

Agenda  
Cornwall City Council

**Meeting #:** 2022-01  
**Date:** January 10, 2022, 7:00 PM  
**Location:** Zoom  
**Chair:** Glen G. Grant, Mayor  
**Prepared By:** Manon L. Levesque, City Clerk

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Pages

**In-Camera Session / Rise and Report from the In-Camera Meeting of  
Monday, January 10, 2022**

There is no In-Camera Session scheduled for Monday, January 10, 2022.

**Moment of Personal Reflection**

Réflexion personnelle

**National Anthem**

Hymne national

**Acting Mayor**

The Acting Mayor for this month is Councillor Claude E. McIntosh.

**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.

## **1. Returning to Virtual Council Meetings, 2022-01-Corporate Services**

1

Whereas, on January 5, 2022, the Government of Ontario implemented new public health measures to take effect as a result of the response to the Omicron variant.

Whereas all indoor meeting and event spaces are to be closed.

Whereas section 4.7 of the City of Cornwall’s Procedural By-law states that members may not participate electronically in any council meetings that are open to the public.

Whereas section 4.7.2 then states that members may participate electronically during any period where an emergency has been declared to exist in all or part of the municipality under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act.

Whereas, although an emergency has not been declared, the City of Cornwall wishes to abide with the restrictions imposed and is desirous of returning to virtual Council Meetings.

Now therefore be it resolved that Council suspend the rules and authorize the City of Cornwall to return to virtual meetings during the Modified Step Two of the Roadmap to Reopen.

Now therefore be it further resolved that Council Meetings are to be held virtually commencing at its Regular Meeting of Council of Monday, January 10, 2022.

## **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**

Comité plénier

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**

4

Ratification des procès-verbaux

The following Minutes are being presented for adoption:

- a. #2021-36 Monday, December 13, 2021
- b. #2021-37 Tuesday, December 14, 2021

## **Presentations**

Présentations

1. **Eastern Ontario Agri-Food Annual Update by Tom Manley, 2022-02-Corporate Services** 18

Action Recommended  
That Council receive Report 2022-02-CS.

2. **Enumeration Presentation, 2022-01-Cornwall SDG Human Services Department** 31

Action Recommended  
That Council receive this presentation.

## **Delegations**

Délégations

## **Consent Reports**

Rapports sur le consentement

1. **Tender 21-T34 Supply and Emptying of Refuse/Waste Containers, 2022-01-Financial Services** 50

Action Recommended  
That Tender 21-T34 be awarded to GFL Environmental Incorporated, from Navan, Ontario, for a two-year period commencing March 1, 2022 with an option for an additional one-year extension at the total bid price of \$421,001.25 (net cost to the Corporation - \$379,124.67) being the best bid meeting the tender specifications.

## **Resolutions**

1. **Cancellation of Council Meeting of Monday, October 24, 2022, 2022-05-Corporate Services** 53

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.

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

Rapports des affaires incomplètes

1. **Unfinished Business Listing for January 10, 2022, 2022-04-Corporate Services** 55

Action Recommended

That Council receive the Unfinished Business Listing for January 10, 2022.

## **Communication Reports**

Communications et rapports

1. **New Comprehensive Zoning By-law and Map for the City of Cornwall, 2021-179-Planning, Development and Recreation** 58

Action Recommended

- a. That Council approve the new Comprehensive Zoning By-law; and
- b. That the Comprehensive Zoning By-law 751-1969 as amended, dated July 28, 1969, be repealed and replaced with the new Zoning By-law.

2. **Enumeration 2021, 2022-42-Social and Housing Services** 62

Action Recommended  
That Council receive Report

**New Business Motions**

Nouvelles affaires

**By-laws**

Règlements municipaux

By-laws 2022-001 to 2022-006 inclusive, listed on the Agenda, are being presented to Council for adoption.

- |    |  |    |
|----|--|----|
| 1. | By-law 2022-001 to enact a Zoning By-law for the Corporation of the City of Cornwall and to repeal By-law 751,1969 as amended, (including By-law 1177, 1971), 2021-178-Planning, Development and Recreation        | 66 |
| 2. | By-Law 2022-002 to authorize The Corporation of the City of Cornwall to enter into an Agreement of Purchase and Sale of Land with Broccolini Investment Inc., 2022-04-Planning, Development and Recreation         | 69 |
| 3. | By-Law 2022-003 to authorize The Corporation of the City of Cornwall to enter into an Agreement of Purchase and Sale of Lands with Fairview Garage Limited, 2022-06-Planning, Development and Recreation           | 71 |
| 4. | By-Law 2022-004 to authorize The Corporation of the City of Cornwall to enter into an Agreement of Purchase and Sale of Lands with Kingland Investment Group, 2022-03-Planning, Development and Recreation         | 73 |
| 5. | By-Law 2022-005 to authorize the Corporation of the City of Cornwall to enter into an Agreement of Purchase and Sale of Lands with Safavieh Home Furnishings Limited, 2022-05-Planning, Development and Recreation | 75 |
| 6. | By-law 2022-006 Planning fee indexing, four new fees, and amendments to three existing fees, 2022-01-Planning, Development and Recreation, 2022-02-Planning, Development and Recreation                            | 77 |

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

**1. Senior Friendly Community Committee Terms of Reference, 2021-07-Glen Stor Dun Lodge**

85

Action Recommended

That Council approve the revised Terms of Reference.

**Notices of Motion**

Avis de motion

**Confirming By-law**

Règlement municipal de ratification

By-law 2022-007, being a By-law to confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday, January 24, 2022, is being presented to Council for adoption.

**1. Confirming By-law for January 10, 2022, 2022-03-Corporate Services**

95

**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 24, 2022.



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

Department: Corporate Services  
Division: Clerk's Division  
Resolution Number: 2021-01  
Report Number: 2022-01-Corporate Services  
Meeting Date: January 10, 2022  
Subject: Returning to Virtual Council Meetings

Whereas, on January 5, 2022, the Government of Ontario implemented new public health measures to take effect as a result of the response to the Omicron variant.

Whereas all indoor meeting and event spaces are to be closed.

Whereas section 4.7 of the City of Cornwall's Procedural By-law states that members may not participate electronically in any council meetings that are open to the public.

Whereas section 4.7.2 then states that members may participate electronically during any period where an emergency has been declared to exist in all or part of the municipality under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act.

Whereas, although an emergency has not been declared, the City of Cornwall wishes to abide with the restrictions imposed and is desirous of returning to virtual Council Meetings.



Now therefore be it resolved that Council suspend the rules and authorize the City of Cornwall to return to virtual meetings during the Modified Step Two of the Roadmap to Reopen.

Now therefore be it further resolved that Council Meetings are to be held virtually commencing at its Regular Meeting of Council of Monday, January 10, 2022.

I, Manon L. Levesque, City Clerk for The Corporation of the City of Cornwall, do hereby certify that the above is a true copy of Resolution Number 2022-01 enacted by Council on Monday, January 10, 2022.

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Manon L. Levesque  
City Clerk



### **Report Approval Details**

Document Title:	Returning to Virtual Council Meetings - 2022-01-Corporate Services.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Geoffrey Clarke - Jan 5, 2022 - 4:38 PM**

**Maureen Adams - Jan 5, 2022 - 5:02 PM**



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

Meeting #: 2021-37  
Date: Tuesday, December 14, 2021, 6:30 PM  
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level

Attendance: Claude E. McIntosh, Councillor, Elaine MacDonald, 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 (arrived at 6:10 p.m.), Maureen Adams, CAO, Manon L. Levesque, City Clerk, Tracey Bailey, General Manager, Financial Services, Mark A. Boileau, General Manager, Planning, Development and Recreation, Mellissa Morning, Manager, Social and Housing Services

Regrets: Carilyne Hébert, Councillor

Chair: Glen G. Grant, Mayor  
Prepared By: Manon L. Levesque, City Clerk

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**1. Roll Call**

**2. Opening**

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

Moved By: Elaine MacDonald, Councillor  
Seconded By: Dean Hollingsworth, Councillor

### **In-Camera**

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

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

### **Item #1, Report 2021-121 Tender Award - Council received Report 2021-121 Tender Award**

e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Motion Carried

### **3. Adoption of Agenda**

Moved By: Todd Bennett, Councillor  
Seconded By: Syd Gardiner, 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: Elaine MacDonald, Councillor  
Seconded By: Maurice Dupelle, Councillor

Motion to go into the Committee of the Whole.

Motion Carried

**6. Report**

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

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to award Tender 21-T30 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.

Motion Carried

**7. Adjournment**

The next Regular Public Meeting of Council will be held on Monday, January 10, 2021.

Moved By: Elaine MacDonald, Councillor

Seconded By: Denis Carr, Councillor

Motion to adjourn the Special Meeting of Council of Tuesday, December 14, 2021, at 6:35 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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Glen G. Grant, Mayor



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

Meeting #: 2021-36  
Date: Monday, December 13, 2021, 7:00 PM  
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level

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, Bill de Wit, Acting General Manager, Infrastructure and Municipal Works, Jeff Weber, Fire Chief, Mark A. Boileau, General Manager, Planning, Development and Recreation, Tracey Bailey, General Manager, Financial Services, Bill Lister, EMS Chief, Mellissa Morgan, Administrator, Social and Housing Services, Emma Meldrum, Public Information Coordinator, Bob Peters, Division Manager, Economic Development, Michael Fawthrop, Division Manager, Infrastructure

**Chair:** Glen G. Grant, Mayor  
**Prepared By:** Manon L. Levesque, City Clerk

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**1. In-Camera Session / Rise and Report from the In-Camera Meeting of Monday, December 13, 2021**

Moved By: Maurice Dupelle, Councillor  
Seconded By: Justin Towndale, Councillor

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 - Council provided Administration with direction
- Item #2 Report 2021-181-PDR Sale of Land - Council provided Administration with direction
- Item #3 Report 2021-182-PDR Sale of Land - Council provided Administration with direction
- Item #4 Report 2021-183-PDR Sale of Land - Council provided Administration with direction

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

Motion Carried

**2. Moment of Personal Reflection**

**3. National Anthem**

The Acting Mayor for this month is Councillor Elaine MacDonald.

**4. Opening**

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

**5. Roll Call**

**6. Additions, Deletions or Amendments**

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.

