



Committee of the Whole

Date: Monday June 1, 2020

Time: 6:00 PM

Location: Electronic Participation by Council
Zoom Meeting Conference – YouTube Live Stream
<https://www.youtube.com/channel/UCh-rsT-cCjLrMPGdOobYzHQ>.

AGENDA

Inquiries & Accommodations

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending, please contact the Legislative Services Office, at 905-372-4301, or by email at clerk@cobourg.ca.

Alternate Format

The Town of Cobourg is committed to providing services as set out in the Accessibility for Ontarians with Disabilities Act, 2005. If you have accessibility needs and require alternate formats of this document please contact the Legislative Services Department by telephone 905-372-4301 or by e-mail at clerk@cobourg.ca or in person at Victoria Hall, First Floor.

Live Streaming Video

Live streaming video of Municipal Council meetings is available on the town's YouTube channel at which can be accessed on the Town of Cobourg Municipal website www.cobourg.ca.

Public Participation

Members of the public are encouraged to provide Council with their comments and questions. Delegations must be pre-arranged with the Municipal Clerk before the agenda is released on the prescribed [Delegation Request Form](#) no later than 1:00 P.M. on the Friday preceding the Council or Committee Meeting. Additionally, Members of the Public who wish to address Council to make informal inquiries or to comment on matters of municipal business may address Council during the Open Forum at the end of each Committee of the Whole Meeting.

All personal information related to Municipal Council Business is collected under the Municipal Act, 2001. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable the Town to make its decision on the matter. This information will become part of the public record. Copies of Agendas, Minutes, Reports, By-laws and Resolutions are available at: cobourg.civicweb.net.

NOTE TO THE PUBLIC:

Do to the COVID-19 Pandemic, Council Meetings will be conducted through Zoom Conference Applications. If you wish to register as a Delegation, please notify the Municipal Clerk by completing a Delegation of Request Form and once registered, further instructions will be provided. For those wishing to take part in the Committee of the Whole Open Forum, please register in advance with the Municipal Clerk for further instruction through phone (905-372-4301) or email at clerk@cobourg.ca.

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE AGENDA
	Monday June 1, 2020 at 6:00 PM Electronic Participation – Zoom Video Conference

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday June 1, 2020 at 6:00 PM through Electronic Participation, Zoom Video Conference Application

I CALL TO ORDER

The Mayor will provide an opening statement and advise the meeting is being lived streamed and audio/video recorded and shall form part of the record which will be retained according to the Town of Cobourg Retention By-law. For more information about the collection, please contact the Municipal Clerk's Office.

II AGENDA ADDITIONS

1.
 1. Memo from the Interim Chief Administrative Officer/Treasurer, regarding the Unfinished Business Item - Radio Frequency Meter Replacement Program;
 2. Memo from the Interim Chief Administrative Officer/Treasurer, regarding the Victoria Hall Sandstone and Front Door Repairs;
 3. Memo from the Municipal Clerk/Manager of Legislative Services, regarding Advisory Committees and Quasi-Judicial Boards participation through Electronic Meetings;
 4. Memo from the Planner I - Heritage, regarding the Second Street Rainbow Crosswalk, Cobourg;
 5. Memo from the Deputy Director of Community Services, regarding Cobourg Community Center (CCC) Summer Camps;
 6. Memo from the Manager of Marketing and Events, regarding the Marketing and Events Budget Update; and
 7. Memo from the Manager of Market and Event, regarding the Town of Cobourg Virtual Community Events.

Action Recommended: THAT the matters be added to the Agenda.

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

1. Presentation, County of Northumberland, regarding the Golden Plough Lodge (GPL) and Northumberland County Archives and Museum (NCAM) Redevelopment Project Update. 8 - 34

V DELEGATIONS

1. Rev. Dr. Ewen Butler, Lead Pastor, Church on the Hill, regarding discussion on the proposed changes to Courthouse Road to the County of Northumberland, specifically the impact to the Church on the Hill, its congregation, and others. 35 - 38

VI DELEGATION ACTIONS

VII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from the Interim Chief Administrative Officer/Treasurer, regarding the Victoria Hall Sandstone and Front Door Repairs. 39 - 43

Action Recommended: THAT Council award the Victoria Hall Sandstone and Front Doors Repair Tender CO-20-17-MNT to Colonial Building Restoration Ltd in the amount \$275,000 plus non-refundable HST in the amount of \$4,840 for a total of \$279,840.

2. Memo from the Interim Chief Administrative Officer/Treasurer, regarding the Unfinished Business Item - Radio Frequency Meter Replacement Program. 44 - 46

Action Recommended: THAT Council receive the report from the Interim Chief Administrative Officer/Treasurer for information purposes.

3. Memo from the Municipal Clerk/Manager of Legislative Services, regarding Advisory Committees and Quasi-Judicial Boards participation through Electronic Meetings. 47 - 52

Action Recommended: THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT Municipal Council allow all Advisory Committees and Quasi-Judicial Boards to be permitted to participate electronically via teleconferencing/videoconferencing pursuant to the recent amendments of the Town's Procedural By-law, when required through Council direction for input on a matter as an alternative way to engage and continue to perform advisory committee duties to assist in Municipal Council decision making during the COVID-19 Pandemic public health Provincial and Local State of Emergency.

VIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

1. Memo from the Director of Planning and Development, regarding a Request for Deferral of Building Permit Fees and Development Charges, Affordable Housing 53 - 62

Action Recommended: THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT Council approve the request by Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. for a five (5) year deferral of applicable Building Permit fees and Development Charges in the amount of \$436,233.95 for the 35-unit market and affordable rental building located at 82 Munroe Street; and,

FURTHER THAT Council authorize the Mayor and Clerk to execute a Deferral Agreement with Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc., subject to the finalization of applicable terms and conditions by municipal staff as specified in this Report.

2. Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval - Development Agreement: 1111 Elgin Street West, Cobourg, Trinity Northumberland Inc./Trinity Development Group. 63 - 77

Action Recommended: THAT Council receive this Report for information purposes; and,

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with Trinity Northumberland Inc., Timbercreek Mortgage Servicing Inc., and Lakefront Utility Services Inc. for the development of a 930 m2 multi-unit commercial free standing building and associated parking, service and driveway facilities at 1111 Elgin Street West (Northumberland Mall), subject to the finalization of details by municipal staff and applicable agencies; and,

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to remove the Holding (H) Symbol from the subject development lands.

3. Memo from the Planner I - Heritage, regarding the Second Street Rainbow Crosswalk, Cobourg; 78 - 87

Action Recommended: THAT Council approve Heritage Permit Application HP-2020-010 as submitted by Laurie Wills on behalf of the Corporation of the Town of Cobourg, and that this approval apply on an ongoing annual basis unless otherwise terminated by Municipal Council.

IX PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

1. Memo from the Manager of Environmental Services, regarding the Pump Replacement at the McGill Pumping Station. 88 - 90

Action Recommended: THAT Council approve the purchase a new Xylem Pump at the McGill Pumping Station at a cost of \$86,834 including non-refundable HST to be funded by the approved 2020 Environmental Services Capital Budget.

2. Memo from the Manager of Environmental Services, regarding a new Makeup Air Handling Unit in the Headworks Building at Water Pollution Control Plant #2 (WPCP2). 91 - 94

Action Recommended: THAT Council approve the purchase and installation of a new Makeup Air Unit in the Headworks Building at WPCP #2 at a cost of \$65,465 including non-refundable HST, to be funded by the approved 2020 Capital Budget Environmental Services.

X PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

1. Memo from the Deputy Director of Community Services, regarding Cobourg Community Center (CCC) Summer Camps. 95 - 97

Action Recommended: THAT Council receive the report from the Deputy Director of Community Services for information purposes and

FURTHER THAT Council authorize Municipal Staff to cancel all planned summer camps at the Cobourg Community Centre (CCC) originally planned for June 29, 2020 to September 4, 2020 due to the current COVID-19 Pandemic.

2. Memo from the Assistant Manager, Waterfront Operations, regarding the Unfinished Business Item - Response to Delegation from Anglers. (Referred from the May 11, 2020 Committee of the Whole Meeting). 98 - 105

Action Recommended: THAT Council receive the report from the Assistant Manager, Waterfront Operations, for information purposes.

XI PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

XII ARTS, CULTURE AND TOURISM SERVICES

Chair, Councillor Bureau - Arts, Culture and Tourism Services Coordinator

1. Memo from the Manager of Marketing and Events, regarding the Marketing and Events Budget Update. 106 - 110

Action Recommended: THAT Council receive the report from the Manager of Marketing Events for information purposes.

2. Memo from the Manager of Market and Event, regarding the Town of Cobourg Virtual Community Events. 111 - 114

Action Recommended: THAT Council receive the report from the Manager of Marketing Events for information purposes.

XIII UNFINISHED BUSINESS

The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council. - Council Procedural By-law No. 009-2019.

1. Municipal Council Unfinished/Outstanding Business Tracking Table

115 -
121

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
2020 Town of Cobourg Capital Budget Items Status	04-06-20	CAO	N/A
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	September 14, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	September 14, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	September 14, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	05-11-20	Community Services	N/A
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	June 1, 2020
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	September 14, 2020
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	September 14, 2020
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	June 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A
Motion – Flood Reduction and Mitigation Strategy	04-27-20	Emergency Management	September 14, 2020
Motion – Barrier and Closure of Victoria Park –COVID 19	05-11-20	Legislative Services	June 1, 2020

XIV COMMITTEE OF THE WHOLE OPEN FORUM

Open Forum provides an opportunity for the public to comment and ask questions on any matter of Municipal business. More details regarding Open Forum may be found under Section 33 of [Procedural By-Law](#).

Due to the nature of an electronic meeting, members of the public wishing to provide input regarding an agenda item must pre-register by Monday, June 1, 2020 at 6:00 p.m. The Municipal Clerks Office will contact all registrants with confirmation and details.

If you do not wish to participate in the meeting but would like to participate in the Open Forum, you may send an email to: clerk@cobourg.ca and the Municipal Clerks Office will circulate your email to Council and Staff and read the correspondence at the meeting.

If you require more information, please contact clerk@cobourg.ca or call -905-372-4301.

XV CLOSED SESSION

XVI ADJOURNMENT



Golden Plough Lodge (GPL) and Northumberland
County Archives and Museum (NCAM)
Redevelopment Project Update

Delegation at Town of Cobourg Council - June 1, 2020

GPL & NCAM Project

- ▶ Presentation Outline:
 - ▶ History of GPL/ NCAM
 - ▶ Project Background
 - ▶ Project Location and Site Plan
 - ▶ Floor Layouts and Renderings
 - ▶ Project Cost Estimate and Schedule
 - ▶ Consultations with Neighbours & Courthouse Road
 - ▶ Submission Status and Next Steps
 - ▶ Project Contact Information



History of the GPL

- ▶ The County has operated a facility at the location of the existing Golden Plough Lodge (GPL) for two centuries, it has reached the end of its useful life
- ▶ New home will be built by 2022 to meet funding requirements
- ▶ County's demographics:
 - ▶ 26% of population: >65 years
 - ▶ As our population ages, need and complexity of care increases
- ▶ The new GPL will continue to provide our residents with high quality, resident-centred care

Northumberland County Archives

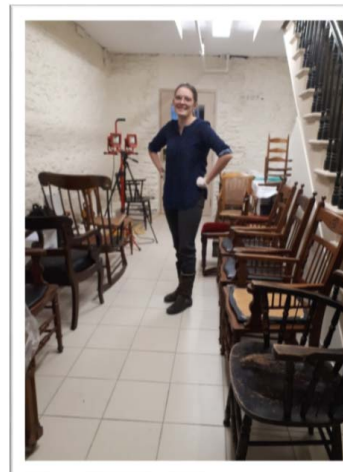
- ▶ In 2012, the County began to manage the existing Cobourg District Historical Society (CDHS) Archives
 - ▶ Expanded mandate to serve the entire County
- ▶ Operates as a public research facility in the Cobourg Public Library
 - ▶ Collect archival materials from private donors, businesses, organizations
 - ▶ Provide access and research assistance to local and international researchers
 - ▶ Official repository for member municipalities



The New Northumberland County Archives and Museum (NCAM)



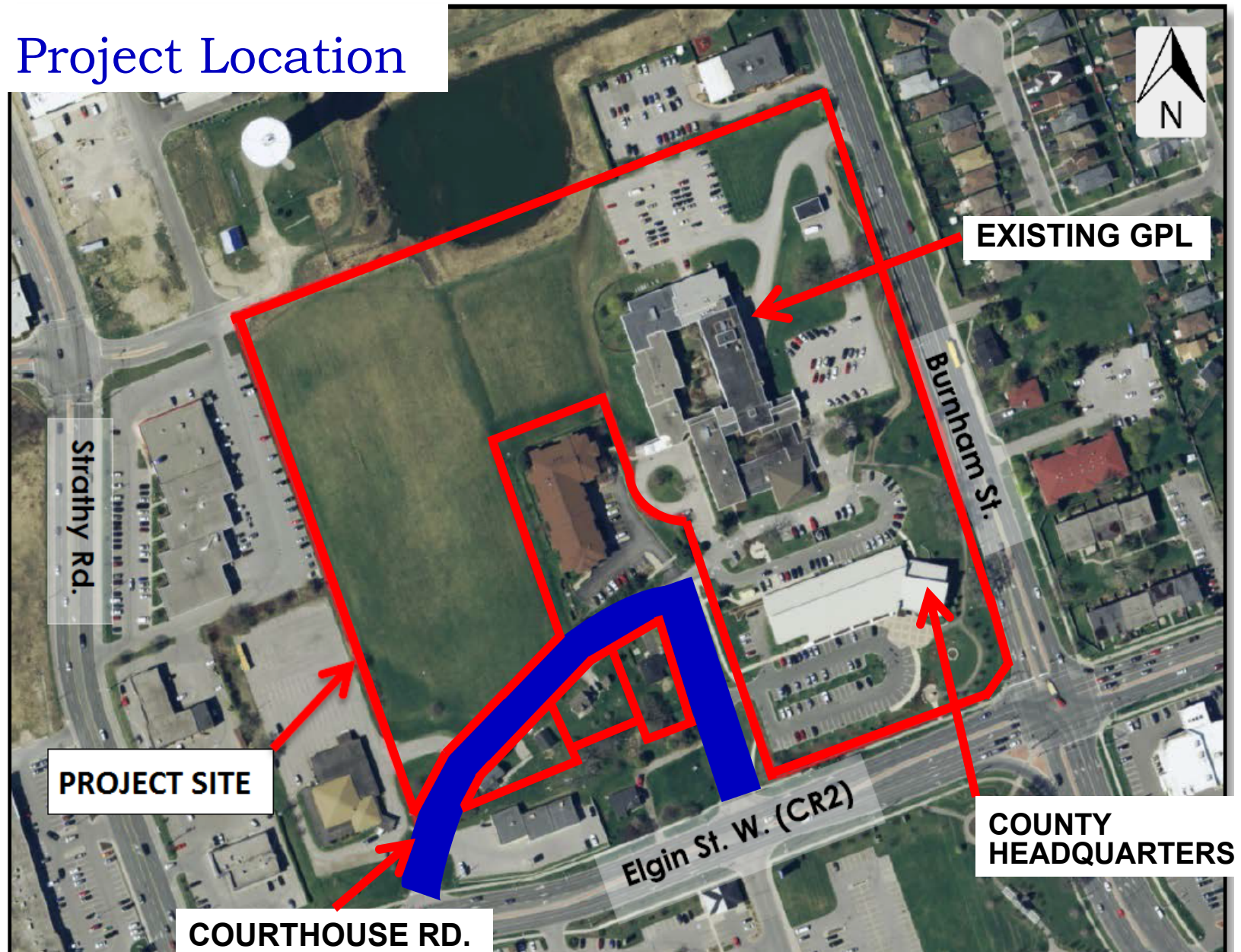
- ▶ New Archives and Museum and integrated partnership with GPL allows for:
 - ▶ Expansion of services to offer programming for our greater community and GPL residents
 - ▶ Display and exhibition space to showcase diverse range of County stories
 - ▶ Innovative opportunities for social engagement and community building
 - ▶ Improved storage conditions and expanded capacity for future collecting



Project Background

- ▶ GPL: Existing facility: 151 beds ~100,000 SF New facility: 180 beds, ~200,000 SF
- ▶ New NCAM: ~6000 SF
- ▶ Pursuing LEED Silver Certification
- ▶ Project initiated in 2016 – Pre-Design and Conceptual Endorsed by County Council in 2017
- ▶ April 2018: Salter Pilon Architecture was retained
- ▶ Construction of the project will progress in three phases:
 - Phase One: Construction of the new GPL/Archives & Museum
 - Phase Two: Demolition of the existing GPL
 - Phase Three: Site remediation and Campus siteworks

Project Location



Site Plan



► 8



Site

- Existing GPL demolished and replaced with park space
- Visitor parking lot to the south, staff parking lot to the north
- Landscaped walking paths around GPL and site will be created for pedestrians and will allow for active transportation
- Bus stop relocated to be across from Halcyon Place

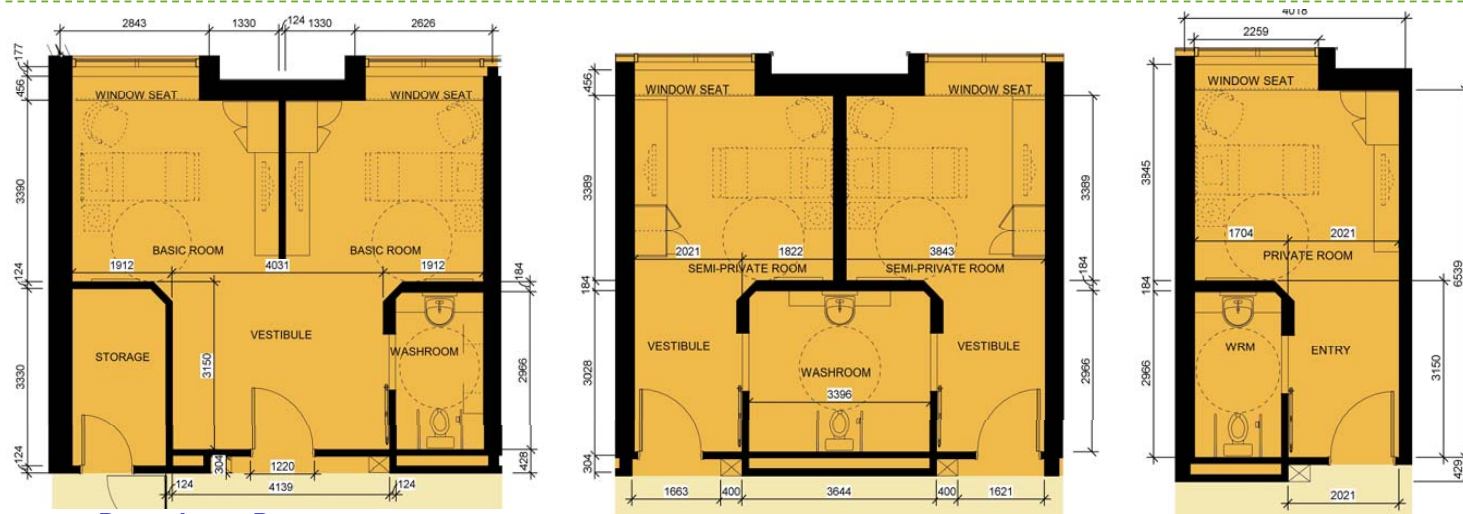
salterpilonarchitecture

Level 1 (Repeated on Levels 2&3)



- ▶ Total building: ~ 200,000 SF
- ▶ 3 Storey building with a lower service level
 - ▶ RHA's arranged around internal courtyards linked by a "Main Street"
- ▶ Overall Program
 - ▶ Front entrance for both GPL and NCAM connected by the main Lobby and Foyer
 - ▶ Reception and Administration (Level 1)
 - ▶ Chapel/Spiritual Room and Auditorium (Level 1)
 - ▶ Main Street with Family Café and Dining, other amenity spaces (Level 1, other amenities are on Levels 2 & 3)
 - ▶ Special Care RHA (Level 1)
 - ▶ Typical RHA
 - ▶ Secure outdoor space
 - ▶ Internal courtyards
 - ▶ Similar floor plan layouts on Levels 2 & 3

