

Agenda  
Planning Advisory and Hearing Committee

**Meeting #:** 1  
**Date:** Tuesday, February 16, 2021, 7:00 PM  
**Location:** Zoom  
  
**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**

1

That the Minutes of December 21, 2020 be approved.

**Business Arising from Minutes**

**Presentations**

Proposed First Draft Comprehensive Zoning By-law, City of Cornwall

A virtual presentation will be provided by WSP Consultants. The focus of the presentation is to submit the First Draft Zoning By-law document and Zoning MAP to the PAC for endorsement. The First Draft Zoning By-law was prepared in accordance with the recommendations set out in the Zoning Strategy Report (September 2020), which was presented to the PAC on September 21, 2020.

Please note: This presentation is not the Statutory Public Meeting item under Section 34 of the Planning Act, which will be provided later during the project process. Therefore, only questions and /or comments will be accepted from the PAC.

**1. Presentation – First Draft Comprehensive Zoning By-law and Zoning Map, 2021-32-Planning, Development and Recreation**

18

**Action Recommended**

- a. That PAC endorse the First Draft of the Zoning By-law document and Zoning Map prepared as part of the City's Comprehensive Zoning By-law Review and recommend same to Council.

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

There is no specific notice requirement for the presentation by WSP (non-Planning Act item), however, the First Draft Zoning By-law and Zoning Map are available for review on the City's website, and a virtual Public Open House and online survey was held from February 1 through February 14, 2021. Following PAC's review and endorsement of the First Draft Zoning By-law, a Second Draft Zoning By-law will be prepared and presented to the public at a Statutory Public Open House in Spring 2021.

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

None

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

None

**Other / New Business**

**1. CPPEG Recommendation 150 Pitt/26 Second St W, 2021-26-Planning, Development and Recreation**

42

**Action Recommended**

That HOTC#2021-03 funding request by 1727846 Ontario Inc at 150 Pitt St/ 26 Second St W, be accepted as follows:

Program 2 Building Restoration & Improvement Program in the amount of \$41,250

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 134 Montreal Rd, 2021-27-Planning, Development and Recreation** 47

Action Recommended

That HOTC#2021-04 funding request by Sarah Irwin & Shawn Smith at 134 Montreal Rd, be accepted as follows:

Program 2 Building Restoration & Improvement Program in the amount of \$3,000

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 213-217 Pitt St, 2021-28-Planning, Development and Recreation** 52

Action Recommended

That HOTC#2007-08 Addendum funding request by Marc & Christine Champagne at 213-217 Pitt St, be accepted as follows:

Program 3 Project Design Grant in the amount of \$3,000

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

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

**4. CPPEG Recommendation 780 Sydney St, 2021-29-Planning, Development and Recreation** 56

Action Recommended

That HOTC#2020-02 funding request by Wesleyan Church of Canada at 780 Sydney ST, be accepted as follows:

Program 3 Project Design Grant in the amount of \$2,000

(Outside the Priority Area, therefore 50% of the allowable amount)

Program 5 Municipal Planning/Development Fees Grant based on

actual costs

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

### **Information**

### **Next Scheduled Meeting**

The next scheduled PAC Meeting will be held on Monday, March 15th, 2021 or at the call of the Chair.

### **Note**

Any PAC recommendations resulting from this meeting will be considered at the Monday, February 22<sup>nd</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 #: 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

**Attendance  
Committee**

**Members:** Elaine MacDonald, Councillor, Chair  
Bernadette Clement, Mayor  
Carilyne Hébert, Councillor  
Claude E. McIntosh, Councillor  
Dean Hollingsworth, Councillor  
Eric Bergeron, Councillor (via Zoom)  
Glen Grant, Councillor  
Justin Towndale, Councillor (via Zoom)  
Syd Gardiner, Councillor  
Todd Bennett, Councillor  
Amanda Brisson, Lay Member  
Ronald Symington, Lay Member  
Maurice Dupelle, Councillor (via Zoom)

**Regrets:**

**Attendance  
Administration:** Mark A. Boileau, General Manager, Planning, Development  
and Recreation  
Ely Daniels, Administrative Assistant  
Kaveen Fernando, Development Planner  
Mary Joyce-Smith, Division Manager, Planning  
Dana McLean, Development Coordinator  
Lindsay Parisien, Development Planner (via Zoom)

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

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**1. Call Meeting to Order**

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

**2. Roll Call**

Roll call was conducted by Recording Secretary Ely Daniels.

**3. Declaration of Conflict of Interest**

None

**4. Adoption of Agenda**

Moved By: Bernadette Clement, Mayor  
Seconded By: Amanda Brisson

Motion to adopt the Agenda as presented.

Motion Carried

**5. Adoption of Minutes**

November 16, 2020 Planning Advisory and Hearing Committee Meeting

Moved By: Glen Grant, Councillor  
Seconded By: Syd Gardiner, Councillor

Motion to endorse the following Minutes as presented.

Motion Carried

**6. Business Arising from Minutes**

None

**7. Presentations**

None

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

PAC Secretary Mary Joyce-Smith advised that a public Notice was advertised in the Standard-Freeholder on Saturday, November 21<sup>st</sup>, 2020 covering a request to consider a Draft Plan of Subdivision, Belfort

Subdivision Phase 2, located east of Walton Street and Belfort Crescent, with a corresponding Zoning By-law amendment to lift a Hold (H) Category and rezone the lands from Manufacturing 20 with a Hold (MFR 20 H) to Residential 20 with site specific exceptions (RES 20 EXC). She added that the application was deferred prior to the November 2020 PAC meeting and that additional notices were sent out to PAC on November 18<sup>th</sup>, 2020. A 400' radius Letter Notice was also re-sent to landowners around the subject property on Friday, November 20<sup>th</sup>, 2020. She then invited Development Planner, Kaveen Fernando to provide a brief presentation on the Belfort Estates Subdivision Phase 2 for PAC and public discussion and final recommendation to Council.

**9. 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**

Development Planner Kaveen Fernando provided an overview of the Belfort Estates Subdivision Phase 2 application. He stated that Planning staff had reviewed the Draft Residential Plan of Subdivision and associated Rezoning applications along with all supporting documentation to facilitate Belfort Phase 2. In his review, he touched on how the proposal adheres to such general principles of sustainable land use planning, as promoted in the Provincial Policy Statement and the City's Official Plan document. He added that 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, revised in the Technical Report "A" attached to the report, and reiterated that the applicant would have to adhere to each of those conditions prior to Council granting final approval.

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

At this time, Chair Elaine MacDonald requested that a motion to move the recommendation be put forth followed by questions and discussion.

A motion was made to move the recommendation provided.

Moved By: Claude McIntosh, Councillor

Seconded By: Glen Grant, Councillor

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

Councillor Glen Grant asked for clarification with respect to Walton Street and whether it would be a dead end until the next phase of the development.

