

Agenda  
Planning Advisory and Hearing Committee

**Meeting #:** 5  
**Date:** Monday, December 21, 2020, 7:00 PM  
**Location:** Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level  
**Chair:** Elaine MacDonald, Councillor  
**Prepared By:** Ely Daniels, Administrative Assistant

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Pages

**Call Meeting to Order**

**Roll Call**

**Declaration of Conflict of Interest**

**Adoption of Agenda**

**Adoption of Minutes**

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November 16, 2020 Planning Advisory and Hearing Committee Meeting

**Business Arising from Minutes**

None

**Presentations**

None

**Review of Public Notice Requirements by PAC Secretary**

**Public Meeting Item(s) - Public Hearing**

1. **PAC Report - Belfort Draft Plan of Subdivision for Phase 2 with associated Zoning By-law Amendments - (Marc Brisson / EVB), 2020-398-Planning, Development and Recreation**

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Action Recommended

(a) That approval be given to the Draft Plan of Subdivision prepared

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

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

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

Single Detached Dwellings:

Minimum Side Yard Setbacks = 1.21 metres

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

Semi-Detached Dwellings:

Minimum Side Yard Setbacks = 1.21 metres

Minimum Rear Yard Setback = 8 metres

## **PAC Discussion of Public Meeting Item(s)**

### **Other / New Business**

1. **CPPEG Recommendation 12-16 Second St W, 2020-04-Planning, Development and Recreation**

Action Recommended

That HOTC#2021-02 funding request by Rothmar Holdings Inc at

12-16 Second St W, be accepted as follows:

Program 2 – Building Restoration & Improvement Program in the amount of \$30,000

Program 3 – Project Design Grant in the amount of \$7,500

Program 4 – Façade Improvement and Sign Grant in the amount of \$12,000

Program 5 – Municipal Planning/Development Fees Grant based on actual costs

Program 6 – Discretionary Municipal Tipping Fees Grant based on actual weigh bill receipts.

**2. CPPEG Recommendation 113 ½ Pitt St, 2020-02-Planning, Development and Recreation**

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Action Recommended

That HOTC#2021-01 funding request by Williamstown Mini Storage Inc at 113 ½ Pitt St, be accepted as follows:

Program 2 – Building Restoration & Improvement Program in the amount of \$30,000

Program 3 – Project Design Grant in the amount of \$7,500

Program 4 – Façade Improvement and Sign Grant in the amount of \$12,000

Program 5 – Municipal Planning/Development Fees Grant based on actual costs

Program 6 – Discretionary Municipal Tipping Fees Grant based on actual weigh bill receipts

**3. CPPEG Recommendation 117-119 Montreal Rd, 2020-01-Planning, Development and Recreation**

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Action Recommended

That HOTC#2020-05 funding request by Robert and Michelle Chesebro at 117-119 Montreal Rd, be accepted as follows:

Program 2 – Building Restoration & Improvement program in the amount of \$2,550 as a forgivable loan.

#### 4. HOTC and Brownfield Terms of Reference, 2020-05-Planning, Development and Recreation

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##### Action Recommended

Based on the proceeding, it is recommended that PAC approve the following:

##### HOTC and Brownfield Terms of Reference

1. **Committee Purpose**To receive, review and make recommendations for action on both Brownfields and Heart of the City (HOTC) Funding Application requests, to the Planning Advisory Committee/Council.
2. **Responsibilities**The primary role for CPPEG, as a working group, is set out in the Cornwall Brownfields and HOTC CIP's and states:"The working group is mandated to evaluate and recommend applications for approval or otherwise to the City of Cornwall Planning Advisory Committee (PAC). Final approval of applications or other significant matters requiring Council approval, will then be recommended to Council by PAC."In addition, the working group as a whole and/or by individually designated members can provide a liaison function with the public, other government agencies, non-government organizations (NGO's) and private sector landowners/developers and companies, for example, on the promotion and overall dissemination of both Cornwall Brownfields and HOTC initiatives.The working group is responsible for proposing annual budget levels and associated budgeting strategies through staff and in consultation with the City's Finance Department.The working group should report directly or through the Planning, Development & Recreation department, on any and all matters as it deems appropriate to PAC/Council that would have the effect of impacting on the municipality's implementation of its financial incentive programs. This can include Legislative changes that have the affect of altering C.I.P. program functions.The working group may be periodically called upon to report to PAC/Council on trends, successes, challenges of both the Brownfields and HOTC initiatives.As an Advisory Body, CPPEG may be involved in reporting on other related special Brownfields/Community Improvement matters, as assigned from time to time by PAC/Council.
3. **Membership**
  - CPPEG Chair is the PAC Chair or a Council designate
  - CPPEG Vice Chair is an internal elected position from the membership

- Secretary - Development Coordinator as Staff Resource is a non-voting member
  - 6 specified staff members (automatic appointment to committee)
    - GM Planning, Development & Recreation
    - GM Financial Services
    - GM Infrastructure and Municipal Works
    - Division Manager Economic Development
    - Division Manager Planning
    - Municipal Assessor
  - Member of Council
  - Community group representatives (appointed by the subject community groups) DBIA, Heart of the City, Le Village BIA, Groupe Renaissance
  - 1 community member at large (appointed by the Lay Appointments' Committee)
4. **Meetings** CPPEG will meet once a month, or on an as-needed basis. The meetings may be in-person, by teleconference or electronically, e.g. Skype. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting to the Development Coordinator.  
4.1 Rules of Procedure Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedural Bylaw and Committee System Policy.
  5. **Term** Members will serve on the working group for a four (4) year term in conjunction with Council.
  6. **Quorum** Quorum shall be a simple majority (50%+1) of the voting working group members present at a meeting. There are 13 members of CPPEG.
  7. **Decision-making** The working group shall strive to provide a clear recommendation to PAC with regards to each application reviewed. The working group will strive for consensus when making decisions. If consensus cannot be achieved, the working group members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to PAC.
  8. **Confidentiality** Grant applications and subsequent/submission and discussions at CPPEG

meetings will be considered to be confidential. CPPEG members will be asked to sign a statement acknowledging the confidential nature of CPPEG work and will pledge to maintain that confidentiality.

