

Agenda  
Cornwall City Council

**Meeting #:** 2020-26  
**Date:** Monday, October 26, 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, October 26, 2020**

There is no In-Camera Session.

**Moment of Personal Reflection**

Réflexion personnelle

**National Anthem**

Hymne national

The Acting Mayor for this month is Councillor Syd Gardiner.

**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, October 13, 2020

### **Presentations**

Présentations

### **Delegations**

Délégations

### **Consent Reports**

Rapports sur le consentement

1. **Proclamation – National Francophone Immigration Week / Semaine nationale de l'immigration, 2020-348-Corporate Services**

11

Action Recommended

That Council proclaim the week of November 1 to 7, 2020, as “National Francophone Immigration Week / Semaine nationale de l’immigration” in the City of Cornwall.

**2. CPPEG 117 Montreal Road, 407 Pitt, 2020-389-Planning, Development and Recreation**

16

Action Recommended

That Council approve the following items:

- a. Robert & Michelle Chesebro at 117-119 Montreal Rd for:

Program 2 – Building Restoration & Improvement Program in the amount of \$16,261 (Interest Free Loan).

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

Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs.

- b. 2590147 Ontario Inc at 407 Pitt St for:

Program 2 – Building Restoration & Improvement Program in the amount of \$8,256.

Program 3 – Project Design Fees in the amount of \$4,160.

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

Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs.

**3. PAC Report No.1 – Rezone lands located at 822 Marlborough Street (former St. Matthew Secondary School) , 2020-390-Planning, Development and Recreation**

19

Action Recommended

That Council approve the following:

(a) That the subject lands, legally described as Part of Lots 1 and 2, South Side of Ninth Street; as shown on Part 1, Plan 52R-7131, and municipally located at 822 Marlborough Street be rezoned from Residential 20 (RES 20) to Residential 40 (RES 40) to allow for the establishment of a multi-residential development; and

(b) That the property be subject to Site Plan Approval; and

(c) That an Archeological Stage 2 assessment be prepared if the undisturbed area of the subject lands is disturbed as part of the redevelopment of the site.

- |  |           |
|--|-----------|
| <b>4. Elected Officials Expense Statements for the Period of August 1 to September 30, 2020, 2020-336-Financial Services</b>   | <b>36</b> |
| <p>Action Recommended<br/>         That Council receive the Statement of Expenses for Elected Officials for the period of August 1 to September 30, 2020.</p>  |           |
| <b>5. Request for Proposal 20-P11 Engineering and Architectural Services for the New Fire Station Headquarters and Training Station, 2020-337-Financial Services</b>   | <b>47</b> |
| <p>Action Recommended<br/>         That RFP 20-P11 be awarded to J.L. Richards &amp; Associates Limited, from Ottawa, Ontario, at the total bid price of \$667,163.30 (net cost to the Corporation - \$600,801.22) being the best Proposal meeting the specifications.</p> |           |
| <b>6. RFP Terms of Reference for Design and Construction Administration Services for the Municipal Works and Infrastructure Administration and Garage/Multi-use Buildings, 2020-338-Financial Services</b>   | <b>52</b> |
| <p>Action Recommended<br/>         That Council receive Report 2020-338-Financial Services.</p>  |           |

**Resolutions**

Résolutions

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

Rapports des affaires incompletes

The Unfinished Business Listing for Monday, October 26, 2020, is being presented to Council to receive.

- |   |            |
|---|------------|
| <b>1. Unfinished Business Listing for October 26, 2020, 2020-345-Corporate Services</b>                           | <b>104</b> |
| <p>Action Recommended<br/>         That Council receive the Unfinished Business Listing for October 26, 2020.</p> |            |

**Communication Reports**

Communications et rapports

1. **Shared Services Agreement – United Counties of Stormont, Dundas and Glengarry, 2020-217-CAO** 107

Action Recommended

That Council approve the Municipal Service Management Agreement with the United Counties of Stormont, Dundas and Glengarry and that a By-law be prepared for the next Council meeting to allow the Mayor and Clerk to sign the agreement on behalf of the Corporation.

## **New Business Motions**

Nouvelles affaires

### **By-laws**

Règlements municipaux

By-laws 2020-134 to 2020-138 inclusive, listed on the Agenda, are being presented to Council for adoption.

1. **By-law 2020-134 Lease Agreement with Wells and Son Development Corporation for the Morrisburg Paramedic Station, 2020-212-Cornwall SDG Paramedic Services, 2020-213-Cornwall SDG Paramedic Services** 125
2. **By-law 2020-135 822 Marlborough Street Rezoning, 2020-383-Planning, Development and Recreation, 2020-384-Planning, Development and Recreation** 130
3. **By-law 2020-136 HOTC 117 Montreal Road and 407 Pitt Street, 2020-387-Planning, Development and Recreation, 2020-388-Planning, Development and Recreation** 136
4. **By-Law 2020-137 Renaissance 205-205A Easton, 2020-385-Planning, Development and Recreation, 2020-386-Planning, Development and Recreation** 141
5. **By-law 2020-138 Appointment of Council Members to the Cornwall Harbour Development Corporation, 2020-346-Corporate Services** 145

**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 2020-139, 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, October 26, 2020, is being presented to Council for adoption.

1. **Confirming By-law for the Meeting of October 26, 2020, 2020-347-Corporate Services**

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### **Adjournment and Next Regular Meeting of Council**

Ajournement et prochaine séance ordinaire du Conseil

The next Regular Public Meeting of Council will be held on Monday, November 9, 2020.



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

Meeting #: 2020-25  
Date: Tuesday, October 13, 2020, 7:00 PM  
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,  
Ontario, K6H 6G4, Salon B, Lower Level  
Chair: Bernadette Clement, Mayor  
Prepared By: Debbie Caskenette, Deputy Clerk

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Attendance Committee Members: Bernadette Clement, Mayor, Claude E. McIntosh, Councillor, Elaine MacDonald, Councillor, Syd Gardiner, Councillor, Dean Hollingsworth, Councillor, Glen Grant, Councillor, Todd Bennett, Councillor, Justin Towndale, Councillor (electronically)

Regrets: Carilyne Hébert, Councillor; Maurice Dupelle, Councillor; Eric Bergeron, Councillor

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, Mark A. Boileau, General Manager, Planning, Development and Recreation, Tracey Bailey, General Manager, Financial Services, Jeff Weber, Fire Chief, Bill Lister, EMS Chief, Mellissa Morgan, Manager Social and Housing Services, Bob Peters, Division Manager, Economic Development, Carl Goodwin, Division Manager, Environment, Owen O'Keefe, Supervisor – Water Purification Plant, Emma Meldrum, Public Information Coordinator,

**1. In-Camera Session / Rise and Report from the In-Camera Meeting of Tuesday, October 13, 2020**

There was no In-Camera Session.

**2. Moment of Personal Reflection**

**3. National Anthem**

The Acting Mayor for this month is Councillor Syd Gardiner.

**4. Opening**

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

**5. Roll Call**

**6. Additions, Deletions or Amendments**

1. Consent Item 13.9, Economic Development Quarterly Report, was moved to Communication as Item 17.4 for discussion.

2. The date on Consent Item 13.3, Proclamation - Pregnancy and Infant Awareness Day, should read October 15, 2020 and not October 13, 2020 as noted.

3. Communication Item 17.3, Update on the Water Conservation and Servicing Master Plan, under Financial Implications the report should read recommendations b, c and d and not 3, 4 and 5 due to a format change in the Recommendations.

4. Communication Item 17.3, Update on the Water Conservation and Servicing Master Plan was moved to be dealt with immediately following the Presentation on the same subject.

**7. Adoption of Agenda**

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

Motion to go into Committee of the Whole and to consider and refer all Minutes, Presentations, Delegations, Consent Correspondence, Resolutions, Reports and By-laws to that Committee.

Motion Carried

**10. Adoption of Minutes**

Moved By: Elaine MacDonald, Councillor  
Seconded By: Claude E. McIntosh, Councillor

Motion to adopt the Minutes of September 28, 2020 as presented.

Motion Carried

**11. Presentations**

**1. Water Servicing Plan Presentation by Watson & Associates Economists Ltd., 2020-344-Corporate Services**

Mr. Sean-Michael Stephen from Watson & Associates Economists Ltd. provided a brief overview on the Water Conservation and Servicing Master Plan and the financial implications of implementing a City-wide water metering to achieve improved water demand management.

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

Motion to receive the Water Servicing Plan Presentation from Watson & Associates Economists Ltd.

Motion Carried

**2. Update on the Water Conservation and Servicing Master Plan, 2020-389-Infrastructure and Municipal Works**

This item was moved from Communication to be dealt with immediately following the Presentation.

Moved By: Dean Hollingsworth, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to direct:

- a. Administration to complete the Financial Plan report for subsequent approval using the current flat rate structure but indicating that a transition to volume-based rate structure may be implemented over the next five year period;
- b. Administration to commission Watson and Associates Economists Ltd. to conduct a public consultation based on the three proposed rate structure options;
- c. Administration to commission the St. Lawrence River Institute of Environmental Sciences to conduct a public outreach program to promote water conservation measures;
- d. Administration to commission Watson & Associates Economists Ltd. to complete the Water Conservation and Servicing Master Plan complete with final recommendations following the obtainment of feedback from the public consultation and public outreach programs.

Motion Carried

**12. Delegations**

There were no Delegations.

**13. Consent Reports**

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt the Consent Items as presented.

Motion Carried

**1. Flag Raising for United Way Month, 2020-330-Corporate Services**

Motion to approve the United Way / Centraide of S.D. & G. flag be raised at 340 Pitt Street for the period of October 20 to November 15, 2020.

**2. Proclamation - Child and Youth Safety and Well-Being Month, 2020-334-Corporate Services**

Motion to proclaim October 2020, as "Child and Youth Safety and Well-Being Month" in the City of Cornwall.

**3. Proclamation - Pregnancy and Infant Awareness Day, 2020-339-Corporate Services**

Motion to proclaim October 15, 2020, as "Pregnancy and Infant Loss Awareness Day" in the City of Cornwall.

**4. Proclamation - Child Care Worker and Early Childhood Educator Appreciation Day, 2020-340-Corporate Services**

Motion to proclaim Thursday, October 22, 2020, as "Child Care Worker and Early Childhood Educator Appreciation Day" in the City of Cornwall.

**5. Proclamation - Global Peace Challenge 2020 Day, 2020-341-Corporate Services**

Motion to proclaim October 23, 2020, as "Global Peace Challenge 2020 Day" in the City of Cornwall.

**6. Proclamation - Veteran's Week, 2020-342-Corporate Services**

Motion to:

a. approve the Royal Canadian Legion's request to hold its annual Poppy Drive the weekends of October 23 to 25, and October 29 to November 1, 2020, in the City of Cornwall.

b. proclaim the week of November 2 to 11, 2020 as "Veteran's Week" in the City of Cornwall.

**7. Proclamation - World Polio Day, 2020-343-Corporate Services**

Motion to:

a. proclaim October 24, 2020, as "World Polio Day" in the City of Cornwall; and

b. approve flying the World Polio Flag for the week of October 19 to 24, 2020, at 340 Pitt Street.

**8. RFP Terms of Reference for Electronic Patient Care, 2020-335-Financial Services**

Motion to receive Report 2020-335-Financial Services.

**9. Economic Development – Quarterly Report, 2020-361-Planning, Development and Recreation**

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

**10. September PAC 881 Tenth St E 600-606 Montreal 171-173 Montreal, 2020-373-Planning, Development and Recreation**

Motion to approve the following items:

- a. Reego Realty Corp at 881 Tenth St E for Program 2 – Environmental Site Assessment Grant in the amount of \$15,000
- b. Filion Holdings Limited at 600-606 Montreal Rd. for Program 2 – Building Restoration & Improvement in the amount of \$1,556 and Program 7 – Parking & Landscape Enhancement in the amount of \$8,995
- c. Medical Arts Pharmacy at 171-173 Montreal Rd for Program 7 – Parking & Landscape Enhancement in the amount of \$12,500

**14. Resolutions**

There were no Resolutions.

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

**1. Residential Rental Licensing Public Consultation, 2020-216-CAO**

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive Report 2020-216-CAO.

Motion Carried

**2. Unfinished Business Listing for October 13, 2020, 2020-333-Corporate Services**

Moved By: Elaine MacDonald, Councillor

Seconded By: Dean Hollingsworth, Councillor

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

Motion Carried

**16. Communication Reports**

**1. Social Assistance Recovery and Renewal Plan, 2020-225-Social and Housing Services**

Moved By: Dean Hollingsworth, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive Report 2020-225-Social and Housing Services.

Motion Carried

**2. Housing Revitalization Report, 2020-226-Social and Housing Services**

Moved By: Elaine MacDonald, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to approve the Housing Revitalization Plan, as a follow up to the presentation to Council.

Motion Carried

**3. Update on the Water Conservation and Servicing Master Plan, 2020-389-Infrastructure and Municipal Works**

This Item was moved to follow the Presentation on the same subject.

**4. Economic Development - Quarterly Report, 2020-361-Planning, Development and Recreation**

This item was moved from Consent Item 13.9 for discussion.

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive Report 2020-361-Planning, Development and Recreation.

Motion Carried

**17. New Business Motions**

There were no new Business Items.

**18. By-laws**

Moved By: Glen Grant, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to adopt By-laws 2020-128 to 2020-132 inclusive as listed on the Agenda.

Motion Carried

1. By-law 2020-128 HOTC 110 Sydney St 600 Montreal 173 Montreal Prog 7, 2020-377-Planning, Development and Recreation, 2020-378-Planning, Development and Recreation
2. By-law 2020-129 HOTC 163 Pitt St 33 First St E 100-106 Pitt St Prog 2, 2020-374-Planning, Development and Recreation, 2020-375-Planning, Development and Recreation
3. By-law 2020-130 Recycling Agreement with Call2Recycle Canada Inc., 2020-388-Infrastructure and Municipal Works, 2020-390-Infrastructure and Municipal Works
4. By-law 2020-131 Agreement of Purchase and Sale in Cornwall Business Park, 2020-380-Planning, Development and Recreation
5. By-Law 2020-132 Connecting Links Funding Application for an Environmental Assessment for Brookdale Avenue, 2020-363-Infrastructure and Municipal Works

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

1. Councillor Elaine MacDonald spoke of the recent passing of Peggy Fulton, long time General Manager of Cornwall Area and Housing Corporation and her dedication and commitment to the area's housing situation. Carmen Cousineau has been appointed the Interim General Manager for the Corporation.

2. Mayor Clement expressed condolences to Ms. Fulton's family on behalf of Council and Administration.

3. Councillor Elaine MacDonald reminded Council of the Centre for the Arts online auction taking place until October 15, 2020.

4. Councillor Syd Gardiner announced that the 2020 AFMO Conference will take place virtually starting October 14, 2020. Councillor Gardiner also thanked Kevin Lajoie, Tourism Coordinator for his assistance with the conference.

5. Maureen Adams, CAO, and Bill Lister, EMS Chief presented an update on the current COVID pandemic situation.

**20. Notices of Motion**

There were no new Notices of Motion.

**21. Confirming By-law**

Moved By: Syd Gardiner, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adopt Confirming By-law 2020-133.

Motion Carried

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

The next Regular Public Meeting of Council will be held on Monday, October 26, 2020.

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adjourn the Regular Meeting of Council of Tuesday, October 13, 2020, at 9:27 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: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-348-Corporate Services  
Prepared By: Debbie Caskenette, Deputy Clerk  
Meeting Date: October 26, 2020  
Subject: Proclamation – National Francophone Immigration Week

**Purpose**

To proclaim the week of November 1 to 7, 2020 as “National Francophone Immigration Week / Semaine nationale de l’immigration” in the City of Cornwall.

**Recommendation**

That Council proclaim the week of November 1 to 7, 2020, as “National Francophone Immigration Week / Semaine nationale de l’immigration” in the City of Cornwall.

**Background / Discussion**

A request was received from the Cornwall, Stormont-Dundas-Glengarry et Prescott-Russell Réseau de soutien à l’immigration to have the week of November 1 to 7, 2020 proclaimed as National Francophone Immigration Week.

National Francophone Immigration Week is an opportunity to bring together Francophones from diverse backgrounds and to promote dialogue.

National Francophone Immigration Week is coordinated by the Fédération des communautés francophones et acadienne du Canada (Federation of Francophone and Acadian Communities of Canada, FCFA) and the country's Réseaux en immigration francophone (Francophone Immigration Networks, RIFs).

Document Title:	Proclamation - National Francophone Immigration Week - 2020-348-Corporate Services.docx
Attachments:	
Final Approval Date:	Oct 21, 2020

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

**Manon L. Levesque - Oct 21, 2020 - 1:08 PM**

**Geoffrey Clarke - Oct 21, 2020 - 1:16 PM**

**Maureen Adams - Oct 21, 2020 - 1:48 PM**

## Debbie Caskenette

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**From:** Manon Levesque  
**Sent:** Wednesday, October 21, 2020 9:17 AM  
**To:** Debbie Caskenette  
**Subject:** FW: Proclamation - SNIF 2020  
**Attachments:** Proclamation-SNIF2020-Cornwallf926d5f7-65d0-4ba0-a499-e8e22721662a.docx

Good Morning Debbie,

Can you please prepare a submission for this request for a Proclamation? I have responded to Laurent already since the communication is in French. Here is a translation of the request.

Hello,

I am writing to you in preparation for National Francophone Immigration Week (SNIF), which will take place from November 1 to 7. I think the City of Cornwall might be interested in officially proclaiming the Week at the next Council meeting.

Attached is a draft proclamation to be revised and adapted according to your preferences. Here is also a link through which you can learn more about the Week.

<https://www.immigrationfrancophone.ca/en/events/national-francophone-immigration-week-2019>

Sincerely,

Manon L. Levesque, CMO  
City Clerk / Greffière municipale  
Manager, Clerk's Division / Directrice, Division du secrétariat Corporate Services / Services corporatifs The Corporation of the City of Cornwall 360, rue Pitt Street, Cornwall, ON, K6J 3P9  
613-930-2787 ext 2316 Phone  
613-933-1860 Fax  
mlevesque@cornwall.ca

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Les individus qui soumettent des lettres et d'autres documents pour le Conseil devraient être conscients que tous renseignements personnels contenus dans leurs communications peuvent devenir la partie du record public et peuvent être disponibles au public dans l'Ordre du jour.

-----Original Message-----

From: info@esolutionsgroup.ca <info@esolutionsgroup.ca> On Behalf Of Laurent Brisebois

Sent: Tuesday, October 20, 2020 4:34 PM

To: Manon Levesque <MLevesque@cornwall.ca>

Subject: Proclamation - SNIF 2020

[External E-mail]

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

Bonjour,

Je vous écris en vue de la Semaine nationale de l'immigration francophone (SNIF) qui aura lieu du 1er au 7 novembre prochain. Je crois que la ville de Cornwall pourrait être intéressée de proclamer officiellement la Semaine à la prochaine réunion du conseil.

Vous trouverez en pièce jointe une ébauche de proclamation à réviser et adapter selon vos préférences. Voici aussi un lien par lequel vous pouvez en apprendre davantage sur la Semaine.

Lien : <https://www.immigrationfrancophone.ca/fr/evenements/semaine-nationale-de-l-immigration-francophone>

Je suis nouveau au poste d'agent de projet et je ne connais pas particulièrement bien les processus de ce genre. Pouvez-vous m'indiquer à combien de temps d'avance vous désirez recevoir ce type de demande à l'avenir?

Si vous avez des questions ou des commentaires, n'hésitez pas à m'écrire.

Merci et au plaisir,

Laurent Brisebois

Agent de projet – Cornwall, Stormont-Dundas-Glengarry et Prescott-Russell Réseau de soutien à l'immigration francophone de l'Est de l'Ontario

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origine: <https://www.cornwall.ca/fr/city-hall/clerk-services.aspx>  
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Ce courriel vous vient de Laurent Brisebois<laurent@cesoc.ca> par l'entremise de <https://www.cornwall.ca>.

# PROCLAMATION

## **National Francophone Immigration Week November 1 to 7, 2020**

WHEREAS National Francophone Immigration Week is celebrated throughout Canada with the theme “Ma couleur francophone”; and

WHEREAS Francophones and Acadians communities prioritize Francophone immigration for their demographic and economic development, which is key in ensuring the sustainability of the linguistic duality that characterizes Canada; and

WHEREAS considering the relation between French-speaking immigrants and the vitality of the Francophone community and the community of Cornwall; and

WHEREAS bearing in mind the positive impact that French-speaking immigrants bring to the City of Cornwall;

NOW THEREFORE, I, Bernadette Clément, Mayor of the City of Cornwall, do hereby proclaim the week of November 1 to 7, 2020 as **National Francophone Immigration Week** in the City of Cornwall.

