

**Town of Cornwall
Committee of Council
Agenda
November 13, 2019 4:30 PM**

- 1) **Call to Order**
- 2) **Approval of Agenda/Additions to Agenda**
- 3) **Disclosure of Conflict of Interest**
- 4) **Adoption of Previous Minutes**
 - a) October 9, 2019
- 5) **Delegations/Public Input**
 - a) Public Schools Branch (Parker Grimmer)
- 6) **Infrastructure**
 - a) Tender Bids – 2019 Wastewater Systems Upgrade Phase II (Outflow Upgrade/Monitoring)
- 7) **Finance/Administration**
 - a) **Reports**
 - i) Comparative Income Statement
 - b) **Items for Discussion**
 - i) CIBC Banking Proposal
 - ii) Christmas Radio Ad Pricing
 - iii) CARI Complex Request
 - iv) Island Gymnastics Academy Request
 - v) CADDC
 - vi) Town of Cornwall Organization Chart
 - vii) Human Resources Contract Services
- 8) **Municipal Services**
 - a) **Reports**
 - i) Transit
 - ii) Humane Society
 - iii) Police
 - iv) Fire
 - v) Bylaw Enforcement
 - b) **Items for Discussion**
 - i) Transit – Tender 6 new diesel buses
 - ii) Humane Society
 - iii) Policing Services
 - iv) Fire Services
 - v) Bylaw Enforcement
 - vi) Engagement
 - vii) Diversity (Special) Committee (Proposed)
- 9) **Parks and Recreation**
 - a) **Reports**
 - i) Monthly Report
 - b) **Items for Discussion**
 - i) Ballfield Lighting
 - ii) Sunrise Cove Play Equip. Survey
 - iii) Parks/Rec/Open Spaces Master Plan
 - iv) Events Committee (Special) – Revised DRAFT Terms of Reference
- 10) **Affordable Housing Committee**
 - a) Lot 40 Harvest Hills - 2 X 24 Unit Apartment Buildings
- 11) **Correspondence**
 - a) Humane Society – Thank You
 - b) Royal Canadian Legion – Certificate of Appreciation
 - c) C.H.A.N.C.E.S. – Financial Support Request for Christmas Initiative
 - d) PEI Girls Guides – Request for Financial Support

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- 12) In Camera**
- 13) Adjournment**

Cornwall, Prince Edward Island

Committee of Council

Wednesday, October 9, 2019 at 4:30 PM

Chair Deputy Mayor Cory Stevenson

Deputy Chair: Mayor Minerva McCourt

Present: Councillor Jill MacIsaac

Councillor Elaine Barnes

Councillor Corey Frizzell

Councillor Peter Meggs

Councillor Shane McGuigan

Also: Kevin Coady – Chief Administrative Officer

Kim Meunier – Parks and Recreation Manager

Danielle Herring – Financial Coordinator

Dean Lewis – Manager of Planning and Development

Tracey MacLean – Engagement Coordinator

CALL TO ORDER

Chair Cory Stevenson called the meeting to order. There were six members of the public present.

APPROVAL OF THE AGENDA

It was moved by Councillor Barnes and seconded by Councillor MacIsaac the agenda be approved as circulated with the following amendments:

- i) Add Terry Fox Access to section 9C.
- ii) Move section 6B4 to 6B1.

Motion Carried

DISCLOSURE OF CONFLICT OF INTEREST

Nil

ADOPTION OF PREVIOUS MINUTES

It was moved by Councillor Barnes and seconded by Councillor MacIsaac that the minutes of September 11th, 2019 be adopted as circulated.

Motion Carried

DELEGATIONS/PUBLIC INPUT

- a) Shawn Murphy – CARI Complex: Shawn Murphy and Sue Fraser from the CARI Complex Board of Directors presented to Council a proposal to join the CARI Stakeholders with a minimal investment based on usage level by Cornwall residents. Becoming a stakeholder would give Cornwall one seat on the board. When the CARI Complex was originally built, Cornwall was approached to sit on the board but declined at the time choosing to focus on our own facilities.
- b) Jim Rand – Island Gymnastics Academy. The Island Gymnastics Academy has plans in the works to construct a new building to accommodate their services as their

current facility is small and no longer meets their needs. They have close to 1500 participants at this time with 150 on a waiting list. The Academy would like Cornwall to invest in the facility based on the number of Cornwall residents that use the facility.

FINANCE/ADMINISTRATION – Councillor Corey Frizzell

a) Reports

The Income Statements were included in the package. Staff noted that the overtime amounts that Councillor Frizzell requested be added to the statements have been added to the bottom.

Items for discussion:

- (i) SMB Apps: After some discussion, it was decided that Council would look into other APPS as options to compare to the SMB proposal. Staff will contact some local companies and provide information to Council for next month's meeting.
- (ii) Wards – Resident Survey: After some discussion, Council decided that it did not want to pursue the issues of Wards vs Open Wards at this time as the current Open Ward system seems to work best for our residents.
- (iii) FPEIM Semi Annual Meeting – October 26th, Souris: Registration will be submitted for those able to attend.
- (iv) MRSB Management Letter: The Town recently received the management letter from MRSB. Everything is looking good after the switch to new fiscal year and moving forward there will be a better system for making MCEG claims.

MUNICIPAL SERVICES – Councillor Peter Meggs

a) Reports

- (i) Transit
- (ii) Humane Society
- (iii) Police – not available at time of meeting
- (iv) Fire
- (v) Cornwall and Area Watershed Group

b) Items for Discussion

- (i) Transit: Councillor Meggs noted that in a letter from Matthew Cassidy that ridership numbers are up considerably and busses full on a number of occasions. Although having the students at the Dutch Inn has contributed to this, the numbers had been increasing prior to the start of school.
- (ii) Humane Society
- (iii) Policing Services
- (iv) Fire Services
- (v) Engagement: Staff has been working with the PEI Connectors to set up an info session on October 23rd with potential immigrant entrepreneurs.
- (vi) Cornwall and Area Watershed: CAWG Monthly Meeting to take place following the Committee of Council meeting.

PARKS & RECREATION –

- a) **Reports:** The Parks and Recreation package was included in the package. Manager Kim Meunier noted that the Town has received a \$2500 grant from the Senior's Secretariat to help facilitate the Senior's Tea & Talk as well as other senior related programs.

Terry Fox Run: Due to the low numbers there was discussion on ways to make the event more successful such as a regional event or partnering with the schools to have one big event. Further discussion will take place.

Cornfest: Congratulations to staff for a very successful event overall. Some suggestions were to bring the corn shucking/corn boil back to the NRFD Open House, move the yard sale indoors due to the weather being unpredictable, keep the breakfast at the Cornwall Civic Centre and set a date at first of the year for the event. Councillor Stevenson suggested that for further events where prizes are given out that they be Town branded items. Councillor Frizzell noted that moving forward he would like all events activities be free of charge to participants.

It was moved by Councillor Frizzell and seconded by Councillor Stevenson that the Town will develop a Terms of Reference and re-establish the Town's Event Committee.

b) Items for Discussion:

- (i) Ballfield Lighting Tender – Since the Town did not receive any tenders at budget, the consultants are currently working to re-evaluate the tender and allow the lowest bidder to offer a bid on the re-evaluation.
- (ii) Playground Installation Updates – Work on the playground structure at MacArthur Park has been completed. After concerns from residents at Sunrise Cove, the work on the playground there has been halted. Recreation staff will send out a survey to area residents to help determine what would best suit the parkland space in the area.
- (iii) Parks/Rec/Open Spaces Master Plan: presentation will take place on October 23rd at Cornwall Town Hall.
- (iv) Sunrise Cove Trees: Staff has been in discussion with a Sunrise Cove resident in regard to the trees at Sunrise Cove and the potential of removing some of the trees to create a passive green space and will present his proposal at the November 20th Council Meeting. CAWG Coordinator Karalee MacAskill was present and expressed her concerns over making changes to the area as it is a wildlife corridor. Karalee will also make a presentation to Council at a later date.

Councillor Barnes left the meeting at 5:40pm

CORRESPONDENCE

- a) Thank You letter from the Province: The Town received a letter from the Minister of Fisheries and Communities extending thanks for the efforts to support residents during and after Hurricane Dorian.
- b) Letter RE: Policing – Charles McKenna: Mr. McKenna sent a letter to the Town expressing his concerns about speeding in the Town
- c) Terry Fox Complex Access: Town staff received information that the new access to the Terry Fox Complex will be opened this week to accommodate traffic during the U17 Nationals being held at the complex. Access will be opened from Wednesday afternoon

until Sunday evening.

IN CAMERA

Nil

ADJOURNMENT

The meeting was adjourned at 6:48pm

CORY STEVENSON
CHAIR

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Town

Income Statement

Budget 04/01/2019 to 03/31/2020

Actual 04/01/2019 to 11/08/2019

REVENUE

CIVIC CENTRE REVENUE

Curling Club Rent	15,030.00	0.00
Lions Club Rent	1.00	0.00
Other Income(Civic Centre Rental)	4,000.00	1,682.50
TOTAL: CIVIC CENTRE REVENUE	19,031.00	1,682.50

PARKS and RECREATION

Recreation Programs - Winter	56,000.00	0.00
Recreation Programs - Fall	56,000.00	38,138.78
Recreation Programs - Summer	90,000.00	90,319.25
Recreation Programs - Spring	56,750.00	57,022.49
Youth Committee	0.00	0.00
Events	6,300.00	4,984.20
Subtotal Programs	265,050.00	190,464.72
Sponsorship	0.00	0.00
Swimming Lessons	0.00	5,895.00
Pool Programs	14,000.00	6,722.66
Sub-total: Pool	14,000.00	12,617.66
Ball Field Rentals	11,500.00	14,680.45
Turf Field Rental	40,000.00	28,572.31
High Ropes Lease Rental	3,200.00	3,202.03
Sub-total: Sport Field Rentals	54,700.00	46,454.79
Grants - Recreation	3,000.00	15,860.00
Grants - Wage Subsidies	60,000.00	78,439.17
Grants- Wage Subsidies Maintenance	12,000.00	20,334.92
Grants - Recreation Leadership	5,000.00	0.00
Sub-total: Grants	80,000.00	114,634.09
Book Launch Revenue	0.00	124.00
Miscellaneous revenue	0.00	0.00
Tree Enhancement Project	0.00	1,139.11
Youth Centre	0.00	0.00
TOTAL PARKS and RECREATION	413,750.00	365,434.37

OTHER REVENUE

Municipal property taxes	1,868,257.00	1,451,793.00
Prov Property Tax Credit	451,883.00	0.00
Surplus	315,051.00	0.00
Farm Tax Rebate	-5,499.00	-4,792.80
Equalization Grant	381,088.00	254,058.64
MCEG Grant	80,000.00	10,221.72

Sewer & Water Utility	75,000.00	0.00
Investment Income	500.00	5,125.22
Building Permits & Subdivision fees	44,000.00	61,382.69
Fines	30,000.00	18,820.85
Miscellaneous Revenue (Bank)	2,000.00	2,000.00
Sponsorship (Tracey)	0.00	0.00
Miscellaneous Revenue (Town Hall)	3,500.00	4,745.02
Transit	0.00	395.50
Gain on Sale of Assets	0.00	0.00
Government transfer for operations	0.00	2,400.00
Government transfers for capital	0.00	
Contributions from Developer	0.00	0.00
Misc Revenue HST refund	0.00	0.00
TOTAL OTHER REVENUE	<u>3,245,780.00</u>	<u>1,806,149.84</u>
TOTAL REVENUE	<u>3,678,561.00</u>	<u>2,173,266.71</u>

EXPENSE

SALARIES & BENEFITS

Salaries	136,896.00	129,120.06
EI Expense	3,100.00	4,561.10
CPP Expense	5,210.00	10,782.57
WCB Expense	800.00	12,889.17
Pension Expense	6,900.00	3,860.98
Medical Expense	5,500.00	5,064.64
Employee Assistance Program	0.00	0.00
Retirement reserve	500.00	0.00
TOTAL SALARIES & BENEFITS	<u>158,906.00</u>	<u>166,278.52</u>

ADMINISTRATION

Amortization - Admin	0.00	0.00
FCM Annual Meeting	15,000.00	9,609.31
Meetings/Events/Newsletter	9,600.00	2,081.43
Council Honorariums	58,370.00	17,969.40
Election	7,613.00	7,592.54
Advertising	3,500.00	3,500.07
Debit Machine Charges	3,650.00	2,438.96
Donations	11,500.00	8,823.40
Insurance	52,000.00	35,338.09
OfficeSupplies/Postage/Photocopying	20,000.00	9,380.78
Telephone /Pager/Fax	27,750.00	18,675.07
Training/Development	3,500.00	3,360.20
Travel	1,000.00	925.48
Miscellaneous - Admin.	5,000.00	2,928.65
Staff Fund	0.00	-610.38
Interest on Debt Retirement	80,116.00	51,285.10