9. **Minutes** Minutes of each meeting will be taken to record the actions of CPPEG. City staff supporting the working group shall take minutes at the CPPEG meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the City's practice.
10. **Guests** Applicants may be invited to attend meetings as a resource as required.

## 5. **Renaissance Terms of Reference, 2020-06-Planning, Development and Recreation**

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### Action Recommended

Based on the proceeding, it is recommended that PAC approve the following:

### Renaissance Terms of Reference

1. **Committee Purpose** To receive, review, evaluate applications for action of approval or otherwise for the Renaissance Housing Rehabilitation Program.
2. **Responsibilities** The primary role for CPPEG is set out in the Renaissance Community Improvement Project Area Plan and states: "Renaissance Group is a non-profit organization aimed at rejuvenating the City of Cornwall. With widespread long-term goals, the group has identified a specific area for the beginning of their work. The surrounding area, containing Le Village, has been named Renaissance Project Area." (p.1 Renaissance Community Improvement Project Area Plan) "The proceeding Plan document articulates a series of initiatives, which are helping to form the groundwork for a long-term revitalization work program." (p.1 Renaissance Community Improvement Project Area Plan) The annual budget level is set by Council. CPPEG should report directly or through the Planning Department, on any and all matters as it deems appropriate to PAC/Council that would have the affect of impacting on the municipality's implementation of the Renaissance financial incentive program. This can include Legislative changes that have the affect of altering C.I.P. program functions. 2.1 Goals and Objectives of the Community Improvement Plan The Community Improvement Plan is intended to set-out parameters under which government-level funds are to be expended, specifically for "Community Improvement" initiatives. Under Section 28, "Community Improvement" is

defined as meaning, “the planning or re-planning, design or redesign, re-subdivision, clearance, development or redevelopment, reconstruction and rehabilitation, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreation, institutional, religious, charitable or other uses, buildings, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary.”

### **3. Membership**

- CPPEG Chair is the PAC Chair or a Council designate
- CPPEG Vice Chair is an internal elected position from the membership
- Secretary - Development Coordinator as Staff Resource is a non-voting member
- 6 specified staff members (automatic appointment to committee)
  - GM Planning, Development & Recreation
  - GM Financial Services
  - GM Infrastructure and Municipal Works
  - Division Manager Economic Development
  - Division Manager Planning
  - Municipal Assessor
- Member of Council
- Community group representatives (appointed by the subject community groups) DBIA, Heart of the City, Le Village BIA, Groupe Renaissance
- 1 community member at large (appointed by the Lay Appointments' Committee)

### **4. Meetings**

CPPEG will meet once a month, or on an as-needed basis. The meetings may be in-person, by teleconference or electronically, e.g. Skype. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting to the Development Coordinator.

#### **4.1 Rules of Procedure**

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Committee System Policy.

1. **Term**

Members will serve on the working group for a four (4) year term in conjunction with Council.

1. **Quorum**Quorum shall be a simple majority (50%+1) of the voting working group members present at a meeting. There are 13 members of CPPEG.

2. **Decision-making**

CPPEG, through administering the Renaissance Program, shall strive to provide a clear recommendation of each application reviewed. The working group will strive for consensus when making decisions. If consensus cannot be achieved, the working group members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting.

1. **Confidentiality**

Grant applications and subsequent/submission and discussions at CPPEG meetings will be considered to be confidential. CPPEG members will be asked to sign a statement acknowledging the confidential nature of CPPEG work and will pledge to maintain that confidentiality.

1. **Minutes**

Minutes of each meeting will be taken to record the actions of CPPEG. City staff supporting the working group shall take minutes at the CPPEG meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the City's practice.

1. **Guests**Applicants may be invited to attend meetings as a resource as required.

## **Information**

The next Public Open House regarding the rewrite of the City's Comprehensive Zoning By-law will be an online video presentation/survey available for a 2-week period beginning February 1, 2021 to February 12, 2021.



**Next Scheduled Meeting**

The next scheduled PAC Meeting will be on Monday, January 18<sup>th</sup>, 2021 or at the call of the Chair.

**Note**

Any PAC recommendations resulting from this meeting will be considered either at the Monday, January 25<sup>th</sup>, 2021 Meeting of Council. The Clerk's Department may be contacted at 613-932-6252 to verify that the report and resultant documents to which you have an interest is included in the Agenda of the above date.



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

Meeting #: 2020-04  
Date: Monday, November 16, 2020, 7:00 PM  
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall,  
Ontario, K6H 6G4, Salon B, Lower Level

Attendance  
Committee  
Members: Bernadette Clement, Mayor

Claude E. McIntosh, Councillor  
Elaine MacDonald, Councillor, Chair  
Syd Gardiner, Councillor  
Dean Hollingsworth, Councillor  
Carilyne Hébert, Councillor  
Maurice Dupelle, Councillor (Electronic)  
Glen Grant, Councillor  
Todd Bennett, Councillor  
Justin Towndale, Councillor (Electronic)  
Eric Bergeron, Councillor (Electronic)  
Ronald Symington

Regrets: Amanda Brisson

Attendance  
Administration: Mark A. Boileau, General Manager, Planning, Development  
and Recreation  
Ely Daniels, Administrative Assistant  
Mary Joyce-Smith, Division Manager, Planning Services  
Karl Doyle, Senior Planner  
Lindsay Parisien, Development Planner

Chair: Elaine MacDonald, Councillor  
Prepared By: Ely Daniels, Administrative Assistant

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**1. Welcome and Call Meeting to Order by Chair**

Chair Elaine MacDonald called the meeting to order at 7:00 PM.

