



The Corporation of the
Town of Cobourg

Resolution

Moved By	<u>S. Séguin</u>	Resolution No.:
Last Name Printed	<u>SEGUIN</u>	415-19
Seconded By	<u>P. J. Darling</u>	Council Date:
Last Name Printed	<u>DARLING</u>	October 21, 2019

WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Records and Committee Coordinator, regarding the 2019 Annual Reports and Proposed 2020 Work Plans for Advisory Committees;

NOW THEREFORE BE IT RESOLVED THAT Council approve the proposed 2020 Work Plans from Advisory Committees, as provided in Appendix 'A'.

APPENDIX 'A'

2020 ADVISORY COMMITTEE WORK PLANS

Advisory Committee	2020 Work Plans	Pages
Accessibility Advisory Committee (AAC)	Work Plan	2
Heritage Advisory Committee (HAC)	Work Plan	3
Parks and Recreation Advisory Committee (PRAC)	Work Plan	4
Planning and Development Advisory Committee (PCAC)	Work Plan	5 – 8
Sustainability and Climate Change Advisory Committee (SCCAC)	Work Plan	9 – 10
Transportation Advisory Committee (TAC)	Work Plan	11 – 12

Accessibility Advisory Committee 2020 Work Plan

Action Item (Identify specific action items integral to accomplish the stated objective)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Increase the number of AODA compliant pedestrian signals at intersections	Annual	1) Make recommendations to Council in support of AODA Compliant Pedestrian Signals	1) New signal annually 2) Increased accessibility of public spaces 3) Improved safety at intersections	Traffic Signal maintenance contractor, Municipal Staff (Engineering/Public Works Department), Northumberland County	People Action 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Improve Accessibility Downtown	Ongoing	1) Create a Sub-Committee to complete the following checklist for the downtown: Measure grade of intersections, identify high contrast painting opportunities at downtown intersections; identify quality and any repair needed for sidewalks along King St, list areas for repair/improvement of any pavers and pavement, observe slope of intersections; survey accessibility to entrances for business and stores; identify opportunities for store entrances to have ramps and store bells. 2) Raise awareness of Downtown Vitalization CIP	1) Awareness of many areas of improvement needed to be fixed to make Cobourg Downtown Accessible. 2) Awareness of how difficult and challenging and safe it is just to use the downtown main street. 3) The more accessible Cobourg downtown is, the more will come to shop, spend time and enjoy our beautiful downtown.	Heritage Committee, DBIA, Communications Department, Municipal Staff (Communications Department, Public Works/Engineering, Building & Planning Department), Council	People Action 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Organize Accessibility Awareness Interactive Experience Downtown for AccessAbility Week	May 25th - 31st 2020	1) Committee to organize events in the months leading up to AccessAbility Week, including: Find businesses and groups to provide accessibility devices for event; develop a budget for event; create a Motion for Council's Support; create a Motion to Council for the use of Accessibility budget for the event.	1) Increase accessibility awareness in the community.	The Oddfellows Community Group, Businesses with similar accessibility objectives and values, community caregivers, Council, Municipal Staff, Wheels service provider	People Action 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Increase capacity and efficiency of accessible transit services	Ongoing	1) Nominate two members of the Accessibility Advisory Committee to consult with Municipal Staff and Wheels service provider, and report back to the Committee. 2) Create and distribute a survey for existing ridership of Wheels transit and other members of the community. 3) Staff to investigate opportunities for enhanced services through new partnerships, such as Community Care. 4) Generate rules for no shows or frequent cancelation of pre-bookings. 5) Contact Wheels drivers for understand their needs, observations, and discuss opportunities for enhanced service. 6) Take steps to resolve booking issues.	1) Service provider is to utilize Routematch software to its fullest capabilities in order to transport more people per trip. Operating Service is to enforce the rules of the Wheels service including cancellation policy in order to ensure booking times are more available and trip destinations are prioritized. Decrease trip cancellations for Wheels. 2) Ensure continued compliance with AODA Standard for accessible customer service. 3) Gain better understanding of needs and extra care required for the clients. 4) Make necessary adjustments to system.	Community Care Northumberland, Wheels service provider, Municipal Staff (Engineering Department), Wheels transit ridership	Partnership Action 4: Work with transit authorities in the area to integrate transit services, including accessible and active transportation services. Partnership 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Increase the usage of the Town website to report accessibility concerns	Ongoing	1) Create awareness campaign for Report It Webpage (newspaper, social media, press release, radio, etc.) 2) Create accessibility specific email address for citizens to use to report concerns.	1) Collect data on accessibility concerns. 2) Learn about improvements required. 3) Develop action plan to address concerns. 4) Create a place for people to address accessibility issues so that it can be dealt with.	Municipal Staff (Communications Department, Engineering Department), Wheels ridership, Citizens of Cobourg	People Action 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Undertake any other actions to assist Council in achieving its accessibility objectives as noted in their 2019 - 2022 Strategic Plan.	Ongoing	TBD	TBD	TBD	All actions relating to this objective will be in support of Council's Strategic Plan.