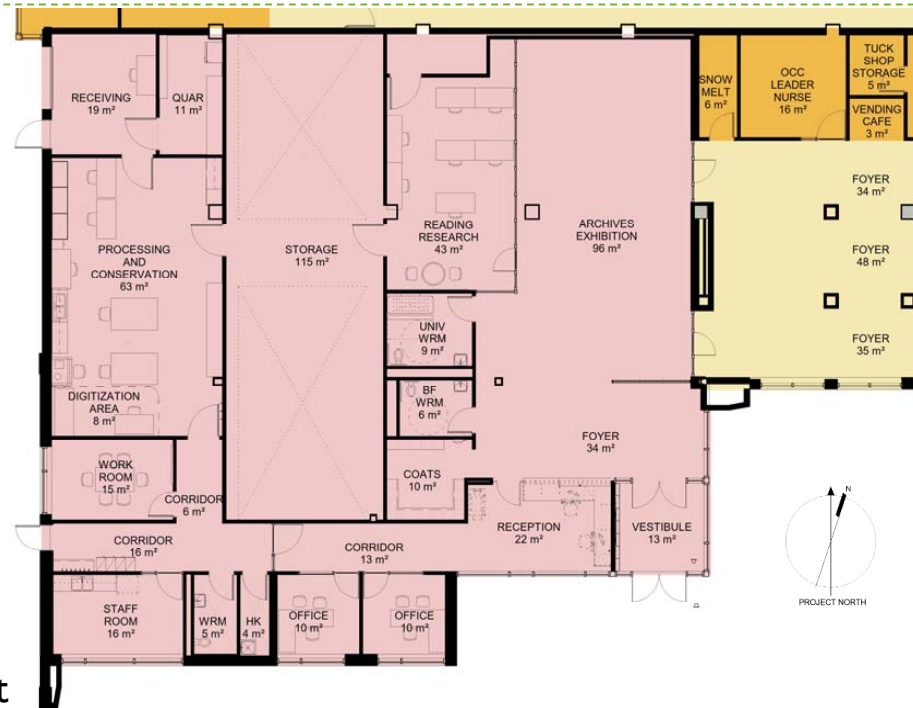
Resident Rooms



Resident Rooms

- ▶ 18 Basic rooms with shared Washroom, 8 Semi Private rooms with shared Washroom and 6 Private rooms with private Washroom for a total of 32 residents in each RHA
- ▶ Resident rooms are slightly larger than model of care standards to allow for better circulation and patient care
- ▶ Each resident space will have a large window for viewing the landscape
- ▶ Front door shadow boxes will be provided for each resident to distinguish a feeling of home
- ▶ Clean and warm interior finishes to provide a comforting feeling
- ▶ Room dividing walls designed with the ability to be removed for changing resident room type demographics

The New Northumberland County Archives and Museum (NCAM)



- ▶ 6,000 square feet
- ▶ Separate front entrance for GPL and Archives with a Lobby and Foyer that can be opened up to allow for a connection to both spaces.
- ▶ Two reception points for enhanced security
- ▶ Opening in late 2022

Design and Sustainability

- ▶ The project is targeting a LEED Silver designation
- ▶ The LEED Silver design goes beyond the minimum for OBC, Ministry of Health and County Standards for energy performance.
- ▶ Specific attention to Resident and Staff comfort based on Ministry Guidelines
- ▶ Sustainable Design Includes but is not limited to
 - ▶ Natural light to all Resident Rooms and Common Spaces
 - ▶ Energy efficient mechanical systems
 - ▶ LED lighting and occupancy sensors
 - ▶ Construction Materials with high organic composition
 - ▶ Locally sourced materials
 - ▶ Green roofs, both active and non-active
 - ▶ Native plant species that are drought resistant
 - ▶ Access to fresh air in Resident Rooms and at Outdoor Courtyards and Terraces
 - ▶ Bird friendly glazing to protect flying birds

GPL and NCAM Front Entrance



GPL South West View



GPL SECURE COURTYARD



Elevations

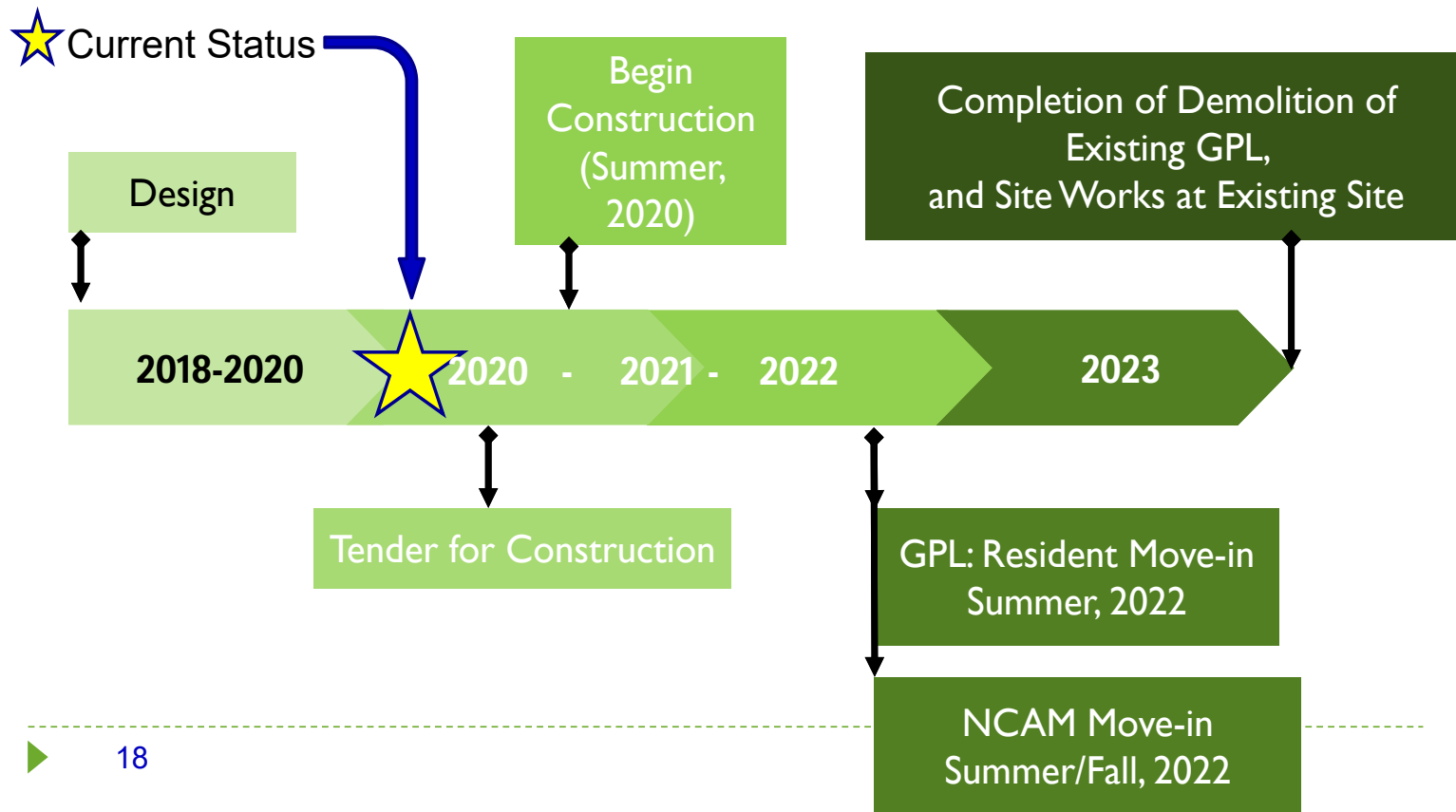


Elevations



Cost Estimate & Schedule

- ▶ Approximate cost - \$80M, (~\$100M with soft costs)
- ▶ Design is being finalized
- ▶ Pre-Qualification of General Contractors, Electrical, Mechanical and Structural Sub-Contractors was completed in January, 2020



Consultations With Our Neighbours & Courthouse Road

Consultation with our Neighbours

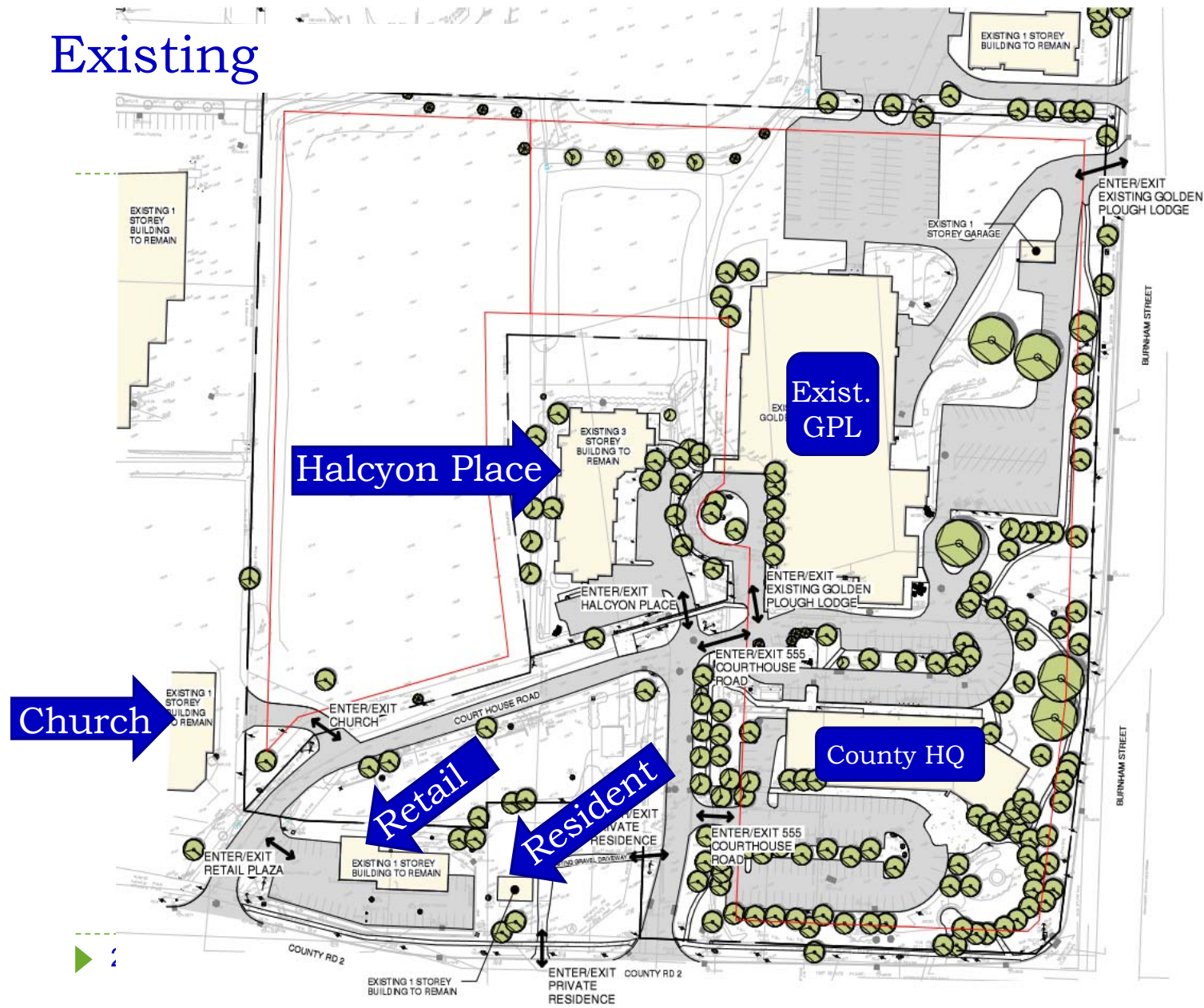
- ▶ Consultations began in the Pre-Design stage (2016) and are still ongoing:
 - ▶ Church On The Hill
 - ▶ Halcyon Place
 - ▶ Retail Building, 1000 Elgin Street W (EasyHome, Mr. Zylka)
 - ▶ Residence on Elgin Street, 978 Elgin Street W (Mr. Holkema)

Consultations with the Town of Cobourg on Courthouse Rd

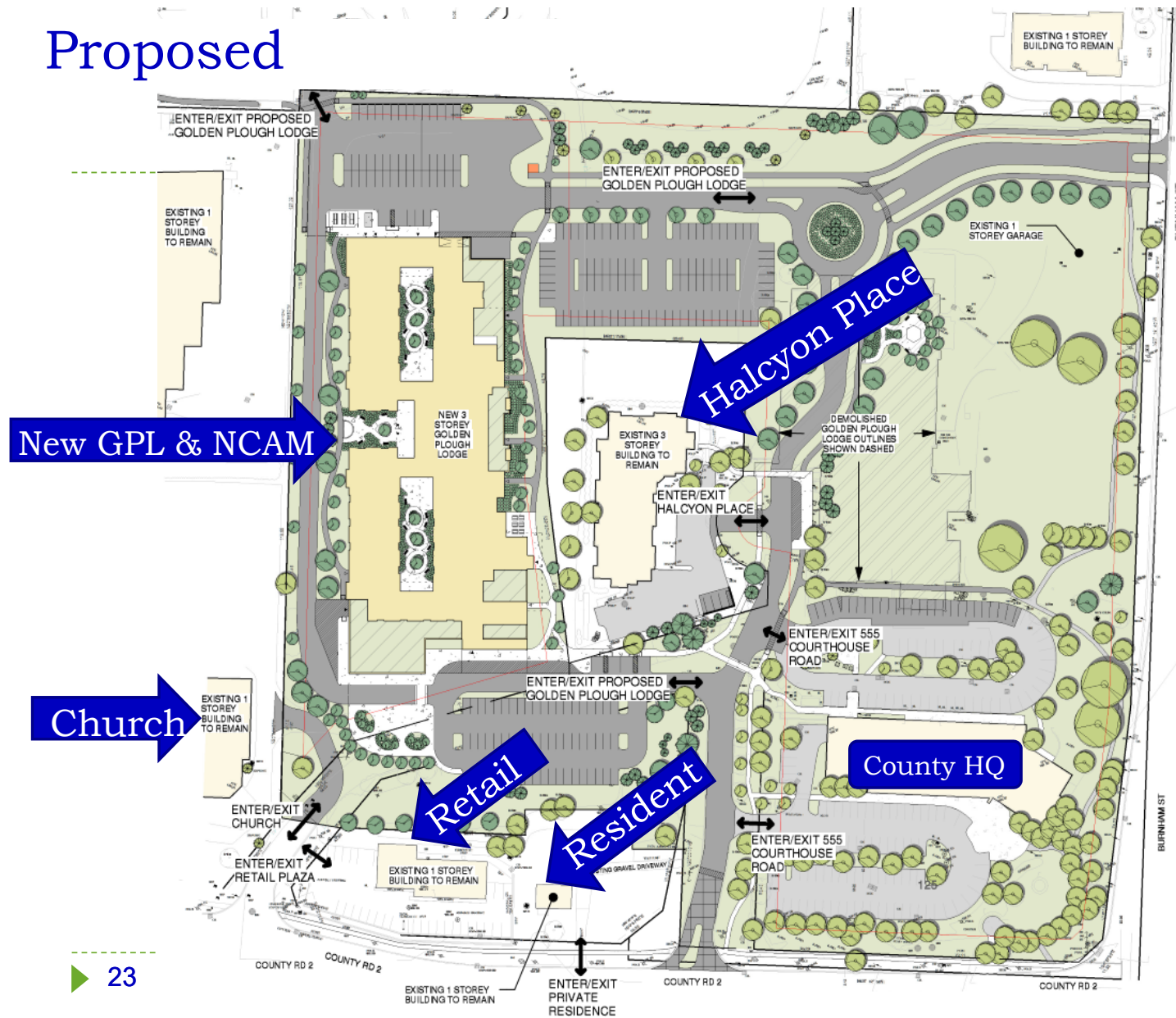


- ▶ Discussions began with CAO Mr. Stephen Peacock in 2017
- ▶ Demonstrates our great collaboration with the Town
- ▶ County ownership and closure of Courthouse Road is imperative to the success of this project

Existing



Proposed



Consultations

- ▶ **Church On The Hill**

- ▶ Access will be via a driveway to Elgin Street

- ▶ **Halcyon Place**

- ▶ Access will be moved from Courthouse Rd to the internal campus Road

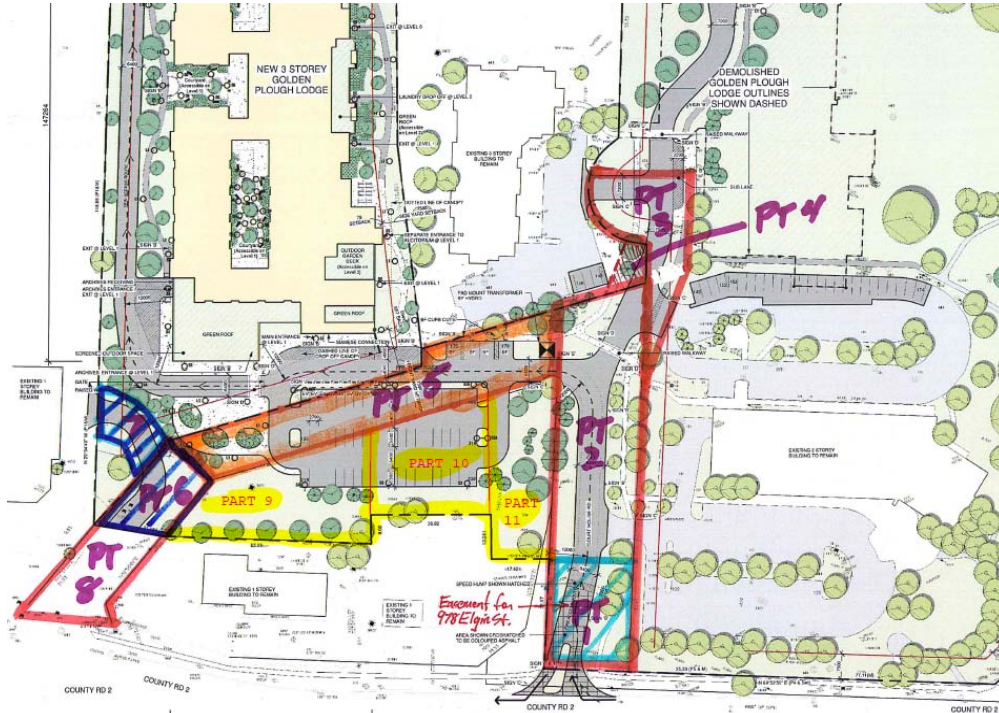
- ▶ **Business On Elgin**

- ▶ Access to be provided through a driveway with access to Elgin St

- ▶ **Residence on Elgin**

- ▶ Main access is proposed to be from Elgin St

Preparation of the Reference Plan (R-Plan)



- ▶ Shown is the Site Plan overlaid with a sketch of all the different Parts
- ▶ Parts 1, 2, 5, 6, & 8 are the Existing Courthouse Rd
- ▶ Clearly illustrates how the County's ownership and closure of Courthouse Road is critical to the project
- ▶ Ivan B Wallace Land Surveyor has been retained to prepare the R-Plan

- ▶ Part 1 – Easement for 978 Elgin St (Currently Mr. Holkema)
- ▶ Parts 1, 2, 3 & 4- Easement for Halcyon Place
- ▶ Part 4- Halcyon Place land to be deeded to County
- ▶ Parts 5&6 – To be owned by County
- ▶ Parts 6&7 – To be owned by County with Easement for the Church
- ▶ Part 8 – To owner of plaza with easement for the Church

Submission Status and Next Steps

- ▶ Ministry of Health and Long Term Care (MOHLTC):
 - ▶ Waiting on second set of formal comments (imminent)
- ▶ Cobourg:
 - ▶ Working on revising drawings as per second set of formal comments
- ▶ Next Steps:
 - ▶ Finalize drawings as per MOHLTC requirements and obtain approval to go to tender
 - ▶ Finalize drawings as per Town of Cobourg's requirements and obtain Site Plan Approval
 - ▶ Finalize ownership of Courthouse Road
 - ▶ Tender the project for construction
 - ▶ Continue to work with our neighbours and have agreements signed

Contact Information

- ▶ Project Manager:

- ▶ Mark McIntosh
- ▶ mcintoshm@northumberlandcounty.ca

- ▶ General Project Email:

- ▶ gplredevelopment@northumberlandcounty.ca

- ▶ Project Webpage:

- ▶ <https://www.northumberland.ca/en/living-here/gpl-redevelopment-project.aspx>



The Corporation of the Town of Cobourg
Legislative Services Department
55 King Street West
Cobourg, ON K9A 2M2

Delegation Request Form

Please submit the completed Delegation Request Form to the Municipal Clerk in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2, by e-mail to clerk@cobourg.ca, or by fax to (905) 372-7558.