1. Consent Item #5, Tender 21-T30 Construction of Affordable Housing Complex (9th and McConnell), 2021-122-FS was moved to Communication Item #2 for discussion.
2. Consent Item #9, Tax Write-Offs / Adjustments, 2021-106-FS was moved to Communication Item #3 for discussion.
3. By-law 2021-133 to authorize the Renewal of the Contract Agreement with Bench Press Limited, 2021-104-IMW and 2021-105-IMW was pulled for discussion.

**7. Adoption of Agenda**

Moved By: Justin Towndale, Councillor  
Seconded By: Eric Bergeron, Councillor

Motion to adopt the Agenda as amended.

Motion Carried

**8. Disclosures of Interest**

Déclarations d'intérêts pécuniaires

**9. Committee of the Whole**

Moved By: Todd Bennett, Councillor  
Seconded By: Maurice Dupelle, Councillor

Motion to 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.

Motion Carried

**10. Adoption of Minutes**

Moved By: Syd Gardiner, Councillor  
Seconded By: Elaine MacDonald, Councillor

Motion to adopt the following Minutes as presented:

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

Motion Carried

**11. Presentations**

There were no Presentations.

**12. Delegations**

There were no Delegations.

### 13. Consent Reports

Moved By: Todd Bennett, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to approve all Consent Items presented in the Consent Portion of the Agenda.

Motion Carried

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

Motion 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.

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

Motion to 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

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

Motion to 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**

This matter was moved to Communication Item #2 for discussion.

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

Motion to award Tender 21-T36 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**

Motion to 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**

Motion to 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**

This matter was moved to Communication Item #3 for discussion.

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

Motion to 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**

Motion to approve the carry forwards of 2021 operations to 2022.

**14. Resolutions**

There were no Resolutions.

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

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

Moved By: Carilyne Hébert, Councillor

Seconded By: Eric Bergeron, Councillor

1. Motion to receive Report #2021-117-IMW;

2. Motion to adopt the Climate Emergency Declaration;

3. Motion to adopt, in consultation with the Environment and Climate Change Committee (ECCC), the national greenhouse gas reduction (GHG) target, which is 40-45 percent below 2005 levels by 2030;
4. Motion to join the Partners for Climate Protection (PCP) by passing the additional Council Resolution and committing to its 5-step framework;
5. Motion to 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;
6. Motion to 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.
7. Motion to direct Administration 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.

Motion Carried

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

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to receive the Unfinished Business Listing for December 13, 2021.

Motion Carried

## **16. Communication Reports**

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

Moved By: Todd Bennett, Councillor

Seconded By: Syd Gardiner, Councillor

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

Motion Carried

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

This matter was moved to Communication Item #2 for discussion.

Moved By: Justin Towndale, Councillor

Seconded By: Dean Hollingsworth, Councillor

Motion to defer this matter until it can be discussion in an In-Camera Meeting of Council On Tuesday, December 14, 2021.

Motion Carried

### **3. Tax Write-offs / Adjustments, 2021-106-Financial Services**

This matter was moved to Communication Item #3 for discussion.

Moved By: Justin Towndale, Councillor

Seconded By: Eric Bergeron, Councillor

Motion to receive Report 2021-106-FS for tax write-offs and adjustments under Section 357 of the *Municipal Act, 2001* and tax refunds from decisions made by the Assessment Review Board (ARB).

Motion Carried

## **17. New Business Motions**

Nouvelles affaires

There were no New Business Motions.

## **18. By-laws**

Moved By: Maurice Dupelle, Councillor

Seconded By: Elaine MacDonald, Councillor

Motion to adopt By-laws 2021-131 and 2021-132 and 2021-134 to 2021-145 inclusive, listed on the Agenda, are being presented to Council for adoption.

Motion Carried

Moved By: Eric Bergeron, Councillor

Seconded By: Justin Towndale, Councillor

Motion to defer By-law 2021-133 for discussion at the Special Meetings of Council for the 2022 Budget.

Motion Defeated

Moved By: Claude E. McIntosh, Councillor

Seconded By: Maurice Dupelle, Councillor

Motion to adopt By-law 2021-133.

Motion Carried

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-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
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
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
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
6. 2021-136 renaming Virginia Drive to Nick Kaneb Drive, 2021-114-Infrastructure and Municipal Works

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
  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
  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
  10. 2021-140 to establish the Sewage Service Surcharge, 2021-114-Financial Services, 2021-115-Financial Services
  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
  12. 2021-142 to authorize the spending of expenditures in the current 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
  14. 2021-144 Automotive Materials Stewardship Funding Agreement., 2021-113-Infrastructure and Municipal Works, 2021-119-Infrastructure and Municipal Works
  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
- 19. Reports from Standing, Advisory, Special and Ad Hoc Committees of Council**
- There were no Reports from Standing, Advisory, Special nor Ad Hoc Committees of Council.
- 20. Notices of Motion**
- Moved By: Maurice Dupelle, Councillor  
Seconded By: Syd Gardiner, Councillor

**1. Cancellation of Council Meeting of Monday, October 24, 2022 – Election Day 2022, 2021-145-Corporate Services**

Moved By: Maurice Dupelle, Councillor  
Seconded By: Syd Gardiner, Councillor

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.

**21. Confirming By-law**

Moved By: Elaine MacDonald, Councillor  
Seconded By: Carilyne Hébert, Councillor

Motion to adopt 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.

Motion Carried

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

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

- The next Special Meeting of Council will be on Tuesday, December 14, 2021.
- The next Regular Public Meeting of Council will be held on Monday, January 10, 2022.

Moved By: Carilyne Hébert, Councillor

Seconded By: Maurice Dupelle, Councillor

Motion to adjourn the Regular Meeting of Council of Monday, December 13, 2021, at 7:25 p.m.

Motion Carried

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Manon L. Levesque, City Clerk

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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: 2022-02-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: December 13, 2021  
Subject: Eastern Ontario Agri-Food Annual Update by Tom Manley

**Purpose**

To receive the annual update from the Eastern Ontario Agri-Food.

**Recommendation**

That Council receive Report 2022-02-CS.



Document Title:	Eastern Ontario Agri-Food Network Update by Tom Manley - 2022-02-Corporate Services.docx
Attachments:	- EOAN report to Cornwall Council Jan 2022.pptx
Final Approval Date:	Jan 6, 2022

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

**Geoffrey Clarke - Jan 6, 2022 - 2:03 PM**

**Maureen Adams - Jan 6, 2022 - 4:35 PM**



**Objective:** to continue annual core municipal funding to the EOAN in Cornwall, SDG, PR, Akwesasne.

- \$25,000 provided in 2021
- asking for the same in 2022.

# Eastern Ontario Agri-Food Network

- Economic development and marketing:
  - ✓ Small scale agriculture, artisanal food production, agri-tourism, agri-food value chain.
- Sector representation:
  - ✓ Agri-food public policy, government relations, public relations, and regulatory matters.
- Capacity development:
  - ✓ Training, skills development and support.
  - ✓ Networking and mentorship.

# Requests & Expectations

Municipal councils and staff asked for:

1. Accountability & governance.
2. Financial Leverage.
3. Sector Engagement.
4. Impact.
5. Collaboration.
6. Sector representation.
7. Sustainability.

# **Accountability & Governance**

- EOAN by-laws improved and updated.
- Four municipal Board seats: guidance, oversight.
- Governance training provided to new directors.
- 2020 financial statements & review engagement.
- Budget approval for 2021 by the Board.
- Financial tracking and status reports.
- In compliance with all regulations.

# Financial Leverage

- Municipal contributions - \$90,000 in 2021.

<b>Jurisdiction</b>	<b>% Pop.</b>	<b>Funding</b>	<b>% Funding</b>
PR	45%	\$ 40,000	44%
SDG	33%	\$ 25,000	28%
Cornwall	23%	\$ 25,000	28%

- OMAFRA Place to Grow \$94,689 over 2 years.
- Other grants & contributions \$14,325.



# Sector Engagement

- Memberships 156 registered, all kinds
  - ✓ Memberships & sponsorships \$14,857.
  - ✓ Program participation income \$19,893.
- Facebook followers 1,398
- Facebook engagements
- E-newsletter recipients 946, 40-70% open rate
- Website sessions 22,675 in 2021
- 27 media stories since Nov 2020, that we found.

# Impact

- Local Food Map – 67 vendors and markets.
- Cornwall Waterfront Farmers' Market - 45 vendors.
  - ✓ Tens of thousands of visitors
  - ✓ Estimated \$250,000 in sales.
- Local Food Discovery booklet – 20 vendors.
- Sample the East agritourism curated day and weekend trips – 6 routes and 48 venues.
- Local Food Portal – 15 vendors.



# Collaboration

- Cornwall Waterfront Farmers' Market
  - ✓ Kozroots Community Empowerment Projects.
- Sample the East program
  - ✓ Locali.T (formerly Tourism Prescott-Russell).
  - ✓ Coordinated with the municipal tourism officers.
- Sponsorships: Apples & Art Tour in Cornwall and SDG, Eco Farm Day, Seedy Saturday Cornwall, Fiat Farm on-farm celebrations, SpringField Farm, Ferme du Poirier.
- Local Food Discovery booklet:
  - ✓ Distribution with the Cornwall Chamber of Commerce.

# Sector Representation

- Shared Community Inspected Kitchens
  - ✓ Survey of market demand with the municipal EDOs.
- Urban micro-agriculture zoning policy
  - ✓ Advised the City of Cornwall on zoning updates.
- International Culinary Trail
  - ✓ Represent the region on the international committee.
  - ✓ Presenting at an international webinar in Feb 2022.
- Presented at the OEMC on Oct 21st.
  - ✓ Local food gift bag at the in-person reception.

# Sustainability

- 3-year strategic planning in the Fall 2021.
  - ✓ Define who we are.
  - ✓ What the stakeholders want.
  - ✓ Our priorities and outcomes.
  - ✓ Measurements of success.
  - ✓ Leverage further provincial and federal funding.
- Stable staffing, admin & financial systems.
- Engaged directors and members.

# Highlights for 2022

- Complete and implement the strategic plan.
- Second year of the OMAFRA grant \$47,000.
  - ✓ Need municipal funding as 50% matching funds.
  - ✓ Applying for wide range of Prov & Fed funding.
- Deliver value to the stakeholders.
  - ✓ Regional local food branding and agri-food tourism.
  - ✓ Program improvements and reach.
  - ✓ Representation in public policy & regulations.
  - ✓ Expanded operator training and capacity building.