Development Planner Kaveen Fernando replied that Walton Street will be extended across the entire Phase 2 Subdivision, and the remaining easterly section of Walton Street to Danis Avenue is planned to be connected during Phase 3 of the development.

Councillor Claude McIntosh stated that Walton Street is a dead end right now and asked whether there would be enough room for municipal ploughs to manoeuvre through.

Development Planner Kaveen Fernando replied that the circular radius is wide enough for the ploughs to go through.

Councillor Dean Hollingsworth referred to the “Environmental Status” listed under “Other Technical Reports” on page 17 of the Agenda and asked for clarification as to whether the City would be liable if leaching from the nearby landfill site should occur in the future.

PAC Secretary Mary Joyce-Smith advised this application was circulated to the Ministry of the Environment and that the Planning Division must rely on their findings and commentary. She invited QP Carlos DaSilva to provide further clarifications.

Paterson Group Environmental QP, Carlos DaSilva replied that no concerns were identified in the reports by then consultant Akzo Nobel Chemicals. The bore holes completed in the area did not produce any concerns and everything complied. He added they are aware of the Fire Hall area having some issues but there is nothing of concern for the Phase 2 area. With respect to whether leaching will occur in the future, he responded “not likely”.



Councillor Dean Hollingsworth stated he would vote against the recommendation due to uncertainties regarding environmental issues that may occur in the area within the next 10 years.

Councillor Syd Gardiner said he was also hesitant to support the recommendation as he was not in favour of the wording used by the Ministry of Environment in their comments, “based on my review, it appears that the Developer has addressed...”. He reiterated that “it appears” needs more clarification.

PAC Secretary Mary Joyce-Smith replied that the Ministry of the Environment works with the evidence put forth by the QP, where the science is his domain. Senior Environmental Officer, Ms. Chalmers agrees with the information the QP has put forth to the Ministry.

QP, Carlos DaSilva also added that part of the responsibility of the developer is that if any findings are discovered during construction, they will be addressed and cleaned up. Part of their response to the Ministry of Environment was that there will be a soil management inspection as well as a ground water management inspection completed during construction to confirm that everything complies.

Claude McIntosh added that this project is being built on clean land and not on a landfill site. The former Courtaulds landfill site is further away and not on this property. Regarding concerns expressed about the possibility of leaching occurring from the nearby landfill site within the next 10 years, there is an order by the Ministry that the property will be cleaned up within 10 years, so there is no possibility that leachates will seep into the environment if the property is clean.

Mayor Bernadette Clément asked for clarification with respect to Akzo Nobel Chemicals (now Nouryon Chemicals) and how closely the developers are working with them.

QP, Carlos DaSilva replied that the consultants were given permission to drill bore holes on the land and that information had been shared with them. He added that the lots located close to the Fire Hall will have to be dealt with, all lots are developable, and they are working together to find solutions. They will be able to review the annual report that is produced through the filing of a Freedom of Information Request to the Ministry.

G.M. of Planning, Development & Park, Mark Boileau added that this is a Brownfield site and there are several Brownfield sites in the City which presently accommodate our recreational facilities. The City already has Residential development established on this former Brownfield site on Montreal Road. He concluded that the Ministry of the Environment is an organization not in the habit of easily approving and instead, they are stating that based on their review, there are no environmental issues identified by the QP or materials provided.

Elaine MacDonald added that she was reassured knowing that if anything should be discovered during the development, the Ministry would look after it until they were satisfied. She added it is wonderful to see such a vast piece of land being brought back into the City. She then asked if there were any questions from the public.

Cornwall resident Mr. Paul Robertson had concerns regarding increased traffic flows that will occur when the developer completes the eastern portion of Walton Street by providing a secondary access.

G.M. of Planning, Development & Park, Mark Boileau replied that initially there will be an increase in traffic flow, however, with the future implementation of the collector and the arterial roads, the traffic will be alleviated on Walton Street.

Mr. Marc Brisson clarified that they were advised by the Ministry of the Environment to extend south to Nick Kaneb Drive and connect to Montreal Road and reiterated that they did not want the development to extend north.

PAC Secretary Mary Joyce-Smith advised that she will have to confirm with the City's Traffic Engineer, Enrique Kamm as he is of the understanding that there will be a connection to Danis Street.

Following a further brief discussion, it was moved, that the recommendation be approved as listed below:

(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 the 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 approximatively 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

Moved By: Claude E. McIntosh, Councillor

Seconded By: Glen Grant, Councillor

Motion Carried

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

PAC Secretary Mary Joyce-Smith advised that Development Coordinator Dana McLean would provide a brief presentation for PAC discussion and final recommendation to Council with respect to the following (3) funding applications related CPPEG items. These were addressed in a different order than how they were reflected in the Agenda.

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

Development Coordinator Dana McLean advised this is an application by Robert & Michelle Chesebro at 117-119 Montreal Road requesting HOTC funding assistance in an amount up to \$2,550. She added that this request is for interior renovations for a new business tenant fit-up.

Following a review by CPPEG, it was moved to recommend to PAC:

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.

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

Dana McLean advised this is an application by Williamstown Mini Storage Inc. at 113 ½ Pitt Street 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.

Following a review by CPPEG, it was moved to recommend to PAC:

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 12-16 Second St W, 2020-04-Planning, Development and Recreation**

Dana McLean advised this is an application by Rothmar Holdings Inc. at 12-16 Second Street West 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.

Following a review by CPPEG, it was moved to recommend to PAC:

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.

Following a further brief discussion by the PAC, it was:

Recommended that CPPEG items # 1 through # 3 be approved and endorsed by the PAC, as proposed, and recommend same to Council.

Moved by: Mayor, Bernadette Clément

Seconded by: Glen Grant, Councillor

Motion Carried

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

Dana McLean advised that in January 2020 a requirement for an updated Terms of Reference for Brownfield was requested by the Clerk's office. The original Terms of Reference date back to 2000 and 2005. CPPEG started the review in February 2020 which later was disrupted and reviewed again in October 2020. Final revisions were done in December 2020 and put forth in the PAC Agenda of December 21, 2020.

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

Lay Member Ron Symington asked for clarification with respect to quorum and if comments or votes could be submitted in advance of a meeting.

Dana McLean replied that whether one is attending in person, or by zoom representation, they would be considered present at the meeting. As well, questions or votes can be received ahead of time.

Based on the proceeding, it was recommended that PAC approve the following, and recommend same to Council.

## 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.

Moved by: Carilyne Hébert, Councillor

Seconded by: Glen Grant, Councillor

Motion Carried

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

Based on the proceeding, it was recommended that PAC approve the following, and recommend same to Council.

