



## Economic Development and Planning Committee

Tuesday, June 4, 2013, 4:30 pm.  
City Hall, Council Chambers

### Committee Members

Councillor M. Kalivas, Chair  
Councillor J. Baker  
Councillor T. Blanchard  
Councillor M. McFall  
Mayor D. Henderson,  
Ex-Officio

### Areas of Responsibility

Economic Development  
Planning  
Chamber of Commerce  
DBIA  
Heritage Brockville

Economic Development  
Advisory Team  
Museum Board  
Library Board  
Arts Centre  
Tourism

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## COMMITTEE AGENDA

### DISCLOSURE OF INTEREST

### DELEGATION(S) AND PRESENTATION(S)

Nil.

### CORRESPONDENCE

- 4            1.      Canadian Renovations 2000 Ltd.  
                 (Rick Diamond)

*Request for exemption from City Noise By-law 138-80.*

### STAFF REPORTS

- 5 - 19       1.      2013-071-06  
                 Proposed amendment to Zoning By-law 194-94,  
                 10/12 Delhi Street and 152 Perth Street, City of Brockville  
                 Owner: 401 Security Systems Ltd.

*THAT Zoning By-law 194-94 be amended to rezone the rear half of the property located at 10/12 Delhi Street from R3 — General Residential Zone to 02 — General Commercial Zone.*

Economic Development and Planning Committee  
June 4, 2013

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- 20 - 25      2.      2013-072-06  
Proposed Amendment to Sign By-law 84-89  
40 Central Avenue, St. Mary's Catholic High School  
Owner: Catholic District School Board of Eastern Ontario
- THAT City of Brockville Sign By-law 84-89 be amended to permit an electronic message board within the existing ground sign located at 40 Central Avenue, City of Brockville to a maximum sign area of 4.46 square metres (48.0 square feet).*
- 26 - 36      3.      2013-074-06  
Proposed Amendment to Zoning By-law 194-94  
89 Church Street, City of Brockville  
Owner: Russell & Virginia Armitage  
Applicant: David Duc
- THAT approval be granted to amend City of Brockville Zoning By-law 194-94 to rezone lands with municipal address 89 Church Street to add a bed and breakfast use in addition to the current uses permitted in the R4-X2-8 Zone in effect, with zone provisions to allow 30% open space to recognize existing conditions.*
- 37 - 38      4.      2013-075-06  
Brockville Museum Request for  
Transfer of Funds
- THAT Council authorize the transfer, to a maximum of \$3,260, from the Brockville Museum Reserve Fund (account 02-5-191954-6436) to be used for the preservation of historical Brockville film.*
- 39 - 49      5.      2013-076-06  
Proposed use of Municipal Building  
for Homeless Shelter,  
1807 County Road 2 East, Elizabethtown-Kitley  
Applicant: Fresh Wind Community Residence Inc.
1. *THAT the proposal from Fresh Wind Community Residence Inc., attached to Report 2013-076-06 requesting use of the former WPCC administration building at 1807 County Road 2 East as a homeless shelter be received, and*
  2. *THAT Fresh Wind Community Residence Inc. be advised that the City of Brockville views the request as being premature at this time.*

## **ECONOMIC DEVELOPMENT UPDATES**

1. Comprehensive Zoning By-law

*Maureen Pascoe Merkley, Director of Planning will provide a verbal update.*

2. Development Update

*Maureen Pascoe Merkley, Director of Planning will provide an update on 36-42 King Street West, Brockville.*

## **NEW BUSINESS - REPORT FROM MEMBERS OF COUNCIL**

Nil.

## **CONSENT AGENDA**

### **MOTION TO MOVE INTO CLOSED SESSION (directly following regular meeting)**

*THAT pursuant to Municipal Act, 2001, Section 239, Sub. 2, (c), the Committee resolve itself into Closed Session to consider:*

1. *a proposed or pending acquisition or disposition of land by the municipality or local board;*

## **REPORT OF THE COMMITTEE FROM CLOSED SESSION**

*THAT the EDP Committee rise from Closed Session without reporting.*

## **ADJOURNMENT**

*THAT the Economic Development and Planning Committee adjourned its meeting until the next regular meeting scheduled for July 2, 2013.*



**Date: May 29, 2013**

**Attn: Andrew McGinnis**  
Planner of the City of Brockville  
1 King St. W  
PO Box 5000  
Brockville, ON  
K6V 7A5

**Project: 1018029 – Asphalt and Curb Upgrade – 41 Court House Square Brockville ON**

We would like to apply for a variance for the city noise control by-law #138-80 for the month of June as per our conversation yesterday Wed. May 29, 2013.

Our request is due to the fact that we are restricted by the Courts to work after 5:00pm weekday while court is in session along with the City By-law the result is we are only left with Saturdays to complete the above noted project which will result in a 12 week project where the area of work will be under construction. We would like to request an extension for Mondays – Fridays from 7:00pm – 10:00pm and would also like to request Saturdays and Sundays from 8:00am – 7:00pm. We feel that the extended hours of work will enable us to dramatically reduce our time frame of work and disturbance to the City. Thank you for your consideration.

Thank you,

Richard Diamond

3591 Trimble Lane  
Greenwood, ON, L0H 1H0

Tel: 905-426-4944  
Fax: 905-426-4355

**22May2013**

**REPORT TO THE ECONOMIC DEVELOPMENT PLANNING COMMITTEE –  
4 JUNE 2013**

**2013-071-06**

**PROPOSED AMENDMENT TO ZONING BY-LAW 194-94  
10/12 DELHI STREET & 152 PERTH STREET  
CITY OF BROCKVILLE  
OWNER: FOUR-O-ONE SECURITY SYSTEMS LTD.  
FILE: D14-165**

**M. PASCOE MERKLEY  
DIRECTOR OF PLANNING  
ANDREW MCGINNIS  
PLANNER II**

**RECOMMENDATION:**

**THAT** Zoning By-law 194-94 be amended to rezone the rear half of the property located at 10/12 Delhi Street from R3 – General Residential Zone to C2 – General Commercial Zone.

**PURPOSE**

The purpose of this report is to provide recommendations on an application for amendment to City of Brockville Zoning By-law 194-94 respecting the properties at 10/12 Delhi Street and 152 Perth Street.

**BACKGROUND**

Mr. Robert J. Jordan, Jordan and Wiseman Surveying Ltd., on behalf of Four-O-One Security Ltd., owners of lands described as Lots 3, 4 and 14, Block 50, Plan 67, City of Brockville, County of Leeds, municipal address 10/12 Delhi Street and 152 Perth Street (as shown on **Schedule “A”**), has submitted an application for an amendment to Zoning By-law 194-94 which would, if approved, rezone 152 Perth Street and the rear portion of 10/12 Delhi Street to permit the lands at the rear of 10/12 Delhi Street to be severed and added to 152 Perth Street.

10/12 Delhi Street currently contains a duplex dwelling and is situated on a long narrow lot backing onto Buells Creek. Currently the rear of the property is being utilized as a gravel parking lot and in use by staff of Four-O-One Security. This parking area has been in place for multiple years however without municipal approvals. The owners would now like to sever the lands from 10/12 Delhi and add the portion of the parking area to 152 Perth Street.

Through the application for rezoning, it was also requested that the parking area be permitted to remain as a gravel parking lot through the creation of a special exception zone which would apply to 152 Perth Street and the rear of 10/12 Delhi Street.

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 Proposed Amendment to Zoning By-Law 194-94  
 10/12 Delhi Street & 152 Perth Street, City Of Brockville  
 Owner: Four-O-One Security Systems Ltd.  
 File: D14-165

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### Zoning and Official Plan Information:

Official Plan Designation: Neighbourhood Area & Corridor Commercial Area within the Mixed Use Corridor

Existing Zoning (10/12 Delhi Street):	R3 - General Residential Zone
Existing Zoning (152 Perth Street):	C2 - General Commercial Zone

### Site Characteristics for 10/12 Delhi Street:

Total Area:	1,016.6 m <sup>2</sup> (10,943.0 ft <sup>2</sup> )
Frontage – Delhi Street:	15.24 m (50.0 ft.)
Depth:	63.7 m (209.1 ft.)

The subject land currently contains a duplex dwelling, with the rear lands being used as a gravel parking lot by Four-O-One Security Ltd. Access to the Duplex dwelling is from Delhi Street.

Photos of the subject property are attached as **Schedule “B”** to this report.

### Site Characteristics for 152 Perth Street:

Total Area:	919.7 m <sup>2</sup> (9,900.0 ft <sup>2</sup> )
Frontage – Perth Street:	30.48 m (100.0 ft.)
Depth:	30.17 m (99.0 ft.)

The subject land currently contains a 1½ storey brick commercial building with residential above. Photos of the subject property are attached as **Schedule “B”** to this report.

### Surrounding Land Use:

North:	The lands to the north are zoned C2-X6-2 – General Commercial and are occupied by a hair salon (Personal Service Establishment).
North-West:	The lands to the west are zoned EP – Environmental Protection, in part and OS – Open Space, in part, and are occupied by Buell’s Creek (formerly Mill Pond).
East:	the lands to the east, across Perth Street are zoned M3 – Restricted Industrial and are occupied by two (2) mixed-use buildings and the VIA Rail Station.

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Proposed Amendment to Zoning By-Law 194-94

10/12 Delhi Street &amp; 152 Perth Street, City Of Brockville

Owner: Four-O-One Security Systems Ltd.

File: D14-165

South-East: The lands to the southeast are zoned C2-X6-3 – General Commercial Special Exception Zone and are occupied by an older three (3) storey brick building with mansard roof.

South: The lands to the south, across the Canadian National Railway right-of-way are zoned C2 – General Commercial Zone and are occupied by Jon's Restaurant with upper floor apartments.

West: The lands to the west are zoned R3 - General Residential Zone and are occupied by a single detached dwelling (14 Delhi Street).

### Public Participation

The application for Zoning By-law Amendment has proceeded through the normal review process. On 7 May 2013, a Public Meeting was held by the Economic Development and Planning Committee. Notice of the Public Meeting was advertised in the Brockville Recorder and Times Newspaper on 11 April 2013 and was circulated to property owners within 120.0 metres (400.0 ft) of the subject property. In addition, a sign was posted on the subject property advising that the lands are the subject of an Application for Amendment to the City of Brockville Zoning by-law 194-94. Comments from City Departments and affected agencies were also solicited. An excerpt from the minutes of the Public Meeting is attached as **Schedule "C"**.

