

A BY-LAW TO AMEND THE TERMS OF REFERENCE BY-LAW (008-2019) TO INCLUDE THE TERMS OF REFERENCE FOR THE DOWNTOWN COBOURG VITALIZATION COMMUNITY IMPROVEMENT PLAN (CIP) APPLICATION EVALUATION TEAM AS A COUNCIL AND STAFF WORKING GROUP IN THE TOWN OF COBOURG.

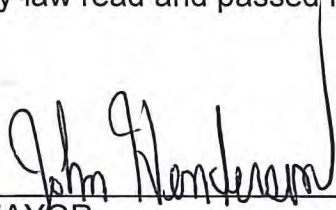
WHEREAS Council of the Town of Cobourg authorized preparation of a by-law to amend the Terms of Reference By-law (008-2019), to include a Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team;

AND WHEREAS By-law No. 009-2019, being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the 'Procedural By-law', establishes the rules and procedures under which Council and Committees of Council are to function;

NOW THEREFORE the Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** the Terms of Reference By-law (008-2019) be amended to include Schedule 'B' – 3 to Section 3 of the by-law to include the Terms of Reference for the Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team.
- 2. THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 10th day of June, 2019.



MAYOR



MUNICIPAL CLERK



Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team Terms of Reference

1.0 Authority

At its June 3, 2019 Committee of the Whole Meeting, Council authorized the establishment of an Evaluation Team to review applications submitted under the Downtown Vitalization Community Improvement Plan (CIP) with input from the appropriate Municipal Council Coordinators, Advisory Committees, local business organizations and Municipal Staff.

2.0 Purpose, Mandate and Scope

The Downtown Vitalization CIP Application Evaluation Team will be responsible for reviewing and evaluating individual applications submitted under the Downtown Vitalization CIP program, as required. As part of the evaluation process, the Planning Department will prepare Agendas and application evaluation packages for review by the Team generally based on the following criteria:

- Grant/Loan Cost Leverage – the ratio of the applicant's contribution to the Town of Cobourg's grant/loan funds requested;
- Visual Impact – significance of the improvement to the building/property as is visible from the public realm;
- Impact on Target Business Attraction – where a project involves bringing one of the following new businesses or services to the downtown: mid-scale family restaurant, up-scale restaurant, food retailer, ladies & children's clothing & accessory shops, up-scale coffee shop/cyber café, specialty store, business with unique cultural & artisan experience;
- Heritage Conservation Impact – where a project involves a designated heritage property, the application of best practices of heritage building stewardship;
- Residential Square Footage – the percentage of the total gross floor area of a building that is residential space being rehabilitated/converted/upgraded/created;
- Business Square Footage – the percentage of the total gross floor area of a building that is commercial/business space being rehabilitated/converted/upgraded/created;
- Structural Integrity Impact – where a project addresses significant structural/engineering issues with a building.

The aforementioned criteria and associated score weighting may be modified by the Evaluation Team as necessary to suit the circumstances associated with Council's priorities for the CIP program in any given year.

3.0 Composition and Term of Appointments

The Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team shall be comprised of nine (9) members which shall include:

- Coordinator of Planning and Development Services;
- Coordinator of Protection Services;
- One (1) member of the Planning & Development Advisory Committee
- One (1) member of the Cobourg Heritage Advisory Committee
- One (1) member of the DBIA
- One (1) member of the Northumberland Central Chamber of Commerce
- Chief Administrative Officer
- Director of Corporate Services/Treasurer
- Director of Planning & Development

Members of the Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team shall be for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

4.0 Reporting Structure

The Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team shall report to the Municipal Council.