



Minutes

Planning Advisory and Hearing Committee

Meeting #: 2022-01
Date: Tuesday, April 19, 2022, 7:00 PM
Location: Cornwall Civic Complex, 100 Water Street East, Cornwall, Ontario, K6H 6G4, Salon B, Lower Level

Attendance
Committee
Members:

Dean Hollingsworth, Councillor
Ronald Symington, Lay Member
Denis Carr, Councillor
Justin Towndale, Councillor
Claude McIntosh, Councillor
Syd Gardiner, Councillor
Maurice Dupelle, Councillor
Elaine MacDonald, Councillor
Glen Grant, Mayor

Regrets: Amanda Brisson, Lay Member
Todd Bennett, Councillor
Eric Bergeron, Councillor
Carilyne Hébert, Councillor

Attendance
Administration:

Mark A. Boileau, General Manager, Planning, Development and Recreation
Mary Joyce-Smith, PAC Secretary and Div. Manager of Planning Services
Lindsay Parisien, Senior Planner
Alex Gatien, Development Planner
Dana McLean, Development Coordinator

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

1. Call to Order

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

2. Roll Call

Roll Call was conducted by PAC Secretary Mary Joyce-Smith.

3. Disclosures of Interest

None

4. Adoption of Agenda

Moved By: Glen Grant, Councillor

Seconded By: Maurice Dupelle, Councillor

The following Agenda is being presented for adoption as presented.

Motion Carried

5. Adoption of Minutes

Moved By: Syd Gardiner, Councillor

Seconded By: Ronald Symington, Lay Member

That the Minutes of November 15, 2021, be approved with amendments under the following headings:

-Regrets: The name of former Mayor Bernadette Clement be withdrawn.

-Attendance of Committee Members: The Mayor's title be reflected.

-Attendance of Administration: The names of Division Manager, Mary Joyce-Smith and Development Planner, Alex Gatien be added.

Motion to Amend Carried

6. Business Arising from Minutes

None

7. Presentations

1. **Presentation of updated Parkland Dedication and Site Plan Control By-laws, 2022-48-Planning, Development and Recreation**

Alex Gatien provided an overview of the Draft Parkland Dedication By law. He spoke of the province's Parkland Dedication process, the city's current Parkland Dedication By law, the reasons for its' update, what is being proposed for the new By-law, and the next steps. He advised that the Planning Act authorizes municipalities to adopt a bylaw that requires the conveyance of land for park purposes for the development and/or redevelopment of land. New development and/or redevelopment increases the need for recreational facilities particularly in residential developments, and this is the primary need for municipalities to acquire parkland. He provided detailed information on the Parkland conveyance requirement (percentage) amounts for different types of developments or uses. Most parkland dedication bylaws give exemptions for non profit institutional use and are generally not required for public sector projects.

The Planning Act also allows municipalities to collect the equivalent value of Cash in Lieu Parkland when appropriate, which can also be combined with the dedication of land at the municipality's discretion. Cash in Lieu is often used for commercial or industrial developments or in residential developments for parkland. In cases where a park does not meet the city's criteria; either too small, irregularly shaped, etc., the city would take the funds and use them to either improve existing parks or acquire new parks.

Cornwall's current Parkland Dedication By-law only applies to residential developments in certain zones. With the adoption of the new Zoning Bylaw in February 2022, some of the former zones no longer exist, which makes the use of the by-law unclear. The city's current By-law also requires Parkland dedication for only residential developments, and completely exempts commercial, institutional and/or industrial development. It has also been typically used for subdivisions and sometimes for multi-family developments and does not have a clear criterion for what the city accepts for Parkland Dedication, or under what conditions it accepts Cash-in-Lieu. As

part of the Covid 19 Economic Recovery Act, changes were made to the Planning Act requiring municipalities to adopt a new Parkland Dedication By-law by September 2022 to continue receiving Cash in Lieu. The city's current by-law does not reflect this change, and therefore needs to be updated. The current by-law is also based on zones rather than on uses which makes it unclear and does not make full use of the powers authorized by the Planning Act.

