

Agenda
Cornwall City Council

Meeting #: 2020-31
Date: Monday, December 14, 2020, 7:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level
Chair: Bernadette Clement, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

Pages

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

There is no In-Camera Session of Council for Monday, December 14, 2020.

Moment of Personal Reflection

Réflexion personnelle

National Anthem

Hymne national

The Acting Mayor for this month is Councillor Justin Towndale.

Opening

Ouverture

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

Roll Call

Appel nominal

Additions, Deletions or Amendments

Ajouts, retraites ou modifications

All matters listed under General Consent, save and except "Delegations" are considered to be routine and will be enacted by one motion. Should a

Council Member wish an alternative action from the proposed recommendation, the Council Member shall request that this matter be moved to “Communications” at this time.

Adoption of Agenda

Ratification de l'Ordre du jour

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

Disclosures of Interest

Déclarations d'intérêts pécuniaires

Committee of the Whole

Séance de commission étendue à la chambre entire

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

Adoption of Minutes

1

Ratification des procès-verbaux

The following Minutes are being presented for adoption:

Monday, November 23, 2020

December 7, 2020

Presentations

Présentations

Delegations

Délégations

Consent Reports

Rapports sur le consentement

1. **Child Care Business Practice Guidelines for 2021, 2020-232-Social and Housing Services**

15

Action Recommended

That Council approve the 2021 Child Care Division Business

Practice Guidelines for the distribution of Special Purpose, General Operating and Fee Subsidy Funding to Operators that have a service contract with the City of Cornwall as outlined in the background discussion of this report.

- 2. Rezoning Northwoods Forest Subdivision Phase 2 (PAC File #Z-03-20), 2020-401-Planning, Development and Recreation** **53**

Action Recommended

That Council approve the rezoning of the subject properties legally described as Lots 1-12 and 21-23; on Registered Plan 52M-48 from Residential 15 (RES 15) to Residential 10 (RES 10).

- 3. Elected Officials Expense Statements October 2020, 2020-372-Financial Services** **56**

Action Recommended

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

- 4. Tax Write-offs / Adjustments, 2020-380-Financial Services** **67**

Action Recommended

That Council receive the report for tax write-offs and adjustments under Section 357 of the *Municipal Act, 2001* and tax refunds from decisions made by the Assessment Review Board (ARB).

- 5. RFP 20-P18 Supply and Installation of Play Structure and Engineered Wood Fibre at Aimé LeBlanc Park, Francis Guindon Park and the Benson Centre, 2020-364-Financial Services** **71**

Action Recommended

That RFP 20-P18 be awarded as follows:

- a. Aimé Leblanc Park and Francis Guindon Park play structures be awarded to Henderson Recreation Equipment, from Simcoe, Ontario, at the total bid price of \$135,371.74 including HST (net cost to the Corporation - \$119,798.00) being the best proposal meeting the specifications.
- b. The Benson Center play structure be awarded to Playground Planners, from Nepean, Ontario, at the total bid price of \$167,538.60 including HST (net cost to the Corporation - \$148,264.25) being the best Proposal meeting the specifications.

- 6. RFP Terms of Reference Operation and Preventative Maintenance Program for Methane Gas Collection System and Leachate** **75**

Collection System, 2020-375-Financial Services

Action Recommended

That Council receive Report 2020-375-Financial Services.

- 7. Tender 20-T37 Aquatic Centre Ventilation System Upgrade, 2020-367-Financial Services** **105**

Action Recommended

That Tender 20-T37 be awarded to Rose Mech, from Long Sault, Ontario, at the total bid price of \$576,920 (net cost to the Corporation - \$514,000) being the best bid meeting the tender specifications.

- 8. Tender 20-T38 Plumbing Services, 2020-362-Financial Services** **108**

Action Recommended

That Tender 20-T38 be awarded to Oscar Ladouceur Mechanical, from Cornwall, Ontario, for a two-year period from January 1, 2021 to December 31, 2022, with an option to renew for an additional one year term, being the best bid meeting the tender specifications.

Resolutions

Résolutions

- 1. Resolution 2020-10 - One-year extension of deadlines in O. Reg. 588/17: Asset Management Planning, 2020-352-Financial Services** **111**

Whereas the COVID-19 pandemic has had significant financial and operational impacts on Ontario municipalities; and

Whereas municipalities have had to divert resources towards addressing the immediate needs of the pandemic and maintaining service delivery standards despite evolving restrictions and limited funds; and

Whereas the Government of Ontario has delayed timelines with respect to several pieces of legislation; and

Whereas the Government of Ontario has regulated municipal asset management through O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015; and

Whereas O. Reg. 588/17 mandates that every municipality shall prepare an asset management plan in respect of its core municipal

infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023; and

Whereas the key components of an asset management plan as required by the regulation are:

1. Infrastructure asset inventory
2. Levels of service
3. Lifecycle management and financial strategy

Whereas there is a concern amongst Municipal Finance Officers' Association of Ontario (MFOA) members and their municipalities that current capacity challenges (redeployment of staff, and lack of available resources) will result in limitations for purposeful asset management planning; and

Whereas Ontario municipalities do not anticipate the current capacity challenges to be resolved in the short-term; and

Now Therefore Be It Resolved That The Corporation of the City of Cornwall supports MFOA's letter to the Ministry of Infrastructure (attached) requesting a one-year extension of deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015; so that all municipalities can focus on the immediate needs of the pandemic and engage in municipal asset management planning when capacity challenges are resolved.

Reports from Unfinished Business and Unfinished Business Listing

Rapports des affaires incompletes

The Unfinished Business Listing for Monday, December 14, 2020, is being presented to Council to receive.

- | | |
|---|------------|
| 1. Town Hall Meetings Policy, 2020-377-Corporate Services | 116 |
| <p>Action Recommended
That Council approve the Town Hall Meetings Policy.</p> | |
| 2. Unfinished Business Listing for December 14, 2020, 2020-374-Corporate Services | 123 |
| <p>Action Recommended
That Council receive the Unfinished Business Listing for December 14, 2020.</p> | |

Communication Reports

Communications et rapports

- 1. Transfer Payments to City Partners, 2020-358-Financial Services** 126

Action Recommended
That Council direct Administration to continue monthly transfer payments for operating costs to the identified City Partners listed.
- 2. 2020 Carry Forwards of Operations, 2020-371-Financial Services** 129

Action Recommended
That Council approve the carry forwards of 2020 operations to 2021.
- 3. 2020 Carry Forwards of Capital, 2020-377-Financial Services** 133

Action Recommended
That Council approve the carry forward of the capital projects listed on schedule 1 to this Report 2020-377-Financial Services.

New Business Motions

Nouvelles affaires

By-laws

Règlements municipaux

By-laws 2020-150 to 2020-163 inclusive, listed on the Agenda, are being presented to Council for adoption.

- 1. By-law 2020-150 1016 Marleau Avenue – Property Acquisition, 2020-335-Infrastructure and Municipal Works** 139
- 2. By-law 2020-151 Investing in Canada Infrastructure Program Agreement, 2020-406-Infrastructure and Municipal Works, 2020-411-Infrastructure and Municipal Works** 142
- 3. By-law 2020-152 Borrowing of Funds , 2020-368-Financial Services, 2020-354-Financial Services** 147
- 4. By-law 2020-153 Temporary Borrowing , 2020-369-Financial Services, 2020-356-Financial Services** 152
- 5. By-law 2020-154 Spending of Expenditures Prior to Budget, 2020-353-Financial Services, 2020-357-Financial Services** 157

6.	By-law 2020-155 2021 Interim Levy , 2020-376-Financial Services, 2020-359-Financial Services	162
7.	By-law 2020-156 Distribution and Collection of Water and Water-Related Services, 2020-378-Financial Services, 2020-360-Financial Services	169
8.	By-law 2020-157 Sewage Service Rates, 2020-379-Financial Services, 2020-361-Financial Services	175
9.	By-law 2020-158 Appointment of Joanne Carrière-Beaulieu as Marriage Officiant, 2020-375-Corporate Services, 2020-380-Corporate Services	180
10.	By-law 2020-159 Appointment of Peter Wilson as Marriage Officiant, 2020-376-Corporate Services	185
11.	By-law 2020-160 Rezoning of Northwoods Forest , 2020-399-Planning, Development and Recreation, 2020-400-Planning, Development and Recreation	188
12.	By-law 2020-161 Renewal of Service Contracts for Child Care - 2021, 2020-234-Social and Housing Services, 2020-233-Social and Housing Services	194
13.	By-law 2020-162 Amendment to the Traffic & Parking By-law 069-89, Schedule II, Parking Restrictions - Julie Street, 2020-414-Infrastructure and Municipal Works, 2020-416-Infrastructure and Municipal Works	199
14.	By-law 2020-163 Amendment to the Traffic & Parking By-law 069-89, Schedule XV, Stop Signs, and Schedule XVI, Yield Signs, 2020-415-Infrastructure and Municipal Works, 2020-417-Infrastructure and Municipal Works	204

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

Rapports des comités permanents, consultatifs, spéciaux et ad hoc

1.	Cost Analysis for Cornwall's Greenhouse Gas Emissions, 2020-412-Infrastructure and Municipal Works	209
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Action Recommended

That Council refer the request for a cost analysis associated with determining Cornwall's greenhouse gas emissions to Administration

for a subsequent report.

Notices of Motion

Avis de motion

Confirming By-law

Règlement municipal de ratification

By-law 2020-164, 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, December 14, 2020, is being presented to Council for adoption.

1. **Confirming By-law for the Meeting of December 14, 2020, 2020-372-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, January 11, 2021.



Minutes
Cornwall City Council

Meeting #: 2020-29
Date: Monday, November 23, 2020, 7:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,
Ontario, K6H 6G4, Salon B, Lower Level
Chair: Bernadette Clement, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

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

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

**1. In-Camera Session / Rise and Report from the In-Camera Meeting of
Monday, November 23, 2020**

Motion to move into a Closed Meeting at 5:30 p.m. to address matters pertaining
to Section 239 (2) and (3.1) of the Municipal Act, 2001.

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

Item #1, 2020-350-Financial Services, Assessment Appeal

- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

Action Taken: Council received the report.

Item #2, 2020-231-Social and Housing Services, Child Care Funding

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

Action Taken: Council received Report 2020-231-Social and Housing Services and provided Administration with direction.

2. Moment of Personal Reflection

3. National Anthem

The Acting Mayor for this month is Councillor Glen Grant.

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. Addition of New Business Item, Conservation Authorities Act - Protect, Support and Recover from COVID-19 Act.
2. Consent Item 13.1, Proclamation - Children's Christmas Fund Week, was moved to Communication Reports as Item 17.8 for discussion.
3. Consent Item 13.3, Energy Conservation and Demand Management Update, was moved to Communication Reports as Item 17.9 for discussion.
4. By-law 2020-146, Committees By-law, was separated for discussion.
5. By-law 2020-147, Big Ben Operation Agreement, was separated for discussion.

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

1. Councillor Carilyne Hébert declared a conflict of interest on Report 2020-347-Financial Services - 2020 Annual Report on the Municipal Grants Program as her employer, the Social Development Council, received a grant for in-kind services in 2020.

9. Committee of the Whole

Moved By: Elaine MacDonald, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

10. Adoption of Minutes

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt the Minutes of November 9, 2020, as presented.

Motion Carried

11. Presentations

There were no Presentations.

12. Delegations

There were no Delegations.

13. Consent Reports

1. **Proclamation – Children’s Christmas Fund Week, 2020-369-Corporate Services**

This item was moved to Communication Reports as Item 17.8 for discussion.

2. Tender 20-T36 Tractor Mounted Backhoe and/or Tractor Mounted Hoe Ram complete with Operator for Various City Departments, 2020-349-Financial Services

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to award Option B-Two Year of Tender 20-T36 on a roster basis from January 1, 2021 to December 31, 2022 with suppliers called in order beginning with the lowest hourly rate.

Item 1 - Tractor Backhoe for Various Departments to:

Hourly Rates Option B

Company Year One Year Two

1202832 Ontario Inc. (o/a Bob Buiting) \$53.75 \$53.75

C&D Excavating Limited \$54.48 \$54.98

Gaucher Excavation Limited \$62.95 \$63.95

H. Moise Jr Trucking \$80.00 \$80.00

Losey's Haulage Limited \$90.00 \$92.00

2561678 Ontario Inc.(o/a Valade Backhoe Service) \$95.00 \$95.00

TDM Construction \$97.50 \$101.50

Item 2 - Hoe Ram for Various Department to:

Hourly Rates Option B

Company Year One Year Two

1202832 Ontario Inc. (o/a Bob Buiting) \$69.75 \$69.75

C&D Excavating Limited \$73.48 \$74.48

Gaucher Excavation Limited \$90.00 \$90.00

2561678 Ontario Inc.(o/a Valade Backhoe Service) \$130.00 \$130.00

Losey's Haulage Limited \$130.00 \$135.00

Rates shown are exclusive of applicable HST.

Motion Carried

3. Energy Conservation and Demand Management Update 2020, 2020-404-Infrastructure and Municipal Works

This item was moved to Communication Reports as Item 17.9 for discussion.

14. Resolutions

There were no Resolutions.

15. Reports from Unfinished Business and Unfinished Business Listing

1. Municipal Naming Policy, 2020-367-Corporate Services

Moved By: Elaine MacDonald, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to approve:

- a. the Municipal Naming Policy as presented
- b. the conversion of the former Parks, Facilities and Street Naming Policy Committee to the Municipal Naming Working Group
- c. the establishment of the Municipal Naming Working Group with the current Members of Council and of Administration

Motion Carried

2. Unfinished Business Listing for November 23, 2020, 2020-371-Corporate Services

Moved By: Elaine MacDonald, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to receive the Unfinished Business Listing for November 23, 2020.

Motion Carried

16. Communication Reports

1. 2020 Annual Report on the Municipal Grants Program, 2020-347-Financial Services

Having declared a conflict of interest on this item, Councillor Carilyne Hébert stepped away from the Council table.

Moved By: Todd Bennett, Councillor

Seconded By: Maurice Dupelle, Councillor

- a. Motion to receive the 2020 Annual Report on the Municipal Grants Program.
- b. Motion to approve the recommended changes to the Municipal Grants Policy FI-2020-01-27-4 as outlined in Appendix A.
- c. Motion to approve the recommended changes to the Municipal Grants Program Guidelines as outlined in Appendix B.

Motion Carried

2. Development Charges Interest Policy, 2020-348-Financial Services

Moved By: Todd Bennett, Councillor

Seconded By: Carilyne Hébert, Councillor

- a. Motion to approve the charging of interest pursuant to sections 26.1 and 26.2 of the Development Charges Act, 1997:
 - a. effective as at January 1, 2020,
 - b. at a rate of Bank of Canada Prime Rate plus 3% compounded annually
- b. Motion to authorize the General Manager, Planning, Development and Recreation, and the General Manager, Financial Services and Treasurer, to execute agreements related to the administration of any imposed Development Charges By-law; and
- c. Motion to approve the Development Charges Interest Policy (attached), to administer the charging of interest as outlined in Recommendation 1 and 2.

Motion Carried

3. Petitions Policy, 2020-365-Corporate Services

Moved By: Carilyne Hébert, Councillor

Seconded By: Justin Towndale, Councillor

Motion to amend the fourth bullet in the section 3 by removing “18 years of age” and inserting “14 years of age”.

Motion to Amend Carried

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to approve the Petitions Policy as amended.

Motion Carried

4. Town Hall Meetings Policy, 2020-366-Corporate Services

Moved By: Glen Grant, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to defer this matter to the next meeting of Council and refer the list of suggested changes to the Clerk.

Motion Carried

5. Proxy Voting – Procedural By-law – Local State of Emergency, 2020-309-Corporate Services

Moved By: Justin Towndale, Councillor

Seconded By: Todd Bennett, Councillor

Motion to approve Option 2 and to direct Administration to prepare a report outlining a process clearly defining the rules and limitations to amend the Procedural By-law to allow for Proxy Voting for Council’s consideration.

Motion Carried

6. COVID-19 Support Program for Local Small Businesses, 2020-396-Planning, Development and Recreation

Moved By: Elaine MacDonald, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to approve entering into a Conditional Flow Through Grant Agreement with the Business Advisory Centre Durham (BACD) for the purposes of receiving funds to provide COVID-19 support and assistance to local small businesses.

Motion Carried

7. Repair of Wastewater Treatment Plant Travelling Bar Screen, 2020-405-Infrastructure and Municipal Works

Moved By: Syd Gardiner, Councillor

Seconded By: Claude E. McIntosh, Councillor

- a. Motion to receive Report 2020-405-Infrastructure and Municipal Works
- b. Motion to authorize Administration to utilize funds from the Wastewater Works Reserve to offset this non-budgeted expenditure

Motion Carried

8. Proclamation - Children's Christmas Fund Week, 2020-369-Corporate Services

This item was moved from Consent Item 13.1 for discussion.

Moved By: Dean Hollingsworth, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to proclaim the week of December 13 to 19, 2020, as "Children's Christmas Fund Week" in the City of Cornwall and allow its flag to be flown at 340 Pitt Street for the duration of that period.

Motion Carried

9. Energy Conservation and Demand Management Update 2020, 2020-404-Infrastructure and Municipal Works

This item was moved from Consent Item 13.3 for discussion.

Moved By: Glen Grant, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to receive Report 2020-404-Infrastructure and Municipal Works.

Motion Carried

17. New Business Motions

1. Conservation Authorities Act – Protect, Support and Recover from COVID-19 Act, 2020-21-Council Members

Moved By: Carilyne Hébert, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion that Council request:

a. the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth prior to passing Schedule 6 of Bill 229 (Budget Measures).

b. the Province respect the current conservation authority/municipal relationships.

c. the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

Motion Carried

18. By-laws

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adopt By-laws 2020-145 and 2020-148 as listed on the Agenda.

Motion Carried

1. By-law 2020-145 - Red Cross Disaster Agreement - 2020-229-Social and Housing Services, 2020-230-Social and Housing Services

2. By-law 2020-148 - Agreement with the Business Advisory Centre Durham, 2020-394-Planning, Development and Recreation
3. By-law 2020-146 - Committees By-law, 2020-364-Corporate Services

Moved By: Glen Grant, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to amend section 1.7 - Mayor's Task Force by inserting the words "and/or community members" immediately after "Council Members".

Motion to Amend Carried

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to amend section 2.5 - General Provisions replacing the words "a majority affirmative vote to "a two-third's affirmative vote.

Motion to Amend Carried

Moved By: Justin Towndale, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to separate 2.8 – Mayor as Ex-Officio Members of Committees into two sections.

Motion to Amend Carried

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt By-law 2020-146, Committees By-law as amended.

Motion Carried as Amended

4. By-law 2020-147 - Big Ben Operation Agreement - 2020-393-Planning, Development and Recreation, 2020-397-Planning, Development and Recreation

Moved By: Claude E. McIntosh, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adopt By-law 2020-147, Big Ben Operation Agreement.

Motion Carried

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

There were no Reports from Standing, Advisory, Special and Ad Hoc Committees of Council.

20. Notices of Motion

There were no Notices of Motion.

21. Confirming By-law

1. Confirming By-law for the Meeting of November 23, 2020, 2020-370-Corporate Services

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt the Confirming By-law 2020-149.

Motion Carried

22. Adjournment and Next Regular Meeting of Council

The next Special Public Meeting of Council will be held on Monday, December 7, 2020.

The next Regular Public Meeting of Council will be held on Monday, December 14, 2020.

Moved By: Glen Grant, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adjourn the Regular Meeting of Council of Monday, November 23, 2020 at 9:40 p.m.

Motion Carried

Manon L. Levesque, City Clerk

Bernadette Clement, Mayor



Minutes
Cornwall City Council

Meeting #: 2020-30
Date: Monday, December 7, 2020, 5:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,
Ontario, K6H 6G4, Salon B, Lower Level
Chair: Bernadette Clement, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

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

Attendance Administration: Maureen Adams, CAO, Manon L. Levesque, City Clerk, Debbie
Caskenette, Deputy Clerk, Bill de Wit, Acting General
Manager, Infrastructure and Municipal Works, Tracey Bailey,
General Manager, Financial Services, Mark A. Boileau,
General Manager, Planning, Development and Recreation,
Carl Goodwin, Division Manager, Environment, Michael
Fawthrop, Division Manager, Infrastructure, Paul Rochon,
Acting Division Manager, Municipal Works, Paul Scrimshaw,
Division Manager, Accounting, Shawn O'Brien, Supervisor
Water and Sewer, Owen O'Keefe, Supervisor, Water
Purification Plant, Pat Carriere, Supervisor, Wastewater
Treatment Plant, Michael Carriere, Supervisor, Property and
Tax Assessment, Justin Cordell, Budget Coordinator

1. Roll Call

2. Opening

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

3. Adoption of Agenda

Moved By: Glen Grant, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to adopt the Agenda as presented.

Motion Carried

4. Disclosures of Interest

There were no Disclosures of Interest.

5. Committee of the Whole

Moved By: Syd Gardiner, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

6. Presentations and Reports

1. 2021 Water & Wastewater Budget, 2020-351-Financial Services

Bill de Wit, Acting General Manager-Infrastructure and Municipal Works and Tracey Bailey, Chief Financial Officer made a joint presentation on the 2021 Water and Wastewater Budget.

Mr. de Wit outlined the goals and objectives of the 2021 Budget and how it aligns towards financial sustainability with the Water and Wastewater Financial Plan and the City's Strategic Plan.

Michael Fawthrop, Division Manager-Infrastructure Planning and Carl Goodwin, Division Manager-Environmental Services outlined the water infrastructure and wastewater components on the budget together with the proposed 2021 capital projects. Mr. Fawthrop indicated that the City has currently a \$34 million backlog or 21% of rehabilitation and/or replacement of its infrastructure and 57 kilometers of watermains that needs to be addressed. The 2021 Capital Budget and Plan addressed the backlog as in previous years.

Tracey Bailey presented the financial and management framework of the 2021 Budget. Ms. Bailey indicated that the 2021 Water and Wastewater Budget was prepared with an overall increase of 1.51% to the utility bill. The increase on the average residential property is estimated to be \$12.

Moved By: Carilyne Hébert, Councillor

Seconded By: Claude E. McIntosh, Councillor

That Council receive the 2021 Water and Wastewater Budget and to approve the rates for 2021 at an increase of 1.51%.

Motion Carried

7. Adjournment

The next Regular Public Meeting of Council will be held on Monday, December 14, 2020.

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to adjourn the Special Meeting of Council at 7:35 p.m.

Motion Carried

Manon L. Levesque, City Clerk

Bernadette Clement, Mayor

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

Department: Social and Housing Services
Division: Child Care
Report Number: 2020-232-Social and Housing Services
Prepared By: Kristine Greaves, Child Care Supervisor
Meeting Date: December 14, 2020
Subject: Child Care Business Practice Guidelines for 2021

Purpose

To seek Council approval for the annual update to the Child Care Division Business Practice Guidelines for Child Care Service Operators to apply for and access special purpose funding.

Recommendation

That Council approve the 2021 Child Care Division Business Practice Guidelines for the distribution of Special Purpose, General Operating and Fee Subsidy Funding to Operators that have a service contract with the City of Cornwall as outlined in the background discussion of this report.

Financial Implications

The City of Cornwall Child Care Division will continue to receive funding in 100% provincial funds. The funds distributed to the Operators for Special Purpose, General Operating Grants and Fee Subsidy are taken from these 100% provincial funds. As the designated System Service Manager, the City flows these funds to the Child Care Service Operators. As in past years, there is no cost to the City or to the United Counties of SDG.

Strategic Priority Implications

Special Purpose funds are intended to support Child Care Operators with minor renovations, repairs and maintenance costs, play equipment and capacity building to support compliance with licensing requirements. Fee Subsidy funds support parents in obtaining affordable child care while attending work or school. General Operating funds support Child Care Operators with operating expenses thereby supporting affordable access for families to licensed child care centres and meeting Council's sustainability of programs and services priority.

Background / Discussion

As a result of the funds provided under the Province's funding formula and framework for special purpose allocations intended to support expense categories such as Repairs and Maintenance, Capacity Building, Play-Based Materials and Business transformation, the Child Care Division developed Business Practice Guidelines based on the Ministry's *Ontario Child Care Service Management and Funding Guidelines* as well as the Division's understanding of the current child care system.

The original guidelines were approved by Council at the June 24, 2013 Council meeting and revisions have been approved annually. The last update was approved at the January 13, 2020 Council meeting. Operators continue to submit requests for funds using these guidelines.

The Business Practice Guidelines and procedures were developed to support the process of applying for the various expense categories. These guidelines are reviewed by the Child Care Division on an annual basis and revisions are recommended based on the needs of the current child care system. Revisions for 2021 that are most noteworthy include:

- I. The addition of details and definitions within sections of the document to ensure clarity in the policies and procedures outlined within the document;

- II. Ensuring the guidelines reflect current programs offered as well as the current provincial funding requirements.

These recommendations are made in response to the realities of the current local child care system.

Accessibility Impact

The provision of licensed child care programs enhances the access for families and children with special needs to quality child care programs.