Dated at Cornwall, this XX day of month 2020.

## **Semaine nationale de l’immigration Du 1 au 7 novembre 2020**

ATTENDU QUE la Semaine nationale de l’immigration francophone est célébrée dans tout le Canada sous le thème « Ma couleur francophone »; et

ATTENDU QUE les communautés francophones et acadiennes ont fait de l’immigration francophone une priorité nationale pour leur développement démographique et économique nécessaire à la pérennité de la dualité linguistique qui caractérise le Canada; et

ATTENDU QU’EN considérant la relation qui existe entre les immigrants et immigrantes d’expression française et la vitalité de la communauté francophone et la communauté de Cornwall; et

ATTENDU QU’EN tenant compte de l’impact positif que les immigrants et immigrantes d’expression française ont sur la Ville de Cornwall;

PAR CONSÉQUENT, je, Bernadette Clément, maire de la Ville de Cornwall, proclame, par la présente, que la semaine du 1 au 7 novembre 2020 est la **Semaine nationale de l’immigration francophone** dans la Ville de Cornwall.

Faite à Cornwall, ce XX jour d’mois 2020.



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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-389-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: October 26, 2020  
Subject: CPPEG 117 Montreal Road, 407 Pitt Street

**Purpose**

To approve the hereafter two (2) mentioned items under the Heart of the City Community Improvement Plan recommended for approval at the October 2020 CPPEG meeting.

HOTC#2020-05 117-119 Montreal Rd, HOTC#2017-08 407 Pitt St.

**Recommendation**

That Council approve the following items:

- a) Robert & Michelle Chesebro at 117-119 Montreal Rd for:  
Program 2 – Building Restoration & Improvement Program in the amount of \$16,261 (Interest Free Loan).  
Program 5 – Municipal Planning /Development Fees Grant based on actual costs.  
Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs.
- b) 2590147 Ontario Inc at 407 Pitt St for:  
Program 2 – Building Restoration & Improvement Program in the amount of \$8,256.

Program 3 – Project Design Fees in the amount of \$4,160.

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

Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs.

### **Financial Implications**

Funding for the Heart of the City applications are sourced from the Heart of the City Reserve and therefore, does not have an impact on the 2020 operating budget.

### **Background / Discussion**

The application by Robert & Michelle Chesebro at 117-119 Montreal Rd for HOTC funding assistance is for a new roof for the building and new HVAC system for the commercial and residential units.

The application by 2590147 Ontario Inc at 407 Pitt St for HOTC funding assistance is for renovations to the commercial unit to establish a new butcher shop to Cornwall.

There was no Planning Advisory (PAC) Meeting held in October 2020, and due to construction scheduling the applications were forwarded direct to Council.

Document Title:	CPPEG- 117 Montreal, 407 Pitt - 2020-389-PDR.docx
Attachments:	
Final Approval Date:	Oct 20, 2020

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

**Mark A. Boileau - Oct 16, 2020 - 11:49 AM**

**Tracey Bailey - Oct 18, 2020 - 9:06 AM**

**Maureen Adams - Oct 20, 2020 - 10:28 AM**





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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-390-Planning, Development and Recreation  
Prepared By: Mary Joyce-Smith, Division Manager  
Meeting Date: October 26, 2020  
Subject: PAC Report No.1 – An application to rezone lands located at 822 Marlborough Street (former St. Matthew Secondary School) from Residential 20 (RES 20) to Residential 40 (RES 40) to establish a multi-residential development. The site is legally described a

**Purpose**

To request approval from Council for the proposed changes to the City of Cornwall Comprehensive Zoning By-Law (No. 751-1969) as amended.

**Recommendation**

That Council approve the following:

- (a) That the subject lands, legally described as Part of Lots 1 and 2, South Side of Ninth Street; as shown on Part 1, Plan 52R-7131, and municipally located at 822 Marlborough Street be rezoned from Residential 20 (RES 20) to Residential 40 (RES 40) to allow for the establishment of a multi-residential development; and
- (b) That the property be subject to Site Plan Approval; and
- (c) That an Archeological Stage 2 assessment be prepared if the undisturbed area of the subject lands is disturbed as part of the redevelopment of the site.

## **Background / Discussion**

The proposed rezoning from Residential 20 (RES 20) to Residential 40 (RES 40) to allow for the establishment of a multi-residential development located at 822 Marlborough Street (St. Matthew Secondary School) was reviewed by the Planning Advisory & Hearing Committee on September 21, 2020.

The proponent, Mr. Naeem Malik purchased 822 Marlborough Street in July 2020 when the former Secondary School was being offered for sale by the Catholic District School Board of Eastern Ontario (CDSBEO). School Board trustees voted to close the school in June 2019, and then listed the property as surplus to the school board's needs. St. Matthew Secondary School has since moved to Augustus Street.

The 1.33-acre parcel fronts on Marlborough Street (arterial). The subject site is bounded by low/medium residential land uses to the north, south and west which consist mainly of single family/semi-detached and duplex dwellings. Directly across Marlborough Street fronting the subject site sit two multi-residential development sites.

The September 21<sup>st</sup>, 2020 Planning Advisory & Hearing Committee Meeting was attended by two abutting landowners with fencing and parking concerns regarding the southwest limit of the property. There was also a discussion concerning the potential further expansion on the property. Planning staff advised that the items brought forth by the public have been documented and will be addressed via a Site Plan exercise. The City would also ensure that any additional development would be sympathetic to existing land uses.

All site design matters will be concluded through the City's Site Plan Control process and is overseen by Planning staff. Given the various departmental input and support regarding the proposed development, staff will ensure existing access location, fencing, lighting, parking, etc., will be thoroughly analysed to ensure the future development is efficient and functional.

## **Conclusion**

The Planning Division supports this application to rezone the subject site to Residential (RES 40) largely based on the long history of an institutional land use associated with the building. The conversion of the school will accommodate a new multi-residential development.



PAC recommendations as presented:

**Moved By: Glen Grant, Councillor**

**Seconded By: Ron Symington, Lay Member**

**MOTION CARRIED**

Document Title:	PAC Report 1 - 822 Marlborough Street - 2020-390-PDR.docx
Attachments:	- PAC Report 2020-16 - 822 Marlborough St.pdf
Final Approval Date:	Oct 21, 2020

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

**Mary Joyce-Smith - Oct 21, 2020 - 11:10 AM**

**Mark A. Boileau - Oct 21, 2020 - 11:57 AM**

**Maureen Adams - Oct 21, 2020 - 12:53 PM**



## Planning Advisory and Hearing Committee

**DEPARTMENT:** Planning Advisory and Hearing Committee

**REPORT NUMBER:** 2020-16

**PREPARED BY:** Karl Doyle, Senior Planner

**REPORT DATE:** September 14, 2020

**MEETING DATE:** Sep 21, 2020 07:00 PM

**SUBJECT:** Naeem Malik (Agent EVB Engineering) - Review of an application to rezone lands located at 822 Marlborough Street (former St. Matthew Secondary School) from Residential 20 (RES 20) to Residential 40 (RES 40) - (PAC File Z-02-20).

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### A. RECOMMENDATION(S):

- (a) That the subject lands, legally described as Part of Lots 1 and 2, South Side of Ninth Street; as shown on Part 1, Plan 52R-7131, and municipally located at 822 Marlborough Street be rezoned from Residential 20 (RES 20) to Residential 40 (RES 40) to allow for the establishment of a multi-residential development; and
- (b) That the property be subject to Site Plan Approval; and
- (c) That an Archeological Stage 2 assessment be prepared if the undisturbed west area of the subject lands is disturbed as part of the redevelopment of the site.

## **B. BACKGROUND**

The applicant proposes to convert the former St. Matthew Secondary School at 822 Marlborough Street located in a Residential 20 (RES 20) zone into a multi-residential development. The School was erected in 1954 and the 2-storey building is approximately 585 m. sq (6,297 sq. ft). The Institutional Use has been in place since construction and is a Permitted Use under the current zoning, specifically 02-2-2 i) School.

Mr. Malik purchased 822 Marlborough Street in July 2020 when the former Secondary School was being offered for sale by the Catholic District School Board of Eastern Ontario (CDSBEO). School Board trustees voted to close the school in June 2019, and then listed the property as surplus to the school board's needs. St. Matthew Secondary School has since moved to Augustus Street.

The new owner met City staff earlier in the year to discuss repurposing the former secondary school into a multi-residential development consisting of approximately 15 units. Part of the re-development exercise will include modifying external components of the site to ensure the development works in conjunction with abutting land uses and meets current Provincial and Municipal development standards.

## **C. SITE CHARACTERISTICS**

### **Location**

- Part of Lots 1 and 2, South Side of Ninth Street; as shown on Part 1, Plan 52R-7131.

### **Size**

- Frontage 143' +/- along Marlborough Street
- Depth 352' +/-
- Lot Area 57,935 sq ft (1.33 acres) +/- (Irregular)

### **Surrounding Land Use**

North: Low Density Residential

South: Low Density Residential

East: Medium Density Residential (multi-residential developments)

West: Low Density Residential

**Official Plan:**

Urban Residential (U. RES) Designation - No Change.

**Zoning:**

Existing: Residential 20 (RES 20)

Proposed: Residential 40 (RES 40)

**D. COMMENTS FROM OTHER DEPARTMENTS / AGENCIES**

**Municipal Works:**

No objections.

**Building Division:**

No objections.

**Transportation Division:**

We support the proposed use. We presume this development will be subject to SPC. If not sure, perhaps it could be added as a condition on this application. Approval of this application does not preclude the approval of the site sketches as presented, which will be under further review during SPC.

**Engineering Division:**

In the absence of a specific proposal for servicing, Engineering would generally be in favor of the rezoning application. A detailed review of the servicing proposal for the site will be undertaken at site plan review.

**Transit Division:**

No objections.

**Social Housing Services:**

We do not foresee any issues. Should the owners wish to discuss possible rent supplement units, for the new apartment building, they should contact Carmen Cousineau at Cornwall and Area Housing (613-933-7717 ext. 20). There is no guarantee that this is an available option.

**Municipal Assessor:**

No objections.

**Economic Development:**

Economic Development supports the redevelopment of the property at 822 Marlborough Street.

There is a shortage of rental properties in Cornwall at the current time, with a further identified need to accommodate expanding employment opportunities presented by larger employers in the Cornwall Business Park.

The proposed redevelopment will provide additional rental units in a relatively short time frame, in a central easy-to-access location that is supported by nearby retail and transit.

**Raisin Region Conservation Authority (RRCA):**

The RRCA has reviewed the circulation and does not have any adverse comments or concerns with the proposed Zoning By-law Amendment. No natural hazards or natural heritage concerns have been flagged.

**Ministry of the Environment and Climate Change (MOECC):**

The MOECC has no comments regarding this item.

In the past, the following would apply when converting an Institutional use to a sensitive land use;

As per O. Reg. 153/04 Records of Site Condition, this site is not required to file for a RSC when going from institutional to residential use. Not requiring to file for a RSC does not imply anything about the site as far as contamination.

Both Phase I and II Environmental Site Assessments were submitted and it appears no concerns from the information was presented.

**E. EVALUATION**

1) The Planning Division has reviewed the subject application to allow for the change in zoning to Residential 40 (RES 40) and is supportive of the request based on the following:



The 1.33 acre parcel fronts onto Marlborough Street (arterial) and the existing building occupies 11% of the overall site. The subject site is bounded by low/medium residential land uses to the north, south and west which consists mainly of single family/semi-detached and duplex dwellings. Directly across Marlborough Street fronting the subject site sit two multi-residential development sites.

- Cornwall and Area Housing (3 x 3 storey buildings - 19 units -.98 acre)
- Skyline Development (1 x 2 ½ storey building - 40 units / Bachelor - 2 bedroom -1.03 acre)

The site is being redeveloped to include adequate parking, currently the site contains approximately 2,240 m sq (24,100 sq ft) of paved and granular surface designated for parking and vehicular movements. The property is delineated with a perimeter chain link fence, the remainder of the property is landscaped (grassed) to the west and contains vegetative elements along both the north and south boundary. There is a noticeable grade differential towards the west limit of the property. The property is fully serviced, and the building was solely used for an Institutional type use for the St. Matthew Secondary School.

Provincial Policy Statement 2020 (PPS):

2) The Provincial Policy Statement (PPS) directs municipalities to consider development which adhere to its policies, the following apply to the proposed development and are applied to this analysis:

#### Section 1.1.3 Settlement Area

1.1.3.2 a, b) calls for municipalities to efficiently use land and resources and develop land use patterns that are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomic expansion;

- The repurposing of the existing approximately 6,297 sq. ft. building and reconfiguration of the lands to accommodate functional vehicular and pedestrian movements on and to the subject site will integrate well with the abutting residential land uses and existing vegetative and physical buffers.

1.1.3.3 The Provincial Planning Policy Statement also calls for a focus on Intensification and Redevelopment within built-up areas. The Statement directs that Planning authorities should "identify and promote intensification and redevelopment where this can be accommodated, taking into account existing building stock or areas and utilizing the existing infrastructure"

1.1.3.4 Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas

- With the redevelopment of the old school into new multi-residential development, the intended residential use is certainly in keeping with the major idea of the statement that being, using old building stock and infrastructure. Furthermore, the parcel is ideally located along a transit route and in close proximity to major arterials that promotes a transit-supportive development.

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market

- The immediate rental apartment conversion will provide for 15 residential units ranging from single to double occupancies. The owner will discuss the opportunity to enter into a rent supplement unit(s) agreement with Cornwall and Area Housing.

1.6.6.7 calls for Storm Water Management to be planned in such a manner that it minimizes a change in water balance or erosion.

- In discussion with the City's Engineering Division they agree that the applicant will be required to slightly reconfigure the parcel by removing existing asphalt and introducing additional impervious areas for vehicle parking. The release of storm water from the parking lot into the City's storm sewer system will be on a controlled basis so as not to cause a change in the water balance. This application will efficiently use land without the need to expand or upgrade public services (sanitary, water, storm water management) in order to accommodate the proposed use. The site currently has access to a 200-250 mm sanitary, 150-600 mm water and 525 mm storm water main along Marlborough Street. This application did not contain a preliminary servicing report for the proposed site modifications which will be reviewed during the Site Plan Approval exercise if this request is approved.

Relevant Official Plan Policies:

3) The Land Use designation for the site is Urban Residential (U. RES) and the physical attributes of the site are in keeping with the Official Plan.

4.3.1 The policies of the Official Plan for an Urban Residential (U. RES) designation provide for all densities of residential development such as singles, semi-detached on through to high rise apartment buildings.

4.3.3.7 Determine locations for medium and high-density housing and evaluate applications on the basis of conformity to the following criteria:

a) locations near or within the Business Districts (B.D.), General Commercial (G.C.) areas, community facilities and major focal points;

- the property is located in close walking distance to the Goldmanco Commercial Development (Freshco)

b) on select and suitable redevelopment sites in older neighbourhoods;

- the subject site is contained within an established residential neighborhood and would constitute an infill development site that will compliment the established area once redeveloped

d) access to arterial or collector roads and locations near the periphery of the neighbourhood in order to provide suitable accessibility, to minimize traffic penetration through lower density housing areas, and to have proximity to public transit;

e) adequate municipal services available to serve the site;

- full municipal services are available

f) sites of adequate size and shape;

- the parcel is 1.33 acres in size, the existing building occupies 11% of the development site

g) if the proposed site is an intensification site adjacent to or situated between existing apartment and townhouse projects.

- The development site is located across the street from two (2) higher density multi residential developments.

4) The Housing Goals of the City of Cornwall Official Plan direct:

To encourage attractive, well designed and innovative residential subdivisions and housing projects.

5.2.5 Ensure that all residential development is suitably located and that future medium and high-density housing projects are developed at a high standard of site development and design and reflect the projected increase in demand for medium and high density, and accessible housing;

- As part of the Site Plan process the owner will have to provide elevation renderings to ensure the development is aesthetically pleasing and is modified to present a more residential feel as opposed to the current institutional cladding and window treatments. The existing building footprint fronts the street and contains an ample landscaping buffer, the remainder of the site can accommodate parking requirements for the intended use. The development will be subject to the Site Plan Approval process and as part of the process external components will be reconfigured to ensure the site is functional.

5) The change to Residential 20 (RES 20) from Residential 40 (RES 40) zoning on the property will permit the construction of the multi-residential development. The Residential 40 (RES 40) zoning makes provisions for apartment buildings whereas Residential 20 (RES 20) only permits townhouse developments.

6) It is the opinion of the Planning Division that no further zoning amendments will be required to facilitate this redevelopment. The existing building currently adheres to applicable zoning provisions regulating parcel size, setbacks, and lot occupancy requirements. As a result, this will help to provide for an efficient development consistent with the policies of the PPS and the Urban Residential Policies in the Official Plan. The 1.33 acre parcel provides sufficient area for potential additional development in the future. Initial discussions with the owner included the ability to proceed with a future addition to the existing building or to proceed with introducing a secondary building at the west of the property. Municipal staff commented that if the either scenario were to be proposed development approvals would be required and the nature of the expansion or new build would have to be in scale with abutting low-density residential land uses. The property slopes down towards the west limit, and as a result of the grade differential engineering requirements would have to be analyzed from a sediment and stormwater management perspective.

7) The Planning Division continues to maintain that this change to the Zoning on the site is appropriate from an Urban Residential Land Use Planning perspective. There are existing multi-residential land uses in close proximity to this development so the introduction of this development will be in keeping with the density mix of the dwellings along the north pocket of Marlborough Street.

8) PAC File Z-02-20 was mailed out to a 400' radius and advertised in the Standard Freeholder on Saturday, August 22<sup>nd</sup>, 2020. The Planning Division received 3 calls from abutting landowners regarding the proposal, some of the questions pertained to;

- the number of residential units being proposed
- if the intent is to build a high-rise building
- would the development cause a traffic issue
- concerns about amenity space privacy
- what's the form of tenure

Planning staff provided an overview of the proposal, and confirmed the following;

- the initial re-purposing of the existing building will include 15 residential units consisting of 1 to 2 bedroom units.
- there is no immediate proposal to build an addition to the existing building nor is there a proposal to erect a secondary building at this time. If the owner is successful in obtaining an approval the development site will be subject to Site Plan approval, if an addition or second building is proposed in the future it will be subject to an amending Site Plan approval and potential Committee of Adjustment application if the proposal does not meet applicable zoning standards. We have emphasized that any potential expansion will have to be in scale with the abutting low density residential land uses.
- the site has access onto Marlborough Street and is near Ninth Street, they are both major arterials as defined in the City's Official Plan Transportation network Schedule. The traffic generation for the proposed development would be less than the traffic generated by the previous institutional use.
- as part of the Site Plan exercise the owner will be required to modify the site to accommodate for parking. The property is currently bound by a chain link fence and vegetative elements along the north and south boundary. Where required, screened fencing will be introduced to mitigate negative impacts to abutting properties.
- the proposed development is a rental apartment.

9) Related site issues such as fencing, lighting, and snow clearance will be addressed during the Site Plan Approval process. The development's attributes will be cognizant of the residential character of the area.

In the submitted Stage 1 Archeological assessment for the site, recommendations have been made based on the background historic research, property inspection, and indicators of archaeological potential. These recommendations include the following:

The entire property contains archaeological potential, but some of the property has been disturbed by previous development. Therefore, a Stage 2 Test Pit survey at 5 m intervals is required for all undisturbed land within the study area. Planning would recommend that the Stage 2 assessment and findings be submitted at time of the Site Plan process.

## F. CONCLUSION

The Planning Division supports this application to rezone the subject site to Residential 40 (RES 40) largely based on the long history of an institutional land use. The repurposing of the building to accommodate a new multi-residential development promotes intensification, in accordance with the Provincial Policy Statement and Official Plan Policy. The proposal will be subject to Site Plan Approval to ensure proper design.

## ATTACHEMENTS

Attachment I - Application



Application.pdf

Attachment II - Zoning Analysis and Site Plan



20034 - Zoning Analysis.pdf

Attachment III - Reference Plan - 822 Marlborough Street



Legal.pdf

## Approval

September 16, 2020 02:47 PM

Karl Doyle  
Senior Planner

September 16, 2020 02:49 PM

Mary Joyce-Smith  
Division Manager, Planning

Two handwritten signatures in black ink. The top signature is for Karl Doyle, and the bottom signature is for Mary Joyce-Smith. Both signatures are written over horizontal lines.

