeting on Cogeco. I find that there is too much grand standing explanation on why certain councillors go on and on about why they are in favour on whatever the discussion is or not in favour. Complete waste of precious time. Meeting way too long for nothing and then we have our mayor adding more time to meeting by explaining on how she will be voting on issue at hand. Why she explains as the mayor I don't understand often I find that she sways the vote on her side. So for me 6 would be more then enough, we would be saving has tax payers money.	4/27/2020 11:14 AM
199	<b>Council size</b> Six Councillors, including the Mayor is more than enough representation, for the size of the city. Further more, Council, should not have the opportunity to vote on this matter, as it will create a juggernaut, based on self preservation and conflict of interest.	4/27/2020 9:57 AM
200	<b>Positive wards</b> Councilor your represent the area where they reside. I don't even know who my councilor.	4/27/2020 9:07 AM

## Electoral System Review

201	<b>Positive wards</b>	You are doing a good job. I prefer the ward system, because it gives a more personal representation.	4/27/2020 8:32 AM
202	<b>Positive wards</b>	Ward system for us	4/27/2020 7:55 AM
203	<b>Money/costs</b>	The salary increase you all gave yourselves was offensive. Shame on all of you.	4/26/2020 11:40 PM
204	<b>Other council feedback</b>	Considering how some councilors fail the public by putting their interest first, (unwanted art center comes to mind), councilors should have term limits. We need to get rid of 9 out of the 10.	4/26/2020 3:48 PM
205	<b>Council size</b> <b>Money/costs</b>	Less councillors would save a lot of time & money arguing over nothing. Ward system best. Eamer's Corners has not been represented for years. Emails & calls go unanswered. I still would like to know why Council had to vote for new garbage contract or get sued. Who caused it? We have to pay we should know who? Why? and was there any punishment ?	4/26/2020 11:30 AM
206	<b>Not applicable</b>	I have nothing to add at this time.	4/26/2020 9:09 AM
207	<b>Positive wards</b>	Ward system, gives more direction to residents whom to consult, we should 2 per section of City. For example 2 for the City core, 2 for the east, 2 for the West and 2 for the north.	4/26/2020 7:17 AM
208	<b>Not applicable</b>		4/26/2020 6:10 AM
209	<b>Money/costs</b>	All clowns, keep raising taxes..worse mayor ever	4/25/2020 9:47 PM
210	<b>Negative wards</b>	I want representation for all neighborhoods by ANY counselor. Thanks	4/25/2020 9:34 PM
211	<b>Not applicable</b>	No question so far.	4/25/2020 3:47 PM
212	<b>Not applicable</b>	I would like the results to the survey.	4/25/2020 3:21 PM
213	<b>Positive wards</b>	I am in favor of a ward system.	4/25/2020 2:13 PM
214	<b>Council size</b>	The city hasn't grown but the size of the council has, why is that ??	4/25/2020 12:00 PM
215	<b>Negative wards</b>	Initially I thought the ward system could work, but on more thought I think it may limit qualified and interested candidates.	4/25/2020 9:54 AM
216	<b>Positive wards</b>	Areas are not equally represented,east end is neglected,buildings are in rough shape due to slumlords that do nothing,infrastructure is old and neglected,city does absolutely nothing to fix the problems,get on it asap,you work for us,u seem to forget that.corrupt administration.	4/25/2020 9:46 AM
217	<b>Council size</b>	Council should be 4, which is not in your supplied options	4/25/2020 9:32 AM
218	<b>Not applicable</b>		4/25/2020 9:22 AM
219	<b>Council size</b> <b>Money/costs</b>	Less counsellors, higher pay per counsellor	4/25/2020 9:06 AM
220	<b>Negative wards</b>	While I am not in favour of a ward system, it should go without saying that any councillor, especially the Mayor, elected to represent the city of Cornwall actually live IN Cornwall.	4/25/2020 9:06 AM
221	<b>Not applicable</b>	Na	4/25/2020 8:22 AM
222	<b>Positive wards</b>	I think that having the ward system will direct people to one councilor who will take action rather we the residents trying to figure out who to contact with issues, ideas and concerns. The Mayor can not answer everyone. I know other cities have gone this way and it seems to make councilors more responsible to residents and responsible action is forth coming.	4/24/2020 4:23 PM
223	<b>Not applicable</b>	Does a Councillor have to live in the ward they represent	4/24/2020 11:30 AM
224	<b>Not applicable</b>		4/24/2020 12:00 AM
225	<b>Not applicable</b>	no comments	4/23/2020 9:42 PM
226	<b>Council size</b> <b>Money/costs</b>	Reduce the number of councillors but pay them more. They handle Cornwall's budget on a part time job/hours and they already work full time apart from that. There's a lot of responsibility when it comes to making large decisions that affect the City	4/23/2020 8:28 AM

## Electoral System Review

227	<b>Other council feedback</b>	There MUST be a referendum on this matter.	4/23/2020 12:43 AM
228	<b>Not applicable</b>	I would like to know why there are not MORE emergency beds in EACH facility, given the makeup of Cornwall Community's mental/criminal health?!?	4/22/2020 1:42 PM
229	<b>Not applicable</b>	The City of Cornwall through the Council should develop and implement a long term strategy to invest in the development of Cornwall with water front development being a core pillar. Comments, respond to: [REDACTED] Thank you .....	4/22/2020 11:24 AM
230	<b>Other council feedback</b>	Set term limits. After 3 terms, you have to retire or run for Mayor. Minimum 1 term of Council before you can re-run for office.	4/22/2020 10:54 AM
231	<b>Other council feedback</b>	The Mayor should be full time and available at anytime.	4/22/2020 8:22 AM
232	<b>Council size</b>	Move to a council of 8 More public involvement on committees More public reporting from councillors and committees Overall Cornwall does a pretty good good	4/22/2020 6:32 AM
233	<b>Other council feedback</b>	I'm not certain the weed system will produce the best / most viable candidates each election cycle, but it seems that it may provide more "city-wide" representation.	4/22/2020 6:27 AM
234	<b>Not applicable</b>	I'm interested in working for Cornwall. [REDACTED]	4/21/2020 9:30 PM
235	<b>Other council feedback</b>	they should live only in cornwall to serve cornwall not on the outskirts of cornwall that's my opinion	4/21/2020 5:05 PM
236	<b>Not applicable</b>	[REDACTED]	4/21/2020 4:52 PM
237	<b>Council size</b> <b>Positive wards</b>	I believe council needs to have less councillors and there could be a make up of councillors of wards and at large.	4/21/2020 4:47 PM
238	<b>Not applicable</b>	Nothing	4/21/2020 4:31 PM
239	<b>Other council feedback</b>	The issue should be how do you ensure that quality people will be elected not the number or at large or by ward	4/21/2020 3:24 PM
240	<b>Other council feedback</b>	I think that City Council does not listen to the citizens of Cornwall enough ,, they pay the taxes and should be heard more ,, Big decisions should not be made only my council it should become a public forum .. I feel home owners should not be charged more taxes if they are making home improvements , and permits are a little too costly ,, you should be happy that people are improving on the look of their property and instead go after all those eyesores from the slum lords ,, vent over thank you	4/21/2020 3:11 PM
241	<b>Other council feedback</b>	I would like more information about cities in Ontario that have the ward system compared with those without a ward system; my concern is whether the needs of the whole community are better served with or without a ward system.	4/21/2020 1:12 PM
242	<b>Council size</b> <b>Positive wards</b>	I think that 10 councilors is excessive for a city this size. I also support a ward system to ensure that all areas of the city, including low income areas, have representation at City Hall. I also think the current system of each voter having to select 10 councilors is cumbersome and results in people voting randomly for people when they may not be aware of their position on issues.	4/21/2020 12:33 PM
243	<b>Positive wards</b>	It would be useful to have several at large councilors to bring a balance to the other location-specific councilors.	4/21/2020 12:31 PM
244	<b>Not applicable</b>	[REDACTED]	4/21/2020 12:20 PM
245	<b>Council size</b> <b>Money/costs</b>	Too many councillors; reduce size, more efficient and cheaper.	4/21/2020 11:02 AM
246	<b>Negative wards</b>	I recall what it was like when we had the ward system previously. Perhaps it would be a better system when you are in a much larger city. However when we had the ward system there seemed to be endless haggling about expenditures in individual wards and little concern about the City as a whole. Due to their ward commitments councillors had a hard time looking at the big picture.	4/21/2020 10:31 AM
247	<b>Other council feedback</b>	I think 2 terms is enough for one councilor. They become too complacent. Just there for power and money. Not enough voice for the middle class and low income residents.	4/21/2020 8:06 AM
248	<b>Money/costs</b>	We need a faster way of making more out of the resources we have including Taxes. The Status quo is no longer a highlight in the community.	4/21/2020 7:52 AM

## Electoral System Review

249	<b>Other council feedback</b> Mayor must be full time.	4/21/2020 3:07 AM
250	<b>Positive wards</b> I have lived in 3 other cities where they had ward system and it works well. If 5 people run for the 2 seats you need only familiarize yourself with 5 people instead of 20+.	4/20/2020 10:42 PM
251	<b>Positive wards</b> If there's one person responsible for each ward, there would be better accountability.	4/20/2020 10:36 PM
252	<b>Not applicable</b> This should be done via a referendum	4/20/2020 9:50 PM
253	<b>Council size</b> I feel a smaller council would speed some things up.	4/20/2020 8:31 PM
254	<b>Not applicable</b> Full resume should be provided to public	4/20/2020 7:20 PM
255	<b>Not applicable</b> X	4/20/2020 6:22 PM
256	<b>Council size</b> Why is it necessary for the City of Cornwall with a population of approximately 46,500 people to have 11 members on Council when many other municipalities in the province with similar or greater population numbers can do with 7 or 9 members? Here are some examples: Georgina 45,400 7 on Council Haldimand 45,600 7 Aurora 55,400 7 Pickering 91,700 7 Woodstock 40,900 7 Belleville 50,700 9 Milton 110,100 9 Niagara Falls 88,000 9 Sarnia 71,600 9 Caledon 66,500 9 It is time for our Council to change. Thank you for this opportunity to comment. [REDACTED]	4/20/2020 5:57 PM
257	<b>Council size</b> 10 councillors are way too many for a city the size of Cornwall	4/20/2020 5:26 PM
258	<b>Positive wards</b> For a city the size of Cornwall I would support a hybrid ward/at-large system. Depending on rules I can see the city being divided into 5 or 6 wards, and the 5 or 6 on an "at-large" basis. The ones that run to represent wards would be "point-of contact" persons for neighborhood representation. The other 5 or 6 would could ber approached about issues that affect the city as a whole.	4/20/2020 5:22 PM
259	<b>Council size</b> There are way too many councillors. None of which, can make a decision FOR THE PEOPLE. Changes are coming next election. You've taken too many rights away from your people...	4/20/2020 4:57 PM
260	<b>Council size</b> <b>Negative wards</b> [REDACTED] Were the city population to reach 75,000 I would be in favour of 10 councillors. Were the population to reach 150,000 I would favourably consider a ward system.	4/20/2020 4:39 PM
261	<b>Other council feedback</b> Councillors should be mandated to attend 80% of all council meetings unless on official city related business. We need to reduce the number and increase their pay	4/20/2020 4:32 PM
262	<b>Other council feedback</b> I believe there should be a cap on the length of time any councillor and or mayor are aloud to hold their seat.	4/20/2020 4:30 PM
263	<b>Not applicable</b> [REDACTED]	4/20/2020 4:25 PM
264	<b>Positive wards</b> as a new resident to Cornwall (Oct.2019), I would like to be involved in my new community and have expressed interest,in writing, to sit on an available committee/committees. Nothing to date. Long before the pandemic. The community that we came from had councillors at large, and it was discovered there that many residents had their preference, and one councillor seemed to be the busiest as he was the most popular because of his frequent involvement with his community, while some others would have taxpayers wondering how they got in. Just the truth from there. I personally would prefer one councillor to hold accountable for their community, plus I do not want to contact every councillor to see who is available. I have lived in Markham, which had wards, and as a business owner and resident, had a remarkable relationship with my councillor who always made time to at least call me back. [REDACTED] Hope to meet all my councillors in the near future. Stay Safe	4/20/2020 4:20 PM
265	<b>Council size</b> A smaller size council that focuses more on input from the citizens makes sense. Keep it simple.	4/20/2020 4:00 PM
266	<b>Positive wards</b> I strongly urge the town to adopt a ward system. When you have an issue and wish to bring it up,who do you contact unless you know the local councillor. A ward system also allows for checks and balances in the civic government. Equal representation for each area of the town.	4/20/2020 3:53 PM

## Electoral System Review

267	Not applicable	No comments.	4/20/2020 3:41 PM
268	Not applicable	—	4/20/2020 3:39 PM
269	Council size	A Council of 8 could simplify issues. Sometimes there are too many different opinions around the table that some are not worth debating. It could attract more professional people to the council ,i.e senior business people, lawyers, finance people etc.	4/20/2020 3:35 PM
270	Council size	Positive wards In my view, we should elect 6 wards councillors plus 2 at-large councillors.	4/20/2020 3:22 PM
271	Not applicable		4/20/2020 2:35 PM
272	Other council feedback	If there was a movement to a ward it would need at least 10 members anyway. Two for each 'community's ward and 2 for a rural ward. The old ward system was a mess, 6 strip wards working back from the river, with very little relationship to actual neighbourhoods, or communities	4/20/2020 2:35 PM
273	Not applicable	N/a	4/20/2020 2:34 PM
274	Negative wards	Going to wards is taking a step back in the electoral evolution. Why would anyone want only one or two representatives to call when they can access all ten of them?!?	4/20/2020 2:34 PM
275	Council size	Money/costs I believe we should have a smaller council with more commensurate salaries.	4/20/2020 2:20 PM
276	Not applicable	n/a	4/20/2020 2:18 PM
277	Not applicable	no	4/20/2020 2:15 PM
278	Other council feedback	Thank you for your hard work.	4/20/2020 2:14 PM
279	Council size	Positive wards Council too big, much needed ward system	4/20/2020 1:56 PM
280	Council size	It's way too big.	4/20/2020 1:55 PM
281	Not applicable	We need more bylaw officers. Cornwall does not deserve to be peoples garbage can.	4/20/2020 1:38 PM
282	Council size	Positive wards Ideal setup, based on what can work, our population size, geography-- - Directly elected mayor - Directly elected deputy mayor - Five or six councillors, elected by ward.	4/20/2020 1:26 PM
283	Other council feedback	I think councillors should only serve 2-3 consecutive terms. The could run again after sitting out a term. Number of councillorfs should be reflected in the needs of the community to do good work and not try to babysit the people that live, own and work here!	4/20/2020 1:26 PM
284	Money/costs	Tell the future council to stop following Ottawa council and think for themselves. Stop raising taxes and stop giving yourself raises!	4/20/2020 1:21 PM
285	Negative wards	A ward system is no good all councilors should know the city as a whole that is their job the Mayor has to do this so should they.I remember the old ward system and it was pathetic ,that's why it was changed	4/20/2020 1:03 PM
286	Positive wards	I believe our elected officials should be responsible to their constituents. Currently if I have an issue I have to contact City Hall who then informed me of the department I should contact in the ward system if I have a concern or an issue I want to raise in my ward I will contact the counsellor in my ward to address my concerns I believe the ward system provides more transparency and also accountability to our elected officials	4/20/2020 1:00 PM
287	Not applicable	everything is ok the way it is, thanks for my vote	4/20/2020 12:55 PM
288	Not applicable	N/a	4/20/2020 12:53 PM
289	Other council feedback	No comments on the composition, but we seem to have a council which mocks the majority wants and needs serving only it's own ilk. Something needs to change, this wonderful city is unbearable now.	4/20/2020 12:53 PM
290	Council size	Our city should be reduced to 6, absolutely no reason to have 10	4/20/2020 12:49 PM
291	Not applicable	Get rid of fire bylaw , and get new fire chief	4/20/2020 12:40 PM

## Electoral System Review

292	<b>Positive wards</b>	Ward system would ensure the residents of Cornwall are better taken care of.	4/20/2020 12:36 PM
293	<b>Not applicable</b>	I would like to participate in the elections process. [REDACTED]	4/20/2020 12:23 PM
294	<b>Not applicable</b>	No	4/20/2020 12:18 PM
295	<b>Negative wards</b>	The city is too small for a ward system. In a ward system the councilors only look for the well being of their area at the expense of the rest of the City. A Ward system is silly for such a small city.	4/20/2020 12:18 PM
296	<b>Council size</b> <b>Positive wards</b>	I would suggest 5 wards with 1 councilor from each and 5 councilors at large with specific candidates in each category.	4/20/2020 12:16 PM

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-332-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: September 28, 2020  
Subject: RFP Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks

**Purpose**

The purpose of this report is to provide Council with further information for the revised Request for Proposal (RFP) Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks.

**Recommendation**

That Council receive Report 2020-332-Financial Services and provide direction to Administration to proceed with the RFP for Play Structures and Engineered Wood Fibre for Various Parks, with a budget for the Benson Centre play structures at:

- a. The current budget of \$100,000, or
- b. An increased budget of \$150,000.

**Financial Implications**

In 2020, the Corporation budgeted \$120,000 (\$90,000 from tax base and \$30,000 from the Parkland Reserve) for the replacement of the play structures in Aimé LeBlanc and Francis Guindon Parks.

The Benson Centre play structure, funded by the Federal Gas Tax, is budgeted at \$100,000. It is recommended that an additional \$50,000 be added to the budget for this project and funded by Federal Gas Tax.

## Strategic Priority Implications

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

## Background / Discussion

The Recreation Master Plan recommends replacement of the play structures at two (2) parks each year. However, due to budgetary constraints, the Corporation has been upgrading two (2) parks every two (2) years.

The RFP for play structures is issued in the Fall with the structures installed in the Spring of the following year. A budget of \$60,000 per park includes site preparation, engineered wood fibre as a surface, and the supply and installation of a play structure and swing set.

For 2020, as part of the capital budget, \$60,000 has been budgeted for both Aimé LeBlanc Park and Francis Guindon Park for a total of \$120,000.

As part of the 2020 capital budget, a new play structure has been planned for the Benson Centre. To provide for a larger play structure at the Benson Center (similar to those installed at larger parks, i.e. Lamoureux Park, Riverdale Park, Reg Campbell Park), the City budgeted \$100,000 for this play structure.



At the regular Council meeting of September 14, 2020, Administration presented Council with report #2020-327-Financial Services (report attached). The report provided Council with the Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks.

Council deferred receiving the report to allow Administration to provide Council with the proposed means of enhancing the Benson Centre play structure and incorporating this in the Terms of Reference.

The revised RFP Terms of Reference for the Benson Center play structure notes that the “Corporation is looking to enhance visitors experience by adding a wow-worthy playground to the Centre. It is envisioned that the playground be customized and themed to fit the community of the City of Cornwall and the Benson Centre. The themed playground would include a composite play structure and stand-alone inclusive play structure(s)”.

Enhancements for a play structure would include themed and imaginative concepts, increased accessibility, and additional inclusivity features. Scoring for uniqueness, creativity, and accessibility has been explicitly incorporated into the RFP for the Benson Centre Facility.

#### Examples of play structures

The following examples of play structures is to provide Council with information on different types of play structures and the associated estimated cost.

Ray Lalonde Memorial Park installed in 2019 (\$60,000) includes a play structure and a swing set:



The following is an example of a structure valued between \$100,000-\$120,000:



This playground includes a play structure and various standalone features, valued at approximately \$175,000-\$200,000:



The following are examples of standalone features that are available. Inclusive spinners are valued between \$10,000-\$16,000 each.



All three (3) play structures would include a play structure and a triple bay swing set with two belt swings, two toddler swings and one Little Tikes special needs swing, as shown in the Ray Lalonde Memorial Park example above.

#### Proposed Project Schedule:

Item	Date
Issue of RFP	September 30, 2020
Deadline for Questions	October 16, 2020
Deadline for Submission	October 30, 2020
Award of RFP – Council Meeting	November 23, 2020
Project Commencement	Spring, 2021

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

Document Title:	RFP Terms of Reference for Play Structures-Additional Information-2020-332-Financial Services.docx
Attachments:	<ul style="list-style-type: none"> <li>- 20-P18 Terms of Reference for Play Structures Revised.pdf</li> <li>- RFP Terms of Reference for Play Structures-2020-327-Financial Services.pdf</li> </ul>
Final Approval Date:	Sep 23, 2020

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

**Mark A. Boileau - Sep 22, 2020 - 4:35 PM**

**Tracey Bailey - Sep 23, 2020 - 9:54 AM**

**Maureen Adams - Sep 23, 2020 - 2:28 PM**

# THE CORPORATION OF THE CITY OF CORNWALL

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

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

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The City of Cornwall invites innovative proposals, to maximize the \$60,000.00 budget per play structure for Aimé 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 Aimé 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.

