



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

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 21st, 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 18th, 2020. A 400' radius Letter Notice was also re-sent to landowners around the subject property on Friday, November 20th, 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 16th, 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 25th, 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

Councillor Elaine MacDonald, Chair