

Agenda  
Cornwall City Council

**Meeting #:** 2021-01  
**Date:** Monday, January 11, 2021, 7:00 PM  
**Location:** Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level  
**Chair:** Bernadette Clement, Mayor  
**Prepared By:** Debbie Caskenette, Deputy Clerk

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Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of Monday, January 11, 2021**

Motion to move into a Closed Meeting at 5:00 p.m. to address matters pertaining to Section 239 (2) and (3.1) of the Municipal Act, 2001.

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

**Item #1 - 2021-06-Social and Housing Services, Cornwall and Area Housing Corporation**

- d) labour relations or employee negotiations
- 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

**Item #2 - 2021-07-Social and Housing Services, Child Care**

- a) the security of the property of the municipality or local board
- c) a proposed or pending acquisition or disposition of land by the municipality or local board
- d) labour relations or employee negotiations
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

**Moment of Personal Reflection**

Réflexion personnelle

**National Anthem**

Hymne national

The Acting Mayor for this month is Councillor Carilyne Hébert.

## **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**

Ratification des procès-verbaux

The following Minutes are being presented for adoption:

Monday, December 14, 2020

## **Presentations**

Présentations

## **Delegations**

Délégations

1. **Eastern Ontario Agri-Food Network by Tom Manley, 2021-05-Corporate Services** 10

Action Recommended

To refer the request for funding in the amount of \$35,000 from the Eastern Ontario Agri-Food Network to Administration for a report.

## **Consent Reports**

Rapports sur le consentement

1. **Belfort Estates Subdivision Phase 2 , 2021-14-Planning, Development and Recreation** 22

Action Recommended

- a. That Council approve Phase 2 of the Draft Plan of Subdivision as outlined in Report 2021-14-PDR
- b. That Council approve the application to rezone the subject lands from Manufacturing 20 with a Hold (H) (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC) as outlined in Report 2021-14-PDR

2. **HOTC 117 Montreal, 113 ½ Pitt, 12 Second Street West, 2021-08-Planning, Development and Recreation** 52

Action Recommended

That Council approve the following items:

- a. Robert & Michelle Chesebro at 117-119 Montreal Road for:
  - i. Program 2 – Building Restoration & Improvement Program in the amount of \$2,550 (forgivable loan)
  - ii. Program 5 – Municipal Planning /Development Fees Grant based on actual costs
  - iii. Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs
- b. Williamstown Mini Storage Inc at 113 ½ Pitt Street for:
  - i. Program 2 – Building Restoration & Improvement Program in the amount of \$30,000

	<ul style="list-style-type: none"> <li>Program 3 – Project Design Fees in the amount of \$7,500</li> <li>ii. Program 4 – Façade Improvement &amp; Sign Grant in the amount of \$12,000</li> <li>iii. Program 5 – Municipal Planning /Development Fees Grant based on actual costs</li> <li>iv. Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs</li> </ul>	
	<ul style="list-style-type: none"> <li>c. Rothmar Holdings Inc at 12-16 Second Street West for:               <ul style="list-style-type: none"> <li>i. Program 2 – Building Restoration &amp; Improvement Program in the amount of \$30,000</li> <li>ii. Program 3 – Project Design Fees in the amount of \$7,500</li> <li>iii. Program 4 – Façade Improvement &amp; Sign Grant in the amount of \$12,000</li> <li>iv. Program 5 – Municipal Planning /Development Fees Grant based on actual costs</li> <li>v. Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs</li> </ul> </li> </ul>	
<b>3.</b>	<b>Petition – Traffic on Riverdale Avenue, 2021-02-Corporate Services</b>	<b>55</b>
	<p>Action Recommended</p> <p>That Council refer the Petition on the Traffic on Riverdale Avenue to Administration for a report.</p>	
<b>4.</b>	<b>RFP 20-P17 Electronic Patient Care, 2021-01-Financial Services</b>	<b>66</b>
	<p>Action Recommended</p> <p>That RFP 20-P17 be awarded to Prehos Incorporated, from Quebec, Quebec, at the total bid price of \$376,137.45 (net cost to the Corporation - \$338,723.42) for a term of 5 years, with the option to renew for 3 additional 1-year terms, being the best Proposal meeting the specifications.</p>	
<b>5.</b>	<b>RFP 20-P20 Design and Construction Administration Services for the Affordable Housing Complex, 2021-03-Financial Services</b>	<b>70</b>
	<p>Action Recommended</p> <p>That RFP 20-P20 be awarded to IBI Group Architects (Canada) Incorporated, from Kingston, Ontario, at the total bid price of \$679,426.06 (net cost to the Corporation - \$611,844.21) including provisional item for Phase 2 - Construction Administration for Building B, as being the best Proposal meeting the specifications.</p>	



## Resolutions

### Résolutions

#### 1. **Belfort Estates Subdivision – Phase 2, 2021-11-Planning, Development and Recreation**

75

Whereas, an application was submitted for Draft Plan approval for Belfort Estates Subdivision, Phase 2, to develop 31 lots comprising of 21 single detached dwelling lots and 10 semi-detached dwelling lots (total of 41 units), and dedicated Blocks 1 & 2 for a pedestrian link and a .03 m Right-of-Way reserve; and

Whereas, Council, by By-law, shall authorize the Mayor and Clerk to execute all documents related to this subdivision, as required under the Planning Act; and

Whereas, the Ministry of Environment (MOE) is supportive of this development due to positive environmental study findings for Phase 2, at this time, and subject to further review(s) of subsequent phases; and

Whereas, several opportunities have been provided by the City to allow the public to give their input and comment on the proposed development, resulting in numerous statements;

Now therefore be it further resolved that:

The Council enacts that the application dated June 9th, 2020, from Marc Brisson (2422647 Ontario Inc.), to subdivide the lands as shown on a Plan of Survey dated June 10, 2020, prepared by Kim Adams, O.L.S., be given Draft Plan approval, subject to fulfilment of the Draft Plan Conditions listed in Appendix "A" to this Resolution and articulated through an executed Subdivider's Agreement and Zoning By-law Amendments being in effect.

## Reports from Unfinished Business and Unfinished Business Listing

### Rapports des affaires incomplètes

The Unfinished Business Listing for Monday, January 11, 2021, is being presented to Council to receive.

#### 1. **Second Street West at Riverdale Terrace – Crosswalk – Petition, 2021-03-Infrastructure and Municipal Works**

82

#### Action Recommended

- a. That Council direct Administration to undertake the necessary data collection and analysis in the Spring of

2021;

- b. That Administration bring a report back to Council summarizing the findings of the traffic analysis complete with recommendations.

## **2. Business Parking – COVID-19, 2021-12-Planning, Development and Recreation**

85

### **Action Recommended**

- a. That the City continue the current free 15 minute curbside parking in the Downtown and Le Village, for the period of the Provincial Shutdown;
- b. That Council reinstate the original parking program, which existed prior to COVID-19, following the Provincial Shutdown.

## **3. Unfinished Business Listing for January 11, 2021, 2021-04-Corporate Services**

108

### **Action Recommended**

That Council receive the Unfinished Business Listing for January, 2021.

## **Communication Reports**

Communications et rapports

## **New Business Motions**

Nouvelles affaires

## **1. Vacant Properties Tax, 2021-01-Council Members**

112

Whereas a Vacant Properties Tax is to return vacant or under-utilized properties to use as long-term rental properties for people who live and work in Cornwall; and

Whereas this initiative is meant to help relieve pressure on Cornwall's affordable housing market; and

Whereas this initiative has the potential to motivate owners of vacant and under-used properties to rent out their properties and create a significant increase in affordable rental housing supply; and

Whereas the City Vancouver has implemented a similar Vacant Properties Tax; and

Whereas the City of Toronto and the City of Ottawa are also looking at implementing a similar Vacant Properties Tax.

Now therefore be it resolved that Council direct Administration to prepare a report on the feasibility of implementing a Vacant Properties Tax.

## **2. Donation of Locomotive 17, 2021-02-Council Members**

114

Whereas for years, Locomotive 19, the street railcar engine that was part of the Cornwall Street Railway system has languished at the corner of Ninth Street and Brookdale Avenue; and

Whereas, while successive Councils have acknowledged its role in the City's history, none has made the commitment to refurbish the car or relocate it in a more accessible pedestrian-friendly location. Some significant challenges to these plans are cost and utility; and

Whereas the current estimates for refurbishment range from \$100,000 to \$150,000 and that expense represents just the first installment of perennial draw on finances since maintenance would be ongoing; and

Whereas, more importantly, from a safety standpoint, the car is not suitable for use as an interactive, approachable installation in a city park or playground, and, if so located, would require fencing to prevent public access; and

Whereas the Smith Falls Railway Museum of Eastern Ontario (the Museum) occupies an 11-acre site of historical rail-related cars and artifacts and its mandate is to preserve regional railway heritage; and

Whereas the Museum has been designated a National Heritage site; and

Whereas the Museum personnel has an association with Cornwall's Moccasin Club and would welcome its input on planning the display and appropriate signage and text that would record the role of the car in Cornwall's history as well as demonstrate Cornwall's goodwill participation in a major regional tourist attraction; and

Whereas, far from languishing at the corner of Ninth Street and Brookdale Avenue well in the foreseeable future, until such time as it is beyond restoration, the car could have a home in a Heritage Museum alongside an authentic dining car, the last railway dental car in North America and a number of cabooses in which visitors can and do book booths for overnight stays; and

Whereas the Museum is a most appropriate setting for Locomotive

17; and

Whereas twice, the Museum has expressed interest with an offer to adopt Locomotive 17, as it were, to refurbish it and give it a home within an internationally renowned Museum; and

Whereas the Museum would refurbish the railcar at its own expense with the same level of volunteer labour that has maintained the Museum at a national heritage status.

Now therefore be it resolved that Council direct Administration to prepare a report which would include the following information:

1. How the City of Cornwall acquired Locomotive #17, with details of any obligations we assumed at the time and a summary of the care we have taken in its regard; and
2. The continued willingness of the Railway Museum personnel to accept Locomotive #17 after they have had an opportunity to assess its current condition: and
3. The cost of transporting Locomotive #17 to the on-site sheds at the Smiths Falls Museum where the refurbishment would take place.

### **3. Pandemic Lockdown, 2021-03-Council Members**

117

Whereas the City of Cornwall is currently in a Provincially mandated lockdown; and

Whereas the City of Cornwall supports and encourages businesses to operate to the fullest extent allowed by emergency orders; and

Whereas the City of Cornwall wants the directives to be applied fairly to all companies regardless of what they sell.

Now therefore be it resolved that the City of Cornwall request the Eastern Ontario Health Unit and the Province of Ontario to enforce businesses, that are allowed to be open for in-store purchases, only be allowed to sell goods or services deemed essential to in-store customers.

### **4. Detailed COVID-19 Reports, 2021-04-Council Members**

118

Whereas the City of Cornwall is currently in a Provincially mandated lockdown; and

Whereas small businesses have been forced to shutdown due to these measures; and

Whereas we do not have any data to suggest small businesses are

causing the spread of COVID-19; and

Whereas the EOHU does contact tracing for COVID 19 cases in our region.

Therefore be it resolved that the City of Cornwall request the Eastern Ontario Health Unit to release data on cases by industry sector such as retail stores, restaurants, fitness centers, recreational facilities, barbers and hair salons, small businesses, schools, health care, distribution centers and manufacturing, public sector, grocery stores among others.

## **5. Budget Presentations, 2021-05-Council Members**

119

Whereas during budget proceedings, Department Heads provide a presentation on Capital Projects; and

Whereas the City of Cornwall approves an operating budget every year for administration to follow.

Now therefore be it resolved that Department Heads present their department's operating budget in detail to Council during budget deliberations, at the same time as their capital presentation; and

Now therefore be it resolved that presentations should include a description or reason for any line items or staffing that have changed from year to year as well as an overview of the department's past year and coming year in terms of operational issues and goals.

## **By-laws**

### **Règlements municipaux**

By-laws 2021-001 to 2021-007 inclusive, listed on the Agenda, are being presented to Council for adoption.

- |                                                                                                                                                                      |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>1. By-law 2021-001 Rezoning Belfort Estates Subdivision - Phase 2, 2021-07-Planning, Development and Recreation, 2021-13-Planning, Development and Recreation</b> | <b>120</b> |
| <b>2. By-law 2021-002 Land Transfer 550 Ninth Street East, 2021-01-Social and Housing Services, 2021-03-Social and Housing Services</b>                              | <b>131</b> |
| <b>3. By-law 2021-003 Use of Revolving Funds, 2021-02-Social and Housing Services, 2021-04-Social and Housing Services</b>                                           | <b>136</b> |
| <b>4. By-law 2021-004 Amendment World Junior A Hockey Challenge Hosting Agreement, 2021-15-Planning, Development and</b>                                             | <b>142</b> |

## **Recreation, 2021-16-Planning, Development and Recreation**

- |    |                                                                                                                                                                                 |     |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 5. | <b>By-law 2021-005 Transfer Payment Agreement – Municipal Transit Enhanced Cleaning, 2021-01-Infrastructure and Municipal Works, 2021-02-Infrastructure and Municipal Works</b> | 147 |
| 6. | <b>By-law 2021-006 Appointment of Members of Council to Various Boards (Cornwall Community Woodhouse Museum Board), 2021-06-Corporate Services</b>                              | 151 |
| 7. | <b>By-law 2021-007 HOTC 117 Montreal 113 ½ Pitt 12 Second Street West Program 2, 2021-09-Planning, Development and Recreation, 2021-10-Planning, Development and Recreation</b> | 153 |

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

Rapports des comités permanents, consultatifs, spéciaux et ad hoc

## **Notices of Motion**

Avis de motion

## **Confirming By-law**

Règlement municipal de ratification

By-law 2021-008, 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, January 11, 2021, is being presented to Council for adoption.

- |    |                                                                                          |     |
|----|------------------------------------------------------------------------------------------|-----|
| 1. | <b>Confirming By-law for the Meeting of January 11, 2021, 2021-03-Corporate Services</b> | 158 |
|----|------------------------------------------------------------------------------------------|-----|

## **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 25, 2021.



## **Minutes**

### **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

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Attendance: Bernadette Clement, Mayor, Claude E. McIntosh, Councillor,  
Committee Members: Elaine MacDonald, 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)

Regrets: Syd Gardiner, Councillor

Attendance: Maureen Adams, CAO, Manon L. Levesque, City Clerk,  
Administration: Debbie Caskenette, Deputy Clerk, 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, Bill Lister, EMS Chief, Mellissa Morgan, Manager,  
Social and Housing Services, James Fawthrop, Division  
Manager, Parks and Recreation, Emma Meldrum, Public  
Information Coordinator, Katherine Wells, Strategic Planning  
Coordinator

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

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

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

#### **3. National Anthem**

The Acting Mayor for this month is Councillor Justin Towndale.

**4. Opening**

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

**5. Roll Call**

**6. Additions, Deletions or Amendments**

1. Consent Item, Tax Write-offs / Adjustments was moved to Communication Reports as Item 17.4 for discussion.

2. Addition of New Business Item, Santa Claus - Essential Services.

**7. Adoption of Agenda**

Moved By: Elaine MacDonald, Councillor

Seconded By: Todd Bennett, Councillor

Motion to adopt the Agendas as amended.

Motion Carried

**8. Disclosures of Interest**

There were no Disclosures of Interest.

**9. Committee of the Whole**

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

**10. Adoption of Minutes**

Moved By: Elaine MacDonald, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to adopt the Minutes of November 23, 2020 and December 7, 2020, as presented.

Motion Carried



**11. Presentations**

There were no Presentations.

**12. Delegations**

There were no Delegations.

**13. Consent Reports**

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion to adopt the Consent Items as presented.

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

Motion to 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**

Motion to 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**

Motion to 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**

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

**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**

Motion to award RFP 20-P18 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 Collection System, 2020-375-Financial Services**

Motion to receive Report 2020-375-Financial Services.

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

Motion to award Tender 20-T37 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**

Motion to award Tender 20-T38 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.

Motion Carried

#### **14. Resolutions**

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

Moved By: Elaine MacDonald, Councillor

Seconded By: Glen Grant, Councillor

Motion that The Corporation of the City of Cornwall supports MFOA's letter to the Ministry of Infrastructure 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.

Motion Carried

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

##### **1. Town Hall Meetings Policy, 2020-377-Corporate Services**

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to approve the Town Hall Meetings Policy.

Motion Carried

##### **2. Unfinished Business Listing for December 14, 2020, 2020-374-Corporate Services**

Moved By: Carilyne Hébert, Councillor

Seconded By: Claude E. McIntosh, Councillor

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

Motion Carried

#### **16. Communication Reports**

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

Moved By: Carilyne Hébert, Councillor

Seconded By: Glen Grant, Councillor

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

Motion Carried

**2. 2020 Carry Forwards of Operations, 2020-371-Financial Services**

Moved By: Elaine MacDonald, Councillor

Seconded By: Todd Bennett, Councillor

Motion to approve the carry forwards of 2020 operations to 2021.

Motion Carried

**3. 2020 Carry Forwards of Capital, 2020-377-Financial Services**

Moved By: Eric Bergeron, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to defer the Locomotive Stabilization Initiative and the Benson Centre Laser Ice Leveler projects to the 2021 Budget.

Motion to Defer Carried

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

Motion to approve the carry forward of the capital projects as listed on Schedule 1, as amended.

Main Motion Carried as Amended

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

This item was moved from Consent Item 13.4 for discussion.

Moved By: Justin Towndale, Councillor

Seconded By: Todd Bennett, Councillor

Motion to 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).

Motion Carried

## **17. New Business Motions**

### **1. Santa Claus – Essential Service, 2020-01-Corporate Services**

Moved By: Carilyne Hébert, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to request the Government of Ontario to deem Santa Claus as an essential service and that the Government of Canada take the necessary actions required to exempt Santa Claus and his reindeer from any and all quarantine measures so that his annual mission safely delivering joy to children around the world is not in any way impinged.

Motion Carried

## **18. By-laws**

Moved By: Glen Grant, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt By-laws 2020-150 to 2020-162 inclusive as listed on the Agenda.

Motion Carried

1. By-law 2020-150 1016 Marleau Avenue – Property Acquisition, 2020-335-Infrastructure and Municipal Works
2. By-law 2020-151 Investing in Canada Infrastructure Program Agreement, 2020-406-Infrastructure and Municipal Works, 2020-411-Infrastructure and Municipal Works
3. By-law 2020-152 Borrowing of Funds, 2020-368-Financial Services, 2020-354-Financial Services
4. By-law 2020-153 Temporary Borrowing, 2020-369-Financial Services, 2020-356-Financial Services
5. By-law 2020-154 Spending of Expenditures Prior to Budget, 2020-353-Financial Services, 2020-357-Financial Services
6. By-law 2020-155 2021 Interim Levy, 2020-376-Financial Services, 2020-359-Financial Services
7. By-law 2020-156 Distribution and Collection of Water and Water-Related Services, 2020-378-Financial Services, 2020-360-Financial Services
8. By-law 2020-157 Sewage Service Rates, 2020-379-Financial Services, 2020-361-Financial Services
9. By-law 2020-158 Appointment of Joanne Carrière-Beaulieu as Marriage Officiant, 2020-375-Corporate Services, 2020-380-Corporate Services

10. By-law 2020-159 Appointment of Peter Wilson as Marriage Officiant, 2020-376-Corporate Services
11. By-law 2020-160 Rezoning of Northwoods Forest, 2020-399-Planning, Development and Recreation, 2020-400-Planning, Development and Recreation
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
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
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

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

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

Moved By: Eric Bergeron, Councillor

Seconded By: Carilyne Hébert, Councillor

Motion to direct Administration to prepare a report on a cost analysis associated with determining Cornwall's greenhouse gas emissions.