The most significant change is that it also introduces Parkland Dedication requirements for commercial and industrial uses, as well as some institutional uses. It will clearly establish how and when the value of Cash in Lieu Parkland Dedication is calculated whereas the current by-law is unclear. Changes will provide exemptions for certain types of developments such as public sector, most institutional, as well as agricultural use projects, and allow reductions in affordable rental units and non-profit developments. The new by-law will set clear criteria for what lands are acceptable for Parkland Dedication based on the city's Official Plan Policies and will establish when the city would accept either Cash in Lieu or a combination of Cash in Lieu and Land Dedication. Cash in Lieu rate requirement details for the various types of development uses, and how the new by law establishes the value calculated were provided.

He advised that the next steps will be to embark on a public consultation process, as the Planning Act requires municipalities to conduct public consultations prior to adopting a new Parkland Dedication By-law. He added that the draft by law has been reviewed by the consulting firm Watson & Associates Economists Ltd. and the city's legal counsel, who recommended some changes to optimize it. In closing, Planning staff will submit the draft by law for a second review to ensure compliance with the Planning Act and Parkland Dedication best practices.

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

Mayor Glen Grant asked in which reserves will the funds get distributed and whether the rate percentage amounts will be provided during the public consultation process.

PAC Secretary, Mary Joyce-Smith replied that the funds will go into Parkland Reserves and get administered through the city's Engineering Department who recognizes parkland and improvements needed. She added that Jamie Fawthrop, Division Manager of the Recreation Department will also have input as to how the funds get distributed.

General Manager of Planning, Development and Recreation, Mark Boileau added the city's Recreational Master Plan speaks of improvements needed in parks. He added that enhancements to park playgrounds usually occur every second year. This new by-law will bring the rate to where it should be, and the city will be able to accomplish more in less time. The Planning Act allows for what is being proposed, and it is fair. He added that the rates will absolutely be part of the public consultation process, and expects that there will be some concerns, much like those received when Development Charges were introduced.

Development Planner Lindsay Parisien provided a brief presentation on the updated Draft Site Plan Control By-law and overview of the Site Plan Control approval process; what the control process looks like, when it is triggered, how applications are reviewed, as well as examples of Site Plans throughout the city that have undergone this process.

She described how a Site Plan Control is a planning tool that the city uses to evaluate site elements; building location, where it is on the property itself, what the property lines setbacks are, landscaping features, site servicing, lot grading, etc. These work in conjunction with the Provincial Legislation on the city's Official Plan goals and policies, Zoning standards, as well as the Ontario Building Code requirements for certain types of development proposals throughout the city. The city shall continue to use a Site Plan Control By-law and Site Plan Agreements in accordance with the Planning Act.

This Site Plan Control By-law shall apply to specific types of development in all land use designations except for single detached residential developments and major open public space. She added that the intent of the new bylaw will be to designate the whole city as a Site Plan Control area due to the update of the city's recent Zoning

By-law, which includes new zone classifications, permitted uses and definitions. These updates necessitate changes to the current Site Plan Control By-Law to bring the document into conformity. Site Plan Control will be triggered for all new non-residential development and/or redevelopment or additions larger than 150 sq. metres. Site Plan Control will also be applied to all residential development, redevelopment and conversions with sites that are proposing 4 or more residential dwelling units.

She added that City staff currently reviews and grants approval, and this will continue to be a city staff function. This process does not require any public notice or circulation unless a subsequent planning development application and approval is deemed necessary (Minor variance, etc.) The next steps will be to finalize the Draft Site Plan Control By-Law by having it reviewed by the city's legal counsel. Staff will also plan to hold a Public Open House to provide an opportunity for the community to ask questions and provide comments. She concluded that the city's Site Plan Control By-Law plays an important role in the overall development of our community. Site Plan Control is an essential Planning development tool on a site-specific bases which ensures conformity and compliance. The by-law currently exists but requires updating due to the recent adoption of the city's Comprehensive Zoning By-law. Once all these steps have been completed, the final document will be presented to PAC/Council for endorsement.