#### 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.

##### 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.

Moved By: Carilyne Hébert, Councillor  
Seconded By: Syd Gardiner, Councillor

Motion Carried

**12. Information**

PAC Secretary Mary Joyce-Smith advised that the first draft of the City's Comprehensive Zoning By-law is progressing well and that an online video presentation/survey will be available on the City's website for a period of two weeks beginning February 1, 2021 through to February 14, 2021 for review and commentary.

**13. Next Scheduled Meeting**

PAC Secretary Mary Joyce-Smith advised that the next PAC meeting will most likely be held on Tuesday, February 16<sup>th</sup>, 2021 as no public meeting items had been received yet.

**14. 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.

**15. Adjournment:**

Motion to adjourn the Public Meeting of PAC at 8:30 p.m.

Moved By: Syd Gardiner, Councillor

Seconded By: Amanda Brisson, Lay Member

Motion Carried

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Councillor Elaine MacDonald, Chair

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

**File Number:**

**Applicant:**

Department: Planning, Development and Recreation

Division: Planning

Report Number: 2021-32-Planning, Development and Recreation

Prepared By: Ely Daniels, Administrative Assistant

Meeting Date: February 16, 2021

Subject: Presentation – First Draft Comprehensive Zoning By-law and  
Zoning Map

**Purpose**

The purpose of the meeting is for the PAC to receive the first draft of the Zoning By-law (January 2021) document and Zoning Map prepared as part of the City's Comprehensive Zoning By-law Review.

**Recommendation**

Based on the proceeding discussion, it is recommended:

- (a) That PAC endorse the First Draft of the Zoning By-law document and Zoning Map prepared as part of the City's Comprehensive Zoning By-law Review and recommend same to Council.



## Report Approval Details

Document Title:	Presentation of First Draft Comprehensive Zoning By-law - 2021-32-Planning, Development and Recreation.docx
Attachments:	- Final Draft - PAC Presentation_Feb 2021.pdf
Final Approval Date:	Feb 11, 2021

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

**Manon L. Levesque - Feb 11, 2021 - 11:10 AM**



# City of Cornwall Comprehensive Zoning By-law Review

First Draft Zoning By-law  
Planning Advisory Committee Meeting  
February 16, 2021

Nadia De Santi, MCIP, RPP  
Senior Project Manager

Anita Sott, MCIP, RPP  
Senior Planner

Kasper Koblauch, MCIP, RPP  
Bilingual Planner



# Overview

- 1 Review Process
- 2 Overview of First Draft Zoning By-law
- 3 Navigating the Zoning By-law
- 4 Key Changes
- 5 How Key Zoning Issues have been Addressed
- 6 Public Open House #3
- 7 Ongoing Community Engagement
- 8 Next Steps