Document Title:	Child Care Division Business Practice Guidelines for 2021 - 2020-232-Social and Housing Services.docx
Attachments:	- 2021 Business Practice Guidelines FINAL.docx
Final Approval Date:	Dec 8, 2020

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

Melissa Morgan - Dec 3, 2020 - 10:31 AM

Maureen Adams - Dec 8, 2020 - 4:13 PM



City of Cornwall Child Care Division

Child Care Business Practice Guideline 2021

For Child Care Service Operators

January 2021

Introduction

The City of Cornwall Child Care Division is the designated Service System Manager for Child Care and the Early Years for Cornwall and the Counties of Stormont, Dundas and Glengarry. As such, the Child Care Division has set out policies and guidelines, contained within this document, which must be followed by all child care operators who access funding through the Division.

The Child Care Service Operator must ensure that all programs will be delivered adhering to appropriate legislation and/or quality assurance program. In particular, the terms of the Child Care and Early Years Act, 2014 (CCEYA), Early Childhood Educators Act (ECEA), Education Act and the Children and Family Services Act, and any other requirements as set out by the province of Ontario.

The Child Care Service Operator will provide services in accordance with the applicable Service Description Schedule(s), which will include completion of the annual Information Submission package and the General Operating Grant Summary.

Policies

As Service System Manager, the City of Cornwall Child Care Division must ensure that appropriate policies and procedures are in place. In addition to policies that are mandated through legislation (CCEYA, 2014), child care operators who receive funding through the City must also adhere to the following policies:

- Serious incident reporting
- Conflict of Interest

Serious Incident Reporting

As per the CCEYA, 2014 child care operators are required to complete Serious Occurrence reports through the Child Care Licensing System (CCLS). As the service system manager, the Child Care Division Supervisor has access to these serious occurrence reports, as well as all submitted updates. Child care operators must provide the City with additional updates, as requested. It is the responsibility of the Child Care Division to keep elected officials up to date on relevant community information.

At times, other serious incidents may occur that are not required to be reported through CCLS. These serious incidents must be reported directly to the Child Care Division Supervisor via email at kgreaves@cornwall.ca. Serious incidents that must be reported to the service system manager include:

- Breach of confidentiality involving a fee subsidy client or City employee
- Incidents that may result in media attention

Conflict of Interest

It is important for the public that service operators accessing Ministry of Education funds distributed by the City of Cornwall are being well managed. Situations occur where a person or business interest dealing with service provider has a conflict of interest that could damage public confidence in our programs. The following definition shall be used when determining if there is a conflict of interest.

Conflict of interest is a situation where the other personal or business interests of a party are in conflict with the best interests of the Special Needs Resourcing Program operation. A conflict of interest may occur under the following 2 circumstances:

1. a direct or indirect personal gain or benefit is given or received by a party, or a family member of a party, or
2. a direct or indirect advantage or privilege is given to or received by a party, or a family member of a party

Service operators must closely monitor their relationships, arrangements, contracts and agreements and not engage in any that may result in a conflict of interest.

Service operators must advise the Child Care Division immediately should a conflict of interest arise.

Child Care Fee Subsidy

Overview

The Child Care Fee Subsidy program helps eligible families pay for the cost of licensed child care for children up to the age of 12 years. Child Care fee subsidy is an essential support for many families, helping them balance the demands of work and family while actively participating in the workforce or pursuing education or training.

To be eligible for child care fee subsidy, parents or legal guardians must be working, attending school or training, or be in receipt of Ontario Works (OW) or Ontario Disability Support Program (ODSP) benefits while participating in an approved activity. Child care fee subsidy may also be provided, at the discretion of the Child Care Division staff, if the child has a recognized special or social need.

The amount of child care fee subsidy, if any, is determined using the Ministry mandated income test on the Ontario Child Care Management System (OCCMS). Eligible hours of child care are based on the parent's hours of work or school. Child Care fee subsidy will be approved as per the following definitions:

- **Full Day:** Services consisting of 6 or more hours of care
- **Half Day:** Services consisting of less than 6 hours of care
- **Before and/or After School Care:** Services accessed prior to the start of the school day and/or after the end of a school day
- **Extended hours:** before 7:00 a.m. and/or after 6:00 p.m.
- **Additional Days for School Aged Children,** as per full day and/or half day as listed above: to allow for children who normally attend care only for before and/or after school to access care on school breaks and snow days.
- **Varied Schedule:** Care is approved as a 'varied schedule' for families who do not work set shifts and therefore the days and hours that care is required will change from week to week, with no minimum number of set days per week. If a child with an approved varied schedule, schedules less than 12 days per month additional reporting is required when submitting attendance.

Fee subsidy for special needs and social referrals are given on a temporary part- time basis and are prioritized for children who are eligible for school in the upcoming school year.

Parents are also required to provide documentation as per Ministry guidelines and local policy to qualify for child care fee subsidy. Once a parent/guardian is deemed eligible to subsidized care for his/her child or children, he/she must continue to meet eligibility criteria to remain eligible for subsidy.

In order to receive Child Care Fee Subsidy, families will choose a Child Care Program within the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry that has available space and with a Program that has an existing “Purchase of Service Agreement” with the Corporation.

Child Care Division Responsibilities

Child Care fee subsidy will be paid to the Child Care Service Operator as per the operator’s posted daily rates. Daily rates are paid based on the program which the child attends and not the child’s age (e.g. if a toddler (22 months) is in a preschool program, the rate would be paid at the preschool rate). The foregoing fees will be supplemented by an amount of \$5.00 per hour for the provision of non-traditional hour services on a weekend, during evening hours or overnight (Before 7:00 a.m. & after 6:00 p.m.).

The subsidy is provided to licensed child care programs on behalf of eligible families.

When a family is deemed eligible for child care fee subsidy, the Child Care Program will be notified and advised of the start date, the approved child care code, the approved schedule for attendance at the centre including the days and hours approved for care, and the parental contribution.

If a family is determined by the City of Cornwall Child Care Division staff to have “available income” to contribute towards the costs of the Child Care, the Child Care Program is responsible for the collection of this amount from the family.

If the family is determined by the CMSM to have “available income” to contribute towards the cost of the child care, the CMSM will advise the centre of the amount owing from the family. Centres are not permitted to charge families more than the parent contribution as communicated by the City of Cornwall Child Care Division staff.

The Child Care Division conducts ongoing reviews with families to verify continued eligibility and will inform the Child Care Program of any relevant changes to subsidy or forthcoming withdrawals.

Child Care Operator Responsibilities

Child Care Service Operators are required to report attendance on a monthly basis. Authorized individuals within the Child Care Program must verify the actual days/times of attendance, as per the approved schedule, at the applicable child care program. This must be completed and submitted to the Corporation on or before the 3rd business day of the month each month to enable payment to the Child Care Program.

Child care operators are required to monitor attendance and ensure the approved schedule is being followed. Should a family indicate to an operator a change in schedule, please direct them to communicate with their Case Manager for approval. Attendance will only be approved as per the most recent Notification of Fee Subsidy form that has been sent to the centre. Should a client attend care outside of this schedule, it will be the center's responsibility to collect fees for any additional hours and/or days directly from the family.

Any and all child care fees that are incurred by a family, when determined ineligible for child care fee subsidy will be the sole responsibility of the family and collection thereof will be the sole responsibility of the Child Care Program.

Where the Child Care Division is aware of a forthcoming termination of subsidy for a child, a notice of no less than ten (10) business days will be given to the Child Care Program.

The Child Care Program has the responsibility to monitor absenteeism and to ensure it does not exceed five (5) weeks per calendar year per child with subsidized care. Absenteeism includes sick days, vacation days, unexplained absent days and any days where the child is absent for any reasons and the Child Care Program receives payment by Child Care Services. Unused allowed absences will follow the child from program to program and/or from service to service within the same calendar year only. Unusual circumstances may be addressed through the Division Supervisor on a case by case basis.

Termination and Withdrawal from a Program

Ten (10) consecutive days of absence without notice to the child care provider is considered to be "withdrawal without notice". The child care program shall notify child care services immediately of ten (10) consecutive days of absence.

Where a child, whose child care fees are subsidized, is withdrawn by the parent/guardian without a notice of no less than five (5) business days, the Child Care Program may receive payment equivalent to no more than five days of care from Child Care Services, unless the resulting vacancy is filled within those five (5) days.

Where the Child Care Program is aware that a child, whose care is subsidized, will be withdrawn, the Child Care Program shall notify the Child Care Division immediately.

Child Care Division staff will inform the child care operator in a timely manner of termination dates should a family no longer need and/or qualify for child care fee subsidy.

Confidentiality

When applying for child care fee subsidy, clients consent to the exchange of information between the City of Cornwall Child Care Division and their Child Care Provider for the purpose of determining a placement for their child(ren), as well as for attendance purposes. As such, Case Managers will not discuss clients' personal circumstances with the child care operator.

The CCEYA, 2014 outlines the personal information that child care operators must have on file for the children that are enrolled in their centres. This information is collected and shared with relevant staff to ensure the proper placement of the child(ren) as well as to ensure the health and safety of the children. Any additional personal information pertaining to the financial circumstances of a client, including if they are in receipt of child care fee subsidy, must not be shared with staff who are not responsible for submitting the monthly attendance reports to the City.

Special Purpose Funding

Service Objectives

Special purpose funding has been made available with the intent of supporting licensed child care programs. Special purpose funding is targeted towards items and/or required services that are necessary to ensure the health and safety of the children in child care programs (Repairs and Maintenance), to support professional development opportunities that build the capacity of licensed child care operators (Capacity Building), to cover one-time costs for non-profit child care operators that are involved in business transformation activities and/or require business transformation supports (Transformation Funding) and to help child care operators to create enriching environments that are developmentally appropriate and promote children's exploration and learning through play (Play Based Material and Equipment Expense).

Special Purpose funds will be distributed in accordance to the following 2 factors:

1. To operators that have a current service contract with the City of Cornwall.
2. To non-profit operators expanding their licensed capacity for approved Consolidated Municipal Service Manager (CMSM)/School Board projects under the Ministry of Education's Schools First Child Care Capital Retrofit Policy (SFCCCRP).

Purposes, Goals and Objectives

The following 5 points identify the purposes, goals and objectives of these guidelines and of each of the methods of procurement are to encourage open competition among suppliers

1. to maximize savings for taxpayers
2. to ensure service and product delivery, quality, efficiency and effectiveness
3. to ensure fairness among bidders
4. to ensure openness, accountability and transparency
5. to obtain the best value for the use of public funds when procuring goods and services

The key goals of the procurement process that the City of Cornwall is committed to achieve in order to maintain the integrity of the process and protect the

interests of the Corporation and the public are to ensure the best possible quality of goods and services at the best possible cost, accountability, fairness, objectivity, efficiency, effectiveness and transparency.

Conflict of Interest

It is important for the public that non-profit and for-profit operators accessing Ministry of Education funds distributed by the City of Cornwall are being well managed. Situations occur where a person or business interest dealing with a child care operation has a conflict of interest that could damage public confidence in our child care programs. The following definition shall be used when determining if there is a conflict of interest.

Conflict of interest is a situation where the other personal or business interests of a party are in conflict with the best interests of the child care operation. A conflict of interest may occur under the following 2 circumstances:

- 1. a direct or indirect personal gain or benefit is given or received by a party, or a family member of a party, or*
- 2. a direct or indirect advantage or privilege is given to or received by a party, or a family member of a party*

The Child Care Operator must closely monitor its relationships, arrangements, contracts and agreements and not engage in any that may result in a conflict of interest.

Non-profit and for-profit operators must advise the Child Care Division immediately should a conflict of interest arise.

Restrictions

No contract for goods or services may be divided into two or more parts to avoid the application of the provisions of these guidelines.

Operators may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).

Application Process

Please refer to the following 3 components regarding the application process:

1. Applications will be accepted from child care operators that have a current service contract with the City of Cornwall and from non-profit operators expanding their licensed capacity for approved CMSM/School Board projects under the Ministry of Education's Schools First Child Care Capital Retrofit Policy (SFCCCRP).
2. Application forms can be obtained on the City of Cornwall website by visiting the following link:
<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>
3. Applicants will complete the appropriate application form(s) and mail their application(s) along with the applicable supporting documents to:
City of Cornwall, Child Care Division
P.O. Box 877
340 Pitt Street
Cornwall, Ontario K6H 5T9

Please refer to the following 6 points of clarification regarding the application process.

1. Applicants will be notified via e-mail once their application has been received.
2. Approved applications will receive confirmation of a funding allocation via e-mail.
3. All completed projects require invoices marked paid in full to be submitted to the City of Cornwall along with proof of payment within 30 days. If an operator submits copies of invoices, they are required to keep on file the original invoices for a period of no less than 7 years.
4. Invoices not received within 30 days or by the end of January of the following calendar year for projects completed late in the current year, will result in the money being recovered by the City.
5. No further applications will be processed until the original invoices and other required documentation are received, as per municipal discretion.
6. Payment will be processed once invoices or approved lowest quotes are received and verified.
7. Payments will be issued by direct deposit.

The Special Purpose (Repairs and Maintenance, Capacity Building, Transformation Funding and Play Based Material and Equipment) funding is subject to the following 5 conditions:

1. All applications for Special Purpose funding must be submitted on the designated forms provided by the City of Cornwall.
2. All requested items/services that are in excess of \$5,000.00 (before taxes) must be supported by a minimum of three (3) separate written, competitive quotes prior to the purchase of the item/service. All quotes must be for comparable items/services and must be detailed, including all products/services that will be provided. All quotes must be submitted to the City of Cornwall on the Quotation Summary Form. If the operator chooses to accept a quote that is not the lowest quote submitted, an explanation and request for approval must be submitted to the City of Cornwall prior to the purchase. Funding may be restricted to the totality of the lowest quote.
3. Special Purpose items/services that are approved may not be substituted unless prior approval has been requested and granted through the City of Cornwall.
4. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
5. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.

Program/Project Reports

The Operator will be required to enter into an agreement as provided by the City with respect to the acquisition and disposal of items purchased with Special Purpose Funding.

Note: Applications for Special Purpose funding is subject to change based on demand and Ministry of Education funding allocation.

Special Purpose Funding Guidelines

Repairs and Maintenance

Repairs and Maintenance funding is intended to assist both non-profit and for-profit licensed Operators who are not, or may be at risk of not being, in compliance with licensing requirements under the *Child Care and Early Years Act, 2014*. Priority will be given to fund programs that serve children age birth to 3.8 years.

Common areas of repairs and maintenance concerns include:

Food Preparation	Washrooms
Repair or replacement of the following 3 items: <ol style="list-style-type: none"> 1. Hand washing sink in the kitchen 2. Dishwasher or hot water booster 3. Major appliances 	Repair or replacement of the following 4 items: <ol style="list-style-type: none"> 1. Fixtures 2. Partitions 3. Flooring material 4. Change table
Major Systems	Play Area
Repair or replacement of the following 9 items: <ol style="list-style-type: none"> 1. Leaking roof 2. Building foundation 3. Heating/cooling system 4. Sump pump 5. Emergency lighting 6. Accessibility 7. Windows or doors 8. Asbestos removal or encapsulation 9. Wiring upgrades 	Repair or replacement of the following 7 items: <ol style="list-style-type: none"> 1. Damaged walls/peeling paint that may contain lead 2. Windows 3. Damaged/worn flooring material or ceiling 4. Damaged/worn outdoor safety surfacing 5. Fencing 6. Drinking water system 7. Heating system
Code Compliance (See the following 3 Codes) <ol style="list-style-type: none"> 1. Ontario Fire Code orders/recommendations 2. Ontario Building Code orders/recommendations 3. Public Health Code orders/recommendations 	

Applications for Repairs and Maintenance will not be approved for requests that are covered by the Operator's Lease Agreement with their Landlord.

Licensed child care operators holding a service contract with the City are eligible to apply for repairs and maintenance funding.

Application Process for Repairs and Maintenance Funding

Applications will be accepted from child care operators that have a current service contract with the City of Cornwall, Child Care Division.

Applicants will complete the form attached and mail their application along with applicable supporting documents to: Department of Social and Housing Services, Child Care Division, P.O. Box 877, Cornwall, Ontario K6H 5T9.

In the event of multiple Repairs and Maintenance projects at one location, operators must complete one application form for each project.

Please refer to the following 15 points of clarification regarding the application process:

1. All applications must be received annually by July 15th. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date.
2. Applications will only be considered for operators with a current lease with 12 months or more remaining at application date
3. Applications for large projects such as those listed in the “Major Systems” category above will not be considered for operators who do not have long-term lease agreements of 10 (ten) or more years.
4. Note that funding in excess of \$5,000.00 (before taxes) must have three (3) separate, written, competitive quotes attached to application. All quotes must be submitted to the City of Cornwall on the Quotation Summary Form.
5. Approved applications will receive confirmation of a funding allocation.
6. 100% of payment will be processed by direct deposit once application is approved.
7. All completed projects require original invoices marked paid and a copy of a cancelled cheque or proof of payment.
8. Operators will not sell, change the use or otherwise dispose of child care resources obtained through Repairs and Maintenance funds without the prior written consent of the Corporation, which may be given subject to such condition as the Corporation deems advisable. In the event that the Operator should no longer require the

- resources or should close their doors, the resources will remain the property of the Corporation and be returned to the Corporation.
9. Funding over \$150,000 is subject to City Council approval.
 10. Estimates and costs requested from the City must exclude HST rebates, energy efficient rebates, discounts, etc.
 11. Operators may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
 12. Any Repairs and Maintenance Funding allocations must be spent by the operator by December 31st of each calendar year.
 13. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
 14. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.
 15. The City of Cornwall may conduct site visits to confirm that funding was used for the approved purpose(s).

Please refer to Appendix A at the end of this document for the application form.

Application forms can be obtained on the City of Cornwall website by visiting the following link:

<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>

Capacity Building

Capacity Building funding is intended to support professional development opportunities that build the capacity of both non-profit and for-profit licensed child care operators, supervisors, program staff/caregivers, special needs resource teachers and non-profit volunteer board members to support the provision of high quality programs for children ages 0 to 12. High quality child care programs recognize that each child is competent, curious, and rich in potential, and emphasize positive relationships and reflective practices as critical to children's learning.

Capacity Building events hosted by the City of Cornwall Child Care Division and other local events within the City of Cornwall or the Counties of S.D. & G. will be prioritized for this funding stream. For Capacity Building events hosted by the Child Care Division, it is an expectation that 72 hours' notice will be provided for

any staff cancellations of attendance. Applications for Capacity Building funds will be prioritized based on need and available funds.

Capacity Building funds will also be prioritized to support front-line workers to attend professional development opportunities. Front-line staff are defined as staff who are counted in the daily staff-child ratios. Supervisors, cooks, custodial staff, and other administrative staff are not considered to be front-line staff. Funding for non-frontline staff will be approved only for professional development opportunities that directly support their role and/or at the discretion of the Child Care Division Supervisor.

Allowable expenses may include the following 7 components:

1. Professional development opportunities that align with CCEYA regulations and Ministry policy (e.g. mentoring/coaching, workshops) offered in Ontario.
2. Program-related professional development that align with the *How Does Learning Happen Ontario's Pedagogy for the Early Years* and promote reflective practice.
3. Professional development opportunities related to the health, safety and well-being of children (e.g. nutrition, first aid, environmental health, communicable diseases, etc.).
4. Associated payroll expenses for supply staff, if required. Names of supply staff must be provided.
5. Travel costs to support attendance at professional development opportunities. The most cost-effective method of travel will be approved. Only eligible for reimbursement for those traveling more than 100 KM one way from their home address to the location of the capacity building event. Travel costs, including mileage will not be reimbursed for capacity building events offered within Cornwall, SD&G or Akwesasne.
6. Meals. The cost of meals, that are not included as part of the event, including gratuities will be reimbursed with proof of itemized receipt. Alcoholic beverages will not be covered. For meals not supported by itemized receipt, there will be no reimbursement. The maximum that will be paid per meal is as follows; Breakfast: \$10.00, Lunch: \$20.00 and Dinner: \$30.00.
7. Accommodations. Only eligible for reimbursement for those traveling more than 100 KM one way from their home address to the location of the capacity building event with itemized receipt and we will only cover the cost of the preferred rate for the event. Note: Accommodations will not be covered for events held within Cornwall, SD&G or Akwesasne; even if the location is more than 100 km from the staff members' home.

Application Process for Capacity Building Funding

Applications will be accepted from child care operators that have a current service contract with the City of Cornwall, Child Care Division. The application cycle for this funding will be continuous and ongoing to allow us to respond to the child care community needs as they arise. Applications will be accepted throughout the year with an expectation that applications are submitted within 45 days of the professional development opportunity. All applications must be received annually by November 30th. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date.

Applicants will complete the form attached and mail their application along with applicable supporting documents to: Department of Social and Housing Services, Child Care Division, P.O. Box 877, Cornwall, Ontario K6H 5T9.

In the event of multiple Capacity Building requests at one location, operators must complete one application form for each request.

Please refer to the following 8 points of clarification regarding the application process:

1. Training costs require invoices marked "Paid" and a copy of a cancelled cheque or proof of payment.
2. Approved applications will receive confirmation of a funding allocation via email.
3. 100% of payment will be processed by direct deposit once application is approved. **Please see note #2.*
4. Estimates and costs requested from the City must exclude HST rebates, energy efficient rebates, discounts, etc.
5. Operators may not pay with or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
6. Any Capacity Building Funding allocations must be spent by the Operator by December 31st of each calendar year.
7. If there are any remaining funds after the purchase of items or services, this amount must be immediately reported to the City of Cornwall for reimbursement.
8. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items or services allocation.

Note #1: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at

their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a contractual agreement.

Note #2: In the case of an application for the upgrading of skills, knowledge and qualifications, applications will be approved upon proof of successful completion of the course. A copy of an official transcript must be provided to our office before payment can be issued. Standard First Aid and CPR renewals will be paid after the current 3-year certificate expires. Please note there will be no reimbursement for the cost to obtain an ECE Diploma. The Early Childhood Educators Qualification Upgrade Program Grant is available. For more information please visit www.ecegrants.on.ca

Note #3: In the case of professional development activities occurring during regular operational hours, Operators can apply for reimbursement of costs incurred for supply staff.

Please refer to Appendix B at the end of this document for the application form.

Application forms can be obtained on the City of Cornwall website by visiting the following link:

<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>

Transformation Funding

Transformation funding is intended to cover one-time costs for non-profit child care operators that are involved in business transformation activities and/or require business transformation supports. Applications may be approved only if the project aligns with the Schools-First Child Care Capital Retrofit policy and provincial investment for construction of new child care spaces in schools wherever possible.

Business transformation activities are defined as, but not limited to the following 3 points:

- a. The amalgamation of two or more centres in a school or community setting.
- b. The relocation of a child care centre to a school or within the community.
- c. The retrofitting of an existing child care centre to serve younger age groups.
- d.

Business transformation supports include the following 7 one-time expenses:

- a. Legal costs (available only to operators that are amalgamating).
- b. Lease termination costs (available only to operators that are amalgamating and/or relocating).

- c. Moving costs (available only to operators that are amalgamating and/or relocating).
- d. Business planning costs.
- e. IT upgrades to facilitate internet connectivity for business purposes.
- f. Play-based material and equipment
- g. Operating funding.

Application Process for Transformation Funding

Please refer to the following 6 points of clarification regarding the application process:

1. Estimates and costs requested from the City of Cornwall must exclude HST rebates, energy efficient rebates, discounts, etc.
2. All requested items/services that are in excess of \$5,000.00 (before taxes) must be supported by a minimum of three (3) separate written, competitive quotes prior to the purchase of the item/service. All quotes must be submitted to the City of Cornwall. If the operator chooses to accept a quote that is not the lowest quote submitted, an explanation and request for approval must be submitted to the City of Cornwall, prior to purchase. Funding may be restricted to the totality of the lowest quote.
3. Operators may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
4. Any Transformation Funding allocations must be spent by the Operator by December 31st of each calendar year.
5. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
6. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.

Please refer to Appendix C at the end of this document for the application form.

Application forms can be obtained on the City of Cornwall website by visiting the following link:

<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>

Play Based Material and Equipment Funding

Play Based Material and Equipment funding is intended to help both non-profit and for profit child care operators to create enriching environments that are developmentally appropriate and promote children's learning through exploration, play and inquiry consistent with the views, foundations and approaches of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Play Based Material and Equipment Funding may also be used to purchase non-consumable supplies/equipment that supports the regular operation of the child care program (e.g. kitchen supplies, IT, etc.).

Eligibility

Licensed child care operators with a service contract are eligible to receive play-based material and equipment funding; however funding will be prioritized for applications that result from a recommendation made by the Ministry of Education and/or the City of Cornwall Child Care Division's quality assurance staff. Applications will be further prioritized for operators who can demonstrate that the funding will be used to support children's active exploration and learning through play, thus supporting *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Application Process

Applications will be accepted from child care operators that have a current service contract with the City of Cornwall, Child Care Division. Applicants will complete the forms attached and mail/fax their request along with applicable supporting documents to: Department of Social and Housing Services, Child Care Division, P.O. Box 877, Cornwall, Ontario K6H 5T9

Please refer to the following 10 points of clarification regarding the application process:

1. All requested items/services that total or are in excess of \$5,000.00 (before taxes) must be supported by a minimum of three (3) separate written, competitive quotes prior to the purchase of the item or service. All quotes must be submitted to the City of Cornwall on the Quotation Summary Form prior to purchase. If the operator chooses to accept a quote that is not the lowest quote submitted, an explanation and request for approval must be submitted to the City of Cornwall, prior to purchase.