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

Department: Social and Housing Services  
Division: Housing Services  
Report Number: 2022-01-Cornwall SDG Human Services Department  
Prepared By: Meena Mullur, Human Services Manager, Ontario Works  
Meeting Date: January 10, 2022  
Subject: Enumeration Presentation

**Purpose**

To provide Council with information from the 2021 enumeration effort.

**Recommendation**

That Council receive this presentation.

Document Title:	Enumeration Presentation - 2022-01-Cornwall SDG Human Services Department.docx
Attachments:	- Enumeration Presentation 2021.ppt
Final Approval Date:	Jan 5, 2022

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

**Mellissa Morgan - Jan 5, 2022 - 3:15 PM**

**Maureen Adams - Jan 5, 2022 - 5:01 PM**

# Homelessness Enumeration 2021

**Presented by  
Human Services Department**

**(serving Cornwall, Stormont, Dundas and Glengarry)**



# Purpose

Ontario provides funding for Housing and Homelessness programs through 47 Service Managers. The Ministry believes that achieving alignment throughout the province is the best path forward to establishing a comprehensive and effective approach for addressing homelessness. It has been noted that there is a need to use and share data and information more effectively to achieve the best outcomes.

Pursuant to s. 19.1 of the Housing Services Act, 2011 (the “Act”), the Minister of Housing has directed that, enumeration shall be conducted by Service Managers, of persons who are homeless. As a result, Service Managers are required to develop an Enumeration Plan, outlining the manner in which the enumeration will be conducted.



# Purpose

- To provide a snapshot of homelessness, including information on the scope and nature of homelessness in our community.
- To provide information on the demographics and service needs of people affected by homelessness. This information can be used to target community resources to where they are most needed.
- To provide information about whether programs and initiatives are having the desired impact on homelessness and to drive continuous improvement in service delivery and program design.

As the designated Service Manager for the City of Cornwall and the united counties of S D & G, the Human Services Department is required to conduct the provincial homelessness enumeration using a Point-in-Count method in 2021 and develop and implement a By-Name list by December 31 2021.

## **2021 Changes to Enumeration requirements:**

The requirements introduce more consistency in methods used to conduct the count so that the data can be used to provide point-in-time snapshots of homelessness across the province.

Reporting information to the Ministry using a standard Ministry template.

Enumeration is to be used as an opportunity to add people experiencing homelessness to the By-Name List to help connect them to services.

# Definitions of homelessness

Homelessness is defined as a situation in which an individual or family is without stable, permanent housing, or the immediate prospect, means and ability of acquiring it. People may be defined as experiencing homelessness if they are:

- (1) unsheltered or staying in a makeshift shelter (encampment, garage, van etc)
- (2) emergency sheltered (staying in an emergency shelter)
- (3) provisionally accommodated (staying in temporary accommodations or lacks security of tenure such as with friends / family i.e couch surfing, hospital, residential treatment, without having a home to go when discharged).

# Enumeration Method

We worked closely with local agencies/organizations that serve people experiencing homelessness. We conducted enumeration using the Point-in-Time Count method (as specified by the Ministry).

## What is a Point-in-Time count method (PiT count)?

- A PiT count is an event the community can rally around that provides a one day snapshot of the population experiencing homelessness in the Service Manager area.
- A PiT Count tends to be more research-focused collecting a greater amount of non-identifying data at first contact including numbers, basic demographics, reasons for homelessness, and service use.
- This data can be used to measure trends on an annual basis

# ENUMERATION

## When?

- October 27 2021

## Where ?

- Various locations within Cornwall, Stormont, Dundas and Glengarry
- Magnet event

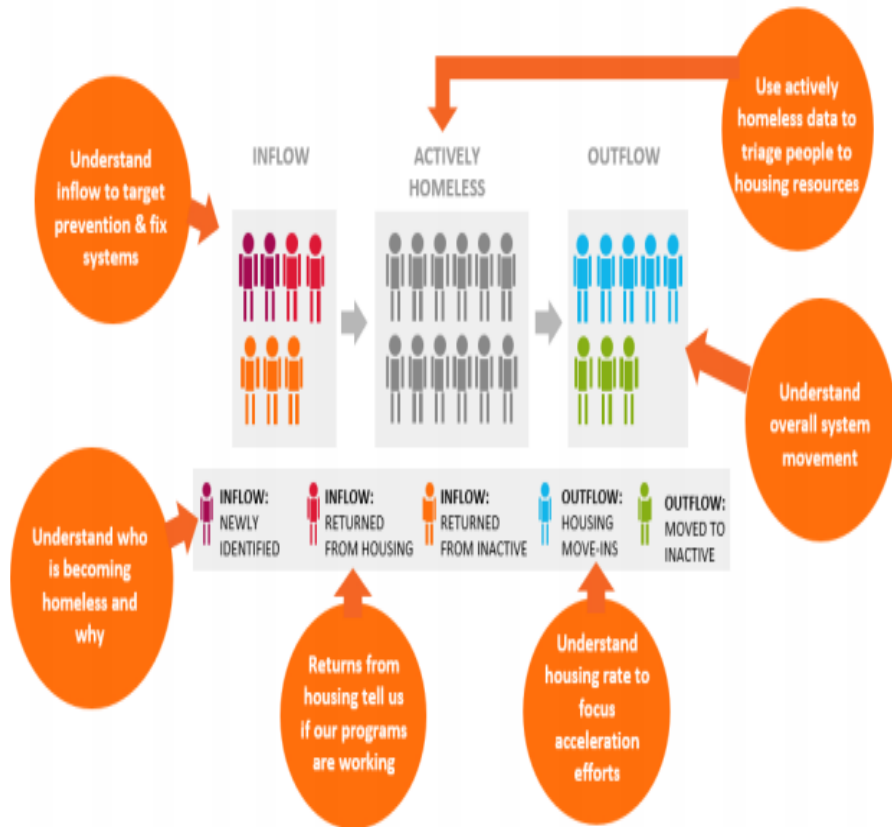
## How ?

- Questionnaire
- Phone-in Survey options
- Administrative data collection

# What is a By-Name List?

- A By-Name List collects real-time identifying information on an on-going basis as people enter and exit the homelessness response system.
- The data included on a By-Name List is collected over time, as needed, to provide the right amount of service to people experiencing homelessness at the right time based on progressive engagement. It is also updated in real-time to ensure that the aggregate level data produced by a By-Name List reflects the dynamic nature of the homelessness response system and the people that use it.
- A By-Name List provides actionable household-level data needed for Coordinated Access to offer housing support and can snapshot and measure trends monthly (or more often as needed) to understand system effectiveness and support real-time system improvements.

# By-Name List

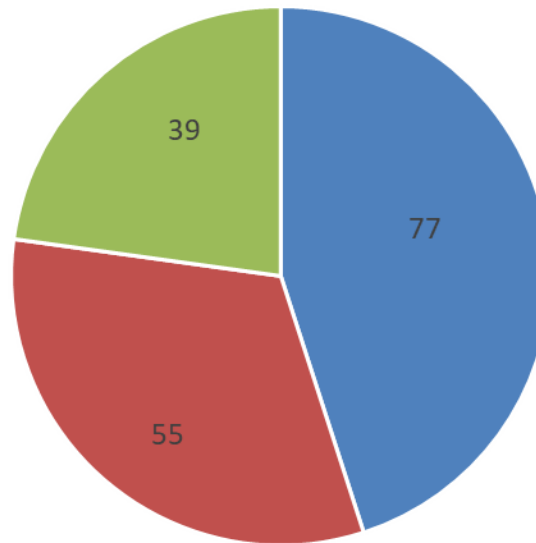


By-Name List data allows you to:

- Have a complete picture of who's experiencing homelessness and where to find them
- House people as quickly as possible based on your local priorities
- Quantify exactly what housing resources are needed to end homelessness for every person in your community
- Deduplicate your aggregate system-level data
- Operate an effective coordinated access system
- Move from a focus on "my clients" and program level outcomes, to a focus on "our clients" and tracking and reporting system-level outcomes
- Monitor your progress relative to the goal of ending homelessness
- Advocate or allocate resources based on real numbers
- Make projections and set meaningful reduction goals
- Have real-time visibility of your community's system functioning to know what is or isn't working and to make improvements
- Get to functional zero AND stay there!