It should be noted that, at the Public Meeting on 7 May 2013, the Mr. Paul Moss, representing the subject property owner, stated that it is their intent to pave the lot in the future.

### Comments Received are summarized below:

1. Steve Allen, Supervisor of Engineering, Environmental Services Department:
  - Does not support the application as all permanent commercial parking lots are to be paved with curbing.
2. Conal Cosgrove, Director of Operations
  - No objections to the proposed severance; however, recommends a paved surface due to dust concerns and tracking of gravel onto public roads that often occurs with gravel parking lots.
3. Brent Caskenette, Chief Building Official, Planning Department:
  - If the outbuilding that is to be relocated exceeds 108 square feet, a Building Permit will be required.

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Proposed Amendment to Zoning By-Law 194-94

10/12 Delhi Street &amp; 152 Perth Street, City Of Brockville

Owner: Four-O-One Security Systems Ltd.

File: D14-165

4. Greg Healy, Fire Prevention Officer, Brockville Fire Department:
  - No fire safety concerns at this time.
5. Michael Dakin, Cataraqui Region Conservation Authority (memo attached as **Schedule "D"** to this report).
  - No objection to the application provided that the proposed parking lot be subject to Site Plan Control and is to be completed to the satisfaction of the City of Brockville and CRCA. The site plan application must address the natural hazards and stormwater management concerns identified in the memo.

## ANALYSIS

### Provincial Policy Considerations:

A Provincial Policy Statement (PPS) 2005 has been issued under the authority of Section 3 of the Planning Act. The PPS provides policy direction on matters of Provincial interest related to land use planning and development. Section 3 of the Planning Act further directs that Council decisions affecting planning matters "shall be consistent with" the Provincial Policy Statement.

Part V of the PPS sets out various policies which describe the areas of potential Provincial interest.

Section 1.1.3.1 states that "*Settlement areas* shall be the focus of growth and their vitality and regeneration shall be promoted".

Section 1.1.3.2 states that "Land use patterns within *settlement areas* shall be based on:

- a. densities and a mix of land uses which:
  - a. efficiently use land and resources;
  - b. are appropriate for, and efficiently use, the *infrastructure* and *public service facilities* which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion; and
  - c. minimize negative impacts to air quality and climate change, and promote energy efficiency in accordance with policy 1.8; and
- b. a range of uses and opportunities for *intensification* and *redevelopment* in accordance with the criteria in policy 1.1.3.3."



Section 1.1.3.3 states that “Planning Authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including Brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.”

Section 1.3.1 states that “Planning authorities shall promote economic development and competitiveness by:

1. providing for an appropriate mix and range of employment (including industrial, commercial and institutional uses) to meet long-term needs;
2. providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
3. planning for, protecting and preserving *employment areas* for current and future uses; and
4. ensuring the necessary *infrastructure* is provided to support current and projected needs.

Section 1.6.5.4 speaks to a land use pattern, density and mix of uses that minimize the number of vehicle trips and supports the development of viable choices and plans for public transit and other alternative transportation modes.

The overall proposal represents intensification and revitalization of the existing land stock within close proximity to the Downtown core. No change to existing municipal infrastructure will be needed. The proposal will also support the needs of an existing business within the City of Brockville.

Through the Site Plan Control Approval process that will be required should the application be approved, protection of the creek area to the north of the parking area will be reviewed and enforced by the Conservation Authority (CRCA).

#### Official Plan Considerations

The Official Plan for the City of Brockville provides guidance on how to manage future growth, development, and change within the City of Brockville.

The Official Plan designates the subject properties as “Neighbourhood Area & Corridor Commercial Area within the Mixed Use Corridor”.

The Official Plan’s goals are to create a sustainable City in terms of health and vitality, that is economically viable and diverse, has high quality municipal services and amenities, and is well planned.

Section 2.3 outlines strategic planning themes which includes "A Sustainable, Healthy, and Vital City", "An Economically Strong and Diverse City", "A High Quality of City Services and Amenities", and "A Well-Planned and Responsive City".

Section 3 addresses building a healthy and sustainable City. More specifically, Sections 3.2.2.1, 3.2.4.1 and 3.2.4.3 outline policies for the scope of development within "Neighbourhood Areas and Corridor Commercial Area within the Mixed Use Corridor" as focusing on a mix of employment, retail commercial, hotel/motel accommodations, community uses, and mixed density residential uses. These sections also promote low to medium density housing, infilling on existing lots of record and the rounding-out of existing development patterns while ensuring that the character of the neighbourhood is preserved.

Accordingly, no change to the Official Plan is required to consider the proposed rezoning for expansion of a parking area associated with an existing business at 152 Perth Street and severance of the rear lands at 10/12 Delhi Street to be added to 152 Perth Street.

#### Zoning By-law Considerations:

The current zoning on the property with municipal address 10/12 Delhi Street is R3 – General Residential Zone under City of Brockville Zoning By-law 194-94, as amended.

The amendment to City of Brockville Zoning By-law 194-94, as requested, seeks to rezone the rear portion of 10/12 Delhi Street to a zoning consistent with the adjacent lands at 152 Perth Street, which, according to the application, would be a new C2-General Commercial Special Exception zone, allowing for all C2 uses and the retention of a gravel surface for the existing expanded parking area.

At the Public Meeting on 7 May 2013, Mr. Moss expressed the intention of the owner of the property to pave the lot in the future. A further meeting was then held between Planning Staff, the owner and the applicant to discuss the future intention for the lot. The owner has subsequently withdrawn his request for site specific zoning to allow for the parking area to remain gravel and will pave the parking area in the future.

Parking lot development is subject to Site Plan Approval. The CRCA has noted issues to be addressed through the Site Plan Approval process. Once the CRCA and City are satisfied on the design elements for the paved parking lot, specific timelines on paving can be established through Site Plan Control Approval and the associated agreement. The applicant is requesting up to 24 months for completion of the paved parking area.

It is appropriate to rezone the rear portion of 10/12 Delhi Street to C2-General Commercial Zone, consistent with the zoning on the property at 152 Perth Street, which then would provide for consistent zoning for consideration of a lot addition to 152 Perth

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Proposed Amendment to Zoning By-Law 194-94  
10/12 Delhi Street & 152 Perth Street, City Of Brockville  
Owner: Four-O-One Security Systems Ltd.  
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Street through consent, and for completion of construction of an expanded parking area for the business at 152 Perth Street, being Four-o-One Security.

## **POLICY IMPLICATIONS**

As noted in the Analysis section of this report, the proposed amendment to Zoning By-law 194-94 for 10/12 Delhi Street is consistent with the PPS and with the relevant policies of the City's Official Plan.

## **FINANCIAL CONSIDERATIONS:**

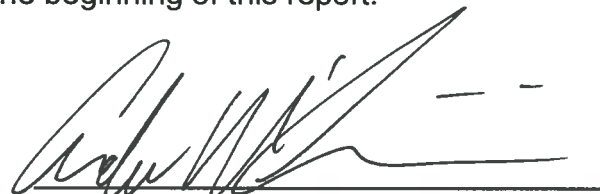
All costs associated with the requested rezoning of the subject property are the responsibility of the Owner.


Should the request for establishment of a C2 – General Commercial Zone be approved for the rear lands of 10/12 Delhi Street, consideration of a concurrent application for consent to sever will proceed. With a land severance, MPAC will adjust the current value assessment which potentially will alter the taxation generated from the property, when the rear lands are added to 152 Perth Street.

## **CONCLUSION**

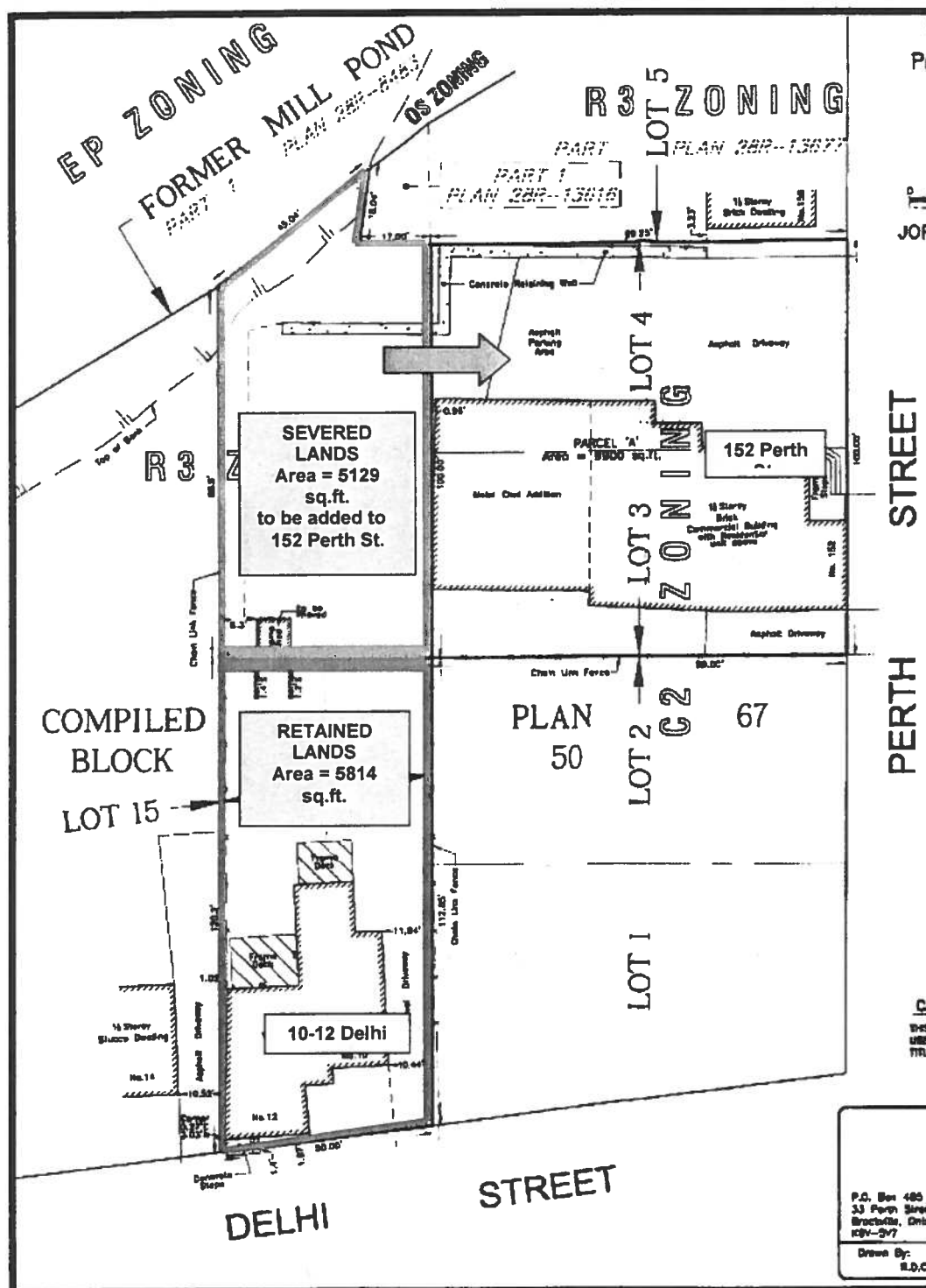
Following review of the PPS and the Official Plan, as well as the submissions received respecting the request for zoning amendment for 10/12 Delhi Street, it is reasonable to amend City of Brockville Zoning By-law 194-94 to rezone the rear portion of 10/12 Delhi Street consistent with the zoning on 152 Perth Street, being C2-General Commercial Zone, as set out in the recommendation at the beginning of this report.