In the event where an opportunity to purchase items at a discounted rate has a limited time frame, two (2) quotes can be

- obtained subsequent to the purchase. Funding may be restricted to the totality of the lowest quote.
2. All applications will be prioritized based on need and available funds and must be received annually by September 30th. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date. Funding for new licensed spaces will only be issued for approved planned expansion (0 to 3.8 years).
 3. Approved applications will receive confirmation of a funding allocation via e-mail.
 4. Operators will not sell, change the use or otherwise dispose of child care resources obtained through Play Based Material and Equipment funds without the prior written consent of the Corporation, which may be given subject to such condition as the Corporation deems advisable. In the event that the Operator should no longer require the resources or should close their doors, the resources will remain the property of the Corporation and be returned to the Corporation.
 5. 100% of payment will be processed by direct deposit once application is approved.
 6. Estimates and costs requested from the City must exclude HST rebates, energy efficient rebates, discounts, etc.
 7. Operators may not pay with/or use any dividend or benefit card for personal gain (e.g. Air Miles, points).
 8. Any Play Based Material and Equipment Funding allocations must be spent by the Operator by December 31st of each calendar year.
 9. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
 10. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a funding agreement with the City.

Please refer to Appendix D at the end of this document for the application form.

Application forms can be obtained on the City of Cornwall website by visiting the following link:

<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>

General Operating Grant Funding

The purpose of the General Operating Grant funding is to support the costs of operating non-profit licensed child care programs in order to reduce wait times and fees for services, stabilize service levels, and where funds allow, improve access to high quality affordable early learning and child care services for children and families.

Priorities

The 5 following principles to inform operating funding priorities while balancing local needs will be used:

1. Stabilizing and transforming the existing child care system to enable higher-quality, consistent services;
2. Allocating funds equitably and with transparency;
3. Increasing convenience and reliability for parents;
4. Supporting programs that serve children with special needs, as well as Aboriginal and Francophone children;
5. Supporting, strengthening, and where funds allow, expanding the current proportion of child care programs operated by non-profit providers.

Key considerations that must be supported with general operating allocations include the following 3 factors:

1. Stabilizing child care fees;
2. Retaining qualified stable staffing and supporting quality programming;
3. Aligning with FDK implementation and supporting child care operators to expand programs for younger age groups according to the following 4 factors:
 - a. Mitigating higher operating costs for younger age groups (ages 0-3.8);
 - b. Supporting the implementation of the Schools-First Child Care Capital Retrofit policy (e.g. converting licensed child care spaces in schools for younger age groups);
 - c. Prioritizing funding based on child care licensing history, financial history and viability of programs; and
 - d. Capacity of programs to access funds through other means.

Upon request, child care operators must demonstrate to the City how the above noted key considerations are being supported with the general operating allocation.

Eligibility Criteria

As per the Ministry of Education's philosophy and vision through the implementation of the School's First Child Care Capital Policy, the City of Cornwall recognizes and values the Ministry's goal of maximizing available school space for child care programs for children under four years of age. The City also recognizes and values the important role of non-profit child care operators in the provision of quality child care services for children and families. Providing ongoing support to this sector is a key factor of the general operating expense category. As a result, the City of Cornwall will allocate general operating funds solely to licensed non-profit programs.

As a result, general operating funds will be distributed as per the following 3 elements of the eligibility criteria:

1. To support existing non-profit licensed child care operators that have a current service contract with the City of Cornwall.
2. To non-profit operators expanding their licensed capacity for approved CMSM/School Board projects under the Ministry of Education's Schools First Child Care Capital Retrofit Policy (SFCCCRP).
3. To home child care providers that have a service contract with the City of Cornwall's Private Home Day Care Agency.

Child care operators are required to demonstrate to the City that they are able to meet their minimum wage and mandatory benefits requirements without operating funding in order to qualify for funding.

Child Care Service Operators must have prior written approval by the City of Cornwall Child Care Division in order to increase licensed capacity. No general operating funds will be provided for spaces where the operator failed to obtain the consent of the City.

Implementation

Licensed, non-profit operators currently in the child care system and that have a service contract with the City will be eligible for assistance with general operating costs as per the completion of a municipal operating expense worksheet which calculates points per licensed capacity and incentive points for younger age groups. Expansion of current programs must be approved by the municipality and will only be considered for younger age groups (ages 0 to 3.8).

General Operating Grant will be based on the following 7 factors:

1. Licensed Capacity: The number of children per age group the centre is licensed for;
2. Staff: Child ratio requirements for each age group;

3. Incentive for rural programs;
4. Incentive for third party operated programs in schools;
5. Incentive for Francophone programs;
6. Incentive for programs that operate 24 hours a day;
7. For home child care providers, a point system based on number of hours of care and ages of the children served. In addition, an incentive will be offered for home child care providers who have their Early Childhood Education diploma and are registered with the College of Early Childhood Educators of Ontario.

The General Operating Grant may be adapted and/or changed to reflect changes in Municipal and/or Provincial policy and legislation and/or significant changes in local system needs.

The City of Cornwall may distribute year end General Operating Grant surplus according to identified individual agency operating pressures.

Allowable Expenses

General operating funding may be used for ongoing costs, including staff wages and benefits, lease and occupancy costs, utilities, administration, transportation for children, resources, nutrition, supplies, and maintenance. Expenses must be at fair market value. General Operating funding can only be used to offset salary costs over and above the operator's regulatory requirements for minimum wage and mandatory benefits.

Wage enhancement funding may not be used to replace general operating funding provided to operators to support wages. Wage enhancement funding is to be provided in addition to existing staff wages, including general operating grants.

Inadmissible Expenses

The following 6 expenses are considered inadmissible:

1. Bonuses (including retiring bonuses), gifts and honoraria paid to staff are inadmissible expenses except for in the case that they are provided as a retroactive wage increase that will be maintained the following year;
2. Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans;
3. Property taxes;
4. Non-arm's length transactions not transacted at fair market value.
5. Fees paid on behalf of staff for membership in professional organizations such as the College of Early Childhood Educators are inadmissible expenditures; and,

6. Any other expenditure not listed under the allowable expenses section.

Accountability

Please refer to the following 5 elements of the accountability criteria:

1. Child Care Service Operators, by means of a special purpose report, will reconcile the general operating funds against actual expenditures. The special purpose report requires a third-party review engagement to verify that the general operating grant has been used for the purpose intended (refer to the General Operating Grant Summary (GOG) spreadsheet provided by the City of Cornwall). Child Care Service Operators shall submit separate audited financial statements, within 4 months of their year-end, where the funding is \$150,000 or greater.
2. Where appropriate and approved, eligible Child Care Service Operators will submit the City's New Program Incentive Calculation Form on a monthly basis.
3. Operators in receipt of General Operating Grant funding must immediately report the following 4 factors:
 - a. Decrease to licensed capacity;
 - b. Changes to licensed capacity;
 - c. Sale, transfer or potential closure of business operations; and
 - d. Other as deemed necessary for the calculation of a Direct Operating Grant.
4. The City of Cornwall reserves the right to adjust calculations mid-year based on changes to items identified in section 3.
5. The City of Cornwall reserves the right to calculate reimbursement of General Operating Grant funding in the event of a sale or closure of child care businesses without 60 days advance written notice as per signed City of Cornwall Service Agreement.

Appendix A

Repairs and Maintenance Funding Application

Section 1 – Application Information

Name of Operator	Site Name
------------------	-----------

Site address

Application submitted by	Contact information
--------------------------	---------------------

Telephone	Email
-----------	-------

Project Details (Description of the Project)

Funding Allocation requested from the City of Cornwall \$ _____

Number of licensed spaces, by age group, supported with this application:

_____ Infants _____ Toddlers _____ Preschoolers

_____ Kindergarten Aged Children _____ School-Aged Children

Required supporting documents – Check which of the following 4 applicable documents that are included with the application and **attach a copy**

- ☐ Written report / documentation from licensing, Fire, Health or Child Care Division is included, where applicable.
- ☐ Written estimates from contractor/supplier are included with this application where the project status is proposed or in progress.
- ☐ Funding in excess of \$5,000.00 (before taxes) must have three (3) separate, written, competitive quotes attached to the application. Funding in excess of \$150,000 (before taxes) must be approved by City Council.
- ☐ Original invoices are included with this application where the project has been completed within the calendar year of this application.

Repairs and Maintenance Funding Application

Section 2 – Eligibility Criteria

All applications will be assessed and considered based on the criteria and objectives outlined below:

Please check “Yes” or “No” to indicate compliance with the 6 items listed below:

1. Operator can demonstrate its non-profit status	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Project goals are achievable within the calendar year.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Operator has a lease for this location which is current with 12 months or more remaining at application date; 10 years or more for projects listed in the “Major Systems” category.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Operator has regular license at application date	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Operator has held a regular license for previous 12 month period	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Operator has completed and submitted required documentation for funded projects from previous years (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please check the following 3 objectives below that apply to this request and provide a brief description of how this project meets these objectives:

☐ Project is required to ensure the program can meet the requirements of the *Child Care and Early Years Act, 2014*, Public Health, Fire Regulations, etc.

☐ Project addresses emerging health and safety needs, including improvement to physical environments for children.

☐ Investment responds to current service system pressures including accessibility, efficiencies and maintaining age or geographic equity.

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a funding agreement with the City.

Name of Signing Authority: _____

Signature of Signing Authority: _____

Date of Request: _____

Appendix B

Capacity Building Funding Group Application Form

Operator Name: _____ Site Name: _____

Training Date(s) and Details: _____

Employee Name	\$ /hr (**base wage)	# of hrs	Total	Travel Expenses (provide "Google Maps")		Total	Total per Employee	Verified (Office Use Only)
				# of kms	.50¢			
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
	\$		\$.50¢	\$	\$	
Total Staffing Costs						\$	\$	
Training Costs (e.g. registration fee)						\$	\$	

**Base Wage = Employees hourly wage before any grants (GOG or WEG)

Food Costs (provide receipts)	\$	\$	
Other Costs (provide details and receipts)	\$	\$	
Total Associated Payroll Expenses (provide details)	\$	\$	
Grand Total	\$	\$	

How many FTEs (Front-Line Staff) does this application support? _____

How many FTE's (non-Front-Line Staff) does this application support? _____

** Number of FTE positions refers to the full time equivalents employed at least 35 hours per week and 52 weeks a year. Positions employed for less than 35 hours per week are prorated to determine the fraction of FTE. For example, a position is employed 10 months per year, 20 hours per week (standard work week is 35 hours) FTE equals $1 \times (10 \div 12) \times (20 \div 35) = .47$.*

Number of licensed spaces, by age group, supported with this application:

_____ Infants _____ Toddlers _____ Preschoolers
 _____ Kindergarten Aged Children _____ School-Aged Children

***Receipts required**

Proof of successful completion of a course, if applicable.

Applications must be submitted within 45 days of the professional development opportunity.

****Professional development occurring during an employee's regular work hours will be reimbursed for supply staff at the supply staff hourly rate.**

Prepared by: _____ Date of Request: _____

Appendix B-1

Capacity Building Funding Home Child Care Application Form

Provider Name: _____

Training Date(s): _____

Training/Workshop Title: _____

Other Details/Comments: _____

Workshop/Training Expenses		
*Training Costs (e.g. registration fee)	\$	
*Food Costs (provide receipts)	\$	
*Other Costs (provide details and receipts)	\$	
Grand Total	\$	

*Receipts required

Proof of successful completion of a course, if applicable.

Signature: _____ Date of Request: _____

Appendix C

Transformation Funding Application Form

Name of Organization or Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person: _____

Title: _____ Signature: _____

Telephone: _____ Fax: _____

Project Details: _____

Amount Requested: \$ _____

Number of licensed spaces, by age group, supported with this application:

_____ Infants

_____ Toddlers

_____ Preschoolers

_____ Kindergarten Aged Children

_____ School-Aged Children

Signature of Signing Authority: _____ Date of Request: _____

Name of Signing Authority: _____

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a contractual agreement.

Appendix D

Play Based Material and Equipment Funding Application Form

Play Based Material and Equipment Funding is intended to help licensed child care centres and private home agencies to create enriching environments that are developmentally appropriate and promote children's learning through exploration, play and inquiry consistent with the views, foundations and approaches of *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.

Name of Organization or Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person: _____

Title: _____ Signature: _____

Please indicate yes or no to the following 4 questions.

1. Is this a recommendation from your program advisor/EDU? ☐ Yes ☐ No
2. Is your program advisor/EDU aware of your application? ☐ Yes ☐ No
3. Is this application to support *How Does Learning Happen?* ☐ Yes ☐ No
4. Is this a recommendation from the City's Child Care Division? ☐ Yes ☐ No

If no, please indicate how the funding will be used to support children's active exploration and learning through play: _____

Number of licensed spaces, by age group, supported with this application:

_____ Infants _____ Toddlers _____ Preschoolers

_____ Kindergarten Aged Children _____ School-Aged Children

Amount Request: \$ _____

Note: This application does not guarantee a funding allocation for proposed projects. Any financial or contractual agreement the Operator undertakes is at their own risk and the City takes no responsibility for any financial investments the Operator makes prior to entering into a funding agreement with the City.

Signature of Signing Authority: _____ Date: _____

Play Based Toys and Equipment Funding Application: Quotation Summary

Name of Operator:

Prepared by:

Name of Site:

Date:

Vendor 1:

Vendor 2:

Vendor 3:

Application Number: **SPF21-**

		Vendor 1		Vendor 2		Vendor 3		
Item Description	Age Group	Qty	Price	Total price	Price	Total price	Price	Total price
				\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -
			Merchandise Total	\$ -	Merchandise Total	\$ -	Merchandise Total	\$ -
		Disc. (if appl.)		\$ -		\$ -		\$ -
		S&H		\$ -		\$ -		\$ -
		Subtotal		\$ -		\$ -		\$ -
		GST/HST		\$		\$ -		\$ -
		PST/QST		\$		\$ -		\$ -
		TOTAL		\$		\$ -		\$ -

Note 1: Where product is not available, please do not enter anything under 'Unit Price'.

Note 2: Funds will be approved based on totality of the lowest quote.

Note 3: If calculated amounts of GST/HST (cells D66, G66, & J66) are different than quoted tax amounts, please overwrite and adjust cells

Note 4: PST/QST amounts are hardcoded to \$0; if there are PST/QST charges, please overwrite and adjust cells

Alternate formats of the document are available upon request. Please contact Brigitte Harley at bharley@cornwall.ca or 613-933-6282 extension 3324 to request an alternate format.

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

Department: Planning, Development and Recreation
Division: Planning
Report Number: 2020-401-Planning, Development and Recreation
Prepared By: Lindsay Parisien, Development Planner
Meeting Date: December 14, 2020
Subject: Rezoning Northwoods Forest Subdivision Phase 2 (PAC File #Z-03-20)

Purpose

To request approval from Council for the purpose of rezoning lands located north east of Pitt Street, (Northwoods Forest Subdivision Phase 2) from Residential 15 (RES 15) to Residential 10 (RES 10) to support the sanitary sewer flow allotment for subsequent Northwoods Forest Phases.

Recommendation

That Council approve the rezoning of the subject properties legally described as Lots 1-12 and 21-23; on Registered Plan 52M-48 from Residential 15 (RES 15) to Residential 10 (RES 10).

Background / Discussion

In 2016, the Northwoods Forest Subdivision was registered by the City of Cornwall's Planning Department. This Plan of Subdivision has an approved lot fabric, which permits the development of single lots, small lot singles and semi-detached dwellings. Phase 1 of this Subdivision has been completed, and Phase 2 is currently under construction.

On November 16th 2020, an application to rezone the remaining 15 lots (Lot 1-12, 21-23) in Phase 2 of the Northwoods Forest Subdivision, from Residential 15 (RES 15) to Residential 10 (RES 10) was heard at the Planning Advisory and Hearing Committee. The technical rezoning application was required to satisfy the City's Engineering requirements for sanitary sewer flow allotment for subsequent phases of the Northwoods Forest Subdivision.

The developer intends on maintaining a low-density housing type for the current (Phase 2) and future phases of the subdivision; thus, keeping consistent with the existing land uses and surrounding neighbourhood. As a result of the proposed rezoning, there will not be any changes to the building type, approved lot fabric or road configuration. In addition, the application satisfies the developer's current and future needs as well as optimizes the existing municipal sewage and water services available, in accordance with the Provincial Policy Statement and Official Plan Policy. The Planning Division has not received any concerns or objections to the proposed rezoning. Furthermore, the application was approved by the Planning Advisory and Hearing Committee at the November 16th, 2020 meeting.

Conclusion

The Planning Division supports the application to rezone lots 1-12 and 21-23 of Phase 2 from Residential 15 (RES 15) to Residential 10 (RES 10). As previously mentioned, the technical rezoning was required to support the sanitary sewer flow allotment for subsequent Northwoods Forest Phases and will not result in any major changes. The application was approved by the Planning Advisory and Hearing Committee on November 16th, 2020.

Document Title:	Rezoning of Northwoods Forest Subdivision Phase 2 - 2020-401-PDR.docx
Attachments:	
Final Approval Date:	Dec 7, 2020

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

Mary Joyce-Smith - Dec 7, 2020 - 3:14 PM

Mark A. Boileau - Dec 7, 2020 - 4:01 PM

Maureen Adams - Dec 7, 2020 - 5:34 PM

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

Department: Financial Services
Division: Finance
Report Number: 2020-372-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 14, 2020
Subject: Elected Officials Expense Statements for the Month of
October, 2020

Purpose

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

Recommendation

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

Financial Implications

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

Strategic Priority Implications

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

Background / Discussion

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

Document Title:	Elected Officials Expense Statement October 2020 - 2020-372-Financial Services.docx
Attachments:	- Consolidated Oct.20 expenses.pdf
Final Approval Date:	Dec 8, 2020

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

No Signature found

Paul Scrimshaw - Dec 8, 2020 - 9:57 AM

Tracey Bailey - Dec 8, 2020 - 10:30 AM

Maureen Adams - Dec 8, 2020 - 3:28 PM

STATEMENT OF EXPENSES - ELECTED OFFICIALS
COUNCIL AS A WHOLE

for the period of October 1 to 31, 2020

Council (as a whole)	<u>Food Provisions</u>	<u>Office Supplies</u>	<u>Office Equipment</u>	<u>Memberships, Association Fees</u>	<u>Promotion Costs</u>	<u>Public Relations</u>	<u>Blackberry Charges</u>	<u>Other Services</u>	<u>Total Expenses</u>
Previous Expenses	\$2,613.24	\$1,036.72	\$0.00	\$35,118.16	\$523.76	\$2,808.87	\$5,270.16	\$4,320.89	\$51,691.80
October Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$793.89	\$587.77	\$0.00	\$1,381.66
Total Expenses to Date	\$2,613.24	\$1,036.72	\$0.00	\$35,118.16	\$523.76	\$3,602.76	\$5,857.93	\$4,320.89	\$53,073.46
2020 Budget	\$7,000.00	\$2,000.00	\$0.00	\$38,850.00	\$3,000.00	\$7,000.00	\$7,983.00	\$7,500.00	
Cell Phone Charges							\$587.77		
Street Level - Volume 3						\$200.00			
An Early History of Akwesasne Book (12 Copies)						\$240.00			
The Royal Canadian Legion Commemorative Wreath						\$100.00			
Refreshments for Inaugural Harbour Development Meeting with Mohawk Council of Akwesasne						\$195.38			
Planter for Jeff Weber						\$58.51			

STATEMENT OF EXPENSES - ELECTED OFFICIALS CONFERENCES / PROFESSIONAL DEVELOPMENT

for the period of October 1 to 31, 2020

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

Nothing to report for October statement

STATEMENT OF EXPENSES - ELECTED OFFICIALS SOUVENIRS

for the period of October 1 to 31, 2020

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

Nothing to report for October statement

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Mayor Bernadette Clément	Police Services Board	Car	Corporate	Public		Total	
	<u>Honorarium</u>	<u>Allowance</u>	<u>Travel</u>	<u>Relations</u>	<u>Miscellaneous</u>	<u>Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$2,625.03	\$1,422.20	\$0.00	\$107.02	\$0.00	\$1,529.22	\$523.76
October Statement	\$291.67	\$142.22	\$0.00	\$0.00	\$0.00	\$142.22	\$0.00
Total Honorarium to Date	\$2,916.70						
Total Expenses to Date		\$1,564.42	\$0.00	\$107.02	\$0.00	\$1,671.44	\$523.76
2020 Budget	\$3,500.00	\$1,920.00	-----\$5,000.00-----				

Car Allowance (October 2020)

\$142.22

Cornwall Police Services Board

Honorarium (October 2020)

\$291.67

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Todd Bennett

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Eric Bergeron

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Maurice Dupelle

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Syd Gardiner

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Glen Grant

	<u>Outside Agencies Honourarium</u>	<u>Corporate Travel</u>	<u>Public Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$2,250.00	\$0.00	\$0.00	\$12.20	\$12.20	\$0.00
October Statement	\$250.00	\$0.00	\$0.00	\$139.38	\$139.38	\$0.00
Total Expenses to Date	\$2,500.00	\$0.00	\$0.00	\$151.58	\$151.58	\$0.00
2020 Budget	\$3,000.00	\$1,257.50				

Office Supplies

\$139.38

Cornwall Police Services Board

Honourarium (October 2020) \$250.00

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Carilyne Hébert

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Dean Hollingsworth

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Elaine MacDonald

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Claude McIntosh

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to 31, 2020

Councillor Justin Towndale

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

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

Department: Financial Services
Division: Tax and Collection
Report Number: 2020-380-Financial Services
Prepared By: Michael Carriere, Property Tax and Assessment Supervisor
Meeting Date: December 14, 2020
Subject: Tax Write-offs / Adjustments

Purpose

To provide Council with a listing of tax write-offs, adjustments, and refunds.

Recommendation

That Council receive the report for tax write-offs and adjustments under Section 357 of the *Municipal Act, 2001* and tax refunds from decisions made by the Assessment Review Board (ARB).

Financial Implications

The total tax refunds of \$1,113,664.51 represents the following amounts:

- Municipal Portion \$752,491.47
- Education Portion \$361,173.04

The Education portion of taxes refunded is charged back to the School Boards.

The City budgets for tax write-offs/refunds as part of its annual budget. In 2020, the City has budgeted \$1 million.

Background / Discussion

Under Section 357 of the Municipal Act, the municipality may cancel, reduce or refund all or part of the taxes levied on land in the year in respect of which the application is made if:

- a. As a result of a change event.
- b. The land has become vacant or excess land.
- c. The land has become exempt from taxation.
- d. Fire, demolition, or otherwise rendered unusable.

The deadline for submitting final applications for Section 357 of the Municipal Act for 2020 is March 1, 2021.

The attached list represents properties for which individuals or companies have applied for a reduction to property taxes under this Section of the Municipal Act and from decisions from the ARB following an appeal's process. The nature of the application is indicated in the report and the calculation of the adjustment is based upon the assessment, the applicable tax rates, and the number of days pro-rated.

There are five properties not included on the list where either Minutes of Settlement are being circulated or settlement is pending. Tax refunds regarding these assessment appeals will be provided to Council following a decision from the ARB.

Document Title:	Tax Write-Offs - Adjustments - 2020-380-Financial Services.docx
Attachments:	- Tax Write-Offs - 357 and MOS.pdf
Final Approval Date:	Dec 9, 2020

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

Tracey Bailey - Dec 9, 2020 - 7:22 PM

Maureen Adams - Dec 9, 2020 - 7:37 PM

2020 Tax Adjustments

<u>Application Number</u>	<u>Roll Number</u>	<u>Name</u>	<u>Address</u>	<u>Reason</u>	<u>Assessment</u>	<u># of Days</u>	<u>Municipal</u>	<u>Education</u>	<u>Amount</u>
Applications under section 357 of Municipal Act 2020 Tax Year									
2020-00001	4-01-29900	Distefano Clem	33 Monroe Ave	Class Change	\$9,200	366	\$128.02	\$100.92	\$228.94
2020-00002	3-02-06100	Vokey Jane	233 Amelia St	Demolition	\$19,000	345	\$264.91	\$27.40	\$292.31
2020-000003	4-02-01300	Pilon Alexandre	5 Fifth St E	Demolition	\$18,000	186	\$135.31	\$14.00	\$149.31
2020-000004	4-05-32762	Cornwall City	91 Mercier Ave	Became Exempt	\$77,000	366	\$1,138.95	\$117.81	\$1,256.76
2020-000005	1-09-13800	Coleman Richard & Tammy	817 Haldimand Cres	Class Change	\$4,900	366	\$68.18	\$53.75	\$121.93
2020-000006	1-06-09200	St. Jean Timothy	541 Anthony St	Class Change	\$8,800	366	\$122.45	\$96.54	\$218.99
2020-000007	3-01-14900	MNG Real Estate Holdings Ltd	331 Water St E	Class Change	\$163,000	184	\$1,140.22	\$898.94	\$2,039.16
2020-000008	1-07-26300	2406547 Ontario Inc	128-128 B Lefebvre Ave	Class Change	\$34,900	1065	\$1,401.86	\$1,150.52	\$2,552.38
2020-000009	4-05-30900	Cain Scott & Angela	2101 - 2103 Pitt St	Class Change	\$839,000	93	\$3,312.66		\$3,312.66
Sub Total							<u>\$7,712.56</u>	<u>\$2,459.88</u>	<u>\$10,172.44</u>

Minutes of Settlement from the Assessment Review Board

2014-2016	1-09-20800	Riocan Holdings Inc	1320-1396 Second St E	ARB/MOS	\$24,277,237	1095	\$554,012.64	\$284,093.46	\$838,106.10
2017-2019	6-03-00600	Cornwall South Investments	426 Ninth St W	ARB/MOS	\$6,832,000	1095	\$190,766.27	\$74,619.70	\$265,385.97
Sub Total							<u>\$744,778.91</u>	<u>\$358,713.16</u>	<u>\$1,103,492.07</u>
Total							<u>\$752,491.47</u>	<u>\$361,173.04</u>	<u>\$1,113,664.51</u>

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

Department: Financial Services
Division: Purchasing
Report Number: 2020-364-Financial Services
Prepared By: Diane Leduc, Senior Buyer
Meeting Date: December 14, 2020
Subject: RFP 20-P18 Supply and Installation of Play Structure and Engineered Wood Fibre at Aimé LeBlanc Park, Francis Guindon Park and the Benson Centre

Purpose

To obtain proposals from qualified proponents to provide supply and installation of a new play structure at Aimé LeBlanc Park, Francis Guindon Park and the Benson Centre.

