

Agenda
Cornwall City Council

Meeting #: 2021-36
Date: December 13, 2021, 7:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level
Chair: Glen G. Grant, Mayor
Prepared By: Manon L. Levesque, City Clerk

Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of
Monday, December 13, 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 Report 2021-180-PDR Sale of Land
- Item #2 Report 2021-181-PDR Sale of Land
- Item #3 Report 2021-182-PDR Sale of Land
- Item #4 Report 2021-183-PDR Sale of Land

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

Moment of Personal Reflection

Réflexion personnelle

National Anthem

Hymne national

The Acting Mayor for this month is Councillor Elaine MacDonald.

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, November 22, 2021
- Monday, November 29, 2021
- Monday, December 6, 2021

Presentations

Présentations

Delegations

Délégations

Consent Reports

Rapports sur le consentement

1. **Proclamation – Salvation Army Week, 2021-142-Corporate Services** 15

Action Recommended

That Council proclaim the week of December 20 to 24, 2021, as "Salvation Army Week" in the City of Cornwall and to allow its flag to be flown at 340 Pitt Street.

2. **Proclamation – Children's Christmas Fund Week, 2021-146-Corporate Services** 19

Action Recommended

That Council proclaim the week of December 12 to 18, 2021, as "Children's Christmas Fund Week" in the City of Cornwall and allow its flag to be flown at 340 Pitt Street for the duration of that period

3. **November PAC Danis and 102 Sydney/41 First Street East, 2021-175-Planning, Development and Recreation** 22

Action Recommended

That Council approve the following items:

- a. 962101 Ontario Inc. at Danis Avenue for Brownfields funding under Program 4 –Municipal Planning/Development Fees grant based on actual costs for the Committee of Adjustment application for severance and the stamping of the deeds.
- b. 1943217 Ontario Inc. at 102 Sydney Street/41 First Street East for Heart of the City funding under Program 1 Heart of the City Rehabilitation and Redevelopment Grant (Tax Increment Grant) for an estimated value of \$51,425 subject to adjustment for yearly changes in assessment and taxation.

Action Recommended

That Council approve the following items:

- a. 962101 Ontario Inc. at Danis Avenue for Brownfields funding under Program 4 –Municipal Planning/Development Fees grant based on actual costs for the Committee of

Adjustment application for severance and the stamping of the deeds.

- b. 1943217 Ontario Inc. at 102 Sydney Street/41 First Street East for Heart of the City funding under Program 1 Heart of the City Rehabilitation and Redevelopment Grant (Tax Increment Grant) for an estimated value of \$51,425 subject to adjustment for yearly changes in assessment and taxation.

4. Children's Services Business Practice Guidelines for 2022, 2021-37-Social and Housing Services **25**

Action Recommended

That Council approve the 2022 Children's Services Business Practice Guidelines to support 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.

5. Tender 21-T30 Construction of Affordable Housing Complex (9th & McConnell), 2021-122-Financial Services **62**

Action Recommended

That Tender 21-T30 be awarded to Robert J. Bourgon & Associates Limited, from Cornwall, Ontario, at the total bid price of \$18,866,610.08 (net cost to the Corporation - \$16,989,966.74) being the best bid meeting the tender specifications.

6. Tender 21-T36 Design and Installation of Utility Transformer, 2021-124-Financial Services **66**

Action Recommended

That Tender 21-T36 be awarded to Spark Power, from Belleville, Ontario, at the total bid price of \$184,124.61 (net cost to the Corporation - \$165,809.91) being the best bid meeting the tender specifications.

7. RFP Terms of Reference for Business Park Expansion, 2021-123-Financial Services **70**

Action Recommended

That Council receive Report 2021-123-Financial Services.

8. Elected Officials Expense Statements for the Period of October 1 to November 30, 2021, 2021-105-Financial Services **155**

Action Recommended

That Council receive the Statement of Expenses for Elected Officials for the period of October 1 to November 30, 2021.

9. Tax Write-offs / Adjustments, 2021-106-Financial Services 167

Action Recommended

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

10. 2021 Carry Forwards - Capital, 2021-109-Financial Services 173

Action Recommended

That Council approve the carry forward of the capital projects listed on schedule 1 to this Report 2021-109 Financial Services.

11. 2021 Carry Forwards - Operations, 2021-108-Financial Services 179

Action Recommended

That Council approve the carry forwards of 2021 operations to 2022.

Resolutions

Résolutions

Reports from Unfinished Business and Unfinished Business Listing

Rapports des affaires incomplètes

The Unfinished Business Listing for Monday, December 13, 2021, is being presented to Council to receive.

1. Climate Emergency Declaration, 2021-117-Infrastructure and Municipal Works 183

Action Recommended

- a. That Council receive Report #2021-117-IMW;
- b. That Council adopt the Climate Emergency Declaration;
- c. That the City of Cornwall, in consultation with the Environment and Climate Change Committee (ECCC), adopt the national greenhouse gas reduction (GHG) target, which is 40-45 percent below 2005 levels by 2030;
- d. That the City of Cornwall join the Partners for Climate Protection (PCP) by passing the additional Council Resolution and committing to its 5-step framework;

- e. That Administration proceed to develop a Community Climate Action Plan that can realistically achieve the City's greenhouse gas emission reduction targets, and which includes adaptation plans for the expected impacts of climate change, subject to funding;
- f. That Administration further research the concept of implementing a Climate Lens for all City projects and Council decisions, as previously described in report #2021-07-IMW and propose a plan and timeline for implementing a version of one for the City.
- g. That Administration be directed to create a report, with the assistance of the Environment and Climate Change Committee, outlining a process to assess climate adaptation within the community and to determine if joining International Council for Local Environmental Initiatives' (ICLEI) Building Adaptive & Resilient Communities (BARC) is beneficial.

2. Unfinished Business Listing for December 13, 2021, 2021-143-Corporate Services

237

Action Recommended

That Council receive the Unfinished Business Listing for December 13, 2021.

Communication Reports

Communications et rapports

1. Transfer Payments to City Partners, 2021-107-Financial Services

239

Action Recommended

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

New Business Motions

Nouvelles affaires

By-laws

Règlements municipaux

By-laws 2021-131 to 2021-145 inclusive, listed on the Agenda, are being presented to Council for adoption.

1. 2021-131 to amend By-law 2019-009 and to appoint a Member of Council to the Glen Stor Dun Lodge Board of Directors, 2021-149-

242

Corporate Services

- | | | |
|-----|---|-----|
| 2. | 2021-132 Annual Renewal of Service Contracts for Child Care and Early Years Service Providers 2022, 2021-41-Social and Housing Services, 2021-36-Social and Housing Services | 245 |
| 3. | 2021-133 to Authorize the Renewal of the Contract Agreement with Bench Press Limited, 2021-104-Infrastructure and Municipal Works, 2021-105-Infrastructure and Municipal Works | 253 |
| 4. | 2021-134 to accept the transfer of an easement over Part 4 on Reference Plan 52R-8420 for the purpose of maintaining a 250mm sanitary sewer, 2021-111-Infrastructure and Municipal Works, 2021-112-Infrastructure and Municipal Works | 259 |
| 5. | 2021-135 to dedicate lands as public highway and name them Nick Kaneb Drive, 2021-107-Infrastructure and Municipal Works, 2021-118-Infrastructure and Municipal Works, 2021-115-Infrastructure and Municipal Works | 264 |
| 6. | 2021-136 renaming Virginia Drive to Nick Kaneb Drive, 2021-114-Infrastructure and Municipal Works | 269 |
| 7. | 2021-137 to amend the Traffic and Parking By-Law 069-1989, Schedule I – Stopping Restrictions, Schedule II – Parking Restrictions, Schedule XV – Stop Signs and Schedule XVI – Yield Signs, 2021-110-Infrastructure and Municipal Works | 272 |
| 8. | 2021-138 directing and enacting the manner in which the 2022 interim levy authorized by Section 317 of the Municipal Act, 2001 is to be collected, 2021-110-Financial Services, 2021-111-Financial Services | 280 |
| 9. | 2021-139 to provide for the supply and distribution of water and the collection of rates for the use of water and water-related services, 2021-112-Financial Services, 2021-113-Financial Services | 287 |
| 10. | 2021-140 to establish the Sewage Service Surcharge, 2021-114-Financial Services, 2021-115-Financial Services | 293 |
| 11. | 2021-141 to authorize the borrowing of funds to provide financing for capital works and vehicles, 2021-120-Financial Services, 2021-121-Financial Services | 298 |
| 12. | 2021-142 to authorize the spending of expenditures in the current | 304 |

year prior to the adoption of the operational budget, 2021-116-Financial Services, 2021-117-Financial Services

- | | | |
|-----|--|-----|
| 13. | 2021-143 to authorize temporary borrowing until taxes are collected and other revenues are received for the current year, 2021-118-Financial Services, 2021-119-Financial Services | 309 |
| 14. | 2021-144 Automotive Materials Stewardship Funding Agreement., 2021-113-Infrastructure and Municipal Works, 2021-119-Infrastructure and Municipal Works | 314 |
| 15. | 2021-145 HOTC 113 Second Street East and 102 Sydney Program 1, 2021-176-Planning, Development and Recreation, 2021-177-Planning, Development and Recreation | 319 |

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

- | | | |
|----|--|-----|
| 1. | Cancellation of Council Meeting of Monday, October 24, 2022 – Election Day 2022, 2021-145-Corporate Services | 324 |
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Whereas the next Municipal Election is scheduled for Monday, October 24, 2022; and

Whereas the City's Procedural By-law regulates the dates that the Council shall hold its Regular Meetings; and

Whereas the By-law sets the Regular Council Meetings to be held on the second and fourth Mondays of each month (with exceptions); and

Whereas there is a Regular Council Meeting scheduled for Monday, October 24, 2022, the same day as Municipal Election Day; and

Now therefore be it resolved that the Regular Council Meeting scheduled for Monday, October 24, 2022, be and is hereby cancelled as to not conflict with Municipal Election Day 2022.

Confirming By-law

Règlement municipal de ratification

By-law 2021-146, being a By-law to confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday, December 13, 2021, is being presented to Council for adoption.

1. **Confirming By-law for the Meeting of December 13, 2021, 2021-144-Corporate Services**

326

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 10, 2022.



Minutes
Cornwall City Council

Meeting #: 2021-33
Date: Monday, November 22, 2021, 7:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level
Chair: Glen G. Grant, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

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

Attendance Administration: Maureen Adams, CAO, Manon L. Levesque, City Clerk, Debbie Caskenette, Deputy Clerk, Bill de Wit, Acting General Manager, Infrastructure and Municipal Works, Tracey Bailey, General Manager, Financial Services, Mellissa Morgan, Administrator, Social and Housing Services, Jeff Weber, Fire Chief, James Fawthrop, Manager, Recreation and Facilities, Michael Fawthrop, Manager, Infrastructure and Municipal Works, Emma Meldrum, Public Information Coordinator

Guests: Norm Quenneville, Bernard Lamarche, Senior Friendly Community Committee

1. In-Camera Session / Rise and Report from the In-Camera Meeting of Monday, November 22, 2021

There was no In-Camera Session for Monday, November 22, 2021.

2. Moment of Personal Reflection

3. National Anthem

The Acting Mayor for this month is Councillor Dean Hollingsworth.

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. Notice of Motion Item #20.1, Brookdale Avenue Project Reporting, was moved to New Business Motions as Item #17.2.

7. Adoption of Agenda

Moved By: Maurice Dupelle, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt the Agenda, as amended.

Motion Carried

8. Disclosures of Interest

There were no Disclosures of Interest.

9. Committee of the Whole

Moved By: Elaine MacDonald, Councillor

Seconded By: Eric Bergeron, Councillor

Motion to go into Committee of the Whole.

Motion Carried

10. Adoption of Minutes

Moved By: Maurice Dupelle, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to adopt the Regular Minutes of Monday, November 8, 2021, as presented.

Motion Carried

11. Presentations

1. Senior Friendly Community Committee Annual Update by Norm Quenneville, Committee Member, and Bernard Lamarche, Chair, 2021-139-Corporate Services

Norm Quenneville, Committee Member, and Bernard Lamarche, Chair, of the Senior Friendly Community Committee presented an update of the Committee's 2021 activities and proposed initiatives for 2022 in their annual report to Council.

12. Delegations

There were no Delegations.

13. Consent Reports

1. Third Quarter Financial Results 2021, 2021-103-Financial Services

Moved By: Maurice Dupelle, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to receive the Third Quarter Financial Results for the period ending September 30, 2021.

Motion Carried

14. Resolutions

There were no Resolutions.

15. Reports from Unfinished Business and Unfinished Business Listing

1. Unfinished Business Listing for November 22, 2021, 2021-141-Corporate Services

Moved By: Syd Gardiner, Councillor

Seconded By: Justin Towndale, Councillor

Motion to receive the Unfinished Business Listing for November 22, 2021.

Motion Carried

16. Communication Reports

1. 2021 Annual Report for the Municipal Grants Program, 2021-102-Financial Services

Moved By: Todd Bennett, Councillor

Seconded By: Dean Hollingsworth, Councillor

1. Motion to receive Report 2021-102-Financial Services as the 2021 Annual Report for the Municipal Grants Program.
2. Motion to approve the recommended changes to the Municipal Grants Policy FI-2020-01-27-4 attached as Appendix A.
3. Motion to approve the recommended changes to the Municipal Grants Program Guidelines attached as Appendix B.

Motion Carried

17. New Business Motions

1. Pedestrian Crosswalk on Second Street West, 2021-23-Council Members

Moved By: Justin Towndale, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to direct Administration to prepare a report on the option of installing a signalled crosswalk on Second Street West in the vicinity of Riverdale Terrace and include the costing for the crosswalk in the 2022 budget.

Motion Defeated

2. Brookdale Avenue Project Reporting, 2021-24-Council Members

This item was moved from Notices of Motion, Item #20.1 for discussion.

Moved By: Justin Towndale, Councillor

Seconded By: Eric Bergeron, Councillor

Motion to direct Administration to prepare a final report on the Brookdale Avenue North Sanitary Sewer Extension project.

Motion Defeated

18. By-laws

Moved By: Claude E. McIntosh, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt By-laws 2021-126 to 2021-129 as listed on the Agenda.

Motion Carried

1. By-law 2021-126 Connecting Links Funding Application for an Environmental Assessment for Brookdale Avenue from Seventh Street to Fourteenth Street, 2021-99-Infrastructure and Municipal Works
2. By-law 2021-127 To authorize a Memorandum of Understanding with the Riverside Snowmobile Club Inc., 2021-170-Planning, Development and Recreation, 2021-171-Planning, Development and Recreation
3. By-law 2021-128 To Authorize the Division Manager of Building and By-law Division to enter into a Deputization Agreement, 2021-172-Planning, Development and Recreation, 2021-173-Planning, Development and Recreation
4. By-law 2021-129 To Amend Agreement with Ministry of Agriculture, Food and Rural Affairs, 2021-174-Planning, Development and Recreation

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

1. Councillor Syd Gardiner presented a brief overview of a virtual conference that he recently attended for the Association of Local Public Health Units.
2. Councillor Elaine MacDonald gave a shout out of appreciation to Terry Muir, Parade Organizer, the Optimist Club and the local Service Clubs for their hard work in organizing the Santa Claus Parade on such short notice. Councillor MacDonald also expressed her appreciation to Cornwall Transit for their brightly decorated transit bus in the parade.
3. Councillor MacDonald reminded the community of the Holiday Sparkle event taking place in Lamoureux Park from December 9 to 18, 2021, organized by Kelly Bergeron of experienCity.

20. Notices of Motion

1. Brookdale Avenue Project Reporting, 2021-24-Council Members

This item was moved to New Business Motions as Item #17.2 for discussion.

21. Confirming By-law

1. Confirming By-law for the Meeting of November 22, 2021, 2021-140-Corporate Services

Moved By: Maurice Dupelle, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt the Confirming By-law for the Meeting of November 22, 2021.

Motion Carried

22. Adjournment and Next Regular Meeting of Council

The next Special Public Meeting of Council will be held on Monday, November 29, 2021.

The next Regular Public Meeting of Council will be held on Monday, December 13, 2021.

Moved By: Elaine MacDonald, Councillor

Seconded By: Eric Bergeron, Councillor

Motion to adjourn the Regular Meeting of Council of November 22, 2021, at 8:00 p.m.

Motion Carried

Manon L. Levesque, City Clerk

Glen G. Grant, Mayor



Minutes
Cornwall City Council

Meeting #: 2021-34
Date: Monday, November 29, 2021, 5:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,
Ontario, K6H 6G4, Salon B, Lower Level
Chair: Glen G. Grant, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

Attendance Committee Members: Claude E. McIntosh, Councillor, Elaine MacDonald, Councillor (arrived at 6:48 p.m.), Syd Gardiner, Councillor, Dean Hollingsworth, Councillor, Carilyne Hébert, Councillor, Maurice Dupelle, Councillor (arrived at 5:10 p.m.), Glen Grant, Mayor, Todd Bennett, Councillor, Eric Bergeron, Councillor, Denis Carr, Councillor

Regrets: Justin Towndale, Councillor

Attendance Administration: Maureen Adams, CAO, Manon L. Levesque, City Clerk, Debbie Caskenette, Deputy Clerk, Bill de Wit, Acting General Manager, Infrastructure and Municipal Works, Tracey Bailey, General Manager, Financial Services, Michael Fawthrop, Manager, Infrastructure, Paul Scrimshaw, Manager, Accounting, Shawn O'Brien, Manager, Municipal Works, Justin Cordell, Accounting & Budget Coordinator, Owen O'Keefe, Supervisor, Water Purification Plant, Pat Carriere, Supervisor, Wastewater Treatment, Dan Drouin, Supervisor, Water and Sewer, Dan Lauzon, Environmental Services Project Supervisor, Suday Jain, Team Lead Special Projects, Emma Meldrum, Public Information Coordinator

1. Roll Call

2. Opening

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

3. Adoption of Agenda

Moved By: Syd Gardiner, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to adopt the Agenda as presented.

Motion Carried

4. Disclosures of Interest

There were no Disclosures of Interest.

5. Committee of the Whole

Moved By: Carilyne Hébert, Councillor

Seconded By: Todd Bennett, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

6. Presentations and Reports

1. 2022 Water and Wastewater Budget, 2021-104-Financial Services

Bill de Wit, Acting General Manager, Infrastructure and Municipal Works and Tracey Bailey, Chief Financial Officer made a joint presentation on the 2022 Water and Wastewater Budget.

Mr. de Wit outlined the goals and objectives of the 2022 Budget and how it aligns towards financial sustainability with the Water and Wastewater Financial Plan and the City's Strategic Plan. Mr. de Wit provided an overview of the proposed 2022 wastewater capital projects.

Michael Fawthrop, Manager, Infrastructure and Municipal Works stated that the 2022 Budget focused on the maintenance and replacement of current water system infrastructure while addressing the backlog. The current backlog as of the end of 2021 has been reduced to \$33.6 million when compared to \$41.2 million identified in the 2016 Asset Management Plan.

Mr. Fawthrop briefly described the proposed water infrastructure capital projects to be undertaken in 2022.

Tracey Bailey presented the financial and management framework of the 2022 Budget. Ms. Bailey noted that the water and wastewater rates were based on the recommendations of the Water Conservation and Servicing Master Plan. Aligning the budget with the Plan would address the existing inequities between the flat (per fixture) customers and the metered (consumptive) customers.

Ms. Bailey stated that the 2022 budget was prepared utilizing the 2021 surplus funds in the water reserves to decrease the planned rate increases. The 2022 Water and Wastewater Budget reflects a combined budget increase of 2.99% or \$578,237 to the utility billings from the 2021 Budget. The increase on the average residential property is estimated to be \$16.

Moved By: Eric Bergeron, Councillor

Seconded By: Claude E. McIntosh, Councillor

Motion to receive the 2022 Water and Wastewater Budget and approve the rates for 2022 at an increase of 1.59% for flat (per fixture) customers and 10% for metered (consumptive) customers.

Motion Carried

7. Adjournment

The next Regular Public Meeting of Council will be held on Monday, December 13, 2021.

Moved By: Carilyne Hébert, Councillor

Seconded By: Maurice Dupelle, Councillor

Motion to adjourn the Special Meeting of November 29, 2021, at 7:00 p.m.

Motion Carried

Manon L. Levesque, City Clerk

Glen G. Grant, Mayor



Minutes
Cornwall City Council

Meeting #: 2021-35
Date: Monday, December 6, 2021, 5:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,
Ontario, K6H 6G4, Salon B, Lower Level
Chair: Glen G. Grant, Mayor
Prepared By: Debbie Caskenette, Deputy Clerk

Attendance Committee Members: Claude E. McIntosh, Councillor, Syd Gardiner, Councillor, Dean Hollingsworth, Councillor, Maurice Dupelle, Councillor, Glen Grant, Mayor, Todd Bennett, Councillor, Justin Towndale, Councillor, Eric Bergeron, Councillor, Denis Carr, Councillor

Regrets: Elaine MacDonald, Councillor, Carilyne Hébert, Councillor

Attendance Administration: Maureen Adams, CAO, Manon L. Levesque, City Clerk, Mark A. Boileau, General Manager, Planning, Development and Recreation

1. Roll Call

2. Opening

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

3. Adoption of Agenda

Moved By: Syd Gardiner, Councillor

Seconded By: Justin Towndale, Councillor

Motion to adopt the Agenda, as presented.

Motion Carried

4. Disclosures of Interest

There were no Disclosures of Interest.

5. Committee of the Whole

Moved By: Maurice Dupelle, Councillor

Seconded By: Todd Bennett, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

6. Report

1. Holiday Sparkle, 2021-148-Corporate Services

Moved By: Justin Towndale, Councillor

Seconded By: Todd Bennett, Councillor

Motion to recognize Holiday Sparkle which will be held on December 9, 10, 11 and 16, 17 and 18, 2021, from 5:00 p.m. to 11:00 p.m., as an event of municipal significance.

Motion Carried

7. Adjournment

The next Regular Public Meeting of Council will be held on Monday, December 13, 2021.

Moved By: Todd Bennett, Councillor

Seconded By: Eric Bergeron, Councillor

Motion to adjourn the Special Meeting of December 6, 2021, at 5:06 p.m.

Motion Carried

Manon L. Levesque, City Clerk

Glen G. Grant, Mayor

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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2021-142-Corporate Services
Prepared By: Debbie Caskenette, Deputy Clerk
Meeting Date: December 13, 2021
Subject: Proclamation – Salvation Army Week

Purpose

To proclaim the week of December 20 to 24, 2021, as “Salvation Army Week” in the City of Cornwall and to allow its flag to be flown at 340 Pitt Street.

Recommendation

That Council proclaim the week of December 20 to 24, 2021, as “Salvation Army Week” in the City of Cornwall and to allow its flag to be flown at 340 Pitt Street.

Background / Discussion

The Governing Council of The Salvation Army requesting that Council proclaim December 20 to 24, 2021, as "Salvation Army Week".

As part of the celebration, a Flag Raising ceremony will be held at 340 Pitt Street Courtyard on Monday, December 20, 2021.

Document Title:	Proclamation - Salvation Army Week - 2021-142-Corporate Services.docx
Attachments:	- Proclamation - Salvation Army Week.pdf
Final Approval Date:	Dec 7, 2021

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

Geoffrey Clarke - Dec 7, 2021 - 11:08 AM

Maureen Adams - Dec 7, 2021 - 7:09 PM

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

Hello,

Please note the following response to Request Proclamation - Flag-Raising - Lights has been submitted at Monday October 25th 2021 1:19 PM with reference number 2021-10-25-036.

- **Your name:**
Alex Kuziw
- **Your organization:**
Governing Council of The Salvation Army
- **Phone number:**
4164192857
- **Email address:**
alex.kuziw@salvationarmy.ca
- **Your special event:**
Salvation Army Week
- **Date(s) of the event:**
December 20th, 2021 to December 24th, 2021
- **My organization is interested in...**
Proclamation at Council, Flag-Raising, Lights at Fountain
- **Requested text for proclamation:**
WHEREAS, The Salvation Army is the largest non-governmental service provider in Canada; and

WHEREAS, The Salvation Army has been caring for men, women, and children in Cornwall and across Canada for over 135 years, as well as to celebrate and recognize the work and dedication of the volunteers who have helped us continue our work to the communities we serve; and

WHEREAS, The Salvation Army is distinguished by its compassion and commitment towards those it serves across a broad range of services and programs like food banks, homeless shelters, thrift stores, mental health counselling, correctional & justice services, community & family services and many more; and

WHEREAS, The Salvation Army's annual Christmas Kettle Campaign is a symbol of hope to people who receive care from The Salvation Army in Cornwall each year;

Therefore, I, Glen Grant, Mayor of the City of Cornwall, do hereby proclaim the week of December 20th to 24th, 2021 The Salvation Army Week in Cornwall to support The Salvation Army's efforts to give hope to people in need in our community.

- **Requested date for proclamation (council is held the 2nd and 4th Monday of each month with the exception of March, July and August):**
December 20th, 2021
- **Requested date(s) and time for flag-raising:**
December 20th, 2021 at 10am
- **Requested City representative(s) for flag-raising:**
Scarborough
- **Requested colours for Fountain:**
Red and White
- **Requested dates to have these colours in place:**
December 20th, 2021 to December 24th, 2021

[This is an automated email notification -- please do not respond]

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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2021-146-Corporate Services
Prepared By: Debbie Caskenette, Deputy Clerk
Meeting Date: December 13, 2021
Subject: Proclamation – Children's Christmas Fund Week

Purpose

To proclaim the week of December 12 to 18, 2021, as "Children's Christmas Fund Week" in the City of Cornwall and to allow its flag to be flown at 340 Pitt Street for the duration of that period.

Recommendation

That Council proclaim the week of December 12 to 18, 2021, as "Children's Christmas Fund Week" in the City of Cornwall and allow its flag to be flown at 340 Pitt Street for the duration of that period

Background / Discussion

The Board of Directors of the Children's Christmas Fund is requesting that Council declare the week of December 12 to 18, 2021, as "Children's Christmas Fund Week" in the City of Cornwall and that its flag be flown at 340 Pitt Street for the duration of that period.

Document Title:	Proclamation - Childen's Christmas Fund Week - 2021-146-Corporate Services.docx
Attachments:	- Proclamation Request Children's Christmas Fund.pdf
Final Approval Date:	Dec 7, 2021

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

Geoffrey Clarke - Dec 7, 2021 - 11:09 AM

Maureen Adams - Dec 7, 2021 - 7:15 PM



SERVICE CLUB COUNCIL
P.O. BOX 2002
CORNWALL, ON K6H 5V2
CONSEIL DES CLUBS SOCIAUX



Help us to Help Others • Aidez-nous à aider les autres
24 November 2021.

His Worship
Mr. Glen Grant,
Mayor of the City of CORNWALL
P.O. Box 877
Cornwall, Ontario.

Dear Mayor *Glen* Glen:

The Board of Directors of the **Children's Christmas Fund** request you and City Council declare the week starting Sunday December 12th **Children's Christmas Fund Week**, in preparation for distribution days. We ask that our flag be raised for that that period.

It has been almost a hundred (100) years, since a Service Club of the Cornwall helped the less fortunate of the City, at Christmas.

The Children's Christmas Fund is continuing to promote the "Spirit of Christmas" by helping to making Christmas Day, **for CHILDREN**, different from any other day.

Since then, it we estimated that the **Fund** and the **Citizens** of Cornwall have raised over \$1,250,000.00 and distributed food to over 30 thousand families.
Last Christmas season we assisted 1,269 family units.

The **Fund** with the help of The Salvation Army and Agape Centre are pleased to present **Community Christmas 2021**.

We anticipated that **Community Christmas 2021** would help 1,400 family units. The distribution food to these families will be on Monday and Tuesday, December 20th and 21st, from the Cornwall Civic Complex.,

The Community Christmas 2021 committee wishes you, Mayor Glen Grant, City Council and its staff a Very Merry Christmas.

Sincerely yours,

Peter C. Morgan
Peter C. Morgan, Chairman.

Army, Navy & Air Force
Veterans in Canada
Unit 342 Inc.

Catholic Women's League

Cornwall Lions Club

Cornwall Optimist Club

Club Richelieu

Kinette Club of Cornwall

Kinsmen Club of Cornwall

Kiwanis Club of Cornwall

Knights of Columbus
Councils 755,
7229, 9929

Moose Lodge

Optimist Club of Lancaster

R.C.A.F. Assoc.- Wing 424

Rotary Club of Cornwall

Rotary Club of Cornwall
Sunrise - Inc.

Royal Canadian Legion
Branch 297

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

Department: Planning, Development and Recreation
Division: Planning
Report Number: 2021-175-Planning, Development and Recreation
Prepared By: Dana McLean, Development Coordinator
Meeting Date: December 13, 2021
Subject: November PAC Danis and 102 Sydney/41 First Street East

Purpose

To approve the hereafter two (2) mentioned items, under the Brownfields and Heart of the City Community Improvement Plan, recommended for approval at the November CPPEG: BR#2021-05 Danis Avenue and HOTC#2018-01 Addendum 102 Sydney Street and 41 First Street East.

Recommendation

That Council approve the following items:

- a. 962101 Ontario Inc. at Danis Avenue for Brownfields funding under Program 4 –Municipal Planning/Development Fees grant based on actual costs for the Committee of Adjustment application for severance and the stamping of the deeds.
- b. 1943217 Ontario Inc. at 102 Sydney Street/41 First Street East for Heart of the City funding under Program 1 Heart of the City Rehabilitation and Redevelopment Grant (Tax Increment Grant) for an estimated value of \$51,425 subject to adjustment for yearly changes in assessment and taxation.

Financial Implications

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

The tax increment grant under the Brownfield program is leveraging the increased assessment and property taxation generated by the site redevelopment. And does not have any immediate impact on the operating budget.

Strategic Priority Implications

The City's Community Improvement Plan (CIP) programs support local property owners looking to redevelop their properties. This has helped to attract new businesses to the area, as well as the conversion of some commercial space to residential.

The proposed Brownfields development along Danis Avenue is for 3 semi-detached dwellings with 4 units as rental units for affordable housing. The combined total is 12 new residential units.

102 Sydney Street and 41 First Street East are 2 attached buildings on one property. With the assistance of the Heart of the City funding programs the buildings were fully renovated and 102 Sydney was a commercial conversion to 3 new residential rental units. The redevelopment resulted in an increase of \$381,000 in assessment value.

Background / Discussion

Motion to endorse the PAC recommendation as presented.

BR#2021-05 Danis Ave

Moved by: Carilyne Hébert, Councillor

Seconded by: Maurice Dupelle

Carried

HOTC#2018-01 Addendum 102 Sydney Street/41 First Street East

Moved by: Denis Carr, Councillor

Seconded by: Glen G. Grant, Mayor

Carried

Document Title:	November PAC Danis and 102 Sydney - 2021-175-PDR.docx
Attachments:	
Final Approval Date:	Nov 22, 2021

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

Mary Joyce-Smith - Nov 18, 2021 - 2:49 PM

Mark A. Boileau - Nov 19, 2021 - 2:57 PM

Maureen Adams - Nov 22, 2021 - 9:32 AM

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

Department: Social and Housing Services
Division: Child Care
Report Number: 2021-37-Social and Housing Services
Prepared By: Kristine Greaves, Manager, Children's Services
Meeting Date: December 13, 2021
Subject: Children's Services Business Practice Guidelines for 2022

Purpose

To seek Council approval for the annual update to the Children's Services Business Practice Guidelines for Child Care Service Operators. This guideline informs operators of programs and services offered as well as how to apply for and access special purpose funding.

Recommendation

That Council approve the 2022 Children's Services Business Practice Guidelines to support the distribution of Special Purpose, General Operating and Fee Subsidy Funding to Operators that have a service contract with the City of Cornwall as outlined in the background discussion of this report.

Financial Implications

The City of Cornwall Children's Services Division will continue to receive provincial funding. Special Purpose, General Operating and Fee Subsidy Funding is distributed to child care operators as per the guidelines as set out in the attached document. The Business Practice Guidelines are based upon the Ontario Child Care Service Management and Funding Guideline as provided to the department by the Ministry of Education.

Strategic Priority Implications

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

Background / Discussion

The Children's Services Division originally developed Business Practice Guidelines in 2013. These guidelines are reviewed and updated on an annual basis and are based on the Ministry's *Ontario Child Care Service Management and Funding Guidelines* as well as the Division's understanding of the current child care system.

The original guidelines were approved by Council at the June 24, 2013 Council meeting and revisions have been approved annually. The last update was approved at the December 14, 2020 Council meeting. Operators continue to submit requests for funds using these guidelines.

The Business Practice Guidelines and procedures were developed to inform child care operators about support services that are available to them as well as to support the process of applying for the various expense categories. These guidelines are reviewed by the Children's Services Division on an annual basis and revisions are recommended based on the needs of the current child care system. Revisions for 2022 that are most noteworthy include:

- I. The calculation for the distribution of the general operating grant will now be based on operating capacity which demonstrates a more accurate reflection of the financial need for each child care operator.
- II. Other minor updates to ensure the guidelines reflect current programs offered as well as the current provincial funding requirements.

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

Accessibility Impact

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

Document Title:	Children's Services Business Practice Guidelines for 2022 - 2021-37-Social and Housing Services.docx
Attachments:	- 2022 Business Practice Guidelines.docx
Final Approval Date:	Dec 6, 2021

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

Melissa Morgan - Nov 29, 2021 - 10:33 AM

Maureen Adams - Dec 6, 2021 - 11:20 AM



City of Cornwall Children's Services Division

Child Care Business Practice Guideline 2022

For Child Care Service Operators

January 2022

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Introduction

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

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

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

Policies

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

- Serious incident reporting
- Conflict of Interest

Serious Incident Reporting

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

At times, other serious incidents may occur that are not required to be reported through CCLS. These serious incidents must be reported directly to the Children's Services Manager via email at kgreaves@cornwall.ca.

Serious incidents that must be reported to the service system manager include:

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

Conflict of Interest

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

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

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

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

Service operators must advise the Children's Services Division immediately should a conflict of interest arise.

Child Care Fee Subsidy

Overview

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

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

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

- **Full Day:** Services consisting of 6 or more hours of care (as per the Ministry of Education's definition of full day care).
- **Half Day:** Services consisting of less than 6 hours of care
- **Before and/or After School Care:** Services accessed prior to the start of the school day and/or after the end of a school day
- **Extended hours:** before 7:00 a.m. and/or after 6:00 p.m.
- **Additional Days for School Aged Children,** as per full day and/or half day as listed above: to allow for children who normally attend care only for before and/or after school to access care on school breaks and snow days.
- **Varied Schedule:** Care is approved as a 'varied schedule' for families who do not work set shifts and therefore the days and hours that care is required will change from week to week. Based on the average number of hours that the parent(s) typically work, care will be approved for either 3 days per week or 5 days per week.

For child care centres who are closed on statutory holidays fee subsidy will only be paid if the child would have normally attended and only at the rate of their regular care code.

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

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

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

Child Care Division Responsibilities

Child Care fee subsidy will be paid to the Child Care Service Operator as per the operator’s posted daily rates. Daily rates are paid based on the age of the child. The foregoing fees will be supplemented by an amount of \$5.00 per hour for the provision of non-traditional hour services on a weekend, during evening hours or overnight (Before 7:00 a.m. & after 6:00 p.m.).

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

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

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

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

Children’s Services staff conducts ongoing reviews with families to verify continued eligibility and will inform the Child Care Program of any relevant changes to subsidy or forthcoming withdrawals.

Child Care Operator Responsibilities

Child Care Service Operators are required to report attendance monthly. Authorized individuals within the Child Care Program must verify the actual days/times of attendance, as per the approved schedule, at the applicable child care program. This must be completed and submitted to the Corporation on or before the 10th day of each month to enable payment to the Child Care Program. Once received, Children's Services will process and pay the attendance invoice within 14 days.

Child care operators are required to monitor attendance and ensure the approved schedule is being followed. Should a family indicate to an operator a change in schedule, please direct them to communicate with their Case Manager for approval. Attendance will only be approved as per the most recent Notification of Fee Subsidy form that has been sent to the centre. Should a client attend care outside of this schedule, it will be the center's responsibility to collect fees for any additional hours and/or days directly from the family. Child care operators must inform Children's Services of all program closures, both planned and unplanned. Child care operators may not bill for days where they choose not to operate (for example, if you choose not to operate between Christmas and New Year's, you cannot bill for these days).

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

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

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

Termination and Withdrawal from a Program

Five (5) consecutive days of absence without notice to the child care provider is considered to be “withdrawal without notice”. The child care program shall notify child care services immediately of five (5) consecutive scheduled days of absence.

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

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

Children’s Services staff will inform the child care operator in a timely manner of termination dates should a family no longer need and/or qualify for child care fee subsidy.

Confidentiality

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

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

Special Purpose Funding

Service Objectives

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

Special Purpose funds will be distributed in accordance to operators that have a current service contract with the City of Cornwall.

Purposes, Goals and Objectives

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

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

The key goals of the procurement process that the City of Cornwall is committed to achieve in order to maintain the integrity of the process and protect the interests of the Corporation and the public are to ensure the best possible quality of goods and services at the best possible cost, accountability, fairness, objectivity, efficiency, effectiveness and transparency.

Restrictions

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

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

Application Process

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

1. Applications will be accepted from child care operators that have a current service contract with the City of Cornwall.
2. Application forms can be obtained on the City of Cornwall website by visiting the following link:
<https://www.cornwall.ca/en/live-here/Resources-for-child-care-operators.aspx>
3. Applicants will complete the appropriate application form(s) and e-mail their application(s) along with the applicable supporting documents to: khilworth@cornwall.ca and kgreaves@cornwall.ca

Please refer to the following 7 points of clarification regarding the application process.

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

The Special Purpose (Repairs and Maintenance, Capacity Building, Transformation Funding and Play Based Material and Equipment) funding is subject to the following 8 conditions:

1. All applications for Special Purpose funding must be submitted on the designated forms provided by the City of Cornwall.
2. All requested items/services that are in excess of \$5,000.00 (before taxes) must be supported by a minimum of three (3) separate written, competitive quotes prior to the purchase of the item/service. All quotes must be for comparable items/services and must be detailed, including all products/services that will be provided. All quotes must be submitted to the City of Cornwall on the Quotation Summary Form. If the operator chooses to accept a quote that is not the lowest quote submitted, an explanation and request for approval must be submitted to the City of Cornwall prior to the purchase. Funding may be restricted to the totality of the lowest quote.
3. Funding over \$150,000 is subject to City Council approval.
4. Estimates and costs requested from the City must exclude HST rebates, energy efficient rebates, discounts, etc.
5. Special Purpose items/services that are approved may not be substituted unless prior approval has been requested and granted through the City of Cornwall.
6. If there are any remaining funds after the purchase of items/services, this amount must be immediately reported to the City of Cornwall for reimbursement.
7. The operator will be responsible for the difference of any cost that exceeds the approved Special Purpose items/services allocation.
8. All Special Purpose Funding allocations must be spent by the operator by December 31st of each calendar year. All projects must be completed (delivered, installed, etc..) in the same calendar year that the money was received and spent.

Note: Applications for Special Purpose funding is subject to change based on demand and available budget.

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

Guidelines for Repairs and Maintenance Funding

Repairs and Maintenance funding is intended to assist both non-profit and for-

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

Common areas of repairs and maintenance concerns include:

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

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

Application Process for Repairs and Maintenance Funding

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

Please refer to the following 5 points of clarification regarding the application process:

1. All applications must be received annually by July 15th. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date.
2. Applications will only be considered for operators with a current lease with 12 months or more remaining at application date
3. Applications for large projects such as those listed in the “Major Systems” category above will not be considered for operators who do not have long-term lease agreements of 10 (ten) or more years.
4. Operators will not sell, change the use or otherwise dispose of child care resources obtained through Repairs and Maintenance funds without the prior written consent of the Corporation, which may be given subject to such condition as the Corporation deems advisable. In the event that the Operator should no longer require the resources or should close their doors, the resources will remain the property of the Corporation and be returned to the Corporation.
5. The City of Cornwall may conduct site visits to confirm that funding was used for the approved purpose(s).

Guidelines for Capacity Building Funding

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

Capacity Building events hosted by the City of Cornwall Children’s Services Division and other local events within the City of Cornwall or the Counties of S.D. & G. will be prioritized for this funding stream. For Capacity Building events hosted by Children’s Services, it is an expectation that 72 hours’ notice will be provided for any staff cancellations of attendance. Applications for Capacity Building funds will be prioritized based on need and available funds.

Capacity Building funds will also be prioritized to support front-line workers to

attend professional development opportunities. Front-line staff are defined as staff who are counted in the daily staff-child ratios. Supervisors, cooks, custodial staff, and other administrative staff are not considered to be front-line staff. Funding for non-frontline staff will be approved only for professional development opportunities that directly support their role and/or at the discretion of the Children's Services Manager.

Allowable expenses may include the following 7 components:

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

Application Process for Capacity Building Funding

The application cycle for this funding will be continuous and ongoing to allow us to respond to the child care community needs as they arise. Applications will be

accepted throughout the year with an expectation that applications are submitted within 45 days of the professional development opportunity. All applications must be received annually by November 30th. In the event of extenuating circumstances, the City of Cornwall may consider applications after this date.

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

Please refer to the following 2 points of clarification regarding the application process:

1. Training costs require invoices marked “Paid” and a copy of a cancelled cheque or proof of payment.
2. For First Aid and CPR trainings, as well as other certificate trainings, a copy of the certificate must be submitted to the City.

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

Guidelines for Transformation Funding

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

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

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

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

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

Guidelines for Play Based Material and Equipment Funding

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

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

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

Application Process for Play Based Material and Equipment Funding

Applications will be accepted from child care operators that have a current service contract with the City of Cornwall, Children's Services Division.

Please refer to the following 2 points of clarification regarding the application process:

1. All applications will be prioritized based on need and available funds and must be received annually by September 30th. In the event of extenuating circumstances, the City of Cornwall may consider

applications after this date. Funding for new licensed spaces will only be issued for approved planned expansion (0 to 3.8 years).

2. Operators will not sell, change the use or otherwise dispose of child care resources obtained through Play Based Material and Equipment funds without the prior written consent of the Corporation, which may be given subject to such condition as the Corporation deems advisable. In the event that the Operator should no longer require the resources or should close their doors, the resources will remain the property of the Corporation and be returned to the Corporation.

General Operating Grant Funding

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

Priorities

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

1. Stabilizing and transforming the existing child care system to enable higher-quality, consistent services;
2. Allocating funds efficiently, equitably and with transparency;
3. Increasing choice, convenience and reliability for parents;
4. Supporting licensed home child care agencies and strengthening the licensed home child care system through predictable and consistent base funding;
5. Supporting programs that serve the diverse needs of the community, including children with special needs, Indigenous children and Francophone children;

Key considerations that must be supported with general operating allocations include the following 6 factors:

1. Stabilizing child care fees;
2. Retaining qualified stable staffing and supporting quality programming;
3. Mitigating higher operating costs for younger age groups (ages 0-3.8);
4. Supporting the implementation of the Schools-First Child

- Care Capital Retrofit policy (e.g. converting licensed child care spaces in schools for younger age groups);
5. Prioritizing funding based on child care licensing history, financial history and viability of programs; and
 6. Capacity of programs to access funds through other means.

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

Eligibility Criteria

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

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

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

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

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

Implementation

Licensed, non-profit operators currently in the child care system and that have a service contract with the City are eligible to receive general operating grant funding. Expansion of current programs must be approved by the municipality and will only be considered for younger age groups (ages 0 to 3.8).

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

1. Operating Capacity: The number of children per age group the centre is able to accommodate based on current staffing levels;
2. Staff: Child ratio requirements for each age group;
3. Incentive for rural programs;
4. Incentive for third party operated programs in schools;
5. Incentive for Francophone programs;
6. Incentive for programs that operate 24 hours a day;
7. For home child care providers, a point system based on number of hours of care and ages of the children served. In addition, an incentive will be offered for home child care providers who have their Early Childhood Education diploma and are registered with the College of Early Childhood Educators of Ontario.