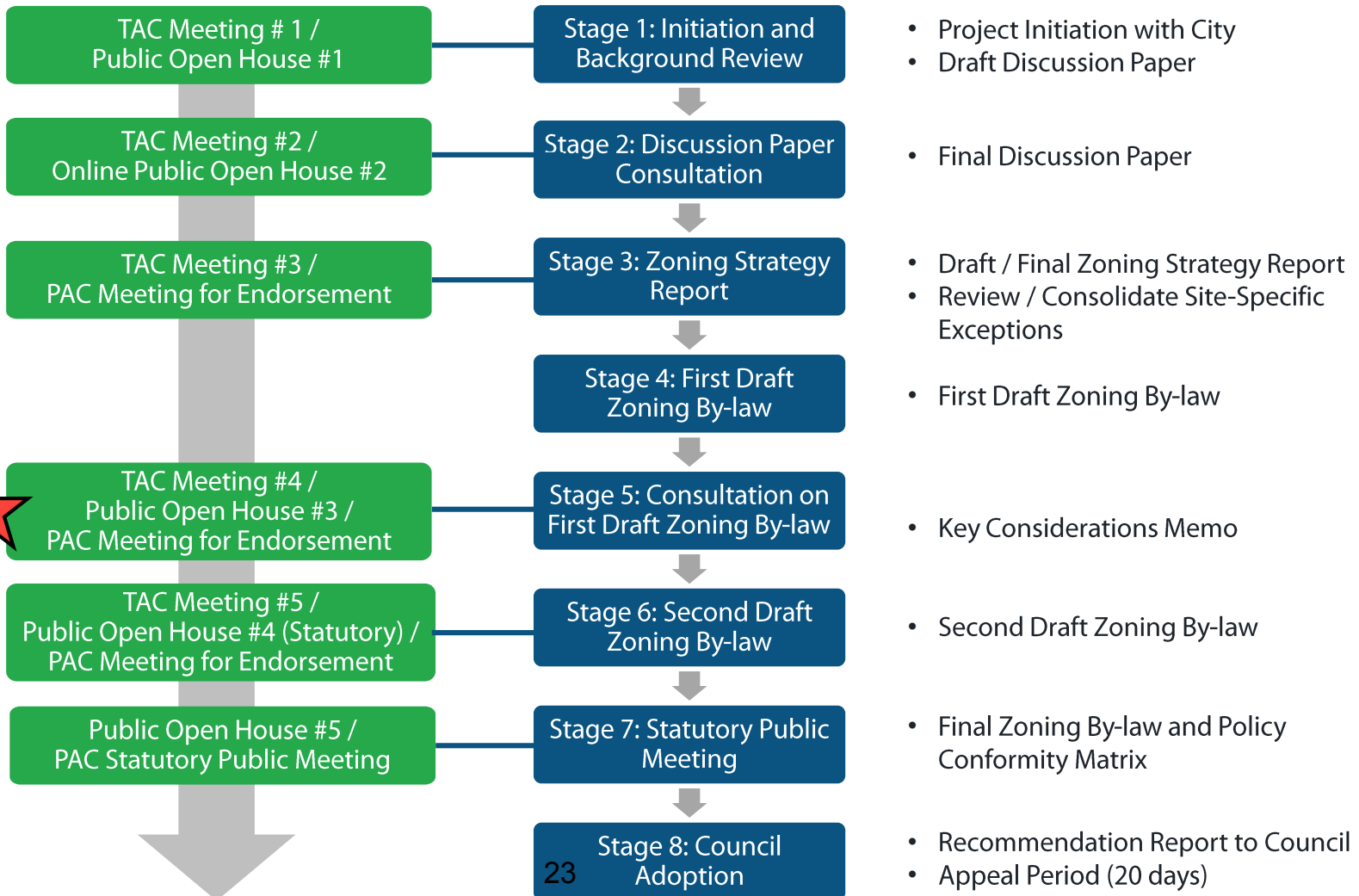
# Review Process

TAC – Technical Advisory Committee  
 PAC – Planning Advisory Committee

## ENGAGEMENT EVENTS

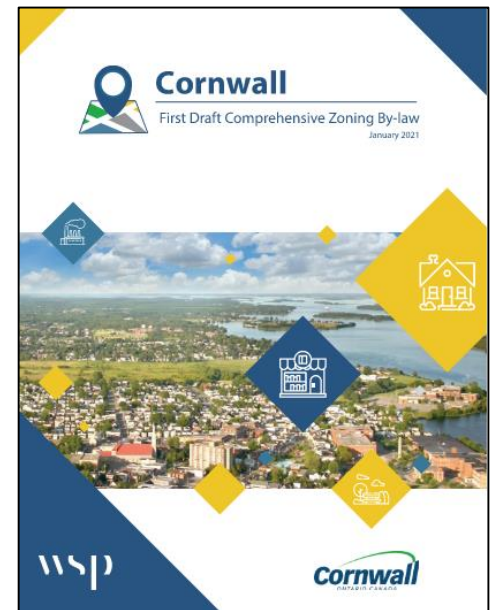
## ZONING BY-LAW REVIEW STAGES

## KEY TASKS



# Overview of First Draft Zoning By-law (January 2021)

- Available for review at [www.cornwall.ca/zoningreview](http://www.cornwall.ca/zoningreview)
- Prepared based on recommendations in the Zoning Strategy Report (September 2020)
- Section 1: Administration and Interpretation
- Section 2: Definitions
- Section 3: General Provisions
- Sections 4 to 29: Zones
- Section 5: Zoning Map



## 5

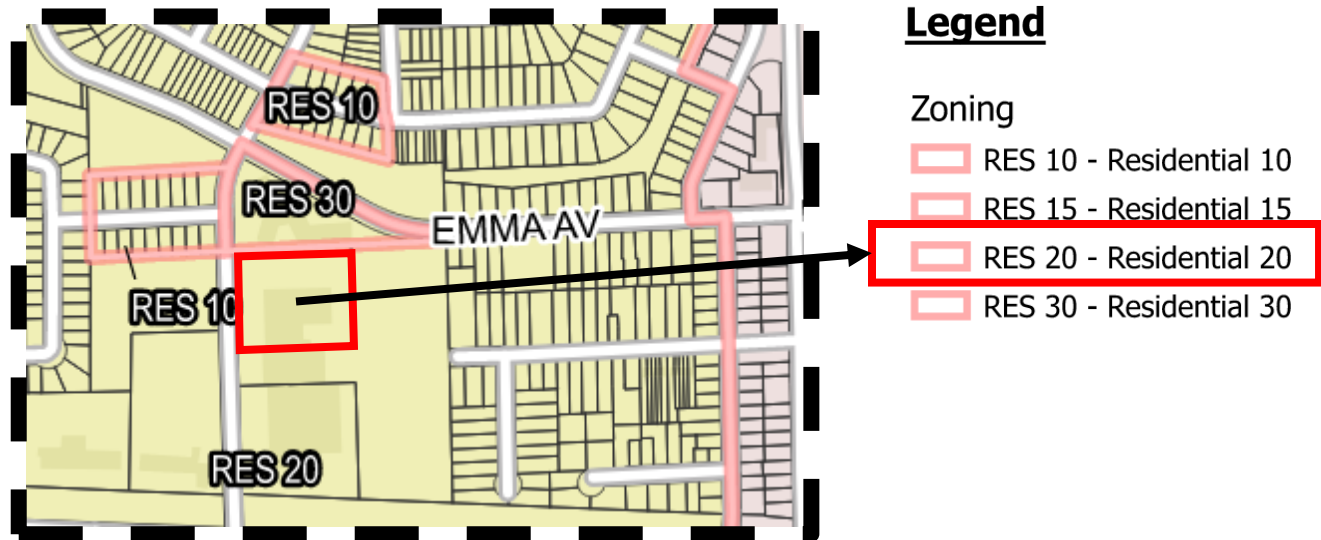
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# Navigating the Zoning By-law

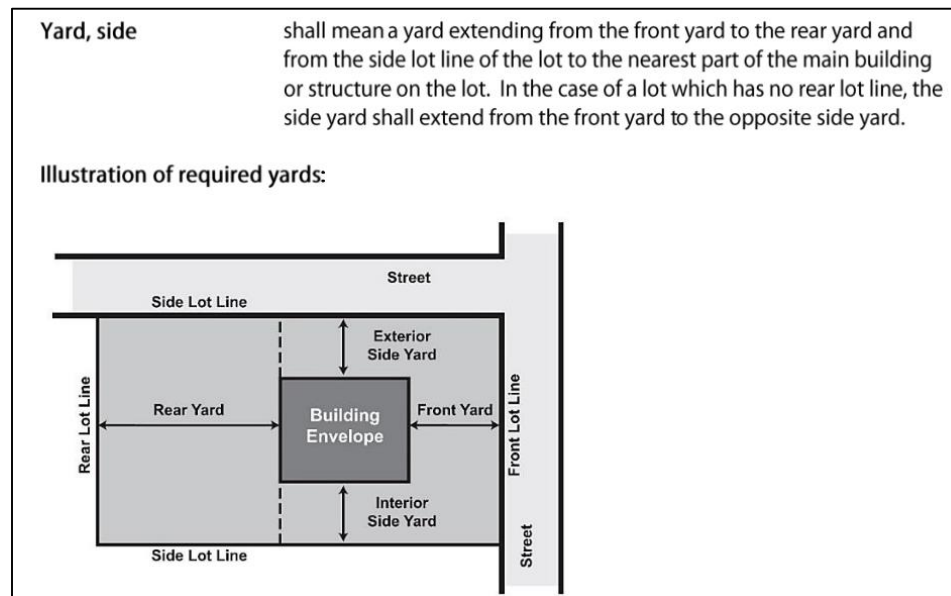
- 1 All properties within the City are shown on the First Draft Zoning Map and the legend indicates the applicable Zone.



- 2 Zone Provisions located in Sections 4 to 29.

# Navigating the Zoning By-law

- 3 Use Section 2: Definitions set out the precise meaning of a permitted use, or other zoning terms (e.g. side yard).



- 4 Section 3: General Provisions sets out provisions that apply to all zones or multiple zones.

# Key Changes

## Improved Document Format

- 1 Colour coded Sections, and Zone icons
- 2 Preamble included for each Zone
- 3 Permitted uses are simplified and alphabetized
- 4 Zone standards are organized in tables, with metric measurements
- 5 Site-specific exceptions are organized in a section under each Zone, and are numbered on the Zoning Map<sub>28</sub>

**1**

Section 5  
Residential 15 (RES 15) Zone

**2**

**5 Residential 15 (RES 15) Zone (Low Density)**

The Residential 15 (RES 15) Zone is intended to implement the low density policies of the Urban Residential Area designation in the Official Plan. This Zone generally permits housing forms including single-detached, semi-detached, and duplex dwellings, as well as some institutional uses.

All structures and buildings erected, altered or used in a RES 15 Zone shall comply with the regulations of this Section.