September 16, 2020 02:54 PM

Mark A. Boileau  
General Manager, Planning, Development  
and Recreation



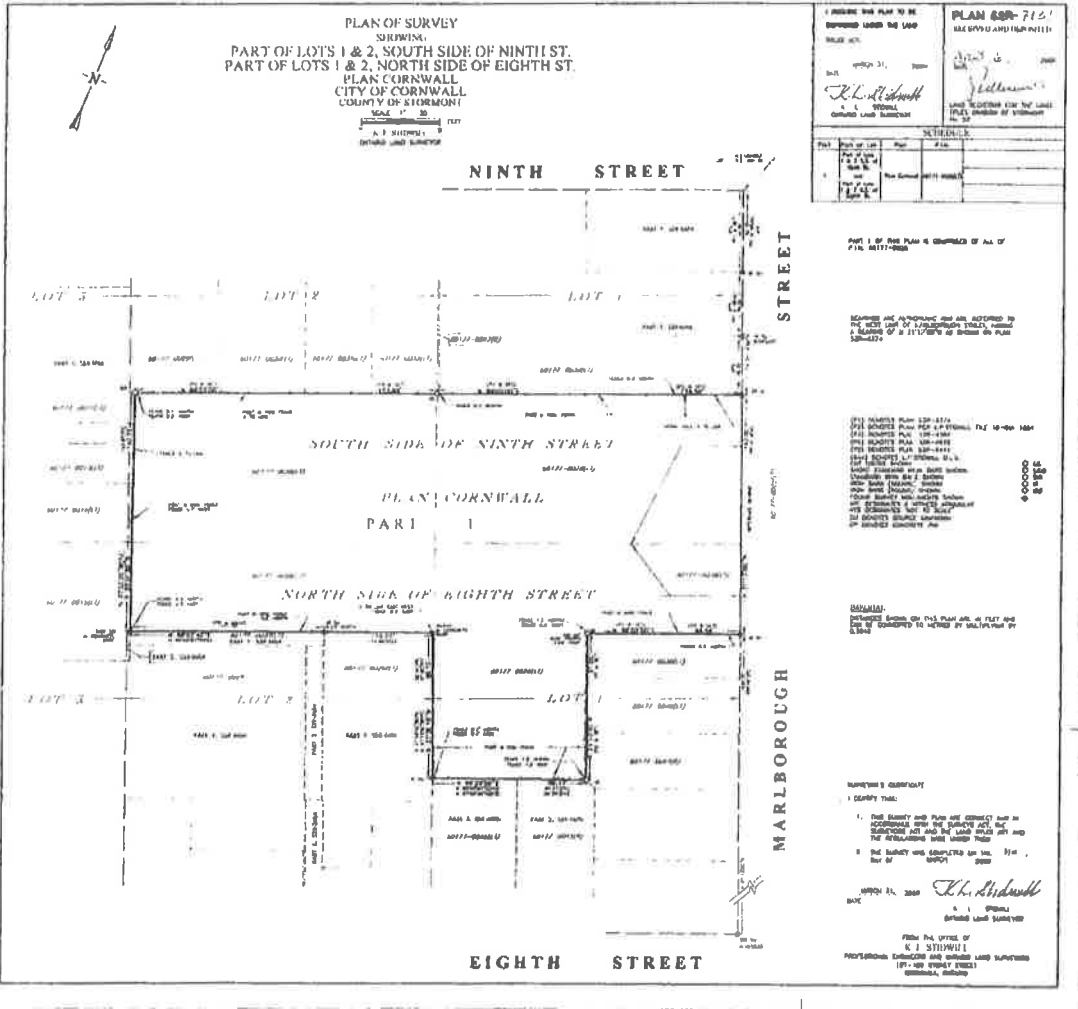
A handwritten signature in cursive script, appearing to read 'M. Boileau', written above a horizontal line.

September 17, 2020 11:01 AM

Maureen Adams  
Chief Administrative Officer



A handwritten signature in cursive script, appearing to read 'M. Adams', written above a horizontal line.





14-2020-0204 - St. Matthew's School Zoning Amendment S. Design/11.1. Restaurant/Childcare/505.5 (Aug. 13, 2020 2:30pm BY: Nanni Poonari)



	
	
<small>800 SECOND STREET WEST CORNWALL, ONTARIO CANADA, K6J 1Y6 TEL: 613-935-3753 FAX: 613-935-6450 WEBSITE: EVBengineering.com</small>	
CLIENT	
9421 - 3691 QUEBEC INC.	
PROJECT	
ST. MATTHEW'S SCHOOL ZONING AMENDMENT	
TITLE	
SITE PLAN	
SCALE: 1:500	JOB NO: 20034
DESIGNED BY: P.L.	DATE: 2020/03/11
DRAWN BY: P.L.	DRAWING NO.:
CHECKED BY: J.E.	FIG.1



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

Department: Financial Services  
Division: Finance  
Report Number: 2020-336-Financial Services  
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer  
Meeting Date: October 26, 2020  
Subject: Elected Officials Expense Statements for the Period of August 1 to September 30, 2020

**Purpose**

To provide Council with a financial snapshot of expenses for the period August 1 to September 30, 2020.

**Recommendation**

That Council receive the Statement of Expenses for Elected Officials for the period of August 1 to September 30, 2020.

**Financial Implications**

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

**Strategic Priority Implications**

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

**Background / Discussion**

The accompanying schedules details expenses incurred up to September 30, 2020 of Council as a Whole and individual Council Members.

Document Title:	Elected Officials Expense Statement Aug-Sept 2020 - 2020-336-Financial Services.docx
Attachments:	- Consolidated Aug.Sep.20 expenses.pdf
Final Approval Date:	Oct 20, 2020

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

**No Signature found**

**Paul Scrimshaw - Oct 19, 2020 - 11:41 AM**

**Tracey Bailey - Oct 20, 2020 - 10:00 AM**

**Maureen Adams - Oct 20, 2020 - 10:33 AM**

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

for the period of August 1 to September 30, 2020

Council (as a whole)	<u>Food Provisions</u>	<u>Office Supplies</u>	<u>Office Equipment</u>	<u>Memberships, Association Fees</u>	<u>Promotion Costs</u>	<u>Public Relations</u>	<u>Blackberry Charges</u>	<u>Other Services</u>	<u>Total Expenses</u>
Previous Expenses	\$2,314.15	\$810.02	\$0.00	\$35,118.16	\$462.70	\$788.43	\$4,101.27	\$4,320.89	\$47,915.62
August - September Statement	\$299.09	\$226.70	\$0.00	\$0.00	\$61.06	\$2,020.44	\$1,168.89	\$0.00	\$3,776.18
<b>Total Expenses to Date</b>	<b>\$2,613.24</b>	<b>\$1,036.72</b>	<b>\$0.00</b>	<b>\$35,118.16</b>	<b>\$523.76</b>	<b>\$2,808.87</b>	<b>\$5,270.16</b>	<b>\$4,320.89</b>	<b>\$51,691.80</b>
<b>2020 Budget</b>	<b>\$7,000.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$38,850.00</b>	<b>\$3,000.00</b>	<b>\$7,000.00</b>	<b>\$7,983.00</b>	<b>\$7,500.00</b>	
Coffee, Juice, Creamers, Water, etc. (Meetings)	\$52.05								
Council Meetings	\$247.04								
Cell Phone Charges							\$1,168.89		
Office Supplies		\$226.70							
Street Level - Volume 1 & 2						\$550.00			
Grads banner for clock tower						\$1,470.44			

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

for the period of August 1 to September 30, 2020

Previous Expenses	\$2,442.24
August - September Statement	<u>\$0.00</u>
Total Expenses to Date	\$2,442.24
2020 Budget	<b>\$25,000.00</b>

Nothing to report for August - September statement

## STATEMENT OF EXPENSES - ELECTED OFFICIALS SOUVENIRS

for the period of August 1 to September 30, 2020

	<i>Mayor Clément</i>	<i>Councillor Bennett</i>	<i>Councillor Bergeron</i>	<i>Councillor Dupelle</i>	<i>Councillor Gardiner</i>	<i>Councillor Grant</i>
Minor Sports Associations						
Schools						
Service Clubs						
Tournaments/Curling Bonspiels						
Local Boards / Organizations						
Miscellaneous	\$61.06					
Community Events						
Visitors/Dignitaries						
	\$61.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<i>Councillor Hébert</i>	<i>Councillor Hollingsworth</i>	<i>Councillor MacDonald</i>	<i>Councillor McIntosh</i>	<i>Councillor Towndale</i>	
Minor Sports Associations						
Schools						
Service Clubs						
Tournaments/Curling Bonspiels						
Local Boards / Organizations						
Miscellaneous						
Community Events						
Visitors/Dignitaries						
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

Mayor Bernadette Clément	Police Services Board Honorarium	Car Allowance	Corporate Travel	Public Relations	Miscellaneous	Total Expenses	Souvenirs
Previous Expenses	\$2,041.69	\$1,066.65	\$0.00	\$157.02	\$0.00	\$1,223.67	\$462.70
August - September Statement	\$583.34	\$355.55	\$0.00	-\$50.00	\$0.00	\$305.55	\$61.06
Total Honorarium to Date	\$2,625.03						
Total Expenses to Date		\$1,422.20	\$0.00	\$107.02	\$0.00	\$1,529.22	\$523.76
2020 Budget	\$3,500.00	\$1,920.00	-----\$5,000.00-----				
Car Allowance (August - September 2020)		\$355.55					
<b>Cornwall Police Services Board</b>							
Honorarium (August - September 2020)	\$583.34						
Refund - Archbishop Pendergrast Retirement Appreciation Dinner				-\$50.00			

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

**Councillor Todd Bennett**

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

**Councillor Eric Bergeron**

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



## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

### Councillor Maurice Dupelle

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

### Councillor Syd Gardiner

	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$187.38	\$0.00	\$187.38	\$0.00
August - September Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses to Date</b>	<b>\$0.00</b>	<b>\$187.38</b>	<b>\$0.00</b>	<b>\$187.38</b>	<b>\$0.00</b>
2020 Budget	-----\$1,257.50-----				

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

### Councillor Glen Grant

	<u>Outside Agencies Honorarium</u>	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$1,750.00	\$0.00	\$0.00	\$12.20	\$12.20	\$0.00
August - September Statement	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses to Date</b>	<b>\$2,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12.20</b>	<b>\$12.20</b>	<b>\$0.00</b>
2020 Budget	<del>\$3,000.00</del>	<del>-----\$1,257.50-----</del>				

### Cornwall Police Services Board

Honorarium (August - September 2020)

\$500.00

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

### Councillor Carilyne Hébert

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

### Councillor Dean Hollingsworth

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

### Councillor Elaine MacDonald

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

**Councillor Claude McIntosh**

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

## STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of August 1 to September 30, 2020

**Councillor Justin Towndale**

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



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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-337-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: October 26, 2020  
Subject: Request for Proposal 20-P11 Engineering and Architectural Services for the New Fire Station Headquarters and Training Station

**Purpose**

To obtain architectural and engineering services for the design and tendering of the New Fire Station Headquarters and Training Station.

**Recommendation**

That RFP 20-P11 be awarded to J.L. Richards & Associates Limited, from Ottawa, Ontario, at the total bid price of \$667,163.30 (net cost to the Corporation - \$600,801.22) being the best Proposal meeting the specifications.

**Financial Implications**

The total estimated capital cost for the new Fire Station and Training area is \$8,700,000. Council has approved, through the 2019 and 2020 budgets, \$2,900,000 for each year. The remaining \$2,900,000 will be included in the 2021 Budget. The new Fire Station and Training area are included in the Long-Term Financial Plan. The project will be funded through financing and development charges.



## **Strategic Priority Implications**

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

## **Background / Discussion**

In 2019, the City undertook a study of possible sites suitable for the construction of a Fire Station in the North West quadrant of the City. The property at 735 Tollgate Road (North West corner of the Tollgate Road and Brookdale Avenue intersection) was selected as the most appropriate of the available locations which would meet the needs of the City's Fire Service. In December 2019, Council approved the purchase of this land to build its Fire Station.

At its July 13, 2020 meeting, Council approved the Terms of Reference for Request for Proposals (RFP) 20-P11 – Architectural and Engineering Services for the New Fire Station Headquarters and Training Centre.

The RFP was issued to retain a qualified Architectural and Engineering Consulting Firm to provide engineering services for the design, tendering and construction services for the new replacement Fire Station and Training Center at 735 Tollgate Road; a new, functional building that will suit the City's current and future needs. The scope of work to be completed by the Proponent includes: functional design study and space/needs analysis, schematic and detailed building design, interior design, preparation of tender specifications and contract documents, LEED certification, public and stakeholder consultation, construction supervision and administration, building commissioning and post-construction services.

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



The proposals were evaluated against the following Criteria:

- (1) Experience of Proponent
- (2) Experience and Qualification of Personnel Assigned to the Project
- (3) Understanding of Objectives, Schedule and Project Risks
- (4) Cost

The following Requests for Proposals were received and opened by Purchasing Services and evaluated by the Selection Committee:

**AECOM Canada Limited, Kitchener, Ontario**

Bid Price:	\$621,750.00
HST:	\$80,827.50
Total bid Price:	\$702,577.50

**Architecture 49 Incorporated, Cornwall, Ontario**

Bid Price:	\$984,207.00
HST:	\$127,946.91
Total bid Price:	\$1,112,153.91

**J.L. Richards & Associates Limited, Ottawa, Ontario**

Bid Price:	\$590,410.00
HST:	\$76,753.30
Total bid Price:	\$667,163.30

**Stantec Architecture Limited, Calgary, Alberta**

Bid Price:	\$746,146.00
HST:	\$96,998.98
Total bid Price:	\$843,144.98



**The Ventin Group Limited, Ottawa, Ontario**

Bid Price:	\$549,250.00
HST:	\$71,402.50
Total bid Price:	\$620,652.50

**Weston Williamson + Partners, Toronto, Ontario**

Bid Price:	\$822,015.00
HST:	\$106,861.95
Total bid Price:	\$928,876.95

Proposals were also received from Apex Technical Limited, IBI Group Architects (Canada) Incorporated, IDEA Incorporated, and Raimondo + Associates Architects Incorporated; however, they did not meet the minimum required score to be evaluated for pricing.



Document Title:	RFP 20-P11 Engineering and Architectural Services for the New Fire Station - 2020-337-Financial Services.docx
Attachments:	
Final Approval Date:	Oct 21, 2020

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

**Jeff Weber - Oct 20, 2020 - 1:54 PM**

**Tracey Bailey - Oct 20, 2020 - 8:01 PM**

**Maureen Adams - Oct 21, 2020 - 9:17 AM**



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

Department: Financial Services  
Division: Purchasing  
Report Number: 2020-338-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: October 26, 2020  
Subject: RFP Terms of Reference for Design and Construction Administration Services for the Municipal Works and Infrastructure Administration and Garage/Multi-use Buildings

**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 2020-338-Financial Services.

**Strategic Priority Implications**

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

## **Background / Discussion**

### *Project Overview*

RFP 20-P10 invites Proposals from qualified Multi-disciplinary Engineering Consulting firms and/or Architectural Consulting firms to provide architectural and engineering design services for the future Municipal Works and Infrastructure Administration Building and Garage/Multiuse Building to be located at 1225 Ontario Street. The scope of work to be completed by the Proponent includes: a functional design study and space/needs analysis, schematic and detailed building design, interior design, exterior site works, landscaping, preparation of tender specifications and contract documents, Leadership in Energy and Environmental Design (LEED) v4.1 Gold Level certification, public consultations, construction supervision and administration, building commissioning and post-construction services.

### *Background*

A Municipal Works (MW) Yard Redevelopment Environmental Assessment (EA) was completed in 2016 by AECOM Canada Consulting Engineers. The EA redevelopment schedule called for the construction of a new 1,200m<sup>2</sup> Administration Building to be constructed on or before 2027 in the vacant southwest corner of the yard. As part of an ongoing review of the plan, it was recommended that the construction of the new building be designed in 2020 and constructed in 2020 in order to accommodate the construction of other buildings within the yard, namely the new Garage/Multiuse Building.

The current Administration Building is a two-storey, 900m<sup>2</sup> structure constructed in 1964. It is proposed that the new Administration Building consist of a 1,200m<sup>2</sup> multi-level structure, with a design focus on operational efficiency, LEED principles as well as complying with current accessibility standards.

In an effort to minimize costs through economies of scale and ensure continuity in design, the detailed design of the Administration Building will be completed in conjunction with the design of the Garage/Multiuse building in 2021.

The 2016 EA redevelopment schedule called for the construction of a new MW Garage/Multiuse Building to be constructed on or before 2021. The new building will replace a number of existing structures within the MW yard, including the existing MW Garage, Facilities Division buildings (previously Public Properties Section), Roads Section buildings, Water Distribution and Sewer Collection Section buildings, Parks and Landscaping Section buildings, Traffic Shop and the

Tire Storage building. According to the building evaluations completed as part of the EA process, all of the structures indicated are in poor condition and have reached the end of their service life. The new Garage/Multiuse building will consist of a 3,000m<sup>2</sup> structure with a layout that focuses on effective space planning, LEED principles and the minimization of building and maintenance costs through the consolidation of amenities such as offices, washrooms and lunchrooms.

The approximate timetable for the RFP is as follows:

<b>Item</b>	<b>Date</b>
Issue of RFP	October 28, 2020
Mandatory Site Meeting	November 9, 2020
Deadline for Questions	November 17, 2020
Deadline for Submission	December 2, 2020
Award of RFP – Council Meeting	January 11, 2021
Project Commencement	January 18, 2021

Appendix A – Terms of Reference for RFP 20-P10 is attached to this report.

Document Title:	RFP Terms of Reference Administration Building Design - 2020-338-Financial Services.docx
Attachments:	- RFP Terms of Reference - Administration and Multiuse Building Design.pdf
Final Approval Date:	Oct 21, 2020

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

**Bill de Wit - Oct 20, 2020 - 4:06 PM**

**Tracey Bailey - Oct 20, 2020 - 8:11 PM**

**Maureen Adams - Oct 21, 2020 - 9:13 AM**

# THE CORPORATION OF THE CITY OF CORNWALL

## Request for Proposal 20-P10 *Design and Construction Administration Services for the Municipal Works and Infrastructure Administration and Garage/Multiuse Buildings*

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

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The City of Cornwall invites Proposals from qualified Multidisciplinary Consulting firms and/or architectural consulting firms to provide architectural and engineering design services for the future Municipal Works and Infrastructure Administration Building and Garage/Multiuse Building located at 1225 Ontario Street. The scope of work to be completed by the Proponent includes: a functional design study and space/needs analysis, a geotechnical investigation, schematic and detailed building design, interior design, preparation of tender specifications and contract documents, LEED v4.1 Gold Level certification, public consultations, construction supervision and administration, building commissioning and post-construction services.

## **1. BACKGROUND**

### **1.1. Project Background**

A Municipal Works (MW) Yard Redevelopment Environmental Assessment (EA) was completed in 2016 by AECOM Canada Consulting Engineers. The EA proposed a multiyear project to reconfigure and reconstruct all of the MW Yard facilities in order to meet the City's Municipal Works service requirements for the foreseeable fifty (50) year growth period.

In 2017, WSP Canada Inc was retained to prepare a Site Servicing and Grading Plan (Plan) for the redevelopment of the Municipal Works Yard. The Plan outlined a multi-year, multi-phase approach for the construction of new buildings and upgrades to infrastructure within the MW Yard in four (4) general phases. The Plan specified the location, building corner elevations and approximate envelope for each of the proposed structures within the yard. The Plan also

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includes sub-surface utility (storm, sanitary, watermain, gas, electrical, network) tie-in locations and elevations.

In 2018, the first phase of utility relocations within the Municipal Works Yard took place. A portion of the Municipal Works Yard was formerly a roadway (Ontario Street), and as a result, an overhead pole line extended from Twelfth St. northerly to Lemay Street. In 2018, an underground utility trench was constructed along Twelfth Street and St Michel Ave, and a new overhead pole line was constructed along the new extension of Lemay St. The underground utility trench includes designated conduits for Bell, Cogeco, Rogers and Cornwall Electric. As part of the first phase of utility relocations, the individual utility companies relocated a portion of their infrastructure to the newly constructed utility trench and pole line. The southern half of the pole line along the former Ontario Street was left in place in 2018, in order to provide continuous service to the existing buildings in the MW Yard. During the second phase of redevelopment the removal of the remaining portion of the pole line will be required in order to accommodate the proposed Garage/Multiuse building. Consideration must be given to any temporary power supply requirements to existing buildings.