# Enumeration Data

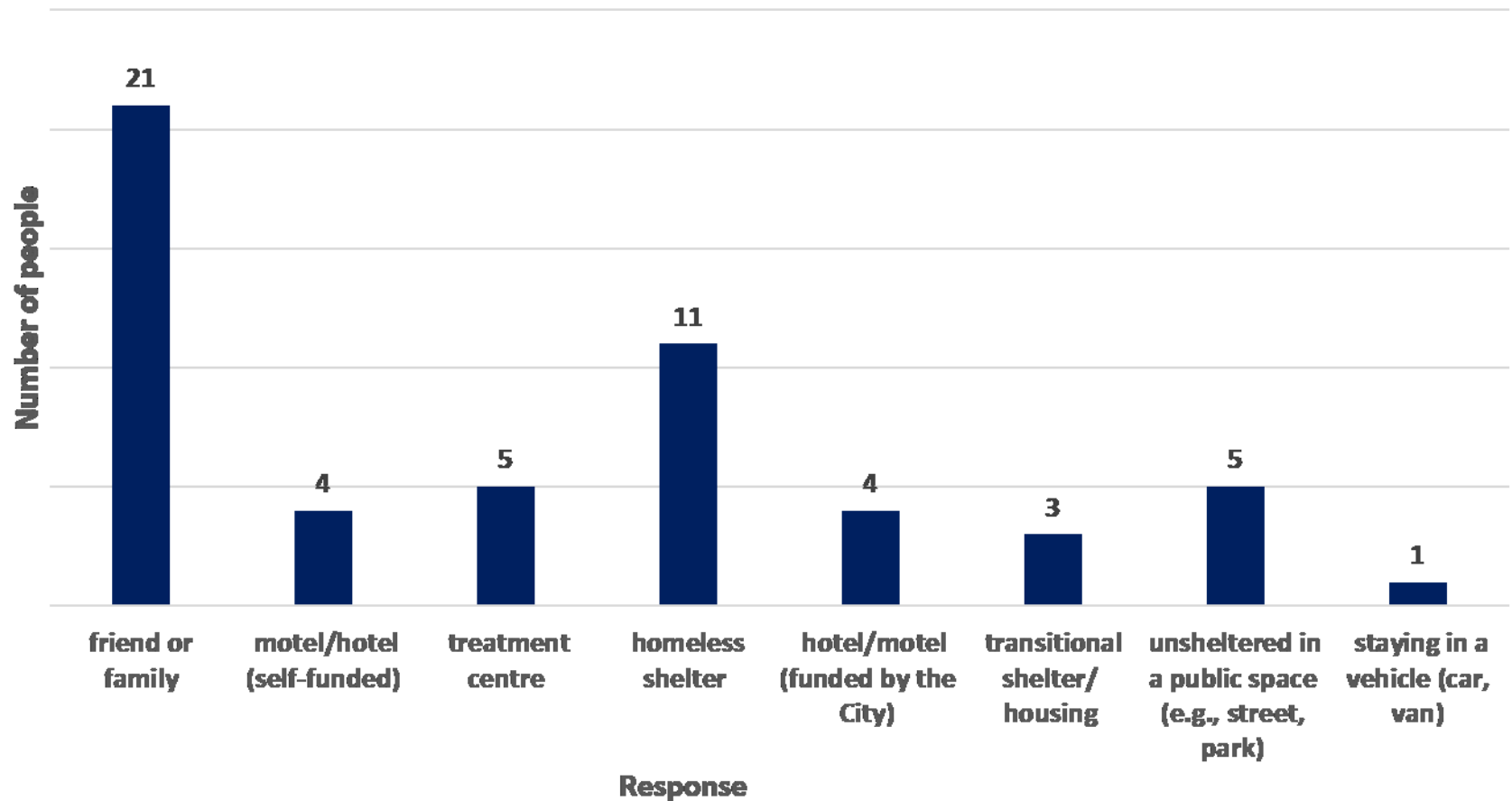
## Participation



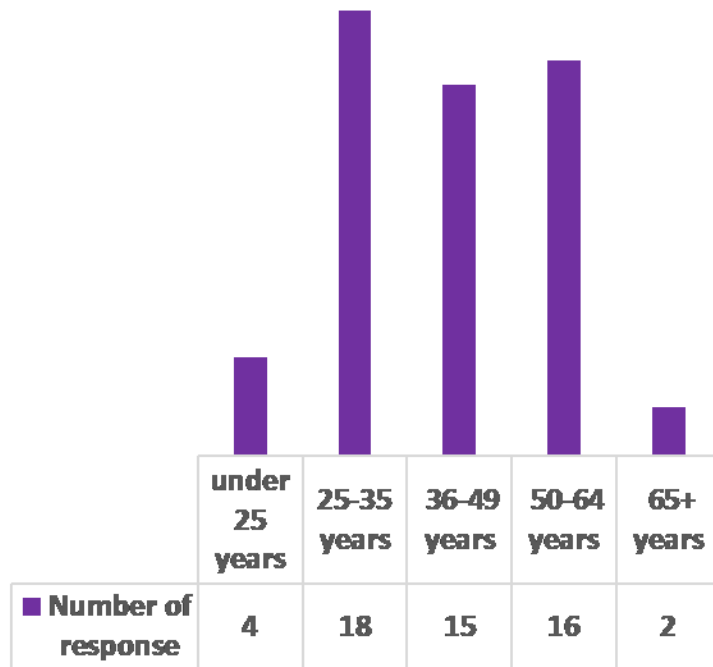
- Total number of people experiencing homelessness on the day of the PiT count
- Total number of people who participated in the survey
- Total number of people added to By-Name List