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

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

Allowable Expenses

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

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

Inadmissible Expenses

The following 6 expenses are considered inadmissible:

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

Accountability

Please refer to the following 4 elements of the accountability criteria:

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

Inclusion Services (Special Needs Resourcing)

The Ministry of Education's vision for the Early Years and Child Care states that *"All children and families have access to a range of high-quality, inclusive and affordable early years and child care programs and services that are child- and family-centred and contribute to children's learning, development and well-being."*

About Special Needs Resourcing

Special Needs Resourcing services support the inclusion of children with special needs in licensed child care settings, including home child care, camps and "children's recreation programs", at no additional cost to parents / guardians.

The intent of Special Needs Resourcing Services is twofold:

- To support the inclusion of all children in early years programs; and
- To increase the capacity of program staff to be confident and capable of providing an inclusive quality program for all children; therefore, the client is the licensed child care centre and its staff.

As Service System Manager, the City of Cornwall Children's Services Division is responsible and accountable for the planning and management of Special Needs Resourcing services within Cornwall and the Counties of Stormont, Dundas and Glengarry.

Overview of Special Needs Resourcing Services

1. Identification of Need for Services (additional supports) at the child care setting.
2. Request, by the child care setting, for services through the City of Cornwall Child Care Division
3. Observations, Recommendations and Coaching conducted by the City of Cornwall's Child Care Advisors for Special Needs Resourcing
4. Referral to Community Living Stormont County's Early Childhood Integration Consultation services, if required for more specialized and/or intensive needs
5. Observations, Recommendations, and Intensive Coaching conducted by Community Living's Integration Advisors Child Care Advisors
6. Increased Capacity of the child care staff and therefore decreased support required.

Every time Special Needs Resourcing services are activated the service provider assembles the team who will work together to ensure the successful inclusion of all children into the program. This team will consist of the following members: the

Child Care Advisor, Integration Advisor (if applicable), the Child Care Program Supervisor, the Child Care Program staff who work directly in the class receiving support, the parents/guardians, and other early years professionals as applicable.

Note: Not all child care programs that have children with special needs enrolled will require additional supports; and not all needs for additional supports are a result of having children with identified special needs enrolled in the program.

Responsibilities of the City of Cornwall's Special Needs Resourcing Team

Child Care Advisors

The City of Cornwall will hire an adequate number of Child Care Advisors to provide quality services to the programs as outlined below.

The Child Care Advisors will make regular visits to sites on their caseload to offer general supports related to inclusion and quality. In addition, while visiting the centres the Child Care Advisors will educate the program staff and the site supervisors about the City's consultation services and how to apply for additional supports.

Programs that are eligible for Special Needs Resourcing Services include:

- Licensed Child Care Centres
- Licensed Home Child Care Agencies
- Camps and Children's Recreation Programs

Services to be provided by the Child Care Advisors include:

- Regular visits to sites on their caseload to offer general supports related to inclusion and quality.
- Upon the request of a program Supervisor and with parental permission (if required, depending on the type of support requested), the City of Cornwall will enter into an agreement with a program for services. Child Care Advisors will coach/mentor staff and provide recommendations to support inclusion through scheduled visits to the program. They must actively participate in the child care programs to develop and teach/model techniques that will facilitate participation of all children in the program. The intent of this service is to build the capacity of the program staff to be capable and confident in providing an inclusive program for all children. Frequency and length of the program visits will depend on the need of the program staff. It is expected that these visits will be at least once every 2 weeks for the duration of the agreement and be more frequent at the beginning of service and as needed. Agreements can be extended at the request of the program.

- There are three types of support that can be requested by a program:
 - Support that is a direct result of having a child with additional needs in the classroom (both diagnosed and undiagnosed needs). The intent of this service is to support the inclusion of an individual child and their family.
 - Program Consultation which is support for a program/classroom as a whole where they are experiencing negative behaviours but not necessarily as the result of having a child with additional needs in the classroom. The intent of this service is to build staff capacity in creating inclusive environments for all children.
 - Training Support that involves the delivery of training and training plans specific to promoting inclusion.
- All recommendations made by the Child Care Advisors to a program must align with *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.
- Child Care Advisors will document their visits to the program, including details on strategies being implemented, observation made, and resources that have been provided to the program. A copy of the documentation must be provided to the program supervisor, the classroom staff and the parents (if applicable).
- Child Care Advisors plan and facilitate meetings with program staff and parents/guardians together to discuss goals and progress. Included in these meetings, the Child Care Advisors may link families to community resources and services as applicable.
- Child Care Advisors work with program staff and support the development and maintenance of Individual Program Plans for children with special needs.
- Child Care Advisors provide resources and training to program staff, as needed.

Authentic, positive, respectful, caring, and responsive relationships between the Child Care Advisors, the Integration Advisors, the program staff, the children, the families, and other community agencies is critical to the success of the services provided.

Professional Development

- Child Care Advisors develop and provide training for the supervisors and staff of licensed child care settings to support quality, inclusive programming for all children. Often this will be done in partnership with the Integration Advisors from Community Living.
- Training may be provided in several formats, including but not limited to:
 - Topics as requested by a program supervisor and takes place during a staff meeting.
 - Topics as requested by a program supervisor and takes place in the format of Lunch and Learn training sessions.
 - Workshops / events designed for the early years and child care staff in Cornwall and the Counties of Stormont, Dundas and Glengarry. Topics may include those identified through site visits as a community need; through conversations with the Service System Manager; or those as a means to educate the early years and child care community on new information and trends.
- Training that is developed and/or provided by the Child Care Advisors needs to be up-to-date and relevant at all times.

Specialized and Adaptive Equipment and Resources

- The Child Care Advisors will research and/or develop resources for program staff to support the participation of all children in the program.
- Community Living's Early Childhood Integration Consultation services will purchase or lease specialized/adaptive equipment and supplies for use/loan to child care operators to support children with special needs. The Child Care Advisors will recommend for child care settings to request items from Community Living as required.

Enhanced Support

- Enhanced support is non-ratio staff and may be approved on a temporary basis to facilitate the participation and inclusion of all children in a program.
- Program Supervisors may apply for Enhanced Support through the City of Cornwall's Children's Services Division. If approved, the Children's Services Division will enter into an agreement with the program. The agreement will outline the days and hours for which enhanced support hours are approved (Full Day, Half Day, Before School, After School or Before and After School). The duration of the agreement will most often be for at least 12 weeks and may be extended, if both parties agree the need continues, in at least 4-week intervals as required.

- Once approved, the program will hire non-ratio staff to work as enhanced support. Ideally the enhanced support staff will be an RECE. Should the program be unable to hire an RECE in this capacity, they should aim to hire someone with related education such as, but not limited to, a Child and Youth Worker. Should the program be unable to hire an RECE or someone with related education, they will hire enhanced support staff who, at minimum, has previous experience working in child care or early years programs. As enhanced support staff is not eligible for the Provincial Wage Enhancement Grant, the staff will be paid at a rate of no less than \$2 above the minimum wage rate in Ontario.
- Enhanced support staff are hired to be an extra 'set of hands' in a program to allow for the permanent program staff to work with the Integration Advisors to develop, learn and implement strategies for the inclusion of all children in the program.
- Enhanced support staff will support the permanent program staff in implementing the daily program for all children, including but limited to: programming and supporting children in play based activities; observations and documentation; daily routines; as well as organize, arrange and maintain all required equipment.
- At no time should any staff, including the enhanced support staff, be assigned to work one-on-one with a child. Integration and therefore inclusion can only happen when all children are included in the program and activities offered. Exception: A child or children who have physical and/or medical challenges that impact mobility and self-care will require some one-on-one support to be fully included in the program.

The funding for Enhanced Support staffing is subject to the following 2 conditions:

- Funding will be based on the signed enhanced support funding agreements.
- Any additional costs incurred, above what is included in the funding agreements, will be the sole responsibility of the child care operator.

Transition to School or Between Licensed Child Care Programs

- The Child Care Advisors may provide support and guidance throughout the transition to school or between licensed child care programs process for children with special needs at the request of the parents/guardians.
- Upon parent request, the Child Care Advisors will participate in case conferences with the child's new school or child care program to share

information and the Individualized Program Plan with the child's new teacher(s).

Responsibilities of Community Living

Integration Advisors

Community Living will hire an adequate number of Integration Advisors to provide quality services to the programs as outlined below.

Services to be provided by the Integration Advisors include:

- When recommended by a Child Care Advisor, the program Supervisor, with parental permission (if required, depending on the type of support requested), will request the service through Community Living Stormont County's Early Childhood Integration Consultation services.
- Integration Advisors will provide intensive coaching/mentoring to staff and provide recommendations to support inclusion through scheduled visits to the program. They must actively participate in the child care programs to develop and teach/model techniques that will facilitate participation of all children in the program. The intent of this service is to build the capacity of the program staff to be capable and confident in providing an inclusive program for all children. Frequency and length of the program visits will depend on the need of the program staff. It is expected that these visits will be at least once a week for the duration of the contract and be more frequent at the beginning of service and as needed. Contracts can be extended at the request of the program Supervisor.
 - There are two types of support that can be requested by a program:
 - Support that is a direct result of having a child with additional needs in the classroom (both diagnosed and undiagnosed needs). The intent of this service is to support the inclusion of an individual child and their family.
 - Training Support that involves the delivery of training and training plans specific to promoting inclusion.
- All recommendations made by the Integration Advisors to a program must align with *How Does Learning Happen? Ontario's Pedagogy for the Early Years*.
- Integration Advisors must document their visits to the program, including details on strategies being implemented, observation made, and resources that have been provided to the program. A copy of the documentation must be provided to the program supervisor, the classroom staff, the City of

Cornwall's Child Care Advisor assigned to the centre, and the parents (if applicable).

- Integration Advisors plan and facilitate meetings with program staff, the City of Cornwall's Child Care Advisors, and parents/guardians together to discuss goals and progress. Included in these meetings, the Integration Advisors may link families to community resources and services as applicable.
- Integration Advisors work with program staff and support the development and maintenance of Individual Program Plans for children with special needs.
- Integration Advisors provide resources and training to program staff, as needed.

Professional Development

- Integration Advisors develop and provide training for the supervisors and staff of licensed child care settings to support quality, inclusive programming for all children. Often this will be done in partnership with the Child Care Advisors from the City of Cornwall.
- Training may be provided in several formats, including but not limited to:
 - Topics as requested by a program supervisor and takes place during a staff meeting.
 - Topics as requested by a program supervisor and takes place in the format of Lunch and Learn training sessions.
 - Workshops / events designed for the early years and child care staff in Cornwall and the Counties of Stormont, Dundas and Glengarry. Topics may include those identified through site visits as a community need; through conversations with the Service System Manager; or those as a means to educate the early years and child care community on new information and trends.
- Training that is developed and/or provided by the Integration Advisors needs to be up-to-date and relevant at all times.

Specialized and Adaptive Equipment and Resources

- The Integration Advisors will research and/or develop resources for program staff to support the participation of all children in the program.
- Community Living will purchase or lease specialized/adaptive equipment and supplies for use/loan to child care operators to support children with special needs.

Transition to School or Between Licensed Child Care Programs

- Integration Advisors may provide support and guidance throughout the transition to school or between licensed child care programs process for children with special needs at the request of the parents/guardians.
- Upon parent request, the Integration Advisors will participate in case conferences with the child's new school or child care program to share information and the Individualized Program Plan with the child's new teacher(s).

Responsibilities of the Child Care Program

The Child Care Service Operator must offer an inclusive program for all children.

Where the educators of a Child Care service operator lack the capacity, training and/or skills, to offer an inclusive program for all children, the Supervisor will request the services and supports offered through the City of Cornwall's Child Care Division.

The Child Care Service Operator is expected to document reasons for requesting the Special Needs resourcing services, including behaviours observed, strategies used, timelines and other relevant information. The Child Care Operator should only request additional supports if the capacity of their staff is not sufficient to support the full integration of all children into the program. Not all child care programs that have children with special needs enrolled will require additional supports. Enhanced support is only approved if the staff of the program requires time to learn and successfully implement strategies that will allow for the inclusion of all children into the program.

The Child Care Service Operator is expected to partner with parents/guardians, the City of Cornwall's Child Care Advisors, Integration Services and any other regulated health professional or other person who works with the child in a capacity that would allow the person help to inform the development of an individualized support plan.

The Child Care Service Operator is expected to participate in goal setting, implementation and recording involved in the child's individualized support plan.

The Child Care Service Operator is expected to modify program environment and incorporate the goals of the individualized support plan into the program to support inclusion of the child.

The Child Care Service Operator is expected to ensure that Enhanced Support Staff are counted over and above the regular child/staff ratio, and to follow the

policies and procedures as outlined by the Early Childhood Integration Consultation service.

The Service Model

1. Request for Services

An application will be completed by a Program Supervisor. If the request is for consultation the reasons for the request will be required including strategies already tried. For requests relating to an individual child, the parents will also be asked to include their reasons and strategies tried.

If required, parent consent will be obtained, and parents will be informed about the services including confidentiality and who has access to their child's information as well as the duration of the services. Parent consent will also be obtained, if required for consent to release and discuss information with other service providers.

Applications for service can be found on the City of Cornwall website:
<https://www.cornwall.ca/en/live-here/special-needs-services.aspx>

2. Information Gathering

Once an application has been received by the Special Needs Resourcing Service Provider, a Child Care Advisor or Integration Advisor will connect with the requesting program.

At this stage, a discussion of the service needs will take place and a Service Plan contract will be developed. The Service Plan will clearly outline the roles and responsibilities of each member of the team as well as include timelines for service. Each member of the team will receive a copy (Program Supervisor, Program Staff, Families, Special Needs Resourcing Service Provider, and any other agencies involved).

3. Observation

The Child Care Advisors and/or the Integration Advisors will use observations to understand the setting, the situation and the people involved. This stage may include the use of a screening tool, if appropriate.

Observations will aid in analyzing and identifying issues and potential solutions as well as to allow them to track progress. Information gathered through observations will be documented and used in the collaborative planning process.

4. Planning

The planning stage will begin with a meeting, arranged by the Child Care Advisor, of all members of the team including the Integration Advisors (if applicable), the

family, the program staff and supervisor, and staff from other agencies (if applicable, and if possible).

All members of the team will be given an opportunity to provide input into the development of the Service Plan. The service plan will include goals, timelines as well as will the responsibilities of each member of the team.

Additional meetings may be scheduled at different stages of the implementation of the plan to discuss progress and re-evaluate goals as needed.

5. Implementation

During this stage, each member of the team will follow through on their responsibilities as outlined in the Service Plan.

Throughout this stage, the Child Care Advisor will visit the program at least once every 2 weeks for the duration of the agreement and be more frequent at the beginning of service and as needed. If intensive consultation services are in place, the Integration Advisor will visit the program at least once a week, for the duration of the contract and be more frequent at the beginning of service and as needed.

In the implementation stage for consultation services, the Child Care Advisors and/or Integration Advisors will actively participate in the child care programs to develop and teach/model techniques for the program staff. This will include role modeling techniques as well as observing program staff implement techniques and providing feedback.

Observations will continue to be a critical element throughout the implementation stage.

Additional planning meetings, including all members of the team, may be scheduled at different stages of the implementation of the plan to discuss progress and re-evaluate goals as needed.

Child Care Advisors and Integration Advisors must document all visits to the program, including details on strategies being implemented, observations made and resources that have been provided to the program. A copy of the documentation must be provided to the program supervisor, the program staff, and the parents (if applicable).

Agreements can be extended at the request of the Program Supervisor.

This stage may also include the sharing of information about available community services and resources. The relationships and partnerships built with local agencies is key to the success of the program.

6. Service Evaluation

A service evaluation will be conducted at the end of the agreement to evaluate the effectiveness of the Special Needs Resourcing Services.

Data obtained through these evaluations will become the basis for continuous service improvement.

The City of Cornwall's Children's Services Division may conduct surveys to assess the Special Needs Resourcing services. Results of these surveys will be shared with Community Living, if applicable, and will be used to identify service strengths and gaps as well as a basis for continuous service improvement.

Policy for Complaints and Resolution

The purpose of the policy is to set out clear and consistent standards for licensed Child Care settings and their Staff, as well as Parents/Guardians that access Special Needs Resourcing Services to ensure that issues and concerns (complaints) are addressed in a timely and transparent manner. In addition, it is intended to support communication and positive relationships between the Special Needs Resourcing staff and the child care programs and families who are involved with their services.

The Special Needs Resourcing staff must support positive and responsive interactions among the children, parents/guardians, and program staff.

Issues/concerns raised by parents/guardians, or child care programs/staff may be brought forward verbally or in writing. Every issue and concern will be treated confidentially, and every effort will be made to protect the privacy of parents/guardians, children, staff, students, and volunteers, except when information must be disclosed for legal reasons (i.e. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities and/or a Children's Aid Society).

Alternate formats of the document are available upon request. Please contact Tammy Marcil at tmarcil@cornwall.ca or 613-933-6282 extension 2309 to request an alternate format.

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

Department: Financial Services
Division: Purchasing
Report Number: 2021-122-Financial Services
Prepared By: Nicole Robertson, Supervisor, Purchasing
Meeting Date: December 13, 2021
Subject: 21-T30 Construction of Affordable Housing Complex (9th & McConnell)

Purpose

To obtain costing for the construction of a mixed-use, multi-residential social/affordable housing complex, to be located at the corner of Ninth Street and McConnell Avenue in Cornwall, Ontario.

Recommendation

That Tender 21-T30 be awarded to Robert J. Bourgon & Associates Limited, from Cornwall, Ontario, at the total bid price of \$18,866,610.08 (net cost to the Corporation - \$16,989,966.74) being the best bid meeting the tender specifications.

Financial Implications

The total budget for this project has been estimated between \$18,000,000 and \$19,000,000.

Through the Social Services Relief Fund (SSRF) Phase 2 funding program, the City of Cornwall has been approved to receive \$2,644,461 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 Ministry also provided \$1,000,000 in funding through the Canada-Ontario Community Housing Initiative and \$125,000 through the Ontario Priorities Housing Initiative.

An additional municipal contribution of \$1,640,000 (\$1,050,000 from the Social Housing Regeneration reserve, \$340,000 from the Cornwall and Area Housing Corporation – CAHC Capital Reserve, and \$250,000 from the previous sale of bungalows from CAHC), will be allocated to support the construction of this project.

The net amount to borrow for this build is estimated between \$12,500,000 and \$13,500,000. It is anticipated that this amount will be in the form of a loan provided through Canada, Mortgage and Housing Corporation's Co-investment Fund (application is currently in progress).

Strategic Priority Implications

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

Background / Discussion

The City of Cornwall was approved to receive \$2,644,461 of SSRF Phase 2 funding and \$1,000,000 in funding through the Canada-Ontario Community Housing Initiative to assist with the construction of a new 77-unit mixed-use, multi-residential building 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 building will become part of the social housing portfolio owned by the Cornwall and Area Housing Corporation (CAHC); to be transferred to the City of Cornwall as part of CAHC's merger with the municipality effective January 1, 2022. This build is considered an expansion of an existing property located at Ninth Street and Marlborough Street.



The following tenders were received and opened by Purchasing Services on November 18, 2021:

Robert J. Bourgon & Associates Limited, Cornwall, Ontario

Bid Price:	\$16,696,115.11
HST:	\$2,170,494.97
Total Bid Price:	\$18,866,610.08

Fred Trottier Construction Ltd., Ottawa, Ontario

Bid Price:	\$17,874,140.07
HST:	\$2,323,638.21
Total Bid Price:	\$20,197,778.28

Corebuild Construction Limited, North York, Ontario

Bid Price:	\$19,681,579.00
HST:	\$2,558,605.27
Total Bid Price:	\$22,240,184.27

Document Title:	Tender 21-T30 Construction of Affordable Housing Complex - 2021-122-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 8, 2021

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

Mellissa Morgan - Dec 7, 2021 - 11:44 AM

Tracey Bailey - Dec 8, 2021 - 8:55 AM

Maureen Adams - Dec 8, 2021 - 2:41 PM

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

Department: Financial Services
Division: Purchasing
Report Number: 2021-124-Financial Services
Prepared By: Nicole Robertson, Supervisor, Purchasing
Meeting Date: December 13, 2021
Subject: Tender 21-T36 Design and Installation of Utility Transformer

Purpose

To obtain costing for the design and installation of the utility transformer and associated high-voltage primary side connections.

Recommendation

That Tender 21-T36 be awarded to Spark Power, from Belleville, Ontario, at the total bid price of \$184,124.61 (net cost to the Corporation - \$165,809.91) being the best bid meeting the tender specifications.

Financial Implications

The Class A estimate for this component of the Construction of the Affordable Housing Complex is \$150,000. Funding for this work will come from the Social Housing Regeneration Reserve. The high voltage transformer is included in the overall cost estimate for the Affordable Housing Complex of between \$18,000,000 and \$19,000,000.

Strategic Priority Implications

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

Background / Discussion

This tender covers the design and installation of the utility transformer and associated high-voltage primary side connections to provide utility power to a 77-unit apartment building in accordance with Cornwall Electric requirements.

Proposed project consists of a five-storey, mixed-use building and associated site development. The ground floor hosts a commercial office space, mail room, laundry facilities, lounge, garbage room and mechanical and electrical rooms. The second through fifth floors will be occupied by the dwelling units both standard and barrier-free.

The facility shall provide for 77 dwelling units and parking for 118 vehicles. The building estimate is based on an approximately 63,525 square foot area.

The following tenders were received and opened by Purchasing Services on December 1, 2021:

Spark Power, Belleville, Ontario

Bid Price:	\$162,942.13
HST:	\$21,182.48
Total Bid Price:	\$184,124.61

K-Line Maintenance Construction Limited, Stouffville, Ontario

Bid Price:	\$177,595.50
HST:	\$23,087.42
Total Bid Price:	\$200,682.92

A bid was also received from Black & McDonald, however was deemed non-compliant for failing to meet mandatory requirements and tender specifications.

Minor mathematical adjustment was required on the submission from Spark Power.

Document Title:	Tender 21-T36 Design and Installation of Utility Transformer - 2021-124-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Melissa Morgan - Dec 7, 2021 - 11:45 AM

Tracey Bailey - Dec 7, 2021 - 6:15 PM

Maureen Adams - Dec 7, 2021 - 7:46 PM

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

Department: Financial Services
Division: Purchasing
Report Number: 2021-123-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: December 13, 2021
Subject: RFP Terms of Reference for Business Park Expansion

Purpose

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

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

Recommendation

That Council receive Report 2021-123-Financial Services.

Strategic Priority Implications

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

Background / Discussion

Project Overview

RFP 21-P16 invites Proposals from qualified Consulting Engineering Firms to provide engineering services for the City of Cornwall Business Park Expansion, which will include the extension of Nick Kaneb Drive from Tenth Street to Tollgate Road East, the extension of Tollgate Road East to Nick Kaneb Drive and the extension of a road corridor from the intersection of Nick Kaneb Drive and Tollgate Road easterly for approximately one (1) kilometre.

The scope of work to be completed by the Proponent includes the preparation of design reports, detailed design services for the watermain, storm sewer, sanitary sewer, sanitary forcemain and pumping station, road network expansion, road network and intersection improvements, the preparation of tender specifications, the completion of a geotechnical investigation, an archeological assessment, municipal class environmental assessments, tendering services, cost estimates, construction administration, construction supervision, post-construction services, public and landowner consultation, etc.

Background

With the majority of the lands sold and developed in the southern and eastern portions of the Business Park, the City examined future development expansion and transportation network possibilities in the northwestern portions of the Business Park. The City has undertaken several Environmental Assessments and construction projects in the east end of the City in order to accommodate increased development and traffic volumes.

The Business Park has seen extensive development over the last several years and is reaching the end of its capacity in the southern and eastern quadrants. As a result, the City is planning for the extension of Nick Kaneb Drive to Tollgate Road/McConnell Avenue in order to provide development opportunities in the northwest quadrant of the Business Park. The expansion of the Business Park will require the implementation of a transportation network to accommodate access to new development sites and provide connectivity with the existing local road network.

A new transportation link in the northwestern portion of the Business Park would provide an access to McConnell Avenue (via Tollgate Road) and the Highway 401 interchange (at McConnell Avenue). The new transportation network expansion would also include the necessary underground linear infrastructure which would connect to the southern portion of the Business Park.

The Environmental Assessment (EA) for the extension of Nick Kaneb Drive to McConnell Avenue was undertaken in 2012 and completed in 2013. The purpose of the EA was to provide a Recommended Transportation Plan within northwestern quadrant of the Business Park. The EA had the following goals:

- Improve roadway network connectivity, operations and safety within the expansion lands;
- Accommodate all modes of travel (bicycles, pedestrians, trucks, emergency vehicles and transit);
- Accommodate land development within the expansion lands of the Business Park; and
- Receive environmental clearance for the future detailed design and construction of the roadway.

In 2019, the City budgeted for the extension of Nick Kaneb Drive from Marleau Avenue to Tenth Street East; the construction of this section of Nick Kaneb Drive was completed in late 2021. The continued expansion of Nick Kaneb Drive will provide for further transportation network connectivity. The final phase of the Nick Kaneb Drive Extension project will only proceed when further land sales along the corridor occur, and if the project is determined to be financially viable.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	December 15, 2021
Deadline for Questions	January 12, 2022
Deadline for Submission	January 26, 2022
Award of RFP – Council Meeting	February 22, 2022
Project Commencement	March 7, 2022

Appendix A – Terms of Reference for RFP 21-P16 is attached to this report.

Document Title:	RFP Terms of Reference for Business Park Expansion - 2021-123-Financial Services.docx
Attachments:	- Terms of Reference 21-P16 - Future Business Park Expansion.pdf
Final Approval Date:	Dec 7, 2021

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

Bill de Wit - Dec 7, 2021 - 5:46 PM

Tracey Bailey - Dec 7, 2021 - 6:32 PM

Maureen Adams - Dec 7, 2021 - 7:48 PM

THE CORPORATION OF THE CITY OF CORNWALL

Request for Proposal 21-P16

Engineering Design Services for the Future Business Park Expansion

Appendix A – Terms of Reference

1. BACKGROUND

The City of Cornwall invites Proposals from qualified Consulting Engineering Firms to provide engineering services for the City of Cornwall Business Park Expansion, which will include the extension of Nick Kaneb Drive from Tenth Street to Tollgate Road East, the extension of Tollgate Road East to Nick Kaneb Drive and the extension of a road corridor from the intersection of Nick Kaneb Drive and Tollgate Road easterly for approximately one (1) kilometre. The scope of work to be completed by the Proponent includes the preparation of design reports, detailed design services for the watermain, storm sewer, sanitary sewer, sanitary forcemain and pumping station, road network expansion, road network and intersection improvements, the preparation of tender specifications, the completion of a geotechnical investigation, an archeological assessment, municipal class environmental assessments, tendering services, cost estimates, construction administration, construction supervision, post-construction services, public and landowner consultation, etc.

1.1 Project Background

The City has undertaken several Environmental Assessments (EA) and construction projects in the east end of the City in order to accommodate increased development and traffic volumes:

- Nick Kaneb Dr. Extension from Second St. to Marleau Ave.
(Construction - 2009);
- Marleau Ave. Widening/Improvements EA from Marlborough St. to Glenview Boul. (EA - 2012);
- Industrial Park Drive Extension (Construction - 2012);

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- Cornwall Business Park Transportation Master Plan (EA - 2013);
 - Marleau Ave. Widening from Marlborough St. to Alice St. (Construction - 2017); and
 - Nick Kaneb Drive Extension – Marleau Avenue to Tenth Street East (Construction – 2021)

The Business Park Transportation Master Plan Environmental Study, completed in 2013, called for the expansion of the City's Business Park in the parcel(s) of undeveloped land located east of McConnell Avenue and between MTO Highway 401 and Industrial Park Drive.

With the majority of the lands sold and developed in the southern and eastern portions of the Business Park, the City examined future development expansion and transportation network possibilities in the northwestern portions of the Business Park. A new transportation link in the northwestern portion of the Business Park would provide an access to McConnell Avenue (via Tollgate Road) and the Highway 401 interchange (at McConnell Avenue). The new transportation network expansion would also include the necessary underground linear infrastructure to connect to the southern portion of the Business Park. The EA for the extension of Nick Kaneb Drive to McConnell Avenue was undertaken in 2012 and completed in 2013. The purpose of the EA was to provide a Recommended Transportation Plan within northwestern quadrant of the Business Park. The EA had the following goals:

- Improve roadway network connectivity, operations and safety within the expansion lands;
- Accommodate all modes of travel (bicycles, pedestrians, trucks, emergency vehicles and transit);
- Accommodate land development within the expansion lands of the Business Park; and

-
- Receive environmental clearance for the future detailed design and construction of the roadway.

The Business Park has seen extensive development over the last several years and is reaching the end of its capacity in the southern and eastern quadrants. As a result, the City is planning for the extension of Nick Kaneb Drive to Tollgate Road/McConnell Avenue in order to provide development opportunities in the northwest quadrant of the Business Park. The expansion of the Business Park will require the implementation of a transportation network to accommodate access to new development sites and provide connectivity with the existing local road network.

In 2019, the City budgeted for the extension of Nick Kaneb Drive from Marleau Avenue to Tenth Street East; the construction of this section of Nick Kaneb Drive was completed in late 2021. The continued expansion of Nick Kaneb Drive will provide for further transportation network connectivity. The final phase of the Nick Kaneb Drive Extension project will only proceed when further land sales along the corridor occur, and if the project is determined to be financially viable.

1.2 Design Considerations

The expansion of the north west quadrant of the Business Park has been separated into two key phases. The first phase consists of the extension of Nick Kaneb Drive from Tenth Street to Tollgate Road East, and the extension of Tollgate Road East from McConnell Avenue to Nick Kaneb Drive or another suitable location east of Nick Kaneb Drive. The second phase includes the extension of a road corridor east of Nick Kaneb Drive for approximately one kilometre, as well as the construction of a new sanitary pumping station.

1.2.1 Phase I – Nick Kaneb Drive Extension

The first phase of the project involves the extension of Nick Kaneb Drive from Tenth Street to Tollgate Road East and the extension and improvements to Tollgate Road from McConnell Avenue to Nick Kaneb Drive. The scope of work

includes the construction of a new road corridor complete with bicycle lanes, the extension of the recreational path network, upgrades to the existing section of Tollgate Road East and intersection improvements. The Proponent is also responsible for the design of the expansion of the recreational path network throughout the future Business Park, including but not limited to the Cedars Rapids Corridor, City of Cornwall right-of-way (ROW), the former Peanut Line and etc.

As part of the design process, a review of the existing utilities (both overhead transmission lines and buried infrastructure) will be required. Coordination with the utility companies for an extension of their networks through the proposed road corridor will also be required. Located approximately one hundred metres north of the future intersection at Tenth Street is a Trans Northern Pipeline crossing; it will be the responsibility of the Proponent to coordinate directly with the pipeline to ensure that the road corridor design meets their crossing standards.

The proposed roadway alignment also requires crossing a Canadian Pacific (CP) Rail corridor, which runs perpendicular to the proposed road network. As the rail corridor is no longer in use, the City will acquire the property parcel for the proposed road network extension. The Proponent will be responsible for coordinating with the Corporation and CP throughout the property acquisition process. Based on the information currently available, the property is considered to be contaminated; a Phase I and Phase II Environmental Site Assessment was previously completed and the Proponent and/or Geotechnical Sub-Proponent shall develop a remediation plan to be included in the tender documents.

The proposed road corridor also crosses a parcel of property owned by Cedars Rapids Ltd. which is used for their overhead head transmission line. The property is located approximately 400m North of the intersection at Tenth Street. The City currently holds a lease agreement with Cedar Rapids Ltd, where municipal

infrastructure crosses their property in other locations throughout the City. As part of the design process, the Proponent shall continually communicate with Cedars Rapids in order to ensure that the proposed road network expansion meets their standards/requirements. The Proponent will be responsible for coordinating with the Corporation and Cedars Rapids throughout the design process.

Phase I will include the construction of a new road corridor, complete with municipal services (watermain, sanitary sewer, storm sewer and/or rural stormwater management infrastructure) through undeveloped land. As part of the design process, it will be necessary to verify that the existing services on Tenth Street and/or McConnell Avenue are adequate or if any modifications to the existing services are necessary as a result of the construction of the corridor extension. A 525mm PVC sanitary sewer was constructed on Tenth Street in 2013 and extends from 300m east of the future intersection going easterly. As part of the project scope, the proposed sanitary sewer on Nick Kaneb Drive will be connected to the existing sewer on Tenth Street. A 300mm PVC watermain constructed in 2013 is located on Tenth Street, but the watermain is capped approximately 575m east of the intersection at Nick Kaneb Drive. A 200mm PVC watermain is also located on Virginia Drive; however, it is capped approximately 370m southwest of the intersection. As part of the project scope, the Proponent is responsible for connecting the new watermain on Nick Kaneb Drive to the existing main on Tenth Street/Industrial Park Drive in order to loop the water network. As part of the design process, it will be necessary to verify that the design of the municipal services meet future capacity requirements.

The Proponent is responsible for the completion of a Traffic Impact Study (TIS) as part of the project scope. The TIS shall include a review of the CN crossing on Tenth Street which is located approximately 120m southwest of the intersection at Nick Kaneb Drive. The Proponent shall evaluate the need for an overpass at

the crossing based on the anticipated increase in traffic volumes due to the road network expansion. The design and alignment of the intersection at Nick Kaneb Drive and Tenth Street shall take into consideration the possibility of an overpass adjacent to the intersection in the future.

The proposed road corridor will also involve crossing the Summerstown Swamp, which is designated as a Provincially Significant Wetland. A significant amount of coordination with all applicable environmental regulatory agencies is anticipated throughout the duration of the project.

In 2017, the project area (excluding the Summerstown Swamp) was cleared of trees and shrubbery, however all stumps and piles of brush remain on site. The Proponent shall include the removal of the existing debris as part of the construction tender for the work.

Phase I of the project also includes the improvements and extension of Tollgate Road from McConnell Avenue to Nick Kaneb Drive. Tollgate Road currently extends approximately 380m east of the intersection at McConnell Avenue. The extension of the road corridor will include the construction/extension of utilities and municipal services. The existing section of Tollgate Road East includes water and sewer services extending approximately 220m east of the intersection; both the existing sanitary sewer and watermain are 200mm diameter PVC, constructed in 1991. As part of the design process, the Proponent shall review the existing infrastructure to determine if it is adequate, or if any modifications or upgrades to the services are necessary.

Improvements to the intersection at Tollgate Road and McConnell Avenue are also included in the scope of work for Phase I. A significant increase in traffic volumes is anticipated at the intersection as a result of the road network expansion. Coordination with the Ministry of Transportation of Ontario (MTO) will be required throughout the design phase of the project, as both the extension of

Tollgate Road and the intersection at McConnell Avenue are located within an MTO Controlled Area. The intersection is located directly north of the MTO Hwy 401 interchange at McConnell Avenue, and any improvements will have a direct impact on the ingresses/egresses at the interchange. It is also anticipated that the improvements to the intersection will require minor property acquisitions in order to accommodate additional turning lanes and an overall increase in the footprint of the intersection. The Proponent will be responsible for coordinating with the Corporation throughout the property acquisition process.

The buried infrastructure in the intersection at McConnell Avenue at Tollgate Road includes a 400mm PVC watermain, constructed in 1991. The sanitary sewer on McConnell Avenue was also constructed in 1991 and consists of 250mm PVC piping flowing south. An isolated storm sewer network is located within the intersection and connects to a 675mm storm sewer that flows north of the intersection for approximately 55m and outlets into the ditch. A 300mm diameter gas main also extends along McConnell Avenue through the intersection; coordination with Enbridge will be required throughout the design process in order to ensure that the proposed improvements meet their requirements.

As part of the design process, the Proponent is responsible for the completion of two separate “Schedule B” Municipal Class Environmental Assessments. The first Environmental Assessment is for the extension of the road corridor east of the intersection of Nick Kaneb Drive and Tollgate Road, as the area was not included as part of the EA completed in 2013 for the Business Park Expansion. The second Environmental Assessment is required for the sanitary servicing of the project area. It is anticipated that a sanitary pumping station will be required on Tollgate Road, east of Nick Kaneb Drive. The Proponent will be responsible for reviewing possible sites for the proposed pumping station and determining the optimal location. Consideration must be given to future expansion of the

Business Park north of MTO Hwy 401. The estimated area for future expansion is approximately 145 hectares and runs parallel to MTO Hwy 401 from Boundary Road to McConnell Avenue. A map illustrating the extents of the future expansion is included under Section 1.3 – *Available Documents*. The Proponent shall ensure that municipal servicing systems in the project area are designed with up to twenty percent (20%) of additional capacity over and above the boundaries identified in the map in the event that zoning boundaries are amended in the future.

The extension of Tollgate Road from Nick Kaneb Drive easterly is also considered to be in an MTO Controlled Area. As such, the Proponent will be responsible for coordinating with MTO in order to ensure that the proposed road extension meets all MTO standards and requirements. The Proponent is also responsible for coordinating with MTO to determine the ideal location for the future crossing of the sanitary sewer beneath the MTO right of way. The proposed location of the future crossing must be taken into consideration when determining the optimal site for the sanitary pumping station.

In the event that the EA determines that the most feasible option at the present time is to “do nothing”, the Proponent shall complete the detailed design of the road corridor, pumping station and municipal infrastructure in the second phase of the project; however, the documents would be tendered at a later date.

1.2.2 Phase II - Tollgate Road East Extension

Phase II of the project includes the extension of a road corridor east of Nick Kaneb Drive, as per the recommended plan provided in the Environmental Assessment prepared as part of Phase I. For the purposes of the Proposal, bidders shall assume a one (1) kilometre extension. The proposed road network extension will include the construction of a new road corridor and the extension of utilities and municipal services.

1.3 Available Documents

The following drawings and reports are available for review using the link for supporting documents: (INSERT LINK)

1.3.1 Various As-Built Construction Drawings

- 1992 Sanitary Sewer and Watermain on Tollgate from STA 0+220 to STA 0+602, completed by City of Cornwall (Drawing No. 960_03 and 960_04)
- 2012 Reconstruction on Tenth Street from STA 0+720 to STA 0+930, completed by the City of Cornwall (Drawing No. 873_05)

1.3.2 Various Issued for Construction Drawings

- 2013 Virginia Drive Road Widening and Resurfacing from Tenth Street to the CN tracks, completed by City of Cornwall (Drawing No. 646_02)
- 2013 Virginia Drive Construction from CN tracks to STA 0+203.7, completed by the City of Cornwall (Drawing No. 646_03)
- 2021 Nick Kaneb Drive Extension from Marleau Avenue to Tenth Street East, completed by EVB Engineering

1.3.3 Various Council Reports and By-Laws

- 2011 By-Law to amend the Traffic & Parking by-law 069-89, Schedule XVII, Traffic Control Signals' McConnell and Tenth St. East & Tollgate Road and Commercial Driveway Access at 501 Tollgate Road, prepared by the City of Cornwall (Document No. By-law 2011-122)
- 2015 Small Communities Fund – Expression of Interest – Nick Kaneb Drive Extension, prepared by Dept. Of Infrastructure and Municipal Works, City of Cornwall (Document No. 2015-23-IMW-IP)
- 2018 By-Law to dedicate lands as public highway and name them Tenth Street East, prepared by the City of Cornwall (Document No. By-law 2018-026)

1.3.4 Existing Site Plans

- 1994 Benson Auto-Pak, 680 Tollgate Road, prepared by Menard Structures Ltd. (Drawing No. TOLLGATERD680-1994-1B)
- 2011 Boundary Properties Inc, 1500 Industrial Park Drive, prepared by Turner Fleischer Architects Inc. (Drawing No. INDUSTRIALPARKDR1500-2011-1B)
- 2011 Target Distribution, 1501 Industrial Park Drive, prepared by Crozier & Associates Consulting (Drawing No. INDUSTRIALPARKDR1501-2011-1B)
- 2016 Walmart Distribution Centre, 1501 Industrial Park Drive, prepared by Stantec Consulting Ltd. (Drawing No. INDUSTRIALPARKDR1501-2016-1B)

1.3.5 Geotechnical Information

- 1990 McConnell Ave./Ashwood Green Services Subsurface Investigation, prepared by St. Lawrence Testing (Document No. BH_106)
- 2009 Proposed Monitoring Well Plan, prepared by Ecoplans (Document No. BH_230)
- 2012 Phase I Environmental Assessment Canadian Pacific Railway Corridor, prepared by DST Consulting Ltd. (Document No. 890.01)
- 2012 Phase II Environmental Assessment Canadian Pacific Railway Corridor, prepared by DST Consulting Ltd. (Document No. 1026.01)
- 2013 Virginia Drive Geotechnical Subsurface Investigation, prepared by St. Lawrence Testing (Document No. BH_222)
- 2014 Proposed New Road, Tenth St. To Tollgate Rd., Geotechnical Subsurface Investigation, prepared by St Lawrence Testing and Inspection Co. Ltd. (Document No. BH_264)
- 2021 Geotechnical, Hydrogeological and Environmental Investigation – Nick Kaneb Drive Extension, prepared by Golder Associates Ltd.

1.3.6 Additional Reports, Studies, Presentations, etc.

- 2011 Industrial Park Drive Extension to Tenth Street – Municipal Class Environmental Assessment, completed by Genivar (Document No. 881_01)
- 2011 Proposed Widening Improvements on Marleau Avenue from Marlborough Street to Glenview Boulevard, completed by Genivar (Document No. 896_01)
- 2013 Cornwall Business Park Transportation Master Plan – Environmental Assessment Study, completed by Genivar (Document No. 953_01)
- Nick Kaneb Drive Extension Environmental Assessment Study, completed by WSP Canada Inc. (Document No. 994_01)
- 2021 Nick Kaneb Drive Extension Design Report (Final), prepared by EVB Engineering (Document No. 1396.01)

1.3.7 Pumping Station As-Built Drawings

- 2019 Fennell Crescent Sanitary Pumping Station (SPS) Upgrades and SCADA Upgrades at Queen Street and Harbour Road SPS, completed by EVB Engineering.
- 2019 Brookdale Avenue North Sanitary Servicing and SPS Construction, completed by EVB Engineering

2 ENGINEERING DESIGN SERVICES

The successful Proponent shall complete the following tasks related to the design of the Future Business Park Expansion.

2.1 Review of Existing Information

- Review all available existing drawings, reports, etc. related to the project and project area included in the link to supporting documents and summarized in Section 1.3 – *Available Documents*.

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- Confirm all dimensions, condition grades, materials, equipment, elevations, etc. as described in As-Built Drawings, Service Location Sheets, reports, etc. to ensure all information used in the design is correct. The Corporation of the City of Cornwall is not responsible for any errors or omissions in the information provided to the successful Proponent. The successful Proponent is responsible for the verification of all existing documentation and shall take responsibility for all existing information.
 - Carry out additional field inspections and subsurface investigations as required to assess existing conditions and to supplement the available information.
 - Prior to commencing the design, the successful Proponent shall complete a pre-construction photo survey for record purposes which shall include but not be limited to: roadways, sidewalks, driveways, retaining walls, handrails, vegetation, trees, entrances, steps, porches, foundations, buildings, dwellings, pumping stations, equipment, etc. Photos shall be taken during a time that weather will not impact the photos. The pre-construction photo survey shall accurately indicate the condition of all pre-existing features. The pre-construction photo survey shall be provided to the Corporation upon completion for record purposes.
 - Review existing and proposed Site Plans, Servicing Plans, Servicing Reports, etc., for the properties within the project area and incorporate into the design as required.
 - Review the Environmental Assessment for the Industrial Park Drive Extension to Tenth Street Completed by Genivar in 2011.
 - Review the Environmental Assessment for the Cornwall Business Transportation Master Plan completed by Genivar in 2013.