In 2019, a new parking lot was constructed on Twelfth Street, directly across the street from the location of the proposed Administration building. The new parking lot is for the personal vehicles of all Municipal Works and Infrastructure Planning department staff only. As part of the design process for Phase 2, a review of parking requirements for all City owned vehicles which typically park in the vicinity of the existing administration and various MW section buildings is required. In addition, a new visitor parking area directly adjacent to the proposed administration building is also required.

In 2019, construction of the first phase of redevelopment of the MW Yard commenced; the work is scheduled for completion by the end of 2020. The scope of work included in the first phase of redevelopment included the construction of

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a new staff parking lot, noise barrier wall along the west property boundary, a salt storage facility, as well as a utility compound area which includes a standby power system and designated electrical and communications buildings for the distribution of power and networking services for all future buildings within the MW Yard. Construction of Phase I in 2019 also included the installation of a new water network complete with servicing tie-ins to each of the proposed buildings, natural gas network, and internal storm and sanitary sewer networks designed with the capacity to service all facilities within the MW Yard.

As part of the design process for the first phase of development, a Noise Impact Assessment was completed. The result of the assessment determined that a noise barrier wall would be required along both the east and west property boundaries, as well as the east section of the southern property boundary. It was determined that the construction of a noise barrier wall along the various property boundaries would be necessary in order to minimize impacts to local residents, as the area surrounding the MW Yard is zoned residential. As indicated above, the installation of the noise barrier wall along the western property boundary is included in the scope of construction for the first phase of development and is scheduled for installation by the end of 2020.

The second phase of redevelopment within the MW Yard calls for the construction of a new Administration building in the vacant south west quadrant of the MW Yard, complete with a visitor parking area. In addition, as part of an on-going review of the MW Yard Redevelopment Plan, it was noted that additional greenspace may be obtained in both the southeast and southwest quadrants of the MW Yard. A review of this consideration will be included as part of the design process. Also included in the second phase of redevelopment is a new Garage/Multiuse building and the demolition of existing buildings in the south east quadrant of the MW Yard. Due to site constraints, the east portion of the Garage/Multiuse building cannot be constructed until the existing



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administration and traffic buildings have been demolished. As part of the design process, a significant amount of consideration must be given to construction phasing and timelines, as the continuous operation of all facilities within the MW Yard during construction is required.

The MW Yard Redevelopment Plan and phasing schedule has continued to evolve as the needs of the individual departments within the Municipal Works Division change. Within the EA, the Public Properties (now Facilities) section buildings (2A-2E) were located in the south east quadrant of the MW Yard. In recent years, the Facilities section has relocated to Optimist Park, and the Parks and Landscaping section now occupies the former Facilities section buildings. As a result of departmental changes/needs in conjunction with a review of the MW Yard Redevelopment Plan, it has been determined that the proposed “Optimist Park Equipment Storage Building E” will no longer include office/working spaces for the Parks and Landscaping section and that the proposed building will be for storage purposes only. The office/workspaces for both the Facilities and Parks and Landscaping sections are to be included in the Garage/Multiuse building.

Additionally, the Stores building section indicated in the EA has been removed and is no longer included as part of the MW Yard redevelopment; the building section is not included in the Site Servicing and Grading Plan (Plan) prepared by WSP. The Plan indicates that there are multiple sub-phases within the second phase of redevelopment, with the construction of the administration building and west half of the garage/multiuse building occurring in a single phase and the east half of the building taking place in the next phase. It has been determined that it is in the best interest of the Corporation to construct the entire garage/multiuse building in a single phase, following the construction of the new administration building. Proponents are advised that the project is to be considered a multi-year construction project.

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The design component of each phase of redevelopment shall include a review of both the work proposed in the current phase, as well as the entire MW Yard Redevelopment Plan as a whole. The Proponent will be responsible for evaluating the Plan and proposed sequencing for construction and providing recommendations for optimization or changes that may be of benefit to the Corporation.

## 1.2. Design Considerations

### 1.2.1. *Administration Building Design – Phase IIA*

Following the completion of the Site Servicing and Grading Plan of the Municipal Works Yard, it was determined that it would be necessary to replace the existing Administration Building in the second phase of development in order to facilitate the construction of other buildings within the MW Yard. As identified in the EA, the existing fifty-six year old Administration Building is substandard, extremely energy inefficient and has insufficient office space for the number of employees working within the building. It is proposed that the new Administration Building consist of a 1,200 square meter multi-level structure, with a design focus on operational efficiency and accessibility between the various buildings within the MW Yard.

The EA redevelopment schedule called for the construction of a new LEED v4.1 Gold Level certified Administration Building to be constructed on or before 2027 in the vacant southwest corner of the yard. As part of an ongoing review of the plan, it was recommended that the construction of the new building be designed in 2020 and constructed in 2021 in order to accommodate the construction of other buildings within the yard, namely the new Garage/Multiuse Building. It was proposed that the new Administration Building be designed to accommodate Infrastructure & Municipal Works administrative staff, training rooms, meeting rooms, lunch rooms, storage areas, offices and public spaces. As part of the Functional Design Study, included in the pre-design phase of the project, the

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Proponent will be responsible for reviewing the individual requirements of the various departmental staff and determining the optimal size and layout requirements for the various spaces within the building.

The current Administration Building is a two-storey, 900m<sup>2</sup> structure constructed in 1964. The existing building has insufficient office space for the current number of employees working within the building. The EA suggested that the new administration building have the capacity for a future occupancy load of 60 employees, in comparison to the current occupancy load of 33 employees. The AECOM EA suggested that the Administration Building be located separately from the Garage/Multiuse building in an effort to minimize the noise and disruption generated by the activities and varied work hours of Municipal Works staff. However, in order to ensure operational efficiency, the proposed buildings must be designed in a way that focuses on accessibility and ease of traffic flow between the two buildings.

As per the Site Servicing and Grading Plan prepared by WSP, the proposed Administration building is to be serviced with water and sewer via the existing infrastructure located on Twelfth Street East. The Proponent will be responsible for ensuring that there are no conflicts with servicing tie-ins. Alternatively, municipal services could be brought to the building via the municipal infrastructure installed in 2019, however this option is considered less desirable due to the length of services required to tie into the new water/sewer mains. Electrical, communications and natural gas servicing, are to be brought to the new Administration building via the new infrastructure/services installed in 2019 and as indicated in the WSP Site Servicing and Grading Plan. As part of the utility compound design for the MW Yard, a 200A-3P panel dedicated for future electrical servicing of the new Administration building was installed in 2020. For additional information regarding servicing and tie-ins, refer to the 19-T40 – *Municipal Works Salt Storage Facility Construction and Phase I Yard*

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*Redevelopment (IFC)* drawing set, included in Section 1.3 – *Available Documents*. The Proponent will also be responsible for finalizing the Site Servicing and Grading Plan requirements indicated in the Plan under Phases 2A through 3 of Redevelopment and incorporating the various components into the detailed design documents.

Phase IIA of the project also includes a number of exterior site works, including dedicated parking areas for City vehicles, storm network upgrades and the design of a visitor parking lot adjacent to the new Administration Building. The detailed design of the visitor parking lot shall include all lighting, landscaping and accessibility requirements. An automated gate system at the entrance to the MW Yard from Ontario St. is also included in the scope of work. It is anticipated that the automated gate system will be located immediately North of the entrance to the visitor parking lot of the Administration Building. Phase IIA of the project also includes landscaping design, as well as the design of outdoor eating areas for staff, complete with covered canopies.

#### *1.2.2. Garage/Multiuse Building Design & Demolition Works – Phase IIB*

The 2016 EA redevelopment schedule called for the construction of a new MW Garage/Multiuse Building to be constructed on or before 2021. The new building will replace a number of existing structures within the MW yard, including the existing MW Garage, Public Property (now called Facilities) Section buildings, Roads Section buildings, Water Distribution and Sewer Collection Section buildings, Traffic Shop and the Tire Storage building. Accordingly, it is proposed that the new combined Garage/Multiuse Building consist of a 4,000 square meter LEED v4.1 Gold Level certified structure with a layout that focuses on effective space planning and minimizes building and maintenance costs through the consolidation of amenities such as offices and lunchrooms.

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The second phase (Phase IIB) of the project will involve demolition of the existing administration building, as well as the various buildings/structures that are to be replaced by the new Garage/Multiuse building – with the exception of the existing MW Garage and the Water/Sewer building. The Proponent is responsible for providing a recommendation for proposed future uses of the existing Water/Sewer Shop and MW Garage buildings, until future phases of redevelopment. The phasing of construction and demolition activities must include consideration of any necessary temporary measures (relocating offices/workspaces, etc.) to ensure continuity of Municipal Works day-to-day operations. The demolition of the existing Administration building is not scheduled to occur until the new Administration building is constructed and all staff have been relocated. The Proponent is responsible for working with the Corporation to determine all temporary phasing requirements and for incorporating them into the design drawings and tender documents.

As per the Site Servicing and Grading Plan prepared by WSP, the proposed Garage/Multiuse building is to be serviced with water, storm/sanitary sewers, electrical, natural gas and communications via the new infrastructure installed in 2019. As part of the utility compound design for the MW Yard, a 100A-3P panel and a 200A-3P panel were installed in 2020 for future electrical servicing of the new Garage/Multiuse building. For additional information regarding servicing and tie-ins, refer to the 19-T40 – *Municipal Works Salt Storage Facility Construction and Phase I Yard Redevelopment (IFC)* drawing set, included in Section 1.3 – *Available Documents*.

Phase IIB of the project also includes exterior site works, servicing and grading in the southern half of the MW Yard. Exterior site works include upgrades to the storm sewer network as indicated in Phase 2B and Phase 3 of the Site Servicing and Grading Plan prepared by WSP. In addition, the installation of the noise barrier wall (NBW) system along the southeast and east property boundaries is

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also included in the scope of work. Based on the geotechnical investigations previously completed in the MW Yard, poor soil conditions are anticipated, and the design of a strip footing foundation for the NBW system will likely be required.

### 1.3. Available Documents

The following drawings and reports are available for review using the link for supporting documents: <https://bit.ly/2SpcoKR>

- Municipal Works Yard Redevelopment Environmental Assessment – *AECOM Consulting Engineers*
- Draft\* Cornwall Municipal Works Yard Redevelopment Servicing and Stormwater Management Design Report – *WSP Canada Inc.*
- Limited Geotechnical Investigation – Proposed Municipal Salt Storage Facility Building – *Morey Associates Ltd.*
- Additional Geotechnical Information – Proposed Municipal Salt Storage Facility Building – *Morey Associates Ltd.*
- Cornwall Municipal Works Noise Wall Geotechnical Subsurface Investigation Report No. 17C234 – *St. Lawrence Testing and Inspection Co. Ltd.*
- Noise Impact Assessment – City of Cornwall Municipal Works Yard – *WSP Canada Inc.*
- Draft\* Standby Power System Assessment – City of Cornwall Municipal Works Yard – *WSP Canada Inc.*
- 19-T40 – Municipal Works Salt Storage Facility Construction and Phase I Yard Redevelopment (IFC)

*\*Please note that the final version of this document will be provided to the successful proponent; the report is currently in the final stages of review.*

## **2. ENGINEERING AND ARCHITECTURAL DESIGN SERVICES**

The successful Proponent shall complete the following tasks related to the design of the new Administration and Garage/Multiuse Buildings within the Municipal Works Yard.

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## 2.1. Review of Existing Information

- Review all available existing drawings, reports, etc. related to the project and project area included in the link to supporting documents and summarized in Section 1.3 – *Available Documents*.
- All dimensions, condition grades, materials, equipment, elevations, etc. as described in As-Built Drawings, Service Location Sheets, reports, etc. must be verified; the Proponent shall confirm that all information used in the design is correct. The Corporation of the City of Cornwall is not responsible for any errors or omissions in the information provided to the successful Proponent. The successful Proponent is responsible for the verification of all existing documentation and shall take responsibility for all existing information.
- Carry out additional field inspections and subsurface investigations as required to assess existing conditions and to supplement the available information.
- Prior to commencing the design, the successful Proponent shall complete a pre-construction photo survey for record purposes which shall include but not be limited to: roadways, sidewalks, driveways, retaining walls, handrails, vegetation, trees, entrances, steps, porches, foundations, buildings, dwellings, pumping stations, equipment, etc. Photos shall be taken during a time that weather will not impact the photos. The pre-construction photo survey shall accurately indicate the condition of all pre-existing features. The pre-construction photo survey shall be provided to the Corporation upon completion for record purposes.
- Review the Environmental Assessment for the Municipal Works Yard Redevelopment and advise of any additional requirements that will need to be satisfied prior to commencing the next phase of redevelopment.

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## 2.2. Topographic Survey Coordination

- The Proponent is responsible for coordinating directly with an Ontario Land Surveyor retained by the Corporation for the completion of a topographic survey of the project area. The Proponent shall advise the OLS of specific survey requirements, and/or if additional information is required following the completion of the original survey. The Proponent shall review the provided topographic survey and confirm that all necessary information has been included.
- The Proponent shall be responsible for coordinating with utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, etc.) to confirm the location of all utility plants. Additionally, the Proponent shall coordinate with the OLS in conjunction with the utility companies in order to obtain survey information for utility owned buried infrastructure. The Proponent shall be responsible for adding the existing utilities to all relevant design drawings.
- The survey will be provided to the successful Proponent in the NAD83 coordinate system in an AutoCad format, consisting of points.
- The Proponent shall prepare the base plans using the survey information provided; however, the Proponent shall be responsible for verifying the accuracy of the information provided.
- The Proponent shall coordinate directly with the OLS throughout the duration of the project, as required.

## 2.3. Geotechnical Services Coordination

- The Proponent is responsible for coordinating directly with a Geotechnical Consultant retained by the Corporation for the completion of a detailed geotechnical investigation of the project area.
- The Proponent shall coordinate with the Geotechnical Consultant to determine the recommended location, quantity and depth of boreholes, pavement cores, rock cores, granular samples, etc. required to properly



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characterize the nature of existing fill materials within the extents of the project area.

- The Proponent shall circulate the detailed design drawings to the Geotechnical Consultant for review and commentary at all design milestones (30%, 60%, 90%, 100%, Issued for Tender, Issued for Construction, etc.). The Geotechnical Consultant shall provide commentary to the Proponent on the design drawings as required and highlight any geotechnical considerations.
- Continually coordinate with the Geotechnical Consultant during the design process; confirm/verify the design meets the recommendations provided in the geotechnical report(s).

#### 2.4. Utility Coordination

- Identify each of the utility companies located within the project area.
- Coordinate with all relevant utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, etc.).
- Collect all available Utility Plant As-Built Drawings from the relevant utility companies.
- Confirm location of all utility plants and prepare a Composite Utility Plan (CUP). Both existing utilities and any proposed relocations must be shown on all relevant design drawings.
- All communications with utility companies shall be carefully documented throughout the design phase and included in the Final Design Report; all documentation/correspondence compiled throughout the construction phase must be submitted to the City with the Post-Construction document package.
- Conduct Utility Coordination Meetings, with utility companies as needed, at the City of Cornwall's Infrastructure & Municipal Works office, located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1. Additionally, coordinate

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any required field visits necessary to confirm that proposed utility relocations meet the requirements of all utility companies involved.

- The Proponent shall coordinate with each of the respective utility companies to determine the extent of utility daylighting required to provide an accurate representation of the type/location/elevations of buried infrastructure within the corridor. The Proponent is responsible for arranging any daylighting of utilities, as required. Invoices will be paid directly by the Corporation.
- Complete QA/QC review of As-Built information, design information, etc. provided by the utility companies. Complete any necessary field review/verification as required.
- Identify any utility conflicts within the proposed work area and coordinate any required utility relocation with each respective utility company. If required, complete the design of any required utility relocations, temporary or permanent supports, etc.
- The Proponent shall act as Lead Coordinator for the rerouting of utilities within the Municipal Works Yard. The Proponent shall verify that the proposed relocations and/or extension of the network meet the requirements/needs of each of the respective utility companies.
- The Proponent shall make certain that any utility requirements/future servicing connections are included in the detailed design.
- The Proponent is responsible for including any utility requirements in the detailed design drawings and tender specifications.
- Continually consult with utility companies throughout the design process; confirm that each of the utilities have a thorough understanding of the project scope and that the proposed design meets utility company minimum standards/clearances for both overhead transmission lines and buried infrastructure.

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- Act as liaison between the various utility companies, as needed, to make certain that the proposed relocations meet the requirements/needs of each of the respective utility companies.
  - Provide the City with a detailed schedule for completion of the utility companies portion of the work, including scheduling and phasing for each utility companies work. Where required, provide a timeline for the completion of utility works within the construction schedule and coordinate with each of the respective utility companies to verify the accuracy of proposed timelines.
  - Verify that utility relocations do not conflict with any proposed future phases of development within the MW Yard.
  - Review cost estimates submitted by utility companies for any relocations, temporary supports, servicing, etc.; verify that proposed relocation solutions are the most economically feasible option available.
  - Continually coordinate and monitor all work to be completed by utility companies for the duration of the project.
  - The Corporation will not consider delays to the Proponent's schedule as a result of utility company delays. The Proponent shall coordinate and secure any necessary information, approvals, etc. from the utility companies such that the design and construction phases of the project remain on schedule.
  - Continually coordinate with utility companies throughout the design process to make certain that the design meets the requirements and minimum standards of each of the respective utility companies.

## 2.5. Design Services

Complete the detailed design for the Administration and Garage/Multiuse Buildings as described herein. The Proponent shall prepare a separate tender package for each phase of redevelopment (Phase 2A –

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Administration Building and Phase 2B – Garage/Multiuse Building Construction and Demolition Works).

*2.5.1. General Design Services*

- Prepare detailed design drawings and construction specifications for the proposed building construction and demolition works.
- Prepare and update construction cost estimates as the design progresses.
- Detailed Design Drawings shall be submitted to the City of Cornwall for review at the following stages for each phase of redevelopment:
  - 30% Design (PDF, CAD)
  - 60% Design (PDF, CAD)
  - 90% Design (PDF, CAD)
  - 100% Design (PDF, CAD)
  - Issued for Tender (PDF, CAD)
  - Issued for Construction (PDF, CAD)
  - As-Built (PDF, CAD)
- Specifications shall be submitted to the City of Cornwall for review at the following stages:
  - 60% Design (PDF, Word)
  - 90% Design (PDF, Word)
  - 100% Design (PDF, Word)
  - Issued for Tender (PDF, Word)
  - Issued for Construction (PDF, Word)
- Cost estimates for each phase of redevelopment shall be provided to the City of Cornwall for review at the following stages:
  - 30% Design (PDF, Excel)
  - 60% Design (PDF, Excel)
  - 90% Design (PDF, Excel)
  - 100% Design (PDF, Excel)

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- Issued for Tender (PDF, Excel)
  - Issued for Construction (PDF, Excel)
  - Construction specifications shall be completed in City of Cornwall/NMS standard templates.
  - The City shall be responsible for the printing of all “Issued for Tender” and “Issued for Construction” drawing sets and contract specifications.
  - All “Draft” and “Final” submission described herein shall be reviewed by City staff.
  - All drawings, specifications, reports, memorandums, etc. must be signed and stamped by a Professional Engineer licensed in the Province of Ontario and/or a registered Architect licensed in the Province of Ontario.
  - Specifications shall be prepared based on NMS and City of Cornwall standards. The Proponent shall complete the Form of Tender (Schedule of Unit Prices) to be included in the tender document. The tender shall be prepared as an OPS unit rate contract.
  - Tender specifications shall comply with the City’s Purchasing Policy.
  - All design drawings shall be prepared in accordance with the City of Cornwall, MECP, OPS, and RRCA standards.
  - The Proponent shall prepare Construction Phasing and Sequencing Drawings as necessary.
  - All design drawings shall include property limits, easements, municipal services, roadway, ditches, sidewalks, driveways, culverts, utilities both above and below ground, dwellings, structures, entrances, pavement markings, traffic signs, trees/vegetations, etc.
  - The Proponent shall prepare an Erosion and Sediment Control Plan drawings as required.
  - The Proponent shall prepare a Composite Utility Plan (CUP) and any necessary utility relocation plans.