1. GENERAL INFORMATION

Name of Delegate(s):

Rev. Dr. Ewen Butler, Lead Pastor

Group/Organization/Business Delegation Represents (if applicable):

Church on the Hill, Cobourg (formerly known as Glad Tidings Church)

2. MEETING SELECTION

I wish to appear before:

☒ **Committee of the Whole** ☐ **Regular Council** ☐ **Advisory Committee or Local Board**

If appearing before an Advisory Committee or Local Board please specify:

Press to Select a Committee of Board

Meeting Date Requested:

Monday, June 1, 2020

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

(Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

Purpose of the Delegation:

To discuss the proposed changes to Courthouse Road and specifically, the impact on Church on the Hill (formerly known as Glad Tidings Church), its congregation and others.

It is our understanding that the Town plans to sell Courthouse Road to the County. The County's site plan would result in the church having one way in and one way out, on a very steep grade.

We request the opportunity to voice our concerns, some of which are:

- The loss of an essential 2nd exit as it relates to safety and traffic flow
- The loss of a well maintained, town-owned road
- The preservation of local history
- The potential downloading of costs to the church, etc.

Recommendation to Council/Committee/Board:

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

Our church has served our community for 85 years - 43 on Courthouse Road. It is a necessity that we retain two exits in order to ensure safe and well-maintained access for our senior drivers, young people, neighbours and other community groups in the days to come.

As you analyse the details of the Golden Plough site plan, we ask that you ensure that those using Courthouse Road will maintain the historical access that has been provided these many years.

It is our hope that you will advocate on our behalf, and on behalf of those from the town of Cobourg who attend Church on the Hill or use its facilities.

It seems possible to us that this project should be able to accommodate the retention of two exits, as well as allot sufficient guest parking for the new Golden Plough site. We trust there will be goodwill between the Town and the County as we endeavour find a mutually beneficial solution for all of us who reside on this hill.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

☐ Yes ☒ No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? ☒ Oral ☐ Written

Do you have any equipment needs? ☐ Yes ☒ No

If selecting yes, please indicate the type of equipment needed for your presentation:

Please Select the Type of Equipment

Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

Please note that information on the first two (2) pages of this form will be printed on a public Agenda.

5. CONTACT INFORMATION

Address (Street, Town/City and Postal Code):

594 Courthouse Road, Cobourg ON K9A 5J6

Phone:

[REDACTED]

E-Mail:

[REDACTED]

6. ACCESSIBILITY ACCOMODATION

Do you require any accessibility accommodation? ☐ Yes ☒ No

If yes, what accommodation(s) do you require?

I have read and understood the Delegation Rules and Guidelines attached to this Form and acknowledge that information contained on this Form, including any attachments, will become public documents and listed on the Town of Cobourg Meeting Agenda.

Rev. Dr. Ewen Butler



2020/05/28

Print Full Name

Signature

Date (YYYY/MM/DD)

Municipal Clerk or Designate

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. All meetings are open to the public except where permitted to be closed to the public under legislative authority. Questions regarding the collection, use and disclosure of personal information contained in this Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at blarmer@cobourg.ca.

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
T.905.372.4301 | F.905.584.4325 | www.cobourg.ca | clerk@cobourg.ca

DELEGATION RULES AND GUIDELINES THE CORPORATION OF THE TOWN OF COBOURG

A delegation is an opportunity to appear before Council or a Committee to present information. The purpose of the delegation process is to allow residents to make their views known to Council. In addition to the Town of Cobourg Procedural By-law No. 009-2019, the following delegation rules and guidelines are observed:

- Any person wishing to appear before Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town of Cobourg, may notify the Municipal Clerk by submitting the prescribed 'Delegation Request Form' no later than 1:00 p.m. on the Friday preceding the meeting. Once the request is received by the Municipal Clerk, you will be contacted to confirm your placement on the appropriate Agenda.
- Material relating to your delegation, including any correspondence, documentation or presentation, must be submitted electronically or otherwise to the Legislative Services Department no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting in order to have the information included in the Agenda package that is distributed in advance of the meeting.
- The 'Delegation Request Form' and any other correspondence that is to be presented to Council, shall be legibly written, typed or printed, and shall not contain any obscene or defamatory language.
- Municipal Council or Committee, as the case may be, may in their discretion, refuse to hear any delegation.
- Delegates attending a Council or Committee meeting, shall address the Chair from the lectern in the public gallery in the Council Chambers or from the presenter's table in the Committee Room, as the case may be and shall state their name or if they are an agent, the name and address of the client they represent.
- Delegates appearing before Council are permitted ten (10) minutes for their presentation, not inclusive of questions asked by Council. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate. After the completion of questions, the delegate(s) will be asked to return to their seat in the public gallery.
- If a delegation consist of more than five (5) persons, the delegation shall be limited to two (2) speakers, limited to speaking not more than fifteen (15) minutes in total when addressing Council.
- Discussion on topics other than the subject matter of the delegation request will not be permitted.
- No person, except Members of Council and appointed officials of the Town of Cobourg shall be permitted to come within or behind the bar during a Regular Council or Committee of the Whole meeting without prior permission of the Mayor.
- A delegate who is unable to attend a Council Meeting but who has registered their delegation with the Municipal Clerk, may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and to the provisions of By-law 009-2019.
- A person addressing Council or a Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member. The Chair reserves the right to immediately end the delegation if the remarks are considered severe.
- In response to and following a delegation, Council may agree on a specific action through a resolution, such as referring the delegation to staff for a future report, to receive the delegation for information purposes or to have staff respond directly to the delegation. Alternatively, Council may decide to refer the matter to an Advisory Committee or Local Board for further action to be taken. Wherever possible, Council will assign a deadline with the action to ensure a timely response to the delegation request.

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
T.905.372.4301 | F.905.584.4325 | www.cobourg.ca | clerk@cobourg.ca

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM: TITLE:	Ian D. Davey Treasurer / Director of Corporate Services
DATE OF MEETING:	June 1, 2020
TITLE / SUBJECT:	Sandstone Repairs / Front Doors Victoria Hall – Report 2
REPORT DATE:	May 27, 2020

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
That tender CO-20-17-MNT be awarded to Colonial Building Restoration Ltd in the amount \$275,000 plus non-refundable HST in the amount of \$4,840 for a total of \$279,840.

4.0 ORIGIN
This project was first approved in the 2018 capital budget with an allocation of \$20,000 for the preparation of architectural drawings and consulting costs to determine a scope of work for this project. A contribution of \$10,000 was made by the Victoria Hall Maintenance Trust for this work. A further \$65,000 was approved to be funded from the Holdco reserve in 2019. The project was originally tendered in 2019 and a contract was not awarded as all bids were well in excess of budget.

The 2020 capital budget included an additional \$270,000 for this project which included a \$20,000 commitment from Victoria Hall Volunteers. A tender was issued for this work earlier this year.

5.0 BACKGROUND

The sandstone on pillars and around the front doors of Victoria Hall is in need of repairs where it has been damaged over the years due to weather and other attempted repairs in prior years. This project requires skilled craftsmanship to complete this work. There are also pieces missing around the front entrance doors to Victoria Hall which is now causing issues with the operation of these doors.

The firm of Fishburn Sheridan & Associates Ltd. (FSA) was hired to put together a tender package with the required drawings. The original intention was to tender this work as one project but to split the work into two parts with the work on the portico roof and drainage system being completed in the fall of 2019 and the remaining work on the sandstone and the front doors being completed in 2020. The tender this year was for the full project to be completed in 2020.

A call for tenders was sent out to an invited group of six contractors who in the opinion of FSA were qualified to do this work. Tendering for this project closed on March 24, 2020 with three submissions being received.

6.0 ANALYSIS

The following are the results of the tender:

Norwood & Company	\$219,875
Colonial Building Restoration Ltd.	\$275,000
Brook Restoration Ltd.	Did not submit a bid
Heritage Restoration Inc	\$298,500
Roof Tile Management Inc.	Did not submit a bid
Everest Restoration Limited	Declined invitation to bid

All prices are exclusive of HST.

The report from our consultants, Fishburn Sheridan & Associates Ltd. has been attached for reference. Their recommendation is that that contract be awarded to Colonial Building Restoration Ltd. because "Victoria Hall is a National Historic Site of Canada and the required work contains a degree of complexity best suited to experienced trades".

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The lowest qualified bid plus non-refundable HST exceeds the budgeted funds available for this project by \$9,840 and it is recommended that this amount could come from a reallocation from the Victoria Hall Plaster work project which was completed for \$5,215 but had a budget of \$18,500 for a saving of \$13,285.

It should be noted that this project does need to be completed before any further deterioration takes place on the Sandstone of Victoria Hall and in order to ensure the security of the main front entrance to the building. The project has now been tendered twice and we run the risk of not being able to get a qualified contractor to bid this work again if we do not award the contract at this time.

8.0 CONCLUSION

That the contract be awarded to Colonial Building Restoration Ltd in the amount of \$275,000 plus not refundable HST in the amount of \$4,840 with the work to commence as soon as possible.

9.0 POLICIES AFFECTING THE PROPOSAL

Purchasing Policy

10.0 COMMUNICATION RESULTS

N/A

11.0 ATTACHMENTS

Fishburn Sheridan Report

12.0 AUTHORIZATION ACKNOWLEDGMENT



Ian D. Davey, BBA CPA CA
Treasurer / Director of Corporate Services

2020-03-26

FSA Project #: 18137DK

The Corporation of the Town of Cobourg
Victoria Hall
55 King Street West
Cobourg ON K9A 2M2

Attention: Ms. Sally LeBlanc
Supervisor – Building Maintenance Department

Subject: **Re-Tender Result Review – CO-20-17-MNT**
Restoration of Stone Portico Entrance – Victoria Hall
55 King Street West, Cobourg, Ontario

Dear Ms. LeBlanc,

Tendering for this project closed on March 24, 2020 at 14:00 hrs, via submission by hand to your offices, as per the instruction to bidders outlined in the specification project manual. As reported, a total of three (3) submissions were received. FSA was not privy to this tender process; however, we do consider that sufficient participation has been achieved. FSA was supplied with and reviewed copies of all bid submissions in their original submitted format. The following table summarizes the results of each proponent's bid submission.

Proponent	Base Bid Lump Sum Price (excl. HST)	On Time	Addenda	Cash Allowances	References	Subcontractor List	Unit Pricing	Qualification Statement	Itemized Pricing	Bonding	Proof of Insurance	Working at Heights	Signed/Sealed	Bid Submission Complete
Brook Restoration Ltd.	Did Not Submit Bid													
Colonial Building Restoration Ltd.	\$ 275,000.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Everest Restoration Limited	Declined Invitation													
Heritage Restoration Inc.	\$ 298,500.00	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	-	✓	-
Norwood & Company	\$ 219,875.00	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	✓	-
Roof Tile Management Inc.	Did Not Submit Bid													

Upon analysis by FSA, the Norwood and Heritage bids were found to be noncompliant, due to a failure to include required documentation with their submissions (i.e., bonding, working at heights certificates, proof of insurance, etc.). The Norwood submission did include a statement indicating that bonding had been secured, but the paperwork had not been issued yet and would follow within 24 hours. Within two hours of closing, Norwood forwarded their required bond. Although this situation resulted in a 'technical' noncompliance and in light of the recent difficulties with the present global pandemic, we would consider this scenario tolerable and accept their submission upon additionally receiving their confirmation of insurance.

Although the Norwood bid is roughly \$55K lower than the next bid, upon reviewing the Contractor & Personnel Qualification Statements, it is clear that Colonial exhibits much more relevant experience that parallels the requirements of this project. As this is a National Historic Site of Canada and the required work contains a degree of complexity best suited to experienced trades, we recommend that the Colonial bid be duly considered.




Upon review of the considered proponent's submission and scope of work summary, FSA found it to be comprehensive, thorough and to be comparable to the intent of the specified general description of the work.

This said, FSA regards the 'next' lowest bid submission to be reasonable and fair for the scope of work and project intricacy involved. As this bidder has previously contracted with the Town amid great success, FSA recommends that the 'next' lowest bidder, Colonial Building Restoration Ltd., be awarded the work for the base bid price, excluding HST, of \$275,000.00. We trust that this review is to your satisfaction and approval. If further clarification is required, please contact the undersigned.

Yours truly,



John B. McIntyre, A.Sc.T., CAHP
Principal & Senior Project Manager

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM: TITLE:	Ian D. Davey, BBA CPA CA Treasurer / Director of Corporate Services
DATE OF MEETING:	June 1, 2020
TITLE / SUBJECT:	Radio Frequency Meter Replacement Program
REPORT DATE:	May 28, 2020

1.0 STRATEGIC PLAN

N/A

2.0 PUBLIC ENGAGEMENT

N/A

3.0 RECOMMENDATION

That Council receive the report for information purposes.

4.0 ORIGIN

A report was presented to the Committee of the Whole meeting of January 6, 2020 from Lakefront Utility Services Inc. (LUSI) who operate the Waterworks of the Town of Cobourg under an agreement with the Town of Cobourg. The report presented 3 possible options for the replacement of water metres within the Town of Cobourg.

The recommendation from the LUSI Board to Council was for their Option 2 which would require borrowing approximately \$2.3M to allow for all of the remaining metres to be replaced under one contract.

5.0 BACKGROUND

Following the receipt of the report and numerous delegations, Council received the report for information purposes and referred the request to staff for a report regarding the Waterworks request to borrow \$2.3M to complete an initiative to change out aging water metres in the Town of Cobourg.

The report prepared by LUSI management and approved by the LUSI board stands on its own. The purpose of this report is to examine the impact that this additional debt could have on the finances of the Town of Cobourg.

The Waterworks of the Town of Cobourg are owned by the municipality and operated on behalf of the municipality under the terms of an agreement with LUSI who have the expertise and ability to manage the municipal water system.

6.0 ANALYSIS

For clarification, Waterworks are not requesting to borrow \$2.3M from the Town of Cobourg but rather are requesting permission from Council to incur debt in the name of the Town. LUSI would negotiate the best possible rate through a competitive process and the cost of servicing this debt would be included in future water rates. There would be no cost added to property taxes as both the water and wastewater systems are fully user pay.

As of December 31, 2019 the Town of Cobourg has approximately \$6.5M of long-term debt on its balance sheet. In addition, the Town has approximately \$9.5M in unfinanced capital work that has been approved in prior year capital budgets. This includes \$7M for the Headworks project at Environmental Services Plant #1 which will be repaid entirely from wastewater rates and \$2.5M in prior year roads projects which have yet to be permanently financed. The 2020 capital budget also included \$2,045,000 in debt financed projects, some of which may be deferred to future years as a result of the pandemic.

The total of existing and approved but unfinanced debt comes to just over \$18M.

Earlier this year, a report was presented to Council which included the Ministry of Municipal Affairs and Housing calculation of the 2020 Annual Repayment Limit as determined by them under Ontario Regulation 403 / 02. In their report MMAH provide for illustration purposes only, the additional long-term borrowing which a municipality could undertake using various lengths of term and interest rates of either 5% or 7%.

Using an interest rate of 5% and a 15 year amortization, the MMAH report suggests a capacity for additional debt of just over \$100M. After allowing for the budgeted but as yet unfinanced debt of \$11.5M as noted above, this leaves a potential \$88.5M in debt capacity or about 38.5 times the amount being contemplated by the LUSI report. Clearly, this new debt would not inhibit the municipality's ability to borrow should the need arise for future capital works.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The cost of servicing this potential new debt would be included in the calculation of water rates. Currently, a water rates study is being worked on by Watson and Associates and any debt servicing costs will be built into a new rates schedule. The municipality currently enjoys very favourable water and wastewater rates when compared to our peer group and it is expected that the impact of this potential new debt on future rates will be minimal.

There would be no impact on the Town of Cobourg operating budget for property tax purposes.

8.0 CONCLUSION

That Council receive this report for information purposes and consider approving the request from the LUSI Board to authorize the additional borrowing in the amount of \$2.3M to allow them to complete the replacement of the remaining water metres in the Town of Cobourg when conditions allow this work to be done.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A

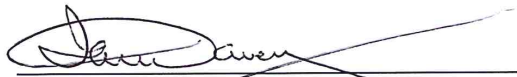
10.0 COMMUNICATION RESULTS

N/A


11.0 ATTACHMENTS

N/A

12.0 AUTHORIZATION ACKNOWLEDGMENT



Ian D. Davey, BBA CPA CA
Treasurer / Director of Corporate Services

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	January 28, 2019	
TITLE / SUBJECT:	Municipal Advisory Committee and Quasi-Judicial Boards	
REPORT DATE:	January 16, 2019	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

The Town of Cobourg is committed to involving residents affected by the decisions it makes. Advisory Committee and Local Board public engagement creates opportunities for citizens to contribute to decision making by Municipal Council about the Town's policies, programs, projects, and services.

3.0 RECOMMENDATION

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT Municipal Council allow all Advisory Committees and Quasi-Judicial Boards to be permitted to participate electronically via teleconferencing/videoconferencing pursuant to the recent amendments of the Town's Procedural By-law, when required through Council direction for input on a matter as an alternative way to engage and continue to perform advisory committee duties to assist in Municipal Council decision making during the COVID-19 Pandemic public health Provincial and Local State of Emergency.

4.0 ORIGIN

The Town of Cobourg has a number of Advisory Committees under its jurisdiction that provide input/recommendations to help assist with Municipal Council decision-making in the Town of Cobourg.

On March 13, 2020, the Town of Cobourg through the Municipal Clerks office suspended all Advisory Committee and Quasi-judicial Board meetings amid COVID-19 increasingly becoming a global and local concern and as a result of the virus being declared a 'Pandemic' by the World Health Organization (WHO) on March 11, 2020.

On March 23, 2020, Municipal Council approved and passed By-law No.021-2020 being a by-law to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council Meetings of the Corporation of the Town of Cobourg to include the ability for Members to participate Electronically during Declared Emergency. This legislation is known as Bill 187, an Act to Amend the *Municipal Act, 2001* and the *City of Toronto Act, 2006*.

5.0 BACKGROUND

The passing of this By-law to amend the Town's Procedural By-law was a result of the Provincial Government providing municipalities with the tools needed to ensure local decision making by Municipal Council's is not affected by existing quorum requirements during emergency situations, such as the current COVID-19 Emergency and local physical distancing and social gathering requirements.

The changes to the *Municipal Act, 2001* and the amendment to the Town's Procedural By-law, allows members of Council, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum during emergencies declared by the Province or a local Head of Council. This ensures that the Town can make efficient decisions that are needed at a local level in a remote setting. These are the decisions that will keep our community safe, functioning and informed during these challenging times.

The Town of Cobourg has a variety of different Advisory Committees, Quasi-judicial Boards and Local Boards.

Below is a list of those Committees and Boards:

Advisory Committees:

- Accessibility Advisory Committee;
- Transportation Advisory Committee;
- Cobourg Heritage Advisory Committee;
- Planning and Development Advisory Committee;
- Parks and Recreation Advisory Committee; and
- Sustainability and Climate Change Advisory Committee

Quasi-Judicial Boards:

- Committee of Adjustment; and
- Property Standards Advisory Committee

Committees are established by statute or by Council when deemed necessary and they operate within the mandate that they were created under.