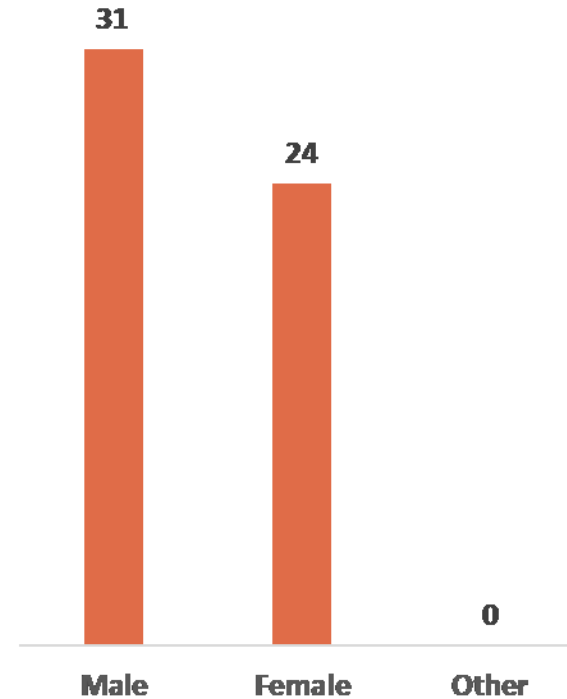
# Living situation



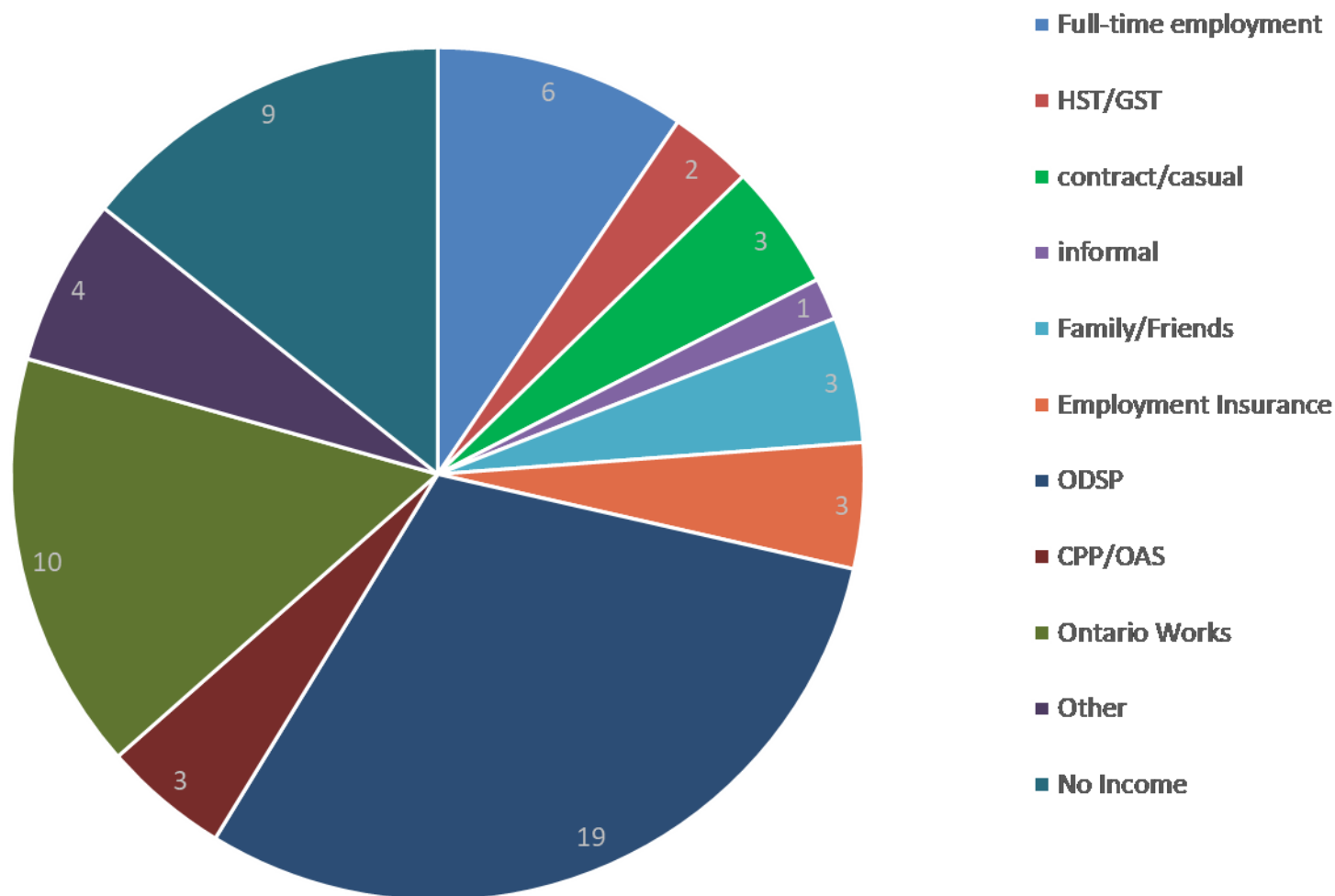
# Age



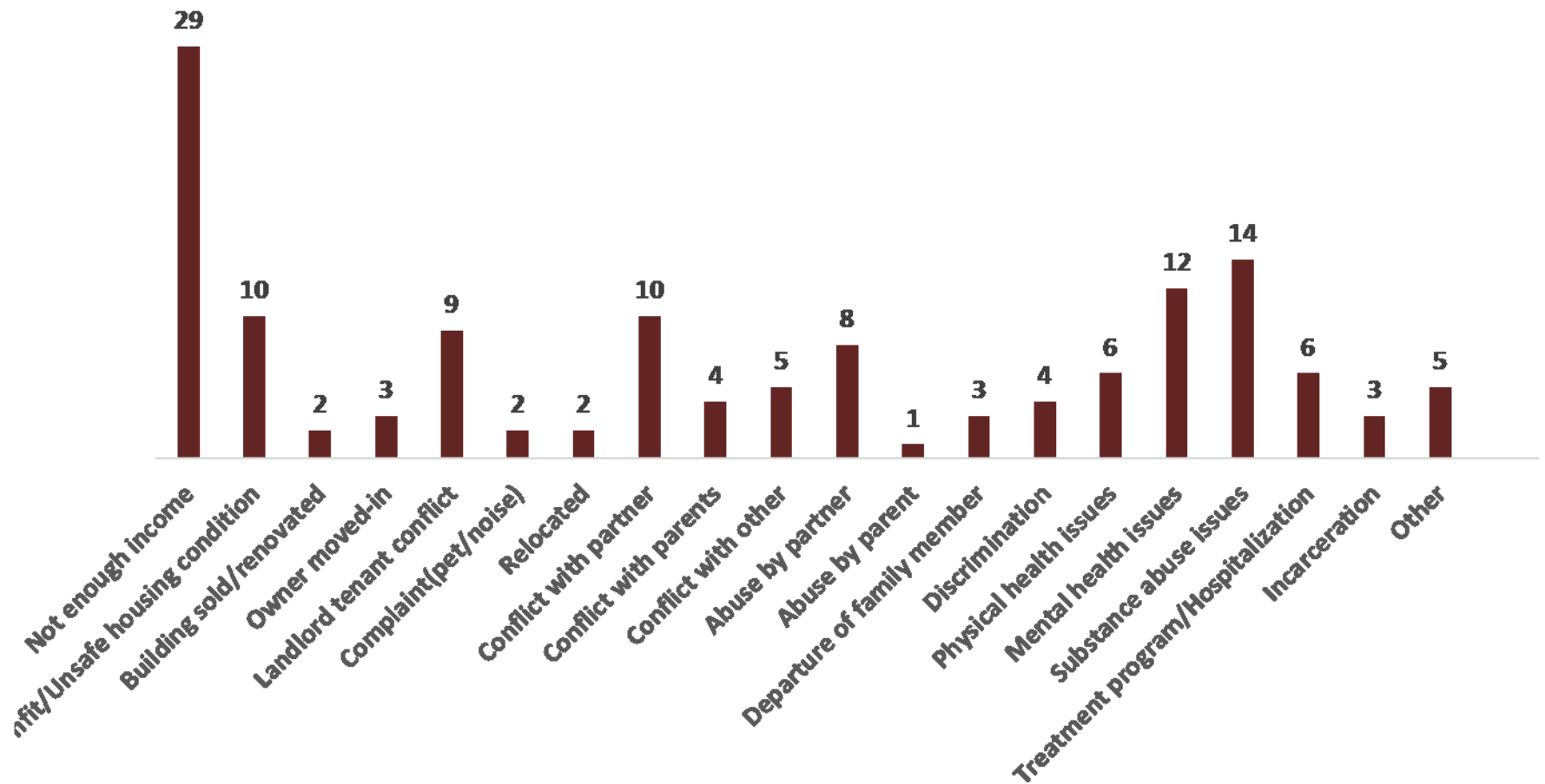
# Gender



# Source of income

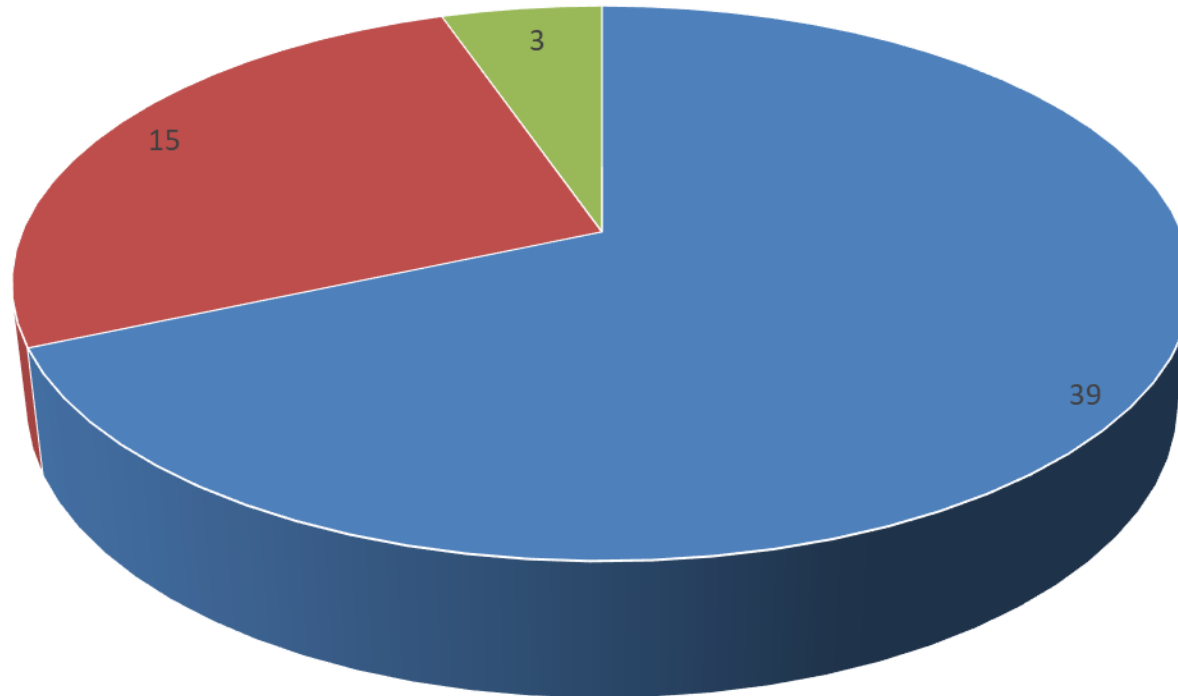


# Reason for Homelessness



# By-Name List

■ Individuals added to By-names list   ■ Chronic homelessness   ■ Youth homelessness



# Next steps....

- We have created and implemented a By-Name List in our area. In the next several months we will be working collaboratively with our community partners on further developing this **By-Name List**, to effectively refer individuals to appropriate resources, match housing solutions, and track the state of homelessness in the community at large to work towards ending it.
- On an individual level, this list form the basis for case conferencing, where all the providers meet to coordinate and drive forward with housing solutions for people.
- We will keep our community partners informed and engaged on the development and subsequent implementation of this initiative in the coming months.

# Closing Remarks

**Thank you!!!**

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

Department: Financial Services  
Division: Purchasing  
Report Number: 2022-01-Financial Services  
Prepared By: Diane Leduc, Senior Buyer  
Meeting Date: January 10, 2022  
Subject: Tender 21-T34 Supply and Emptying of Refuse/Waste Containers

**Purpose**

To obtain costing for the delivery and pick-up of refuse/waste containers for various departments.

**Recommendation**

That Tender 21-T34 be awarded to GFL Environmental Incorporated, from Navan, Ontario, for a two-year period commencing March 1, 2022 with an option for an additional one-year extension at the total bid price of \$421,001.25 (net cost to the Corporation - \$379,124.67) being the best bid meeting the tender specifications.

**Financial Implications**

The Corporation have budgeted \$150,800 in the 2022 Budget. The departments will budget accordingly for subsequent years.

**Strategic Priority Implications**

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



## **Background / Discussion**

The various departments throughout the City of Cornwall including the Department of Human Services requires the delivery and pick-up of refuse/waste containers. This tender called for pricing on a per lift basis and pick up days were indicated in Schedule 1 - City of Cornwall and Schedule 2 - Cornwall S.D.& G Human Services.

The following tenders were received and opened by Purchasing Services on December 2, 2021:

### **GFL Environmental Incorporated, Navan, Ontario**

Bid Price:	\$372,567.48
HST:	\$48,433.77
Total Bid Price:	\$421,001.25

### **Tomlinson Environmental Services Limited, Cornwall, Ontario**

Bid Price:	\$474,092.12
HST:	\$61,631.98
Total Bid Price:	\$535,724.10

Minor mathematical adjustments were required on the submission from GFL Environmental Incorporated.

Document Title:	Tender 21-T34 Supply and Emptying of Refuse Waste Containers - 2022-01-Financial Services.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Nicole Robertson - Jan 4, 2022 - 12:21 PM**

**Mark A. Boileau - Jan 4, 2022 - 3:26 PM**

**Tracey Bailey - Jan 4, 2022 - 5:53 PM**

**Maureen Adams - Jan 5, 2022 - 1:30 PM**

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

Department: Corporate Services  
Division: Clerk's Division  
Resolution Number: 2021-02  
Report Number: 2022-05-Corporate Services  
Meeting Date: January 10, 2022  
Subject: Cancellation of Council Meeting of Monday, October 24,  
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.

I, Manon L. Levesque, City Clerk for The Corporation of the City of  
Cornwall, do hereby certify that the above is a true copy of Resolution  
Number 2022-02 enacted by Council on Monday, January 10, 2022.

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Manon L. Levesque  
City Clerk

### Report Approval Details

Document Title:	Cancellation of Council Meeting of Monday, October 24, 2022 Resolution - 2022-05-Corporate Services.docx
Attachments:	
Final Approval Date:	Jan 6, 2022

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

**Geoffrey Clarke - Jan 6, 2022 - 1:44 PM**

**Maureen Adams - Jan 6, 2022 - 3:13 PM**

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

Department: Corporate Services  
Division: Clerk's Division  
Report Number: 2022-04-Corporate Services  
Prepared By: Manon Levesque, City Clerk  
Meeting Date: January 10, 2022  
Subject: Unfinished Business Listing for January 10, 2022

**Recommendation**

That Council receive the Unfinished Business Listing for January 10, 2022.

Title	Department	Date
Urban Agriculture and Outdoor Gardening – COVID-19 - May 11, 2020 - June 22, 2020 - April 26, 2021	Planning, Development and Recreation	January 10, 2022 Included in Zoning By-law
Petition for Removal of Sidewalk on Dunkirk Street - August 9, 2021	Infrastructure and Municipal Works	January 24, 2022
Intersection of Vincent Massey Drive and Tollgate Road West - June 14, 2021	Infrastructure and Municipal Works	January 24, 2022
Aultsville Theatre - September 13, 2021	CAO	January 24, 2022
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
Climate Adaptation Within the Community - December 10, 2021	Infrastructure and Municipal Works	TBD

Document Title:	Unfinished Business Listing for January 11, 2022 - 2022-04-Corporate Services.docx
Attachments:	
Final Approval Date:	Jan 6, 2022

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

**Geoffrey Clarke - Jan 6, 2022 - 1:42 PM**

**Maureen Adams - Jan 6, 2022 - 3:13 PM**

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-179-Planning, Development and Recreation  
Prepared By: Mary Joyce-Smith, Division Manager, Planning Services  
Meeting Date: January 10, 2022  
Subject: New Comprehensive Zoning By-law and Map for the City of Cornwall

**Purpose**

To seek approval from City Council to repeal and replace Zoning By-law #751-1969 as amended and replace with the new Zoning By-law and Schedule. The new Zoning By-law is a major update to reflect new terms, uses and trends in land use planning. It will continue to regulate the use of land and implement policy of the City of Cornwall's Official Plan 2018.