Capital Debt Total		238,623.00		143,120.74
Computers		7,500.00		689.50
Communities 13 Prop Tax		11,000.00		10,592.79
Bad Debts		0.00		0.00
Communities 13 Capital Fund		16,500.00		16,415.00
TOTAL ADMINISTRATION		<u>572,222.00</u>		<u>344,116.13</u>
RECREATION EXPENSE				
Amortization - Recreation		0.00		0.00
Recreation Programs - Winter	9,300.00		35.00	
Recreation Programs - Fall	10,150.00		5,320.83	
APM Center Rental	2,000.00		502.70	
Recreation Programs - Spring	9,300.00		12,883.76	
Recreation Programs - Summer	20,000.00		22,004.29	
Youth	0.00		691.22	
Sub-total: Programs		50,750.00		41,437.80
Tree Enhancement Project		2,500.00		697.74
Parks & park equipment maintena	25,000.00		5,225.79	
Parks Property Maintenance	25,000.00		19,086.44	
Tools and Supplies	5,000.00		2,372.02	
Cleaning Supplies	6,500.00		3,558.86	
Sub-total: Parks Maintenance		61,500.00		30,243.11
Youth Centre		8,600.00		4,788.59
Events		11,500.00		14,956.57
Pool - Sewer & Water Charges	700.00		700.00	
Pool - Chemicals	3,500.00		3,422.49	
Pool - Propane	3,000.00		0.00	
Pool - Maintenance	1,500.00		723.16	
Pool - Swimming Lessons	300.00		0.00	
Pool - Programs	600.00		556.76	
Pool - Electricity	900.00		0.00	
Sub-total: Pool		10,500.00		5,402.41
New Horizons Program	0.00		0.00	
Go PEI Grant	3,000.00		343.52	
Sub-total: Grants		3,000.00		343.52
Training & Development		6,000.00		1,823.22
Travel		4,000.00		2,735.64
Salaries - Recreation	766,289.00		421,367.96	
Benefits	117,026.00		34,761.85	
Retirement Reserve	2,500.00		0.00	
Subtotal Salaries and Benefits		885,815.00		456,129.81
Van Lease	7,500.00		180.73	
Van	4,500.00		2,018.12	
2011 1 ton Ford Truck	5,500.00		1,787.16	
2010 GMC Crew Cab	3,500.00		1,716.73	
2008 Ford Ranger Truck	3,000.00		1,849.76	
2007 SILVERADO CHEVY TRUC	3,000.00		1,799.31	

2012 Ford F150 Super Cab	3,000.00	1,908.89	
Sub-total: Recreation Vehicles	30,000.00		11,260.70
Bad Debt	0.00	0.00	
Sub-total: Administrative costs	0.00		0.00
DO NOT USE	0.00		0.00
TOTAL: PARKS AND RECREATION	1,074,165.00		569,819.11

TOWN FACILITIES

Civic Centre - Amortization	0.00	0.00	
Civic Centre - Electricity	17,500.00	12,455.59	
Civic Centre - Heat	9,200.00	3,764.49	
Civic Centre -Maintenance & Repa	20,600.00	11,249.28	
Civic Centre - Taxes, sewer & wat	5,800.00	3,551.66	
Sub-total Civic Centre	53,100.00		31,021.02
Clubhouse Electricity	6,750.00	3,911.44	
Clubhouse Heat	6,750.00	1,425.15	
Clubhouse Maintenance and Repa	15,000.00	3,663.10	
Clubhouse Water and Sewer	1,600.00	1,010.90	
club house amortization	0.00	0.00	
Subtotal Clubhouse	30,100.00		10,010.59
Maint Building Amortization	0.00	0.00	
Maint. Building Maint. & Repair	10,400.00	3,642.29	
Maint. Building Taxes, Water & Se	4,000.00	2,700.43	
Maint. Building Heat	4,500.00	1,486.77	
Maint. Building Electricity	4,100.00	1,998.18	
Maint. Building Subtotal	23,000.00		9,827.67
Turf Field - Electricity	4,000.00	5,330.04	
Amort Turf Field	0.00	0.00	
Turf Field - Maintenance & Repair	15,400.00	5,465.03	
Sub-Total Turf Field	19,400.00		10,795.07
Town Hall Electricity	20,000.00	9,586.33	
Town Hall Maint. & Repair	25,000.00	14,220.19	
Town Hall Taxes	21,500.00	20,324.65	
Amort. Town Hall	0.00	0.00	
Subtotal Town Hall	66,500.00		44,131.17
York Pt. Community Centre	0.00		0.00
TOTAL: TOWN FACILITIES	192,100.00		105,785.52

TOWN SERVICES

Animal Control	11,604.00	6,769.00	
Fire Dues	277,623.00	138,812.00	
Policing Services	600,500.00	134,925.76	
Street Lights	97,000.00	56,418.50	
Transit	105,335.00	58,961.95	
Watershed Group	4,000.00	4,000.00	
Total Town Services	1,096,062.00		399,887.21

PLANNING

Emergency Measures Plan	1,500.00	1,443.71
Annual Conference & Membership	4,000.00	550.00
Training & Development	13,500.00	4,527.34
GIS	4,000.00	1,159.40
Salaries - Planning	173,747.00	107,541.02
Benefits	29,376.00	13,530.45
Retirement Reserve	1,300.00	0.00
Sub-total Salaries & Benefits	204,423.00	121,071.47
Travel	3,000.00	825.90
Tools/Equipment	3,000.00	331.67
TOTAL: PLANNING	233,423.00	129,909.49

PROFESSIONAL SERVICES

Fed.Cdn. Municipalities	1,365.00	0.00
Fed. PEI Municipalities	11,259.00	11,587.73
Professional Fees -audit/accounting	10,000.00	14,785.24
Professional Fees - engineering	4,000.00	4,487.30
Professional Fees -- legal	25,000.00	15,429.82
Professional Fees - Planning	0.00	0.00
Professional Fees - other	10,000.00	7,325.05
Information Technology	9,600.00	9,884.61
Engagement	9,000.00	4,215.58
Bylaw Enforcement	10,000.00	2,333.20
TOTAL: PROFESSIONAL SERVICES	90,224.00	70,048.53

PUBLIC WORKS

Amortization - Public Works	0.00	0.00
Maintenance and repairs	25,000.00	14,129.84
Sidewalk Maintenance	40,000.00	0.00
Tools and Supplies	5,000.00	1,739.91
Salaries - Maintenance	105,636.00	91,637.63
Benefits	20,264.00	8,802.81
Salaries-Retirement Reserve	1,600.00	0.00
Sub-total: Salaries & benefits	127,500.00	100,440.44
Taxes	2,300.00	1,895.29
Tractor & trailer operating	2,500.00	2,372.62
2007 Sierra 4x4 Truck(Do Not Us	0.00	57.39
Snow Blower	500.00	0.00
2015 Chev Silverado	11,000.00	3,393.06
2015 Lamar Dump Trailer	1,000.00	144.27
Sub-total: vehicle operating	15,000.00	5,967.34
TOTAL: PUBLIC WORKS	214,800.00	124,172.82
TOTAL EXPENSE	3,631,902.00	1,910,017.33
NET INCOME	46,659.00	263,249.38
Overtime paid to date	\$5,787.09	

**Cornwall Water and Sewer
Income Statement**

	<u>Budget 04/01/2019 to 03/31/2020</u>	<u>Actual 04/01/2019 to 11/08/2019</u>
REVENUE		
CURRENT REVENUE		
Rate - Sewer	610,000.00	362,689.00
Rate - Water	590,000.00	356,013.11
Frontage - Sewer & Water	13,000.00	8,961.07
Interest - Sewer & Water	18,360.00	11,435.88
Total Sewer & Water Revenues	1,231,360.00	739,099.06
Sewer & Water Inspections	1,500.00	1,645.00
Water Reconnection	0.00	260.00
General Revenue Other	500.00	100.00
Investment Income	0.00	0.00
Misc. Income	0.00	0.06
Government transfers for capital	0.00	0.00
Gain on Sale of Assets	0.00	0.00
Contributions from Developer	0.00	0.00
Contributions for Capital	0.00	
Previous Yr's surplus	533,633.00	0.00
MCEG Grant	100,000.00	6,146.85
TOTAL REVENUE	<u>1,866,993.00</u>	<u>747,250.97</u>
TOTAL REVENUE	<u>1,866,993.00</u>	<u>747,250.97</u>
EXPENSE		
ADMINISTRATION		
Administrative Fee	75,000.00	0.00
Salaries	283,813.00	145,767.56
Benefits	52,500.00	20,734.76
Retirement Reserve	2,500.00	0.00
Reserve Fund	0.00	0.00
Amortization	0.00	0.00
Amort. of Deferred Finance Charge	0.00	0.00
Debit Machine Charges	5,500.00	5,741.41
Insurance	41,000.00	17,111.64
Memberships	1,500.00	330.00
Equipment	15,000.00	2,564.27
Amort Contributions Aid Constructio	0.00	0.00
Interest on Debt Retirement	74,944.00	41,225.91
Sewer Maintenance	50,000.00	54,239.48
Lagoon Maintenance	15,000.00	4,657.75
Water Maintenance	50,000.00	40,813.14

Water Conservation Program	4,000.00	236.50
Water tests & Inspections	14,500.00	7,659.30
Property Taxes	1,750.00	1,708.00
Power - Sewer	95,000.00	52,387.94
Power - Water	60,000.00	31,693.18
Sub-total: Power	155,000.00	84,081.12
Snow Removal	0.00	0.00
Uniforms	0.00	0.00
Office Supplies	4,200.00	398.05
Postage	14,000.00	2,518.67
Professional Fees -audit/accounting	9,000.00	10,177.00
Professional fees - legal	7,500.00	0.00
Professional fees - engineering	20,000.00	4,550.51
Professional fees - other	15,000.00	8,530.79
Professional fees - subtotal	51,500.00	23,258.30
Training & Development	10,000.00	7,919.81
Telephone & Pager	3,800.00	4,323.83
2007 Sierra Truck	4,500.00	0.00
2008 Victor Cargo Trailer	1,500.00	230.80
2012 Blower	500.00	0.00
2012 Bushhog	500.00	0.00
2008 4X4Chev Truck(purch. 2013)	10,000.00	10,050.73
2018 Ram Truck	5,000.00	2,297.52
Subtotal Vehicles	22,000.00	12,579.05
Capital Debt Total	216,882.00	137,018.43
TOTAL ADMINISTRATION	1,164,389.00	614,886.98
 TOTAL EXPENSE	 1,164,389.00	 614,886.98
 NET INCOME	 702,604.00	 132,363.99
Generated On: 11/08/2019		

Kevin Coady

From: English, Ryan <Ryan.English@cibc.com>
Sent: November 7, 2019 3:01 PM
To: Kevin Coady
Cc: Bourque, Patrick; Jackson, Floyd
Subject: CIBC Offer - Day-to-day Banking and Term Loan
Attachments: Discussion Paper - Cornwall.pdf

Hi Kevin,

Please see attached our offer surrounding the Town of Cornwall's day-to-day banking offer and upcoming term loan renewal. Core Benefits include:

- A very competitive rate on current term debt reflecting our appreciation of Cornwall's term debt business
- A no-fee day to day banking arrangement
- Interest earned on accounts that will total Monthly Average Prime (MAP) less 1.8% - today's yield would be 2.15% - this earns **\$9,435 per year** - this is a net benefit of \$7,800 to the Town.
- A Global Payments quote that will save the town \$3,623.20 per year on collecting debit/VISA payments.
- A variety of new banking technologies recommended including cheque scanner to deposit cheques in the office, government payment filing services to settle government cheques electronically and increased use of EFT - electronic funds transfer through our platform. We will also provide the ability for all signing officers to approve payments via their mobile phone on our CMO platform.

Please call anytime with questions - 916-2052 - look forward to chatting next week!

Talk soon,

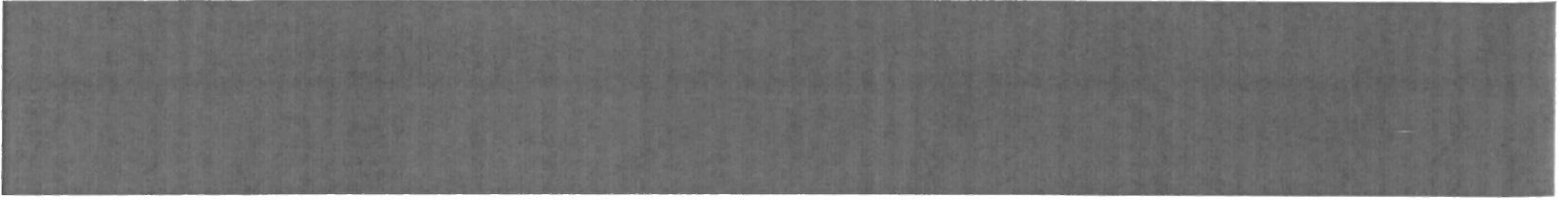
Ryan English | Manager, Commercial Banking | PEI Region | ryan.english@cibc.com
151 Queen Street, Charlottetown, PE - C1A 7K2 | Tel: 902-892-1284 ext. 451 | Cell: 902-916-2052 | Fax: 902-368-3262



Named Best Treasury & Cash Management Bank in Canada by Global Finance Magazine in 2015, 2017 and 2018

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Our Approach to the Town of Cornwall



PEI Commercial Banking Team

Ryan English / Floyd Jackson



Disclaimer

This Discussion Paper (the “Discussion Paper”) may be used for discussion purposes only and cannot be construed as creating any commitment or any obligation to advance funds or to reach an agreement on definitive terms and conditions. This Discussion Paper represents an outline of what may become mutually agreeable credit facilities if CIBC is satisfied with its due diligence, if credit approval is obtained and if all terms and conditions of any approved credit facilities are satisfied. Any approved credit facilities may include the terms and conditions set out in this Discussion Paper in addition to such other representations, warranties, covenants, indemnities, defaults, and other terms and conditions (including increased costs, reserve, tax, capital adequacy, sell down, currency of payment and other provisions) as CIBC may reasonably require. Notwithstanding anything to the contrary set forth herein, CIBC shall be entitled, after consultation with you, to change the pricing of the Facilities if CIBC determines that market conditions have changed between the date hereof and the proposed commitment date of the Facilities such that the cost to CIBC of making the Facilities available has materially increased. The obligations of CIBC to enter into any transaction are expressly made subject to the foregoing rights.