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- Review all available drawings, specifications, reports, etc. pertaining to the project. The Proponent shall conduct site visits as required to confirm accuracy of the information provided. Any costs associated with redesign work as a result of a failure to review available documents or conduct necessary site visits will not be paid by the Corporation.
  - The Proponent shall continually monitor and effectively control project costs so that the project remains within budget.

#### *2.5.2. LEED Certification*

The Proponent shall be advised that all work associated with LEED components and certification in the Detailed Design through the Building Commissioning Phase is subject to approval, and not guaranteed.

Following the completion of the Predesign and Schematic Design Phases, the Proponent will be advised as to whether or not the Corporation will be proceeding with all LEED components of the project in the remaining phases of the project.

The decision to proceed with LEED is at the discretion of the Corporation. In the event that the Corporation elects to remove LEED associated works from the scope of the Request for Proposal, it shall not constitute a basis for claims, damages or anticipated profits for the amount that may be dispensed with in part or in full. *Please note that where an asterisk (\*) is indicated beside LEED throughout the Request for Proposal, the Proponent is to be reminded that the work is provisional.*

- Following the completion of the Schematic Design Phase, the Corporation will review the preliminary designs, estimates and LEED options.
- The Proponent shall compile a list of recommended LEED credits, based on the assumption that the Corporation is pursuing LEED v4.1 Gold level certification.

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- Additional requirements relating to LEED certification and commissioning are specified throughout each of the individual building design phases.

#### *2.5.3. Quality Assurance and Quality Control (QA/QC)*

- The Proponent shall conduct a QA/QC review of all “Draft” and “Final” submissions as described herein. The Proponent shall be fully responsible for the QA/QC of all project deliverables including any Sub-Proponents.
- The QA/QC of all project deliverables shall be completed by a Senior Engineer with a minimum of ten (10) years experience on projects of a similar scope. The QA/QC Engineer shall not be directly involved in any other facets of the project.
- The Proponent shall include a detailed description of the QA/QC process to be conducted in accordance with the terms of the RFP, including a QA/QC process for the work to be completed by all Sub-Proponents.
- A QA/QC review shall be conducted for all “Draft” and “Final” drawings, specifications, reports, memorandums, etc. At a minimum, QA/QC reviews shall be conducted at the following stages: 60%, 90%, 100%, Issued for Tender and Issued for Construction.
- The Corporation reserves the right to audit the Proponent’s QA/QC practices. The Corporation may request clarification and/or request additional information from the Proponent to verify that the QA/QC requirements described herein are adhered to.
- The Proponent shall maintain a detailed log where all QA/QC comments are documented. The Proponent shall provide a copy of the logs with each submission (30%, 60%, 90%, 100%, IFT, IFC) to the City.
- The Proponent shall be responsible for the coordination, review, etc. of any work completed by a Sub-Proponent. The Proponent shall be responsible for the completion of QA/QC reviews of all work produced by any Sub-Proponent(s).

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#### 2.5.4. *Pre-Design*

- Review the existing Servicing and Stormwater Management Report prepared by WSP to determine whether it is feasible to include additional greenspace in the Municipal Works yard. It is proposed that the 4,800m<sup>2</sup> area (60m North by 80m East) in the southwest quadrant of the yard be reconfigured to allow for additional greenspace in the vicinity of the proposed administration building. It is also proposed that the 2,400m<sup>2</sup> area (120m East by 20m North) in the southeast quadrant of the MW Yard be converted into greenspace as well. At minimum, the review shall consider all associated impacts to the MW Yard that will result from converting the areas into greenspace, including impacts to turning radii for vehicles in nearby paths of travel, parking options for City vehicles and stormwater runoff.
- The Proponent shall complete a detailed Functional Design Study (FDS) for both the Administration and Garage/Multiuse Buildings, which shall include but not be limited to the following:
  - Identification of the current site and space deficiencies, layout capacity needs, areas for improved service delivery, safety and functionality.
  - Review the current offices/workspaces in operation; the review shall include a comprehensive analysis of the various types workspaces (i.e. carpentry shop, welding area, etc.) and the individual requirements of each of the workspaces. The 2016 EA includes a general overview of the types of workspaces/sections included within each building.
  - The existing buildings to be reviewed include the following:
    - Administration Building
    - Water/Sewer Building;
    - Roads Section Buildings;



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- Facilities (formerly Public Property) Buildings at Optimist Park;
  - Parks and Landscaping Buildings;
  - Garage;
  - Traffic Building;
  - Old Water/Sewer Building (currently used for storage purposes)
- Consult with the Corporation and various stakeholders regarding individual needs and departmental requirements.
  - Identify the various functional components, adjacency requirements, security needs, circulation, flow of operations and individual area requirements. Review and address adjacency requirements of departments; consider the needs and working relationships of all internal departments, communication and interaction requirements, acoustics, security and public access needs.
  - Determine the demand for common use spaces within each of the proposed buildings – i.e. conference rooms, reception, lunch rooms, washrooms and showers, waiting, storage and display areas, outdoor sitting areas, etc. Common spaces could be rooms, work areas or other forms of space for all/several units within the organization. Convert the demand into a list of shared spaces with defined user requirements for each.
  - Speak with staff and encourage them to raise any issues, requests and suggestions of anything that requires correctional measures.
  - Prepare an analysis of the space/needs to determine the optimum size and features of the new buildings, including consideration of the long-term space needs. Within the space needs analysis, both functional and spatial standards shall be considered. Functional requirements shall include workspace layout, size of personal workspaces/surface area, furniture, workspace storage, shared

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equipment and social spaces. Spatial standards developed shall consider minimum space allocation for staff and serve to establish guidelines and procedures for equitable distribution of space. Space and design allocations should be based on the functions carried out and the amount of time spent in the space.

- Consider any equipment items that may influence the overall space and any potential demands generated by equipment. Include any equipment requirements that may affect the building and its systems and consequently workflow and productivity levels within the organization, as well as provisions needed to accommodate the works of these equipment items.
- Prepare a Furnishings, Fixtures and Equipment (FFE) brief that outlines all equipment and furnishings to be transported from the existing buildings for reuse, as well as a verified list of items to be purchased by the Corporation. A draft of the FFE brief shall be submitted to the Corporation for review and approval. Additionally, the brief shall include the performance specifications for all new FFE, communications, security and signage. The Proponent shall assist the Corporation with the evaluation and procurement of all equipment and furnishings.
- Coordinate with the Corporation's ITT Department to determine network/communication needs for the next ten (10) years.
- Coordinate with the Division Manager of Facilities to determine building automation system requirements, among other building system needs/recommendations.
- Complete a review of Intelligent Building Management Systems and feasibility of integration for this project.
- Optimize the location/footprint of the proposed buildings within the Municipal Works Yard.
- Prepare Predesign Report that compiles the findings of the Functional Design Study, and any recommendations therein. Additionally, the report

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should identify any potential challenges and propose possible solutions for any concerns identified.

#### *2.5.5. Schematic Building Design*

- Based on the information provided in the functional design study, geotechnical investigation and background information provided, prepare a minimum of three (3) design concepts for review and approval for each of the proposed buildings.
- Prior to preparing the schematic design options, the Proponent shall be responsible for compiling an initial collection of architectural style and interior design options for review and comment. The collection shall include samples of interior/exterior finishes and layouts that have been utilized in other municipal or commercial buildings with success. Additionally, examples of LEED credits should be included.
- The three (3) design concepts for each of the proposed buildings shall illustrate the layout and character of the building and indicate how the functional design requirements are included in the proposal. Additionally, each design concept shall include:
  - Spatial relationship and interior circulation diagrams.
  - Typical building sections.
  - Principal floor plans.
  - Preliminary landscape plan.
  - Primary target LEED credits and options.
  - Enhanced accessibility options including wayfinding elements.
- The design concepts shall be presented in both plan view and three-dimensional (3D) modelling layouts, and in digital and PDF formats. The 3D model presented shall include both 360 degree views of the exterior of the building and surrounding areas, as well as a 3D rendered walkthrough of the interior spaces.

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- Each of the three (3) design concepts shall be accompanied by a Design report that includes, at a minimum, the following elements:
    - Adaptability Considerations – Illustrate how the proposed building layout can adapt to future needs and/or space requirements.
    - Identify any enhanced accessibility features included in the proposed concept.
    - A Class ‘D’ Cost Estimate.
    - A Strength Weakness Opportunities Threats (SWOT) analysis of each option that includes an examination of costs, accessibility and adaptability considerations.
    - Foundation options based on geotechnical and structural design recommendations. Include a review of basement vs. slab foundations.
    - Proposed LEED Certification Level – Discuss options that are common to all three design concepts and those that are unique to each specific design; indicate why specific credits are proposed, and the long-term benefits of each (include both economical considerations as well as benefits to the environment and community). Include a summary that illustrates any advantages of LEED options over standard building systems/technologies and proven reliability of the proposed systems.

#### *2.5.6. Detailed Building Design*

- The detailed design phase involves the preparation of a final design concept for the proposed Administration and Garage/Multiuse Buildings, visitor parking area and surrounding greenspace based on one of the three options provided in the schematic design phase, or a combination thereof. This phase shall include the detailed design of all facets of the proposed

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buildings and surrounding areas, including but not limited to: architectural, structural design, servicing requirements, mechanical systems, communications systems, security systems, Heating Ventilation and Air Conditioning (HVAC) systems (including separate controls for each individual space and a non-proprietary building automation system), electrical systems, fire protection and interior design. Additionally, the detailed design phase includes the following components:

- Concept submissions at the 30%, 60%, 90% and 100% design phase for review and comment. The 30% and 60% submissions must include physical samples for proposed building finishes (both interior and exterior).
- Prepare a Class 'C' Cost Estimate at the 60% Design Stage for review.
- Prepare a proposed LEED\* Scorecard for review at the 60% Design Stage. The scorecard must identify the credits/points that are being targeted, those which will not be considered and those which should be discussed further prior to finalizing all LEED\* considerations. At the 90% design stage, a final proposed LEED\* Scorecard shall be submitted for review and approval.
- The preparation and submission of all necessary permits and applications and approvals, including, but not limited to: site plan application package and building permits. All permit fees shall be paid by the Corporation.
- Tender specifications shall be provided at the 60% design phase for review and comment by the Corporation. Additional information on tender specification requirements is available in Section 2.6 - *Tendering Services*.
- Prepare a Class 'A' Cost Estimate at the 100% Design Stage. The estimate shall incorporate all identifiable components (including LEED\* elements, interior furnishings, exterior elements, etc.) for Phase IIA and Phase IIB of Redevelopment.
- Prepare a facility lifecycle cost analysis that evaluates the proposed mechanical, HVAC, electrical, communication systems, proposed LEED\* credit recommendations, among others. The analysis must be thorough

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enough to confirm that the initial vs. maintenance costs are considered and that the comparative merits of alternative options are discussed and evaluated. The analysis must also include a recommendation of preferred options from the Proponent, as well as any value engineering or cost reduction strategies.

- Prepare all documentation required for the LEED\* registration and certification process, and act as LEED Coordinator during both the design and construction phases of the project.

#### *2.5.7. Landscaping*

A detailed Landscaping Plan for Phase IIA and Phase IIB works is required; the Plans shall include a detailed landscape design, restoration requirements, tree planting, etc.

- As part of the design process, the Proponent shall prepare two (2) landscaping design options for each phase of redevelopment, complete with cost estimates. The options shall be included in the Final Design Report.
- Following the selection of the preferred landscaping design option, the Proponent shall prepare a detailed Landscaping Plan for the area surrounding the Administration and Garage/Multiuse Buildings. The landscaping plan shall include accessible outdoor eating areas (complete with covered canopies) for City staff.
- The Proponent shall consult with the City's Parks and Landscaping Department regarding species selection and preferred options for tree and shrubbery selection.
- The landscaping plan shall consider alternatives to sod, where possible, and include as many natural features as possible.
- Complete a Tree Inventory for any trees which could be impacted by the proposed construction; the Proponent shall preserve as many trees as

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possible. All trees removed shall be replaced in accordance with the City's Tree Planting Policy.

- The detailed design drawings shall clearly identify which trees are to be removed, protected, transplanted, replaced, remain, etc.

#### *2.5.8. Demolition and Temporary Phasing Requirements*

- The Proponent shall prepare a detailed demolition plan as part of Phase IIB of Redevelopment. The demolition plan shall include the removal of the existing Administration Building as well as buildings being replaced by the proposed Garage/Multiuse Building.
- The Proponent shall coordinate directly with the Consultant retained by the Corporation for the completion of a Designated Substances Study of the buildings to be demolished. The Proponent shall include any demolition/phasing recommendations from the Consultant into the proposed demolition plan. Based on the information currently available, it is anticipated that designated substances are present in the existing Administration Building.
- Complete a detailed review of offices/workspaces and exterior spaces that will be impacted during demolition and/or construction. The Proponent shall identify any temporary conditions necessary as the continuous operation of all facilities within the Municipal Works Yard is required.
- Complete a review of parking spaces available/required for all City vehicles that are currently parked within the MW Yard and prepare a temporary parking plan. In future phases of redevelopment, designated covered parking areas are to be constructed; however, the Proponent is responsible for ensuring that adequate parking areas are specified in the interim.
- Include all temporary requirements in the design of both Phase IIA and Phase IIB of the work. It is anticipated that some temporary works will be necessary; however, the Proponent is responsible for optimizing the

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construction and phasing plan; temporary requirements are to be kept to a minimum.

- Complete a review of the existing MW Garage (Building 5A-5C, as per the AECOM EA) and Water/Sewer Building (Building 10) and provide a recommendation for potential future uses of the structures following the construction of the new Garage/Multiuse Building.

#### *2.5.9. Exterior Site Works*

- Complete a detailed review of *Phases 2A, 2B and 3 Site Plan Grading and Services* drawings included in the Site Servicing and Grading Plan prepared by WSP. Site grading and servicing requirements indicated in the southern half of the Municipal Works Yard shall be included in the scope of work for Phase IIA and Phase IIB of Redevelopment. The Proponent is responsible for updating the drawings as required, based on any changes to the building footprint and/or surrounding areas during the detailed design of the Administration and Garage/Multiuse Buildings.
- Complete the detailed design of the proposed Visitor Parking Lot, located east of the proposed Administration Building. The design shall include lighting requirements, drainage and grading plan, and an assessment of accessibility options/requirements.
- Phase IIA shall include the installation of an automated gate system, located just north of the entrance to the visitor parking lot. The gate system shall have the ability to be operated remotely from the new Administration, as well as via RFID tag readers. The City currently uses an RFID tag reading system at the Snow Management Facility. The Proponent shall confirm that the RFID system for the automated gate system are compatible with the existing system and that a single tag can be used for both gate systems.



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- Phase IIB shall include a review of exterior lighting requirements in the southern half of the Municipal Works Yard and prepare a corresponding detailed lighting plan.
  - Complete the detailed design of the proposed noise barrier wall (NBW) system to be located along both the southeastern and eastern property boundaries. The Proponent shall assume that a strip footing foundation (or equivalent) will be required to support the proposed NBW as a result of poor soil conditions in the area. For additional information on soil conditions refer to the geotechnical reports included in Section 1.3 – *Available Documents*.
    - The noise barrier wall system shall be the same type/style of wall system constructed along the western property boundary in Phase I of redevelopment.
    - Continuously coordinate with the Geotechnical Consultant to verify footing requirements for the noise barrier wall system.
  - Prepare Plan and Profile drawings for the proposed upgrades to the storm sewer network located in the southeast quadrant of the Municipal Works Yard. All storm sewer upgrades located south of CBMH210 shall be included in the Proponents scope of work.

2.5.10. *Design Reports*

- Complete a review the Storm Water Management (SWM) Plan prepared by WSP Inc. in the Servicing and Stormwater Management Design Report and prepare an updated SWM plan for the south half of the Municipal Works Yard. The updated plan should account for any changes resulting from detailed design as well as for the additional greenspace in the south section of the MW yard. The final design/report must verify that the site generated storm flows in the revised design do not exceed the flows identified in the original report.

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- The Proponent shall complete a Comprehensive Final Design Report for Phases IIA and IIB of the Municipal Works Yard Redevelopment. The design report shall be continually updated throughout the entirety of the design phase of the project and submitted periodically to the Corporation for review and commentary. The Design Report shall be finalized at the end of the design phase of the project.
  - Prepare a final design report that includes all elements of the final design (as per section 2.3.1), a copy of the life cycle cost analysis, LEED\* recommendations and requirements, the FFE brief, a final cost estimate and the geotechnical recommendations. Additionally, comment on construction scheduling, phasing and tendering (i.e. separate tenders for specific equipment, etc.).
  - The Comprehensive Final Design Report shall include at a minimum the following information:
    - Design Criteria and Rationale for Proposed Building Design
    - Geotechnical Considerations and Proposed Foundation Design
    - Construction Methodologies in Poor Geotechnical Conditions
    - Schematic Building Design Options
    - Functional Design Considerations
    - FFE Brief
    - Updated Stormwater Management Report
    - LEED v4.1 Gold Level Certification Criteria and Considerations
    - Consideration of Designated Substances
    - Construction Phasing Considerations
    - Landscape Design Alternatives

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- The Comprehensive Final Design Report shall include itemized construction cost estimates using estimated quantities and unit rates. The cost estimate shall be continually updated as the design progresses.
  - The design report shall also include discussion/recommendations on the proposed construction schedules.
  - The design report shall include detailed discussion of construction phasing, staging, sequencing, etc. and provide commentary on different alternatives.
  - The design report shall be signed and stamped by a Professional Engineer licensed in the Province of Ontario.
  - The Proponent may also elect to prepare Technical Memoranda as the design progresses to be compiled into the Final Design Report at the conclusion of the design phase of the project.
  - All versions of the Design Report(s) shall be submitted to the City in “Draft” for review by City staff. The Proponent shall incorporate all City comments into subsequent versions of the report. All reports shall be submitted to the City in PDF as well as three hard copies are to be delivered to the City’s Engineering office. All costs and/or disbursements associated with printing reports are to be included in the Proponent’s fee.

## 2.6. Tendering Services

Prepare a tender package for Phase IIA – Administration Building Construction and Phase IIB – Garage/Multiuse Building Construction and Demolition Works. Tender specifications shall be prepared using City of Cornwall format which would include all necessary sections such as Information to Tenderers, General Conditions, Supplementary General Conditions, Special Provisions and Standard Detail Drawings.

- Complete a pre-tender construction estimate and submit to the City a minimum of four (4) weeks in advance of tender issuance.
- The tender period shall be four to six weeks.

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- Provide support to City staff during the tendering period. Prepare and answer all tender requests for clarification. Prepare Clarifications and Addenda using the City of Cornwall format.
  - Verify that the tender documents are complete. A QA/QC review of all tender documents shall be completed prior to tendering. The Proponent shall be responsible to conduct comprehensive QA/QC reviews of any tender documents prepared by Sub-Proponents.
  - Review contractor/supplier requests for alternate equipment and products.
  - Assist the City in evaluating the tender submissions and preparing award recommendations.
  - Assist the City in contacting contractor references. Participate in interviews with contractor references with City staff.
  - Upon tender award, prepare Final Contract Documents including all addenda, updated drawings and specifications for contract execution. The Proponent shall prepare four hard copies and an electronic version in PDF of the Final Contract Documents to be executed.

## 2.7. Permits and Approvals

- Coordinate and undertake all work associated with securing the necessary approvals, including but not limited to:
  - Ministry of the Environment, Conservation and Parks (MECP)
  - Ministry of Natural Resources (MNR)
  - Raisin Region Conservation Authority (RRCA)
  - Ministry of Labour (MOL)
  - Electrical Safety Authority (ESA)
  - Technical Standards and Safety Authority (TSSA)
  - City of Cornwall Building Department

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- City of Cornwall Site Plan Control
  - All applicable utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, etc.)
  - Obtain the following permits and approvals:
    - MECP Permit to Take Water
    - MECP Sewage Environmental Compliance Approval
    - RRCA Permits and Approvals as required
    - City of Cornwall Site Plan Control Approval
    - City of Cornwall Building Permit Approvals
    - City of Cornwall Right-of-Way/Road-Cut Permit
    - ESA Approvals
    - TSSA Approvals
  - The Proponent shall be advised that the existing Municipal Works Yard is currently zoned Residential 20. The Municipal Works Yard currently holds a legal, nonconforming status. Although the site is not zoned Industrial, all design and construction works will be subject to City of Cornwall Site Plan standards so that any negative impacts associated with development are mitigated. The Proponent does not need to submit the proposed plans to the City's Planning Department for formal Site Plan Control Approval; however, as indicated above, the Proponent must confirm that all work meets the requirements listed in the Site Plan Application checklist.
  - The Proponent shall be responsible to prepare a list of the required permits/approvals. The list shall include a log documenting the status of all approvals. The Proponent shall assess and determine/confirm the required approvals/permits. Any approvals/permits not listed above shall be included

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in the Proponent's fee. The Corporation will not consider additional fees from the Proponent related to required approvals/permits not listed above.

