

# Minutes

## Planning Advisory and Hearing Committee

**Meeting ID:** 2016-06  
**Meeting Date:** Mon June 20, 2016 07:00 PM  
**Location:** City Hall Council Chambers, 360 Pitt Street, Cornwall, Ontario, K6J 3P9  
**Chair:** Carilyne Hébert, Councillor  
**Prepared By:** Ely Daniels, Administrative Assistant

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### **Attendance Committee Members:**

Leslie O'Shaughnessy, Mayor  
Andre Rivette, Councillor  
Bernadette Clement, Councillor  
David Murphy, Councillor  
Elaine MacDonald, Councillor  
Carilyne Hébert, Councillor  
Claude E. McIntosh, Councillor  
Justin Towndale, Councillor  
Mark A. MacDonald, Councillor  
Denis Carr, Councillor

### **Attendance Staff:**

Dana McLean, Programs Coordinator Planning Division  
Ely Daniels, Administrative Assistant  
Ken Bedford, Supervisor, Planning Division  
Mark A. Boileau, General Manager, Planning, Development and Recreation  
Mary Joyce-Smith, Senior Planner  
Maureen Adams, Chief Administrative Officer  
Kaveen Fernando, Planning Student

### **Regrets:**

Maurice Dupelle, Councillor

### **Attendance Media:**

Greg Peerenboom, Standard Freeholder

### **Attendance Public:**

There were 2 gallery members present.

### **WELCOME AND CALL MEETING TO ORDER BY CHAIRMAN:**

Vice-Chair Carilyne Hébert called the meeting to order at 7:00 p.m.

**ROLL CALL:**

Roll Call was conducted by Recording Secretary, Ely Daniels.

**ADOPTION OF THE AGENDA - ADDITIONS AND DELETIONS:**

As there were no additions or deletions, the Agenda was approved as presented.

Moved By: Bernadette Clément, Councillor

Seconded By: Justin Towndale, Councillor

**MOTION CARRIED**

**ADOPTION OF THE MINUTES:**

**1 May 16, 2016 Planning Advisory and Hearing Committee Meeting**

Click for detail --> 

That the Minutes of the Planning Advisory and Hearing Committee Meeting (No. 2016-05) of Monday, May 16, 2016 be approved as presented.

Moved By: Claude E. McIntosh, Councillor

Seconded By: Elaine MacDonald, Councillor

**MOTION CARRIED**

**DECLARATION OF CONFLICT OF INTEREST:**

Councillor Denis Carr declared his involvement as Program Coordinator for Heart of the City (HOTC) and advised he would not vote on the CPPEG items.

**BUSINESS ARISING FROM THE MINUTES:**

PAC Secretary Ken Bedford advised that there was one item in the Business Arising from the Minutes relating to Rooming and Boarding House Uses - Housekeeping No. 23, which had been a component of the Public Meeting portion at the May 2016 PAC meeting. The item had been removed and was further reviewed, based partly on comprehensive input from a public member. He added that Mary Joyce-Smith would provide a power point presentation on this item, prior to discussion by PAC and final recommendation to Council. It was noted that, the public engagement requirement of the Planning Act had been fulfilled in May.

**1 Proposed Modification to the Comprehensive Zoning By-law No.751, 1969 as amended (P.A.C. File Z-03-16, a remaining item from Housekeeping No. 23).**

Click for detail --> 

Mary Joyce-Smith advised that the remaining outstanding review of standards under Housekeeping No. 23 relates to that of Boarding and Rooming House provisions. She addressed the six matters/concerns that were identified by a member of the public and following its' analysis, she advised that Planning staff is supportive of the amendments that are proposed to the Boarding and Rooming House provisions as Planning is attempting to:

- Introduce revisions to the Boarding and Rooming House definitions and associated provisions in order to clarify both the definitions and associated provisions (parking) related with the land use.
- Manage impact with the trending of Rooming / Boarding House uses being introduced in existing modestly sized single family dwelling units (i.e. conversions) located on smaller parcels often situated in older established Residential communities (not current with today's development standards).
- Avoid the introduction of parking areas in the rear amenity space of these homes and the associated negative impacts onto abutting lands in terms of use and parking.