Motion Carried

**2. Arts Centre**

Councillor Elaine MacDonald provided an update on the fundraising campaign for the proposed Arts Centre. The Committee has raised \$815,716 towards its goal of \$1 million.

James Fawthrop, Manager, Parks and Recreation updated Council on the interior work that is currently taking place.

**20. Notices of Motion**

There were no Notices of Motion.

**21. Confirming By-law**

**1. Confirming By-law for the Meeting of December 14, 2020, 2020-372-Corporate Services**

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt the Confirming By-law 2020-163.

Motion Carried

**22. Announcements**

Maureen Adams, CAO, indicated that Thursday, December 17, 2020 at 9:00 a.m., Economic Development will be presenting its Annual Year in Review virtually for the first time. A link has been set up on the ChooseCornwall.ca website to register to view the presentation.

Ms. Adams introduced Katherine Wells, the new Strategic Planning Coordinator to Council and to the Community.

Mayor Clement, on behalf of Council and Administration, extended season greetings to the residents of Cornwall and City Administration.

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

**Announcements**

The next Regular Public Meeting of Council will be held on Monday, January 11, 2021.

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adjourn the Regular Meeting of Monday, December 14, 2020 at 8:10 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Bernadette Clement, Mayor

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2021-05-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: January 11, 2021  
Subject: Eastern Ontario Agri-Food Network by Tom Manley, Executive Director

**Purpose**

To receive the Delegation from the Eastern Ontario Agri-Food Network.

**Recommendation**

To refer the request for funding in the amount of \$35,000 from the Eastern Ontario Agri-Food Network to Administration for a report.



Document Title:	Eastern Ontario Agri-Food Network by Tom Manley - 2021-05-Corporate Services.docx
Attachments:	- EOAN funding proposal to Cornwall (002).pptx
Final Approval Date:	Jan 7, 2021

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

**Geoffrey Clarke - Jan 6, 2021 - 2:59 PM**

**Tracey Bailey - Jan 6, 2021 - 5:40 PM**

**Maureen Adams - Jan 7, 2021 - 8:30 AM**

# History of Local Food

- 2009, CFDC with local volunteers:
  - ✓ SDG Farm Fresh logo, printed local food map
- EOAN:
  - ✓ founded in 2010, largely active in PR.
  - ✓ Extended activities into SDG.
  - ✓ Second food map in 2014 covered PR and SDG.
  - ✓ Retreated to PR for lack in funding in SDG & Cornwall.
- SDC and All Things Food:
  - ✓ Food security stakeholders in Cornwall & Dundas.
  - ✓ FAAC produced a plan in 2018 for local food.



# The FAAC Report

- Presented to city council on May 27th 2019.
- Recommendations:
  1. Establish & coordinate a regional food & agriculture advisory council.
  2. Invest in local agri-food business dev't & support.
  3. Optimize regional agri-food value chains.
  4. Develop local food literacy, branding, promotion.
- Tabled for lack of organizational structure for action.

# The Scale of Agri-Food

- Agri-Food is the largest economic sector.
  - ✓ more than 12% of the workforce in Canada.
  - ✓ 16% of manufacturing-the largest manufacturing sector.
  - ✓ 10.1% of consumer spending, 2<sup>nd</sup> after housing.
  - ✓ A large concentration of small businesses.
- Census 2016 in SDG:
  - ✓ 178 farms (12.2%) sell directly to consumers.
  - ✓ 639 farms (44%) less than \$50,000 in sales.

# **Cornwall Economic Development**

- Population and work force retention & attraction.
- Post Covid economic revitalization.
- Job creation and small business development.
- Develop a local food brand, awareness, & culture.
- Develop production, processing, services, tourism.
- Locally retain more of the food dollars spent.
- Attract Ontario & Quebec agri-food tourists including food sales, restaurants, accommodation.

# **Food Events & Festivals**

- Cornwall is developing a strong food culture:
  - ✓ Eco-Farm Day.
  - ✓ Eastern Ontario Garlic Festival.
  - ✓ Rib-fest.
  - ✓ Cornwall Food Fest.
  - ✓ Wonderful World of Whisky Show.
  - ✓ Suds & Sap Festival.
  - ✓ Savour the Taste Tour Grilled Cheese Edition.



# Regional Challenges

- Large scale Ag assumed to be taken care of.
- Lack of local abattoir capacity, no federal abattoir.
- No shared inspected kitchen for micro-processors.
- Limited regional food distribution capacity.
- Limited regional food marketing effort.
- Limited outreach to neighbouring urban centers.
- Lack of farmers markets.
- Commodity and jurisdictional silos.

# The EOAN

- Experience and infrastructure since 2011.
- Active in PR & SDG; somewhat in Cornwall.
- Ongoing accomplishments:
  - ✓ Printed and online food asset maps.
  - ✓ Local food counters & advertising at large retailers.
  - ✓ Operator training and networking.
  - ✓ Agri-tourism farm tours.
  - ✓ Local food festivals. East ON Garlic Festival.
  - ✓ Nutritional label production.



# EOAN Going Forward

- Deliverables with funding.
  - ✓ Matching funds and cash flow for grants.
  - ✓ Core staff, stable services to public and operators.
  - ✓ Networking & collaboration across silos.
  - ✓ Capacity building and training for operators.
  - ✓ Regional local food brand development & recognition.
  - ✓ Asset mapping, online marketing, regional promotion.
  - ✓ Special events: farm and food tours, food festivals.
  - ✓ Sector voice for policy changes: shared kitchens.
  - ✓ Farmers markets, local food kiosks.

# Partnerships are Better

- Economic & social development partner:
  - ✓ Throughout Cornwall, SDG, PR, Akwesasne.
- Partnering is more effective and efficient.
- Lower labour costs.
- Leverage the volunteers and stakeholders.
- Across the silos:
  - ✓ Commodities, counties, value chain members.
  - ✓ The full extent of the regional value chain.
- Local & distant agri-food consumers & tourists.

# **EOAN Funding**

- \$150,000 annual core funding:
  - ✓ PR: annually since 2011, \$40k committed since 2020.
  - ✓ SDG: proposed \$25k.
  - ✓ Cornwall: proposed \$35k.
  - ✓ Members, sponsors, stakeholders: \$50k.
- Accountability:
  - ✓ Ten year track record of reporting and compliance.
  - ✓ Municipal seats on the board of directors.
- Grant opportunities:
  - ✓ Ottawa Tourism, OMAFRA, Canada Summer Jobs.

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-14-Planning, Development and Recreation  
Prepared By: Kaveen Fernando, Planner  
Meeting Date: January 11, 2021  
Subject: PAC Report 1 - Belfort Estates Subdivision Phase 2 - Z-04-20

**Purpose**

To recommend conditional approval of the Draft Plan of Subdivision and the associated Zoning By-law Amendment applications for the Second Phase of Belfort Estates Subdivision. This application will review the Draft Plan of Subdivision (Folder 309, 04T-2020-01) and Rezone the subject lands from Manufacturing 20 (MFR 20) with a Hold (H) to Residential 20 with Exceptions (RES 20 EXC), along with the removal of the Holding (H) Category (Z-04-20); being Part of Lot 4, Part of the East ½ of Lot 5, Concession 1, situated south of Belfort Crescent and east of Walton Street.

**Recommendation**

1. That Council approve Phase 2 of the Draft Plan of Subdivision as outlined in Report 2021-14-PDR
2. That Council approve the application to rezone the subject lands from Manufacturing 20 with a Hold (H) (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC) as outlined in Report 2021-14-PDR

## **Background / Discussion**

In 2011, the First Phase of the Belfort Estates Subdivision was registered with a lot fabric which consisted of small lot singles, single detached lots, and semi-detached lots. At the PAC meeting held on Monday, December 21st, 2020, the Committee was presented with an application for the Second Phase of the Draft Plan of Subdivision which consists of single detached dwellings and semi-detached dwellings; a rezoning application to amend the Zoning By-law and a request to remove the Holding (H) Category for the proposed development. The Rezoning application proposes to rezone Phase 2 from Manufacturing 20 with a Hold (H) (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC) and to remove the Holding (H) Category.

The intent of the proposed Second Phase of the development is to maintain a low to medium density typology, which is consistent with the subdivision's First Phase and the surrounding built form. The proposed built form will consist of 41 units in total (21 Single Detached Dwellings and 10 Semi-Detached Dwellings).

The application was circulated to City Staff as well as internal and external agencies for review and to provide commentary. Furthermore, the Ministry of Environment has reviewed the application and is supportive of the Second Phase of the development.

Therefore, the subject lands are appropriate for immediate development as set out in the Draft Plan of Subdivision and the applicant must agree to adhere to the Draft Plan conditions prior to Council granting final approval.

We are therefore recommending the following:

- a. Approval of Draft Plan of Subdivision and associated Zoning By-law Amendment:

That Council approve Phase 2 of the Draft Plan of Subdivision and the rezoning of the subject lands, which consists of 21 single-detached lots and 10 semi-detached lots for a total of 31 lots (41 units) and subject to the fulfillment of the Draft Plan of Conditions.

b. Zoning By-law Amendment – Rezoning (Z-04-20)

That Council approve the application to rezone the subject lands, 2.38 hectares (5.9 acres), as assigned for the proposed Belfort Estates Draft Plan of Subdivision Phase 2 (as of December 21st, 2020) from Manufacturing 20 with a Hold (H) (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC) and include:

- i. The removal of the Holding (H) Category for Second Phase and have the removal of the Holding (H) Category be applied to subsequent future phases (including commercial developments) of the Draft Residential Plans of Subdivision; and,
- ii. The following exceptions for the proposed Residential 20 with Exceptions (RES 20 EXC) zone:
  - a. Reduced Side Yard Setback of 1.2 metres for both Single Detached Dwellings and Semi-Detached Dwellings.
  - b. Reduced Rear Yard Setback of 8 metres for both Single Detached Dwellings and Semi-Detached Dwellings.
  - c. Increased Lot Occupancy of 38% for only Single Detached Dwellings.

Document Title:	Belfort Estates Subdivision - Phase 2 - Z-04-20 .docx
Attachments:	- Belfort - Phase 2 - PAC REPORT - DEC 21-20.pdf
Final Approval Date:	Jan 5, 2021

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

**Mary Joyce-Smith - Jan 4, 2021 - 4:07 PM**

**Mark A. Boileau - Jan 5, 2021 - 1:37 PM**

**Maureen Adams - Jan 5, 2021 - 4:24 PM**

**The Corporation of the City of Cornwall  
Planning Advisory and Hearing Committee**

**File Number: Folder 309 (04T-2020-01) & Z-04-20**

**Applicant: Marc Brisson / EVB Engineering**

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-398-Planning, Development and Recreation  
Prepared By: Lindsay Parisien, Development Planner  
Meeting Date: December 21, 2020  
Subject: PAC Report - Belfort Draft Plan of Subdivision for Phase 2  
with associated Zoning By-law Amendments - (Marc Brisson /  
EVB)

**Purpose**

Review of an application for a Draft Residential Plan of Subdivision (Folder 309 04T-2020-01), and Rezoning application from Manufacturing 20 (MFR 20) to Residential 20 with Exceptions (RES 20 EXC) along with the removal of the Holding Category (H) (Z-04-20), being Part of the East ½ of Lot 5 and Part of Lot 4, Concession 1, situated south of Belfort Crescent and east of Walton Street.

**Recommendation**

Based on the proceeding discussion, it is recommended:



(a) That approval be given to the Draft Plan of Subdivision prepared by K. Adams Surveying LTD. O.L.S., Ontario Land Surveyor., dated June 10th, 2020, on the lands located on the East ½ of Lot 5 and Part of Lot 4, Concession 1, and comprising approximately of 2.38 Ha (5.9 acres) of land, referred to as Belfort Subdivision Phase 2. This plan will provide for 21 Single Detached Dwelling lots and 10 Semi-Detached Dwelling lots (20 units), Blocks 1 & 2 will accommodate a pedestrian link and a .03m R.O.W reserve. This Draft Plan will be subject to the fulfilment of the Draft Plan Conditions, as shown in Appendix A, attached to this report and subject to the associated Zoning Amendments coming into effect; and

(b) That the subject lands be rezoned from Manufacturing 20 with a Hold (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC), as detailed in this report.; and

(c) That lands located on the East ½ of Lot 5 and Part of Lot 4, Concession 1, and comprising approximately of 2.38 Ha (5.9 acres) of land, referred to as Belfort Subdivision Phase 2, be rezoned from Manufacturing 20 with a Hold (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC); the following site-specific exceptions will apply;

**Single Detached Dwellings:**

Minimum Side Yard Setbacks = 1.21 metres

Minimum Rear Yard Setback = 8 metres, and a Lot Occupancy of 38%

**Semi-Detached Dwellings:**

Minimum Side Yard Setbacks = 1.21 metres

Minimum Rear Yard Setback = 8 metres

**Background**

The property is a vacant Brownfield site, and slopes from north to south towards the St. Lawrence River. There is a Hydro easement running north/south along the eastern boundary of the property. The easement also contains a main storm sewer, which ultimately outlets to the St. Lawrence River. The easement is proposed to be linear park space in future phase(s). Access to the subdivision is to be provided via Walton Street (west side) for Phase 1, and then connections to Montreal Road and Second Street will be added in subsequent phases by an extension of Nick Kaneb Drive, being a north-south arterial road.



The overall subdivision will be expanded to the south and east and the owner continues to work with the City to solidify the final design. (See Draft Plan attached to this report). Walton Street will be extended across the entire Phase 2 Subdivision, and the remaining easterly section of Walton Street to Danis Avenue will be connected during Phase 3 of the development. An extension of the Nick Kaneb Drive north/south arterial will also be implemented in the future.

The remaining phases will consist of a variety of land uses including a mix of single detached, semi-detached, townhome, and apartment/condominium residential, as well as retail and service or office commercial. The higher density residential uses will be clustered around a central neighbourhood park, located along Nick Kaneb Drive, south of Walton Street.

As a result of the site's former use, the majority of the area to the southeast of the proposed Nick Kaneb Drive extension has only been remediated to the point where it is suitable for commercial uses. Sufficient remediation of the remainder of the site will continue to be undertaken to allow for the establishment of residential uses.

In 2011, the City of Cornwall approved the registration for Phase 1 of the Belfort Subdivision with an approved lot fabric consisting of single lots, small lot singles and semi-detached dwellings. At that time, the property was subject to an Official Plan Amendment No. 23 in 2011 to designate the majority of the Courtaulds lands including Phase 1 to Urban Residential (U.RES) and rezoned the first phase to Residential 20 with Exceptions (RES 20 EXC). This was the initial beginning of the redevelopment of this Brownfield site. The first Phase of this subdivision is now completed, and the developer is anxiously waiting to commence the second Phase.

### **Site Characteristics**

#### **Location:**

East ½ of Lot 5 and Part of Lot 4, Concession 1  
East of St. Felix Street  
South of Walton Street

#### **Size:**

2.38 Ha (5.9 acres)

Frontage along Walton Street

**Existing Land Use:**

Vacant Lands

**Surrounding Land Uses:****North:**

Belfort Subdivision Phase 1 - Residential 20 with Exceptions (RES 20 EXC)

**East:**

Vacant lands, Manufacturing 20 with a Hold (MFR 20 (H))

**South:**

Vacant lands, Manufacturing 20 with a Hold (MFR 20 (H))

**West:**

Residential Land Uses, Medium Density, Residential 20 (RES 20)

**Official Plan:**

Urban Residential (U RES)

Comprehensive Redevelopment Area (CRA) (South/East)

Business District (BD) (South)

**Zoning:**

Existing - Manufacturing 20 Hold (MFR 20 (H))

Proposed - Residential 20 with Exceptions (RES 20 EXC)

**Discussion**

This report will examine three planning issues related to the total site:

Draft Plan of Subdivision Approval

Removal of the Holding category

Rezoning Application

The Draft Plan will be reviewed in respect of the criteria that is considered by a Subdivision Approval Authority, as detailed in the applicable sections of the Provincial Policy Statement (PPS), the Planning Act, Section 51 (24)., and the City's Official Plan.



The accompanying amending Zoning By-law applications are to consider a change from Manufacturing 20 (MFR 20) with a Hold (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC) together with this Draft Plan of Subdivision.

As part of the 2011 Official Plan Amendment No. 23 and associated Zoning By-law amendment included a Holding Category (H) which was applied to the remaining Manufacturing zoned lands. The Hold was applied as an interim measure pending approval of subsequent Residential (including Commercial) Plans of Subdivision.

A secondary objective, but equally important, in applying such an (H) category is to ensure that the Ministry of the Environment (MOECP) "D" Series Guidelines for separation distances between a sensitive land use and Industrial use are not violated. This will become increasingly more important in later subdivision phases, as the separation distance is reduced to one of the last Manufacturing 20 (MFR 20) zoned sites in the area to the south along Montreal Road.

#### **Provincial Policy Statement (PPS) 2020 Section:**

The Provincial Policy Statement (PPS) includes Provincial Policy direction on various matters related to Land Use planning. Section 3 of the Planning Act requires that all land use planning matters are consistent with the PPS.

This review will examine several policies of the PPS in relation to this development application, Belfort Subdivision Phase 2.

#### **Provincial Policy - 1.1 Managing and Directing Land Use to Achieve Efficient Development and Land Use Patterns**

- 1.1.1. Healthy, liveable, and safe communities are sustained by;
  - a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and Municipality over the long term;
  - c) avoiding development and land use patterns which may cause environmental or public health concerns;
  - g) ensuring that necessary infrastructure and public service facilities are or will be available to meet the current and projected needs;

#### **1.4 Housing**

- 1.4.3 c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- 1.4.3 d) promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed.
- 1.4.3 f) establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

#### **Related Commentary from Municipality on Provincial Policy Matters:**

Phase 2 is a low-density residential area situated east of Riverview Subdivision and immediately south of the Belfort Estate Subdivision Phase 1. The subject site is located within the City's Urban Settlement Boundary Area and has access to the City's street network and full municipal services. This phase is a welcomed addition to the area and will further progress the overall planned development. Traditionally, 10 units per acre is a low-density subdivision while 15-20 units per acre is a medium density. Therefore, Phase 2 development as proposed, represents a regular low-density subdivision compared to other similar developments in Cornwall.