**2. Roll Call**

Roll call was conducted by Recording Secretary Ely Daniels.

**3. Adoption of Agenda - Additions and Deletions**

Moved By: Glen Grant, Councillor

Seconded By: Syd Gardiner, Councillor

Motion to adopt the Agenda as presented.

Motion Carried

**4. Adoption of Minutes**

Moved By: Ronald Symington

Seconded By: Claude E. McIntosh, Councillor

Motion to endorse the following Minutes as presented.

Motion Carried

**5. Declaration of Conflict of Interest**

None

**6. Business Arising from Minutes**

None

**7. Presentation(s)**

None

## 8. Review of Public Notice Requirements by PAC Secretary

PAC Secretary Mary Joyce-Smith advised that a Notice of Public Meeting was advertised in the Standard Freeholder on Saturday, October 24<sup>th</sup>, 2020 covering the following two public meeting items:

- (1) An application to rezone lands situated in the Northwoods Forest Subdivision, Phase 2, north east of Pitt Street, from Residential 15 (RES 15) to Residential 10 (RES 10); and
- (2) An application to consider a request for a Draft Plan and associated rezoning for Belfort Subdivision, **which was deferred to the PAC meeting of Monday, December 21<sup>st</sup>, 2020. She added that while the Ministry of Environment, Conservation & Parks (MECP) supports the application, more review time was requested to be able to fully comment on any potential concerns from the historic industrial land uses associated with the property.** The Planning Division notified the public of the deferral by sending out a 400' radius notice to landowners around the subject property on Tuesday, November 10, 2020.

She then invited Development Planner, Lindsay Parisien to provide a brief presentation on the Northwoods Forest Subdivision for PAC and public discussion and final recommendation to Council.

## 9. Public Meeting Item(s) - Public Hearing

### 1. Northwoods Forest Subdivision Phase 2 – PAC File Z-03-20

Development Planner Lindsay Parisien advised that a zoning change application had been received to allow for a technical rezoning of lands located north east of Pitt Street (Northwoods Forest Subdivision Phase 2) from Residential 15 (RES 15) to Residential 10 (RES 10) to support the sanitary sewer flow allotment for subsequent Northwoods Forest Phases.

The Northwoods Forest Subdivision was registered by the City's Planning Department with an approved lot fabric which consists of single lots, small lot singles and semi-detached dwellings. Phase 1 of this subdivision has been completed, and Phase 2 is currently under construction. She advised that the developer has not proposed any changes to the existing lot fabric, road network, or building type due to this rezoning. In other words, the application satisfies the developer's current and future needs as well as optimizes the existing municipal sewage and water services available, in

accordance with the Provincial Policy Statement and Official Plan Policy. She concluded that no concerns from commenting departments, governing agencies and or circulated residents had been received and that the Planning Division is supportive of the recommendation to rezone the remaining 15 lots in Phase 2 to assist sanitary sewer flow allotment for subsequent phases.

At this time, Chair Elaine MacDonald invited the proponent to speak of the development.

President of KEM Developments Inc. Mr. John Markell confirmed that the Northwoods Forest Subdivision has been under construction since 2016 and that the construction phase currently in progress is Phase 2 of the subdivision plan. He advised that the zoning change is necessary to satisfy the City of Cornwall's Engineering Department, as it considers the zoning to determine future sanitary sewer flow allotment. Theoretically, sanitary sewer flow is established by engineering calculations, of which zoning is a function. As the Residential 10 (RES 10) zone factor is less than Residential 15 (RES 15) and Residential 20 (RES 20) zone calculations, it would therefore produce less sanitary sewage flow. He concluded that this would help determine the final configuration of the subdivision.

At this time Chair Elaine MacDonald asked if there were any questions and/or comments from PAC.

#### **10. PAC Discussion of Public Meeting Item(s)**

##### **Northwoods Forest Subdivision Phase 2 - Z-03-20, 2020-392-Planning, Development and Recreation.**

###### **1. Northwoods Forest Subdivision Phase 2 – PAC File Z-03-20**

Claude McIntosh stated that they are being told that there is a real shortage of housing in Cornwall and asked Mr. Markell if builders are in a catch-up phase?

Mr. Markell replied that perhaps builders are in a catch-up phase and advised that there is presently a definite shortage of materials, and manpower. He added that their volume is up from the last two previous years and that things are moving faster but was unsure of the reasons why. He stated that he is seeing a different fabric of people and a broader

population, and that he is now selling houses to younger people rather than seniors.

Lay Member Ron Symington asked if a condition could be added to prohibit secondary units either within these houses or tiny homes built on the property to protect the sewer flow.

Mr. Markell replied that he did not have an issue with entering this condition or clause and advised that there is not a big demand for secondary units, at least not in the newer areas.

At this time Chair Elaine MacDonald asked if there were any further questions and/or comments from PAC and specifically addressed members of PAC who joined the meeting via Zoom (Councillor Towndale, Councillor Bergeron and Councillor Dupelle).

Following some audio/technical difficulties, and a further brief discussion, it was moved, that the recommendation be approved as listed below:

Moved By: Glen Grant, Councillor

Seconded By: Todd Bennett, Councillor

(a) That the subject properties legally described as Lots 1-12 and 21-23; on RP 52M-48 be rezoned Residential 15 (RES 15) to Residential 10 (RES 10).

Motion Carried

## **11. Other / New Business**

None

## **12. Information**

PAC Secretary Mary Joyce-Smith advised that following the presentation made by WSP Consultants at the September 2020 PAC meeting regarding the Zoning Strategy Report prepared as part of the City's Comprehensive Zoning Bylaw Review, the Planning Division will be examining the first Draft of the Zoning Bylaw later in the following month.