  
\_\_\_\_\_  
**M. Pascoe Merkley, MCIP, RPP**  
**Director of Planning**

  
\_\_\_\_\_  
**Andrew McGinnis, MCIP, RPP**  
**Planner II**

  
\_\_\_\_\_  
**B. Casselman**  
**City Manager**

## SCHEDULE "A" TO REPORT 2013-071-06



## SCHEDULE "B" TO REPORT 2013-071-06





## SCHEDULE "C" TO REPORT 2013-071-06

Economic Development and Planning Committee (EDP) Public Planning Meeting Meeting Minutes -

Tuesday, May 07, 2013

~~Councillor Kalivas, Chair, announced the Public Meeting.~~

~~Mr. Faurschou, Planner I, announced that Notice of the Public Meeting for Staff Report No. 2013-055-05 was given in the Recorder and Times Newspaper on April 11, 2013, notice sent to various agencies and departments, a letter was sent to owners of land within 120 metres of the subject property and a sign was placed on the subject property.~~

~~Councillor Kalivas asked that any person wanting further notice of the passage of the proposed amendment should give their full name, address and postal code to the Secretary prior to leaving the meeting.~~

~~Councillor Kalivas reviewed the procedures for the Public Meeting.~~

~~Mr. Faurschou provided a summary of the application.~~

~~The following person spoke in favour of the proposed amendment.~~

~~Mr. Duc, the applicant, explained that they currently reside in Montreal but will be relocating to this property shortly. He added that he feels this property is a great fit for their planned Bed and Breakfast.~~

~~No persons spoke in opposition of the proposed amendment.~~

~~The Public Meeting for Staff Report 2013-055-05 concluded at 6:18 pm.~~

~~The Committee agreed to have a staff report with final recommendations prepared for a future Economic Development and Planning meeting.~~

~~No persons completed the Request for Information form.~~

2. 2013-060-05  
Proposed Amendment to Zoning By-law 194-94  
10-12 Delhi Street and 152 Perth Street,  
City of Brockville  
Owner: 401 Security Systems Ltd.

Moved by: Councillor McFall

THAT Report 2013-060-05 be received as information and that a report on this matter be prepared by staff for consideration of the Economic Development Planning Committee at a future meeting.

CARRIED

Economic Development and Planning Committee (EDP) Public Planning Meeting Meeting  
Minutes -  
Tuesday, May 07, 2013

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Councillor Kalivas, Chair, announced the Public Meeting.

Ms. Pascoe Merkley, Director of Planning, announced that Notice of the Public Meeting for Staff Report No. 2013-060-05 was given in the Recorder and Times Newspaper on April 11, 2013, notice sent to various agencies and departments, a letter was sent to owners of land within 120 metres of the subject property and a sign was placed on the subject property.

Councillor Kalivas asked that any person wanting further notice of the passage of the proposed amendment should give their full name, address and postal code to the Secretary prior to leaving the meeting.

Councillor Kalivas reviewed the procedures for the Public Meeting.

Ms. Pascoe Merkley provided a summary of the application.

The following person spoke in favour of the proposed amendment.

The applicant Mr. Paul Moss of 401 Security Systems addressed the committee regarding his application. He explained that the paving of the parking lot at this time may not be possible due to all the expenses incurred while renovating the store front.

Councillor Blanchard asked if they are currently using this as a parking lot. Mr. Moss responded that since they bought the property they have been parking there.

Ms. Pascoe Merkley confirmed that through site plan approval they can set up a time line for the improvements to the parking area.

Councillor McFall asked why they are requesting this change at this time. Mr. Moss explained that they are severing the residential portion and selling it off, they are not interested in being landlords.

Ms. Pascoe Merkley confirmed that with the severance the residential property still meets the requirements under Zoning By-law 194094, as amended.

No persons spoke in opposition of the proposed amendment.

The Public Meeting for Staff Report 2013-060-05 concluded at 6:29 pm.

The Committee agreed to have a staff report with final recommendations prepared for a future Economic Development and Planning meeting.

Note: No persons completed the Requests for Information form.

# SCHEDULE "D" TO REPORT 2013-071-06



## CATARAQUI REGION CONSERVATION AUTHORITY

1641 Perth Road, P.O. Box 160 Glenburnie, Ontario K0H 1S0  
 Phone: (613) 546-4228 Toll-free (613 area code): 1-877-956-CRCA  
 Fax: (613) 547-6474 E-mail: crca@cataraquiregion.on.ca  
 Websites: www.cleanwatercataraqui.ca & www.cataraquiregion.on.ca

May 2, 2013

File: SEV/BR/99/2013  
 ZBL/BR/100/2013

### Sent by Email

Ms. Lorraine Bagnell  
 Secretary-Treasurer, Committee of Adjustment  
 City of Brockville  
 One King Street West  
 P.O. Box 5000  
 Brockville, ON K6V 7A5  
 lbagnell@brockville.com

Dear Ms. Bagnell:

**Re: Application for Consent B04/13 (Four-O-One Security Systems Ltd)**  
**Application for Zoning By-law Amendment D14-165**  
**152 Perth Street & 10-12 Delhi Street. Brockville**  
**Waterbody: Butlers Creek**

Staff of the Cataraqui Region Conservation Authority (CRCA) have reviewed the above-noted applications, and provide the following comments.

### Summary of Proposal

The proposal involves the severance of approximately 476.4 m<sup>2</sup> of land from an existing 1,016 m<sup>2</sup> residential lot with frontage on Delhi Street and the addition of the severed land to an adjacent 865 m<sup>2</sup> commercial property to the east, with frontage on Perth Street. The intent is to enlarge the existing commercial property by means of a lot addition in order to provide additional parking.

The proposal also involves a change in zoning for the proposed land to be severed from residential to commercial in order to permit the proposed use. The lands to be retained would remain as residential. The applicant is also seeking an exemption from the City of Brockville's paved parking requirement (Section 3.7 (n) of the Zoning By-law) in order to allow the additional parking to consist of a gravel surface.

### Site Description

The subject lands are located north of Delhi Street and west of Perth Street and are adjacent to Butlers Creek. The property at 10 & 12 Delhi Street (lot to be severed and lot to be retained) is currently developed with a 1 and a half storey, two unit apartment and accessory residential structures. The rear of the property, which is subject to the severance, is currently vacant and consists of mown lawn and gravel surface parking. The property at 152 Perth Street (lot to be enlarged) is currently developed with a two storey business and associated on-site parking.

Member of





Ms. Bagnell (B04/13 & D14-165)  
May 2, 2013

The topography of the subject lands is generally flat with the exception of a steep, till embankment adjacent to Butlers Creek. The embankment is on average 3 m in height and is vegetated with mature deciduous trees.

## **Discussion**

The main interests of the CRCA in this application are the avoidance of natural hazards associated with Butlers Creek and the protection of the water quality of the creek through the provision of adequate stormwater management and sediment and erosion controls.

### Natural Hazards

#### *Flooding Hazard*

The CRCA has engineered flood plain mapping for the Buells/Butlers Creek system in the City of Brockville (Crysler & Lathem, 1983). The extent of the regulatory flood plain (1:100 year level) at the location of the subject lands is anticipated to reach an elevation of 80.8 m GSC.

The CRCA, in accordance with Ontario Regulation 148/06: *Development, Interference with Wetlands & Alterations to Shorelines and Watercourses*, consistent with the natural hazards policies of the 2005 Provincial Policy Statement, restricts development and site alteration within and adjacent to lands subject to flood risk. Any proposed development and site alteration (including placement of fill, excavation and grading) within 15 m of the flood plain is regulated by the CRCA. As per the CRCA Guidelines for Implementing Ontario Regulation 148/06, development and site alteration must be set back a minimum of 6 m horizontal from the regulatory flood plain.

Based on our review of relevant LiDAR information and aerial imagery, the flood plain of Butlers Creek would be contained within the channel embankments. Maintenance of a 6 m set back between the top of the embankment and all development will ensure that safe ingress/egress is provided during a 1:100 year flood event.

#### *Erosion Hazard*

The CRCA defines the extent of the erosion hazard, otherwise known as the 'erosion hazard limit', within a defined river or stream valley system to be the sum of a 3(h):1(v) stable slope allowance plus a 6 m erosion access allowance.

As noted, the average height of the creek embankment at the rear of the subject lands is 3 m. As such, the erosion hazard limit extends approximately 15 m from the toe of slope of the river embankment inland. In other words, the predicted long term erosion hazard would consist of all lands within 10 m back from the top of bank alongside the river embankment.

Development and site alteration (including the activities listed above) are prohibited within the erosion hazard limit under Ontario Regulation 148/06. Staff would permit the use of lands within the erosion hazard limit for gravel parking provided:

- a) the parking area does not extend into the stable slope allowance portion of the erosion hazard limit (9 m from toe of slope)
- b) no buildings or structures are erected within the erosion hazard limit and;
- c) no site alteration occurs that would impede egress/ingress through these lands (e.g. placement of fill)

Ms. Bagnell (B04/13 & D14-165)

May 2, 2013

### Stormwater Management and Sediment and Erosion Controls

Staff are concerned with impacts to water quality and flood risk associated with Butlers Creek as a result of having vehicular parking located in close proximity to the watercourse. At present, stormwater runoff at the site of the proposed parking extension discharges untreated directly into the creek.