- Assess the utility impacts and requirements for the proposed project. Coordinate with each utility company and secure all necessary approvals/permits. Incorporate all utility requirements and comments into the detailed design as required. The coordination with each utility company shall occur as soon as reasonably possible to avoid any design and/or construction delays.
- The Proponent shall acquire all necessary approvals from each of the respective utility companies. The Proponent shall coordinate any required TSSA and ESA approvals.
- Apply and obtain approvals/permits from MECP, RRCA, City of Cornwall, ESA, etc. any other Federal, Provincial, Municipal regulatory authorities.
- The Proponent shall coordinate and liaise with all relevant authorities, prepare all necessary forms and applications, submit any necessary supporting documentation, etc.
- The Corporation shall pay all approval/permit fees directly.
- The Proponent shall pre-consult with all relevant approval agencies as required.
- As the numerous approvals/permits are a significant risk to the overall project schedule, the Proponent shall provide a detailed plan to mitigate approval/permit issues as a component of the proposal.
- All construction administration related permits/approvals shall be included in the construction administration component of the RFP.

## 2.8. Public & Stakeholder Consultation

- The Proponent shall plan and present information regarding the proposed design for each of the buildings at a maximum of two (2) City of Cornwall Council Meetings.

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- The Proponent shall plan and present at two Public Information Centres to the general public prior to construction for each phase of redevelopment. The Public Information Centres will be held at the City of Cornwall Infrastructure & Municipal Works boardroom located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1.
  - The Proponent shall prepare all necessary presentation materials for the Public Information Centres.
  - Prepare 3D renderings for each of the two (2) proposed buildings, complete with site and landscaping works for presentation at public meetings. The 3-D rendering should show the buildings relevant to existing buildings, roads, vegetation, etc.
  - Prepare all necessary public notices using the City of Cornwall template and circulate to the public and adjacent landowners.
  - Prepare various types of documents (brochures, video clips, drawings, social media posts and information pages for the City website) to be distributed to various stakeholders and the public for educational purposes.
  - The landowner and public consultation for construction is included in the construction component of the RFP.

## 2.9. Coordination Meetings

- Coordinate with City of Cornwall staff throughout the design phase of the project. The Proponent shall assume monthly coordination meetings with City staff during the design phase. All meetings will occur at the City of Cornwall's Infrastructure & Municipal Works boardroom located at 1225 Ontario St., Cornwall, Ontario, K6H 4E1.
- The Proponent shall assume each coordination meeting will be four hours long.
- The Proponent shall prepare and circulate all meeting materials a minimum of three days in advance of the meeting.

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- The Proponent shall arrange to have all key team members at each coordination meeting.
  - The Project Director and Project Manager shall attend each coordination meeting.

### **3. CONSTRUCTION ADMINISTRATION**

The Proponent shall provide full-time contract administration and inspection services for the duration of construction of each phase of redevelopment. The Site Inspector must be adequately trained and have a minimum of five (5) years experience in projects of a similar scope. The Contract Administrator must have a minimum of ten (10) years progressive experience in projects of a similar scope. The Proponent shall hold all unit rates for Construction Administration for a minimum of three (3) years.

#### **3.1. Construction Administration**

The Proponent shall coordinate with the City in order to provide the following construction administration services, as deemed necessary by the Corporation:

- Complete a review of the Contractors proposed construction schedule; the Proponent shall advise the Corporation of any potential concerns or issues with the schedule and coordinate with the Contractor in an effort to remediate any issues.
- Complete a review of the Contractors Health & Safety Plan and provide recommendations as necessary. Should any unsafe practices occur throughout construction, the Proponent is responsible for taking appropriate action on behalf of the Corporation.
- Prepare a list of submission requirements required from the Contractor; all submissions (shop drawings, etc.) must meet tender specifications and shall be provided to the Corporation for review and approval.



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- Chair all meetings (including the pre-construction and bi-weekly site meetings), act as note taker and prepare minutes for distribution at each meeting.
  - Verify that the work is undertaken in accordance with tender specifications and drawings.
  - Liaise with various stakeholders and the public throughout the construction phase.
  - Maintain a document management system to track any necessary changes to drawings, revisions to specifications, manage any site instructions, change directives, extra work orders, claims, etc.
  - Coordinate with the Contractor to arrange for any inspections (i.e. permits, LEED\*, TSSA, Electrical Safety Authority, etc.). The Proponent is to maintain records of all inspections throughout construction.
  - Coordinate with all approval agencies (RRCA, MECP, etc.) throughout construction. Provide all necessary documentation, reports, etc., as required. Provide all documentation in a timely manner so that the project is not delayed. The Proponent shall not defer coordination with approval agencies to the Contractor.
  - Identify and prepare Deficiency Reports throughout the course of construction, complete with recommended repair methodologies and dates of identification/correction.
  - Maintain daily written and photographic work records. At minimum, daily records must include detailed descriptions of contract operations, quantity measurements, grading/tie-in information (may be included in a separate field book), calculations, pertinent conversations with the Contractor (or residents, the Corporation or any other stakeholder), site visits, difficulties encountered, on-site staff and production, weather conditions, subsurface conditions, any claims or complaints, verbal and written instructions given to the Contractor,

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explanatory notes and any work that occurs that falls outside of the scope of the contract.

- Coordinate all geotechnical review/inspections required. The Geotechnical Proponent that conducted the initial site investigation shall be responsible for the inspection of the excavation, construction of the building foundation and any subsurface concerns identified.
- Coordinate materials testing required throughout all phases of construction. Additionally, the Proponent is responsible for reviewing all materials testing reports received, and where deficiencies are found, identifying any corrective measures to be taken. The Corporation and the Contractor shall be made aware of any deficient material as soon as the information is available. Please note that materials testing shall be completed by the Corporation's materials testing consultant, obtained under a separate tendering agreement.
- The Proponent shall act as LEED\* Coordinator during construction and is responsible for the preparing/obtaining/submitting any documents required for certification during the construction phase. The Proponent shall also assist the Contractor by ensuring that LEED\* related features and requirements are being installed and/or implemented correctly.
- Obtain any necessary construction related approvals/permits required for the project. The Proponent shall complete any necessary documentation to obtain and/or maintain permits/approvals.
- Prepare a detailed shop drawing log for each phase (Phase IIA and Phase IIB) in Excel format and provide the Corporation with the updated log on a bi-weekly basis.
- Promptly respond to all Contractor enquiries, RFI's, etc. within five business days. The Proponent shall assign resources to the project as required so that the Contractor's schedule is not impacted as a result of awaiting further information from the Proponent.

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- Issue supplementary drawings, details, information, etc., for clarification of contract documents, as needed.
  - Review any Contractor extra work requests and claims. Issue Contemplated Change Orders (CCO) and Change Orders (CO) complete with all required design drawings, details, specifications, etc., to the Contractor as necessary. The Proponent shall be responsible for any extra work/costs resulting from design error, negligence, etc. City staff shall approve all Change Orders.
  - Notify all approval agencies when work has begun and is completed. Provide all necessary reports, documents, etc. as required. Coordinate any required inspections.
  - The Proponent shall assume construction site meetings are to occur bi-weekly. Construction meetings will occur at the City of Cornwall Infrastructure and Municipal Works boardroom at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1.
  - Prior to construction, the Proponent, Corporation and Geotechnical Consultant will develop a Materials Testing Plan which will indicate the type and frequency of material testing to be completed throughout the course of construction.
  - Following the completion of each supply/sub-contracts, verify that all applicable Construction Act forms have been received (i.e. Form 10 - *Certificate of Completion of Subcontract under Subsection 33(1) of the Act*).
  - Following the completion of the construction, Prepare and issue a Form 9 – *Certificate of Substantial Performance of the Contract under Section 32 of the Act*, in accordance with the standards specified in the Construction Act. Following the 60-day waiting period (should no claims arise), prepare a progress payment for the release of statutory holdback.
  - The Proponent shall base the Contract Administration services on the Fee Schedule included in Section 3.2 – *Construction Administration and Inspection Fees*.

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### 3.2. Construction Administration and Inspection Fees

As the time commitments for Construction Administration and Site Inspection services are difficult to anticipate, the Proponent shall base the cost of these services, detailed in Section 3.1 and 3.2, on the estimates provided below:

#### 3.2.1. *Construction Administration and Inspection Fees - Phase IIA Works*

<b>Role</b>	<b>No. of Hours</b>
Project Director	40
Project Manager	80
Contract Administrator	160
Site Inspector	1,600
Civil/Municipal Engineer	80
Architect	120
Structural Engineer	120
Mechanical Engineer	120
Electrical Engineer	80
Interior Designer	120
Landscape Designer/Architect	40
CAD Operator	80
Administrative Support	80

#### 3.2.2. *Construction Administration and Inspection Fees - Phase IIB Works*

<b>Role</b>	<b>No. of Hours</b>
Project Director	80
Project Manager	120
Contract Administrator	320
Site Inspector	2,080

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Civil/Municipal Engineer	120
Architect	160
Structural Engineer	160
Mechanical Engineer	120
Electrical Engineer	120
Interior Designer	160
Landscape Designer/Architect	80
CAD Operator	120
Administrative Support	120

- All disbursements associated with Construction Administration and Site Inspection services such as mileage, lodging, meals, supplies, etc. shall be included in the staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the project site are to be included in the staff unit rate and will not be paid for by the Corporation of the City of Cornwall.
- The fee for Construction Administration and Site Inspection services shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
- If determined that a discipline not listed in the table above is required, the Proponent is responsible for providing a proposal that includes the rate/quantity of hours, roles and responsibilities and an explanatory note that describes why their presence is essential for the success of the project. The addition of any discipline to the Construction Administration team is subject to approval by the Corporation.
- The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require City approval prior to exceeding the estimated time allotment. The Proponent shall provide

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detailed justification for additional time required. The Corporation will not compensate the Proponent for additional time should the Proponent fail to provide sufficient notification and/or justification to the Corporation.

- The Corporation will not be responsible for any overtime, rate premium, etc. Any mandated rate premiums shall be the responsibility of the Proponent. The Proponent shall not transfer these rate premiums to the Corporation in any manner.
- The Corporation shall not be responsible for costs related to design error, omissions, negligence, etc. The Proponent shall be responsible for all costs related to re-design work due to the Proponent's error, negligence, etc.

#### **4. BUILDING COMMISSIONING**

##### **4.1. Building Commissioning**

- The Proponent shall engage an independent third-party Building Commissioning Consultant to coordinate all activities related to commissioning and confirm that all tests performed by the building contractor, sub-contractors, and equipment manufacturers are conducted and documented. As indicated above, the Proponent is responsible for retaining the Building Commissioning Consultant; however, the Corporation will pay all invoices directly.
- The Commissioning Consultants work shall include but not be limited to the following:
  - Prepare a Commissioning Plan for the effective commissioning of the facility. The plan must include details of the procedures and processes to be followed and include a building transfer process from the Proponent/building contractor to the Corporation.
  - Prepare a schedule of seasonal tasks to be completed during the first year of operation.

- Review the following for each building system: installation procedures, documentation received, design criteria and intent, special features, cleanliness of the system, electrical characteristics of connected equipment and commissioning procedures.
- Review and approve the building contractors commissioning schedule.
- Prepare performance verification forms or test sheets for each piece of equipment and system specified in the electrical and mechanical tender specifications.
- Prepare a document package that includes all equipment/building system warranties, operation and maintenance manuals, etc. The package shall include a summary of equipment specific warranties and applicable warranty timeframes as well as any maintenance or other requirements necessary so that warranties remain valid.
  - Arrange for any equipment/building system training indicated in the contract documents.
- Report any faults and/or defaults affecting commissioning to the Corporation.
- Act as LEED Commissioner

4.2. Building Commissioning Fee Schedule

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

4.2.1. *Building Commissioning Fee Schedule – Phase IIA*

<b>Role</b>	<b>No. of Hours</b>
Building Commissioning Consultant	120

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#### 4.2.2. Building Commissioning Fee Schedule – Phase IIB

Role	No. of Hours
Building Commissioning Consultant	160

- All disbursements (travel, mileage, lodging, meals, supplies, etc.) shall be included in the applicable unit rates provided. No additional costs will be considered by the Corporation. Please note that all hours indicated are estimates only and will be paid based on actual time spent.
- If, at any time the proponent anticipates that the estimated hours will be exceeded, the Corporation must be notified immediately. Detailed justification for additional time required must be provided. The Proponent will not be compensated for additional time spent unless sufficient notification and/or justification is provided to the Corporation.

### 5. POST CONSTRUCTION SERVICES

#### 5.1. Post Construction Services

- The Proponent shall prepare a complete tender close-out package that includes all tender/construction documentation prepared or received throughout the construction phase of the project as well as a complete set of as-built drawings. Additionally, the close-out package shall include a final lifecycle cost analysis of the building for asset management purposes, complete with any building maintenance schedules recommended so that the maximum lifespan of the building is achieved.
- Provide any follow-up documentation necessary for LEED\* certification.
- Complete warranty inspections for each discipline twelve months and twenty-four months following Substantial Performance for each phase of the project. Issue Warranty Inspection Site Reports immediately following each site visit
- Assist the Corporation as required during the warranty period. Confirm that all warranty issues have been addressed and resolved.



- Conduct additional inspections as required for any outstanding or deficient work.
- Coordinate with the Corporation and the Contractor to confirm that all warranty, deficiency and/or outstanding work is completed.
- Assist the Corporation and coordinate with the contractor to review and resolve any third-party claims.

5.2. Post-Construction Services Fee Schedule

- As the time commitments associated with post-construction, testing, training and commissioning services are difficult to anticipate, the Proponent shall base the cost of these services, as detailed in Section 4.1 and 4.2, on the estimates provided below:

5.2.1. *Post-Construction Services for Phase IIA Works*

<b>ROLE</b>	<b>NO. OF HOURS</b>
Project Director	8
Project Manager	16
Construction Administrator	8
Site Inspector	40
Architect	16
Civil/Municipal Engineer	8
Structural Engineer	8
Mechanical Engineer	8
Electrical Engineer	8
Interior Designer	16
Landscape Architect	16
CAD Operator	40

### 5.2.2. Post Construction Services for Phase IV Works

ROLE	NO. OF HOURS
Project Director	8
Project Manager	8
Construction Administrator	16
Site Inspector	40
Architect	24
Civil/Municipal Engineer	40
Structural Engineer	16
Mechanical Engineer	16
Electrical Engineer	16
Interior Designer	32
Landscape Architect	16
CAD Operator	40

- All disbursements associated with post-construction and inspection services such as mileage, lodging, meals, supplies, etc. shall be included in staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the job site are to be included in the unit rate and will not be paid for by the Corporation of the City of Cornwall.
- The fees for post-construction services shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
- The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require Corporation approval prior to exceeding the estimated time allotment. The Proponent shall provide detailed justification for the additional time required. The Corporation

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will not compensate the Proponent for additional time should the Proponent not provide sufficient notification and/or justification to the Corporation.

### 5.2.3. *Record Drawings*

- Prepare detailed Record Drawings and submit to the City in AutoCad and PDF format.
- Record Drawings shall be submitted to the City no later than three months after Substantial Performance for each phase of the project.
- The Corporation will review the submitted Record Drawings and provide comments to the Proponent. The Proponent shall update the Record Drawings as required and re-submit to the City.
- The Proponent shall coordinate with the OLS, as required, for any additional field surveying as required as a result of incomplete as-built information.
- The Proponent shall submit a time and material to upset limit fee for the preparation of Record Drawings. The Proponent shall not include the labour required for As-Built Drawings in the time and material estimates in Section 5.2 – *Post-Construction Services Fee Schedule*

## 6. **SCHEDULE & PROJECT RISKS**

- The Corporation intends for the construction tender(s) for both phases to be issued in 2021, with the construction of Phase IIA commencing in 2022 and the construction of Phase IIB commencing in Spring of 2023. The Proponent shall prepare a detailed schedule for the entire project including the design, tender, construction and post-construction phases of the project. If the Proponent does not believe the completion date is achievable, the proposed schedule should indicate the earliest possible completion date.

- The Proponent shall base the schedule on the following:

Item	Date
Issue of RFP	October 28, 2020
Mandatory Site Meeting	November 9, 2020
Deadline for Questions	November 17, 2020
Deadline for Submission	December 2, 2020
Award of RFP – Council Meeting	January 11, 2021
Project Commencement	January 18, 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 Proponent shall provide a detailed project schedule identifying all tasks required to complete the project on time and on budget.
- The Proponent shall detail the proposed project management and methodology so that the project remains on schedule.
- The proposed project has numerous project risks which can impact the project schedule and budget. The Proponent shall identify all project risks and provide a detailed project methodology which will mitigate the project risks. The Proponent shall also include any actions required by the Corporation.
- The Proponent shall identify the design, tender, construction, etc., methodology and strategy to accelerate the project schedule.
- The quantity of regulatory approvals required for the project present significant risk to the project schedule as well as the budget. The Proponent shall include details on the proposed strategy to secure permits and approvals in a timely fashion in order to mitigate project delays and cost overruns.

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- The Proponent shall consider various tendering and construction phasing alternatives which could expedite the overall project schedule.
  - The Proponent shall review various construction methodologies which could expedite the project schedule and mitigate costs.
  - Continually update the project schedule and submit an updated version monthly to the City to be reviewed at monthly progress meetings. The schedule shall include City review time.



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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2020-345-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: October 26, 2020  
Subject: Unfinished Business Listing for October 26, 2020

**Recommendation**

That Council receive the Unfinished Business Listing for October 26, 2020.

<b>Title</b>	<b>Department</b>	<b>Date</b>
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	Nov 9/20
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
Creation of Remote Worker Attraction Strategy (Jan 10/20)	Planning, Development and Recreation	TBD
Electoral System Review – Comparison to Other Municipalities (Nov 25/19) (Jan 13/20) (Sep 28/20)	Corporate Services – Clerk’s Division	TBD
Electoral System Review – Public Consultation (Nov 25/19) (Jan 13/20) (Sep 28/20)	Corporate Services – Clerk’s Division	Town Hall
Residential Rental Licensing Public Consultation and Survey Results (Nov 13/18) (Jun 8/20) (Oct 13/20)	Fire Services, Social Services and Planning, Development and Recreation	TBD

Document Title:	Unfinished Business Listing for October 26, 2020 - 2020-345-Corporate Services.docx
Attachments:	
Final Approval Date:	Oct 21, 2020

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

**Geoffrey Clarke - Oct 21, 2020 - 9:44 AM**

**Maureen Adams - Oct 21, 2020 - 11:01 AM**





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

Department: CAO  
Division: CAO  
Report Number: 2020-217-CAO  
Prepared By: Maureen Adams, Chief Administrative Officer  
Meeting Date: October 26, 2020  
Subject: Shared Services Agreement – United Counties of Stormont,  
Dundas and Glengarry

**Purpose**

To provide Council with a copy of a draft Municipal Service Management Agreement (“Agreement” Schedule A) between the City of Cornwall and the United Counties of Stormont Dundas and Glengarry for shared services including Paramedic Services, Social and Housing Services and Provincial Offences for adoption.

**Recommendation**

That Council approve the Municipal Service Management Agreement with the United Counties of Stormont, Dundas and Glengarry and that a By-law be prepared for the next Council meeting to allow the Mayor and Clerk to sign the agreement on behalf of the Corporation.

## **Financial Implications**

The cost sharing formulas for these municipal services are outlined within Appendix A attached to the Agreement. These cost sharing formulas have not changed from the time the services were downloaded from the Province of Ontario during the late 1990's and early 2000's.

## **Strategic Priority Implications**

This Agreement supports the services that enable a financially and environmentally sustainable community which will care and provide for the needs and values of its residents within the City of Cornwall and the United Counties of Stormont, Dundas, and Glengarry. This Agreement would also support Council's Vision for a strong municipal government that provides effective services and infrastructure.

## **Background / Discussion**

This agreement will replace an older outdated agreement ("Old Agreement" Schedule B) that originated in 2001.

The new Agreement recognizes that each municipality is responsible for the delivery of specific shared services. The City of Cornwall is responsible for Paramedic Services as well as Social and Housing Services. The County is responsible for Provincial Offences.