**13. Next Scheduled Meeting**

PAC Secretary Mary Joyce-Smith advised that the next PAC meeting is scheduled for Monday, December 21<sup>st</sup>, 2020.

**14. Note**

Any PAC recommendations resulting from this meeting will be considered either at the Monday, December 14<sup>th</sup>, 2020 Meeting of Council. The Clerk's Department may be contacted at 613-932-6252 to verify that the report and resultant documents to which you have an interest is included in the Agenda of the above date.

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Councillor Elaine MacDonald, Chair

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

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

**Applicant: Marc Brisson / EVB Engineering**

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

**Purpose**

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

**Recommendation**

Based on the proceeding discussion, it is recommended:



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

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

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

Single Detached Dwellings:

Minimum Side Yard Setbacks = 1.21 metres

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

Semi-Detached Dwellings:

Minimum Side Yard Setbacks = 1.21 metres

Minimum Rear Yard Setback = 8 metres

## **Background**

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

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

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

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

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

## **Site Characteristics**

### **Location:**

East ½ of Lot 5 and Part of Lot 4, Concession 1

East of St. Felix Street

South of Walton Street

### **Size:**

2.38 Ha (5.9 acres)

Frontage along Walton Street

**Existing Land Use:**

Vacant Lands

**Surrounding Land Uses:**

**North:**

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

**East:**

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

**South:**

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

**West:**

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

**Official Plan:**

Urban Residential (U RES)

Comprehensive Redevelopment Area (CRA) (South/East)

Business District (BD) (South)

**Zoning:**

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

Proposed - Residential 20 with Exceptions (RES 20 EXC)

**Discussion**

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

Draft Plan of Subdivision Approval

Removal of the Holding category

Rezoning Application

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

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

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

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

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

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

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

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

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

## **1.4 Housing**

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

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

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

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

### **Zoning:**

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

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

#### Single Detached Dwellings

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

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

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

#### Semi-Detached Dwellings

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

a) can be supplied with adequate services such as water supply, sewage disposal, storm water quality and quantity management, fire protection, roads, utilities, schools and other community facilities and services; and;

b) promotes a compact and consolidated development pattern in urban sections of the Municipality and protects the rural character in the remainder of the City, and;

c) can be serviced economically without imposing a burden upon the taxpayer and does not place an adverse impact upon the transportation system, adjacent land uses and the natural environment, and;

d) can be integrated with adjacent lands, subdivisions, and streets.

f) is designed in accordance with accepted and contemporary design principles.



### **Lot Layout:**

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

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

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

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

g) encourage plan of subdivision which:

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

ix) provide safe and sufficient access points and intersections;

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

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

xvii) provide continuous park and walkway systems;

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

xx) encourage active transportation;

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

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

### **Parkland Dedication:**

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

### **Sidewalks / Fencing:**

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

### **Other Technical Reports:**

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

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

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

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

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

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

### **Municipal Works:**

No comments

### **Building Division:**

No comments

### **Parks and Recreation:**

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

### **Engineering Division:**

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

**Transit Division:**

Transit has no concerns or objections.

**Mohawk Council of Akwesasne:**

We have no comment at this time.

**Canada Post:**

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

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

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

**Union Gas:**

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

**Social Housing Services:**

No comments

**Cornwall Community Police Services:**

No issues or concerns from the Cornwall Police Department.

**Municipal Assessor:**

No comments

**Economic Development:**

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

**Traffic Engineer:**

No comments

**Raisin Region Conservation Authority:**

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

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

**St. Lawrence Seaway Management Corporation:**

No comments

**Heritage-Patrimoine Cornwall:**

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

**Public Commentary:**

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

## **Conclusion**

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

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

## Report Approval Details

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

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

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

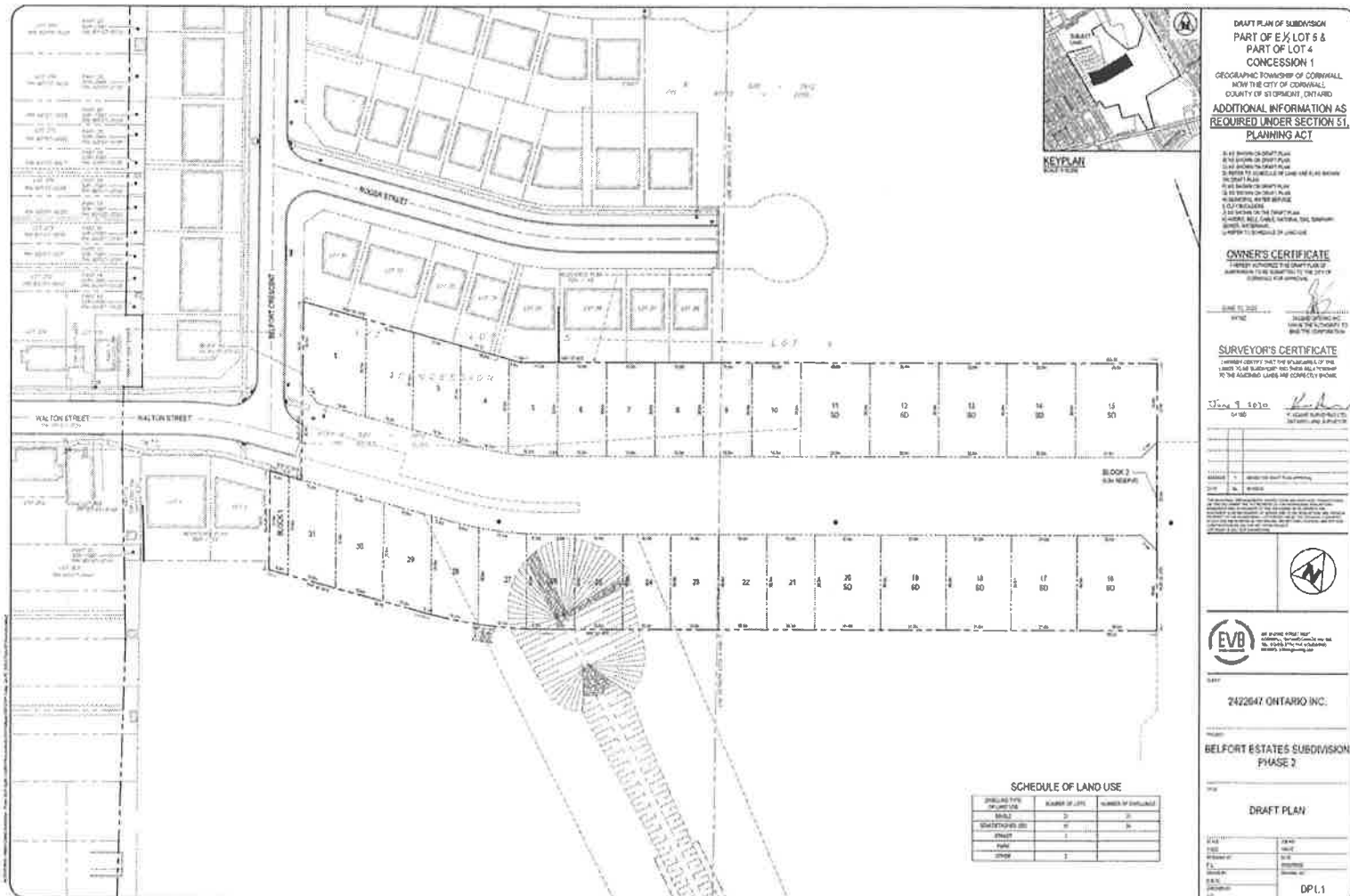
**Mark A. Boileau - Dec 15, 2020 - 3:15 PM**