**Aimé LeBlanc Park and Francis Guindon Park 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.

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 Tikes 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. 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.

5. 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.
6. 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.
7. 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.
8. Five extra bolts or other connecting device as found on the structure. 30 feet of additional chain for swings, one extra toddler swing.

**Benson Centre play structure requires:**

The Benson Centre is a multi-sport facility that opened in May 2011. The centre houses three NHL sized for ice hockey, ball hockey and lacrosse; an indoor soccer field used also for football; and indoor courts for tennis, badminton and pickle ball. The facility also offers special event rooms and offices for local sport organizations.

The Corporation is looking to enhance visitors experience by adding a wow-worthy playground to the centre. It is envisioned that the playground be customized and themed to fit the community of the City of Cornwall and the Benson Centre. The themed playground would include a composite play structure and stand-alone inclusive play structure(s) as per described below.

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.

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 Tikes 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. At minimum one stand alone inclusive play structure. The Corporation is interested in adding a movable feature that is wheelchair accessible and have room for up to 2 regular size wheelchairs and seating space for caregivers. Proponents may also suggest other types of inclusive play structures for consideration.
5. The design of the play structure is not limited by any pre-existing border or the size or shape of the same. The available footprint for the playground is approximately 4000 sq. ft. The play structure should be innovative and challenging. The layout needs to meet the standards and space requirements for CAN/CSA-Z614-14.
6. Litter container and park bench are not required for the Benson Centre.
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. Benson Centre play structure colours are to be a combination of red, black, white and grey to match the facility.
3. The play structure must be accessible for children with disabilities 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(s) 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 Aimé LeBlanc Park, Francis Guindon Park and Benson Centre listed in this RFP.

9. Pricing must be F.O.B. Cornwall, Ontario (Aimé 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(s) 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**

<b>Item</b>	<b>Date</b>
Issue of RFP	September 30, 2020
Deadline for Questions	October 16, 2020
Deadline for Submission	October 30, 2020
Award of RFP	November 23, 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: 2020-327-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**  
**Regular Meeting of Council**  
**Report**

Department: Infrastructure and Municipal Works  
Division: Environment  
Report Number: 2020-384-Infrastructure and Municipal Works  
Prepared By: Dave Kuhn, Acting Waste Management Supervisor  
Meeting Date: September 28, 2020  
Subject: Solid Waste Bag Tag and Bulky Item Collection Tags

**Purpose**

To obtain Council approval to implement garbage bag tag and bulky item tag collection programs in the City of Cornwall as detailed in this report.

**Recommendation**

- a. That Council direct Administration to implement the bag tag program as documented with an initial garbage tag fee of \$1.50 per additional bag.
- b. That Council direct Administration to proceed with the implementation of the bulky item collection program as outlined in this report.

**Financial Implications**

The revenue generated from the sale of bag tags and bulky item tags will recover the costs of the administration, production, and distribution of the tags.

## Background / Discussion

As per Report 2020-360-IMW, Council motion was to proceed and implement option B of the report which referred to garbage tags that could be placed on those garbage bags set out over the prescribed bag limit. As of October 5, 2020, the bag limit to be set out at the curb for garbage collection at a household will be 4 bags or 2 containers. Each bag over the 4 bag or 2 container limit will require a numbered bag tag to be affixed to the top of the bag as per diagram below. In the event that a third container is set out, two bag tags shall be securely affixed to the top bag or item in the additional container on the assumption that it is holding waste volume equivalent to two bags.



The Waste Management Division recommends a fee of \$1.50 per tag, including tax (\$1.33+HST), sold in sheets of 10 to introduce the new program. The \$1.50 fee is the recommended fee from the DFA Consulting report that was commissioned to make recommendations regarding the benefits of a bag tag system in the Cornwall context. This report is attached as reference. DFA Consulting also produced the full cost analysis of the City of Cornwall's landfill operation.

Table 1. Comparator Municipalities

Customer Type	Container/ Bag Limits	Tag Fee
City of Cornwall	Residential – 4 bags – 2 Containers (Until Apr. 5, 2021) 2 Bags/1 Container (Commencing Apr. 5, 2021); Commercial – Unlimited with IC&I Cart Program	\$1.50
North Glengarry	All customer types -2	\$3.00
North Dundas	Residential -2; Commercial - 6; Farm – 4	No Tags
South Dundas	Residential -2; Commercial & Business - 4	\$1.25
North Stormont	Residential -2; Com / Industrial /Farm - 6	\$2.50
South Stormont	Residential -2; Commercial & Farm - 6	\$1.50
Kingston	Residential -1 (offers 3 “2-bag weeks” per year in January, May, & September)	\$2.00
Peterborough	Residential - 2; Commercial - 4	No Tag Fee
Belleville	No Limit - Tags Required for Each Bag	\$3.00
Brockville	Residential - 1	\$3.00
North Bay	Residential - 3; Businesses - 6	\$1.00

Table 1 demonstrates that a \$1.50 bag tag is in line with the pricing implemented at other municipalities.

The proposed bag tags will be for residential garbage only. Garbage bags with tags affixed to them will be collected on the curbside by the regular contractor on the household’s regular collection day. Following the 4 bag or 2 container phase-in period, full enforcement of the 2 bag or 1 container limit will commence on April 5, 2021. Following April 5, 2021, over limit bags or containers without bag tags will not be collected and will have left-behind informational stickers applied to them by the collection contractor. The informational stickers will include disposal options and identify where bag tags can be purchased.

The Waste Management Division recommends that the bag tags be available for purchase initially from City Hall as only minimal uptake is anticipated during the 4 bag or 2 container phase-in period. During the transition to the 2 bag or 1 container limit commencing on April 5, 2021, the Waste Management Division will review the sales activity to determine if additional outlets are required. As an

example, depending on the demand, Administration could approach the stores that currently sell bus tickets on behalf of Cornwall Transit.

The sequential tags will be designed in French and English with information and language that encourage residents to divert more from their regular garbage. Bag tags will be developed, produced and be ready for use by November 1, 2020. The City will work with a printing company to create tags that cannot be easily removed to limit the amount of missing tags.

The City will implement a comprehensive promotion campaign to ensure that the public are informed, educated, and that any questions or concerns are addressed.

### **Bulk Item Tags**

Bulk items will continue to be restricted from regular curbside pickup. It is proposed that a separate collection program for these items be developed through a procurement process prepared by Administration. The Bulk Item Collection Program is perceived as a full user pay program. Upon Council approval of the Bulk Item Collection Program concept, Administration will develop a purchasing specification in order to create a list of contractors and bid price for the collection of large items.

Similar to bag tag program, it is proposed that bulk item tags will be initially available for purchase at City Hall. Depending on sales activity, Administration may opt to provide other outlets in the City where bulk item tags could be purchased. It is anticipated that the bulk item collection program will commence on or before February 1, 2021.

The City will work with the same printing company who created the bag tags to develop the sequential bulk item tags. Information required as part of the sale of bulky item tags will include household address, specifics regarding the items to be collected, and contact information. This information will be relayed to the successful collection contractor who will coordinate the collection according to each collection zone (Monday-Friday) during pre-scheduled collection weeks. The Waste Management Division will work with the successful collection contractor and local thrift stores to divert as many gently used items as possible.

Collection frequency, tag price, and collection specifics will be determined through the City's procurement process. Once the collection and handling price is determined, the rate structure below can be completed with applicable surcharges.

The Bulk Item Collection Program will undergo a thorough promotion campaign.

Table 2: Items to be considered in the Bulk Item Collection Program.

Material type	Transportation and handling fee (need pricing)- for residential only	Disposal/Recycling Fee per item/load	Tag Total
Mattress (item)	TBD	\$15.00	TBD
Additional mattresses		\$15.00	
Electronics (item)	TBD	\$0.00	TBD
Tires (item)	TBD	\$0.00	TBD
Furniture (item)	TBD	\$0.00	TBD
Appliances without CFC (item)	TBD	\$0.00	TBD

TBD: To be determined

Document Title:	Solid Waste Bag Tag and Bulky Item Collection Tags - 2020-384-IMW.docx
Attachments:	
Final Approval Date:	Sep 24, 2020

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

**Bill de Wit - Sep 24, 2020 - 11:48 AM**

**Tracey Bailey - Sep 24, 2020 - 12:46 PM**

**Maureen Adams - Sep 24, 2020 - 1:47 PM**



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**CITY OF CORNWALL**

**Waste Collection**

**Bag Tag Review**

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**PREPARED BY:**



**DFA Infrastructure International Inc.**

**SEPTEMBER 23, 2020**



## DFA Infrastructure International Inc.

33 Raymond Street St. Catharines Ontario Canada L2R 2T3

Telephone: (905) 938 -0965

Fax: (905) 937-6568

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September 23, 2020

Mr. Carl Goodwin, P.Eng., M.Sc.  
Division Manager, Environmental Services  
City of Cornwall  
861 Second Street West  
Cornwall, ON  
K6H 5T9

Dear Mr. Goodwin,

**Re: City of Cornwall Waste Collection Bag Tag Review  
Final Report**

DFA Infrastructure International Inc. (DFA) is pleased to submit our Final Report on the above captioned study for your review and comment. Please do not hesitate to contact us if you have any questions.

Respectfully Submitted by,

**DFA Infrastructure International Inc.**

Derek Ali, MBA, P.Eng.  
President

## Table of Contents

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## Appendices

Appendix A - City of Cornwall Waste Management By-Law 2019-034 Summary  
Appendix B - Bag/Container Limits and Tag Use in Comparator Municipalities

## 1 Introduction

The City of Cornwall (City) is considering introducing a bag tag system to facilitate a reduction in the curbside waste collection to a two (2) bag or one (1) container limit per single family dwelling. The intent is to offer flexibility for more than the two (2) bag or 1 container limit to be placed at the curb while creating an incentive to reduce waste with a tag fee. This report provides information on the items noted below, for consideration by the City.

- Program changes that would be required to support the introduction of a 2-bag/1-container limit.
- Development of the cost per tag for each additional bag/container of regular curbside waste.
- Develop the cost per tag for bulk waste items (mattresses, furniture, appliances, etc.)
- The administrative procedures for the distribution, sale and accounting of tags and revenues
- Tag fees in other jurisdictions
- Identify a potential public education strategy
- The potential for illegal dumping and mitigation strategy

## 2 Current Collection Practices

The current waste collection practices and the level of service are based on the City's current Waste Management By-Law 2019-034. A summary of the By-Law is included in Appendix A. Waste collection is provided weekly to all customers with specific restrictions on the number of bags/containers and types of materials that may be set out for collection as noted in Appendix A. Businesses and residential tenants in the Downtown Business Improvement Area (DBIA) and Le Village receive collection twice per week. The current bag/container limits are noted in Table 2-1.

**Table 2-1: Current Bag/Container Limits**

Customer Type	Bag /Container Limits
Residential	<ul style="list-style-type: none"><li>• 6 bags/3 containers</li><li>• Maximum Size - 136 L (36 gallons)</li><li>• Maximum Weight - 27kg.</li></ul>
Multi Residential	<ul style="list-style-type: none"><li>• 1 cart for every 2 units</li><li>• Size - 75 L (20 gallons) to 360 L (95 gallons)</li></ul>
Industrial, Commercial, & Institutional	<ul style="list-style-type: none"><li>• Unlimited number of carts</li><li>• Size - 75 L (20 gallons) to 360 L (95 gallons)</li></ul>

Although not specified in the By-Law, collection of leaf and yard waste is provided bi-weekly from July to September and weekly from the end of September to mid-November. Christmas trees are collected during one week in January. Bulk waste is not collected at the curb but accepted at the landfill site at fees approved through the Services Subject to Fees and Charges (By-Law 2019-047). The City also provides weekly curbside collection of recyclable (blue box) materials.

Visual inspections of number of bags/containers set out by residents for curbside waste collection were conducted by City staff in 2018 and in 2020. On both occasions the number of bags set out averaged

approximately 2.1 per household. A lower average set-out rate of 1.9 bags per household was also noted for households that participated in the recycling program. This suggests that most residents would fall within the 2-bag/1-container limit and the demand for tags for disposal of 3 or more bags would be relatively low.

### 3 Practices in Other Jurisdictions

Appendix B summarizes the bag tags and bulky waste collection practices in 18 other municipalities in Ontario. These include 5 municipalities that the City considers "comparator" municipalities:

- Kingston
- Brockville
- Peterborough
- Belleville
- North Bay

The limits range from 1 to 3 bags depending on the collection frequency. Municipalities with weekly collection have 1-bag or 2-bag limits. Those with bi-weekly collection allow higher limits of 2 to 4 bags. Others require tags on all bags (i.e. no limit provided there is a tag on each bag). In these cases the municipalities rely on tag fees as a major source of program funding. Exemptions are allowed in some municipalities to accommodate special situations e.g. home day care, residents with certain medical conditions etc. In all cases an unlimited number of bags/containers may be set out for collection as long as there is a tag. The bag/container limits in the six (6) municipalities within the United Counties of Stormont Dundas and Glengarry (SDG) were also obtained. Table 3-1 summarizes the bag/container limits in the comparator and most of the SDG municipalities. Most have 2-bag limits for residential customers.

**Table 3-1: Bag/Container Limits in Other Municipalities**

Municipality	Container/ Bag Limits	Tag Fee
<i>Comparator Municipalities</i>		
Kingston	Residential -1 (offers 3 "2-bag weeks" per year in January, May, & September)	\$2.00
North Bay	Residential - 3; Businesses - 6	\$1.00
Peterborough	Residential - 2; Commercial - 4	No Tag Fee
Belleville	No Limit - Tags Required for Each Bag	\$3.00
Brockville	Residential - 1	\$3.00
<i>Local Municipalities</i>		
North Glengarry	All customer types -2	\$3.00
North Dundas	Residential -2; Commercial - 6; Farm - 4	No Tags
South Dundas	Residential -2; Commercial & Business - 4	\$1.25
North Stormont	Residential -2; Com / Industrial /Farm - 6	No Tags
South Stormont	Residential -2; Commercial & Farm - 6	\$1.50

Some municipalities do not require tags for additional bags. In these cases, the additional garbage is either left behind or picked-up at the discretion of the collector depending on the size of the extra bag. This approach is not recommended due to its potential for inconsistency and possible disagreement with the customers leading to greater administrative effort.

The main features of the tag systems reviewed include the following:

- Tags are required for garbage and not necessarily for other items such as bulk waste.
- Fees range from \$1.00 to \$3.50 per tag.
- In some cases, a minimum number (e.g. 10 per sheet) must be purchased at a time. There is no maximum limit.
- There is no expiry date for the tags
- A limited number of free tags are given to residents annually to address any concerns regarding having to pay for additional garbage bags/containers
- The sale of tags is through the municipality online or in-person and/or retail outlets e.g. convenience stores
- There is either a simple written agreement or letter of understanding between the municipality and retailers outlining the delivery and sale of the tags. Retailers would buy the tags outright for resale. In some cases, the initial batch may be provided to retailers on consignment to eliminate the initial cash outlay by the retailer.
- Retailers may purchase tags on-line or at the municipality using a credit card or may be invoiced for the tags (for large orders).
- Tags are picked up by retailers at the time of purchase or delivered by the municipality to the retailer via courier.
- There are supporting collection programs to accommodate the lower (1-bag and 2-bag) limit. These include organic waste collection, leaf and yard waste collection and bulk waste collection. Weekly organics collection supports having lower bags limits and higher diversion rates. The municipalities with organics collection and lower bags limits tend to have diversion rates of 50% or higher (Appendix B).

According to the municipalities contacted, there are no major concerns from residents regarding the bag limits or tag fees. There is also no major impact with respect to illegal dumping once residents adjust to the new limits. This is partly due to having a good public education program and other curbside programs such as recycling, leaf and yard waste collection, organics collection and bulk waste collection to complement the weekly curbside waste collection service. These programs offset the need for higher bag/container limits.

Bulky items collection services vary across the municipalities surveyed (Appendix B). The main types of services offered are noted below.

- Drop-off at the landfill site or other designated location for a fee i.e. no curbside collection
- Curbside collection on regular garbage day on a call-in basis. A user fee may or may not apply depending on the municipality
- Curbside collection a few times per year. Users are required to call in depending on the municipality
- Designated "give-away" days during which residents may set out items at the curb for others to take away

The user fees that apply also vary by municipality. Table 3-2 summarizes the bulky waste collection and user fees in the comparator municipalities. The respective fees generally vary between \$10 and \$20 per item for curbside collection with higher fees for appliances. Although the fees seem to be based on the cost of service the survey was unable to confirm the basis for the fees. In a few cases the cost of service is absorbed within the tax base and not charged separately on a user pay basis.

**Table 3-2: Bulky Items Collection in Comparator Municipalities**

Municipality	Collection Service	Tag Fee
Kingston	4 giveaway days per year	Not Applicable
North Bay	Drop off available at Landfill Site	Only Landfill Fee Applies
Peterborough	6 collection days per year (call-in required in advance)	\$20 - 1st Item \$5 - Additional Items (except for mattresses and box springs which are \$20 each)
Belleville	Call-in Curbside Collection as needed	\$10.00 per item
Brockville	Curbside Collection (call-in)	Appliances with Freon - \$43.50 Appliances without Freon - \$29.40 Large Furniture - \$15.00 Small Furniture - \$10.00

## 4 Tag Fees

The tag fees in the context of paying for "extra" bags (over the limit) are intended to be an incentive to reduce waste rather than play a substantive role in funding the waste collection program. The objective is for customers to stay within the limit. Ideally there would be no need to purchase tags and no revenue from the tags if everyone were to stay within the limit. The following should be considered in setting the tag fee:

- It's role as an incentive to divert more (or disincentive to dispose more waste);
- Industry best practice which is in the \$1.00 to \$3.50 range;
- The need to ease customers into the tag system for the first time;
- Cost recovery of the production, distribution, sale and administration of the tag system;
- Whether or not HST should be included in the advertised fee or be extra; and
- The reasonableness of the price of the tag.

The average fee in the area is approximately \$2.29 per tag for mature programs in 6 municipalities (Kingston, Brockville, Belleville and 3 SDG municipalities). In the City's case a lower fee would ease the burden on customers as the new bag limit is introduced. The fee can be revisited once the program matures and other collection options (e.g. organics) become available to customers that would reduce their need for generating extra bags/containers. An initial fee of \$1.50 including HST is reasonable. This can be reviewed over time as the tag system matures and the performance of the bag/container limit assessed. The revenue to be generated from the tag sales is not expected to be significant because most

households already fall within the 2-bag limit according to the City's visual audit of garbage set-out rates.

Once the City determines the level of service for bulky items collection it would be appropriate to establish the fees based on the actual cost of service. Consideration should also be given to the fees noted in Table 3-1 which range between \$10 and \$20 per item.

## 5 Tag Administration

Administration would include establishing an in-house process for tag sales (if the decision is to sell tags at municipal offices/locations), reaching out to retailers to gauge interest in selling tags, initial tag design, printing, distribution, administering agreements with retailers and revenue collection. The main activities would include:

- Identifying the locations for tag sales
- Identifying the staff to be involved and their respective roles and responsibilities
- Identifying and contacting specific retailers that are geographically dispersed across the City to confirm their interest in selling tags. Key candidates are corner/convenience stores, drug stores, grocers, gas stations, etc. The current system and network of retailers for the bus passes could be leveraged
- Facilitating online purchasing of tags by retailers and customers via credit card to reduce in person purchasing given the physical distancing requirements due to the pandemic.
- Requiring a minimum number of tags to be purchased to reduce administration
- Delivery of the tags to the retailers by courier service
- Accounting for the tags sold by serial number.
- Establishing a standard agreement with retailers. The sale of bag tags could be added to the existing agreement for the sale of bus passes
- Using existing tags from other municipalities as a template for the design
- Arranging for the paper type (peel and stick) and printing on an ongoing basis as needed
- Including notices on the City's website and other waste management communication materials regarding the tags and where they can be obtained to educate the customers.
- Amending the City's fee By-Law to include the tag fees for the bag/ container limit and bulky waste collection

## 6 Recommendations

The main recommendations are presented below for consideration by the City.

- Establishing a tag fee of \$1.50 including HST for bags/containers above the 2-bag/1-container limit. This fee should be reviewed as the tag system matures and better bag limit performance information and tag costs become available.
- Undertake the administration activities noted in Section 5 as part of the implementation process for the tag system.
- Determine a desired level of service for bulky waste collection e.g. call-in weekly service, quarterly service, etc. and respective cost of service.
- Establish a tag fee for bulky waste collection that would recover the full cost of service for the level of service selected by the City.