Key Features - Facilities & CPs

- **Flexibility**
 - *Facilities: payable on demand*
 - Facility A: \$1,000,000 operating loan facility for The Town of Cornwall.
 - Pricing: Prime - .50%
 - Facility B: \$600,000 operating loan facility for The Cornwall Water and Sewer Utility Corporation.
 - Pricing: Prime - .50%
 - Facility C: \$1,100,000 term loan facility for The Town of Cornwall
 - Various terms are available (1-5 years lock-in options available)
 - Amortization of 120 months (Currently 53 months remaining)
 - 5Y Term Payment: \$9,916.68 monthly - assuming December 1st funding, 3.593% rate
 - Facility D: \$50,000 VISA with multiple cardholders with individually assigned limits.
 - Maturity/Availability:
 - Canadian dollar and/or US dollar loans or overdrafts payable on demand
 - Demand Instalment Loans with terms up to 5 years unless demand is made
 - Repayment -
 - Revolver to fluctuate from normal business cash flow
 - Instalment Loans payable in monthly principal instalments amortized over 10 years
- **Conditions Precedent to CIBC funding:**
 - Borrowing Resolution for the full amount of Facilities A, B and C signed by two officers of the Town.
 - Confirmation of Municipal lending guidelines compliance satisfactory to CIBC.

Key Features - Security & Terms

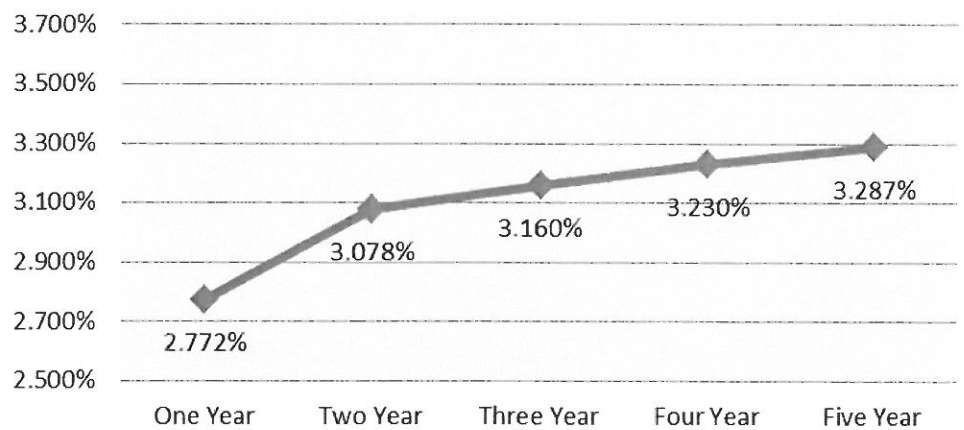
- **Security:**
 - Borrowing resolution executed by the authorized signing officers of the Town of Cornwall on each facility (A, C)
 - Borrowing resolution executed by the authorized signing officers of the The Cornwall Sewer and Water Utility Corporation on facility B
 - Corporate Guarantee for the full liability provided by the Town of Cornwall to the The Cornwall Sewer and Water Utility Corporation.
 - Corporate Guarantee for full liability provided by the The Cornwall Sewer and Water Utility Corporation to the Town of Cornwall.
- **Reporting Requirements**
 - Annual financial statements within 180 days of fiscal year-end (September 30th each year)
 - Annual summary of the next fiscal years budget, including income statement and capital expenditures schedule
- **Covenant**
 - Nil
- **Fees**
 - Nil

2019 Rate Offer - Town of Cornwall

- **Suggested terms:**
 - 5 year rate is very competitive while we note that the overall curve is flat - not a high premium to lock in rate safety.

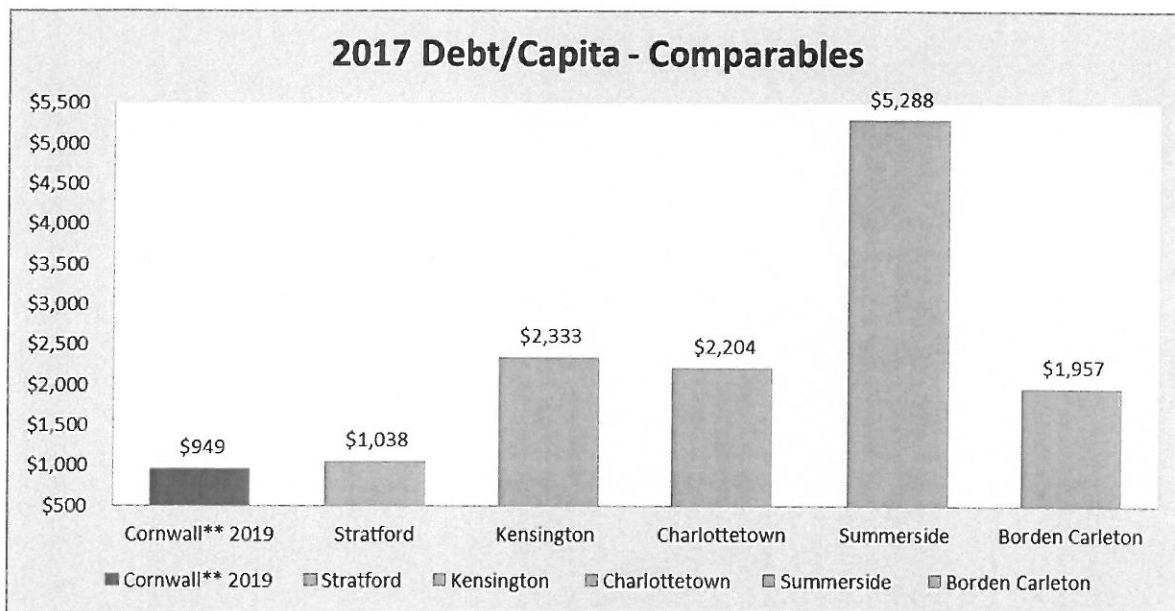
- **Recommendation:**
 - 1 year money in a rate cut environment is also at long-term lows

Quoted Rates - Good until Dec 15th



Lending Comparables

- Debt/Capita Comparables:



Debt Service Analysis

- Historical Ability to pay debt:

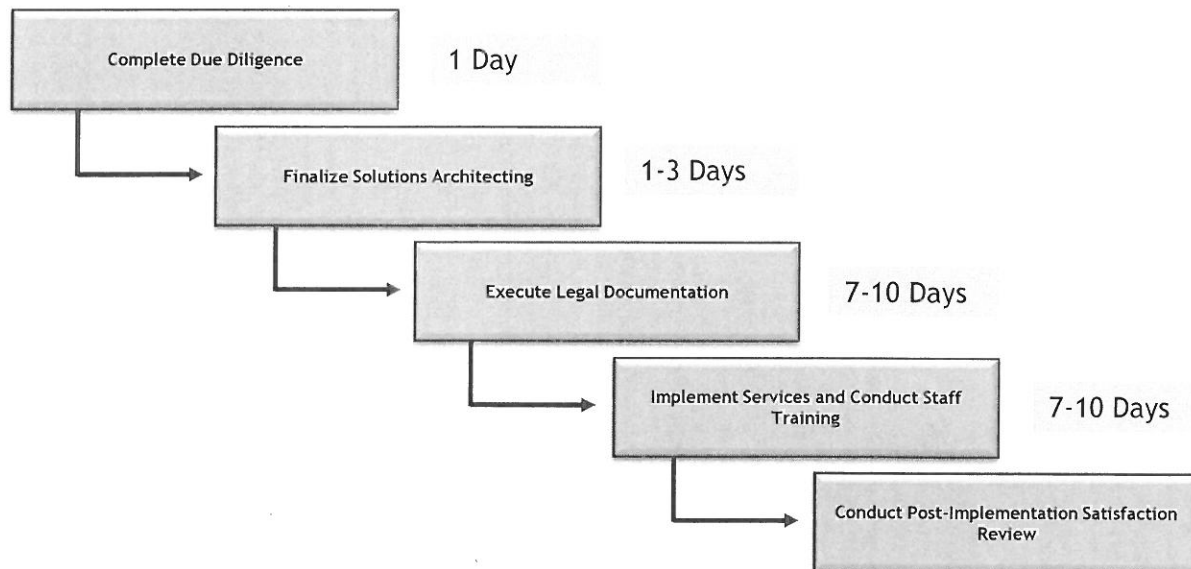
Debt Service Coverage (DSC)		2015		2016		2017		2019	
Net Income - A	-\$	14,131	-\$	131,379	\$	939,763	\$	1,892,720	
Plus: Amortization - B	\$	1,039,642	\$	1,015,662	\$	1,111,927	\$	1,564,861	
Plus: Interest - C	\$	258,473	\$	217,587	\$	177,472	\$	217,637	
Less: one-time grant income - D	\$	568,114	\$	408,563	\$	1,385,824	\$	1,014,389	
Numerator (A+B+C-D)	\$	715,870	\$	693,307	\$	843,338	\$	2,660,829	
1 - CPLTD	\$	425,413	\$	425,413	\$	393,576	\$	393,576	
2 - Interest	\$	258,473	\$	217,587	\$	177,472	\$	217,637	
Denominator (1+2)	\$	683,886	\$	643,000	\$	571,048	\$	611,213	
Debt Service Coverage Ratio		1.05		1.08		1.48		4.35	
3 Year Average DSC				2.30					



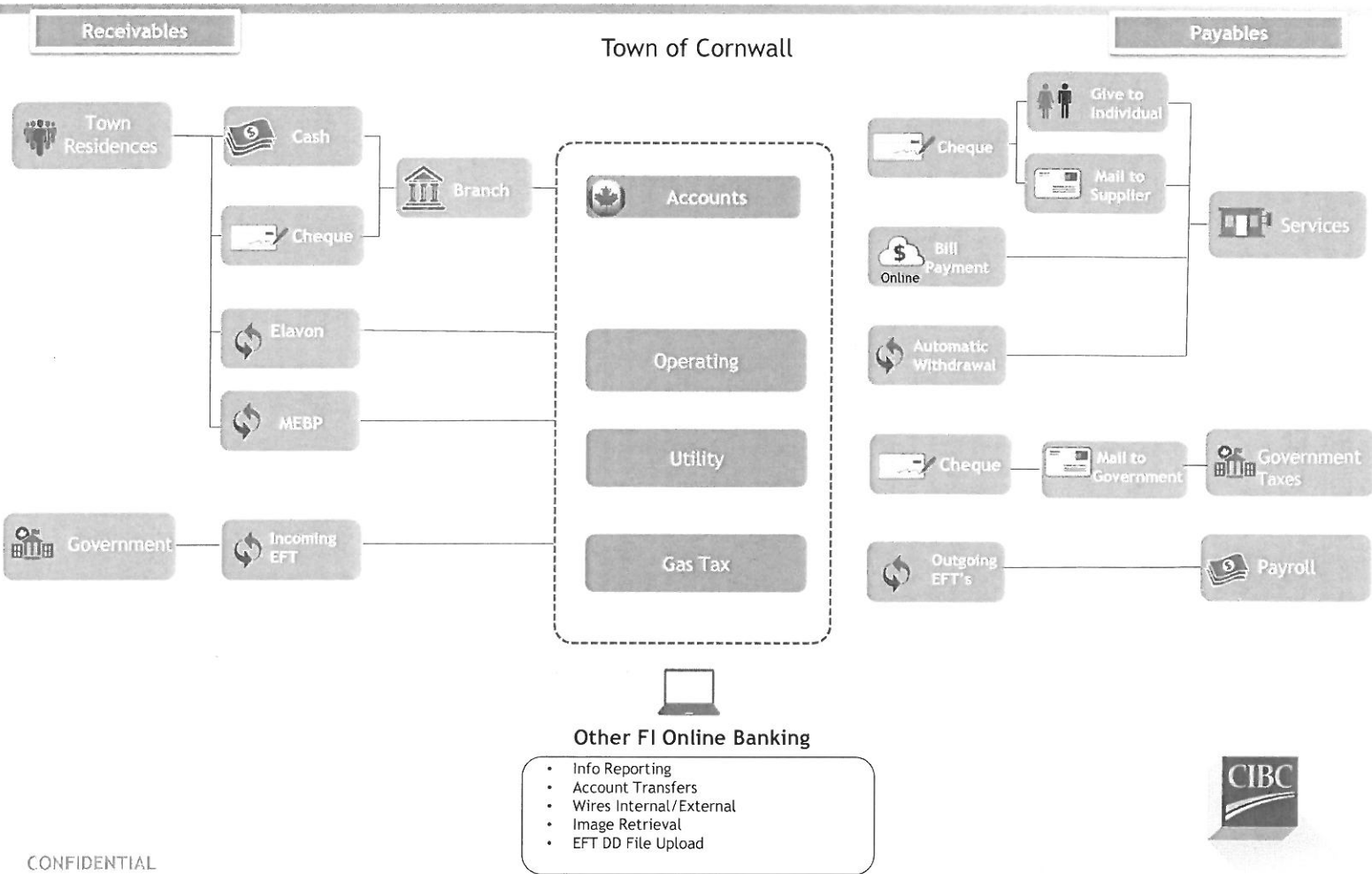
Transition Approach

Here are some specifics we recommend:

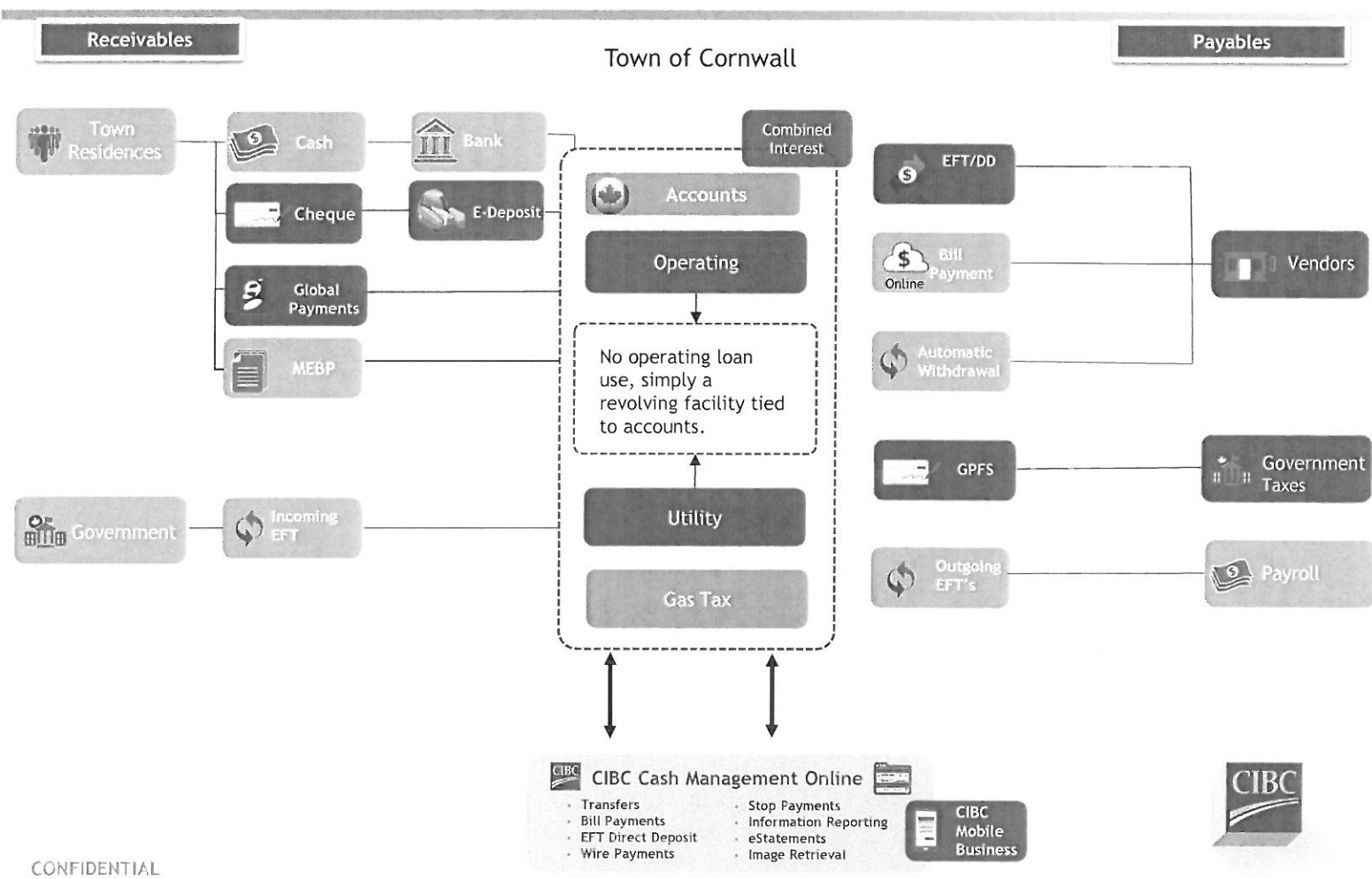
- Review payments automatically pulled from Town/Sewer Account and call each company
- Reconcile any cheques outstanding as of transfer day and keep a detailed list confirming none are left outstanding
- Keep Visa, accounts, bill payments open for 2 months



Treasury Diagnostic Review - Current State



Treasury Diagnostic Review - Current State



Cash Management Overview - Fixed Fees

CIBC Proposal

Proposed Flat Monthly Fee: \$0

Services Included:

3 CIBC CAD Business Operating Account (Operating, Utility and Gas Tax)

Monthly Account Fee

- Access to CIBC bank Machines, CIBC Telephone, Online or Branch Banking
- Transaction fees (Including all cheques issued and Email Money Transfers accepted)
- Deposit content - cheques, cash and coin deposited

Additional Services and Charges Included in Flat Fee:

- Bank Confirmations
- Cheque Certification
- Currency Supplied
- Returned Cheques
- Stop Payments



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Cash Management - Liquidity Management

CIBC Business Operating Account Solution

CIBC Business Operating Account (BOA) is a Canadian account that is designed to meet the day-to-day banking needs of businesses and help manage the company's everyday business transactional needs. The Town of Cornwall will earn interest on the balances held in each Operating Account. The interest earned on the accounts is tied to CIBC's Monthly Average Prime Rate, which in current economic conditions will allow for a greater interest yield on deposits.

CAD

Balance Tiers	Annual Interest Rate	Yield
\$0.00 and above	MAP* - 1.80%	2.15%

Additional Benefits:

- All funds are fully liquid and can be accessed at any time via online banking. Given this flexibility, every dollar of surplus funds can earn interest without the requirement to spend a lot of time on cash flow forecasting.
- The annual interest rate is based on monthly average Prime and if Prime increases, the effective yield will increase accordingly.
- The monthly interest payment allows for continuous compounding of interest further enhancing the yield vs. comparable rates of return on term deposits.

* MAP - Monthly Average Prime is the average daily CIBC Prime Rate for a month. Currently at 3.95%, as at October 22nd, 2019



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Monthly Comparison Chart

Monthly Comparison Chart				
	Existing	CIBC	Difference	
Account Fees	\$ -	\$ -	\$ -	-
EFT's (Electronic Funds Transfer) *Variable*	\$ -	\$ 71.40	\$ (71.40)	
Cheque Scanner	N/A	\$ 35.00	\$ (35.00)	
MEBP (Merchant Electronic Bill Payments)	N/A	\$ -	\$ -	
Online Banking	\$ -	\$ 30.00	\$ (30.00)	
Mobile Banking	\$ -	\$ -	\$ -	
Total Cost per Month	\$ -	\$ 136.40	\$ (136.40)	
Interest Earned on Deposits per Month(Avg.)	\$ 1,095.00	\$ 1,881.25	\$ 786.25	
Net Position per Month	\$ 1,095.00	\$ 1,744.85	\$ 649.85	

Additional savings of Approx. \$302.85/Month with Global Payments
 Contact info :Robert Allen, robert.allen@globalpay.com, (902)-478-4740

Net Annualized Benefit Approx. with Global Payments : \$11,432.40

All figures based on information provided in the National Bank statements for all 3 accounts (operating, Utility and Gas Tax) for June, July and August 2019
 Average balance used for interest calculations was \$1,250,000 for a 31 day month for all the accounts provided.



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EFT Cost Comparison

EFT File Transfer Cost	
Number of items in the file	30
Cost per file	\$ 12.00
Numbers of files per month	2
Cost per item in file	\$ 0.14
<i>(\$0.14 X 30 items in files X 2 Files = \$32.40)</i>	
Monthly fee	\$ 39.00
Total cost per month	\$ 71.40

**based on 60 EFT's per month.*

EFT AdHoc	
Number of files	60
Cost per file	\$ 2.00
Total cost per month	\$ 120.00



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Treasury Management & Information Reporting

CIBC Mobile Business

CIBC Mobile Business™ is a new secure App specifically designed for iPhone smartphones.

- Existing CMO users with mobile entitlement to remotely perform key payment approval and reporting functions across a range of cash management products and services.
- Available 24/7
- QuickBooks will soon be integrated with CMO.

Account Access and Information

- Access all accounts
- Save a favorite account list up to 30 bank accounts
- Obtain Current Day balance and up to 60 days Prior Day account balance & transaction information

Payment Approvals

- Account transfers, wire payments, EFT
- Payment approvals and rejections for all payment types
- Approve up to 100 payments at a time

Get Real-Time FX Rates

- Obtain real-time foreign currency exchange rates for wires and cross-currency transfers

Notifications

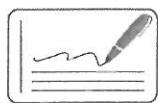
- Receive notifications on payments pending approval or requiring a foreign exchange rate



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Receivables / Collections

eDeposit Cheque Process Overview



Compatible with all business and personal cheques in good condition



USB-compatible scanners deposit up to \$99MM at a time with Unlimited Plus pkg



eDeposit software allows user to direct funds to multiple business accounts



Deposits made before 7:00 pm ET are credited to business accounts same day



Deposit Summaries, User Account Audits, available in .docx, .pdf and .csv formats

Available Service Packages

	Standard	Unlimited	Unlimited Plus
Cheque Volumes	Up to 200 per month (\$5.00 fee for each additional cheque after 200)	Unlimited	Unlimited
Scanners	• 1 Single-feed scanner • Choice of several scanners	• 1 Multi-feed scanner • Choice of several scanners	• 1 Multi-feed scanner • Choice of several scanners
Deposit Limits	\$250,000.00 per deposit	\$2,000,000.00 per deposit	\$99,000,000.00 per deposit
Reporting	Limited reporting capability	Robust reporting capability	Robust reporting capability



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Payables / Disbursements

CIBC Business *Plus* Credit Cards



CIBC Aerogold® Visa*
Card for Business Plus



CIBC Aventura® Visa*
Card for Business Plus



CIBC Corporate Classic
Plus Visa* Card

Annual Fee for 1 st / every Subsequent Card	\$120 / \$50	\$120 / \$50	\$20 for each card
# of Cards per Account (one statement)	15	15	15
Purchase APR / Cash APR	19.99% / 22.99%	19.99% / 22.99%	19.99% / 22.99%
Welcome Bonus Rewards	20,000 Aeroplan Miles	20,000 Aventura Points	x
Base Rewards earned	1 Aeroplan Miles for \$1 spent	1 Aventura Point for \$1 spent	x
Multiplier (Caps after \$80K annual spend)	1.5 Aeroplan Miles earned for every \$1 Gas & Travel spent	1.5 Aventura Points earned for every \$1 Gas & Travel spent	x
Air Canada Benefits (On Reward Flights)	Priority check-in/Priority boarding/1 st checked bag free/1 Maple Leaf Lounge pass per year	x	x
Purchase Security/Extended Warranty/Auto Rental Collision & Loss Damage/Flight Delay/Trip Cancellation/Trip Interruption Insurance	✓	✓	x
Employee Liability Waiver Program	✓	✓	✓
Visa Payment Controls / Visa Business Reporting	✓	✓	✓



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Global Payments Quote

Global Payments Quote	Current Merchant Provider	Global Payments	Savings
Terminal	\$40.00/Month	\$20.00/Month	\$20.00
Assessment	\$18.79	\$11.07	\$7.72
PCI (Payment Card Industry Fee)*Global does not charge*	\$20.00	\$0.00	\$20.00
WARLS fee (Wireless Cell Fee for Terminals) *Global does not charge*	\$17.00	\$0.00	\$17.00
Monthly Fee	\$26.49	\$0.00	\$26.49
Non Qual Fee (Premium Cards) *	\$267.29	\$55.65	\$211.64

Approx. Monthly Benefit : \$302.85

Contact at Global Payment : Robert Allen, contact Robert by phone at (902) 478-4740 or by email at robert.allen@globalpay.com



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CIBC Group Banking Plan - Benefits

Benefits to The Town of Cornwall

- Expands your employee benefits by adding financial services, a non traditional benefit of employment
- Contributes to enhanced employee satisfaction
- A potential differentiator in recruitment and retention

Benefits to your employees

- Preferred banking program saves money, with
 - Access to preferred rates without negotiation
 - On-site seminars on various financial topics
 - Financial planning and advice to help employees reach their goals



CIBC Group Banking Plan - An Overview

The CIBC Group Banking Plan is a comprehensive suite of financial products and services, designed to meet the financial needs of your employees.

Value

- No monthly fee chequing account for 12 months
- First year annual fee rebated on select suite of CIBC credit cards
- Preferred secured and unsecured lending rates.

Convenience

- Electronic Banking 24/7 banking through:
 - Mobile banking
 - Online banking
 - Extensive national proprietary ABM network, PLUS & INTERLINK
 - Telephone banking
 - *Interac* e-Transfers
 - Global Money Transfers
 - CIBC Foreign Cash Online™

Financial Advice

- CIBC Financial Health Check
- Onsite Financial Education and Seminars
- For more complex needs, your employees have access to additional CIBC Advisors including:
 - CIBC Imperial Service
 - CIBC Wood Gundy
 - CIBC Private Wealth Management
- Plus advice and expertise at CIBC branches



CIBC Group Banking Plan - The Details

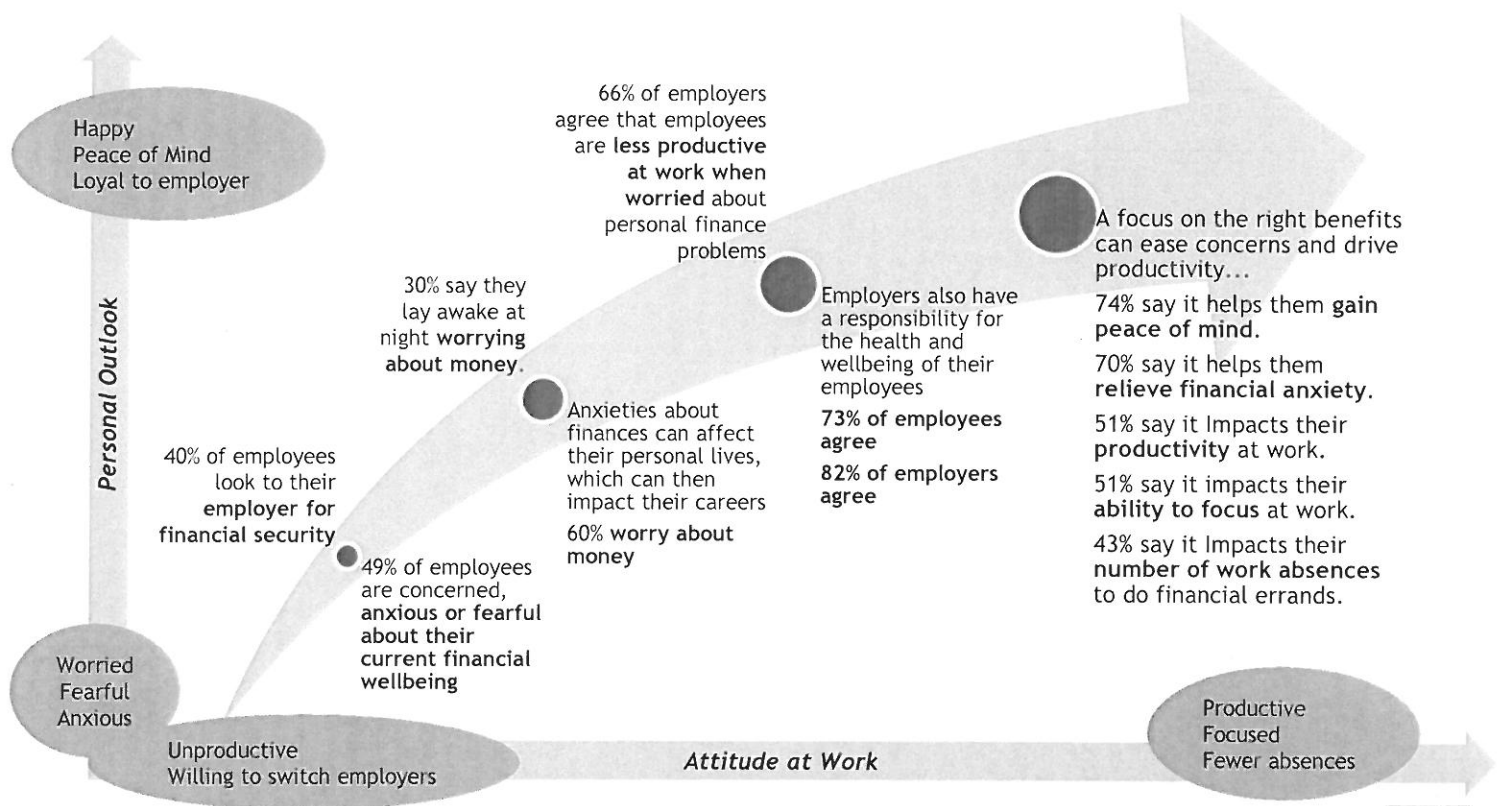
The Group Banking Plan is a comprehensive suite of financial products and services.