Advisory Committees are mainly comprised of citizens and have an ongoing, formal structure which typically includes formal agendas, meeting structures, and reporting mechanisms. Each Town of Cobourg Committee and specific boards have Council Coordinator representations.

Advisory Committees are considered in the Town of Cobourg to be the first introduction to public engagement in the municipality and continues to be an important way to engage members of the public to be involved within local government decisions.

This public engagement has been accomplished by:

- Members of the public providing volunteer advice in regards to independent and local advice on major issues facing the Town;
- Added legitimacy to Council decisions;
- Promotion of civic engagement.

6.0 ANALYSIS

As the Town of Cobourg continues to adapt to the COVID-19 pandemic, all of the Town of Cobourg Advisory Committee Members and Quasi-Judicial Committees have been placed on hold until a better understanding and meeting protocols are in place in order to keep everyone safe and healthy and meeting efficient and effective during the current Public Health Emergency.

As Municipal Council meetings have been effectively run electronically for the past three (3) months, the Clerk's Office is comfortable to recommend that Council provide direction from Staff to work with Municipal Advisory Committees and Quasi-Judicial Boards to start and operate and continue to meet on an as needed basis based on direction from Municipal Council to help deal with specific matters during the current COVID-19 Pandemic Declared Emergency.

Advisory Committees

The Municipal Clerks Office did a pulse check with all existing Advisory Committee Members who provided their confirmation that they have the ability to work and attend Committee Meeting through electronic participation.

In response, all Members of Advisory Committees provided the Clerk with confirmation that they are able to participate via Zoom Video-Conference. Two members provided information and a response that are only able to participate via teleconference. Utilizing a telephone would still allow members to effectively participate in a Meeting as all participants can chose to use video through a Computer to participate, or participate by calling into a Zoom Meeting via telephone.

As recommended by Public Health, in order to maintain physical distancing, all Advisory Committee meetings will take place in an electronic format using a combination of tele/video conferencing. All meetings are still open to the public through electronic participation or telephone participation. For meeting information and instructions to join, all members of the Public can view the individual advisory committee page/ Civic Web website and view the agenda or call or email the committee secretary contact listed on the committee page. Upon registering for a meeting, members of the public will be emailed a link for the Zoom meeting. Registration will be available until the start of the meeting.

As a result of this change to an electronic participation method there will need to be training with all Advisory Committee Members in order to successfully contribute to an effective and efficient meeting. The Municipal Clerk will work with all Secretaries and Committee Chairs in order to provide training on what to expect and how to effectively moderate the meeting. Once training has been completed, the Municipal Clerk will work to attend all first Committee Meetings utilizing the Video Conferencing technology to ensure all users and members are comfortable with the protocol and functionality of the video conferencing program.

It should be noted that the current staffing levels for Advisory Committee secretaries are in flux with several staff positons in the Town that are currently vacant. Currently the Municipal Clerk is the Committee Secretary for three (3) out of the six (6) committees due to vacant positons within the Corporation. Committee Meetings have similar prep time and require a similar dedication of time that a Council meeting would require such as, creation of agendas, notification to members and public, meeting minutes, correspondence and managing the videoconference technology during the meeting. As a result of the current COVID-19 situation, positions have been stagnant for hiring due to the difficulty in the hiring process at this time, thus it is hard to estimate when these positons would be filled.

As a result of the above being said, the Municipal Clerks Office is recommending that the Council allow the Sustainability and Climate Change Advisory Committee, Transportation Advisory Committee and Parks and Recreation Advisory Committee to operate on an as needed basis and when they are engaged and directed by Municipal Council, for current recommendations based on specific Council business and decisions.

In regards to the Heritage Advisory Committee, Planning and Development Advisory Committee, and Accessibility Advisory Committee, Staff is recommending that these Committees be engaged only when there is a current application or business directed to the Committee and meetings would be scheduled on an as needed basis, with ample and a consistent amount of public notice provided.

Quasi-Judicial Boards

Committee of Adjustment and Property Standards Committee

The Committee of Adjustment is a quasi-judicial body that holds public hearings to consider applications submitted to the Town of Cobourg Planning Department for minor variances to the Zoning By-law and consents for land severances, lot additions, rights-of-way, easements, mortgages and other interests in land for a period equal to or greater than twenty one years. The Committee operates independently from Council and its decisions may be appealed to the Local Planning Appeal Tribunal.

The Property Standards Committee is a quasi-judicial body that hears appeals to orders issued by Property Standards Officers for violations of the Property Standards By-law. The Committee is established under the authority of Section 15.6 of the Building Code Act to deal with matters related to the Town of Cobourg's Property Standards By-law #18-99, as amended.

Both of these Quasi-Judicial authorities are established by provincial authority under specific statutes and shall remain in place. Staff is still working on these Quasi-Judicial Committees as a result of how they will operate and what form of Electronic Meetings they will be conducted with. Staff is recommending that Municipal Council also provide direction to allow these Boards to also meet and have meeting held through electronic means.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial implications resulting from this report. Support for advisory bodies and Local Boards is provided through existing resources in the Town's Clerk's Office and relevant divisions.

8.0 CONCLUSION

THAT the Municipal Council allow all Advisory Committees and Quasi-Judicial Boards to be permitted to participate electronically via teleconferencing/videoconferencing pursuant to the recent amendments of the Town's Procedural By-law, when required through Council direction for input on a matter as an alternative way to engage and continue to perform advisory committee duties to assist in Municipal Council decision making during the COVID-19 Pandemic public health Provincial and Local State of Emergency.

Respectfully Submitted by:


A handwritten signature in black ink, appearing to read 'Brent Larmer', with a stylized, flowing script.

Brent Larmer
Municipal Clerk
Manager of Legislative Services

Approved by:

A handwritten signature in black ink, appearing to read 'Ian Davey', with a stylized, flowing script and a long horizontal flourish extending to the right.

Ian Davey
Interim Chief Administrative Officer

	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council Members	
FROM:	Glenn McGlashon, MCIP, RPP Director, Planning and Development	
DATE OF MEETING:	June 1, 2020	
REPORT TITLE/SUBJECT:	Request for Deferral of Building Permit Fees and Development Charges Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. 82 Munroe Street, Cobourg	
REPORT DATE:	May 20, 2020; Revised May 25, 2020 ¹	File # N/A

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

Pillar: People -- the Town supports and cares for the social and physical well-being of its citizens.

Strategic Action -- Create a Housing Strategy that is in alignment with Northumberland County's housing strategy.

2.0 RECOMMENDATION

THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT Council approve the request by Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. for a five (5) year deferral of applicable Building Permit fees and Development Charges in the amount of \$436,233.95 for the 35-unit market and affordable rental building located at 82 Munroe Street; and,

FURTHER THAT Council [endorse the attached By-law to](#) authorize the Mayor and Clerk to execute a Deferral Agreement with Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc., subject to the finalization of applicable terms and conditions by municipal staff as specified in this Report; and,

¹ Additions to this Report are identified by [blue](#) text, deletions are identified by [blue](#) text strike-out

FURTHER THAT Council direct staff to prepare a report with a recommendation regarding the recent changes to the *Development Charges Act* (as amended by Bill 108, the *More Homes, More Choice Act, 2019*) for Council's consideration.

3.0 **PUBLIC ENGAGEMENT**

N/A.

4.0 **ORIGIN**

Correspondence from Affordable Housing Solutions Corporation/82 Munroe Inc. requesting a 5-year deferral of Building Permit fees and Development Charges (DC) in the amount of \$436,233.95 was received by Council at its regular meeting dated April 14, 2020 and referred to municipal staff for a report. This staff report is written in response to this direction.

5.0 **BACKGROUND**

Since 2019, the Municipal Council of the Town of Cobourg has implemented a number of initiatives and recommendations associated with the Northumberland and Cobourg Affordable Housing Strategies (AHS), including but not limited to:

- the provision of various financial incentives to affordable and rental housing providers, including Trinity Housing of Cobourg, Habitat for Humanity and Balder Corporation, in 2019;
- the consideration of an Affordable Housing Financial Support Policy and Strategy in April, 2019;
- a comprehensive legal review of legislation and options pertaining to affordable housing in May, 2019;
- *enactment of legislative changes to permit waivers, reductions and/or deferrals of planning, building and development charges/fees for affordable and rental housing projects in September, 2019;*
- approval of an agreement of purchase and sale of surplus municipal land to Habitat for Humanity for the development of an affordable housing project in September, 2019;
- the initiation of a town-wide Affordable & Rental Housing CIP in October, 2019; and,
- the endorsement of the policy framework and recommended Actions contained within the County and Town Affordable Housing Strategies in January, 2020.

6.0 LEGISLATION

Municipal Act, 2001

The *Municipal Act, 2001*, as amended, governs the structure, responsibilities and powers of municipalities in Ontario. The Act sets out a broad legislative framework that provides municipal governments with powers to pass by-laws relating to a wide range of activities, including by-laws respecting the economic, social and environmental well-being of municipalities. There are provisions in the *Municipal Act, 2001* that may be used in the development and preparation of local strategies to encourage the development of a full range of housing choices, including affordable and rental housing.

As part of this legislative framework, a municipality has, subject to certain limits, the general power to provide grants under Section 107 for purposes that Municipal Council considers to be in the best interests of the municipality. Municipalities cannot, however, provide financial assistance to commercial businesses through the granting of bonuses (grants, loans, land, tax exemptions/reductions) as written in Section 106 of the *Municipal Act, 2001* unless implemented as part of a Community Improvement Plan (CIP) or a Municipal Capital Facilities By-law. Section 106 of the Act would not preclude the Municipality from approving *deferrals* of various fees, levies and Development Charges.

Development Charges Act, 1997

The *Development Charges Act, 1997*, as amended, allows municipalities to impose by-law one-time fees on land developers, home builders and institutions when they build upon land. The fees are intended to offset 'hard costs' associated with increased demands for municipal services and infrastructure as a result of new development. Funds collected under the Municipality's Development Charges (DC) By-law are held within a special reserve account which may be used for eligible municipal capital projects.

This Act was recently amended by the *More Homes, More Choice Act, 2019* (Bill 108) which permits municipalities to enact Community Benefits Charges (CBC) by-laws in addition to DC's to cover 'soft services' such as parks, recreation and libraries. In addition, the changes modify the timing of Development Charges (DC) calculations for new developments and establishes payment schedules for rental housing providers and non-profit organizations. The *DC Act, 1997* now prescribes that rental housing providers are automatically granted a payment plan with equal installments of DC's over 6 years, and non-profit organizations qualify for a mandatory 21 year payment plan. ~~subject to the imposition of a prescribed annual interest rate.~~ The Act specifies that the Municipality *may charge interest on the installments*. Municipalities may also continue to authorize the *deferral* of DC's *via an Agreement* for any project it deems reasonable ~~with interest and, similar to the installment plan noted above, may charge interest at a rate stipulated in the Agreement.~~

Building Code Act, 1992

The *Building Code Act, 1992*, as amended is the legislative framework which governs the construction, renovation and change-of-use of a building. The Ontario Building Code is a regulation under the Act that establishes detailed technical and administrative requirements as well as minimum standards for building construction. The main purpose of building codes is to ensure that buildings are designed and constructed in a manner that protects the health, safety and general welfare of the public, and to improve conservation of fuel and power, protect and enhance the environment and promote sustainable development.

Section 7 of the Act authorizes municipalities to charge fees for the processing of permit applications and to enforce the provisions of the Act, including such matters as plans review, inspections, record-keeping, issuance of Orders, and enforcement, and to permit refunds of fees. The Act specifies that fees imposed shall not exceed the anticipated costs of the authority to administer and enforce the provisions of the Act. Any surplus is placed within a special Cost Stabilization Reserve Fund account that may only be used to recover costs associated with enforcing the Act, such as personnel and capital, and for stabilizing the Building Department's operating budget in the event of a shortfall in revenue in any given year(s), thus avoiding undue fluctuations in the municipal tax levy.

In 2015, the Town approved By-law No. 103-2015 (the "Building Permit Fees By-law") which establishes a series of fees for various types of building construction projects in accordance with a comprehensive fee study. On September 30, 2019, Council enacted By-law 072-2019 which provided that the Municipality shall have the authority to change or defer any fee imposed pursuant to the Building Fees By-law or to provide refunds of fees for affordable and rental housing developments subject to and in accordance with the provisions of the *Building Code Act, 1992*, as amended from time to time.

Planning Act, 1990

The *Planning Act, 1990*, as amended, sets out the roles and responsibilities that municipalities in Ontario must abide by when making land use planning decisions. The land use planning system is led by provincial policy, whereby local planning decisions shall be consistent with the PPS and conform to provincial plans, such as the Growth Plan. The Act contains numerous regulations which influence the provision of housing, particularly affordable and rental housing, in a municipality which are implemented by such policy documents as Official Plans, Growth Management Plans and Affordable Housing Strategies.

An Official Plan is a policy document, or 'blueprint', intended to wisely manage land and other resources and guide the short and long term development in the community. Official Plans typically provide objectives and policy direction which encourage the provision of a wide range of lot sizes and housing types at various densities in order to

provide choice and options for residents to secure housing, and may include a strategy for the provision of affordable and rental housing in the community.

The Official Plans of the County and Cobourg contain general strategic policies on housing which recognize the importance of providing a wide range of housing options to meet the needs of its residents, including a healthy supply of affordable rental and ownership housing, within the financial resource capabilities of the municipality. The policies of the Cobourg Official Plan encourage the provision of affordable and rental housing through a number of means, including consideration of reducing development charges and other municipal fees for new affordable and rental housing projects.

The County of Northumberland and Town of Cobourg Affordable Housing Strategies (AHS) were developed in an effort to increase the supply of affordable and market rental housing in the county. These strategies are the primary, over-arching documents that will provide Northumberland County and its member municipalities with the necessary background information and strategic direction to help implement affordable and rental housing in the county. A series of Goals and recommended Actions have been developed to help address the housing gaps and achieve the desired outcomes for the housing system. Among the numerous recommended Actions, the AHS identified opportunities for the provision of relief from DC's and planning, building and other municipal fees for affordable and rental housing projects.

7.0 ANALYSIS

According to the letter from Affordable Housing Solutions Corporation (AHSC) dated May 19, 2020 (copy attached - updated by AHSC to reflect current information), a 35-unit rental apartment building is being constructed at 82 Munroe Street. Sixteen (16) units will be 1-bedroom and nineteen (19) will be 2-bedroom units. This rental apartment building was originally intended to be the market-priced twin building for the 31-unit, fully affordable rental apartment building at 86 Munroe Street.

AHSC is now accessing CMHC's Rental Construction Financing program which promotes the development of affordable rental housing through the provision of low-cost insured loans, subject to meeting eligibility requirements. The eligibility requirements include the provision of a minimum number of affordable units for at least 10 years following first occupancy, along with minimum sustainability and accessibility requirements. AHSC has re-priced 19 units at 20% below market rental rates (established by a CMHC-approved real estate appraiser) for at least 10 years based on CMHC's program requirements.

The deferral request by AHSC is for DC's (Town - \$362,065.00 and LUSI - \$14,079.00) and Building Permit fees (\$60,089.95) for a period of five (5) years following occupancy, after which all fees and charges would be paid in full. AHSC automatically qualifies for a six (6) year annual payment plan under the newly amended *DC Act, 1997* however the proponent has requested a 5-year 100% deferral instead, to be re-paid in full including [any](#) accrued interest [imposed by the Municipality](#) upon refinancing. The

financier for AHSC has indicated that the re-financing for the project through a 2nd mortgage should be acceptable based on the project's financial business plan and market appraisal report.

Given the current legislative context, the Municipality now has the ability to defer municipal charges and fees for any project it deems to be in the interest of the community. Hence, the previous market rental project would also have qualified for a deferral. In light of today's tight rental market in Cobourg (0.4% vacancy for 1-BR, 1.1% vacancy for 2-BR, CMHC 2019), the introduction of *any* rental units regardless of their price point increases supply and choice in the local market and can impact the housing continuum in a positive manner. The deferral request by AHSC is consistent with previous approvals by Council for other affordable and rental housing projects in the municipality, including Trinity Housing, Balder Corporation and Habitat for Humanity. Thus, strictly from a housing policy perspective, the deferral of Building Permit fees and DC's for a period of 5 years has merits.

If granted, a Deferral Agreement would be required to spell out the terms and conditions for the deferral, re-payment and [any](#) interest to be charged ([the current Town lending rate is 0.75% below RBC Prime, or 1.7%](#)). The Agreement would be registered on title and form an encumbrance which is binding on successive landowners. The Municipality may exercise its rights under the *Municipal Act, 2001* for default of payment upon the termination of the deferral, including registering the outstanding amount on the property tax roll.

8.0 **FINANCIAL IMPLICATION/STAFFING/BUDGET IMPACT**

AHSC has requested a 5-year deferral of Building Permit fees and DC's totaling \$436,233.95. The Treasurer was consulted on the financial implications of the proposed deferral.

Under the current, [revised DC Act, 1997](#), the owner is granted an automatic 6-year installment plan for payment of DC's, which would amount to approx. \$60,344.00 per year (Town DC) and \$2,346.00 per year (LUSI DC). [If the Municipality imposed its standard interest charge noted in Section 7.0 above it would amount to plus interest of approx. \\$22,400.00.](#) The Owner, however, has requested a full deferral of DC's for 5 years from occupancy to reduce the construction cost of the building and ensure the economic viability of the project. Accordingly, [if the Municipality was to impose interest on the requested deferral](#), the interest to be charged under this scenario would amount to approx. \$38,000.00.

[Given that the deferral of the requested DC's would assist a rental housing provider construct 35 new rental dwelling units, 19 of which are considered affordable under CMHC's Rental Housing Construction Initiative, the Municipality may wish to consider not charging interest, or charging a nominal rate, on the deferred charges as an act of goodwill in keeping with Council's Strategic Plan Objectives and Actions that support the provision of new rental and affordable housing in the community.](#)

While a deferral of DC's will result in a reduction in the DC Reserve revenues in 2020, the DC's will ultimately be paid to the Municipality in 5 years following occupancy (plus approx. \$38,000.00 in interest charges [if imposed by the Municipality](#)). The Treasurer has advised that the impact on the DC Reserve should be minimal given that ultimately the full amount ~~plus interest~~ will be received by the Municipality.

Similarly, the deferral of Building Permit fees will reduce the departmental revenue in 2020, however the Cost Stabilization Reserve Fund noted in Section 6.0 above is in a healthy state and can easily absorb this revenue shortfall without impacting departmental operations, the Reserve or the tax levy.

Town staff will utilize a standard template Deferral Agreement provided by Watson & Associates, and the costs to register the document would be at the expense of the proponent. Thus, it is the opinion of municipal staff that the implementation of the requested deferral should not place an undue strain on the financial resources of the Municipality.

9.0 CONCLUSION

The request by Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. for a 5-year deferral of Building Permit fees and Development Charges in the amount of \$436,233.95 is in conformity to the existing Provincial and municipal policy and regulatory framework, would assist a housing provider construct additional rental apartment units in Cobourg, many of which will be affordable and attainable under CMHC's Rental Housing Construction initiative, ~~and~~ [is in keeping with Council's Strategic Plan Objectives and Actions](#), and is consistent with prior approvals by Council.

[If the Town's standard interest rate is imposed](#), the deferral, if granted, would generate interest revenue to the Municipality in the amount of approx. \$38,000.00 at the end of the 5-year deferral term. [Because the deferral is intended to assist a housing provider supply new market and affordable rental housing in the community, the option to not charge interest, or to charge a nominal interest rate, has merit and is a worthwhile consideration for Council.](#) A Deferral Agreement will be entered into and registered on title to spell out the applicable terms and conditions associated with re-payment, including interest charges [\(if any\)](#) and penalties.