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- Review the Environmental Assessment for the Nick Kaneb Drive Extension from Marleau Avenue to Tenth Street East completed by Genivar in 2014.
 - Review the City's recently completed pumping station designs including the SCADA system design, PLC design, programming and controls at the Fennell Crescent Pumping Station, Queen Street Pumping Station, Harbour Road Pumping Station and Brookdale Avenue Pumping Station to ensure continuity in the design of the proposed pumping station. The design of the Business Park Pumping Station shall be of similar design to the Fennell Crescent and Brookdale Avenue Pumping Stations.
 - Review the City of Cornwall Sewage Pumping Stations Electrical, Control and SCADA Systems Preliminary Design Report completed by Hollen Controls Ltd., in 2013, to ensure continuity in the design of the proposed pumping station.
 - Review the Geotechnical Investigation Report for the Proposed Road Extension completed by St. Lawrence Testing and Inspection Co. Ltd.
 - Review the Phase I and Phase II Environmental Assessments prepared by DST Consulting for the parcel of land currently owned by CP Rail and advise if additional field investigations are required.
 - Review the scope of work of all current and/or future City of Cornwall capital works projects and identify possible impacts on the project.

2.2 Topographic Survey

- The Corporation has completed an aerial and topographic survey for the Future Business Park Expansion.
- The Corporation's surveyor shall provide the following surveys to the Proponent:
 - Topographic Survey based on Aerial and Field Surveys

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- Colour Aerial Photos
 - Comprehensive Underground Utility Survey
 - Comprehensive Boundary Survey
 - Title Reports
 - The Proponent shall coordinate any additional survey work required with the Corporation. City staff will complete any additional incidental survey work required and provide the information to the Proponent. The Proponent shall be responsible for coordinating additional survey work on private property to be completed by City staff.
 - The Proponent shall review the provided topographic survey and ensure that all necessary information has been included.
 - The Proponent shall be responsible for coordinating with utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, TNPI, Cedar Rapids, etc.) to confirm the location of all utility plants. Additionally, the Proponent shall coordinate with City staff in conjunction with the utility companies in order to obtain survey information for utility owned buried infrastructure. The Proponent shall be responsible for adding the existing utilities to all relevant design drawings.
 - The survey will be provided to the successful Proponent in the NAD83 coordinate system in an AutoCad Civil 3D format, consisting of 3D breaklines and points.
 - The Proponent shall prepare the base plans using the survey information provided by the City; however, the Proponent shall be responsible for verifying the accuracy of the information provided.

2.3 Property Acquisition Coordination

- A number of property acquisitions may be required as part of the project, including, but not limited to the intersection at Tollgate Rd. and McConnell Ave and a former Canadian Pacific (CP) rail line located approximately 100m north of Tenth Street. The City will retain an Ontario Land Surveyor (OLS) for the purpose of completing legal boundary surveys and preparing any corresponding legal reference plans required for any property acquisitions within the project area.
- The Proponent shall prepare Land Acquisition Plans for each property parcel indicating the property acquisition requirements. Plans shall include the following details:
 - Property description and owner information
 - Municipal address
 - 'Before' and 'After' property lines (including total property area and area of property being acquired)
 - Easements
 - Location of buildings and notable landscaping features
 - A copy of the plan overlaid with orthoimagery
- The Proponent shall coordinate with the City and OLS throughout the property acquisition process, and provide recommendations as required.
- The Proponent shall review and verify that the draft Reference Plans provided by the OLS meet the requirements specified in the Land Acquisition Plans prepared by the Proponent. Should any variations occur, based on site-specific conditions (as determined by the OLS), the Proponent shall coordinate with the OLS to determine the revised extents and adjust the detailed design drawings as required.

2.4 Geotechnical Services

2.4.1 *Geotechnical Investigation of Project Area*

- Review the existing geotechnical reports and borehole logs provided by the City along the future Business Park Expansion. All available geotechnical reports and borehole logs are included as part of the RFP documents, refer to Section 1.3 – *Available Documents*, for additional information.
- Complete a geotechnical investigation for the Future Business Park Expansion, taking into consideration the geotechnical work previously completed along the corridor. Additionally, the Geotechnical Proponent must be registered with the Ministry of Transportation of Ontario (MTO) Vendors Registry as a Consultant under the following Pavement Engineering sub-categories
 - Soils and Pavement Investigations – Complex
 - Pavement Design – High Complexity
- The Proponent shall develop a geotechnical investigation program to supplement the existing information provided by the City. The geotechnical services shall be provided in accordance with the Canadian Highway Bridge Design Code (CHBDC) and the “Guideline for Professional Engineers Providing Geotechnical Engineering Services” published by the Professional Engineers of Ontario (PEO).
- Pre-consult with the MTO to establish the geotechnical investigation requirements for the proposed improvements to the intersection at Tollgate Road and McConnell Avenue, as well as crossings of MTO Hwy 401 for the proposed sanitary sewer in the future. Review the existing available geotechnical information with MTO and determine the requirements for additional geotechnical investigation. The Proponent shall review the MTO “Guidelines for Foundation Engineering – Tunnelling Specialty for Corridor

Encroachment Permit Application”. The geotechnical investigation and a corresponding report shall be completed in accordance with MTO guidelines.

- The Proponent and/or geotechnical Sub-Proponent shall recommend the location, quantity and depth of additional boreholes, pavement cores, rock cores, granular samples, etc. required to properly characterize the nature of existing fill materials, classify existing soils, determine the nature/strength of the sub-grade soils for stable open cutting and supported excavation purposes and methods, trenchless technologies, as well as groundwater conditions for the proposed roadway extension and improvements.
- The Proponent and/or geotechnical Sub-Proponent shall assume a minimum of forty (42) boreholes at a depth of six metres in the proposed Business Park Expansion area. Boreholes will be required in the following areas:
 - Intersection of Tollgate Road and McConnell Ave (4 ea)
 - Existing Tollgate Road East (2 ea)
 - Tollgate Road Extension (8 ea)
 - Nick Kaneb Drive Extension (8 ea)
 - Future Intersection at Tenth Street (2 ea)
 - Individual Property Parcels within Project Area (16)
 - MTO Corridor at Proposed Future Crossing Locations (2)
- The Proponent shall provide a unit rate (\$/vertical metre) where the recommended bore depth exceeds six (6) vertical metres, where deemed necessary by the Proponent, the geotechnical Sub-Proponent and the Corporation. Please note that no clearing is required. All paths have been cleared to provide access.
- The Proponent shall coordinate the installation of Surface Monitoring Points with the geotechnical Sub-Proponent as required.

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- The geotechnical field investigation shall include the following at a minimum:
 - Obtain clearance from the Corporation prior to conducting any drilling;
 - Secure all necessary permits and access agreements in order to conduct drilling;
 - Obtain clearances for all underground utilities and services from the relevant agencies prior to drilling including the MTO, MECP, MNRF, TNPI, Cedars Rapids and RRCA;
 - Direct the drilling, sampling and testing work on site, but not limited to, using drilling equipment suitable for mandatory performing Standard Penetration Testing (SPT) and equipped to test the undrained shear strength of cohesive soils where encountered and other testing as recommended by the Proponent;
 - Carry out work in a safe manner in accordance with the Occupational Health and Safety Act (OHSA) and with the Ontario Traffic Manual for Temporary Conditions, Book 7, Field Edition of the Ministry of Transportation Ontario (MTO) using appropriate signs, devices and traffic control persons as required for the applicable layouts;
 - Backfill boreholes and asphalt cores thoroughly in several lifts and ensure adequate compaction is performed in order to prevent settlement. Within paved areas, seal borehole and asphalt cores with asphalt to match existing thickness;
 - Measure and record the water bearing zone(s) and the static groundwater levels which are to be included in each borehole log;
 - Survey the locations and ground elevations of all boreholes, asphalt cores, test pits, etc., using benchmarks available on-site;

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- Notify the Corporation of findings which may indicate areas of potential soil or groundwater contamination.
 - The borehole logs, soil profiles and laboratory testing shall include the following mandatory information:

Identification, location, ground elevation, type of boring and/or coring;

 - Date of Work;
 - Details of asphalt cores and soils – location and type of samples;
 - N values from SPT at changes of strata and at 0.6 metre maximum intervals in any case;
 - Groundwater levels (as measured in temporary flexible standpipes or observes within the borehole);
 - Moisture content, grain size distribution, Atterberg limits testing to adequately characterize roadway granular base and subbase and subgrade soils;
 - Shear strength values for cohesive strata;
 - Artesian conditions if encountered;
 - Rock Profile – if auger refusal is encountered within the requested borehole depth, then coring must be carried out to prove bedrock or boulder (minimum sample 1.5 metres of cored bedrock);
 - The Proponent and/or Sub-Proponent should also augment the investigation and/or testing subject to other information that is recommended.

2.4.2 Geotechnical Investigation Report

- The Proponent and/or geotechnical Sub-Proponent shall complete a Comprehensive Geotechnical Investigation Report for the proposed Business Park Expansion. The geotechnical report shall include the borehole and

asphalt core logs showing groundwater levels, SPT numbers, mandatory laboratory test results and other results as required, borehole/asphalt core location plans and/or borehole/core location tables as well as geotechnical engineering, design and construction recommendations as described herein.

- The Comprehensive Geotechnical Investigation Report shall include:
 - General site and subgrade preparation;
 - Materials (soil parameters, reusability, compaction requirements, etc.);
 - Excavations (side slopes, stability, shoring, tunnelling, protection, blasting, etc.);
 - Soil Classification
 - Groundwater presence and static levels;
 - Sewer trench bedding, cover and backfill;
 - Watermain, Storm and Sanitary sewer and forcemain installation design parameters including bearing capacities, earth pressures, etc.
 - Watermain and sanitary sewer installation design parameters for the MTO Highway 401 crossing (infrastructure shall be capped north of the MTO property limits).
 - Pumping station design parameters including bearing capacities, earth pressures, seismic design criteria, etc.
 - Pavement structure and/or pavement reinstatement design at the intersection of Tollgate Road and McConnell Avenue, the existing section of Tollgate Road East, Tollgate Road Extension, Nick Kaneb Drive Extension and intersection of Nick Kaneb Drive and Tenth Street;

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- Comprehensive review of proposed roadway cross-sections, complete with recommendations. The review must include consideration of poor soil conditions in project area and provide possible innovative construction methodologies for the roadway in an effort to reduce costs while maintaining the quality of the road structure.
 - Review of the stability and settlement of sewers, roadways, etc. as a result of poor soil conditions – including a slope stability analysis (If required)
 - Construction staging/phasing;
 - Construction considerations (subgrade protection, dewatering methods, etc.);
 - The Proponent/Sub-Proponent shall take into consideration that the soil conditions are expected to be poor. The City will not consider any additional fees resulting from poor soil conditions by the Proponent/Sub-Proponent.
 - The Proponent shall circulate the detailed design drawings to the geotechnical Proponent/Sub-Proponent for review and commentary at all design milestones (30%, 60%, 90%, 100%, IFT, IFC, etc.). The geotechnical Proponent/Sub-Proponent shall provide commentary on the design drawings as required and highlight any geotechnical considerations.
 - The City will not pay additional fees resulting from design modifications after the geotechnical report and reviews are complete.
 - The geotechnical report shall include a review of different alternatives for the construction of the roadway in poor geotechnical conditions, taking into consideration the overall project cost.
 - The geotechnical report shall include the existing borehole logs, geotechnical information, etc. from previous projects. The Proponent shall use the

information and recommendations provided in these reports as the Proponent deems appropriate.

- The Proponent shall be responsible for securing all required approvals from the TNPI, RRCA and the City, as required, in order to complete the boreholes. The Corporation will pay any necessary application/permit fees directly.

2.4.3 Independent Geotechnical Report for MTO

- The Proponent shall provide an Independent Geotechnical Investigation Report for submission/approval from the MTO for all work related to the improvements of the intersection at Tollgate Road and McConnell Avenue, the extension and improvements to Tollgate Road adjacent to the MTO Hwy 401 corridor, as well as the crossings of the sanitary sewer within the MTO corridor. The report shall include the geotechnical testing results, geotechnical recommendations regarding the proposed construction and provide recommendations regarding trenchless methodologies. The Proponent shall include all testing and discussion necessary in this report. The Independent Geotechnical Investigation Report for the MTO shall include any relevant geotechnical information from previous reports conducted in the area. The Proponent shall also be responsible for any required modifications to the Settlement Monitoring Plan as a result of consultation and review with the MTO.

2.4.4 Permit to Take Water

- The Proponent/Sub-Proponent shall assume that a Permit to Take Water (PTTW) will be required. The successful Proponent shall include the required geotechnical and hydrogeological services necessary to determine the need for a PTTW according to the Ontario Water Resources Act (OWRA) Section 34 and Ontario Regulation 387/04 – *Water Taking and Transfer*.

2.4.5 Phase II Environmental Site Assessment

- The Proponent shall complete a Phase II Environmental Assessment for the proposed road network extension at the southeast quadrant of the intersection at Tollgate Rd. and McConnell Ave. in accordance with all applicable guidelines to determine whether contaminants and/or designated substances are present.
- The Proponent shall complete the Phase II ESA in accordance with requirements specified in O.Reg 153/04 and 511/09.
- The Proponent shall review existing as-built information and reports to identify all past and present uses of the site.
- Prepare a detailed report outlining the results of the Environmental Assessment.
- A Sampling and Analysis Plan and Soil Characterization Report shall be prepared as part of the Phase II ESA and meet the requirements specified in O.Reg 406/19 and the MECP's *Rules for Soil Management and Excess Soil Quality Standards* (November 2019).
- Please note that the Proponent is to assume that one (1) monitoring well and two (2) boreholes will be required for the Phase II Environmental Site Assessment and that boreholes/monitoring wells will be paid under each of their respective items.

2.4.6 Removal and Disposal Plan

- Determine the extent of any contaminated material in the project area and prepare a Removal and Disposal (R&D) Plan to be included in the contract documents. Potential areas of contamination include but are not limited to the CP Rail Property and the property located at the southeast quadrant of the intersection of McConnell Avenue and Tollgate Road.

The R&D Plan shall be complete with drawings identifying the anticipated extents of contamination and site-specific instructions for decontamination and reuse as per O. Reg. 406/19 – *On-Site and Excess Soil Management*.

2.4.7 Geotechnical Investigation Fee Summary

- The Proponent/Sub-Proponent shall provide a breakdown of costs for the geotechnical services as per the Fee Schedule shown below:

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Review of Existing Geotechnical Information Provided by the City	1	LS	\$_____	\$_____
2	Boreholes within Future Business Park Expansion Area (Assumed Depth – 6m)	40	EA	\$_____	\$_____
3	Boreholes within MTO Corridor-Highway 401 (Assumed Depth – 6m)	2	EA	\$_____	\$_____
4	Comprehensive Geotechnical Investigation Report for the Future Business Park Expansion	1	LS	\$_____	\$_____
5	Coordinate and Secure All Required Approvals from TNPI, Cedar Rapids, RRCA and City	1	LS	\$_____	\$_____
6	Permit to Take Water (PTTW)	1	EA	\$_____	\$_____
7(P)	Rock Coring	10	VM	\$_____	\$_____
8	Independent Geotechnical Investigation Report for MTO	1	LS	\$_____	\$_____
9	Phase II Environmental Assessment	1	LS	\$_____	\$_____
10	Monitoring Wells for Phase II Environmental Assessment	1	EA	\$_____	\$_____

11	Boreholes for Phase II Environmental Assessment (Assumed Depth – 10m)	2	EA	\$_____	\$_____
12(P)	Additional Boreholes (as required)	10	VM	\$_____	\$_____

**The table above is for information purposes only. Proponents are to include unit pricing and total pricing as part of the cost breakdown*

- Borehole items shall include utility locates, borehole drilling, traffic control, coordination, disbursements, etc. Geotechnical Proponent shall be compensated based on the actual number of boreholes completed, or by the vertical metre (where applicable).
- The Comprehensive Geotechnical Investigation Report items shall include sample collection, laboratory testing, analysis, coordination, professional fees, disbursements, etc. The geotechnical Proponent shall be compensated based on the actual number of report(s) completed. The City may elect to have the Geotechnical Report peer reviewed prior to issuing the tender. The Proponent shall include all fees associated with the peer review process in their submission.
- The Permit to Take Water (PTTW) item shall include all geotechnical work, hydrogeological work, coordination, professional fees, disbursements, etc. needed in order to secure PTTW approval as required. Proponent shall be compensated based upon the actual number of permits approved.
- The Rock Coring item shall include rock coring, sample collection, laboratory testing, analysis, coordination, laboratory testing, analysis, coordination, disbursements, etc. The geotechnical Proponent shall be compensated based upon the vertical metre of actual rock coring completed.
- The Phase II Environmental Site Assessment (EA) item shall include all laboratory testing fees, coordination, professional fees, disbursements, etc.

needed in order to complete the Phase II EA as required. Proponent shall be compensated based upon the actual number of environmental assessments completed.

- Boreholes required for the Phase II EA shall be paid under the applicable borehole item; boreholes shall be ten (10) metres in depth.
 - Monitoring wells required for the environmental site assessment shall be paid under the applicable monitoring well item.
- The Monitoring Well item shall include all hydrogeological work, laboratory testing, analysis, coordination, disbursements, etc. The Proponent shall be compensated based upon the number of monitoring wells installed.
- The Proponent shall not include any costs in the geotechnical Fee Schedule provided above. The costs associated with project management, coordination, analysis, review, QA/QC, etc. shall be included in the Proponent's overall Fee Schedule/Work Plan.
- The Proponent shall include a copy of the Geotechnical Fee Schedule with all invoices; the Proponent will be paid based on actual quantities.

2.5 Stage 2 Archaeological Assessment

As per the recommendations in the 2013 Environmental Assessment of the project area, the Proponent is responsible for the completion of a Stage 2 Archaeological Study in the areas specified in the 2013 EA. Additional information regarding the extents and requirements associated with the archaeological assessment are available in the EA. The assessment must be completed by a Consultant Archeologist licensed in the Province of Ontario.

The Consultant Archaeologist is responsible for the completion of all work associated with a Stage 2 Archaeological Assessment in accordance with the 2011

2.6 Utility Coordination

- Identify each of the utility companies located within the project area.
- Coordinate with all relevant utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, Enbridge, Trans Northern Pipeline, Cedar Rapids, etc.).
- Collect all available Utility Plant As-Built Drawings from the relevant utility companies.
- Confirm location of all existing utility plants and prepare a Composite Utility Plan (CUP). Both existing utilities and any proposed relocations and/or network expansions must be shown on all relevant design drawings.
- All communications with utility companies shall be carefully documented throughout the design phase and included in the Final Design Report; all documentation/correspondence compiled throughout the construction phase must be submitted to the City with the Post-Construction document package.
- Conduct Utility Coordination Meetings, with utility companies as needed, at the City of Cornwall's Infrastructure & Municipal Works office, located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1. Additionally, coordinate any required field visits necessary in order to ensure that proposed utility relocations meet the requirements of all utility companies involved.
- The Proponent shall coordinate with each of the respective utility companies to determine the extent of utility daylighting required to provide an accurate representation of the type/location/elevations of existing buried infrastructure within the project area. The Proponent will complete the daylighting under the supervision of the City and respective utility company. All invoices will be paid directly by the City.

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- Complete QA/QC review of As-Built information, design information, etc. provided by the utility companies. Complete any necessary field review/verification as required.
 - Identify any utility conflicts within the proposed work area and coordinate any required utility relocation with each respective utility company. If required, complete the design of any required utility relocations, temporary or permanent supports, etc.
 - The Proponent shall act as Lead Coordinator for the extension of the utility corridor through the new road network extensions along Tollgate Road East and Nick Kaneb Drive. The Proponent shall ensure that the proposed relocations and/or extension of the network meet the requirements/needs of each of the respective utility companies.
 - The Proponent is responsible for including any utility requirements in the detailed design drawings and preparing a Composite Utility Plan and any tender specifications required.
 - Continually consult with utility companies throughout the design process to ensure that each of the utilities have a thorough understanding of the project scope and that the proposed design meets utility company minimum standards/clearances for both overhead transmission lines and buried infrastructure. Special consideration must be given to the design of the proposed road network beneath the Cedar Rapids Transmission line and above the Trans-Northern pipeline.
 - The proposed road corridor for the Nick Kaneb Drive extension crosses the Cedars Rapids Transmission Line approximately 130m north of the intersection at Tenth Street. The Proponent shall prepare all drawings/documentation required in order to update the leasing agreement that the City holds with Cedars Rapids Ltd.

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- The Proponent shall coordinate directly with Cedar Rapids to determine their minimum requirements regarding design and construction of the road network extension through their corridor.
 - The Proponent shall circulate the detailed design drawings to each of the respective utility companies for review and commentary at all design milestones (30%, 60%, 90%, 100%, IFT, IFC, etc.).
 - Provide the City with a detailed schedule for completion of the utility companies portion of the work, including scheduling and phasing for each utility companies work. Where required, provide a timeline for the completion of utility works within the construction schedule and coordinate with each of the respective utility companies to verify the accuracy of proposed timelines.
 - Verify that utility relocations and/or new installations do not conflict with any proposed future development.
 - Act as liaison between the various utility companies, as needed, to ensure any proposed relocations and/or new installations meet the needs of each of the respective utility companies.
 - Review cost estimates submitted by utility companies for any relocations, temporary supports, servicing, etc.; verify that proposed relocation solutions are the most economically feasible option available.
 - Continually coordinate and monitor all work to be completed by utility companies for the duration of the project to ensure all utility work is completed on schedule.
 - The Proponent shall coordinate and secure any necessary information, approvals, etc. from the utility companies such that the design and construction phases of the project remain on schedule.

2.7 Ministry of Transportation of Ontario (MTO) Coordination

The intersection at McConnell Avenue and Tollgate Road, as well as the extension and improvements of Tollgate Road East are located within an MTO controlled area. The Proponent is responsible for coordinating with MTO continuously throughout the design process to ensure that the proposed road network improvements/expansion meet MTO standards. It is anticipated that a significant amount of coordination with MTO will be required for the proposed improvements to the intersection at Tollgate Road and McConnell Avenue, due to the proximity of the intersection to the MTO Hwy 401 interchange at McConnell Avenue.

- The Proponent shall pre-consult with MTO prior to commencing the design phase of the project in order to gain a thorough understanding of MTO standards and requirements – both in general and specific to the project area.
- The Proponent shall act as Lead Coordinator with MTO throughout the design and construction of the Future Business Park Expansion.
- As indicated in Section 2.12 – *Permits and Approvals*, the Proponent is responsible for preparing all necessary permits required for work taking place within MTO's jurisdiction.
- The Proponent shall circulate the detailed design drawings to MTO for review and commentary at all design milestones (30%, 60%, 90%, 100%, IFT, IFC, etc.).
- Incorporate any recommendations/requirements from MTO into the proposed designs for the intersection improvements and road network expansion.

2.8 Environmental Agency Coordination

- The Proponent shall act as the Lead Coordinator between the various environmental agencies that must be consulted as part of the design and construction of the Future Business Park Expansion.
- The Proponent shall verify the requirements of each of the respective environmental agencies (MNRF, RRCA, DFO, MECP) that must be consulted

throughout the design process. All requirements specified by the various environmental agencies must be incorporated into the detailed design.

- The Proponent shall complete a detailed review of the Species at Risk (SAR) located within the project area (as identified in the 2013 EA), specifically within the area identified as a Provincially Significant Wetland.
- The Proponent shall complete all required field investigations of the project area in order confirm that there have been no changes to the SAR identified in the EA. All field investigations shall be completed by Qualified Persons.
 - If changes to the SAR within the project area are noted, the Proponent shall prepare a technical memorandum summarizing the changes, complete with recommendations/mitigation strategies in order to protect all impacted SAR both during construction activities and following the completion of the road network expansion.
- If it is determined that the Summerstown Swamp (Provincially Significant Wetland) supports fish habitat, the Proponent shall complete a detailed fish survey within the project area.
 - The Proponent shall complete the DFO Aquatic Effects Assessment, which is included as part of *Fisheries and Oceans Canada* Pathway of Effects diagrams/tools.
 - The Proponent shall be responsible for the preparation of all documentation required for a DFO Request for Review and/or Fisheries Act Authorization, if required.
 - The Proponent shall prepare a technical memorandum outlining Impacts to Fish and Fish Habitat and mitigation strategies.
- Consult with MNRF, DFO and RRCA to determine any best practices for design and construction of a road corridor within a provincially significant

wetland and incorporate the recommendations into the detailed design drawings.

- The Proponent shall follow the recommendations and best practices outlined in the Provincial Policy Statement (2020) and Ontario's Biodiversity Strategy 2011: Protecting What Sustains Us.
- The Proponent shall circulate the detailed design drawings to the various environmental agencies for review and commentary at all design milestones (30%, 60%, 90%, 100%, IFT, IFC, etc.).
- All communications with Environmental agencies shall be carefully documented throughout the design phase and included in the Final Design Report; all documentation/correspondence compiled throughout the construction phase must be submitted to the City with the Post-Construction document package.

2.9 Municipal Class Environmental Assessments

In 2013, a "Schedule C" Municipal Class Environmental Assessment was completed for the Cornwall Business Park Expansion (*Cornwall Business Park Transportation Master Plan Environmental Assessment EA Study*). The EA included the extension of Tollgate Road from McConnell Avenue to Nick Kaneb Drive and the proposed Nick Kaneb extension from Tollgate Road to Tenth Street. As part of the scope of the current project, the Proponent is responsible for the completion of two additional Municipal Class Environmental Assessments.

The extension of the road corridor from Nick Kaneb easterly for approximately 1.0km was not included in the 2013 EA; as such, the Proponent is responsible for the completion of a "Schedule B" Municipal Class Environmental Assessment for the extension of the road corridor. The Proponent is responsible for reviewing all applicable Schedules to ensure that the correct schedule is selected. As indicated in the MCEA website, the Proponent shall plan the project in

accordance with all applicable requirements but may document the planning process in a single project file. As part of the EA process, the Proponent shall consider the following options for the proposed road corridor extension east of Nick Kaneb Drive:

- Extension of Tollgate Road East for approximately one (1) kilometre;
- Extension of a new roadway east of Nick Kaneb Drive midway between the top of the S-curve and Tollgate Road East (approximately 275m south of Tollgate Road East);
- Extension of Tollgate Road East for approximately one (1) kilometre and the extension of a new roadway east of Nick Kaneb Drive midway between the top of the S-curve and Tollgate Road East with a P-Loop connecting the new roadways;
- Do Nothing.

The Proponent shall give due consideration to the “Do Nothing” option for the extension of the roadway, as the cost implications of the extension may outweigh the benefits to the Corporation.

The Proponent shall complete a separate “Schedule B” Municipal Class Environmental Assessment for the sanitary servicing of the extents of proposed Business Park Expansion, as the 2013 EA related to the Road Network only. The Proponent shall assume that a sanitary pumping station will be required in the project area. It is anticipated that the pumping station will service both the northwest quadrant of the Business Park as well as the future development area located north of MTO Highway 401. Refer to Section 1.3 – *Available Documents* for the link to a map that outlines the extents of the future expansion. The EA shall review and select the optimal location for the proposed sanitary pumping station.

The Proponent shall be responsible for completing the environmental assessments in accordance with the requirements indicated in the *Municipal Class Environmental Assessment (MCEA) Manual*. The Proponent is responsible for completing all facets of the EA, including but not limited to the following components:

- Public Consultation – prepare all correspondence with stakeholder and hold all required meetings, public information sessions, negotiations and presentations required.
- Site Investigations and Field Reviews – complete all necessary field reviews and site investigations required within the project area for the completion of the EA.
- Complete a detailed evaluation of alternative solutions.
- The sanitary pumping station site selection process shall consider the future expansion area north of MTO Highway 401, project phasing, minimizing the depth of the wet well, length of forcemain required, etc.
- Prepare an Environmental Study Report to document the findings of the EA.

As indicated in the MCEA Manual, should the lapse of time between the filing of the Environmental Study Report and the implementation of the project exceed ten (10) years, a review of the EA will be required. As the EA for the Business Park Expansion was completed and filed for review in January 2013, should the tendering and construction of the project be delayed, a review of the 2013 EA will be required.

The review process shall include an examination of the planning and design approaches to ensure that the project and mitigation measures are still valid given the current planning context. The Proponent is responsible for undertaking all work associated with the review and the preparation of a report summarizing the findings of the review. The Proponent shall submit the report as an addendum to the

Environmental Site Report so that it is available for public record. The addendum shall be provided to the public and regulatory agencies for review and response, as per the requirements within the MCEA Manual.

2.10 Traffic Impact Study

- Coordinate the traffic control required to complete the required field measurements, inspections, geotechnical investigation and utility daylighting in accordance with OTM Book 7. The cost associated with traffic control for this work is to be included in this item. Coordinate all traffic control with the City of Cornwall's Traffic Section.
- The Proponent shall complete a Traffic Impact Study (TIS) for the road network expansion/extension. The TIS shall include the following components:
 - Project Description
 - Study Area
 - Time Period for Analysis
 - Existing Conditions
 - Background, Site Generated and Total Traffic Demand
 - Evaluation of Impacts of Site Generated Traffic
 - Improvement Alternatives and Mitigation Measures
 - Recommendations
- The TIS shall review the proposed road network design(s) and provide any further recommendations to be incorporated into the design.
- The TIS shall include a comprehensive review of the following intersections:

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- Tollgate Road and McConnell Avenue intersection with proposed traffic patterns. All necessary improvements to the intersection shall be identified as part of the TIS.
 - McConnell Avenue and MTO Highway 401 intersection (on/off ramps); the review shall include a determination of the improvements necessary to accommodate long combination vehicles (LCV).
 - Nick Kaneb Drive and Tenth Street; the review shall include a determination of any necessary improvements to Tenth Street East, including a review of the demand for a signalized intersection.
 - Nick Kaneb Drive and Tollgate Road East; the review shall include a determination of the minimum requirements of the proposed intersection, including a review of the demand for a signalized intersection.
- The TIS shall include a warrant analysis for an overpass at the CN Rail crossing at Tenth Street East, located west of the future intersection at Tenth Street East and Nick Kaneb Drive. The review shall include a determination of when the overpass is expected to be required.
 - A TIS shall be prepared for the construction stage for both Phase I and Phase II of development. The TIS shall include a review of the various traffic control/staging components of the project, the impacts of proposed detour routes and an evaluation of the various alternatives in order to minimize disruption to traffic.
 - The TIS shall be completed by a qualified and experienced Transportation Engineer, licensed in the Province of Ontario.

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- Updated intersection layout drawings (refer to the list of intersections above) shall be prepared by the Transportation Engineer based on the recommendations in the TIS.
 - The TIS shall be included as an Appendix in the final design report.
 - Coordinate with the City of Cornwall Traffic Department in the development of the TIS.
 - The Proponent shall prepare a separate TIS for the project areas that are located within an MTO controlled area. The TIS shall meet the requirements specified in the *MTO Traffic Impact Study Guidelines* (September, 2014).
 - Prepare a Traffic Control Report based on the findings and recommendations in the study.
 - Submit the Traffic Control Report to the MTO, if required, for work being completed within the MTO corridor.
 - Review upcoming City capital projects and account for any traffic related impacts in the Traffic Control Reports.

2.11 Design Services

2.11.1 *General Design Services*

- Complete the detailed design for the Future Business Park Extension, as described herein:
- Prepare detailed design drawings and construction specifications for the proposed road network improvements and extension(s). Detailed design drawings shall be prepared, at minimum, for the following components of the Future Business Park Expansion:
 - Improvements to McConnell Avenue at Tollgate Road Intersection;
 - Rehabilitation and Widening of the existing Tollgate Road corridor;

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- Extension of Tollgate Road from the east limits of the existing corridor to Nick Kaneb Drive
 - Extension of Nick Kaneb Drive from Tollgate Road to Tenth Street;
 - Extension of Tollgate Road from Nick Kaneb Drive to the East Limits of the Business Park Expansion;
 - Proposed Sanitary Pumping Station, Forcemain, Sanitary Sewer Network;
 - Water Network Extension (Including Looping to the Existing Watermains on Tenth Street/Industrial Park Drive and McConnell Avenue);
 - Storm Sewer Network and/or Culverts, Drainage Ditches, Etc.;
 - Composite Utility Plans;
 - Line Painting;
 - Details and OPSD's;
 - Landscaping and Tree Planting Plan;
 - Detailed Grading Plans;
 - MTO Hwy 401 Crossing Drawings;
 - Recreational Paths;
 - Sediment and Erosion Control Plans;
 - Note: The City of Cornwall will provide Street Lighting and Traffic Signal Drawings; the Proponent is responsible for incorporating them into the drawing package.
- Prepare and update construction cost estimates as the design progresses.
 - Detailed Design Drawings shall be submitted to the City of Cornwall for review at the following stages:

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- 30% Design (PDF, CAD)
 - 60% Design (PDF, CAD)
 - 90% Design (PDF, CAD)
 - 100% Design (PDF, CAD)
 - Issued for Tender (PDF, CAD)
 - Issued for Construction (PDF, CAD)
 - As-Built (PDF, CAD)
 - Specifications shall be submitted to the City of Cornwall for review at the following stages:
 - 60% Design (PDF, Word)
 - 90% Design (PDF, Word)
 - 100% Design (PDF, Word)
 - Issued for Tender (PDF, Word)
 - Issued for Construction (PDF, Word)
 - Cost estimates shall be provided to the City of Cornwall for review at the following stages:
 - 30% Design (PDF, Excel)
 - 60% Design (PDF, Excel)
 - 90% Design (PDF, Excel)
 - 100% Design (PDF, Excel)
 - Issued for Tender (PDF, Excel)
 - Issued for Construction (PDF, Excel)
 - Construction specifications shall be completed in City of Cornwall/OPS standard templates.

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- The City shall be responsible for the printing of all “Issued for Tender” and “Issued for Construction” drawing sets and contract specifications.
 - All “Draft” and “Final” submission described herein shall be reviewed by City staff.
 - All drawings, specifications, reports, memorandums, etc. must be signed and stamped by a Professional Engineer licensed in the Province of Ontario.
 - Specifications shall be prepared based on OPS and City of Cornwall standards. The Proponent shall complete the Form of Tender (Schedule of Unit Prices) to be included in the tender document. The tender shall be prepared as an OPS unit rate contract.
 - Tender specifications shall comply with the City’s Purchasing Policy.
 - All design drawings shall be prepared in accordance with the City of Cornwall, MECP, OPS, and RRCA standards.
 - The Proponent shall prepare Construction Phasing and Sequencing Drawings as necessary.
 - All design drawings shall include property limits, easements, sanitary sewers, storm sewers, forcemain, watermain, roadway, ditches, sidewalks, driveways, culverts, utilities both above and below ground, dwellings, structures, entrances, pavement markings, traffic signs, trees/vegetations, etc.
 - The Proponent shall prepare Erosion and Sediment Control Plan drawings that include detailed requirements for construction dewatering within environmentally sensitive areas.
 - The Proponent shall prepare a Composite Utility Plan (CUP) and any necessary utility relocation plans.
 - Grading Plans shall be provided for all works.

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- Incorporate Street Lighting and Traffic Signal Upgrades/Plan provided by the City into the design drawings and contract specifications.
 - Review all available drawings, specifications, reports, etc. pertaining to the project. The Proponent shall conduct site visits as required to confirm accuracy of the information provided. Any costs associated with redesign work as a result of a failure to review available documents or conduct necessary site visits will not be paid by the Corporation.
 - The Proponent shall continually monitor and effectively control project costs to ensure the project remains within budget.

2.11.2 Quality Assurance and Quality Control (QA/QC)

- The Proponent shall conduct a QA/QC review of all “Draft” and “Final” submissions as described herein to ensure high quality services are provided. The Proponent shall be fully responsible for the QA/QC of all project deliverables including any Sub-Proponents.
- The QA/QC of all project deliverables shall be completed by a Senior Engineer with a minimum of ten (10) years experience on projects of a similar scope and who are not directly involved in the detailed design phase of the project.
- The Proponent shall include a detailed description of the QA/QC process to be conducted in accordance with the terms of the RFP. This shall include the QA/QC process for all work completed by Sub-Proponents.
- A QA/QC review shall be conducted for all “Draft” and “Final” drawings, specifications, reports, memorandums, etc. At a minimum, QA/QC reviews shall be conducted at the following stages: 60%, 90%, 100%, Issued for Tender and Issued for Construction.
- The Corporation reserves the right to audit the Proponent’s QA/QC practices. The Corporation may request clarification and/or request additional

information from the Proponent to ensure adherence to the QA/QC requirements described herein.

- The Proponent shall be responsible for the coordination, review and QA/QC of any work completed by a Sub-Proponent. The Proponent shall be responsible for the completion of QA/QC reviews for all work produced by Sub-Proponent(s).
- The Proponent shall maintain a detailed log where all QA/QC comments are documented. The Proponent shall provide a copy of the logs with each submission (60%, 90%, 100%, IFT, IFC) to the City.

2.11.3 Coordination

- Coordinate the work of all Sub-Proponents, including the geotechnical investigation. Determine the scope of the geotechnical investigation as further described herein. The scope of the geotechnical investigation shall be determined in consultation with the City and any other stakeholders.
- The Proponent shall review current and upcoming City Capital projects to determine any potential impacts on the proposed project. Any associated impacts shall be addressed in the contract documents.
- Continually coordinate with the geotechnical Sub-Proponent during the design process to ensure the design meets the recommendations provided in the geotechnical report(s).
- Continually coordinate with utility companies throughout the design process to ensure that the design meets the requirements and minimum standards of each of the respective utility companies. Refer to Appendix 'A', Section 2.6 – *Utility Coordination* for additional requirements.
- Identify any required property acquisitions or easement agreements. Coordinate any required property acquisitions and easement agreements with City staff. Provide drawings of property limits for the Corporation to secure.

Refer to Appendix 'A', Section 2.3 – *Property Acquisition Coordination* for additional requirements.

- The Proponent shall coordinate with any required property owners or the owner's representative in order to coordinate the location(s) of proposed/future services to each property parcel (where applicable). The Proponent shall review each service request with the City and provide commentary. The Proponent and the City will determine if the service request is warranted.

2.11.4 Road Network and Intersection Design

- Complete a comprehensive review of the preferred design option(s) indicated in the 2013 Environmental Study Report prepared by Genivar.
- Incorporate the findings of the EA for the Tollgate Road Extension into the proposed Road Network Design.
- The Proponent is responsible for optimizing the alignment and determining the best fit of the proposed road corridors for the extension of Tollgate Road and Nick Kaneb Drive. The Proponent shall also optimize the alignment of all applicable intersections and revise the proposed designs as required.
- The road corridor improvements/extension shall be designed to meet the minimum standards of an 'Arterial Roadway' with a rural cross section, which includes two (4) lanes with a width of four (4) metres each, plus a one and a half (1.5) metre bicycle lane adjacent to each driving lane, a recreational path and etc. The pavement structure (at minimum) shall consist of 600mm of Granular 'B', 150mm of Granular 'A' and three lifts of asphalt.
- Complete a review of adjacent property parcels and confirm the preferred location of proposed entrances and servicing requirements. Include entrance locations and future servicing locations on drawings.

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- Include all necessary geotechnical requirements/recommendations for the design of the road network improvements and extensions in the Geotechnical Investigation Report. No extra fees will be paid by the Corporation for geotechnical conditions/impacts.
 - Complete a detailed review of the existing underground infrastructure (including a review of current alignments, future plans and upgrades, estimated remaining service life, etc.) and provide recommendations for any necessary modifications/upgrades during construction. The Proponent shall consider how the current project will impact future accessibility and maintenance to existing buried infrastructure.
 - Prepare detailed pavement marking and signage drawings for the road corridor and intersections. Coordinate with the City's Traffic Department to determine any additional pavement marking/signage requirements.
 - The Proponent shall complete the detailed design of the following intersections:
 - Tollgate Road at McConnell Avenue (improvements)
 - Tollgate Road East at Nick Kaneb Drive (new)
 - Nick Kaneb Drive at Tenth Street (improvements)
 - The Proponent shall complete a detailed review of the existing intersections and provide recommendations for the proposed improvements, while minimizing the extents of property acquisitions required. The intersections shall be designed to accommodate LCV's and shall meet the minimum standards specified in Transportation Association of Canada's (TAC) *Geometric Design for Canadian Roads (2017)*.
 - As indicated in Section 2.11.7 – *Street Lighting and Traffic Signals* the City will complete all required traffic signal designs.
 - Evaluate the need for an overpass at the CN crossing located approximately 120m southwest of the intersection of Nick Kaneb Drive at Tenth Street.

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- Complete the detailed design of billboard signage which is to be located at Nick Kaneb Drive at Tollgate Road East. As the signage will be within 400m of MTO Highway 401, the Proponent is responsible for ensuring that the billboard location/specifications meet the requirements of the MTO Corridor Signing Policy (2010). The Proponent is responsible for preparing all documentation required for the corresponding MTO Sign Permit Application and completing any updates to the design as per the recommendations from MTO.

2.11.5 Municipal Servicing Requirements

2.11.5.1 General Requirements

The Proponent shall complete the detailed design of all municipal infrastructure within the proposed road corridor(s). The Proponent shall also review the existing infrastructure located on Tollgate Road East, McConnell Avenue at Tollgate Road and Tenth Street; provide recommendations for upgrades as required.

As properties within the Business Park Expansion area continued to be purchased, the Proponent and a property owner may enter into a separate agreement for the design of municipal services on private property. This agreement shall be directly between the Proponent and the property owner and shall not include the Corporation. The Corporation will not be responsible for any work conducted on private property. The Proponent's fees for private property design work shall be paid directly by the property owner. The Corporation shall not be responsible for any agreement/contract between the Proponent and a property owner.

2.11.5.2 Water Network Design

- Prepare Detailed Design Drawings for the proposed watermain(s) and associated appurtenances as further described herein. The design drawings shall include plan and profile drawings, details, OPSD's, etc.

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- Establish and confirm the design criteria and parameters. The design of the water distribution network shall include a capped crossing to the future Business Park Expansion area north of MTO Hwy 401.
 - Using the City's existing water model, complete the necessary hydraulic analysis for the design of the watermain(s) for the proposed watermain extension and expansion. The design of the water network(s) shall take into consideration future development and servicing requirements.
 - Review the location and physical properties of the existing watermain(s) and associated appurtenances (hydrants, valves, services, etc.) within the areas adjacent to the Future Business Park Expansion and determine the need for any additional appurtenance and/or the relocation of any sections of the existing watermain(s).
 - The Proponent shall coordinate and meet with property owners as needed for the purpose of determining the water servicing requirements of each property (as required).
 - The watermain design shall include all necessary geotechnical requirements and recommendations specified in the Geotechnical Investigation Report. No extra fees will be paid by the Corporation for geotechnical conditions/impacts.

2.11.5.3 Stormwater Management Design

- Prepare Detailed Design Drawings for the proposed storm sewers and/or culverts and drainage ditches as further described herein. The design drawings shall include plan and profile drawings, details, OPSD's, etc. The design drawings shall include any necessary modifications to the existing storm sewers required.
- Establish and confirm the design criteria and parameters.
- Establish the overall storm sewer catchment area of the proposed system in coordination with City staff.

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- Prepare design sheets or a hydraulic analysis for any proposed storm sewer extensions, culverts, ditches, structures, etc.
 - The design of the stormwater collection system shall take into consideration the servicing and serviceability of the ultimate catchment area.
 - Review the location and properties of the existing storm sewers within the project area and assess the need for upgrades/modifications as part of the project scope.
 - The Proponent shall provide recommendations for dewatering in consultation with the geotechnical Sub-Proponent and Environmental Regulatory Agencies. Prepare any necessary Dewatering Plans and associated specifications.
 - Stormwater Management through the Summerstown Swamp (Provincially Significant Wetland) shall meet the requirements of all applicable environmental regulatory agencies.