The intent of the Agreement is to outline the responsibilities of each of the municipalities as well as the terms for the Service Manager Liaison Committee. The Agreement identifies the importance of presenting draft budgets to the Committee to allow for dialog and the opportunity to provide input to the respective Councils prior to the final approval of the budgets for these services.

The term of the Agreement is for four (4) years from January 1, 2021 to December 31, 2024.



Within the Agreement there is a dispute resolution clause which recognizes the importance to foster and participate in a cooperative approach to disputes under the Agreement and to make reasonable efforts to work collaboratively to try to resolve disputes. If the dispute cannot be resolved informally there is a mechanism for mediation and arbitration.

The agreement was reviewed at the most recent Joint Liaison Committee meeting which was held on September 24, 2020. The Committee moved and passed a motion that this agreement be presented to each of the respective Councils for approval and adoption.

Document Title:	Shared Services Agreement - United Counties of Stormont, Dundas and Glengarry - 2020-217-CAO.docx
Attachments:	- Municipal Service Management Agreement - Schedule A.pdf - CMSM Agreement March31'99 - Schedule B.pdf
Final Approval Date:	Oct 21, 2020

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

**Maureen Adams - Oct 21, 2020 - 9:18 AM**

# MUNICIPAL SERVICE MANAGEMENT AGREEMENT

This agreement made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020,

BETWEEN

**THE CORPORATION OF THE CITY OF CORNWALL**  
(hereinafter referred to as the 'City of Cornwall')

- AND -

**THE CORPORATION OF THE UNITED COUNTIES OF STORMONT,  
DUNDAS AND GLENGARRY** (hereinafter referred to as the 'County')

**WHEREAS** the City of Cornwall and the County provide the various regional municipal services outlined herein;

**AND WHEREAS** the parties are desirous to formalize the terms and conditions under which these services are provided and administered in the spirit of partnership, cooperation and mutual respect.

**NOW THEREFORE** the parties hereof hereby enact the following:

**1. CONSOLIDATED MUNICIPAL SERVICE MANAGERS AND AREA OF DELIVERY**

1.1 The City of Cornwall is designated as the Municipal Service Manager for Social Services, Social Housing Services, and Land Ambulance Services for the County and the City of Cornwall. The United Counties of Stormont, Dundas and Glengarry is designated as the Municipal Service Manager for Provincial Offences Services for the County and the City of Cornwall. The services provided by the City of Cornwall and the service provided by the United Counties of Stormont Dundas and Glengarry shall be collectively referred to as "Regional Services".

1.2 Both the City of Cornwall and the County agree to work together in the planning and management required for the Regional Services prescribed under this Agreement within the geographic area comprising the United Counties of Stormont, Dundas and Glengarry, and the City of Cornwall (hereinafter referred to as the 'Service Delivery Area') in accordance with provincial legislation and regulations.

**2. SERVICE MANAGER LIAISON COMMITTEE**

2.1 A Service Manager Liaison Committee (hereinafter referred to as "the Committee"), shall be established and shall be responsible for the administration and implementation of the terms of this Agreement in an orderly and proper fashion, and shall make recommendations to the City of Cornwall and/or United Counties of Stormont, Dundas and Glengarry Councils with respect to issues relating to the Regional Services.

**2.2 Responsibilities of the Committee**

The County and the City of Cornwall acknowledge that the Committee has been established for the purposes of consultation and sharing of information regarding Regional Services. The Committee is not a decision-making body or delivery agent. The Committee is responsible for:

- (a) Reviewing and recommending draft operating and capital budgets for Regional Services to both the City Council and County Council;
- (b) Making recommendations to the Councils regarding various policy issues related to the operations of the Regional Services being delivered;
- (c) Exchanging relevant and timely information regarding the delivery of Regional Services;
- (d) Advising on or recommending changes to a Regional Service;
- (e) Providing input into long term planning or strategic initiatives involving any of the Regional Services.

**2.3 Committee Composition**

The Committee shall be composed of four (4) elected members of each of the Councils of the City of Cornwall and the County and those members shall be appointed for the term of Council. The respective Chief Administrative Officers of the County and City of Cornwall (or their designates) shall also attend Committee meetings as non-voting members.

**2.4 Committee Chair**

The elected members of the Committee shall elect from among themselves a Chair and Vice-Chair who shall serve for a one (1) year term from January 1st to December 31st each year. The position of Chair shall alternate from year to year between County and the City of Cornwall members. The Chair shall be entitled to vote on all matters before the Committee.

**2.5 Decisions and Recommendations**

Decisions and recommendations of the Committee shall be by way of simple majority vote of the members present. A quorum shall consist of five (5) voting members, with a minimum of two (2) members present from each of the City of Cornwall and the County.

**2.6 Frequency of Meetings**

The Committee shall generally meet six (6) times per year. Additional meetings may be scheduled at the call of the Chair if issues arise which, in the opinion of the City of Cornwall or the County representatives, need to be considered by the Committee.

**2.7 Date of Meetings**

Committee meetings will be held on the 3<sup>rd</sup> Thursday, every other month, commencing at 10:00 a.m. or at an alternate time as agreed upon by the Committee. The location of meetings shall alternate between the City and County Administration buildings.

**2.8 Agenda Preparation and Distribution**

During the term of this Agreement, the City and County shall alternate, on a year to year basis, responsibility for the preparation and distribution of the Committee agenda. Agendas shall be developed in advance by the Chief Administrative Officer of the County and the Chief Administrative Officer of the City.

**2.9 Minutes**

The party responsible for agenda preparation and distribution shall also be responsible for preparing and circulating the minutes of each Committee meeting. Minutes shall be distributed as soon as reasonably possible after each meeting and shall be ratified at the subsequent meeting.

**2.10 Meeting Procedure**

Meetings shall be conducted in accordance with *Municipal Act* requirements and relevant regulations.

**2.11 Committee Recommendations**

Committee recommendations shall be dealt with as follows:

- (a) Recommendations regarding the services provided hereunder by the City of Cornwall shall be presented to Cornwall City Council for consideration.
- (b) Recommendations regarding the service provided hereunder by the United Counties of Stormont, Dundas and Glengarry shall be presented to County Council for consideration.
- (c) Annual budgets shall be presented to both Councils for consideration. Draft budgets shall be reviewed by the Committee prior to consideration by the responsible Council.

**3. MUNICIPAL SERVICE MANAGER OBLIGATIONS**

3.1 The Municipal Service Manager responsible for each service provided under this Agreement, is obliged to discharge such responsibilities as may be legislated or otherwise prescribed in respect of each Regional Service, including the following:

- (a) Effectively and efficiently managing the Regional Service within the Service Delivery Area;
- (b) Being accountable for management of the Regional Service within established policies and standards;
- (c) Administering applicable cost-sharing arrangements with the Province and between the City of Cornwall and County;
- (d) Determining the most effective approaches for delivering the Regional Service to clients in the Service Delivery Area;
- (e) Performing all human resources functions required to operate the Regional Service in accordance with their respective Human Resources Policies; and
- (f) Acquiring all goods and services required to provide the Regional Service in accordance with their respective Purchasing Policies.

**4. TERM OF AGREEMENT**

4.1 The term of this agreement shall be for a four (4) year term from January 1st, 2021 to December 31st, 2024.

**5. SERVICES COVERED AND COST SHARING BASIS**

- 5.1 The Regional Services covered under this Agreement, and the basis upon which costs are allocated, are as legislated or agreed to between the Parties and set out in Schedule A, attached hereto and forming part of this Agreement.
- 5.2 Schedule A to this Agreement may be amended from time to time by mutual agreement of each party's elected Council. Other services may be added to this Agreement as mutually agreed upon by both parties.

**6. DISPUTE RESOLUTION**

- 6.1 The City of Cornwall and County agree to foster and participate in a co-operative approach to disputes arising under this Agreement and agree that all reasonable efforts will be made to resolve disputes informally and amicably at an early stage. In the event of any dispute about any matter arising out of this Agreement between the City of Cornwall and the County, the following shall apply:
- (a) The dispute shall be referred initially by the party raising the dispute to the other party in writing, and the latter shall give a response in writing within a reasonable time.
  - (b) If the dispute is not satisfactorily settled between the parties, the dispute shall be submitted forthwith to a mediator to be agreed upon by the parties.
  - (c) Agreements between Municipalities and the Province for the delivery of services are not subject to arbitration between the parties.
  - (d) If the dispute is solely focused on the cost sharing of the Regional Services between the parties and, if the parties cannot agree on a mediator or the dispute is not satisfactorily settled between the parties through mediation, the dispute may be referred to arbitration. Arbitration proceedings shall be governed by the Arbitrations Act.

**7. NOTICE**

- 7.1 Where in this Agreement any notice, request, direction or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by ordinary or registered mail, e-mail, or facsimile transmission addressed in the case of the City of Cornwall to its CAO and in the case of the County to its CAO at the addresses set out below:
- (a) The Corporation of the City of Cornwall  
Attention: Chief Administrative Officer  
360 Pitt Street  
Cornwall, Ontario  
K6J 3P9



(b) United Counties of Stormont, Dundas and Glengarry  
Attention: Chief Administrative Officer  
26 Pitt Street  
Cornwall, Ontario  
K6J 3P2

**8. AGREEMENT MAY BE ALTERED BY WRITTEN AGREEMENT**

8.1 If at any time during the continuance of this Agreement, the parties shall deem it necessary or advisable to make any alteration or addition hereto, they may do so by means of a written Agreement between them which shall be supplemental or additional hereto and form part hereof.

**IN WITNESS WHEREOF** the parties have hereunto affixed their corporate seals duly attested by their proper officers in that behalf.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2020

**THE CORPORATION OF THE CITY OF CORNWALL**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE UNITED COUNTIES OF STORMONT,  
DUNDAS AND GLENGARRY**

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Clerk

**APPENDIX A**

<b>SHARED SERVICE</b>	<b>CITY</b>	<b>COUNTY</b>
<b>Social Support Services (Ontario Works /ODSP)</b>	70%	30%
<b>Child Care</b>	70%	30%
<b>Social Housing*</b>	76.52%	23.48%
<b>Paramedic Services:</b>		
Support Areas**	37.88%	62.12%
Long Sault Base**	37.88%	62.12%
Cornwall Base	100%	
Alexandria Base		100%
Avonmore Base		100%
Winchester Base		100%
Lancaster Base		100%
Morrisburg Base		100%
<b>Provincial Offences Act***</b>	41.86%	58.14%

\*Each year the allocation will be calculated on the ratio of housing units in Cornwall to the total housing units in Cornwall and SDG.

\*\*Each year the allocation will be calculated on the ratio of weighted assessment for Cornwall and for SDG.

\*\*\*Each year the allocation will be based on pro-rating the City's population to the total population as outlined in the Ontario Municipal Directory.

SMLC

mand 3/1/98

**CONSOLIDATED MUNICIPAL SERVICES  
MANAGEMENT AGREEMENT**

BETWEEN

**THE CORPORATION OF THE CITY OF CORNWALL**  
[HEREINAFTER REFERRED TO AS THE CITY]

AND

**THE CORPORATION OF THE UNITED COUNTIES OF  
STORMONT, DUNDAS, AND GLENGARRY**  
[HEREINAFTER REFERRED TO AS THE COUNTY]

**WHEREAS** the Province of Ontario, through the *Social Assistance Reform Act*, the *Social Services Improvement Act*, and the *Consolidation of Municipal Services Management-Consolidation Planning Framework: Southern Ontario, January 1998*, is requiring the consolidation of municipal service management for the delivery of Ontario Works, Child Care, and Social Housing; and

**WHEREAS** The following principles and practices have been taken into account:

- the requirement of adherence to policies and standards as established by the Province of Ontario [hereinafter called "the Province"];
- the need for the Consolidated Social Services to have the greatest consideration for the clients, the public, and the ratepayers;
- ready access to Ontario Works, Child Care, and Social Housing, with easily understood service boundaries that take language and culture into account and make sense in terms of existing transportation and communication patterns;
- cost effectiveness through clear accountability;
- coordination;
- innovation and effective strategic planning;
- sharing of resources;
- economies of scale;
- partnership between the City and the Counties.

## CONSOLIDATED MUNICIPAL SERVICES MANAGEMENT AGREEMENT

Page 2

**WHEREAS** the City and the County agree with the Provincial designation of the City of Cornwall as the Consolidated Service Manager for the delivery of Ontario Works, Child Care, and Social Housing; and

**WHEREAS** the County and the City already have an existing and successful partnership with respect to employment placement, community placement, staff training, communication between supervisors and the use of one common file server; and

**WHEREAS** the City and the County recognize this agreement as a unique opportunity for a formal and respectful partnership in the delivery of Social Services that will be for the benefit of clients, the public, and ratepayers alike;

**NOW THEREFORE** the City and the County do hereby covenant and agree as follows:

### **1. Date of Implementation**

1. The effective date of the implementation of this agreement, including the transfer of services from the Province, is the date upon which the Province approves the *Implementation Plan* of this agreement.

### **2. Consolidated Social Services Committee**

2. Within the principle of "partnership," there shall be a **Consolidated Social Services Committee** [hereinafter called "**the Committee**"] whose mandate shall be the establishment of the broad direction and goals of the joint consolidated administration. The direction and goals shall be general in scope and sufficient to guide the general direction of the delivery of the consolidated service. This shall be achieved as follows:

- (a) The Committee will be comprised of four elected members from each of the City and the County; and these members shall include the Heads of Council for the City and the County *ex officio*. The rules of procedure of the Committee will follow Parliamentary Rules of Order; and the Committee will also endeavour to make decisions based on a best practices approach to consensus building.
- (b) Decisions of the Committee shall be made by a properly assembled quorum which shall be three elected members of the City and three elected members of the County.
- (c) The Committee shall have as its chief advisor the Administrator of the Consolidated Social Services of the City and the County. This position is more fully described in Clause 3(a) of this agreement.

- (d) The Committee shall also have as resource personnel the Chief Administrative Officer for the City [hereinafter called "the CAO"] and the Coordinator/Clerk-Treasurer of the County [hereinafter called "the CCT"] and other staff as required from time to time; e.g., Managers of the Social Housing component, Human Resources Departments, the Treasury Department of the City and others, and representatives of the Provincial and Federal Governments.
- (e) The Chair shall be selected by the Committee and rotate between the City and the County annually. The Chair will have full voting privileges (one vote).

**3. Administrator of Consolidated Social Services**

**Selection Process for Administrator**

- 3a) The position of Administrator shall be openly and broadly advertised and the selection shall be based upon merit and human resources best practices. The candidate(s) for the position of Administrator of the consolidated Social Services [hereinafter called "the Administrator"] shall be recruited by the Consolidated Service Manager who hereby undertakes to consult in a meaningful manner with the Committee and to keep the Committee fully apprized in this matter.

**Roles and Responsibility of the Administrator**

- 3b) The Administrator shall:
  - i) ensure that the services provided meet the policies and standards established by the Province of Ontario and all other legislative requirements;
  - ii) manage and administer the consolidated services on a day-to-day basis within the service delivery area in keeping with the broad direction and goals as established by the Committee, as ratified by the County and approved by the Consolidated Service Manager;
  - iii) communicate with the Committee on effective approaches in delivery of services; on new opportunities for improvement and rationalization; and on the impact of demographic, health, legal, political, environmental, and economic trends and events that will influence the broad direction and goals of the Consolidated Social Services. This communication may be through reports, presentations, and other appropriate communication means.

## **CONSOLIDATED MUNICIPAL SERVICES MANAGEMENT AGREEMENT**

### **Page 4**

#### **4. Role of the Consolidated Service Manager**

The City shall be the Consolidated Service Manager and therefore will:

- i) provide administrative guidance to the Administrator consistent with this agreement, the broad direction and goals of the Committee, and the Implementation Plan;
- ii) provide accounting, payroll, and human resource expertise and service;
- iii) ensure the preparation of all bylaws and other documents and that they are consistent with all policies and legislation of the Province and the direction, goals, and practices of the Committee;
- iv) provide office accommodation for the Consolidated Social Services employees as required; and
- v) maintain and update as required the technical requirements and systems for the Consolidated Social Services.

#### **5. Consolidated Social Services Operations**

5a) It will be necessary that there be three phases as the development of a Consolidated Service proceeds. These will be:

- i) **Phase One:** Following the signing of this agreement, the development of the Implementation Plan will be completed by February 28, 1999.
- ii) **Phase Two:** The Consolidated Service Manager and the Administrator will ensure that there will be joint training and planning with all components of the Consolidated Social Services, including the inclusion of the additional employees required to deliver the sole support and temporary care assistance caseload that will be transferred from the Province.
- iii) **Phase Three (Child Care Services):** One supervisor shall be responsible for the Child Care components currently being provided within the geographic area of the City and County. Until all phases of the Child Care program is developed, the Consolidated Service Manager will continue to work closely with the Province and other service providers in the City and County to consolidate the balance of the programs; e.g., wage enhancement, resource centres, and resource teachers. The target date for inclusion of the child care program will be December 31, 1999, or earlier, subject to Provincial direction and guidelines. At all times, Child Care services will continue to work closely with the Ontario Works employees, other staff, and agencies who also work for the welfare of children.

**CONSOLIDATED MUNICIPAL SERVICES MANAGEMENT AGREEMENT**  
**Page 5**

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- (iv) **Phase Four** will see the social housing component consolidated within the Consolidated Social Services, and the target date for this is December 31, 1999 or as determined by the Province.

**6. Satellite Offices**

The satellite offices of the County at Alexandria, Chesterville, and Finch shall remain in their present locations unless mutually agreed by the Committee and the Councils of the City and the County.

**7. Developing the Plan of Implementation (Phase One)**

- 7a) In keeping with the principles of a partnership, cost, effectiveness, coordination, innovation, and effective strategic planning and economies of scale, a *Plan of Implementation* [hereinafter referred to as "**the Plan**"] shall be prepared. This Plan will include details of the phasing and organizational charts in keeping with each phase.
- 7b) The Plan will be prepared by the current department heads in keeping with their tradition of cooperation and collaboration. The Plan will also require the advice and cooperation of the Consolidated Social Services Committee, the CAO, the CCT, and other officials. The Plan will be presented to the Consolidated Social Services Committee for review subject to approval by the Area Office of the Ministry of Community and Social Services and shall comply with agreement, and generally with reference, to the principles as expressed in Appendix A of this agreement. It will then be presented to each Council to be concurrently adopted by bylaw.
- 7c) It is agreed that past positive working relationships and communication shall expedite the development of this Plan. It is also agreed there will be opportunities for adjustment built into the Plan as more is learned and innovation is suggested.
- 7d) It is also agreed that any reduction in staff for the purpose of efficiencies and cost saving shall be generally based on the principle of attrition, and all new hiring will be openly and broadly advertised. The selection(s) shall be based upon merit and human resource management best practices.

**CONSOLIDATED MUNICIPAL SERVICES MANAGEMENT AGREEMENT**  
**Page 6**

**8. Cost Sharing Formulae**

The Cost Sharing Formulae shall be as follows:

- 8a) The City and the County will share the costs of the financial assistance and the administration of Ontario Works allowances and benefits to clients, based upon the actual number of the caseload of monthly Ontario Works recipients residing in each Municipality.
- 8b) The costs of all shared administration for the delivery of Ontario Works will be cost-shared on the monthly proportional share of Ontario Works caseload.
- 8c) Child care costs and costs of administration will, upon being consolidated, be shared based on the residency of the custodial parent or legal guardian and will be apportioned monthly.
- 8d) The current cost sharing of Social Housing will remain in place until such time as the administrative, delivery, and/or management responsibilities are determined by the Province. At that time, the cost-sharing formulae will be determined in accordance with the legislation.

The nature of the devolution of management responsibilities related to the administration of Social Housing to Municipal Government will be dependent on Provincial changes to policies and legislation.

- 8e) When and if the Ontario Disability Support Program (ODSP) becomes part of Consolidated Management delivery, the City and the County will share the costs of the shared administration and financial assistance in the ODSP, based upon the actual number of monthly recipients residing in each Municipality.

**9. Dispute Resolution**

In the event of any dispute regarding any matter arising out of this agreement, the Plan of Implementation or amendments hereto, the following shall apply:

**STEP ONE:** A dispute shall be referred initially to the Committee by the grieving party. Here a principled approach, with open and face-to-face communication and sharing of assumptions, interests, and understandings, should lead to a mutually beneficial solution to the dispute.

Facts may be presented verbally and/or in writing.