The new Comprehensive Zoning By-law text, schedules, and maps are available on the City's webpage <http://www.cornwall.ca/en/do-business/comprehensive-zoning-by-law-review.aspx>.

**Recommendation**

That Council approve the new Comprehensive Zoning By-law; and

That the Comprehensive Zoning By-law 751-1969 as amended, dated July 28, 1969, be repealed and replaced with the new Zoning By-law.

**Financial Implications**

The allocated budget has been completed.



## Background / Discussion

The new Zoning By-law represents the completion of a two-year project that included both in-person Open House and virtual Open houses, presentations to PAC, and stakeholder participation.

The City's existing Zoning By-law 1969 as amended, has relied on 29 Housekeeping By-laws as well as Site-Specific amendments throughout the years to implement the relevant changes that have come about since its adoption. With the approval of the City's Official Plan in 2018, *The Planning Act* states that the City must initiate a review of its Zoning By-law within three years of adopting the Official Plan.:

**Section 26 (9)** No later than three years after a revision under subsection (1) or (8) comes into effect, the council of the municipality shall amend all zoning by-laws that are in effect in the municipality to ensure that they conform with the official plan.

WSP Canada Inc.( the Consultants) and Planning staff have prepared a new Zoning By-law that is more user-friendly, easier to implement and better reflects current terminology and uses.

The Planning Department mailed out more than 2,000 letters to property owners informing them of a change to the zoning designation for their properties. In many cases, the change to the zoning was a name change as the new zone names better reflect the permitted uses when compared to the older numbered zones. In some instances, an Exception was introduced to protect an existing use. There were also zone changes to bring a property into conformity with the Official Plan designation.

Council will recall the issue of the proposed rezoning of the Service Road properties to allow a future expansion of the Business Park. Planning staff had a meeting with the property owners on December 8, 2021, to explain that an Exception to the zone will be included which will permit Rural Area (RA) uses until such time that the city requires the land.

Planning staff also had a meeting with the property manager of 1020 Montreal Road who spoke at the November PAC Meeting. Staff compared the permitted uses with the current and future zoning. Several site-specific exceptions were added to the property that were appropriate for the area. The property manager was satisfied that the new zoning will not inhibit the development of the property.

Finally, on December 8, 2021, the Planning office received a detailed letter from Cornwall Gravel Company Limited detailing nine areas of concern with respect to their properties. WSP and City staff worked with the developers and a consensus was reached on both sides for all nine properties on December 24, 2021.

## **Conclusion**

Over the past 2 years, Planning staff in collaboration with WSP and the Technical Advisory Committee, have reviewed and refined the new Zoning By-law. Planning staff have responded to many calls /emails and met with individuals in an effort to explain the impact of the new zoning on their lands. It is important to reiterate that the zoning is intended to implement the Official Plan designations that were approved in 2018. Copies of the new Zoning Bylaw and map can be found on the City's website <http://www.cornwall.ca/en/do-business/comprehensive-zoning-by-law-review.aspx>.

### Report Approval Details

Document Title:	Final Comprehensive Zoning By-law - 2021-179-PDR.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Mary Joyce-Smith - Jan 4, 2022 - 4:23 PM**

**Mark A. Boileau - Jan 4, 2022 - 4:42 PM**

**Maureen Adams - Jan 5, 2022 - 1:40 PM**

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

Department: Social and Housing Services  
Division: Housing Services  
Report Number: 2022-42-Social and Housing Services  
Prepared By: Meena Mullur, Human Services Manager, Ontario Works  
Meeting Date: January 10, 2022  
Subject: Enumeration 2021

**Purpose**

To provide council with a report of the 2021 Enumeration and future efforts to develop a plan to address ongoing homelessness in the City of Cornwall and united Counties of Stormont, Dundas and Glengarry.

**Recommendation**

That Council receive Report

**Strategic Priority Implications**

Enumeration data will help the province, local service managers and agencies better understand the scale and nature of homelessness in an effort to prevent, reduce, and/or end it. This information will also assist the Social and Housing Services Department, in future planning as it relates to the 5 Year update of the Housing Plan.

**Background / Discussion**

In January 2015, the Ontario government established an Expert Advisory Panel on Homelessness to provide advice on how to achieve the goal of ending homelessness under the Province's Poverty Reduction Strategy. The panel made a number of recommendations, including that the province require local enumeration of people experiencing homelessness. This recommendation was

integrated into the Promoting Affordable Housing Act, 2016 which required all Service Managers to conduct an enumeration of people experiencing homelessness in their service area. This resulted in Ontario's first province-wide enumeration of homeless persons.

Service Managers are required to conduct enumeration homelessness in 2021, using a Point-in-Time Count to provide a snapshot of homelessness in their communities. The Point-in-Time Count includes collecting demographic information about people experiencing homelessness using a set of 17 common questions that align with the enumeration approach. The Social and Housing Services Department conducted the Point-in-Time count on Wednesday, October 27, 2021.

Addressing homelessness requires collaboration and a strong partnership between all levels of government, Indigenous organizations and communities, service providers, people with lived experience, a wide range of community organizations and provincial systems such as social services, health, corrections, and education. We leveraged existing partnership and developed new partnerships with various community agencies across the Service Manager area to conduct enumeration. In addition to the valuable partnership for conducting enumeration, this approach allowed us to engage the stake holders in the community to facilitate a coordinated access to services for clients in our community.

To build a more responsive system to address homelessness, the province has mandated all service managers to develop and implement a By-name list. The intent is to create an outcomes-focused and people-centered system that supports partnership and relationship building among various community agencies to assist individuals experiencing homelessness collaboratively.

Implementing a By-Name List requires creating a list of people experiencing homelessness who would like to receive assistance from the Service Manager to access housing services and supports. Developing a "real-time" By-Name List is an ongoing process with people being added to the list as they connect or re-connect with municipal staff and service providers, including through outreach or enumeration.

A By-Name List usually includes information about the needs of people on the list to help prioritize and coordinate housing services and supports in a Service Manager area. By-Name Lists are usually “real-time” in that the information contained in the list is updated and used on a regular basis. The By-Name List incorporates information necessary to connect people experiencing homelessness to services and supports to help them find and keep housing.

Information collected through enumeration Point in Time count and By-name list will be shared with the Mayor’s Housing Task Force.

Document Title:	Enumeration 2021 - 2022-42-Social and Housing Services.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Mellissa Morgan - Jan 4, 2022 - 4:10 PM**

**Maureen Adams - Jan 5, 2022 - 1:39 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2022-001**

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2022-001  
Report Number: 2021-178-Planning, Development and Recreation  
Meeting Date: January 10, 2022  
Subject: By-law 2022-001 to enact a Zoning By-law for the Corporation of the City of Cornwall and to repeal By-law 751,1969 as amended, (including By-law 1177, 1971)

Whereas at the Council Meeting No. 21 dated July 28,1969, the Council of the Corporation of the City of Cornwall enacted By-law 751-1969 as amended to adopt the City of Cornwall Zoning By-law; and

Whereas under Section 34(1) of the Planning Act, R.S.O., 1990, as amended, zoning by-laws may be passed to prohibit and regulate the use of land, buildings, and structures.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall, in accordance with the provisions of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:

1. That the City of Cornwall Zoning By-law, consisting of text and schedules available on the City's Web Page for the Zoning Review at <http://www.cornwall.ca/en/do-business/comprehensive-zoning-by-law-review.aspx> as well as a paper copy at the Planning Department, is hereby approved.



2. That Zoning By-law 751-1969 (including By-law 1177, 1971), as amended, and all previous Comprehensive Zoning By-laws passed under Section 34 of the Planning Act or any predecessor thereof, are hereby repealed in their entirety.
3. This By-law shall come into force and take effect on the day of the final passing thereof.
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 10th day of January 2022.

Passed and enacted this 10th day of January 2022.

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Manon L. Levesque  
City Clerk

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Glen G. Grant  
Mayor

### Report Approval Details

Document Title:	By-law 2022-001 Repeal and Replace Zoning By-law 751-1969 - 2021-178-PDR.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Mary Joyce-Smith - Jan 4, 2022 - 3:32 PM**

**Mark A. Boileau - Jan 4, 2022 - 3:42 PM**

**Maureen Adams - Jan 5, 2022 - 1:41 PM**

**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**By-law 2021-002**

Department: Planning, Development and Recreation  
Division: Economic Development  
By-law Number: 2021-002  
Report Number: 2022-04-Planning, Development and Recreation  
Meeting Date: January 10, 2022  
Subject: By-Law 2022-002 to authorize The Corporation of the City of Cornwall to enter into an Agreement of Purchase and Sale of Land with Broccolini Investment Inc.

Whereas The Corporation of the City of Cornwall wishes to see progressive development of employment lands in the Cornwall Business Park; and

Whereas Broccolini Investment Inc. wishes to purchase 80 acres in the Cornwall Business Park;

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 an Agreement of Purchase and Sale with Broccolini Investment Inc. for the purchase of 80 acres in the Cornwall Business Park;
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 10th day of January, 2022.

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Manon L. Levesque  
City Clerk

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Glen G. Grant  
Mayor

### Report Approval Details

Document Title:	By-Law - Cornwall Business Park - Broccolini - 2022-04-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Mark A. Boileau - Jan 5, 2022 - 2:40 PM**

**Tracey Bailey - Jan 5, 2022 - 2:52 PM**

**Maureen Adams - Jan 5, 2022 - 4:59 PM**

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

Department: Planning, Development and Recreation  
Division: Economic Development  
By-law Number: 2021-003  
Report Number: 2022-06-Planning, Development and Recreation  
Meeting Date: January 10, 2022  
Subject: By-Law 2022-003 to authorize The Corporation of the City of Cornwall to enter into an Agreement of Purchase and Sale of Lands with Fairview Garage Limited

Whereas The Corporation of the City of Cornwall wishes to see progressive development of employment lands in the Cornwall Business Park; and

Whereas Fairview Garage Limited wishes to purchase 6.1 acres in the Cornwall Business Park;

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 an Agreement of Purchase and Sale with Fairview Garage Limited for the purchase of 6.1 acres in the Cornwall Business Park;
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 10th day of January, 2022.