The developer plans to introduce single detached and semi-detached dwellings that are aesthetically pleasing and consistent with the first phase. The requested site-specific exceptions promote compact form and intensification principles that are consistent with the built form in the first phase. The proposed plan meets the objectives of servicing, as municipal water and sanitary storm sewers are readily available to service the proposed phase. Other services such as transit, fire, underground infrastructure, and utilities will be available to this development.

### Zoning:

The accompanying amending Zoning By-law applications are to consider a change from Manufacturing 20 (MFR 20) with a Hold (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC). As a result of the zoning change it will bring the development area in conformity with the Urban Residential (U RES) designation.

The Developer is requesting the following site-specific exceptions apply to the Second Phase;

#### Single Detached Dwellings

Minimum Side Yard Setbacks = 1.21 metres (current 1.5 m) (decrease .29 m)

Minimum Rear Yard Setback = 8 metres (current 10 m) (decrease 2 m)

Lot Occupancy of 38% (current maximum 35%) (increase 3%)

#### Semi-Detached Dwellings

Minimum Side Yard Setbacks = 1.21 metres (current 1.5 m) (decrease .29 m)

Minimum Rear Yard Setback = 8 metres (current 10.5 m) (decrease 2.5 m)

Planning staff are of the opinion that the Zoning By-law amendment along with the zoning provision adjustments for the Second Phase are appropriate and consistent with the development approvals that were provided for the first Phase. As part of the Zoning By-law No.751.1969 as amended review exercise, residential zones will include zoning standards that will be inline with accepted and contemporary design principles.

In addition to the site-specific exceptions, this amending application will also consider the removal of the Holding category on the zone for the Second Phase. The original Hold as mentioned was put in place to ensure that appropriate development proposal was provided. Also, when considering applications to remove Holding (H) symbols, items that are evaluated prior to rendering a decision on the appropriateness of the proposed development include: servicing, access points, as well as transportation systems. (14.7.5).

As is evidenced in the Preliminary Site Servicing Report prepared by EVB Engineering, it concludes that the proposed development can be serviced by extending existing municipal water and sanitary infrastructure along the proposed Walton Street expansion.

In terms of access points and effective transportation system, the proposed Plan includes one centralized access (Walton Street) which links to St. Felix and provides access to two main arterial streets being Second Street east to the north and Montreal Road to the south. It is critical to note that the 31 lots being proposed, consisting of both single detached and semi-detached dwellings will have a minor impact on Walton and surrounding street. Staff will include a Draft Plan Condition which will require the developer to complete the east portion of Walton Street to provide a secondary access during Phase 3.

The proposed development includes a 25.0 metre collector street corridor with a 10.0-metre-wide asphalt roadway and 1.5m metre sidewalks on both sides. Landscaping and tree planting will be provided in accordance with City development standards. The proposed residential building models will be consistent with Phase 1. The larger building envelopes will accommodate on-site parking along with ample amenity space.

Planning would comment that the Urban Residential Designation and low-density Residential zoning for these lands was established in 2011. Planning Division is of the opinion that the requirements of Policy 14.7.5 have been addressed and the removal of the Holding category is appropriate for the second Phase. The remaining lands will maintain the Holding category and may only be removed once subsequent phases have been evaluated and a recommendation is provided.

#### **Draft Plan of Subdivision Approval Analysis:**

Planning Division staff has reviewed the subject application for Draft Plan Approval in respect of the criteria that is considered by a Subdivision Approval Authority, as detailed in the Planning Act, Section 51(24). As well, the applicable sections of the Provincial Policy Statement (PPS) and the City's Official Plan have been used to establish staff support for the proposal.

The Draft Plan of Subdivision has been circulated to all legislated agencies and internal departments of the City of Cornwall. Their comments have been reviewed and incorporated into this technical report. Those comments that need to be recognized as conditions have been included in the Draft Plan Conditions and are found in Appendix A to this report (See Draft Plan Conditions attached to this report). Upon completion of all the Draft Plan Conditions, the Developer must then arrange to enter into a Subdivision Agreement with the Municipality and the final stage of the process involves the registration of the Plan of Subdivision. The Subdivision Agreement covers the Developer's responsibilities



in matters related to road construction, installation of municipal services / utilities, parkland contribution and drainage issues, for example.

The Developer intends to introduce 21 single detached dwellings and 10 semi-detached dwellings in this Phase of the Subdivision and includes a 25.0 metre collector street corridor (Walton Street) with a 10.0-metre-wide asphalt roadway and 1.5m metre sidewalks on both sides.

The proposed zoning for the Subdivision is Residential 20 with Exceptions (RES 20 EXC), while the Official Plan Designation is Urban Residential. The proposed Plan of Subdivision will establish a total of 41 residential units.

- 21 lots being for single detached dwelling units
- 10 lots being for semi-detached dwelling units
- Blocks 1 & 2 will accommodate a pedestrian link and a .03m R.O.W reserve
- New municipal road with full underground municipal services utilities

Planning staff would comment that this Subdivision plan adheres to the City's Official Plan policy direction for subdivisions and follows the document's Strategic Direction (Section 2.3.1) to achieve the Twenty-year Vision by supporting redevelopment of Brownfield sites with particular emphasis on the former Courtaulds Site.

Section 14.10.2 states that, "...No Plan of Subdivision shall be recommended for approval unless it is in conformity with the provisions of the Planning Act; and

- a) can be supplied with adequate services such as water supply, sewage disposal, storm water quality and quantity management, fire protection, roads, utilities, schools and other community facilities and services; and;
- b) promotes a compact and consolidated development pattern in urban sections of the Municipality and protects the rural character in the remainder of the City, and;
- c) can be serviced economically without imposing a burden upon the taxpayer and does not place an adverse impact upon the transportation system, adjacent land uses and the natural environment, and;
- d) can be integrated with adjacent lands, subdivisions, and streets.
- f) is designed in accordance with accepted and contemporary design principles.



**Lot Layout:**

The City's Official Plan outlines various policies in the Housing Section which supports the Subdivision, particularly:

**Policy Section 5.2.3.** Encourage attractive, well designed, climate resilient, sustainable and innovate residential subdivision and housing projects demonstrating strong architectural design and sense of place.

**Policy Section 5.2.4.** Ensure that all residential development is suitably located and designed.

**Policy Section 5.3.16** Ensure that well designed residential subdivisions are developed consistent with contemporary planning principles. In particular:

g) encourage plan of subdivision which:

iii) are designed with regard to accepted urban design practices/standards;

ix) provide safe and sufficient access points and intersections;

x) encourage developers to consider single loaded street adjacent to arterials or other alternatives to reverse frontages lots, in order to improve functionality and aesthetics of new subdivisions along major arterial roadways;

xiii) provide suitable buffers adjacent to major streets, railway lines or incompatible land uses;

xvii) provide continuous park and walkway systems;

xviii) take natural drainage and contours into account and retain as much of the existing tree cover, drainage courses and other natural features as is possible;

xx) encourage active transportation;

The subdivision lot frontages located along a collector street will include sidewalks on both sides of the right-of-way. The proposed lots will accommodate single detached and semi-detached dwellings and will exceed applicable minimum frontage and lot area zoning requirements.

The City will be introducing a future bike path that will be located to the north and run in an east/west direction. Pedestrian linkage has been included to ensure connectivity to subsequent phases. The Subdivision is located within walking distance to main public transit routes located to the south and north, Second Street east and Montreal Road.

#### **Parkland Dedication:**

Phase 1 of the Belfort Subdivision dedicated a Block for a park and is considered to be more of a minor park, the major centralized park will be dedicated in subsequent phases. City staff has included a requirement to introduce the centralized park as part of the third Phase of the Subdivision. City staff will continue to work with the developer and consultants to solidify the extent of the parkland locations and design for the overall subdivision. (See Parks Plan attached to this report).

#### **Sidewalks / Fencing:**

The need for a sidewalk is generated through the Engineering Division Subdivision Manual Standards. The planned asphalt roadways will be constructed to the City's 25m Collector street standards and consist of a 10.0-metre-wide asphalt roadway and 1.5m metre sidewalks on both sides of Walton Street.

#### **Other Technical Reports:**

**Environmental Status:** Correspondences from the Ministry of the Environment, Conservation and Parks (MECP) dated June 6<sup>th</sup>, 2019 and November 12<sup>th</sup>, 2020 along with some correspondence from the Qualified Person (QP) dated August 27<sup>th</sup>, 2020 has concluded that there are no environmental issues in respect to the subject site and therefore the residential development may proceed. (See Letter from MECP and memo of June 19<sup>th</sup>, 2020 attached to this report).

**Archaeological Assessments:** Both a Stage 1 & 2 Archeological Assessment was conducted on the overall lands in 2010, the Qualified Person (QP) concluded that no further assessment was required.

**Preliminary Servicing Brief:** A detailed preliminary servicing and stormwater management report has been completed based on the draft plan. The document will be further reviewed during the subdivider's agreement stage with the City's Engineering Division.

## **COMMENTS FROM OTHER DEPARTMENTS / AGENCIES**

### **Ministry of the Environment, Conservation and Parks (MECP):**

I received on October 23, 2020, a request from the City that the ministry review and comment on the above noted subdivision plan. I apologize that I could not provide comments by November 6, 2020. I have conducted a cursory review of the proposed plan for the Belfort Estates next phase of development with respect to environmental issues. Based on my review it appears that the Developer has addressed the comments of my June 6, 2019, letter to Mr. Brisson. In particular, the development does not encroach on the area that has been identified as requiring additional monitoring to be conducted by the Developer, and the proposed development will result in a minimum of 50 meters buffer between the nearest residential property (yard or structure) and the Closed (Former Courtaulds) Landfill. I have not had an updated Technical Support review and am relying on comments made in 2019. (See letter from MECP and memo of June 19<sup>th</sup>, 2020 attached to this report).

### **Municipal Works:**

No comments

### **Building Division:**

No comments

### **Parks and Recreation:**

No comment regarding Phase 2. The planned centralized park located along Walton Street and Belfort Street will be dedicated as part of Phase 3 of the Subdivision. City staff will continue to work with the property owner and consultants to develop a functional centralized park that will consider an appropriate design.

### **Engineering Division:**

The Engineering Division has reviewed the proposed Subdivision Application and has provided commentary which has been included in the Draft Plan Conditions. In particular, the Developer will agree to address the Engineering Division comments regarding the servicing plan prior to entering into a Subdivision Agreement with the City of Cornwall.



**Transit Division:**

Transit has no concerns or objections.

**Mohawk Council of Akwesasne:**

We have no comment at this time.

**Canada Post:**

The following commentary was received from Canada Post and has been included in the Draft Plan Conditions.

1. Canada Post will provide mail delivery service to the subdivision through centralized Community Mailboxes (CMBs).
2. Given the number of changes in the layout of the lots in the subdivision, we have determined the amounts of 1 sites (total of 2 modules). The CMB's location will be beside LOT 31 at the entrance of subdivision. This location must be indicated on the appropriate servicing plan.

Canada Post also asked that they be provided with the new civic addressing for the subdivision and further updated should the project description change. They also asked that the Developer provide them with the excavation date for the first foundations and expected dates for the installation of the CMB(s).

**Union Gas:**

It is Enbridge Gas Inc.'s (operating as Union Gas) request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.

**Social Housing Services:**

No comments

**Cornwall Community Police Services:**

No issues or concerns from the Cornwall Police Department.

**Municipal Assessor:**

No comments



**Economic Development:**

Economic Development is supportive of the expansion of the Belfort Subdivision for the next Phase and the continued development of the area.

**Traffic Engineer:**

No comments

**Raisin Region Conservation Authority:**

The Authority has provided commentary in support of Phase 2 of the Belfort development and are request that the following to be included to the Draft Plan conditions:

The subdivision agreement shall provide that the final approved Storm Water Management Plan(s) the lot grading and drainage plan, and the sediment and erosion control measures prepared by the developer shall be implemented.

**St. Lawrence Seaway Management Corporation:**

No comments

**Heritage-Patrimoine Cornwall:**

The Committee does not have any problems or concerns with the proposed residential development.

**Public Commentary:**

To date, the City's Planning Division has not received a Public inquiry regarding the submitted applications for the subject site, the public was notified in accordance with legislated requirements set out in the Ontario Planning Act.

## **Conclusion**

Planning Division staff has reviewed the Draft Residential Plan of Subdivision and the associated Rezoning applications along with all supporting documentation to facilitate Belfort Phase 2. A project of this nature maximizes the use of services, includes appropriate low/medium density residential land uses, and is well integrated with the abutting-built environment. The proposal adheres to such general principles of sustainable land use planning, as promoted in the P.P.S. and City's O.P. documents.

Therefore, the lands are appropriate for immediate development as set out in the Draft Plan by K. Adams Surveying LTD. O.L.S., subject to Draft Plan approval conditions, which have been revised in the Technical Report "A" attached to this report. The applicant must agree to adhere to each of these conditions prior to Council granting final approval.

## Report Approval Details

Document Title:	Belfort Subdivision Phase 2 - 2020-398-Planning, Development and Recreation.docx
Attachments:	<ul style="list-style-type: none"> <li>- Belfort Park's Plan.pdf</li> <li>- Draft Plan - Belfort Estate Development.pdf</li> <li>- Belfort Phase 2 - Draft Plan Conditions.docx</li> <li>- Letter from Ministry - Belfort Estate - PAC Z-04-20.pdf</li> <li>- 2019 Memo from MECP.pdf</li> </ul>
Final Approval Date:	Dec 17, 2020

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

**Mary Joyce-Smith - Dec 15, 2020 - 1:59 PM**

**Mark A. Boileau - Dec 15, 2020 - 3:15 PM**

**Maureen Adams - Dec 17, 2020 - 1:45 PM**







# Draft Plan

## APPENDIX A - DRAFT PLAN CONDITIONS

Dated: December 4<sup>th</sup>, 2020

FILE NO: 04T-2020-01 - BELFORT ESTATES - PHASE 2

The City of Cornwall's conditions and amendments to final plan approval for registration of subdivision File No. 04T-2020-01 are as follows:

No.	CONDITIONS
1.	That this approval applies to <b>BELFORT ESTATES - PHASE 2</b> , as shown on the Draft Plan prepared by K. Adams Surveying LTD. O.L.S., Ontario Land Surveyor., dated June 10th, 2020, which shows, 21 Single Detached Dwelling lots and 10 Semi-Detached Dwelling lots, Blocks 1 & 2 will accommodate a pedestrian link and a 0.3 metre ROW reserve.
2.	That the streets shall be named to the satisfaction of the City of Cornwall
3.	That any dead ends and open sides of road allowances, created by this Draft Plan, shall be terminated in 0.3 metre reserve, to be conveyed to, and held in trust, by the City of Cornwall.
4.	That all necessary temporary turning circles be shown on the final plan as parts. The easement rights on these parts shall be conveyed to the Municipality until the future extension of the road allowance, when the future right-of-way shall be dedicated as public highway.
5.	That the subdivision agreement between the owner and the Municipality be registered against the lands to which it applies once the plan of subdivision has been registered for this phase
6	The parkland, located on the future street going north south from Belfort Street to the future Nick Kanab Drive, shall be dedicated in the next phase of the Subdivision. The design of the centralized park is to adhere to the requirements set out in the City's Subdivision Manual.
7.	That the owner agrees, in writing, to satisfy all requirements, financial and otherwise, of the municipality concerning the provision of roads, including the future streets, sidewalks, fencing, installation of services, drainage and any noise studies, as required and articulated in part in the finalized Preliminary Servicing Report.
8.	That the easements, as may be required for utility, municipal or drainage purposes, shall be granted to the appropriate authority.
9.	That the owner confirms that there are no remaining foundations within the boundaries of the subject Right-of-way to be dedicated to the City.
10.	That the owner agrees, via the subdivision agreement with the Municipality, to inform all prospective purchasers, through a clause in all agreements of purchase and sale, as to the ESA work completed for this property and its availability.
11.	If fill is required to bury (cover) these foundations on proposed subdivision lots/blocks, the fill should be structural fill and should be inspected and tested by a geotechnical engineer.

12.	That the Subdividers Agreement specifically indicates those lot numbers which have foundations on them.
13.	That prior to final registration of the plan, the proponent's Qualified Person reaffirms in writing the continued status of the posted Record of Site Condition for the subject properties, as well as clearances from the Ministry of the Environment.
14.	All measurements in subdivision and condominium final plans must be presented in metric units.
15.	<p>That the owner satisfies the Raisin Region Conservation Authority and the City of Cornwall regarding storm water management and the following condition be completed:</p> <ol style="list-style-type: none"> <li>1. The subdivision agreement shall provide that the final approved Stormwater management plan(s), the Lot Grading and Development Plan, and the sediment and erosion control measured prepared by the developer shall be implemented.</li> </ol>
16.	That the owner agrees, via the subdivision agreement with the Municipality, to inform all prospective purchasers, through a clause in all agreements of purchase and sale, as to the location of all Community Mailboxes.
17.	The watermain must be looped in the next phase of the subdivision.
18.	A 3m wide paved pathway is required to the proposed storm water management facility.
19.	That the subdivision agreement between the owner and the municipality shall contain a provision wherein the owner agrees to enter into a servicing agreement with Bell Canada to comply with underground servicing conditions imposed by the municipality and if no such conditions are imposed, the owner shall advise the Municipality of the arrangement for such servicing
20.	The owner will complete the eastern section of the Collector Street (Walton street) as part of the next phase.
21.	It is Enbridge Gas Inc.'s (operating as Union Gas) request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.
22.	<p>Service type and location</p> <ol style="list-style-type: none"> <li>1. Canada Post will provide mail delivery service to the subdivision through centralized Community Mailboxes (CMBs).</li> <li>2. Given the number of changes in the layout of the lots in the subdivision, we have determined the amounts of 1 sites (total of 2 modules). The CMB's location will be beside LOT 31 at the entrance of subdivision. This location must indicate on the appropriate servicing plan.</li> </ol>

	<p>3. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install, and maintain the mail delivery equipment with parcels compartments within these buildings to Canada Post's specifications.</p> <p>Developer timeline and installation</p> <ol style="list-style-type: none"> <li>1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s)</li> </ol> <p>Municipal requirements</p> <ol style="list-style-type: none"> <li>1. Please update our office if the project description changes so that we may determine the impact (if any).</li> <li>2. Should this subdivision application be approved, please provide notification of the new civic addresses as soon as possible.</li> </ol> <p>Additional Developer Requirements:</p> <p>The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.</p> <p>The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.</p> <p>The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mailbox. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mailbox.</p> <p>The developer will provide a suitable and safe temporary site for a Community Mailbox until curbs, sidewalks and final grading are completed at the permanent Community Mailbox locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.</p> <p>The developer agrees to provide the following for each Community Mailbox site and to include these requirements on the appropriate servicing plans:</p> <ul style="list-style-type: none"> <li>- Any required walkway across the boulevard, per municipal standards</li> <li>- Any required curb depressions for wheelchair access, with an opening of at least two meters (consult Canada Post for detailed specifications)</li> </ul>
	<p align="center"><b>NOTES TO DRAFT APPROVAL</b></p>
	<ol style="list-style-type: none"> <li>1. It is the applicant's responsibility to fulfill the conditions of draft approval and to</li> </ol>

ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Cornwall's Planning Division, 2<sup>nd</sup> Floor, Civic Complex, 100 Water Street East, Cornwall, quoting the Subdivision File Number.