In our review of planning applications, the CRCA typically requires both quality and quantity stormwater management controls to be implemented for all new development that would result in the conversion of permeable surface to impermeable surface. The method to demonstrate the necessary level of stormwater management required and how it will be achieved is through a Stormwater Management Report by a qualified engineer, or in the case of smaller scale developments such as this, through a stormwater management brief.

Staff recognize that an elaborate on-site stormwater management facility, such as a pond, oil-grit separator or storage chamber is not practical given the scale of development and space limitations. However, due to the close proximity to the creek and the existing drainage conditions it is important to ensure that controls are provided. One practical option may be to construct a grassed swale along the perimeter of the proposed parking area so that runoff is redirected away from the creek allowing for infiltration prior to release back into the creek. Sizing and design requirements for a swale would be a function of the size, configuration and surface material type of the parking area. Staff recommend that the parking be maintained as gravel. However, in recognition of the City's zoning provisions, should the parking area be required to be paved, a greater level of stormwater control will be necessary.

Without further information relating to the design and layout of the parking area, staff cannot provide specific details for stormwater management requirements at this time. In order to ensure that appropriate stormwater management is provided and the hazard issues discussed above are addressed, we recommend that the proposed parking area extension be subject to site plan control. During the site plan control application process, we request that the applicant submit drawings for the parking extension and demonstrate how both stormwater quality and quantity controls will be provided to the satisfaction of the City and CRCA.

### **Recommendation**

Staff have no objection to Application for Consent B04/13 and Application for Zoning By-law Amendment D14-165 provided that the proposed parking extension on the lot to be severed be subject to a site plan control application to be completed to the satisfaction of the City of Brockville and CRCA. The site plan application must address the natural hazards and stormwater management concerns identified above.

### **Ontario Regulation 148/06**

Portions of the subject lands are subject to Ontario Regulation 148/06: *Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses*, made pursuant to Section 28 of the Conservation Authorities Act. A permit under this regulation is required for development and site alteration (including grading and placement or removal of fill) within 15 m of the regulatory flood plain and within 15 m of the erosion hazard limit associated with Butlers Creek. Current and future landowners are advised to contact the undersigned for further information relating to permit requirements/process.

### **CRCA Plan Review Fees**

The CRCA charges fees for the review of *Planning Act* applications. The current fee for concurrent applications for severance and zoning by-law amendment is \$340. The applicant has submitted payment

Ms. Bagnell (B04/13 & D14-165)

May 2, 2013

of \$250. We request that payment of the remaining \$90 be submitted to this office at the applicant's earliest convenience.

Please inform this office in writing of any decisions made by the City of Brockville regarding this application. If you have any questions, please contact the undersigned at (613) 546-4228 extension 228, or via e-mail at [mdakin@cataraquiregion.on.ca](mailto:mdakin@cataraquiregion.on.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'MDakin', with a small dot at the end.

Michael Dakin  
Resource Planner

cc: Andrew McGinnis, Planner II, City of Brockville, via email

**22May2013**

**REPORT TO THE ECONOMIC DEVELOPMENT PLANNING COMMITTEE –  
4 JUNE 2013**

**2013-072-06**

**PROPOSED AMENDMENT TO SIGN BY-LAW 84-89  
40 CENTRAL AVENUE  
ST. MARY CATHOLIC HIGH SCHOOL  
OWNER: CATHOLIC DISTRICT SCHOOL BOARD  
OF EASTERN ONTARIO**

**M. PASCOE MERKLEY  
DIRECTOR OF PLANNING  
ANDREW MCGINNIS  
PLANNER II**

**RECOMMENDATION:**

THAT City of Brockville Sign By-law 84-89 be amended to permit an electronic message board within the existing ground sign located at 40 Central Avenue, City of Brockville to a maximum sign area of 4.46 square metres (48.0 square feet).

**PURPOSE:**

The purpose of this report is to provide recommendation on an application to consider an amendment to Sign By-law 84-89 respecting the property with municipal address 40 Central Avenue, City of Brockville.

The application requests that City of Brockville Sign By-law 84-89 be amended to permit an electronic message board (sign) within the existing ground sign located at St. Mary Catholic High School.

**BACKGROUND:**

An application for Amendment to City of Brockville Sign By-law 84-89 has been received from John Healey, agent for the Catholic District School Board of Eastern Ontario, owners of the subject property located at 40 Central Avenue, City of Brockville. The electronic message sign is not permitted under Sign By-law 84-89, as amended.

The proposed amendment is to legalize the existing electronic message board (sign) that was installed without obtaining proper approvals. The Electronic Message Board is located within the existing ground sign which was installed in 1996 on the subject property.

**ANALYSIS:**

Various sections of the Municipal Act provide municipalities with the authority to pass by-laws to control signage and other advertising devices. Signs within the Corporation of the City of Brockville are regulated under City of Brockville By-law 84-89, known as the Sign By-law.

2013-072-06

**Proposed Amendment to Sign By-law 84-89**

**Applicant:** John Healey

**Owner:** Catholic District School Board of Eastern Ontario

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The application requests that City of Brockville Sign By-law 84-89 be amended to grant approval for the electronic message board (sign) which was installed within the current ground sign located along the Central Avenue frontage of 40 Central Avenue (St. Mary Catholic High School). **Schedule "A"** to this report shows the sign as it currently exists. The sign is 2.23 square metres (24 square feet) per side for a total of 4.46 square metres (48.0 square feet).

The property is zoned I1 – General Institutional Zone and designated as Institutional Area under the City of Brockville Official Plan. The ground sign was installed in 1996 under Building Permit 96-039 and meets all by-law regulations relating to location; however, St. Mary Catholic High School had an electronic message board (sign) added to the existing ground sign without realizing that electronic message boards are not permitted under Sign By-law 84-94, as amended. The new installation was observed by Planning Department staff in April of this year.

The application for amendment has been circulated to the Operations Department, Environmental Services Department, Building Services Division of the Planning Department, Brockville Police and the Brockville Fire Department. No objections were received. A sign permit will be required to legalize the sign should Council approve the proposed amendment.

**POLICY IMPLICATIONS:**

None.

**FINANCIAL CONSIDERATIONS:**

All costs associated with this application and any further requirements are the responsibility of the Applicant.

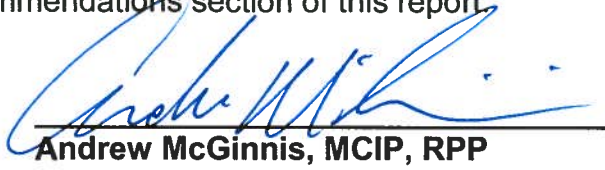
**CONCLUSION:**

The Planning Department has no objections to the proposed amendment to City of Brockville Sign By-law 84-89. The proposed amendment to allow for the electronic message board (sign) is similar to other approved signage on Institutional lands within the City. This conclusion is provided in the recommendations section of this report.



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**M. Maureen Pascoe Merkley, MCIP, RPP**  
Director of Planning



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**Andrew McGinnis, MCIP, RPP**  
Planner II



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**Bob Casselman**  
City Manager

SCHEDULE "A" TO REPORT 2013-072-06

ST. MARY  
CATHOLIC  
HIGH SCHOOL



COMPETE IN  
PROVINCIALS  
CONGRATS!

REVCO



# ST. MARY CATHOLIC HIGH SCHOOL



GERMAN

NEVCO

MAP

28-00"

NO. 401

HIGHWAY

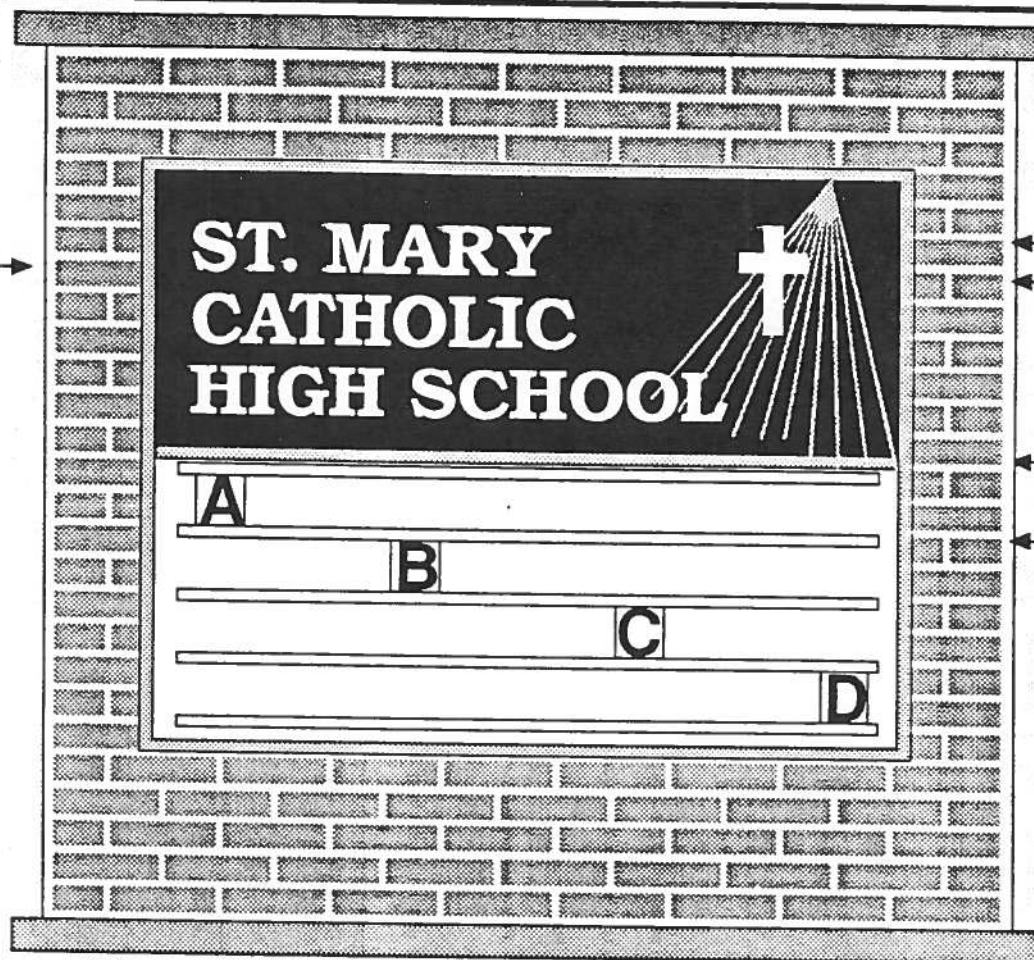


MAP

13 - 00



5.75" white  
on a royal blue  
background →



← Rays-yellow  
← Cross-13" white

← h-divider

← 36" x 96" read-graph  
for 4 lines of 6" letters

Description-double sided interior illuminated  
sign

Signface Size -6' x 8', Overall structure size 10' x 9'

Stock - 3/16" clear plexi

Lettering-3M transluscent pressure sensitive vinyl  
second surface application

Background-Opaque Sapphire Blue  
or Translusecnt Royal Blue

Quantity - one

PLEASE CHECK THAT SIZES, SPELLING AND COLOURS ARE CORRECT.  
APPROVED COPY WILL BE USED FOR PRODUCTION.