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Manon L. Levesque  
City Clerk

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Glen G. Grant  
Mayor

### Report Approval Details

Document Title:	By-Law - Cornwall Business Park - Fairview - 2022-06-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Mark A. Boileau - Jan 5, 2022 - 2:41 PM**

**Tracey Bailey - Jan 5, 2022 - 2:55 PM**

**Maureen Adams - Jan 5, 2022 - 5:00 PM**

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

Department: Planning, Development and Recreation  
Division: Economic Development  
By-law Number: 2021-004  
Report Number: 2022-03-Planning, Development and Recreation  
Meeting Date: January 10, 2022  
Subject: By-Law 2022-004 to authorize The Corporation of the City of Cornwall to enter into an Agreement of Purchase and Sale of Lands with Kingland Investment Group

Whereas The Corporation of the City of Cornwall wishes to see progressive development of employment lands in the Cornwall Business Park; and

Whereas Kingland Investment Group wishes to purchase 10.6 acres in the Cornwall Business Park;

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 an Agreement of Purchase and Sale with Kingland Investment Group for the purchase of 10.6 acres in the Cornwall Business Park;
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 10th day of January, 2022.

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Manon L. Levesque  
City Clerk

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Glen G. Grant  
Mayor

### Report Approval Details

Document Title:	By-Law - Cornwall Business Park - Kingland - 2022-03-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Mark A. Boileau - Jan 5, 2022 - 2:39 PM**

**Tracey Bailey - Jan 5, 2022 - 2:46 PM**

**Maureen Adams - Jan 5, 2022 - 4:58 PM**



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

Department: Planning, Development and Recreation  
Division: Economic Development  
By-law Number: 2021-005  
Report Number: 2022-05-Planning, Development and Recreation  
Meeting Date: January 10, 2022  
Subject: By-Law 2022-005 to authorize the Corporation of the City of Cornwall to enter into an Agreement of Purchase and Sale of Lands with Safavieh Home Furnishings Limited

Whereas The Corporation of the City of Cornwall wishes to see progressive development of employment lands in the Cornwall Business Park; and

Whereas Safavieh Home Furnishings Limited wishes to purchase 62 acres in the Cornwall Business Park;

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 an Agreement of Purchase and Sale with Safavieh Home Furnishings Limited for the purchase of 62 acres in the Cornwall Business Park;
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 10th day of January, 2022.

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Manon L. Levesque  
City Clerk

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Glen G. Grant  
Mayor

### Report Approval Details

Document Title:	By-Law - Cornwall Business Park - Safavieh - 2022-05-PDR.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Mark A. Boileau - Jan 5, 2022 - 2:40 PM**

**Tracey Bailey - Jan 5, 2022 - 2:54 PM**

**Maureen Adams - Jan 5, 2022 - 4:59 PM**

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

Department: Planning, Development and Recreation  
Division: Planning  
By-law Number: 2021-006  
Report Number: 2022-01-Planning, Development and Recreation  
Meeting Date: January 10, 2022  
Subject: By-law 2022-006 Planning fee indexing, four new fees, and amendments to three existing fees

Whereas Section 69 of the Planning Act, R.S.O. 1990, Chapter p.13, as amended, provides for a Municipality to establish a tariff of fees for the processing of applications made in respect of Planning Matters (including Committee of Adjustment related applications); and

Whereas under Section 69, a new Planning Fees By-law (#2013-040) was passed by Council on February 25, 2013, which implemented the findings of the September 28, 2012, Watson, and Associates Economists Ltd. Comprehensive Building (Permits) and Planning Development Fees Review Study, as revised; and

Whereas the new fees (Phase 2) are presently in effect as of April 1, 2014; and

Whereas the current Planning Fees By-law does not include a provision to index Planning Fees to cost of living increases; and,

Whereas Planning Staff have identified the need for four new fees and to modify three existing fees.

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

1. That By-law #2013-040, The Planning Fees By-law, is amended to adjust the Planning Application Fees, set out in Schedule "A," without amendment to this By-Law annually on January 1st of each year, in accordance with

the most recent twelve month change in Statistics Canada Quarterly, Consumer Price Index with the base index value being in effect as of August 31st in the prior year. Fees shall be rounded up in \$10 increments.

2. That By-law #2013-040, The Planning Fees By-law, is amended by establishing four new fees as follows:
  - a. A standard (maximum 10 business-day turnaround) Work Order Report for a non-residential property at \$175.
  - b. A rush (maximum 3 business-day turnaround) Work Order Report for a non-residential property at \$350.
  - c. A rush (maximum 3 business-day turnaround) Zoning Compliance Letter at \$450.
  - d. A per hectare fee of \$175 for combined Official Plan and Zoning By-law Amendments.
3. That By-law #2013-040, The Planning Fees By-law, is amended by changing three fees as follows:
  - a. Reducing the fee for a Zoning Compliance Letter from \$650 to \$300.
  - b. Increasing the fee for a Signs By-law Amendment from \$120 to \$1,650.
  - c. Increasing the fee for a Telecommunications/Cell Tower Review from \$1,000 to \$2,500.
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 10th day of January 2022.

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Manon L. Levesque  
City Clerk

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Glen G. Grant  
Mayor

## Report Approval Details

Document Title:	By-law to index Planning Fees to annual cost of living - 2022-01-PDR.docx
Attachments:	- FEE SCHEDULE A 2022.pdf
Final Approval Date:	Jan 2, 2022

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

**Mary Joyce-Smith - Dec 16, 2021 - 4:20 PM**

**Mark A. Boileau - Dec 17, 2021 - 8:56 AM**

**Maureen Adams - Jan 2, 2022 - 10:56 AM**

**Schedule A**

Item	Current Fee	New Fee
<b>Land Severances</b>		
New Lot	\$ 1,925.00	
Correction to Title	\$ 1,650.00	
Consent (a lease)	\$ 1,650.00	
Severance (Semi-detached)	\$ 1,650.00	
Severance (Lot Addition)	\$ 1,650.00	
Severance (Right-of-way/Easement)	\$ 1,650.00	
South Nation Conservation Authority Private Septic/Well Review	\$ 390.00	
Stamping of Deeds for Consent (Section 53)	\$ 550.00	
<b>Minor Variances/COA</b>		
Land Use - Minor Project	\$ 580.00	
Land Use - Major Project	\$ 2,250.00	
Signage/Fencing - Minor Project	\$ 500.00	
Signage/Fencing - Major Project	\$ 1,875.00	
Cash-In-Lieu of Parking	\$ 2,000.00	
<b>Amendments</b>		
Official Plan Amendment	\$ 3,850 plus \$150 per hectare	
Zoning Bylaw Amendment	\$ 5,020 plus \$200 per hectare	
Combined OP and Zoning Bylaw Amendment	\$ 7,870.00	Add \$175 per hectare
Signs Bylaw Amendment	\$ 120.00	\$ 1,650.00
<b>Council</b>		
Part Lot Control Exemption	\$ 1,650 plus \$200 per lot/part	
Removal of Holding (H) Category	\$ 2,300.00	

<b>Site Plans</b>		
Site Plan Control Approval	\$ 1,800 plus \$350 per hectare	
Site Plan Amendment	\$ 1,500 plus \$350 per hectare	
<b>Subdivision/Condo Plans</b>		
Draft Plan of Condominium Approval (Standard)	\$ 2,200 plus \$180 per unit	
Draft Plan of Condominium Approval (Conversion)	\$ 4,130 plus \$180 per unit	
Draft Plan Exemption	\$ 2,200.00	
Draft Plan of Subdivision Approval	\$ 9,150 plus \$350 per hectare	
Subdivision Amendment for Prior "Draft" Plan Approval	\$ 12,500.00	
<b>Work Order Reports</b>		
Standard Work Order Report (Residential)	\$ 110.00	
Fast Track Work Order Report (Residential)	\$ 220.00	
Standard Work Order Report (Non-residential)		\$ 175.00
Fast Track Work Order report (Non-residential)		\$ 350.00
<b>Misc.</b>		
Encroachment Agreement Application	\$ 370.00	
Heritage Designation Letter	\$ 50.00	
Standard Zoning Compliance Letter	\$ 650.00	\$ 300.00
Fast Track Zoning Compliance Letter		\$ 450.00
ESA Phase I Letter	\$ 160.00	
Telecommunications/Cell Tower Review Application	\$ 1,000.00	\$ 2,500.00

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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2022-02-Planning, Development and Recreation  
Prepared By: Alex Gatien, Development Planner  
Meeting Date: January 10, 2022  
Subject: Indexing Planning Fees to Annual Cost of Living Adjustments

**Purpose**

Indexing the Planning Fees to annual cost of living adjustments, introducing several new Planning Fees, and modifying several existing fees.

**Background / Discussion**

The purpose of this Bylaw is threefold: to index Planning Fees to regular cost of living increases; to introduce 4 new Planning Fees; and to modify several Planning fees to bring them in line with comparable municipalities.

Firstly, this bylaw will index Planning Fees to the Statistics Canada Quarterly, Consumer Price Index and adjust them accordingly on January 1<sup>st</sup> of each year, rounded up to the nearest \$10 increment. This will apply to the updated fees shown in Schedule "A", and is the same policy as used by the Building Department to regularly update their fees. The next increase would take place on January 1<sup>st</sup>, 2023.

It should be noted that the Private Sewage Fee for South Nation Conservation Authority is included on the Planning Fees schedule for convenience but is not set by the City of Cornwall. The Cash-in-lieu of Parking Fee is also shown but is regulated by the Traffic and Parking Bylaw.



Secondly, this Bylaw will create 4 new fees. It will create a new fee for non-residential work order reports. Work order reports are prepared for lawyers by Planning and Building staff for most property sales. Due to greater complexity, Work Order Reports for non-residential properties are often far more time-consuming to prepare and the new fees will reflect this. The fees will create a “Standard” Work Order Report for non-residential properties with a maximum of ten-business day turnaround, and a “Rush” option with a three-business day turnaround. A fee for a “Rush” Zoning Compliance Letter with a three-business day turnaround will be created. Lastly, a per hectare fee will be created for combined Official Plan / Zoning Bylaw Amendments.