2. It is suggested that you make yourself aware of the Certificate of Title under the Certification of Titles Act or an application for first registration under the Land Titles Act, which may be available through your solicitor's office. Plans of Subdivision cannot be registered before the requirements of the applicable Act have been compiled with.
3. Clearances are required from the following departments/agencies:

Ms. Mary Joyce Smith  
Division Manager - Planning Division  
Department of Planning, Parks and Recreation  
City of Cornwall  
100 Water Street East, 2<sup>nd</sup> Floor  
P.O. Box 877  
Cornwall, Ontario K6H 5T9

Mr. Michael Fawthrop  
Division Manager of Infrastructure  
Infrastructure and Municipal Works Division  
City of Cornwall  
1225 Ontario Street  
Cornwall, Ontario K6H 4E1

Kimberley MacDonald  
Watershed Planner  
Raisin Region Conservation Authority  
18045 Stormont, Dundas and Glengarry County Road 2,  
South Glengarry, ON K6H 5T2

Ministry of the Environment,  
Conservation and Parks  
Eastern Region  
Ottawa District Office  
Cornwall Area Office  
113 Amelia St  
Cornwall ON K6H 3P1  
Fax: (613) 933-7402  
Tel: (613) 933-7403

Ministère de l'Environnement, de la  
Protection de la nature et des  
Parcs  
Direction régionale de l'Est  
Bureau du district d'Ottawa  
Bureau du secteur de Cornwall  
113 rue Amelia  
Cornwall ON K6H 3P1  
Télécopieur: (613) 933-7402  
Tél: (613) 933-7403



November 12, 2020

Karl Doyle  
Senior Planner  
Planning Development & Recreation Department  
100 Water Street East, 2nd Floor  
Cornwall, K6H 5T9

(sent via email)

Dear Sir:

**RE:** Belforts Estate Development PAC File z-04-20  
Reference Number 0860-8N7RT2

I received on October 23, 2020, a request from the City that the ministry review and comment on the above noted subdivision plan. I apologize that I could not provide comments by November 6, 2020.

I have conducted a cursory review of the proposed plan for the Belfort Estates next phase of development with respect to environmental issues. Based on my review it appears that the Developer has addressed the comments of my June 6, 2019, letter to Mr. Brisson. In particular, the development does not encroach on the area that has been identified as requiring additional monitoring to be conducted by the Developer, and, the proposed development will result in a minimum of 50 meters buffer between the nearest residential property (yard or structure) and the Closed (Former Courtaulds) Landfill. I have not had an updated Technical Support review and am relying on comments made in 2019.

Please be aware that, as indicated to the City and the Developer in past, the landfill, while not active, is likely to undergo significant construction activities in the near future. An Approval was issued for the site and is attached here for your reference. Conditions in the Approval require i) the Owner of the landfill to submit to the Ministry no later than March 31, 2021, a Closure Plan and ii) require the Company to develop a process for dealing with complaints. At this time indication is that the Closure Plan will involve significant construction activity over an extended period of time. Should the City deem that additional information is required regarding the extent of future Landfill activity please contact Nouryon Chemicals. The contact at Nouryon is Joseph Lang ([joseph.lang@nouryon.com](mailto:joseph.lang@nouryon.com))

Please feel free to contact me should you need to discuss further.  
Yours truly,



---

Lisa Chalmers  
Senior Environmental Officer  
Cornwall Area Office

File Storage Number: SI ST CC MO 100  
cc. M. Brisson

**Ministry of the Environment,  
Conservation and Parks**

Eastern Region  
Ottawa District Office  
Cornwall Area Office  
113 Amelia St  
Cornwall ON K6H 3P1  
Fax: (613) 933-7402  
Tel: (613) 933-7403

**Ministère de l'Environnement, de la  
Protection de la nature et des  
Parcs**

Direction régionale de l'Est  
Bureau du district d'Ottawa  
Bureau du secteur de Cornwall  
113 rue Amelia  
Cornwall ON K6H 3P1  
Télécopieur: (613) 933-7402  
Tél: (613) 933-7403



June 6, 2019

Marc Brisson  
Les Fondations Brisson Inc.  
1345 Route 500 W Casselman  
Casselman, Ontario, K0A 1M0  
Canada

Dear Mr. Brisson:

**RE: Development (Phase 2) - Former Courtaulds Site**  
Reference Number 0860-8N7RT2

On May 28, 2019, we met to discuss the proposed next phase of development at Belfort Estates. You have introduced some significant changes that have provided buffer between a large portion of the WDS property and residential development (moved roads, left an area undeveloped on the south of the WDS etc.)

I have discussed this Phase 2 Development with the Ministry's Technical Support Section. Technical Support concurs with the position taken during our May 28th meeting: from the perspective of ground water contamination, the Ministry does not have an objection to this phase commencing. Mr. Trimper, Regional Hydrogeologist, stated the following:

- From a groundwater perspective I have no concerns with respect to the development of the phase 2 area as proposed. Groundwater impacts are not known or suspected to exist in the area. It is possible that residual pockets of contamination may exist in the area and it should be ensured that any impacted soils or water encountered during construction activities is managed and addressed appropriately.
- I also note that site licensing and formal closure of the former Courtaulds landfill is currently being contemplated. Those activities being considered may have buffer requirements to allow for contingency activities to be undertaken. Given that a required buffer has not been determined for the landfill at this time, it may be prudent to ensure that a 50 metre buffer from the landfill property be maintained at this time. This would preclude the development of Lot 15SD as identified in the provided layout plan.
- It is understood that the development of Phase 1B is not being contemplated at this time due to the presence of THF impacts in this area. Phase 1B should not be developed until the identified THF impacts have been addressed in accordance with applicable regulatory requirements.

I would again bring to your attention that in addition to potential for environmental contamination (i.e



ground water considerations) impacting off-site, the Developer and the City need to consider that there will be operational activities at the Waste Disposal Site that could impact other land use. Land use compatibility is the responsibility of the municipality. The extent of activities likely to occur at the WDS, and therefore potential for impacts, should be better understood later this year. The Owner of the Waste Disposal Site, Nouryon Chemical LLC, has recently submitted an application for an Approval for the WDS. Once an Approval is issued it will include conditions for the ongoing operation of the closed WDS (monitoring, maintenance etc.). In addition, Nouryon Chemicals have committed to presenting remediation strategies for the Nouryon owned lands later this year.

I take this opportunity to once again highlight concerns I have raised previously, and which are raised by Mr. Trimper in the comments above. If during any work there is observation of contaminants or potential for contaminants to be present and/or mobilized, it must be managed and residential standards must be met for development to proceed. Brisson Fondations should retain all records of monitoring, observations, and corrective action if situations arise where corrective action is required.

There are also specific requirements for you to have a monitoring program in place when constructing Sewage Works under Approval # 4199-ADELZ. In the event that the Ministry conducts an Inspection, you must be able to provide all required documentation. I have attached a copy of the Approval. Condition 6.4 of the Approval requires the that "The Qualified Person shall notify the District Manager in writing within two business days upon receipt of information indicating that any contaminant of concern has been found at a concentration greater than the value(s) appearing in the site specific Risk Assessment or greater than the Residential/Parkland/Institutional Property Use Standards appearing in Table 3 of the Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act". A concern here is that there is presently only an accepted generic background concentration for THF. Until a Risk Assessment value is determined for residential use, the values accepted by the Ministry in 2017 for THF contaminant must apply. As has been communicated previously, the accepted value for Generic Residential Scenario is 11,000 ug/l.

In addition to the above required actions I am requesting that if any infrastructure (sewage discharge pipes, former pipeline conveyances etc.) is observed as you construct Phase 2 that the ministry be notified. This Ministry continues to work with a number of partners to monitor the health of the St. Lawrence River and Area of Concern and results of sediment sampling indicate that residual sources may remain on the former industrial lands. Documentation of old infrastructure, and removal of same where applicable, will help in our efforts significantly and your co-operation would be greatly appreciated.

Please feel free to contact me should you have any questions or wish to discuss these matters further.

Yours truly,



Lisa Chalmers  
Senior Environmental Officer  
Cornwall Area Office

File Storage Number: SI ST CC MO 100  
cc. Mary Joyce Smith, City of Cornwall - via email  
Josh Eamon, EVB Engineering - via email  
Carlos DaSilva, Paterson Group - via email

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-08-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: January 11, 2021  
Subject: HOTC 117 Montreal, 113 ½ Pitt, 12 Second Street West

**Purpose**

To approve the hereafter three (3) mentioned items under the Heart of the City Community Improvement Plan recommended for approval at the December 2020 CPPEG and PAC meetings.

HOTC#2020-05 117-119 Montreal Rd, HOTC#2021-01 113 ½ Pitt Street, 12-16 Second Street West

**Recommendation**

- a. That Council approve the following items:
- b. Robert & Michelle Chesebro at 117-119 Montreal Road for:
  - i. Program 2 – Building Restoration & Improvement Program in the amount of \$2,550 (forgivable loan)
  - ii. Program 5 – Municipal Planning /Development Fees Grant based on actual costs
  - iii. Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs

- c. Williamstown Mini Storage Inc at 113 ½ Pitt Street for:
  - i. Program 2 – Building Restoration & Improvement Program in the amount of \$30,000  
Program 3 – Project Design Fees in the amount of \$7,500
  - ii. Program 4 – Façade Improvement & Sign Grant in the amount of \$12,000
  - iii. Program 5 – Municipal Planning /Development Fees Grant based on actual costs
  - iv. Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs
- d. Rothmar Holdings Inc at 12-16 Second Street West for:
  - i. Program 2 – Building Restoration & Improvement Program in the amount of \$30,000
  - ii. Program 3 – Project Design Fees in the amount of \$7,500
  - iii. Program 4 – Façade Improvement & Sign Grant in the amount of \$12,000
  - iv. Program 5 – Municipal Planning /Development Fees Grant based on actual costs
  - v. Program 6 – Discretionary Municipal Tipping Fees Grant based on actual costs

### **Financial Implications**

Funding for the Heart of the City applications are sourced from the Heart of the City Reserve and therefore, does not have an impact on the 2021 operating budget.

Document Title:	HOTC117 Montreal, 113 half Pitt, 12 Second St W - 2021-08-PDR.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Mary Joyce-Smith - Jan 6, 2021 - 2:58 PM**

**Mark A. Boileau - Jan 6, 2021 - 4:35 PM**

**Maureen Adams - Jan 7, 2021 - 8:37 AM**

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2021-02-Corporate Services  
Prepared By: Debbie Caskenette, Deputy Clerk  
Meeting Date: January 11, 2021  
Subject: Petition – Traffic on Riverdale Avenue

**Purpose**

To present Council with a Petition requesting for vehicular restrictions, traffic-calming strategies, and alternate access routes in Riverdale.

**Recommendation**

That Council refer the Petition on the Traffic on Riverdale Avenue to Administration for a report.

**Background / Discussion**

A petition was received from the residents in the Riverdale Avenue area requesting for vehicular restrictions, traffic-calming strategies, and alternate access routes in Riverdale.

Document Title:	Petition - Traffic on Riverdale Avenue - 2021-02-Corporate Services.docx
Attachments:	- Petition - Traffic on Riverdale Avenue_Redacted.pdf
Final Approval Date:	Jan 7, 2021

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

**Manon L. Levesque - Jan 5, 2021 - 4:42 PM**

**Geoffrey Clarke - Jan 6, 2021 - 3:01 PM**

**Maureen Adams - Jan 7, 2021 - 8:45 AM**

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December 14, 2020

Larry Eamer  
1152 Riverdale Ave.  
Cornwall, ON.  
K6J5E5

To Whom it May Concern

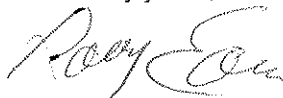
As Principal Petitioner I am submitting this petition on behalf of friends and neighbours, many of whom having personally expressed significant concerns regarding the issues highlighted in the preamble. Simply put, the speed and volume of vehicular traffic has increased significantly and will continue to worsen if safety measures are not implemented--this is, quite literally, an accident waiting to happen.

The other issue of note is the constant heavy vehicle traffic which is legitimately regarded as not just a nuisance with the attendant noise and dirt but as a potential source of damage to their homes. Obvious damage has already been done to Grant Ave. and Riverdale Ave.. Moreover, given the length of time it took to complete previous developments in the north end of Riverdale, we can expect several more years of shaken foundations and road damage before this development is finalized.

As the construction season is rapidly coming to an end, the City of Cornwall will have several months to develop strategies to address these issues.

We look forward to meeting with the appropriate City officials in the very near future to discuss these issues and possible solutions.

Sincerely yours,



Larry Eamer

[eamerlarry@gmail.com](mailto:eamerlarry@gmail.com) (613)-938-6931

## RIVERDALE SAFETY ASSOCIATION

With recent and ongoing development in the north end of Riverdale, there has been a significant increase in traffic volume and speeds. Moreover, the constant truck traffic servicing the new Parkwood Estates subdivision is a clear contravention of posted heavy vehicle restrictions. These large trucks and flatbeds not only add to the congestion at the intersection of Riverdale Avenue and Grant Avenue but also generate vibrations with enough force to shake the house foundations on Grant, Riverdale, and adjoining side streets.

Riverdale Avenue is directly adjacent to Riverdale Park, is one block from Viscount Alexander School and two blocks from St. Anne's School. Pedestrian traffic in the form of children walking to and from school, and cycling on Riverdale and Grant Avenues, present a clear safety issue which will only worsen with an inevitable continued increase in the number of vehicles using these streets.

Riverdale Avenue is over one kilometre long and yet there is only one stop sign along its entire length. Nothing in terms of traffic-calming strategies are being employed to protect people, young and old, from the dangers presented by the increasing speed and volume of traffic. As there are few sidewalks in the Riverdale area, pedestrians of all ages are compelled to use residential streets. This is problematic, particularly during the winter when sidewalks can be impassable. Covid-19 safety protocols simply compound the issue.

We, the undersigned, strongly urge the City of Cornwall to:

1. Enforce existing heavy vehicle restrictions on Grant Avenue and Riverdale Avenue.
2. Adopt traffic-calming strategies including, but not limited to, a four-way stop at the intersection of Grant Avenue and Riverdale Avenue, and infrastructure such as raised crosswalks, centre-islands, etc. to protect pedestrians and drivers.
3. Develop alternate access route(s) to Power Dam Drive from the north end of Riverdale.

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3. Re-open the previously used access road from Power Dam Dr. for heavy construction vehicles entering and exiting the subdivision development.

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## RIVERDALE SAFETY ASSOCIATION

With recent and ongoing development in the north end of Riverdale, there has been a significant increase in traffic volume and speeds. Moreover, the constant truck traffic servicing the new Parkwood Estates subdivision is a clear contravention of posted heavy vehicle restrictions. These large trucks and flatbeds not only add to the congestion at the intersection of Riverdale Avenue and Grant Avenue but also generate vibrations with enough force to shake the house foundations on Grant, Riverdale, and adjoining side streets.

Riverdale Avenue is directly adjacent to Riverdale Park, is one block from Viscount Alexander School and two blocks from St. Anne's School. Pedestrian traffic in the form of children walking to and from school, and cycling on Riverdale and Grant Avenues, present a clear safety issue which will only worsen with an inevitable continued increase in the number of vehicles using these streets.

Riverdale Avenue is over one kilometre long and yet there is only one stop sign along its entire length. Nothing in terms of traffic-calming strategies are being employed to protect people, young and old, from the dangers presented by the increasing speed and volume of traffic. As there are few sidewalks in the Riverdale area, pedestrians of all ages are compelled to use residential streets. This is problematic, particularly during the winter when sidewalks can be impassable. Covid-19 safety protocols simply compound the issue.

We, the undersigned, strongly urge the City of Cornwall to:

1. Enforce existing heavy vehicle restrictions on Grant Avenue and Riverdale Avenue.
2. Adopt traffic-calming strategies including, but not limited to, a four-way stop at the intersection of Grant Avenue and Riverdale Avenue, and infrastructure such as raised crosswalks, centre-islands, etc. to protect pedestrians and drivers.
3. Develop alternate access route(s) to Power Dam Drive from the north end of Riverdale.

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[illegible]

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2021-01-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: January 11, 2021  
Subject: RFP 20-P17 Electronic Patient Care

**Purpose**

To obtain an Electronic Patient Care Record (ePCR) software program and implement system-wide across the Cornwall Stormont Dundas and Glengarry Paramedic Services.

**Recommendation**

That RFP 20-P17 be awarded to Prehos Incorporated, from Quebec, Quebec, at the total bid price of \$376,137.45 (net cost to the Corporation - \$338,723.42) for a term of 5 years, with the option to renew for 3 additional 1-year terms, being the best Proposal meeting the specifications.

**Financial Implications**

The department has included \$109,600 in the 2021 Budget. Year 1 of the contract includes additional costs related to implementation, training and hardware. The department will budget accordingly for the subsequent years.

**Strategic Priority Implications**

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



## **Background / Discussion**

The Terms of Reference for RFP 20-P17 – Electronic Patient Care was approved by Council at its October 13, 2020, meeting. The RFP was issued to retain a qualified Proponent to provide an ePCR software program and implement system-wide across the Cornwall Stormont Dundas and Glengarry Paramedic Services based on the following objectives:

- a) An ePCR solution that meets existing and future growth requirements.
- b) Obtain a high-quality electronic patient care record software system.
- c) Enter into a partnership with a vendor that provides timely on-going support and maintenance for their goods/services.

### *Background*

The Corporation requires an all-in-one software solution that can perform, at minimum, ePCR; creation and management of electronic incident and occurrence report; real-time view integration with CAD and the software solution; ability to provide ad hoc reports and provide a suite of canned reports consistent with mandatory Ontario Ministry of Health reports.

The vision is to migrate all paper documentation the service requires to a 'single sign-on' electronic format, with sufficient potential to meet the growing needs over the term of the contract.

The mobile ePCR solution will offer the ability to enter ambulance call, build queries, data tracking, viewing, and printing of all patient care records as described in this RFP.

The proposals were evaluated against the following Criteria:

- (1) Experience of Proponent and Qualification of Personnel Assigned to the Project
- (2) Understanding of Objectives, Schedule and Project Risks
- (3) Cost
- (4) Value Added
- (5) Interview and Demonstration (by invitation only)



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

**Interdev Technologies Incorporated, Toronto, Ontario**

Bid Price:	\$774,992.61
HST:	\$100,749.04
Total Bid Price:	\$875,741.64

**Medusa Medical Technologies, Halifax, Nova Scotia**

Bid Price:	\$344,680.00
HST:	\$44,808.40
Total Bid Price:	\$389,488.40

**Prehos Incorporated, Quebec, Quebec**

Bid Price:	\$332,865.00
HST:	\$43,272.45
Total Bid Price:	\$376,137.45

The total bid prices in the Proposals from Medusa Medical Technologies and Prehos Incorporated were adjusted to meet the required components of the RFP.