10.0 COMMUNICATION RESULTS

N/A

11.0 ATTACHMENTS

Letter from AHSC dated May 19, 2020 (as amended); [and](#),
[Draft Deferral Agreement Authorizing By-law.](#)

12.0 AUTHORIZATION

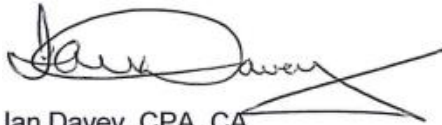
Report Prepared By:




Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



Report Approved By:



Ian Davey, CPA, CA
Interim CAO/Treasurer

	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>-2020</u>

A BY-LAW TO AUTHORIZE THE EXECUTION OF A DEFERRAL AGREEMENT WITH AFFORDABLE HOUSING SOLUTIONS CORPORATION/82 MUNROE INC./2512464 ONTARIO INC. AND THE CORPORATION OF THE TOWN OF COBOURG. (82 MUNROE STREET, COBOURG)

WHEREAS pursuant to Section 27 of the *Development Charges Act, 1997*, S. O. 1997, c. 27, as amended, which provides in part that a municipality has the authority to enter into one or more agreements in dealing the payment of Development Charges before or after they would otherwise be payable;

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

- That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. and the Corporation of the Town of Cobourg to permit a five (5) year deferral of Development Charges from the date of occupancy in the amount of \$436,233.95 for the 35-unit market and affordable rental apartment building at 82 Munroe Street, Cobourg.

READ and passed in Open Council this 8th day of June, 2020.

MAYOR

MUNICIPAL CLERK



May 19, 2020

Honourable Mayor and members of Cobourg Town Council

Re: Request to defer all Development and Building Permit Charges for 82 Munroe St.

82 Munroe Street is the second phase of a 2-building development on a singular site. This 35-unit apartment project, was initially programmed to be the market priced twin building to 86 Munroe (a 31 unit fully affordable rental building).

Subsequently, the ownership was presented with a newly launched CMHC financing program, designed specifically to promote the development of affordable rental housing, and have repriced 16, 1-bedroom units and 3, 2-bedroom units at approximately 20% below market rental rates. This rental rate reduction for 10 years, as well as other affordability and sustainability requirements, has qualified the project for the CMHC investment in affordable housing program and its associated financing benefits.


In order to further reduce the construction cost of the building and ensure the economic viability of this project, we hereby respectfully request the Town's assistance by deferring the payment of \$362,065.00 in development charges, \$60,089.95 in permit fees and \$14,079.00 for Lakefront Utility Services Inc. development charges as well for a period of 5 years after occupancy.

The owners of 82 Munroe Inc will be able to refinance the project in 5 years, subsequent to its occupancy, and repay the Town all the deferred charges at that time.

Respectfully submitted

Josef Ger
President
82 MUNROE INC.

NB. This is an amendment to the original letter dated April 4, 2020

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council	
FROM:	Glenn McGlashon, MCIP, RPP	
TITLE:	Director, Planning & Development	
DATE OF MEETING:	June 1, 2020	
TITLE / SUBJECT:	Application for Site Plan Approval - Development Agreement: 1111 Elgin Street West, Cobourg Trinity Northumberland Inc./Trinity Development Group	
REPORT DATE:	May 21, 2020	File #: SPA-01-20

1.0 **STRATEGIC PLAN**

N/A

2.0 **PUBLIC ENGAGEMENT**

An application for approval of an amendment to the Cobourg Comprehensive Zoning By-law No. 85-2003 was submitted to the Municipality in August, 2019 by MHBC Planning Limited on behalf of Northumberland Shopping Centre Inc. for the property known municipally as 1111 Elgin Street West. Following a Public Meeting convened by Council pursuant to the *Planning Act* in November of 2019, Council enacted an amendment to the Zoning By-law in December, 2019 to permit a 930 m², freestanding multi-unit commercial building towards the front of the Subject Lands in the existing parking area (north of Dollarama), and to make technical adjustments to the existing site specific zone regulations to reflect existing conditions.

In January of 2020, Trinity Development Group Inc. submitted an application to the Municipality for Site Plan Approval on behalf of the new owner, Trinity Northumberland Inc.. The *Planning Act* does not prescribe any statutory public notice or engagement requirements for Site Plan Approval applications, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

However, the Municipality has adopted a practice which requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the Subject Lands, in an area visible from the public realm, notifying the public that an application for Site Plan Approval has been submitted to the Municipality. The sign includes contact information for the Town of Cobourg Planning Department, where plans can be made available for the public to view. The sign has been posted on the frontage of the subject property in accordance with this procedure.

Additionally, the Planning Department provided written notice of the complete Site Plan Approval application to Council in February, 2020, and all Site Plan Approval applications are considered by Council in open session prior to final approval. The particulars of the application were also posted on the Planning & Development page of the municipal website.

3.0 **RECOMMENDATION**

THAT Council receive this Report for information purposes; and,

FURTHER THAT the By-law attached as **Figure 7** to the Staff Report be endorsed and presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Development Agreement with Trinity Northumberland Inc., Timbercreek Mortgage Servicing Inc., and Lakefront Utility Services Inc. for the development of a 930 m² multi-unit commercial free standing building and associated parking, service and driveway facilities at 1111 Elgin Street West (Northumberland Mall), subject to the finalization of details by municipal staff and applicable agencies; and,

FURTHER THAT the By-law attached as **Figure 8** to the Staff Report be endorsed and presented to Council for adoption which removes the Holding (H) Symbol from the subject development lands.

4.0 **ORIGIN AND LEGISLATION**

An application for Site Plan Approval pursuant to Section 41 of the *Planning Act* was submitted by Aly Premji, Trinity Development Group Inc., on behalf of Trinity Northumberland Inc. in January, 2020 to permit the development of a new 930 m² multi-unit, free standing commercial building in the existing parking area of Northumberland Mall, north of Dollarama. The proposal also includes the re-alignment of the existing access driveway and aisles north of the Metro supermarket.

In February of 2020, a formal staff notice of receipt of the application was received by Council and referred to municipal staff for a report. In accordance with the *Planning Act*, if the Municipality fails to approve the application within thirty (30) days after its submission, the Owner may refer the application to the Local Planning Appeal Tribunal (LPAT).

The review of the latest plans and reports by the municipal staff/agency Development Review Team is now complete and the Site Plan Approval application is now in a position to be approved by Council. This Report summarizes the development proposal for Council in response to its earlier direction.

5.0 **ANALYSIS**

The property at 1111 Elgin Street West is 11.21 ha (27.7 ac) in area, with frontage along Elgin Street West and Rogers Road. The site is presently occupied by Northumberland Mall shopping centre, and three freestanding buildings, including the Boston Pizza restaurant, A&W restaurant and drive through, and the LCBO liquor/alcohol store. See **Figure 1 Location Map**.

The Subject Lands are designated "Shopping Node Area" in the Official Plan (2017) and zoned "Shopping Centre Commercial Exception 1 (SC-1) Zone," "Shopping Centre Commercial Exception 1 Holding (SC-1 [H]) Zone," "Shopping Centre Commercial Exception 2 (SC-2) Zone," and "Shopping Centre Commercial Exception 3 (SC-3) Zone" in Comprehensive Zoning By-law No. 85-2003. The proposed commercial development is located within the SC-1 (H) Zone.

The development proposal is for a new 930 m² free standing, multi-unit commercial building, consisting of seven (7) units, including a restaurant with drive through facility to be located in the existing parking area of Northumberland Mall, north of Dollarama. The proposal also includes the re-alignment of the existing driveway north of the Metro supermarket. See **Figure 2 Overall Site Plan**.

The following attachments are included for reference purposes:

Figure 1 – Location Map

Figure 2 – Overall Site Plan

Figure 3 – Site Plan, Building Area

Figure 4 – Landscape Plan, Building Area

Figure 5 – Landscape Plan, Access Driveway

Figure 6 – Building Elevations

Figure 7 – Agreement Authorization By-law

Figure 8 – Holding Removal By-law

As part of the development approvals process, the proponent completed a number of technical background studies, recommendation reports and detailed drawings which formed the basis for the ultimate design and implementation of the development, including but not limited to:

- Planning Justification Report, prepared by MHBC Planning Limited

- Urban Design Brief, prepared by MHBC Planning Limited
- Arborist Report, prepared by MHBC Planning Limited
- Sustainable Design Brief, prepared by Petroff Partnership Architects
- Transportation Impact Study, prepared by LEA Consulting Ltd.
- Parking Impact Study, prepared by LEA Consulting Ltd.
- Retail Market Demand & Impact Study, prepared by urbanMetrics Inc.
- Functional Servicing & Stormwater Management Report, prepared by Counterpoint Engineering Inc.
- Lighting Study/Plan, prepared by Hammerschlag + Joffe Inc.

The number and scope of detailed technical background materials required for a proposal will vary based on the unique development context applicable to an individual property or project. The information provided for the Northumberland Mall development proposal, as referenced above, was determined to be appropriate and comprehensive for this development proposal based on pre-submission assessments by the Planning Department and relevant commenting Departments/Agencies.

Summary of Key Points:

The following are the key points associated with the proposal:

- The new 930 m² free-standing, multi-unit commercial building will be located in the Mall parking lot to the north of Dollarama adjacent to Elgin Street West, which will frame and animate the streetscape and screen parking in accordance with the Town's community design objectives and guidelines. To further enhance the streetscape presence of the commercial property, extensive perimeter landscaping and decorative treatment will also be provided.
- The proposed development will incorporate various sustainable design features, including motion sensor detection and LED lighting, 'cool' roofing material, a modified high-efficiency HVAC system design with heat recovery systems, thermal wall assemblies, bicycle racks, an Electric Vehicle (EV) charging station, new landscaped parking lot islands (to 'green' up the asphalt, improve the on-site tree canopy and reduce the heat island effect), and xeriscaping (drought tolerant vegetation for low water usage). Run-off will be managed via the existing underground stormwater management system of the Mall.
- To address on-site traffic, pedestrian safety and parking concerns from Metro, and in accordance with the analysis conducted as part of the Transportation Impact Study (TIS), Trinity Northumberland has re-designed and re-located the main driveway entrance onto Rogers Road to align with the northern entrance to Canadian Tire (see **Figure 2 Overall**

Site Plan and Figure 5 Landscape Plan, Access Driveway).

Landscaped islands have been added to help define the drive aisles, break up the expanse of asphalt and provide vegetation for additional tree canopy and shading. The re-configured access will maintain current transit service routing to the existing stop adjacent to the western Mall entrance. Bike lanes will continue to be implemented along the primary east-west driving aisle.

- An accessible internal pedestrian network is to be established via dedicated pedestrian 'avenues' and painted crosswalks, which connect the public sidewalk to the primary buildings and facilitate safe movement within and external to the site. The proposed commercial building will benefit from a wider sidewalk entry and barrier-free access, with automatic doors.
- The modified parking area adjacent to the proposed commercial building will include two (2) barrier free parking spaces in compliance with the requirements of Comprehensive Zoning By-law #85-2003 and municipal accessibility standards. Three (3) bicycle rings are situated close to the building access points. The Accessibility Advisory Committee was satisfied with the development plans.
- The architectural building design utilizes highly durable exterior finishes on all facades, including a mix of brick veneer masonry, stucco and metal panels of varying colours to break up the expanse of building façade. Additional features include the use of raised parapets, pedestrian scale wall lighting, and glazing fenestration on all sides of the building (see **Figure 6 Building Elevations**).
- Given the sloping topography of the site, the use of a retaining wall with a decorative black metal picket fence 'top' is required pursuant to the Ontario Building Code and engineering specifications along the north property line to account for the change in elevation and for safety reasons adjacent to the public street and sidewalk/pathway.
- Although 10 trees are proposed to be removed as part of the driveway re-alignment process adjacent to Rogers Road, the new overall development scheme will result in a total of 41 trees, 310 shrubs and over 1,800 perennials, groundcover and grasses.
- The owner proposes a robust recycling and waste management plan for the proposed building for cardboard, paper, cans, bottles and organics, and appropriate accommodations are provided within an enclosed, masonry-clad refuse area.

- The proposal conforms to the Cobourg Official Plan, Urban & Landscape Design Guidelines, and Comprehensive Zoning By-law No. 85-2003, and meets all applicable policies, guidelines and standards of the Municipality and external review agencies.

6.0 **FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT**

There are no anticipated negative financial implications imposed on the municipality as a result of granting final approval of the Site Plan Approval application. The Owner submitted the requisite Site Plan Approval application fee and deposit in the amount of \$5,250.00. A cash-in-lieu of parkland payment of \$5,900.00 will be collected as a condition to the proposed development. Development Charges of approx. \$70,000.00 and Building Permit fees of approx. \$17,200.00 would apply to the development.

7.0 **CONCLUSION**

It is the opinion of the Planning Department that the application for Site Plan Approval by Aly Premji, Trinity Development Group Inc., on behalf of Trinity Northumberland Inc. to permit the development of a 930 m² free-standing, multi-unit commercial building in the existing parking area of Northumberland Mall, north of Dollarama, and to permit the re-alignment of the existing access driveway and aisles north of the Metro supermarket, meets all applicable policies and standards, subject to the finalization of details by planning staff and applicable agencies.

8.0 **POLICIES AFFECTING THIS PROPOSAL**

The primary policies affecting this application relate to the Shopping Node Area designation and the Community Design and Improvement policies of the Cobourg Official Plan.

9.0 **COMMUNICATION RESULTS**

This Report is being provided to Council for information purposes and to recommend approval of the application for Site Plan Approval by Trinity Development Group Inc. in accordance with standard municipal procedures.

10.0 **ATTACHMENTS**

Figures 1 – 8

11.0 **AUTHORIZATION**

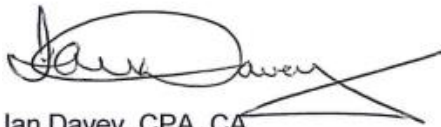
Prepared By:



Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



Report Approved By:



Ian Davey, CPA, CA
Interim CAO/Treasurer

FIGURE 1: LOCATION MAP

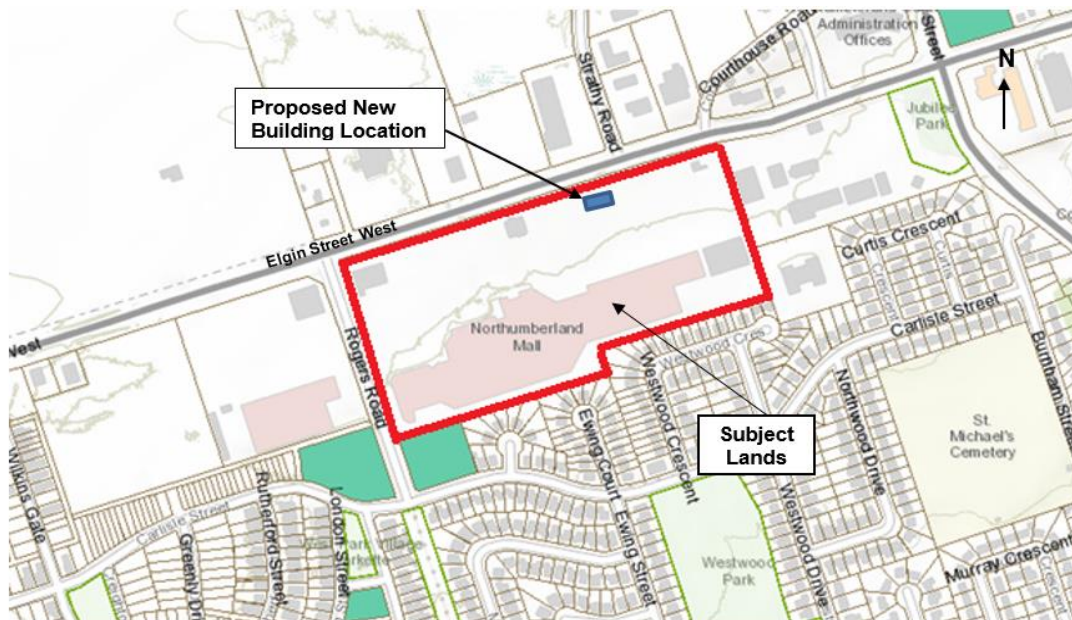


FIGURE 2: OVERALL SITE PLAN

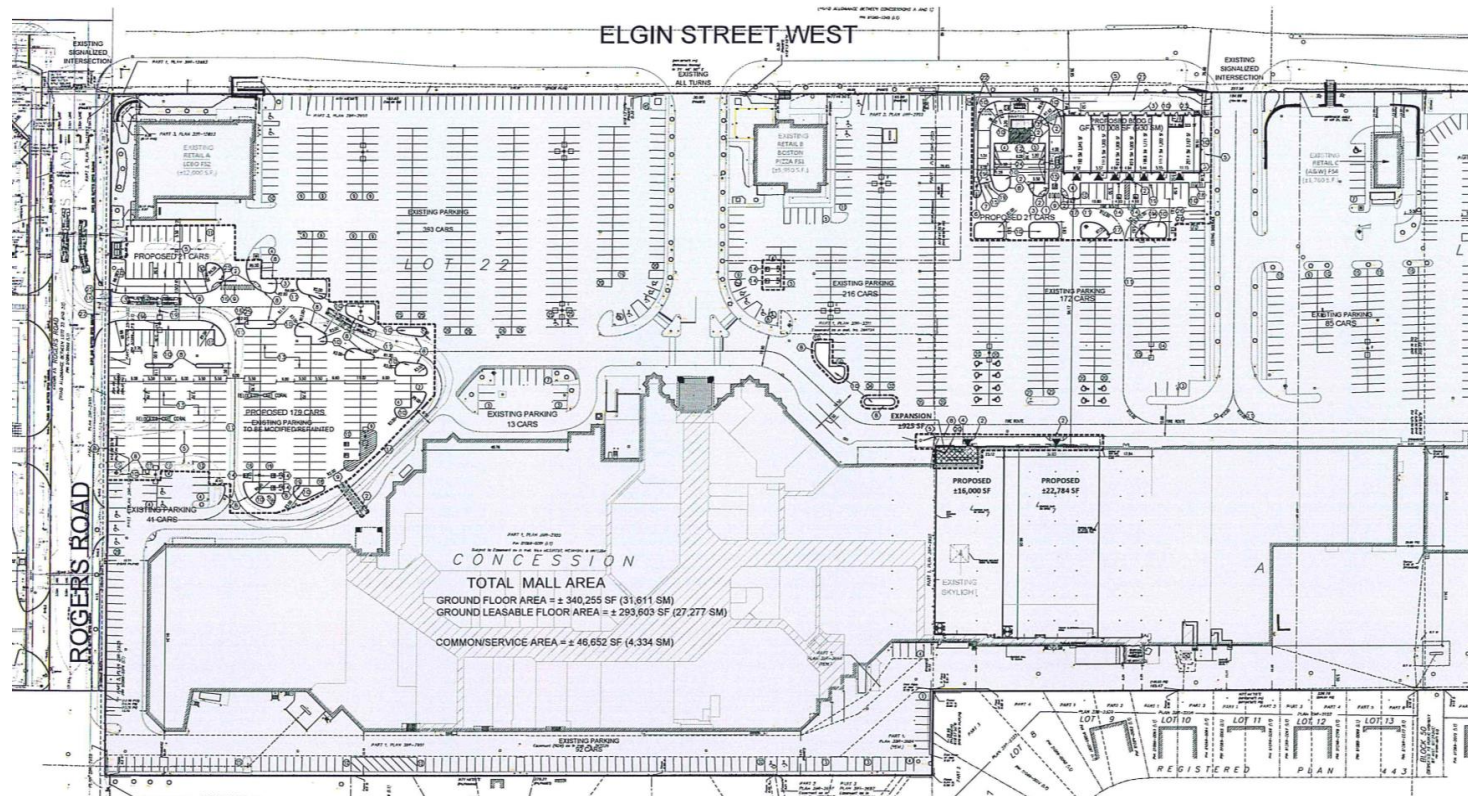


FIGURE 3: SITE PLAN, BUILDING AREA

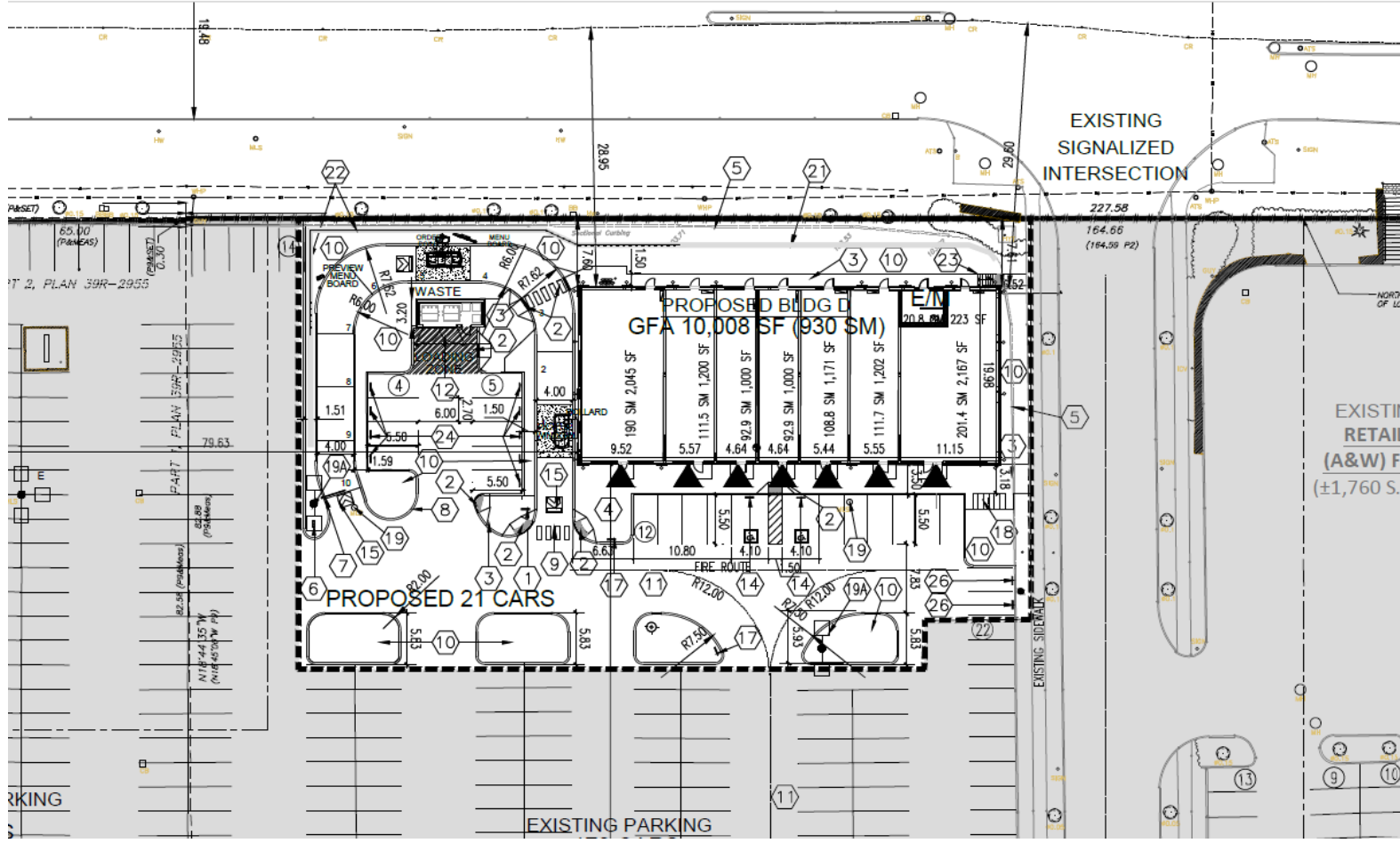


FIGURE 4: LANDSCAPE PLAN, BUILDING AREA

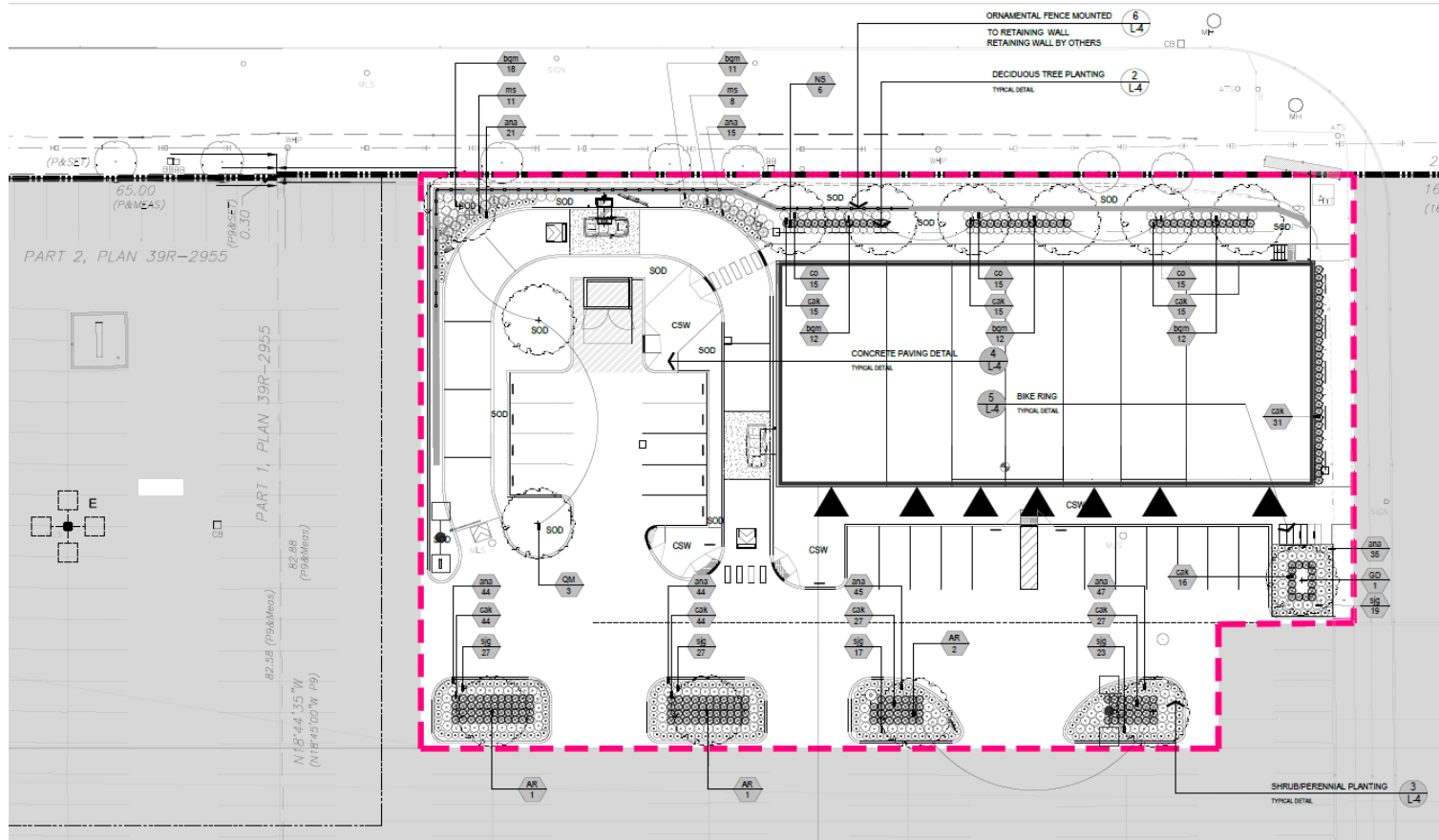


FIGURE 5: LANDSCAPE PLAN, DRIVEWAY ACCESS

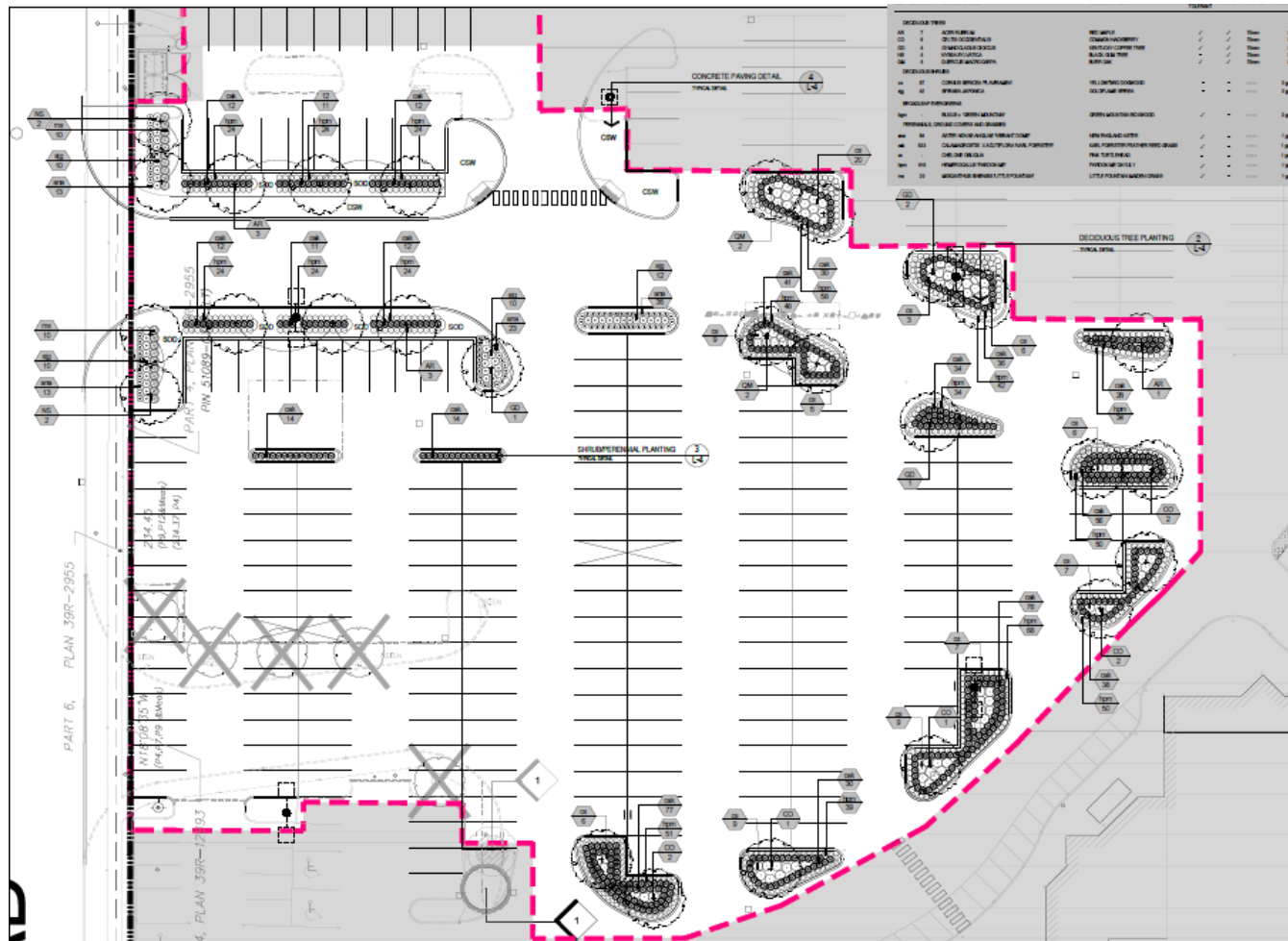


FIGURE 6: BUILDING ELEVATIONS

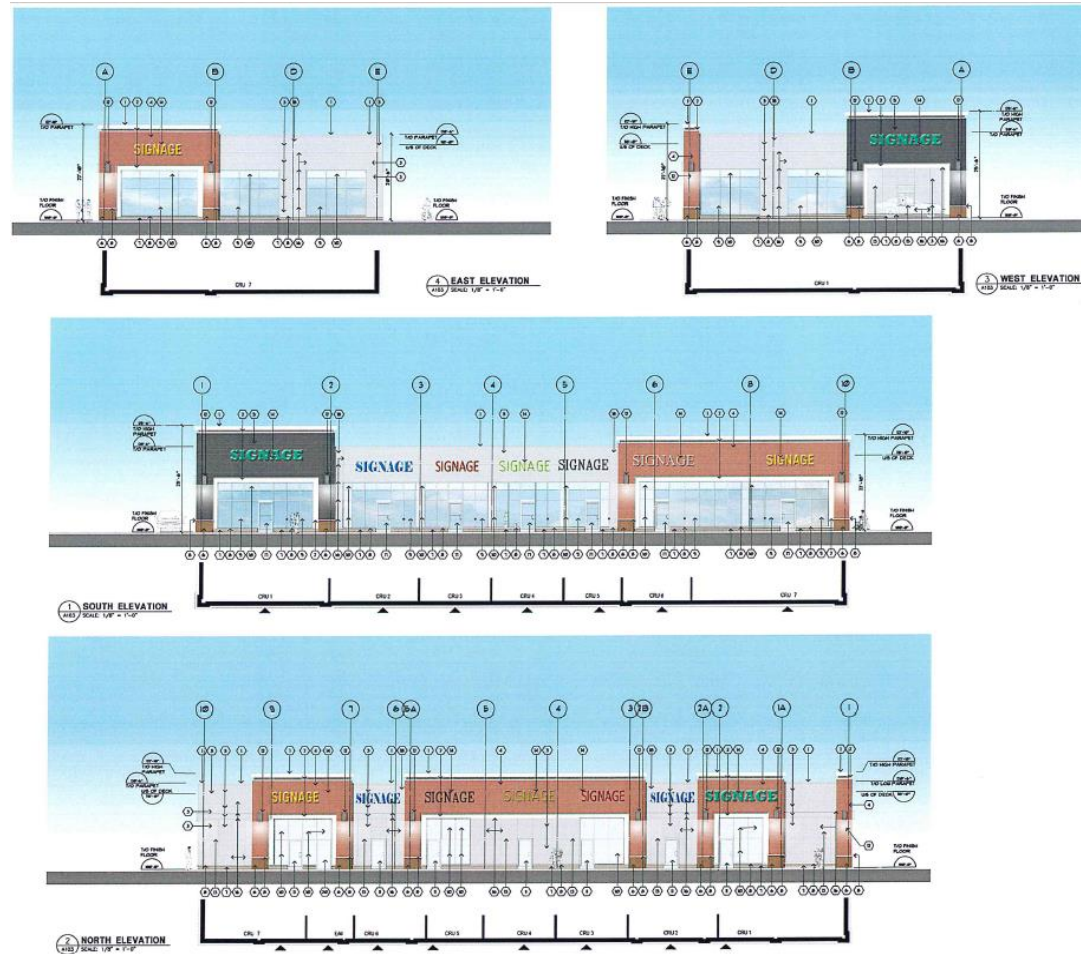



FIGURE 7: AGREEMENT AUTHORIZATION BY-LAW

	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u> -2020 </u>

A BY-LAW TO AUTHORIZE THE EXECUTION OF A DEVELOPMENT AGREEMENT WITH TRINITY NORTHUMBERLAND INC., TIMBERCREEK MORTGAGE SERVICING INC., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG. (1111 ELGIN STREET WEST, COBOURG)

WHEREAS pursuant to Section 41(7) of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Site Plan Control;

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


1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with Trinity Northumberland Inc., Timbercreek Mortgage Servicing Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the development of a 930 m² free-standing multi-unit commercial building and associated driveway and parking lot modifications at 1111 Elgin Street West, Cobourg, ON.
2. THAT this By-law come into effect as of its final passing thereof and shall expire within two (2) years of the date of its final passing.

READ and passed in Open Council this 8th day of June, 2020.

MAYOR

MUNICIPAL CLERK

FIGURE 8: HOLDING REMOVAL BY-LAW

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER _____

A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (1111 Elgin Street West, Cobourg)

WHEREAS the Council of the Corporation of the Town of Cobourg deems it advisable to amend By-law Number 85-2003 as amended;

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

1. THAT Schedule 'A', Map 8, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of a 0.395 ha area of land at the north-central portion of 1111 Elgin Street West from 'Shopping Centre Commercial Exception 1 *Holding* [SC-1(H)] Zone' to 'Shopping Centre Commercial Exception 1 [SC-1] Zone' as illustrated on Figure 1 attached hereto.
2. THAT Figure 1 attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
3. THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.


READ and passed in Open Council this 8th day of June, 2020.

MAYOR

MUNICIPAL CLERK

FIGURE 1



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE STAFF REPORT	
TO:	Mayor and Council Members	
FROM: TITLE:	Dave Johnson Planner I - Heritage	
DATE OF MEETING:	June 1, 2020	
TITLE / SUBJECT:	Staff Report: Second Street Rainbow Crosswalk	
REPORT DATE:	May 28, 2020	File #: HP-2020-010

1.0 STRATEGIC PLAN OBJECTIVE

Places: The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.

2.0 PUBLIC ENGAGEMENT

The Cobourg Heritage Advisory Committee (CHC) operates in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg. By-law 097-2009 provides that Council shall consult with the CHC regarding applications for larger alterations to buildings and structures designated under Part IV or Part V of the Ontario Heritage Act. The By-law provides that approval of smaller alterations, such as building painting, maintenance and repair, 'like-for-like' replacements, and small accessory structures, shall be delegated to the Director of Planning & Development.

Existing heritage legislation does not prescribe public notification or meetings for approval of alterations to designated properties, however the Cobourg Heritage Master Plan and implementing Heritage Conservation District Plans and associated regulations/guidelines underwent extensive public consultation and engagement prior to their approval. Review and approval of Heritage Permits by the Town are undertaken within the context of these documents.

3.0 RECOMMENDATION

WHEREAS, Planning and Heritage staff has reviewed the proposed multi-colour rainbow crosswalk motif in celebration of Pride Month at the intersection of Second

Street and King Street West within the Commercial Core Heritage Conservation District;

AND WHEREAS Council has the authority to give its Consent to a Heritage Permit to allow this celebratory pedestrian crosswalk motif in the Commercial Core Heritage Conservation District;

NOW THEREFORE it is recommended that Heritage Permit Application HP-2020-010 as submitted by Laurie Wills on behalf of the Corporation of the Town of Cobourg be approved and that this approval apply on an ongoing annual basis unless otherwise terminated by Council.

4.0 ORIGIN

An application for a Heritage Permit was received on May 28, 2020 from Laurie Wills on behalf of the Corporation of the Town of Cobourg to undertake the painting of a celebratory rainbow crosswalk motif at the intersection of Second Street and King Street West.

The subject lands are located within the Commercial Core Heritage Conservation District (HCD) and are designated under Part V of the *Ontario Heritage Act*, and by By-law #118-1991 and By-law #042-2016.

In accordance with current Provincial legislation, the 90-day deadline for Council to deal with the application has been suspended until the termination of the Emergency Order by the Provincial government.

Proposed Scope of Work

1. Installation of a painted multi-colour celebratory rainbow crosswalk at the intersection of Second Street and King Street West.

5.0 BACKGROUND

The subject lands are located at the intersection of Second Street and King Street West on the south side of King Street West within the Commercial Core Heritage Conservation District (HCD). Victoria Hall is located directly west of the intersection.

Geographic Context

Below: The subject area is shown outlined in red. The Commercial Core HCD is indicated in blue and the nearby George Street HCD is indicated in yellow.