**3**

**5.1 Permitted Uses**

No building or part thereof and no land shall be used, caused to be used, or be permitted to be used for purposes other than:

- Community centre
- Dwelling, duplex
- Dwelling, semi-detached
- Dwelling, single-detached
- Hospital
- Place of worship
- School

**4**

**5.2 Zone Standards**

Provision	Requirement			
	Single-detached Dwelling	Semi-detached Dwellings	Duplex Dwelling	Other Permitted Uses
a) Minimum Lot Frontage				
i. Where both public water supply and sanitary sewers are available	15 m	18 m (9 m per dwelling unit)	15 m	15 m
ii. Where either public water supply or sanitary sewers are available, but not both	20 m	30 m	30 m	20 m

City of Cornwall Comprehensive Zoning By-law | First Draft  
January 2021 91

**5**

**5.4 Exception Zones**

Note: Exception Zones are currently under review and will be made available in the Second Draft Zoning By-law



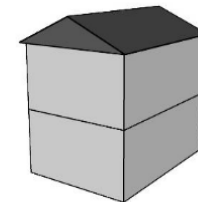
# Key Changes

## Definitions and Illustrations

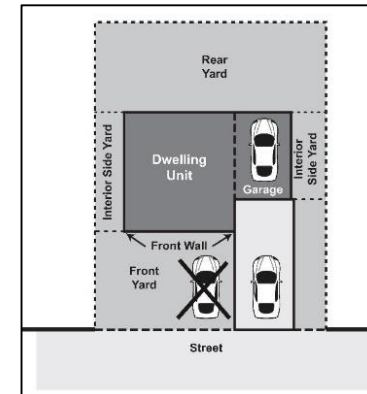
- Section 2, the Definitions section of the Zoning By-law, has been revised to better explain different terms used in the document
  - Every permitted use listed under the Zones is defined
  - Some definitions have illustrations:

Dwelling, duplex

shall mean a residential building divided horizontally into two dwelling units.



- Section 3, the General Provisions section, also includes illustrations for certain provisions (e.g. where vehicle parking is not permitted)



# Key Changes

## Zones

- First Draft Zoning By-law contains 26 Zones, down from 32

### Deleted Zones

Commercial 42 (COM 42)

Special Uses 99 (SPU 99)

### Consolidated Zones

#### Previous

Commercial 10 / 11 / 12  
(COM 10 / 11 / 12)

Manufacturing 10 / 20  
(MFR 10 / 20)

Manufacturing 30 / 40  
(MFR 30 / 40)

#### Proposed

General Commercial (GC)

Employment Area Light  
(EAL)

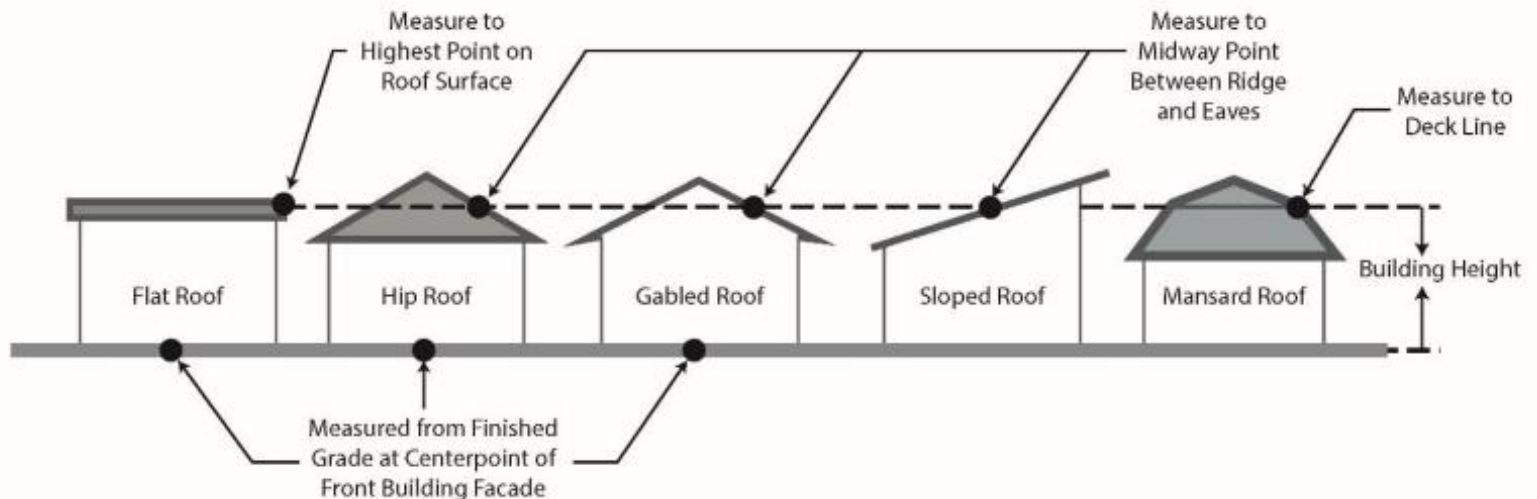
Employment Area  
General (EAG)

- 10 other Zones renamed; 13 other Zones maintained

# Key Changes

## Maximum Building Heights

- City's Zoning By-law No. 751-1969 regulates building heights in a variety of ways
- Each Zone in the new First Draft Zoning By-law has been updated with a maximum building height standard
- The definition of “building height” has been updated with an illustration that shows how building height is measured




# Key Changes

## Maximum Building Heights

- City staff are undertaking a detailed review of the proposed max. building height standards
- We are seeking feedback from the PAC and the public on the appropriateness of the proposed max. building height standards
- Some adjustments are anticipated as a result of PAC, public, and City staff feedback

h) Maximum Building Height	10 m
----------------------------	------

	
Provision	Requ
	Single-detached Dwelling
b) Minimum Lot Area	
i. Where both public water supply and sanitary sewers are available	464 m <sup>2</sup>
ii. Where either public water supply or sanitary sewers are available, but not both	696 m <sup>2</sup>
iii. Where neither public water supply nor sanitary sewers are available	2,788 m <sup>2</sup>
c) Minimum Front Yard Setback	6 m
d) Minimum Interior/Side Yard Setback	1.5m
e) Minimum Exterior Side Yard	6 m
f) Minimum Rear Yard Setback	10 m
g) Maximum Lot Occupancy	35% (all main buildings)
h) Maximum Building Height	10 m
4.3 Additional Provisions	
Reserved for future use.	
4.4 Exception Zones	