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









**Draft Plan**

## APPENDIX A - DRAFT PLAN CONDITIONS

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

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

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

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

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

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

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

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

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

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



November 12, 2020

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

(sent via email)

Dear Sir:

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

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

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

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

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



---

Lisa Chalmers  
Senior Environmental Officer  
Cornwall Area Office

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

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

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

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

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



June 6, 2019

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

Dear Mr. Brisson:

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

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

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

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

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



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

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

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

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

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

Yours truly,



Lisa Chalmers  
Senior Environmental Officer  
Cornwall Area Office

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



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

**Cornwall Planning Programs Evaluation Group (CPPEG)**

**File Number:** HOTC#2021-02

**Applicant:** Rothmar Holdings Inc

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-04-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: December 21, 2020  
Subject: CPPEG Recommendation 12-16 Second St W

**Purpose**

An application by Rothmar Holdings Inc at 12-16 Second St W for HOTC funding assistance for an amount up to \$49,500. This request for funding is for full renovations to the building to accommodate 3 new tenants.

**CPPEG Recommendation**

That HOTC#2021-02 funding request by Rothmar Holdings Inc at 12-16 Second St W, be accepted as follows:

Program 2 – Building Restoration & Improvement Program in the amount of \$30,000

Program 3 – Project Design Grant in the amount of \$7,500

Program 4 – Façade Improvement and Sign Grant in the amount of \$12,000

Program 5 – Municipal Planning/Development Fees Grant based on actual costs

Program 6 – Discretionary Municipal Tipping Fees Grant based on actual weigh bill receipts.





Document Title:	CPPEG Recommendation 12-16 Second St W - 2020-04-PDR.docx
Attachments:	- Second st W 12-16 2021-02.pdf
Final Approval Date:	Dec 17, 2020

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

**Mary Joyce-Smith - Dec 15, 2020 - 12:38 PM**

**Mark A. Boileau - Dec 15, 2020 - 3:12 PM**

**Maureen Adams - Dec 17, 2020 - 1:42 PM**

# ATTACHMENT

HOTC # 2021-02 12-16 Second St W

## HOTC PROGRAM FUNDING – TRACKING SHEET SUMMARY

### NOTES:

1. Excluding HST, unless otherwise stated
2. Figures are approximations based on estimates and, as a result, are subject to some change

SUBJECT SITE	HOTC #2021-02 12-16 Second St W
REVIEW GROUP	DATE REVIEWED
CPPEC	December 10, 2020
PAC	December 21, 2020
COUNCIL	January 11, 2021

REVIEW GROUP	TOTAL AMOUNT REQUEST BY APPLICANT	TOTAL AMOUNT RECOMMENDED BY REVIEW GROUP
CPPEG	At least \$49,500(estimated)	At least \$49,500(estimates)
PAC		
COUNCIL		

BREAKDOWN OF AMOUNT BY PROGRAM TYPE (\$)								
REVIEW GROUP	1 HOTC Rehab. & Redev. Grant	2 Building Restoration and Improv. Grant	3 Project Feasibility Study Grant	4 Façade Improv. & Sign Grant		5 Mun. Plan./Dev. Fees Grant	6 Discret. Mun. Tipping Fee Grant	7 Parking & Landscape Enhancement Program
				Façade	Sign			
CPPEC	N/A	\$30,000	\$7,500	\$10,000	\$2,000	Actual	Actual	N/A
PAC	N/A							N/A
COUNCIL	N/A							N/A

CONDITIONS (YES/NO)	Funding based on program guidelines Property located in Priority Area
COMMENTS	To renovate the full building for a new business in the downtown
TOTAL EXPENDITURE PLANNED BY APPLICANT UNDER SUBJECT PROJECT	± \$103,500



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

**Cornwall Planning Programs Evaluation Group (CPPEG)**

**File Number:** HOTC#2021-01

**Applicant:** Williamstown Mini Storage Inc

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-02-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: December 21, 2020  
Subject: CPPEG Recommendation 113 ½ Pitt St

**Purpose**

An application by Williamstown Mini Storage Inc at 113 ½ Pitt St for HOTC funding assistance for an amount up to \$49,500. This request for funding is for a full renovation of the building to establish a new business.