Recommendation

That RFP 20-P18 be awarded as follows:

- a. Aimé Leblanc Park and Francis Guindon Park play structures be awarded to Henderson Recreation Equipment, from Simcoe, Ontario, at the total bid price of \$135,371.74 including HST (net cost to the Corporation - \$119,798.00) being the best proposal meeting the specifications.
- b. The Benson Center play structure be awarded to Playground Planners, from Nepean, Ontario, at the total bid price of \$167,538.60 including HST (net cost to the Corporation - \$148,264.25) being the best Proposal meeting the specifications.

Financial Implications

The Corporation had budgeted \$270,000 in the 2020 Budget.

Strategic Priority Implications

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

Background / Discussion

The Corporation invited innovative proposals for the design, supply and installation of new play structures for Aimé LeBlanc Park, Francis Guindon Park and the Benson Centre that will help promote safe and active play while being handicap accessible. The play structures will be installed in the spring of 2021.

The proponents were required to submit a proposal that addressed the criteria included in the Terms of Reference in an effort to maximize the \$60,000 budget for Aimé LeBlanc Park and Francis Guindon Park and the \$150,000 budget for the Benson Centre. The criteria included such items as: a composite play structure for children aged 2-12 years; spring rider for children aged 2-5 years; swing set complete with a handicap swing; litter container and park bench.

In addition, for the Benson Centre play structure, Proponents were advised that the Corporation was looking to enhance the visitors' experience by adding a wow-worthy playground to the Centre. It was envisioned that the playground be customized and themed to fit the community of the City of Cornwall and the Benson Centre.

The proposals were evaluated against the following Criteria:

- (1) Experience of Proponent
- (2) References
- (3) Design/Components
- (4) Accessibility
- (5) Warranty
- (6) Cost/Budget Maximization

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

Proponent	Aimé LeBlanc Park	Francis Guindon Park	Benson Centre
ABC Recreation Limited, Paris, Ontario	\$69,267.03	\$69,267.03	\$149,934.27
Blue Imp, Medicine Hat, Alberta	\$59,999.00	\$59,999.00	\$149,999.00
Henderson Recreation Equipment Limited, Simcoe, Ontario	\$59,899.00	\$59,899.00	\$149,899.00
New World Park Solutions Inc, Brantford, Ontario	\$60,000.00	\$60,000.00	\$150,000.00
Openspace Solutions Inc., Wellesley, Ontario	\$55,239.92	\$53,825.27	\$144,813.52
Park N Play Design, Rocky View County, Alberta	\$59,929.31	\$59,528.38	\$148,683.13
Play KSL, Brantford, Ontario	\$59,896.69	\$59,363.30	\$149,900.07
Playground Planners, Nepean, Ontario	\$59,949.58	\$59,949.58	\$148,264.25

All submitted prices exclude HST.

Accessibility Impact

The proposed play structures' accessibility features include wheelchair ramps with guardrails and accessible seats on the swing sets.

In addition to mobility features, the play structures also address the needs of children with limited vision abilities: the design includes contrasting bright colours, sound and texture.

For the Benson Centre a ramped wheelchair accessible Alta Glide was added as an additional stand-alone inclusive play structure. The Alta Glide has room for multiple wheelchairs and caregivers at the same time. Children can use the ramp to access the unit and a shaded hex deck with multiple interactive pieces to use was added, for children waiting to access the unit.

Document Title:	RFP 20-P18 Supply and Installation of Play Structures - 2020-364-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Nicole Robertson - Dec 7, 2020 - 4:07 PM

Mark A. Boileau - Dec 7, 2020 - 4:27 PM

Tracey Bailey - Dec 8, 2020 - 7:59 AM

Maureen Adams - Dec 8, 2020 - 11:59 AM

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

Department: Financial Services
Division: Purchasing
Report Number: 2020-375-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: December 14, 2020
Subject: RFP Terms of Reference Operation and Preventative
Maintenance Program for Methane Gas Collection System
and Leachate Collection System

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 2020-375-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-P16 invites Proposals from qualified proponents to provide for a three-year period to conduct the Operation and Preventative Maintenance (PM) Program associated with the City's Landfill Site Methane Gas Collection System (MGCS) and Leachate Collection System (LCS) according to the specifications, instructions and regulations as indicated within this document. The contract may be extended for two additional one-year terms.

Background

The successful Proponent is required to make weekly visits to ensure that the Methane Gas and Leachate Collection Systems are functioning properly and make adjustments, if necessary. The successful Proponent must visit the MGCS building and record readings such as methane and oxygen concentration, flow, and flare temperature. This job function is an integral part of reducing odours that are emitted from the Landfill Site and therefore it must be ensured that the MGCS is functioning and at an optimum level.

Through the supervision of the designated Job Superintendent who will have overall responsibility of the implementation of the preventative maintenance program, the successful Proponent shall be required to conduct all tasks as described in each of the preventative maintenance work orders as described in the Terms of Reference.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	December 16, 2020
Site Visit	December 23, 2020
Deadline for Questions	January 5, 2021
Deadline for Submission	January 19, 2021
Award of RFP – Council Meeting	February 8, 2021
Project Commencement	March 1, 2021

Appendix A – Terms of Reference for RFP 20-P16 is attached to this report.

Document Title:	RFP Terms of Reference MGCS Preventative Maintenance Program - 2020-375-Financial Services.docx
Attachments:	- 20-P16 RFP Terms of Reference.pdf
Final Approval Date:	Dec 9, 2020

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

Bill de Wit - Dec 8, 2020 - 3:38 PM

Tracey Bailey - Dec 9, 2020 - 8:57 AM

Maureen Adams - Dec 9, 2020 - 11:51 AM

THE CORPORATION OF THE CITY OF CORNWALL

Request for Proposal 20-P16 Operation and Preventative Maintenance Program for Methane Gas Collection System and Leachate Collection System

Appendix A – Terms of Reference

The City of Cornwall's Infrastructure and Municipal Works Department requires the services of a qualified contractor for a three year period commencing on March 1, 2021 to conduct the Operation and Preventative Maintenance (PM) Program associated with the City's Landfill Site Methane Gas Collection System (MGCS) and Leachate Collection System (LCS) according to the specifications, instructions and regulations as indicated within this document.

1. SUPPORTING DOCUMENTATION

Forming a part of the contract specifications are various construction project documents (MGCS expansion tender specifications and as-builts drawings, LCS / pumping station tender specifications and drawings, ECA and other MECP approval certificates, WDS Annual Reports, etc.) that are available for download from the following link: <https://cornwall.bidsandtenders.ca>

Qualified Proponents are required to thoroughly review all documentation and drawings included. Proponents shall not seek compensation for any adversity which may result from inaccurate review or misunderstanding of any support information.

2. PROJECT OVERVIEW

This RFP requires the successful Proponent to make weekly visits to ensure that the Methane Gas and Leachate Collection Systems are functioning properly and make adjustments, if necessary. The successful Proponent must visit the MGCS building and record readings such as methane and oxygen concentration, flow and flare temperature. **For every week that the successful Proponent fails to perform these weekly visits, he/she shall be penalized at a rate of \$2500.00 per week.** This job function is an integral part of reducing odours that are emitted from the Landfill Site and therefore it must be ensured that the MGCS is functioning and at an optimum level. The City of Cornwall, through its current Operations and Maintenance contractor, has a proprietary web-based data logging system that involves a data connection transfer between the Flaring System's Programmable Logic Controller (PLC) through the contractor's Virtual Private Network (VPN) to the contractor's Structured Query Language (SQL) secure database where all plant operating data is copied.

This system allows all data to be stored in a secure, backed-up, off-site location and allows designated Cornwall employees to view, access and download the data, as necessary. As the operating information comes into the database, various calculations, data integration and summaries are performed. The successful Proponent must have the capability to remotely connect through firewall protected internet connection to the RS View32 SCADA (supervisory control and data acquisition) to ensure that the MGCS is functioning at an optimum and attend the site if necessary. The Corporation shall also be granted the ability to connect remotely and access information collected. The following parameters are to be remotely monitored (at a minimum) and continuously recorded for both blowers:

- percentage (%) methane,
- percentage (%) oxygen,
- gas temperature,
- status of all room monitors,
- air line pressure,
- flare temperature,
- vacuum pressure,
- differential pressure,
- flow rate of landfill gas.

For both leachate pumping stations, the following parameters are to be monitored and recorded:

- Pump runtime hours for both pumps
- Flowmeter totalizer and flow rates

For air compressor system:

- Compressor runtime hours
- Ventilation fan operation
- Air dryer operation

For MH2 Flowmeter

- Flowmeter totalizer and Flow rates

The successful Proponent must attend the site within 10 hours of a shutdown to restart the gas collection system. In the event of a pump failure at either leachate pumping stations, the proponent will be required to attend site to restart pumps if necessary depending on the weather conditions (high precipitation, spring meltdown, draught, etc.).

The successful Proponent must provide the following information to the Corporation for the production of the Annual Report by January 31st of each year:

- Water level data from landfill gas collection wells (in Excel format);
- Monthly gas concentration readings from gas collection wells (in Excel format);
- Weekly Monitoring data from the mechanical portion of the gas collection system;
- Any maintenance performed on the landfill gas collection and flaring system including repairs to gas collection wells;
- Dates of shutdowns of the gas collection/flaring system;
- Details of any modification or maintenance to the leachate collection system; and
- Total flow of leachate at pumping stations and MH2.

Job Superintendent – Experience Requirements (See 14.2 (iv))

All Proponents hereunder must furnish with the RFP, complete up to date references which provide satisfactory evidence to the City that the proponents Job Superintendent, who shall have overall responsibility of the MGCS and LCS, has a minimum of 5 years of experience in preventative maintenance and repair associated specifically with Landfill Site MGCS and LCS. The letter shall describe, in detail, the landfill site(s) where MGCS and LCS experience was obtained, complete with contact name, address and telephone number of the landfill supervisor. The designated Job Superintendent shall also provide documentation verifying the minimum of 5 years experience with monitoring of landfill methane gas collection wells for Methane (CH₄ %gas), Carbon Dioxide (CO₂ % gas), Oxygen (O₂ %gas) and Balance Constituents (% balance) concentrations, pressure (inches H₂O) and flow rate monitoring. Documentation shall also provide a detailed description of the equipment used to monitor the above noted parameters. The Job Superintendent must hold a G.1 and G.2 or an IMT Certificate under requirements for TSSA to operate landfill gas flaring system and shall also have demonstrated skill and knowledge in electronics and instrumentation. As part of this contract, designated personnel carrying out the work associated with this contract shall provide to the City, documented evidence of “Confined Spaces” training. Proponents unable to demonstrate sufficient qualifications and experience in these areas shall not be considered for this contract.

Substitute Staff

The successful Proponent agrees not to substitute key members of the Project Team during the term of this service contract unless the Project Team member is no longer employed by the successful Proponent. If a staff substitution is required for this reason, the successful Proponent will nominate potential substitutes for the Corporation’s review, and the Corporation will have the sole

right to select the replacement. Prior written authorization from the Corporation will be required before the replacement may commence delivery of services for this contract.

Preventative Maintenance Work Orders (P.M.W.O.)

Conducting Tasks

Through the supervision of the designated Job Superintendent who will have overall responsibility of the implementation of the preventative maintenance program, the successful Proponent shall be required to conduct all tasks as described in each of the preventative maintenance work orders (PMWO), numbered PMWO #1 through PMWO #18. PMWO's shall be carried out according to the schedule as contained within Table 2. The successful Proponent shall maintain accurate reporting details on PMWO report cards regarding each PM task described on PMWO's. The PMWO schedule may be altered by the successful Proponent subject to agreement by the City.

Reference of Applicable Manufacturers Specifications and Manuals

Proponents are cautioned that the task descriptions set out in each PMWO have been simplified however should be sufficient in substance for technicians with appropriate experience in the operation and maintenance of a MGCS and/or LCS. Accordingly, before conducting any of the PMWO tasks, maintenance technicians or staff shall also reference the manufacturer's specifications and/or operations manuals before proceeding.

Documentation and Invoicing

Preventative Maintenance Work Orders

The successful Proponent shall maintain a work order (WO) records system which accurately documents and verifies that specified preventative maintenance (PM) tasks as summarized in Table 2 attached and as described in the contract documents have been fully completed. All completed work order report cards must be authorized by the City's designate before invoicing may proceed. Invoices may be submitted on a bi-weekly basis. Copies of the completed PMWO shall be distributed by the successful Proponent as follows:

- 1 copy to City designate for invoice authorization, attach to invoice
- 1 copy to file at MGCS building
- 1 copy to be maintained by successful Proponent

The successful Proponent shall maintain a neat and accurate filing system at the MGCS building which chronologically records completed PM work order report cards by PMWO number.

As part of the PM portion of this contract, the City shall compensate the successful Proponent for any materials and replacement parts, ie: lubricates, replacement light bulbs, fuses, etc. The successful Proponent is required to supply all labour, equipment, vehicles, small tools and safety apparatus unless otherwise specified.

3. EQUIPMENT AND SPARE PARTS

Safety Equipment

The successful Proponent shall supply and be responsible to ensure that all safety related equipment is certified and calibrated according to specified OHSA Standards at all times throughout the term of the contract at their cost. All documentation on certifications and calibrations shall be immediately forwarded to the City upon receipt.

Spare Parts

The successful Proponent shall appropriately document on work order report cards the usage/installation of supplied spare parts. All damaged or broken parts shall be maintained at the MGCS building for inspection by the city before final disposal.

4. REPAIR WORK ORDERS

General

All repairs associated with the MGCS and LCS are considered outside the scope of this contract. However, the successful Proponent may be authorized by the City to conduct repairs on a "Time and Material" basis. Bidders are cautioned that the City reserves the right to obtain quotations from other contractors for any or all portions, ie: labour, equipment, materials, parts, etc. with any or all identified repair work associated with the MGCS or LCS. Proponent must have the abilities and certification to make such repairs.

As Required: Labour Rates - Items 19 and 20

Labour associated with repair work orders shall be considered as an allowance and shall be utilized as directed by the City. In an event that a portion or all of the allowance items are not utilized over the course of the contract, it shall not constitute a basis for claims for damages or anticipated profits for the amount that may or may not be dispensed in part or in full.

Proponents are required to submit an hourly rate for the specified labour profile based on a predetermined number of work hours. The number of repair work hours indicated for the specified labour profile shall be utilized for evaluation

purposes only and are only estimated hours. Bidders are cautioned that the City of Cornwall makes no guarantees that these quantities will be achieved but they may be exceeded.

Hourly wage rates shall be submitted by bidders based on the following labour profiles:

- Item 17 - Job Superintendent (on site)
- Item 18 - All other labour (on site)

All hourly wage rates shall be comprised of a fixed hourly rate comprised of labour, equipment (ie: vehicle, small tools, etc.) administration, supervision, bonding, overhead and fee for service in order to carry out necessary repairs. Only actual work on site shall be considered as chargeable time (travel time will not be paid).

Materials

As part of repair work orders associated with the MGCS and LCS which have been authorized by the City, the successful Proponent may be required to purchase materials, consumables and/or replacement parts. Proponents are cautioned that the City shall reimburse the successful Proponent at a rate of 115% of the cost of all materials, consumables and replacement parts purchased in order to fully conduct repairs of the MGCS and/or LCS authorized by the City. Copies of the original invoices shall be submitted by the successful Proponent as verification of material purchases. The City reserves the right to purchase any materials, consumables and/or replacement parts required for the maintenance and repair of the MGCS and LCS.

Rental Equipment

As part of the repair work orders associated with the MGCS and LCS which have been authorized, the successful Proponent may be required to rent specialized equipment in order to efficiently conduct the work required. Bidders are cautioned that the City shall reimburse the successful Proponent at a rate of 115% of rental rate invoice price subject to approval by the City prior to the use of such equipment for the purposes of conducting authorized repair work.

Repair Work Order Documentation

Repair work orders which have been authorized by the City for completion by the successful Proponent, shall be documented by the successful Proponent on a work order report card. The perceived cause of the problem and the steps carried out to complete the repair shall also be recorded. Additionally, all information with respect to replacement parts purchases, a copy of the parts invoice (which shall include information such as, but not limited to: part description, part number, manufacturer, vendor name, vendor phone numbers, vendor address, etc.) shall also be attached to the work order report card.

Confined Space Training

Before commencement of any work associated with this contract, the successful Proponent shall be required to submit to the City a list of the names of the employees who shall conduct contract work whereby confined space training is applicable. The list of names shall be accompanied by copies of certificates verifying that the employees listed have successfully obtained an approved "Confined Space Training" course.

The successful Proponent shall maintain an updated list of employee names complete with proof of Confined Space Training certificates (copies are acceptable) posted within the MGCS building. All records which document confined space entries conducted within the City Landfill(s) shall be maintained with the applicable P.M. or repair work order report card.

The successful Proponent shall be required to develop and maintain a written Confined space entry program and procedures (as per Confined Space O. Reg. 632/05). The Confined space entry program and procedures shall contain (at minimum) the following:

1. Duties of workers
2. Onsite rescue procedures, rescue equipment and methods of communication
3. Personal protective equipment, clothing and devices
4. Isolation of energy and control of material movement
5. Attendants responsibilities
6. Adequate means for entering and exiting
7. Atmospheric testing
8. Adequate procedures for working in the presence of explosive or flammable substances
9. Ventilation and purging

The successful Proponent shall provide all rescue equipment and personal protective equipment, clothing and devices required.

5. PREVENTATIVE MAINTENANCE WORK ORDER (PMWO) PRICING

Fixed Rate Per PMWO

Proponents are required to submit the specified information on Table 1 - Schedule of Unit Prices regarding the number of man hours (Column 'A') required to conduct the tasks described in each individual PMWO and a fixed hourly rate (Column 'B'). The resultant calculation of submitted man hours (Column 'A') multiplied by the fixed hourly rate (Column 'B') establishes the fixed rate (Column 'C') to be paid by the City to the successful Proponent for each time the PMWO tasks are conducted by the successful Proponent's staff.

The bid price per PMWO derived and submitted by bidders in Column 'C' per item, shall be a fixed price, valid for the term of the contract. The bid price submitted for each PMWO shall be comprised of all costs including but not limited to, the supply of qualified manpower, vehicles, equipment, tools, insurances, bonding, coordination, supervision, administration, overhead profit, etc. in order to fully conduct the tasks as described in each PMWO.

PMWO Frequency

As indicated on each of the PMWO.'s as well as on Table 1 - Schedule of Unit Prices, an annual frequency has been established for each PMWO **Bidders are cautioned that the City reserves the right to decrease or increase the frequency of any or all of the PMWO's at any time throughout the duration of this contract.** Any change in PMWO frequency as may be stipulated by the City during the term of this contract shall not constitute a basis for claims for damages or anticipated profits for the amount that may be dispensed in part or in full.

Calculation of Total Bid Price

Annual pricing associated with individual PMWO's (Column 'E') shall be based on the established fixed price per PMWO (Column 'C') multiplied by the annual frequency (Column 'D').

The sum of the individual annual price calculations (Column 'E') established for each PMWO, (Item #1 through Item 18), plus bid price submissions for labour associated for Repair Work Orders, as required (Items 19 and 20), plus 13% HST shall be utilized for the purposes of tender evaluation and award.

Basis for Payment

Payment shall be based on the contract unit bid price and shall be compensation in full for each occasion the work is completed as outlined.

Table 1 - PMWO PRICING SCHEDULE

ITEM #	DESCRIPTION	HOURS PER PMWO A	FIXED HOURLY RATE B	FIXED PRICE PER PMWO A x B C	ANNUAL QTY D	ANNUAL PRICE C x D E
1	PMWO #1		\$	\$	52	\$
2	PMWO #2		\$	\$	52	\$
3	PMWO #3		\$	\$	12	\$
4	PMWO #4		\$	\$	7	\$
5	PMWO #5		\$	\$	52	\$
6	PMWO #6		\$	\$	2	\$
7	PMWO #7		\$	\$	2	\$
8	PMWO #8		\$	\$	4	\$
9	PMWO #9		\$	\$	1	\$
10	PMWO #10		\$	\$	2	\$
11	PMWO #11		\$	\$	1	\$
12	PMWO #12		\$	\$	52	\$
13	PMWO #13		\$	\$	1	\$
14	PMWO #14		\$	\$	12	\$
15	PMWO #15		\$	\$	2	\$
16	PMWO #16		\$	\$	6	\$
“As Required” - REPAIR WORK ORDERS						
ITEM #	DESCRIPTION	A HOURLY RATE		B ESTIMATED HRS	C A X B	
17	JOB SUPERINTENDENT (ON SITE)	\$		+/- 150	\$	
18	ALL OTHER LABOUR (ON SITE)	\$		+/- 150	\$	
ANNUAL SUBTOTAL (Sum of Items 1 through 20)						\$
HST						\$
TOTAL ANNUAL PRICE						\$
Total Contract Price (Total Annual Price x 3)						\$
(THIS FORM MUST BE INCLUDED WITH SUBMISSION)						

PMWO#1

TASK: Weekly Inspection of Methane Gas Collection System
FREQUENCY: Once Weekly
SCHEDULE: Thursdays or Fridays, weeks 1 through 52

DESCRIPTION:

1. Review all operating conditions of all panels and analysers verifying all are working properly. Record all required monitoring information as specified by Certificate of Approval. Complete daily record information sheet or verify if record has been completed by others. Replace any burnt out panel lights and fuses from the control panel, analyser panel or ambient monitoring system as required.
2. Visually inspect blowers, associated piping, condition of flare equipment, propane tank and associated piping for detection of leaks, worn or faulty components, excessive vibration and deterioration of insulation around piping. Replace fuses as required.
3. View flame in combustion flare through viewing port to monitor flame stability and condition of insulation on flare walls. Note any unusual noise vibrations and/or odours. Clean viewing port glass as required. Ensure protective screens are secure.
4. Check condition of condensate pump.
5. Replace all building interior and perimeter lights as required. Ensure door locks and gate locks are in place and operational - lubricate as necessary.
6. The MGCS building (equipment container) shall be maintained in a continuous neat, clear and tidy state. Mop floors as required, wipe dirt and dust from panels and electronic equipment as required. Snow removal and grass/weed control is performed by a third party who is contracted through the City of Cornwall. Any deficiencies in grass or snow removal should be reported to the City's supervisor.
7. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be reported immediately to the City designate.

PMWO#2

TASK: Weekly Inspection of Leachate Collection System
FREQUENCY: Once Weekly
SCHEDULE: In conjunction with PMWO#1

DESCRIPTION:

1. Record operating hours for each pump as indicated at each control panel at Pump station #1. Record flow totalizer from flowmeter.
2. Open wet well hatch, visually monitor leachate levels to determine if float mechanisms and/or pumps are operating properly. Inspect visible equipment within the wet well during operation for unusual activity, vibrations, noise or leachate turbulence which may be caused by worn components or defective seals. Do not enter wet well without complying with OSHA Confined Spaces legislation. Ensure three phase power is present. Manually operate each pump at both pump stations to ensure that pumps are operating properly. Replace all defective light bulbs.
3. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be reported immediately to the City designate.
4. Repeat above procedure for Pump station #2.

PMWO#3

TASK: Flare Shutdown/Start-up Sequence

FREQUENCY: Monthly

SCHEDULE: See Master Schedule

DESCRIPTION:

1. Read and record the vacuum and pressure reading from the operating blower on the PMWO report card. Shut down blower system. Ensure that the electric or air controlled actuated valves (as applicable) have free movement and are properly seated in the full closed position. Following completion of shut down sequence, manipulate manual butterfly valves on blowers to ensure free movement. Return manual valves to pre-established position.
2. Commence start up procedure for the alternate blower system. Ensure that the electric or air controlled actuator valves (as applicable) have free movement to the full open position.
3. Manipulate sample port ball valves to ensure free movement to full open position and proper sealing in full closed position. Return sample port ball valves to pre-established position.
4. Check automatic louver units to ensure proper operation. Lubricate louver bearings and actuator arms as required.
Note: automatic louver unit on N.E. side of flare has been permanently disabled.
5. Check lubrication on blower fan and motor. Add lubrication as required. DO NOT OVER LUBRICATE!
6. Following completion of start sequence of the alternate blower, read and record vacuum and pressure readings. Vacuum and pressure readings from the operating blower should be relatively close to the readings previously taken from the now non-operating blower.
7. Deficiencies or problems requiring prompt attention shall be reported immediately to the City designate.