# Key Changes

## Accessory Uses, Buildings, and Structures

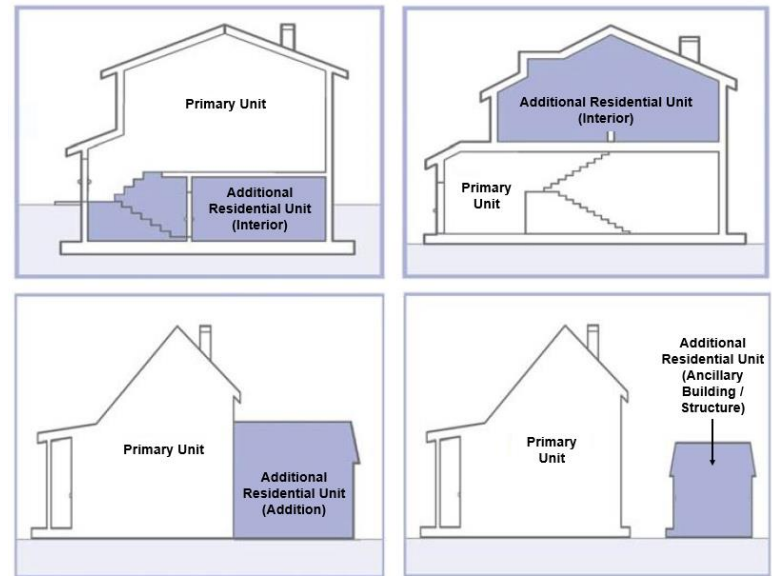
- City's Zoning By-law No. 751-1969 contains general provisions for accessory uses, buildings, and structures, as well as other provisions under each Zone
- Some existing provisions are inconsistent, such as maximum building height
- The new First Draft Zoning By-law consolidates all provisions for accessory uses, buildings and structures under Section 3.1, organized in a table

Provision	Requirement			
	Residential, Institutional, and Open Space Zones	Commercial and Special Uses Zones	Employment Zones	Agricultural Zones
a) Maximum height	Residential uses: 4.6 m or 1 storey	4.6 m or 1 storey	Same as main building	Agricultural and other permitted uses: No restriction
	Other permitted uses: No restriction			Residential uses: Same as for Residential Zones

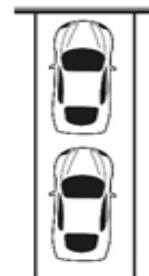
# How Key Zoning Issues Are Addressed

## Additional Residential Units

- Permitted in all detached, semi-detached, and row (town) houses, and in a building or structure ancillary to these housing types (e.g. detached garage)
- Require a Building Permit, and must comply with the Ontario Building Code, Fire Code, the City's Zoning By-law, and other City by-laws
- Require one (1) parking space for each additional residential unit, which may be provided through tandem parking



Source: Adapted from MMAH, 2019



# How Key Zoning Issues Are Addressed

## Community Gardens

- Permitted on public or private lands in all Residential, Commercial, Institutional, Open Space and Rural Zones
- Also permitted in Employment Zones, subject to minimum distance separation requirements
- Restrictions apply on lands in the floodplain, and within proximity to a waterbody, stormwater management facility, and Provincially Significant Wetland



Source: Town of Bridgewater, NS, 2018



# How Key Zoning Issues Are Addressed

## Tiny Homes

- The First Draft Zoning By-law maintains the approach of the City's existing Zoning By-law and does not require a minimum size for dwelling units in any Zone. This means that dwellings of any size, including a tiny home, would be permitted provided other zoning provisions are met (e.g. minimum lot area, setbacks).
- Tiny homes require a Building Permit, and must comply with the Ontario Building Code, Fire Code, the City's Zoning By-law, and other City by-laws.



Source: MMAH, 2019



# How Key Zoning Issues Are Addressed

## Pop-up Shops

- Pop-up shops, or “temporary sales uses”, are permitted, subject to licensing requirements:
  - In community or conference centres, hotels / motels, Commercial Zones where retail sales are permitted, parks and open spaces, performance and exhibition spaces, recreational and athletic facilities, schools, temporary markets, and associated parking lots.
  - In temporary structures and tents, including marine (shipping) containers.
  - For a duration to be determined on a case-by-case basis.

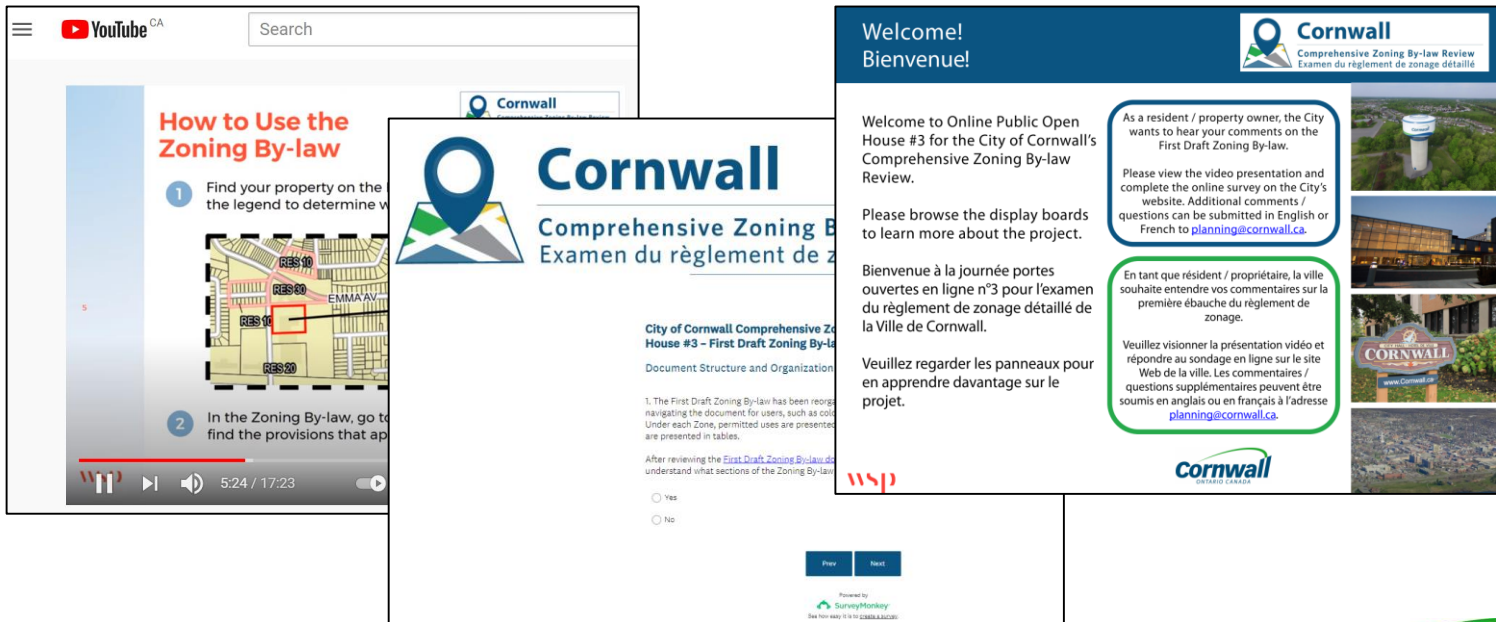


SWS Pop Up Village, Wallace Bay,  
Muskoka, ON

# Public Open House #3

- Online Public Open House #3 was held from Monday, February 1 to Sunday, February 14, 2021 on the City's website and included:
  - Video presentation + transcript
  - Display Boards
  - Online survey

18



The collage consists of three overlapping screenshots from the City of Cornwall's website. The leftmost screenshot is a YouTube video player showing a video titled "How to Use the Zoning By-law" with a map of Cornwall. The middle screenshot is a document titled "Cornwall Comprehensive Zoning By-law Examen du règlement de zonage détaillé" showing the "Document Structure and Organization" section. The rightmost screenshot is a "Welcome! Bienvenue!" page for the "Online Public Open House #3 for the City of Cornwall's Comprehensive Zoning By-law Review". It includes instructions for residents to complete an online survey and provides a link to the survey.