2.11.5.4 Sanitary Gravity Sewer and Forcemain Design

- Prepare Detailed Design Drawings for the proposed gravity sanitary sewer. The design drawings shall include plan and profile drawings, grading plans, details, OPSD's, etc. The design drawings shall include any necessary modifications to the existing sanitary sewer as required.
- The Proponent shall review existing and/or proposed Site Plans, Servicing Plans, etc., as necessary for servicing properties.
- Complete a detailed servicing report for the entire Business Park Expansion project area, including areas slated for future development which are located north of MTO Hwy 401.
- Establish and confirm the design criteria and parameters. Establish the overall sanitary sewer catchment area of the proposed system in coordination with

City staff. The sanitary sewer catchment area shall include the future Business Park Expansion north of MTO Hwy 401.

- The Proponent shall coordinate and meet with property owners as needed for the purpose of determining the sanitary sewer servicing requirements of each property (as required).
- Establish and confirm the design criteria and parameters
- Complete sanitary sewer design sheets for the proposed sanitary sewer extension. The flow rates for each undeveloped property shall be estimated using various guidelines (MECP, OBC, City of Cornwall, etc
- The design of the sanitary sewer shall take into consideration the servicing and serviceability of the ultimate catchment area. A technical memo shall be prepared to review and select the appropriate methodology for the sanitary sewer, pumping station and forcemain design.
- The Proponent shall conduct a serviceability review of each parcel of land to ensure that it can be serviced by the proposed sanitary sewer extension. Land parcels to be reviewed include both the properties within the Business Park Expansion, as well as property parcels located north of MTO Highway 401. Discussion and recommendations regarding the serviceability of each private property shall be included in the Final Design Report.
- Review the location and properties of the existing sanitary sewers within the corridor and assess the need for upgrades/modifications as part of the project scope.
- The sanitary sewer design shall include all necessary geotechnical requirements/recommendations the Geotechnical Investigation Report. No extra fees will be paid by the Corporation for geotechnical conditions/impacts.
- The Proponent shall use trenchless technologies for the installation of the sanitary sewer across MTO Hwy 401.

2.11.5.5 Sanitary Pumping Station Design

- Establish and confirm the design criteria and parameters.
- Review 'As-Built' drawings, specifications, design reports of other recently constructed/reconstructed City pumping stations to understand design requirements, preferences, standards and operational practices. Conduct site visits, as needed, to review past City pumping station projects.
- Prepare Detailed Design Drawings for the proposed pumping station as further described herein. Design drawings shall include all necessary Civil, Architectural, Structural, Mechanical, Electrical, Process, Instrumentation and Control, etc. drawings as required.
- The Proponent shall complete a detailed review of the project area to determine the optimal location of the sanitary pumping station. The location of the pumping station shall take into consideration future development north of MTO Hwy 401 and the optimal crossing location of the sewer beneath the highway.
- The Proponent shall complete the necessary hydraulic analysis for the design of the pumping station.
- The design of the pumping station shall take into consideration the servicing of the ultimate catchment area as well as the development horizon of the remainder of the catchment area.
- As the proposed pumping station will be located adjacent to the MTO corridor, the exact location of the pumping station shall be coordinated with the MTO. In addition, when determining the exact location of the pumping station, consideration must be given to proposed future crossings of the sanitary sewer north of MTO Highway 401. Any costs associated with coordination with MTO should be included as further described herein. The Corporation

shall not pay any additional fees resulting from design changes/modifications by MTO.

- The exact location of the proposed pumping station shall be selected by the Proponent in coordination with City staff.
- The pumping station must be designed deep enough to collect flows north of MTO Highway 401 by gravity feed.
- The pumping station design shall include any necessary geotechnical requirements/recommendations from the Comprehensive Geotechnical Investigation Report. No extra fees will be paid by the Corporation for geotechnical conditions/impacts.
- The pumping station shall have a flow meter located adjacent to the wet well complete with underground concrete chambers.
- Identify emergency stand-by/back-up power requirements for the proposed pumping station.
- Complete the design for back-up power/generator and the associated sound attenuating building/enclosure for the proposed pumping station.
- The pumping station design drawings shall include a Site Plan, Site Grading Plan, Plan and Profiles, etc. The Site Plan must include property lines, easements, sanitary sewers, force mains, watermain, ditches, roadways, utilities for both above ground and/or below ground, dwellings, structures, entrances, pavement markings, traffic signs, existing trees/vegetation, etc.
- The pumping station shall have paved site access roads/driveways with an outdoor maintenance area with a security fence.
- Prepare Composite Utility Plans (CUP) and any necessary utility servicing design drawings for the proposed pumping station. Any necessary utility relocations, temporary support, etc. shall also be included.

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- Ensure that the level of redundancy for process and/or equipment meets ECA requirements.
 - Discuss/meet with City staff as needed to determine preferred equipment selection. The selection of equipment and associated contract specifications shall conform to the City's Purchasing Policy.
 - List of equipment suppliers shall be included in the Design Report.
 - Prepare Architectural Site Plan, Elevation, etc. design drawings for the proposed pumping station. The Architectural design of the building shall be completed in consultation with City staff.
 - Prepare 3D renderings of the proposed pumping station, generators, control enclosures, etc. complete with landscaping and site works. The 3D renderings shall be updated throughout the design process.
 - Determine the project specific approvals and/or permits. Coordinate with the City and approval agencies as required.
 - Complete the necessary hydraulic analysis for pump sizing and selection. The hydraulic analysis should consider all applicable flow scenarios. The hydraulic analysis, design calculations, pump sizing and selection shall be included in the Design Report.
 - As previously noted, the Proponent shall complete a transient analysis of the forcemain and recommend any necessary system protection.
 - Prepare the necessary stormwater drainage plans for the proposed pumping stations including storm sewers, catch basins, manholes, ditches, culverts, etc. as required. Any groundwater drainage systems required shall be included as well. Additionally, stormwater management design shall be included if necessary.

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- Coordinate with Cornwall Electric for power service to the proposed pumping station.
 - Recommend methods for reducing Arc Flash Hazards/Risks and incorporate into the design drawings and specifications.
 - Determine the interior and exterior lighting requirements the proposed pumping station. High efficiency LED's shall be used in accordance with Corporation standards.
 - Complete the site lighting design in accordance with Corporation standards.
 - Complete the design of lightning protection systems at the proposed pumping station.
 - Review the City's SCADA Programming and Controls Standards (City of Cornwall Sewage Pumping Stations Electrical, Control and SCADA Systems Preliminary Design Report, completed by Hollen Controls Ltd in 2013).
 - Complete a Process Control Narrative (PCN) for the proposed pumping station.
 - Review the proposed SCADA Control Methodology with City staff.
 - The pumping station shall be fully automated to allow the unattended operation of the system in accordance with City SCADA standards.
 - Complete the instrumentation, controls and SCADA design in accordance with City SCADA, programming and controls standards.
 - Complete the design for the preferred communication method for the proposed pumping station.
 - Complete the mechanical system design for the fans, heating system, dehumidification, cooling systems, potable water, plumbing, fire protection, security system, etc. Complete the necessary air quality design including odour control.

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- Review and identify construction sequencing and staging strategies. Include the review of different sequencing and staging alternatives in the Design Report. Incorporate the recommendations into the detailed design drawings and specifications as required.
 - Complete the necessary noise attenuation design as recommended in the Noise and Vibration Study.
 - Complete the process design which shall include Process Flow Diagrams, P&ID's, Hydraulic Profile, etc.
 - Complete the electrical design for the proposed pumping station which shall include the power source, electrical power requirements, single line diagrams, etc.
 - Prepare the associated structural design drawings for the wet well, control enclosures, underground flow meter chamber, generator, etc., for the proposed pumping station.
 - The design of any new structure shall be in accordance with the OBC.
 - Circulate the Site Plans, Servicing Plans, etc. for the proposed pumping station to the MTO for approval if required.
 - The City recently constructed the Brookdale Avenue North and Fennell Crescent sanitary pumping stations. These two stations are the City's standard. The proposed building, wet well, etc. shall be similar to these stations.

2.11.6 *Landscaping*

- Prepare a detailed Landscaping Plan for the Business Park Expansion; plans shall include a detailed landscape design, restoration requirements, tree planting, etc.

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- The Proponent shall consult with the City's Parks and Landscaping Department regarding species selection and preferred options for tree and shrubbery selection.
 - The Landscaping Plan shall include any requirements specified by MNRF and RRCA, specifically where the proposed road corridor extends through the Summerstown Swamp (Provincially Significant Wetland).
 - The landscaping plan shall consider alternatives to sod, where possible, in order to minimize maintenance costs in summer months and maintain a natural environment within the right-of-way.
 - The detailed design drawings shall clearly identify which trees are to be removed, protected, replaced, remain, etc.

2.11.7 Street Lighting and Traffic Signals

- The City will prepare the street lighting design for proposed Business Park Expansion, as well as any necessary traffic signal design. The Proponent is responsible for submitting base plans to the City in order to prepare the detailed design drawings for the street lighting plans and traffic signal upgrades.
- Traffic Signals are anticipated at the following intersections:
 - Tollgate Road at McConnell Avenue (Upgrades)
 - Tollgate Road East at Nick Kaneb Drive
 - Nick Kaneb Drive at Tenth Street
- Coordinate with the Traffic Department throughout the design process and provide recommendations for the street lighting and traffic signal plan based on site-specific considerations.
- The Proponent shall complete a review and provide commentary on the street lighting design and traffic signal plan provided by the City.

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- If it is determined that traffic signals are not warranted, underground conduit shall be installed at the intersection(s) for future use.
 - The Proponent shall incorporate the drawings and contract specifications for street lighting design(s) and traffic signal upgrades prepared by the City into the tender documents.

2.11.8 Design Reports

- The Proponent shall complete a Comprehensive Final Design Report for the Future Business Park Expansion. The design report shall be continually updated throughout the entirety of the design phase of the project and submitted periodically to the Corporation for review and commentary. The Design Report shall be finalized at the end of the design phase of the project.
- The Comprehensive Final Design Report shall include at a minimum the following information:
 - Design Criteria and Rationale
 - Road Network Design
 - Traffic Impact Study
 - Traffic Model
 - Watermain Design/Model
 - Storm Sewer Catchment Area
 - Storm Sewer Design Sheets
 - Sanitary Sewer Catchment Area
 - Sanitary Sewer Design Sheets
 - Review of Existing City Pumping Stations for Design Consistency
 - Pump Design and Selection
 - Equipment List and Selection

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- Pumping Station Layout
 - Electrical Systems
 - Process Control Narrative/Instrumentation and Control/SCADA
 - Mechanical Systems
 - Arch Flash Study for Sanitary Pumping Station
 - Back-up Power/Generator Design and Selection
 - Seismic Design Criteria
 - Noise Attenuation
 - Site Plan including Access Road/Path and Maintenance Area
 - Architectural Elevations
 - Landscaping
 - Utility Considerations
 - Geotechnical Considerations
 - Construction Methodologies
 - Environmental Considerations
 - SAR Considerations
 - Utility Considerations
- The Comprehensive Final Design Report shall include itemized construction cost estimates using estimated quantities and unit rates. The cost estimate shall be continually updated as the design progresses.
 - The design report shall also include discussion/recommendations on the proposed construction schedules.
 - The design report shall include detailed discussion of construction phasing, staging, sequencing, etc. and provide commentary on different alternatives.

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- The design report shall include the Traffic Impact Study.
 - The design report shall be signed and stamped by a Professional Engineer licensed in the Province of Ontario for each of the respective disciplines – i.e. structural engineer, transportation engineer, civil engineer, mechanical engineer, etc.
 - The Proponent may also elect to prepare Technical Memoranda as the design progresses to be compiled into the Final Design Report at the conclusion of the design phase of the project.
 - The design report shall include a detailed review of the ultimate design catchment area of the proposed sanitary and storm system.
 - The Proponent shall include a review of the serviceability of each parcel of land along the Nick Kaneb Drive and Tollgate Road Extension Corridors.
 - As the pumping station may be visible from Highway 401, the Comprehensive Design Report shall take into consideration the aesthetics of the pumping station.
 - The Comprehensive Design Report shall evaluate the impact of dewatering for both the sanitary sewer/forcemain and pumping station construction and recommend strategies for discharge.
 - The Proponent shall prepare and maintain a log of all City and Stakeholder (Utilities, RRCA, CN, etc.) commentary throughout the design process. The log shall identify how comments were addressed and/or incorporated into the detailed design.
 - The Comprehensive Design Report shall evaluate the impact of dewatering for both the underground infrastructure and roadway construction and recommend strategies for discharge.

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- The Proponent shall prepare an Erosion and Sediment Control Plan (ESCP) and associated drawings/details for submission to the RRCA. Prior to the completion of the detailed design, the Proponent shall submit the ESCP and draft design drawings of the corridor/intersections to the RRCA for review and comment.
 - The Proponent shall include discussion/recommendations regarding current and future by-pass alternatives for system redundancy and emergencies.
 - The Proponent shall prepare a Noise and Vibration Study for the proposed pumping station in accordance with NPC 131 and NPC 133. The Noise and Vibration Study shall be included in the Comprehensive Final Design Report.
 - All versions of the Design Report(s) shall be submitted to the City in “Draft” for review by City staff. The Proponent shall incorporate all City comments into subsequent versions of the report. All reports shall be submitted to the City in PDF as well as three hard copies are to be delivered to the City’s Engineering office. All costs and/or disbursements associated with printing reports are to be included in the Proponent’s fee.

2.12 Tendering Services

The Proponent shall prepare two (2) tender packages – one each for Phase I and Phase II of the work.

- Prepare tender documents using the City of Cornwall and OPS tender format. Tender documents shall include all necessary sections such as Information to Tenderers, General Conditions, Supplementary General Conditions, Special Provisions and Standard Detail Drawings.
- Complete a pre-tender construction estimate and submit to the City a minimum of four (4) weeks in advance of the tender issuance.
- The tendering period shall be four to six weeks.

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

2.13 Permits and Approvals

- Coordinate and undertake all work associated with securing the necessary approvals, including but not limited to:
- Coordinate and undertake all work associated with securing the necessary approvals, including but not limited to:
 - Ministry of the Environment, Conservation and Parks (MECP)
 - Ministry of Natural Resources (MNRF)
 - Raisin Region Conservation Authority (RRCA)
 - Ministry of Labour (MOL)

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- Ministry of Transportation (MTO)
 - Department of Fisheries and Oceans (DFO)
 - Transport Canada (TC)
 - Cedars Rapids Transmission (Hydro Quebec) (CRT)
 - Trans-Northern Pipeline (TNPI)
 - Electrical Safety Authority (ESA)
 - National Energy Board (NEB)
 - Technical Standards and Safety Authority (TSSA)
 - City of Cornwall Building Department
 - City of Cornwall Site Plan Control
 - City of Cornwall Right-of-Way
 - All applicable utility companies (Cornwall Electric, Bell, Cogeco, Rogers, Union Gas, etc)
 - Obtain the following permits and approvals:
 - MECP Permit to Take Water
 - MECP Air and Noise Environmental Compliance Approval
 - MECP Sewage Environmental Compliance Approval
 - MTO Corridor Encroachment Permit(s)
 - MTO Sign Permit Application
 - RRCA Permits and Approvals as required
 - City of Cornwall Site Plan Control Approval
 - City of Cornwall Building Permit
 - City of Cornwall Right-of-Way/Road-Cut Permit (as required)

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- MNRF Permits and Approvals as required
 - DFO Approvals as required
 - ESA Approvals
 - TSSA Approvals
 - The Proponent shall be responsible to prepare a list of the required permits/approvals. The list shall include a log documenting the status of all approvals. The Proponent shall assess and determine/confirm the required approvals/permits. Any approvals/permits not listed above shall be included in the Proponent's fee. The Corporation will not consider additional fees from the Proponent related to required approvals/permits not listed above.
 - Assess the utility impacts and requirements for the proposed project. Coordinate with each utility company and secure all necessary approvals/permits. Incorporate all utility requirements and comments into the detailed design as required. The coordination with each utility company shall occur as soon as reasonably possible to avoid any design and/or construction delays.
 - The Proponent shall acquire all necessary approvals from each of the respective utility companies. The Proponent shall coordinate any required TSSA and ESA approvals.
 - Apply and obtain approvals/permits from MECP, MNRF, DFO, RRCA, City of Cornwall, ESA, etc. any other Federal, Provincial, Municipal regulatory authorities.
 - The Proponent shall coordinate and liaise with all relevant authorities, prepare all necessary forms and applications, submit any necessary supporting documentation, etc.
 - The Corporation shall pay all approval/permit fees directly.

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- The Proponent and/or geotechnical Sub-Proponent shall be required to obtain ROW Control permits from the City's Infrastructure Department for all geotechnical drilling work to be conducted within the ROW. Additionally, traffic control approvals from the City's Transportation Department will be required for any drilling work that will require traffic control.
 - The Proponent and/or geotechnical Sub-Proponent shall be responsible to secure any necessary approvals/permits from the MTO for geotechnical work within each respective corridor.
 - The Proponent shall pre-consult with all relevant approval agencies as required to ensure the project is not delayed.
 - As the numerous approvals/permits are a significant risk to the overall project schedule, the Proponent shall provide a detailed plan to mitigate approval/permit issues as a component of the proposal.
 - All construction administration related permits/approvals shall be included in the construction administration component of the RFP.

2.14 Landowner and Public Consultation

- The successful Proponent shall plan and present at one Public Information Centres for the general public for the project. The Public Information Centres will be held at the City of Cornwall Infrastructure & Municipal Works boardroom located at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1.
- Prepare all necessary presentation materials for each public information session. All public information session presentation materials shall also be made available digitally and shall be formatted for digital review and comment on the City of Cornwall website.
- Prepare various types of documents (brochures, video clips, drawings, social media posts and information pages for the City website) to be distributed to

various stakeholders and the public throughout the design and construction process.

- Liaise and coordinate with each landowner and/or the landowner's representative throughout the detailed design process as required.
- Prepare all necessary public notices using the City of Cornwall template and circulate to the public and the landowners.
- The landowner and public consultation for construction is included in the construction component of the RFP.
- Prepare and continually update a log for tracking comments/concerns from the landowners contributing to the project. The list shall be updated and reviewed at each coordination meeting.
- All communication with landowners shall be carefully documented. The Proponent shall communicate to the landowners and/or the landowner's representative in writing via email, memo, etc. Any conversation with landowners and/or landowner's representative shall be documented and circulated to the Corporation and landowner.

2.15 Coordination Meetings

- Coordinate with City of Cornwall staff throughout the design phase of the project. The Proponent shall assume bi-weekly coordination meetings with City staff during the design phase. All meetings will occur at the City of Cornwall's Infrastructure & Municipal Works boardroom located at 1225 Ontario St., Cornwall, Ontario, K6H 4E1 or via Microsoft Teams.
- The Proponent shall assume each coordination meeting will be two (2) hours long.
- The Proponent shall prepare and circulate all meeting materials a minimum of three days in advance of the meeting.

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

3 CONSTRUCTION ADMINISTRATION AND SUPERVISION

The City will act as the Contract Administrator for the duration of the construction phase of the project. The Proponent shall assist the Corporation throughout construction by providing supplementary Construction Administration and Inspection Services in order to ensure that the intent of the design is met. If the City does not have the resources available to act as Contract Administrator at the time of construction, the City may request that the Proponent provide full-time Construction Administration and Inspection services.

The Proponent shall provide the following supplementary construction administration services related to the Future Business Park Expansion., as deemed necessary by the Corporation. All work associated with Construction Administration and Supervision is considered provisional.

3.1 Construction Administration

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

- Support City Staff with the completion of the Construction Administration/Management of the project in accordance with the drawings, specifications, reports, etc.
- Obtain any necessary construction related approvals/permits required for the project. The Proponent shall complete any necessary documentation to obtain and/or maintain permits/approvals.

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- All Contractor enquiries, RFI's, etc. shall be promptly responded to within five business days. The Proponent shall assign resources to the project as required to ensure that the Contractor's schedule is not impacted as a result of awaiting further information from the Proponent.
 - Issue supplementary drawings, details, information, etc., for clarification of contract documents, as needed.
 - Prepare Deficiency Reports for any deficiencies observed during site inspections. Advise City staff immediately of any deficiencies observed.
 - Coordinate with all approval agencies (MTO, Cedar Rapids, MECP, etc.) throughout construction. Provide all necessary documentation, reports, etc., as required. Provide all documentation in a timely manner to ensure the project is not delayed. The Proponent shall not defer coordination with approval agencies to the Contractor.
 - Review any Contractor extra work requests and claims. Issue Contemplated Change Orders (CCO) and Change Orders (CO) complete with all required design drawings, details, specifications, etc., to the Contractor as necessary. The Proponent shall be responsible for any extra work/costs resulting from design error, negligence, etc. City staff shall approve all Change Orders.
 - The Proponent shall prepare and present at one public meeting for the proposed construction.
 - Notify all approval agencies when work has begun and is completed. Provide all necessary reports, documents, etc. as required. Coordinate any required inspections.
 - The Proponent shall support City Staff for the duration of the construction. The Proponent shall base the Contract Administration services on the Fee Schedule included in Section 3.3 – *Construction Administration and Inspection Fees*.

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- The Proponent shall recommend formal acceptance of the sanitary sewer, forcemain and the pumping station after Substantial Performance.
 - The Corporation will not assume the operation of any pumping station during construction.
 - Notify all approval agencies when work has begun and is completed. Provide all necessary reports, documents, etc. as required. Coordinate any required inspections.
 - Coordinate with City of Cornwall staff throughout construction and attend bi-weekly construction meetings with the City and Contractor.
 - The Proponent shall assume construction site meetings are to occur bi-weekly. Construction meetings will occur at the City of Cornwall Infrastructure and Municipal Works boardroom at 1225 Ontario Street, Cornwall, Ontario, K6H 4E1.
 - Prior to construction, the Proponent and the City will develop a Materials Testing Plan which will indicate the type and frequency of material testing to be completed throughout the course of construction.
 - The Proponent shall support City Staff for the duration of construction. The Proponent shall base the Contract Administration services on the Fee Schedule included in Section 3.3 – *Construction Administration and Inspection Fees*.

3.2 Site Inspection Services

- The City will provide full-time site inspection services for the duration of the construction period. The Proponent will assist the City throughout the construction phase of the project by providing supplementary Site Inspection Services as deemed necessary by the Corporation.

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- The Proponent shall complete periodic site inspections at various stages throughout the duration of the project. The Proponent shall assume that each site visit shall be four hours in duration, which does not include travel time to the site.
 - Site inspections by all disciplines involved with the construction of the sanitary pumping station is required.
 - The Proponent's Project Manager and City Project Manager shall coordinate the Proponent's site inspections in order to ensure the intent of the design is met.
 - The City shall coordinate all required geotechnical testing with the geotechnical Sub-Proponent. The Proponent shall review geotechnical reports as required.
 - City Staff will maintain detailed As-Built Drawings in the field such that accurate As-Built Drawings, Service Location Sheets, etc., will be prepared by the Proponent and provided to the City at the conclusion of the project.

3.3 Construction Administration and Inspection Fees

- As the time commitments for Construction Administration and Site Inspection services are difficult to anticipate, the Proponent shall base the cost of these services, detailed in Section 3.1 and 3.2, on the estimates provided below. Please be advised that all work included in Section 3 – *Construction Administration and Supervision* is considered provisional and not guaranteed.

3.3.1 *Construction Administration and Inspection Fees for Phase I Works*

POSITION	HOURS
Project Director	80
Project Manager	80
Contract Administrator	160

Site Inspector	960
Civil/Municipal Engineer	120
Traffic Engineer	120
Electrical Engineer	40
Mechanical Engineer	40
Structural Engineer	40
Instrumentation and Controls Engineer	40
Process Engineer	40
Landscape Designer/Architect	80
CAD Operator	80
Administrative Support	40

3.3.2 Construction Administration and Inspection Fees for Phase II Works

POSITION	HOURS
Project Director	40
Project Manager	40
Contract Administrator	120
Site Inspector	360
Civil/Municipal Engineer	80
Traffic Engineer	80
Structural Engineer	40
Mechanical Engineer	40
Electrical Engineer	40
Instrumentation & Controls Engineer	40
Process Engineer	40
Architect	40
Landscape Designer/Architect	40
CAD Operator	80
Administrative Support	40

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- All disbursements associated with Construction Administration and Site Inspection services such as mileage, lodging, meals, supplies, etc. shall be included in the staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the project site are to be included in the staff unit rate and will not be paid for by the Corporation of the City of Cornwall.
 - The fee for Construction Administration and Site Inspection services shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
 - The unit rates provided for Construction Administration and Inspection shall be held by the Proponent for a maximum of three (3) years, with a permitted annual increase equivalent to the Consumer Price Index (CPI).
 - If determined that a discipline not listed in the table above is required, the Proponent is responsible for providing a proposal that includes the rate/quantity of hours, roles and responsibilities and an explanatory note that describes why their presence is essential for the success of the project. The addition of any discipline to the Construction Administration team is subject to approval by the Corporation.
 - The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require City approval prior to exceeding the estimated time allotment. The Proponent shall provide detailed justification for additional time required. The Corporation will not compensate the Proponent for additional time should the Proponent fail to provide sufficient notification and/or justification to the Corporation.
 - The Corporation will not be responsible for any overtime, rate premium, etc. Any mandated rate premiums shall be the responsibility of the Proponent. The

Proponent shall not transfer these rate premiums to the Corporation in any manner.

- The Corporation shall not be responsible for costs related to design error, omissions, negligence, etc. The Proponent shall be responsible for all costs related to re-design work due to the Proponent's error, negligence, etc.

3.4 Geotechnical Construction Services

3.4.1 Geotechnical Site Inspections

- The City will retain a qualified geotechnical engineering firm to complete any materials testing required during the construction phase of the proposed project. The Proponent and/or geotechnical Sub-Proponent shall not be responsible for materials testing.
- The Proponent and/or geotechnical Sub-Proponent shall provide support to City Staff during the construction phase of the project and answer any question that may arise. Additionally, the Proponent and/or geotechnical Sub-Proponent will complete periodic site inspections as needed to ensure the intent of the geotechnical design is met.
- The Proponent's Project Manager and City Site Inspector shall coordinate the geotechnical Sub-Proponent's site inspections as required in order to ensure the intent of the design is met.
- The geotechnical Sub-Proponent that was retained for the initial geotechnical investigation in the design phase must complete all geotechnical services required in the construction phase of the project.
- A minimum twenty-four (24) hour response time from the geotechnical Sub-Proponent is required.
- The geotechnical Sub-Proponent shall provide written reports for all site inspections. All reports/site reports shall be completed in the field at the time

of the inspection. Site reports completed at a later date shall not be accepted or paid for.

- The geotechnical Sub-Proponent shall not direct the Contractor but report directly to the Proponent's Project Manager and/or City Site Inspector.
- All site reports shall be stamped by a Professional Engineer licensed in the Province of Ontario. No exceptions will be made.
- The coordination and the management of the geotechnical Sub-Proponent shall be included in the Project Manager's scope of work and shall not be included in the fee for Geotechnical Construction Services. Sub-Proponent fees are to be paid at cost by the Corporation. No mark-up of any Sub-Proponent fees shall be applied to any invoice and/or paid by the Corporation.
- The hydrogeological investigation for the Permit to Take Water (PTTW) applications shall be included in the design fees and not in this item.
- Any geotechnical services required post-construction, shall be paid on a time and material basis.

3.4.2 Geotechnical Construction Services Fees

- As the geotechnical services are difficult to anticipate, the Proponent shall base the cost of these services for each anticipated year of construction on the estimates provided in the Fee Schedule below:

3.4.2.1 Geotechnical Construction Services for Phase I Works

POSITION	HOURS
Technologist/Technician	120
Senior Geotechnical Engineer	120
Preparation of Reports/Technical Memos	40

3.4.2.2 *Geotechnical Construction Services for Phase II Works*

POSITION	HOURS
Technologist/Technician	120
Senior Geotechnical Engineer	80
Preparation of Reports/Technical Memos	40

- All disbursements associated with Construction Administration and Site Inspection services such as mileage, lodging, meals, supplies, etc. shall be included in the staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the project site are to be included in the staff unit rate and will not be paid for by the Corporation of the City of Cornwall.
- The fee for Construction Administration and Site Inspection services shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
- The unit rates provided for Geotechnical Construction Services shall be held by the Proponent for a maximum of three (3) years, with a permitted annual increase equivalent to the Consumer Price Index (CPI).
- If determined that a discipline not listed in the table above is required, the Proponent is responsible for providing a proposal that includes the rate/quantity of hours, roles and responsibilities and an explanatory note that describes why their presence is essential for the success of the project. The addition of any discipline to the Construction Administration team is subject to approval by the Corporation.
- The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require City approval

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

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

4 POST-CONSTRUCTION SERVICES

4.1 Post-Construction Services & Inspections

- Complete a post-construction photo survey for record purposes which shall include but not be limited to: roadways, sidewalks, driveways, pumping stations, generators, equipment, vegetation, trees, entrances, steps, porches, foundations, dwellings, structures, etc. Photos shall be taken during a time that weather will not impact the photos. The post-construction photo survey shall accurately indicate the condition of all existing and new features to ensure that no damage to existing property has occurred due to construction. The post-construction photo survey shall be included in the Close-Out Package to be provided to the City.
- Complete warranty inspections for each discipline twelve months and twenty-four months after Substantial Performance. Issue Warranty Inspection Site Reports immediately following each site visit
- Assist the Corporation as required during the warranty period. Ensure all warranty issues have been addressed and resolved.

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- Conduct additional inspections as required for any outstanding or deficient work.
 - Coordinate with the Corporation and the contractor to ensure all warranty, deficiency and/or outstanding work is completed.
 - Liaise with City staff operating the works and answer all questions.
 - Assist the Corporation and coordinate with the contractor to review and resolve any third-party claims.

4.2 Testing, Training & Commissioning

- Update and finalize the Process Control Narrative (PCN) for the pumping station.
- Review the contractor's start-up, testing and commissioning plan and update/revise as required to ensure that the contractor is following the contract documents.
- Coordinate all required testing, training and commissioning. Collect all testing, training and commissioning records to be provided to City staff at the completion of the project.
- Conduct two equipment and SCADA training sessions with City staff. Prepare all necessary training materials.
- Coordinate and witness the necessary equipment Factory Acceptance Testing (FAT).
- Coordinate and witness equipment and instrument calibration, start-up verification, SCADA network testing, performance testing, operational testing, etc.
- Provide an equipment and instrument list complete with asset tagging.
- Review the contractor's Operation and Maintenance Manuals and Commissioning Records.

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- The Proponent shall not allow the commissioning of any equipment until the start-up tests/reports have been completed and submitted.
 - Ensure the contractor has completed all equipment tagging prior to start-up and commissioning.
 - Conduct mandatory Pre-Start Health and Safety Reports for the proposed pumping station prior to start-up, testing, commissioning, etc.
 - Witness all equipment calibration and checkout. Complete calibration and check-out reports for all equipment. (Mechanical, Electrical, Process, Instrumentation, Controls, SCADA).

4.3 Post-Construction Services Fee Schedule – Phases I and II

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

POSITION	HOURS
Project Manager & Construction Administrator	40
Resident Site Inspector	80
Civil/Municipal Engineer	40
Traffic Engineer	16
Structural Engineer	16
Mechanical Engineer	40
Electrical Engineer	40
Instrumentation & Controls Engineer	24
Process Engineer	24

Architect	24
CAD Operator	40
Administrative Support	24

- All disbursements associated with post-construction and inspection services such as mileage, lodging, meals, supplies, etc. shall be included in staff unit rate and will not be paid for in addition to the staff unit rate provided in the submission. All costs associated with travel time to and from the job site are to be included in the unit rate and will not be paid for by the Corporation of the City of Cornwall.
- The fees for post-construction, testing, training and commissioning shall be time and material to an upset limit. The time allotment shown in the table above is estimated and the Proponent shall be paid based upon the actual time spent.
- The unit rates provided for Post-Construction Services shall be held by the Proponent for a maximum of three (3) years, with a permitted annual increase equivalent to the Consumer Price Index (CPI).
- The Proponent shall notify the Corporation immediately should the Proponent expect to exceed the allotted time. The Proponent shall require Corporation approval prior to exceeding the estimated time allotment. The Proponent shall provide detailed justification for the additional time required. The Corporation will not compensate the Proponent for additional time should the Proponent not provide sufficient notification and/or justification to the Corporation.

4.4 As-Built Drawings

- Prepare detailed As-Built Drawings and submit to the City in AutoCad and PDF format.

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- Prepare detailed Service Location Sheets for each service and submit to the City in AutoCad and PDF format.
 - As-Built Drawings shall be submitted to the City no later than three months after Substantial Performance for each phase of the project.
 - The Corporation will review the submitted As-Built Drawings and provide comments to the Proponent. The Proponent shall update the As-Built Drawings as required and re-submit to the City.
 - The Corporation will complete any additional field surveying required as a result of incomplete as-built information.
 - The Proponent shall submit a time and material to upset limit fee for the preparation of As-Built Drawings. The Proponent shall not include the labour required for As-Built Drawings in the time and material estimates in Sections 4.3 – Post Construction Services Fees

4.5 Close-out Package

- Submission of associated construction documents shall be provided to the City in an organized Close-Out Package. The City is to receive these documents in PDF format as well as two hard copies.
- The Close-Out Packages shall be submitted to the City no later than three months after Substantial Completion.
- The City will review the submitted Close-Out Packages and provide comments to the Proponent. The Proponent shall update the Close-Out Packages as required and re-submit to the City.
- The Corporation shall not be responsible for additional work required as a result of incomplete Close-Out Packages. The Proponent shall update and modify the Close-Out Package as required.

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- Provide As-Built Drawings, Operation and Maintenance Manuals, Construction Documents, Site Inspection Reports, Geotechnical Material Test Results, Mix Designs (Concrete and Asphalt), Geotechnical Field Reports, Shop Drawings, Deficiency Lists, Meeting Minutes, Pre-construction and Post-construction Photos, Training Logs, FAT Records, Equipment Start-up Reports, Equipment Warranties, Commissioning Records, Operational Test Results, PCN's, etc., in an organized Project Close-Out Package. The Proponent shall submit three hard copies of all Close-Out Packages as well as in PDF.
 - The Proponent shall submit a time and material to upset limit fee for the preparation of project Close-Out Packages. The Proponent shall not include the labour required for Close-Out Packages in the time and material estimates in Section 4.1 and 4.2.

5 SCHEDULE

The Corporation intends for the construction of Phase I of the Future Business Park Expansion to be completed by the end of 2022 and Phase II to be completed by the end of 2023 (contingent upon future land sales and development). The Proponent shall prepare a detailed schedule for the entire project including the design, tender, construction and post-construction phases of the project. If the Proponent does not believe the completion date is achievable, the proposed schedule should indicate the earliest possible completion date.

- The Proponent shall base the schedule on the following:

Item	Date
Issue of RFP	December 15, 2021
Deadline for Questions	January 12, 2022
Deadline for Submission	January 26, 2022

Award of RFP – Council Meeting	February 22, 2022
Project Commencement	March 7, 2022

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

- The Proponent shall provide a detailed project schedule identifying all tasks required to complete the project on time and on budget.
- The Proponent shall detail the proposed project management and methodology to ensure the project remains on schedule.
- The Proponent shall identify the design, tender, construction, etc., methodology and strategy to accelerate the project schedule.
- The Proponent shall consider various tendering and construction phasing alternatives which could expedite the overall project schedule.
- The Proponent shall review various construction methodologies which could expedite the project schedule and mitigate costs.
- Continually update the project schedule and submit an updated version monthly to the City, to be reviewed at monthly progress meetings. The schedule shall include City review time.

6. PROJECT RISKS

The proposed project has numerous project risks which can impact the project schedule and budget.

- The Proponent shall identify any potential threats and opportunities and provide a detailed risk management plan highlighting severity (risk score) and mitigation/enhancement strategies. The Proponent shall also include any actions required by the Corporation.

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- The quantity of regulatory approvals required for the project present significant risk to the project schedule as well as the budget. The Proponent shall include details on the proposed strategy to secure permits and approvals in a timely fashion in order to mitigate project delays and cost overruns.

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

Department: Financial Services
Division: Finance
Report Number: 2021-105-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 13, 2021
Subject: Elected Officials Expense Statements for the Period of
October 1 to November 30, 2021

Purpose

To provide Council with a financial snapshot of expenses for the period October 1 to November 30, 2021.

Recommendation

That Council receive the Statement of Expenses for Elected Officials for the period of October 1 to November 30, 2021.

Financial Implications

All remuneration and expenses incurred are in compliance with the approved 2021 budget, corporate policies, accounting and reporting procedures.

Strategic Priority Implications

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

Background / Discussion

The accompanying schedules details expenses incurred up to November 30, 2021 of Council as a Whole and individual Council Members.

Document Title:	Elected Officials Expense Statements for Oct 1 to Nov 30, 2021 - 2021-105-Financial Services.docx
Attachments:	- Consolidated Oct-Nov 21 expenses.pdf
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 8:53 AM

Maureen Adams - Dec 6, 2021 - 11:32 AM

STATEMENT OF EXPENSES - ELECTED OFFICIALS

COUNCIL AS A WHOLE

for the period of October 1 to November 30, 2021

Council (as a whole)	<u>Food Provisions</u>	<u>Office Supplies</u>	<u>Office Equipment</u>	<u>Memberships, Association Fees</u>	<u>Promotion Costs</u>	<u>Public Relations</u>	<u>Cell Phone Charges</u>	<u>Total Expenses</u>
Previous Expenses	\$1,491.20	\$569.19	\$74.30	\$39,173.12	\$207.12	\$1,203.83	\$5,372.68	\$48,091.44
October to November Statement	\$199.11	\$185.44	\$0.00	\$0.00	\$0.00	\$1,018.17	\$1,172.92	\$2,575.64
Total Expenses to Date	\$1,690.31	\$754.63	\$74.30	\$39,173.12	\$207.12	\$2,222.00	\$6,545.60	\$50,667.08
2021 Budget	\$7,000.00	\$2,000.00	\$0.00	\$41,100.00	\$3,000.00	\$7,000.00	\$8,677.00	
Coffee, Juice, Creamers, Water, etc. (Meetings)								
Council Meetings	\$199.11							
Cell Phone Charges							\$1,172.92	
Office Supplies		\$185.44						
Remembrance Day Advertisement						\$430.44		
The Royal Canadian Legion Commemorative Wreath						\$100.00		
Refreshments for Morning Ceremony at the Harbour Lands						\$227.73		
Transport of Exhibit Item						\$260.00		

STATEMENT OF EXPENSES - ELECTED OFFICIALS SOUVENIRS

for the period of October 1 to November 30, 2021

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

STATEMENT OF EXPENSES - ELECTED OFFICIALS CONFERENCES / PROFESSIONAL DEVELOPMENT

for the period of October 1 to November 30, 2021

Previous Expenses	\$610.56
October to November Statement	\$534.24
Total Expenses to Date	\$1,144.80
2021 Budget	\$25,000.00

Ontario East Virtual Municipal Conference Oct 20-21, 2021 (Mayor G. Grant)

Registration	\$254.40	
Accommodation		
Transportation		
		\$254.40

OMSSA - Defining Pathways to Reconciliation Forum (Councillor E. MacDonald)

Registration	\$279.84	
Accommodation		
Transportation		
		\$279.84

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Mayor Glen Grant	Police Services Board	Car Allowance	Corporate Travel	Public Relations	Miscellaneous	Total Expenses	Souvenirs
	<u>Honorarium</u>						
Previous Expenses	\$875.00	\$443.10	\$0.00	\$0.00	\$0.00	\$443.10	\$0.00
October to November Statement	\$583.00	\$295.40	\$0.00	\$0.00	\$0.00	\$295.40	\$0.00
Total Honorarium to Date	\$1,458.00						
Total Expenses to Date		\$738.50	\$0.00	\$0.00	\$0.00	\$738.50	\$0.00
2021 Budget	\$1,750.00	\$960.00	-----\$5,000.00-----				

Car Allowance (October to November 2021)

\$295.40

Cornwall Police Services Board

Honorarium (October to November 2021)

\$583.00

Former Mayor Bernadette Clément	Police Services Board	Car Allowance	Corporate Travel	Public Relations	Miscellaneous	Total Expenses	Souvenirs
	<u>Honorarium</u>						
Previous Expenses	\$1,750.02	\$960.05	\$0.00	\$0.00	\$68.13	\$1,028.18	\$103.56
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Honorarium to Date	\$1,750.02						
Total Expenses to Date		\$960.05	\$0.00	\$0.00	\$68.13	\$1,028.18	\$103.56
2021 Budget	\$1,750.00	\$960.00	-----\$2,500.00-----				

No expenses to report

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Todd Bennett

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2021 Budget	-----\$1,257.50-----				

No expenses to report

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Eric Bergeron

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2021 Budget	-----\$1,257.50-----				

No expenses to report

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Maurice Dupelle

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$234.73	\$234.73	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$234.73	\$234.73	\$0.00
2021 Budget	-----\$1,257.50-----				

No expenses to report

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Syd Gardiner

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
2021 Budget	-----\$1,257.50-----				

No expenses to report

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Former Councillor Glen Grant

	Outside Agencies Honorarium	Corporate Travel	Public Relations	Miscellaneous	Total Expenses	Souvenirs
Previous Expenses	\$1,988.05	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$1,988.05	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
2021 Budget	\$1,988.00	-----\$943.00-----				

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Carilyne Hébert

	Outside Agencies Honorarium	Corporate Travel	Public Relations	Miscellaneous	Total Expenses	Souvenirs
Previous Expenses	\$97.61	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
October to November Statement	\$390.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$488.05	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
2021 Budget	\$680.00	-----\$1,257.50-----				

Glen Stor Dun Lodge Board of Management

Honorarium (October to November 2021)	\$390.44
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STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Dean Hollingsworth

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2021 Budget	\$1,257.50				

No expenses to report

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Elaine MacDonald

	Outside Agencies <u>Honorarium</u>	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$250.00	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
October to November Statement	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$750.00	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
2021 Budget	\$1,000.00	\$1,257.50				

Cornwall Police Services Board

Honorarium (October to November 2021) \$500.00

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Claude McIntosh

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$58.99	\$58.99	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$58.99	\$58.99	\$0.00
2021 Budget	-----\$1,257.50-----				

No expenses to report

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Justin Towndale

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$68.13	\$68.13	\$0.00
2021 Budget	-----\$1,257.50-----				

No expenses to report

STATEMENT OF EXPENSES - ELECTED OFFICIALS

for the period of October 1 to November 30, 2021

Councillor Denis Carr

	Corporate <u>Travel</u>	Public <u>Relations</u>	<u>Miscellaneous</u>	<u>Total Expenses</u>	<u>Souvenirs</u>
Previous Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October to November Statement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses to Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2021 Budget	-----\$314.50-----				

No expenses to report

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

Department: Financial Services
Division: Tax and Collection
Report Number: 2021-106-Financial Services
Prepared By: Michael Carriere, Property Tax and Assessment Supervisor
Meeting Date: December 13, 2021
Subject: Tax Write-offs / Adjustments

Purpose

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

Recommendation

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

Financial Implications

The total tax refunds of \$529,470.17 represents the following amounts:

- Municipal Portion \$411,267.51,
- Education Portion \$118,508.07,
- Capping Portion (\$305.41), monies added back.

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

The City budgets for tax write-offs/refunds as part of its annual budget. In 2021, the City has budgeted \$1 million.

Background / Discussion

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

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

The deadline for submitting final applications for Section 357 of the Municipal Act for 2021 is February 28, 2022.