PMWO#4

TASK: Test Operation of Drain Traps 1, 3, 4 & 6
FREQUENCY: Once Monthly
SCHEDULE: 3rd week of each month - April through last week of October

DESCRIPTION:

1. Open chamber lid Caution must be exercised to ensure other appurtenances within the chamber are not damaged.
2. Visually check to ensure all hoses and connections are secure and gauges are operational. Listen carefully for possible air leaks.
4. Upon confirmation of condensate well pump cycling, close chamber lid.
5. Record all deficiencies or potential problems requiring prompt attention and should be immediately reported to the City designate.

Note: During heavy snowfall accumulation conditions, snow removal around condensate wells and exposing of toe drain manholes shall be the responsibility of the successful Proponent. Caution must be exercised in order to avoid damage of associated appurtenances located near the condensate pump chambers.

PMWO#5

TASK: Methane & Oxygen Analyser Inspection
FREQUENCY: Weekly
SCHEDULE: In conjunction with PMWO#1

DESCRIPTION:

1. Verify methane and oxygen analyser by comparing reading on the gas analyser provided by the Corporation.
2. Visually inspect all supply and exhaust lines for any leaks, corrosion, cracks or blockages.
3. Remove and clean both the particulate filter and the coalescent filter. Once cleaned, reinstall filters. Replace filters if necessary.
4. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be immediately reported to the City designate.
5. Calibration of methane and oxygen analyser is performed by third party contractor organised by the Corporation.

PMWO#6

TASK: **Ambient Monitoring System Inspection**
FREQUENCY: **Semi-Annual**
SCHEDULE: **Spring and Fall**

DESCRIPTION:

1. Inspect ambient monitoring system and record readings.
2. Record all deficiencies or potential problem. Deficiencies or problems requiring prompt attention shall be reported immediately to the City designate.
3. Calibration of ambient monitoring system is performed by third party contractor organised by the Corporation.

PMWO#7

TASK: Blower Pressure/Vacuum Switches
FREQUENCY: Twice Annually
SCHEDULE: 3rd week of April
3rd week of October

DESCRIPTION:

1. Inspect and calibrate field pressure and vacuum switches (safety devices) located at each blower.
2. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be immediately reported to the City designate.

PMWO#8

TASK: Nitrogen System in Flare Building

FREQUENCY: Four times Annually

SCHEDULE: 2nd week of March, June, September and December

DESCRIPTION:

1. Lock out power.
2. Verify all components of the nitrogen delivery system.
3. Inspect pressure release valve.
4. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be immediately reported to the City Designate.

PMWO#9

TASK: **Inspection and Maintenance Pneumatic Condensate Well Pump Systems**

FREQUENCY: **Once Per Year**

SCHEDULE: **Last week of October**

DESCRIPTION:

1. Drain Trap (DT) 1, 3, 4 & 6 at active site. Do not enter wet well without complying with OHSA Confined Spaces legislation. Exercise caution so as to not damage well pump head appurtenances, ie: hoses, gauges, etc.
2. Release quick disconnect assemblies from both the feed and discharge airlines of the well pump.
3. Loosen well pump cap. Upon fully freeing well pump cap, pull well pump out of well.
4. Conduct recommended maintenance to well pump according to manufacturer's specifications, clean and lubricate applicable components.
5. Reconnect quick disconnect assemblies from both the feed and discharge air lines of the well pump.
6. Tighten well pump cap.
7. Check well pump to ensure operation as per design. Listen carefully for possible air leaks. See manufacturer's specifications.
8. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be immediately reported to the City designate.

PMWO#10

TASK: **Combustion Flare Inspection**
FREQUENCY: **Twice Annually**
SCHEDULE: **3rd week of May**
 3rd week of November

DESCRIPTION:

1. Ensure MGCS is shut down and locked out.
2. Shut off flow of propane from propane tank by closing and locking out the inline valve.
3. Remove access panel of combustion flare to enter into combustion flare. Do not enter wet well without complying with OHSA Confined Spaces legislation.
4. Ensure integrity of burners by inspection for signs of corrosion, carbon build up, pitting or other signs of deterioration.
5. Inspect and clean glass inspection ports.
6. Inspect all insulation material and insulation wall fasteners. Remove all loose and visible debris at the base of the combustion flare.
7. Reinstall access panels of combustion flare. Ensure airtight seal around access panel joints.
8. Remove and inspect ignition rod. Ensure integrity of ignition rod by inspection for signs of corrosion, carbon buildup, pitting or other signs of deterioration.
9. Inspect propane supply lines for signs of corrosion or leaks.
10. Ensure propane tank pressure regulator is set correctly.
11. Clean solenoid valve.
12. Reinstate flow of propane by re-opening inline valve.
13. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be immediately reported to the City designate.

PMWO#11

TASK: **Inspection of Condensate Pump in Flare Building**
FREQUENCY: **Annually**
SCHEDULE: **First week of October**

DESCRIPTION:

1. Lockout power to condensate pump system.
2. Remove condensate tank cover. Ensure compliance with OHSA “Confined Spaces” legislation before entering condensate pump wet well.
3. Release quick disconnect assemblies from both the feed and discharge airlines of the well pump.
4. Reinstate power to condensate pump.
5. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be immediately reported to the City designate.

PMWO#12

TASK: **Inspection of Compressor Container**
FREQUENCY: **Weekly**
SCHEDULE: **In conjunction with PMWO#1**

DESCRIPTION:

1. Record operating hours on compressor.
2. Inspect all hose connections for leaks.
3. Inspect the air dryer control panel and pre-filter, change if necessary.
4. Inspect condensate oil separator, change desiccant if necessary.
5. Record all deficiencies and or potential problems. Deficiencies or problems requiring prompt attention shall be reported immediately to the City designate.

PMWO#13

TASK: Flame Arrester Inspection
FREQUENCY: Once Annual
SCHEDULE: 2nd week in June

DESCRIPTION:

1. Ensure MGCS is shutdown and locked out.
2. Carefully remove covering and insulation (for eventual reinstallation) from around the flame arrester housing.
3. Loosen and remove flange bolts.
4. Loosen, on an equidistant basis, (do not remove) outer nuts on all four spreader rods.
5. Clean and inspect. Ensure proper working condition.
USE EXTREME CAUTION TO PREVENT FLAME ARRESTER FROM FALLING WHEN SPREADING FLANGE FACES. USE CAUTION TO AVOID DAMAGE OF O-RING SEALS.
6. Inspect flame arrester for damage or corrosion. Remove or clean any accumulation of dirt or debris from the flame arrester using compressed air.
7. Following cleaning, reinstall flame arrester in the same orientation as removed. FAILURE TO REINSTALL THE FLAME ARRESTER IN THE SAME ORIENTATION AS ORIGINALLY POSITIONED MAY RESULT IN DAMAGE TO THE MGCS.
8. Loosen, on an equidistant basis, the inner nuts of the four spreader rods in order to allow tightening of the outer spreader rod nuts.
9. Tighten outer spreader rod nuts until flame arrester is held snug while ensuring o-ring seals are properly in place. DO NOT PINCH O-RING SEALS WHEN TIGHTENING SPREADER ROD NUTS.
10. Torque outer spreader rod nuts to ensure proper o-ring sealing. DO NOT OVER TIGHTEN!
11. Reinstall and tighten all flange bolts. DO NOT OVER TIGHTEN.
12. Restart MGCS in order to test for possible gas leaks at the flame arrester seals.
13. Upon confirmation of proper sealing, reinstall insulation and outer insulation covering. Use caulking and metal foil tape to ensure waterproofing of outer covering.
14. Record all deficiencies or potential problems. Deficiencies or problems requiring prompt attention shall be immediately reported to the City designate.

PMWO#14

TASK: **Monitoring of Methane Gas Collection Wells,
Laterals and Man Holes - Active Site**

FREQUENCY: **Once Per Month**

SCHEDULE: **Last Week of Each Month**

DESCRIPTION:

1. Contractor must supply G.E.M 2000 or equivalent anemometer.
2. Calibrate G.E.M. 2000 or equivalent for Atmospheric Pressure and Gas/Oxygen.
3. Start well readings at Gas Collection Well #1. Remove the 1" PVC plug on 4" well pipe.
4. Thread in 1" G.E.M. 2000 or equivalent flexible tubing connector and record the pressure in inches of H₂O.
5. Start the sampling pump and record the readings of concentrations for Methane, Oxygen, Carbon Dioxide and Balance Constituents.
6. Remove the 1" connector and insert the velocity turbine and record the Feet per Minute value.
7. Adjust the flow valve according to the above results so as to maintain a proper balance of the system. ie. If a well is producing high amounts of Oxygen, turn down the flow valve to reduce the explosion risk in the system. Also, if a well is not producing gases, reduce the flow valve to create more of a vacuum at other higher producing wells.
8. Perform the above for all of the Gas Collection Wells. Currently, there are 56 wells.
9. For Lateral testing, remove the 1" plug from the standpipe and insert the line to draw gas samples. The drop line MUST go past the "T" fitting for a proper gas sampling.
10. For Man Hole testing, remove the 1" plug from the top suction line, place the drop line in and insert the velocity probe to measure the flow. Adjust as required.

PMWO#15

TASK: **Inspection and Cleaning of Compressed Air Dryer in
Compressor Container**

FREQUENCY: **Twice per Year**

SCHEDULE: **2nd week in April
2nd week of October**

DESCRIPTION:

1. Inspect Air Dryers according to Manufacturers' Specifications

PMWO#16

TASK: Gas Collection Well Water Level Measurements
FREQUENCY: Bi-Monthly
SCHEDULE: Last Week of Every Second Month

DESCRIPTION:

1. Ensure that the water level measuring tape is working properly by inserting the end of the tape in water - the device should produce a audible alarm.
2. On the active Landfill Site Wells, remove the 1" threaded plug on the well assembly and lower the measuring tape until the audible alarm is heard.
On the closed Landfill Site gas collection wells, remove the ½" cap on the well assembly and lower the measuring tape until the audible alarm is heard.
Record the depth to water from ground level (ie subtract the distance from the ground level to the well entrance from the measurement indicted on the tape). Record total depth of well to ground level.
3. Repeat this procedure at all the gas collection wells in the closed and active Landfill Sites (currently there are 30 in the closed landfill site and 56 in the active landfill site).

Table 2 - PREVENTATIVE MAINTENANCE WORK ORDER 2021 SCHEDULE

PM WORK ORDERS SCHEDULE					
MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
JANUARY	1,2,5,12	1,2,5,12	1,2,3,5,12	1,2,5,12,14	
FEBRUARY	1,2,5,12	1,2,5,12	1,2,3,5,12	1,2,5,12,14,16	
MARCH	1,2,5,12	1,2,5,8,12	1,2,3,5,12	1,2,5,12,14	
APRIL	1,2,5,6,12	1,2,5,12,15	1,2,3,4,5,7,12	1,2,5,12	1,2,5,12,14,16
MAY	1,2,5,12	1,2,5,12	1,2,3,4,5,10,12	1,2,5,12	
JUNE	1,2,5,12	1,2,5,8,12,13	1,2,3,4,5,12	1,2,5,12,14,16	
JULY	1,2,5,12	1,2,5,12	1,2,3,4,5,12	1,2,5,12	1,2,5,12,14
AUGUST	1,2,5,12	1,2,5,12	1,2,3,4,5,12	1,2,5,12,14,16	
SEPTEMBER	1,2,5,6,12	1,2,5,8,12	1,2,3,4,5,12	1,2,3,5,12	1,2,5,12,14
OCTOBER	1,2,5,11,12	1,2,5,12,15	1,2,3,4,5,7,12	1,2,5,9,12,14,16	
NOVEMBER	1,2,5,12	1,2,5,12	1,2,3,5,10,12	1,2,5,12,14	
DECEMBER	1,2,5,12	1,2,5,8,12	1,2,3,5,12	1,2,5,12	1,2,5,12,14,16

NOTE: The frequency of this bid item may be reduced within the duration of this contract, reducing the overall costs of the contract for which no compensation shall be paid to the successful Proponent.

Proposed Project Schedule

Item	Date
Issue of RFP	December 16, 2020
Site Visit	December 23, 2020
Deadline for Questions	January 5, 2021
Deadline for Submission	January 19, 2021
Award of RFP – Council Meeting	February 8, 2021
Project Commencement	March 1, 2021

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

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

Department: Financial Services
Division: Purchasing
Report Number: 2020-367-Financial Services
Prepared By: Diane Leduc, Senior Buyer
Meeting Date: December 14, 2020
Subject: Tender 20-T37 Aquatic Centre Ventilation System Upgrade

Purpose

To obtain costing for the upgrade of the ventilation system at the Cornwall Aquatic Centre.

Recommendation

That Tender 20-T37 be awarded to Rose Mech, from Long Sault, Ontario, at the total bid price of \$576,920 (net cost to the Corporation - \$514,000) being the best bid meeting the tender specifications.

Financial Implications

The Corporation had budgeted \$450,000 in the 2019 Budget for this component of the project. The Corporation is financing this project and it is recommended that the budget shortfall of \$64,000 also be financed.

Strategic Priority Implications

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

Background / Discussion

The City of Cornwall owns and operates the Cornwall Aquatic Centre located at 100 Water St. East in Cornwall, Ontario. The facility houses a 6 lane, 25 metre tank, a toddler leisure pool, spacious whirlpool and a 2-story slide. This project is to reduce the chloramine levels in the air and provide better circulation of air within the pool deck area to provide better air quality for the clients and staff.

All construction will be conducted around current programming and not interfere with the clients and employees working around the facility.

The Aquatic Centre has an annual 3-week shutdown in August where the contractor shall have unlimited access to complete the work. The work shall be completed prior to the end of the shut down.

The following tenders were received and opened by Purchasing Services on November 30, 2020:

Rose Mech, Long Sault, Ontario

Bid Price:	\$484,000.00
HST:	\$62,920.00
Contingency:	\$30,000.00
Total Bid Price:	\$576,920.00

Black and McDonald Limited, Ottawa, Ontario

Bid Price:	\$494,400.00
HST:	\$64,272.00
Contingency:	\$30,000.00
Total Bid Price:	\$588,672.00

3V Mechanical Incorporated, Ottawa, Ontario

Bid Price:	\$537,087.00
HST:	\$69,821.31
Contingency:	\$30,000.00
Total Bid Price:	\$636,908.31

Document Title:	Tender 20-T37 Aquatic Centre Ventilation Upgrade - 2020-367-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Nicole Robertson - Dec 8, 2020 - 10:53 AM

Mark A. Boileau - Dec 9, 2020 - 11:40 AM

Tracey Bailey - Dec 9, 2020 - 12:13 PM

Maureen Adams - Dec 9, 2020 - 1:22 PM

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

Department: Financial Services
Division: Purchasing
Report Number: 2020-362-Financial Services
Prepared By: Melissa Sterling, Buyer
Meeting Date: December 14, 2020
Subject: Tender 20-T38 Plumbing Services

Purpose

To obtain the cost for the supply of plumbing services for various City departments.

Recommendation

That Tender 20-T38 be awarded to Oscar Ladouceur Mechanical, from Cornwall, Ontario, for a two-year period from January 1, 2021 to December 31, 2022, with an option to renew for an additional one year term, being the best bid meeting the tender specifications.

Financial Implications

The individual departments will be contacting the Contractor on an "as required basis" and will be charging the services to their contracted service accounts.

Strategic Priority Implications

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

Background / Discussion

This tender is for the supply of required labour, parts, equipment, vehicles, machinery, materials, tools, consumables and transportation for plumbing repair services required at various City departments. The contract allows for a 15% mark-up of wholesale cost of materials provided by the supplier.

The successful supplier shall also provide services regarding the City of Cornwall's Cross Connection Control program.

The successful supplier agrees to provide service on a 24-hour, seven day per week basis, and shall complete services within 24 hours of the request where permitting.

The following tenders were received and opened by Purchasing Services on November 30, 2020:

Oscar Ladouceur Mechanical, Cornwall, Ontario

Labour Rates

Plumber (Tradesman)	\$54.00/hour
Plumber (Apprentice/Helper)	\$32.50/hour
Plumber (Gas Fitter I)	\$54.00/hour
Plumber (Cross Connection Control Specialist)	\$59.00/hour

Rose Mech, Long Sault, Ontario

Labour Rates

Plumber (Tradesman)	\$58.80/hour
Plumber (Apprentice/Helper)	\$46.00/hour
Plumber (Gas Fitter I)	\$69.00/hour
Plumber (Cross Connection Control Specialist)	\$60.80/hour

Neptune Security Services, Mississauga, Ontario

Labour Rates

Plumber (Tradesman)	\$125.00/hour
Plumber (Apprentice/Helper)	\$ 70.00/hour
Plumber (Gas Fitter I)	\$150.00/hour
Plumber (Cross Connection Control Specialist)	\$200.00/hour

Document Title:	Tender 20-T38 Plumbing Services - 2020-362-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Nicole Robertson - Dec 4, 2020 - 10:47 AM

Mark A. Boileau - Dec 4, 2020 - 12:34 PM

Tracey Bailey - Dec 8, 2020 - 7:43 AM

Maureen Adams - Dec 8, 2020 - 11:51 AM

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

Department: Financial Services
Division: Finance
Resolution Number: 2020-10
Report Number: 2020-352-Financial Services
Meeting Date: December 14, 2020
Subject: One-year extension of deadlines in O. Reg. 588/17:
Asset Management Planning

Whereas the COVID-19 pandemic has had significant financial and operational impacts on Ontario municipalities; and

Whereas municipalities have had to divert resources towards addressing the immediate needs of the pandemic and maintaining service delivery standards despite evolving restrictions and limited funds; and

Whereas the Government of Ontario has delayed timelines with respect to several pieces of legislation; and

Whereas the Government of Ontario has regulated municipal asset management through O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015; and

Whereas O. Reg. 588/17 mandates that every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023; and

Whereas the key components of an asset management plan as required by the regulation are:

1. Infrastructure asset inventory
2. Levels of service
3. Lifecycle management and financial strategy

Whereas there is a concern amongst Municipal Finance Officers' Association of Ontario (MFOA) members and their municipalities that current capacity challenges (redeployment of staff, and lack of available resources) will result in limitations for purposeful asset management planning; and

Whereas Ontario municipalities do not anticipate the current capacity challenges to be resolved in the short-term; and

Now Therefore Be It Resolved That The Corporation of the City of Cornwall supports MFOA's letter to the Ministry of Infrastructure (attached) requesting a one-year extension of deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015; so that all municipalities can focus on the immediate needs of the pandemic and engage in municipal asset management planning when capacity challenges are resolved.

Report Approval Details

Document Title:	Extension of Deadlines in O Reg 588 17 AMP - 2020-352-Financial Services.docx
Attachments:	- MFOA Letter to MOI extending AMP deadlines (Octobe (1)).pdf
Final Approval Date:	Dec 7, 2020

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

Tracey Bailey - Dec 6, 2020 - 12:48 PM

Maureen Adams - Dec 7, 2020 - 5:50 PM

Hon. Laurie Scott
Minister of Infrastructure
5th Floor
777 Bay St.
Toronto, ON M7A 2J3

October 22, 2020

Dear Minister Scott,

RE: One-year extension of deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015

I am writing on behalf of the Municipal Finance Officers' Association of Ontario, and the municipalities it serves, to request a one-year extension of all upcoming deadlines in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015 (O. Reg. 588/17).

The Municipal Finance Officers' Association of Ontario (MFOA) is the professional association of municipal finance officers with more than 2,300 individual members. We represent individuals who are responsible for handling the financial affairs of municipalities and who are key advisors to councils. MFOA is a strong advocate for best practices that encourage long-term fiscal sustainability, including long term financial planning and asset management planning.

In recent years, MFOA and the Province have worked together to support municipalities on their asset management (AM) journeys. Our collaboration has resulted in a range of useful resources, including tip sheets, a strategic AM planning policy development toolkit, a guide on creating AM communities of practice, an AM framework, a self assessment tool, training, and the provision of professional one-on-one AM consulting, among other supports. MFOA, like the Province, believes in the fundamental importance of AM planning.

But we have also heard our members. As noted in your statement to the Standing Committee on Finance and Economic Affairs on July 30, 2020, municipalities were "among the hardest hit" by the economic shutdown necessitated by the COVID-19 pandemic. This hit has and continues to be both financial and operational in nature. Since March, municipalities have declared states of emergency, redeployed resources, contained costs (including hiring freezes), and rightly prioritized the immediate needs of stakeholders. Given these pressures, municipalities have not had the capacity to work on meeting the 2021 deadline in O. Reg. 588/17 and as we are in a second wave and a return to a modified stage 2 in some parts of the Province with no end in sight and the possibility of extended restrictions elsewhere, it is unlikely that current capacity challenges will be resolved in the short-term.

We are also concerned that revenue losses in some municipalities will result in re-evaluations of capital plans, including AM plans. AM planning completed during a period of high revenue uncertainty is unlikely to be very reliable. Plans done after a revenue re-evaluation post COVID provides confidence that AM plans have taken into account the COVID impacts and that they are more up to date and robust.

Similar to the Public Sector Accounting Board's one-year deferral of the effective date of upcoming standards, MFOA recommends a one-year extension of all upcoming deadlines in O. Reg. 588/17. In the short-term, an extension will help municipalities focus on pandemic management. In the long-term, extending timelines will ensure municipalities can produce meaningful work that embodies the spirit of AM that reflects new post COVID realities.

Throughout the pandemic, we have seen how much can be achieved when municipalities and the provincial government work together to achieve a common goal. Should you wish to follow up on this letter, please contact MFOA Executive Director, Donna Herridge (donna@mfoa.on.ca).

Sincerely,

A handwritten signature in dark ink, appearing to read "Trevor Pinn". The signature is fluid and cursive, with a large initial "T" and "P".

Trevor Pinn, CPA, CA
President

cc. Hon. Steve Clark, Minister of Municipal Affairs and Housing

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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2020-377-Corporate Services
Prepared By: Manon Levesque, City Clerk
Meeting Date: November 23, 2020
Subject: Town Hall Meetings Policy

Purpose

To present members of Council with a draft Policy on Town Hall Meetings.

Recommendation

That Council approve the Town Hall Meetings Policy.

Background / Discussion

On July 20, 2020, Council held a Special Meeting to update and revise the Procedural By-law. On August 10, 2020, Council approved the final version of the Procedural By-law, as amended, as By-law 2020-103.

As part of the review, Council voted to implement Town Hall Meetings.

On November 23, 2020, Council was presented with a draft Policy on Town Hall Meetings at which time discussions were held about specific points in the said Policy.

The following addresses those specific points:

1. **Clause 3 e)** Meetings will be broken down in two sections. The first section will be comprised of current subjects on which members of Council would like to get public feedback. The second section will be comprised of subject matters the public would like to speak about.

Administration is recommending that the Town Hall Meetings be broken down in two sections. The first section would be comprised of current subjects on which members of Council would like to get public feedback. This idea stemmed from a discussion held by Council at its Regular Meeting of Council of September 28, 2020, when the Electoral System Review was referred to a future Town Hall Meeting.

The second section be part of the Town Hall Meeting where residents can bring ideas to Council. Residents would register their questions, comments, concerns, feedback, or proposals in advance in order to formulate the Agenda for the said Meetings.

Administration is recommending this clause not be changed.

2. **Clause 4 e)** Closing remarks by Members of Council

After hearing comments from Council, Administration is recommending that this clause be removed in its entirety. Members of Council will make their comments when individual residents speak.

3. **Clause 5 a)** Every member of Council shall conduct themselves with decorum and professionalism at all Town Hall Meetings in accordance with the provisions of the Procedural By-law, the Code of Conduct, and other applicable law.

This clause was copied directly from the Code of Conduct, Clause 7.0, page 5.

Administration recommends leaving this clause in this Policy.

4. **Clause 5 c)** In order to promote respect, members of Council and of the public shall listen to the ideas of each other without judgment, seek to understand the unique challenges to each other's viewpoints, provide constructive feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual perspectives.

This Clause includes the same standard of decorum for members of Council and member of the public.

Administration recommends leaving this clause in the Policy.

5. **Clause 5 h)** Speakers are limited to five (5) minutes.

After hearing comments from Council, Administration is recommending changing the limit to speak to three (3) minutes.

6. **Clause 5 k)** Members of Council may discuss Municipal issues but may not advance Municipal business. A Councillor may take an item to a Regular Committee of the Whole meeting under New Business or Notice of Motion at a Regular Meeting of Council as per the Municipal Procedural By-law.

Members of Council may discuss issues at a Town Hall Meeting but cannot make decisions, cannot not advancing Municipal business and cannot make motions. A Town Hall Meeting is a forum where members of the public have an opportunity to raise issues to members of Council. If there is a specific issue that Council wishes to deal with, a member of Council must introduce it at a Regular Meeting of Council to be dealt with.

Administration recommends leaving this clause in the Policy.

7. **Clause 5 m)** Members of Administration may attend the Town Hall Meetings, however, will not be permitted to participate.

After hearing comments from Council, Administration is recommending changing “Members of Administration may attend” to “Members of Administration are encouraged to attend”.

8. Electronic Meetings

Town Hall Meetings will follow the same procedures as Council Meetings during a local state of emergency.

Administration is proposing adding the following clause to this Policy.

Electronic participation - emergencies

Members of Council may participate electronically during any period where an emergency has been declared to exist in all or part of the municipality pursuant to the Emergency Management and Civil Protection Act.