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## **Appendix A**

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### **City of Cornwall Waste Management By-Law 2019-034 Summary**

By-law Components	
Curbside Waste Collection	
Collection Frequency	<ul style="list-style-type: none"> <li>• Residential - weekly</li> <li>• Multi-residential - weekly</li> <li>• Industrial, Commercial, &amp; Institutional - weekly</li> <li>• Business, including residential tenants, within the DBIA &amp; Le Village areas - twice/weekly collection on Mondays &amp; Fridays</li> <li>• Christmas trees are collected during 1 week in January</li> <li>• No bulk waste collection</li> </ul>
Container Limit	<ul style="list-style-type: none"> <li>• <i>Residential</i> - 6 bags/3 containers - container size not to exceed 136 L (36 gallons), height of approx. 90 cm (35 inches), diameter of approx. 46 cm (18"), with watertight lid and 2 handles; bags (black plastic) must have capacity of 0.09 cubic metres and be made from a minimum of 1-1/2 mil gauge material capable of holding up to 27 kg (60 lb) without tearing</li> <li>• <i>Multi-residential</i> - One garbage cart per 2 units with a capacity between 75 L (20 gallons) and 360 L (95 gallons), height between 97 cm (38") and 119 cm (47"), width between 51 cm (20") and 69 cm (27")</li> <li>• <i>Industrial, Commercial, &amp; Institutional</i> - Unlimited amount of garbage in a garbage collection cart with a capacity between 75 L (20 gallons) and 360 L (95 gallons), height between 97 cm (38") and 119 cm (47"), width between 51 cm (20") and 69 cm (27")</li> </ul>
Unacceptable Materials	<p><i>Residential:</i></p> <ul style="list-style-type: none"> <li>• Industrial Waste</li> <li>• Hazardous Waste</li> <li>• Any condemned, abandoned or rejected product, by-product or stock of any wholesale or retail establishment</li> <li>• Highly combustible material</li> <li>• Liquid waste, whether or not in a container</li> <li>• Construction or demolition waste (including wood)</li> <li>• Any material frozen to a receptacle which cannot be removed by shaking;</li> <li>• Large tree limbs and trunks of trees (except Christmas trees during collection week in January)</li> <li>• Manure, feces (human or animal), or animal carcasses;</li> <li>• Biomedical waste</li> <li>• Sheet iron, scrap metal or car bodies</li> <li>• Earth, sand, stone, brick, concrete, asphalt, trees or stumps</li> <li>• Scrap tires</li> </ul>

	<ul style="list-style-type: none"> <li>• Electronic Waste</li> <li>• Mattresses</li> <li>• Any garbage that contains recyclable materials</li> <li>• Bulk waste</li> </ul> <p><i>Multi-Residential, Industrial, Commercial, &amp; Institutional:</i></p> <ul style="list-style-type: none"> <li>• Industrial waste</li> <li>• Any condemned, abandoned, or rejected product, by-product, or stock of any wholesale or retail establishment</li> <li>• Construction or demolition waste</li> <li>• Biomedical waste</li> <li>• Discarded furniture</li> <li>• Any material not set out in a cart/receptacle as is defined in this by-law</li> <li>• Any waste that has not been placed for collection in accordance with this by-law</li> <li>• Any other material that, in the opinion of the Manager (Division Manager, Environmental Services, or such other person that is authorized by the Manager to exercise some or all powers vested by this by-law), is detrimental to the collection and/or disposal process</li> </ul>
<b>Recycling Collection</b>	
Collection Frequency	<ul style="list-style-type: none"> <li>• <i>Residential</i> - Weekly</li> <li>• <i>Multi-Residential</i> - Weekly</li> <li>• <i>Industrial, Commercial, &amp; Institutional</i> - Weekly (note, businesses are required to set out at least one box/carton of recycling per week)</li> </ul>
Single Stream/Dual Stream	<ul style="list-style-type: none"> <li>• Not specified</li> </ul>
Limits/Restrictions	<ul style="list-style-type: none"> <li>• No limit to amount of recycling put out</li> </ul>
Acceptable Materials	<p><i>Containers</i></p> <ul style="list-style-type: none"> <li>• Glass bottles &amp; jars - clean, caps removed</li> <li>• Food &amp; beverage cans - aluminum and steel, clean</li> <li>• Plastic containers - clean, empty: <ul style="list-style-type: none"> <li>○ HDPE (No. 2)</li> <li>○ PETE (No. 1)</li> <li>○ PVC (No. 3)</li> <li>○ LDPE (No. 4)</li> <li>○ PP (No. 5)</li> </ul> </li> </ul> <p><i>Fibres</i></p> <ul style="list-style-type: none"> <li>• Old Corrugated Cardboard - large boxes must be flattened and placed with other recyclables</li> </ul>

	<ul style="list-style-type: none"> <li>• Mixed Office Paper (Mixed Fibre)</li> <li>• Newspaper, Magazines, Flyers</li> <li>• Shredded Office Paper - bagged, free of anything other than paper (e.g. staples), free from hot ash, embers, or any other ignitable material</li> <li>• Box Board - clean</li> </ul>
<b>Leaf &amp; Yard Waste</b>	
Collection Frequency	<ul style="list-style-type: none"> <li>• Not specified in by-law (<i>website indicates there is bi-weekly collection in July, August, &amp; September, and weekly collection from the week of September 28th to November 13th</i>)</li> </ul>
Limits/Restrictions	<ul style="list-style-type: none"> <li>• No limits</li> <li>• Set out in compostable paper bags or clearly labeled reusable container</li> <li>• Leaves, grass clippings, garden waste accepted as Leaf &amp; Yard Waste</li> <li>• Branches bundled in 1 M (3 feet) x 1 M (3 feet) sections allowed, must be placed beside the Leaf &amp; Yard Waste</li> </ul>
<b>Household Hazardous Waste (HHW) &amp; E- Waste Collection</b>	
HHW Program Details	<ul style="list-style-type: none"> <li>• Accepted at landfill site</li> </ul>
E-Waste Program Details	<ul style="list-style-type: none"> <li>• Accepted at landfill site</li> </ul>
<b>General Waste Collection</b>	
Collection time	<ul style="list-style-type: none"> <li>• Set out by 7:00 a.m. on collection day, no earlier than 7:00 p.m. the evening before collection day, and must be removed by 7:00 p.m. on the day of collection</li> <li>• In DBIA &amp; Le Village areas, waste must be set out between 7:00 a.m. and 9:30 a.m. on collection day, and empty containers must be removed from the curbside within 1 hour of collection</li> </ul>
<b>Landfill Operations</b>	
Hours of Operation	<ul style="list-style-type: none"> <li>• 7:30 to 4:30 p.m. (as per by-law) - <i>note that website indicates these hours of operation are in effect from Monday to Friday, and Saturdays, the hours are 7:30 a.m. to 12:00 p.m.</i></li> </ul>
Unacceptable Materials (at disposal site)	<ul style="list-style-type: none"> <li>• Any material in which a specified diversion area exists at the landfill site</li> <li>• 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;</li> <li>• Trees or logs except where such material is removed from City streets or land, or as is permitted by the Manager</li> <li>• Any volatile or other liquids or substance which, in the opinion of the Manager, might be conducive to contamination or considered hazardous</li> <li>• Any earth, rock in excess of 0.03 cubic metres, or fill material, except as approved in writing by the Manager</li> <li>• Any earth or fill material contaminated by volatile or other substances,</li> </ul>

	<p>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;</p> <ul style="list-style-type: none"> <li>• Sludge from septic tanks</li> <li>• Vehicle bodies or parts thereof</li> <li>• Carcasses of animals larger than that of a dog</li> <li>• Source separated materials as defined by those materials, which are collected through the City's Blue Box program</li> <li>• Material, which can be recycled, resulting from the erection, alteration or demolition of any building</li> <li>• Any other material that is detrimental to the operation of the Landfill Site</li> </ul>
<b>Administration and Enforcement</b>	
Bulk Waste	<ul style="list-style-type: none"> <li>• No collection provided by City. Residents are responsible for paying for the disposal of these items.</li> </ul>
Inspections	<ul style="list-style-type: none"> <li>• An Provincial Offences Officer (responsible for enforcement of the by-law) can enter a property at any reasonable time to do the following: <ul style="list-style-type: none"> <li>○ Ensure compliance with this by-law.</li> <li>○ Determine whether a direction or order under this by-law is being complied with.</li> <li>○ Determine whether a prohibition order made under the Municipal Act, 2001, is being followed.</li> </ul> </li> <li>• Costs incurred during inspections (for example, examinations, tests, samples, photographs) are paid by the property owner or occupant where the inspection takes place.</li> </ul>
<b>Penalty for Violation</b>	
Fines	<ul style="list-style-type: none"> <li>• If a person contravenes any part of this by-law or doesn't comply with an order, penalties are as follows: <ul style="list-style-type: none"> <li>○ First conviction, maximum fine of \$5,000.00</li> <li>○ Subsequent conviction, maximum fine of \$10,000.00</li> </ul> </li> <li>• If it is a Corporation that contravenes the by-law or doesn't comply with an order, penalties are as follows: <ul style="list-style-type: none"> <li>○ First conviction, maximum fine of \$25,000.00</li> <li>○ Subsequent convictions, maximum fine of \$50,000.00</li> </ul> </li> </ul>

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## **Appendix B**

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### **Bag/Container Limits and Tag Use in Comparator Municipalities**

Municipality	Waste Collection Frequency	Bag/Container Limit	Exemption from Limit?	Bag Tag (for excess garbage) & Cost of Tag	Items Collected Under Separate Programs	Organics Program in Place?	Current Diversion Rate(2018) <sup>1</sup>
Regional Municipality of Peel	<ul style="list-style-type: none"><li>Bi-weekly</li></ul>	<ul style="list-style-type: none"><li>4 bags/containers</li></ul>	<ul style="list-style-type: none"><li>Yes; Medical Waste Exemption Policy:<ul style="list-style-type: none"><li>- must apply once per year</li><li>- doctor’s note required</li><li>- successful applicants receive either an upsized or additional garbage cart at no cost</li><li>- if household is not part of cart program, tags will be provided</li></ul></li></ul>	<ul style="list-style-type: none"><li>Yes, \$ 3.00 per tag - available in sheets of 15. Single tags not available.</li><li>Tags are ordered directly from the Region and are sent out via mail.</li><li>Tags do not expire</li></ul>	<ul style="list-style-type: none"><li>Recyclable materials - bi-weekly collection</li><li>Organic materials - weekly collection</li><li>Yard Waste - Weekly collection from March to June, bi-weekly from July to December, No pick up January &amp; February</li><li>Batteries - one collection day per year</li><li>Christmas Trees - one collection day in January per year</li><li>Some bulky items collected at the curb - furniture, mattresses and barbeques. All other items are required to be taken to one of the Community Recycling Centres where there is a fee.</li></ul>	<ul style="list-style-type: none"><li>Yes, weekly collection</li></ul>	<ul style="list-style-type: none"><li>50.3%</li></ul>
Regional Municipality of Niagara	<ul style="list-style-type: none"><li>Weekly (changing to bi-weekly October 19th)</li></ul>	<ul style="list-style-type: none"><li>1 bag/container (2 bag/container per 2 weeks as of October 19th 2020)</li></ul>	<ul style="list-style-type: none"><li>Yes:<ul style="list-style-type: none"><li>- Household with 2 children under 4 in diapers</li><li>- Home daycares</li><li>- Households with someone with medical condition</li><li>- Group home (run out of a residence)</li></ul></li></ul>	<ul style="list-style-type: none"><li>Yes, \$2.50 per tag (for households &amp; multi-residential properties with 6 units or less)</li><li>May be ordered online directly from the Region, or purchased at several retail outlets throughout Niagara</li><li>Tags are sold to retail outlets for \$2.30 each. The tags must be sold by the retailer to the public for \$2.50 each.</li><li>For orders of less than 500 tags, the retailer must pay for them via credit card.</li></ul>	<ul style="list-style-type: none"><li>Recyclable materials - weekly collection</li><li>Organic materials - weekly collection</li><li>Yard waste - weekly collection</li><li>Branches - collected 4 weeks in spring &amp; fall</li><li>Bulk waste - call-in service for regular garbage day</li><li>Christmas trees - one collection day in January per year</li></ul>	<ul style="list-style-type: none"><li>Yes, weekly collection</li></ul>	<ul style="list-style-type: none"><li>55.9%</li></ul>

				<p>For orders larger than 500 tags, the Region will send the retailer an invoice, if requested. Invoices must be paid within 30 days.</p> <ul style="list-style-type: none"><li>• Retailers must sign a “Letter of Understanding” with the Region. A copy of their vendor permit must also be produced.</li></ul>			
City of Kingston	<ul style="list-style-type: none"><li>• <i>Weekly</i></li></ul>	<ul style="list-style-type: none"><li>• 1 bag/container (3 “2 bag weeks” per year - January, May, &amp; September)</li></ul>	<ul style="list-style-type: none"><li>• No</li></ul>	<ul style="list-style-type: none"><li>• Yes, \$2.00 per tag (no limit on tags)</li><li>• May be ordered online (sheets of 4 with \$1.50 shipping fee) directly from the City or purchased at several retail outlets in Kingston.</li><li>• The City enters into a consignment agreement with some retailers. The City will usually provide the retailer with 200 tags to start, and more tags would be ordered if needed.</li><li>• Small retailers don’t usually enter into a consignment agreement. They order tags and pay up front, as needed.</li><li>• Larger retailers don’t enter into consignment. They will order bag tags from the City and the City will invoice them for the cost of the tags.</li><li>• The retailers sell the tags for the same price the City</li></ul>	<ul style="list-style-type: none"><li>• Recyclable materials - weekly collection</li><li>• Organic materials - weekly collection</li><li>• Brush &amp; leaf collection - one fall collection for brush &amp; one separate fall collection for leaves</li><li>• 4 giveaway days per year during which unwanted items including furniture and appliances may be set out for others to take.</li></ul>	<ul style="list-style-type: none"><li>• Yes, weekly collection</li></ul>	<ul style="list-style-type: none"><li>• 62.4%</li></ul>

				<p>does. Therefore, other than having their name advertised on the City's website, there is no financial incentive for businesses to sell the garbage bag tags for the City.</p> <ul style="list-style-type: none"><li>Tags are delivered to retail locations by City staff or via courier.</li></ul>			
Regional Municipality of Halton	<ul style="list-style-type: none"><li>Bi-weekly</li></ul>	<ul style="list-style-type: none"><li>3 bags/containers</li></ul>	<ul style="list-style-type: none"><li>Yes:<ul style="list-style-type: none"><li>-Diaper bag tag program -households with young children may apply for up to 40 free garbage bag tags per year (must be in clear bag)</li><li>-Healthcare bag tag program-households with a person(s) with a medical condition may apply for up to 40 free garbage bag tags per year (may be in black bags)</li></ul></li></ul>	<ul style="list-style-type: none"><li>Yes, \$2.00 per tag (up to 3 extra bags per collection)</li><li>May be ordered online directly from the Region or purchased at several regional and municipal locations and retail outlets in Halton - sold in sheets of 5 for \$10.00.</li><li>Municipal and retail locations order tags from the Region in packages of 100 sheets at \$8.50 per sheet - therefore, the municipal and retail outlets profit \$1.50 per sheet</li><li>According to Halton Region Waste Management, most retail and municipal outlets will order 2-6 packages of 100 sheets per year.</li><li>Bag tags are delivered to retailers and municipal outlets via Halton Region staff or courier.</li></ul>	<ul style="list-style-type: none"><li>Recyclable materials - weekly collection</li><li>Organic materials - weekly collection</li><li>Yard waste - weekly collection from first week of April to second week of December</li><li>Bulk branches - call-in scheduled collection in 1 out of 4 municipalities (suburban) year-round</li><li>2 Leaf collections in 2 out of 4 municipalities (suburban) in fall</li><li>Christmas tree collection - 1 collection day in January</li></ul>	<ul style="list-style-type: none"><li>Yes, weekly collection</li></ul>	<ul style="list-style-type: none"><li>55.4%</li></ul>
City of Hamilton	<ul style="list-style-type: none"><li>Weekly</li></ul>	<ul style="list-style-type: none"><li>1 bag/container</li></ul>	<ul style="list-style-type: none"><li>Yes (extra tags provided):</li></ul>	<ul style="list-style-type: none"><li>Yes, 12 tags are provided (along with collection calendar) to each</li></ul>	<ul style="list-style-type: none"><li>Recyclable materials - weekly collection</li><li>Organic materials - weekly collection</li></ul>	Yes, weekly collection	<ul style="list-style-type: none"><li>35.9%</li></ul>

			<ul style="list-style-type: none"> <li>- Households with more than 2 kids 4</li> <li>- Registered home daycares</li> <li>- Agricultural businesses</li> </ul>	household annually at <u>no cost</u> ; up to 14 more can be ordered (also free), for maximum 26 per year.	<ul style="list-style-type: none"> <li>• Yard waste - weekly collection</li> <li>• Bulk waste-call-in scheduled collection. No fees</li> <li>• Christmas trees - 2 collection weeks in January</li> </ul>		
City of North Bay	<ul style="list-style-type: none"> <li>• Residential - weekly</li> <li>• Businesses - twice per week</li> </ul>	<ul style="list-style-type: none"> <li>• Residential - 3 bags/containers per week</li> <li>• Businesses - 6 bags/containers per week</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• Yes, \$1.00 per tag</li> <li>• Bag tags are available for purchase at City Hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Recyclable materials - bi-weekly collection</li> <li>• No curbside bulk waste collection. Drop off available at Landfill Site</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• 32.2%</li> </ul>
Municipality of Chatham-Kent	<ul style="list-style-type: none"> <li>• Weekly</li> </ul>	<ul style="list-style-type: none"> <li>• 1 full “toter” or 3 bags/containers per week - a “toter” is equivalent to 3 regular garbage bags</li> </ul>	<ul style="list-style-type: none"> <li>• No official exemption program, assessed on case by case basis - for example, Community Living homes</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• Recyclable materials - bi-weekly collection</li> <li>• Leaf and yard waste collected at the curb but each bag counts towards the 3-bag limit</li> <li>• Has online posting board to advertise unwanted large items</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• 34.8%</li> </ul>
County of Oxford	<ul style="list-style-type: none"> <li>• Weekly</li> </ul>	<ul style="list-style-type: none"> <li>• User pay garbage bag tags required for each item set out - 1 tag per regular size garbage bag/container/3 tags for large “Herbie Curbie”</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• \$2.00 per tag for each bag.</li> <li>• Sold in sheets of 10 minimum</li> </ul>	<ul style="list-style-type: none"> <li>• Recyclable materials - bi-weekly collection</li> <li>• Bulk waste - 2 collections per year</li> <li>• Brush collection - 2 collections per year</li> <li>• Leaf collection - 8 week fall program - 1 collection per household, but no guarantee that the City can collect more than once</li> <li>• Christmas tree collection - 1 collection week in January</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• 50.0%</li> </ul>
City of Belleville	<ul style="list-style-type: none"> <li>• Residential -Weekly</li> </ul>	<ul style="list-style-type: none"> <li>• User pay garbage bag tags required for each item set out, no limit</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• \$3.00 per tag for each bag set out</li> <li>• Tags may be purchased online</li> </ul>	<ul style="list-style-type: none"> <li>• Recyclable materials - weekly collection</li> <li>• Bulk waste - call-in service not part of weekly collection, user pay program</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• Unknown - diversion rate reported as part of Quinte Waste Solutions (includes 9 municipalities)</li> </ul>