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

Document Title:	Tax Write-Offs - Adjustments - 2021-106-Financial Services.docx
Attachments:	- Tax Refunds Listing.pdf
Final Approval Date:	Dec 7, 2021

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

Michael Carriere - Dec 6, 2021 - 2:20 PM

Tracey Bailey - Dec 7, 2021 - 6:54 PM

Maureen Adams - Dec 7, 2021 - 7:56 PM

2021 Tax Adjustments

<u>Application Number</u>	<u>Roll Number</u>	<u>Name</u>	<u>Address</u>	<u>Reason</u>	<u>Assessment</u>	<u># of Days</u>	<u>Municipal</u>	<u>Education</u>	<u>Capping</u>	<u>Amount</u>
Applications under section 357 of Municipal Act 2020 Tax Year										
2021-00002	6-05-06900	1924352 Ontario Inc	2350 Vincent Massey Dr	Class Change	\$96,000	365	-\$850.20	\$0.00		-\$850.20
2021-00003	3-03-13600	Muhammad Raffi	401-401A Sixth St E	Fire	\$66,000	300	-\$1,225.26	-\$123.24		-\$1,348.50
2021-00001	2-02-45800	Smith Shawn & Irwin Sarah	134-134 D Montreal Rd	Class Change	\$135,500	359	-\$1,907.06	-\$968.89		-\$2,875.95
2021-00005	5-02-21605	Frechette Scott & Kirkey Jeffrey	432-434 A Augustus St	Demolition	\$93,000	250	-\$968.95	-\$97.46		-\$1,066.41
2021-00007	1-02-01807	Richards Linda	2141 Glen Brook Dr	Fire	\$131,000	224	-\$1,222.92	-\$123.00		-\$1,345.92
2021-00006	3-01-23400	MNG Real Estate Holdings Ltd	104-106 Marlborough St N	Fire	\$98,000	151	-\$616.71	-\$62.03		-\$678.74
2021-00010	1-02-01809	Nanan Jean & Denise	2135 Glen Brook Dr	Fire	\$165,000	224	-\$1,540.32	-\$154.93		-\$1,695.25
2021-00011	2-02-16700	N Maloney Management Inc	5-7 Albert St	Class Change	\$75,000	365	\$58.19	-\$545.25		-\$487.06
2021-00014	2-04-02600	1750709 Ontario Inc	1010 Guy St	Class Change	\$14,000	365	-\$355.64	-\$663.36		-\$1,019.00
2021-00013	4-01-25200	Boissonneault Brent & Sadler Linda	31-35 Fourth St E	Class Change	\$118,000	365	-\$1,688.51	-\$857.86		-\$2,546.37
2021-00008	6-04-35900	Macdonell Ronald & Lynn	440 Thirteenth St W	Class Change	\$17,600	221	-\$152.49	-\$77.48		-\$229.97
2021-00012	1-12-18900	Ethier Odette	121-121 B St.Felix St	Class Change	\$27,800	365	-\$397.80	-\$202.10		-\$599.90
2021-00009	4-05-31650	Martin Luc & Micheline	2151 Pitt St	Class Change	\$9,700	100	-\$38.02	-\$19.32		-\$57.34
Sub Total							-\$10,905.69	-\$3,894.92	\$0.00	-\$14,800.61

Applications under section 357 of Municipal Act 2021 Tax Year Denied

2021-00015	1-07-46609	Falcon Home Construction Inc	300 Belfort Cres	Class Change	\$209,000	365	-	-		-
Sub Total							\$0.00	\$0.00	\$0.00	\$0.00

Minutes of Settlement from the Assessment Review Board

2021	3-02-04700	2740648 Ontario Inc	113 Second St E	ARB/MOS	\$108,000	365	-\$3,188.26	-\$950.40	\$0.00	-\$4,138.66
2021	4-02-06300	275457 Ontario Inc	30 Sixth St E	Became Exempt	\$469,000	365	\$0.00	\$717.57		\$717.57
2021	6-03-02100	350634 Ontario Ltd	1200 Brookdale Ave	ARB/MOS	\$51,000	365	-\$1,505.57	-\$448.80		-\$1,954.37
2021	2-01-11100	9159-9613 Quebec Inc	616 Montreal Rd	ARB/MOS	\$1,000	365	-\$929.21	-\$478.29		-\$1,407.50
2021	3-01-09800	Army Navy Air Force Veterans	14 Marlborough St N	ARB/MOS	\$488,000	365	\$0.00	-\$746.64		-\$746.64
2021	6-08-35878	Cartwave Realty Limited	Power Dam Dr	ARB/MOS	\$275,000	365	-\$4,183.16	-\$420.75		-\$4,603.91
2021	6-08-27700	Cartwave Realty Limited	Con 1 E pt lot 7	ARB/MOS	\$269,000	365	-\$4,091.89	-\$411.57		-\$4,503.46
2021	1-02-01435	Cartwave Realty Limited	3300 Montreal Rd	ARB/MOS	\$2,347,000	365	-\$35,701.39	-\$3,590.91		-\$39,292.30
2021	4-04-00228	Cartwave Realty Limited	Tollgate Rd E	ARB/MOS	\$131,000	365	-\$1,992.71	-\$200.43		-\$2,193.14
2021	5-05-00601	Cartwave Realty Limited	Mercier St	ARB/MOS	\$301,000	365	-\$4,578.66	-\$460.53		-\$5,039.19
2021	6-08-35500	Cartwave Realty Limited	Con 1 Pt lot 17	ARB/MOS	\$192,000	365	-\$2,920.61	-\$293.76		-\$3,214.37
2021	1-07-46964	Donihee Patrick & Fishwick Suzanne	405 1146 Montreal Rd	ARB/MOS	\$16,000	365	-\$243.38	-\$24.48		-\$267.86
2021	1-07-46977	Donihee Patrick & Fishwick Suzanne	604 1146 Montreal Rd	ARB/MOS	\$17,000	365	-\$258.60	-\$26.01		-\$284.61
2021	1-07-46978	Donihee Patrick & Fishwick Suzanne	602 1146 Montreal Rd	ARB/MOS	\$15,000	365	-\$228.17	-\$22.95		-\$251.12
2021	1-07-46983	Donihee Patrick & Fishwick Suzanne	704 1146 Montreal Rd	ARB/MOS	\$17,000	365	-\$258.60	-\$26.01		-\$284.61
2021	2-02-01068	Franks David	705 Cotton Mill St	ARB/MOS	\$9,000	365	-\$128.79	-\$65.43		-\$194.22
2021	6-08-27600	Grant Norma	Con 1 Pt Lot 17	ARB/MOS	\$65,000	365	-\$988.75	-\$99.45		-\$1,088.20
2021	4-02-01850	Grewar Danielle	27 Fifth St W	ARB/MOS	\$41,100	365	-\$625.19	-\$62.88		-\$688.07

2021 Tax Adjustments

<u>Application Number</u>	<u>Roll Number</u>	<u>Name</u>	<u>Address</u>	<u>Reason</u>	<u>Assessment</u>	<u># of Days</u>	<u>Municipal</u>	<u>Education</u>	<u>Capping</u>	<u>Amount</u>
2021	4-02-02300	Grewar Danielle	27 Fifth St W	ARB/MOS	\$46,000	365	-\$699.73	-\$70.38		-\$770.11
2021	3-03-51300	Happy Bay Holdings Inc	180-182 Ninth St E	ARB/MOS	\$54,000	365	-\$1,279.20	-\$315.19		-\$1,594.39
2021	6-05-00555	Home Depot Holdings Inc	1825 Brookdale Ave	ARB/MOS	\$836,000	365	-\$24,381.95	-\$7,356.80		-\$31,738.75
2021	3-05-15101	Kassab Zenah	248 Tollgate rd E	ARB/MOS	\$35,000	365	-\$532.40	-\$53.55		-\$585.95
2021	2-01-16100	Langabeer Theodore & Bonnie	251 Louisa St	ARB/MOS	\$4,000	365	-\$60.85	-\$6.12		-\$66.97
2021	6-04-37201	McDonald's Restaurants	1301 Brookdale Ave	ARB/MOS	\$66,000	365	-\$1,948.38	-\$580.80		-\$2,529.18
2021	1-16-02301	Ontario Power Generation Inc	Con 2 Pt Lot 4 & 5	ARB/MOS	\$5,100	365	-\$77.58	-\$7.81		-\$85.39
2021	3-04-00400	Spagnola Rosa	1015-1017 Larin Ave	ARB/MOS	\$4,500	365	-\$68.45	-\$6.89		-\$75.34
2021	6-06-09000	Township of South Stormont	Plan 265 Pt Lot 3	ARB/MOS	\$77,000	365	-\$1,171.29	-\$117.81		-\$1,289.10
2021	4-01-06602	Williamstown Mini Storage	113 A Pitt St	ARB/MOS	\$23,000	365	-\$678.98	-\$202.40		-\$881.38
2021	5-01-02812	Cox James	202 321 Water St W	ARB/MOS	\$24,000	365	-\$365.08	-\$36.72		-\$401.80
2021	1-02-01900	6803075 Canada Inc	805 Boundary Rd	ARB/MOS	\$40,400	365	-\$357.80	\$0.00		-\$357.80
2021	5-01-18000	743133 Ontario Inc	120-126 Second St W	ARB/MOS	\$333,000	365	-\$9,830.48	-\$2,930.40		-\$12,760.88
2021	6-03-00900	Granchester Developments Limited	691 Brookdale Ave	ARB/MOS	\$993,600	365	-\$13,684.15	-\$3,256.00		-\$16,940.15
2021	3-03-20300	Abele Esther & Fillion Renald	110 Seventh St E	ARB/MOS	\$49,000	365	-\$745.36	-\$74.97		-\$820.33
2021	1-07-45939	McHardy Kevin & Cholette Cindy	1101 Kirkman Crt	ARB/MOS	\$33,000	365	-\$501.98	-\$50.49		-\$552.47
2021	6-06-04401	O'Donnell Peter	1590 Cornwall Centre Rd	ARB/MOS	\$201,500	365	-\$2,298.84	-\$231.23		-\$2,530.07
2021	2-05-00484	Campeau Daniel & Christine	1368 Arba Crt	ARB/MOS	\$18,200	365	-\$276.84	-\$27.84		-\$304.68
2021	1-05-30077	Frei Denise	321 Ivan Cres	ARB/MOS	\$63,000	365	-\$958.32	-\$96.39		-\$1,054.71
2017-2019	4-04-12300	Madeline Blanchard Holdings	1325 Pitt ST	ARB/MOS	\$494,832	1095	-\$13,919.72	-\$6,562.22	\$305.41	-\$20,176.53
2017-2020	6-06-03300	Irving Oil Property	3250 Brookdale Ave	ARB/MOS	\$519,250	1461	-\$4,420.65	-\$935.44		-\$5,356.09
2017-2020	6-04-37201	McDonald's Restaurants	1301 Brookdale Ave	ARB/MOS	\$165,000	1461	-\$4,682.46	-\$2,135.10		-\$6,817.56
2017-2021	1-02-01537	Les Industries Dorel Inc	3305 Loyalist St	ARB/MOS	\$1,841,000	1826	-\$71,615.56	-\$21,644.90		-\$93,260.46
2019-2021	1-07-47600	Iberville Developments Ltd	1315-1325 Second St E	ARB/MOS	\$2,084,500	1096	-\$60,319.54	-\$23,479.05		-\$83,798.59
2020-2021	4-04-12300	ARS Holdings Inc	1325 Pitt ST	ARB/MOS	\$502,000	731	-\$14,614.96	-\$5,346.30		-\$19,961.26
2020-2021	6-03-05700	7137796 Canada Inc	731 Second St W	ARB/MOS	\$402,000	731	-\$10,309.34	-\$4,281.30		-\$14,590.64
2021	4-02-22800	11838431 Canada Inc	24 Ninth St E	ARB/MOS	\$51,000	365	-\$1,505.57	-\$448.80		-\$1,954.37
2021	2-02-08600	Hnr International Inc	129-131A McConnell Ave	ARB/MOS	\$67,000	365	-\$1,019.17	-\$102.51		-\$1,121.68
2021	6-05-04150	Jones Nigel	2020 Poulin Ave	ARB/MOS	\$25,000	365	-\$380.29	-\$38.25		-\$418.54
2021	6-08-53000	Tallon Sheila & Gazdar Farhiz	1609 Grant Ave	ARB/MOS	\$53,000	365	-\$806.21	-\$81.09		-\$887.30
2021	2-03-32600	Campeau Robert	Plan 130 Lot 11	ARB/MOS	\$3,600	365	-\$54.76	-\$5.51		-\$60.27
2021	2-03-32700	Campeau Robert	Plan 130 Lot 12	ARB/MOS	\$3,400	365	-\$51.72	-\$5.20		-\$56.92
2021	2-03-34500	Campeau Robert	Plan 130 Lot 30	ARB/MOS	\$3,300	365	-\$50.20	-\$5.05		-\$55.25
2021	2-03-34600	Campeau Robert	Plan 130 Lot 31	ARB/MOS	\$3,600	365	-\$54.76	-\$5.51		-\$60.27
2021	2-03-34700	Campeau Robert	Plan 130 Lot 32	ARB/MOS	\$3,500	365	-\$53.24	-\$5.36		-\$58.60
2021	2-03-34800	Campeau Robert	Plan 130 Lot 33	ARB/MOS	\$3,500	365	-\$53.24	-\$5.36		-\$58.60
2021	2-03-34900	Campeau Robert	Plan 130 Lot 34	ARB/MOS	\$3,300	365	-\$50.20	-\$5.05		-\$55.25
2021	2-03-35000	Campeau Robert	Plan 130 Lot 35	ARB/MOS	\$6,600	365	-\$100.40	-\$10.10		-\$110.50
2021	2-03-35100	Campeau Robert	Plan 130 Lot 36	ARB/MOS	\$6,600	365	-\$100.40	-\$10.10		-\$110.50
2021	5-01-02811	Hansen Fred & Macdonald Sheila	201 321 Water St W	ARB/MOS	\$24,000	365	-\$365.08	-\$36.72		-\$401.80
2021	6-03-01304	Jae Land Developments Ltd	Seventh St W	ARB/MOS	\$21,500	365	-\$559.09	-\$189.20		-\$748.29
2021	1-08-10201-10448	Lorneville Apartments Limited	1430-1450 First St E	ARB/MOS	\$1,672,000	365	-\$25,433.72	-\$2,558.16		-\$27,991.88
2017-2021	6-04-30700	7137796 Canada Inc	1139 Brookdale Ave	ARB/MOS	\$406,000	1826	-\$11,635.32	-\$4,811.40		-\$16,446.72
2018-2021	1-03-00108	Jarvis Mansions Ltd	551 Campbell St	ARB/MOS	\$1,875,750	1461	-\$53,988.19	-\$18,405.53		-\$72,393.72
2021	6-04-30900	2621981 Ontario Inc	1209 Brookdale Ave	ARB/MOS	\$65,000	365	-\$968.71	-\$89.27		-\$1,057.98

2021 Tax Adjustments

<u>Application Number</u>	<u>Roll Number</u>	<u>Name</u>	<u>Address</u>	<u>Reason</u>	<u>Assessment</u>	<u># of Days</u>	<u>Municipal</u>	<u>Education</u>	<u>Capping</u>	<u>Amount</u>
2021	2-04-21500	Grant Castle Corp	494 Eleventh St E	ARB/MOS	\$18,000	365	-\$531.38	-\$158.40		-\$689.78
2021	2-04-21800	Grant Castle Corp	1021 Malborough St N	ARB/MOS	\$13,500	365	-\$205.36	-\$20.66		-\$226.02
2021	1-12-18900	Ethier Odette	121-121 B St.Felix St	ARB/MOS	\$2,200	275	-\$23.71	-\$12.05		-\$35.76
2021	1-09-27805	TDL Group Ltd The	1380 Marleau Ave	ARB/MOS	\$13,000	365	-\$383.77	-\$114.40		-\$498.17
2021	6-04-31300	TDL Group Ltd The	1233 Brookdale Ave	ARB/MOS	\$6,000	365	-\$177.13	-\$52.80		-\$229.93
2021	4-05-32807	Cormier Derick & Fortier Stephanie	3111 Laidlaw Ave	ARB/MOS	\$16,000	281	-\$187.37	-\$18.85		-\$206.22

Sub Total	-\$400,361.82	-\$114,613.15	\$305.41	-\$514,669.56
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Total	-\$411,267.51	-\$118,508.07	\$305.41	-\$529,470.17
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The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Finance
Report Number: 2021-109-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 13, 2021
Subject: 2021 Carry Forwards - Capital

Purpose

To obtain Council approval to carry forward funds towards the completion of capital projects to the 2022 fiscal year.

Recommendation

That Council approve the carry forward of the capital projects listed on schedule 1 to this Report 2021-109 Financial Services.

Financial Implications

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

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

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

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

Schedule 1 is a summary of projects to be carried forward into 2022 as provided in the above noted policy.

All projects meeting the provisions as identified in policy FI.acc 02-01 will be closed in 2021 and those meeting conditions for carry forward as identified in this same policy be carried forward to 2022.

Document Title:	Carry Forward of Capital - 2021-109-Financial Services.docx
Attachments:	- Capital Carry Forward Schedule.pdf
Final Approval Date:	Dec 8, 2021

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

Tracey Bailey - Dec 7, 2021 - 2:34 PM

Maureen Adams - Dec 8, 2021 - 2:39 PM

PROJECTS TO BE CARRIED FORWARD

Project Name	Approved Budget/ Funding	Spent to Date/ Committed	Balance to Carry Forward	Comments
ROADWAYS AND STRUCTURES				
'18-'19 N. Kaneb Dr Ext - Marleau to Tenth	2,400,000	2,379,521	20,479	financing and development charges, construction underway
'19-'20 Centertown - Water St / Montreal Rd	90,000	0	90,000	funding is being set aside for future intersections
'18-'20 Lemay St Extension	5,040,000	1,561,667	3,478,333	partially funded by OMAFRA RFP for stage for phases 3 & 4 to be issued shortly, construction of phase 3 in 2022
'20 Marleau Ave Reconstruction and Widening Stage 2	2,946,105	1,062,589	1,883,516	development charges, reserves, and financing, project in design stage
'20 Asphalt Resurfacing Various City Streets	3,815,000	3,423,654	391,346	OCIF & Gas Tax, design stage, remaining items to be tendered with other projects
'20 Asset Management Plan Update	185,559	185,559	0	reserves, RFP awarded
'20 Update Subdivision Manual and the Subdivision Agreement	75,000	0	75,000	reserves, RFP to be issued shortly
'20 Nick Kaneb Dr. Extension - Industrial Park Dr. to Tollgate Rd.	500,000	181,413	318,587	financing, RFP for design to be issued shortly
'15-'18 Brookdale Ave / CN Overpass	4,898,000	5,506,772	0	Gas Tax \$338k, \$3M provincial grant, and financing, deficiencies being addressed will borrow required amount
'18 Culvert Replacement - McConnell to Raisin River	866,000	66,585	799,415	financing, design stage complete, construction scheduled for 2022. Postponed as a result of MTO Overpass rehabilitation at Pitt St.
'18 Structure Improvements - Boundary/CN Overpass EA	300,000	0	300,000	partially funded by CN, Transport Canada
'20 Boundary Road at Grant's Corners Bridge Reconstruction	100,000	0	100,000	construction underway project in conjunction with United Counties of SD&G
'21 Culvert Replacement - Fly Creek at Marleau Ave	450,000	42,544	407,456	Gas Tax multi-year project
'21 Asphalt Resurfacing on Various City Streets	3,500,000	2,109,387	1,390,613	ICIP and Gas Tax, construction underway
'20 Brookdale Reconstruction	1,850,000	840,428	1,009,572	MTO connecting links, construction underway
'19 Traffic Analysis - Brookdale Ave & Ninth St	75,000	0	75,000	reserves, RFP being prepared, connecting link application underway
'19 Bikepath Retaining Wall Structure Replacement	1,000,000	0	1,000,000	financing, design tender to be issued
WASTE MANAGEMENT				
'16-'20 Landfill Expansion / Alternative Disposal ECA	330,000	56,424	273,576	partially funded from reserves, developing RFP in conjunction with SWMP update
'16-'20 Landfill Site Public Service Area	160,000	138,917	21,083	partially funded from reserves, scale house & MRF upgrades
'19-'20 Leachate - Gas Collection	983,037	319,517	663,520	partially funded from reserves, on-going engineering work
'20 Old Landfill Flaring Facility Decommissioning	90,000	0	90,000	reserves, tender to be issued shortly
'21 Landfill Site Repaving Project	50,000	0	50,000	reserves, awaiting MECP approval
WATER AND WASTEWATER				
Sewer Collection Program				
'18 Brookdale North Sanitary Sewer Project	10,700,000	10,817,651	0	financing/cost sharing, construction nearing completion
'20 Sewer Separation	700,000	126,745	573,255	construction underway
'21 Sewer Network Improvements	1,050,000	361,690	688,310	construction underway
'21 Combined Sewer Separation	700,000	165,638	534,362	construction underway
Wastewater Treatment				
'19 Treatment System Upgrades	717,500	223,592	493,908	boiler and flare on hold pending co-digestion study
'20 Treatment System Upgrades	1,240,801	567,505	673,296	Energy generation report received and project ongoing Tender to be issued for Sludge Collection 3 & 4
'21 Wastewater Treatment System Upgrades	620,000	227,464	392,536	SCADA design complete, RFQ created, Phase I installation has been scheduled
Water Distribution				
'18-'20 System Growth- New Watermain	1,950,000	215,055	1,734,945	partially funded from reserves and development charges, construction scheduled for 2022
'21 Watermain Rehab Improvements	2,200,000	1,147,734	1,052,266	construction underway
Water Treatment				
'09-'11 Water Meters/Backflow Prevention	466,800	160,601	306,199	Multi-year project
'19-'20 Water Purification Plant Upgrades	2,134,357	1,256,278	878,079	partially funded from reserves, project nearing completion
'20 Raw Water Intake Redundancy EA	202,558	202,558	0	project nearing completion
'20 SCADA Upgrades	400,000	0	400,000	tender to be issued shortly
'21 Intake Screen Frazil Ice Mitigation & Isolation Device	250,000	0	250,000	reserves, RFP to be released
'21 Raw Water Intake Main Inspection/X-Ray	150,000	0	150,000	reserves, design stage
'21 Chlorine Injection System Replacement	150,000	0	150,000	reserves, design stage
'21 Concrete Water Storage Tanks Condition Assessment	50,000	0	50,000	reserves, design stage
'21 Filter Inlet and Drain Sluice Gates Replacement	150,000	139,522	10,478	reserves, PO issued
'21 Backwash Pump Replacement	150,000	0	150,000	reserves, construction 2022

Project Name	Approved Budget/ Funding	Spent to Date/ Committed	Balance to Carry Forward	Comments
Joint Infrastructure Projects				
20 York St (Seventh to Ninth)	1,600,000	1,560,807	39,193	financing, construction nearing completion
21 Sydney St. Reconstruction - Fifth St. to Seventh St.	2,050,000	1,839,983	210,017	construction underway
21 York St. Reconstruction - Fourth St. to Fifth St.	1,100,000	107,305	992,695	financing, design stage
TRANSIT SERVICES				
20-21 Electronic Fareboxes	1,330,907	683,959	646,948	ICIP & financing, RFP issued for phase 2
21 WIFI Commander Software	50,000	0	50,000	to be submitted for ICIP III funding
21 Addition to Maintenance Garage	300,000	28,493	271,507	to be submitted for ICIP III funding Engineering firm EVB completed a Class C quote for building cost
MW FACILITIES/EQUIPMENT				
20 Municipal Works Fleet Renewal	1,886,941	1,909,603	0	financing and reserves, tenders awarded, awaiting delivery of equipment, will borrow required amount
21 Municipal Works Fleet Renewal Program	800,000	714,200	85,800	reserves, awaiting delivery
16 -21 Municipal Works Yard Redevelopment (financing)	24,027,000	10,634,180	13,392,820	multi-year project, construction underway
14-20 Emerald Ash Borer Project	2,664,724	2,306,025	358,699	multi-year project
PARKS/PLAYGROUNDS				
21 Outdoor Pool Filter System	30,000	22,100	7,900	tender awarded
19-20 Bicycle Path Repairs	150,000	46,395	103,605	Gas Tax, remaining work to be tendered
21 Parks and Building Repairs	51,000	2,022	48,978	projects ongoing
21 Subdivision Park Designs	100,000	0	100,000	reserves, RFP to be issued
21 Lamoureux Park Washroom Upgrades	75,000	13,432	61,568	Gas Tax, engineering tender awarded
21 Lamoureux Park Lighting Upgrades	720,000	500,762	219,238	Gas Tax and Revitalization fund, tender awarded
21 Outdoor Park Furniture	75,000	72,626	2,374	Resilience Fund, installation on-going
FACILITIES				
19-20 EMS Headquarters Roof	1,184,819	1,075,746	109,073	reserves, project ongoing
18-20 Arts and Culture Centre	6,300,000	1,344,733	4,955,267	in 2018 the City purchased the building for \$485k The 2019 budget includes \$300k for the design of the Arts and Culture facility, design underway
21 Justice Building Emergency Standby Generator	250,000	181,576	68,424	reserves, tender awarded
21 Justice Building Cladding	600,000	538,448	61,552	reserves, tender issued
19 Aquatic Centre Ventilation and UV Disinfection	500,000	570,778	0	financing, project nearing competition
19-20 Complex Spectator Seat Replacement	305,000	313,469	0	reserves, project nearing competition
20 Benson Centre Laser Ice Leveler	60,000	35,100	24,900	reserves, awaiting delivery
20 Implementation of the Waterfront Plan	215,000	0	215,000	funding is being set aside for future projects
20 Outdoor Pool Basin Structural Review	60,000	33,239	26,761	consultant investigating complete work scheduled for 2022
21 Complex Lighting and Ceiling Replacement	125,000	91,476	33,524	reserves, office light replacement to begin shortly
21 Complex Arena Sound System	80,000	76,907	3,093	Resilience Fund, installation on-going
21 Benson Centre Site Works, Outdoor Furniture and Fencing	50,000	13,992	36,008	reserves work ongoing
FIRE SERVICES				
19 Fire HQ and Training Ctr	8,700,000	2,079,853	6,620,147	financing and development charges, multi year project, continues in 2022
21 Pumper 3 Replacement	909,312	909,312	0	financing, Tender awarded
21 Radio Communication System	185,000	162,882	22,118	Modernization fund, tender awarded
EMERGENCY MEDICAL SERVICES				
19 Toughbook Computers	133,000	75,997	57,003	reserves, PO issued
21 Ambulance Replacement	892,075	797,451	94,624	reserves, PRU ordered
POLICE SERVICES				
21 Police Capital	195,800	42,575	153,225	projects on-going
GLEN-STOR-DUN LODGE (cost shared with Counties)				
17-20 Flooring Replacement	371,461	4,000	367,461	project deferred to 2022 due to COVID-19
21 Building Requirements - Elevators	145,000	141,317	3,683	multi-year project
20 Building Requirements - Various	71,500	62,918	8,582	project nearing completion
21 Resident Equipment	50,000	12,314	37,686	resident lifts on order
21 Backup Generator	819,510	819,510	0	financing, tender awarded
21 Air Supply Units	1,027,482	1,027,482	0	MoH funding, project on-going
21 Kitchen and Laundry Equipment	45,390	5,127	40,263	needs assessment
21 Infection Control & Minor Capital	83,000	74,150	8,850	MoH funding, purchase of air filters

Project Name	Approved Budget/ Funding	Spent to Date/ Committed	Balance to Carry Forward	Comments
OTHER				
'16-'17 Upgrade Corporate Phone System	1,030,000	163,303	100,000	GSDL and Police are left to complete
'17-'18 Accounting System Upgrade	863,788	850,606	13,182	project ongoing, AP module left to convert
'18 Sharepoint & Corporate Email Replacement	688,000	361,980	326,020	Modernization Funding and Financing, RFP awarded
'21 Corporate Data Storage	200,000	144,340	55,660	Gas Tax, Items on order
'21 Asset Management Planning Software	90,000	0	90,000	Gas Tax, program research
'21 Social Housing Development	1,378,825	528,328	850,497	tender closed on the the Dec 13th, 2021 agenda

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

Department: Financial Services
Division: Finance
Report Number: 2021-108-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 13, 2021
Subject: 2021 Carry Forwards - Operations

Purpose

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

Recommendation

That Council approve the carry forwards of 2021 operations to 2022.

Financial Implications

The projects to be carried forward will become an appropriation from reserves in the 2022 Budget.

Background / Discussion

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

Respective departments along with Financial Services have reviewed the status of operations and have agreed that a number of 2021 budget approvals meet current practice for carry forward to the 2022 fiscal period. In some cases, these projects have been started and have not yet been completed.

Any unspent funds will be allocated to working reserves and will be appropriated from reserves in 2022 to finance the remaining expenditures. Other projects may not have begun due to time constraints but have been identified as important to their respective departments and will be undertaken in 2022.

The attached is a summary of projects to be carried forward into 2022.

Document Title:	Carry Forward of Operations - 2021-108-Financial Services.docx
Attachments:	- 2021 Operating Carry Forward Schedule.pdf
Final Approval Date:	Dec 8, 2021

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

Tracey Bailey - Dec 6, 2021 - 5:57 PM

Maureen Adams - Dec 8, 2021 - 2:38 PM

2021 PROJECTS TO BE CARRIED FORWARD	
Project	Carry Forward
Council - Indigenous Training	\$30,000
Clerk's Department: Digitization of Microfiche Files	\$20,000
Financial Services	
ITT Infrastructure	\$30,000
SharePoint Applications	\$15,000
Social and Housing Services	
Rent Subsidies	\$100,000
CAHC Merger Expenses	\$50,000
Digital Signage	\$25,000
Fire Services Bunker Gear	\$18,500
Planning	
Zoning By-Law	\$26,000
Archeological Management Plan	\$200,000
Total Operating Carry Forwards	\$514,500

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2021-117-Infrastructure and Municipal Works
Prepared By: Angela Parker, Sustainability Project Coordinator
Meeting Date: December 13, 2021
Subject: Climate Emergency Declaration

Purpose

To declare a climate emergency, joining more than 500 Canadian municipalities who have already publicly recognized the global climate crisis.

Recommendation

- a. That Council receive Report #2021-117-IMW;
- b. That Council adopt the Climate Emergency Declaration;
- c. That the City of Cornwall, in consultation with the Environment and Climate Change Committee (ECCC), adopt the national greenhouse gas reduction (GHG) target, which is 40-45 percent below 2005 levels by 2030;
- d. That the City of Cornwall join the Partners for Climate Protection (PCP) by passing the additional Council Resolution and committing to its 5-step framework;
- e. That Administration proceed to develop a Community Climate Action Plan that can realistically achieve the City's greenhouse gas emission reduction targets, and which includes adaptation plans for the expected impacts of climate change, subject to funding;
- f. That Administration further research the concept of implementing a Climate Lens for all City projects and Council decisions, as previously described in report #2021-07-IMW and propose a plan and timeline for implementing a version of one for the City.

- g. That Administration be directed to create a report, with the assistance of the Environment and Climate Change Committee, outlining a process to assess climate adaptation within the community and to determine if joining International Council for Local Environmental Initiatives' (ICLEI) Building Adaptive & Resilient Communities (BARC) is beneficial.

Financial Implications

There are no direct costs for declaring a climate emergency, joining PCP, or adopting a green house gas (GHG) reduction target; however, developing a Community Climate Action Plan is estimated to cost \$100,000 for a municipality of Cornwall's size. It is proposed to commission an environment and energy consultant with expertise in this field to prepare a Community Climate Action Plan for the City of Cornwall. There is funding for this type of project through the Federation of Canadian Municipalities' (FCM) Green Municipal Fund. FCM provides a grant for up to 50% of eligible costs to a maximum of \$175,000 for a plan with a sustainable development vision with environmental, social and economic objectives. Matching funds from the municipality have been allocated for a Community Climate Action Plan in the proposed 2022 municipal budget.

Furthermore, the City is a member of the Clean Air Partnership and through this organization the City can obtain an updated corporate GHG inventory at no cost.

As part of future planning, the City will choose to implement initiatives that will cost the City to meet the challenges presented by climate change however, it will be considered as a choice of spending up-front to save money in the long run. Ensuring that infrastructure is resilient to extreme weather events will help reduce direct losses and reduce the indirect costs of disruption (for example, as a result of flooding).

Lowering GHG emissions will lead to better health in the community. Moving to cleaner and more sustainable choices for energy supply and transport effectively pays for itself. In December 2018 in a World Health Organization (WHO) news release, Dr Maria Neira, WHO Director of Public Health, Environmental and Social Determinants of Health said: "When health is taken into account, climate change mitigation is an opportunity, not a cost."

Strategic Priority Implications

The resolution to declare a Climate Emergency directly relates to Pillar 5 of the Strategic Plan: *“Being Leaders in Sustainability and Climate Change Impact.”* However, it also ultimately relates to all five pillars. For example, the strategic priority entitled *“Growing quality housing stock, including affordable housing”*, intersects with climate action. Poorly maintained buildings can not only contribute to GHG emissions through excessive energy loss, they can also impose higher energy costs and reduced comfort, and possibly require higher monthly investments by tenants to maintain comfort (i.e. investing in augmented heat such as small electric space heaters).

Background / Discussion

Declaring a climate emergency would publicly recognize the global climate crisis and signal Cornwall’s commitment to reducing its GHG emissions and to becoming a city resilient to climate change. The statement itself is not going to change anything immediately, but it does showcase a priority.

When the Intergovernmental Panel on Climate Change (IPCC) released its Sixth Assessment Report earlier this year, United Nations Secretary-General Antonio Guterres dubbed it “code red for humanity.” The climate is changing, and it is because of human activity. Greenhouse gas emissions from human activities are responsible for approximately 1.1°C of warming since 1850-1900; averaged over the next 20 years, global temperature is expected to reach or exceed 1.5°C of warming (see attached IPCC Press Release entitled *Climate change widespread, rapid, and intensifying – IPCC.*) Many of climate change’s effects are irreversible, and many predicted future impacts are now inevitable. In every region of the world, extreme weather events such as heat waves, heavy precipitation, tornadoes and droughts are becoming more intense and more frequent. Scientists have known for over two centuries that carbon dioxide (CO₂) from burning fossil fuels could raise the global temperature (aka “the greenhouse effect” – see attached article *“They found hidden patterns in the climate and in other complex phenomena”*).

Stabilizing the climate will require strong, rapid, and sustained reductions in GHG emissions. Limiting other greenhouse gases and air pollutants, especially methane, could have benefits both for health and the climate.

The City's Role

This year, on July 12 Council proclaimed Saturday, August 7, 2021, as “Eco Day” in the City of Cornwall; and on September 27 Council proclaimed Wednesday, October 6, 2021, as “Energy Efficiency Day” in the City of Cornwall. (These resolutions are attached for review. See 2021-17-CAO and 2021-71-IMW). By acknowledging both, Council carried on the conversation for climate change, and continued to motivate the City to make both small and large decisions while considering GHG emissions and local extreme weather resiliency.

By declaring a climate emergency, the City is acknowledging global scientific consensus on severity of issue and urgent need for action, and recognizing that climate change is, and will continue, to exacerbate other major crises. The Corporation would also be validating public concern and desire for leadership and recognizing the City's own contribution to the climate crisis and what is required to take immediate steps to reduce our environmental footprint.

Council declaring a climate emergency would result in:

- Focusing the City of Cornwall on the urgent need to transform local energy systems and reduce greenhouse gas emissions in its own operations and throughout the community and region.
- Driving municipal decision making and processes that will help protect our community and align investments to the climate conditions that the City is likely to face. (Day-to-day operations continue but with intent to work with a “climate lens”).
- Alerting the community to the dangers posed by climate change.
- Raising the City of Cornwall's ambition to fight climate change.
- The City of Cornwall joining 500+ communities in Canada as well as around the world that have also declared climate emergencies, including the following Ontario municipalities:
 - ✓ Belleville – declared June 28, 2021
 - ✓ Pembroke – declared April 21, 2021
 - ✓ Gananoque - declared July 2, 2019
 - ✓ Ottawa – declared April 24, 2019
 - ✓ Kingston – declared March 5, 2019

Action Items

1) Partners for Climate Protection

Partners for Climate Protection (PCP) is a national network of over 400 municipalities with the shared goal of taking action against climate change and reducing local greenhouse gas emissions. PCP is managed and delivered by the Federation of Canadian Municipalities and Local Governments for Sustainability Canada (ICLEI Canada) and receives financial support from the Government of Canada and ICLEI Canada.

By joining PCP, Cornwall would be joining more than 400 other municipalities across Canada taking steps forward to take action against climate change by reducing emissions. There is no cost for joining the PCP. All that is required is for Council to pass the compulsory PCP Council Resolution. A sample resolution is attached. With membership, the City would have access to expert technical advice, funding, and training for employees.

The City is already a member of the Clean Air Partnership, which has access to similar resources; however, the Deputy Director of the organization also encourages municipalities to join PCP for its 5-step milestone framework and access to more resources.

PCP's 5-step milestone framework	How this currently refers to the City
1. Create a baseline emissions inventory and forecast at the corporate and community levels.	This would be included in the City's proposed Climate Action Plan.
2. Set emissions reductions target.	<p>In report #2021-07-IMW from February 22, 2021, it was proposed that the City set the target of "zero carbon as soon as possible."</p> <p>It is recommended that the City set an absolute target instead of a target that suggests it can be completed at one's earliest convenience or implies that something is urgent, but</p>

	<p>can wait until a specific deadline if necessary.</p> <p>Targets should be clearly defined and should include a baseline year and a target year.</p> <p>Setting aggressive GHG reduction targets can help garner senior management attention and increase funding for internal GHG reduction projects. It can also encourage innovation and help in the recruitment and retention of qualified employees.</p> <p>Additionally, declaring GHG reduction targets publicly is best practice. Publicly reported GHG targets provide transparency, accountability, and credibility to the target setting process.</p>
3. Develop a Local Action Plan.	Funding allocated in the proposed 2022 budget.
4. Implement the Local Action Plan.	
5. Monitor progress and reporting results.	

As an example, Kingston, Ontario joined PCP in 2004 and completed community and corporate carbon or GHG emission inventories for 2000, 2006 to 2011, 2014 and 2015 which accomplished milestones 1 and 2. For milestone 3, in 2014, Kingston's City Council received the Kingston Climate Action Plan and adopted updated carbon emission reduction goals. In 2017, Kingston completed milestones 4 and 5, becoming one of twenty-three Canadian municipalities to have completed the 5-milestone program since 2013. (See attached document). On March 5, 2019, the City of Kingston became the first Ontario municipality to declare that climate change is an emergency that requires an urgent and strategic response.

2) Community Climate Action Plan

A Community Climate Action Plan would build upon the 2021 cost analysis report for Cornwall's Greenhouse Gas emissions (see attached report *2021-07-IMW*) to further establish a vision as well as priority actions to support sustainable development at the municipal and neighbourhood levels. This plan would serve to help Cornwall reduce greenhouse gas emissions and improve its soil, water and air quality, and become resilient to extreme weather events. Furthermore, having a Community Climate Action Plan leverages partnerships and sources of funding, such as the Federation of Canadian Municipalities' Green Municipal Fund. Administration would proceed to issue an RFP for the development of a Climate Action Plan, then apply to FCM funding.

The City currently has numerous resources that are typically found in municipal climate action plans, including: environmental services staff engagement; corporate energy inventory; corporate GHG inventory (2018 & 2019); community engagement (See attached ECCC letters of support and 2021 climate survey results); and internal engagement (Internal Working Group for Energy & Climate Change with staff representatives from almost all departments and divisions). Being able to organize all of the resources into one document (a public, council-approved Community Climate Action Plan) would be preferential.

3) Climate Lens

Administration will further research the concept of implementing a Climate Lens for all City projects and Council decisions as previously described in report *2021-07-IMW*. Many funding opportunities, including grants from Infrastructure Canada, require projects to be viewed through a climate lens; thus, requiring an understanding of the project's climate change risks, resilience strategies, and GHG emissions.

Clean Air Partnership (CAP) is a charitable environmental organization launched in June, 2000. They empower communities to improve air quality, advance active transportation, and take bold climate action. They also convene networks, lead research and knowledge transfer, and catalyze transformative action. Cornwall is currently a municipal member of CAP. CAP offers a free web-based Municipal Climate Lens Tool (The Tool) on their website that provides a preliminary, qualitative understanding of whether a municipal decision will affect climate or be affected by climate. (See attached example). Results are provided immediately on-screen and then by email. The Tool provides a mechanism to analyze the relationship between a municipal decision and climate change. It does not provide a detailed quantitative evaluation of a decision. Instead, it provides high-level probabilities designed to foster multi-departmental dialogue regarding how

to incorporate climate change considerations into decision making. It is expected that municipalities will decide the scope of decisions the Tool should be applied to and how to enforce the use of the Tool.

The Tool is designed to be used by all staff in a municipality and is designed to be broadly applicable to any decision. For staff unfamiliar with climate change concepts, they can consult with the City's Sustainability Project Coordinator or CAP staff. There are no direct costs in developing and implementing a Climate Lens, other than staff time.

CAP's climate lens takes GHG emissions, temperatures (heat) and rainfall into consideration, balancing climate change impacts with economic development; however, it does not consider biodiversity loss. Ecosystem distresses driven by climate change have direct human impacts, including reduced water supply and quality, the loss of species and landscapes, distorted rhythms of nature, and the potential for extreme events to upset the regulating services of ecosystems. Natural habitats play an important role in regulating climate and can help to absorb and store carbon.

On November 23, 2021, the federal government announced in its Speech from the Throne, that it would take a whole-of-government approach to conserving nature, including putting in place a "biodiversity lens" as part of the government-wide climate lens currently under development. This would help ensure all federal departments take impacts on nature and climate into account in decision-making. It is anticipated that in the future, a biodiversity lens would eventually be integrated within the climate lens exercise.

4) Create a report outlining methods to strengthen the City's action on climate change

Methods to strengthen the City's action on climate change are currently being researched with the City's newly established Internal Working Group for Energy & Climate Change.

The Corporation is already looking into net-zero carbon and net-zero energy for retrofits and for new municipal buildings. Electric vehicle (EV) chargers for the city are being considered. In 2022 Administration will conduct an investigation regarding costs and funding opportunities associated with installing up to 36 pay-as-you-go EV chargers at strategic locations throughout the municipality which can be utilized by the general public, municipal employees and/or current and future municipal vehicles. Electrifying fleet and Transit are being considered for the near future.



The City is in the midst of a major environmental conservation initiative by moving forward with the universal installation of water meters.

Methods that other municipalities have implemented and could be considered include: more walkable communities; containing urban sprawl; green infrastructure; incentive programs for the private sector to eliminate fossil fuels as a heating source for its buildings; green building standards as well as low impact development and policy. Conversations are being had with other Canadian municipalities to compare and contrast methods.

There are grants available for pilot projects for which the City could apply and if approved, utilize the funding to test innovative methods to strengthen the City's action on climate change.

Climate adaptation and mitigation training and education opportunities are currently being utilized and are being considered for 2022.

The Environment and Climate Change Committee have also requested that Administration investigate if joining International Council for Local Environmental Initiatives' (ICLEI) Building Adaptive & Resilient Communities (BARC) is beneficial to the municipality. ICLEI provides a wide-range of services for local, provincial and federal governments in support of developing sustainable, climate-ready communities, including adaptation and resilience planning. One of ICLEI's programs is BARC and its mandate is to offer "a comprehensive way to respond to the impacts of climate change and protect the people, places, and prosperity of your community."

Climate change continues to impact almost all aspects of everyday life including but not limited to, human health; agriculture and food security; water supply; transportation; energy; and ecosystems. Administration will continue to absorb new information, explore different resources and then promote the implementation of climate change mitigation strategies and initiatives in a timely manner.

