



**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