A Proposal was received from ImageTrend Incorporated did not meet the minimum required score to be evaluated for pricing.

Document Title:	RFP 20-P17 Electronic Patient Care - 2021-01-Financial Services.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Bill Lister - Jan 5, 2021 - 12:47 PM**

**Tracey Bailey - Jan 6, 2021 - 8:50 AM**

**Maureen Adams - Jan 7, 2021 - 8:32 AM**

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2021-03-Financial Services  
Prepared By: Nicole Robertson, Supervisor  
Meeting Date: January 11, 2021  
Subject: RFP 20-P20 Design and Construction Administration Services  
for the Affordable Housing Complex

**Purpose**

To obtain architectural and engineering services for the design and tendering of the Affordable Housing Complex.

**Recommendation**

That RFP 20-P20 be awarded to IBI Group Architects (Canada) Incorporated, from Kingston, Ontario, at the total bid price of \$679,426.06 (net cost to the Corporation - \$611,844.21) including provisional item for Phase 2 - Construction Administration for Building B, as being the best Proposal meeting the specifications.

**Financial Implications**

Through the Social Services Relief Fund (SSRF) Phase 2 funding program, the City of Cornwall has been approved to receive \$1,886,455 (including 3% for administration costs) to assist with the cost of the construction of a new social / affordable new mixed-use multi residential buildings on a vacant City of Cornwall owned property at Ninth Street and McConnell Avenue.

The budget for this project has been estimated between \$11,500,000 and \$13,500,000.

At the time of issuing the RFP, due to funding limitations, only Stage 1 (Building A) was being constructed at an estimated total cost of \$6,500,000 to \$7,500,000 for design, permits fees, and construction.

On December 15, 2020, the Ministry advised that in addition to the initial \$1,886,455 in SSRF funding, the City would receive an additional \$814,600. As a result, the Social & Housing Services Department determined the financial feasibility of proceeding with both phases of construction commencing in 2021.

An additional municipal contribution of \$1,194,000 will be allocated from reserves, to support the construction of this project.

The net amount to borrow for Building A and Building B will be approximately \$7,986,539. This amount will be in the form of a mortgage held with Cornwall and Area Housing Corporation.

### **Strategic Priority Implications**

This project aligns with Council's Strategic Plan to grow quality housing stock, including affordable housing.

### **Background / Discussion**

The Corporation invited Proposals from qualified multidisciplinary consulting firms and/or architectural consulting firms to provide architectural and engineering design services for the future construction of the social/affordable housing apartment complex, to be located at the corner of Ninth St and McConnell Ave.

The scope of work to be completed by the Proponent includes: a functional design study and space/needs analysis, schematic and detailed building design, interior design, preparation of tender specifications and contract documents, construction supervision and administration, building commissioning and post-construction services.

The City of Cornwall was approved to receive \$2,701,055 of SSRF Phase 2 funding to assist with the construction of two (2) new mixed-use multi-residential buildings on a vacant City of Cornwall owned property at Ninth Street and McConnell Avenue. This vacant property was selected for this capital project after being identified as an ideal location, in the recently published 2020 Social and Housing Services Cornwall and Area Housing Revitalization Plan, due to its proximity to grocery stores, schools, health services, transit routes, and several major employers. Following construction, the new buildings will become part of

the social housing portfolio owned by the Cornwall and Area Housing Corporation (CAHC) and considered an expansion of an existing property located at Ninth Street and Marlborough Street.

It is anticipated that, the design, tendering, and construction of this housing complex will now occur in one timeline as a result of additional funding that has been confirmed.

The proposals were evaluated against the following Criteria:

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

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

**HSP Consultants Incorporated, Long Sault, Ontario**

Phase 1 Bid Price:	\$716,860.00
Phase 2 Provisional Bid Price:	\$174,600.00
HST:	\$116,825.80
Total Bid Price:	\$1,015,485.80

**IBI Group Architects (Canada) Incorporated, Kingston, Ontario**

Phase 1 Bid Price:	\$421,742.00
Phase 2 Provisional Bid Price:	\$179,520.00
HST:	\$78,164.06
Total Bid Price:	\$679,426.06

**Robertson Martin Architects, Ottawa, Ontario**

Phase 1 Bid Price:	\$813,469.00
Phase 2 Provisional Bid Price:	\$214,300.00
HST:	\$133,609.97
Total Bid Price:	\$1,161,378.97



The total bid price in the Proposal from HSP Consultants Incorporated was adjusted to meet the requirements of the RFP.

Document Title:	RFP 20-P20 Design and Construction of the Affordable Housing Complex - 2021-03-Financial Services.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Mellissa Morgan - Jan 7, 2021 - 2:49 PM**

**Tracey Bailey - Jan 7, 2021 - 2:53 PM**

**Maureen Adams - Jan 7, 2021 - 3:00 PM**



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

Department: Planning, Development and Recreation  
Division: Planning  
Resolution Number: 2021-01  
Report Number: 2021-11-Planning, Development and Recreation  
Meeting Date: January 11, 2021  
Subject: Belfort Estates Subdivision – Phase 2

Whereas, an application was submitted for Draft Plan approval for Belfort Estates Subdivision, Phase 2, to develop 31 lots comprising of 21 single detached dwelling lots and 10 semi-detached dwelling lots (total of 41 units), and dedicated Blocks 1 & 2 for a pedestrian link and a .03 m Right-of-Way reserve; and

Whereas, Council, by By-law, shall authorize the Mayor and Clerk to execute all documents related to this subdivision, as required under the Planning Act; and

Whereas, the Ministry of Environment (MOE) is supportive of this development due to positive environmental study findings for Phase 2, at this time, and subject to further review(s) of subsequent phases; and

Whereas, several opportunities have been provided by the City to allow the public to give their input and comment on the proposed development, resulting in numerous statements;

Now therefore be it further resolved that:

The Council enacts that the application dated June 9th, 2020, from Marc Brisson (2422647 Ontario Inc.), to subdivide the lands as shown on a Plan of Survey dated June 10, 2020, prepared by Kim Adams, O.L.S., be given Draft Plan approval, subject to fulfilment of the Draft Plan Conditions listed in Appendix "A" to this Resolution and articulated through an executed Subdivider's Agreement and Zoning By-law Amendments being in effect.

## Report Approval Details

Document Title:	Resolution - Belfort Estates Subdivision - Phase 2 - 2021-11-PDR.docx
Attachments:	- Draft Plan - Signed.pdf - Belfort Phase 2 - Draft Plan Conditions.pdf
Final Approval Date:	Jan 5, 2021

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

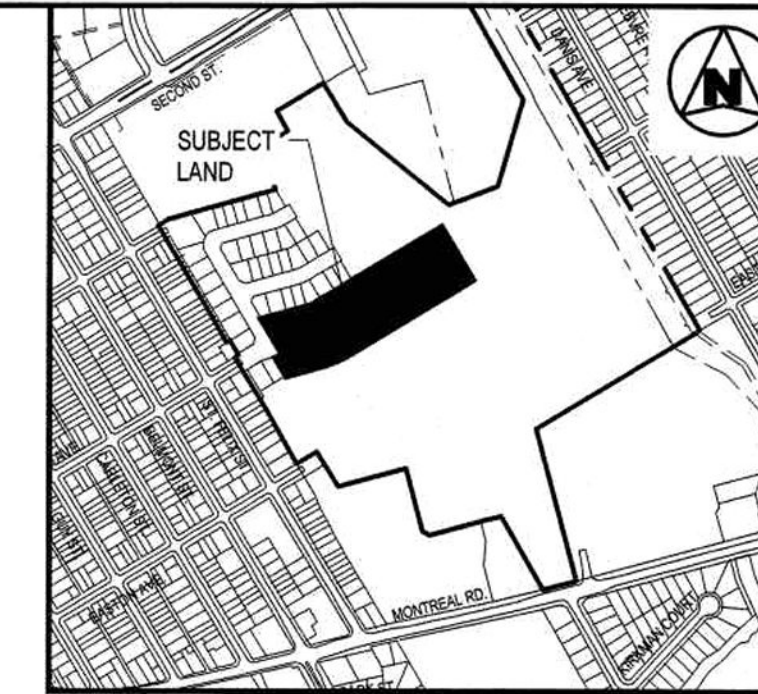
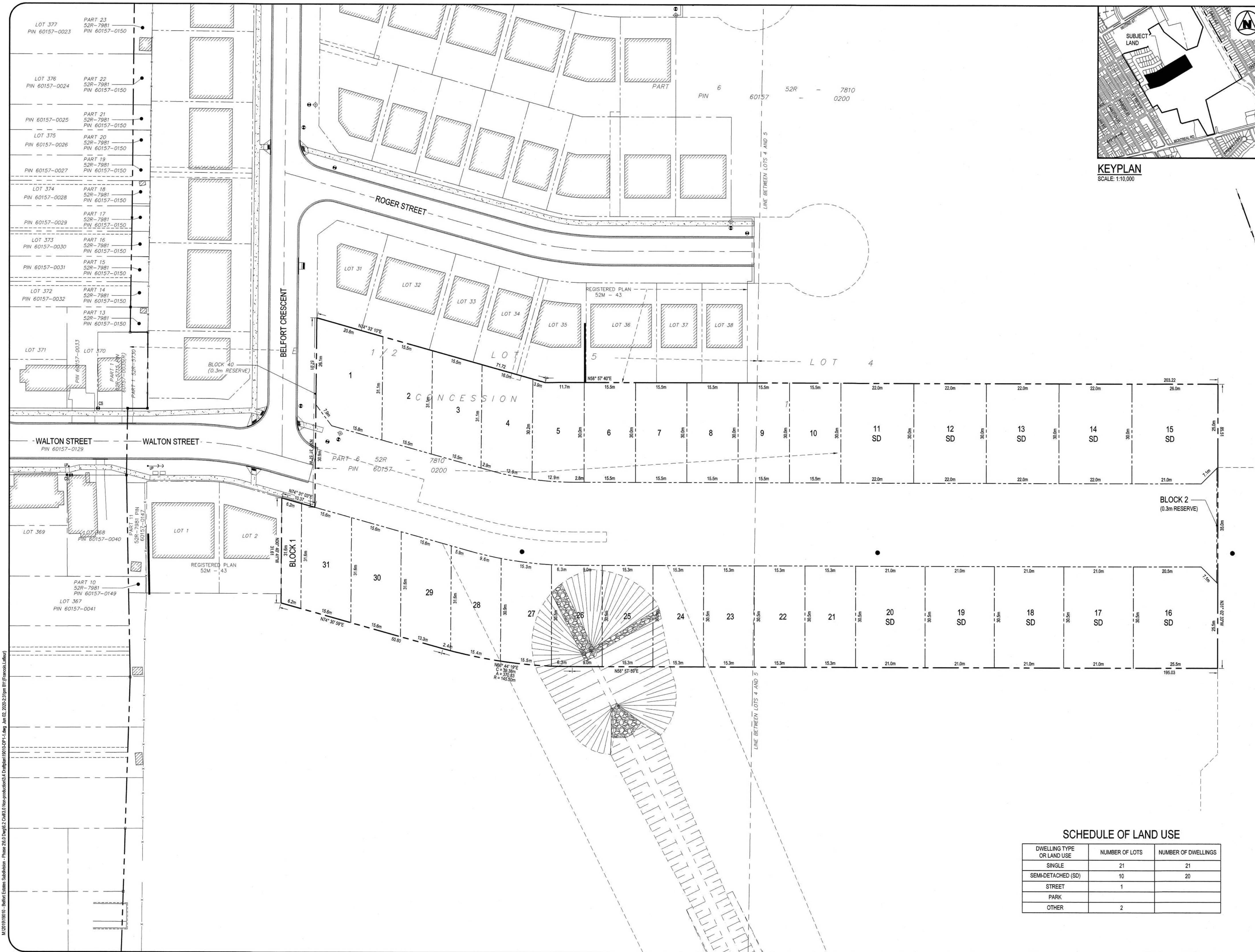
**Mary Joyce-Smith - Jan 4, 2021 - 4:06 PM**

**Mark A. Boileau - Jan 5, 2021 - 1:27 PM**

**Maureen Adams - Jan 5, 2021 - 4:25 PM**



M:\2019\19101 - Belfort Estates Subdivision - Phase 2\02 Drafts\2020\06\2020-06-11\19101-DP1-1.dwg, Jan 02, 2020, 2:31pm BY (Francis LeBlond)



KEYPLAN  
SCALE: 1:10,000

DRAFT PLAN OF SUBDIVISION  
PART OF E 1/2 LOT 5 &  
PART OF LOT 4  
CONCESSION 1  
GEOGRAPHIC TOWNSHIP OF CORNWALL,  
NOW THE CITY OF CORNWALL  
COUNTY OF STORMONT, ONTARIO  
ADDITIONAL INFORMATION AS  
REQUIRED UNDER SECTION 51,  
PLANNING ACT

- A) AS SHOWN ON DRAFT PLAN  
B) AS SHOWN ON DRAFT PLAN  
C) AS SHOWN ON DRAFT PLAN  
D) REFER TO SCHEDULE OF LAND USE E) AS SHOWN  
ON DRAFT PLAN  
F) AS SHOWN ON DRAFT PLAN  
G) AS SHOWN ON DRAFT PLAN  
H) MUNICIPAL WATER SERVICE  
I) CLAYBOULDERS  
J) AS SHOWN ON THE DRAFT PLAN  
K) HYDRO, BELL, CABLE, NATURAL GAS, SANITARY  
SEWER, WATERMAIN  
L) REFER TO SCHEDULE OF LAND USE

OWNER'S CERTIFICATE

I HEREBY AUTHORIZE THIS DRAFT PLAN OF  
SUBDIVISION TO BE SUBMITTED TO THE CITY OF  
CORNWALL FOR APPROVAL.

JUNE 10, 2020  
DATED

2422647 ONTARIO INC.  
I HAVE THE AUTHORITY TO  
BIND THE CORPORATION

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE  
LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP  
TO THE ADJOINING LANDS ARE CORRECTLY SHOWN.

JUNE 9 2020  
DATED

K. ADAMS SURVEYING LTD.,  
ONTARIO LAND SURVEYOR

2020/06/02 1 ISSUED FOR DRAFT PLAN APPROVAL  
DATE No. REVISION

THE DRAWINGS, ARRANGEMENTS, ANNOTATIONS AND GRAPHICAL PRESENTATIONS  
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800 SECOND STREET WEST  
CORNWALL, ONTARIO CANADA, K6J 1H6  
TEL: 613-365-3773 FAX: 613-655-6465  
WEBSITE: EVBengineering.com

CLIENT:

2422647 ONTARIO INC.

PROJECT:

BELFORT ESTATES SUBDIVISION  
PHASE 2

TITLE:

DRAFT PLAN

SCHEDULE OF LAND USE

DWELLING TYPE OR LAND USE	NUMBER OF LOTS	NUMBER OF DWELLINGS
SINGLE	21	21
SEMI-DETACHED (SD)	10	20
STREET	1	
PARK		
OTHER	2	

SCALE: 1:500  
DESIGNED BY: F.L.  
DRAWN BY: K.B.W.  
CHECKED BY: J.E.  
JOB NO: 19010  
DATE: 2020/06/02  
DRAWING NO.  
DP1.1



## APPENDIX A - DRAFT PLAN CONDITIONS

Dated: December 4<sup>th</sup>, 2020

FILE NO: 04T-2020-01 - BELFORT ESTATES - PHASE 2

The City of Cornwall's conditions and amendments to final plan approval for registration of subdivision File No. 04T-2020-01 are as follows:

No.	CONDITIONS
1.	That this approval applies to <b>BELFORT ESTATES - PHASE 2</b> , as shown on the Draft Plan prepared by K. Adams Surveying LTD. O.L.S., Ontario Land Surveyor., dated June 10th, 2020, which shows, 21 Single Detached Dwelling lots and 10 Semi-Detached Dwelling lots, Blocks 1 & 2 will accommodate a pedestrian link and a 0.3 metre ROW reserve.
2.	That the streets shall be named to the satisfaction of the City of Cornwall
3.	That any dead ends and open sides of road allowances, created by this Draft Plan, shall be terminated in 0.3 metre reserve, to be conveyed to, and held in trust, by the City of Cornwall.
4.	That all necessary temporary turning circles be shown on the final plan as parts. The easement rights on these parts shall be conveyed to the Municipality until the future extension of the road allowance, when the future right-of-way shall be dedicated as public highway.
5.	That the subdivision agreement between the owner and the Municipality be registered against the lands to which it applies once the plan of subdivision has been registered for this phase
6	The parkland, located on the future street going north south from Belfort Street to the future Nick Kanab Drive, shall be dedicated in the next phase of the Subdivision. The design of the centralized park is to adhere to the requirements set out in the City's Subdivision Manual.
7.	That the owner agrees, in writing, to satisfy all requirements, financial and otherwise, of the municipality concerning the provision of roads, including the future streets, sidewalks, fencing, installation of services, drainage and any noise studies, as required and articulated in part in the finalized Preliminary Servicing Report.
8.	That the easements, as may be required for utility, municipal or drainage purposes, shall be granted to the appropriate authority.
9.	That the owner confirms that there are no remaining foundations within the boundaries of the subject Right-of-way to be dedicated to the City.
10.	That the owner agrees, via the subdivision agreement with the Municipality, to inform all prospective purchasers, through a clause in all agreements of purchase and sale, as to the ESA work completed for this property and its availability.
11.	If fill is required to bury (cover) these foundations on proposed subdivision lots/blocks, the fill should be structural fill and should be inspected and tested by a geotechnical engineer.