**CPPEG Recommendation**

That HOTC#2021-01 funding request by Williamstown Mini Storage Inc at 113 ½ Pitt St, be accepted as follows:

Program 2 – Building Restoration & Improvement Program in the amount of \$30,000

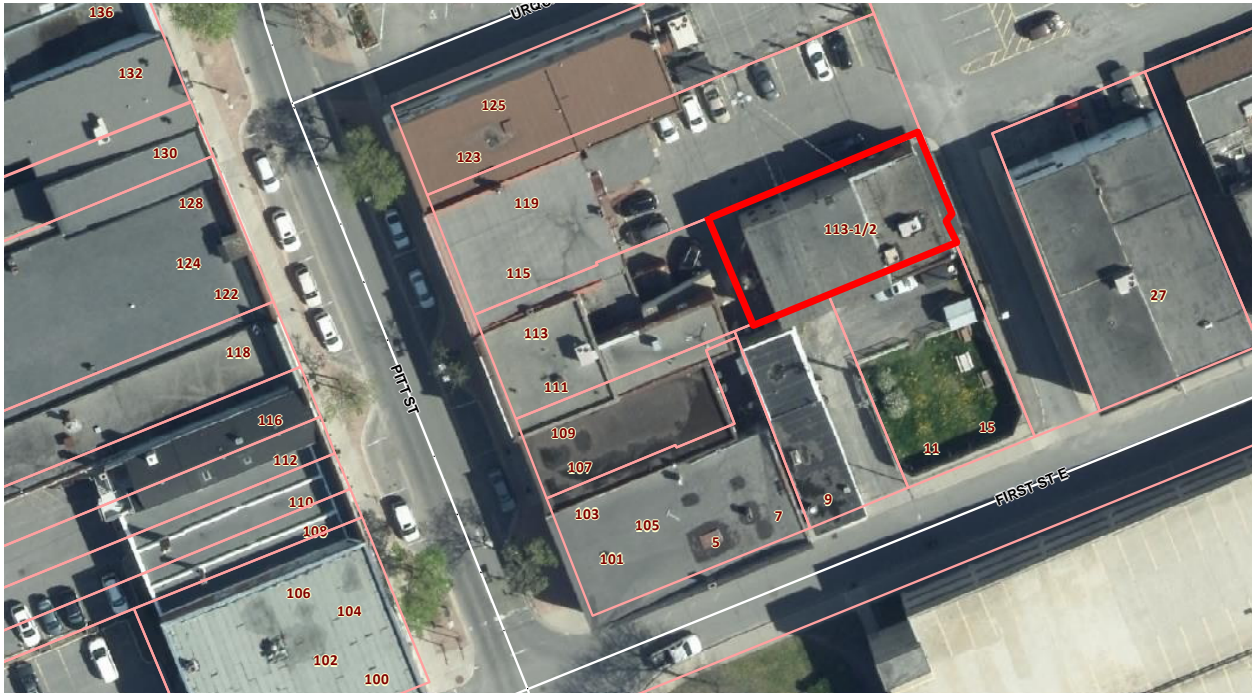
Program 3 – Project Design Grant in the amount of \$7,500

Program 4 – Façade Improvement and Sign Grant in the amount of \$12,000

Program 5 – Municipal Planning/Development Fees Grant based on actual costs

Program 6 – Discretionary Municipal Tipping Fees Grant based on actual weigh bill receipts







Document Title:	CPPEG Recommendation 113 Pitt St - 2020-02-PDR.docx
Attachments:	- Pitt St 113 half 2021-01.pdf
Final Approval Date:	Dec 17, 2020

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

**Mary Joyce-Smith - Dec 15, 2020 - 12:38 PM**

**Mark A. Boileau - Dec 15, 2020 - 3:11 PM**

**Maureen Adams - Dec 17, 2020 - 1:41 PM**

# ATTACHMENT

HOTC # 2021-01 113 ½ Pitt St

## HOTC PROGRAM FUNDING – TRACKING SHEET SUMMARY

### NOTES:

1. Excluding HST, unless otherwise stated
2. Figures are approximations based on estimates and, as a result, are subject to some change

SUBJECT SITE	HOTC #2021-01 113 ½ Pitt St
REVIEW GROUP	DATE REVIEWED
CPPEC	December 10, 2020
PAC	December 21, 2020
COUNCIL	January 11, 2021

REVIEW GROUP	TOTAL AMOUNT REQUEST BY APPLICANT	TOTAL AMOUNT RECOMMENDED BY REVIEW GROUP
CPPEG	At least \$49,500(estimated)	At least \$49,500(estimates)
PAC		
COUNCIL		

BREAKDOWN OF AMOUNT BY PROGRAM TYPE (\$)								
REVIEW GROUP	1 HOTC Rehab. & Redev. Grant	2 Building Restoration and Improv. Grant	3 Project Feasibility Study Grant	4 Façade Improv. & Sign Grant		5 Mun. Plan./Dev. Fees Grant	6 Discret. Mun. Tipping Fee Grant	7 Parking & Landscape Enhancement Program
				Façade	Sign			
CPPEC	N/A	\$30,000	\$7,500	\$10,000	\$2,000	Actual	Actual	N/A
PAC	N/A							N/A
COUNCIL	N/A							N/A

CONDITIONS (YES/NO)	Funding based on program guidelines Property located in Priority Area
COMMENTS	To renovate the full building for a new business in the downtown
TOTAL EXPENDITURE PLANNED BY APPLICANT UNDER SUBJECT PROJECT	± \$104,500



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

**Cornwall Planning Programs Evaluation Group (CPPEG)**

**File Number: HOTC#2020-05 Addendum**

**Applicant: Robert & Michelle Chesebro**

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-01-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: December 21, 2020  
Subject: CPPEG Recommendation 117-119 Montreal Rd

**Purpose**

An addendum application by Robert & Michelle Chesebro at 117-119 Montreal Rd for HOTC funding assistance for an amount up to \$2,550. This request for funding is for interior renovations for a new business tenant fit-up.