Thirdly, this Bylaw will modify several fees to bring them in line with comparable municipalities. The fee for a Zoning Compliance Letter will be reduced to \$300 from \$650, and the fee for the new Rush option will be \$450. The fee for a Signs Bylaw Amendment will be increased to \$1,650 from \$120. The fee for a Telecommunications/Cell Tower Review will be increased to \$2,500 from \$1,000.

### Report Approval Details

Document Title:	Note - Indexing Planning Fees - 2022-02-Planning, Development and Recreation.docx
Attachments:	
Final Approval Date:	Jan 2, 2022

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

**Mary Joyce-Smith - Dec 16, 2021 - 4:22 PM**

**Mark A. Boileau - Dec 17, 2021 - 8:57 AM**

**Maureen Adams - Jan 2, 2022 - 10:58 AM**

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

Department: Glen Stor Dun Lodge  
Division: Glen-Stor-Dun Lodge  
Report Number: 2021-07-Glen Stor Dun Lodge  
Prepared By: Shareen McNaughton, Administrative Assistant  
Meeting Date: January 10, 2022  
Subject: Senior Friendly Community Committee Terms of Reference

**Purpose**

To update the Senior Friendly Community Committee Terms of Reference.

**Recommendation**

That Council approve the revised Terms of Reference.

**Background / Discussion**

Three changes to the Terms of Reference are being recommended to Council:

1. Change the sentence “To provide education about aging and dementia in order to reduce the associated stigma” to “To provide educational opportunities about aging” to be more inclusive of all aspects of aging.
2. Change the sentence “Members who do not attend three meetings in one year, without just cause, will be removed from the Committee” to “Anyone who fails to attend three consecutive meetings, will be brought to the attention of the City Clerk” to fall in line with the Corporation’s Committees’ By-law.
3. Update the Committee Membership.

Document Title:	Senior Friendly Community Committee Terms of Reference - 2021-07-Glen Stor Dun Lodge.docx
Attachments:	- Senior Friendly Community Committee Terms of Reference October 2021 tracked Final Version.doc
Final Approval Date:	Jan 5, 2022

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

**Steven Golden - Jan 5, 2022 - 3:59 PM**

**Maureen Adams - Jan 5, 2022 - 5:09 PM**



# Senior Friendly Community Committee Terms of Reference

October 2021~~March 2020~~

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## 1. BACKGROUND:

Cornwall City Council has made a commitment to make Cornwall both a Senior & Dementia Friendly Community by developing a comprehensive vision that reflects a “made in Cornwall” solution to meet their needs now and in the future. This will be accomplished through a collaborative effort of key partners using a holistic community model of wellness.

### 1.1 GOALS:

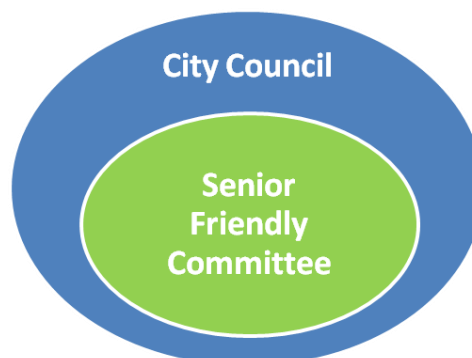
- To apply an action plan to support seniors.
- To reduce organizational, social and physical barriers that prevent seniors and people with dementia from fully engaging in community activities.
- To provide educational opportunities about aging, and dementia in order to reduce the associated stigma.
- To provide a healthy community by focusing on the World Health Organization’s identified key areas:

1. Outdoor Spaces & Buildings
2. Transportation
3. Housing
4. Respect & Social Inclusion
5. Social Participation
6. Communication & Information
7. Civic Participation & Employment
8. Community Support & Health Service

The Senior Friendly Community Committee does not operate with its own budget – expenditures required to implement the recommendations will be funded by individual City Department budgets.

## 2. GOVERNANCE MODEL:

- All recommendations by the Senior Friendly Community Committee shall be forwarded to City Council for consideration.



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### 3. ROLE OF THE COMMITTEE (VOTING MEMBERS):

- Provide suggestions, advice and information on matters relating to the plan to address recommendations and to incorporate any new recommendations received as part of the ongoing feedback process.
- Report project plans and activities to their respective organization or reference group.

**3.1 MEMBERSHIP:** Voting members are not to be employees of the Corporation of the City of Cornwall. Lay Appointments and Stakeholder Members are accepted through the City's application to Committees process. A maximum of 15 members will be accepted. The term of appointment will follow the term of Council.

~~Members who do not attend three meetings in one year, without just cause, will be removed from the Committee.~~

Anyone who fails to attend three consecutive meetings, without notice of regrets, will be brought to the attention of the City Clerk.

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#### 3.2 RESPONSIBILITIES OF THE COMMITTEE CHAIR:

The Chair will be selected from the voting members of the Committee. For a list of members, please refer to Appendix A.

- Sets the agenda for each meeting.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda item and keeps all meetings to two hours or less.
- Encourages broad participation from members in discussion by calling on different members.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.

Should the Chair be unable to attend a meeting, the Vice-Chair will fulfill the responsibilities of the Chair.

#### 3.3 RESPONSIBILITIES OF THE COMMITTEE VICE-CHAIR:

The Vice-Chair will be selected from the voting members of the Committee. For a list of members, please refer to Appendix A.

- If and as required, fulfill the responsibilities of the Chair, consistent with item 3.2 of the Terms of Reference.



#### **3.4 RESPONSIBILITIES OF COMMITTEE MEMBERS:**

- Understand the goals, objectives, and desired outcomes of the project.
- Understand and represent the interests of their respective departments, organizations or reference group.
- Act on opportunities to communicate positively about the project.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other documents.
- Support open discussion and debate, and encourage fellow Committee members to voice their insights.

#### **4. ROLE & RESPONSIBILITIES OF THE WORKING GROUP (NON-VOTING MEMBERS):**

- Check that the project stays aligned with the Council approved Strategic Plan and Accessibility Plan as well as policies and directions across the City of Cornwall.
- Ensures project makes good use of assets.
- Assist with resolving strategic level issues and risks.
- Consider changes to the recommendations with an impact on timelines and budget.
- Check that the project is making sensible financial decisions – especially in procurement and in responding to issues, risks and proposed project changes.
- Assess project progress and report on project to senior management and City Council.
- Provide advice and guidance on issues facing the project.
- Use influence to assist the project in achieving its outcomes.
- Provide final projects deliverables to City Council for consideration and approval.

**4.1 MEMBERSHIP:** The non-voting members are employees of the Corporation of the City of Cornwall by virtue of their position. The term of appointment is not fixed. For a list of members see Appendix A.

#### **5. QUORUM AND DECISION-MAKING:**

##### **5.1 QUORUM:**

A minimum number of **50%** of the voting Members is required for decision-making purposes.

##### **5.2 DECISION-MAKING PROCESS:**

If a vote is requested then it requires support from the majority (50%+1) of voting members who attend the meeting.

### **5.3 FREQUENCY OF MEETINGS:**

Meetings will be every second month or by the call of the Chair.

### **5.4 AGENDA, MINUTES, AND DECISION PAPERS:**

A package will be sent to members electronically via email three to five business days in advance of a meeting. This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- A progress report for the project.
- Any other documents/information to be considered at the meeting.
- All approved minutes will be provided to City Council through the monthly info packs.

## Appendix A

### COMMITTEE MEMBERSHIP:

Name	Appointment
<del>Mayor Bernadette Clement</del>	<del>Cornwall City Council</del>
Councillor Syd Gardiner	Cornwall City Council
<del>Councillor Denis Carr</del>	<del>Cornwall City Council</del>
<del>Councillor Glen Grant</del>	<del>Cornwall City Council</del>
Bernard Lamarche	Community Representative
<del>Beverley Robertson</del>	<del>Community Representative</del>
<del>France Brunet</del>	<del>Community Representative</del>
Ian McKinnon	Community Representative
<del>Linda Newman</del>	<del>Community Representative</del>
<del>Yvette L. Gauthier</del>	<del>Community Representative</del>
Norm Quenneville	Community Representative
<del>Susane Rampersaad</del>	<del>Community Representative</del>
<del>Raymond G. Houde</del>	<del>Community Representative</del>
<del>Linda Sloan</del>	<del>Community Representative</del>
<del>Marvel J. MacDonald</del>	<del>Community Representative</del>
<del>Tania Sveistrup</del>	<del>Community Representative</del>
<del>Dean C. Swift</del>	<del>Community Representative</del>
<del>Richard Lalonde</del>	<del>Community Representative</del>

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### SUPPORT GROUP NON-VOTING MEMBERSHIP:

Title	Name	Department
<del>Chief</del>	<del>Bill Lister</del>	<del>Paramedic Services</del>
<del>Deputy Chief</del>	<del>Wayne Markell</del>	
General Manager	Mark Boileau	General Manager, Planning, Development & Recreation
<del>Manager</del>	<del>Stacey Ferguson</del>	<del>Social and Housing Services</del>
Administrator	Steven Golden	Glen Stor Dun Lodge
<del>General Manager Finance</del>	<del>Tracey Bailey</del>	<del>Finance</del>
<del>Administrative Assistant Secretary</del>	Shareen McNaughton	Glen Stor Dun Lodge

Working group members are encouraged to send a representative if they are unable to attend a meeting.

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Revised: --March 2019

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

Department: Corporate Services  
Division: Clerk's Division  
By-law Number: 2021-007  
Report Number 2022-03-Corporate Services  
Meeting Date: January 10, 2022  
Subject: Confirming By-law for January 10, 2022

A By-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Cornwall at its meetings held on Monday, January 10, 2022.

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 #2021-36 of Monday, December 13, 2021

(ii) Special Public Meeting of Council #2021-37 of Tuesday, December 14, 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) Regular In-Camera Committee of Council #2021-14 of Monday, December 13, 2021

(ii) Special In-Camera Committee of Council #2021-15 of Tuesday, December 14, 2021

(c) That the actions of the Council at its meetings held on Monday, January 10, 2022, 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 10th day of January, 2022.

---

Manon L. Levesque  
City Clerk

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Glen G. Grant  
Mayor

### Report Approval Details

Document Title:	Confirming By-law for January 10, 2022 - 2022-03-Corporate Services.docx
Attachments:	
Final Approval Date:	Jan 5, 2022

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

**Geoffrey Clarke - Jan 5, 2022 - 4:48 PM**

**Maureen Adams - Jan 5, 2022 - 5:06 PM**