This draft Policy on Town Hall Meetings is being presented to Council for review:



The Corporation of the City of Cornwall

Town Hall Meetings Policy

Department: Corporate Services – Clerk’s Division

Effective Date:

Council Approval:

1. Policy Statement

The Council of the Corporation of the City of Cornwall has identified community consultation and participation as key priorities. Town Hall Meetings have been implemented to allow an open dialogue between residents and Council for a free exchange of ideas and information in an informal atmosphere.

2. Purpose

Town Hall meetings are to be based on a Question and Answer format with all members of the public welcome to pose questions and provide comments to Members of Council. However, all participants (Member of Council and the public) are expected to adhere to the meeting guidelines at all times.

3. Meetings

- a) Meetings may be held on dates designated by Council.
- b) The location may alternate between community facilities within the City of Cornwall.
- c) Members of Council may participate electronically during any period where an emergency has been declared to exist in all or part of the municipality pursuant to the Emergency Management and Civil Protection Act.

- d) Meetings are to take place between 7:00 p.m. to 9:00 p.m. or as designated by the Chair.
- e) Meetings are to be chaired by the Mayor or designate.
- f) Meetings will be broken down in two sections. The first section will be comprised of current subjects on which members of Council would like to get public feedback. The second section will be comprised of subject matters the public would like to speak about.
- g) For the first section, where Council is looking for feedback, members of the public need not register but can attend and raise their hand to be recognized.
- h) For the second section, those wishing to address Council on a specific matter, must register to be added to the Agenda and must submit their questions, comments, concerns, feedback, or proposals to the City Clerk no later than 4:00 p.m. on the Tuesday before the upcoming Town Hall Meeting.

4. Meeting Format

- a) Chair opens meeting with introductory remarks
- b) Introduction of Council Members in attendance
- c) Review of Town Hall Meeting Guidelines
- d) Open floor to questions, comments, concerns, feedback, and proposals from the public
- e) Closing remarks by Chair
- f) Adjournment

5. Town Hall Meeting Guidelines

- a) Every member of Council shall conduct themselves with decorum and professionalism at all Town Hall Meetings in accordance with the provisions of the Procedural By-law, the Code of Conduct, and other applicable law.
- b) Members of Council and of the public shall foster a climate of mutual respect.

- c) In order to promote respect, members of Council and of the public shall listen to the ideas of each other without judgment, seek to understand the unique challenges to each other's viewpoints, provide constructive feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual perspectives.
- d) Town Hall Meetings are not a statutory requirement of Council. They are offered as an added opportunity for dialogue with the community grounded in the principles of transparency, responsiveness, participation, and collaboration.
- e) Breach of decorum may result in the microphones being turned off and/or the participant being asked to leave the meeting.
- f) All questions and comments are to be directed through the Chair and then to each member of Council for comment as appropriate.
- g) The Chair will designate who has the floor. Participants are asked not to interrupt or distract a speaker. The Chair may interrupt only to raise a point of order.
- h) Speakers are limited to three (3) minutes.
- i) Members of the public are limited to speak once on each subject.
- j) While members of the public may speak on any subject, Council cannot discuss items that reflect an identifiable individual, solicitor-client communications, or any other item dealt with under the open meeting exceptions as per the Municipal Act, 2001.
- k) Members of Council may discuss Municipal issues but may not advance Municipal business. A Councillor may take an item to a Regular Committee of the Whole meeting under New Business or Notice of Motion at a Regular Meeting of Council as per the Municipal Procedural By-law.
- l) Members of Council will make every effort to respond to all questions and comments. Where a Council member does not have all the relevant information at hand, information may be provided to the member of the public after the meeting or brought forward through the Committee of the Whole process.
- m) Members of Administration are encouraged to attend the Town Hall Meetings, however, will not be permitted to participate.
- n) The Chair is responsible to ensure all participants comply with the Meeting Guidelines.

Report Approval Details

Document Title:	Town Hall Meetings Policy - 2020-377-Corporate Services.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Manon L. Levesque - Dec 9, 2020 - 10:27 AM

Geoffrey Clarke - Dec 9, 2020 - 11:11 AM

Maureen Adams - Dec 9, 2020 - 2:18 PM

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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2020-374-Corporate Services
Prepared By: Manon Levesque, City Clerk
Meeting Date: December 14, 2020
Subject: Unfinished Business Listing for December 14, 2020

Recommendation

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

Title	Department	Date
Town Hall Policy (Nov 23/20)	Corporate Services – Clerk's Division	Dec 14/20
Petition for Crosswalk on Second Street West (Riverdale Terrace) (Feb 24/20)	Infrastructure and Municipal Works	Jan 11/21
Parking Program (May 11/20) (Jun 8/20) (Sep 14/20)	Planning, Development and Recreation	Jan 11/21
Proxy Voting (Nov 23/20)	Corporate Services – Clerk's Division	Jan 25/21
Outdoor Gardening – COVID-19 (May 11/20) (Jun 22/20)	Planning, Development and Recreation	Winter 2021
Urban Campground in Guindon Park (Nov 9/20)	Planning, Development and Recreation	April 2021
Creation of Remote Worker Attraction Strategy (Jan 10/20)	Planning, Development and Recreation	TBD

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
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
Newspaper Digitization Project (Nov 9/20)		TBD

Document Title:	Unfinished Business Listing for December 14, 2020 - 2020-374-Corporate Services.docx
Attachments:	
Final Approval Date:	Dec 10, 2020

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

Manon L. Levesque - Dec 4, 2020 - 10:13 AM

Geoffrey Clarke - Dec 9, 2020 - 10:24 AM

Maureen Adams - Dec 10, 2020 - 9:38 AM

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

Department: Financial Services
Division: Finance
Report Number: 2020-358-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 14, 2020
Subject: Transfer Payments to City Partners

Purpose

To seek Council's approval to continue monthly transfer payments for operating costs to City's Partners prior to the approval of the 2021 budget.

Recommendation

That Council direct Administration to continue monthly transfer payments for operating costs to the identified City Partners listed.

Background / Discussion

The City has financial obligations with its City Partners where mandatory funding obligations or Agreements/Memorandums of Understanding are in place. City Partners support local initiatives and provide programs and services to our community.

The monthly transfer payments assist our Partners with their operating costs until their 2021 funding requests have been formally approved by Council. The amounts indicated in the following chart represent the 2020 annual operating budget. Over the past several years, funding commitments have been paid out

as monthly payments to our City Partners starting in January. With Council's approval, monthly transfers in the amount of 1/12th will be made until the 2021 budget is approved.

	<u>2020 Approved Operating Budget</u>
Cornwall Public Library	2,223,843
Eastern Ontario Health Unit	817,138
Raison River Conservation Authority	537,600
SDG Historical Society	100,000

Transfer of funds to the remaining City Partners and successful grant application recipients will occur once the 2021 budget has been approved by Council.

Document Title:	Transfer Payments to City Partners - 2020-358-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 7, 2020

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

Tracey Bailey - Dec 6, 2020 - 10:01 AM

Maureen Adams - Dec 7, 2020 - 5:39 PM

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

Department: Financial Services
Division: Finance
Report Number: 2020-371-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 14, 2020
Subject: 2020 Carry Forwards - Operations

Purpose

To obtain Council approval to carry forward funds to the next fiscal year to continue with ongoing projects.

Recommendation

That Council approve the carry forwards of 2020 operations to 2021.

Financial Implications

The projects to be carried forward will become an appropriation from reserves in the 2021 Budget.

Background / Discussion

Standard City practice has been to allow for the carry forward of certain operational items not completely spent during any given calendar year. (Similar to corporate policy FI.acc 02-01).

Respective departments along with Financial Services have reviewed the status of operations and have agreed that a number of 2020 budget approvals meet current practice for carry forward to the 2021 fiscal period. In some cases, these projects have been started and have not yet been completed. Any unspent funds

will be allocated to working reserves and will be appropriated from reserves in 2021 to finance the remaining expenditures. Other projects may not have begun due to time constraints but have been identified as important to their respective departments and will be undertaken in 2021.

The attached is a summary of projects to be carried forward into 2021.

Document Title:	Carry Forward of Operations - 2020-371-Financial Services.docx
Attachments:	- 2020 Operating Carry Forward Schedule.pdf
Final Approval Date:	Dec 8, 2020

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

No Signature found

Paul Scrimshaw - Dec 8, 2020 - 9:13 AM

Tracey Bailey - Dec 8, 2020 - 10:25 AM

Maureen Adams - Dec 8, 2020 - 3:23 PM

2020 PROJECTS TO BE CARRIED FORWARD	
Project	Carry Forward
Council - Indigenous Training	\$30,000
Human Resources - Training	\$23,000
Clerk's Department: Council Chamber Camera Upgrade	\$10,000
Fire Services Bunker Gear	\$18,500
Paramedic Services	
Ambulance Docking Stations	\$9,000
ACETech Mobile Hotspot Installation	\$36,500
CADLink	\$32,000
Cornwall Police Service	
Inside Building Maintenance	\$5,400
Peer Support Training	\$5,000
Planning	
Zoning By-Law	\$116,600
Office Furniture	\$3,300
Parking Enforcement - One Pay and Display Machine	\$10,000
Waste Management - Public Space Recycling Receptacles	\$10,000
Heart of the City	\$30,000
Municipal Grants Program - Unused Funds	\$88,516
Total Operating Carry Forwards	\$427,816

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

Department: Financial Services
Division: Finance
Report Number: 2020-377-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 14, 2020
Subject: 2020 Carry Forwards - Capital

Purpose

To obtain Council approval to carry forward funds towards the completion of capital projects to the 2021 fiscal year.

Recommendation

That Council approve the carry forward of the capital projects listed on schedule 1 to this Report 2020-377-Financial Services.

Financial Implications

Corporate Policy FI.acc 02-01 defines the process of closing of capital projects, summarized as follows:

1. Each department prior to December 15th are required to review all capital projects to determine which, if any, should be carried forward to the next fiscal year.
2. General guidelines will provide for the closing of all projects to surplus unless the following conditions exist:
 - a) the project is in process and will not be completed prior to the end of the current year;

- b) construction projects subject to holdbacks;
 - c) projects not yet started, but where tenders, RFP's or quotations have been issued;
 - d) projects not yet started, but where Council has approved the carry forward to a future year.
3. Projects not meeting any of the above criteria will be closed to surplus. Should departments require these projects in a subsequent year, three methods for future capital expenditure approvals are as follows:
- a) if a project has not commenced prior to the last Council meeting of the year, a recommendation requesting carrying the project to a subsequent year must be approved by Council;
 - b) if the appropriate approval has not been received prior to year-end and the project is closed, the department can request for funding in a subsequent year come from reserves;
 - c) the required funding will be budgeted in a subsequent year.

Respective departments along with Financial Services have reviewed the status of capital projects and have agreed that a number of capital projects will be closed to their respective surpluses and reserves. Any capital projects that exceeded approved budgets will be financed through savings from underspent projects with the net being closed to operations.

Schedule 1 is a summary of projects to be carried forward into 2021 as provided in the above noted policy.

All projects meeting the provisions as identified in policy FI.acc 02-01 will be closed in 2020 and those meeting conditions for carry forward as identified in this same policy be carried forward to 2021.

Document Title:	Carry Forward of Capital - 2020-377-Financial Services.docx
Attachments:	- Capital Carry Forward Schedule.pdf
Final Approval Date:	Dec 9, 2020

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

Tracey Bailey - Dec 9, 2020 - 8:31 AM

Maureen Adams - Dec 9, 2020 - 11:47 AM

PROJECTS TO BE CARRIED FORWARD

Project Name	Approved Budget/ Funding	Spent to Date/ Committed	Balance to Carry Forward	Comments
ROADWAYS AND STRUCTURES				
'18-'19 N. Kaneb Dr Ext - Marleau to Tenth	2,400,000	472,882	1,927,118	financing and development charges; design stage underway, construction in winter
'19-'20 Centertown - Water St / Montreal Rd	60,000	0	60,000	funding is being set aside for future intersections
'18-'20 Lemay St Extension	3,540,000	1,557,024	1,982,976	partially funded by OMAFRA. Design stage for phases 3 & 4 underway, construction of phase 3 in 2021
'18 Asphalt Resurfacing Various City Streets	3,000,000	2,238,552	500,000	partially funded by Gas Tax; construction nearing completion, surplus to be returned to Gas Tax Reserve
'19 Asphalt Resurfacing Various City Streets	3,000,000	2,889,418	40,000	partially funded by Gas Tax & OCIF; construction nearing completion, surplus to be returned to Gas Tax Reserve
'20 Marleau Ave Reconstruction and Widening Stage 2	946,105	647,977	298,128	development charges, reserves, and financing; project in design stage
'20 Asphalt Resurfacing Various City Streets	4,000,000	3,033,450	966,550	OCIF & Gas Tax, design stage; remaining items to be tendered with other projects
'20 Asset Management Plan Update	150,000	0	150,000	reserves; RFP to be issued shortly
'20 Update Subdivision Manual and the Subdivision Agreement	75,000	0	75,000	reserves; RFP to be issued shortly
'20 Active Transportation - Sidewalks	340,000	308,997	31,003	Gas Tax; construction nearing completion
'20 Nick Kaneb Dr. Extension - Industrial Park Dr. to Tollgate Rd.	500,000	167,396	332,604	financing; RFP for design to be issued shortly
'15-'18 Brookdale Ave / CN Overpass	4,898,000	5,379,446	0	Gas Tax \$338k, \$3M provincial grant, and financing, nearing completion, will borrow required amount
'18 Structure Improvements - Water St Retaining Wall	903,362	903,362	0	Gas Tax and reserves; construction nearing completion; deficiencies to be addressed in spring
'18 Culvert Replacement - McConnell to Raisin River	866,000	66,585	799,415	financing; design stage complete; construction scheduled for 2021. Postponed as a result of MTO Overpass rehabilitation at Pitt St.
'19-'20 Small Diameter Culvert Replacement	175,000	148,653	26,347	construction nearing completion
'18 Structure Improvements - Boundary/CN Overpass EA	300,000	0	300,000	partially funded by CN, Transport Canada
'20 Boundary Road at Grant's Corners Bridge Reconstruction	100,000	0	100,000	financing; multi-year project in conjunction with United Counties of SD&G
'20 Culvert Replacement - Boals Drain at Benny Ave.	400,000	30,252	369,748	Gas Tax; design stage complete; construction in spring 2021
'20 LED Streetlight Program	439,828	439,828	0	financing; construction underway
'19 Traffic Analysis - Brookdale Ave & Ninth St	75,000	0	75,000	financing; RFP being prepared; connecting link application underway
'19 Bikepath Retaining Wall Structure Replacement	1,000,000	0	1,000,000	financing; design stage; to be tendered with other projects
WASTE MANAGEMENT				
'16-'20 Landfill Expansion / Alternative Disposal ECA	230,000	47,424	182,576	partially funded from reserves; developing RFP in conjunction with SWMP update
'16-'20 Landfill Site Public Service Area	160,000	79,472	80,528	partially funded from reserves; scale house & MRF upgrades
'18-'20 Diversion Facilities	80,000	0	80,000	partially funded from reserves; design stage, \$30K for baler realignment
'18 Flare Replacement	1,497,744	631,805	865,939	financing; flare construction underway
'19-'20 Leachate - Gas Collection	733,037	316,453	416,584	partially funded from reserves; construction underway
'19 Waste Management Diversion Review	170,480	103,583	66,897	RFP awarded
'20 Old Landfill Flaring Facility Decommissioning	90,000	0	90,000	reserves; flare replacement has delayed decommissioning
WATER AND WASTEWATER				
Sewer Collection Program				
'18 Sewer Separation	675,000	624,736	50,264	Construction underway
'19 Sewer Network Improvements	1,280,000	811,157	468,843	partially funded by provincial grant; construction underway
'18 Brookdale North Sanitary Sewer Project	10,700,000	10,642,251	57,749	construction underway
'20 Sewer Network Improvements	1,050,000	369,847	680,153	design stage complete; construction scheduled for spring 2021
'20 Sewer Separation	700,000	43,696	656,304	design stage underway; construction scheduled for spring 2021
Flood Reduction Initiative (financing)				
'14-'16 Infiltration/Inflow Reduction Project	500,000	309,849	190,151	financing; construction nearing completion
'16 Fennell Crescent Pumping Station Upgrade	3,052,000	2,647,165	404,835	financing; construction nearing completion; deficiencies to be addressed in the spring
'17-'19 Flood Reduction/Management	584,600	513,598	71,002	financing; construction nearing completion

Project Name	Approved Budget/ Funding	Spent to Date/ Committed	Balance to Carry Forward	Comments
Wastewater Treatment				
'17 Treatment System Upgrades	802,283	574,639	227,644	project ongoing
'18 Treatment System Upgrades	960,000	908,286	51,714	thick and sludge modification project \$70K transferred from piping and control project
'19 Treatment System Upgrades	660,000	215,451	444,549	tender issued for energy generation, completion Dec 2020; boiler and flare on hold pending co-digestion
'20 Treatment System Upgrades	1,104,628	390,562	714,066	design stage for digester insulation Dec 2020; piping and control project cancelled; funds transferred to the thick and sludge modification project; brick replacement on pumphouse wall \$80K over budget.
Water Distribution				
'18-'20 System Growth- New Watermain	1,450,000	167,557	1,282,443	partially funded from reserves and development charges; construction scheduled for 2021
'19-'20 Watermain Rehab Improvements	3,780,000	3,501,034	278,966	partially funded from reserves; construction underway
Water Treatment				
'09-'11 Water Meters/Backflow Prevention	466,800	118,064	348,736	Multi-year project
'19-'20 Water Purification Plant Upgrades	2,134,357	1,184,077	950,280	partially funded from reserves; design stage
'20 Raw Water Intake Redundancy EA	202,558	202,558	0	partially funded from Municipal Modernization Funding and reserves; design stage
'20 SCADA Upgrades	400,000	0	400,000	design stage
Joint Infrastructure Projects				
'20 Sydney St (Fourth to Fifth)	1,100,000	815,639	284,361	construction nearing completion
'20 York St (Seventh to Ninth)	1,600,000	1,531,360	68,640	financing; construction nearing completion
TRANSIT SERVICES				
'19-'21 Purchase of Conventional Buses	3,741,306	3,679,644	61,662	ICIP & financing; 6 buses ordered; expected delivery date March 2021
'19-'21 Purchase of Handi Transit Buses	705,295	705,295	0	ICIP & financing; 3 buses ordered; expected delivery date December 2020
'19 Passenger Counter / Web Applications	105,000	99,488	5,512	ICIP & financing; 75% completed
'20-'21 Electronic Fareboxes	680,907	680,907	0	ICIP & financing; tender issued
'20 Bus Surveillance System	32,000	0	32,000	ICIP & reserves; project underway
'20 Air Recovery Units	80,000	41,608	38,392	financing; project underway
MW FACILITIES/EQUIPMENT				
'20 Municipal Works Fleet Renewal	1,886,941	1,909,078	0	financing and reserves; tenders awarded; awaiting delivery of equipment, will borrow required amount
'16 -'20 Municipal Works Yard Redevelopment (financing)	8,950,000	7,181,652	1,768,348	multi-year project, construction underway
PARKS/PLAYGROUNDS				
'14-'20 Emerald Ash Borer Project	2,364,724	2,239,118	125,606	multi-year project
'18 Way Finding Signage	66,575	61,695	4,880	tender awarded
'19-'20 Bicycle Path Repairs	100,000	46,395	53,605	Gas Tax, remaining work to be tendered
'19 Gateway Signage and Landscaping	56,449	48,949	7,500	project underway
'20 Playground Structure Replacement	120,000	0	120,000	partially funded from reserves; tender issued
RECREATION SERVICES				
'18-'20 Justice Building HVAC	1,580,000	1,155,899	424,101	financing and reserves, project ongoing
'17 Locomotive Stabilization Initiative	100,000	0	100,000	reserves
'18 Renovations at Various Municipal Buildings	107,000	33,778	73,222	reserves; project ongoing
'18-'19 Renovations at Various Municipal Buildings	82,000	5,000	77,000	project ongoing
'19-'20 EMS Headquarters Roof	1,184,819	1,075,746	109,073	reserves; project ongoing
'20 Renovations at Various Municipal Buildings	26,500	21,929	4,571	project ongoing
'11 Decommissioning - Si Miller		630,367	0	working reserves, sale of land in 2015 \$280,000
'18 Complex Parking Lot, Ext Stairs, & Walkway Improvements	125,000	69,757	55,243	reserves; tender awarded
'18 Complex Main Concourse Renovations	75,000	38,796	36,204	reserves; project ongoing
'19 Aquatic Centre Ventilation and UV Disinfection	500,000	50,473	449,527	financing; tender issued
'19 Recreation Master Plan Update	60,000	46,337	13,663	partially funded from development charges; project underway, deficit to be funded from operating
'19-'20 Complex Spectator Seat Replacement	305,000	301,424	3,576	reserves; Installation ongoing
'20 Benson Centre Laser Ice Leveler	60,000	0	60,000	reserves; to be tendered in spring 2021
'20 Civic Complex Compressor and Electrical Panels	115,000	114,960	40	reserves; project ongoing, compressor replaced
'20 Civic Complex Parking Lot Lighting Replacement	137,000	111,645	25,355	Gas Tax; tender awarded

Project Name	Approved Budget/ Funding	Spent to Date/ Committed	Balance to Carry Forward	Comments
'20 Implementation of the Waterfront Plan	200,000	0	200,000	funding is being set aside for future projects
'20 Outdoor Pool Basin Structural Review	60,000	33,239	26,761	consultant investigating
'20 Marina 200 Above Ground Fuel Tanks	166,469	166,469	0	Gas Tax; construction underway
'20 Benson Centre Outdoor Playstructure	150,000	0	150,000	Gas Tax; spring 2021 installation
FIRE SERVICES				
'19 Fire HQ and Training Ctr	5,800,000	1,303,972	4,496,028	financing and development charges; multi year project, continues in 2021
EMERGENCY MEDICAL SERVICES				
'19 Toughbook Computers	58,000	0	58,000	project ongoing
'20 Paramedic Real-Time Data	93,500	0	93,500	project ongoing
POLICE SERVICES				
'20 Police Capital	100,200	94,147	6,053	project ongoing
GLEN-STOR-DUN LODGE (cost shared with Counties)				
'17-'20 Flooring Replacement	371,461	4,000	367,461	project deferred to 2021 due to COVID-19
'18-'19 Building Requirements	330,000	235,431	94,569	project ongoing
'19 Building Requirements	85,400	57,308	28,092	project nearing completion
'19-'20 Building Requirements - Elevators	205,000	142,091	62,909	multi-year project
'20 Resident Equipment	115,000	54,991	60,009	project ongoing
'20 Building Requirements - Various	71,500	0	71,500	project ongoing
OTHER				
'16-17 Upgrade Corporate Phone System	1,030,000	163,303	866,697	project ongoing
'17-'18 Accounting System Upgrade	863,788	780,724	83,064	project ongoing
'18 Sharepoint & Corporate Email Replacement	428,000	13,890	414,110	project ongoing
'18 Desktop Virtualization	340,000	0	340,000	project ongoing
'20 ITT Master Plan	93,578	93,578	0	Modernization and COVID funding, RFP has been awarded, project to commence shortly
'19 Woodhouse Museum Repairs	50,000	11,386	38,614	window coverings installed, awaiting painting
'18-'20 Arts and Culture Centre	6,300,000	1,239,967	5,060,033	in 2018 the City purchased the building for \$485k. The 2019 budget includes \$300k for the design of the Arts and Culture facility, design underway.

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-150

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2020-150
Report Number: 2020-335-Infrastructure and Municipal Works
Meeting Date: December 14, 2020
Subject: 1016 Marleau Avenue – Property Acquisition

Whereas the City of Cornwall had retained GENIVAR Engineering Consultants (now WSP Group Inc.) to undertake a Municipal Class Environmental Assessment for transportation capacity improvements on Ninth Street/Marleau Avenue from Marlborough Street to Glenview Boulevard; and

Whereas the Environmental Study Report is complete; and

Whereas the Report recommends acquisition of identified properties along the corridor to accommodate roadway improvements, including 1016 Marleau Avenue, described as Lot 43, Plan 130, in the City of Cornwall, County of Stormont; and

Whereas Mr. Jean-Louis Samson and Mrs. Judith Arlene Samson, the owners of 1016 Marleau Avenue, are willing to sell the property.

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

1. That the City of Cornwall be and is hereby authorized to acquire 1016 Marleau Avenue, described as Lot 43, Plan 130, in the City of Cornwall, County of Stormont.
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-150 1016 Marleau Avenue - Property Acquisition - 2020-335-IMW.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Bill de Wit - Dec 9, 2020 - 10:56 AM

Maureen Adams - Dec 9, 2020 - 2:01 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-151

Department: Infrastructure and Municipal Works
Division: Transit
By-law Number: 2020-151
Report Number: 2020-406-Infrastructure and Municipal Works
Meeting Date: December 14, 2020
Subject: Investing in Canada Infrastructure Program Agreement

Whereas it is deemed expedient to authorize The Corporation of the City of Cornwall to enter into an Agreement with Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario for funding under the Investing in Canada Infrastructure Program (ICIP): Public Transit Stream.

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

1. That the Mayor and Clerk are hereby authorized to execute on behalf of the City of Cornwall the Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP): Public Transit Stream ("Agreement") between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario, and the City of Cornwall in a form satisfactory to Legal Services.
2. That the Mayor and Clerk, as applicable, the delegate specified in Schedule "B" of the Agreement are hereby authorized to execute on behalf of the City of Cornwall any amendment to the Agreement or ancillary document necessary to fulfil the ICIP requirements in a form satisfactory to Legal Services.