					<ul style="list-style-type: none"><li>- Appliances with Freon - \$43.50</li><li>- Appliances without Freon - \$29.40</li><li>- Large Furniture - \$15.00</li><li>- Small Furniture - \$10.00</li></ul>		
Peterborough	<ul style="list-style-type: none"><li>Weekly</li></ul>	<ul style="list-style-type: none"><li>Residential - 2 “lifts” per week (bag, container, bulky item - must meet size requirements)</li><li>Commercial - 4 containers per week</li><li>Collection limit is doubled week after Christmas</li></ul>	<ul style="list-style-type: none"><li>No official exemption program; exemptions are granted on a case by case basis</li></ul>	<ul style="list-style-type: none"><li>No</li></ul>	<ul style="list-style-type: none"><li>Recyclable materials -weekly collection</li><li>Bulk waste - user pay program, 6 collection days per year. Users must call in on the Thursday before the event to have items collected. \$20 for first item and \$5 for each additional item except for mattresses and box springs. Mattresses treated for bed bugs must be placed in clear bags ( 1 free - available at City)</li><li>Green (Yard waste) - weekly collection from first week of April to last week of November</li></ul>	<ul style="list-style-type: none"><li>No</li></ul>	<ul style="list-style-type: none"><li>54.4%</li></ul>
Brockville	<ul style="list-style-type: none"><li>Weekly</li></ul>	<ul style="list-style-type: none"><li>Residential- 1 bag</li></ul>	<ul style="list-style-type: none"><li>N/A</li></ul>	<ul style="list-style-type: none"><li>\$3.00</li><li>Tags available at City and convenient locations e.g. Canadian Tire etc.</li></ul>	<ul style="list-style-type: none"><li>Recyclable materials -weekly collection</li><li>Bulk Waste collection based on user fee (\$10 per tag)</li><li>2 weeks fall leaf collection</li></ul>	<ul style="list-style-type: none"><li>No</li></ul>	<ul style="list-style-type: none"><li>39.9%</li></ul>
Whitby	<ul style="list-style-type: none"><li>Bi-Weekly</li></ul>	<ul style="list-style-type: none"><li>Residential- 4 bags</li></ul>	<ul style="list-style-type: none"><li>N/A</li></ul>	<ul style="list-style-type: none"><li>\$2.50 each sold in sheets of 5</li><li>Tags available at City and other convenient locations</li></ul>	<ul style="list-style-type: none"><li>Large, bulky items must be scheduled in advance for a special collection.<ul style="list-style-type: none"><li>- Each household is entitled to one free special collection per calendar year for up to twelve (12) items.</li><li>- Additional special collections cost \$25.00 for each additional item</li></ul></li><li>Recycling provided by Durham Region</li></ul>	<ul style="list-style-type: none"><li>Yes</li></ul>	<ul style="list-style-type: none"><li>Not Applicable - Durham Region provides recycling</li></ul>
Oshawa	<ul style="list-style-type: none"><li>Weekly</li></ul>	<ul style="list-style-type: none"><li>Residential- 4 bags</li></ul>	<ul style="list-style-type: none"><li>N/A</li></ul>	<ul style="list-style-type: none"><li>\$2.50 each sold in sheets of 5</li><li>Tags available online, at</li></ul>	<ul style="list-style-type: none"><li>Large, bulky items must be scheduled in advance for collection every other week with garbage. Booking online</li></ul>	<ul style="list-style-type: none"><li>Yes</li></ul>	<ul style="list-style-type: none"><li>Not Applicable - Durham Region provides recycling</li></ul>

				City and other convenient locations	<ul style="list-style-type: none"><li>- Each household is entitled to one free special collection per calendar year</li><li>- Additional special collections cost \$35.00 for each additional item.</li><li>• Recycling provided by Durham Region</li></ul>		
Region of Waterloo	<ul style="list-style-type: none"><li>• Bi-Weekly</li></ul>	<ul style="list-style-type: none"><li>• Residential- 4 bags</li><li>• Multi-Res - 10 bags</li><li>• Containers not allowed - bags only</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>	<ul style="list-style-type: none"><li>• \$2.00 each sold in sheets of 5</li><li>• Tags available online, at Region and other convenient locations</li></ul>	<ul style="list-style-type: none"><li>• Large, bulky items must be scheduled in advance for collection every other week with garbage. Booking online. Maximum 3 items for SFD and 10 items for multi res. No charge noted.</li><li>• Weekly Recycling</li></ul>	<ul style="list-style-type: none"><li>• Yes</li></ul>	<ul style="list-style-type: none"><li>• 61%</li></ul>
Newmarket	<ul style="list-style-type: none"><li>• Bi-Weekly</li></ul>	<ul style="list-style-type: none"><li>• Residential- 3 bags</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>	<ul style="list-style-type: none"><li>• \$3.00 each sold in sheets of 5</li><li>• Tags available at Town and other convenient locations</li></ul>	<ul style="list-style-type: none"><li>• Large, bulky items must be scheduled in advance for collection. Tags sold for \$16 each at Town and mailed to resident</li><li>• Weekly Recycling</li></ul>	<ul style="list-style-type: none"><li>• Yes</li></ul>	<ul style="list-style-type: none"><li>• Not Applicable</li></ul>
London	<ul style="list-style-type: none"><li>• Every 6 days rotation</li></ul>	<ul style="list-style-type: none"><li>• Residential- 3 bags per residential unit (including multi-residential). Maximum size collected is 2 cubic metres regardless of bag limit and bulky waste items</li><li>• Rooming houses are allowed 1 bag per room</li><li>• Businesses - 12 bags maximum and not permitted to use garbage tags</li></ul>	<ul style="list-style-type: none"><li>• Extra bags allowed for medical conditions considered on a case by case basis</li></ul>	<ul style="list-style-type: none"><li>• \$1.50 each</li><li>• Tags available at City Enviro Depot</li></ul>	<ul style="list-style-type: none"><li>• Large, bulky items are collected over and above the 3-bag limit at no charge</li><li>• Recycling same frequency as garbage collection</li></ul>	<ul style="list-style-type: none"><li>• No</li></ul>	<ul style="list-style-type: none"><li>• 44%</li></ul>
Thunder Bay	<ul style="list-style-type: none"><li>• Weekly</li></ul>	<ul style="list-style-type: none"><li>• Residential- 2 bags</li><li>• 1 free bag days - 3rd</li></ul>	<ul style="list-style-type: none"><li>• Extra bags allowed for medical conditions considered on a case by</li></ul>	<ul style="list-style-type: none"><li>• \$2.00 each in sheets of 10</li><li>• Tags available at City and</li></ul>	<ul style="list-style-type: none"><li>• No information on Bulky Waste</li><li>• Recycling bi-weekly</li></ul>	<ul style="list-style-type: none"><li>• No</li></ul>	<ul style="list-style-type: none"><li>• 27.5%</li></ul>

		bag free 3 times per year on specific weeks	case basis	Landfill and payment by credit card only. Tags mailed out.	<ul style="list-style-type: none"><li>Spring and fall leaf and yard waste collection</li></ul>		
Simcoe County	<ul style="list-style-type: none"><li>Bi-Weekly</li></ul>	<ul style="list-style-type: none"><li>Residential- 2 bags</li><li>Max 8 bags - 2 without tags and 6 with tags</li></ul>	<ul style="list-style-type: none"><li>NA</li></ul>	<ul style="list-style-type: none"><li>\$3.00 each in sheets of 5</li><li>Tags available at several local municipal offices</li></ul>	<ul style="list-style-type: none"><li>Call-in Bulky Waste between June and September maximum 5 items at \$40 per collection</li><li>Recycling bi-weekly alternating with garbage</li><li>Spring and fall leaf and yard waste collection</li></ul>	<ul style="list-style-type: none"><li>Yes</li></ul>	<ul style="list-style-type: none"><li>59.6%</li></ul>

1 - Obtained from “2018 Residential Waste Diversion Rates by Municipal Program,” Resource Productivity & Recovery Authority ([www.rpra.ca](http://www.rpra.ca))

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

Department: Corporate Services  
 Division: Clerk's Division  
 Report Number: 2020-328-Corporate Services  
 Prepared By: Manon Levesque, City Clerk  
 Meeting Date: September 28, 2020  
 Subject: Unfinished Business Listing for September 28, 2020

**Recommendation**

That Council receive the Unfinished Business Listing for September 28, 2020.

<b>Title</b>	<b>Department</b>	<b>Date</b>
Electoral System Review Survey Results (Nov 25/19) (Jan 13/20)	Corporate Services	Sep 28/20
RFP Terms of Reference for Play Structures and Engineering Wood Fibres for Various Parks (Sep 14/21)	Purchasing	Sep 28/20
Solid Waste Bag Tag and Bulky Item Collection Tags (Sep 14/21)	Infrastructure and Municipal Works	Sep 28/20
Outdoor Gardening – COVID-19 (May 11/20) (Jun 22/20)	Planning, Development and Recreation	Nov 23/20
Review of Parks, Facilities and Street Naming Policy (Sept 9/19)	Corporate Services	Nov 23/20

Parking Program (May 11/20) (Jun 8/20) (Sep 14/20)	Planning, Development and Recreation	Jan 11/21
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 28, 2020 - 2020-328-Corporate Services.docx
Attachments:	
Final Approval Date:	Sep 23, 2020

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

**Geoffrey Clarke - Sep 21, 2020 - 11:55 AM**

**Maureen Adams - Sep 23, 2020 - 2:30 PM**

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

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2020-362-Infrastructure and Municipal Works  
Prepared By: Michael Fawthrop, Division Manager  
Meeting Date: September 28, 2020  
Subject: MTO Connecting Links Program Intake 6 – Project Application

**Purpose**

To provide information to Council regarding the Ministry of Transportation (MTO) Connecting Links Program Intake for 2021-22 and to recommend a project submission.

**Recommendation**

That Council approve the following:

- a) That Council endorse a submission of an application to the 2021-22 MTO Connecting Links Program; and
- b) That the project submitted for the funding program be a Municipal Class Environmental Assessment for Brookdale Avenue from Seventh Street, West to Fourteenth Street, West.

**Financial Implications**

The Connecting Links Program will provide \$30 million in 2021-22 to support municipalities with the construction and repair of roads and bridges on Connecting Links. Through the 2021-22 Connecting Links Program, the MTO will provide funding of up to 90%, to a maximum of \$3 million for road projects and \$6 million for bridge projects, of eligible capital costs for approved projects.

The estimated cost to complete a Municipal Class Environmental Assessment (EA) for Brookdale Avenue from Seventh Street West to Fourteenth Street West is \$300,000. Through the Connecting Links Program, the City may receive funding of up to \$270,000 (90%). The remaining \$30,000 would be funded from the Brookdale Avenue – Traffic Analysis capital project which was included in the 2019 Capital Budget.

### **Strategic Priority Implications**

This project includes future upgrades to Brookdale Avenue from Seventh Street West to Fourteenth Street West, which addresses Economic Development and Pursuing Diverse Population Growth of 50,000: (4) Continue to Invest in Infrastructure and (5) Encourage Infill Project (Brookdale).

### **Background / Discussion**

Through the MTO Connecting Links Program, the Province of Ontario is investing \$30 million in 2021-22 for the construction and repair of roads and bridges for Connecting Links. Connecting Links are municipal roads designated under the Public Transportation and Highway Improvement Act that connect two ends of a provincial highway through a municipality or to an international crossing or interprovincial border crossing. The objectives of the program are to make investments that:

- Address critical connecting link improvement needs;
- Extend the life of the asset;
- Are cost effective and appropriate to address connecting link needs; and
- Ensure the safe and efficient movement of provincial traffic.

The MTO will provide funding of up to 90 percent to a maximum of \$3 million for road projects and \$6 million for bridge projects, of eligible capital costs for approved projects.

There are 77 municipalities with designated connecting links eligible to apply to the MTO's Connecting Links Program. Cornwall is one of those municipalities as Highway No. 138 (Brookdale Avenue) connects from Cornwall Centre Road to the International Bridge access at Water Street.

In 2016, the City was successful in securing funding through Intake 1 of the Connecting Links Program for the Brookdale Avenue at Canadian National Railway (CNR) Overpass Rehabilitation. In 2020, the City was successful in

securing funding through Intake 5 of the Connecting Links Program for the Brookdale Avenue North Road Rehabilitation & Widening project from the north limits of the CNR Overpass to the south limits of the Highway 401 Overpass.

For the 2021-22 MTO Connecting Links Program, Administration is recommending that the project submitted for the funding application shall be a Municipal Class EA for Brookdale Avenue from Seventh Street West to Fourteenth Street West. Please refer to the attached sketches of the project location. The current traffic volumes along Brookdale Avenue are substantial with an average of 20,000 vehicles per day. Furthermore, the asphalt/pavement condition ratings (PCR) along the Brookdale Avenue corridor from Seventh Street West to Fourteenth Street West continues to deteriorate, nearing levels which will require substantial investment in the near future. The PCRs along this section of Brookdale Avenue range from 56 to 58 which is well below the City's standard of 70 for an arterial roadway.

Prior to any asphalt resurfacing and reconstruction work being completed, an EA for the corridor is proposed in order to assess the existing and future transportation system deficiencies along the corridor and to develop a Recommended Plan. The EA will also identify the improvements needed to ensure safe and efficient traffic flow. The EA will take into consideration the existing high traffic volumes along Brookdale Avenue as well as evaluate the impacts of future growth and development along the corridor. The goal of the EA will be to improve the Brookdale Avenue transportation network for vehicles, cyclists, and pedestrians. The EA will take into consideration feedback from City residents, local Brookdale Avenue property owners and Council. As noted on the attached sketch, a Harmonized EA was completed along Brookdale Avenue from Water Street to Seventh Street West (2003) and an EA was completed along Brookdale Avenue from Fourteenth Street West to Tollgate Road West (2005) prior to the reconstruction of those sections of roadway. The completion of an EA along Brookdale Avenue from Seventh Street West to Fourteenth Street West is necessary prior to completing any rehabilitation/reconstruction in this corridor. Through the EA process, the existing and future transportation network deficiencies will be identified/assessed and a Recommended Plan for the corridor will be developed. A Recommended Plan for the corridor will allow the City to proceed in planning future capital works.

The MTO Connecting Links Program provides funding for the design, construction, renewal, rehabilitation and replacement of Connecting Link infrastructure. Connecting Links serve both provincial and local traffic needs;

therefore, a Provincial/Municipal cost sharing partnership is considered appropriate. Funds from the program can be used for the following project costs: EA, Design/Engineering, Project Management/Contract Administration, Materials and Construction. A municipality may submit for detailed design and construction as one project; or alternatively, a municipality may submit detailed design for funding as a separate project prior to construction. Additionally, a municipality can elect to submit for an EA as a separate project and submit for the design/construction component of the project in a subsequent year. As such, Administration recommends that the City submit for only the EA along the corridor at this time and plan to submit for the construction component in a subsequent year. Submitting only for the EA will allow the City to develop the Recommend Plan for the corridor which will establish the need for the project which will help justify further funding for the project under the Connecting Links Program in a future intake. Furthermore, by applying for funding in phases, the likelihood of receiving funding for the project increases due to the relatively low cost of the study compared to the cost of construction projects many other municipalities will be submitting for. The Connecting Links Program is a relatively small program with 77 different Ontario municipalities vying for only \$30 million to fund large scale capital projects. Only a limited number of project applications are actually approved for funding under the program. Since the City received funding of \$1.6 million (90%) from the MTO through the 2020 Intake for the Brookdale Avenue North Rehabilitation & Widening project, it is recommended that the municipality only submit for the EA at this time and plan to submit for the associated construction works in a subsequent year once the EA has been completed.

The estimated cost of the project is \$300,000. Through the Connecting Links Program, the City may receive funding of up to \$270,000 (90%). The remaining \$30,000 (10%) would be funded from the Brookdale Avenue Traffic Analysis capital project included in the 2019 Capital Budget.

The funding application stipulates that a By-law be submitted with the application declaring that:

- The submitted application meets the requirements of the Ministry of Transportation's Connecting Links Program as described in the Program Guide;
- The municipality has a comprehensive asset management plan that includes all of the information and analysis described in Building Together: Guide for Municipal Asset Management Plans in place;

- The municipality will comply with the conditions that apply to the designated connecting links under the Highway Traffic Act to ensure the safe and efficient movement of provincial traffic; and
- The information in the application is factually accurate.

Should Council endorse the application, the associated By-law authorizing the submission of a funding application to the 2021-22 MTO Connecting Links Program will be included in the Agenda for the October 13, 2020 regular Council meeting.

If the City is successful in receiving funding through the program, the Mayor and Clerk must be authorized to execute and sign the associated documents and agreements.

Document Title:	Connecting Links Program Intake - Project Application - 2020-362-IMW.docx
Attachments:	<ul style="list-style-type: none"> <li>- MTO Connecting Link Program Guide - Intake 6.pdf</li> <li>- 2021-22 Connecting Link - Project Map 1 - 8-5 x 11.pdf</li> <li>- 2021-22 Connecting Link - Project Map 2 - 8-5 x 11.pdf</li> </ul>
Final Approval Date:	Sep 23, 2020

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

**Bill de Wit - Sep 23, 2020 - 11:40 AM**

**Tracey Bailey - Sep 23, 2020 - 4:14 PM**

**Maureen Adams - Sep 23, 2020 - 4:23 PM**



# **Ministry of Transportation (MTO) Connecting Links Program 2021-22**

## **Guide**

**August 2020**

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## Section 1 – Purpose

The Ministry of Transportation's **Connecting Links Program** provides dedicated provincial funding for road and bridge projects on designated connecting link highways.

The Connecting Links Program has been re-designed to provide a sound basis to make provincial funding decisions and ensure that provincial financial accountability and asset management requirements are met. Through a structured application process all applicants are considered in a consistent and transparent manner.

This Program Guide has been prepared to assist connecting link municipalities in completing and submitting the application. The guide includes legislation that applies to connecting links, a detailed description of the scope of work eligible for funding and the requirements for detailed information on connecting link condition and improvement needs.

Applicants are encouraged to contact their local regional office to ask any questions before submitting an application.

The ministry will review all submissions and will notify successful and unsuccessful applicants after funding decisions are made in early 2021.

Funding decisions will be based on an assessment of connecting link needs, the ministry's prioritization of submitted projects and the available budget in any year.

## Section 2 – Objectives

The objectives of the program are to make connecting link investments that:

- Address critical connecting link improvement needs;
- Extend the life of the asset;
- Are cost effective and appropriate to address the connecting link need; and
- Ensure the safe and efficient movement of provincial traffic.

The ministry will prioritize projects that best meet these objectives and focus on addressing critical and urgent connecting link needs first. The Connecting Links Program requires that municipalities submit detailed information on all connecting link road section and structures. This will enable the ministry to assess the current and future state of connecting link infrastructure and determine how to best target connecting link investments on a multi-year basis.

## Section 3 – Connecting Links Policy

Connecting links are municipal roads that connect two ends of a provincial highway through a community or to an international or interprovincial border crossing. These are critical roadways that serve provincial and municipal interests, as they carry long-distance provincial highway traffic moving through communities, as well as local traffic within the community.

Connecting links are formally designated under section 21 of the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c. P. 50 as amended. Under the Act, a connecting link remains a "highway" under the jurisdiction and control of the municipality.

Connecting links are typically under the ownership of a lower tier municipality or a single tier municipality. Where a connecting link intersects with an upper tier highway, the intersection remains under the jurisdiction and control of the upper tier municipality. These intersections are eligible for funding under the Connecting Links Program.

The Connecting Links Program provides funding for eligible capital improvement costs – not maintenance. The responsibility for maintenance of connecting links lies with the municipality. Under section 44 of the *Municipal Act*, R.S.O. 2001, the municipality that has jurisdiction over a highway or bridge must keep it in a reasonable state of repair.

Ontario has set out Minimum Maintenance Standards for municipal highways, including connecting links, under the *Municipal Act*. Ontario Regulation 239/02 provides municipalities with guidelines for maintaining municipal highways including winter maintenance, roadway and sidewalk surface condition, traffic control signal systems, regulatory and warning signs, etc.

Ontario Regulation 104/97 of the *Public Transportation and Highway Improvement Act* requires that municipalities visually inspect bridge structures with a span of greater than or equal to three metres (in the direction of traffic) at least once every two years by, or under the direction, of a professional engineer. To be eligible for the Connecting Links Program, municipalities will be required to submit a Municipal Structure Inspection report to MTO every two years for each connecting link bridge and culvert three metres or greater in length (in direction of traffic) as they are completed.

The ministry has the authority under the *Bridges Act* 1990, c. B.12, to approve connecting link bridge projects. MTO will review structure inspections on an ongoing basis and assess proposed structure projects to ensure that critical structure needs on connecting links are addressed.

Under the *Highway Traffic Act*, R.S.O. 1990, c. H.8, the ministry has the authority to approve all municipal by-laws and traffic control signals that restrict or interrupt the flow of through traffic on the connecting link highway including, but not restricted to:

- Limiting weight on bridges;
- Erection of traffic controls and pedestrian signal systems; and
- Regulating motor vehicle traffic on connecting links.

**Appendix 1** includes sections of legislation that applies to connecting links. Municipalities should consult with the ministry to ensure that necessary approvals will be in place prior to connecting link funding being granted.

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## Section 4 – Program Overview

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### Which municipalities are eligible?

The Ministry of Transportation's Connecting Links Program provides dedicated provincial funding for road and bridge projects on connecting link highways designated under the *Public Transportation and Highway Improvement Act*.

All 77 Ontario municipalities with designated connecting links are eligible for funding. Eligible municipalities and designated connecting link road sections are listed in **Appendix 2**.

A municipality with one designated link is permitted to submit one project per year. A municipality that has more than one designated connecting link may submit a maximum of two projects per year. If submitting for two projects however, each application must be for a project located on separate connecting link sections as identified in Appendix 2. No more than one application per connecting link section is permitted by a municipality.

### What amount of funding can be requested?

**NOTE** – New to the 2021-22 Connecting Links Program year, the maximum amount of funding available for eligible Connecting Link **Bridge** projects has increased from a maximum of \$3 million per project, to a maximum of \$5 million per project. This funding increase is only applicable to those projects approved for the 2021-22 program year, and which will start after April 1, 2021. This funding increase is **not** retroactive, and does not apply to, or have any impact on, the established budgets of projects approved in previous program years, or to any projects already underway. Eligible bridge project costs also remain unchanged from previous intakes (refer to Section 5 / Appendix 3 for eligibility details).

