



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

Cornwall Planning Programs Evaluation Group (CPPEG)

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

Purpose

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

CPPEG Recommendation

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

1. Committee Purpose

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

2. Responsibilities

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

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

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

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

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

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

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

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

3. Membership

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

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



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

4. Meetings

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

4.1 Rules of Procedure

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

5. Term

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

6. Quorum

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

7. Decision-making

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

8. Confidentiality

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

9. Minutes



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

10. Guests

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

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

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

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

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

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