Document Title:	Climate Emergency Declaration - 2021-117-Infrastructure and Municipal Works.docx
Attachments:	<ul style="list-style-type: none"> - Cost Analysis Cornwall Greenhouse Gas Emissions - 2021-07-IMW.pdf - 2021-17-CAO.pdf - 2021-71-IMW.pdf - IPCC_WGI-AR6-Press-Release_en.pdf - popular-physicsprize2021.pdf - TEMPLATE-council-resolution-to-join-pcp.pdf - Climate Lens Tool example.pdf - 21. 2022 Community Climate Action Plan.pdf - EOHU statement for climate emergency.pdf - Praisly Hunter statement for climate emergency declaration.pdf - What we heard - climate change survey (002) with graphs.pdf
Final Approval Date:	Dec 7, 2021

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

Bill de Wit - Dec 7, 2021 - 5:44 PM

Maureen Adams - Dec 7, 2021 - 7:36 PM

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2021-07-Infrastructure and Municipal Works
Prepared By: Carl Goodwin, Division Manager
Meeting Date: February 22, 2021
Subject: Cost Analysis Cornwall Greenhouse Gas Emissions

Purpose

To provide Council with a cost analysis report for Cornwall's Greenhouse Gas (GHG) emissions

Recommendation

- a. That Council receive Report 2021-07-Infrastructure and Municipal Works.
- b. That Council request development of a Zero Carbon Roadmap report.

Financial Implications

There are no financial implications at this time.

Strategic Priority Implications

Being leaders in sustainability and climate change impact.

Background / Discussion

At their regular meeting of December 14, 2020, Council approved the following: "Motion to direct Administration for a report on a cost analysis associated with determining Cornwall's greenhouse gas emissions".

Greenhouse Gas Summary Information

Green House Gas (GHG) accumulation in the atmosphere has resulted in a general warming trend of the atmosphere and a more unstable climate which has shown an increasing frequency of extreme weather events. A significant and measurable contribution is human combustion of carbon-based organic materials and the decrease of natural carbon storage.

The five primary greenhouse gases are carbon dioxide, methane, nitrous oxide, and two chlorofluorocarbons. Carbon dioxide (CO₂) is most important greenhouse gas and emissions are measured as eCO₂ or equivalent CO₂, meaning the concentrations of methane, nitrous oxide, and two chlorofluorocarbons are converted to CO₂ and reported as eCO₂.

CO₂ is by far the most important greenhouse gas in both total amount and rate of increase and is responsible for 80 percent of the increased warming influence captured by the Annual Greenhouse Gas Index (AGGI) (atmospheric eCO₂ measured in mg/L) since 1990. The vast majority of CO₂ released into the atmosphere has been the result of burning of carbon-based fuels for energy (transportation and industry) and heating (homes and industry).

The current eCO₂ level in the atmosphere is 425 mg/L. The stable level before the industrial revolution was 280 mg/L.

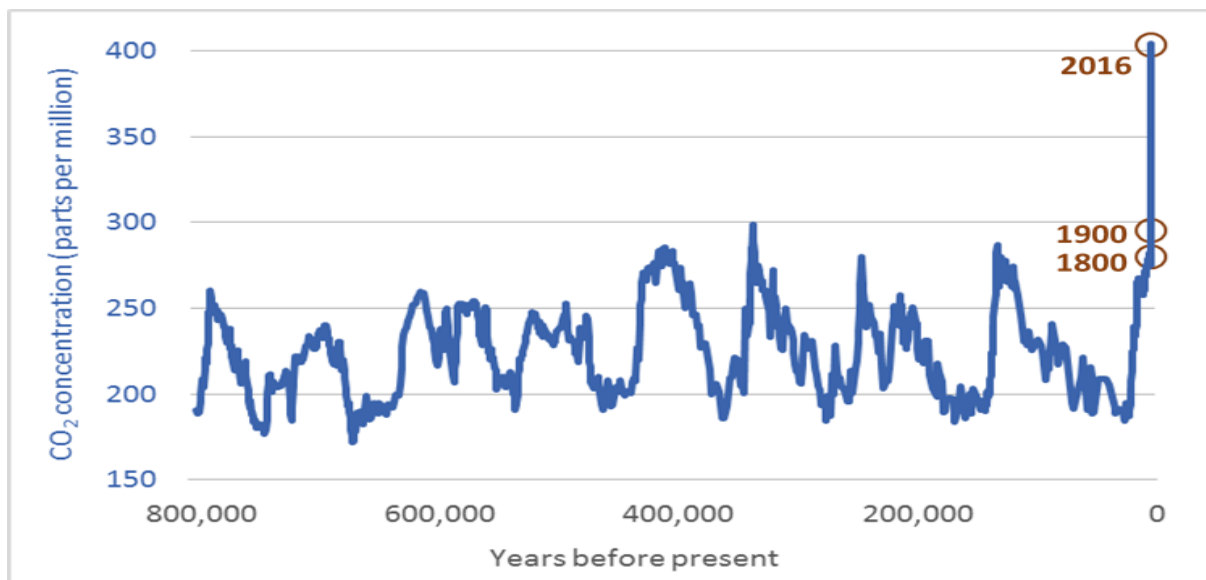


Figure 1. Historical Atmospheric CO₂ Concentration (mg/L).

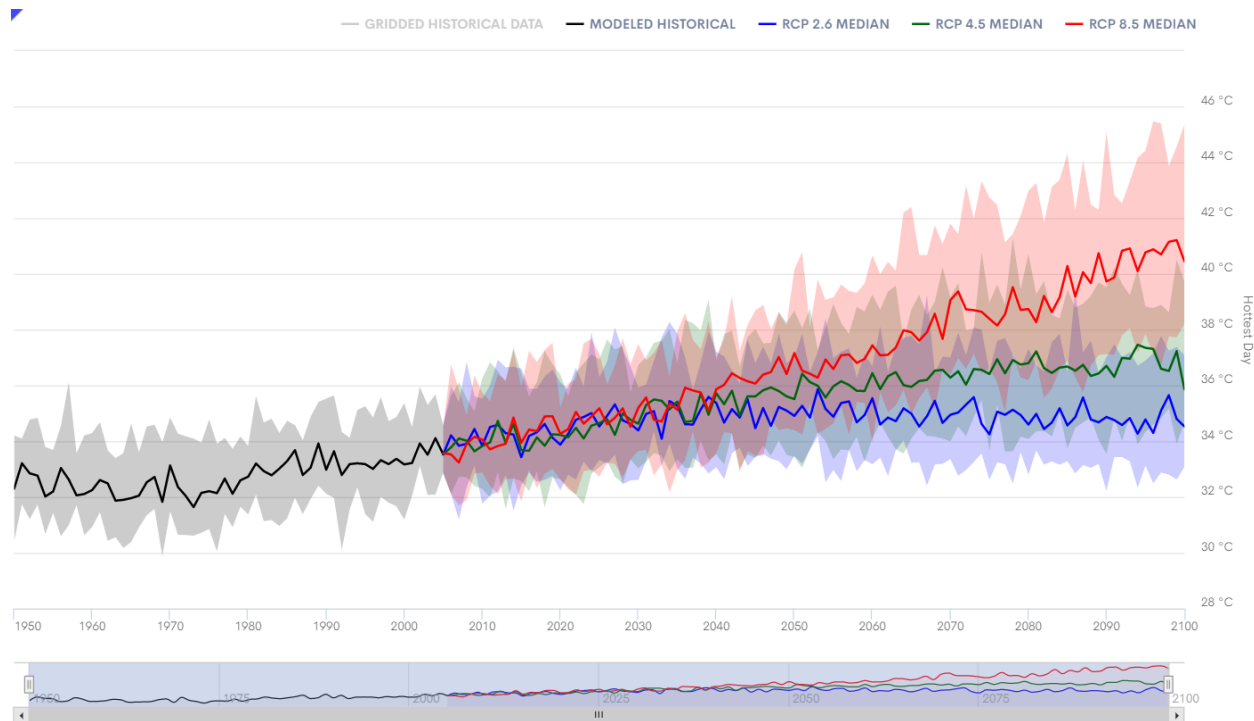


Figure 2. Cornwall Hottest Day Predictions.

Figure 2 depicts the prediction for Cornwall's hottest day over the 30 years. The red line is the prediction without GHG emissions reduction. The blue line occurs if the world aggressively moves to zero carbon emissions.

GHG Community Wide Emissions Inventory

GHG inventories conducted in communities consisted primarily of two scopes of measurement. Scope 1 inventories GHG emissions that are direct discharges from all private and public sources within the community. Scope 1 includes natural gas consumption for heating and vehicle fuel consumption. Scope 2 inventories GHG emissions are indirect emissions from purchased energy sources such as those emissions that result from the generation of electricity purchased from a utility provider.

With respect to the City of Cornwall GHG emissions, this information which can be derived from information supplied by Cornwall Electric and Enbridge Gas who provide annual energy consumption within individual municipalities. The Kent Group is an analytics company which provides data relating to the downstream (refining and fuels marketing/retailing) petroleum industry and have provided annual sales of gasoline and diesel sold within Cornwall.

Figures 3 & 4, provide an important overview and context for climate mitigation in Cornwall. The main targets for climate mitigation are heating fuels and vehicle fuels. If utilizing natural gas or furnace oil for heating and/or using vehicles and equipment fueled with diesel or gasoline, then all these sources of GHG should be targeted for mitigation or ultimately, elimination. How this will be conducted will be somewhat complicated although the technological solutions and policy tools currently exist to guide motivated people and organizations to navigate the map to zero carbon in a sustainable manner.

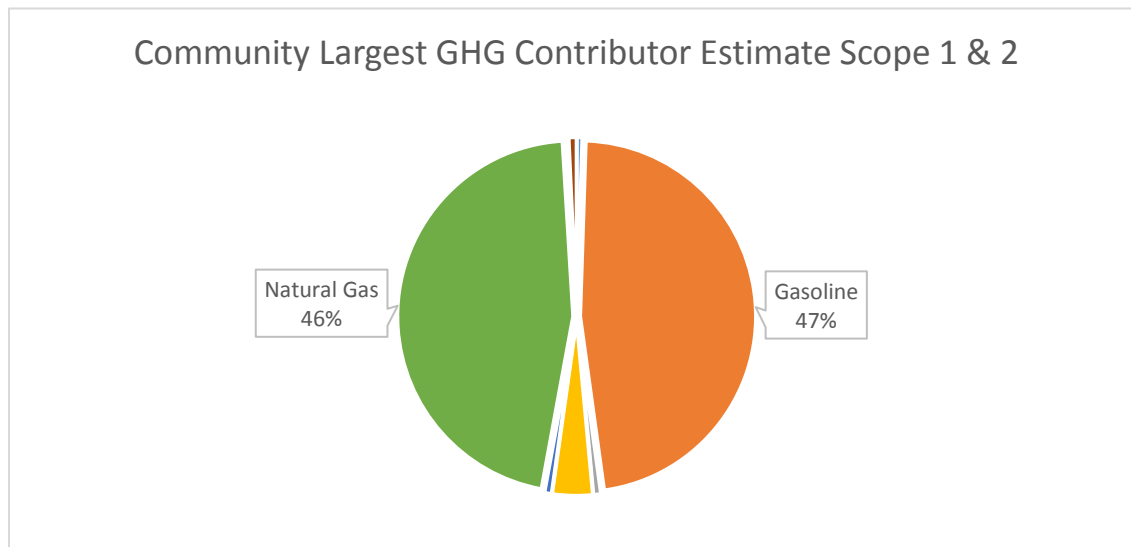


Figure 3. Largest Scope 1 & 2 CO₂ Emission Sources.

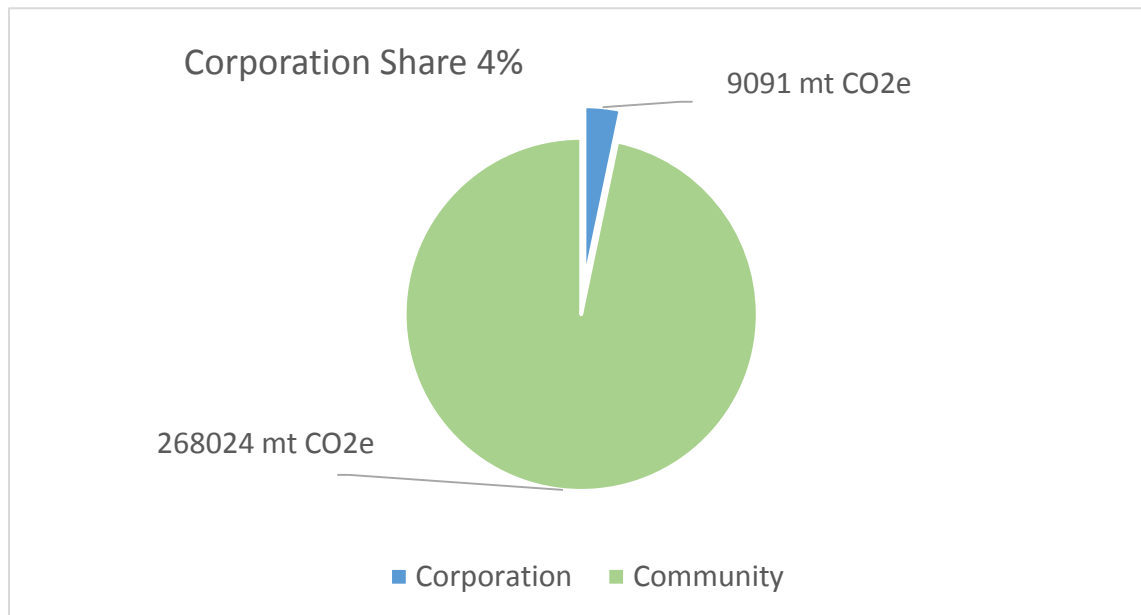


Figure 4. Corporation to Community Large Source Emissions.

Climate Lens

Innovative policy has resulted in a shifting away from just simply measuring GHG emissions, creating wide inventories, modelling and the creation of new plans. The innovative approach now endeavours to directly remove the carbon energy emissions using a sustainable business case.

Recently, the Federation of Canadian Municipalities (FCM) has published work on the creation of methods to move change. An organization called The Clean Air Partnership, which was selected by FCM to deliver their new climate change efforts, has developed a municipal "Climate Lens". The lens imagines using special glasses to discover and integrate GHG reduction (mitigation) and climate adaption into projects and community planning.

The Climate Lens process is a requirement applicable to Infrastructure Canada's Investing in Canada Infrastructure Program (ICIP), Disaster Mitigation and Adaptation Fund (DMAF) and Smart Cities Challenge. It has two components: the GHG mitigation assessment, which measures the anticipated GHG emissions impact of an infrastructure project, and the climate change resilience assessment, which employs a risk management approach to anticipate, prevent,

withstand, respond to, and recover and adapt from climate change related disruptions or impacts.¹

Use of the Climate Lens process will be a prerequisite for governmental grant applications for any net zero initiatives that the City may apply for. As the Climate Lens tool (process) can measure the GHG reduction and climate risk directly of the project for which grants have been applied.

Zero Carbon Roadmap

It is proposed that the Environmental Services Department transition an existing full-time position to assume the role of Sustainable Operations Project Coordinator. The Project Coordinator will, among other responsibilities, initiate a collaborative process involving staff, vendors, funding agencies, and consultants which would result in the development of a Zero Carbon Roadmap for presentation to, and approval by, Council. The position will be responsible for developing, implementing and maintaining a sustainability program encompassing all areas of the Corporation, its facilities, operations and culture including community engagement and partnerships. The roadmap concept starts with the consideration of a destination being zero carbon energy. Then through the creation of a map, discover multiple ways to get to the destination. This concept allows agile progress towards the destination even if one road gets washed away by a flood. Simply get the map out and plot a different route.

Asset Management plans by design include the requirement to monitor and control long term costs, risks and level of service. The Project Coordinator will promote that a Zero Carbon goal could be integrated into existing plans without the need to build and design entirely new and separate plans. In addition, the City already has a number of positions in the organization with asset management responsibility and training.

Additionally, each Capital Project sheet could contain a paragraph with the Climate Lens applied and would identify to Council and Administration the Climate Mitigation and Climate Adaptation of each capital projects and quantify the expected risk reductions.

There is no additional cost to the Corporation to establish a Sustainable Operations Project Coordinator as the Environmental Services Department will transition an existing a full-time position to assume responsibilities. There will be

¹ <https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html#1.1>

some direct costs involved with the training and meetings required to build knowledge and build the tools to imbed the Climate Lens into the Corporation's existing plans and policies. The training and software development costs will be absorbed within the existing training budget allocated to the Department.

Integration of GHG Mitigation into the Community

A number of cities have developed a non-profit organization to lead the community wide net zero goals. These have proven very effective. The Clean Air Partnership has created a guidance paper for such an initiative as described herein. The premise is to use public engagement to find a GHG reduction project in one sector, implement an energy reduction/GHG reduction initiative, celebrate the success and then replicate that success in other sectors. This has been found to be significantly more effective than compliance through building codes, incentive alone and community statements. Two excellent examples of non-profit organizations carrying out GHG reduction work in the community include the group in the City of Kingston called Sustainable Kingston, and in the City of London the non-profit party is called Project Neutral. Cornwall's Sustainable Operations Project Coordinator would examine the feasibility of the City developing Cornwall's own organization which would provide education and promotion of GHG reduction activities.

Document Title:	Cost Analysis Cornwall Greenhouse Gas Emissions - 2021-07-IMW.docx
Attachments:	
Final Approval Date:	Feb 18, 2021

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

Carl Goodwin - Feb 18, 2021 - 11:05 AM

Bill de Wit - Feb 18, 2021 - 11:19 AM

Maureen Adams - Feb 18, 2021 - 11:29 AM

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

Department: CAO
Report Number: 2021-17-CAO
Prepared By: Katherine Wells, Strategic Planning Coordinator
Angela Parker, Sustainability Project Coordinator
Meeting Date: July 12, 2021
Subject: Cornwall's Eco Day

Purpose

To provide Council with information on the Cornwall Eco Day event scheduled for Saturday, August 7, 2021 from 10 am to 2 pm.

Recommendation

That Council proclaim Saturday, August 7, 2021, as "Eco Day" in the City of Cornwall.

Financial Implications

The cost of Eco Day is minimal, including only the rental of the Pop-Up Shop and signage which was created internally. The event is fortunate to have participants from community organizations and volunteers.

Strategic Priority Implications

Cornwall's Eco Day directly relates to Pillar 5 of the Strategic Plan:

Being Leaders in Sustainability and Climate Change

This community event demonstrates the City of Cornwall's forward-thinking approach on public education and taking the lead on reducing our carbon footprint.

At the same time, it also relates to Pillar 1 of the Strategic Plan:

Developing waterfront through ownership, partnerships for business and recreation opportunities

A portion of the event will take place at the Pop-up shops and along the waterfront.

Background / Discussion

Earth Day 2021 took place on April 22, 2021. Unfortunately, Ontario was under lockdown on this date which limited the types of activities that could take place in the community. Therefore, City Staff, in partnership with Raisin Region Conservation Authority, are planning “Cornwall’s Eco Day” for August 7, 2021 to provide ecological, climate and environmental awareness for residents of the City of Cornwall.

Staff have been in close contact with the Eastern Ontario Health Unit and have completed a detailed COVID-19 Safety Protocol Plan for the event.

Working closely with community organizations and groups, the following is scheduled to take place:

- City Staff will have a booth at the Pop-Up Shop in partnership with Raisin Region Conservation Authority to share information with the public on backyard and water conservation, and pollinators.
- The Cornwall Public Library will be creating an environmental educational display at the Library.
- St. Lawrence River Institute will be located by their office to teach about species in the St. Lawrence River and the benefits of reducing use of paper.
- Transition Cornwall + will be providing mini tours of the Tiny Forest, Edible Garden behind Bandshell, Eco Park and Arboretum.
- The Environmental and Climate Change Committee will be holding a “map-mocracy” booth at the Clock Tower to discuss the important eco topics in the community.



- The Local Fill will be demonstrating easy household swaps for disposables at their store.

Cycling to the various locations will be encouraged. A map will be created using the City's GIS system to highlight Eco Day locations and other community areas of environmental interest.

The Public Information Coordinator, in partnership with Raisin Region Conservation Authority, will be launching a communications campaign beginning July 13 to spread the word about Eco Day.

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2021-71-Infrastructure and Municipal Works
Prepared By: Angela Parker, Sustainability Project Coordinator
Meeting Date: September 27, 2021
Subject: Proclamation – Energy Efficiency Day

Purpose

To provide Council with information on Energy Efficiency Day which takes place the first Wednesday in October.

Recommendation

That Council proclaim Wednesday, October 6, 2021, as “Energy Efficiency Day” in the City of Cornwall.

Strategic Priority Implications

Energy Efficiency Day directly relates to Pillar 5 of the Strategic Plan:

Being Leaders in Sustainability and Climate Change

By celebrating more than 436,000 Canadians who work in the energy efficiency sector and creating a more energy efficient city, we are curbing greenhouse gases. By joining the City of Vancouver, Calgary, Halifax, and Prince Edward Island’s City of Summerside, and Town of Stratford, on October 6, 2021, we will be leading the way in sustainability.

It also relates to Pillar 3 of the Strategic Plan:

Growing quality of housing stock including affordable housing

Prioritizing energy efficiency for affordable housing will preserve affordability; and reduce the energy burden on low-income households.

Background / Discussion

Energy efficiency and the jobs it creates are key to the future of the City of Cornwall, the province of Ontario, and Canada. By declaring the first Wednesday of October as Energy Efficiency Day, the City of Cornwall would be celebrating energy efficiency and celebrating people. There are more than 436,000 Canadians who work in the energy efficiency sector, and together, we're helping Canadians fight global climate change, while creating jobs and boosting economic development.

By acknowledging Energy Efficiency Day, we would be carrying on the conversation for climate change, and motivating the City to elevate smarter energy use. This could lead to initiatives such as budgeting for energy efficiency programs that would benefit low-income home owners and renters; providing energy efficiency training for staff and education for the public; implementing a climate lens on all projects; exploring Green Building Codes; the creation of a community energy plan, and including climate & energy implications on reports to keep climate front of mind and highlight implications if applicable. Furthermore, we could lead by example for our neighbouring counties.

Document Title:	Proclamation - Energy Efficiency Day-2021-71-IMW.docx
Attachments:	- Proclamation in celebration of Energy Efficiency Day.pdf
Final Approval Date:	Sep 23, 2021

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

Bill de Wit - Sep 23, 2021 - 12:44 PM

Maureen Adams - Sep 23, 2021 - 2:53 PM

2021/17/PR

IPCC PRESS RELEASE

9 August 2021

Climate change widespread, rapid, and intensifying – IPCC

GENEVA, Aug 9 – Scientists are observing changes in the Earth’s climate in every region and across the whole climate system, according to the latest Intergovernmental Panel on Climate Change (IPCC) Report, released today. Many of the changes observed in the climate are unprecedented in thousands, if not hundreds of thousands of years, and some of the changes already set in motion—such as continued sea level rise—are irreversible over hundreds to thousands of years.

However, strong and sustained reductions in emissions of carbon dioxide (CO₂) and other greenhouse gases would limit climate change. While benefits for air quality would come quickly, it could take 20-30 years to see global temperatures stabilize, according to the IPCC Working Group I report, *Climate Change 2021: the Physical Science Basis*, approved on Friday by 195 member governments of the IPCC, through a virtual approval session that was held over two weeks starting on July 26.

The Working Group I report is the first instalment of the IPCC’s Sixth Assessment Report (AR6), which will be completed in 2022.

“This report reflects extraordinary efforts under exceptional circumstances,” said Hoesung Lee, Chair of the IPCC. “The innovations in this report, and advances in climate science that it reflects, provide an invaluable input into climate negotiations and decision-making.”

Faster warming

The report provides new estimates of the chances of crossing the global warming level of 1.5°C in the next decades, and finds that unless there are immediate, rapid and large-scale reductions in greenhouse gas emissions, limiting warming to close to 1.5°C or even 2°C will be beyond reach.

The report shows that emissions of greenhouse gases from human activities are responsible for approximately 1.1°C of warming since 1850-1900, and finds that averaged over the next 20 years, global temperature is expected to reach or exceed 1.5°C of warming. This assessment is based on improved observational datasets to assess historical warming, as well progress in scientific understanding of the response of the climate system to human-caused greenhouse gas emissions.

“This report is a reality check,” said IPCC Working Group I Co-Chair Valérie Masson-Delmotte. “We now have a much clearer picture of the past, present and future climate, which is essential for understanding where we are headed, what can be done, and how we can prepare.”

Every region facing increasing changes

Many characteristics of climate change directly depend on the level of global warming, but what people experience is often very different to the global average. For example, warming over land is larger than the global average, and it is more than twice as high in the Arctic.

“Climate change is already affecting every region on Earth, in multiple ways. The changes we experience will increase with additional warming,” said IPCC Working Group I Co-Chair Panmao Zhai.

The report projects that in the coming decades climate changes will increase in all regions. For 1.5°C of global warming, there will be increasing heat waves, longer warm seasons and shorter cold seasons. At 2°C of global warming, heat extremes would more often reach critical tolerance thresholds for agriculture and health, the report shows.

But it is not just about temperature. Climate change is bringing multiple different changes in different regions – which will all increase with further warming. These include changes to wetness and dryness, to winds, snow and ice, coastal areas and oceans. For example:

- Climate change is intensifying the water cycle. This brings more intense rainfall and associated flooding, as well as more intense drought in many regions.
- Climate change is affecting rainfall patterns. In high latitudes, precipitation is likely to increase, while it is projected to decrease over large parts of the subtropics. Changes to monsoon precipitation are expected, which will vary by region.
- Coastal areas will see continued sea level rise throughout the 21st century, contributing to more frequent and severe coastal flooding in low-lying areas and coastal erosion. Extreme sea level events that previously occurred once in 100 years could happen every year by the end of this century.
- Further warming will amplify permafrost thawing, and the loss of seasonal snow cover, melting of glaciers and ice sheets, and loss of summer Arctic sea ice.
- Changes to the ocean, including warming, more frequent marine heatwaves, ocean acidification, and reduced oxygen levels have been clearly linked to human influence. These changes affect both ocean ecosystems and the people that rely on them, and they will continue throughout at least the rest of this century.
- For cities, some aspects of climate change may be amplified, including heat (since urban areas are usually warmer than their surroundings), flooding from heavy precipitation events and sea level rise in coastal cities.

For the first time, the Sixth Assessment Report provides a more detailed regional assessment of climate change, including a focus on useful information that can inform risk assessment, adaptation, and other decision-making, and a new framework that helps translate physical changes in the climate – heat, cold, rain, drought, snow, wind, coastal flooding and more – into what they mean for society and ecosystems.

This regional information can be explored in detail in the newly developed Interactive Atlas interactive-atlas.ipcc.ch as well as regional fact sheets, the technical summary, and underlying report.

Human influence on the past and future climate

“It has been clear for decades that the Earth’s climate is changing, and the role of human influence on the climate system is undisputed,” said Masson-Delmotte. Yet the new report also reflects major advances in the science of attribution – understanding the role of climate change in intensifying specific weather and climate events such as extreme heat waves and heavy rainfall events.

The report also shows that human actions still have the potential to determine the future course of climate. The evidence is clear that carbon dioxide (CO₂) is the main driver of climate change, even as other greenhouse gases and air pollutants also affect the climate.

“Stabilizing the climate will require strong, rapid, and sustained reductions in greenhouse gas emissions, and reaching net zero CO₂ emissions. Limiting other greenhouse gases and air pollutants, especially methane, could have benefits both for health and the climate,” said Zhai.

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Notes for Editors

Climate Change 2021: The Physical Science Basis. Contribution of Working Group I to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change

The Working Group I report addresses the most updated physical understanding of the climate system and climate change, bringing together the latest advances in climate science, and combining multiple lines of evidence from paleoclimate, observations, process understanding, global and regional climate simulations. It shows how and why climate has changed to date, and the improved

understanding of human influence on a wider range of climate characteristics, including extreme events. There will be a greater focus on regional information that can be used for climate risk assessments.

The Summary for Policymakers of the Working Group I contribution to the Sixth Assessment Report (AR6) as well as additional materials and information are available at <https://www.ipcc.ch/report/ar6/wg1/>

Note: Originally scheduled for release in April 2021, the report was delayed for several months by the COVID-19 pandemic, as work in the scientific community including the IPCC shifted online. This is first time that the IPCC has conducted a virtual approval session for one of its reports.

AR6 Working Group I in numbers

234 authors from 66 countries

- 31 – coordinating authors
- 167 – lead authors
- 36 – review editors

plus

- 517 - contributing authors

Over 14,000 cited references

A total of 78,007 expert and government review comments

(First Order Draft 23,462; Second Order Draft 51,387; Final Government Distribution: 3,158)

More information about the Sixth Assessment Report can be found [here](#).

About the IPCC

The Intergovernmental Panel on Climate Change (IPCC) is the UN body for assessing the science related to climate change. It was established by the United Nations Environment Programme (UNEP) and the World Meteorological Organization (WMO) in 1988 to provide political leaders with periodic scientific assessments concerning climate change, its implications and risks, as well as to put forward adaptation and mitigation strategies. In the same year the UN General Assembly endorsed the action by the WMO and UNEP in jointly establishing the IPCC. It has 195 member states.

Thousands of people from all over the world contribute to the work of the IPCC. For the assessment reports, IPCC scientists volunteer their time to assess the thousands of scientific papers published each year to provide a comprehensive summary of what is known about the drivers of climate change, its impacts and future risks, and how adaptation and mitigation can reduce those risks.

The IPCC has three working groups: [Working Group I](#), dealing with the physical science basis of climate change; [Working Group II](#), dealing with impacts, adaptation and vulnerability; and [Working Group III](#), dealing with the mitigation of climate change. It also has a [Task Force on National Greenhouse Gas Inventories](#) that develops methodologies for measuring emissions and removals. As part of the IPCC, a Task Group on Data Support for Climate Change Assessments (TG-Data) provides guidance to the Data Distribution Centre (DDC) on curation, traceability, stability, availability and transparency of data and scenarios related to the reports of the IPCC.

IPCC assessments provide governments, at all levels, with scientific information that they can use to develop climate policies. IPCC assessments are a key input into the international negotiations to tackle climate change. IPCC reports are drafted and reviewed in several stages, thus guaranteeing objectivity and transparency. An IPCC assessment report consists of the contributions of the three working groups and a Synthesis Report. The Synthesis Report integrates the findings of the three working group reports and of any special reports prepared in that assessment cycle.

About the Sixth Assessment Cycle

At its 41st Session in February 2015, the IPCC decided to produce a Sixth Assessment Report (AR6). At its 42nd Session in October 2015 it elected a new Bureau that would oversee the work on this report and the Special Reports to be produced in the assessment cycle.

[Global Warming of 1.5°C](#), an IPCC special report on the impacts of global warming of 1.5 degrees Celsius above pre-industrial levels and related global greenhouse gas emission pathways, in the context of strengthening the global response to the threat of climate change, sustainable development, and efforts to eradicate poverty was launched in October 2018.

[Climate Change and Land](#), an IPCC special report on climate change, desertification, land degradation, sustainable land management, food security, and greenhouse gas fluxes in terrestrial ecosystems was launched in August 2019, and the [Special Report on the Ocean and Cryosphere in a Changing Climate](#) was released in September 2019.

In May 2019 the IPCC released the [2019 Refinement to the 2006 IPCC Guidelines for National Greenhouse Gas Inventories](#), an update to the methodology used by governments to estimate their greenhouse gas emissions and removals.

The other two Working Group contributions to the AR6 will be finalized in 2022 and the AR6 Synthesis Report will be completed in the second half of 2022.

For more information go to www.ipcc.ch

The website includes [outreach materials](#) including videos about the IPCC and video recordings from [outreach events](#) conducted as webinars or live-streamed events.

Most videos published by the IPCC can be found on our [YouTube](#) and [Vimeo](#) channels.

They found hidden patterns in the climate and in other complex phenomena

*Three Laureates share this year's Nobel Prize in Physics for their studies of complex phenomena. **Syukuro Manabe** and **Klaus Hasselmann** laid the foundation of our knowledge of the Earth's climate and how humanity influences it. **Giorgio Parisi** is rewarded for his revolutionary contributions to the theory of disordered and random phenomena.*

All complex systems consist of many different interacting parts. They have been studied by physicists for a couple of centuries, and can be difficult to describe mathematically – they may have an enormous number of components or be governed by chance. They could also be chaotic, like the weather, where small deviations in initial values result in huge differences at a later stage. This year's Laureates have all contributed to us gaining greater knowledge of such systems and their long-term development.

The Earth's climate is one of many examples of complex systems. Manabe and Hasselmann are awarded the Nobel Prize for their pioneering work on developing climate models. Parisi is rewarded for his theoretical solutions to a vast array of problems in the theory of complex systems.

Syukuro Manabe demonstrated how increased concentrations of carbon dioxide in the atmosphere lead to increased temperatures at the surface of the Earth. In the 1960s, he led the development of physical models of the Earth's climate and was the first person to explore the interaction between radiation balance and the vertical transport of air masses. His work laid the foundation for the development of climate models.

About ten years later, **Klaus Hasselmann** created a model that links together weather and climate, thus answering the question of why climate models can be reliable despite weather being changeable and chaotic. He also developed methods for identifying specific signals, fingerprints, that both natural phenomena and human activities imprint in the climate. His methods have been used to prove that the increased temperature in the atmosphere is due to human emissions of carbon dioxide.

Around 1980, **Giorgio Parisi** discovered hidden patterns in disordered complex materials. His discoveries are among the most important contributions to the theory of complex systems. They make it possible to understand and describe many different and apparently entirely random complex materials and phenomena, not only in physics but also in other, very different areas, such as mathematics, biology, neuroscience and machine learning.



The greenhouse effect is vital to life

Two hundred years ago, French physicist Joseph Fourier studied the energy balance between the sun's radiation towards the ground and the radiation from the ground. He understood the atmosphere's role in this balance; at the Earth's surface, the incoming solar radiation is transformed into outgoing radiation – “dark heat” – which is absorbed by the atmosphere, thus heating it. The atmosphere's protective role is now called the greenhouse effect. This name comes from its similarity to the glass panes of a greenhouse, which allow through the heating rays of the sun, but trap the heat inside. However, the radiative processes in the atmosphere are far more complicated.

The task remains the same as that undertaken by Fourier – to investigate the balance between the shortwave solar radiation coming towards our planet and Earth's outgoing longwave, infrared radiation. The details were added by many climate scientists over the following two centuries. Contemporary climate models are incredibly powerful tools, not only for understanding the climate, but also for understanding the global heating for which humans are responsible.

These models are based on the laws of physics and have been developed from models that were used to predict the weather. Weather is described by meteorological quantities such as temperature, precipitation, wind or clouds, and is affected by what happens in the oceans and on land. Climate models are based upon the weather's calculated statistical properties, such as average values, standard deviations, highest and lowest measured values, etcetera. They cannot tell us what the weather will be in Stockholm on 10 December next year, but we can get some idea of what temperature or how much rainfall we can expect on average in Stockholm in December.

Establishing the role of carbon dioxide

The greenhouse effect is essential for life on Earth. It governs temperature because the greenhouse gases in the atmosphere – carbon dioxide, methane, water vapour and other gases – first absorb the Earth's infrared radiation and then release this absorbed energy, heating up the surrounding air and the ground below it.

Greenhouse gases actually comprise a very small proportion of the Earth's dry atmosphere, which is largely nitrogen and oxygen – these are 99 per cent by volume. Carbon dioxide is just 0.04 per cent by volume. The most powerful greenhouse gas is water vapour, but we cannot control the concentration of water vapour in the atmosphere, while we can control that of carbon dioxide.

The amount of water vapour in the atmosphere is highly dependent on temperature, leading to a feedback mechanism. More carbon dioxide in the atmosphere makes it warmer, allowing more water vapour to be held in the air, which increases the greenhouse effect and makes temperatures rise even further. If the carbon dioxide level drops, some of the water vapour will condense and the temperature will fall.

An important first piece of the puzzle about the impact of carbon dioxide came from Swedish researcher and Nobel Laureate Svante Arrhenius. Incidentally, it was his colleague, meteorologist Nils Ekholm who, in 1901, was the first to use the word greenhouse in describing the atmosphere's storage and re-radiation of heat.

Arrhenius understood the physics responsible for the greenhouse effect by the end of the 19th century – that outgoing radiation is proportional to the radiant body's absolute temperature (T) to the power of four (T^4). The hotter the source of the radiation, the shorter the rays' wavelength. The Sun has a surface temperature of 6,000°C and primarily emits rays in the visible spectrum. Earth, with a surface temperature of

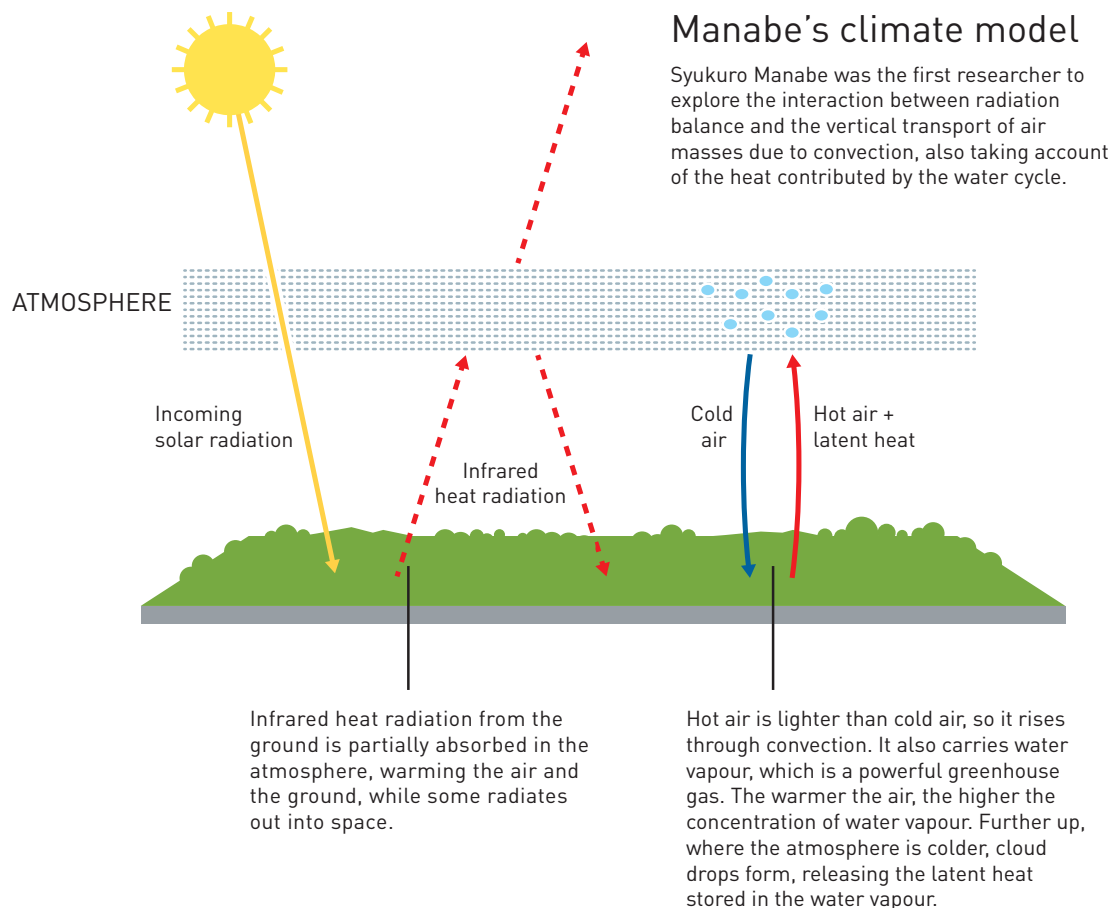
just 15°C , re-radiates infrared radiation that is invisible to us. If the atmosphere did not absorb this radiation, the surface temperature would barely exceed -18°C .

Arrhenius was actually attempting to work out what caused the recently discovered phenomenon of ice ages. He arrived at the conclusion that if the level of carbon dioxide in the atmosphere halved, this would be enough for the Earth to enter a new ice age. And vice versa – a doubling of the amount of carbon dioxide would increase the temperature by $5\text{--}6^{\circ}\text{C}$, a result which, somewhat fortuitously, is astoundingly close to current estimates.

Pioneering model for the effect of carbon dioxide

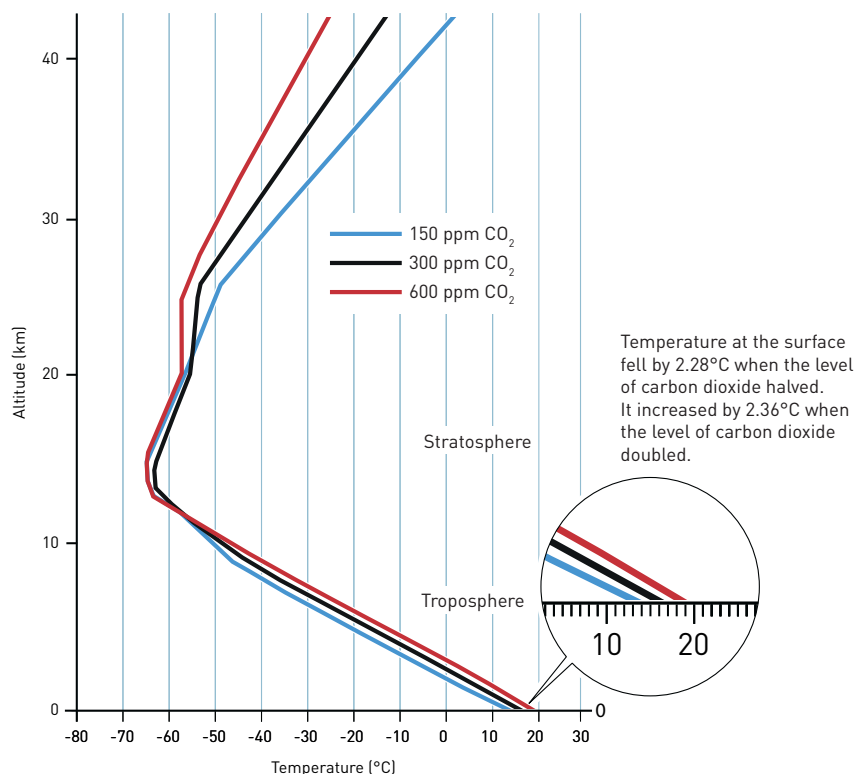
In the 1950s, Japanese atmospheric physicist **Syukuro Manabe** was one of the young and talented researchers in Tokyo who left Japan, which had been devastated by war, and continued their careers in the US. The aim of Manabe's research, like that of Arrhenius around seventy years earlier, was to understand how increased levels of carbon dioxide can cause increased temperatures. However, while Arrhenius had focused on radiation balance, in the 1960s Manabe led work on the development of physical models to incorporate the vertical transport of air masses due to convection, as well as the latent heat of water vapour.

To make these calculations manageable, he chose to reduce the model to one dimension – a vertical column, 40 kilometres up into the atmosphere. Even so, it took hundreds of valuable computing hours to test the model by varying the levels of gases in the atmosphere. Oxygen and nitrogen had negligible effects on surface temperature, while carbon dioxide had a clear impact: when the level of carbon dioxide doubled, global temperature increased by over 2°C .



Carbon dioxide heats the atmosphere

Increased levels of carbon dioxide lead to higher temperatures in the lower atmosphere, while the upper atmosphere gets colder. Manabe thus confirmed that the variation in temperature is due to increased levels of carbon dioxide; if it was caused by increased solar radiation, the entire atmosphere here should have warmed up.



Source: Manabe and Wetherald (1967) Thermal equilibrium of the atmosphere with a given distribution of relative humidity, *Journal of the atmospheric sciences*, Vol. 24, Nr 3, May.

The model confirmed that this heating really was due to the increase in carbon dioxide, because it predicted rising temperatures closer to the ground while the upper atmosphere got colder. If variations in solar radiation were responsible for the increase in temperature instead, the entire atmosphere should have been heating at the same time.

Sixty years ago, computers were hundreds of thousands of times slower than they are now, so this model was relatively simple, but Manabe got the key features right. You must always simplify, he says. You cannot compete with the complexity of nature – there is so much physics involved in every raindrop that it would never be possible to compute absolutely everything. The insights from the one-dimensional model led to a climate model in three dimensions, which Manabe published in 1975; this was yet another milestone on the road to understanding the climate's secrets.