Heritage Advisory Committee 2020 Work Plan

Objective (Identify the objective to be achieved in 2020)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed objective and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Committee review of Town incentives and grants for heritage buildings	Ongoing	Heritage Advisory Committee	Approval/rejection of proposed incentives/grants	Staff, Council and property owners	Improve economic viability of the built heritage of Cobourg
Additional Heritage Conservation District(s)	January - December 2020	Heritage Advisory Committee	Implementation of new Heritage Conservations District(s)	Staff, Council and residents	Ensure preservation of built and cultural heritage in Cobourg

Planning and Development Advisory Committee - 2020 Work Plan

Action Item (Identify specific action items integral to accomplish the stated objective)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Tannery District Sustainable Master Plan	Apr-20	Special Project Steering Committee	PDAC Recommendation & Council Adoption	Sustainable Cobourg, public, advisory	N/A - Previous Council Term Strategic Plan
Comprehensive Zoning By-Law Review	Jun-20	Special Project Steering Committee	PDAC Recommendation & Council adoption	Public, advisory committees	N/A - Previous Council Term Strategic Plan
Provide Recommendations to Council on Planning Applications	Ongoing	Review municipal staff reports	PDAC Recommendation	Municipal staff, agencies	Supports all 5 Pillars and PDAC TOR
Affordable & Rental Housing CIP	Sept 2019-Mar 2020	Special Project Steering Committee	PDAC Recommendation & Council Adoption	Public, advisory committees, stakeholders	Pillar: People--Support & Care for social and physical well-being of its citizens

Parks and Recreation Advisory Committee 2020 Work Plan

Action Item (Identify specific action items integral to accomplish the stated objective)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Strategic Plan: People, Strategic Action #2: Implement a municipal youth program Provide advice to Staff through Council on setting up a Youth Advisory Committee	Staff target of Nov. 2019 to start process; will provide feedback accordingly		1. Cobourg's youth participate in community activities and events 2. The Town is enriched by the skills, ideas, and perspectives of its youth	Collaborate with the Coordinator of Arts, Culture, and Tourism	Strategic Plan: People, Strategic Action #2: Implement a municipal youth program
Strategic Plan: People, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation Follow up on progress of Outdoor Adult Fitness Park (status of applications for funding; location of park; choice of equipment, evaluation of usage, etc.)	Feb-20		1. Residents of all ages are engaged in a wide variety of physical activities 2. Cobourg residents are healthy and happy	Request an update from the Fitness Park Working Group (Keith Oliver)	Strategic Plan: people, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation
Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation Provide advice to Council regarding best practices for creating an age-friendly community; in particular, identify areas for improvement related to the mandate of Parks and Recreation - request report from Staff on progress to date and	Mar-20		1. Residents of all ages are engaged in a wide variety of physical activities 2. Cobourg residents are healthy and happy	Collaborate with the Accessibility Advisory Committee	Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation

<p>Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier Provide analysis and feedback on results of public engagement process regarding the East Pier</p>	Oct-19		<ol style="list-style-type: none"> 1. The Town of Cobourg will be good stewards and practise sustainable actions 2. A community that prioritizes biking, walking, and public transportation as a means to mitigate the effects of climate change 		Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier
<p>Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected Consider actions that could best achieve this goal and make recommendations to Council</p>	Jan-20		<ol style="list-style-type: none"> 1. Cobourg's natural environment will be safeguarded and protected 2. The Town of Cobourg will be good stewards and practise sustainable actions 		Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected
<p>Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives Consider ways to increase tree canopy of Cobourg, particularly within its parks - staff in process of preparing a report by October 2019, so address this accordingly</p>	Nov-19		<ol style="list-style-type: none"> 1. Cobourg's natural environment will be safeguarded and protected 2. The Town of Cobourg will be good stewards and practise sustainable actions 	Sustainable Cobourg Sustainability and Climate Change Advisory Committee	Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives
<p>Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands Study the impact of Bill 108 on parkland in new developments and make recommendations to Council as required to coincide with a review of policy on this</p>	According to staff schedule to Amend Parkland Dedication by-law (estimate Spring 2020)				Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands

<p>Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg Include an analysis of impact of special events on parks in conjunction with other committees developing a new policy to address this</p>	Apr-20			Collaborate with the Coordinator of Arts, Culture, and Tourism	Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg
<p>Strategic Plan: Programs, Strategic Action #3: Implement a comprehensive management plan for all of the Town's assets Provide Feedback to Council on Staff's Asset Management Plan for Parks and Recreation</p>	Aug-20				Strategic Plan: Programs Strategic Action #3 "Implement a comprehensive management plan for all of the Town's assets."
<p>Feedback on Budget for Parks and Recreation component for 2020 and 2021</p>	October 2019 October 2020		The 2020 and the 2021 Budgets will address the needs of Parks & Rec Department, as determined by Council		Strategic Plan: Financial responsibility is woven throughout the pillars of the Town's plan
<p>Parks Master Plan (2013) Recommendation #2: Trails Master Plan Request Staff to prepare a comparative report that indicates progress in the past six years towards what was envisioned, that is, "a connected network of pedestrian trails and cycling routes that link parks together and integrate other Town destinations."</p>	May-20		The Town will achieve its goals as outlined in the Parks Master Plan		Strategic Plan: Places - Desired Outcome "A community that prioritizes biking, walking, and public transportation as means to mitigate the effects of climate change."

<p>Parks Master Plan (2013) Supply of Parks and Services (page10) Request Staff to prepare an updated chart that compares level of service (amount of parkland provided per 1000 persons) to other similar communities, to determine whether we have increased our level of service both in absolute terms as well as relative to the other comparator communities and to provide a report on any financial implications of any suggested actions.</p>	May-20		The Town will achieve its goals as outlined in the Parks Master Plan, page 10, of 5.7 ha/1000people.		Strategic Plan: Places - Desired Outcomes "Cobourg's natural environment will be safeguarded and protected" "The Town of Cobourg will be good stewards and practise sustainable actions."
<p>Parks Master Plan (2013) Park Facility Standards (page11) Request Staff to prepare a report showing our present level of service with respect to recommended levels</p>	May-20		The Town will achieve its goals as outlined in the Parks Master Plan		Strategic Plan: Programs Strategic Action #3 "Implement a comprehensive management plan for all of the Town's assets."
Provide comment and advice on issues as requested by Council, from time to time	ongoing				
Respond to Presentations and Delegations to the Parks & Recreation Advisory Committee as required	ongoing				

Sustainability and Climate Change Advisory Committee 2020 Work Plan

Objective (Identify the objective to be achieved in 2020)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed objective and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Provide comment and advice on ICSP and assist with community outreach on the ICSP	As requested by Cobourg staff or Council	1. Subject to Council decision to move forward on an Integrated Community Sustainability Plan (ICSP), provide comment on drafts prepared by staff; and 2. Assist with community outreach and consultation	1. Advice reflected in the ICSP; and 2. Cobourg staff feel benefit of assistance from the SCCAC	Planning and Building Department	Mandate: promote the protection, maintenance and awareness of the environment within the community; Strategic Plan: The Town engages in strong, sustainable public private partnerships to improve the quality of life for everyone
Assist with implementing Cobourg's Climate Action Plan	Start date: Early 2020; Completion date: ongoing	1. Together with the Environmental Officer develop overarching principles, goals and objectives to ground the Climate Action Plan mitigation measures; 2. Provide advice on climate action mitigation measures developed by the Environmental Office in 2020; 3. Provide advice to the Environmental Officer on a community outreach plan and communication messaging; and 4. Support the Environmental Officer at outreach and consultation events	1. Guiding principles, goals and objectives are developed and approved by Council; 2. Effective climate action measures are developed and prioritized according to largest energy and GHG reductions; 3. Education and outreach material produced; 4. Initial outreach meetings attended by SCCAC members	Environmental Officer; Sustainable Cobourg; Ganaraska Region Conservation Authority	Committee mandate: The SCCAC shall provide advice and make recommendations on educational and/or outreach to the public regarding climate change. Strategic Plan: the Town protects, preserves and promotes its natural assets.
Support other Advisory Committees to carry out their mandate through the lens of the Climate Emergency we are facing	Start date: Jan 2020; Completion date: ongoing	1. Meet with each Advisory Committee to discuss the climate emergency we are facing, and invite them to work with the SCCAC to develop guidance on climate crisis measures to consider when fulfilling their mandate; and 2. Assist in finding documents to support Advisory Committees to more fully understand the climate mitigation measures application to their mandate	1. Guidance documents developed jointly with each committee; 2. More cross pollination will occur and siloed thinking replaced with information sharing including documents and videos related to global warming; and 3. Advisory committees have appreciation for fulfilling their mandate through the lens of the Climate Emergency we are facing.	Other Advisory Committees; relevant Town departments; Sustainable Cobourg	Committee mandate: The SCCAC shall provide advice and make recommendations on educational and/or outreach to the public regarding climate change. Strategic Plan: the Town protects, preserves and promotes its natural assets.
Review all initiatives that have been referred to the SCCAC by Cobourg Council	Ongoing	Review documents on which Council has asked for SCCAC comment, and prepare a Motion containing SCCAC's comments, and a recommendation if applicable	Motions prepared providing SCCAC comments and recommendation in response to request for same from Council	As appropriate on a case by case basis	Committee Mandate: The SCCAC shall provide advice and make recommendations to Council on other related environmental and climate change matters as referred to the Committee by Council. Strategic Plan: the Town protects, preserves and promotes its natural assets.