She added that it is important to maintain the integrity and compatibility of these areas, and this could be achieved by clarifying and specifically stating regulatory controls in our Zoning By-law # 751-1969 as amended, to ensure our past interpretations are consistent, and are clear to those considering introduction of such activity. She reiterated that the intent of these changes are to introduce revised/contemporary standards which assist in minimizing negative land use impact particularly in older residential neighborhood's in the City, which more often have smaller lots and increased density than traditional suburban areas. Finally, the standards do distinguish between new build and conversion situations due to their varied abilities to facilitate such activity, while still offering reasonable opportunities for such investment.

Councillor Andre Rivette asked if any commentaries had been received from the Fire and Police Departments.

Mary Joyce-Smith replied that no commentary had been received by either departments, but that ultimately, those considering introduction of such an activity would need a permit to make any changes and the fire department would be involved in that respect.

Mayor Leslie O'Shaughnessy stated that there are existing by-laws with regards to parking issues that are not going to conform. Would people with existing Rooming/Boarding House units in buildings that will not necessarily meet the new standards, now be considered as having a legal non-conforming status until the use changes?

Mary Joyce-Smith replied yes they would be considered as legal non-conforming (and assuming they had originally established with all applicable approvals), and reiterated that Planning is dealing with conversions that typically happen in established areas.

Councillor Claude McIntosh asked what is the definition of a parking space and whether a deep backyard with grass could be considered as a parking space/area.

Mary Joyce-Smith replied that yes a deep backyard more typically gravelled as opposed to grassed, could be considered a parking area and stated that an individual parking space is 180 sq.ft. (10' wide and 18' long). She added that in many cases in this conversion, one can go for something called "Tandem parking" (one space behind the other) which would involve a Committee of Adjustment application, or together with Tandem, introduce some spaces at the back.

Councillor Denis Carr asked whether the need for these changes was due to more people abusing the standards that are in place right now.

Mary Joyce-Smith replied that Planning is trying to control any negative impact. While understanding there is a market involved, Planning is suggesting that for a single family dwelling, limit the renters to 5 and make sure they meet the introduction of (revised) parking requirements.

Councillor Bernadette Clément stated that Staff has done great work in creating a balanced approach especially with regards to parking. She spoke of a comment made regarding people who are on Social Support and not having any vehicles, and therefore parking should not be an issue. In her experience, many people who are on Social Support do have vehicles and therefore, these have to be properly accommodated. She added that it is important to have lower cost housing in the City, while keeping a good quality of life and land use compatibility in the neighbourhood.

Vice-Chair Carilyne Hébert advised that this item was not a public session and would go straight to a vote. She read the following recommendation:

i.) That PAC recommend to Council to approve the Housekeeping items contained in the Report dated June 2, 2016 (Report No. 2016-18) in Section C.) Discussion of the Housekeeping No. 23 Report relating to the Rooming and Boarding House issue.

Moved By: Elaine MacDonald, Councillor  
Seconded By: Denis Carr, Councillor

**MOTION CARRIED**

**PRESENTATION(S):**

None

**REVIEW OF PUBLIC NOTICE REQUIREMENTS BY PAC SECRETARY:**

PAC Secretary Ken Bedford advised that there were no Planning Act related Public Meeting items. He added that the first New Business item is a review of a draft approval for Phase 2 of the Camitzy Subdivision for changes in lot fabric for a number of the lots, and that Mary Joyce-Smith would be providing a brief power point presentation for questions from PAC.