Weather is chaotic

About ten years after Manabe, Klaus Hasselmann succeeded in linking together weather and climate by finding a way to outsmart the rapid and chaotic weather changes that were so troublesome for calculations. Our planet has vast shifts in its weather because solar radiation is so unevenly distributed, both geographically and over time. Earth is round, so fewer of the sun's rays reach the higher latitudes than the lower ones around the Equator. Not only this, but the Earth's axis is tilted, producing seasonal differences in incoming radiation. The differences in density between warmer and colder air cause the colossal transports of heat between different latitudes, between ocean and land, between higher and lower air masses, which drive the weather on our planet.

As we all know, making reliable predictions about the weather for more than the next ten days is a challenge. Two hundred years ago, the renowned French scientist, Pierre-Simon de Laplace, stated that if we just knew the position and speed of all the particles in the universe, it should be possible to both calculate what has happened and what will happen in our world. In principle, this should be true; Newton's three-century old laws of motion, which also describe air transport in the atmosphere, are entirely deterministic – they are not governed by chance.

However, nothing could be more wrong when it comes to the weather. This is partly because, in practice, it is impossible to be precise enough – to state the air temperature, pressure, humidity or wind conditions for every point in the atmosphere. Also, the equations are nonlinear; small deviations in initial values can make a weather system evolve in entirely different ways. Based on the question of whether a butterfly flapping its wings in Brazil could cause a tornado in Texas, the phenomenon was named the butterfly effect. In practice, this means that it is impossible to produce long-term weather forecasts – the weather is chaotic; this discovery was made in the 1960s by the American meteorologist Edward Lorenz, who laid the foundation of today's chaos theory.

Making sense of noisy data

How can we produce reliable climate models for several decades or hundreds of years into the future, despite weather being a classic example of a chaotic system? Around 1980, **Klaus Hasselmann** demonstrated how chaotically changing weather phenomena can be described as rapidly changing noise, thus placing long-term climate forecasts on a firm scientific foundation. Furthermore, he developed methods for identifying human impact on the observed global temperature.

As a young doctoral student in physics in Hamburg, Germany, in the 1950s, Hasselmann worked on fluid dynamics, then began to develop observations and theoretical models for ocean waves and currents. He moved to California and continued with oceanography, meeting colleagues such as Charles David Keeling, with whom the Hasselmanns started a madrigal choir. Keeling is legendary for beginning, back in 1958, what is now the longest series of atmospheric carbon dioxide measurements at the Mauna Loa Observatory in Hawaii. Little did Hasselmann know that in his later work he would regularly use the Keeling Curve, which shows changes in the carbon dioxide levels.

Obtaining a climate model from noisy weather data can be illustrated by walking a dog: the dog runs off the lead, backwards and forwards, side to side and around your legs. How can you use the dog's tracks to see whether you are walking or standing still? Or whether you are walking quickly or slowly? The dog's tracks are the changes in the weather, and your walk is the calculated climate. Is it even possible to draw conclusions about long-term trends in the climate using chaotic and noisy weather data?

One additional difficulty is that the fluctuations that influence the climate are extremely variable over time – they may be rapid, such as in wind strength or air temperature, or very slow, such as melting ice sheets and warming oceans. For example, uniform heating by just one degree can take a thousand years for the ocean, but just a few weeks for the atmosphere. The decisive trick was incorporating the rapid changes in the weather into the calculations as noise, and showing how this noise affects the climate.

Hasselmann created a stochastic climate model, which means that chance is built into the model. His inspiration came from Albert Einstein's theory of Brownian motion, also called a random walk. Using this theory, Hasselmann demonstrated that the rapidly changing atmosphere can actually cause slow variations in the ocean.

Discerning traces of human impact

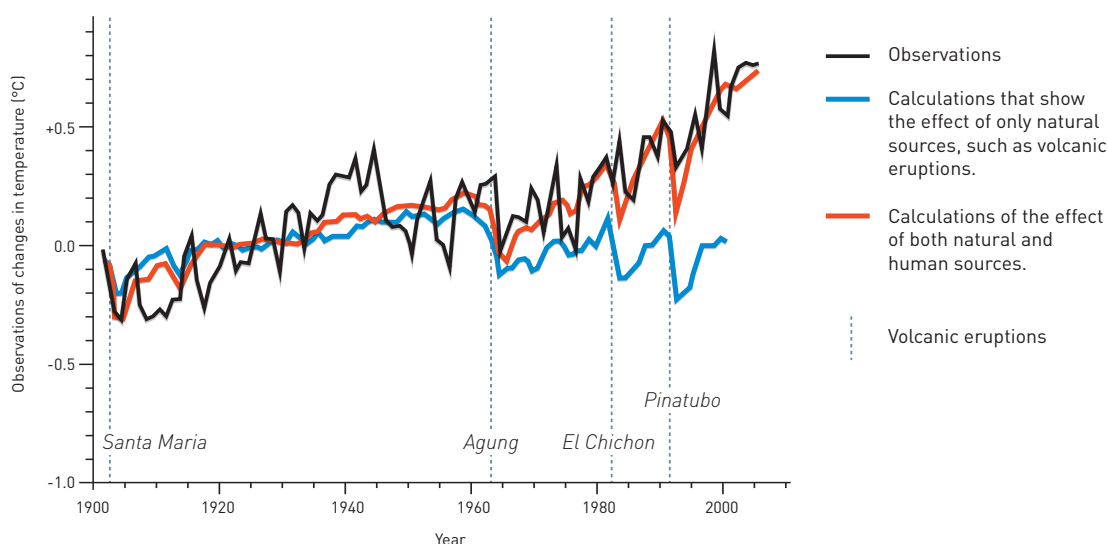
Once the model for climate variations was finished, Hasselmann developed methods for identifying human impact on the climate system. He found that the models, along with observations and theoretical considerations, contain adequate information about the properties of noise and signals. For example, changes in solar radiation, volcanic particles or levels of greenhouse gases leave unique signals, fingerprints, which can be separated out. This method for identifying fingerprints can also be applied to the effect that humans have on the climate system. Hasselmann thus cleared the way to further studies of climate change, which have demonstrated traces of human impact on the climate using a large number of independent observations.

Climate models have become increasingly refined as the processes included in the climate's complicated interactions are mapped more thoroughly, not least through satellite measurements and weather observations. The models clearly show an accelerating greenhouse effect; since the mid-19th century, the levels of carbon dioxide in the atmosphere have increased by 40 per cent. Earth's atmosphere has not contained this much carbon dioxide for hundreds of thousands of years. Accordingly, temperature measurements show that the world has heated by 1°C over the past 150 years.

Syukuro Manabe and Klaus Hasselmann have contributed to the greatest benefit for humankind, in the spirit of Alfred Nobel, by providing a solid physical foundation for our knowledge of Earth's climate. We can no longer say that we did not know – the climate models are unequivocal. Is Earth heating up? Yes. Is the cause the increased amounts of greenhouse gases in the atmosphere? Yes. Can this be explained solely by natural factors? No. Are humanity's emissions the reason for the increasing temperature? Yes.

Identifying fingerprints in the climate

Klaus Hasselmann developed methods for distinguishing between natural and human causes (fingerprints) of atmospheric heating. Comparison between changes in the mean temperature in relation to the average for 1901–1950 (°C).



Source: Hegerl and Zweirs [2011] Use of models in detection & attribution of climate change, *WIREs Climate Change*.

Methods for disordered systems

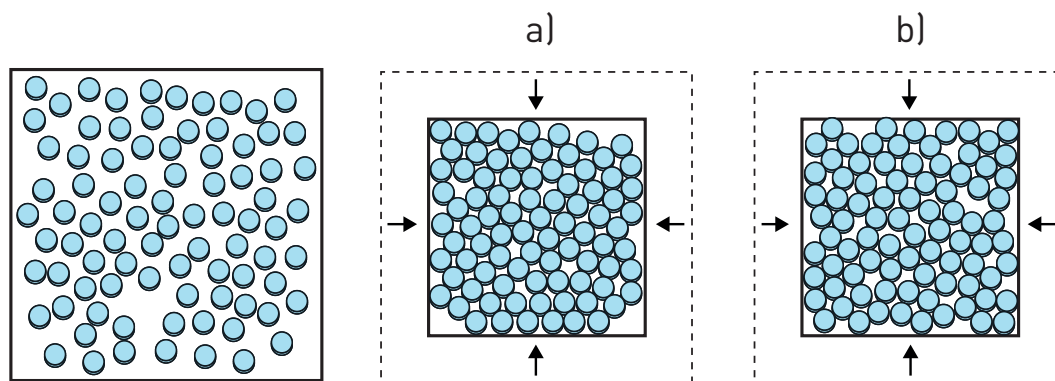
Around 1980, Giorgio Parisi presented his discoveries about how apparently random phenomena are governed by hidden rules. His work is now considered to be among the most important contributions to the theory of complex systems.

Modern studies of complex systems are rooted in the statistical mechanics developed in the second half of the 19th century by James C. Maxwell, Ludwig Boltzmann and J. Willard Gibbs, who named this field in 1884. Statistical mechanics evolved from the insight that a new type of method was necessary for describing systems, such as gases or liquids, that consist of large numbers of particles. This method had to take the particles' random movements into account, so the basic idea was to calculate the particles' average effect instead of studying each particle individually. For example, the temperature in a gas is a measure of the average value of the energy of the gas particles. Statistical mechanics is a great success, because it provides a microscopic explanation for macroscopic properties in gases and liquids, such as temperature and pressure.

The particles in a gas can be regarded as tiny balls, flying around at speeds that increase with higher temperatures. When the temperature drops, or pressure increases, the balls first condense into a liquid and then into a solid. This solid is often a crystal, where the balls are organised in a regular pattern. However, if this change happens rapidly, the balls may form an irregular pattern that does not change even if the liquid is further cooled or squeezed together. If the experiment is repeated, the balls will assume a new pattern, despite the change happening in exactly the same way. Why are the results different?

Mathematics for complex disordered systems

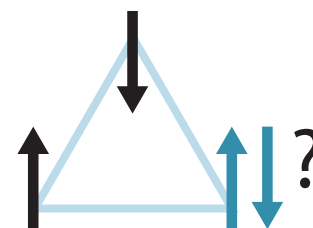
Every time many identical discs are squeezed together, a new irregular pattern is formed despite them being squeezed in exactly the same way. What governs the result? Giorgio Parisi discovered a hidden structure in such complex disordered systems, which these discs represent, and found a way of describing them mathematically.



Understanding complexity

These compressed balls are a simple model for ordinary glass and for granular materials, such as sand or gravel. However, the subject of Parisi's original work was a different kind of system – spin glass. This is a special type of metal alloy in which iron atoms, for example, are randomly mixed into a grid of copper atoms. Even though there are only a few iron atoms, they change the material's magnetic properties in a radical and very puzzling manner. Each iron atom behaves like a small magnet, or spin, which is affected by the other iron atoms close to it. In an ordinary magnet, all the spins point in the same direction, but in a spin glass they are *frustrated*; some spin pairs want to point in the same direction and others in the opposite direction – so how do they find an optimal orientation?

In the introduction to his book about spin glass, Parisi writes that studying spin glass is like watching the human tragedies of Shakespeare's plays. If you want to make friends with two people at the same time, but they hate each other, it can be frustrating. This is even more the case in a classical tragedy, where strongly emotional friends and enemies meet on stage. How can the tension in the room be minimised?

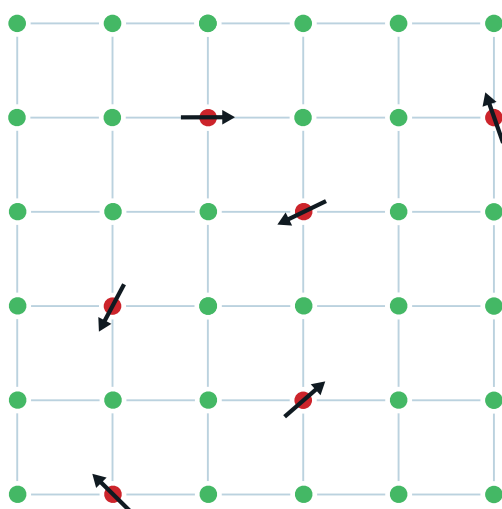


Frustration

When one spin points upward and the other downward, the third one cannot satisfy them both at the same time, because neighbouring spins want to point in different directions. How do the spins find an optimal orientation? Giorgio Parisi is a master at answering these questions for many different materials and phenomena.

Spin glasses and their exotic properties provide a model for complex systems. In the 1970s, many physicists, including several Nobel Laureates, searched for a way to describe the mysterious and frustrating spin glasses. One method they used was the replica trick, a mathematical technique in which many copies, replicas, of the system are processed at the same time. However, in terms of physics, the results of the original calculations were unfeasible.

In 1979, Parisi made a decisive breakthrough when he demonstrated how the replica trick could be ingeniously used to solve a spin glass problem. He discovered a hidden structure in the replicas, and found a way to describe it mathematically. It took many years for Parisi's solution to be proven mathematically correct. Since then, his method has been used in many disordered systems and become a cornerstone of the theory of complex systems.



Spin glass

A spin glass is a metal alloy where iron atoms, for example, are randomly mixed into a grid of copper atoms. Each iron atom behaves like a small magnet, or spin, which is affected by the other magnets around it. However, in a spin glass they are frustrated and have difficulty choosing which direction to point. Using his studies of spin glass, Parisi developed a theory of disordered and random phenomena that covers many other complex systems.

- Iron
- Copper

The fruits of frustration are many and varied

Both spin glass and granular materials are examples of frustrated systems, in which various constituents must arrange themselves in a manner that is a compromise between counteracting forces. The question is how they behave and what the results are. Parisi is a master at answering these questions for many different materials and phenomena. His fundamental discoveries about the structure of spin glasses were so deep that they not only influenced physics, but also mathematics, biology, neuroscience and machine learning, because all these fields include problems that are directly related to frustration.

Parisi has also studied many other phenomena in which random processes play a decisive role in how structures are created and how they develop, and dealt with questions such as: Why do we have periodically recurring ice ages? Is there a more general mathematical description of chaos and turbulent systems? Or – how do patterns arise in a murmuration of thousands of starlings? This question may seem far removed from spin glass. However, Parisi has said that most of his research has dealt with how simple behaviours give rise to complex collective behaviours, and this applies to both spin glasses and starlings.

FURTHER READING

Additional information on this year's prizes, including a scientific background in English, is available on the website of the Royal Swedish Academy of Sciences, www.kva.se, and at www.nobelprize.org, where you can watch video from the press conferences, the Nobel Lectures and more. Information on exhibitions and activities related to the Nobel Prizes and the Prize in Economic Sciences is available at www.nobelprizemuseum.se

The Royal Swedish Academy of Sciences has decided to award the Nobel Prize in Physics 2021

“for groundbreaking contributions to our understanding of complex physical systems”

with one half jointly to

SYUKURO MANABE

Born 1931 in Shingu, Japan. Ph.D. 1957 from University of Tokyo, Japan. Senior Meteorologist at Princeton University, USA.

KLAUS HASSELMANN

Born 1931 in Hamburg, Germany. Ph.D. 1957 from University of Göttingen, Germany. Professor, Max Planck Institute for Meteorology, Hamburg, Germany.

and the other half to

GIORGIO PARISI

Born 1948 in Rome, Italy. Ph.D. 1970 from Sapienza University of Rome, Italy. Professor at Sapienza University of Rome, Italy.

“for the physical modelling of Earth’s climate, quantifying variability and reliably predicting global warming”

“for the discovery of the interplay of disorder and fluctuations in physical systems from atomic to planetary scales”

Council Resolution to Join the FCM–ICLEI Partners for Climate Protection Program

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the municipality of _____ review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the municipality of _____ appoint the following:

a) Corporate staff person (Name) _____
(Job Title) _____
(Contact number) _____
(Email address) _____

b) Elected official (Name) _____
(Job Title) _____
(Contact number) _____
(Email address) _____

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

Signature
Date

PCP Member Benefits and Responsibilities

The PCP program offers you a proven approach to reducing greenhouse gas (GHG) emissions, and the support you need to achieve success. Being actively engaged in the PCP program gives your municipality the chance to become a leader by taking systematic and organized action on climate change. By participating in the PCP program, Canadian municipalities gain access to the following tools and resources:

- Support and guidance, through the PCP Milestone Framework, to help members reduce GHG emissions.
- Access via the PCP Hub to a network of over 350 local governments across Canada that are taking action on climate change and can help your community succeed by offering their experience and examples.
- Technical support tools, including the PCP Milestone Tool and PCP Protocol.
- Information and access to funding opportunities, such as those offered by FCM's Green Municipal Fund.
- Capacity-building resources, including workshops, case studies and training opportunities.
- Awards and recognition for milestone achievements and for reported measures.

Members of the PCP program have the following responsibilities:

- Move through the Milestone Framework within 10 years of joining
- Report on progress at least once every two years, with our support
- Email us if your contact information changes
- Actively participate in program activities and share your experience with other network members

If your municipality is not able to meet the PCP program requirements, you can always leave the program and rejoin it at a later date. You can also contact the PCP Secretariat anytime for help with submitting documentation to meet the requirements.

Supporting Rationale for Consideration

It is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy.

The 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts.

Local governments are essential to the successful implementation of the Paris Agreement.

Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services.

Investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses.

A number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting.

Clean Air Partnership Municipal Climate Lens Tool

The Municipal Climate Lens Tool was developed by Clean Air Partnership in conjunction with Ontario municipalities. It provides a preliminary, qualitative understanding of whether a municipal decision will affect climate (through greenhouse gases production) or be affected by climate (through increased exposure to temperature or precipitation). The Tool is designed to be used by all staff in a municipality, and can be broadly applied to any decision. For staff unfamiliar with climate change concepts, a range of informational resources are supplied here. Additionally, please contact your climate/energy staff where they exist. Municipalities must decide individually the scope of decisions it should be applied to, and how to enforce its use.

Name

██████████

Email

████████████████████

Decision name

██████

Will this project result in the production of greenhouse gases (GHGs)?

Yes

Can this project be affected by temperature?

Yes

Can this project be affected by precipitation?

Yes

Mitigation

Does the project lead to a reduction in GHGs from the current scenario?

Yes

If possible, estimate the GHG reduction associated with this option (tonnes CO₂e or % change)

0

GHG impact has been considered.

Temperature

Does the project lead to a reduction in temperature-related exposure?

No

Will the project be modified to reduce temperature-related exposure?

No

Are there alternative projects that would have increased temperature-related exposure compared to what is being proposed?

No

Project results in most temperature intensive outcome.

Precipitation

Does the project lead to a reduction in precipitation-related exposure?

Yes

Please state how this project reduces precipitation-related exposure

Storm water management

Precipitation impact has been considered and improved over base case.

Environmental Sustainability

Project Name: Community Climate Action Plan

Funding: \$ 50,000 Tax Base
\$ 50,000 FCM Green Municipal Fund
\$100,000

Creation of a Community Climate Action Plan would build upon the 2021 cost analysis report for Cornwall's Greenhouse Gas emissions to further establish a vision as well as priority actions to support sustainable development at the municipal and neighbourhood levels. This plan will provide recommendations to help Cornwall reduce greenhouse gas emissions and improve its soil, water, and air quality, and become resilient to extreme weather events. Having a Community Climate Action Plan leverages partnerships and sources of funding, such as the Federation of Canadian Municipalities' (FCM) Green Municipal Fund.

It is proposed to apply for funding for the Community Climate Action Plan through FCM's Green Municipal Fund. FCM may provide a grant for up to 50% of eligible costs to a maximum of \$175,000 to commission a climate and energy consultant to create a plan with a sustainable development vision encompassing environmental, social, and economic objectives. It is anticipated that cost of developing a community climate action plan for the municipality the size of Cornwall would be in the order of \$100,000. Accordingly, the City's share of \$50,000 is required to demonstrate the City's commitment to proceed with development of a climate action plan. The municipal funding will only be accessed subject to confirmation of matching funds from the FCM.



Statement in support of Climate Emergency declaration

Caroline Kuate, Environment Committee for Climate Change, EOHU representative

Our environment is a key determinant of our health!

Climate change has serious implications for the health and wellbeing of humans in a variety of important ways, both directly and indirectly. The World Health Organization (WHO) has declared climate change as the number one threat to global health of the 21st century.

With the changing climate we will see an increase in extreme weather and natural events, extreme temperatures, vector-borne diseases, and exposure to solar ultraviolet radiation. Our food and water supply, and air quality will be affected. For instance:

Floods: The effect of flooding extends beyond immediate deaths and injuries. It also causes a non-specific increase in mortality, an increased rate of infectious diseases, exposure to toxic substances, mental health effects etc.

Drought: Climate change is likely to increase drought globally and regionally, including within Canada, by the end of the century. In recent years, drought has affected communities across Canada and has had significant impacts on individuals. Droughts affect our drinking water supply by causing high concentration of nutrient and chemical contaminants, creating favorable conditions for the formation of toxic algal blooms.

Heat waves: An increase in the frequency or intensity of heatwaves will increase the risk of mortality and morbidity, principally in older age groups and among the urban poor. Direct impacts to health include heat cramps – muscular pains and spasms, heat exhaustion – body fluids lost through heavy sweating, and heat stroke – a life-threatening condition that occurs when the body's temperature reaches 40°C.

Considering these threats, and mandated by the MOHLTC, the EOHU initiated a climate change health vulnerability and adaptation assessment of our community. The project was aimed at educating and raising awareness on public health impacts of a changing climate, assessing the health vulnerability, and evaluating the capacity of the community to prevent, adapt and respond to the health effects of climate change. Though the project was halted due to the global pandemic of COVID-19, the declaration of a climate emergency for the City of Cornwall will further support this initiative.

By declaring a climate emergency, we are committing to adopt policies and practices that will build capacity to prevent and adapt to impacts of climate change. Mitigation efforts that aim to slow, stabilize, or reverse climate change by reducing greenhouse gas emissions also help prevent health effects. Many of the actions that can be taken by individuals and communities to help limit climate change and adapt to its impact, also improve human health including ways completely unrelated to climate change.

Public Health is what we, as a society, do collectively to assure conditions for people to be healthy - Institute of Medicine

Support for a Climate Emergency Declaration

Praisie Hunter, Environment and Climate Change Committee community member

What a Declaration of Climate Emergency means for the City of Cornwall?

My passion for the environment comes from completing my Bachelors in Science (Specialization in Environmental Science) at Queen's University. I lived in Kingston for the duration of my undergraduate program, giving me the opportunity to learn about sustainable efforts through not only in-class learning but practical examples within the region. On March 15, 2019 I also had the pleasure of partaking in a rally part of a global protest against climate change. This rally took place a week after the City of Kingston declared a Climate Emergency, and this group of over 300 people took to the streets to let decision-makers see how important the fight against climate change is. My passion for the environment continues even after moving back to Cornwall after graduation, which is why I am thrilled to be a lay appointment on the Environment & Climate Change Committee.

I want to show my support to declare a Climate Emergency in the hopes that it can help the City of Cornwall prioritize creating a Climate Action Plan with the necessary actions, staff members, and an allocated budget for all related costs. I believe the City of Cornwall has great potential to improve their sustainable efforts, some examples include:

- Installing solar photovoltaic systems on municipal buildings to provide electricity to the provincial power grid under the Feed-in-Tariff program
- Introducing more electric vehicles to the municipal fleet
- Using the biogas generated from wastewater processing to supply on-site renewable energy
- Conducting energy audits throughout municipal facilities that can lead to retrofits (including lighting, heating/cooling/ventilating, etc.)
- Introducing energy rebate programs that provide home owners rebates for home energy audits

I believe the Declaration of a Climate Emergency is the right step for the City of Cornwall to take in order to making Cornwall more climate-resilient. With declaring a climate emergency, I believe the best suitable step to follow is developing a GHG emissions inventory for the corporation. And developing a corporate GHG emissions inventory can and should further into developing a community-wide inventory. As presented in the Environment & Climate Change Committee's presentation during the Council Meeting on November 8, 2021, I also support the recommendation that entering in a membership with a group such as Partners for Climate Protection (PCP), the City of Cornwall can receive the technical support and resources necessary to develop a GHG emissions inventory.

What we heard: climate change survey

After weeks of promotion and conversation, the climate change survey is now closed. More than 1,000 people filled out the survey, asked a question, or submitted artwork.

Future Climate Leaders and the City of Cornwall promoted the public engagement initiative widely through the months of October and November.

So, here's what we heard:

- Cornwall and Eastern Ontario residents are engaged, aware, and talking about climate change. They believe their municipality can have an impact on climate change and 72% wish to see the City do more.
- There is a low level of awareness around the City's current initiatives, including the new Sustainable Projects Coordinator, the Environment and Climate Change Committee, and the food waste plan. Continued communications efforts will help ensure residents are well-informed.
- There is significant support for a Community Energy Plan, Climate Action Plan, and Climate/Extreme Weather Resiliency Plan for the city.
- While most do not own an electric vehicle, 32% are considering investing in one.
- The overwhelming majority support planting more trees in Cornwall – 93.5% of respondents.
- Respondents often consider climate change when they shop (394) and travel (368). 443 always consider it when voting.

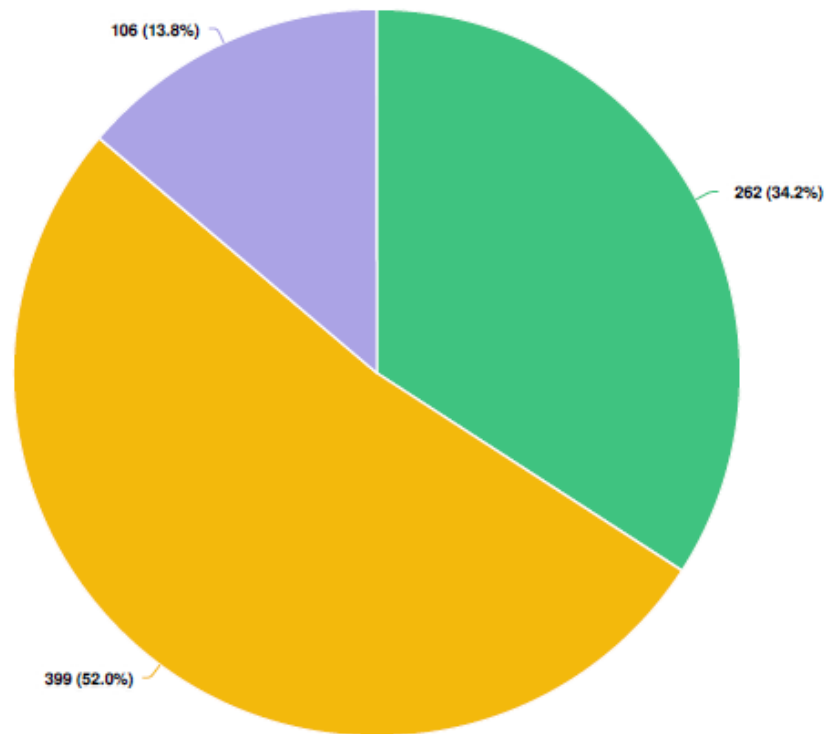
Demographic information:

- Location: 768 respondents live in Cornwall, 284 in another Eastern Ontario community, and 22 outside of Eastern Ontario
- Age: 237 are seniors (65+), 696 are adults, and 141 are youth (30 and under)
- Gender: 632 respondents are female, 423 are male, 7 are non-binary, 12 checked the "other" option
- Income: 342 are paid by the hour, 306 are salaried, 303 are retired, 123 checked the "other" option

What happens next:

Angela Parker, the City of Cornwall's Sustainable Projects Coordinator, and Lee Theodore, Future Climate Leaders Project Coordinator, will continue to review the results and integrate the information into decision-making and communications efforts.

How much impact do you think your municipality can have on climate change?

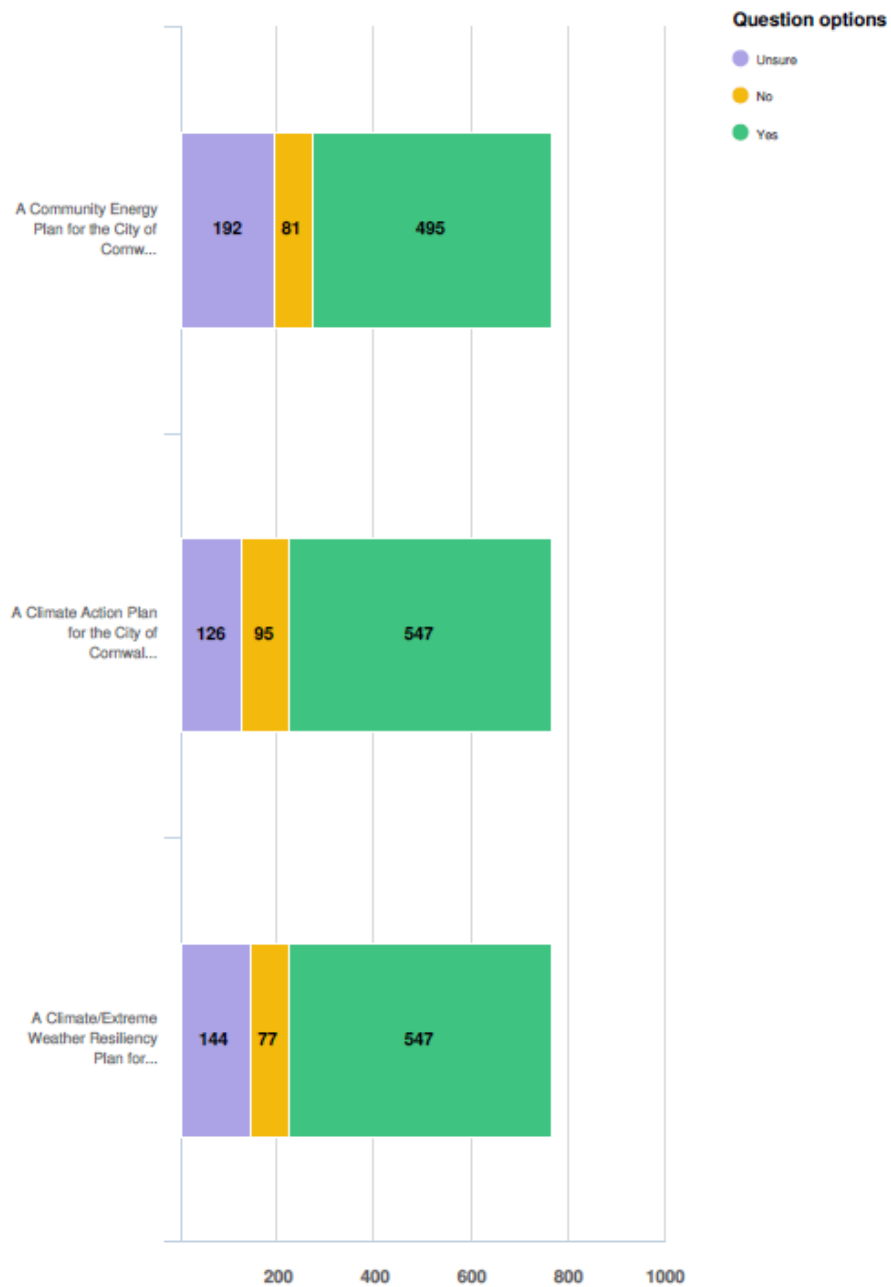


Question options

● Big Impact ● Some Impact ● No Impact

Mandatory Question (767 response(s))

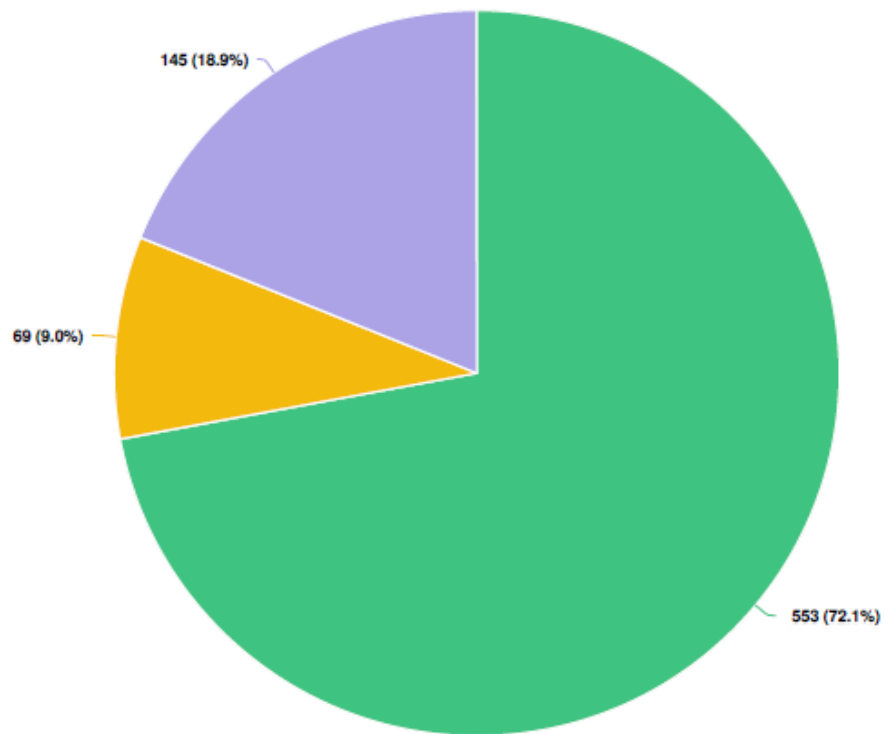
Would you support...



Mandatory Question (768 response(s))

Question type: Likert Question

When you think about the City of Cornwall's actions to address climate change, should the City do...



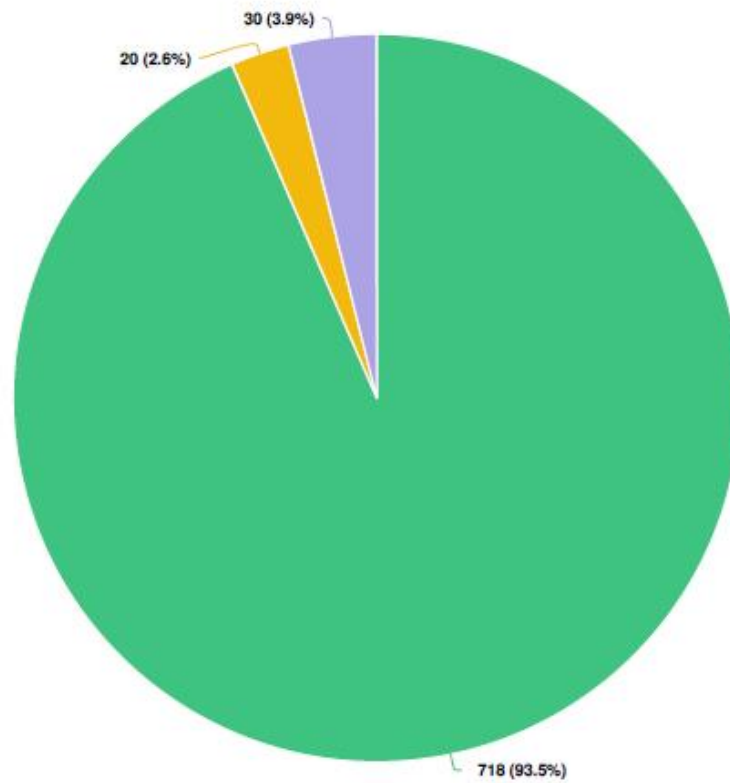
Question options

☐ About the same ☐ Less ☐ More

Mandatory Question (767 response(s))

Question type: Radio Button Question

The City's current tree cover is 30%. Would you support planting more trees?



Question options

☐ Unsure ☐ No ☒ Yes

Mandatory Question (768 response(s))

Question type: Radio Button Question

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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2021-143-Corporate Services
Prepared By: Manon Levesque, City Clerk
Meeting Date: November 8, 2021
Subject: Unfinished Business Listing for December 13, 2021

Recommendation

That Council receive the Unfinished Business Listing for December 13, 2021.

Title	Department	Date
Request for Climate Emergency Declaration - November 8, 2021	Infrastructure and Municipal Works	December 13, 2021
Petition for Removal of Sidewalk on Dunkirk Street - August 9, 2021	Infrastructure and Municipal Works	January 10, 2021
Urban Agriculture and Outdoor Gardening – COVID-19 - May 11, 2020 - June 22, 2020 - April 26, 2021	Planning, Development and Recreation	January 10, 2022
Intersection of Vincent Massey Drive and Tollgate Road West - June 14, 2021	Infrastructure and Municipal Works	January 10, 2021
Aultsville Theatre - September 13, 2021	CAO	January 10, 2021
Domtar Properties - February 22, 2021	CAO	Presentation at a Planning Advisory and Hearing Committee

CIL Property - February 22, 2021	CAO	Presentation at a Planning Advisory and Hearing Committee
Remediation of Gas Stations Upon Closing - April 12, 2021	Infrastructure and Municipal Works and Planning, Development and Recreation	Presentation at a Planning Advisory and Hearing Committee
Residential Rental Licensing Public Consultation Results - November 13, 2018 - June 8, 2020 - October 13, 2020 - April 26, 2021 - November 8, 2021	Fire Services, Social Services and Planning, Development and Recreation	TBD
Newspaper Digitization Project - November 9, 2020	CAO	TBD
Social Media Policy - March 22, 2021	Council Working Group	TBD
Grading By-law - April 26, 2021	Planning, Development and Recreation	TBD
Use of Surveillance Cameras on Private Property - May 10, 2021	Planning, Development and Recreation	TBD

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

Department: Financial Services
Division: Finance
Report Number: 2021-107-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 13, 2021
Subject: Transfer Payments to City Partners

Purpose

To seek Council's approval to continue monthly transfer payments for operating costs to City's Partners prior to the approval of the 2022 budget.

Recommendation

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

Background / Discussion

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

The monthly transfer payments assist our Partners with their operating costs until their 2022 funding requests have been formally approved by Council. The amounts indicated in the following chart represent the 2021 annual operating budget. Over the past several years, funding commitments have been paid out

as monthly payments to our City Partners starting in January. With Council's approval, monthly transfers in the amount of 1/12th will be made until the 2022 budget is approved.

	<u>2021 Approved Operating Budget</u>
Cornwall Public Library	2,217,319
Eastern Ontario Health Unit	728,413
Raison River Conservation Authority	548,352
SDG Historical	100,000

Transfer of funds to the remaining City Partners will occur once the 2022 budget has been approved by Council.

Document Title:	Transfer Payments to City Partners - 2021-107-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:16 AM

Maureen Adams - Dec 6, 2021 - 11:21 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-131

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2021-131
Report Number: 2021-149-Corporate Services
Meeting Date: December 13, 2021
Subject: A By-law to amend By-law 2019-009 and to appoint a Member of Council to the Glen Stor Dun Lodge Board of Directors

Whereas The Corporation of the City of Cornwall is desirous of replacing Members of Council to various Boards, Committees and Commissions for this term of Council ending November 30, 2022; and

Whereas this By-law will amend By-law 2019-009 to Members of Council to Boards, Committees and Commissions for the term of the present Council to the Glen Stor Dun Lodge Board of Directors.

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

1. That Councillor Justin Towndale be appointed to the Glen Stor Dun Lodge Board of Directors for the term of the present Council or until such time as the Board, Committee or Commission terminates, if prior to November 14, 2022.

2. That Councillor Claude E. McIntosh be removed from the Glen Stor Dun Lodge Board of Directors.
3. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-xxx Appoint Members of Council to Various Boards - 2021-149-Corporate Services.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Manon L. Levesque - Dec 7, 2021 - 10:02 AM

Geoffrey Clarke - Dec 7, 2021 - 3:16 PM

Maureen Adams - Dec 7, 2021 - 7:13 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-132

Department: Social and Housing Services
Division: Child Care
By-law Number: 2021-132
Report Number: 2021-41-Social and Housing Services
Meeting Date: December 13, 2021
Subject: Annual Renewal of Service Contracts for Child Care and Early Years Service Providers 2022

Whereas the Council of the City of Cornwall wishes to renew its annual Child Care and Early Years service contracts with current service providers; and

Whereas the Council further wishes to grant formal authority to the Children's Services Division to transfer payments to the Service Providers as outlined in their annual service contracts; and

Whereas the Service Management delivery of Child Care and Early Years Services, including Child and Family Support Programs and Special Needs Resourcing Services, has been designated by the Ministry of Education to the City of Cornwall as Consolidated Municipal Service Manager (CMSM)

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

1. That the Corporation of the City of Cornwall enter into Service Contract Agreements with the Child Care and Early Years Service Providers, including Child and Family Support Program and Special Needs Resourcing Service Providers, beginning January 1, 2022 up to and including December 31, 2022; 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 13th day of December 2021.

Manon L. Levesque
City Clerk

Glen Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-xxx Renewal of Service for Early Years 2021 - 2021-13-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Jan 19, 2021

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

Kristine Greaves - Jan 15, 2021 - 11:00 AM

Melissa Morgan - Jan 18, 2021 - 8:07 AM

Maureen Adams - Jan 19, 2021 - 10:34 AM

Report Approval Details

Document Title:	By-law 2021-xxx -Renewal Service Contracts-Child Care, Early Years Providers 2022 - 2021-41-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Mellissa Morgan - Nov 29, 2021 - 10:32 AM

Maureen Adams - Dec 6, 2021 - 11:17 AM

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

Department: Social and Housing Services
Division: Child Care
Report Number: 2021-36-Social and Housing Services
Prepared By: Kristine Greaves, Manager, Children's Services
Meeting Date: December 13, 2021
Subject: Note – Annual Renewal of Service Contracts for Child Care and Early Years Service Providers 2022

Purpose

That Council authorize the Mayor and Clerk to sign the Service Agreements for 2022 with the Child Care and Early Years Service Providers. That Council authorize the Child Care Division to enter into Service Agreements with out-of-jurisdiction not-for-profit licensed Child Care Providers for the purpose of child care fee subsidy only. That Council grant formal authority to the Child Care Division to transfer payments to the Child Care and Early Years Service Providers as outlined in their Service Agreements.

Background / Discussion

The provincial government has designated the City of Cornwall as the Consolidated Municipal Service Manager (CMSM) for the early years system. As such, the Child Care Division is responsible for the allocation of fee subsidies, the distribution of general operating and special purpose funds, as well as the distribution of wage enhancement and pay equity to child care operators. In addition, the CMSM currently purchases services from 1 special needs resourcing agency, and 2 EarlyON child and family support program service providers.

As part of the annual contract renewal for our directly operated Home Child Care Agency, rates are reviewed and updated as needed. In order to bring our rates in line with industry trend and to account for a cost-of-living increase, Children's Services is recommending a 2-year phase in to update our rates. The following table outlines the proposed rates for 2022 and 2023:

SCHEDULE OF DAILY RATES FOR HOME CHILD CARE		2022	2023
1. Full Day: Services consisting of a minimum of 6.5 hours including the provision of meals and snacks.	Infant & Toddler	\$38.00	\$38.00
	Preschool & Kindergarten/School Age	\$36.00	\$38.00
2. Half Day: Services consisting of less than 6.5 hours , including the provision of a meal and snacks.	Infant & Toddler	\$29.00	\$29.00
	Preschool & Kindergarten/School Age	\$27.00	\$29.00
3. Before and After school: Services consisting of before and after school care only.	Kindergarten/School Age	\$14.00	\$16.00
4. The foregoing fees will be supplemented by an amount of \$5.00 for the provision of non-traditional hour services on a week-end, during evening hours or overnight * Before 7:00 a.m. & after 6:00 p.m.	All Ages \$5.00 per hour		

Excluding the directly operated services offered through Children's Services, including Home Child Care and special needs resourcing, the Children's Services Division prepares and executes service agreements with the Service Providers on an annual basis as required and approved by Council. The service contracts are due for renewal for the period of January 1, 2022 to December 31, 2022.