CLIENT St. Mary Catholic School APPROVED BY \_\_\_\_\_ DATE Sept. 25, 1995

The above designs are for the purpose  
of review and advertising planning  
and are the property of JET SIGNS.

27May2013

**REPORT TO THE ECONOMIC DEVELOPMENT PLANNING COMMITTEE - 04 JUNE 2013**

2013-074-06

**PROPOSED AMENDMENT TO ZONING BY-LAW 194-94  
89 CHURCH STREET  
CITY OF BROCKVILLE  
OWNER: RUSSELL & VIRGINIA ARMITAGE  
APPLICANT: DAVID DUC  
FILE: D14-166**

**M. PASCOE MERKLEY  
DIRECTOR OF PLANNING  
ANDREW MCGINNIS  
PLANNER II**

**RECOMMENDATION**

THAT approval be granted to amend City of Brockville Zoning By-law 194-94 to rezone lands with municipal address 89 Church Street to add a bed and breakfast use in addition to the current uses permitted in the R4-X2-8 Zone in effect, with zone provisions to allow 30% open space to recognize existing conditions.

**PURPOSE**

The purpose of this report is to provide recommendations for amendment to City of Brockville Zoning By-law 194-94 respecting the addition of a bed and breakfast to the existing uses permitted at 89 Church Street.

**BACKGROUND**

David Duc, acting as Agent for Russell and Virginia Armitage, Owners of lands described as Part of Part Lots 29 and 30, Block 34, Plan 67, designated as Parts 1 to 6, Reference Plan 28R-4605, City of Brockville, County of Leeds, with municipal address 89 Church Street, has submitted an application for an amendment to Zoning By-law 194-94 which would, if approved, rezone the subject lands to add a two (2) suite bed and breakfast use in addition to the current uses permitted in the R4-X2-8 Zone in effect for 89 Church Street and a reduction in required open space from 40% to 30% to recognize existing conditions.

**Schedule "A"** to this report identifies the location of 89 Church Street. **Schedule "B"** to this report are photos of 89 Church Street.

89 Church Street was originally constructed as a single detached dwelling on or around 1830 and is identified by Heritage Brockville as the "Sylvester Skinner House". The dwelling is not a designated building under the Heritage Act but it is listed as a House of Historic Interest by Heritage Brockville.

2013-074-06  
 Proposed Amendment to Zoning By-Law 194-94  
 89 Church, City of Brockville  
 Owner: Russell & Virginia Armitage  
 Applicant: David Duc  
 File: D14-166

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## ANALYSIS

The subject property is located on the south side of Church Street, east of the intersection of Perth Street and Church Street. The lands are currently developed with an older building, paved parking area, various landscaping and rear deck.

### Zoning and Official Plan Information:

Official Plan Designation: "Neighbourhood Area"

Existing Zoning: R4-X2-8 Special Exception Zone. The uses permitted in the R4-X2-8 Zone are a maximum of two dwelling units, a home occupation and a private home day nursery only.

Requested Zoning: R4-X2-8 Special Exception Zone modified to permit a two (2) suite bed and breakfast use in addition to those uses currently permitted. Site specific zone provisions would be established to reduce the minimum required landscaped open space from 40% to 30% to recognize existing conditions.

### Site Characteristics:

Total Area:	481.8 m <sup>2</sup> (5,187.0 ft <sup>2</sup> )
Frontage – Church Street:	20.366 m (66.39 ft.)
Average Depth:	26.847 m (88.08 ft.)
Average Width:	18.855 m (65.14 ft.)
Parking to be provided on-site:	4 spaces

### Surrounding Land Use:

North: The lands to the north of the subject property are zoned R4-General Residential Zone and are occupied by a range of older residential uses.

East: The lands to the east of the subject property are zoned R4-General Residential Zone and are occupied by a range of older residential uses.

West: The lands to the west of the subject property are zoned C2D-General Commercial Downtown Zone and are occupied by a range of commercial uses fronting on Perth Street.

South: The lands to the south of the subject property are zoned R4-X2-3 Zone and C2D-General Commercial Downtown Zone and are occupied by a range of commercial uses and a range of older residential uses.

2013-074-06

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Proposed Amendment to Zoning By-Law 194-94  
89 Church, City of Brockville  
Owner: Russell & Virginia Armitage  
Applicant: David Duc  
File: D14-166

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### Public Participation

The application for Zoning By-law Amendment has proceeded through the normal review process. On 7 May 2013, a Public Meeting was held by the Economic Development and Planning Committee. Notice of the Public Meeting was advertised in the Brockville Recorder and Times Newspaper on 07 April 2013 and was circulated to property owners with 120.0 metres (400.0 feet) of the subject property. In addition, a sign was posted on the subject property advising that the lands are the subject of an Application for Amendment to the City of Brockville Zoning By-law 194-94. Comments from City Departments and affected agencies were also solicited. A copy of an excerpt from the minutes of the Public Meeting is attached as **Schedule "C"** to this report.

### Comments Received

The following is a summary of comments received following the circulation of the Notice of Public Meeting:

1. Greg Healey, Fire Prevention Officer:  
*"After reviewing the application for the above-noted project, please be advised that this Department has no fire safety concerns at this time."*
2. C. Cosgrove, P. Eng., Director of Operations:  
*"The Operations Department has no comments with respect to the application."*
3. Steve Allen, Supervisor of Engineering  
*"We are not opposed to this request."*

### Provincial Policy Statement Considerations:

A Provincial Policy Statement (PPS) 2005 has been issued under the authority of Section 3 of the Planning Act. The PPS provides policy direction on matters of Provincial interest related to land use planning and development. Section 3 of the Planning Act further directs that Council decisions affecting planning matters "shall be consistent with" the Provincial Policy Statement.

Part V of the PPS sets out various policies which describe the areas of Provincial interest. Not all policies in the PPS are relevant to the planning matter under consideration, and thus, only those relevant portions will be referenced below.

Section 1.1.3.1 states that "*Settlement areas* shall be the focus of growth and their vitality and regeneration shall be promoted".

2013-074-06  
 Proposed Amendment to Zoning By-Law 194-94  
 89 Church, City of Brockville  
 Owner: Russell & Virginia Armitage  
 Applicant: David Duc  
 File: D14-166

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Section 1.1.3.2 states that “Land use patterns within *settlement areas* shall be based on:

- a. densities and a mix of land uses which:
  - a. efficiently use land and resources;
  - b. are appropriate for, and efficiently use, the *infrastructure* and *public service facilities* which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion; and
  - c. minimize negative impacts to air quality and climate change, and promote energy efficiency in accordance with policy 1.8; and
- b. a range of uses and opportunities for *intensification* and *redevelopment* in accordance with the criteria in policy 1.1.3.3.”

Section 1.1.3.3 states that “Planning Authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including Brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.”

Section 1.4.3 states, among others, that “Planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- b. Permitting and facilitating:
  - 1. all forms of housing required to meet social, health and well-being requirements of current and future residents; and,
  - 2. all forms of residential intensification and redevelopment in accordance with policy 1.1.3.3
- d. Promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of alternative transportation modes and public transit in areas where it exists or is to be developed.

Section 1.6.5.4 speaks to a land use pattern, density and mix of uses that minimize the number of vehicle trips and supports the development of viable choices and plans for public transit and other alternative transportation modes.

The overall proposal represents intensification within close proximity to the Downtown core. No change to existing municipal infrastructure is proposed. The proposal will add to the mix of housing types within the area and allow for visitors to select alternative means of transportation should the clients of the bed and breakfast choose, as they are within close proximity of the Red Bus route, the Brock Trail and Downtown.

2013-074-06  
Proposed Amendment to Zoning By-Law 194-94  
89 Church, City of Brockville  
Owner: Russell & Virginia Armitage  
Applicant: David Duc  
File: D14-166

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### Official Plan Considerations

The Official Plan for the City of Brockville provides guidance on how to manage future growth, development, and change within the City of Brockville.

The Official Plan designates the subject property as “Neighbourhood Area”.

The Official Plan’s goals are to create a sustainable City in terms of health and vitality, that is economically viable and diverse, has high quality municipal services and amenities, and is well planned.

Section 2.3 outlines strategic planning themes which includes “A Sustainable, Healthy, and Vital City”, “An Economically Strong and Diverse City”, “A High Quality of City Services and Amenities”, and “A Well-Planned Responsive City”.

The proposed intensification achieves the above objectives. The proposal legally intensifies an existing, serviced lot within the urban area; and, is located within walking distance of a number of amenities, services, and recreational facilities that meet clients’ daily needs.

Section 3 addresses building a healthy and sustainable City. More specifically, Sections 3.2.4.1 and 3.2.4.3 outline policies for the scope of development within “Neighbourhood Areas” as focusing on low to medium density housing, infilling on existing lots of record and the rounding-out of existing development patterns while ensuring that the character of the neighbourhoods is preserved. More specifically various forms of residential intensification such as infilling and the creation of accessory dwelling units are to be encouraged, where appropriate. These general Neighbourhood Area policies are further refined under Section 3.2.4.3 wherein small scale residential intensification is permitted in all Neighborhood Areas where infrastructure is adequate and where there are no significant physical constraints.

The general Neighbourhood Area policies are further refined under Section 4.3.2 wherein “Bed and Breakfast establishments shall be permitted”. Furthermore, Section 4.3.3.3 states that “A Bed and Breakfast Establishment shall only be operated in a single detached dwelling for temporary accommodation, and shall be subject to criteria in the Zoning By-law”.