The maximum amount of funding available for eligible Connecting Link **Road** projects for the 2021-22 Connecting Links Program year remains unchanged at \$3 million per project.

Connecting links serve both provincial and local traffic needs; therefore, a provincial-municipal cost sharing partnership is considered appropriate.

The ministry will provide funding for up to 90% of total eligible project costs. The maximum amount of funding for eligible costs is \$3 million per road project, and up to \$5 million per bridge project. Project proposals should include a detailed scope of work and cost estimates.

The applicant is required to contribute the remaining 10% of eligible project costs and pay for all ineligible project costs. The municipality cannot use capital funding from any other capital application program (i.e. Investing in Canada Infrastructure Program (ICIP)) for the same road or bridge project funded under the Connecting Links Program.

Despite the foregoing, general formula based or other non-application based funding revenue received from other provincial or federal sources may be used towards a municipality's 10% contribution.

## When would funding be provided?

Once funding decisions are made, the ministry will notify successful applicants that their project has been approved for funding. Municipalities may then begin the tendering process and incur project costs starting April 1, 2021. The ministry will provide a Contribution Agreement following the Minister letter.

The execution of the Agreement is required before payments can be made. Payments will be made on a milestone basis (refer to Section 8).

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## Section 5 – Project Eligibility

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### What are eligible connecting links projects?

The Connecting Links Program provides funding for the design, construction, renewal, rehabilitation and replacement of connecting link infrastructure. Maintenance costs, including winter maintenance, are not eligible for funding.

A municipality may submit for detailed design and construction as one project; or alternatively, a municipality may submit detailed design for funding as a separate project prior to construction. In the case of the latter, however, the ministry cannot guarantee funding for the construction project in the subsequent year. Funding for the construction would be considered along with other projects submitted in the following year.

Expansion projects (road widening) resulting from general traffic growth (provincial and municipal), will be considered eligible projects. However, the costs for improvements directly related to increased traffic from new development or major expansion of an existing development continue to be the responsibility of the municipality (and/or the developer).

As noted below, land acquisition and the cost of municipal infrastructure within the connecting link right-of-way are not eligible for funding under the Connecting Links Program, such as watermains, sanitary sewers, utilities, etc.

The proposal must not include multiple projects, e.g., projects on separate roads or structures that are not connected. Proposals can include various related works such as road reconstruction and storm sewer repair; road and intersection improvements; multiple spans on one structure; and, structure replacement and approach road improvements like guiderail.

**NOTE:** The same connecting link road or bridge project cannot be submitted under both the Connecting Links Program and another capital application program such as ICIP. A municipality may, however, submit an application for water or wastewater work on a connecting link under another funding program. If the same road or bridge project is submitted under multiple capital application programs, it will become ineligible for funding under the Connecting Links program.

Projects already underway or awarded at the time of the application period will be deemed ineligible for the program.

### What project costs are eligible/ineligible for reimbursement?

Funds can be used for:

- Environmental Assessment costs
- Design/Engineering costs
- Project Management/Contract Administration costs
- Materials
- Construction

Funds cannot be used for:

- Costs incurred before project approval or after committed project completion date
- Land acquisition
- Leasing land, equipment, buildings and other facilities
- Financing charges
- Legal fees

**Appendix 3** outlines the scope of eligible work for connecting link projects with more specific requirements detailed in Annexes A-G of **Appendix 4**. MTO encourages municipalities to consider sustainable construction practices for connecting link projects as described in **Appendix 5**.

The connecting link right-of-way typically includes some municipal infrastructure that is not eligible for funding under the Connecting Links Program, such as watermains, sanitary sewers, utilities, etc. The municipality is responsible for costs related to these assets and all other ineligible items.

Municipalities should consult with MTO regional offices (listed in Section 10) to seek clarification on eligible project costs before submitting an application.

### What are the eligible project net costs?

The application form requires that the applicant indicate the eligible project net costs, which is the eligible project costs under the Connecting Links Program, *excluding the HST rebate that the municipality expects to receive*. The maximum provincial funding contribution will be 90% of the net eligible costs up to a maximum of \$3 million per road project, and up to \$5 million per bridge project. It is the applicant's responsibility to determine the HST rebate.

## Section 6 – Application Submission

The Connecting Links Program has a one-stage application process, where eligible connecting link municipalities are requested to submit specific project information through a standard application form along with supporting documents.

### Where can I obtain an application?

The application is available online at:

<http://www.mto.gov.on.ca/english/highway-bridges/connecting-links.shtml>  
<http://www.mto.gov.on.ca/french/highway-bridges/connecting-links.shtml>

Information can be typed directly into the application form. Paper copies can also be obtained by fax, email, or regular mail by calling the Program Coordinator at 289-241-8354.

### When are applications due?

Applications are due by Friday, November 06, 2020 at 5:00 p.m. Eastern Standard Time (EST).

### How are applications submitted?

Applications will be accepted electronically or through regular mail. Municipalities are encouraged to submit electronically. Applicants should retain a copy of the application and other submitted materials. An email response will be provided indicating that the submission has been received.

If submitting by email, the completed application should be sent along with all required attachments (declaration, asset management tables, bridge inspections, project proposal and any supporting documents) to the program email address: [CLProgram@ontario.ca](mailto:CLProgram@ontario.ca).

If submitting by mail or courier, the application package must be sent to the Ministry of Transportation at the address indicated in section 10.

## Section 7 – Project Application

Municipalities are required to complete a project application form to be eligible for connecting link funding. This will provide a consistent basis for the ministry to assess the proposed project and the municipality's multi-year connecting link needs.

In addition to the application form, municipalities must submit a council resolution (template attached to the form) that:

- demonstrates council's support of the project identified in application;
- confirms that capital funding is available for the municipal contribution component;
- indicates that if the application is successful, that the municipality will proceed with the project in accordance with the timelines specified in the application.

### Application Requirements

Application Section	Requirements
1. Contact Information	Municipality name, mailing address and authorized contact person (Public Works Manager, CAO, Clerk, etc.).
2. Project Information	Project Title (include municipal road name) and Project Type (e.g., road resurfacing, road reconstruction, bridge rehabilitation or replacement). Fiscal Year of project completion.

Application Section	Requirements
3. Project Location	Description of the project location (start and end points, length, width, latitude and longitude coordinates). Include a map to scale.
4. Project Description	Description of the project outline of scope of work and provide a schedule. If available, provide a detailed proposal and costs as supporting information. If a bridge project over or under a railway, include specifics such as a railway access plan or any discussions with the railway to facilitate the project.
5. Project Rationale	How project addresses critical connecting link needs or extends the life cycle of the asset.
6. Project Readiness	List of any regulatory decisions, approvals, licenses, authorizations, agreements, etc., completed or required by the provincial or federal governments. Provide any additional details on work conducted or consultations undertaken to obtain approvals, agreements etc. that would expedite your project. If the project includes a traffic control signal, municipalities are required to seek MTO approval of the technical warrants for traffic signals and/or pedestrian crossings before submitting the project.
7. Project Innovation/ Sustainable Construction Practices	<b>Where applicable</b> - Identify any innovative or sustainable construction practices that will be applied in the design and construction of the project that will maximize the lifecycle of the asset, demonstrate good environmental stewardship, mitigate future climate change impacts or reduce environmental or traffic impacts. Examples include: culvert re-lining instead of full culvert replacement, reduction in the use of new aggregates in asphalt, or use of higher quality asphalt materials.
8. Milestone/Timelines	Key dates for the program including milestones for payments.
9. Timeline Risks and Mitigation Strategies	Risks, length of possible delay and mitigation strategies to ensure that project will be completed on schedule.
10. Project Financial Information	Total Project Costs, Eligible Project Costs, Provincial Funding Requested (maximum 90%) and sources for financing the municipal share of project costs (10%).
11. Project Cost Details	Estimated project costs (including HST) by fiscal year and project activity e.g., design, construction, contract administration, etc. MTO will fund up to 90% of the Total Net Eligible Costs.
12. Construction Cost-Shared Items	Estimated costs for any work items to be paid for by the municipality or charged to others e.g., utilities and railway. Provide an explanation for each item.
13. Asset Management Planning	Confirm that a comprehensive Asset Management Plan has been completed. If not previously submitted, or if there is updated information, provide structure inspection reports, and provide detailed information on the condition and ten year needs for all of the municipality's connecting link road sections and structures.
14. Supporting Information	If available, provide a detailed Project Proposal and Costs. Indicate what studies/reports have been completed to support the project.
15. Duty to Consult Aboriginal Communities	The Governments of Canada and Ontario, along with municipalities have a duty to consult with Aboriginal communities where a decision or action may adversely impact asserted or established Aboriginal or treaty rights. To determine the Crown's duty to consult obligations, applicants are required to respond to a set of questions listed in the application form.
16. Declaration	<p>Certification by municipal official that:</p> <ul style="list-style-type: none"> <li>• The submitted Application meets the requirements of MTO's Connecting Links Program as described in the Program Guide;</li> <li>• A comprehensive Asset Management Plan including connecting links has been completed and publically posted;</li> <li>• The municipality will comply with the conditions that apply to designated connecting links under the <i>Highway Traffic Act</i> to ensure the safe and efficient movement of provincial traffic;</li> <li>• The project put forward in the application will be completed and the milestones met as stated in the Application; and</li> <li>• The Application is complete and factually accurate.</li> </ul>

Application Section	Requirements
17. Documents to be Submitted	<p>List of documents to be submitted along with application form.</p> <p>Use appropriate document titles, for example:</p> <p>“Municipality Name_Application_1”</p> <p>“Municipality Name_OSIM_Structure_1”,</p> <p>“Municipality Name_CL_Road Inventory”</p> <p>“Municipality Name_Project _ 1”</p>

## What are the Application Asset Management Plan requirements?

There are four asset management planning requirements for connecting link municipalities.

### 1. Asset Management Plan

Municipalities applying for connecting link funding must have a recently completed and publically posted asset management plan indicating the asset condition, capital and maintenance needs, investment priorities and financial strategy for all core infrastructure which includes road, bridge, water and wastewater assets.

If the applicant has previously provided a municipal asset management and there are no updates, there is no need to resubmit the same asset management plan. If the applicant has updated the plan or if it's the first time applying to the Connecting Links Program, the applicant is required to provide access to the plan.

### 2. Connecting Link Structure Inspection

Municipalities are required to submit a Municipal Structure Inspection Manual (OSIM) or equivalent inspection report every other year for each connecting link bridge and large culvert three metres or greater in length (in the direction of traffic).

If the applicant has previously submitted all current Municipal Structure Inspection Forms, there is no need to resubmit the inspection forms. However, if there are updated inspections they should be submitted. If it's the first time applying to the Connecting Links Program, the applicant is required to provide inspection forms for all connecting link structures.

### 3. Connecting Link Asset Inventory, Conditions and Needs

Municipalities are required to submit detailed asset data on all connecting link road sections and structures (three metres or greater in length in the direction of traffic) under its jurisdiction. A map must be provided showing all connecting link road sections and structures. The map must indicate connecting link street and intersecting street names and other landmark references.

If the applicant has submitted all structure and road data within the last two-years, this information does not need to be resubmitted. However, where the information has been updated, it should be submitted. If it's the first time applying to the Connecting Links Program, the applicant is required to provide this information for all connecting link road sections and structures.

**Appendix 6** includes the specific connecting link road section and structure data that must be submitted. The applicant shall submit this information in Excel or equivalent data file(s) that the ministry can import into Excel.

### 4. Connecting Link Maintenance Plan/Strategy

Applicants are required to indicate that there is an ongoing maintenance plan or strategy for connecting links. Effective maintenance of connecting link roadway and structures is critical to prevent premature deterioration of the asset and defer the need for costly rehabilitation or reconstruction. Examples include routing and sealing of cracks to prevent water entering the pavement structure and washing bridge expansion joints on a routine basis.

Applicants are also required to indicate that there is an ongoing inspection program to assess road sections and structures using sound condition ratings such as a Pavement Condition Index or Bridge Condition Index. Applicants should describe their methodology. All applicants are required to submit this information.

## What are the requirements for Aboriginal Community Consultation?

Municipalities should inform and consult as necessary with stakeholders including Aboriginal communities as part of the environmental assessment process.

The Governments of Canada and Ontario, along with municipalities have a duty to consult with Aboriginal communities where a decision or action may adversely impact asserted or established Aboriginal or treaty rights. Aboriginal communities include Indian, Inuit and Métis people of Canada and any other group having Aboriginal or treaty rights under section 35 of the *Constitution Act*, 1982.

The day-to-day procedural aspects of consultation may be delegated to the municipality who may have their own obligations to consult with Aboriginal communities and other stakeholders. Where this consultation is required, the applicant should appropriately plan and budget for this work as part of the project costs.

To assist MTO in determining the province's duty to consult obligations, the application requires municipalities to indicate whether they have consulted with Aboriginal communities or aware of any concerns with respect to historical or archaeological finds claims or assertions by Aboriginal communities in connection with the proposed project site. MTO will advise funded municipalities if there are provincial duty to consult obligations that need to be considered.

For more information on Ontario's duty to consult Aboriginal peoples, refer to the Duty to consult with Aboriginal peoples in Ontario web page at: <https://www.ontario.ca/page/duty-consult-aboriginal-peoples-ontario>.

### **How will applications be assessed?**

Projects will be assessed on the basis of:

- Project criticality based on connecting link deficiencies and/or renewal needs;
- Project urgency based on stated 10-year deficiencies and risk assessment;
- Cost-effective and appropriate project to address stated connecting link need;
- Appropriate project activities and costs under the Connecting Links Program;
- Supporting documentation: asset management plan, bridge inspection reports, detailed project proposal, engineering studies/plans, etc.; and,
- Potential coordination with adjacent, concurrent provincial highway project.

MTO will prioritize projects that best meet the objectives of the Connecting Links Program, addressing critical and urgent connecting link needs first.

Funding decisions will take into consideration the ministry's prioritization of the projects, regional connecting link needs and the available budget in any year.

### **Will a municipality be notified if its application is unsuccessful?**

Yes, both successful and unsuccessful applicants will be notified by the Ministry of Transportation after funding decisions are made. Unsuccessful municipalities are encouraged to contact their regional MTO representatives for feedback regarding their unsuccessful projects.

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## **Section 8 – Contribution Agreement**

The Contribution Agreement is a legal agreement that outlines the rights, responsibilities and obligations of the province and the municipality and includes various Schedules, e.g., project costs, milestones/timelines, reporting requirements, etc.

MTO will notify successful applicants by Minister letter that their project has been approved for funding. Municipalities may then begin the tendering process and incur project costs starting April 1, 2021. The ministry will provide the Contribution Agreement following the Minister letter. The execution of the Agreement is required before payments can be made.

The signatures of the Head of Council and the Minister of Transportation (or his delegate) are necessary to execute the agreement. Municipalities are encouraged to obtain Head of Council signature and a council resolution as soon as possible. Three (3) copies of the signed agreement are to be couriered to the MTO Program Coordinator. Once co-signed by the Minister, the Program Coordinator will provide a copy to the municipality and MTO's regional office.

### **How will the provincial funding flow?**

Funding will be provided for eligible project costs on a milestone payment approach:

- Contract Award – 50%
- Substantial Completion – 35%
- Final Report – 15%

In order to be paid at these milestones it is critical that the project be completed on the submitted schedule. In the Application Form, the applicant is required to indicate the fiscal year of completion and any timeline risks, how the long the delay could be and provide mitigation strategies. Schedule risks include the time required for tendering, delays due to regulatory approvals or third party agreements, utility relocates, inclement weather, etc. If the schedule risks are significant, consideration should be given to extending the project completion over two or three years. The ministry will approve the multi-year funding on this basis.

Funded municipalities will be required to state their anticipated dates for Contract, Substantial Completion and Final Report. These milestones must be achieved by specific timelines as follows:

Milestone 1: Award of First Contract	By June 30, 2021
Milestone 2: Substantial Completion	By December 31 of Fiscal Year of Completion
Milestone 3: Final Report	By March 8 of Fiscal Year of Completion

Milestone payments will be disbursed once the ministry has accepted the Milestone Report. The first payment will be made once the contribution agreement has been signed by both parties (spring/summer of 2021) and Milestone 1 has been submitted to MTO for review. The Substantial Completion and Final Report payments will be made on the basis of the actual incurred costs up to the approved funding amount. Cost overruns are not eligible for funding. Any unused funding must be returned to the Government of Ontario.

### Required Contribution Agreement Schedules

Agreement Schedule	Description
A. Project Description	Description of the type of project and scope of work.
B. Operational Requirements	Agreement Effective Date, Project Completion Date, Agreement Expiration Date, Insurance Requirements, etc.
C. Financial Information	Maximum Provincial Funding Amount and Provincial Contribution (90%), Milestone Payment terms, etc.
D. Eligible and Ineligible Costs	Eligible and Ineligible General Costs and Eligible Specific Project Costs under the Connecting Links Program.
E. Aboriginal Consultation	Requirements Ontario and municipal responsibilities where Aboriginal community consultation is required.
F. Communications Protocol	Project Signage, Media Events, Materials/Website, Issues, etc.
G. Reporting Requirements	Reports and Due Dates – Budget Reports, Progress Reports, Declaration of Substantial Completion, Final Report, Project Outcomes and Benefits, etc

## Section 9 – Reporting

Municipalities will be required to provide reports over the course of the project.

### Report Requirements for Municipalities

Name of Report and Details Required	Due Date
1 <b>Contract Award Report</b> – a Report from council including a resolution or bylaw authorizing the award of the first contract to initiate the project.	Within fifteen (15) Business Days of a council resolution and no later than June 30, 2021.
2 <b>Revised Budget Report</b> must be based on tenders awarded to complete the Project including: (i) first contract for project as part of the Milestone 1 Report, (ii) after award for detail design (if not first contract), and (iii) after award of construction. The Recipient shall use the form set out in the Agreement.	Within fifteen (15) Business Days of a council resolution authorizing the contract award.
3 <b>Progress Report</b> – The Recipient shall use the form set out in the Agreement.	Twice a year by January 15 and July 15 for the Term of the Agreement.
4 <b>Substantial Completion Report</b> – The recipient shall use the form set out in the Agreement.	Within fifteen (15) Business Days of the Project Completion Date (no later than December 31 of the Fiscal Year of Completion).
5 <b>Final Report</b> – including statement of final incurred eligible expenses validated by invoices and/or payment certificates. The Recipient shall use the form set out in the Agreement.	Within sixty (60) Business Days of the Project Completion or no later than March 8 of the fiscal year of Project Completion.
6 <b>Other Reports or information</b> as may be directed by Ontario from time to time, if any	On or before a date directed by Ontario.

The Milestone 1 Report must include statement of the detailed project costs based on the contract award and report on revised budget if different from the application budget. The ministry will disburse payments based on the eligible contract award costs – not the submitted estimated projects costs.

The Progress Reports must include information on eligible costs incurred to date, remaining eligible costs to be incurred, construction milestones completed, any anticipated variances (e.g., project scope, budget or schedule) and verification of the expected completion date.

The Milestone 2 Report must include a Declaration of Substantial Completion attested to by a municipal official, e.g., Clerk or Chief Finance Officer.

The Final Report requires confirmation of project completion, statement of incurred costs supported by the submission of invoices and any variances such as project scope, budget, or schedule, etc., from the Contribution Agreement must be noted and certified by a municipal official. In addition, in the Final Report, the municipality must indicate the benefits of the connecting link improvement such as safety, extended service life, pavement condition, structures in good condition, etc. as well as any economic or other benefits of the project for the community.

Templates for a Revised Budget Report, Progress Report, Declaration of Substantial Completion, Final Report and a chart for monthly invoice tracking will be provided as Schedules in the Contribution Agreement.

Applicants must advise the ministry, in writing or email and certified by a municipal official, of any proposed variation from the approved project scope of work, costs, completion date, etc., before implementation.

## Section 10 – Information Contacts

**The deadline for the application submission is November 06, 2020 at 5:00 p.m. EST.**

Questions? Call 289-241-8354 or send an email to [CLProgram@ontario.ca](mailto:CLProgram@ontario.ca).

If submitting by email, please send the completed application form and supporting documentation to email address: [CLProgram@ontario.ca](mailto:CLProgram@ontario.ca).

If your submission package is greater than 10MB, please divide files and submit via separate emails.

If submitting a hardcopy of the completed form and supporting documentation, please send to:

Connecting Links Program  
Transportation User Services Branch  
Ministry of Transportation  
301 St.Paul Street, 2nd Floor South  
St.Catharines ON L2R 7R4

To discuss your proposed project, please contact your local regional Ministry of Transportation office.