Provide response to Delegations from Members of the public	Ongoing	Receive delegations from members of the public and provide appropriate response	The SCCAC is able to provide response it feels is appropriate to the request of the Delegate	As appropriate on a case by case basis	Committee Mandate: The SCCAC shall provide advice and make recommendations to Council on other related environmental and climatge change matters as referred to the Committee by Council. Strategic Plan: the Town protects, preserves and promotes its natural assets.
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Transportation Advisory Committee 2020 Work Plan

Action Item (Identify specific action items integral to accomplish the stated objective)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Recommendations to develop standards for bicycle use on shared roadways	March. 2020	Transportation Sub-Committee will submit monthly reports to TAC and final report in March 2020	Develop acceptable set of standards for cycling facilities and infrasture for the Town of Cobourg	Community organizations and Town of Cobourg staff	Follows strategic plan by having better tracking and setting standards to make available to community
Explore benefits and opportunities for active transportation including Public Transit, cycling and walking.	6 - 18 months	Sub-Committee to report back to Transportation Advisory Committee	Substantially improve participation in active transportation	Community organizations and Town of Cobourg staff	Relating to the Town of Cobourg Strategic Master plan; Pillar:Partnership , to meet the strategic plan outline
Determine ability and benefits of installing bicycle racks on transit vehicle	October 19 - December 2020	Research the applicability of bicycle racks on existing buses. Generate a report on whether or not this is a feasible option and how much it cost to complete. Liaise with other transit facilities to find out how they get their bus mounted bike racks, how much they cost and what is required	Increase active transportation co-ordinating bicycling and Public Transit.	Public Works, Town of Cobourg Community	The Action item is aligned with the Town of Cobourg Strategic Plan as it provides access to public transportation and promotes active transportation and sustainability
Install additional parking meters and Pay & Display terminals in the Waterfront and Downtown areas	6 mths - 2 years, completion to be done in phases	Identify areas of high demand to be fitted with additional parking meters, and areas that would benefit from Pay & Displays to cover more meters in one area.	Higher revenue, lessen tax burden, allow for more parking for people from out of town to enjoy facilities and beach. Allows for credit card payment at machine with Pay & Display, less collection required and less man hours	Collaborate with Parking and By-Law to lessen burden of collection with meters and have dense areas covered by Pay & Display to make for quicker collection. Also help with overhead costs by lessening the risk of damages to meter heads	Parking revenue collected helps offset costs of By-Law enforcement. Influx helps offset costs of machines and repairs.
Conversion of municipal lots all being only 1hr, 2hr, or 3 hr free, and change to option of paying at Pay & Display machine	6 mths - 2 years, completion to be done in phases	By changing lots to paid lots will increase revenue and encourage people to purchase permits. Lessens burden of By-Law enforcement to chalk tires and circulate back to locations. Lots are often prime areas, often difficult to enforce lots as many people move locations in same lot	Higher revenue, lessen tax burden, encourage more local workers and residence to by permits. Allows for credit card payment at machine with Pay & Display, less collection required and less man hours. Covers a larger area with a machine	Quicker collection and options for people that come for a day or parkig for work rather then ,ove vehicle can stay at lot if paid parking or permit.	Allowing lots to pay and display allows people to pay for as much time as they need. Offsets cost and man hours to ticket lot and chalk tires.
Review budget for Active Transportation, considering the total 5 year plan and timing	2019/2020	Consider acceptable amount for Active Transportation budget in order to increase participation.	Increase active transportation (Bicycling, Public Transit etc.)	Community organizations and Town of Cobourg staff & Public Works	Relating to the Town of Cobourg Strategic Master plan; Pillar:Partnership , to meet the strategic plan outline

Electric Vehicles (Trucks, Buses, Paratransit)	2020-2024	Reduce mechanical and maintenance costs Reduce emission Reduce sound and engine noise Apply for funding and grants to reduce Town of Cobourg's costs	Increase Town's image and mitigate environmental impact on local footprint, while reducing ongoing operating costs	Town of Cobourg Staff and Community citizens	Following Strategic plan; People, Action #3: Encourage Healthy Lifestyles across all age groups by promoting and raising awareness about public health and active transportation
On Demand bus service	2020-2022	Improve ridership service while reducing operating cost.	Ability to service ridership with one bus during low demand periods allowing extended service without increasing overhead costs	Town of Cobourg Staff and Community citizens	Improve use of operational funding while meeting needs of the community. Follow Strategic Plan: Partnership; Action#3 Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives And Prosperity; Action #2 Coordinate funding opportunities to optimize community development capital and special project funding opportunities