<b>12.</b>	That the Subdividers Agreement specifically indicates those lot numbers which have foundations on them.
<b>13.</b>	That prior to final registration of the plan, the proponent's Qualified Person reaffirms in writing the continued status of the posted Record of Site Condition for the subject properties, as well as clearances from the Ministry of the Environment.
<b>14.</b>	All measurements in subdivision and condominium final plans must be presented in metric units.
<b>15.</b>	<p>That the owner satisfies the Raisin Region Conservation Authority and the City of Cornwall regarding storm water management and the following condition be completed:</p> <ol style="list-style-type: none"> <li>1. The subdivision agreement shall provide that the final approved Stormwater management plan(s), the Lot Grading and Development Plan, and the sediment and erosion control measured prepared by the developer shall be implemented.</li> </ol>
<b>16.</b>	That the owner agrees, via the subdivision agreement with the Municipality, to inform all prospective purchasers, through a clause in all agreements of purchase and sale, as to the location of all Community Mailboxes.
<b>17.</b>	The watermain must be looped in the next phase of the subdivision.
<b>18.</b>	A 3m wide paved pathway is required to the proposed storm water management facility.
<b>19.</b>	That the subdivision agreement between the owner and the municipality shall contain a provision wherein the owner agrees to enter into a servicing agreement with Bell Canada to comply with underground servicing conditions imposed by the municipality and if no such conditions are imposed, the owner shall advise the Municipality of the arrangement for such servicing
<b>20.</b>	The owner will complete the eastern section of the Collector Street (Walton street) as part of the next phase.
<b>21.</b>	It is Enbridge Gas Inc.'s (operating as Union Gas) request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.
<b>22.</b>	<p>Service type and location</p> <ol style="list-style-type: none"> <li>1. Canada Post will provide mail delivery service to the subdivision through centralized Community Mailboxes (CMBs).</li> <li>2. Given the number of changes in the layout of the lots in the subdivision, we have determined the amounts of 1 sites (total of 2 modules). The CMB's location will be beside LOT 31 at the entrance of subdivision. This location must indicate on the appropriate servicing plan.</li> </ol>

	<p>3. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install, and maintain the mail delivery equipment with parcels compartments within these buildings to Canada Post's specifications.</p> <p>Developer timeline and installation</p> <p>1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s)</p> <p>Municipal requirements</p> <p>1. Please update our office if the project description changes so that we may determine the impact (if any).</p> <p>2. Should this subdivision application be approved, please provide notification of the new civic addresses as soon as possible.</p> <p>Additional Developer Requirements:</p> <p>The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.</p> <p>The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.</p> <p>The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mailbox. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mailbox.</p> <p>The developer will provide a suitable and safe temporary site for a Community Mailbox until curbs, sidewalks and final grading are completed at the permanent Community Mailbox locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.</p> <p>The developer agrees to provide the following for each Community Mailbox site and to include these requirements on the appropriate servicing plans:</p> <ul style="list-style-type: none"> <li>- Any required walkway across the boulevard, per municipal standards</li> <li>- Any required curb depressions for wheelchair access, with an opening of at least two meters (consult Canada Post for detailed specifications)</li> </ul>
	<b>NOTES TO DRAFT APPROVAL</b>
	<p>1. It is the applicant's responsibility to fulfill the conditions of draft approval and to</p>

	<p>ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Cornwall's Planning Division, 2<sup>nd</sup> Floor, Civic Complex, 100 Water Street East, Cornwall, quoting the Subdivision File Number.</p> <p>2. It is suggested that you make yourself aware of the Certificate of Title under the Certification of Titles Act or an application for first registration under the Land Titles Act, which may be available through your solicitor's office. Plans of Subdivision cannot be registered before the requirements of the applicable Act have been compiled with.</p> <p>3. Clearances are required from the following departments/agencies:</p> <p>Ms. Mary Joyce Smith  Division Manager - Planning Division  Department of Planning, Parks and Recreation  City of Cornwall  100 Water Street East, 2<sup>nd</sup> Floor  P.O. Box 877  Cornwall, Ontario K6H 5T9</p> <p>Mr. Michael Fawthrop  Division Manager of Infrastructure  Infrastructure and Municipal Works Division  City of Cornwall  1225 Ontario Street  Cornwall, Ontario K6H 4E1</p> <p>Kimberley MacDonald  Watershed Planner  Raisin Region Conservation Authority  18045 Stormont, Dundas and Glengarry County Road 2,  South Glengarry, ON K6H 5T2</p>
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**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Infrastructure and Municipal Works  
Division: Infrastructure Planning  
Report Number: 2021-03-Infrastructure and Municipal Works  
Prepared By: Enrique Kamm, Transportation Engineer  
Meeting Date: January 11, 2021  
Subject: Second Street West at Riverdale Terrace – Crosswalk –  
Petition

**Purpose**

To provide an update to Council regarding the petition for a crosswalk on Second Street West adjacent to the Riverdale Terrace Retirement Centre.

**Recommendation**

- a. That Administration undertake the necessary data collection and analysis in the Spring of 2021; and
- b. That Administration bring a report back to Council summarizing the findings of the traffic analysis complete with recommendations.

**Background / Discussion**

The purpose of this report is to provide Council with an update regarding the petition for a pedestrian crosswalk on Second Street West adjacent to the Riverdale Terrace Retirement Centre.



At the February 24, 2020, regular meeting, a petition for a pedestrian crosswalk was received by Council. Council referred the petition to Administration for a report. In March, the City of Cornwall was under a mandated lockdown due to the pandemic, and subsequently with a number of COVID-19 related restrictions throughout 2020.

In order to determine whether a pedestrian crossing is warranted at this location, and if so, which type of pedestrian crossing is recommended, a traffic and pedestrian analysis should be undertaken in the area, following Provincial guidelines.

Provincial guidelines provide the criteria in order to determine the appropriate treatment and devices for pedestrian and vehicular traffic in a specific area. The guidelines require pedestrian and traffic data collection and analysis. Data requirements include but not limited to pedestrian volumes and frequency during specific hours of the day, vehicular traffic volumes, and collision statistics, amongst others. Additionally, review of sight lines, traffic speeds, parking, and other area specific factors are part of the traffic analysis and engineering assessment.

In terms of vehicular and pedestrian traffic volumes, 2020 has been an extremely atypical year due to the pandemic. As such, any data and subsequent analysis of the warrants for a pedestrian crossing under these circumstances would be biased and would not likely fulfill the requirements of the warrant guidelines.

Provided that the traffic and pedestrian conditions are somewhat close to normal in the Spring of 2021, the Transportation Section will undertake the necessary data collection and analysis in order to report back to Council with our findings and recommendations.

Document Title:	Second Street West at Riverdale Terrace - Crosswalk - Petition - 2021-03-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Michael Fawthrop - Jan 6, 2021 - 1:44 PM**

**Bill de Wit - Jan 6, 2021 - 1:49 PM**

**Maureen Adams - Jan 7, 2021 - 8:42 AM**

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

Department: Planning, Development and Recreation  
Division: Building and By-law  
Report Number: 2021-12-Planning, Development and Recreation  
Prepared By: Mark A. Boileau, General Manager  
Meeting Date: January 11, 2021  
Subject: Business Parking – COVID-19

**Purpose**

To update Council regarding business parking during COVID-19 as outlined in the New Business Motion of May 11, 2020 and related Council Motions of June 8, 2020 and September 14, 2020.

**Recommendation**

1. That the City continue the current free 15 minute curbside parking in the Downtown and Le Village, for the period of the Provincial Shutdown;
2. That Council reinstate the original parking program, which existed prior to COVID-19, following the Provincial Shutdown.

**Financial Implications**

The City approves a parking budget annually that is funded solely from parking revenues such as user fees, fines, and permits. The 2020 parking budget was \$673,299.

Since March 2020, due to the changes in the parking program, the City has not been collecting parking fees as budgeted and until recently provided enforcement for emergency conditions only, including vehicles impeding intersections, blocked fire hydrants, emergency fire routes, and misuse of accessible parking spaces.

The City's estimated financial position at December 31, 2020, as it relates to the municipality's parking budget is a net shortfall of \$340,000. Parking revenue is estimated to be below budget by \$377,000 (parking fees \$279,300, violations \$97,700). Expenditures are expected to be under budget by \$37,000.

For 2020, the City will offset this shortfall by utilizing Safe Restart Agreement (SRA) funding received from the federal and provincial governments. The SRA funding is to help municipalities address operating pressures related to the COVID-19 pandemic. This funding provided the City with the opportunity to continue to deliver critical public services and address the most urgent needs in the community.

The 2021 parking budget has been prepared with the same service level as in prior years (original parking program, with usual fees). If Council decides to continue to provide complimentary parking, approximately \$400,000 of net expenditures related to: By-law Enforcement, City equipment rentals, lease agreements and parking lot maintenance (snow removal, surface improvements, taxes, electricity, etc.), would be unfunded for this service level change.

Currently, Cornwall's parking program is self-funded, whereby any surplus/deficit is contributed to or funded from the Parking Reserve Fund. The Parking Reserve Fund has an estimated balance of \$42,000. Any additional shortfall in funding would become dependant upon the general taxation base.

## **Background / Discussion**

The City of Cornwall provides municipal parking in the Downtown and Le Village commercial areas through a combination of on-street metered parking spots and parking lots.

The original New Business Motion regarding business parking was introduced at the May 11, 2020 Council meeting, whereby Council requested Administration to prepare a report on parking rule changes for the remainder of 2020 including and not limited to:

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

Subsequent motions of Council included the following:

Jun 8, 2020: Motion to provide two-hour complimentary parking at all metered curbside and pay-by-plate parking spaces until September 14, 2020.

Sep 14, 2020: Motion to maintain the current parking program until December 31, 2020 and the program be revisited at the first meeting of January 2021.

Both Council reports for the above meetings are attached and provide detailed background on this subject.

The City implemented changes to the parking program to provide financial relief to residents and businesses, and has facilitated curbside commerce and on-street patios. With the recent Provincewide shutdown, Administration has arranged for the curbside signage to be re-erected to assist merchants.

The relief to payment requirements provided by Council in the two previous motions has certainly benefitted Downtown and Le Village merchants and shoppers, however its impact is arguably difficult to measure, particularly given our very affordable rates. Council had also supported Transit Services with complimentary fares until September 2020; it is likely that this subsidy benefited a greater transportation need. At the end of the day, it becomes a question of which services Council wishes to subsidize going forward. Any municipal parking program costs money; for land, improvements, enforcement, and maintenance. The City's customary parking program charges the user for the service; any subsidy including those provided since March 2020, are generally charged to the taxpayer. In 2020, the shortfall in funding was covered by the SRA funding as outlined earlier, however going forward Council may wish to direct funds from this funding program to other community needs.

Administration has updated the parking revenue table, attached to this report, to reflect the most recent estimates for 2020, in addition to past 2018-19 figures.

Document Title:	Business Parking - COVID 19 - 2021-12-Planning, Development and Recreation.docx
Attachments:	<ul style="list-style-type: none"> <li>- Business Parking - COVID 19 - 2020-307-PDR June 8, 2020.pdf</li> <li>- Business Parking - COVID 19 - 2020-362-PDR September 14, 2020.pdf</li> <li>- Parking Revenue Comparison 2018, 2019, 2020.pdf</li> <li>- Municipal Parking Comparison Review As of May 29, 2020.pdf</li> </ul>
Final Approval Date:	Jan 7, 2021

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

**Mark A. Boileau - Jan 6, 2021 - 5:14 PM**

**Tracey Bailey - Jan 6, 2021 - 5:56 PM**

**Maureen Adams - Jan 7, 2021 - 8:56 AM**

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

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

**Purpose**

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

**Recommendation**

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

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

**Financial Implications**

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

## **Strategic Priority Implications**

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

## **Background / Discussion**

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

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

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

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

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

### **Cornwall's Parking Program:**

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

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

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



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

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

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

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

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

#### Ending paid parking within city limits:

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

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

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

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

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

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

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

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

*Relaxing parking By-Laws to allow for curbside pickup:*

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

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

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

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

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

## **Comments from other Departments/Agencies:**

### **By-Law Division: By-Law Enforcement Services**

#### *Parking Management*

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

#### *Parking Management Objectives*

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

It is the City's goal to continue to:

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

### *Parking Management Importance*

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

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

### *Impact of No Parking Fees*

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

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

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

*Financial Services:*

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

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

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

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

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

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



## Municipal Works: Infrastructure Planning

### *Ending Paid Parking Within City Limits*

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

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

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

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

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

### *Relaxing Parking By-Laws To Allow For Curbside Pickup*

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

**Purpose**

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

**Recommendation**

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

**Financial Implications**

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

## **Background / Discussion**

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

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

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

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

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

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

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

## **Since Pandemic:**

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

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

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

### **Purpose of Funds:**

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

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

### **Chamber Survey:**

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

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

**Conclusion:**

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

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

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

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

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

**Parking Revenue**  
**For the Years 2018, 2019 and 2020**

	Permits			Meters/Pay Machines			Violations		
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
January	\$11,194	\$3,522	\$11,387	\$12,750	\$12,255	\$14,771	\$20,215	\$13,694	\$12,700
February	1,283	1,882	1,998	20,837	16,084	21,601	12,310	17,484	12,336
March	3,402	29,855	1,960	23,469	24,748	13,944	24,452	20,402	15,205
April	31,271	4,296	8,254	22,530	24,734	14,048	22,352	11,815	9,166
May	18,933	15,917	150	14,997	26,049	0	19,117	19,076	664
June	2,460	3,680	16,360	27,044	19,733	0	11,812	7,586	2,804
July	9,772	10,708	10,256	26,866	22,662	5,619	16,974	25,300	2,852
August	685	457	522	22,980	1,672	506	14,492	13,332	7,590
September	2,992	6,346	2,148	18,643	4,954	370	17,613	8,819	1,814
October	12,564	11,503	2,316	27,155	61,751	8,307	25,205	16,066	6,640
November	3,806	4,895	6,468	23,610	24,045	2,312	10,528	10,487	8,165
December	<u>8,266</u>	<u>1,178</u>	<u>504</u>	<u>24,471</u>	<u>22,681</u>	<u>1,900</u>	<u>21,810</u>	<u>14,143</u>	<u>2,352</u>
Total per Year	\$106,628	\$94,239	\$62,323	\$265,352	\$261,368	\$83,378	\$216,880	\$178,204	\$82,288

2018 Total Revenue       \$588,860  
2019 Total Revenue       \$533,811  
2020 Est. Total Revenue   \$227,989

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



## Municipal Parking Comparison Review – As of May 29, 2020

ITEM	BROCKVILLE	KINGSTON	BELLEVILLE	QUINTE WEST	CORNWALL
Parking Spaces	<ul style="list-style-type: none"> <li>– 7 Municipal Lots</li> <li>– Parking Meters Only (accept quarters, loonies and toonies only).</li> </ul>	<ul style="list-style-type: none"> <li>– 4,000 parking spaces</li> <li>– 1,400 On-Street Pay &amp; Display or Metered Parking Spots</li> </ul>	<ul style="list-style-type: none"> <li>– 1,000 parking spaces</li> <li>– 100 on-Street spaces on Front Street</li> <li>– 11 Parking Lots</li> </ul>	<ul style="list-style-type: none"> <li>– 425 parking spaces</li> <li>– Includes 148 On-Street metered spaces</li> <li>– 5 Municipal Parking Lots</li> <li>– Meters</li> <li>– Pay and Display</li> </ul>	<ul style="list-style-type: none"> <li>– 10 Municipal Lots</li> <li>– 284 Parking Spots (not including streets)</li> <li>– Pay-by-Plate Machines</li> <li>– Parking Meters</li> <li>– APP (ready for operation)</li> <li>– No need to display permits and/or tickets anymore</li> <li>– Permits</li> </ul>
Complimentary Parking	2 Hours (on designated streets – Main and a couple of side streets)	N/A	1 Hour (on one small portion of Front Street)	N/A	N/A
Paid Parking	<ul style="list-style-type: none"> <li>– Parking Lots Available</li> <li>– 3 Hour Maximum On-Street Parking</li> <li>– Fines \$20.00</li> </ul>	<ul style="list-style-type: none"> <li>– Parking Lots Available</li> <li>– Parking Time Limits varies Between 2-3 Hours Only</li> </ul>	<ul style="list-style-type: none"> <li>– Parking Lots Available</li> <li>– 2 Hour Maximum On-Street Parking @ meters</li> </ul>	<ul style="list-style-type: none"> <li>– Parking Lots Available</li> </ul>	<ul style="list-style-type: none"> <li>– Parking Lots Available</li> <li>– No Time Limits</li> <li>– On-Street</li> <li>– Fines \$25.00</li> </ul>
Cost Per Hour	\$1.00	\$1.50 – 2.00 per hour (depending where)	\$1.00	\$0.50	\$1.00
Monthly Permit Costs	N/A	\$80.00 to \$137 Waiting Lists.	\$45.00 to \$65.00	\$56.00	\$35.00 to \$50.00 Some Waiting Lists
Other	<ul style="list-style-type: none"> <li>– After the 2 hour complimentary parking, individuals must use the parking lots and not the free on-street parking as parking over 2 hours is subject to a \$20.00 fine.</li> <li>– all other streets in Brockville are subject to 3 hour parking only.</li> <li>– Parking Enforcement 9-5</li> </ul>	Offers a variety of On-Street Permits. Limited amount of permits available. Many streets have day time restrictions prohibiting		<ul style="list-style-type: none"> <li>– If you require a longer stay than that indicated on the meter, you are encouraged to park your vehicle in a municipal lot.</li> </ul>	<ul style="list-style-type: none"> <li>– Unlimited time for parking.</li> <li>– Parking Enforcement 9-6</li> </ul>

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2021-04-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: January 11, 2021  
Subject: Unfinished Business Listing for January 11, 2021

**Recommendation**

That Council receive the Unfinished Business Listing for January, 2021.

<b>Title</b>	<b>Department</b>	<b>Date</b>
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
Locomotive Stabilization Initiative (Dec 14/20)	Financial Services	Budget Deliberations
Benson Centre Laser Ice Leveler (Dec 14/20)	Financial Services	Budget Deliberations
Cost Analysis for Cornwall’s Greenhouse Gas Emissions (Dec 14/20)	Infrastructure and Municipal Works	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**

Document Title:	Unfinished Business Listing for January 11, 2021 - 2021-04-Corporate Services.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Manon L. Levesque - Jan 7, 2021 - 9:19 AM**

**Geoffrey Clarke - Jan 7, 2021 - 10:10 AM**

**Maureen Adams - Jan 7, 2021 - 1:51 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**New Business**

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2021-01-Council Members  
Meeting Date: January 11, 2021  
Subject: Vacant Properties Tax

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Proposed by: Councillor Syd Gardiner

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Seconded by: Councillor Dean Hollingsworth

Whereas a Vacant Properties Tax is to return vacant or under-utilized properties to use as long-term rental properties for people who live and work in Cornwall; and

Whereas this initiative is meant to help relieve pressure on Cornwall's affordable housing market; and

Whereas this initiative has the potential to motivate owners of vacant and under-used properties to rent out their properties and create a significant increase in affordable rental housing supply; and

Whereas the City Vancouver has implemented a similar Vacant Properties Tax; and

Whereas the City of Toronto and the City of Ottawa are also looking at implementing a similar Vacant Properties Tax.

Now therefore be it resolved that Council direct Administration to prepare a report on the feasibility of implementing a Vacant Properties Tax.