Report Approval Details

Document Title:	Note-Annual Renewal, Service Contracts 2022-Child Care, Early Years Providers - 2021-36-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Mellissa Morgan - Nov 29, 2021 - 10:33 AM

Maureen Adams - Dec 6, 2021 - 11:16 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-133

Department: Infrastructure and Municipal Works
Division: Transit
By-law Number: 2021-133
Report Number: 2021-104-Infrastructure and Municipal Works
Meeting Date: December 13, 2021
Subject: By-law to Authorize the Renewal of the Contract Agreement
with Bench Press Limited

Whereas The Corporation of the City of Cornwall (Cornwall Transit) has been in a contractual agreement for the supply of benches at transit bus stops since 1997 with Bench Press Limited (operating as Creative Outdoor Advertising); and

Whereas The Corporation of the City of Cornwall is desirous of entering into a renewal of the contract with Bench Press Limited for an additional term of five years beginning in 2022 with the option of negotiating a renewal contract for an additional five years; and

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 be authorized to renew its bench advertising contract with Bench Press Limited (operating as Creative Outdoor Advertising) for an additional term of five years beginning in 2022 and ending in 2027 with the option of renewal for an additional five years.
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 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-xxx Agreement Renewal with Bench Advertising Limited - 2021-104-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Bill de Wit - Dec 7, 2021 - 5:44 PM

Maureen Adams - Dec 7, 2021 - 7:38 PM

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

Department: Infrastructure and Municipal Works
Division: Transit
Report Number: 2021-105-Infrastructure and Municipal Works
Prepared By: Jean Marcil, Division Manager
Meeting Date: December 13, 2021
Subject: Note to By-law authorizing the renewal of agreement with Bench Press Limited (operating as Creative Outdoor Advertising)

Purpose

To renew the current agreement with Bench Press Limited who operates as Creative Outdoor Advertising for an additional five years with the option for further renewals.

Background / Discussion

Creative Outdoor Advertising has been providing advertising space on transit benches since 2006. The current agreement will expire on January 7, 2022 and both parties are desirous to renewing the agreement for a further five years with the option for an additional five year period.

Creative Outdoor Advertising is responsible to supply, install and maintain all benches.

Report Approval Details

Document Title:	Note - Agreement Renewal with Bench Press Limited - 2021-105-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Bill de Wit - Dec 7, 2021 - 5:45 PM

Maureen Adams - Dec 7, 2021 - 7:37 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-134

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2021-134
Report Number: 2021-111-Infrastructure and Municipal Works
Meeting Date: December 13, 2021
Subject: By-law to accept the transfer of an easement over Part 4 on Reference Plan 52R-8420 for the purpose of maintaining a 250mm sanitary sewer

Whereas the Corporation of the City of Cornwall is desirous of obtaining an easement over Part 4 on Reference Plan 52R-8420, in the City of Cornwall, County of Stormont, for the purpose of maintaining an existing sanitary sewer on land legally described under PIN 60189-0030(LT) as Part of Lot 7, Concession 1, 52R-8420 Parts 1-5 in the City of Cornwall, County of Stormont.

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

1. The Corporation of the City of Cornwall is hereby authorized to receive a grant of easement over Part 4 on Reference Plan 52R-8420, in the City of Cornwall;
2. That nominal consideration for the above transaction is \$1.00; and
3. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-Law 2021-134 Accepting Easement Transfer for Existing Sewer - 2021-111-IMW.docx
Attachments:	
Final Approval Date:	Dec 8, 2021

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

Michael Fawthrop - Dec 7, 2021 - 5:50 PM

Bill de Wit - Dec 7, 2021 - 5:51 PM

Maureen Adams - Dec 8, 2021 - 11:14 AM

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

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2021-112-Infrastructure and Municipal Works
Prepared By: Kevin Pilon, Infrastructure Coordinator
Meeting Date: December 13, 2021
Subject: Note - Accepting an Easement transfer for an existing sanitary sewer

Purpose

An explanatory note to the By-law authorizing the City of Cornwall to accept an easement transfer for an existing sanitary sewer located on Part 4 on Reference Plan 52R-8420 in the City of Cornwall, County of Stormont.

Background / Discussion

As a condition of the consent application B03-20 for the property legally described as Lot 7, Concession 1, 52R-8420 Parts 1-5 in the City of Cornwall, County of Stormont, the granting of an easement from 648441 Ontario Inc. to the City of Cornwall was required in order for the City to maintain an existing 250mm sanitary sewer located on Part 4, Reference Plan 52R-8420. Please see attached sketch showing the location of the proposed easement.

Report Approval Details

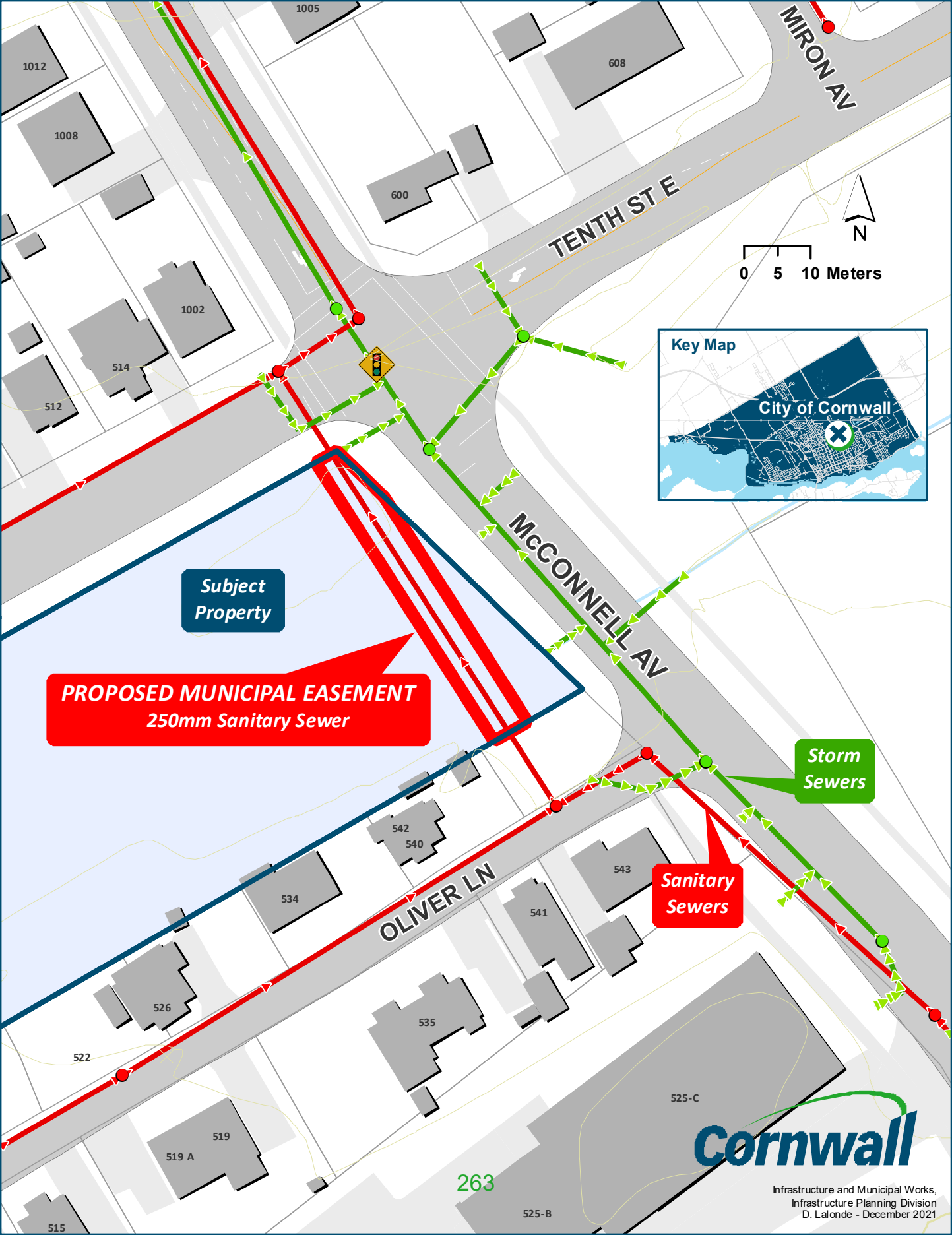
Document Title:	Note - Accepting an Easement transfer for Existing Sewer - 2021-112-IMW.docx
Attachments:	- 10thMarlboroughSanitarySewerEasement.pdf
Final Approval Date:	Dec 8, 2021

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

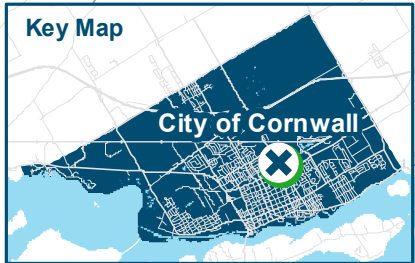
Michael Fawthrop - Dec 8, 2021 - 9:10 AM

Bill de Wit - Dec 8, 2021 - 9:39 AM

Maureen Adams - Dec 8, 2021 - 11:13 AM



0 5 10 Meters



Subject Property

PROPOSED MUNICIPAL EASEMENT
250mm Sanitary Sewer

Storm Sewers

Sanitary Sewers



The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-135

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2021-135
Report Number: 2021-107-Infrastructure and Municipal Works
Meeting Date: December 13, 2021
Subject: A By-law to dedicate lands as public highway and name them
Nick Kaneb Drive

Whereas the Corporation of the City of Cornwall, as authorized by Section 27(1) of the Municipal Act, 2001, S.O. 2001, c. 25, has the authority to dedicate certain lands as public highway; and

Whereas it is necessary for Parts 4 to 10 on Reference Plan 52R-6475 be dedicated as public highway and named Nick Kaneb Drive.

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

1. That the City of Cornwall dedicate Parts 4 to 10 on Reference Plan 52R-6475, as public highway under the Public Transportation and Highway Improvement Act, and named Nick Kaneb Drive.
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 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-Law 2021-xxx Dedicating Public Highway and Naming it Nick Kaneb Drive - 2021-107-IMW.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Michael Fawthrop - Dec 7, 2021 - 5:50 PM

Bill de Wit - Dec 7, 2021 - 5:51 PM

Maureen Adams - Dec 7, 2021 - 7:43 PM

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

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2021-118-Infrastructure and Municipal Works
Prepared By: Kevin Pilon, Infrastructure Coordinator
Meeting Date: December 13, 2021
Subject: Note to Dedicating Public Highway and Naming it Nick Kaneb Drive

Purpose

Explanatory note to a By-law dedicating a newly constructed section of road from Marleau Avenue to Tenth Street as public highway and naming it Nick Kaneb Drive.

Background / Discussion

Upon the completion of the newly constructed section of road, legally described as parts 4 to 10 on Reference Plan 52R-6475, it is necessary to dedicate these parts as public highway and to name them Nick Kaneb Drive. The extension of Nick Kaneb from Marleau Avenue to Tenth Street includes a new 2-lane roadway, as well as a recreational path.

Report Approval Details

Document Title:	Note - By-Law 2021-xxx Dedicating and Naming Nick Kaneb Drive - 2021-118-Infrastructure and Municipal Works.docx
Attachments:	- NickKaneb_By-LawDec2021.pdf
Final Approval Date:	Dec 7, 2021

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

Michael Fawthrop - Dec 7, 2021 - 5:48 PM

Bill de Wit - Dec 7, 2021 - 5:50 PM

Maureen Adams - Dec 7, 2021 - 7:11 PM

*Future Extension of
Nick Kaneb Drive to
Tollgate Road East*

0 50 100 Meters



TENTH ST E

TENTH ST E

Key Map

City of Cornwall

*Virginia Drive
to be renamed
Nick Kaneb Drive*

*New Section of Roadway
to be Named and Dedicated
Nick Kaneb Drive*

NICK KANEb DR

TENTH ST E

MARLEAU AV

NICK KANEb DR

LOCHIEL ST

PATRICIA PL

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-136

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2021-136
Report Number: 2021-114-Infrastructure and Municipal Works
Meeting Date: December 13, 2021
Subject: By-law renaming Virginia Drive to Nick Kaneb Drive

Whereas the road between the southerly section of Tenth Street East and the northerly section of Tenth Street East, registered as PIN 60145-0001(LT) is currently named Virginia Drive; and

Whereas changing the street's legal name will ensure consistency from Second Street East to the north section of Tenth Street East;

Whereas changing the street's legal name will ensure organizations accurately identify the section of road; and

Whereas the Corporation of the City of Cornwall is desirous of changing the legal name of Virginia Drive to Nick Kaneb Drive in the City of Cornwall, County of Stormont.

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

1. That PIN 60145-0001(LT) presently named Virginia Drive be changed to Nick Kaneb Drive and be dedicated as public highway under the Public Transportation Highway Improvement Act.
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-136 Renaming Virginia Drive as Nick Kaneb Dr - 2021-114-IMW.docx
Attachments:	
Final Approval Date:	Dec 8, 2021

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

Michael Fawthrop - Dec 7, 2021 - 5:52 PM

Bill de Wit - Dec 8, 2021 - 8:43 AM

Maureen Adams - Dec 8, 2021 - 2:39 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-137

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
By-law Number: 2021-137
Report Number: 2021-110-Infrastructure and Municipal Works
Meeting Date: December 13, 2021
Subject: A By-Law to amend the Traffic and Parking By-Law 069-1989, Schedule I – Stopping Restrictions, Schedule II – Parking Restrictions, Schedule XV – Stop Signs and Schedule XVI – Yield Signs

Whereas it is necessary to update the Parking & Stopping Restrictions based on the re-dedicating of Virginia Drive to Nick Kaneb Drive.

Whereas it is necessary to assign the right-of-way at the new intersection of Nick Kaneb Drive and Tenth Street E.

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

1. Pursuant to Sections 8, 9 & 11 of the Municipal Act and amendments;
2. That Schedule II, (Parking Restrictions) of the Traffic & Parking By-Law No.069-1989 (No.174-2012) and is amended by **repealing** thereto the following:

Column I	Column II	Column III	Column IV
<u>Highway</u>	<u>Side</u>	<u>Between</u>	<u>Restricted Times or Days</u>
Virginia Dr	East	North limit and south limit of Virginia Dr	Anytime
Virginia Dr	West	North limit and south limit of Virginia Dr	Anytime

3. That Schedule XV, (Stop Signs) of the Traffic & Parking By-Law No.069-1989 and is amended by **repealing** thereto the following:

Column I	Column II
<u>Intersection</u>	<u>Facing Traffic</u>
Tenth St E and Virginia Dr (east)	Southbound on Virginia Dr

4. That Schedule XVI, (Yield Signs) of the Traffic & Parking By-Law No.069-1989 and is amended by **repealing** thereto the following:

Column I	Column II
<u>Intersection</u>	<u>Facing Traffic</u>
Tenth St E and Virginia Dr	Westbound on Tenth St E
Virginia Dr and Virginia Dr (east)	Northbound on Virginia Dr (east)

5. That Schedule I, (Stopping Restrictions) of the Traffic & Parking By-Law No.069-1989 and is amended by **adding** thereto the following:

Column I	Column II	Column III	Column IV
<u>Highway</u>	<u>Side</u>	<u>Between</u>	<u>Restricted Times or Days</u>
Nick Kaneb Dr	East	Marleau Ave and a point 45 metres north of Tenth St E	Anytime
Nick Kaneb Dr	West	Marleau Ave and a point 45 metres north of Tenth St E	Anytime

6. That Schedule II, (Parking Restrictions) of the Traffic & Parking By-Law No.069-1989 and is amended by **adding** thereto the following:

Column I	Column II	Column III	Column IV
<u>Highway</u>	<u>Side</u>	<u>Between</u>	<u>Restricted Times or Days</u>
Nick Kaneb Dr	East	A point 45 metres north of Tenth St E and north limit of Nick Kaneb Dr	Anytime

Column I	Column II	Column III	Column IV
<u>Highway</u>	<u>Side</u>	<u>Between</u>	<u>Restricted Times or Days</u>
Nick Kaneb Dr	East	A point 45 metres north of Tenth St E and north limit of Nick Kaneb Dr	Anytime

7. That Schedule XV, (Stop Signs) of the Traffic & Parking By-Law No.069-1989 and is amended by **adding** thereto the following:

Column I	Column II
<u>Intersection</u>	<u>Facing Traffic</u>
Nick Kaneb Dr and Tenth St E (south)	Eastbound on Tenth St E (south)

8. That Schedule XVI, (Yield Signs) of the Traffic & Parking By-Law No.069-1989 and is amended by **adding** thereto the following:

Column I	Column II
<u>Intersection</u>	<u>Facing Traffic</u>
Nick Kaneb Dr and Tenth St E (south)	Southbound on Nick Kaneb Dr turning west

9. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-Law 2021-xxx Nick Kaneb Dr Extension - New Traffic Control - 2021-110-IMW.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Michael Fawthrop - Dec 7, 2021 - 5:35 PM

Bill de Wit - Dec 7, 2021 - 5:49 PM

Maureen Adams - Dec 7, 2021 - 7:42 PM

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

Department: Infrastructure and Municipal Works
Division: Infrastructure Planning
Report Number: 2021-109-Infrastructure and Municipal Works
Prepared By: Michael Fawthrop, Manager, Infrastructure
Meeting Date: December 13, 2021
Subject: Note to add Parking & Stopping Restrictions and New Traffic Control on Nick Kaneb Drive Extension and Tenth Street E

Purpose

An explanatory note to By-Law to enact Parking & Stopping Restrictions on Nick Kaneb Drive, traffic control at the new intersection of Nick Kaneb Drive and Tenth Street E and the setting of the Speed Limit on the extension to match the rest of Nick Kaneb Dr.

Background / Discussion

Following the construction and opening of the Nick Kaneb Drive Extension, the re-dedicating of Virginia Drive to Nick Kaneb Drive and the design of the new extension; the Parking & Stopping Restrictions need to be updated to reflect these changes.

Secondly, as part of the extension noted above, traffic control is needed at the newly created intersection of Nick Kaneb Drive and Tenth Street E. A stop sign is to be installed for traffic on Tenth Street E travelling eastbound at Nick Kaneb Drive and a yield sign for traffic on Nick Kaneb Drive travelling southbound turning west onto Tenth Street E.

Thirdly, as part of extension, the speed limit has been set to match the rest of Nick Kaneb Drive for the time being. There is no need for a By-Law for this section since 50 km/h is the default speed within cities in the Province of Ontario. Future studies will be conducted to see if a raise in speed limit is justified.

Report Approval Details

Document Title:	Note - Nick Kaneb Dr - New Traffic Control - 2021-109-IMW.docx
Attachments:	- Nick Kaneb Dr and Tenth St E.docx
Final Approval Date:	Dec 7, 2021

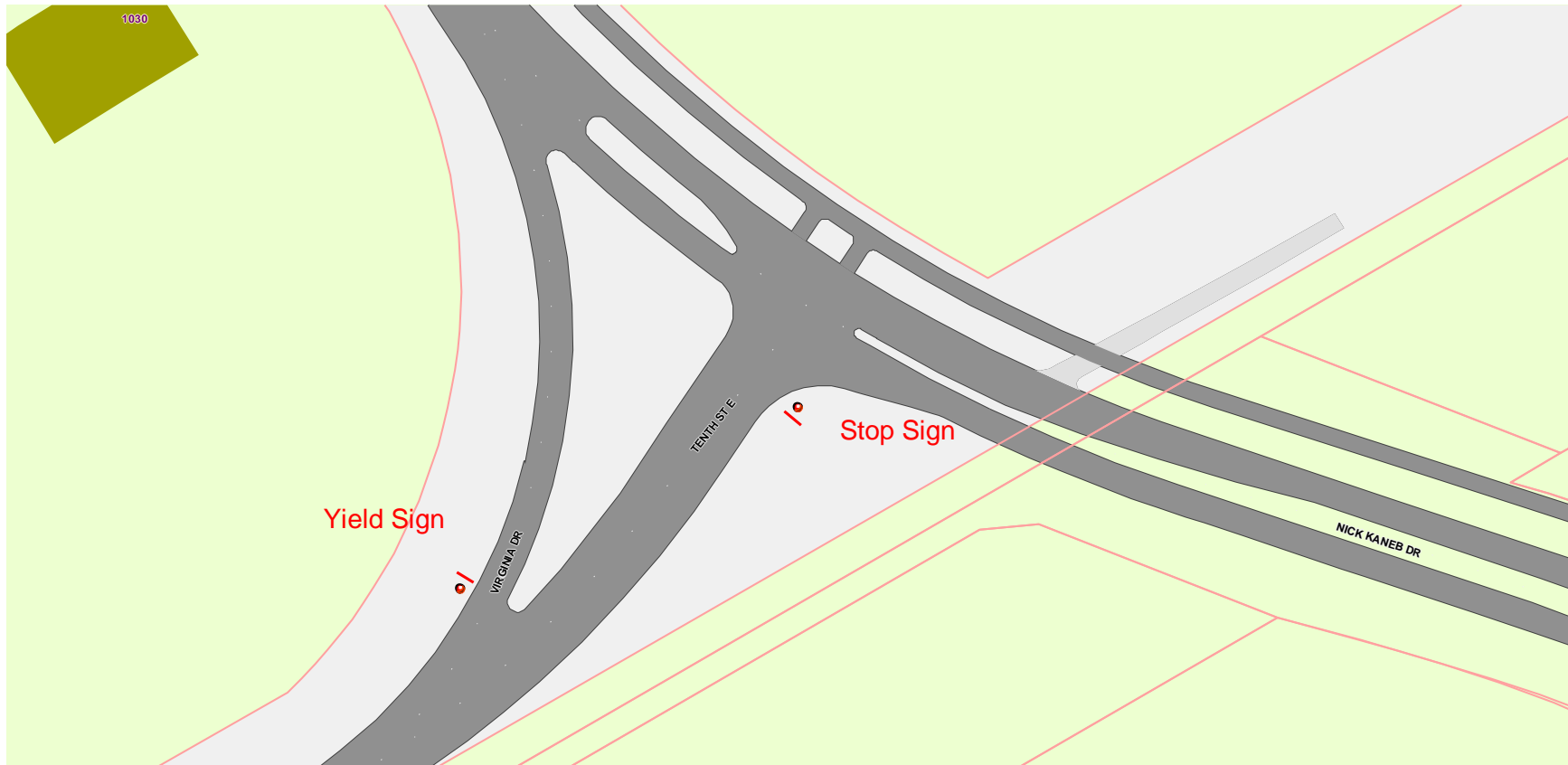
This report and all of its attachments were approved and signed as outlined below:

Bill de Wit - Nov 30, 2021 - 4:57 PM

Tracey Bailey - Dec 7, 2021 - 6:40 PM

Maureen Adams - Dec 7, 2021 - 7:50 PM

Nick Kaneb and Tenth St E – Stop & Yield Traffic Controls



The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-138

Department: Financial Services
Division: Tax and Collection
By-law Number: 2021-138
Report Number: 2021-110-Financial Services
Meeting Date: December 13, 2021
Subject: By-law directing and enacting the manner in which the 2022 interim levy authorized by Section 317 of the *Municipal Act, 2001* is to be collected

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

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

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

1. Interim taxes shall be levied upon the last revised 2021 assessment roll using the 2021 tax rate at a rate of 50% of taxes. The 2021 tax rates for the respective classes are as follows:

Residential	0.01674150	Commercial	0.03832096
Multi - Residential	0.03182684	Commercial Vacant	0.02946467
Managed Forest	0.00418537	New Commercial	0.03832096
Farmlands	0.00418537	Landfill	0.03921898
Pipelines	0.03194734	New Commercial Vacant	0.02946467
New Office Building	0.03832096	New Shopping Centre	0.03832096
New Office Building Vacant	0.02946467	New Shopping Centre Vacant	0.02946467
Utility Transmissions	\$990.89 / AC	Industrial	0.04880624
Railway Right-of-Way	\$237.38 / AC	Industrial Vacant	0.03480406
New Multi - Residential	0.01674150	New Industrial	0.04880624
		New Industrial Vacant	0.03480406

2. The 2022 interim levy as determined in number 1 above shall not exceed the prescribed percentage or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the taxation year 2021. In such cases, the 2022 interim levy shall be equal to 50 percent of the total amount of taxes for municipal and school purposes were levied on a property for only part of the year 2021, because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter
3. The 2022 interim levy shall be paid into the office of the Treasurer in two instalments not later than the 31st day of March and the 29th day of April 2022.
4. Upon default of payment of any instalment under paragraph 3, the subsequent instalment or instalments shall forthwith become payable.
5. In accordance with By-law 2021-104 every instalment or part thereof which remains unpaid on the first day after the date on which it is due shall bear as a penalty, a charge of 1 1/4% per calendar month or a fraction until the 31st day of December of the year in which the instalment is due or until paid whichever occurs first.
6. Interest and percentage added to taxes form part of such taxes and shall be collected as taxes.

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

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-XXX 2022 Interim Tax Levy - 2021-110-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:34 AM

Maureen Adams - Dec 6, 2021 - 11:27 AM

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

Department: Financial Services
Division: Tax and Collection
Report Number: 2021-111-Financial Services
Prepared By: Tracey Bailey, General Manager
Meeting Date: December 13, 2021
Subject: Note - By-law 2022-XXX Interim Levy

Purpose

An explanatory note to the By-law directing and enacting the manner in which the 2022 interim levy authorized by Section 317 of the Municipal Act, 2001 to be collected.

Background / Discussion

The Municipal Act 2001 prescribes in section 371 that the interim levy cannot exceed 50% for the prior year's levy. The interim levy is levied on the last 2021 revised assessment roll, multiplied by the previous years tax rates (2021). The taxes are then multiplied by 50 percent.

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

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

The interim tax levy is applied to all tax classes based on the prior year's assessment and are due on the last business day of March and April of the current year.

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

Report Approval Details

Document Title:	Note - By-law 2021-XXX Interim Levy - 2021-111-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:35 AM

Maureen Adams - Dec 6, 2021 - 11:27 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-139

Department: Financial Services
Division: Tax and Collection
By-law Number: 2021-139
Report Number: 2021-112-Financial Services
Meeting Date: December 13, 2021
Subject: By-law to provide for the supply and distribution of water and the collection of rates for the use of water and water-related services

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

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

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

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

1. That The Corporation of the City of Cornwall deems it necessary to provide for the setting of fees and charges for the supply of water for the year 2022.

2. That the rates for the supply of water shall be imposed as specified in Schedule A, attached hereto and forming part of this By-law.
3. That By-law 2020-156 and all other by-laws inconsistent hereto are hereby repealed.
4. That this By-law shall come into force and take effect on the date of its passing for all billings levied commencing January 1, 2022.
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 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-XXX Distribution and Collection of Water and Water-Related - 2021-112-Financial Services.docx
Attachments:	- SCHEDULE A 2022 WATER RATES.docx
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:18 AM

Maureen Adams - Dec 6, 2021 - 11:23 AM

Schedule A – 2022 Water Rates

<u>Non-Metered</u>	
<u>Residential</u>	<u>Half Year</u> \$
Kitchen Sink	60.33
Toilet	48.01
Extra Toilet	31.60
Bath or Shower	10.85
Extra Bath or Shower	9.32
Bath Basin	5.74
Automatic Washer	11.26
Outside Tap	12.48
Residential Tap	5.74
Swimming Pool, Hot Tub	16.53
Automatic washer in apartment buildings - \$11.41 times the number of apartments each half year.	
<u>Commercial Places</u>	<u>Half Year</u> \$
First Tap Commercial	65.07
Extra Tap Commercial	10.34
Toilet	48.01
Urinal	14.42
Dental Spittoons	15.70
Car Wash	65.53
Fountain	12.43
Shower - Commercial	12.98
Dry Cleaners	253.21
<u>Metered</u>	
<u>Outlet on Meters</u>	<u>Per Billing</u>
Rate (Cubic Meters)	0.557 per cubic meter
Minimum Charge for Hotels	\$382.05
<u>Service Charge</u>	
For turning water on or off	\$59.50
<u>Motels</u>	
\$54.11 per half year per unit. If the motel has a restaurant or lunch counter, charge is calculated at the commercial rate.	

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

Department: Financial Services
Division: Tax and Collection
Report Number: 2021-113-Financial Services
Prepared By: Tracey Bailey, General Manager
Meeting Date: December 13, 2021
Subject: Note - Distribution and Collection of Water and Water-Related Services

Purpose

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

Background / Discussion

Effective January 1, 2022, fees and charges, as specified in Schedule A, are imposed upon the owners or occupants of lands for which the distribution and collection of water related services is provided. Fees and charges imposed by the municipality may be added to the tax roll and collected in the same manner as municipal taxes.

Report Approval Details

Document Title:	Note - Distribution and Collection of Water and Water-Related Services - 2021-113-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:19 AM

Maureen Adams - Dec 6, 2021 - 11:22 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-141

Department: Financial Services
Division: Tax and Collection
By-law Number: 2021-141
Report Number: 2021-114-Financial Services
Meeting Date: December 13, 2021
Subject: By-law to establish the Sewage Service Surcharge

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

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

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

1. That a sewerage surcharge shall be a charge on the water bill charged or chargeable in respect to such land and shall be computed at 132.67 percent (132.67%) upon the owners or occupants of land from which sewage is received, treated, or disposed of by the wastewater works system.
2. That By-law 2020-157 and all other by-laws inconsistent hereto are hereby repealed.

3. That this By-law shall come into force and take effect on the date of its passing for all billings levied commencing January 1, 2022.
4. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-XXX Sewage Service Rates - 2021-114-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:37 AM

Maureen Adams - Dec 6, 2021 - 11:29 AM

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

Department: Financial Services
Division: Tax and Collection
Report Number: 2021-115-Financial Services
Prepared By: Tracey Bailey, General Manager
Meeting Date: December 13, 2021
Subject: Note - Sewage Rates

Purpose

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

Background / Discussion

Effective January 1, 2022, fees and charges are imposed upon the owners or occupants of lands from which the sewage is received, treated, or disposed by the Corporation of the City of Cornwall at a set surcharge of 132.67% of the charge imposed on the water bill charged. The fees and charges relating to wastewater services shall be collectable in the same manner as the fees and charges imposed for water services.

Report Approval Details

Document Title:	Note - By-law 2021-XXX Sewage Rate - 2021-115-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:39 AM

Maureen Adams - Dec 6, 2021 - 11:28 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-141

Department: Financial Services
Division: Finance
By-law Number: 2021-141
Report Number: 2021-120-Financial Services
Meeting Date: December 13, 2021
Subject: By-law to authorize the borrowing of funds to provide financing for capital works and vehicles

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

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

Whereas the Council of the Corporation of the City of Cornwall endorsed the financing of Housing Services mortgages (1700 Walton Ave., 1600 Birmingham St., 845 Marlborough St., 550 lemay St.), Justice Building's HVAC replacement, Waste Management's flare replacement, Brookdale Ave and CN overpass, LED streetlighting project and Fennell Cres. Pumping station; and

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

Whereas it is necessary to borrow the sum of \$9,617,000 upon the credit of the Corporation.

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

1. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$575,000 (Housing Services 1700 Walton Ave) repayable in equal monthly instalments amortized over 3 years;
2. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$419,000 (Housing Services 1600 Birmingham St. and 845 Marlborough St.) repayable in equal monthly instalments amortized over 2 years;
3. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$1,478,000 (Housing Services 550 Lemay St.) repayable in equal monthly instalments amortized over 6 years;
4. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$1,040,000 (Justice Building HVAC replacement) repayable in equal monthly instalments amortized over 10 years;
5. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$1,560,000 (Waste Management flare replacement) repayable in equal monthly instalments amortized over 15 years;
6. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$2,000,000 (Brookdale Ave. at the CN overpass) repayable in equal monthly instalments amortized over 15 years;
7. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$435,000 (LED streetlighting project) repayable in equal monthly instalments amortized over 4 years;
8. That the Corporation of the City of Cornwall is hereby authorized to enter into a Financing Agreement with TD Canada Trust for the sum of \$2,110,000 (Fennell Cres. pumping station) repayable in equal monthly instalments amortized over 15 years;

9. Commencing in January 2022 and thereafter during the specified repayment schedules the required principal and interest shall be levied and raised annually by a rate sufficient therefore over and above all other rates on all the ratable property in the municipality at the same time and in the same manner as other rates.
10. That this By-law shall take effect on the day of the final passing thereof.
11. 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 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-XXX Borrowing of Funds - 2021-120-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Tracey Bailey - Dec 6, 2021 - 6:01 PM

Maureen Adams - Dec 7, 2021 - 7:05 PM

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

Department: Financial Services
Division: Finance
Report Number: 2021-121-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 13, 2021
Subject: Note - Borrowing of Funds

Purpose

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

Background / Discussion

Council has approved that the funding for the Housing Services mortgages (1700 Walton Ave., 1600 Birmingham St., 845 Marlborough St., 550 lemay St.), Justice Building's HVAC replacement, Waste Management's flare replacement, Brookdale Ave at CN overpass, LED streetlighting project and Fennell Cres. Pumping station be financed through long-term borrowing.

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

Both principal and interest payments have been budgeted in 2022 and future annual payments will be budgeted based on the respective repayment schedules.

Report Approval Details

Document Title:	Note - By-law 2021-XXX Borrowing of Funds - 2021-121-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Tracey Bailey - Dec 6, 2021 - 6:01 PM

Maureen Adams - Dec 7, 2021 - 7:04 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-142

Department: Financial Services
Division: Finance
By-law Number: 2021-142
Report Number: 2021-116-Financial Services
Meeting Date: December 13, 2021
Subject: By-law to authorize the spending of expenditures in the
current year prior to the adoption of the operational budget

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

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

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

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

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

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

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-XXX Spending of Expenditures Prior to Budget - 2021-116-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:30 AM

Maureen Adams - Dec 6, 2021 - 11:26 AM

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

Department: Financial Services
Division: Finance
Report Number: 2021-117-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 13, 2021
Subject: Note - Spending of Expenditures Prior to Budget

Purpose

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

Background / Discussion

As part of our annual housekeeping measures for the forthcoming fiscal year, this by-law will ensure that 2022 expenditures are met until the operational budget is approved by Council.

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

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

Report Approval Details

Document Title:	Note - By-law 2021-XXX Spending Expenditures Prior to Budget - 2021-117-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:33 AM

Maureen Adams - Dec 6, 2021 - 11:26 AM

The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2021-143

Department: Financial Services
Division: Finance
By-law Number: 2021-143
Report Number: 2021-118-Financial Services
Meeting Date: December 13, 2021
Subject: By-law to authorize temporary borrowing until taxes are collected and other revenues are received for the current year

Whereas Section 407 of the Municipal Act, 2001 authorizes a municipality to temporarily borrow monies until the taxes are collected and other revenues are received in the amounts that the municipality considers necessary to meet the current expenditures for the year 2022 (hereinafter called "the year"); and

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

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

Whereas the total amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the year, not including revenues derivable or derived from the sale of assets, borrowings or issues of debentures or from surplus including proceeds from the sale of assets is \$215,200,000; and

Whereas the amount of uncollected revenues of the Corporation of the year based on the estimated revenues for the year is \$215,200,000.

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

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

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-XXX Temporary Borrowing - 2021-118-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:21 AM

Maureen Adams - Dec 6, 2021 - 11:25 AM

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

Department: Financial Services
Division: Finance
Report Number: 2021-119-Financial Services
Prepared By: Paul Scrimshaw, Accounting Manager and Deputy Treasurer
Meeting Date: December 13, 2021
Subject: Note - Temporary Borrowing

Purpose

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

Background / Discussion

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

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

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

Report Approval Details

Document Title:	Note - By-law 2021-XXX Temporary Borrowing - 2021-119-Financial Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Tracey Bailey - Dec 6, 2021 - 7:23 AM

Maureen Adams - Dec 6, 2021 - 11:24 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-144

Department: Infrastructure and Municipal Works
Division: Environment
By-law Number: 2021-144
Report Number: 2021-113-Infrastructure and Municipal Works
Meeting Date: December 13, 2021
Subject: Automotive Materials Stewardship Funding Agreement.

Whereas the Resource Recovery and Circular Economy Act 2016, has changed the existing Municipal Hazardous Solid Waste (MHSW) ISP programs to be managed according to an individual producer responsibility (IPR) framework, this involves the transition of each material type under the existing MHSW program to IPR framework affecting existing service agreements with Stewardship Ontario for the payment of these materials; and

Whereas Stewardship Ontario has ceased operation and the Automotive Materials Stewardship is the Producer Responsibility Organization (PRO) that will be responsible for the collection and recycling of antifreeze, oil containers and oil filters as of October 1, 2021.

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

1. That the City of Cornwall enter into an Amending Agreement with Automotive Materials Stewardship that shall replace existing agreements with Stewardship Ontario for Hazardous Special Products (HSP).
2. That the Mayor and Clerk be and is hereby authorized to execute all documents to complete this matter.

Read, signed and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-Law 2021-xxx - Automotive Material Stewardship - 2021-113-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Bill de Wit - Dec 7, 2021 - 5:47 PM

Maureen Adams - Dec 7, 2021 - 7:41 PM

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

Department: Infrastructure and Municipal Works
Division: Environment
Report Number: 2021-119-Infrastructure and Municipal Works
Prepared By: Dave Kuhn, Waste Management Supervisor
Meeting Date: December 13, 2021
Subject: Note to amend the existing By-law for the funding agreement between the City of Cornwall and Automotive Materials Stewardship.

Purpose:

An amendment to existing By-law 2015-023 is required to update the funding agreement between The City of Cornwall and Automotive Materials Stewardship for automotive products and materials.

Background / Discussion

Stewardship Ontario (SO) has been directed by the Minister of Environment, Conservation, and Parks to wind-up the current Municipal Hazardous Solid Waste Program (MHSW). Upon wind-up, hazardous materials collected under the MHSW program will be managed according to individual producer responsibility under the Resource Recovery and Circular Economy Act, 2016.

Under the new MHSW Program, Automotive Materials Stewardship (AMS) manages the supply chain for the recycling of antifreeze, oil containers and oil filters under Ontario's new Hazardous and Special Products (HSP) Regulation. Changes to the Municipal Agreement are necessary to enable Automotive Materials Stewardship Ontario to make payments to Cornwall for materials that will commence under the new MHSW program October 31st, 2021.

Report Approval Details

Document Title:	Note 2021-xxx - Automotive Material Stewardship - 2021-119-Infrastructure and Municipal Works.docx
Attachments:	
Final Approval Date:	Dec 7, 2021

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

Bill de Wit - Dec 7, 2021 - 5:48 PM

Maureen Adams - Dec 7, 2021 - 7:39 PM

The Corporation of the City of Cornwall
Regular Meeting of Council
By-law 2021-145

Department: Planning, Development and Recreation
Division: Planning
By-law Number: 2021-145
Report Number: 2021-176-Planning, Development and Recreation
Meeting Date: December 13, 2021
Subject: HOTC 113 Second Street East and 102 Sydney Program 1

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 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#2021-09 113 Second Street East and HOTC#2018-01 102 Sydney/41 First Street East); and

Whereas, pursuant to the said program(s), certain eligible applicants have applied for a Tax Increment based funding under the rules of the applicable HOTC program(s);

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 1 – Rehabilitation & Redevelopment Tax Increment Grant Agreements be approved, and the following person(s) or their authorized Signing Officer(s) sign for the following properties, and the Mayor and Clerk be authorized to sign for the municipality.
 - a. HOTC#2021-09 2740648 Ontario Inc at 113 Second Street East being Pt Lt 12 N/S Second St Plan Cornwall As In S320513; Cornwall, as described by PIN#60173-0043 (LT) pursuant to a Program 1 (Tax Increment Grant) HOTC Funding Agreement.
 - b. HOTC#2018-01 1943217 Ontario Inc. at 102 Sydney Street and 41 First Street East being Pt E2/3 Lt 13 N/S First St Plan Cornwall, Parts 1, 2 52R7337 Cornwall; Subject to an Easement over Pt 2 52R7337 In Favour of Pt E2/3 Lot 13 N/S First St Plan Cornwall Pt 1, 2 52R5042 As In ST38916, as described by PIN#60167-0198 (LT) pursuant to a Program 1 (Tax Increment Grant) HOTC Funding Agreement.
2. That the Mayor and Clerk be and are hereby authorized to execute all documents to complete this matter.
3. That this Bylaw take effect on the day of passing by City Council

Read, signed, and sealed in open Council this 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

Document Title:	By-law 2021-xxx HOTC 113 Second St E and 102 Sydney Prog 1 - 2021-176-PDR.docx
Attachments:	
Final Approval Date:	Nov 22, 2021

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

Mary Joyce-Smith - Nov 18, 2021 - 3:26 PM

Mark A. Boileau - Nov 18, 2021 - 5:02 PM

Maureen Adams - Nov 22, 2021 - 9:31 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: 2021-177-Planning, Development and Recreation
Prepared By: Dana McLean, Development Coordinator
Meeting Date: December 13, 2021
Subject: Note 113 Second Street East and 102 Sydney Program 1

Purpose

Explanation of Purpose and Effect for HOTC Application Program 1
Rehabilitation and Redevelopment (Tax Increment Grant) Agreement for HOTC
application HOTC#2021-09 113 Second Street East and HOTC#2018-01 102
Sydney Street and 41 First Street East.

Background / Discussion

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

Report Approval Details

Document Title:	Note - 113 Second Street East and 102 Sydney Program 1 - 2021-177-PDR.docx
Attachments:	
Final Approval Date:	Nov 22, 2021

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

Mary Joyce-Smith - Nov 18, 2021 - 3:48 PM

Mark A. Boileau - Nov 18, 2021 - 5:06 PM

Maureen Adams - Nov 22, 2021 - 9:30 AM

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

Department: Corporate Services
Division: Clerk's Division
Report Number: 2021-145-Corporate Services
Meeting Date: December 13, 2021
Subject: Cancellation of Council Meeting of Monday, October 24, 2022
– Election Day 2022

Whereas the next Municipal Election is scheduled for Monday, October 24, 2022;
and

Whereas the City's Procedural By-law regulates the dates that the Council shall
hold its Regular Meetings; and

Whereas the By-law sets the Regular Council Meetings to be held on the second
and fourth Mondays of each month (with exceptions); and

Whereas there is a Regular Council Meeting scheduled for Monday, October 24,
2022, the same day as Municipal Election Day; and

Now therefore be it resolved that the Regular Council Meeting scheduled for
Monday, October 24, 2022, be and is hereby cancelled as to not conflict with
Municipal Election Day 2022.

Report Approval Details

Document Title:	Cancellation of Council Meeting - Election 2022 - 2021-145-Corporate Services.docx
Attachments:	
Final Approval Date:	Dec 6, 2021

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

Geoffrey Clarke - Dec 1, 2021 - 11:38 AM

Maureen Adams - Dec 6, 2021 - 11:18 AM

The Corporation of the City of Cornwall
Regular Meeting of Council
Confirming By-law 2021-146

Department: Corporate Services
Division: Clerk's Division
By-law Number: 2021-146
Report Number 2021-144-Corporate Services
Meeting Date: December 13, 2021
Subject: Confirming By-law for the Meeting of December 13, 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, December 13, 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 #2021-32 of Monday, November 22, 2021

(ii) Special Public Meeting of Council #2021-33 of Monday, November 29, 2021

(iii) Special Public Meeting of Council #2021-34 of Monday, December 6, 2021

(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) Special In-Camera Committee of Council #2021-11 of Tuesday, September 21, 2021

(ii) Regular In-Camera Committee of Council #2021-13 of Monday, November 8, 2021

(c) That the actions of the Council at its meetings held on Monday, December 13, 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 13th day of December, 2021.

Manon L. Levesque
City Clerk

Glen G. Grant
Mayor

Report Approval Details

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

Manon L. Levesque - Dec 7, 2021 - 10:24 AM

Geoffrey Clarke - Dec 7, 2021 - 10:32 AM

Maureen Adams - Dec 7, 2021 - 7:07 PM