Day to Day Banking	Smart Account	• Get flexible banking that adjusts to you with unlimited transactions including <i>Interac</i> e-Transfers included in the regular monthly account fee. • Plus, set up a recurring payroll deposit and we will waive the monthly fee for one year
Credit Cards	• Travel Cards • Cash Back Cards • Fuels Savings Card	• CIBC Family of Credit Cards you can choose the rewards that are right for you - from travel, cash back or fuel savings. Plus receive a welcome bonus and 100% rebate of your annual fee for the first year on applicable cards.
Savings Accounts	• Premium Growth Account • Bonus Savings Account • eSavings Account	• You can choose from CIBC's 3 savings accounts.
Investing	Investor's Edge Discount Brokerage	• Rebate another institutions' account closing fees up to \$135, for accounts greater than \$25,000
Borrowing	Secured Lending Unsecured Lending	• Lines of credit at prime + ½%. • Loans and lines of credit at ½% off CIBC's approved rates.
Mortgages	• CIBC Wealth Builder Mortgage • CIBC Quick Close Mortgage	• You can choose from any of CIBC's great mortgage options including: • CIBC Wealth Builder Mortgage - receive cash back up front and over the life of the mortgage • CIBC Quick Close Mortgage - receive cash back and a competitive interest rate
Protection	Accidental Death Insurance	• Employee members of the CIBC Group Banking Plan will be offered \$1000 accidental death insurance at no cost.



Why Consider Group Banking?

Employees are concerned about their financial wellbeing



Selected information sourced from: MetLife's 15th Annual U.S. Employee Benefit Trends Study



Signing

- Signed, Ryan English - Manager of Commercial Banking, CIBC
- Signed, The Town of Cornwall

Mayor - Minerva McCourt

CAO - Kevin Coady



Kevin Coady

From: English, Ryan <Ryan.English@cibc.com>
Sent: November 7, 2019 3:01 PM
To: Kevin Coady
Cc: Bourque, Patrick; Jackson, Floyd
Subject: CIBC Offer - Day-to-day Banking and Term Loan
Attachments: Discussion Paper - Cornwall.pdf

Hi Kevin,

Please see attached our offer surrounding the Town of Cornwall's day-to-day banking offer and upcoming term loan renewal. Core Benefits include:

- A very competitive rate on current term debt reflecting our appreciation of Cornwall's term debt business
- A no-fee day to day banking arrangement
- Interest earned on accounts that will total Monthly Average Prime (MAP) less 1.8% - today's yield would be 2.15% - this earns \$9,435 per year - this is a net benefit of \$7,800 to the Town.
- A Global Payments quote that will save the town \$3,623.20 per year on collecting debit/VISA payments.
- A variety of new banking technologies recommended including cheque scanner to deposit cheques in the office, government payment filing services to settle government cheques electronically and increased use of EFT - electronic funds transfer through our platform. We will also provide the ability for all signing officers to approve payments via their mobile phone on our CMO platform.

Please call anytime with questions - 916-2052 - look forward to chatting next week!

Talk soon,

Ryan English | Manager, Commercial Banking | PEI Region | ryan.english@cibc.com
151 Queen Street, Charlottetown, PE - C1A 7K2 | Tel: 902-892-1284 ext. 451 | Cell: 902-916-2052 | Fax: 902-368-3262



Named Best Treasury & Cash Management Bank in Canada by Global Finance Magazine in 2015, 2017 and 2018

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CHRISTMAS GREETINGS 2019

O O O
70s 80s & MORE!
Ocean
100.3 FM

HAVE YOUR
HOLIDAY
GREETING SEEN
BY ISLANDERS
OVER 50,000
TIMES ONLINE,
SERVED DIRECTLY
TO THE
WEBPAGES THEY
VISIT.

WE'LL SERVE
YOUR GREETING
TO ADULTS 18
PLUS ON PEI FOR
THE MONTH OF
DECEMBER.

Seasons Greetings Happy New Year



SPARKLE
DENTAL OFFICE





CHRISTMAS GREETINGS 2019



The holiday season is the perfect time to say thank you to your customers, and wish them warm holiday greetings in the most unique way, with a multi platform holiday campaign including: both audio and digital ads to reach your customers.

Personalize your audio message voiced by you – and couple that with an online greeting card, from you and your staff!

Option 1:

15 greetings on Ocean 100 &
15 greetings on HOT 105.5

SEASONAL INVESTMENT \$599

Option 2:

25 greetings on Ocean 100 &
25 greetings on HOT 105.5

-Add a digital greeting card to your greetings package. We'll take a photo of your staff and design a professional ad that will be served to islanders on the most popular websites over 50,000 times. (Adults 18 PLUS)

SEASONAL INVESTMENT \$999

SEE NEXT SLIDE FOR AN EXAMPLE OF THE DIGITAL CAMPAIGN



Season's Greetings from your business to Prince Edward Island

*The holiday season is a wonderful time to thank your customers
for their patronage and to wish them all the best in 2020.*

Greetings air between December 16th and December 31st, 2019

Package "A":

- ❖ 15 x 15 second Christmas Greetings on Q93
- ❖ 15 x 15 second Christmas Greetings on CFCY
- ❖ 15 x 15 second Christmas Greetings on SPUD FM

Your Investment: \$349.00

Package "B":

- ❖ 25 x 15 second Christmas Greetings on Q 93
- ❖ 25 x 15 second Christmas Greetings on CFCY
- ❖ 25 x 15 second Christmas Greetings on SPUD FM

Your Investment: \$475.00

Package "C":

- ❖ 30 x 15 second Christmas Greetings on Q 93
- ❖ 30 x 15 second Christmas Greetings on CFCY
- ❖ 30 x 15 second Christmas Greetings on SPUD FM

Your Investment: \$550.00

Greetings air:

- ❖ 25% between 6 and 10 am
- ❖ 25% between 10 am and 3 pm
- ❖ 25% between 3 and 8 pm
- ❖ 25% between 8 pm and midnight



Seasons Greetings

Client

Package (A; B; or C)

Date

BellAliant Centre

CAPITAL AREA RECREATION INC.

Presentation to the Town of Cornwall



UNIVERSITY
of Prince Edward
ISLAND



Shawn Murphy,
Chair, Board of Directors
October 9, 2019

Win-Win Situation

- Regardless of what criteria you use, it would be well stated that the facility is a “win-win” situation for all stakeholders and the region;
- The City offers its residents two rinks, a pool, and other facilities at a reasonable cost;
- UPEI has a pool and two arenas on its campus, and would pay a fraction of the cost that other Atlantic Universities would pay plus it is used as a recruiting tool;
- Stratford with its increasing population supports a pool in the community at minimal cost;
- The Town of Cornwall could join the table at a level that is reflective of the usage level by its citizens, similar to the Town of Stratford.

Finances

- Operationally CARL collects approximately \$2,400,000 in user fees before amortization of capital funding;
- Expenses are approximately \$2,900,00 before depreciation;

Presently stakeholder contributions are:

- City of Charlottetown : \$ 600,000
- UPEI : \$ 90,000
- Stratford : \$ 15,000;
- In short, after Stakeholder contributions, CARL is more or less self-sufficient on an operational basis;
- There are presently no provisions for a Capital Cost Reserve.



40 Enman Crescent, Charlottetown, PE, C1E 1E6

Tel: 902-566-3935 E-mail: islandgymnasticsacademy@gmail.com

October 7 2019

Dear Mayor McCourt and Town Council,

The Island Gymnastics Academy is in the planning stage to build a new 18,500 square foot training facility in 2020.

We would like to invite the Town of Cornwall to join us in this exciting venture.

We have been asked by the 2023 Canada Games Hosting Society to supply the training facility for the Canada Winter Games. As this will be the only Legacy facility built in the Greater Charlottetown Area, we are asking for your help to make this dream a reality.

We have received a guarantee of funding from the Canada Games Host Society, and the Province has allocated land for the build close to our present facility in the House of Sport/Royalty Centre.

At a projected cost of \$2.8mn, we also need additional partners to make this happen.

With over 1300 members (the largest not-for-profit sports club in the province in terms of membership) and an alumni group which reflect our 38 years in operation, we are confident of raising a significant amount. This fall will see the launch of our Capital Campaign.

The Academy trains gymnasts from all over the Province, including 110 members from the Town of Cornwall.

In total, on an annual basis the Academy is open for business 3,166 hours per year, sees more than 190,000 hours of physical activity, and has more than 50,000 "visits" by adults and parents who come through its doors. 101 communities throughout PEI are represented by gymnasts at the Academy.

The Academy has never received registration subsidies from any of the municipalities in the way that other sports are able to access, so our ask is if the Town might be able to assist in the following way:

- a) A 2 year commitment of \$100 per Cornwall resident who attends the Academy (2020 and 2021); and
- B) A further 10 year commitment of \$10 per Cornwall resident who attends the Academy (2022-2032)

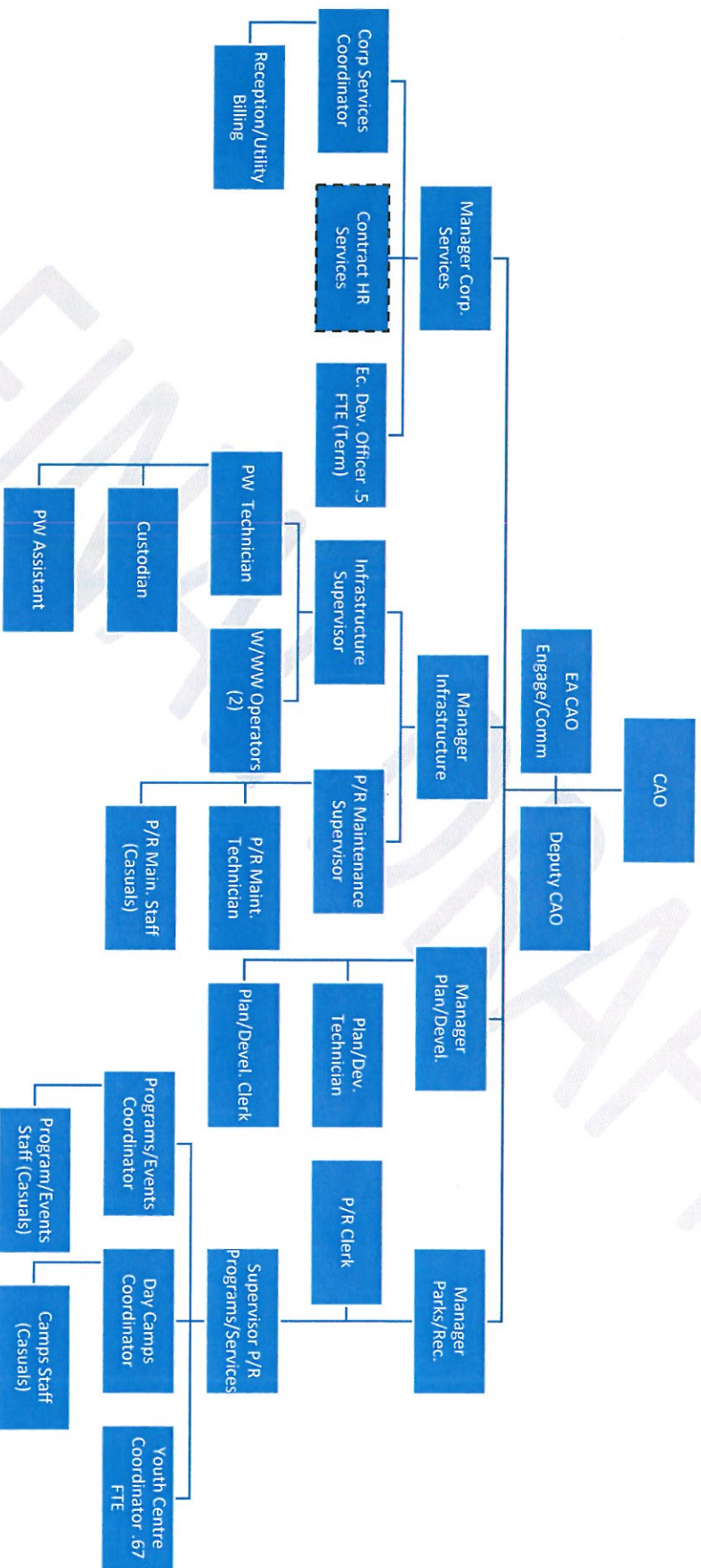


Island Gymnastics Academy

Fast Facts:

- Formed in 1981
- Currently has 1300-plus members
- Largest not-for-profit sports club in the province
- Is a registered not-for-profit organization administered by a volunteer Board of Directors
- Over 1000 pre-school or recreation athletes
- Programs from Bouncing Babies (1 year old and up) to adults and seniors
- Provides employment for 9 salaried staff and 25 hourly coaches
- Thriving competitive programs for boys and girls who train up to 19 hours per week
- 38 years of annual Gymstrada show
- Long history of national competition including medal winning performances
- Recognized by Gymnastics Canada as one of the best “small” clubs in the country
- Has hosted two National Championships and will be host for 2023 Canada Games
- Has been in current facility at the Royalty centre since 2000
- IGA alumni have become stand-out citizens and pillars of their community, putting into practice the life-long lessons they learned at IGA
- Interesting stats
 - Club is open for more than 3,000 hours per year
 - Over 190,000 hours of physical activity takes place at IGA per year
 - Adults come through IGA doors more than 50,000 times per year
 - IGA has members covering more than 100 communities across PEI

Town of Cornwall
Organization Structure 2019/20
Resolution #





PO Box 20142 Sherwood, PE C1A 9E3

Putting all your people pieces together

SERVICE AGREEMENT

This agreement dated November 8, 2019, by and between: The Town of Cornwall, hereinafter referred to in this agreement as the "Client" and Wendy MacIntyre, resolveHR, hereinafter referred to in this agreement as the "Consultant".