Figure 1: Commercial Core HCD

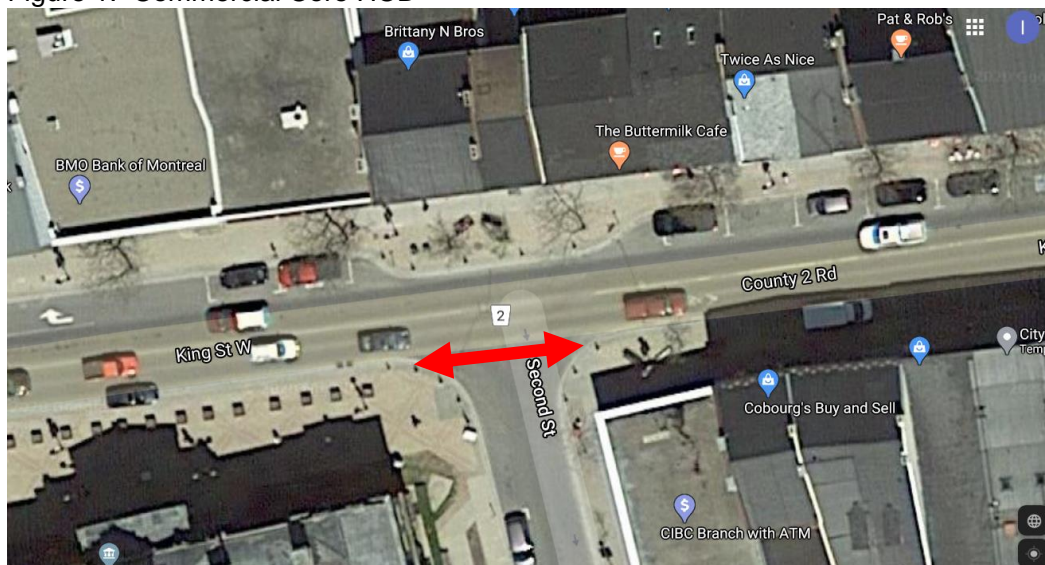


Figure 2: Location of the crosswalk

Historical and Architecture Context

Staff would normally give an overview of the history and architecture of the subject property, however, the alteration involves public street crossing and thus one is not available. The character-defining attributes of the Commercial Core HCD are outlined below.

Character defining elements of the Commercial Core HCD include two to three storey buildings with commercial character, storefronts on the first storey and residential/commercial space on the second and third storeys. Storefronts have wide windows on the first storey, some with recessed entry doors. Windows on upper storeys are symmetrical fenestration, with segmental arches or rectangular openings, often with arched or decorative lintels, and basic sills. There is a dominant use of brick in a variety of natural colours, some have been painted and most include architectural details including keystones, hood molds and cornice details. Storefronts are typically continuation of brick, although quite a few are wood paneling construction of varying details. There is a continuous sign band throughout the downtown, some wider than others depending on the size of the storefront windows

6.0 ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council in 2016 to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's HCD's designated under Part V of the *Ontario Heritage Act* were reviewed, and Heritage Conservation District Plans were prepared. The Commercial Core Heritage Conservation District Plan was adopted by By-law 043-2016 on May 24th, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the Commercial Core HCD. Policies are requirements that must be followed when undertaking alterations to buildings or changes to properties. Guidelines are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

The Commercial Core HCD Plan provides certain exemptions for public realm properties which do not require a Heritage Permit, such as:

- i. maintenance or minor repairs to road or sidewalks surfaces and areas of paving;
- ii. installation and/or repair of sub-surface and above-ground utilities (water, sewage, gas, or communications);
- iii. installation and repair of non-permanent street furniture;
- iv. installation and removal of any soft or hard landscaping confined to boulevard installation and/or planting beds; and,
- v. the addition of bicycle lanes within the existing road right-of-way.

In addition, traffic-related signs, symbols, painting and equipment normally incidental to road rights-of-way and in accordance with the Highway Traffic Act are exempt. The

installation of traffic calming devices and new *crosswalk surfaces or motifs* are not exempt and require Council approval and a Heritage Permit.

The following section of this report provides excerpts from the Commercial Core HCD Plan that are relevant to the evaluation of the proposed scope of work.

10.0 Landscape conservation guidance

The intent of the following sections is to provide guidance on landscape features and related aspects of the Commercial Core HCD to continue to conserve landscape features that are heritage attributes and to continue to provide an appropriate setting for the built resources of the District. Some of these guidelines apply to public spaces, some to private spaces, and others are applicable to both.

10.1 Sidewalks

Guidelines

- a) The underlying principle for additions and alterations to sidewalks is that they should sustain accessibility and barrier free travel for pedestrians with a variety of challenges. Intersections may be altered with the addition of low contrast surface textures.
- b) There is a balance to be made between the smooth surface required by wheelchairs and the identification of landings at intersections for those with visual challenges. It is important that the choice of materials for alterations or additions complements the traditional streetscape now found within the District. Concrete continues to be well suited for the continuation for sidewalks, curbs, landings and other features in the streetscape accented with decorative pavers

10.9 Public art and memorials

Guidelines

- a) The installation of public art, memorials, or other interpretive expressions within the Commercial Core District is encouraged.
- b) Care should be taken so that the installation of public art, memorials or other interpretive devices has minimal impact on the setting of a heritage property and does not directly affect heritage building fabric.
- c) Materials that are selected should be durable and vandal resistant.
- d) Pedestrian traffic flow should not be impeded by public art.

Discussion

Prior to Council's adoption of the Commercial Core HCD Plan in 2016, Heritage Permit applications were primarily evaluated against the Town of Cobourg's Heritage Conservation District Guidelines and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada. The Commercial Core HCD Plan provides the same level of heritage conservation using best practices as expressed in the Standards and Guidelines for the Conservation of Historic Places in Canada, while continuing with a similar management of future change and potential new development within the Commercial Core HCD as the previous HCD guidelines. The Commercial Core HCD Plan is also consistent with the 2005 changes to the Ontario Heritage Act, the 2020 Provincial Policy Statement and the Ontario Heritage Toolkit.

Crosswalk

The applicant is proposing to install a multi-colour rainbow crosswalk at the intersection of Second Street and King Street West in the Town of Cobourg in celebration of Pride Month (June). The rainbow colour scheme is generally identified as a symbol of identity or support, pride and social equality and individuality for the LGBTQ+ community.

Although the type and mix of colours do not align 100% with the Town's Heritage Palette, the proposal involves the painting of a small section of roadway for a celebratory crosswalk symbol in the community, and does not include alterations to any buildings and/or structures within the HCD. The painting fades or 'dulls' over time, and is reversible should the Town decide in the future to remove the celebratory crosswalk.

Given that the proposal is completely reversible and that no buildings or structures are directly being impacted, staff is confident that the proposal does not negatively impact the Character Defining features of the Commercial Core Heritage Conservation District and is quite appropriate for its intended purpose: a celebration event and symbol for the LGBTQ+ community. Council's Consent is required for the Heritage Permit to permit the painted crosswalk motif and colour scheme on the municipal roadway.



Figure 3: King St. W and Second St. pre 2019

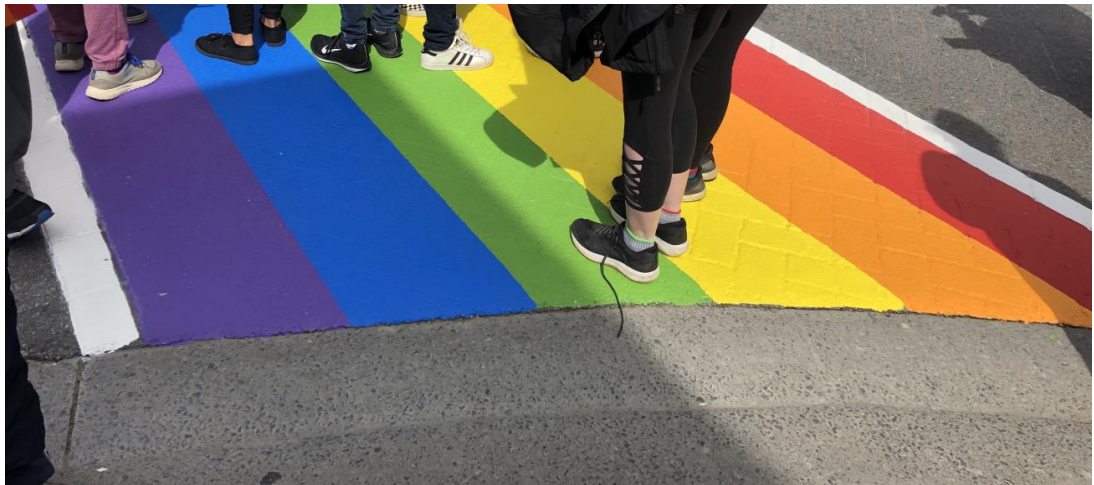


Figure 4: Pride crosswalk as seen in June 2019.



Figure 5: Pride crosswalk as seen in June 2019.



Figure 6: King St. W and Second St. crosswalk in July 2019 (Google Street View)



Figure 7: Pride crosswalk (present, re-painted)

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no foreseen financial implications on the Municipality as a result of the approval of this Heritage Permit application.

8.0 CONCLUSION

In conclusion the proposed celebratory rainbow crosswalk motif at the intersection of Second Street and King Street West appears to have minimal impact on the heritage attributes or character-defining features of the Commercial Core Heritage Conservation District. It is my opinion that the celebratory crosswalk motif generally meets the intent of the policies as set out in the Commercial Core District Plan adopted in accordance with the Town of Cobourg Heritage Master Plan and appropriately performs a community function as a symbol of pride for the LGBTQ+ community, subject to Council's approval of the Heritage Permit and associated colour scheme.

9.0 AUTHORIZATION/SIGNATURES

Report Prepared By:




Dave Johnson
Planner I – Heritage

Report Approved By:



Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Bill Peebles	
TITLE:	Manager, Environmental Services	
DATE OF MEETING:	June 1, 2020	
TITLE / SUBJECT:	Pump Replacement - McGill Pump Station	
REPORT DATE:	May 22, 2020	File #:

3.0 RECOMMENDATION

THAT Town Council approve the purchase a new Xylem Pump at the McGill Pumping Station at a cost of \$86,834 (price includes non-refundable HST).

FURTHER THAT, Town Council approved up to \$25,000 for installation.

The total project cost (i.e. \$86,834 plus installation) is not expected to exceed \$112,000. Town Council approved \$150,000 for this project in the Environmental Services 2020 Capital Budget.

4.0 ORIGIN

Environmental Services 2020 Capital Budget

5.0 BACKGROUND

The McGill Pumping Station is located in the north east corner of the Town Trailer Park, adjacent to the eastern edge of Victoria Park. McGill is the largest pumping station in Town, pumping more sewage per year than the Brook Road, Monk's Cove, Lakeview and Forth Street Stations combined.

In 2001, Totten Sims Hubicki Associates completed Phase III of the Town's Sewer Diversion Study Report. The study recognized that Water Pollution Control Plant #2 was being hydraulically under-utilized. Increasing the sewage flow to Plant #2 would not be possible unless the output from the McGill Pump Station could be increased. The first recommendation of the TSH study was to address this need by upgrading the pumps. This was done in 2003. These

upgraded pumps are now nearly 20 years old and will need to be replaced before they fail.

6.0 ANALYSIS

The McGill Street Pumping Station accounts for more than 60% of all sewage pumped through the Town's sanitary collection system each year. In 2003, two of the three original Smart Turner Hayward pumps (123 L/s) were upgraded to Flygt Model CT-3231 Pumps (180 L/s). The average flow at the McGill Station is 2,900 m³/day. This volume can be handled by two higher capacity Flygt pumps. However, if either of these pumps had to be taken out of service (e.g. repairs), the remaining pump would be unable to keep ahead of the flow for an extended period of time. The Xylem pumps are nearly 20 years old and need to be replaced. While they are all currently functional, repairs are becoming more frequent. Due to the sewage volumes handled by the McGill Pump Station, it is imperative that they be replaced by means of a planned changeout. Initiating a replacement after a pump has already failed (i.e. Emergency Replacement) is more costly and risks a sewage bypass should a second pump fail before the first is replaced.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The new pump at this station is being sole-sourced from Xylem to match the make and model of the existing pumps. Maintaining the same face-to-face dimensions as the old pumps will significantly reduce installation costs. It will simply be a matter of sliding the old unit out and bolting the new one into place without any major plumbing changes. Maintaining the same make and model will allow the stocking of common parts and permit a single servicing contract for all three (3) pumps.

The cost of the replacement pumps is \$86,834 (price includes non-refundable HST). Local contractors will be hired on a time and material basis to plumb it into the existing piping and connect the electricity.

The entire project (i.e. Pump cost plus installation) is not expected to exceed \$112,000. Council has approved \$150,000 for this project in the Environmental Services 2020 Capital Budget.

8.0 CONCLUSION

A planned replacement of the pumps in-kind, represents the lowest risk and lowest cost method of upgrading the McGill Pump Station.


12.0 AUTHORIZATION/SIGNATURES

Approved By:

Bill Peeples, Manager of
Laurie Wills, Deputy Director of Public Works
Ian Davey, Treasurer/Director of Corporate
Services

Department:

Public Works
Public Works
Finance

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Bill Peeples	
TITLE:	Environmental Services Manager	
DATE OF MEETING:	June 1, 2020	
TITLE / SUBJECT:	Air Handling Unit - Plant #2	
REPORT DATE:	May 5, 2020	File #:

3.0 RECOMMENDATION

THAT Council approve the purchase and installation of a new Makeup Air Unit in the Headworks Building at Plant #2 at a cost of \$65,465. This price includes all parts, labour, non-refundable HST and contingency.

Council approved \$75,000 for this project in the Environmental Services 2020 Capital Budget.

4.0 ORIGIN

Environmental Services 2020 Capital Budget

5.0 BACKGROUND

Operators must enter the lower levels of the Headworks Building daily to clean the bar screen and collect samples of the incoming sewage. The wetwell area is classified as Class 1, Division 1, which under the Occupational Health and Safety Regulations requires it to be ventilated, with tempered air, at a rate of twelve (12) air exchanges per hour when the area is occupied and six (6) when unoccupied. This is to ensure an adequate oxygen supply for staff and to prevent the buildup of hazardous sewer gases (i.e. hydrogen sulfide, methane).

6.0 ANALYSIS

The Makeup Air Unit (MUA) currently in operation at Plant #2 is nothing more than an explosion-proof fan that draws outside air into the lower levels of the wetwell area. The intake air is not tempered and the ductwork is not insulated. Repairs are becoming more frequent and the cost of the repairs are high

because the fan is located in a Class 1, Div 1 area. This requires all tools and equipment used for the repairs, to be explosion-proof. The current MUA system is original equipment, installed in 1984 (i.e. 36 years old). When the outside air becomes too cold (i.e. during the winter), the moist and corrosive air (i.e. Hydrogen sulfide from the sewage mixes with water vapour to form sulfuric acid) inside the wetwell area condenses on the outer surface of the cold ductwork, causing it to corrode. The corrosion has now penetrated several areas of the ductwork, allowing indoor air to be drawn into the duct instead of fresh, outside air. Compromised areas of the ductwork have been patched to ensure proper air circulation in the interim but it will only a matter of time until the corrosion will be too extensive to adequately repair by simple patching.

The existing MUA unit is not expected to remain operational for more than another one to two years. The ductwork needs to be replaced and insulated (i.e. to prevent condensation). The entire MUA system needs to be replaced with a system that meets current OHSA Regulations. Further, the new unit should be relocated to the roof where future repairs can be carried out more cost effectively because the unit will not be within the Class I, Div I environment. The tempered air will reduce condensation of the inside of the ductwork and sealed insulation on its exterior will prevent condensation on the outside of the ductwork. These modifications will permit the following improvements:

1. **Code Compliance** - Tempered air will bring the MUA system into compliance with the OHSA Regulations.
2. **Improved Working Conditions** - Tempered air will make the working area more comfortable for Operators (i.e. warmer),
3. **Longevity** - The superior construction of the Engineered Air MUA unit has a historic life expectancy in excess of 25 years. Tempered air and insulation will reduce condensation/corrosion of the ductwork, making it last much longer.
4. **Cost-Effective Repairs** - Moving the new MUA unit to the roof of the building will allow HVAC Technicians to conduct repairs without having to rent a scissor lift or use tools that are intrinsically safe (i.e. explosion-proof).

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Quotations were solicited from three (3) MUA manufacturers:

Engineered Air: \$21,850 + Non-Refundable HST = **\$22,235**

Reznor: \$18,905 + Non-Refundable HST = **\$19,238**

Modine: \$21,685+ Non-Refundable HST = **\$22,067**

The Reznor unit failed to meet our specifications (i.e. Under-sized). Both the Reznor and Modine units of commercial grade, while the Engineered Air unit is industrial grade. The difference between the commercial and industrial grading is evident from the historical data, which indicates the average lifespan of the Reznor and Modine heat exchangers are 7-10 years whereas Engineered Air units are closer to 30 years.

Engineered Air units are manufactured in Canada (Newmarket, ON), so obtaining parts should be easier than the other two units that are made in the USA. While it is possible to purchase an extended warranty for the Reznor and Modine units, the warranty would only cover parts. Once labour is added in, the overall cost would undoubtedly end up being far more than that of Engineered Air. On a life cycle basis, Engineered Air would lose \$95/yr in value versus \$920/yr for the Modine and Reznor units.

The Engineered Air MUA unit is deemed to be a superior unit and therefore represents the best value.

Total Cost of Engineered Air MUA Unit

Purchase Cost: \$21,850

Parts: \$6,606

Labour: \$27,484

Total: \$55,940

Total Cost Including non-refundable HST: \$56,925

Contingency (15%): \$8,540

Total Estimated Cost of the Installed (Engineered Air) MUA Unit: \$65,465

Carmichael Engineering (Peterborough) is currently under contract to service all HVAC (Heating, Ventilation and Air Conditioning) work at Plant #2 and can provide preferred pricing for this project. They are familiar with our current ventilation systems and are the best qualified to install the MUA unit.

8.0 **CONCLUSION**

Replacement of the existing MUA unit at Plant #2 will improve staff safety and equipment reliability while also allowing fewer, more cost effective, repairs in the future. The Engineered Air MUA unit represents the best value of the submitted quotes.

12.0 **AUTHORIZATION/SIGNATURES**

Approved By:

Bill Peeples, Manager of


Laurie Wills, Deputy Director of Public Works

Department:

Public Works

Public Works

Ian Davey, Treasurer/Director of Corporate Finance
Services

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor John Henderson and Members of Council	
FROM:	Teresa Behan	
TITLE:	Deputy Director, Community Services Division	
DATE OF MEETING:	June 1, 2020	
TITLE / SUBJECT:	Cobourg Community Centre Summer Day Camp	
REPORT #	May 26, 2020	File #:

1.0 **STRATEGIC PLAN**

The Town of Cobourg Strategic Plan (2019-2022) includes the following Strategic Actions:

- **People – Encourage Healthy Lifestyle across all age groups by promoting and raising awareness about public health and active transportation**
 - Invest in programs, services and infrastructure to make Cobourg more accessible
- **Programs – The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors**
 - Implement a comprehensive management plan for all of the Town's assets

2.0 **PUBLIC ENGAGEMENT**

None

3.0 **RECOMMENDATION**

Action Recommended:

THAT Council receive this report for information purposes;

AND FURTHER THAT Council authorizes municipal staff to cancel the planned summer camp at the Cobourg Community Centre (CCC) originally planned for June 29 – September 4, 2020 due to the ongoing COVID-19 pandemic.

4.0 **ORIGIN**

Community Services Division

5.0 **BACKGROUND**

The CCC has been closed to the public since March 17, 2020 and all programs and events have been cancelled up to June 30, 2020 by those individuals booking with the Centre. Staff are working with the Emergency Control Group to monitor the most current COVID-19 events and updates.

The Recreation & Cultural Department has been providing summer day camps to residents since 2012. The program has seen considerable growth over the past few years with up to ten summer students employed as counsellors.

The summer day camps help to provide meaningful recreation opportunities to residents ages 4-10 through the school scheduled break in both March and July-August. As part of the Recreation Strategy, the importance of physical literacy has been incorporated into daily camps and staff training.

Information and direction has been obtained from industry leading organizations such as ORFA (Ontario Recreation Facilities Association) and PRO (Parks and Recreation Ontario) and staff have been in contact with neighbouring municipalities in order to determine the ability to run a safe and meaningful day camp for our participants. The Municipality of Port Hope will be making their final decision on camps the first week of June after delaying the decision once previously and the City of Toronto made its decision at the beginning of May to cancel all planned summer day camps for 2020.

6.0 **ANALYSIS**

The Recreation and Culture Department would normally have at least ten returning summer students, which would have helped with the training and expanding of the summer day camp programs.

With the ongoing closure of the Cobourg Community Centre it will not allow ample time to prepare, train and market the planned summer day camp.

If Council approves the cancellation of the scheduled 2020 summer day camp, we will continue to focus existing limited resources on the future re-opening of the CCC and other programs along with the development of new operating procedures that will be required in the current environment.