Further to a brief discussion, two motions were made: one for each presentation:

Moved By: Denis Carr, Councillor

Seconded By: Maurice Dupelle, Councillor

a. That PAC receive the Draft Parkland Dedication Bylaw.

Motion Carried

Moved By: Syd Gardiner, Councillor
Seconded By: Denis Carr, Councillor

- b. That PAC receive the Draft Site Plan Control By-law; and
- c. That staff arrange to receive information from stakeholders and the public.

Motion Carried

8. Review of Public Notice Requirements by PAC Secretary

N/A

9. Public Meeting Item(s) - Public Hearing

None

10. PAC Discussion of Public Meeting Item(s)

None

11. Other / New Business

Development Coordinator Dana McLean provided a brief presentation for PAC discussion and final recommendation to Council with respect to the following (5) CPPEG funding applications.

1. CPPEG Recommendation 12 Montreal Road, 2022-63-Planning, Development and Recreation

That HOTC#2022-05 funding request by Cornwall Professional Centre at 12 Montreal Road, be accepted as follows:

Program 3 Project Design grant in the amount of \$1,000

Program 4 Façade Improvement and Sign Grant in the amount of \$4,250

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

Program 6 Discretionary Municipal Tipping Fees Grant based on 50% of the weigh bill receipts.

The property is located within the Priority Area.

2. CPPEG Recommendation HOTC 41 Second St West, 2022-64-Planning, Development and Recreation

That HOTC#2022-06 funding request by 8413690 Canada Inc at 41 Second Street West, be accepted as follows:

Program 2 Building Restoration and Improvement program in the amount of \$18,000 as an interest free loan.

The property is located within the Priority Area.

3. CPPEG Recommendation HOTC 116 Pitt, 2022-65-Planning, Development and Recreation

That HOTC#2021-10 Addendum funding request by 116 Pitt St Inc at 116 Pitt Street, be accepted as follows:

Program 3 Project design grant in the amount of \$500.

Program 4 Sign grant in the amount of \$1,000.

The property is located within the Priority Area.

4. CPPEG Recommendation Brownfield 71 Ninth St W, 2022-66-Planning, Development and Recreation

That BR#2021-02 Addendum funding request by Lingeswaran Somasundaram at 71 Ninth Street West, be accepted as follows:

Program 5 Discretionary Municipal Tipping Fee Grant in the amount of \$9,500 based on the estimates provided.

Following a brief discussion, it was:

Moved By: Denis Carr, Councillor

Seconded By: Justin Towndale

That the recommended CPPEG items 1 through 4 funding requests be approved and endorsed by the PAC, as proposed, and recommend same to Council.

Motion Carried

5. Abandoned Fuel Sites in Ontario, 2022-68-Planning, Development and Recreation

This item was for the Planning Advisory Committee to receive the information update, and await the Final Findings Report by MGCS. No motion was requested.

12. Information

General Manager of Planning, Development and Recreation, Mark Boileau announced the retirement of Mary Joyce-Smith, effective April 29. He stated that Mary's departure marks the end of 35 years of service to the city and how the city is indebted to her for her vision and commitment in making the Planning Division what it is today.

PAC Members each took turn in extending Mary their good wishes in her new endeavors.

13. Adjournment and Next Public Meeting of PAC

The next PAC Meeting is scheduled for May 16, 2022.

Moved By: Glen Grant, Councillor

Seconded By: Ronald Symington

Motion to adjourn the Public Meeting of the PAC at 9:00 p.m.

Motion Carried

14. Note

Any PAC recommendations resulting from this meeting will be considered at a subsequent 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 are included in the agenda of the above date.

Councillor Elaine MacDonald, Chair