Scope of Services

The Client has engaged the services of the Consultant to assist with the Town's human resources needs. Assistance and service in the areas of organizational structuring, position development, managerial and supervisory training/coaching, recruiting, employee policies, etc. are included in this work. Other work may be included in the scope of the engagement if mutually agreed upon by the parties.

The Client agrees that they understand that the Consultant is not a lawyer and that resolveHR does not provide legal services.

Presentation or workshop materials are the property (and intellectual property) of resolveHR and are not to be duplicated or shared without permission.

The parties agree that the Consultant will act as an independent contractor in the performance of her duties under this Service Agreement and not as an employee of the Client. Costs related to the Consultant's telephone, laptop, vehicle, EI, CPP and Income Tax remittances shall be the sole responsibility of the Consultant. Any exceptions will require prior approval. The Consultant may determine that additional expertise would bring value to the organization and may subcontract pieces of work to resolveHR's trusted associates. Additions to the resolveHR team will be shared with the Client to ensure conflict of interest does not exist. Services provided by resolveHR or its associates will be charged on the same hourly rate and billed through resolveHR.

The fee is a not-for-profit rate of \$100 per hour and will be invoiced monthly. If travel is involved, mileage will be charged at a rate of \$0.52 per KM for travel over ten kilometers beyond Charlottetown or Cornwall). Expenses incurred, such as requested handouts for workshops or presentations, meeting space rental, if any, will be passed through to the Client at cost.

The Client shall pay the Consultant the amounts due as indicated by invoices submitted by the Consultant during the engagement. Payment is to be made within 30 days of the invoice date. If not paid within 30 days, a 2% interest charge will be applied for every 30 days from the date of the invoice.

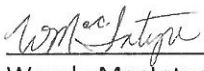
Workshops, presentations, and/or meetings may require scheduling changes. resolveHR's Client Cancellation and Postponement Policy is as follows:

- Cancellations on the part of the client due to low registrations or schedule changes made more than 14 days prior to the scheduled date shall receive a 100% refund.
- Cancellations made less than two weeks but more than two days in advance of the scheduled date will be charged 50% of the contract fee.

- Cancellations made less than 48 hours in advance of the scheduled date will be charged the full contract fee.
- Cancellations made due to inclement weather will be charged 25% of the contract fee unless postponed until another mutually agreed upon date within the following two months.
- Cancellations due to presenter unavailability shall receive a 100% if another mutually agreed upon date cannot be agreed upon within the following two months.

The parties have hereunto agreed on the ____ day of November 2019.

Kevin Coady
CAO, Town of Cornwall



Wendy MacIntyre
Consultant/Owner, resolveHR

CORNWALL RIDERSHIP - OCTOBER 2019

Date	Day	Values		
		Sum of Cornwall U	Sum of Cornwall Offs	Sum of Cornwall Ridership
01-10-19	Tue	102	49	151
02-10-19	Wed	123	57	180
03-10-19	Thu	114	55	169
04-10-19	Fri	116	78	194
05-10-19	Sat	31	27	58
06-10-19	Sun			0
07-10-19	Mon	124	75	199
08-10-19	Tue	123	48	171
09-10-19	Wed	129	68	197
10-10-19	Thu	108	40	148
11-10-19	Fri	120	64	184
12-10-19	Sat	21	9	30
13-10-19	Sun			0
14-10-19	Mon			0
15-10-19	Tue	127	51	178
16-10-19	Wed	123	51	174
17-10-19	Thu	132	54	186
18-10-19	Fri	110	68	178
19-10-19	Sat	56	24	80
20-10-19	Sun			0
21-10-19	Mon	112	58	170
22-10-19	Tue	113	56	169
23-10-19	Wed	117	95	212
24-10-19	Thu	122	53	175
25-10-19	Fri	125	71	196
26-10-19	Sat	52	28	80
27-10-19	Sun			0
28-10-19	Mon	121	47	168
29-10-19	Tue	132	64	196
30-10-19	Wed	109	54	163
31-10-19	Thu	114	49	163
Grand Total		2,776	1,393	4169

Route # 9

CORNWALL RIDERSHIP - OCTOBER 2019

Day	Values	
	Non Paying	Sum of Cornwall Ridership
Sun		0
Mon		537
Tue		865
Wed	2	926
Thu	4	841
Fri	4	752
Sat	4	248
Grand Total	14	4169

		2019	2018	2017
Total Ridership		4,183	1,401	1,071
Monday - Friday	Paying	3,921	1,386	1,042
	Non - Paying	10	15	29
	Working Days	22	22	21
	Average	179	64	51
Saturday	Paying	248		
	Non - Paying	4		
	Working Days	4		
	Average	63		

Cornwall Summary of Month & Year to Date (April 2019 - March 2020)

<u>Category</u>	<u>Last Month YTD</u>	<u>Oct-19</u>	<u>Yr to Date</u>
By-Law Cases - New	12	2	14
By-Law Cases - Closed	10	1	11
Humane New	7	0	7
Humane Closed	7	0	7
Dog Act - New	1	1	2
Dog Act Closed	2	0	2
Stray Dogs to Shelter	2	0	2
Stray Dogs Returned to Owner	2	0	2
Stray Cats to Shelter	11	2	13
Stray Cats Returned to Owner	2	1	3
Community Patrols	37	6	43
Licenses Issued	4	0	4
For The Record New	2	1	3
For The Record Closed	3	1	4
Health & Wellness New	-	0	-
Health & Wellness - Closed (Bites that break skin)	-	0	-
Total	24		24

Charges for Boarding of Unclaimed Stray Dogs

Five days @ \$22/ day	0 dogs @ \$100	\$0.00
Euthanasia @ \$75/animal	0 dogs @ \$75	\$0.00
	Total	\$0.00

Cornwall Mayor's Report

October 2019

Traffic Occurrences:

Traffic Collisions:

Cornwall RCMP responded to six motor vehicle collisions; four with reportable damage and two with non-reportable damage. Collision locations:

- Route 1 (4)
- Meadowbank Road
- Warren Grove Road

In addition, Cornwall Members responded to thirty-two traffic and two impaired operation complaints. Summary offence tickets issued: 23 Warnings issued: 1

Check Stops:

Cornwall RCMP conducted two check points at the following locations:

- Route 1 (2)

Provincial Statutes:

Mental Health Act:

Cornwall RCMP responded to four incidents under the Mental Health Act. As a result, four individuals were transported to the Queen Elizabeth Hospital for further assistance.

911 Act:

Cornwall RCMP responded to two incidents under the 911 act. These incidents involved individuals dialing 911 in error. Patrols were made and the individuals spoken to and reminded of the 911 Act.

Trespass Act:

Cornwall RCMP responded to a complaint involving the trespass act at a construction site on Byway Avenue. Following investigation, no charges have been laid.

Criminal Code:

Disturbing the Peace:

Cornwall RCMP responded to three complaints of disturbing the peace. Following investigations, these incidents were deemed unfounded; no further police action was required.

Crimes Against Persons:

Harassing Communications:

Cornwall RCMP responded to one complaint of harassing communications. This incident was successfully mediated by a member without charges being laid.

Uttering Threats:

Cornwall RCMP responded to one complaint of uttering threats. Following investigation, this incident was deemed unfounded.

Assault:

Cornwall RCMP responded to two complaints of assault. Following investigations, two individuals have been charged.

Crimes Against Property:

Theft Under \$5000:

Cornwall RCMP responded to five reports of theft under \$5000. Two of these incidents involved the suspected theft of gas from the Cornwall Esso. Three other incidents involved items from an unlocked vehicle being stolen.

Mischief:

Cornwall RCMP responded to four reports of mischief. These matters have been resolved with no charges being laid.

Fraud:

Cornwall RCMP responded to one complaint of fraud. This matter remains under investigation.

Break and Enter:

Cornwall RCMP received one complaint of break and enter into a residence. This incident was deemed unfounded.

Common Police Activities:

False Alarms:

Cornwall RCMP responded to two false alarm calls.

Suspicious Persons:

Cornwall RCMP received four complaints of suspicious persons/vehicles. Following investigation, these incidents were not criminal in nature and no charges have been laid.

Assistance to the General Public – Lost & Found:

Cornwall RCMP responded to seven requests for assistance to the general public/agencies and assisted with two lost and found items.

Criminal Record Checks:

RCMP conducted 46 criminal record/vulnerable sector checks for residents of Cornwall.

MAYOR'S REPORT - Town of Cornwall - October 2019

	2019	2018	YTD 2019	YTD 2018
TRAFFIC OCCURENCES				
Traffic Collisions	6	6	52	45
Traffic Related	30	8	178	145
Check Stops	2	2	4	8
Other Criminal Code			3	1
Impaired Operations	6	4	39	40
Dangerous Operations			1	3
Off Road Vehicles Act	2	1	9	9
Other				5
PROVINCIAL STATUTES				
Liquor Act			2	9
Fire Prevention Act			6	10
Litter Act			1	
Child Welfare Act		1	5	6
Coroner's Act				2
Dog Act		1		7
Family Relations Act			5	
Mental Health Act	4	9	38	47
911 Act	2	4	24	27
Trespass Act	1	2	10	14
Municipal By-laws			10	
Other			6	2
FEDERAL STATUTES				
Firearms Act			2	2
Explosives Act				
Youth Criminal Justice Act				
Excise Act				
Other				
CRIMINAL CODE				
Fail to Comply		1	8	15
Disturbing the Peace	3		17	17
Public Mischief		1	2	10
Other			8	6
NATIONAL SURVEY				
Prisoners Held				
Other				
DRUG ENFORCEMENT				
Trafficking				1
Production				
Possession			1	5
Other			2	5
CRIMES AGAINST PERSONS				
Sexual Assault			4	4
Sexual Offences			1	
Harassing Communications	1		12	13
Harassment		1	8	9
Uttering Threats	1		15	8
Assault	2	3	9	31
Assault with a Weapon			2	4
Other			4	
CRIMES AGAINST PROPERTY				
Theft Under	5	2	76	46
Theft Over			1	5
Property Obtained by Crime			3	
Mischief	4	4	58	31
Fraud	1	1	9	12
Break and Enter	1		23	10
Other				
COMMON POLICE ACTIVITIES				
Index Checks	46	51	536	556
Suspicious Persons	4	4	61	25
False Alarms	2	9	95	102
Items Lost/Found	2	1	15	9
Assistance General Public	5	5	58	41
Assistance to Other	3	2	17	15
Other				
TOTAL	133	123	1440	1362
SOTS Issued	23	80	157	186
Warnings Issued	1	14	49	63
Number of Complaints in the Community	87	72	927	842

Community of Cornwall call History

September 1st 2019 – September 30th 2019

North River Fire Department responded to a Total of 15 calls within the boundaries of Cornwall during this time frame.

Alarm (Smoke) – 5

Utility Fire – 2

Rubbish Fire -1

Co2 Alarm – 2

Structure fire - 1

MFR – 3

Extrication - 1

If there is anything further that I can assist with please let me know,

Regards,

Stuart Wilson
Secretary
North River Fire Dept, Pei

PEI BYLAW ENFORCEMENT

TOWN OF CORNWALL BYLAW REPORT - October 4, 11, 18, 25, 2019.

Oct 4

- Checking on open files.
- No new files.
- There is action happening at old motel. The large hole is getting filled in finally.
- Windcrest has cleaned up a lot. She is renovating both cottages. There is still some debris around. I will continue to monitor this file.

- **Oct 11**
- Checking on open files.
- Old Motel in NR, the hole has been filled in.
- Grass has been cut at #2 John St.
- Issues with snow removal signs around town. Tim is looking into what the Town wants to do.

Oct 18

- Town has removed 17 snow removal signs from around town.
- Shed at #49 Bonavista is gone.
- I removed 1 sign on Marianne. Left it at Town Hall.
- I will continue to remove signs if seen.

Officer - DONNA J JOHNSON - B.Mus.