### Ministry of Transportation Regional Office Contacts

MTO Region	Contact	Phone	Email
West	Zsolt Katzirz	519-873-0486	<a href="mailto:zsolt.katzirz@ontario.ca">zsolt.katzirz@ontario.ca</a>
Central	Tarita Diczki	416-235-5191	<a href="mailto:tarita.diczki@ontario.ca">tarita.diczki@ontario.ca</a>
Eastern	Troy Virtue	613-449-0954	<a href="mailto:troy.virtue@ontario.ca">troy.virtue@ontario.ca</a>
Northeastern	Trevor Bartraw	705-471-8348	<a href="mailto:trevor.bartraw@ontario.ca">trevor.bartraw@ontario.ca</a>
Northwestern	John McClelland	807-627-1264	<a href="mailto:john.mcclelland@ontario.ca">john.mcclelland@ontario.ca</a>

## Appendix 1 – Legislation Applicable to Connecting Links

### ***Public Transportation and Highway Improvement Act* R.S.O. 1990, CHAPTER P.50**

#### **Connecting links, extensions**

21. (1) The Minister may designate a highway or part of a highway as a **connecting link** between parts of the King's Highway or as an extension of the King's Highway, to be constructed and maintained by the road authority having jurisdiction over the highway or part of the highway. 1996, c. 1, Sched. M, s. 49.

#### **Jurisdiction and control unchanged**

- (2) A highway or part of a highway does not, by reason of its having been designated under subsection (1), become the property of the Crown, but every such highway or part of a highway remains under the jurisdiction and control of the road authority. 1996, c. 1, Sched. M, s. 49.

### ***Highway Traffic Act* R.S.O. 1990, CHAPTER H.8**

#### **Regulations limiting weight on bridges**

123. (1) The Minister may make regulations limiting the gross vehicle weight of any vehicle or any class thereof passing over a bridge forming part of the King's Highway or a highway in territory without municipal organization and notice of the limit of the weights fixed by the regulation, legibly printed, shall be posted up in a conspicuous place at each end of the bridge. R.S.O. 1990, c. H.8, s. 123 (1).

#### **By-laws limiting weight on bridges**

- (2) The municipality or other authority having jurisdiction over a bridge may by by-law limit the gross vehicle weight of any vehicle or any class thereof passing over the bridge, and the requirements of subsection (1) with respect to the posting up of notice apply thereto. R.S.O. 1990, c. H.8, s. 123 (2); 1996, c. 33, s. 13 (1); 2002, c. 17, Sched. F, Table.

#### **Same, on connecting links**

- (3) Despite subsection (2), where the bridge forms part of a highway designated as a **connecting link** under subsection 21 (1) of the *Public Transportation and Highway Improvement Act*, the by-law shall not become operative until it is approved by the Ministry. 1996, c. 33, s. 13 (2).

#### **Regulations**

- (4) The Minister may make regulations establishing standards to determine allowable gross vehicle weight for any vehicle or class of vehicle for the purpose of subsection (2). 1996, c. 33, s. 13 (2).

#### **Traffic control signals and pedestrian control signals**

144. (1) ...

#### **Erection of traffic control signals and signal systems**

- (31) Subject to subsection (31.1), no traffic control signal system or traffic control signal used in conjunction with a traffic control signal system shall be erected or installed except in accordance with an approval obtained from a person designated to give such approvals by the municipality or other authority that has jurisdiction over the highway or the intersection. 1996, c. 33, s. 14.

#### **Same, on connecting links**

- (31.1) No traffic control signal system or traffic control signal used in conjunction with a traffic control signal system shall be erected or installed on a highway designated as a **connecting link** under subsection 21 (1) of the *Public Transportation and Highway Improvement Act* except in accordance with an approval obtained from the Minister or an official of the Ministry authorized by the Minister to grant such approval. 1996, c. 33, s. 14.

#### **Effect of by-laws**

#### **Inconsistent by-laws deemed repealed**

195. (1) If a provision of a municipal by-law passed by the council of a municipality or a police services board for,  
(a) regulating traffic on the highways;

(b) regulating traffic on the highways;

(c) prohibiting or regulating the operation of motor vehicles or any type or class thereof on the highways,

is inconsistent with this Act or the regulations, the provision of the by-law shall be deemed to be repealed upon the inconsistency arising. R.S.O. 1990, c. H.8, s. 195 (1); 1996, c. 33, s. 15 (1); 2002, c. 17, Sched. F, Table.

(2) Repealed: 1996, c. 33, s. 15 (2).

#### **Approval of traffic by-laws for connecting links**

(3) If the council of a municipality passes a by-law for a purpose mentioned in clause (1) (a) or (c) that affects traffic on a highway designated as a **connecting link** under subsection 21 (1) of the *Public Transportation and Highway Improvement Act*, the clerk of the municipality shall file a copy of the by-law with the Ministry within 30 days of its passing, and the by-law shall not become operative until it is approved by the Ministry. 1996, c. 33, s. 15 (2).

#### **Approval of traffic by-law in whole or in part**

(4) Any by-law for regulating traffic on highways that is submitted to the Ministry for approval may be approved in whole or in part and, where part of a by-law is approved only, that part shall become operative. R.S.O. 1990, c. H.8, s. 195 (4).

#### **Withdrawal of approval by Ministry**

(5) The Ministry may withdraw its approval to any by-law or any part thereof by notice sent by registered mail to the clerk of the municipality and the by-law or part thereof shall be deemed to be repealed twenty-one days after the sending of the notice. R.S.O. 1990, c. H.8, s. 195 (5).

### **Bridges Act R.S.O. 1990, CHAPTER B.12**

#### **Approval of Minister**

2. (1) No person, except a municipal corporation or other authority having jurisdiction over highways, shall build, place, construct, rebuild, replace or alter a bridge or other structure over or across any river or stream or part thereof, except with the approval of the Minister of Transportation. 1996, c. 33, s. 18.

#### **Same**

(1.1) A person who builds, places, constructs, rebuilds, replaces or alters a bridge, culvert or causeway in accordance with a work permit or an instrument granted under the *Public Lands Act* or an approval under the *Lakes and Rivers Improvement Act* is not required to obtain an approval under subsection (1). 2006, c. 19, Sched. T, s. 1.

#### **Same**

(2) A municipality or other authority having jurisdiction over highways shall not build, place, construct, rebuild, replace or alter any bridge or other structure that forms, or will upon completion form, part of a highway that has been designated as a **connecting link** under subsection 21 (1) of the *Public Transportation and Highway Improvement Act*, except with the approval of the Minister of Transportation. 1996, c. 33, s. 18.

#### **Conditions of approval**

(3) The Minister of Transportation may give his or her approval under subsection (1) upon receiving,

- (a) proof that the plan of the proposed bridge or structure or alterations and a surveyor's description of the site or proposed site have been deposited in the proper land registry office;
- (b) proof that notice of the application has been published for three successive weeks in *The Ontario Gazette* and in two newspapers having a general circulation in the locality where the site or proposed site of the bridge or structure is located; and
- (c) such other information or documentation as the Minister may require. 1996, c. 33, s. 18.

#### **Same**

(4) The Minister of Transportation may give his or her approval under subsection (2) upon receiving such information or documentation as he or she may require. 1996, c. 33, s. 18.

## Appendix 2 – Municipalities with Connecting Links

MTO Region	Municipality Name	Community Location (if Applicable)	Provincial Highway	Connecting Link Roads	Length in Kilometres
Central	Town of Halton Hills	Acton	7	Queen Street, Young Street, Mill Street, Main Street	2.80
Central	Town of Halton Hills	Georgetown	7	Guelph Street, Main Street	5.10
Central	Region of Niagara	Niagara Falls	420	From Stanley Avenue to Rainbow Bridge	1.50
Central	City of Barrie		26	Bayfield Street	2.40
Central	Township of Clearview	Stayner	26	King Street, Main Street	2.00
Central	Town of Collingwood		26	Lakeshore Street, Front Street, First Street, Huron Street, Hume Street, Pretty River Parkway	11.10
Central	Town of Innisfil	Cookstown	89	Queen Street, Church Street	1.30
Central	Town of New Tecumseth	Alliston	89	Young Street, King Street, Victoria Street	5.30
West	City of Brantford		24	King George Road	2.30
West	Town of Saugeen Shores	Port Elgin	21	Goderich Street	4.25
West	Town of Saugeen Shores	Southampton	21	Albert Street, Railway Street	5.55
West	Municipality of South Bruce	Mildmay	9	Elora Street	1.85
West	Town of South Bruce Peninsula	Warton	6	Berford Street	2.00
West	Municipality of Chatham-Kent	Chatham	40	Grand Avenue East, Street Clair Street	7.60
West	Municipality of Chatham-Kent	Wallaceburg	40	Dufferin Avenue, McNaughton Avenue, Murray Street	4.20
West	Town of Shelburne		10	Owen Sound Street	1.20
West	Town of Shelburne		89	Main Street	0.65
West	Town of Shelburne		10/89	Main Street	0.95
West	Town of Aylmer		3	Talbot Street	2.25
West	City of Windsor		3	Huron Church Road	3.75
West	Municipality of Grey Highlands	Markdale	10	Toronto Street	1.45
West	Municipality of Grey Highlands	Flesherton	10	Sydenham Street, Toronto Street	0.55
West	Town of The Blue Mountains	Thornbury	26	Arthur Street, King Street	2.40
West	Township of Chatsworth		6	Garafraxa Street	0.55
West	Municipality of Meaford		26	Sykes Street	3.45
West	City of Owen Sound		26	Highway 26, 16th Street East	2.90
West	City of Owen Sound		6/10	Highways 6/10, 9th Avenue East	1.20
West	City of Owen Sound		6/21	Highways 6/21, 10th Avenue West	2.65

<b>MTO Region</b>	<b>Municipality Name</b>	<b>Community Location (if Applicable)</b>	<b>Provincial Highway</b>	<b>Connecting Link Roads</b>	<b>Length in Kilometres</b>
West	Municipality of West Grey	Durham	6	Garafraxa Street	2.25
West	County of Haldimand	Cayuga	3	Talbot Road	1.25
West	County of Haldimand	Dunnville	3	Broad Street, George Street, Main Street	4.65
West	County of Haldimand	Hagersville	6	Main Street	1.60
West	County of Haldimand	Jarvis	3	Talbot Street	1.65
West	County of Haldimand	Jarvis	6	Main Street	2.30
West	Municipality of Central Huron	Clinton	4	Victoria Street	1.30
West	Municipality of Central Huron	Clinton	8	Huron Street, Ontario Street	2.10
West	Town of Goderich		8	Toronto Street, Huron Road, Elgin Avenue	2.10
West	Town of Goderich		21	Victoria Street, Bayfield Road, Britannia Road	2.55
West	Municipality of Huron East	Seaforth	8	Goderich Street	1.45
West	Municipality of South Huron	Exeter	4	Main Street	3.15
West	Municipality of Lambton Shores	Forest	21	Main Street, King Street	3.55
West	Municipality of Lambton Shores	Grand Bend	21	Ontario Street	3.00
West	Township of Lucan Biddulph	Lucan	4	Main Street	2.00
West	County of Norfolk	Delhi	3	King Street, James Street	2.10
West	County of Norfolk	Simcoe	3	Queensway West and East	4.00
West	County of Norfolk	Simcoe	24	Norfolk Street	2.55
West	Town of Tillsonburg		19	Broadway Street, Oxford Street, Simcoe Street, Vienna Street	5.45
West	Municipality of North Perth	Listowel	23	Main Street, Wallace Avenue	2.45
West	City of Stratford		7	Erie Street	4.00
West	City of Stratford		8	Huron Street	2.55
West	City of Stratford		7/8	Ontario Street	3.25
West	Municipality of West Perth	Mitchell	8	Ontario Road, Huron Road	2.90
West	Municipality of West Perth	Mitchell	23	Blanshard Road, Street George Street	2.10
West	Township of Centre Wellington	Fergus	6	St. David Street, Tower Street, Bridge Street	3.00
West	City of Guelph		6	Woolwich Street, Woodlawn Road.	2.55
West	City of Guelph		7	Woodlawn Road, Wellington Street, Windham Street, York Road	10.00
West	Town of Minto	Clifford	9	Elora Street	1.75

<b>MTO Region</b>	<b>Municipality Name</b>	<b>Community Location (if Applicable)</b>	<b>Provincial Highway</b>	<b>Connecting Link Roads</b>	<b>Length in Kilometres</b>
West	Town of Minto	Harriston	9	Elora Street	0.80
West	Town of Minto	Harriston	89	Arthur Street	0.50
West	Town of Minto	Harriston	23	Arthur Street	0.65
West	Township of Wellington North	Arthur	6	Smith Street, George Street	1.90
West	Township of Wellington North	Mount Forest	6	Main Street, Market Street	2.65
West	Township of Wellington North	Mount Forest	89	Queen Street	3.15
Eastern	Town of Bancroft		28	Monck Road, Bridge Street	3.85
Eastern	Town of Bancroft		62	Mill Street, Hastings Street	7.25
Eastern	City of Belleville		62	North Front Street	2.80
Eastern	Municipality of Centre Hastings	Madoc	62	Russell Street, St. Lawrence Street Durham Street	2.00
Eastern	Municipality of Marmora and Lake		7	Matthew Street	1.30
Eastern	Municipality of Tweed	Tweed	37	Bridgewater Road, Victoria Street Georgetown Street	2.10
Eastern	Separated Town on Smiths Falls		15	Lombard Street, Beckwith Street Elmsley Street, Cornelia Street, Union Street	4.65
Eastern	Loyalist Township	Bath	33	Main Street	2.75
Eastern	Township of Havelock-Belmont-Methuen	Havelock	7	Ottawa Street	1.90
Eastern	Township of Champlain	Vankleek Hill	34	High Street, Queen Street	1.30
Eastern	Town of Hawkesbury		34	McGill Street, Main Street East, John Street	2.25
Eastern	County of Prince Edward	Bloomfield	62	Stanley Street Main Street	2.80
Eastern	County of Prince Edward	Picton	33	Main Street, Bridge Street	2.70
Eastern	Township of Bonnechere Valley	Eganville	60	Bonnechere Street, Cobden Road	1.30
Eastern	Township of Bonnechere Valley	Eganville	41	Bridge Street, Queen Street, Patrick Street Alice Street	1.20
Eastern	Township of Bonnechere Valley	Eganville	41/60	Bonnechere Street	0.80
Eastern	Township of Madawaska Valley	Barry's Bay	60	Opeongo Road	1.40
Eastern	City of Pembroke		41/148	Pembroke Street East, McKay Street River Road, Muskrat Drive, Olympic Drive	6.15
Eastern	Town of Renfrew		60/132	O'Brien Street Coumbes Street, Raglan Street; Highway 60 - Stewart Street; Highway 132 - Lisgar Avenue, Munro Avenue	6.80
Eastern	City of Cornwall		138	Brookdale Avenue	0.95

<b>MTO Region</b>	<b>Municipality Name</b>	<b>Community Location (if Applicable)</b>	<b>Provincial Highway</b>	<b>Connecting Link Roads</b>	<b>Length in Kilometres</b>
Eastern	City of Cornwall		138	Route to Seaway International Bridge	3.80
Eastern	City of Kawartha Lakes	Omeme	7	King Street	2.35
Northeastern	Town of Blind River		17	Causley Street from Lot 11/12 Concession 1 Township of Stricker westerly	4.35
Northeastern	City of Elliot Lake		108	From south junction of Esten Drive South to north of the junction of Timber Road North	5.80
Northeastern	Township of Hornepayne		631	From junction of Second Street and Leslie Avenue easterly	0.80
Northeastern	Municipality of Wawa	Michipicoten	101	From Southwest Townsite Limits easterly to East Townsite Limits	1.30
Northeastern	City of Sault Ste. Marie		550	Second Line West from Great Northern Road westerly	2.21
Northeastern	City of Sault Ste. Marie		550B	Carmen's Way from Second Line West to Queen Street and part of Queen Street	2.88
Northeastern	City of Sault Ste. Marie		17	Part of Trunk Road, Black Road, Second Line East and Great Northern Road	19.40
Northeastern	Town of Thessalon		129	Wharnclyffe Road, from junction of Highway 17 northerly	0.87
Northeastern	Township of Black River - Matheson		10	From junction of Highway easterly	0.65
Northeastern	Town of Hearst		11	Front Street from the Township Line of Way and Kendall, easterly to the East Limits of Sixth Street	1.75
Northeastern	Town of Kapuskasing		11	Government Road from the West Limits of Clear Lake Road, westerly to the East Limits of Bonnieview Road	6.80
Northeastern	Town of Smooth Rock Falls		634	Highway 634 by-pass, from junction of Highway 11 northerly to Cloutierville Road East	3.40
Northeastern	City of Timmins	Porcupine	101	From former railway crossing in Porcupine Westerly to East Limits of Kamiskotia Road	21.35
Northeastern	Township of Dysart et al		118	Part of Sunnyside, Maple, Mountain and Pine Streets to South Town Limits	1.15
Northeastern	Township of Northeastern Manitoulin & The Islands	Little Current	6	From junction of Highway 540, southerly 0.7 kilometres and from junction of Highway 540 northerly	1.60
Northeastern	Township of Northeastern Manitoulin & The Islands	Little Current	540	From junction of Highway 6, westerly on Meredith Street then southerly on Worthington Street	0.95
Northeastern	Town of Mattawa		533	First Street and Main Street from junction of Highway 17 easterly	0.95

<b>MTO Region</b>	<b>Municipality Name</b>	<b>Community Location (if Applicable)</b>	<b>Provincial Highway</b>	<b>Connecting Link Roads</b>	<b>Length in Kilometres</b>
Northeastern	City of North Bay		63	Trout Lake Road, from junction of Highways 11/17, easterly to Lee's Road	3.35
Northeastern	Municipality of West Nipissing	Sturgeon Falls	64	From junction of Highway 17, northerly	1.70
Northeastern	Municipality of West Nipissing	Sturgeon Falls	17	Front Street from junction of Coursol Road westerly	2.40
Northeastern	Village of Burk's Falls		520	From South Limit of Burk's Falls to Ryerson Crescent	1.05
Northeastern	Municipality of Powassan	Trout Creek	522	From junction of Highway 522B, southerly to Barrett St	0.55
Northeastern	Town of Espanola		6	Centre Avenue from the East Town Limits northerly	4.10
Northeastern	Town of Kirkland Lake		66	Government Road From Goldthorpe Drive, easterly to East Town Limits	3.70
Northwestern	City of Dryden		17	Government Road, Grand Trunk Avenue	4.70
Northwestern	City of Dryden		594	Duke Street, West River Road, Aubrey Road	3.90
Northwestern	Town of Fort Frances		11	Scott Street, Rainy River Colonization Road, Mill Road	4.75
Northwestern	Town of Fort Frances		71/11	Kings Highway, Rainy River Colonization Road, Third Avenue, Central Avenue, Church Street	4.30
Northwestern	Town of Rainy River		11	Atwood Avenue	2.70

## Appendix 3 – Scope Of Eligible Work – Detailed

The following table describes in detail what items may be eligible for funding under the Connecting Links Program. References are made to Annexes which provide specific requirements to be met as a condition of funding for costs.