# Ongoing Community Engagement

- Project Website Updates:

[www.cornwall.ca/zoningreview](http://www.cornwall.ca/zoningreview)

- Public comments directed to [planning@cornwall.ca](mailto:planning@cornwall.ca)
- Future POHs and milestones to be shared through:



Project website



Twitter, Facebook, Instagram  
@CityofCornwall



Newspaper notices  
(Standard-Freeholder,  
Seaway News, The Seeker)



Community bulletins

# Next Steps

- “As We Heard It” Summary memo on Online Public Open House #3 survey responses (March 1, 2021)
- Second Draft Zoning By-law (Spring 2021)
- Statutory Public Open House (Spring 2021)

# Thank you.

## Questions? Comments?

**City Contact:**

Mary C. Joyce-Smith, MCIP, RPP  
Division Manager of Planning  
City of Cornwall/Ville de Cornwall  
Tel: 613-930-2787 ext/poste: 2335



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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-26-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: February 16, 2021  
Subject: CPPEG Recommendation 150 Pitt/26 Second St W

Cornwall Planning Programs Evaluation Group (CPPEG)  
File Number: HOTC#2021-03  
Applicant: 1727846 Ontario Inc

**Purpose**

An application by 1727846 Ontario Inc at 150 Pitt St/ 26 Second St W for HOTC funding assistance in an amount up to \$41,250. This request for funding is to renovate the exterior and interior of 150 Pitt St, new windows & doors of the façade.

**CPPEG Recommendation**

That HOTC#2021-03 funding request by 1727846 Ontario Inc at 150 Pitt St/ 26 Second St W, be accepted as follows:

Program 2 Building Restoration & Improvement Program in the amount of \$41,250

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 150 Pitt-26 Second St W - 2021-26-PDR.docx
Attachments:	- Pitt St 150-26 Second St W photos.pdf - Pitt St 150 2021-03.pdf
Final Approval Date:	Feb 10, 2021

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

**Mary Joyce-Smith - Feb 9, 2021 - 2:20 PM**

**Mark A. Boileau - Feb 9, 2021 - 4:22 PM**

**Maureen Adams - Feb 10, 2021 - 3:20 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 #2021-03 150 Pitt St/26 Second St W
REVIEW GROUP	DATE REVIEWED
CPPEC	February 9, 2021
PAC	February 16, 2021
COUNCIL	March 8, 2021

REVIEW GROUP	TOTAL AMOUNT REQUEST BY APPLICANT	TOTAL AMOUNT RECOMMENDED BY REVIEW GROUP
CPPEG	At least \$41,250(estimated)	At least \$41,250(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	\$21,750	\$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 businesses in the downtown Previous file #2014-07 Cornwall Bingo Centre
TOTAL EXPENDITURE PLANNED BY APPLICANT UNDER SUBJECT PROJECT	± \$104,500



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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-27-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: February 16, 2021  
Subject: CPPEG Recommendation 134 Montreal Rd

Cornwall Planning Programs Evaluation Group (CPPEG)  
File Number: HOTC#2021-04  
Applicant: Sarah Irwin & Shawn Smith

**Purpose**

An application by Sarah Irwin & Shawn Smith at 134 Montreal Rd for HOTC funding assistance in an amount up to \$3,000. This request for funding is for the purchase and installation of A/C units for new residential units.

**CPPEG Recommendation**

That HOTC#2021-04 funding request by Sarah Irwin & Shawn Smith at 134 Montreal Rd, be accepted as follows:

Program 2 Building Restoration & Improvement Program in the amount of \$3,000  
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 134 Montreal Rd - 2021-27-PDR.docx
Attachments:	- Montreal Rd 134 2021-04 Att.pdf - Montreal Rd 134 2021-04 photos.pdf
Final Approval Date:	Feb 10, 2021

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

**Mary Joyce-Smith - Feb 9, 2021 - 2:22 PM**

**Mark A. Boileau - Feb 9, 2021 - 4:23 PM**

**Maureen Adams - Feb 10, 2021 - 3:35 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 #2021-04 134 Montreal Rd
REVIEW GROUP	DATE REVIEWED
CPPEC	February 9, 2021
PAC	February 16, 2021
COUNCIL	March 8, 2021

REVIEW GROUP	TOTAL AMOUNT REQUEST BY APPLICANT	TOTAL AMOUNT RECOMMENDED BY REVIEW GROUP
CPPEG	At least \$5,000(estimated)	At least \$5,000(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	\$5,000	N/A	N/A	N/A	Actual	Actual	N/A
PAC	N/A		N/A	N/A	N/A			N/A
COUNCIL	N/A		N/A	N/A	N/A			N/A

CONDITIONS (YES/NO)	Funding based on program guidelines Property located in Priority Area
COMMENTS	To provide AC units for the new residential units
TOTAL EXPENDITURE PLANNED BY APPLICANT UNDER SUBJECT PROJECT	± \$10,000



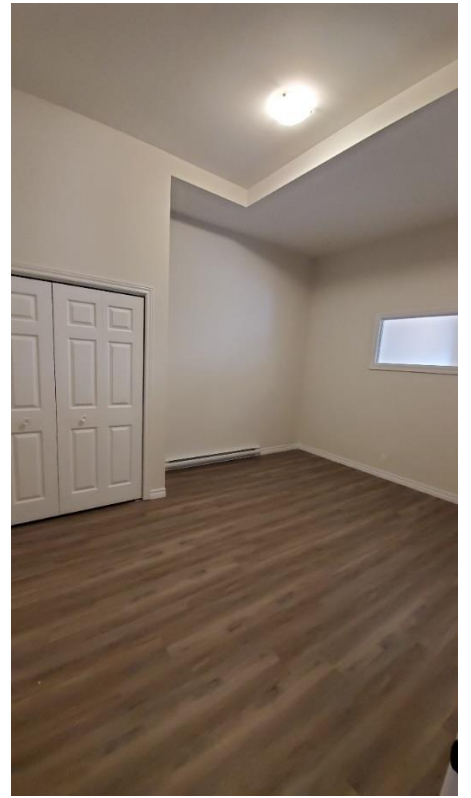
134 Montreal Rd HOTC#2021-04



Before









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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-28-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: February 16, 2021  
Subject: CPPEG Recommendation 213-217 Pitt St

Cornwall Planning Programs Evaluation Group (CPPEG)  
File Number: HOTC#2007-08 Addendum  
Applicant: Marc & Christine Champagne

**Purpose**

An addendum application by Marc & Christine Champagne at 213-217 Pitt St for HOTC funding assistance in an amount up to \$3,000. This request for funding is for design fees required to prepare the drawings/plans for the submission of a building permit application.