**CPPEG Recommendation**

That HOTC#2020-05 funding request by Robert and Michelle Chesebro at 117-119 Montreal Rd, be accepted as follows:

Program 2 – Building Restoration & Improvement program in the amount of \$2,550 as a forgivable loan.





Document Title:	CPPEG Recommendation 117-119 Montreal Rd - 2020-01-PDR.docx
Attachments:	- Montreal Rd 117-119 2020-05.pdf
Final Approval Date:	Dec 17, 2020

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

**Mary Joyce-Smith - Dec 15, 2020 - 12:37 PM**

**Mark A. Boileau - Dec 15, 2020 - 3:10 PM**

**Maureen Adams - Dec 17, 2020 - 1:38 PM**

## HOTC PROGRAM FUNDING – TRACKING SHEET SUMMARY

### NOTES:

1. Excluding HST, unless otherwise stated
2. Figures are approximations based on estimates and, as a result, are subject to some change

SUBJECT SITE	HOTC #2020-05 Addendum	117-119 Montreal Rd
REVIEW GROUP	DATE REVIEWED	
CPPEC	December 10, 2020	
PAC	December 21, 2020	
COUNCIL	January 11, 2021	

REVIEW GROUP	TOTAL AMOUNT REQUEST BY APPLICANT	TOTAL AMOUNT RECOMMENDED BY REVIEW GROUP
CPPEG	At least \$2,550(estimated)	At least \$2,550(estimated)
PAC		
COUNCIL		

BREAKDOWN OF AMOUNT BY PROGRAM TYPE (\$)								
REVIEW GROUP	1 HOTC Rehab. & Redev. Grant	2 Building Restoration and Improv. Grant	3 Project Feasibility Study Grant	4 Façade Improv. & Sign Grant		5 Mun. Plan./Dev. Fees Grant	6 Discret. Mun. Tipping Fee Grant	7 Parking & Landscape Enhancement Program
				Façade	Sign			
CPPEC	N/A	\$2,550		N/A	N/A	Actual	Actual	N/A
PAC	N/A	\$16,261	\$3,000	N/A	N/A			N/A
COUNCIL	N/A	\$16,261	\$3,000	N/A	N/A			N/A

CONDITIONS (YES/NO)	Funding based on program guidelines Property located in Priority Area
COMMENTS	To renovate the building for a new tenant fit-up. New plumbing required
TOTAL EXPENDITURE PLANNED BY APPLICANT UNDER SUBJECT PROJECT	± \$5500

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

**Cornwall Planning Programs Evaluation Group (CPPEG)**

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-05-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: December 21, 2020  
Subject: HOTC and Brownfield Terms of Reference

**Purpose**

To identify and adopt a Formal Terms of Reference for the Cornwall Planning Programs Evaluation Group (CPPEG) and to identify a General Liaison role for the Group, as recommended by CPPEG at the regular meeting of October 15, 2020.

**CPPEG Recommendation**

Based on the proceeding, it is recommended that PAC approve the following:  
HOTC and Brownfield Terms of Reference

**1. Committee Purpose**

To receive, review and make recommendations for action on both Brownfields and Heart of the City (HOTC) Funding Application requests, to the Planning Advisory Committee/Council.

**2. Responsibilities**

The primary role for CPPEG, as a working group, is set out in the Cornwall Brownfields and HOTC CIP's and states:

"The working group is mandated to evaluate and recommend applications for approval or otherwise to the City of Cornwall Planning Advisory Committee



(PAC). Final approval of applications or other significant matters requiring Council approval, will then be recommended to Council by PAC.”

In addition, the working group as a whole and/or by individually designated members can provide a liaison function with the public, other government agencies, non-government organizations (NGO's) and private sector landowners/developers and companies, for example, on the promotion and overall dissemination of both Cornwall Brownfields and HOTC initiatives.

The working group is responsible for proposing annual budget levels and associated budgeting strategies through staff and in consultation with the City's Finance Department.

The working group should report directly or through the Planning, Development & Recreation department, on any and all matters as it deems appropriate to PAC/Council that would have the effect of impacting on the municipality's implementation of its financial incentive programs. This can include Legislative changes that have the affect of altering C.I.P. program functions.

The working group may be periodically called upon to report to PAC/Council on trends, successes, challenges of both the Brownfields and HOTC initiatives.

As an Advisory Body, CPPEG may be involved in reporting on other related special Brownfields/Community Improvement matters, as assigned from time to time by PAC/Council.

### **3. Membership**

CPPEG is to be a broad-spectrum working group comprised of both City staff and Community representation. In each new working group, the membership is as follows:

- CPPEG Chair is the PAC Chair or a Council designate
- CPPEG Vice Chair is an internal elected position from the membership
- Secretary - Development Coordinator as Staff Resource is a non-voting member
- 6 specified staff members (automatic appointment to committee)
  - GM Planning, Development & Recreation
  - GM Financial Services
  - GM Infrastructure and Municipal Works
  - Division Manager Economic Development
  - Division Manager Planning
  - Municipal Assessor
- Member of Council
- Community group representatives (appointed by the subject community groups) DBIA, Heart of the City, Le Village BIA, Groupe Renaissance

- 1 community member at large (appointed by the Lay Appointments' Committee)

#### **4. Meetings**

CPPEG will meet once a month, or on an as-needed basis. The meetings may be in-person, by teleconference or electronically, e.g. Skype. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting to the Development Coordinator.