**PUBLIC MEETING ITEM(S) - PUBLIC HEARING:**

N/A

**PAC DISCUSSION OF PUBLIC MEETING ITEM(S):**

N/A

**OTHER / NEW BUSINESS:**

**1 Review of Draft Plan Approval for Phase 2 of Camitzy Subdivision (Doug Campbell), being Part of Lots 27, 28, 29, 30, and 31, Registered Plan No. 182, File No. 04T-2012-03.**

Click for detail --> 

Mary Joyce-Smith advised that this plan is part of a larger Draft Plan that was developed on a number of the former DVA Department of Veteran Affairs lots (land assembled), being land located in the rear of parcels along Pitt Street. The developer (Douglas R. Campbell) has submitted a revised Draft Plan of Subdivision to the Planning Division. The changes are minor in nature and

involve the creation of eight (8) single family lots, as opposed to seven (7) semi-detached lots as was shown on their original Draft Plan. She added that the change to lots 24 - 30 will result in a reduction in density by five (5) units, and that the developer has been consistent in the establishment of this plan, and determined that the market for singles is very strong. This is a request for a revision to the plan.

Councillor Bernadette Clément stated that this was a change for the developer to go into single family lots instead of semi-detached ones, as there has been much focus on the market for semis.

Doug Campbell replied that the reason he is considering single family lots is that the only exclusively Single Family Lot Subdivision in the City of Cornwall is Riverdale. He added that many people are opposed to building a single family home where semis exist. Another reason is that developers are also buying semi lots and renting them, which eventually leads to having properties that are not well maintained.

Councillor David Murphy stated he is a fan of infill projects like this one, and that this development is great to see.

Following a further brief discussion, Vice-Chair Carilyne Hébert requested that the recommendation be read by the Recording Secretary.

"That based on the proceeding discussions, it is recommended:

a) That PAC recommend to Council that the revised Draft Plan by Kirk Stidwill, OLS dated April 21st, 2016 be given Draft Approval subject to the Draft Plan Conditions in Appendix A dated May 25, 2016; and, b) That PAC recommends to Council the approval of the amendment to the Draft Resolution.

Moved By: David Murphy, Councillor

Seconded By: Bernadette Clément, Councillor

**MOTION CARRIED**

PAC Secretary Ken Bedford advised there were a number of CPPEG items for PAC to consider and that Ms. Dana McLean would provide a power point presentation on those items. He added that there was an additional item under CPPEG with respect to the HOTC Financial Review and that CAO, Ms. Maureen Adams, is present to assist in those discussions as well.

## **2 CPPEG Recommendation June 9, 2016 HOTC # 2016-04 Addendum 237 Water Street East**


Click for detail --> 

Dana McLean advised that this is an addendum application by Fu Kuei Investments Inc. located at 237 Water Street East for HOTC funding assistance for \$40,000 for a complete renovation of the building. Following a review by CPPEG, it was moved to recommend to PAC:

That HOTC#2016-04 Addendum funding request by Fu Kuei Investments Inc at 237 Water St E, be approved as follows:

Program 2 - Building Restoration & Improvement- \$30,000  
Program 4 - Facade Improvement and Sign Grant - \$10,000  
Program 5 - Municipal planning/Development Fees Grant - Actual  
Program 6 - Discretionary Municipal Tipping Fees Grant - Actual

## **3 CPPEG Recommendation June 9, 2016 HOTC # 2007-11 Addendum 600 - 606 Montreal Road**

Click for detail --> 

Dana McLean advised that this is an addendum application by R & A Fillion Holdings Inc. at 600 - 606 Montreal Road for HOTC funding assistance for \$12,000 (interest-free loan) for a new roof. Following a review by CPPEG, it was moved to recommend to PAC:

That HOTC # 2007-11 Addendum funding request by R & A Fillion Holdings Inc. at 600 - 606 Montreal Road, be approved as follows:

Program 2 - Building Restoration & Improvement- \$12,000 (interest free loan)  
Program 5 - Municipal planning/Development Fees Grant - Actual  
Program 6 - Discretionary Municipal Tipping Fees Grant - Actual

## **4 CPPEG Recommendation June 9, 2016 HOTC # 2009-05 Addendum 146 Chevrier**

Click for detail --> 

Dana McLean advised that this is an addendum application by Centre Charles-

Émile Claude at 146 Chevrier for HOTC funding assistance for \$18,000 (interest-free loan) for a new roof. Following a review by CPPEG, it was moved to recommend to PAC:

That HOTC # 2009-05 Addendum funding request by Centre Charles-Émile Claude at 146 Chevrier, be approved as follows:

Program 2 - Building Restoration & Improvement- \$18,000 (interest free loan)  
Program 5 - Municipal planning/Development Fees Grant - Actual  
Program 6 - Discretionary Municipal Tipping Fees Grant - Actual

## **5 CPPEG Recommendation June 9, 2016 HOTC # 2015-11 Addendum 14 - 16 Edward**

Click for detail --> 

Dana McLean advised that this is an addendum application by Kathleen Willis at 14 - 16 Edward for HOTC funding assistance for \$3,160 for a new roof.

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

That HOTC # 2015-11 Addendum funding request by Kathleen Willis at 14 - 16 Edward, be approved as follows:

Program 8 - Le Village Facade Improvement -\$3,160

## **6 CPPEG Recommendation June 9, 2016 HOTC # 2016-06 507 Pitt Street**

Click for detail --> 

Dana McLean advised that this is a new application by Mohammad Naeem & Tehseen Kausar at 507 Pitt Street for HOTC funding assistance for \$1,714 for the design fees for architectural drawings as per the Ontario Building Code requirements. Following a review by CPPEG, it was moved to recommend to PAC:

Program 3 - Project Design Fees Grant - \$1,714  
Program 5 - Municipal planning/Development Fees Grant - Actual  
Program 6 - Discretionary Municipal Tipping Fees Grant - Actual

Mayor Leslie O'Shaughnessy suggested that a re-visit of the Priority Area be done in order to set firm boundaries, or make it all inclusive, as it appears applications are supported outside what is described as a Priority Area.

Dana McLean replied this will be discussed further when discussing the last CPPEC item regarding the funding currently available in the Reserve.

## **7 CPPEG Recommendation June 9, 2016 HOTC # 2016-07 501-503 Pitt**



## **Street**

Click for detail --> 

Dana McLean advised that this is an application by Everonward Investor Group at 501- 503 Pitt Street for HOTC funding assistance for \$1,365 for the design fees for architectural drawings as per the Ontario Building Code requirements. Following a review by CPPEG, it was moved to recommend to PAC:

That HOTC # 2016-07 funding request by Everonward Investor Group at 501-503 Pitt Street, be approved as follows:

Program 3 - Project Design Fees Grant - \$1,365

Program 5 - Municipal planning/Development Fees Grant - Actual

Program 6 - Discretionary Municipal Tipping Fees Grant - Actual

Following a brief discussion by PAC, it was:

Moved By: Leslie O'Shaughnessy, Mayor

Seconded By: Bernadette Clément, Councillor

That the six recommended CPPEG items (#2 through to #7) be approved by PAC, as proposed, and recommend same to Council.

**MOTION CARRIED**

## **8 CPPEG - Heart of the City CIP Financial Review**



Heart of the City Financial Review June 20, 2016.pdf

Dana McLean advised that further to the April PAC meeting there had been some discussion regarding the over-commitment of HOTC Reserve funds. She provided a list which reflected an overview of the HOTC Tax Increment Grants and which also demonstrated that the City would be enjoying a total of \$484,240 in annual future tax revenue once developments have been completed. She added that another item for discussion is the Municipal Permit Fees, and how these are rebated at 100% once the development has gone through final inspection and project has been completed. She explained that out of the allocated \$205,000 to date, \$162,000 has been paid out. She also provided an overview of the HOTC Grant Funding Summary which demonstrated a negative reserve balance of \$151,000.

Mayor Leslie O'Shaughnessy asked how does the City move forward with a negative reserve balance, and how does it address new additional applications

from Le Village for example.