**CPPEG Recommendation**

That HOTC#2007-08 Addendum funding request by Marc & Christine Champagne at 213-217 Pitt St, be accepted as follows:

Program 3 Project Design Grant in the amount of \$3,000  
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 213-217 Pitt St - 2021-28-PDR.docx
Attachments:	- Pitt St 213-217 2007-08 photos.pdf - Pitt St 213-217 2007-08 add Att.pdf
Final Approval Date:	Feb 10, 2021

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

**Mary Joyce-Smith - Feb 9, 2021 - 2:23 PM**

**Mark A. Boileau - Feb 9, 2021 - 4:34 PM**

**Maureen Adams - Feb 10, 2021 - 3:38 PM**

213-217 Pitt HOTC#2007-08 Addendum



## 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 #2007-08 Addendum 213-217 Pitt St
REVIEW GROUP	DATE REVIEWED
CPPEC	February 9, 2021
PAC	February 16, 2021
COUNCIL	March 8, 2021

REVIEW GROUP	TOTAL AMOUNT REQUEST BY APPLICANT	TOTAL AMOUNT RECOMMENDED BY REVIEW GROUP
CPPEG	At least \$3,000(estimated)	At least \$3,000(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	N/A	\$3,000	N/A	N/A	Actual	Actual	N/A
PAC	N/A	N/A		N/A	N/A			N/A
COUNCIL	N/A	N/A		N/A	N/A			N/A

CONDITIONS (YES/NO)	Funding based on program guidelines Property located in Priority Area
COMMENTS	Design fees for a new façade
TOTAL EXPENDITURE PLANNED BY APPLICANT UNDER SUBJECT PROJECT	± \$6,000



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

Department: Planning, Development and Recreation  
Division: Planning  
Report Number: 2021-29-Planning, Development and Recreation  
Prepared By: Dana McLean, Development Coordinator  
Meeting Date: February 16, 2021  
Subject: CPPEG Recommendation 780 Sydney St

Cornwall Planning Programs Evaluation Group (CPPEG)  
File Number: HOTC#2020-02  
Applicant: Wesleyan Church of Canada

**Purpose**

An application by Wesleyan Church of Canada at 780 Sydney St for HOTC funding assistance in an amount up to \$2,000. This request for funding is for the design fees for the Engineered plans required for Site Plan Control and Building Permit applications, for a revised parking area.

**CPPEG Recommendation**

That HOTC#2020-02 funding request by Wesleyan Church of Canada at 780 Sydney ST, be accepted as follows:

Program 3 Project Design Grant in the amount of \$2,000  
(Outside the Priority Area, therefore 50% of the allowable amount)  
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 780 Sydney St - 2021-29-PDR.docx
Attachments:	- Sydney St 780 2020-02 photos.pdf - Sydney St 780 2020-02 Att.pdf
Final Approval Date:	Feb 10, 2021

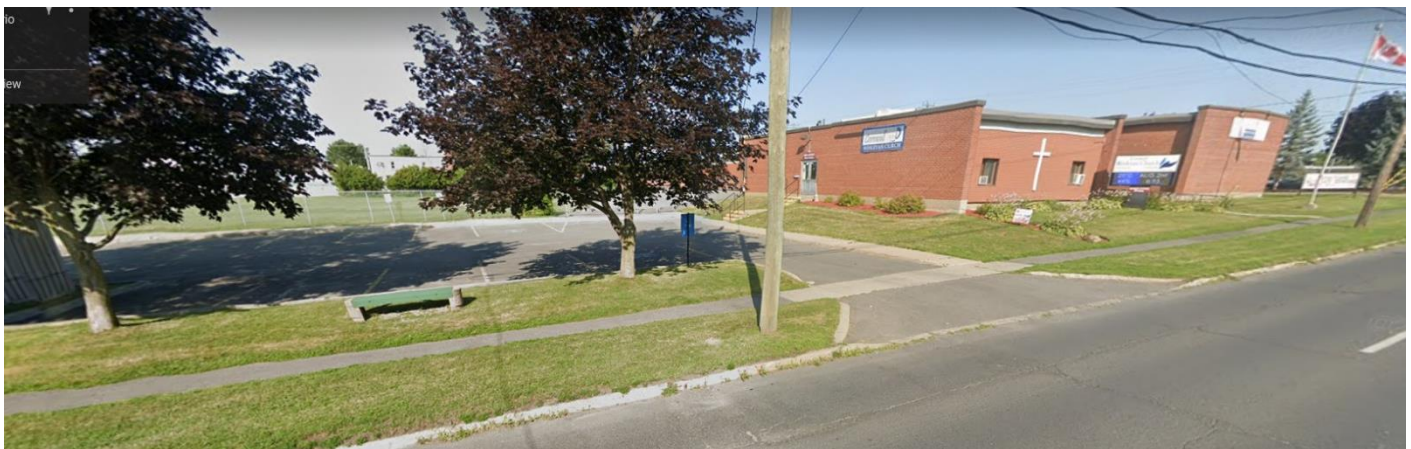
This report and all of its attachments were approved and signed as outlined below:

**Mary Joyce-Smith - Feb 9, 2021 - 2:23 PM**

**Mark A. Boileau - Feb 10, 2021 - 3:52 PM**

**Maureen Adams - Feb 10, 2021 - 4:01 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 #2020-02      780 Sydney St
REVIEW GROUP	DATE REVIEWED
CPPEC	February 9, 2021
PAC	February 16, 2021
COUNCIL	March 8, 2021

REVIEW GROUP	TOTAL AMOUNT REQUEST BY APPLICANT	TOTAL AMOUNT RECOMMENDED BY REVIEW GROUP
CPPEG	At least \$4,000(estimated)	At least \$4,000(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	N/A	\$4,000	N/A	N/A	Actual	Actual	Future
PAC	N/A	N/A		N/A	N/A			
COUNCIL	N/A	N/A		N/A	N/A			

CONDITIONS (YES/NO)	Funding based on program guidelines Property located in Priority Area
COMMENTS	Design fees to change parking area; subject to Site Plan Control
TOTAL EXPENDITURE PLANNED BY APPLICANT UNDER SUBJECT PROJECT	± \$8,000