##### **4.1 Rules of Procedure**

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedural Bylaw and Committee System Policy.

#### **5. Term**

Members will serve on the working group for a four (4) year term in conjunction with Council.

#### **6. Quorum**

Quorum shall be a simple majority (50%+1) of the voting working group members present at a meeting. There are 13 members of CPPEG.

#### **7. Decision-making**

The working group shall strive to provide a clear recommendation to PAC with regards to each application reviewed. The working group will strive for consensus when making decisions. If consensus cannot be achieved, the working group members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to PAC.

#### **8. Confidentiality**

Grant applications and subsequent/submission and discussions at CPPEG meetings will be considered to be confidential. CPPEG members will be asked to sign a statement acknowledging the confidential nature of CPPEG work and will pledge to maintain that confidentiality.

#### **9. Minutes**

Minutes of each meeting will be taken to record the actions of CPPEG. City staff supporting the working group shall take minutes at the CPPEG meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the City's practice.

#### **10. Guests**

Applicants may be invited to attend meetings as a resource as required.

Document Title:	HOTC and Brownfield Terms of Reference - 2020-05-PDR.docx
Attachments:	
Final Approval Date:	Dec 17, 2020

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

**Mary Joyce-Smith - Dec 15, 2020 - 12:37 PM**

**Mark A. Boileau - Dec 15, 2020 - 3:27 PM**

**Maureen Adams - Dec 17, 2020 - 1:49 PM**

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

**Cornwall Planning Programs Evaluation Group (CPPEG)**

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2020-06-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: December 21, 2020  
Subject: Renaissance Terms of Reference

**Purpose**

To identify and adopt a Formal Terms of Reference for the Cornwall Planning Programs Evaluation Group (CPPEG) and to identify a General Liaison role for the Group, as recommended by CPPEG at the regular meeting of October 15, 2020

**CPPEG Recommendation**

Based on the proceeding, it is recommended that PAC approve the following:  
Renaissance Terms of Reference

**1. Committee Purpose**

To receive, review, evaluate applications for action of approval or otherwise for the Renaissance Housing Rehabilitation Program.

**2. Responsibilities**

The primary role for CPPEG is set out in the Renaissance Community Improvement Project Area Plan and states:

“Renaissance Group is a non-profit organization aimed at rejuvenating the City of Cornwall. With widespread long-term goals, the group has identified a specific area for the beginning of their work. The surrounding area,

containing Le Village, has been named Renaissance Project Area.” (p.1 Renaissance Community Improvement Project Area Plan)

“The proceeding Plan document articulates a series of initiatives, which are helping to form the groundwork for a long-term revitalization work program.” (p.1 Renaissance Community Improvement Project Area Plan)

The annual budget level is set by Council.

CPPEG should report directly or through the Planning Department, on any and all matters as it deems appropriate to PAC/Council that would have the affect of impacting on the municipality’s implementation of the Renaissance financial incentive program. This can include Legislative changes that have the affect of altering C.I.P. program functions.

## 2.1 Goals and Objectives of the Community Improvement Plan

The Community Improvement Plan is intended to set-out parameters under which government-level funds are to be expended, specifically for “Community Improvement” initiatives.

Under Section 28, “Community Improvement” is defined as meaning, “the planning or re-planning, design or redesign, re-subdivision, clearance, development or redevelopment, reconstruction and rehabilitation, or any of them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreation, institutional, religious, charitable or other uses, buildings, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary.”

## 3. Membership

CPPEG is to be a broad-spectrum working group comprised of both City staff and Community representation. In each new working group, the membership is as follows:

- CPPEG Chair is the PAC Chair or a Council designate
- CPPEG Vice Chair is an internal elected position from the membership
- Secretary - Development Coordinator as Staff Resource is a non-voting member
- 6 specified staff members (automatic appointment to committee)
  - GM Planning, Development & Recreation
  - GM Financial Services
  - GM Infrastructure and Municipal Works
  - Division Manager Economic Development

- Division Manager Planning
  - Municipal Assessor
- Member of Council
- Community group representatives (appointed by the subject community groups) DBIA, Heart of the City, Le Village BIA, Groupe Renaissance
- 1 community member at large (appointed by the Lay Appointments' Committee)

#### **4. Meetings**

CPPEG will meet once a month, or on an as-needed basis. The meetings may be in-person, by teleconference or electronically, e.g. Skype. If a member is not able to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting to the Development Coordinator.

##### **4.1 Rules of Procedure**

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Committee System Policy.

#### **5. Term**

Members will serve on the working group for a four (4) year term in conjunction with Council.

#### **6. Quorum**

Quorum shall be a simple majority (50%+1) of the voting working group members present at a meeting. There are 13 members of CPPEG.

#### **7. Decision-making**

CPPEG, through administering the Renaissance Program, shall strive to provide a clear recommendation of each application reviewed. The working group will strive for consensus when making decisions. If consensus cannot be achieved, the working group members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting.

#### **8. Confidentiality**

Grant applications and subsequent/submission and discussions at CPPEG meetings will be considered to be confidential. CPPEG members will be asked to sign a statement acknowledging the confidential nature of CPPEG work and will pledge to maintain that confidentiality.

## **9. Minutes**

Minutes of each meeting will be taken to record the actions of CPPEG. City staff supporting the working group shall take minutes at the CPPEG meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the City's practice.

## **10. Guests**

Applicants may be invited to attend meetings as a resource as required.



Document Title:	Renaissance Terms of Reference - 2020-06-PDR.docx
Attachments:	
Final Approval Date:	Dec 17, 2020

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

**Mary Joyce-Smith - Dec 15, 2020 - 12:36 PM**

**Mark A. Boileau - Dec 15, 2020 - 3:26 PM**

**Maureen Adams - Dec 17, 2020 - 1:47 PM**