The proposed development satisfies all the criteria required within the Official Plan.

### Zoning By-law Considerations:

The current zoning on the property with municipal address 89 Church Street is R4-X2-8 Special Exception Zone under City of Brockville Zoning By-law 194-94, as amended.

2013-074-06  
Proposed Amendment to Zoning By-Law 194-94  
89 Church, City of Brockville  
Owner: Russell & Virginia Armitage  
Applicant: David Duc  
File: D14-166

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The requested Amendment to City of Brockville Zoning By-law 194-94 would, if approved, rezone the subject lands to add a two (2) suite bed and breakfast use in addition to the current uses permitted in the R4-X2-8 Zone in effect for 89 Church Street and a reduction in required open space from 40% to 30% to recognize existing conditions. The current special exception zone was introduced in 2004 in response to a previous application to change the zoning on the subject property from I2-X2-2-Institutional Residence Special Exception Zone (former use as Interval House).

In considering the current application for zoning amendment, the following items were considered:

1. Request for a two (2) suite Bed and Breakfast:

Under the current site specific zoning for 89 Church Street, limited uses are permitted to occur. The uses permitted are restricted to a maximum of two dwelling units, a home occupation and a private home day nursery only. If the property was not under its current site specific zoning, a Bed and Breakfast containing up to five (5) bedrooms would be a permitted use in the R4 Zone. Therefore, based on the request and the policies of the Official Plan, staff believes that permitting a full bed and breakfast establishment within 89 Church Street rather than limiting the applicant to only the two (2) rooms would be a logical change and provide the owners with more opportunity.

For consistent implementation of Policy 4.3.3.3 of the Official Plan, a Bed and Breakfast establishment can only operate should the existing building on the property be a single detached dwelling (one unit) rather than two dwelling units as is also permitted through the current zoning. Should the owner decide to utilize available zoning regulations and establish two separate dwellings on the property, a Bed and Breakfast could not operate in either of the two (2) dwellings.

2. Reduction to Open Space:

Zoning by-law 194-94 requires that a minimum of 40% of the lot be maintained as open space. Upon inspection, it was noted that a rear deck was constructed without obtaining the proper building approvals and therefore has reduced the open space available on the lot. A request has been made by the applicant to reduce the minimum open space required from 40% to 30% to recognize the existing condition.

Planning Staff support the proposed request for a reduction to the open space; however, recommend that the owner obtain a building permit to legalize the rear deck.

Should the recommendations above be accepted by Council, the current R4-X2-8 Zone would be amended and would read similar to the following:

2013-074-06  
Proposed Amendment to Zoning By-Law 194-94  
89 Church, City of Brockville  
Owner: Russell & Virginia Armitage  
Applicant: David Duc  
File: D14-166

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**"R4-X2-8**

*The uses permitted in the R4-X2-8 Zone shall be a maximum of two (2) dwelling units, a home occupation, private home daycare and a bed and breakfast establishment. Said Bed and Breakfast Establishment can only operate within a Single Detached Dwelling only.*

*The zone provisions for the R4-X2-8 Zone shall be the same as for the R4 Zone, save and except a minimum of 30% open space must be maintained."*

**POLICY IMPLICATIONS**

As noted in the Analysis section of this report, the proposed amendment to Zoning By-law 194-94 for 89 Church Street is consistent with the PPS and with the relevant policies of the City's Official Plan.

**FINANCIAL CONSIDERATIONS**

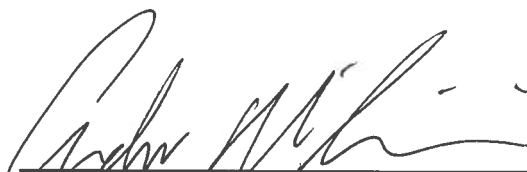
All costs associated with the requested rezoning of the subject property are the responsibility of the Owner.

**CONCLUSION**

Following review of the PPS and the Official Plan, as well as the submissions received respecting the request for a zoning amendment for 89 Church Street, it is reasonable to amend City of Brockville Zoning By-law 194-94 to permit the addition of a bed and breakfast as a permitted use at 89 Church Street. It is also reasonable to recognize a minimum 30% of open space to recognize existing conditions on the site as set out in the recommendation at the beginning of this report and as noted in the proposed site specific zoning included in this report.



M. Pascoe Merkley, MCIP, RPP  
Director of Planning



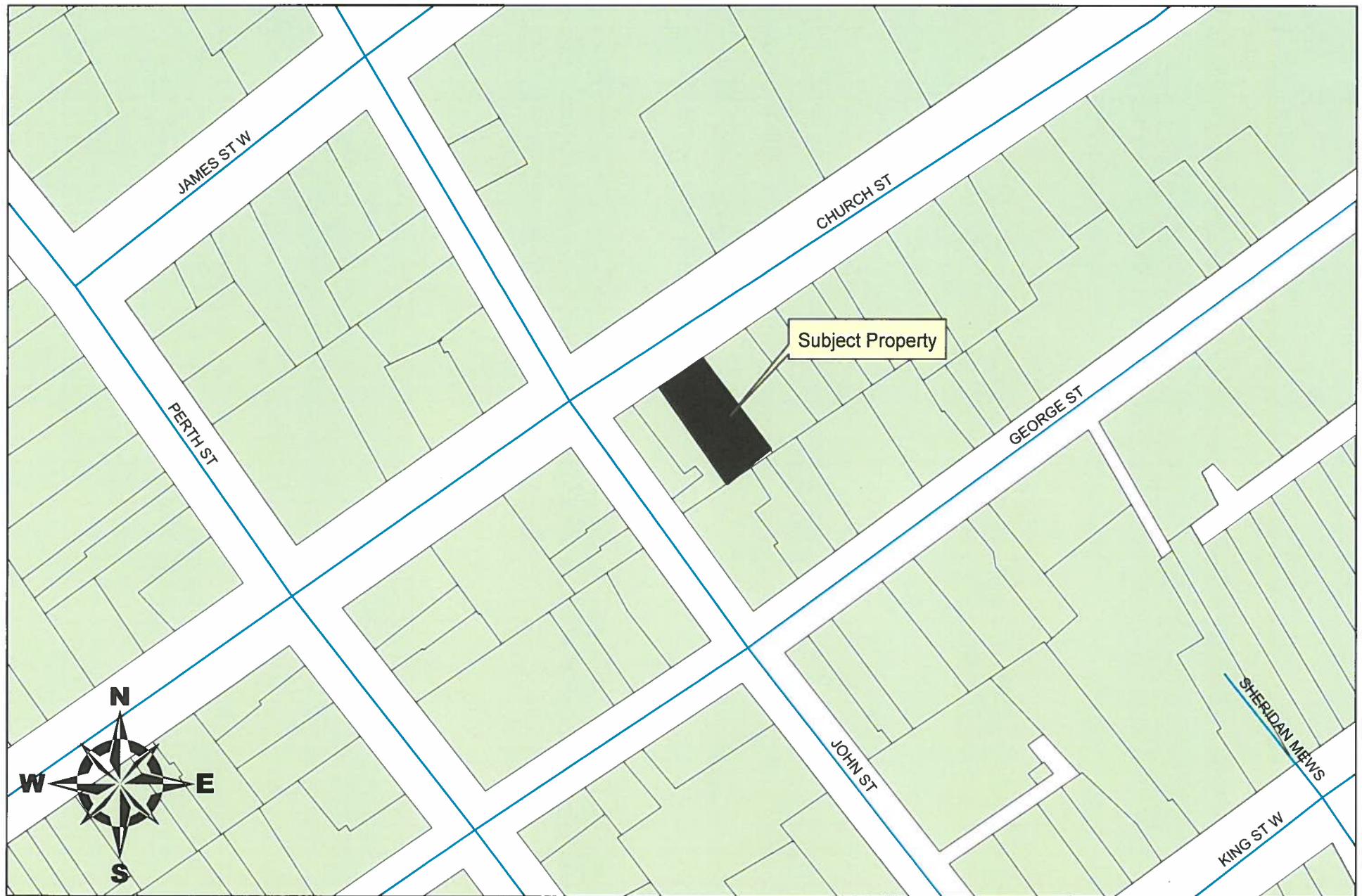
Andrew McGinnis, MCIP, RPP  
Planner II



B. Casselman  
City Manager



# SCHEDULE "A" TO REPORT 2013-074-06



0 5 10 20 30 40 Meters

Based on TERANET Information





## SCHEDULE "C" TO REPORT 2013-074-06



### Public Meeting Economic Development & Planning Committee

Tuesday, May 07, 2013, 6:00 p.m.  
Council Chambers, City Hall

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**Committee Members:**

Councillor J. Kalivas, Chair  
Councillor J. Baker  
Councillor T. Blanchard  
Councillor M.J. McFall

**Staff:**

Mr. J. Faurschou, Planner I  
Ms. L. Murray, Deputy City Clerk (Recording Secretary)  
Ms. M. Pascoe Merkley, Director of Planning

**Others:**

Jenn Ferguson, 104.9 JRFM  
Ron Zajac, Recorder and Times Newspaper

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The Chair called the meeting to order at 6:00 p.m.

**ITEM**

- 1      2013-055-05  
Proposed Amendment to Zoning By-law 194-94  
89 Church Street, City of Brockville  
Owner: Russell & Virginia Armitage  
Applicant: David Duc

Moved by: Councillor Blanchard

THAT Report 2013-055-05 be received as information and that a report on this matter be prepared by staff for consideration of the Economic Development Planning Committee at a future meeting.

CARRIED

Economic Development and Planning Committee (EDP) Public Planning Meeting Meeting  
Minutes -  
Tuesday, May 07, 2013

---

Councillor Kalivas, Chair, announced the Public Meeting.

Mr. Faurschou, Planner I, announced that Notice of the Public Meeting for Staff Report No. 2013-055-05 was given in the Recorder and Times Newspaper on April 11, 2013, notice sent to various agencies and departments, a letter was sent to owners of land within 120 metres of the subject property and a sign was placed on the subject property.

Councillor Kalivas asked that any person wanting further notice of the passage of the proposed amendment should give their full name, address and postal code to the Secretary prior to leaving the meeting.

Councillor Kalivas reviewed the procedures for the Public Meeting.

Mr. Faurschou provided a summary of the application.