3. That the Mayor and Clerk have the delegation of authority to execute any and all required documentation, on behalf of the City of Cornwall, as required under the Investing in Canada Infrastructure Program.
4. That the City of Cornwall commits to spending Investing in Canada Infrastructure Program funding in accordance with all of the terms and conditions specified in the Agreement.
5. That the City of Cornwall commits to spending Investing in Canada Infrastructure Program funding only on implementing the approved projects identified in the Agreement.

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-151 ICIP Transfer Payment Agreement - 2020-406-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Len Tapp - Dec 8, 2020 - 12:01 PM

Bill de Wit - Dec 8, 2020 - 12:37 PM

Maureen Adams - Dec 8, 2020 - 3:56 PM

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

Department: Infrastructure and Municipal Works
Division: Transit
Report Number: 2020-411-Infrastructure and Municipal Works
Prepared By: Len Tapp, Division Manager
Meeting Date: December 14, 2020
Subject: Note – ICIP Transfer Payment Agreement

Purpose

That The Corporation of the City of Cornwall be authorized to enter into an Agreement with the Ministry of Transportation for the transfer payments under the Canada Infrastructure Program.

Background / Discussion

The City of Cornwall was successfully in its funding application under the Investing in Canada Infrastructure Program (ICIP): Public Transit Stream. By-law 2020-151 is to authorize the Mayor and Clerk to execute the Agreement with the Ministry of Transportation for the transfer of provincial and federal funds, up to a maximum amount of \$8,759,306.24 in order to carry out public infrastructure projects.

Projects to be carried out:

- a. Replacement of 12 conventional buses and 8 specialized para transit buses
- b. Installation of 15 passenger counters on conventional buses
- c. Installation of 26 new electronic fareboxes on conventional and specialized para transit buses

Report Approval Details

Document Title:	Note - ICIP Transfer Payment Agreement - 2020-411-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Len Tapp - Dec 8, 2020 - 1:12 PM

Bill de Wit - Dec 8, 2020 - 3:39 PM

Maureen Adams - Dec 8, 2020 - 3:46 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-152

Department: Financial Services
Division: Finance
By-law Number: 2020-152
Report Number: 2020-368-Financial Services
Meeting Date: December 14, 2020
Subject: By-law to authorize the borrowing of funds to provide financing for capital works and vehicles

Whereas the Municipal Act 2001, S.O. 2001, Chapter 25, Section 401 authorizes a municipality to incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter into prescribed financial agreements for or in relation to the debt; and

Whereas Ontario Regulation 276/02, as amended, permits a municipality to enter into a bank loan agreement for the purpose of long-term borrowing; and

Whereas the Council of the Corporation of the City of Cornwall endorsed the financing of the Municipal Works (MW) Fleet, Lemay Street Extension and Cornwall Civic Complex LED Lighting; and

Whereas the amount to be loaned is within the debt and financial obligation limit of the Corporation of the City of Cornwall as established by legislation; and

Whereas it is necessary to borrow the sum of \$1,463,000 upon the credit of the Corporation.

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

1. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$600,000 (MW Fleet) repayable in equal monthly instalments amortized over 5 years;
2. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$563,000 (Lemay Street Extension) repayable in equal monthly instalments amortized over 5 years;
3. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$300,000 (Cornwall Civic Complex LED Lighting) repayable in equal monthly instalments amortized over 3 years;
4. Commencing in January 2021 and thereafter during the specified repayment schedules the required principal and interest shall be levied and raised annually by a rate sufficient therefore over and above all other rates on all the ratable property in the municipality at the same time and in the same manner as other rates.
5. That this By-law shall take effect on the day of the final passing thereof.
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 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-152 Borrowing of Funds - 2020-368-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Tracey Bailey - Dec 8, 2020 - 7:46 AM

Maureen Adams - Dec 8, 2020 - 11:55 AM

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

Department: Financial Services
Division: Finance
Report Number: 2020-354-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 14, 2020
Subject: Note - By-law 2020-152 Borrowing of Funds

Purpose

An explanatory note to the By-law authorizing The Corporation of the City of Cornwall to enter into into a Financing Agreement with TD Canada Trust for the purpose of long-term borrowing.

Background / Discussion

Council has approved that the financing of the Municipal Works Fleet, Lemay Street Extension and the Civic Complex LED Lighting project be financed through long-term borrowing.

Financial Services has requested financing quotes from the major financial institutions. TD Canada Trust was the successful proponent for these loans.

Both principal and interest payments have been budgeted in 2021 and future annual payments will be budgeted based on the respective repayment schedules.

Report Approval Details

Document Title:	Note - By-law 2020-152 Borrowing of Funds - 2020-354-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Tracey Bailey - Dec 8, 2020 - 7:49 AM

Maureen Adams - Dec 8, 2020 - 11:53 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-153

Department: Financial Services
Division: Finance
By-law Number: 2020-153
Report Number: 2020-369-Financial Services
Meeting Date: December 14, 2020
Subject: By-law to authorize temporary borrowing until taxes are collected and other revenues are received for the current year

Whereas Section 407 of the Municipal Act, 2001 authorizes a municipality to temporarily borrow monies until the taxes are collected and other revenues are received in the amounts that the municipality considers necessary to meet the current expenditures for the year 2021 (hereinafter called "the year"); and

Whereas the total amount borrowed at any one time plus any outstanding amount of principal borrowed and accrued interest shall not exceed:

- (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
- (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and

Whereas the total amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the year, not including revenues derivable or derived from the sale of assets, borrowings or issues of debentures or from surplus including proceeds from the sale of assets is \$197,000,000; and

Whereas the amount of uncollected revenues of the Corporation of the year based on the estimated revenues for the year is \$197,000,000.

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

1. That the Treasurer is hereby authorized on behalf of the Corporation to borrow monies from time to time, by way of promissory note, from TD Canada Trust, necessary to meet, until the taxes are collected, the current expenditures of the Corporation for the year, provided that the amount that may be borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the period from January 1 to September 30 of the year 50% of the total of the estimated revenues and for the period October 1 to December 31 of the year 25% of the total of the estimated revenues and to give, on behalf of the Corporation, to the said Bank a promissory note or notes, sealed with the corporate seal and signed by Treasurer for the monies so borrowed with interest at the Bank's prime interest rate which rate shall be as notified by the Bank to the Treasurer from time to time.
2. All sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed in the year and all preceding years from the said Bank to meet current expenditures of the Corporation shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the year and for all preceding years as and when such revenues are received.
3. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-153 Temporary Borrowing - 2020-369-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Tracey Bailey - Dec 8, 2020 - 8:23 AM

Maureen Adams - Dec 8, 2020 - 12:03 PM

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

Department: Financial Services
Division: Finance
Report Number: 2020-356-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 14, 2020
Subject: Note to By-law 2020-153 Temporary Borrowing

Purpose

An explanatory note to the By-law authorizing the Treasurer on behalf of the City to borrow funds if required in order to maintain current financial obligations until such time as taxes and billings are collected.

Background / Discussion

The Municipal Act, 2001 allows a municipality to temporarily borrow monies until taxes are collected and other revenues are received in the amounts that the Municipality considers necessary to meet the current expenditures for the year.

The due dates for property taxes are the end of March and April (first installment) and July and August (second installment). Water/wastewater billings are due at the end of January and April and July and October.

The majority of the first installments for property tax and water/wastewater billings are due at the end of March and April. With the City in full operation during the winter months and little monies being received from taxes and billings the City could experience a cash flow shortfall.

Report Approval Details

Document Title:	Note - By-law 2020-153 Temporary Borrowing - 2020-356-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Tracey Bailey - Dec 8, 2020 - 8:27 AM

Maureen Adams - Dec 8, 2020 - 12:01 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-154

Department: Financial Services
Division: Finance
By-law Number: 2020-154
Report Number: 2020-353-Financial Services
Meeting Date: December 14, 2020
Subject: By-law to authorize the spending of expenditures in the
current year prior to the adoption of the operational budget

Whereas Financial Policy No. FI.adm 03-08 establishes a policy authorizing the processing of expenditures for payment prior to the approval of the current year's operational budget; and

Whereas no expenditure shall be incurred until the budget for the current fiscal year has been approved by Council; and

Whereas Policy No. FI.adm 03-08 authorizes the appropriation of expenditures that does not exceed 50% of the amount appropriated in the previous year's operational budget; and

Whereas every expenditure incurred prior to Council's approval of the operational budget shall be included in the estimates for the fiscal year in which it was expended.

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

1. That 50% of the amount appropriated in the previous year's operational budget may be incurred as expenditures arise prior to the adoption of the current fiscal year's operational budget.
2. That expenditures incurred prior to the approval of the operational budget shall be included in the estimates for the fiscal year in which it was expended.
3. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-154 Spending of Expenditures Prior to Budget - 2020-353-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 7, 2020

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

Tracey Bailey - Dec 6, 2020 - 12:41 PM

Maureen Adams - Dec 7, 2020 - 5:39 PM

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

Department: Financial Services
Division: Finance
Report Number: 2020-357-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 14, 2020
Subject: Note - By-law 2020-154 Spending of Expenditures Prior to Budget

Purpose

An explanatory note to the By-law following the criteria of Financial Policy FI.adm 03-08 whereby 50% of the previous year's operational budget may be appropriated to meet the municipality's current obligations.

Background / Discussion

As part of our annual housekeeping measures for the forthcoming fiscal year, this by-law will ensure that 2021 expenditures are met until the operational budget is approved by Council.

During the time between January 1st, until the budget is adopted and the by-law approved, the City continues normal day-to-day operations, thus incurring expenses.

Every expenditure incurred prior to the adoption of the budget has been included in the estimates for the year in which it is to be expended.

Report Approval Details

Document Title:	Note to By-law 2020-154 Spending Expenditures Prior to Budget - 2020-357-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 7, 2020

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

Tracey Bailey - Dec 6, 2020 - 12:42 PM

Maureen Adams - Dec 7, 2020 - 5:37 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-155

Department: Financial Services
Division: Tax and Collection
By-law Number: 2020-155
Report Number: 2020-376-Financial Services
Meeting Date: December 14, 2020
Subject: By-law directing and enacting the manner in which the 2021 interim levy authorized by Section 317 of the *Municipal Act, 2001* is to be collected

Whereas Section 317 (1) provides for the municipality, before the adoption of the estimates for the year under Section 290 of the *Municipal Act, 2001*, to pass an interim levy on the assessment of property ratable for local municipal purposes; and

Whereas Sections 342 (1) and 345 (1) provides for payment of taxes by instalments and penalties for non-payment of taxes to the 31st day of December of the year in which the taxes are levied.

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

1. Interim taxes shall be levied upon the last revised 2020 assessment roll using the 2020 tax rate at a rate of 50% of taxes. The 2020 tax rates for the respective classes are as follows:

Residential	0.01632156	Commercial	0.04120599
Multi - Residential	0.03186019	Commercial Vacant	0.03259419
Managed Forest	0.00408039	New Commercial	0.03850599
Farmlands	0.00408039	Landfill	0.03848137
Pipelines	0.03500832	New Commercial Vacant	0.02989419
New Office Building	0.03850599	New Shopping Centre	0.03850599
New Office Building Vacant	0.02989419	New Shopping Centre Vacant	0.02989419
Utility Transmissions	\$990.89	Industrial	0.05140181
Railway Right-of-Way	\$237.38	Industrial Vacant	0.03778618
New Multi - Residential	0.01632156	New Industrial	0.04870181
		New Industrial Vacant	0.03508618

2. The 2021 interim levy as determined in number 1 above shall not exceed the prescribed percentage or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the taxation year 2020. In such cases, the 2021 interim levy shall be equal to 50 percent of the total amount of taxes for municipal and school purposes were levied on a property for only part of the year 2020, because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter
3. The 2021 interim levy shall be paid into the office of the Treasurer in two instalments not later than the 31st day of March and the 30th day of April 2021.
4. Upon default of payment of any instalment under paragraph 3, the subsequent instalment or instalments shall forthwith become payable.
5. In accordance with By-law 2019-077 every instalment or part thereof which remains unpaid on the first day after the date on which it is due shall bear as a penalty, a charge of 1 1/4% per calendar month or a fraction until the 31st day of December of the year in which the instalment is due or until paid whichever occurs first.
6. Interest and percentage added to taxes form part of such taxes and shall be collected as taxes.

7. No interest or percentage added to taxes shall be compounded.
8. The Treasurer and the Property Tax and Assessment Supervisor are hereby authorized to accept part payment from time to time on account of any taxes and to give a receipt for such part payment, provided that acceptance of any such part payment does not affect the collection of any percentage charge imposed and collectible under paragraph 6 of this by-law in respect to the non-payment of any taxes or any class of taxes or any instalment thereof.
9. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-155 2021 Interim Tax Levy - 2020-376-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Tracey Bailey - Dec 8, 2020 - 1:39 PM

Maureen Adams - Dec 8, 2020 - 3:37 PM

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

Department: Financial Services
Division: Tax and Collection
Report Number: 2020-359-Financial Services
Prepared By: Tracey Bailey, General Manager
Meeting Date: December 14, 2020
Subject: Note - By-law 2020-155 Interim Levy

Purpose

An explanatory note to the By-law directing and enacting the manner in which the 2021 interim levy authorized by Section 317 of the Municipal Act, 2001 to be collected.

Background / Discussion

The Municipal Act 2001 prescribes in section 371 that the interim levy cannot exceed 50% for the prior year's levy. The interim levy is levied on the last revised assessment roll, multiplied by current tax rates (2020). The taxes are then multiplied by 50 percent.

Property taxes levied by the Municipality provide the main source of revenue to deliver services supplied by the Municipality and its Boards and Agencies. In addition to collecting its own taxes, the Municipality is also responsible for levying and collecting education taxes on behalf of the Province of Ontario, which are distributed to school boards.

When a budget is not finalized and the tax rate by-law is not passed by the end of the prior year, a tax rate for the year cannot be established for the purpose of levying property taxes. An interim levy by-law is then required in order to levy taxes for the current year.

The interim tax levy is applied to all tax classes based on the prior year's assessment and is due on regular due dates at the end of March and April of the current year.

The collection of the interim taxes is important in order to maintain cash flow for the Municipality to continue operations until the budget is passed.

Report Approval Details

Document Title:	Note - By-law 2020-155 Interim Levy - 2020-359-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2020

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

Tracey Bailey - Dec 8, 2020 - 1:46 PM

Maureen Adams - Dec 8, 2020 - 3:29 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-156

Department: Financial Services
Division: Tax and Collection
By-law Number: 2020-156
Report Number: 2020-378-Financial Services
Meeting Date: December 14, 2020
Subject: By-law to provide for the supply and distribution of water and the collection of rates for the use of water and water-related services

Whereas Part XII, Section 391 of the *Municipal Act, 2001 (Act)*, as amended, provides that a municipality may pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; and for capital costs payable by it for wastewater and water services or activities which will be provided or done by or on behalf of it after the fees or charges are imposed; and

Whereas Part XII, Section 398 (2) of the *Act* provides that the Treasurer of a local municipality may add such fees and charges imposed by the municipality under Section 391 of the *Act* to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes; and

Whereas the Council of The Corporation of the City of Cornwall deems it desirable to establish a schedule of fees and charges for water rates.

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

1. That The Corporation of the City of Cornwall deems it necessary to provide for the setting of fees and charges for the supply of water for the year 2021.

2. That the rates for the supply of water shall be imposed as specified in Schedule A, attached hereto and forming part of this By-law.
3. That By-law 2019-153 and all other by-laws inconsistent hereto are hereby repealed.
4. That this By-law shall come into force and take effect on the date of its passing for all billings levied commencing January 1, 2021.
5. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-156 Distribution and Collection of Water and Water-Related - 2020-378-FS.docx
Attachments:	- SCHEDULE A 2021 WATER RATES.pdf
Final Approval Date:	Dec 9, 2020

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

Tracey Bailey - Dec 9, 2020 - 6:17 PM

Maureen Adams - Dec 9, 2020 - 7:30 PM

Schedule A – 2021 Water Rates

<u>Non-Metered</u>	
<u>Residential</u>	<u>Half Year</u> \$
Kitchen Sink	58.95
Toilet	46.91
Extra Toilet	30.88
Bath or Shower	10.60
Extra Bath or Shower	9.11
Bath Basin	5.61
Automatic Washer	11.00
Outside Tap	12.19
Residential Tap	5.61
Swimming Pool, Hot Tub	16.15
Automatic washer in apartment buildings - \$11.00 times the number of apartments each half year.	
<u>Commercial Places</u>	<u>Half Year</u> \$
First Tap Commercial	63.58
Extra Tap Commercial	10.10
Toilet	46.91
Urinal	14.09
Dental Spitoons	15.34
Car Wash	64.03
Fountain	12.15
Shower - Commercial	12.68
Dry Cleaners	247.42
<u>Metered</u>	
<u>Outlet on Meters</u>	<u>Per Billing</u>
Rate (Cubic Meters)	.506 per cubic meter
Minimum Charge for Hotels	\$373.31
<u>Service Charge</u>	
For turning water on or off	\$59.50
<u>Motels</u>	
\$52.87 per half year per unit. If the motel has a restaurant or lunch counter, charge is calculated at the commercial rate.	

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

Department: Financial Services
Division: Tax and Collection
Report Number: 2020-360-Financial Services
Prepared By: Tracey Bailey, General Manager
Meeting Date: December 14, 2020
Subject: Note - By-law 2020-156 Distribution and Collection of Water and Water-Related Services

Purpose

The By-law will allow the municipality to impose fees and charges for water services or activities (operating and capital) provided or done by or on behalf of the City.

Background / Discussion

Effective January 1, 2021, fees and charges, as specified in Schedule A, are imposed upon the owners or occupants of lands for which the distribution and collection of water related services is provided. Fees and charges imposed by the municipality may be added to the tax roll and collected in the same manner as municipal taxes.

Report Approval Details

Document Title:	Note - Distribution and Collection of Water and Water-Related Services - 2020-360-FS.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Tracey Bailey - Dec 9, 2020 - 6:19 PM

Maureen Adams - Dec 9, 2020 - 7:27 PM

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

Department: Financial Services
Division: Tax and Collection
By-law Number: 2020-157
Report Number: 2020-379-Financial Services
Meeting Date: December 14, 2020
Subject: By-law to establish the Sewage Service Surcharge

Whereas Part XII, Section 391 of the *Municipal Act, 2001 (Act)*, as amended, provides that a municipality may pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; and for capital costs payable by it for wastewater and water services or activities which will be provided or done by or on behalf of it after the fees or charges are imposed; and

Whereas Part XII, Section 398 (2) of the *Act* provides that the Treasurer of a local municipality may add such fees and charges imposed by the municipality under Section 391 of the *Act* to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes;

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

1. That a sewage surcharge shall be a charge on the water bill charged or chargeable in respect to such land and shall be computed at 134.39 percent (134.39%) upon the owners or occupants of land from which sewage is received, treated, or disposed of by the sewage works system.
2. That By-law 2019-155 and all other by-laws inconsistent hereto are hereby repealed.

3. That this By-law shall come into force and take effect on the date of its passing for all billings levied commencing January 1, 2021.
4. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-157 Sewage Service Rates - 2020-379-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Tracey Bailey - Dec 9, 2020 - 5:40 PM

Maureen Adams - Dec 9, 2020 - 7:33 PM

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

Department: Financial Services
Division: Tax and Collection
Report Number: 2020-361-Financial Services
Prepared By: Tracey Bailey, General Manager
Meeting Date: December 14, 2020
Subject: Note - By-law 2020-157 Sewage Rates

Purpose

The By-law will allow the municipality to impose fees and charges for wastewater services or activities (operating and capital) provided or done by or on behalf of the City.

Background / Discussion

Effective January 1, 2021, fees and charges are imposed upon the owners or occupants of lands from which the sewage is received, treated, or disposed by the Corporation of the City of Cornwall at a set surcharge of 134.39% of the charge imposed on the water bill charged. The fees and charges relating to wastewater services shall be collectable in the same manner as the fees and charges imposed for water services.

Report Approval Details

Document Title:	Note - By-law 2020-157 Sewage Rate - 2020-361-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Tracey Bailey - Dec 9, 2020 - 5:41 PM

Maureen Adams - Dec 9, 2020 - 7:32 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-158

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2020-158
Report Number: 2020-375-Corporate Services
Meeting Date: December 14, 2020
Subject: By-law to amend By-laws 001-2005, 063-2009, 2017-045 and 2019-146 and to appoint Joanne Carrière-Beaulieu to officiate Civil Marriage Solemnization for the City of Cornwall

Whereas Ontario Regulation 285/04 made under the Marriage Act authorizes the Clerk of a local municipality to solemnize marriages under the authority of a valid Ontario Marriage Licence; and

Whereas the Council of The Corporation of the City of Cornwall, under By-law 001-2005, directed the solemnization of civil marriages; and

Whereas Council, through By-law 001-2005, appointed the City Clerk and the Deputy Clerk as Marriage Officiants; and

Whereas the Council of The Corporation of the City of Cornwall is desirous on continuing with this service.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall appoints Joanne Carrière-Beaulieu as Marriage Officiant for The Corporation of the City of Cornwall for as long as she is employed by The Corporation of the City of Cornwall as set out under Ontario Regulation 285/04 and the Marriage Act, R.S.O. 1990, Chapter M.3 for the Province of Ontario.

Now therefore be it further resolved that this By-law comes into form and effect on January 1, 2021.

Read, signed and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Appointment of Joanne Carrière-Beaulieu as Marriage Officiant - 2020-375-CS.docx
Attachments:	
Final Approval Date:	Dec 7, 2020

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

Geoffrey Clarke - Nov 27, 2020 - 11:53 AM

Maureen Adams - Dec 7, 2020 - 5:16 PM

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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2020-380-Corporate Services
Prepared By: Manon Levesque, City Clerk
Meeting Date: December 14, 2020
Subject: Note – By-laws 2020-158 and 2020-159 - Marriage Officiants

Purpose

To appoint Joanne Carrière-Beaulieu and Peter Wilson as Marriage Officiants for the City of Cornwall.

Background / Discussion

Municipal Clerks in Ontario are able to officiate civil wedding ceremonies. Municipal Clerks are allowed to delegate that power.

Manon L. Levesque, Lori Delgreco and Deborah Caskenette are currently appointed as Marriage Officiants. That authority is now being delegated to Joanne Carrière-Beaulieu and Peter Wilson, Client Service Representatives in the Clerk's Division.

Report Approval Details

Document Title:	Note - Marriage Officiants - 2020-380-Corporate Services.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Manon L. Levesque - Dec 4, 2020 - 1:39 PM

Geoffrey Clarke - Dec 9, 2020 - 10:26 AM

Maureen Adams - Dec 9, 2020 - 11:53 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-159

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2020-159
Report Number: 2020-376-Corporate Services
Meeting Date: December 14, 2020
Subject: By-law to amend By-laws 001-2005, 063-2009, 2017-045 and 2019-146 and to appoint Peter Wilson to officiate Civil Marriage Solemnization for the City of Cornwall

Whereas Ontario Regulation 285/04 made under the Marriage Act authorizes the Clerk of a local municipality to solemnize marriages under the authority of a valid Ontario Marriage Licence; and

Whereas the Council of The Corporation of the City of Cornwall, under By-law 001-2005, directed the solemnization of civil marriages; and

Whereas Council, through By-law 001-2005, appointed the City Clerk and the Deputy Clerk as Marriage Officiants; and

Whereas the Council of The Corporation of the City of Cornwall is desirous on continuing with this service.



Now therefore be it resolved that the Council of The Corporation of the City of Cornwall appoints Peter Wilson as Marriage Officiant for The Corporation of the City of Cornwall for as long as he is employed by The Corporation of the City of Cornwall as set out under Ontario Regulation 285/04 and the Marriage Act, R.S.O. 1990, Chapter M.3 for the Province of Ontario.

Now therefore be it further resolved that this By-law comes into form and effect on January 1, 2021.

Read, signed and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-xxx Appointment of Peter Wilson as Marriage Officiant - 2020-376-Corporate Services.docx
Attachments:	
Final Approval Date:	Dec 7, 2020

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

Geoffrey Clarke - Nov 27, 2020 - 11:54 AM

Maureen Adams - Dec 7, 2020 - 5:18 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-160

Department: Planning, Development and Recreation
Division: Planning
By-law Number: 2020-160
Report Number: 2020-399-Planning, Development and Recreation
Meeting Date: December 14, 2020
Subject: Rezoning of Northwoods Forest Subdivision Phase 2 (PAC
File #Z-03-20)

Whereas the Council of The Corporation of the City of Cornwall is desirous of amending By-law No. 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 this By-law #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 properties legally described as Lots 1-12 and 21-23; on Registered Plan 52M-48 as set out in Schedule “A”, attached hereto, be rezoned from Residential 15 (RES 15) to Residential 10 (RES 10); and,

3. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter; and
4. That this By-law shall take effect on the date thereof, subject to Section 34 (21) 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.