### **Report Approval Details**

Document Title:	Vacant Property Tax - 2021-01-Council Members.docx
Attachments:	
Final Approval Date:	Jan 6, 2021

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

**Manon L. Levesque - Jan 6, 2021 - 9:19 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**New Business**

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2021-02-Council Members  
Meeting Date: January 11, 2021  
Subject: Donation of Locomotive 17

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Proposed by: Councillor Elaine MacDonald

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Seconded by: Councillor Claude McIntosh

Whereas for years, Locomotive 19, the street railcar engine that was part of the Cornwall Street Railway system has languished at the corner of Ninth Street and Brookdale Avenue; and

Whereas, while successive Councils have acknowledged its role in the City's history, none has made the commitment to refurbish the car or relocate it in a more accessible pedestrian-friendly location. Some significant challenges to these plans are cost and utility; and

Whereas the current estimates for refurbishment range from \$100,000 to \$150,000 and that expense represents just the first installment of perennial draw on finances since maintenance would be ongoing; and

Whereas, more importantly, from a safety standpoint, the car is not suitable for use as an interactive, approachable installation in a city park or playground, and, if so located, would require fencing to prevent public access; and



Whereas the Smith Falls Railway Museum of Eastern Ontario (the Museum) occupies an 11-acre site of historical rail-related cars and artifacts and its mandate is to preserve regional railway heritage; and

Whereas the Museum has been designated a National Heritage site; and

Whereas the Museum personnel has an association with Cornwall's Moccasin Club and would welcome its input on planning the display and appropriate signage and text that would record the role of the car in Cornwall's history as well as demonstrate Cornwall's goodwill participation in a major regional tourist attraction; and

Whereas, far from languishing at the corner of Ninth Street and Brookdale Avenue well in the foreseeable future, until such time as it is beyond restoration, the car could have a home in a Heritage Museum alongside an authentic dining car, the last railway dental car in North America and a number of cabooses in which visitors can and do book booths for overnight stays; and

Whereas the Museum is a most appropriate setting for Locomotive 17; and

Whereas twice, the Museum has expressed interest with an offer to adopt Locomotive 17, as it were, to refurbish it and give it a home within an internationally renowned Museum; and

Whereas the Museum would refurbish the railcar at its own expense with the same level of volunteer labour that has maintained the Museum at a national heritage status.

Now therefore be it resolved that Council direct Administration to prepare a report which would include the following information:

1. How the City of Cornwall acquired Locomotive #17, with details of any obligations we assumed at the time and a summary of the care we have taken in its regard; and
2. The continued willingness of the Railway Museum personnel to accept Locomotive #17 after they have had an opportunity to assess its current condition: and
3. The cost of transporting Locomotive #17 to the on-site sheds at the Smiths Falls Museum where the refurbishment would take place.

### Report Approval Details

Document Title:	Donation of Locomotive 17 - 2021-02-Council Members.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

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

**Manon L. Levesque - Jan 7, 2021 - 9:49 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**New Business**

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2021-03-Council Members  
Meeting Date: January 11, 2021  
Subject: Pandemic Lockdown

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Proposed by: Councillor Eric Bergeron

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Seconded by: Councillor Justin Towndale

Whereas the City of Cornwall is currently in a Provincially mandated lockdown;  
and

Whereas the City of Cornwall supports and encourages businesses to operate to  
the fullest extent allowed by emergency orders; and

Whereas the City of Cornwall wants the directives to be applied fairly to all  
companies regardless of what they sell.

Now therefore be it resolved that the City of Cornwall request the Eastern Ontario  
Health Unit and the Province of Ontario to enforce businesses, that are allowed  
to be open for in-store purchases, only be allowed to sell goods or services  
deemed essential to in-store customers.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**New Business**

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2021-04-Council Members  
Meeting Date: January 11, 2021  
Subject: Detailed COVID-19 Reports

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Proposed by: Councillor Eric Bergeron

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Seconded by: Councillor Dean Hollingsworth

Whereas the City of Cornwall is currently in a Provincially mandated lockdown;  
and

Whereas small businesses have been forced to shutdown due to these  
measures; and

Whereas we do not have any data to suggest small businesses are causing the  
spread of COVID-19; and

Whereas the EOHU does contact tracing for COVID 19 cases in our region.

Therefore be it resolved that the City of Cornwall request the Eastern Ontario Health Unit to release data on cases by industry sector such as retail stores, restaurants, fitness centers, recreational facilities, barbers and hair salons, small businesses, schools, health care, distribution centers and manufacturing, public sector, grocery stores among others.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Notice of Motion**

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2021-05-Council Members  
Meeting Date: January 11, 2021  
Subject: Budget Presentations

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Proposed by: Councillor Eric Bergeron

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Seconded by: Councillor Dean Hollingsworth

Whereas during budget proceedings, Department Heads provide a presentation on Capital Projects; and

Whereas the City of Cornwall approves an operating budget every year for administration to follow.

Now therefore be it resolved that Department Heads present their department's operating budget in detail to Council during budget deliberations, at the same time as their capital presentation; and

Now therefore be it resolved that presentations should include a description or reason for any line items or staffing that have changed from year to year as well as an overview of the department's past year and coming year in terms of operational issues and goals.

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2021-001**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2021-001  
Report Number: 2021-07-Planning, Development and Recreation  
Meeting Date: January 11, 2021  
Subject: A By-law to further amend By-law 751, 1969, as amended, of The Corporation of the City of Cornwall, being a By-law to remove the Holding (H) category on the lands legally described as Part of Lot 4, Part of the East ½ of Lot 5, Concession 1, Cornwall, Ont

Whereas the Council of The Corporation of the City of Cornwall is desirous of amending By-law 751-1969, more specifically the lands indicated on a Draft Plan of Subdivision by K. Adams, O.L.S., dated June 10<sup>th</sup>, 2020.

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

1. That the Zoning Atlas attached to By-law Number 751-1969, as amended, be and the same hereby further amended as set out in Schedule “A” attached hereto.
2. That the Zoning on Phase 2 of the Belfort Estates 2.38 hectares (5.9 acres) be rezoned from Manufacturing 20 (MFR 20) with a Hold (H) to Residential 20 with Exceptions (RES 20 EXC), and that the Holding (H) Category affixed to the Manufacturing 20 (MFR 20) zoning on the Draft Plan Phase 2, be removed.
3. In Subsection 02-2-2, Residential 20 (RES 20) – Permitted Uses:

“Notwithstanding any other provisions of this Section, the following special provisions shall be applied to the lots in the Belfort Subdivision, Phase 2, located on Part of Lot 4, Part of the East ½ of Lot 5, Concession 1, which consists of 2.38 hectares (5.9 acres), as shown on the Draft Plan dated June 10, 2020, by K. Adams, O.L.S., from Manufacturing 20 (MFR 20) with a Hold (H) to Residential 20 with Exceptions (RES 20 EXC), as follows:

Single Detached Dwellings:

Minimum Side Yard Setbacks = 1.21 metres  
Minimum Rear Yard Setback = 8.0 metres,  
Increased Lot Occupancy of 38%

Semi-Detached Dwellings:

Minimum Side Yard Setbacks = 1.21 metres  
Minimum Rear Yard Setback = 8.0 metres

4. That this By-law shall take effect on the date thereof, subject to Section 34 (21) & 36 of the Planning Act, 1990 if no objections are received, or subject to receiving approval of the Local Planning Appeal Tribunal, if any objections are received.
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 11th day of January 2021.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law 2020-001 Belfort Estates Subdivision - Phase 2 - 2021-07-PDR.docx
Attachments:	- Belfort Ph2 - Schedule A.pdf
Final Approval Date:	Jan 5, 2021

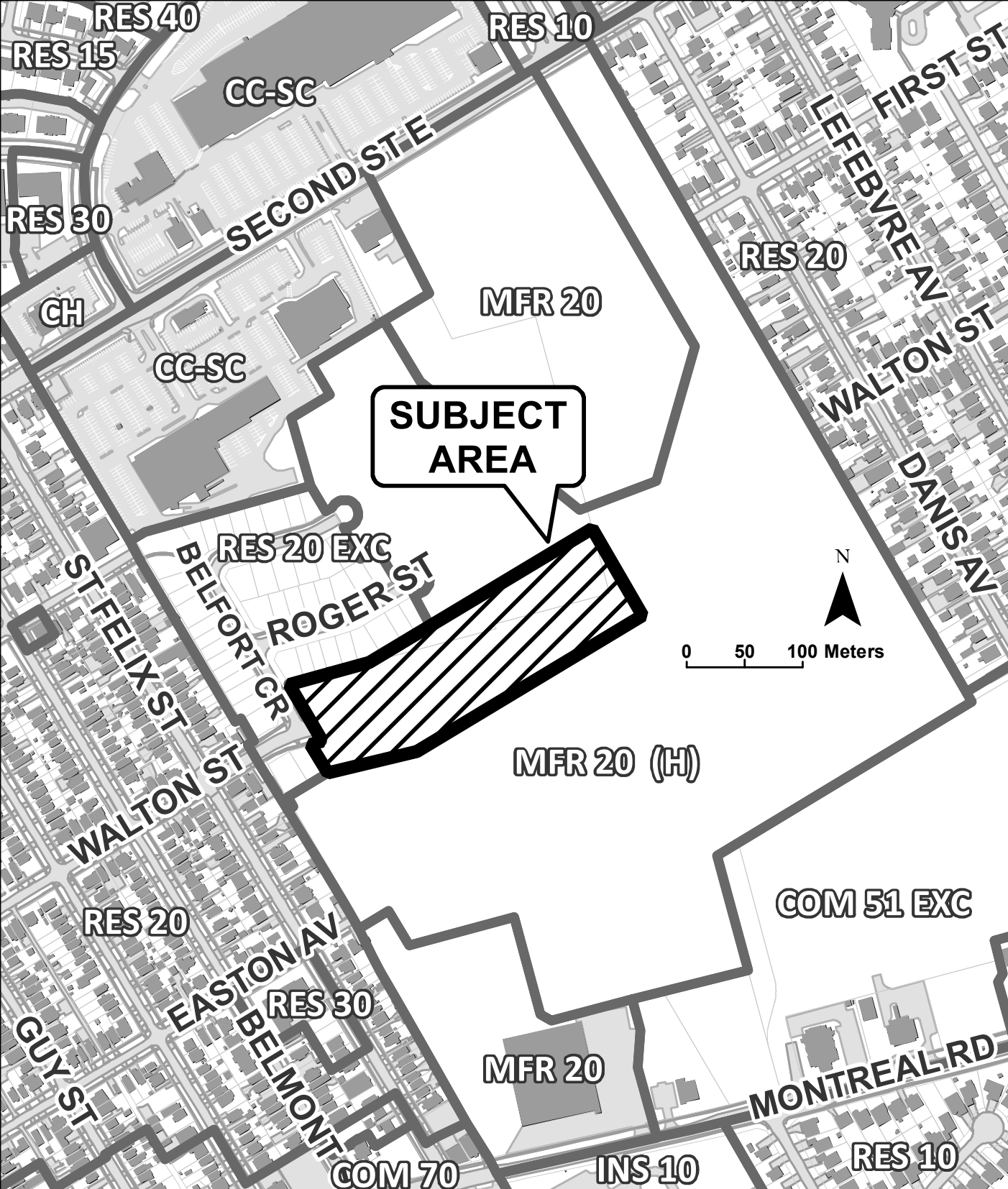
This report and all of its attachments were approved and signed as outlined below:

**Mary Joyce-Smith - Jan 4, 2021 - 4:07 PM**

**Mark A. Boileau - Jan 5, 2021 - 1:33 PM**

**Maureen Adams - Jan 5, 2021 - 4:23 PM**





**SUBJECT  
AREA**

N

0 50 100 Meters

THIS IS SCHEDULE 'A' TO BY - LAW NO. 2020-

PASSED THIS 11 th DAY OF 2020

MAYOR



SUBJECT AREA TO BE REZONED FROM  
'MANUFACTURING 20 WITH A HOLD' (MFR 20 H)  
TO 'RESIDENTIAL 20 WITH EXCEPTIONS'  
(RES 20 EXC)

CLERK

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-13-Planning, Development and Recreation  
Prepared By: Kaveen Fernando, Development Planner  
Meeting Date: January 11, 2021  
Subject: Note – Belfort Estates Subdivision – Phase 2

**Purpose**

The Purpose and Effect of this By-law is to remove the Holding (H) Category affixed to the Manufacturing 20 (MFR 20 (H)) zone on the subject lands located on the East ½ of Lot 5 and Part of Lot 4, Concession 1, and that the lands be rezoned from Manufacturing 20 with a Hold (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC). These lands are approximately 2.38 hectares (5.9 acres), referred to as Belfort Estates Subdivision Phase 2.

**Recommendation**

That City Council remove the “Hold” (H) provision applied to the residential lands located south of Belfort Crescent and east of Walton Street, legally described as Part of Lot 4, Part of the East ½ of Lot 5, Concession 1, City of Cornwall, and that the subject lands be rezoned from Manufacturing 20 with a Hold (H) (MFR 20 (H)) to Residential 20 with Exceptions (RES 20 EXC).

## **Background / Discussion**

The Draft Residential Plan of Subdivision and accompanying Rezoning applications to remove the “Hold” (H) Category on the subject draft plan was reviewed by the Planning Advisory & Hearing Committee (PAC) at the December 21<sup>st</sup>, 2020 meeting.

The proposal adheres to general principles of sustainable land use planning, as outlined in the Provincial Policy Statement (P.P.S.) and the City’s Official Plan (O.P.). Therefore, the subject lands are appropriate for immediate development as set out in the Draft Plan prepared by K. Adams Surveying Ltd. O.L.S., subject to the Draft Plan Conditions which have been revised in the Technical Report “A” attached to this Explanatory Note.

### Report Approval Details

Document Title:	Note - Belfort Estates Subdivision, Phase 2 - 2021-13-PDR.docx
Attachments:	- Belfort Phase 2 - Draft Plan Conditions.pdf
Final Approval Date:	Jan 5, 2021

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

**Mary Joyce-Smith - Jan 4, 2021 - 4:06 PM**

**Mark A. Boileau - Jan 5, 2021 - 1:30 PM**

**Maureen Adams - Jan 5, 2021 - 4:21 PM**

## APPENDIX A - DRAFT PLAN CONDITIONS

Dated: December 4<sup>th</sup>, 2020

FILE NO: 04T-2020-01 - BELFORT ESTATES - PHASE 2

The City of Cornwall's conditions and amendments to final plan approval for registration of subdivision File No. 04T-2020-01 are as follows:

No.	CONDITIONS
1.	That this approval applies to <b>BELFORT ESTATES - PHASE 2</b> , as shown on the Draft Plan prepared by K. Adams Surveying LTD. O.L.S., Ontario Land Surveyor., dated June 10th, 2020, which shows, 21 Single Detached Dwelling lots and 10 Semi-Detached Dwelling lots, Blocks 1 & 2 will accommodate a pedestrian link and a 0.3 metre ROW reserve.
2.	That the streets shall be named to the satisfaction of the City of Cornwall
3.	That any dead ends and open sides of road allowances, created by this Draft Plan, shall be terminated in 0.3 metre reserve, to be conveyed to, and held in trust, by the City of Cornwall.
4.	That all necessary temporary turning circles be shown on the final plan as parts. The easement rights on these parts shall be conveyed to the Municipality until the future extension of the road allowance, when the future right-of-way shall be dedicated as public highway.
5.	That the subdivision agreement between the owner and the Municipality be registered against the lands to which it applies once the plan of subdivision has been registered for this phase
6	The parkland, located on the future street going north south from Belfort Street to the future Nick Kanab Drive, shall be dedicated in the next phase of the Subdivision. The design of the centralized park is to adhere to the requirements set out in the City's Subdivision Manual.
7.	That the owner agrees, in writing, to satisfy all requirements, financial and otherwise, of the municipality concerning the provision of roads, including the future streets, sidewalks, fencing, installation of services, drainage and any noise studies, as required and articulated in part in the finalized Preliminary Servicing Report.
8.	That the easements, as may be required for utility, municipal or drainage purposes, shall be granted to the appropriate authority.
9.	That the owner confirms that there are no remaining foundations within the boundaries of the subject Right-of-way to be dedicated to the City.
10.	That the owner agrees, via the subdivision agreement with the Municipality, to inform all prospective purchasers, through a clause in all agreements of purchase and sale, as to the ESA work completed for this property and its availability.
11.	If fill is required to bury (cover) these foundations on proposed subdivision lots/blocks, the fill should be structural fill and should be inspected and tested by a geotechnical engineer.

<b>12.</b>	That the Subdividers Agreement specifically indicates those lot numbers which have foundations on them.
<b>13.</b>	That prior to final registration of the plan, the proponent's Qualified Person reaffirms in writing the continued status of the posted Record of Site Condition for the subject properties, as well as clearances from the Ministry of the Environment.
<b>14.</b>	All measurements in subdivision and condominium final plans must be presented in metric units.
<b>15.</b>	<p>That the owner satisfies the Raisin Region Conservation Authority and the City of Cornwall regarding storm water management and the following condition be completed:</p> <ol style="list-style-type: none"> <li>1. The subdivision agreement shall provide that the final approved Stormwater management plan(s), the Lot Grading and Development Plan, and the sediment and erosion control measured prepared by the developer shall be implemented.</li> </ol>
<b>16.</b>	That the owner agrees, via the subdivision agreement with the Municipality, to inform all prospective purchasers, through a clause in all agreements of purchase and sale, as to the location of all Community Mailboxes.
<b>17.</b>	The watermain must be looped in the next phase of the subdivision.
<b>18.</b>	A 3m wide paved pathway is required to the proposed storm water management facility.
<b>19.</b>	That the subdivision agreement between the owner and the municipality shall contain a provision wherein the owner agrees to enter into a servicing agreement with Bell Canada to comply with underground servicing conditions imposed by the municipality and if no such conditions are imposed, the owner shall advise the Municipality of the arrangement for such servicing
<b>20.</b>	The owner will complete the eastern section of the Collector Street (Walton street) as part of the next phase.
<b>21.</b>	It is Enbridge Gas Inc.'s (operating as Union Gas) request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.
<b>22.</b>	<p>Service type and location</p> <ol style="list-style-type: none"> <li>1. Canada Post will provide mail delivery service to the subdivision through centralized Community Mailboxes (CMBs).</li> <li>2. Given the number of changes in the layout of the lots in the subdivision, we have determined the amounts of 1 sites (total of 2 modules). The CMB's location will be beside LOT 31 at the entrance of subdivision. This location must indicate on the appropriate servicing plan.</li> </ol>

	<p>3. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install, and maintain the mail delivery equipment with parcels compartments within these buildings to Canada Post's specifications.</p> <p>Developer timeline and installation</p> <p>1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s)</p> <p>Municipal requirements</p> <p>1. Please update our office if the project description changes so that we may determine the impact (if any).</p> <p>2. Should this subdivision application be approved, please provide notification of the new civic addresses as soon as possible.</p> <p>Additional Developer Requirements:</p> <p>The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.</p> <p>The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.</p> <p>The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mailbox. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mailbox.</p> <p>The developer will provide a suitable and safe temporary site for a Community Mailbox until curbs, sidewalks and final grading are completed at the permanent Community Mailbox locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.</p> <p>The developer agrees to provide the following for each Community Mailbox site and to include these requirements on the appropriate servicing plans:</p> <ul style="list-style-type: none"> <li>- Any required walkway across the boulevard, per municipal standards</li> <li>- Any required curb depressions for wheelchair access, with an opening of at least two meters (consult Canada Post for detailed specifications)</li> </ul>
<b>NOTES TO DRAFT APPROVAL</b>	
	<p>1. It is the applicant's responsibility to fulfill the conditions of draft approval and to</p>

	<p>ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Cornwall's Planning Division, 2<sup>nd</sup> Floor, Civic Complex, 100 Water Street East, Cornwall, quoting the Subdivision File Number.</p> <p>2. It is suggested that you make yourself aware of the Certificate of Title under the Certification of Titles Act or an application for first registration under the Land Titles Act, which may be available through your solicitor's office. Plans of Subdivision cannot be registered before the requirements of the applicable Act have been compiled with.</p> <p>3. Clearances are required from the following departments/agencies:</p> <p>Ms. Mary Joyce Smith  Division Manager - Planning Division  Department of Planning, Parks and Recreation  City of Cornwall  100 Water Street East, 2<sup>nd</sup> Floor  P.O. Box 877  Cornwall, Ontario K6H 5T9</p> <p>Mr. Michael Fawthrop  Division Manager of Infrastructure  Infrastructure and Municipal Works Division  City of Cornwall  1225 Ontario Street  Cornwall, Ontario K6H 4E1</p> <p>Kimberley MacDonald  Watershed Planner  Raisin Region Conservation Authority  18045 Stormont, Dundas and Glengarry County Road 2,  South Glengarry, ON K6H 5T2</p>
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**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2021-002**

Department: Social and Housing Services  
Division: Housing Services  
By-law Number: 2021-002  
Report Number: 2021-01-Social and Housing Services  
Meeting Date: January 11, 2021  
Subject: A By-law to authorize the transfer of land from The Corporation of the City of Cornwall to Cornwall and Area Housing Corporation for affordable housing at 550 Ninth Street East legally described as CON 1 PT LOT 7 INCL; RP 52R1840 PARTS 1, 6

Whereas Cornwall has received funding, through the Social Services Relief Fund, Phase 2 Funding Program, for the construction of one new social housing building (Stage 1 with commercial space); and

Whereas the construction of the first build would be a 4-storey building with 33 single units, which includes 5 accessible units, as well as commercial space (approximately 4,100 sq. ft.).