Types of Work	Scope of Work
<b>Road Works</b>	<ul style="list-style-type: none"> <li>– Sub-Grade Preparation;</li> <li>– Base and Sub-Base Construction;</li> <li>– Surfacing and resurfacing;</li> <li>– Curb and gutter, sewer covers and catch basins;</li> <li>– Replacement of items such as sidewalks, sidewalk ramps, fences, entrances, retaining walls, wheelchair curb cuts, due to grade or alignment change;</li> <li>– Alteration of entrances limited to the return of the entrance to the property line;</li> <li>– Guide rail and end treatments including steel beam guide rail and traffic barrier over 150 metres in length. Shorter sections are considered “Maintenance” and not eligible for funding;</li> <li>– Median and channelization works;</li> <li>– Boulevard paving in lieu of shouldering or sod maintenance for erosion protection;</li> <li>– Retaining walls supporting or protecting roadways;</li> <li>– Noise barriers;</li> <li>– Relocation and/or alteration of other municipal services, such as parking meters;</li> <li>– Construction of detours and temporary accesses, including costs of temporary easements, if required;</li> <li>– Traffic control measures related to construction projects; and</li> <li>– Cost of construction identification signs.</li> </ul>
<b>Appliances and Works</b>	<ul style="list-style-type: none"> <li>– Relocation and/or alteration of appliances and works as defined in the <i>Public Service Works on Highways Act</i>. R.S.O. 1990, c. P.49.</li> <li>– Refer to details in <b>Annex A</b>.</li> </ul>
<b>Traffic Control Devices</b>	<ul style="list-style-type: none"> <li>– Installation of new or upgrades to existing traffic control signals that are warranted, in accordance with the <i>Highway Traffic Act</i>, R.S.O. 1990, c. H.8, Regulation 626 of the <i>Highway Traffic Act</i>, and the Ministry of Transportation’s Ontario Traffic Manual, Book 12 or accessibility standards as defined in Ontario Regulation 191/11 of the <i>Accessibility for Ontarians with Disabilities Act</i>. Refer to details in <b>Annex B</b>.</li> </ul>
<b>Pedestrian Signals</b>	<ul style="list-style-type: none"> <li>– Installation of warranted Mid-Block Pedestrian Signals and pedestrian crossovers (PXO) in accordance with current <i>Highway Traffic Act</i> regulations.</li> </ul>
<b>Illumination</b>	<ul style="list-style-type: none"> <li>– Illumination at intersections with warranted traffic signals or unsignalized, full channelized, rural intersections, or at unprotected level railway crossings subject to Canadian Transportation Agency Board Order at crossing. Refer to details in <b>Annex C</b>.</li> </ul>
<b>Drainage</b>	<ul style="list-style-type: none"> <li>– Sub drain installation, open ditching, including off-take ditches and related easement costs to the nearest sufficient outlet, if included as a secondary item in a construction contract (i.e. less than 25% of total cost). All other drainage works that are considered to be “Maintenance” are not eligible for funding;</li> <li>– Concrete, asphalt and granite curbs up to the value of equivalent concrete or asphalt curbs;</li> <li>– Storm sewer installation, including pumping stations where required as detailed in <b>Annex D</b>;</li> <li>– Initial drainage construction assessments on roads. Subsequent upkeep is “Maintenance” and is not eligible for funding;</li> <li>– Stream improvements, if required, not to exceed 150 metres beyond a structure; and</li> </ul>

Types of Work	Scope of Work
	<ul style="list-style-type: none"> <li>– Culverts under 400 millimetres in diameter, if part of a construction contract, otherwise such culverts are considered to be “Maintenance” and not eligible for funding. Also, outlet sewers for underpasses, including pumping stations when required, subject to limitations as detailed in <b>Annex D</b>.</li> </ul>
<b>Stormwater Management</b>	<ul style="list-style-type: none"> <li>– A portion of the cost of storm water detention/retention, ponds/tanks and oversized sewer pipes as detailed in <b>Annex E</b>.</li> </ul>
<b>Bridges, Culverts and Grade Separations</b>	<ul style="list-style-type: none"> <li>– Structure costs for new structures, deck replacements, bridge widening, including those with warranted sidewalks, major painting, major repair of existing structures, replacement of primary bridge components such as beams or piles, installation and removal of Bailey bridges and retaining walls. Where culvert installations are done individually and not as part of a construction contract, they are considered to be “Maintenance” and are not eligible for funding, except for culvert installations over 400 millimetres in equivalent circular diameter. Culvert installations over 400 millimetres are always considered to be “Construction” and may be eligible for funding, whether done individually or as part of a construction contract;</li> <li>– Outlet sewers for underpasses, including pumping stations when required, subject to limitations as detailed in <b>Annex D</b>;</li> <li>– Illumination: replacement to the equivalent of existing facilities only where necessary due to construction (see <b>Annex C</b> for details);</li> <li>– Stream improvements, if required, not to exceed 150 metres beyond a structure;</li> <li>– Stream diversion in lieu of structures, if covered by specific approval;</li> <li>– Construction and maintenance of detours in the immediate vicinity of temporary crossings; and</li> <li>– All items as applicable on the approaches for 30 metres from the outer extremities of any new bridge or culvert having an area of 4.5 square metres or more, except for railway grade separations.</li> </ul>
<b>Railway Crossings</b>	<ul style="list-style-type: none"> <li>– Crossing improvements as ordered by the Canadian Transportation Agency.</li> </ul>
<b>Preservation Management</b>	<ul style="list-style-type: none"> <li>– The following short-term or long-term remedial capital actions, which extend the life of an existing asset by rehabilitation procedures, may be eligible for funding: <ul style="list-style-type: none"> <li>• Road surface: Continuous and Selective Paving, Routing and Sealing, Frost Heave Treatment;</li> <li>• Highway Services: Rehabilitation of intersections, interchanges;</li> <li>• Drainage: Rehabilitation of significant structures, timber culverts, concrete culverts, pipe culverts, roadway drainage;</li> <li>• Structures: Rehabilitation of bridge decks, structure piers, barrier walls and replacement of deck joints, bearings; and</li> <li>• Safety Devices: e.g., illumination, guiderail.</li> </ul> </li> </ul>
<b>Detailed Design/Engineering</b>	<ul style="list-style-type: none"> <li>– Consultant’s fees for the project design, preparation of tender package and administration of tendering process;</li> <li>– Resurfacing projects will not qualify unless it can be shown that the project required a significant amount of engineering in the opinion of the ministry;</li> <li>– Traffic counting;</li> <li>– Soils and foundation investigations;</li> <li>– Surveys and mapping, including aerial surveys; and</li> <li>– Refer to <b>Annex F</b> for a detailed scope of work.</li> </ul>
<b>Contract Administration</b>	<ul style="list-style-type: none"> <li>– Consultant’s fees for contract administration during construction;</li> <li>– Supervision and inspections;</li> <li>– Material testing;</li> <li>– Field office rental; and</li> <li>– Refer to <b>Annex G</b> for detailed tasks and services.</li> </ul>

## Appendix 4 – Scope of Eligible Work – Annexes

### Annex A: Appliances and Works

Where construction or improvement of a connecting link makes it necessary to alter or relocate appliances and works of an operating corporation, the cost that may be eligible for cost sharing under the terms of an applicable agreement is to be established based on the group to which the appliances and works belong.

#### Group 1

Group 1 relates to appliances and works as defined under *The Public Service Works on Highways Act*, R.S.O. 1990, c.49 s.1, i.e., poles, wires, conduits, transformers, pipes, pipe lines or any other works, structures or appliances except water mains and sewers under **Group 3** placed on or under a highway by an operating corporation. An operating corporation being defined, under the above noted statute, as a municipal corporation or commission or a company or an individual operating or using a telephone or telegraph service, or transmitting, distributing or supplying electricity or artificial or natural gas for light, heat or power.

#### Group 2

Group 2 relates to appliances and works as defined under *The Public Service Works on Highways Act*, R.S.O. 1990, c.49 s.1, i.e., poles, wires, conduits, transformers, pipes, pipe lines or any other works, structures or appliances except water mains and sewers under **Group 3** placed on or under a highway by Ontario Hydro, Bell Telephone Company, gas pipeline companies operating under Federal Charter.

#### Group 3

Group 3 relates to watermains and sanitary sewers placed on or under a highway other than storm sewers (see **Annex D**) and operated by the municipality, municipal corporation, or commission or company or individual.

### Annex B: Traffic Control Devices

The installation and improvement costs, on connecting links, of warranted traffic control signals and other approved traffic control devices, as detailed in the Ontario Traffic Manual (OTM), may be eligible for funding.

#### Traffic Control Signals

1. To qualify for funding all traffic control signal installations must comply with the OTM Book 12 and meet the warrants contained in section 4 of the manual;
2. The traffic control signals must also conform to the requirements of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8, and more specifically Regulation 626;
3. The installation should meet the technical requirements of the ministry as detailed in the Ontario Provincial Standards and Specifications;
4. Ministry approval of the traffic signal design required for all traffic control signals located on a highway designated as a connecting link as required under section 144(31.1) of the *Highway Traffic Act*;
5. The modernization of traffic control signals that were not eligible upon installation may be approved for funding by the ministry if the conditions set out under the requirements in 1. to 3. above, are met;
6. The installation of traffic control signals, as part of the construction or reconstruction of an entrance or within five years thereafter, is not eligible for funding even when the warrants are met. It is assumed the municipality will recover the cost of the installation of such traffic control signals from the owner or developer served by the entrance;
7. The installation of warranted traffic control signals at an existing entrance, more than five years after the construction or reconstruction of the entrance, is eligible for funding provided all other criteria are met;
8. The municipality agrees to maintain such other traffic controls (e.g., parking restrictions) as may, in the opinion of the ministry, be necessary to ensure the efficient operation of traffic signals and will confirm this in writing;
9. A portion of the capital costs associated with a computerized traffic management system may be eligible for funding. The needs of a traffic management system as it relates to the connecting link will dictate the amount of funding. The municipality needs to justify its request to the ministry. The ministry will review each case and approve the funding, as applicable, based on merit; and
10. New or replacements for traffic control signals and the associated appurtenances must meet accessibility standards as defined in Ontario Regulation 191/11 of the *Accessibility for Ontarians with Disabilities Act*.

### **Other Traffic Control Devices that may be eligible for funding include:**

1. All traffic signs defined in Books 5 and 6 of the OTM, including the French translation;
2. Illuminated signs provided that they are eligible under Books 5 and 6 of the OTM and conform to the standard sign, shape and colour;
3. All miscellaneous traffic devices defined in Book 12 of the OTM;
4. All pavement hazard and delineation markings defined in Book 11;
5. Overhead signs approved by the ministry; and
6. All signs and markings defined in Regulation 615 of the *Highway Traffic Act*.

#### **Note**

- Regulation 402/15 now applies to all signs and markings regarding pedestrian crossovers and pedestrian crossing devices for lower speed/lower volume roads.
- Guidelines for new pedestrian crossing treatment devices will be available in OTM Book 15.

### **Annex C: Illumination**

The capital cost for the installation of illumination on connecting links at intersections may be eligible for funding under the following conditions:

1. The intersections have warranted traffic signals,
2. The intersections are unsignalized, fully channelized, and classified as rural intersections, or
3. The highway intersects an unprotected level railway crossing subject to National Transportation Agency Board Order.

A warrant for partial illumination is considered to exist for new municipal installations as follows:

1. Intersections in built-up areas (see *Highway Traffic Act*, R.S.O. 1990 c. H.8, for definition of "built-up" area) with raised medians on all approaches, separate right and left turn lanes, and 4 lanes or more on each approach;
2. Intersections in rural areas ("rural area" is an area not classified as "built-up area") where warranted traffic signals exist, or two 4 lane undivided highways meet and warrants for traffic signals are at least 80% fulfilled, or traffic is channelized by one or more islands;
3. Unprotected municipal highway/rail crossing where the National Railway Transportation Agency has authorized the installation of luminaries. The federal government share will be deducted from the total cost before calculating the funding;
4. Highway tunnels in built-up areas where the tunnel is more than 25 metres long;
5. Design levels for illumination, including materials types and luminaries selected, shall not exceed Ministry of Transportation illumination policy; and
6. Illumination necessitated by adjacent development and illumination at private or commercial entrances is the responsibility of the property owner. Funding is not applicable for the design, construction, or power for illuminating these areas.

### **Annex D: Drainage**

The capital cost for the installation of storm sewers on connecting links may be eligible for funding as set out below.

1. Storm sewer must be an economical alternative to the maintenance of an open ditch with numerous entrance culverts;
2. Storm sewer must be necessary in order to increase the use of an existing right-of-way for roadway purposes;
3. Storm sewer must be necessary in order to increase the traffic carrying capacity of an existing roadway by allowing for parking off the travelled way;
4. The replacement of an existing storm sewer must be for reasons of deterioration or to increase the capacity if the existing storm sewer is less than 700 millimetres diameter;
5. Only the facilities required for the drainage associated with the highway are eligible for funding;
6. Where the diameter of a storm sewer to be installed is greater than 700 millimetres, only that portion of the cost that 700 millimetres bears to the diameter of a circle of equivalent area measured in millimetres of the storm sewer installed, may be eligible for funding;
7. Where an off-take storm sewer or open ditch to an appropriate outlet is required, it may be eligible for funding under the following conditions:

- 7.1. Where the storm sewer pipe is greater than 700 millimetres, the criterion in 6. above applies; or
- 7.2. Where an open ditch is used, the cost eligible for funding shall be based on the same percentage that was applied to the last section of storm sewer pipe leading to the open ditch.
8. Where an adequate existing storm sewer is altered to accommodate drainage that is not eligible, such alteration is not eligible for funding;
9. Where a storm sewer on a highway under the jurisdiction of the province is designed to accommodate both the provincial highway drainage needs and those of a connecting link eligible under the Connecting Links Program, only the lesser of the municipality's share of the cost of construction or that amount calculated as in 6. above may be eligible for funding;
10. Where the municipality constructs a storm sewer that is eligible for funding and provides additional capacity for the needs of another municipality that are also eligible for funding, only the amount calculated as in 6. above may be eligible for funding;
11. Sewer covers associated with storm sewer systems may be eligible for funding. Where the outlets from the sewer cover are greater than 700 millimetres in diameter, only that portion of the cost that 700 millimetres bears to the diameter of the outlet pipe in millimetres may be eligible for funding; and
12. Where a storm sewer is installed under the provisions of the *Drainage Act*, R.S.O. 1990, Chapter D.17, the assessment made against the municipality will be eligible for funding subject to the limitations in 11 above.

## **Annex E: Stormwater Management**

The capital cost for the installation of stormwater detention facilities on connecting links may be eligible for funding as detailed below.

1. It will be the responsibility of the municipality to analyse and cost various drainage system alternatives and justify the final selection based on the most economical and environmentally responsible solution. At the request of the municipality, the ministry will provide guidance on the degree of detail required in submissions.
2. The maximum cost of a storm water management system, complete with detention components and/or combined sewer components, to be considered cannot exceed the total cost of a conventional system with continuous, separated, normal size pipes and/or ditches by more than 10% as detention facilities have greater environmental benefits than separated systems. The following provisions apply:
  - 2.1. The maximum cost of a stormwater management system is the unadjusted total cost to the municipality, not just the portion of total cost eligible for road funding;
  - 2.2. A subsystem of a larger system is acceptable for consideration; and
  - 2.3. In a combined sewer system, the cost of providing extra sewage treatment capacity to accommodate the extra flows will be included in the total cost for comparison purposes. However, this cost is not eligible for funding.
3. The eligible costs for funding of the stormwater detention system must be adjusted to pay for only that water associated with the connecting link highway.
4. For a stormwater detention facility to be considered for funding, the detention facility must be justified on the basis that a controlled release of water is necessary to prevent water damage downstream.
5. For ponds and retention tanks with pipe inlets, funding will be based on the "700 millimetres diameter rule" (refer to **Annex D**, section 6) applied to the inlet or the sum of the diameters of the inlets. If an oversized inlet is used the diameter of the first normal size upstream pipe is to be used.
6. The "700 millimetres diameter rule" will be applied to oversized pipes whose purpose is not detention.
7. Where funding is applicable for combined sewers, the capital cost is subject to the "700 millimetres diameter rule".
8. Inlet control of stormwater is accomplished by allowing stormwater to temporary pond upstream of catch basins or other outlets. The water slowly subsides as the storm passes. Inlet control, within the highway, is eligible for funding provided the maximum depth of water accumulation at the travelled edge of the roadway does not exceed 75 millimetres (designers use two year flood), and the ponded water does not present a safety or health hazard.

## **Annex F: Detailed Design/Engineering Studies**

A municipality may submit for funding for detailed design/engineering as part of a proposed construction project. Alternatively, a municipality may submit for funding of detailed design/engineering as a separate project prior to construction. In the case of the latter, the ministry will not guarantee funding for the construction project in the subsequent year. Funding for the construction would be considered along with other projects submitted in the following year.

The ministry reserves the right to assess the components of the proposed detailed design and engineering to determine what scope of work is eligible for funding under the Connecting Links Program.

Applicants choosing to submit for funding of a separate detailed design/engineering study should:

1. Where applicable, include a copy of the preliminary design/engineering report for the proposed project completed by a professional engineer;
2. Include a copy of a proposal for detailed design and engineering, with quoted costs from a professional engineer;
3. Ensure road and bridge designs are undertaken according to the applicable municipal, provincial, federal, or other standards;
4. Include the appropriate scope of work for a detailed design/engineering study. Consideration for design elements may include, but are not limited to the following:
  - Site plans
  - Horizontal and vertical control data
  - Geometric design
  - Horizontal and vertical alignments
  - Pavement design, including life-cycle costing
  - Typical cross-sections
  - Design-cross-sections
  - Earth balance design
  - Grading
  - Drainage – quality and quantity, and storm sewer design
  - Utilities locations and relocations, where applicable
  - Illumination
  - Traffic control devices
  - Electrical design
  - Hydrotechnical design
  - General arrangement drawings (structures)
  - Foundation design
  - Substructure design
  - Superstructure design
  - Barriers, railings, expansion joints, bearings, protection systems
  - Traffic control plan, staging and detours
  - Traffic signing and pavement markings
  - PHM-125 approval
  - Property requirements
5. Ensure that the detail design/engineering study will establish a comprehensive cost estimate to construct the project;
6. Develop a schedule detailing the timing for:
  - Issuing RFP for detail design/engineering study
  - Commencement of detail design/engineering study
  - Completion of detail design/engineering study
  - Proposed timing for construction

## **Annex G: Contract Administration**

It is expected that contract administration tasks will be carried out during project construction to verify:

- a) The work that was done during construction of the project;
- b) The quality of work and materials used during construction of the project, and;
- c) How much it will cost to complete construction of the project.

The contract administrator may be the municipality or a consultant retained by the municipality. Consultant's fees for contract administration services are eligible for funding. If the municipality is acting as contract administrator, the maximum amount allowable for contract administration cannot exceed 10% of total net eligible project costs.

The contract administrator will be responsible to monitor and approve any changes to the scope and costs for construction of the project. The municipality is responsible for any increase in project costs resulting from changes in the work. When changes in the work would be eligible for funding, additional funding may be considered on a case by case basis at the discretion of the ministry. The municipality shall pay all costs not approved by the ministry and all unforeseen costs of the construction work.

Change in the work: means the deletion, extension, increase, decrease or alteration of lines, grades, dimensions, quantities, methods, drawings, changes in the character of the work to be done or the materials of the work or part thereof, within the intended scope of the contract.

Consideration for tasks and services required for contract administration should include, but are not limited to:

- Convene and attend a pre-construction meeting(s)
- Convene and attend construction progress meetings as scheduled
- Prepare and distribute agendas and minutes for all meetings
- Respond to contractor's questions, proposals, and requests for information;
- Prepare and issue all work orders, field orders and change orders
- Prepare and certify monthly progress payment certificates
- Co-ordinate and schedule inspection and testing activities related to quality control/quality assurance for construction materials and work
- Communication of all field and laboratory test results (i.e., compaction) in a timely manner

Contract administration services tasks shall accommodate all aspects of the contract process through the Warranty Period and the Final Completion Certificate.

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## Appendix 5 – Sustainable Construction Practices

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MTO encourages municipalities to consider innovation and the use of sustainable construction practices for connecting link projects.

MTO procurement practices allow the use of recycled and reclaimed materials up to the maximum limits imposed by engineering standards to ensure that such materials are not used inappropriately and do not compromise the longevity of pavements and structures.

If recycled and reclaimed materials are used appropriately, then cost savings can be achieved through conservation of resources, elimination of disposal costs and reduction in energy requirements and greenhouse gas emissions.

Ministry specifications permit recycled/reclaimed materials to be used in lieu of natural aggregates. Examples include reclaimed asphalt pavement (RAP), reclaimed concrete material (RCM), air-cooled blast furnace slag (BFS), granulated blast furnace slag, crushed glass and ceramics and roofing shingle tabs (RST).

For example, Ontario Provincial Standard Specification (OPSS) 1151 (hot mix asphalt) allows up to 40% RAP in hot mix binder courses and up to 20% RAP in premium surface courses. Aggregates for road base and sub-base (OPSS.PROV 1010) may include up to 100% RCM, up to 100% BFS, up to 40% RAP, and up to 15% crushed glass and/or ceramics

MTO and connecting link municipalities share an interest in ensuring the durability of asphalt applied on connecting links. This can best be accomplished by applying ministry quality of material specifications used on provincial highways.

Standard Specification requirements for the properties for the various grades of Performance Graded Asphalt Cements (PGAC) are given in MTO OPSS 1101, November 2014. Connecting link municipalities should have regard to Special Provision No. 111F09M, February 23, 2015 which requires additional testing requirements (including Extended Bending Beam Rheometer) and acceptance criteria for all PGAC grades. Suppliers of PGAC must be listed as an asphalt cement supplier in MTO's Designated Sources for Materials Manual (DSM).

The additional up-front costs for more sustainable construction practices will be offset by the extended life of connecting link pavement and structures. The use of higher grade construction materials, more rigorous materials testing, contact administration, etc., are eligible for subsidy.

For more information contact your local Ministry of Transportation regional office listed in Section 10.

## Appendix 6 – Connecting Link Inventory Requirements

Applicants are required to submit an Excel file or equivalent data file for ministry import into Excel that includes the following information for road sections and structures (three metres in length or greater in direction of traffic) for all connecting links in the municipality.

This information will be used to determine the current state of connecting link infrastructure and the ten year capital improvement needs across the province.

Two data tables are required: Table 1 below lists the road data items and Table 2 lists the structure data items to be included. Please submit only connecting link road/bridge data – no other municipal roads or structures.