The following person spoke in favour of the proposed amendment.

Mr. Duc, the applicant, explained that they currently reside in Montreal but will be relocating to this property shortly. He added that he feels this property is a great fit for their planned Bed and Breakfast.

No persons spoke in opposition of the proposed amendment.

The Public Meeting for Staff Report 2013-055-05 concluded at 6:18 pm.

The Committee agreed to have a staff report with final recommendations prepared for a future Economic Development and Planning meeting.

No persons completed the Request for Information form.

2. 2013-060-05  
Proposed Amendment to Zoning By-law 194-94  
10-12 Delhi Street and 152 Perth Street,  
City of Brockville  
Owner: 401 Security Systems Ltd.

Moved by: Councillor McFall

THAT Report 2013-060-05 be received as information and that a report on this matter be prepared by staff for consideration of the Economic Development Planning Committee at a future meeting.

CARRIED

May 21, 2013

## REPORT TO ECONOMIC DEVELOPMENT & PLANNING COMMITTEE – JUNE 4, 2013

2013-075-06  
BROCKVILLE MUSEUM  
REQUEST FOR TRANSFER  
OF FUNDS

N. WOOD  
CURATOR/DIRECTOR

### RECOMMENDED

THAT Council authorize the transfer, to a maximum of \$3,260, from the Brockville Museum Reserve Fund (account 02-5-191954-6436) to be used for the preservation of historical Brockville film.

### PURPOSE

To have Council approve the transfer from the Brockville Museum Reserve Fund to cover the costs associated with the preservation of archival film footage of Brockville.

### BACKGROUND and ANALYSIS

Over the past year the museum's film and media archives have grown substantially and volunteers have been working to preserve these unique and exciting treasures, including 35 reels of home videos in rare colour format film from the 1930s-1950s, and making them accessible to the public. However, current museum resources only allow for sporadic digitization and cataloguing of these materials. In keeping with our responsibility as a museum, it is imperative that these records be preserved before these films and tapes degrade to the point in which they are unusable.

The project being proposed involves the digitization of the museum's film and media collection in an efficient and systematic way that would include a searchable and up-to-date catalogue. The media files would be stored on the museum's back-up drive and a DVD version would be produced for use in museum exhibitions and outreach activities. An instructional manual would also be developed in order to assist museum staff and volunteers with maintaining the catalogue in the future.

The Museum has the equipment needed for this project and to avoid the risks associated with sending the materials offsite, it is being recommended to hire Andrew Covert, a film specialist from Concordia University. Mr. Covert is an experienced professional in the field of film and digital technology, who, through previous volunteer work at the museum, has proven himself to be reliable and cognizant of the nuances of archival work. Mr. Covert is willing to complete the project onsite at a cost of \$15.00 per hour with the Museum providing the materials and equipment (ancillary cost of \$260), for a total project cost of \$3,260. Oral quotes were sought from Ottawa-based *Home Video Studios* and from Spencerville-based *New Found Memories* (details below). Neither of these companies are able to produce the instructional manual, and in both cases the museum's films would have to be removed from the museum, risking damage.

Suppliers of digitization services who meet museums standards as set by the Ministry of Tourism and Culture are very limited. By not meeting the museum standards, not only is the integrity of Brockville's Archival collection compromised, but it may impact the museum's ability to obtain grant monies.

**Report 2013-075-06**  
**Brockville Museum Request for Transfer of Funds**

**Page 2**

Estimated Cost of Project

Task	Andrew Covert (on-site)		Home Video Studios (Ottawa)	New Found Memories (Spencerville)
	# of hours required @ rate of \$15.00/hour	Cost	\$37.50/hr + \$37.50/DVD	\$35/hr + \$10.83/DVD (not archival quality)
Stage 1: Rendering of films	35	\$525	\$1,312	\$1,225
Stage 2: Archiving and Cataloguing	65	\$975	\$2,437	\$2,275
Stage 3: Back-up of films to DVD	50	\$750	\$4,500	\$1,300
Stage 4: Produce complete indexed catalogue and instructional manual for volunteers	50	\$750	Unable to complete	Unable to complete
Ancillary Materials: DVDs, cases, digitization		\$260	N/A	N/A
<b>TOTAL</b>		<b>\$3,260</b>	<b>\$8,249</b>	<b>\$4,800</b>

**POLICY IMPLICATIONS**

Council approval is required to "transfer funds to" or "transfer funds from" a reserve fund.

**FINANCIAL CONSIDERATIONS**

There are sufficient monies within the Brockville Museum's Reserve Fund to cover this request.

  
 Natalie Wood  
 Curator/Director

  
 David Dick, CA, CPA  
 Director of Corporate Services

  
 B. Casselman  
 City Manager

29May2013

## REPORT TO THE ECONOMIC DEVELOPMENT PLANNING COMMITTEE – 4 JUNE 2013

2013-076-06

PROPOSED USE OF MUNICIPAL BUILDING

FOR HOMELESS SHELTER,

1807 COUNTY ROAD 2 EAST, ELIZABETHTOWN-KITLEY

APPLICANT: FRESH WIND COMMUNITY RESIDENCE INC.

M. PASCOE MERKLEY

DIRECTOR OF PLANNING

J. FAURSCHOU

PLANNER I

### RECOMMENDATIONS

1. **THAT** the proposal from Fresh Wind Community Residence Inc., attached to Report 2013-076-06 requesting use of the former WPCC administration building at 1807 County Road 2 East as a homeless shelter be received, and
2. **THAT** Fresh Wind Community Residence Inc. be advised that the City of Brockville views the request as being premature at this time.

### PURPOSE

The purpose of this report is to respond to a proposal received from Fresh Wind Community Residence Inc. asking for the City's contribution towards the establishment of a homeless shelter at 1807 County Road 2, the former administration building associated with the City's Water Pollution Control Centre.

### BACKGROUND

On March 25, 2013, Fresh Wind Community Residence Inc. submitted a proposal for the establishment of a Brockville Homeless Shelter using the underutilized municipal building at 1807 County Road 2 East. The facility would provide short term, safe, supportive emergency shelter for people who are homeless or at risk of being homeless. The Proposal is attached hereto as **Schedule "A"**.

To achieve this, Fresh Wind Community Residence Inc. is seeking a partnership with local churches, community agencies and service clubs, under the leadership and oversight of The Pier Christian Church in the founding and on-going operation of a homeless shelter.

The contribution to this initiative being sought from the City of Brockville is as follows:

- *The City of Brockville to provide the use of the building, rent free for a period of five years. At the end of five years, an equitable rent would be negotiated by both parties.*
- *The City of Brockville would make any necessary repairs as demanded to comply with Fire Department, building by-law, or hydro requirements.*



- *The City of Brockville to continue to mow the lawns and remove snow as needed.*

Coincidental with submission of this proposal to the City, Fresh Wind Community Residence Inc. also applied to the United Counties of Leeds and Grenville (UCLG) for One-Time Transition Funding under the Community Homelessness Prevention Initiative (CHPI). City staff has subsequently been advised that the funding request has been denied, and that no other commitment, financial or otherwise, has been made by the UCLG.

Mr. Bill Burgess, who represents Fresh Wind Community Residence Inc., has advised that the organization continues to seek the City's commitment while continuing to seek out alternate sources of funds for this initiative.

## ANALYSIS

There are several issues to be considered in response to the proposal by Fresh Wind Community Residence Inc. This analysis will touch on the following: Need; Proposed Facility; Business and Operational Plan; and Municipal Participation.

### Need

A need for a homeless shelter has not yet been determined. The UCLG is currently developing a ten year Housing and Homelessness Plan to address housing needs and services currently provided in Leeds Grenville, identifying gaps in services and establishing goals and actions. Once complete, this Plan may support the notion that a homeless shelter is needed.

### Proposed Facility – 1807 County Road 2 East, Elizabethtown-Kitley

#### General Building Description

- Owned by the City of Brockville.
- Built in 1960's for Children's Aid and later converted to offices and labs for use by the City of Brockville in association with the WPCC.
- The basement has full kitchen capability, men's and women's showers, lockers and bathrooms.
- Each upper floor has a 2 piece bathroom.
- Brick exterior over painted concrete block interior with concrete ceilings, mix of carpet and tile flooring.
- Dated individual window unit heaters/air conditioning units.
- An exterior retrofit elevator has been decommissioned. Formerly the elevator served to transfer clients from the basement level to 1<sup>st</sup> level reception area.
- With the completion of the WPCC Secondary Treatment and associated upgrades, the future use of this underutilized building has not been addressed nor determined.

### Zoning:

The subject property is located within the Township of Elizabethtown-Kitley and thus, its



use is governed by the Township's Official Plan and zoning by-law.

The subject property is not currently zoned for the intended use. In this regard, the Director of Planning Barbara Kalivas has provided the following insight:

*"If such a use were to be under the direct control/operation of a public authority, e.g. the City, it could be perhaps considered a public use, under the pending new zoning by-law I-1 zone.*

*If it is however **operated by another group, merely using the City's facility (or part thereof), it would need to be rezoned to permit a 'shelter' use (which I suspect may be the case here)**. The pending new zoning by-law does not provide for such a definition, so we would need to research this use and seek out an appropriate/applicable definition. Might there be counselling services also offered to those being housed on such a temporary basis? If so, this type of accessory use would need to be captured in the definition. To control the scale of the proposed use, such a definition might also reasonably limit the number of beds perhaps, given the demonstrated need for such a use in the immediate area.*

*Certainly there would be building code/fire code implications with such occupancy and also if there is potential for combined residential (e.g. lower floor) with commercial use (e.g. offices on the upper floor(s)) in the balance of the building, but I've not had the opportunity to consult with our Building Official or Fire Chief at this time."*

#### Site and/or Building Upgrades:

The proposal suggests that the City of Brockville would undertake upgrades necessary for homeless shelter occupancy. This is expected to include, at a minimum, the following:

##### 1. Record of Site Condition

Given the proposed change of use from an institutional use to a more sensitive use (residential), a Record of Site Condition may be required before any building permits can be issued. A Record of Site Condition (RSC) is a statement filed by a Qualified Person (QP) to protect property owners from environmental cleanup orders and it must be filed whenever a property changes to a more sensitive use. In order to file an RSC, the property must have been properly assessed and shown to meet the soil, sediment and groundwater standards appropriate for the use (i.e. residential) proposed to take place on the property. The Environmental Protection Act (EPA), specifically O. Reg. 153/04 passed under authority of the EPA, details requirements related to site assessment and potential remediation.