PEI Bylaw Enforcement

peibylawenforcement@gmail.com

902-218-7045

Kevin Coady

From: Doyle, Ramona <rdoyle@charlottetown.ca>
Sent: September 27, 2019 4:05 PM
To: Jeremy Crosby; Kevin Coady; Matthew Cassidy; Mike Cassidy
Cc: Kelly, Peter
Subject: FW: Bid Sheets
Attachments: Bid Sheet - Transit Fleet Renewal - Full Size Buses.pdf; Bid Sheet Transit Fleet Renewal - Mini Buses.pdf

Categories: Red category

Hi all,
Please see attached bid sheets for the 2 bus tenders.
I will set up a FTP folder for the submissions next week so you can access them but wanted you to have the summary information now.

- We estimated our total project costs on the 2 mini-buses as being \$236,555, and as you can see our only bid came in at \$408,577
- We estimated our total project costs on the 6 full-size buses as being \$4,554,000 and our bids came in between \$2,800,000 and \$4,200,000
 - Option 1 – 6, 35-foot buses (4 bids)
 - Option 2 – 6, 40-foot buses (2 bids)
 - Option 3 – 4, 35 foot buses, and 2, 40 foot buses (1 bid)
 - Option 4 – basic parts replacement on 35 foot bus
 - Option 5 – basic parts replacement on 40 foot bus

Please note that neither tender included fare box pricing and we will have to do a separate purchase for those. Other than that, all costs are included in the above prices.

Have a good weekend all.

Ramona

From: McGaugh, Connie
Sent: September 27, 2019 3:09 PM
To: Doyle, Ramona
Subject: Bid Sheets



CHARLOTTETOWN

REQUEST FOR PROPOSALS

DEPARTMENT: Sustainability

ITEM: Transit Fleet Renewal – Full Size Buses

DATE: Friday, September 27, 2019

TIME: 2:00:00 PM local time

ATTENDEES: Eric Holmberg (Grande West Transportation), Vince DiCarlo (Crestline Coach), Matt Nadon (Nova Bus), Connie McGaugh and Stephen Wedlock

Bidder	Quote 1	Quote 2	Quote 3	Quote 4	Quote 5
1. City View Bus Sales	\$4,274,025.60	No bid	No bid	\$33,201.77	No bid
2. New Flyer	\$3,744,485.10	\$3,789,335.10	\$3,759,435.10	\$27,800.86	\$27,800.86
3. Nova Bus	No bid	\$3,565,878.60	No bid	No bid	\$25,034.35
4. Grande West (Initial bid)	\$3,165,030.00	No bid	No bid	\$28,877.48	No bid
5. Grande West (Alternate bid)	\$2,820,030.00	No bid	No bid	\$27,573.96	No bid
6.					
7.					



CHARLOTTETOWN

REQUEST FOR PROPOSALS

DEPARTMENT: Sustainability

ITEM: Transit Fleet Renewal – Mini Buses

DATE: Friday, September 27, 2019

TIME: 2:00:00 PM Local Time

ATTENDEES: Eric Holmberg (Grande West Transportation), Vince DiCarlo (Crestline Coach), Matt Nadon (Nova Bus), Connie McGaugh and Stephen Wedlock

BIDDER	AMOUNT (includes HST)
1. Crestline Coach	\$408,577.74
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**TOWN OF CORNWALL
PARKS & RECREATION DEPARTMENT
- NOVEMBER UPDATE-**

Program Updates

- Fall programming is at the midway point.
 - Youth cooking classes finished up at the end of October.
 - Doris Ward began her second session of Beginner Yoga, Yoga for Chronic Pain and Trauma – Informed Yoga on November 5th.
 - Line Dancing continues to remain strong with 45 registered.
 - Day Camp numbers dropped slightly due to parents completing seasonal work as well as a couple older participants are trying out going home by themselves after school.
 - Adult Co Ed Volleyball began last week and have a total of 14 participants registered.
 - The Town began its Tea & Talk Series for Seniors with the first session presented by Crime Stoppers who discussed “Frauds & Scams”. There was a total of 15 out for the first session.
 - Staff are currently working on the winter program schedule. It should be available in early December.

Youth Centre

- Average attendance at the Youth Centre for the month was 5 – 7 kids.
- Activities held during the month included; trivia night, movie night, win lose or draw, hand knitting, and Halloween decorating.
- This month the group went on field trips to the UPEI Halloween Event and a Timberwolves Football Game at the Terry Fox Sports Complex.
- The transportation component has seen very little uptake from the participants. This may change as the colder weather approaches.
- A total of 5 participants are completing the eight-week therapeutic and expressive arts program implemented by a student of the Winnipeg Holistic Expressive Arts Therapy (WHEAT) Institute.

Events

Cornwall Cornfest

The 20th annual Cornwall Cornfest was held from October 3rd – October 6th, 2019. Most of the events were well attended apart from Adult Karaoke & Dance, Apple Pie Contest and Family Movie Night. The numbers were low for the Sunday events compared to other years, but they were competing with other events such as North River Fire Department Open House and Farm Day in the City. The new events this year included Chocolate Bar Bingo and Disc Golf which were well attended.

Children's Halloween Event

The annual Children's Halloween Event took place on Saturday October 26th and began at 1:00pm. Games and crafts planned for the event included musical graves, haunted corners, mummy wrap race and Halloween craft. There were approximately 70 – 80 children in attendance, most events were finished by 2:15pm.

Veteran's Dinner

The Veterans Dinner was held on November 2, 2019 at the Kingston Legion.

- There were approximately 50- 60 people in attendance.
- Cornwall resident Chris Batchilder was the guest speaker for the event.
- DVA Choir performed for the event.
- Allan Carmichael stepped in to prepare a Roast Beef Dinner as the Lions Club had to back out at the last minute due to an injury to one of the lead Lion's members.
- Positive feedback was received by Legion members and those in attendance.

Upcoming Events

- Celebration of Lights – December 3, 2019 beginning at 6:30pm at the Town Hall.
- Breakfast with Santa – December 7, 2019 from 8:30am – 11:00am at the Cornwall Civic Centre
- Seniors Christmas Dinner – December 12th at 4:00pm.

Facilities

Terry Fox Sports Complex

- Canadian Under 17 Men's and Ladies Soccer Nationals were held from October 9 – 14th, 2019 at the Terry Fox Sports Complex. This event had teams representing all Provinces across the county competing for the title. The event generated lots of visitors to the facility who had great comments and feedback on the facility.
- Holland College hosted the ACAA Championships from October 25 – October 27, 2019 at the Terry Fox Sports Complex. This event kept the facility busy for the weekend with teams representing Atlantic Universities and Colleges. Holland College went on to win both the Men's and Women's titles and will now attend the National Championships being held from November 6 – 9th
- PEI School Athletic Association hosted both the Provincial Field Hockey Championships and the Soccer Championships during the week of October 29 – November 3, 2019. The events created heavy traffic both in the facility parking lots and out on neighborhood streets. The Town received complaints from neighbors regarding vehicles being parked in "no parking" areas. Staff contacted RCMP to make them aware of this issue.
- The facility is now closed for the season. With the new entrance and school gates staff will be educating our users over the winter months on the new access and parking areas. This will hopefully alleviate the resident issues from the area.

Sunrise Cove

- A survey was prepared and distributed for residents of Sunrise Cove via Facebook and the Town website.
- There were 44 responses received, and a total of 58 homes in the area.
- A copy of the survey results was distributed to Council.

Disc Golf

Dennis McKenzie hosted a tournament on November 2, 2019 called Night Nine. The event consisted of two rounds of play with one round being played at night. There was a total of 40 registered for the event, and the Town provided product for a barbeque.

Respectfully Submitted
Kim Meunier
Manager Parks & Recreation

SCHEDULE OF PRICES
TOWN OF CORNWALL BASEBALL FIELD LIGHTING
- 2019 -
CORNWALL, P.E.I.

<u>ITEM/DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1. Cash Allowance for new electrical service to new lighting backboard, including all charges and coordination with MECL for upgrade of pad-mount transformer (if needed).	1 Lump Sum	\$ <u>20,000.00</u>	\$ <u>20,000.00</u>
2. All new electrical equipment on lighting backboard, including service switch, meter socket, panel and transformer as per drawings.	1 Lump Sum	\$ <u>16,587.00</u>	\$ <u>16,587.00</u>
3. All field lighting, including luminaires, poles, pole bases, lighting control panel, underground conduit and wiring, to 30fc infield and 20fc outfield lighting levels as per drawings.	1 Lump Sum	\$ <u>355,000.00</u>	\$ <u>355,000.00</u>
4. Cash Allowance.	1 Lump Sum	\$ <u>15,000.00</u>	\$ <u>15,000.00</u>
	Subtotal	=	\$ <u>406,587.00</u>
	HST	=	\$ <u>60,988.05</u>
	Amount Bid	=	\$ <u>467,575.05</u>
A. Breakout pricing for increase of field lighting levels to 50fc infield and 30fc outfield	1 Lump Sum	\$ <u>0.00</u>	\$ <u>0.00</u>

Contractor Atlantica Mechanical
11 Mercury Ave
B3B 1C4

Signature 

RESPONDENTS: 44 of 44

SAVE AS

QUESTION SUMMARIES

INSIGHTS AND DATA TRENDS

NEW!

INDIVIDUAL RESPONSES

Page 1

Q1

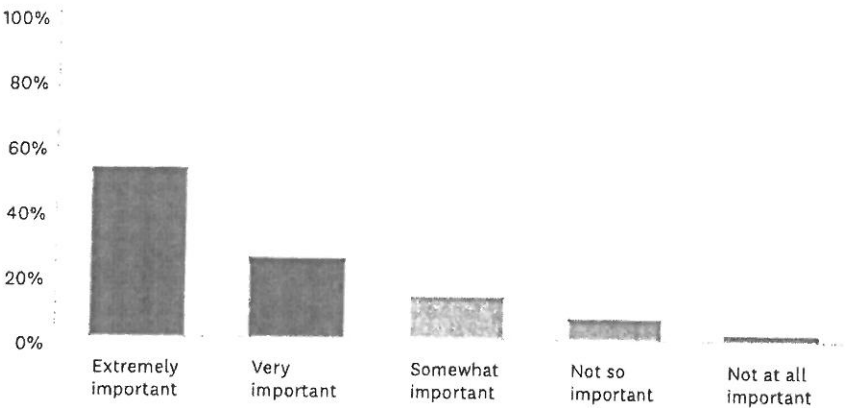
CHART TYPE DISPLAY OPTIONS COLORS LABELS

Apply to all (Some may not change) ?

CANCEL SAVE

How important are parks and green spaces in your subdivision?

Answered: 44 Skipped: 0



ANSWER CHOICES

- Extremely important
- Very important
- Somewhat important

ANSWER CHOICES

RESPONSES

52.27%	23
25.00%	11
13.64%	6
6.82%	3
1.64%	1

TOTAL	at all important	2.27%	44
TOTAL			44

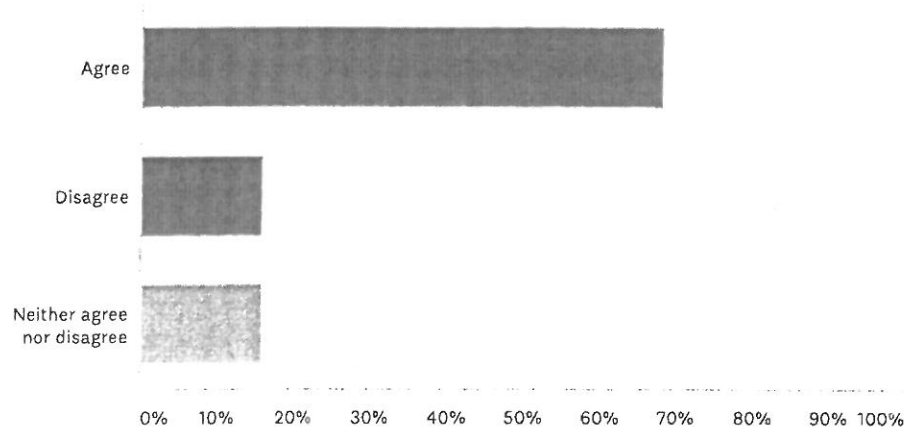
Q2

Customize

Save as

The Town plans to install a 4 Bay swing set this coming spring, what is your opinion?

Answered: 44 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	68.18%	30
Disagree	15.91%	7
Neither agree nor disagree	15.91%	7
TOTAL		44

Q3

CHART TYPE DISPLAY OPTIONS COLORS LABELS

Apply to all (Some may not change) ?

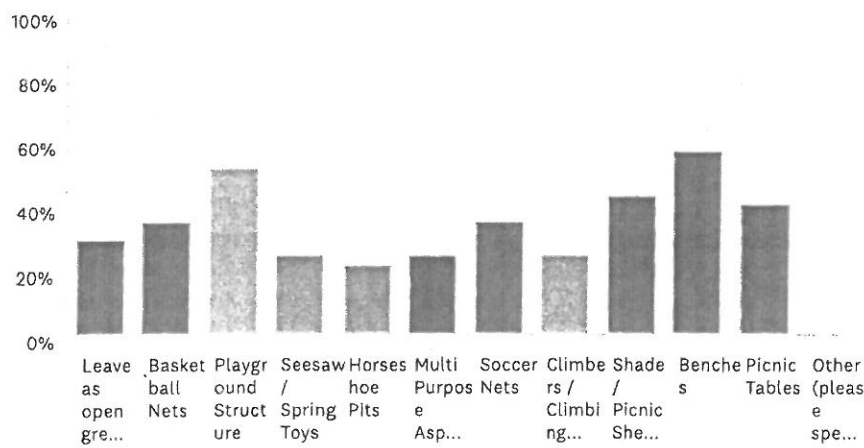
CANCEL

SAVE



In future planning what types of features or amenities would you like to see at your neighborhood park?