**Table 1**

### **Road Data Items**

Highway Number

Street Name

Municipal Owner

Municipal Location (Community Name)

Section ID Number (Municipal Code)

Section From (Intersecting Street/Landmark)

Section To (Intersecting Street/Landmark)

Length (Metres)

Posted Speed

Class (Urban, Rural, or Urban/Rural)

Number of Lanes (e.g. 2 lanes, 4 lanes, 4 lanes plus median, or 4 lanes plus centre lane)

Number of Parking Spaces (if any)

Number of Traffic Signals or Pedestrian Crossings

Average Annual Daily Traffic

Average Daily Truck Traffic

Geometric Deficiencies (e.g. horizontal, vertical, intersection alignment, small culverts)

Operational Deficiencies (e.g. road width, intersection turning lane, traffic signal)

Pavement Deficiencies (e.g. pavement condition rating – documentation of method required)

Remaining Useful Life (Based on current condition – not year of construction)

Road Survey Date

Deficiency Timeline (Now, 1-5 years, or 6-10 years)

Proposed Project Improvement to address Deficiencies

Project Cost Estimate

## Table 2

### Structure Data Items

Highway Number

Street Name

Municipal Owner

Municipal Location (Community Name)

Structure ID Number (Municipal Code)

MTO Site Number (if known)

Longitude Coordinates

Latitude Coordinates

Structure Category (Bridge or Culvert)

Structure Type (e.g. Deck Truss, Through Truss, etc.)

Overall Length (length in direction of traffic)

Overall Width (width perpendicular to traffic)

Number of Lanes

Posted Weight

Year of Construction

Year of Last Rehabilitation

Structural (e.g. Structure deck, joints, beams, barriers, etc.)

Functional (e.g. Number of lanes, lane width, etc.)

Bridge Connection Index (If available)

Overall Structure Condition (Good, Fair, Poor)

Remaining Useful Life (Based on current condition – not structure age)

Year of Last Inspection (Ontario Structure Inspection Manual or equivalent inspection)

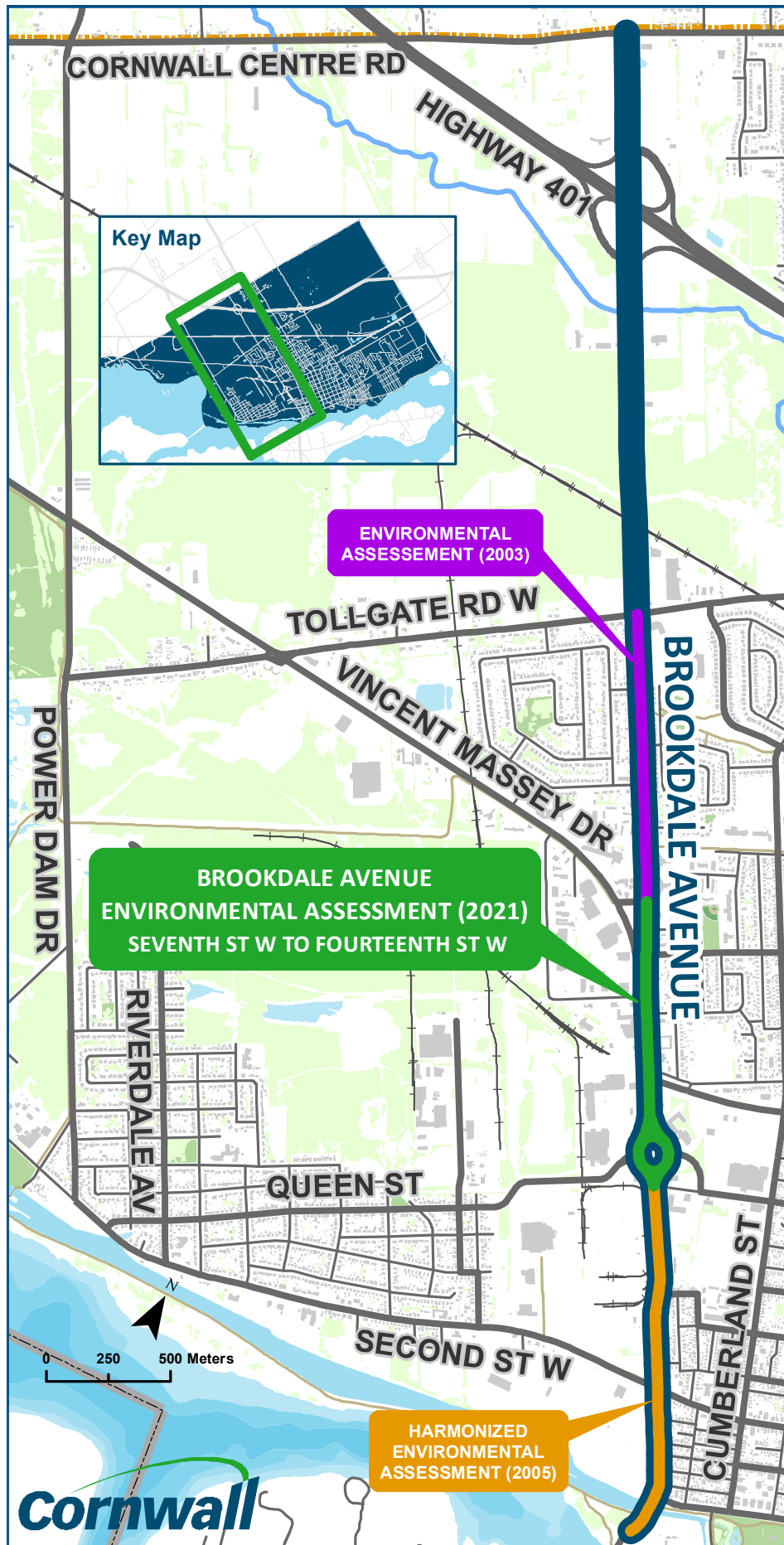
Structural Deficiency Timeline (Now, 1-5 years, or 6-10 years)

Potential Reduced Weight (If the deficiency is not addressed)

Proposed Project Improvement to address Deficiencies

Project Cost Estimate





**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-122**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
By-law Number: 2020-122  
Report Number: 2020-374-Infrastructure and Municipal Works  
Meeting Date: September 28, 2020  
Subject: By-law to Stop and Close up the Pescod Avenue Right of Way  
North of Charles Street

Whereas Section 34 of the Municipal Act, 2001, S.O. 2001 c.25, as amended, delegates authority to municipalities to stop up and close highways including all road allowances it has jurisdiction over as deemed desirable; and

Whereas the City of Cornwall passed By-Law 2020-086 declaring the subject property as surplus; and

Whereas pursuant to Section 34 of the Act, By-Law permanently closing a highway does not take effect until a certified copy of the by-law is registered in the proper land registry office; and

Whereas the Corporation of the City of Cornwall deems it expedient to stop up and close the declared surplus land, being an unused Municipal Right of Way legally described as Pescod Avenue, Registered Plan 227, north of Charles Street, pursuant to the provisions of the Municipal Act, being that such a Right of Way is no longer required for Municipal purposes.

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

1. That property legally described as Pescod Avenue, Registered Plan 227, north of Charles Street, City of Cornwall, is hereby declared stopped up and closed.

2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.
3. That this By-Law shall not take effect until a certified copy has been registered in the Land Registry Office.

Read, signed and sealed in open Council this 28th day of September, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-Law 2020-374 Stop and Close up Pescod Avenue north of Charles Street - IMW.docx
Attachments:	
Final Approval Date:	Sep 21, 2020

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

**Michael Fawthrop - Sep 18, 2020 - 2:07 PM**

**Bill de Wit - Sep 18, 2020 - 2:40 PM**

**Maureen Adams - Sep 21, 2020 - 11:16 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: 2020-368-Infrastructure and Municipal Works  
Prepared By: Kevin Pilon, Plans and Records Clerk  
Meeting Date: September 28, 2020  
Subject: Explanatory Note for the By-law stopping and closing up  
Pescod Avenue north of Charles Street

**Purpose**

To stop up and close a section of unopened right of way legally described as Pescod Avenue, Registered Plan 227, north of Charles Street.

**Background / Discussion**

Please refer to the attached sketch of the property which is located at the north end of Pescod Avenue at Charles Street. The property is described as and unopened right of way known as Pescod Avenue north of Charles Street between 1411 and 1501 Charles Street. This property was declared surplus through By-Law 2020-086. Stopping up and closing the right of way, once registered on title, will ensure that the property has clear title.

### Report Approval Details

Document Title:	Note Stopping and Closing Up Pescod Avenue - 2020-368-Infrastructure and Municipal Works.docx
Attachments:	- Charles_CitySurplusProperty.pdf
Final Approval Date:	Sep 21, 2020

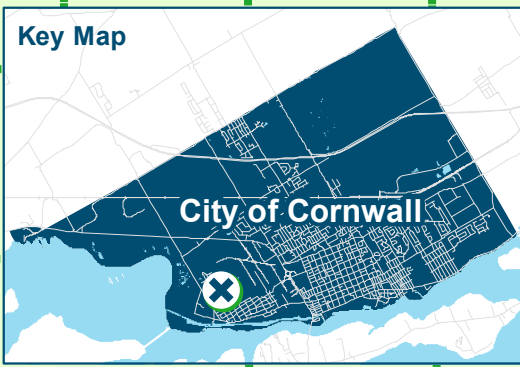
This report and all of its attachments were approved and signed as outlined below:

**Michael Fawthrop - Sep 18, 2020 - 2:10 PM**

**Bill de Wit - Sep 18, 2020 - 2:39 PM**

**Maureen Adams - Sep 21, 2020 - 11:15 AM**

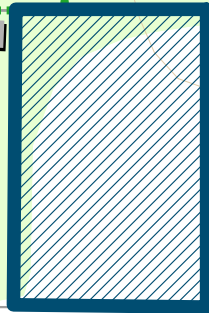
Key Map



City of Cornwall

0 10 20 Meters

**DRAFT PLAN OF  
FUTURE SUBDIVISION**



**SUBJECT  
PROPERTY**

375mm Storm Sewer

300mm Storm Sewer  
(2m Length)

375mm Storm Sewer

CHARLES ST

150mm Watermain

PESCOD AV

1502

1006

1004

1002

1007

1005

1003

222

1412

1410

1408

1406

1411

1409

1407

1405

1503

1501

**Cornwall**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-123**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
By-law Number: 2020-123  
Report Number: 2020-377-Infrastructure and Municipal Works  
Meeting Date: September 28, 2020  
Subject: Sale of Surplus Land – Pescod Avenue Unopened Right-of-Way

Whereas the Council of the Corporation of the City of Cornwall is desirous of selling land described as Pescod Avenue, Registered Plan 227, north of Charles Street; and

Whereas this land is no longer required for municipal purposes and has been deemed surplus under By-Law #2020-086.

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

1. That the Council of the Corporation of the City of Cornwall authorize the sale of land described as Pescod Avenue, Registered Plan 227, north of Charles Street to JF Markell Homes Limited at a sale price of \$20,100; and
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 28th day of September, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-Law 2020-123 Pescod Ave. ROW - Sale of Surplus Land - 2020-377-IMW.docx
Attachments:	
Final Approval Date:	Sep 24, 2020

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

**Bill de Wit - Sep 24, 2020 - 10:37 AM**

**Tracey Bailey - Sep 24, 2020 - 10:59 AM**

**Maureen Adams - Sep 24, 2020 - 11:02 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-124**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
By-law Number: 2020-124  
Report Number: 2020-365-Infrastructure and Municipal Works  
Meeting Date: September 28, 2020  
Subject: By-law - Renaming Link Road to Cornwall Centre Road

Whereas a 130 metre stretch of road between Cornwall Centre Road and Vincent Massey Drive registered as PIN 60219-0059(LT) was named Link Road as part of Registered Plan 277; and

Whereas signage for the said road is currently and historically indicated as Cornwall Centre Road; and

Whereas changing the street's legal name will resolve public safety concerns, and will help organizations accurately identify the section of road; and

Whereas the Corporation of the City of Cornwall is desirous of changing the legal name of Link Road to Cornwall Centre Road in the City of Cornwall, County of Stormont.

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

1. That PIN 60219-0059(LT) presently named Link Road be changed to Cornwall Centre Road and be dedicated as public highway under the Public Transportation Highway Improvement Act.
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 28th day of September, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-Law 2020-XXX Renaming Link Road to Cornwall Centre Road - 2020-365-IMW.docx
Attachments:	
Final Approval Date:	Sep 21, 2020

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

**Michael Fawthrop - Sep 18, 2020 - 2:13 PM**

**Bill de Wit - Sep 18, 2020 - 2:38 PM**

**Maureen Adams - Sep 21, 2020 - 11:14 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: 2020-367-Infrastructure and Municipal Works  
Prepared By: Kevin Pilon, Plans and Records Clerk  
Meeting Date: September 28, 2020  
Subject: Note to By-law 2020-365 for the Renaming of Link Road to Cornwall Centre Road.

**Purpose**

To rename a 130m stretch of road between Cornwall Centre Road and Vincent Massey Drive currently named Link Road, to Cornwall Centre Road.

**Background / Discussion**

Link Road named as part of Registered plan 277, legally described as PIN 60219-0059(LT) has historically been known as Cornwall Centre Road and has always had signage indicating Cornwall Centre Road. Changing the name of the street will resolve a public safety concern, as emergency services will be able to respond to incidents at this location without confusion or delay. It will also ensure that all residents and organizations use the accurate name for this section of road.

## Report Approval Details

Document Title:	Note for By-Law Renaming Link Road to Cornwall Centre Road - 2020-367 - IMW.docx
Attachments:	- LinkRoadRenaming.pdf - rp_277_Link Road.pdf
Final Approval Date:	Sep 21, 2020

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

**Michael Fawthrop - Sep 18, 2020 - 2:27 PM**

**Bill de Wit - Sep 18, 2020 - 2:37 PM**

**Maureen Adams - Sep 21, 2020 - 11:12 AM**



Key Map

City of Cornwall

0 50 100 Meters

McNAIRN DR

CORNWALL CENTRE RD

LINK RD

VINCENT MASSEY DR

GUINDON PARK

**Renaming of Link Road  
to Cornwall Centre Road**

**Cornwall**

Infrastructure and Municipal Works,  
Infrastructure Planning Division  
D. Lalonde - September 2020



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-125**

Department: Infrastructure and Municipal Works  
Division: Environment  
By-law Number: 2020-125  
Report Number: 2020-385-Infrastructure and Municipal Works  
Meeting Date: September 28, 2020  
Subject: Amendment of Schedule B to Solid Waste By-law 2019-034

Whereas The Corporation of the City of Cornwall is desirous of amending Schedule B – Bag and Container Limit to By-law 2019-034, a Bylaw to regulate the collection, removal and disposal of municipal solid waste in the City of Cornwall; and

Whereas City Council, at its meeting of September 14, 2020, endorsed amendments to Schedule B of By-law 2019-034 to reduce the bag and container limit from 6 bags or 3 containers, to 4 bags or 2 containers as of October 5, 2020; and a further reduction to 2 bags or 1 container as of April 5, 2021.

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

1. That Schedule B – Bag and Container Limit for Residential Solid Waste to By-law 2019-034, be amended to read:
  - a) 4 bags or 2 containers of garbage shall be collected from a single residence once a week on the property's collection date as of October 5, 2020; and
  - b) 2 bags or 1 container shall be collected from a single residence once a week on the property's collection date as of April 5, 2021

- c) Unlimited amount of recycling shall be collected from a single residence once a week

Read, signed and sealed in open Council this 28th day of September, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law 2020-125 Amendment to Solid Waste By-law 2019-034 - 2020-385-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Sep 23, 2020

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

**Carl Goodwin - Sep 23, 2020 - 10:17 AM**

**Bill de Wit - Sep 23, 2020 - 10:58 AM**

**Maureen Adams - Sep 23, 2020 - 2:31 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-126**

Department: Financial Services  
Division: Finance  
By-law Number: 2020-126  
Report Number: 2020-333-Financial Services  
Meeting Date: September 28, 2020  
Subject: **By-law to repeal and replace By-law 2015-156 confirming long-term financing of the Cornwall Area Housing Corporation (CAHC) Sixth Street Capital Project (project)**

Whereas CAHC undertook a project under the Affordable Housing Brownfields Program (AHBP) at a cost of \$3,545,136 (net \$3,254,533); and

Whereas the Federal Government contributed \$851,200 towards the project; and

Whereas as endorsed by Council, The Corporation of the City of Cornwall contributed \$2,403,333 in the form of a first and a second mortgage funded through the Downtown Investment Reserve Fund in the amount of \$1,750,000 and through the CAHC Operating Reserve Fund in the amount of \$653,333; and

Whereas the first mortgage and the second mortgage have matured at October 31, 2020 and must be renewed with balances of \$854,641.94 and \$840,838.80 respectively; and

Whereas The Corporation of the City of Cornwall will renew the mortgages by contributing \$1,695,480.74 in the form of a first and a second mortgage funded through the Downtown Investment Reserve Fund in the amount of \$1,145,108.12 and through the CAHC Operating Reserve Fund in the amount of \$550,372.62 at November 1, 2020; and

Whereas the first mortgage (\$854,641.94) is repayable in blended monthly payments of \$3,116.36 at 1.9% per annum, due October 31, 2025, amortized over 30 years, secured by land and buildings located at 222 Sixth Street East, Cornwall; and

Whereas the second mortgage (\$840,838.80) is repayable in blended monthly payments of \$7,699.25 at 1.9% per annum, due October 31, 2025, amortized over 10 years, secured by land and buildings located at 222 Sixth Street East, Cornwall

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

1. That the first mortgage to The Corporation of the City of Cornwall in the amount of \$854,641.94 is funded by operating surpluses generated by the AHBP located at 222 Sixth Street East, Cornwall. This amount will be transferred by CAHC to the City to repay financial commitments made through the Downtown Investment Reserve Fund in the amount of \$304,269.32 and through the CAHC Operating Reserve Fund in the amount of \$550,372.62.
2. That the second mortgage to The Corporation of the City of Cornwall in the amount of \$840,838.80 is to be funded by the Province of Ontario. This amount will be paid by the Province of Ontario to CAHC and transferred to City's Downtown Investment Reserve Fund.
3. For renewal or subsequent renewal periods, the mortgage rate for both mortgages will be negotiated in good faith based on market conditions at that time.
4. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 28th day of September, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### **Report Approval Details**

Document Title:	By-law 2020-126 Long-Term Financing of CAHC Sixth Street Capital Project - 2020-333-Financial Services.docx
Attachments:	
Final Approval Date:	Sep 24, 2020

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

**Tracey Bailey - Sep 24, 2020 - 9:38 AM**

**Maureen Adams - Sep 24, 2020 - 9:53 AM**

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

Department: Financial Services  
Division: Finance  
Report Number: 2020-334-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: September 28, 2020  
Subject: Note By-law 2020-126 to Repeal and Replace By-law 2015-156

**Purpose**

By-law No. 2020-126 repeals and replaces By-law No. 2015-156, confirming long-term financing provisions of the Cornwall and Area Housing Corporation (CAHC), 222 Sixth Street East, Cornwall Capital Construction Project.

Since CAHC undertook this project, the City, through the CAHC Operating Reserve and the Downtown Investment Reserve, has provided financing, renewing the mortgages every five (5) years.

The Cornwall Planning Programs Evaluation Group (CPPEG) at its September 2020 meeting has recommended to again invest the Downtown Investment holdings as part of the first mortgage and all of the second mortgage with CAHC.

### **Report Approval Details**

Document Title:	Note - By-law 2020-126 to repeal and replace By-law 2015-156 - 2020-334-Financial Services.docx
Attachments:	
Final Approval Date:	Sep 24, 2020

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

**Tracey Bailey - Sep 24, 2020 - 9:51 AM**

**Maureen Adams - Sep 24, 2020 - 9:55 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2020-127**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-127  
Report Number 2020-332-Corporate Services  
Meeting Date: September 28, 2020  
Subject: Confirming By-law for September 28, 2020

A By-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday

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

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

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

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

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

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

- (i) Special Meeting of Council #2020-22 of Tuesday, September 8, 2020
- (ii) Regular Public Meeting of Council #2020-23 of Monday, September 14, 2020

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

- (i) In-Camera Committee of Council Meeting #2020-09 of Monday, August 10, 2020
- (ii) Special In-Camera Committee of Council Meeting #2020-10 of Tuesday, September 8, 2020

(c) That the above-mentioned actions shall not include any actions required By-law to be taken by resolutions.

(d) That the actions of the Council at its meetings held on Monday, , 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;

(e) 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 28th day of September, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### **Report Approval Details**

Document Title:	Confirming By-law for September 28, 2020 - 2020-332-Corporate Services.docx
Attachments:	
Final Approval Date:	Sep 24, 2020

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

**Geoffrey Clarke - Sep 24, 2020 - 10:49 AM**

**Maureen Adams - Sep 24, 2020 - 11:03 AM**