##### 2. Ontario Building Code (OBC) Compliance

A Change of Use Permit may be required as will a Building Permit for any work needed to meet requirements under the OBC for residential occupancy of this nature. The City's Chief Building Official has advised that, under the OBC, occupancy of a building by more than 10 individuals would require, among potentially other items, a sprinkler system and fire detection measures.

The potential costs associated with the above items could be considerable, but are unknown at this time.

#### Location

1807 County Road 2 East is an inferior choice with respect to potentially suitable locations for a homeless shelter, given its remote distance from the City centre. While Brockville Transit services the area, the system has limited hours of operation. Walking distances may deter potential clients from using the shelter. Opportunities to access essential and supporting services are also limited in the area. Police response, if needed, would be the OPP rather than Brockville Police Service.

#### **Business and Operational Plan**

The Brockville Homeless Shelter Proposal identifies the following commitment from Fresh Wind Community Residence Inc.:

- Make any interior alterations (subject to approval by the City) and furnish the building at their own expense. (Estimate \$8,900.00 plus telephone, computers, electrical and plumbing to be done by others);
- Pay any necessary staffing costs and recruit volunteers to assist in the operation of the shelter;
- Develop programs and liaise with various social services agencies to meet the needs of residents;
- Pay for all supplies and equipment needed to operate the shelter;
- Pay the costs of hydro and water and sewage for the operation of the facility.

The Proposal does not identify any commitments in terms of financial support, one time start-up and capital or ongoing, from the UCLG, Provincial agencies, Federal agencies, surrounding townships, surrounding communities, churches or services clubs.

Other deficiencies which are of note with respect to the proposal are as follows:

- Lack of specifics regarding legislative requirements concerning the operation of a homeless shelter;
- Incomplete financial plan;
- Lack of secure partner commitments;
- Lack of qualified Manager and commitment to staffing – full-time / part-time / volunteer;
- Lack of security planning for building access/egress and within building;
- Lack of clear daily operational structure, including but not limited to: hours of operation, curfew, in/out monitoring, time of occupancy (who can stay inside and for how long – all day occupation vs. restricted hours / procedures to address inclement weather / emergency procedures, etc.);
- Lack of focused clientele (men, women, families, transients passing through, city residents, residents of surrounding areas, those made homeless through calamity,

residents who cannot afford a room or apartment or who have been evicted, recently paroled individuals, referrals from Canadian Mental Health or other social agencies);

- Lack of clear food preparation/serving/access procedures;
- Lack of clear planning for client transportation; and
- Lack of consideration for insurance (building, health, etc.)

### **Municipal Participation**

Besides its partnership in St. Lawrence Lodge under the Homes for the Aged Act, the City of Brockville has no direct mandate respecting social housing. The UCLG is responsible in this regard, with the City only indirectly involved with the provision of social housing as a member of the Joint Services Committee of the UCLG.

### **POLICY IMPLICATIONS**

The City's Community Strategic Plan does not identify as an initiative the provision of social housing or specifically a homeless shelter to serve the community.

However, the Official Plan does set out in policy that the provision of housing that is affordable to low and moderate income households shall be a priority. The Official Plan further suggests that a housing strategy shall be completed to establish an appropriate target for the provision of housing to be affordable to low and moderate income households. In this vein, the City supports, as a first step, the work underway by the UCLG to update its ten year Housing and Homelessness Plan to provide guidance on specific housing-related issues, including the determination of need for a homeless shelter.

### **FINANCIAL CONSIDERATIONS:**

The City's 2013 budget has been approved, and funds for repurposing the building at 1807 County Road 2 East have not been made available.

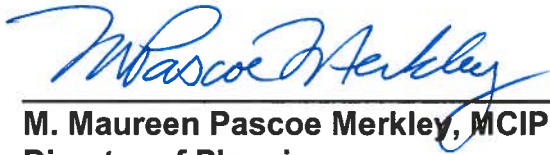
### **CONCLUSION:**

Fresh Wind Community Residence Inc. is to be commended on its initiative in responding to a perceived need for a homeless shelter.

However, based on the foregoing information and analysis, staff believe that it is premature to consider entering into an arrangement for re-use of this City facility for a homeless shelter until the UCLG Housing and Homelessness Plan has been completed and there has been a determination as to the need for such a shelter.

Should Fresh Wind Community Residence Inc. continue to pursue an interest in such a facility, the group should be encouraged to produce a complete and viable business plan prepared by a qualified professional.

Furthermore, specific to the location of interest to this group, the City should determine the future of this building, and whether it is clearly surplus to our needs, before committing to another purpose.



**M. Maureen Pascoe Merkley, MCIP, RPP**  
Director of Planning



**J. Faurischou, MCIP, RPP**  
Planner I



**Bob Casselman**  
City Manager

## SCHEDULE "A" – Report 2013-076-06

### Brockville Homeless Shelter Proposal



#### Concept

Fresh Wind Community Residence Inc( under the leadership and oversight of The Pier Christian Church ) would like to partner with the City of Brockville in order to provide short term, safe ,supportive emergency shelter for people who are homeless or at risk of being homeless.

Fresh Wind Community Residence Inc seeks to form a partnership of local churches, community agencies and service clubs who have purposely come together to accomplish this task.

#### Mission

The partnership, with leadership from The Pier Christian Church seeks to pull together the community resources to serve the individual needs of the homeless in Leeds and Grenville and help people move forward in their lives by connecting them with the services needed to accommodate the process.

#### Vision

As partners working together, we would provide a safe healthy community in a shelter that will support the diverse needs of individuals and be available to them as they move forward to stable long term housing in the community.

#### Values

Acceptance – Integrity – Faith – Accountability – Client Centered – Community

Respect - Confidentiality

The Need

- United Counties have 667 rent geared to income social housing units
- United Counties of Leeds and Grenville Social Housing have 490 families on a waiting list affordable housing.
- A projection of 605 units/year is needed to accommodate growth.
- United Counties have one emergency apartment that is always full
- Leeds and Grenville Mental Health Residential Services have one bed for emergency use –it is always full as well.

- Homeless individuals have been bussed to shelters in other cities to provide for their needs in the past. Numbers of men bussed to other shelters have been minimum because most women are accommodated here in Interval House and many men choose to sleep on someone's couch or floor rather than leave their community. The risk for Interval House may be filling spots used for women who are homeless and possibly taking spaces that would be needed by others who are experiencing abuse.

#### Clients to be Served

Residents would need to be at least 16 years of age ( Children's Aid Society would service those who are younger ), men, women and families. Residents may be transients who are passing through Brockville, those residents of Brockville and surrounding area who are made homeless by natural calamity, residents who cannot afford a room or apartment or who have been evicted and have not yet found alternative accommodation, recently paroled individuals, referrals from Canada Mental Health or other social agencies.

#### Facility

The proposed site is the Water Pollution Control administration building on highway #2, located in front of the current water treatment plant.

#### Contribution Sought from The City of Brockville

- The City of Brockville would provide the use of the building, rent free for a period of five years. At the end of five years an equitable rent would be negotiated by both parties.
- The City of Brockville would make any necessary repairs as demanded to comply with Fire Department, building bylaw, or hydro requirements.
- The City of Brockville would continue to mow the lawns and remove the snow as needed.

#### Contribution of Fresh Wind Community Residence Inc.

- Fresh Wind Community Residence Inc. would make any needed interior alterations( subject to approval by the City) and furnish the building at their own expense. Note attached estimate by Tress Construction.

- Fresh Wind Community Residence Inc would pay any necessary staffing costs and recruit volunteers to assist in the operation of the shelter
- Fresh Wind Community Residence Inc. would develop programs and liaise with the various local social service agencies to meet the needs of the residents
- Fresh Wind Community Residence Inc would pay for all supplies and equipment needed to operate the shelter
- Fresh Wind Community Residence Inc. would pay the costs for hydro and water & sewage for the operation of the facility

### Benefits

- The building is currently unoccupied and therefore of no benefit to the City. By allowing Fresh Wind Community Residence Inc to occupy the building as a shelter, a definite need is met and the requirement for security and regular inspections is avoided
- as Fresh Wind Community Residence Inc. would be assuming the cost of heat, hydro and water a significant savings would be realized by the City
- by providing the homeless a place to stay, there will be fewer on the street during the night resulting in fewer fights, public urination charges, vandalism and perhaps lower policing costs
- there would be no need to pay for overnight stays in local hotels or to pay the cost to transport these individuals to shelters in Ottawa or Kingston
- beds would be available for Canada Mental Health patients ( who currently only have one bed for emergency occupancy)

### Costs to the City

- It is likely that the fire department will require that a sprinkler system be installed and /or smoke detectors on each floor

Submitted by  
 Fresh Wind Inc.  
 Bill Burgess- 343-264-0335  
 Joan Thomas- 613-802-2214

TRESS CONTRACTING  
O/B BRIAN D. ROOT  
96 PINE ST. UNIT #1  
BROCKVILLE , ON K6V 1G9  
613-342-7499

## CONTRACT PROPOSAL

March, 18 2013

Fresh Wind  
RE: Site Visit  
Brockville Ont.  
C/O Joan Thomas  
Dear Sir/Madam,

The undersigned proposes to furnish all materials and perform all labor necessary to complete all the work described below:

Allowance to paint each floor, all rooms and hallways of the three floors  
To paint block and dry wall walls, ceilings, and trim. \$6,800.00

To remove any block walls and to make good flooring, walls and ceilings. \$1,450.00

Allowance for flooring would be \$650.00 per room.

Hallways and corridors would be tile work and would be priced separately as needed.

All telephone and computer lines, electrical and plumbing would be done by others.

### HST INCLUDED

GST# 10930 8742 RT0001

The above work to be completed in good and workmanlike manner for the sum of

Payments to be made as follows  
balance on completion

Any changes in the work and the price to be charged for same shall be made in writing.

This proposal is made on the basis of current material and labour costs. A delay in acceptance of more than 120 days will require a review of the proposal and re-dating before the agreement becomes binding.

Respectfully submitted,

Brian D. Root  
O/B TRESS CONTRACTING



## ACCEPTANCE

You are hereby authorized to furnish all materials and labour to complete the work mentioned in the above proposal, for which the undersigned agrees to pay the amount mentioned in said proposal, and according to the terms thereof.

Date \_\_\_\_\_