Answered: 37 Skipped: 7



ANSWER CHOICES	RESPONSES	
Leave as open green space	29.73%	11
Basketball Nets	35.14%	13
Playground Structure	51.35%	19
Seesaw / Spring Toys	24.32%	9
Horseshoe Pits	21.62%	8
Multi Purpose Asphalt Pad	24.32%	9
Soccer Nets	35.14%	13
Climbers / Climbing Wall	24.32%	9
Shade / Picnic Shelters	43.24%	16
Benches	56.76%	21
Picnic Tables	40.54%	15
Other (please specify)	0.00%	0

Total Respondents: 37

Q4

Save as

Are there any other amenities or park features you would like to see added?

Answered: 28 Skipped: 16

RESPONSES (28) WORD CLOUD TAGS (0)

Sentiments: OFF

PAID FEATURE
Text Analysis lets you search and tag comments and see word clouds of frequent words and phrases. To get this feature, upgrade to a paid plan

Q4 Are there any other amenities or park features you would like to see added?

Showing 28 responses

- ☐ More trees
- ☐ No
- ☐ Slide
- ☐ It's unfortunate as you will never please everyone, It's not a large space, I don't think random swings or a small play set will be beneficial. I guess I see an ash felt bad as cosmetically not too obvious and kids can play ball hockey, pickle ball, make a rink in the winter etc...
- ☐ Gazebo

- ☐ Sports bar ;) lol
- ☐ Nope
- ☐ Important that the trees are trimmed and not let become overgrown.

Area to flood in winter for skating surface

- ☐ No
- ☐ Water access walking trails and benches behind the lift station.
- ☐ Walking trail to water
- ☐ Rink
- ☐ floating dock
- ☐ Sun shade areas
- ☐ None
- ☐ While perhaps not the proper box, I did want to use this area to express my opinion on the park being planned for the sunrise Cove neighbourhood. I am a resident who has a house which would back onto the proposed park space. While I am not against parks, I do have some concerns. When we bought our property, we did inquire if a park would be built in the greenspace behind our house to which we told it would not, and if a park was built it would be built in the larger green space by the water. This didn't influence whether or not we bought the lot, but did influence the decision on landscaping. Had we have known a park would be an option, we would have planted trees for privacy and they would have had time to grow. The proposed park will have direct views into the houses which back onto it. We also have small kids, and it concerns me that strangers will be mere feet from our property without any barriers. When I think about most parks across the island, they are either in stand alone sections of neighbourhoods or have trees as barriers from the neighbouring properties. While I don't expect there to be a ton of traffic in this park, that may change as my understanding is there will be a development across the street that is designated high density, which could increase foot traffic immensely. I do have some suggestions, however I completely understand if they are dismissed if not feasible: The greenspace in the other end of the neighbourhood has spruce trees which could provide privacy. By creating a space away from the houses, a park could be built with a water view and possibly an access point for a floating dock where ppl of all ages could enter kayaks, sup boards, etc. This would likely get more use from adults

but not interfere with the privacy of the residents of the nearby houses. This would require some of the existing spruce trees to be removed, but my understanding from speaking to neighbours is these trees were never wanted in the first place. Another option would be to build a larger park at the vacant land at the baseball fields on the York point rd. I do not know if the town owns that land, but if so it seems like a great place where a larger park could be built. Again, I have no great concerns with a park in neighbourhood, but appreciate getting to share my views. Kind regards.

┐ Accessible features, water fountains

┐ Outdoor hockey rink

┐ No

┐ We need better paths in our subdivision

┐ I love the idea of a swing set and a place for the children to play. I suggest an outdoor ice skating rink for the children. On another note: I would like to see the property (common area) ie flowerbeds, grass cutting, trimming, and general landscaping kept up better and as well as a new sign for Sunrise Cove. Maybe you could share this info with the developer etc. Special thanks to the town of Cornwall for keeping Cornwall looking so beautiful. It's a great place to live

┐ I would like to see the spruce trees that are put in the green space by Cornwall years ago taken out as it will in the future change/limit/ block many residents view of the water. They could be replace by a few maple/oak trees but no need for that many trees in the green space. I have spoken to many residents that all feel the same way.

┐ Na

┐ Slides, swings

┐ Path to Water access. Floating dock would be nice but at least a path to water access.

┐ No

30/10/2019

CORNWALL TOWN COUNCIL

EVENTS COMMITTEE

PURPOSE:

The purpose of the Events Committee is to act as an advisory body and make recommendations to Council regarding matters pertaining to events within the municipality.

AUTHORITY

The Events Committee is an advisory committee to Council and does not have any delegated authority.

COMMITTEE COMPOSITION

The Committee shall consist of two (2) members of Council as appointed by Mayor & Council.

At least 4 but not more than 6 "at large" members, one of whom shall be a youth.

The Committee shall also include the Manager for Parks & Recreation and a designate. (Non-Voting)

TERM

Committee members will be appointed for an initial term of two (2) years. Thereafter, members may be reappointed for a term of not more than one (1) year.

The Chair will be an elected official appointed by Mayor & Council.

A Vice Chair will be appointed by the Committee.

SCHEDULE OF MEETINGS

The Committee shall meet monthly, or at the call of the Chair.

GENERAL RESPONSIBILITIES

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council on the following;

- 1) Enhancing social and recreational events in the Town of Cornwall.
 - a. Plan, implement and promote current events in the Town.

- b. Recommend new community events that fosters community pride and engagement.
- 2) To actively promote the recognition of superior achievements of individuals in the Town of Cornwall.
 - a. Organization of annual recognition event to celebrate the success and achievements.
 - b. To engage residents in recognizing the contributions of others to the community.
- 3) To create and expand opportunities for community volunteerism.
- 4) To develop and enhance partnerships with individuals, organizations, service groups, and other levels of government.
- 5) To prepare a recommended operational budget on proposed events for each fiscal year. This budget should be submitted by January 31st of the preceding year.

REPORTING (AGENDAS/MINUTES)

Meeting agendas and minutes will be distributed to the Committee members by staff.

Decisions of the Committee must be presented in the form of a recommendation to be referred to Council for consideration. Recommendations will be noted in the Committee minutes.

**Affordable Housing Committee
Monday October 28, 2019 at 5:00 PM**

Committee Members Present:

Chair, Councillor Peter Meggs

Deputy Chair, Councillor Jill MacIsaac

Councillor Elaine Barnes

Resident Simon McNeil

Dean Lewis, Manager Planning & Development

Kim Meunier, Manager Parks & Recreation

Regrets: Mayor McCourt, Tim Gallant

Staff: Kevin Coady – Chief Administrative Officer

1) CALL TO ORDER

The meeting of the Affordable Housing Special Committee was called to order at 5:00pm by Chair Meggs.

2) APPROVAL OF AGENDA

It was moved by Councillor Barnes and seconded by Councillor MacIsaac, that the agenda be approved as circulated.

Motion Carried

3) DISCLOSURE OF CONFLICT OF INTEREST

Nil

4) APPROVAL OF MINUTES

It was moved by Councillor MacIsaac and seconded by Simon McNeil that the minutes of the June 26, 2019 Affordable Housing Committee be approved as circulated.

Motion Carried

5) BUSINESS ARISING FROM THE MINUTES

Committee members discussed the original project rating matrix and made some adjustments to the individual categories and weights assigned to those categories.

The committee was updated on efforts to obtain funding, in conjunction with Charlottetown and Stratford, to carry out a housing (affordable and otherwise) needs assessment for the capital area. Several sources of funding have been approached with no success. The three municipalities are now in discussions with the provincial government regarding this project, initial discussions have been encouraging.

6) NEW BUSINESS

The committee considered a proposal for Lot 40 in the Harvest Hills sub-division. The project

entails two, twenty-four-unit apartment buildings. There was discussion specific to this proposal regarding affordability and accessibility. All the units in the two buildings would meet a CMHC definition of affordable and 6 units in the two buildings will be accessible. CMHC is involved in the funding of the project, there is no provincial participation in the construction of the project.

The proposal was then rated by the committee members. It was noted there were differences between this project and the development previously assessed. Those differences included: ratio of affordable to market; level of federal/provincial support; the business model; and the ratio of accessible units.

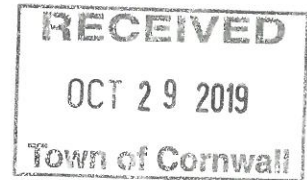
The committee recommends to Council that twenty five percent of the development fees for this project be rebated back to the developer, and that a ten year, twenty five percent property tax rebate of the municipal portion of the property taxes be applied to this development.

ADJOURNMENT

The meeting was adjourned at 6:10pm.

PETER MEGGS
CHAIR

pei Humane Society
GOLF
TOURNAMENT
PRESENTED BY IG WEALTH
MANAGEMENT



10/10/2019

Mayor Minerva McCourt
Town of Cornwall
39 lowther drive
Cornwall, PE C0A 1H0

Dear Mayor McCourt,

Thank you for your generous *Sponsorship* for the 8th Annual PEI Humane Society Golf Tournament presented by IG Wealth Management.

The Tournament held at Fox Meadow Golf Course grows exceedingly each year, with sold out team spots and increased sponsorship from compassionate businesses. Players enjoyed great weather and a wonderful day of golf. The purpose of this event is to help raise funds to help cover the day to day operations costs of running our Shelter. I'm delighted to say thanks in part to your generosity; we surpassed our fundraising goal by raising \$25,000! Funds will be going straight to animal care and to cover costs for the Shelter residents. Mark your calendars for next year's tournament on Friday, August 28th, 2020!

Our vision at the PEI Humane Society is to provide leadership across Prince Edward Island, in ensuring the proper treatment of companion animals. We truly appreciate the time and effort you put forth to take part in this event and help us execute this vision.

Please contact me at anytime if you would like more information about the PEI Humane Society or more information on our Expanding our Paw Print Capital renovation project.

I thank you on behalf of our whole team for your commitment to the homeless and hurt companion animals on the Island. Your support truly does make a difference.

With sincere thanks,

Jennifer Harkness
Development Manager
PEI Humane Society
jharkness@peihumanesociety.com



Thank You!

8TH ANNUAL

PEI Humane Society Golf Tournament



pei Humane Society



Tournament raises \$28,000 for the PEI Humane Society!



CONGRATS TO THE WINNING TEAM!

Dale Zajicek, Marlene Mol, Jason Mol & Ron Kennedy

On behalf of IG Wealth Management and the PEI Humane Society, we sincerely thank all those who supported this successful event. Funds will support shelter care for homeless and injured companion animals.

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Neill's Auto Sale
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Novus Auto Glass
Odyssey Virtual
PEI Credit Unions
Powerhouse Patty
RBC Insurance
Red Dog Training
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Rick Cudmore Electric Ltd.
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Southport Animal Hospital
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Certificate of Appreciation



Presented to



Town of Cornwall

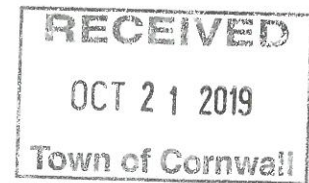
For supporting Prince Edward Island Command, The Royal Canadian Legion's "Veterans' Service Recognition Book - Volume Sixteen." Your recognition and support for Prince Edward Island's Veterans is sincerely appreciated. Thank you for your participation.

Duane MacEwen

2019

Duane MacEwen
President

THE ROYAL CANADIAN LEGION PRINCE EDWARD ISLAND COMMAND
"LEST WE FORGET"



77 Upper Prince Street, Charlottetown, PEI C1A 4S6
Phone: 902-892-8744 Fax: 902-892-3351

October 15, 2019

Dear Kevin:

Once again this year, Caring, Helping and Nurturing Children Every Step (CHANCES Inc.) will be endeavouring to support approximately 130 vulnerable families over the holiday season. This initiative was very successful in past years in the provision of essentials such as food and clothing to these families. The holiday season is a particularly difficult time for many who struggle throughout the year to meet the basic needs of their families.

CHANCES Inc. is requesting financial support for this initiative from the community, which in the past has been very responsive in caring for those experiencing additional life challenges. The generosity of individuals and local businesses has been the key to increasing our capacity to support families and especially children at this special time of year. A charitable donation receipt for any financial donation will be issued. Items for boxes will be purchased in late November to be delivered during the first week of December.

In closing, the Board of Directors of CHANCES Inc. would like to express sincere appreciation for your consideration of this request. We truly hope you will be able to support this initiative, and thank you on behalf of the families your generosity will help support. Monetary donations can be made by contacting Roberta Ward David at CHANCES Inc. at 902-620-2698.

Sincerely,

Verna Bruce, Co-Chair
CHANCES Board of Directors

October 19, 2019

Cornwall Town Council
Attn: Mayor Minerva McCourt
39 Lowther Drive
PO Box 430
Cornwall, PE
C0A 1H0

Re: 1st PEI Girls' Parliament

Dear Mayor McCourt,

My name is Judy Herlihy and my daughter is a Pathfinder in the Cornwall unit.

In March 2020, the PEI Girl Guides will be hosting the first ever PEI Girls' Parliament. This will be a three day camp where, within the setting of a mock Parliament, 30 girls will learn how and why a Parliament operates and get a better understanding of their responsibilities as citizens through debating issues of interest. They will also be enhancing their public speaking and other interpersonal and communication skills.

The girls will be exposed to parliamentary procedures and be given the opportunity to interact with various PEI politicians. It will certainly be an experience they will remember for the rest of their lives, and they might just end up with a career in public service!

I am approaching you today to request your support in offsetting some of the costs of the event estimated at approximately \$15,000. No amount is too small and we would be very grateful and appreciative of your support. If you would prefer to donate an "in kind" donation that would be welcome as well.

Thank you for your time and consideration. I look forward to hearing from you. If you have any questions or concerns or would like additional information on the event, don't hesitate to call me at 902-628-2038.

Sincerely,

Judy Herlihy,
Parent helper for the 1st PEI Girls' Parliament