This approach should also reduce costs and lead to a fair, speedy, and enduring result.



**CONSOLIDATED MUNICIPAL SERVICES MANAGEMENT AGREEMENT**  
**Page 7**

**STEP TWO:** If the dispute cannot be satisfactorily settled between the parties within twenty-one (21) calendar days following the presentation of the dispute before the Committee, the dispute shall be submitted in writing to a mediator, mutually agreed upon by the parties.

**STEP THREE:** If the parties cannot agree on a mediator or the dispute is not satisfactorily settled between the parties through mediation then:

1. If the dispute involves cost-sharing, it shall be submitted to the Provincial Municipal Service Management Arbitration System; or
  2. If it does not involve cost-sharing, it shall be submitted to the Ontario Municipal Board for its decision, by which the City and the County agree to be bound, under Clause (j) of Section 54 and other enabling provisions of the Ontario Municipal Board Act and any other applicable statute.
10. Where, in this agreement, any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person or sent by regular or registered mail addressed, in the case of the County, to the Coordinator/Clerk-Treasurer, and in the case of the City, to the Chief Administrative Officer.
11. Neither party shall assign all or any portion of its rights or obligations under this agreement to a third party without the prior written consent of the other party.
12. If, at any time during the continuance of this agreement, the parties shall deem it necessary or advisable to make any alteration or addition to this agreement, they may do so by means of a written agreement between them which shall be supplemental or additional hereto and form part hereof.

**IN WITNESS WHEREOF** the City of Cornwall and the United Counties of Stormont, Dundas, and Glengarry have hereunto affixed their respective corporate seals, attested by the hands of their respective officers as duly authorized:

SIGNED AND SEALED THIS 31<sup>st</sup> DAY OF MARCH 1999.

THE CORPORATION OF THE  
CITY OF CORNWALL

PER: Brian Sylvestre

MAYOR

PER: [Signature]

CLERK

THE CORPORATION OF THE UNITED  
COUNTIES OF STORMONT, DUNDAS, AND  
GLENGARRY

PER: Roger Cole

WARDEN

PER: [Signature]

CLERK

## APPENDIX A

### GUIDELINES:

The Plan of Implementation shall be in keeping with the principle of partnership as stated by the Ministry of Community and Social Services to the City and the County as follows:

***"The Partnership means an agreed upon arrangement by which the United Counties are to participate with the City in overseeing the program and financial management of the delivery of these services, and provide a forum in which to raise and resolve conflict."***

The following are intended to be guidelines that will ensure partnership while not jeopardizing the principles of efficiency and effectiveness expected from a consolidation of social services.

1. The implementation of the Committee's broad directions and goals will be expedited through direct communication with the CAO of the City (copied to the CCT of the County) for advice on the preparation and presentation of administrative bylaws and other matters of a strictly administrative origin.
2. The Administrator will work closely with the Committee and the CAO and the Coordinator/Clerk-Treasurer to prepare the annual budget and five-year plan for the Consolidated Social Services and the implementing bylaws for presentation.
3. Through the CAO of the City, the Administrator will consult with the Manager of Finance of the City on the administration of cost-sharing arrangements between the Federal Government and the Province. The formulae for cost-sharing are described in Clause 4a) of this agreement.

It is anticipated that prudent planning, instructed by the principles of this agreement and the good will of the parties, will result in a consolidated social services system that will serve well the clients, public, and ratepayers of the City and the County for many years to come.



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-134**

Department: Cornwall & SD&G Paramedic Services  
Division: Paramedics  
By-law Number: 2020-134  
Report Number: 2020-212-Cornwall SDG Paramedic Services  
Meeting Date: October 26, 2020  
Subject: By-law to authorize a Lease Agreement with Wells and Son Development Corporation for the Morrisburg Paramedic Station

Whereas The Corporation of the City of Cornwall currently leases the lands, building and structures on lands legally described as Part of Lot 17, Plan 46, Municipality of South Dundas, Part 1, Plan 8R-3557 municipally known as 12433 County Road #2; and

Whereas the current Lease Agreement, expiring on December 31, 2024, is with L & B Properties; and

Whereas L & B Properties, the Lessor has sold the property to Wells and Son Development Corporation; and

Whereas the Corporation desires to enter into a Lease Agreement with Wells and Son Development Corporation for a period of five (5) years commencing November 1, 2020.



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

1. That By-law 2019-074 is hereby repealed.
2. That the Corporation of the City of Cornwall authorize a Lease Agreement with Wells and Son Development Corporation for a term of five (5) years commencing on the first day of November, 2020 and terminating on October 31, 2025.
3. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 26th day of October, 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 Lease Agreement - 2020-212-Cornwall SDG Paramedic Services.docx
Attachments:	
Final Approval Date:	Oct 21, 2020

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

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

**Bill Lister - Oct 21, 2020 - 11:50 AM**

**Maureen Adams - Oct 21, 2020 - 12:01 PM**



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

Department: Cornwall & SD&G Paramedic Services  
Division: Paramedics  
Report Number: 2020-213-Cornwall SDG Paramedic Services  
Prepared By: Bill Lister, Chief  
Meeting Date: October 26, 2020  
Subject: Note Lease Agreement with Wells and Son Development Corporation for the Morrisburg Paramedic Station

**Purpose**

To authorize the City of Cornwall to enter into a Lease Agreement with Wells and Son Development Corporation for a period of five (5) years commencing November 1, 2020.

**Background / Discussion**

As the regional designated delivery agent for Land Ambulance Service, the City of Cornwall maintains seven (7) ambulance stations throughout the Counties of Stormont, Dundas and Glengarry (SDG). The six (6) stations in SDG (Alexandria, Avonmore, Lancaster, Long Sault, Morrisburg, and Winchester) are leased.

The Morrisburg paramedic station has been sold to Wells and Son Development Corporation.

This By-law is to terminate the Lease Agreement with L & B Properties and enter into a Lease Agreement with the new owner, Wells and Son Development Corporation.



### Report Approval Details

Document Title:	Note - By-law Lease Agreement - 2020-213-Cornwall SDG Paramedic Services.docx
Attachments:	
Final Approval Date:	Oct 21, 2020

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

**Bill Lister - Oct 20, 2020 - 10:36 AM**

**Maureen Adams - Oct 21, 2020 - 9:11 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-135**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-135  
Report Number: 2020-383-Planning, Development and Recreation  
Meeting Date: October 26, 2020  
Subject: 822 Marlborough Street Rezoning

Whereas the Council of the Corporation of the City of Cornwall is desirous of amending By-law #751-1969, as hereinafter provided.

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

- (1) That the Zoning Atlas attached to By-law No. 751-1969, as amended, be and the same is hereby further amended as set out in Schedule "a" attached hereto; and
- (2) That the subject lands be rezoned from Residential 20 (RES 20) to Residential 40 (RES 40) in support of a new multi-residential development; and
- (3) That the subject lands be subject to a comprehensive and full site plan control process; and
- (4) That an Archeological Stage 2 assessment be prepared if the undisturbed area of the subject lands is disturbed as part of the redevelopment of the site.



(5) That this By-law shall take effect on the date thereof, subject to the applicable Section 34 of the Planning Act, RSO 1990, as amended, if no objections are received or subject to receiving the approval of the Local Planning Appeal Tribunal (LPAT) if any objections are received, as per the Planning Act.

(6) 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 26th day of October 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

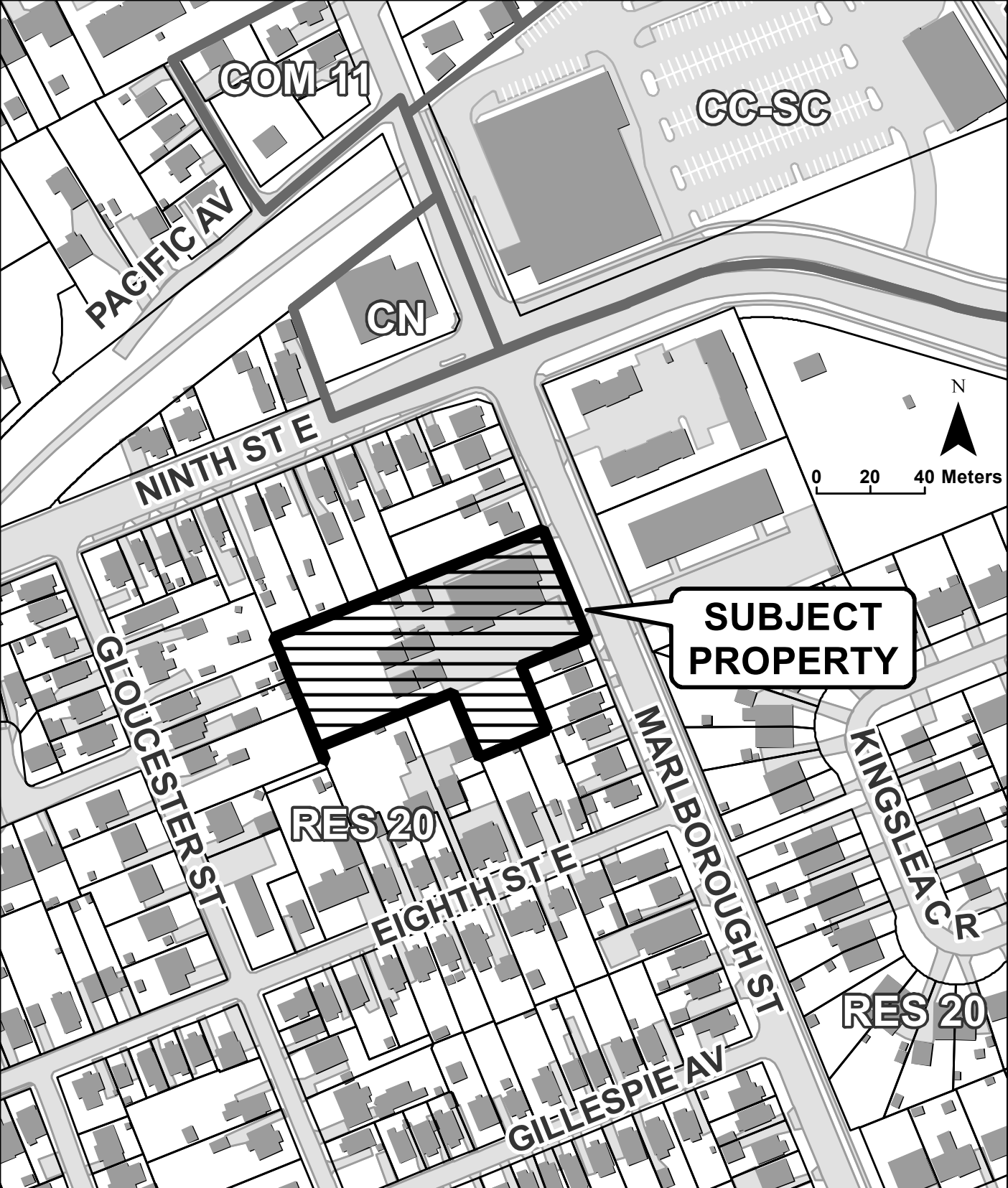
Document Title:	822 Marlborough St. Rezoning, By-law - 2020-383-PDR.docx
Attachments:	- Schedule A - BL No. 2020-___822 Marlborough.pdf
Final Approval Date:	Oct 20, 2020

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

**Mary Joyce-Smith - Oct 9, 2020 - 1:33 PM**

**Mark A. Boileau - Oct 13, 2020 - 11:24 AM**

**Maureen Adams - Oct 20, 2020 - 10:22 AM**



**SUBJECT  
PROPERTY**

THIS IS SCHEDULE 'A' TO BY - LAW NO. 2020-  
 PASSED THIS 26 th DAY OF OCTOBER 2020

\_\_\_\_\_ MAYOR



SUBJECT AREA TO BE REZONED  
 FROM "RESIDENTIAL 20" (RES 20)  
 TO "RESIDENTIAL 40" (RES 40)

\_\_\_\_\_ CLERK



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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-384-Planning, Development and Recreation  
Prepared By: Mary Joyce-Smith, Division Manager  
Meeting Date: October 26, 2020  
Subject: 822 Marlborough Street Rezoning

**Purpose**

The Purpose and Effect of this By-law is to rezone the subject lands legally described as Part of Lots 1 and 2, South Side of Ninth Street, as shown on Part 1, Plan 52R-7131, and municipally located at 822 Marlborough Street from Residential 20 (RES 20) to Residential 40 (RES 40) to establish a multi-residential development.

**Background / Discussion**

The proponent, Mr. Naeem Malik purchased 822 Marlborough Street in July 2020, and his objective is to rezone the site and to convert the former school into a multi-residential development consisting of approximately 15 units.

### Report Approval Details

Document Title:	822 Marlborough Street Rezoning - Explanatory Note - 2020-384-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Oct 20, 2020

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

**Mary Joyce-Smith - Oct 9, 2020 - 1:33 PM**

**Mark A. Boileau - Oct 13, 2020 - 11:23 AM**

**Maureen Adams - Oct 20, 2020 - 10:03 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-136**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-136  
Report Number: 2020-387-Planning, Development and Recreation  
Meeting Date: October 26, 2020  
Subject: HOTC 117 Montreal Road and 407 Pitt Street

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

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

Whereas these loans are subsequently registered, on title as applicable and the said Agreements as Mortgages and to further provide and administer municipal funds to the identified property owners under the HOTC Initiative (HOTC#2020-05 117-119 Montreal Rd and HOTC#2017-08 407Pitt); and

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



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

1. That the following specific HOTC Program 2 (Type I or Type II, respectively) to the following person(s) or their authorized Signing Officer(s) for the following properties:
  - a. HOTC#2020-05 Robert & Michelle Chesebro 117-119 Montreal Road being Part Lot 64, Plan 16 Designated as Part 2, Plan 52R8200; City of Cornwall PIN#60163-0405 (LT) in the amount of \$16,261, pursuant to a Program 2 (Type II) HOTC Funding (Loan) Agreement;
  - b. HOTC#2017-08 2590147 Ontario Inc 407 Pitt Street being Pt Lt 15 N/S Fourth Street Plan Cornwall As In S227944; S/T S227944; Cornwall PIN #60172-0068 (LT) in the amount of \$8,256, pursuant to a Program 2 (Type II) HOTC Funding (loan) Agreement; and
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter; and
3. That this By-law take effect on the day of passing by City Council.

Read, signed and sealed in open Council this 26th day of October, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	ByLaw-HOTC 117 Montreal, 407 Pitt Prog 2- 2020-387-PDR.docx
Attachments:	
Final Approval Date:	Oct 20, 2020

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

**Mark A. Boileau - Oct 16, 2020 - 11:43 AM**

**Tracey Bailey - Oct 18, 2020 - 9:02 AM**

**Maureen Adams - Oct 20, 2020 - 10:29 AM**





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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-388-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: October 26, 2020  
Subject: HOTC 117-119 Montreal Road and 407 Pitt Street Program 2

**Purpose**

Explanation of Purpose and Effect for HOTC Application Program 2 – Building Restoration & Improvement Agreement to Bylaw for application HOTC#2020-05 117-119 Montreal Rd and HOTC#2017-08 407 Pitt St.

**Background / Discussion**

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

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



### Report Approval Details

Document Title:	Note-HOTC 117 Montreal Rd, 407 Pitt St Prog 2 - 2020-388-PDR.docx
Attachments:	
Final Approval Date:	Oct 20, 2020

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

**Mark A. Boileau - Oct 16, 2020 - 11:47 AM**

**Tracey Bailey - Oct 18, 2020 - 9:03 AM**

**Maureen Adams - Oct 20, 2020 - 10:26 AM**



**The Corporation of the City of Cornwall**

**Regular Meeting of Council**

**By-law 2020-137**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2020-137  
Report Number: 2020-385-Planning, Development and Recreation  
Meeting Date: October 26, 2020  
Subject: By-Law - Renaissance 205-205A Easton

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

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

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

1. That the Council hereby authorizes the following loan – RHRP#2020-10 Thomas Martell being Lot 136 Plan 79; Cornwall PIN#60155-0162 (LT) pursuant to a loan Agreement. (Municipal Address of 205-205A Easton)
2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.
3. That this By-law take effect on the day of passing by City Council.

Read, signed and sealed in open Council this 26th day of October, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	ByLaw-Renaissance 205 Easton - 2020-385-PDR.docx
Attachments:	
Final Approval Date:	Oct 20, 2020

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

**Mark A. Boileau - Oct 16, 2020 - 11:40 AM**

**Tracey Bailey - Oct 18, 2020 - 8:58 AM**

**Maureen Adams - Oct 20, 2020 - 10:25 AM**



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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-386-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: October 26, 2020  
Subject: Note-Renaissance 205-205A Easton

**Purpose**

Explanatory Note - The Purpose and Effect of this By-law is to allow the City Solicitor to register liens against properties approved under the Renaissance Housing Rehabilitation Program (RHRP#2020-10 205-205A Easton).

**Background / Discussion**

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

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



### Report Approval Details

Document Title:	Note-Renaissance 205 Easton - 2020-386-PDR.docx
Attachments:	
Final Approval Date:	Oct 20, 2020

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

**Mark A. Boileau - Oct 16, 2020 - 11:42 AM**

**Tracey Bailey - Oct 18, 2020 - 8:59 AM**

**Maureen Adams - Oct 20, 2020 - 10:24 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2020-138**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-138  
Report Number: 2020-346-Corporate Services  
Meeting Date: October 26, 2020  
Subject: By-law to appoint Council Members to the Cornwall Harbour Development Corporation

Whereas Section I of the *Municipal Act, 2001*, grants a municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas Section 5 (3) of the *Municipal Act, 2001*, further requires that municipal powers, including natural person powers, be exercised by By-law; and

Whereas Section 203 (1) of the *Municipal Act, 2001*, authorises municipalities to establish corporations; and

Whereas Sections 203 (2) and (3) of the *Municipal Act, 2001*, grants municipalities the power to nominate the directors, officers or members to the corporation and determine their powers; and

Whereas the Council of The Corporation of the City of Cornwall shall appoint members to the Cornwall Harbour Development Corporation, to manage the Harbour lands, jointly acquired with the Mohawk Council of Akwesasne via the Port Divestiture Program.



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

1. That the following elected officials be appointed as Members of the Cornwall Harbour Development Corporation:

Bernadette Clement, Mayor  
Claude McIntosh, Councillor  
Elaine MacDonald, Councillor  
Todd Bennett, Councillor

2. That these appointments expire at the end of the elected officials' term of office (November 2022), or until amended by By-law.

3. That the powers of the Members be those outlined in the Cornwall Harbour Development Corporation's Articles of Incorporation.

Read, signed and sealed in open Council this 26th day of October, 2020.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	By-law to appoint Council Members to the Cornwall Harbour Development Corporation - 2020-346-Corporate Services.docx
Attachments:	
Final Approval Date:	Oct 21, 2020

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

**Geoffrey Clarke - Oct 21, 2020 - 11:54 AM**

**Maureen Adams - Oct 21, 2020 - 12:04 PM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2020-139**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2020-139  
Report Number 2020-347-Corporate Services  
Meeting Date: October 26, 2020  
Subject: Confirming By-law for the Meeting of October 26, 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, October 26, 2020.

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

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

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

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

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

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

(i) Regular Public Meeting of Council #2020-25 of Tuesday, October 13, 2020

(c) That the actions of the Council at its meetings held on Monday, October 26, 2020, in respect of each recommendation contained in all reports of the regular and in-camera meetings and in respect of each motion, resolution and other action taken by the Council at its said meeting is, except where the prior approval of the Ontario Municipal Board or other authority is by law required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in the By-law;

(d) That the above-mentioned actions shall not include any actions required By-law to be taken by resolutions.

2. That where no By-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned Minutes or with respect to the exercise of any powers by the Council in the above mentioned Minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.

3. The Mayor and proper officials of The Corporation of the City of Cornwall are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.

4. Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of The Corporation of the City of Cornwall to all documents necessary to give effect to the above mentioned actions.



5. It is declared that notwithstanding that any section or sections of this By-law or parts thereof, may be found by any court of law to be bad or illegal or beyond the power of the Council to enact, such section(s) or part(s) hereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent there from and enacts as such.

Read, signed and sealed in open Council this 26th day of October, 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 the Meeting of October 26, 2020 - 2020-347-Corporate Services.docx
Attachments:	
Final Approval Date:	Oct 21, 2020

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

**Geoffrey Clarke - Oct 20, 2020 - 3:08 PM**

**Maureen Adams - Oct 21, 2020 - 9:20 AM**