- 13 units at near market rent
- 13 units at 80% of alternate average market rent
- 10 units at rent-geared-to-income

Whereas the construction of the second build would be a 4-storey building with 44 single units, which includes 7 accessible units,

- 18 units at near market rent
- 16 units at 80% of alternate average market rent
- 10 units at rent-geared-to-income

Whereas this project aligns with Council's Strategic Plan to grow quality housing stock, including affordable housing; and

Whereas a build in the City of Cornwall has been recommended, through the Housing Revitalization Plan, as this is where the highest demand is, at present; and

Whereas this site was chosen as it has been identified as a priority site in the draft Housing Revitalization Plan; and

Whereas the Corporation of the City of Cornwall owns the subject property and this new housing project would be transferred to Cornwall and Area Housing Corporation (CAHC) and fall under its portfolio for ongoing administration.

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

1. The Corporation of the City of Cornwall be and is hereby authorized to donate the subject lands to Cornwall and Area Housing Corporation; and
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 11th day of January, 2021.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law 2021-002 Land Transfer 550 Ninth Street East - 2021-01-SHS.docx
Attachments:	
Final Approval Date:	Jan 5, 2021

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

**Meena Mullur - Jan 4, 2021 - 3:49 PM**

**Melissa Morgan - Jan 4, 2021 - 4:08 PM**

**Tracey Bailey - Jan 5, 2021 - 12:23 PM**

**Maureen Adams - Jan 5, 2021 - 4:16 PM**

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

Department: Social and Housing Services  
Division: Housing Services  
Report Number: 2021-03-Social and Housing Services  
Prepared By: Meena Mullur, Program Supervisor, Social Housing Division  
Meeting Date: January 11, 2021  
Subject: Note - Transfer of land from The Corporation of the City of Cornwall to the Cornwall and Area Housing Corporation for affordable housing at 550 Ninth Street East legally described as CON 1 PT LOT 7 INCL; RP 52R1840 PARTS 1, 6

**Purpose**

To authorize the transfer of land from the City of Cornwall to The Cornwall and Area Housing Corporation for affordable housing at 550 Ninth Street East.

**Background / Discussion**

At a meeting of Council on September 8, 2020, Council approved the transfer of the vacant land at 550 Ninth Street East (legally described as CON 1 PT LOT 7 INCL; RP 52R1840 PARTS 1, 6) to Cornwall and Area Housing Corporation for the purposes of affordable and social housing.

### Report Approval Details

Document Title:	Note - Land Transfer 550 Ninth St - 2021-03-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Jan 5, 2021

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

**Meena Mullur - Jan 4, 2021 - 3:51 PM**

**Melissa Morgan - Jan 4, 2021 - 4:07 PM**

**Tracey Bailey - Jan 5, 2021 - 12:24 PM**

**Maureen Adams - Jan 5, 2021 - 4:12 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2021-003**

Department: Social and Housing Services  
Division: Housing Services  
By-law Number: 2021-003  
Report Number: 2021-02-Social and Housing Services  
Meeting Date: January 11, 2021  
Subject: A By-Law to authorize the Social and Housing Services  
Department to access the Ontario Renovates Revolving Loans  
Fund

Whereas the Social and Housing Services Department wishes to access the Revolving Loans Funds; and

Whereas the Social and Housing Services Department as the Service Manager is required to create and maintain revolving loan accounts for the Homeownership and Ontario Renovates components as a pre-requisite to participate in these programs and as a part of the administrative agreement with the Ministry of Municipal Affairs and Housing,

Whereas the funds in the RLF accounts are to be redistributed or reinvested into more projects under the respective components, to reduce the financial implications for the Service Manager.

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

1. That the Service Manager utilize approximately \$15,000 of the Ontario Renovates Revolving Loan fund (RLF), for the purpose of bridging the gap in funding that arose as a result of changes made by the Ministry of Municipal Affairs and Housing, to their reporting protocol framework.

2. That the Revolving Loans Funds be used for split files from previous years, as the funds are not tied to a specific fiscal year.
3. 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 11th day of January, 2021.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### **Report Approval Details**

Document Title:	By-law 2021-003 Use of Revolving Funds - 2021-02-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Jan 5, 2021

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

**Melissa Morgan - Jan 4, 2021 - 3:16 PM**

**Maureen Adams - Jan 5, 2021 - 4:02 PM**



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

Department: Social and Housing Services  
Division: Housing Services  
Report Number: 2021-04-Social and Housing Services  
Prepared By: Mellissa Morgan, Community Housing Supervisor  
Meeting Date: January 11, 2021  
Subject: Note - Use of Ontario Renovates Revolving Loan Funds

**Purpose**

To utilize the Ontario Renovates Revolving Loan Funds for the purpose of bridging the gap in funding caused, because of changes made in the reporting structure by the Ministry of Municipal Affairs and Housing (MMAH).

**Background / Discussion**

The Social and Housing Services Department is responsible for the creation and maintenance of a dedicated account / revolving fund (for at least a period of 20 years) as a prerequisite of program participation for the Ontario Renovates Projects.

The Ontario Renovates program provides financial assistance in the form of a forgivable loan for necessary home repairs for homeowners in the City of Cornwall and the United Counties of Stormont, Dundas, and Glengarry. The program is funded by the federal and provincial governments through the Ministry of Municipal Affairs and Housing (MMAH) and is administered by the Social and Housing Services department as the Service Manager (SM).

When a loan recipient under this program is in default (e.g., home is sold, death of an applicant, bankruptcy, failure to comply with annual updates) any outstanding loan amount must be repaid to the Service Manager. The repaid

funds are deposited into the respective Revolving Loans Fund (RLF) accounts. The funds in the RLF accounts are to be redistributed or reinvested into more projects as per the initial respective components.

The RLF balance as of today is \$771,668.83.

At the end of November 2020, MMAH advised the Social and Housing Services Department that we can no longer split a file / project between different programs or the project cost to be billed over two different years (e.g., project starts in November and completes in April of next year) and that effective immediately all approved projects must be billed in the respective fiscal year of approval.

As the information pertaining to this new process of reporting was shared towards the end of 2020, the Social and Housing Services department is required to utilize RLF money to offset the financial disbursements, of the split files, as identified by MMAH. The amount currently required to offset these files is approximately \$15,000.

The Social and Housing Services Department requires Council approval, to access and utilize the RLF money, as this account was initial established as per the original terms and conditions in the Council approved Investment in Affordable Housing Plan and Contribution Agreement from 2011 (By-law #2011-111).

## **Recommendations**

It is the recommendation of the Social and Housing Services Department that Council approve the utilization of Revolving Loans Fund to assist with the current financial disbursement in the amount of approximately \$15,000.00 and for potential gaps that may arise in the financial disbursement caused due to the changes in the MMAH's reporting structure.

### Report Approval Details

Document Title:	Note - Use of Revolving Funds - 2021-04-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Jan 5, 2021

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

**Mellissa Morgan - Jan 4, 2021 - 3:17 PM**

**Maureen Adams - Jan 5, 2021 - 4:08 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2021-004**

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
By-law Number: 2021-004  
Report Number: 2021-15-Planning, Development and Recreation  
Meeting Date: January 11, 2021  
Subject: Amendment to By-law 2019-099, Hockey Canada World  
Junior A Hockey Challenge

Whereas the City of Cornwall was to host the World Junior A Hockey Challenge event in 2020; and

Whereas Hockey Canada cancelled the 2020 World Junior A Hockey Challenge due to the COVID-19 pandemic; and

Whereas Hockey Canada has agreed to award the 2021 World Junior A Hockey Challenge (known as the “Deferred Championship”) to the City of Cornwall as the Host City to occur in December 2021; and

Whereas this By-law will amend By-law 2019-099 – Agreement with Hockey Canada to host the World Junior A Challenge event in 2020 and authorize the Mayor and Clerk to enter into an Amending Event Hosting Agreement.

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 shall be and is hereby authorized to enter into an Amending Event Hosting Agreement with Hockey Canada to serve as the host site for the World Junior A Hockey Challenge (the “Deferred Championship”) in 2021; and
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 11th day of January, 2021.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

## Report Approval Details

Document Title:	By-law 2021-004 Amendment to World Junior A Challenge Agreement - 2021-15-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**James Fawthrop - Jan 6, 2021 - 3:01 PM**

**Mark A. Boileau - Jan 6, 2021 - 4:39 PM**

**Maureen Adams - Jan 7, 2021 - 8:39 AM**

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

Department: Planning, Development and Recreation  
Division: Parks and Recreation  
Report Number: 2021-16-Planning, Development and Recreation  
Prepared By: James Fawthrop, Division Manager  
Meeting Date: January 11, 2021  
Subject: Note – Amendment to World Junior A Challenge Hosting Agreement

**Purpose**

The by-law before Council is to request authorization to enter into an amending agreement with Hockey Canada for the World Junior A Hockey Challenge in December 2021.

**Background / Discussion**

On March 26, 2019, the City of Cornwall was awarded and entered into an agreement with Hockey Canada to host the World Junior A Hockey Challenge to take place in December 2020.

Hockey Canada cancelled the 2020 event due to the effects across the country and around the world due to the COVID-19 pandemic. As host for the 2020 event, Hockey Canada agreed to award the 2021 World Junior A Hockey Challenge (known as the “Deferred Championship”) to the 2020 Host City, the City of Cornwall, to occur on December 12-18, 2021.

## Report Approval Details

Document Title:	Note - Amendment to World Junior A Challenge Hosting Agreement - 2021-16-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**James Fawthrop - Jan 6, 2021 - 3:01 PM**

**Mark A. Boileau - Jan 6, 2021 - 4:41 PM**

**Maureen Adams - Jan 7, 2021 - 8:39 AM**



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2021-005**

Department: Infrastructure and Municipal Works  
Division: Transit  
By-law Number: 2021-005  
Report Number: 2021-01-Infrastructure and Municipal Works  
Meeting Date: January 11, 2021  
Subject: Transfer Payment Agreement – Municipal Transit Enhanced Cleaning

Whereas in response to the COVID-19 pandemic, the Province of Ontario has agreed to provide funding to the City of Cornwall for the Municipal Transit Enhanced Cleaning;

Whereas The Corporation of the City of Cornwall is desirous to enter into a Transfer Payment Agreement to receive the provincial funding available.

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

1. That The Corporation of the City of Cornwall enter into a Transfer Payment Agreement with the Province of Ontario for the Municipal Transit Enhanced Cleaning funding.
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 11th day of January, 2021.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law 2021-005 Transfer Payment for Enhanced Cleaning - 2021-01-IMW.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Len Tapp - Jan 6, 2021 - 11:40 AM**

**Bill de Wit - Jan 6, 2021 - 11:43 AM**

**Maureen Adams - Jan 7, 2021 - 8:33 AM**

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

Department: Infrastructure and Municipal Works  
Division: Transit  
Report Number: 2021-02-Infrastructure and Municipal Works  
Prepared By: Len Tapp, Division Manager  
Meeting Date: January 11, 2021  
Subject: Note - Agreement - Municipal Transit Enhanced Cleaning  
Funding

**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**

In response to the COVID-19 pandemic, the Province of Ontario is providing funding to municipalities to assist with the enhanced cleaning of its municipal transit fleet.

### Report Approval Details

Document Title:	Note - Transfer Payment for Enhanced Cleaning - 2021-02-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Len Tapp - Jan 6, 2021 - 10:36 AM**

**Bill de Wit - Jan 6, 2021 - 11:42 AM**

**Maureen Adams - Jan 7, 2021 - 8:34 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2021-006**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2021-006  
Report Number: 2021-06-Corporate Services  
Meeting Date: January 11, 2021  
Subject: By-law to amend By-law 2019-041 and to appoint Members of Council to Various Boards (Cornwall Community Woodhouse Museum Board)

Whereas Section 10(1) of the Municipal Act authorizes the municipality to pass a By-law respecting the governance structure of the municipality and its local boards; and

Whereas this By-law will amend By-law 2019-041 to appoint Members of Council to Boards, Committees and Commissions for the term of the present Council to the Cornwall Community Woodhouse Museum Board.

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

1. That Councillor Claude E. McIntosh be appointed to the Cornwall Community Woodhouse Museum Board for the term of the present Council or until such time as the Board, Committee or Commission terminates, if prior to November 14, 2022.

Read, signed, and sealed in open Council this 11th day of January, 2021.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	By-law 2021-006 Appointment of Members of Council to Various Boards - 2021-06-CS.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Manon L. Levesque - Jan 6, 2021 - 1:18 PM**

**Geoffrey Clarke - Jan 6, 2021 - 2:50 PM**

**Maureen Adams - Jan 7, 2021 - 8:37 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2021-007**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2021-007  
Report Number: 2021-09-Planning, Development and Recreation  
Meeting Date: January 11, 2021  
Subject: HOTC 117 Montreal 113 ½ Pitt 12 Second Street West  
Program 2

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

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

Whereas these loans are subsequently registered, on title as applicable and the said Agreements as Mortgages and to further provide and administer municipal funds to the identified property owners under the HOTC Initiative (HOTC#2020-05 117-119 Montreal Road, HOTC#2021-01 113 ½ Pitt Street and HOTC#2021-02 12-16 Second Street West); and

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

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

1. That the following specific HOTC Program 2 (Type I or Type II, respectively) to the following person(s) or their authorized Signing Officer(s) for the following properties:
  - a. HOTC#2020-05 Robert & Michelle Chesebro 117-119 Montreal Road being Part Lot 64, Plan 16 Designated as Part 2, Plan 52R8200; City of Cornwall PIN#60163-0405 (LT) in the amount of \$2,550, pursuant to a Program 2 (Type II) HOTC Funding (Loan) Agreement;
  - b. HOTC#2021-01 Williamstown Mini Storage Inc 113 ½ Pitt Street being Pt Lt 15 N/S First Street Plan Cornwall Part 3, Plan 52R8313; Cornwall PIN #60167-00179 (LT) in the amount of \$30,000, pursuant to a Program 2 (Type II) HOTC Funding (loan) Agreement;
  - c. HOTC#2021-02 Rothmar Holdings Inc 12-16 Second Street West being Part Lots 16, 17 S/S Second St Parts 3,5,7 RP52R1859 Plan Cornwall; Cornwall PIN#60167-0161(LT) in the amount of \$30,000, pursuant to a Program 2 (Type II) HOTC Funding (loan) Agreement; and
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter; and
3. That this By-law take effect on the day of passing by City Council.

Read, signed, and sealed in open Council this 11th day of January, 2021.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor



### Report Approval Details

Document Title:	By-law 2021-007 HOTC 117 Montreal 113 Pitt, 12 Second St W Prog 2 - 2021-09-PDR.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Mary Joyce-Smith - Jan 6, 2021 - 2:58 PM**

**Mark A. Boileau - Jan 6, 2021 - 4:36 PM**

**Maureen Adams - Jan 7, 2021 - 8:43 AM**

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-10-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: January 11, 2021  
Subject: Note - HOTC 117 Montreal 113 ½ Pitt Street 12 Second Street  
West Program 2

**Purpose**

Explanation of Purpose and Effect for HOTC Application Program 2 – Building Restoration & Improvement Agreement to By-law for application HOTC#2020-05 117-119 Montreal Road, HOTC#2021-01 113 ½ Pitt Street and HOTC#2021-02 12-16 Second Street West.

**Background / Discussion**

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

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

### Report Approval Details

Document Title:	Note - HOTC 117 Montreal 113 Pitt 12 Second St W Prog 2 - 2021-10-PDR.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Mary Joyce-Smith - Jan 6, 2021 - 2:59 PM**

**Mark A. Boileau - Jan 6, 2021 - 4:37 PM**

**Maureen Adams - Jan 7, 2021 - 8:35 AM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Confirming By-law 2021-008**

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2021-008  
Report Number 2021-03-Corporate Services  
Meeting Date: January 11, 2021  
Subject: Confirming By-law for the Meeting of January 11, 2021

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, January 11, 2021.

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 #2020-30 of Monday, December 14, 2020.

(b) That the following Minutes of the In Camera Meeting pertaining to the security or part of the property of the Municipality or Local Board, personal matters about an identifiable individual, including municipal or Local Board employees, a proposed or pending acquisition or disposition of land by the Municipality or Local Board, labour relations or employee negotiations, litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or Local Board, advice that is subject to solicitor-client privilege, including communications necessary for the purpose, a matter in respect of which a Council, Board, Committee other body may hold a closed meeting under another Act, or for the purpose of educating or training the members and where no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee, be and the same are hereby adopted:

(i) Regular In-Camera Meeting of Council #2020-14 of Monday, November 23, 2020

(c) That the actions of the Council at its meetings held on Monday, January 11, 2021, 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 11th day of January, 2021.

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Manon L. Levesque  
City Clerk

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Bernadette Clement  
Mayor

### Report Approval Details

Document Title:	Confirming By-law for the Meeting of January 11, 2021 - 2021-03-Corporate Services.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

**Manon L. Levesque - Jan 5, 2021 - 4:37 PM**

**Geoffrey Clarke - Jan 6, 2021 - 3:02 PM**

**Maureen Adams - Jan 7, 2021 - 8:46 AM**