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

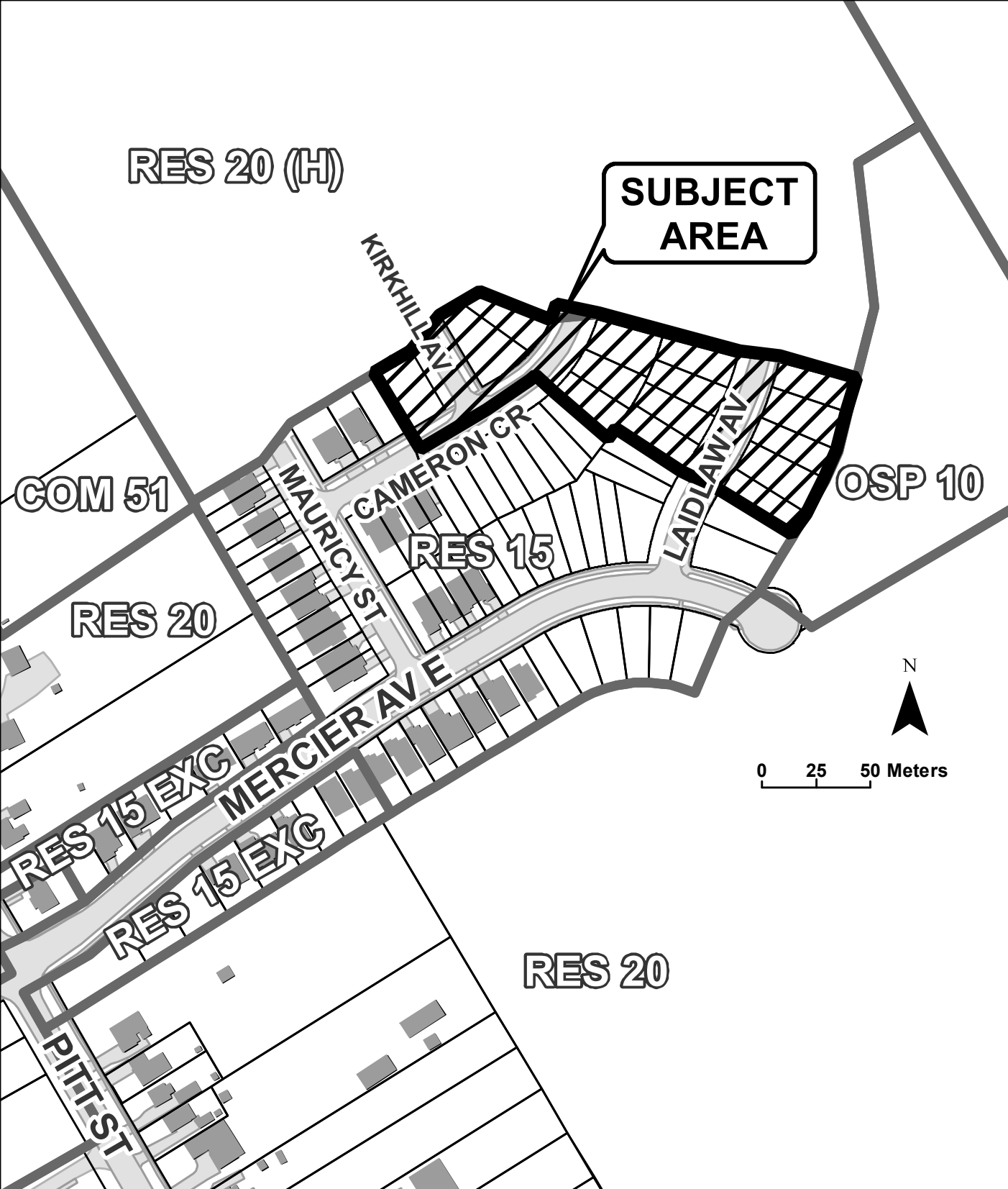
Document Title:	By-law 2020-160 Rezoning of Northwoods Forest - 2020-399-PDR.docx
Attachments:	- NorthwoodsForestPh2.pdf
Final Approval Date:	Dec 7, 2020

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

Mary Joyce-Smith - Dec 7, 2020 - 3:15 PM

Mark A. Boileau - Dec 7, 2020 - 4:02 PM

Maureen Adams - Dec 7, 2020 - 5:24 PM



THIS IS SCHEDULE 'A' TO BY - LAW NO. 2020-
 PASSED THIS _____th DAY OF _____ 2020

_____ MAYOR

_____ CLERK



SUBJECT AREA TO BE REZONED
 FROM "RESIDENTIAL 15" (RES 15)
 TO "RESIDENTIAL 10" (RES 10)

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

Department: Planning, Development and Recreation
Division: Planning
Report Number: 2020-400-Planning, Development and Recreation
Prepared By: Lindsay Parisien, Development Planner
Meeting Date: December 14, 2020
Subject: Note - Northwoods Forest Subdivision Phase 2

Purpose

The purpose and effect of this By-law is to rezone lands located north east of Pitt Street, (Northwoods Forest Subdivision Phase 2) from Residential 15 (RES 15) to Residential 10 (RES 10) to support the sanitary sewer flow allotment for subsequent Northwoods Forest Phases.

Background / Discussion

The application is proposing to rezone the remaining 15 lots (Lot 1-12, 21-23 on Registered Plan 52M-48) in Phase 2 of the Northwoods Forest Subdivision, from Residential 15 (RES 15) to Residential 10 (RES 10). The application is a technical rezoning, that is required to satisfy the City's Engineering requirements for sanitary sewer flow allotment for subsequent phases in the Northwoods Forest Subdivision.

Report Approval Details

Document Title:	Note - Northwoods Forest - 2020-400-PDR.docx
Attachments:	
Final Approval Date:	Dec 7, 2020

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

Mary Joyce-Smith - Dec 7, 2020 - 3:15 PM

Mark A. Boileau - Dec 7, 2020 - 4:04 PM

Maureen Adams - Dec 7, 2020 - 5:19 PM

The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2020-161

Department: Social and Housing Services
Division: Child Care
By-law Number: 2020-161
Report Number: 2020-234-Social and Housing Services
Meeting Date: December 14, 2020
Subject: Annual Renewal of Service Contracts for Child Care for 2021

Whereas the Council of the City of Cornwall wishes to renew its annual Child Care service contracts with current service providers; and

Whereas the Council further wishes to grant formal authority to the Child Care Division to transfer subsidy payments to Service Providers as outlined in their annual service contracts; and

Whereas the Service Management delivery of Child Care has been designated by the Ministry of Education to the City of Cornwall as Consolidated Municipal Service Manager (CMSM).

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

1. That the Corporation of the City of Cornwall enter into Service Contract Agreements with Child Care Service Providers beginning January 1, 2021 up to and including December 31, 2021, and that Council approve the process for subsidy payments to individual Child Care Operators; and
2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.



Read, signed and sealed in open Council this 14th day of December 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-161 Renewal of Service Contracts for Child Care - 2021 - 2020-234-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Mellissa Morgan - Dec 3, 2020 - 10:28 AM

Tracey Bailey - Dec 6, 2020 - 9:43 AM

Maureen Adams - Dec 9, 2020 - 1:58 PM

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

Department: Social and Housing Services
Division: Child Care
Report Number: 2020-233-Social and Housing Services
Prepared By: Kristine Greaves, Child Care Supervisor
Meeting Date: December 14, 2020
Subject: Note - Renewal of 2021 Service Agreements for Child Care Service Providers

Purpose

That Council authorize the Mayor and Clerk to sign the Service Agreements for 2021 with the Child Care Service Providers.

That Council authorize the Child Care Division, on behalf of The Corporation of the City of Cornwall, to enter into Service Agreements with out-of-jurisdiction not-for-profit licensed Child Care Providers and grant formal authority to the Child Care Division to transfer subsidy payments to the Child Care Service Providers outlined in their Service Agreements.

Background / Discussion

As the Service System Manager for the early years, the Child Care Division is responsible for the allocation of fee subsidies, the distribution of general operating and special purpose funds, as well as the distribution of wage enhancement and pay equity.

Excluding the directly operated child care services offered at Richelieu Day Care Centre and through the City of Cornwall Home Child Care Agency, the Child Care Division prepares and executes service agreements with the Service Providers on an annual basis as required and approved by Council. The service contracts are due for renewal for the period of January 1, 2021 to December 31, 2021.

Report Approval Details

Document Title:	Note - Renewal of Service Contracts for Child Care - 2021 - 2020-233-Social and Housing Services.docx
Attachments:	<ul style="list-style-type: none"> - Amended Agreement Contract for PHDC for 2021.doc - 2021 Service Contract - Wage Enhancement- For profit.doc - 2021 Wage Enhancement Schedule A-4.template.doc - Fee Subsidy Funding Schedule A-1. for 2021.doc - General Operating Funding Schedule A-2.for 2021.doc - Pay Equity Schedule A-6.for 2021.doc - Service Agreement-Out of jurisdiction 2021.doc - Service Contract with Authorized Recreation Programs.Fee Subsidy Only for 2021.doc - Service Contract with Child Care Operators.Fee Subsidy Only for 2021.doc - Service Contract with Child Care Operators for 2021.docx - Home Child Care Fee Schedule.Parent 2021 FINAL.docx
Final Approval Date:	Dec 9, 2020

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

Melissa Morgan - Dec 9, 2020 - 1:50 PM

Tracey Bailey - Dec 9, 2020 - 4:54 PM

Maureen Adams - Dec 9, 2020 - 7:25 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-162

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2020-162
Report Number: 2020-414-Infrastructure and Municipal Works
Meeting Date: December 14, 2020
Subject: By-law to amend the Traffic & Parking By-law 069-89,
Schedule II, adding Parking Restrictions on Julie Street

Whereas following concerns about parking received from the residents, parking surveys were sent to the residents on Julie St.

Whereas 62% of residents responded to the survey, and the majority, 81%, of the respondent residents support the proposed parking restrictions,

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

1. Pursuant to Sections 8, 9 & 11 of the Municipal Act. and amendments; Schedule II (Parking Restrictions) of the Traffic & Parking By-law No. 069-1989, is amended by **adding** thereto the following:

Schedule II, Parking Restrictions

Highway	Side	Between	Restricted Times or Days
Julie Street	West	Lemay St. and Sunny Side Ave.	Anytime

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

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-163 Amend Traffic Parking By-law 069-89, Parking - 2020-414-IMW.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Michael Fawthrop - Dec 9, 2020 - 9:39 AM

Bill de Wit - Dec 9, 2020 - 10:49 AM

Maureen Adams - Dec 9, 2020 - 2:12 PM

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

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2020-416-Infrastructure and Municipal Works
Prepared By: Enrique Kamm, Transportation Engineer
Meeting Date: December 14, 2020
Subject: Amendment to Traffic & Parking By-law 069-89, Schedule II,
Parking Restrictions on Julie Street

Purpose

To amend the Traffic & Parking by-law 069-89, Schedule II, Parking Restrictions on Julie Street

Background / Discussion

Following concerns about parking received from the residents, parking surveys were sent to the residents on Julie St.

Currently, there are no restrictions on Julie Street. When parking takes places on both sides of the street, this could pose safety issues for the safe passage of vehicles, in particular emergency response vehicles.

From all residents, 62% responded to the survey. The majority (81%) of the respondent residents, are in favour of the proposed parking restrictions.

As such, it is recommended that parking be prohibited on the west side of Julie St.

Report Approval Details

Document Title:	Note - Amend Traffic and Parking By-law 069-89. Parking Julie St - 2020-416-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Michael Fawthrop - Dec 9, 2020 - 9:41 AM

Bill de Wit - Dec 9, 2020 - 10:48 AM

Maureen Adams - Dec 9, 2020 - 2:02 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2020-163

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2020-163
Report Number: 2020-415-Infrastructure and Municipal Works
Meeting Date: December 14, 2020
Subject: By-law to amend the Traffic & Parking By-law 069-89,
Schedule XV, Stop Signs, and Schedule XVI, Yield signs, at
various locations

Whereas it is necessary to assign the right of way at new intersections created by new subdivisions.

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

1. Pursuant to Sections 8, 9 & 11 of the Municipal Act. and amendments; Schedule XV (Stop Signs) of the Traffic & Parking By-law No. 069-1989 is amended by **adding** thereto the following:

Intersection	Facing Traffic
Bellwood Dr and Portland Dr	Eastbound and westbound on Bellwood Dr
Crewson Crt and East Ridge Dr	Southbound on East Ridge Dr
East Ridge Dr and Watson Cres (north)	Westbound on Watson Cres

East Ridge Dr and Watson Cres (south)	Westbound on Watson Cres
Portland Dr and Royal Dr	Eastbound on Royal Dr
Portland Dr and Tollgate Rd	Northbound on Portland Dr
Saunders Dr and Sebastien Rd	Eastbound on Sebastien Rd

2. Pursuant to Sections 8, 9 & 11 of the Municipal Act. and amendments; Schedule XVI (Yield Signs) of the Traffic & Parking By-law No. 069-1989 is amended by **adding** thereto the following:

Intersection	Facing Traffic
Crewson Crt and Routhier Dr	Northbound on Routhier Dr
Gillis Ave and Watson Crt (north)	Eastbound on Gillis Ave
Gillis Ave and Watson Crt (south)	Southbound on Gillis Ave
Nicolas Cres and Sebastien Rd	Southbound on Nicolas Cres

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

Read, signed, and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	By-law 2020-164 - Amend Traffic Parking Bylaw 069-89-Various Signs - 2020-415-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Michael Fawthrop - Dec 9, 2020 - 9:41 AM

Bill de Wit - Dec 9, 2020 - 10:47 AM

Maureen Adams - Dec 9, 2020 - 2:20 PM

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

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2020-417-Infrastructure and Municipal Works
Prepared By: Enrique Kamm, Transportation Engineer
Meeting Date: December 14, 2020
Subject: Amendment to Traffic & Parking By-law 069-89, Schedule XV,
Stop Signs, and Schedule XVI, Yield Signs, at Various
Locations

Purpose

A by-law to assign the right of way at new intersections created by new subdivisions.

Background / Discussion

Expansion of subdivisions create new intersections and a by-law is required to assign the right of way with stop signs at main road intersections and yield signs at minor local road intersections.

Report Approval Details

Document Title:	Note - Amend Traffic and Parking By-law 069-89. Various Signs - 2020-417-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 10, 2020

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

Michael Fawthrop - Dec 9, 2020 - 9:46 AM

Bill de Wit - Dec 10, 2020 - 9:51 AM

Maureen Adams - Dec 10, 2020 - 10:03 AM

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2020-412-Infrastructure and Municipal Works
Prepared By: Manon Levesque, City Clerk
Meeting Date: December 14, 2020
Subject: Cost Analysis for Cornwall's Greenhouse Gas Emissions

Purpose

To request a cost analysis associated with determining Cornwall's greenhouse gas emissions.

Recommendation

That Council refer the request for a cost analysis associated with determining Cornwall's greenhouse gas emissions to Administration for a subsequent report.

Strategic Priority Implications

One of Council's strategic priorities is being leaders in sustainability and climate change impact.

Background / Discussion

At its meeting of November 18, 2020, the Environment and Climate Change Committee approved the following motion:

That the Committee request Council to direct staff to conduct a cost analysis on a complete and accurate baseline measure of Cornwall's greenhouse gas emissions at the corporate and community scale level by the end of Fiscal Year 2021-22. This community inventory of greenhouse gas emissions should include all fixed and mobile sources of direct, indirect, process, and fugitive emissions.

Accordingly, the request has been included on this agenda in order to request Council to refer this matter to Administration for a subsequent report.

Also, at its meeting of November 18, 2020, the Environment and Climate Change Committee requested that Jesse Good prepare a backgrounder on the point in the discussion paper that the motion describes.

Accordinging, attached to this report is the draft Minutes of November 18, 2020, and a draft copy of the backgrounder.

Report Approval Details

Document Title:	Cost Analysis for Cornwall's Greenhouse Gas Emissions - 2020-412-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 9, 2020

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

Carl Goodwin - Dec 9, 2020 - 1:44 PM

Bill de Wit - Dec 9, 2020 - 1:46 PM

Maureen Adams - Dec 9, 2020 - 2:09 PM



Minutes Environment & Climate Change Committee

Meeting ID: 2020-11
Meeting Date: Wed November 18, 2020 2:30 PM
Location: Teleconference Meeting
Chair: Elaine Kennedy – Chair
Prepared By: Hafiz Laiq-ur Rehman, Asset Management Planner

Attendance

Committee Members:

Elaine Kennedy, Lay Appointee
Carilyne Hébert, Councillor
Carl Goodwin, Division Manager, Environment
Phil Barnes, Project Manager, Raisin Region Conservation Authority
Neil MacLean, Transition Cornwall+
Caroline Kuate, EOHU
Jesse Good, Lay Appointee
Praisie Hunter, Lay Appointee
Hafiz Laiq-ur Rehman, Asset Management Planner

Invited Public Observers

Stephen Alexander

Regrets:

Bill de Wit, GM Infrastructure & Public Works
Eric Bergeron, Councillor

1. Determination of Quorum

The Chair started the meeting at 2:35pm after the quorum was completed.

2. Adoption of Agenda

The agenda for the meeting was adopted after brief discussion and amendments.

Motion: Moved by Phil Barnes, seconded by multiple attendees by raising hands to accept the agenda. Carried.

3. Conflict of Interest

No conflict of interest was reported by any of the committee member.

4. Review Minutes

The minutes of September 16, 2020 were reviewed and approved.

Motion: Moved by Phil Barnes, seconded by Carilyne Hébert that the minutes be approved as distributed. Carried

5. Reports / Discussions

- a) Review of the discussion paper by Councillor Bergeron and Jesse Good – Jesse was asked to write a backgrounder on the point in the discussion paper that the motion described.

Carl will be asked to put the backgrounder and the following motion on the agenda for December 14, 2020 Council meeting.

Motion: Moved by Praisly Hunter, seconded by Phil Barnes, that the Committee requests Council to ask staff to do a cost analysis on a “Complete an accurate baseline measure of Cornwall’s greenhouse gas emissions at the corporate- and community-scale by the end of FY 2021-22. This community inventory of greenhouse gas emissions should include all fixed and mobile sources of direct, indirect, process, and fugitive emission”. Carried

There was also discussion about what the Committee could be reviewing while this inventory took place. It was felt that the Committee could reach out to the community through Emma in communications about actions that citizens can take.

- b) The committee was informed that the actionable items for Tree Canopy and Natural Vegetation policy were presented to the Council Nov 9, 2020 meeting.
- c) The committee has decided to invite Eco Sustainability of Kingston to present information about their working relationship with the municipality and the recommendations presented to the City of Kingston. The presentation will be 30 minutes long followed by the questions and answers session.
www.sustainablekingston.com

6. New Business Item

Carl informed the committee about the current project proposal presented by the Ontario Clean Water Agency proposal for Green House Gas Inventory.

Next Meeting

Wednesday January 20th @ 2:30PM

Teleconference/Zoom meeting organized by the Hafiz Laiq-ur Rehman.

Adjournment was moved by Carilyne Hébert at 4:30PM.

Draft

Recommendation

That Council ask staff to do a cost analysis on a complete and accurate baseline measure of Cornwall's greenhouse gas emissions at the corporate- and community-scale, with the inventory to be completed by the end of FY 2021-22. This inventory of greenhouse gas emissions should include all fixed and mobile sources of direct, indirect, process, and fugitive greenhouse gas emissions, as detailed below. The analysis should include the costs associated with managing and updating the inventory annually, as well as publicly disclosing the inventory on an open data portal that allows benchmark comparisons and learning between Cornwall and other cities.

The cost analysis should identify grants and funding available to the municipality to conduct this work.

Background

A strategic priority of Council is for the city of Cornwall to be **leaders in sustainability and climate change impact**.

In October 2019, Council approved the [terms of reference](#) and established the new Environment and Climate Change Committee (the Committee). An area of the Committee's mandate is to identify and address local sources of greenhouse gas emissions by developing local greenhouse gas inventories, setting greenhouse gas reduction targets, and developing and carrying out local climate change action plans.

Cornwall is a member of the Partners in Climate Protection (PCP), a program managed and delivered by the Federation of Canadian Municipalities and ICLEI—Local Governments for Sustainability Canada. The PCP program consists of a five step Milestone Framework that guides municipalities to act by reducing greenhouse gas emissions. The Milestone Framework consists of the following steps:

Milestone 1: Create a Baseline Emissions Inventory and Forecast

Milestone 2: Set Emissions Reduction Targets

Milestone 3: Develop a Local Action Plan

Milestone 4: Implement the Local Action Plan

Milestone 5: Monitor Progress and Report Results

A baseline greenhouse gas inventory provides a snapshot of energy use and emissions production in a community. Such inventories are fundamental to making informed choices about emission reduction targets, policies and investments that reduce emissions, and for evaluating progress towards climate goals. They are a necessary tool for municipalities to understand climate risk and practice sound financial management.

Climate change is a global problem with local impacts. According to [Canada's Changing Climate Report](#), Canada's climate has warmed and will warm further in the future, driven by human activity. Global emissions of carbon dioxide from human activity will largely determine how much warming Canada and the world will experience in the future, and this warming is effectively irreversible. The effects of climate change in Canada include more extreme heat, less extreme cold, longer growing seasons, shorter snow

and ice cover seasons, earlier spring peak streamflow, thinning glaciers, thawing permafrost, and rising sea level. Limiting global average temperature rise to below 2 degrees Celsius will only occur if Canada and the rest of the world reduce carbon emissions to near zero early in the second half of the century and reduce emissions of other greenhouse gases substantially.

Corporate Policy Context

The City of Cornwall reports an annual summary of the Corporation's energy use and greenhouse gas emissions in its [Energy Conservation and Demand Management Plan](#) (ECDM), as required by Ontario Regulation 507/18. The scope of the greenhouse gas emissions reported in the ECDM does not constitute a complete inventory of the Corporation's greenhouse gas emissions and is not a comprehensive baseline.

No inventory of Cornwall's community level greenhouse gas emissions exists.

City Council has approved an energy consumption reduction target in all municipal operations by an average of 10% per year between 2019 and 2023, based on ECDM data.

Cornwall has not adopted a greenhouse gas emission reduction target for the Corporation or the community.

Greenhouse Gas Inventory and Reporting Standards

The Committee recommends the following standards for the corporate and the community greenhouse gas inventory:

Corporate inventory calculated using the methodology of the [Local Government Operations Protocol for Greenhouse Gas Assessments](#) (LGOP). The LGOP provides technical guidance to municipalities to inventory GHG emissions resulting from government buildings and facilities, government fleet vehicles, wastewater treatment and potable water treatment facilities, landfill facilities, and other operations.

Community inventory calculated using the methodology of the [Global Protocol for Community-Scale Greenhouse Gas Emission Inventories](#) (GCP), conducted at the BASIC+ level. The GCP requires cities to report on all greenhouse gas emissions occurring within the city boundaries, consistent with how they are reported at the national level. The BASIC+ level means that all emissions associated with stationary energy; transportation; waste; industrial processes and product use; agriculture, forestry, and other land use; and any other materially-relevant source of emissions occurring outside the city resulting from city activities (ex.: Cornwall Regional Airport), are included.

The reason these standards are being recommended is because they are internationally recognized and widely adopted standards for municipal greenhouse gas emissions reporting. They provide sufficiently advanced and comprehensive inventories to enable scenario modeling and climate action planning at the corporate and community scale and will facilitate cost-effective investments to reduce greenhouse gas emissions.

Climate Data Disclosure

The Committee recommends that corporate and community greenhouse gas emission data are reported annually in a machine-readable, open data format. This should be disclosed on a public portal that allows comparison between Cornwall's greenhouse gas emissions and reduction approach and those of other cities in Canada and the world.

Disclosing the city's greenhouse gas emissions and climate approach has many advantages, including increasing citizen engagement, benchmarking performance, expanding access to finance, connecting with other cities, and learning from best practices.

Draft

The Corporation of the City of Cornwall
Regular Meeting of Council
Confirming By-law 2020-164

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2020-164
Report Number 2020-372-Corporate Services
Meeting Date: December 14, 2020
Subject: Confirming By-law for the Meeting of December 14, 2020

A By-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday, December 14, 2020.

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

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

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

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

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

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 #2020-29 of Monday, November 23, 2020

(ii) Special Public Meeting of Council #2020-30 of Monday, December 7, 2020

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

(i) Regular In-Camera Committee of Council #2020-14 of Monday, November 23, 2020

(c) That the actions of the Council at its meetings held on Monday, December 14, 2020, in respect of each recommendation contained in all reports of the regular and in-camera meetings and in respect of each motion, resolution and other action taken by the Council at its said meeting is, except where the prior approval of the Ontario Municipal Board or other authority is by law required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in the By-law;

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

2. That where no By-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned Minutes or with respect to the exercise of any powers by the Council in the above mentioned Minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. The Mayor and proper officials of The Corporation of the City of Cornwall are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.
4. Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of The Corporation of the City of Cornwall to all documents necessary to give effect to the above mentioned actions.
5. It is declared that notwithstanding that any section or sections of this By-law or parts thereof, may be found by any court of law to be bad or illegal or beyond the power of the Council to enact, such section(s) or part(s) hereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent there from and enacts as such.

Read, signed and sealed in open Council this 14th day of December, 2020.

Manon L. Levesque
City Clerk

Bernadette Clement
Mayor

Report Approval Details

Document Title:	Confirming By-law for the Meeting of December 14, 2020 - 2020-372-Corporate Services.docx
Attachments:	
Final Approval Date:	Dec 10, 2020

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

Manon L. Levesque - Dec 9, 2020 - 2:33 PM

Geoffrey Clarke - Dec 9, 2020 - 2:36 PM

Maureen Adams - Dec 10, 2020 - 9:50 AM