Dana McLean replied that all approved projects to date have been important in renewing the Downtown and Le Village, a great improvement to the City, and have increased assessment in the taxes, but now that funds are being over-committed, there is a need to be more stringent on HOTC guidelines. There has to be a refocus on where the funds are geared, and be more cautious on how the money is distributed.

Maureen Adams added that the Program is effective and that Ms. McLean is bringing information forward to raise awareness on some of the challenges the Program is presently facing. She suggested that a report can be drafted and then come back to PAC with some options to balance the CIP books while still being capable of providing further grants.

Following a brief discussion by PAC, it was:

Moved By: Leslie O'Shaughnessy, Mayor

Seconded By: Bernadette Clément, Councillor

That a Report come back to PAC and then Council, with respect to potential financial based changes/strategies to the HOTC Program Guidelines.

### **MOTION CARRIED**

Dana McLean advised that the process will require that an amendment be made to the CIP which is a public process. She suggested that discussions take place first with the CPPEG and then bring those ideas and suggestions back to the PAC with a public meeting item possibly in September or October, 2016.

Mayor Leslie O'Shaughnessy asked if there will be a pause for accepting anymore applications.

Dana McLean suggested that CPPEG will continue to receive and discuss new applications and treat each application on its' merits.

Councillor Mark MacDonald stated that while Pitt Street is looking great, Montreal Road needs our attention; especially those lots that had been gas stations. He suggested that the City do whatever it can to shift the focus on Le Village and Montreal Road, and really put some effort into that area.

Dana McLean replied that much effort has gone into those specific areas; letters were sent to owners, summer students have gone door to door, awareness of the Program was discussed at Le Village BIA meetings, etc., but added that often their financial capabilities are not the same as those located on Pitt Street.

Councillor Bernadette Clément stated that a report back to PAC is a good idea. She also requested that when the scenarios come back with solutions, that they be costed out to show which ones will be more fruitful. She added that it would be ideal to have hard and fast rules that apply the same to everybody, but that hasn't been the case as we have enjoyed the fact that the Committee has flexibility. She requested that CPPEG also advise PAC on how it feels about the importance to have some flexibility and where the flexibility should be.

Councillor Elaine MacDonald stated that small grants encourage people, and asked the CAO whether it was reasonable to borrow to sustain some programs.

Councillor André Rivette stated that HOTC and this Council have done nothing wrong and have contributed in moving the City ahead.

In addition, Dana McLean advised that there are present discussions and paperwork is being put together regarding Community Futures Development Corporation and their wish to offer loans to property owners as their half.

### **INFORMATION:**

PAC Secretary Ken Bedford advised that additional information regarding fundamental changes with respect to Bill 173 Smart Growth for our Communities Act 2015 has been received. A training session will be taking place in July with the Ministry of Housing and those changes will be discussed at a later PAC date. He encouraged PAC members to review the 23 bullets, and advised that one change in particular will be that a Lay person be required to sit on the Planning Advisory Committee. He added that over 100 planners across Eastern Ontario including himself attended a recent May session and stated he sensed varied concern towards a number of the changes. On another topic, he added that either in August or September 2016, an information report will come to the PAC with regards to the Domtar lands and the progress that is being made by the Landowner in conjunction with their Planning Consultant. There has been recent

encouraging news and this venue would be appropriate to discuss that in some detail. He added that he would try to get the company or a representative to attend a PAC meeting to field questions.

**NEXT SCHEDULED MEETING:**

The next scheduled meeting is tentatively scheduled for Monday, August 15th, 2016 or at the call of the chair.

**ADJOURNMENT:**

That the meeting be adjourned at 8:35 PM.

Moved By: Leslie O'Shaughnessy, Mayor  
Seconded By: Justin Towndale, Councillor

**MOTION CARRIED**

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**Carilyne Hébert, Vice-Chair**

That the Minutes of the Planning Advisory and Hearing Committee Meeting (No. 2016-06) of Monday, June 20, 2016 be approved as presented.

Moved By: Bernadette Clement, Councillor  
Seconded By: Elaine MacDonald, Councillor

**MOTION APPROVED**