7.0 **FINANCIAL IMPLICATIONS**

The summer day camp at the CCC made a profit of \$ 38,809 in 2019. It is expected that the profit in 2020 would have been greatly reduced based on current COVID-19 social distancing rules and expected staff-to-participant ratios.

8.0 **CONCLUSION**

That the Town of Cobourg Council cancel the 2020 Summer Camp for the Cobourg Community Centre.


9.0 **POLICIES AFFECTING THIS PROPOSAL**

N/A

10.0 **COMMUNICATION RESULTS**

A press release will be sent out from the Communications Department and promoted on the appropriate social media channels.

Title:	Signing Official:	Signature:	Date:
Deputy Director, Community Services	T. Behan	Electronic	May 26, 2020
Director, Community Services	D. Hustwick	Electronic	May 26, 2020
Chief Administrative Officer (Interim)	I. Davey		May 27/20

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	<p style="text-align: center;">Council Staff Report</p>
To:	Mayor John Henderson and Members of Council
From:	Julie Behan-Jones, Assistant Manager Waterfront Operations Department, Community Services Division
Date of Meeting:	May 11, 2020
Title/Subject:	Response to Delegation from Anglers (September 03, 2019)
Report Date:	May 4, 2020 File #

1.0 STRATEGIC PLAN

The Town of Cobourg Strategic Plan Components (2019 – 2022) includes the following Mission Statement and Pillar:

The Town of Cobourg is committed to open and accountable governance and the provision of quality, accessible programs and services in a sustainable manner

Prosperity: The Town plans for, markets and develops assets for economic growth and financial security

2.0 PUBLIC ENGAGEMENT

Refer to Parks Master Plan and Waterfront User Needs Assessment and Detailed Design

3.0 RECOMMENDATION

THAT Council receive this staff report from the Assistant Manager of Waterfront Operations dated May 01, 2020 for information purposes.

4.0 ORIGIN

During the Committee of the Whole meeting on September 03, 2019, the following motion was passed by Council:

THAT Council receive the delegation from R. Magnan regarding current fishing trends and issues, and the implementation of regulations for the fishing community for information purposes; and

*FURTHER THAT a copy of the delegation material be forwarded to the Manager of Attractions and Facilities; and
FURTHER THAT Council instruct Staff to review the concerns raised, and provide a report to Council with suggestions for enhancing the amenities for anglers and the regulation of fishing related activities at the Cobourg Marina by April 30, 2020.*

5.0 BACKGROUND

On September 03, 2019, Mr. Roger Magnan presented to council on behalf of the angling community that share the Cobourg Marina with other boaters and users. He estimated that seasonal, transient and charter fishing boats at Cobourg Marina contribute approximately \$580,000 annually in direct spending on Marina fees, fuel, accommodations and meals at local restaurants. He also said the number of fishing boats attending the Cobourg Marina is growing and made a number of recommendations to improve the fishing experience at the Cobourg Marina (summarized):

- 1) Resolve the power problem caused by high lake levels
- 3) Increase safety and security on the docks
- 2) Prevent free use of the boat launch
- 3) Improve visibility of rules and regulations
- 4) Enforce the regulations by issuing fines and towing vehicles
- 5) Establish a larger, modern fish cleaning station protected from the elements
- 6) Improve the appearance and enjoyment of the Marina picnic area by removing bird droppings

6.0 ANALYSIS

During the consultation process for the Parks Master Plan (PMP), a key issue raised was the restriction of fishing at the waterfront. The PMP ultimately identified fishing as one of the key components of a highly functioning waterfront and recommended the town support and promote fishing opportunities at appropriate locations, including on the East Pier.

The Parks Use Bylaw currently prohibits fishing within the Harbour except within “the west headland beach limits.” In other words, fishing is allowed in designated areas along the west headland.

The Waterfront User Needs Assessment and Detailed Design (Waterfront Plan) noted the potential to generate revenue for the Town through leasing dock space to fishing and tour

boat operators. Included in its recommendations and designs for the East Pier is a charter boat and deep water dock off the west side that would include an environmentally friendly fish cleaning station.

In 2017, Cobourg became an official weigh-in station for the Great Ontario Salmon Derby, which offers weekly cash and other prizes. Typically there are between 18,000 and 20,000 registered competitors and Cobourg now provides weigh-in services and ticket sales. The Derby was recently cancelled for 2020 due to COVID-19. However, on Friday, May 01, 2020, the Provincial Government allowed marinas to "begin preparations for the recreational boating season by servicing boats and other watercraft and placing boats in the water." Since then, the Derby organizers have started planning a replacement event beginning in July and have asked Cobourg to participate if it will be open.

In 2019, the Marina converted several regular seasonal boat slips to registered charter fishing slips to accommodate increasing demand and improve the local economic impact of the fishing industry. There are now six registered charter fishing vessels that provide fishing services to the public. These slips have a 25% fee premium, generating approximately \$15,000 per year for the Marina in slip fees alone.

Below are staff responses to Mr. Magnan's recommendations:

- 1) Resolve the power problem caused by high lake levels and increase safety and security on the docks

As part of the Town's new Asset Management program, a condition assessment was completed on the Harbour's electrical system in 2019 and Council approved \$310,000 in the Marina's 2020 Capital Budget to upgrade the electrical service in the Harbour including raising the junction boxes at the Marina to avoid future power outages due to a high water level in Lake Ontario. A Request for Proposals (RFP) is currently underway with the goal of completing these upgrades before the end of June 2020.

- 2) Increase safety and security on the docks

The Waterfront Operations Department has a contract in place with a security company that covers the Marina, Campground, parking lots and storage compounds. The security company provides regular reports on its findings and is in constant communication and interaction with the Cobourg Police Service. The waterfront also has a security system including cameras.

The 2020 electrical improvements will avoid power outages due to high water levels and prevent the need for boaters to use generators and electrical cords, which will eliminate tripping hazards and improve safety. Subsequent phases of the electrical system improvements will include the replacement of older power pedestals, which will enhance lighting and visibility at night.

For several years, the Marina's Capital Budget has included funds for the installation of security access gates at the end of each dock to prevent unauthorized access to boats. However, this budget item continues to be included in out-years (currently scheduled for 2021).

3) Prevent free use of the boat launch

In order to use the boat launch, boat owners can purchase a season pass or pay per use at the entrance to the launch during working hours, either upon launch or return. The chain across the launch is left down overnight to allow early morning launches before staff begin working. These boaters generally return during operating hours when the chain is installed and pay for their launch at that time. Most boat launches are either free or rely on the honour system. The boat launch has generated the following revenues in the last four years: 2016 - \$4,114.00, 2017 - \$8,505.00, 2018 - \$6,126.00, 2019 - \$7,245.75. Staff are investigating the feasibility and cost of installing a card-activated gate potentially to replace the chain.

4) Improve visibility of rules and regulations

There is posted signage at the boat launch explaining rates and rules (Appendix A). As part of the Marina's 2018 certification as a Clean Marine facility, signage was installed at the administration building detailing the Marina and Harbour rules (Appendix B). The Marina Parking Lot has signage posted explaining that parking rules are enforced 24-hours a day (Appendix C). Nevertheless, staff are currently reviewing all waterfront signage with the goal to improve messaging (better signs and less visual pollution) and promote compliance with rules and regulations.

5) Enforce the regulations by issuing fines and towing vehicles

The Town's Waterfront Operations staff, By-law Enforcement Officers, security guards and Cobourg Police Officers work together always to enforce by-laws and operating rules and procedures. During daily waterfront and dock walks staff interact with guests, promote the rules and document contraventions and carry out follow-up as necessary.

6) Establish a larger, modern fish cleaning station protected from the elements

A larger fish cleaning station had been converted into public washrooms a few years ago to address another need for that part of the waterfront. To use the station, transient guests provide a \$20 deposit for staff to unlock the gate. The deposit is returned after staff inspect the cleanliness of the facility when the guest is finished. This process has been working well to ensure the area is well maintained.

Staff agree that the current fish cleaning station is now inadequate to meet the needs of a growing angling community and requires larger work space and shade from the sun. The Waterfront Plan proposes to add new charter docks on the west side of the East Pier along with a new fish cleaning station. These recommendations will be considered during the design and engineering of the East Pier repairs and improvements currently underway. In

the meantime, the Marina could increase the size of the existing fish cleaning work station and add an attractive sun shelter for approximately \$5,000.

7) Improve the appearance and enjoyment of the Marina picnic area by removing bird droppings

Staff work very hard on a daily basis to maintain the cleanliness of the walkway and the south lawn and have tried several methods to discourage the presence of waterfowl, including coyote replicas and synthetic animal scents. Staff are currently investigating other non-evasive deterrence. One of the challenges that contributes to this problem is that a resident(s) disperses bird seed at the waterfront practically every night.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The designs, engineering drawings and estimated costs for the repair and improvements to the East Pier will be brought back to Council later this year. At that time, or during the 2021 Budget deliberations, we can reassess options for improving fish cleaning facilities at the Marina.

8.0 CONCLUSION


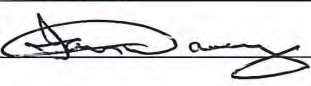
Town staff will continue to collaborate with seasonal and transient boaters and anglers to improve their experiences and enhance their important economic impact on the local economy.

9.0 POLICIES AFFECTING THE PROPOSAL

Parks Master Plan
Parks Use By-Law
Purchasing Policy
Waterfront User Needs Assessment and Detailed Design

10.0 COMMUNICATION RESULTS

N/A

Title:	Signing Official:	Signature:	Date:
Director, Community Services	Dean A. Hustwick		May 4, 2020
Interim Chief Administrative Officer	Ian Davey		May 7/20

Appendix A



Appendix B

WELCOME TO THE COBOURG MARINA & HARBOUR

Emergency Management
Cobourg Marina monitors VHF 68
Cobourg Marina phone 905-372-2397
YOUR LOCATION IS: 103 THIRD STREET, COBOURG, ONTARIO

Best Practices for the enjoyment of our guests and the health & safety of our environment

Environmental Management Plan

Boaters & Guests should:

- Not discharge black or grey water in the harbour
- Do maintenance work in designated area away from the water
- Use drop cloths to contain paint chips & residues
- Not use products that contain chlorine, phosphates, ammonia or ozone depleting chemicals
- Not discharge bilge water that is contaminated with oil, detergents, engine coolant, bilge cleaners or any other harmful substance
- If a large quantity of oil or fuel has been spilled into the bilge, arrange for the bilge to be pumped out by a Qualified Hazardous Waste Hauler
- Collect and remove chemical & battery waste & transport to official hazardous waste depot
- Obey quiet hours from 11:00pm – 7:00 am
- Read & adhere to Cobourg Marina Rules, posted and at www.cobourg.ca
- Maintain a "Wake Free" zone, 5 knots only

Contractors must:

- Report to Marina Operations when arriving on site
- Provide proof of insurance as outlined in the Cobourg Marina Rules, Regulations & Responsibilities
- Sign & adhere to both the Clean Marine & Contractor Agreement

Fueling & Pump-Out Dock:

- Only staff will perform fuel or pump-out services
- Moore the boat securely to avoid spills
- Shut off engines, close all windows, turn off switches & power sources, disembark
- Follow Rules & Procedures as posted
- When complete, open windows and run blowers
- Check for vapors from engine compartment prior to starting the engine

Waste Management Plan

Boaters & Guests should:

- Sort garbage from recycling and place in appropriate containers provided
- Do not allow anything to go overboard while on the water
- Properly dispose of cigarette butts
- Purchase reusable products, containers and water bottles
- Save and re-use plastic bags or use cloth
- Recycle your plastic, metal, glass, paper products and monofilament fishing line
- Be sure to stow or tie down all gear when underway on the water or the highway

Transfer of Invasive Species:



- Clean your boat and gear
- Drain & dry trailer before you leave
- Dry & disinfect hull
- Avoid transfer of aquatic plants
- Never release or transport prohibited species
- Do not dump unused live bait in water
- Report all invaders

Activities prohibited in the harbour are:

- Transferring of fuel to boat from portable containers
- Hull maintenance or hull cleaning
- Self-propelled watercraft east of the center pier
- Swimming and/or fishing
- Dumping garbage, trash, fish waste, or any other debris into harbour or harbour lands


Reporting:

- Inform Marina Operations of dumping or leaking if witnessed
- Report to Marina Operations any acts in direct contravention to these Best Practices



Appendix C



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Members of Council	
FROM:	Kara Euale	
TITLE:	Manager, Marketing and Events	
DATE OF MEETING:	June 1, 2020	
TITLE / SUBJECT:	Marketing and Events Budget Update	
REPORT DATE:	May 28, 2020	File #:

1.0 **STRATEGIC PLAN**

Not Applicable

2.0 **PUBLIC ENGAGEMENT**

Not Applicable

3.0 **RECOMMENDATION**

THAT Council receive this report for information purposes.

4.0 **ORIGIN**

As large-scale events, gatherings and celebrations continue to pose a concern due to the spread of COVID-19, Council has directed staff to cancel all community events for the 2020 summer season. In addition, due to a significant reduction in revenue, the Marketing and Events Department, within the Community Services Division, has made significant spending reductions within both the Tourism Marketing and Community Events budgets to help to reduce the overall financial strain on the Division and Corporation.

5.0 **BACKGROUND**

At the May 21, 2020 Special Meeting of Council, Cobourg COVID-19 Financial Update, Council requested that the Marketing and Events Department provide it with an update on its budget and activities as soon as possible.

6.0 **ANALYSIS**

Preliminary cost savings for the Marketing and Events Department were submitted to the CAO in early May based on predictions for the remainder of the year. At that time it was estimated that there could be a net savings of approximately \$30,000 for Tourism and slightly less for Community Events. Since then, staff continue to re-evaluate revenue/expenditure estimates based on revised information. Included in this report is an overview of the expenditures to date as well as an updated assessment of potential net-cost savings for the year.

Expenses to Date:

The following are key expenses as of May 1, 2020 for Tourism and Community Events.

Costs incurred to date for Tourism include regular annual expenses such as:

- Web hosting, web maintenance & telephone services
- Annual TODS 401 signage
- Design & web updates

To date, \$11,000 has been charged to the Advertising and Promotions line of the Tourism budget. These numbers have been accounted for in the following charts.

Costs incurred to date for Community Events include:

- Annual fees and charges
- Community events and associated expenses that occurred prior to COVID-19 closures

Payment was previously issued for Canada Day fireworks for 2020. However, the Town of Cobourg will receive a full refund which will be posted back to our accounts. With the refund for Canada Day fireworks, to date \$1,500 has been charged to the Materials line of the Community Events budget.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Tourism/Marketing

The Advertising and Promotions line is the largest portion of the overall Tourism budget with \$75,000 approved for 2020. Staff plan to spend approximately \$39,000 (outlined in the chart below) to maintain basic operations and annual contracts, conduct limited local and regional marketing to support economic recovery and, potentially, to publish the 2020 Leisure Guide.

Staff cost savings are dependent upon the Town's decision to hire summer Experience Ambassadors in 2020. Students traditionally work from May 11th until August 31st, therefore we know definitively there is a cost savings of approximately \$7,000 to date out of a total budgeted amount of \$55,000.

Federal COVID-19 wage subsidies reimbursements for summer students, which may cover up to 100% of the minimum wage salaries, have not been incorporated into this financial analysis.

The revenue budget for Tourism was set by Council at \$44,500 to be earned through advertising, souvenir sales, student grants and filming application fees. Due to the current struggles of local and regional businesses due to COVID-19, staff estimate that the Division may only recover approximately \$1,000.

Despite significant spending reductions, the estimated net cost savings for the Tourism section of the Marketing and Events budget for 2020 is only approximately \$4,500 (due to revenue reductions) with the potential to increase that significantly if either the Experience Ambassadors are not hired or the Town takes advantage of the federal wage subsidy (subject to in-year operational decisions).

Project/Event	2020 Budget	2020 Estimates	2020 Estimated Change
Summer Students (savings to Date)	\$55,000	TBD	-\$7,000
Materials	\$15,000	\$10,000	-\$5,000
Advertising & Promotion (key items listed)	\$75,000	\$39,000	-\$36,000
2020 Leisure Guide		\$10,000	
TODS Signage		\$3,500	
Web Maintenance		\$3,500	
Experience Cobourg eNewsletters		\$1000	
Support Local Campaign/Economic Recovery Marketing		\$9,000	
Winter Season Promotions		\$5,000	
Design/Web Updates		\$4,500	
Printing		\$2,500	
Recoveries/Ad Sales	-\$44,500	-\$1,000	+\$43,500
NET	\$100,500	\$48,000	-\$4,500

Community Events

Staff are reserving an estimated \$5,000 to host Virtual Canada Day celebrations for the community. However, most, if not all, of these costs will be covered by a federal grant.

Staff are reserving an estimated \$5,000 to host a Virtual Sandcastle Festival for the community.

Staff are reserving the funds for Port-a-Potties in case additional washroom facilities are required at the waterfront this summer.

The Cobourg Santa Claus Parade Committee has requested that the Town of Cobourg take over the management of this annual event. Staff are recommending to partner with the DBIA with each partner contributing \$5,000 annually. Of the proposed \$5,000 Town of Cobourg contribution, staff had hoped to recoup these funds through advertising and sponsorship. However, this will be difficult this year because of COVID-19 and a reduced budget of \$2,000 is being proposed for 2020.

In total, staff are estimating that it will only be able to recover this year through sponsorships and fees approximately \$22,000 out of a total revenue budget of \$54,000 – a revenue reduction of \$32,000.

Staff cost savings have not been included here since they were already included in the CAO's previous memo to Council.

The total estimated expenditure reductions for the Community Events section of the Marketing and Events Budget for 2020 is approximately \$65,500. However, due to the loss of revenue (event application fees, special event sponsorship, grants, etc.) and the addition of the Santa Clause Parade, the estimated net savings will only be approximately \$33,500 (subject to in-year operational decisions).

Project/Event	2020 Budget	2020 Estimates	2020 Estimated Change
Special Events	\$119,500	\$69,000	-\$50,500
First Night	\$4,000	\$4,000	\$0
Movies in the Park	\$5,500	\$0	-\$5,500
Sandcastle Festival (Virtual)	\$25,000	\$5,000	-\$20,000
Christmas Magic	\$50,000	\$50,000	\$0
Winter Festival	\$4,000	\$4,000	\$0
Canada Day (Virtual)	\$27,000	*\$5,000 (grant)	-\$27,000
Family Day	\$1,000	\$1,000	\$0
Christmas Market	\$3,000	\$3,000	\$0
Santa Clause Parade (NEW)	\$0	\$2,000	+\$2,000
Contracted Services	\$18,500	\$3,500	-\$15,000
Transportation	\$7,000	\$0	-\$7,000
Port-a-Potties	\$3,500	\$3,500	\$0
Garbage Removal	\$8,000	\$0	-\$8,000
Recoveries and Sponsorships	-\$54,000	-\$22,000	+\$32,000
NET	\$84,000	\$50,500	-\$33,500

8.0 CONCLUSION

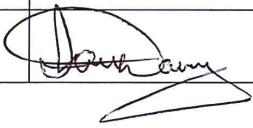
THAT Council receive the report for information purposes.


9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable.

10.0 COMMUNICATION RESULTS

Not Applicable.

Title:	Signing Official:	Signature:	Date:
Manager, Marketing and Events	K. Euale	Electronic	May 28, 2020
Director, Community Services	D. Hustwick	Electronic	May 28, 2020
Chief Administrative Officer (Interim)	I. Davey		MAY 28/20

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Members of Council	
FROM:	Kara Euale	
TITLE:	Manager, Marketing and Events	
DATE OF MEETING:	June 1, 2020	
TITLE / SUBJECT:	Virtual Community Events	
REPORT DATE:	May 26, 2020	File #:

1.0 **STRATEGIC PLAN**

Not Applicable

2.0 **PUBLIC ENGAGEMENT**

Not Applicable

3.0 **RECOMMENDATION**

THAT Council receive the report for information purposes.

4.0 **ORIGIN**

As large-scale events, gatherings and celebrations continue to pose a concern due to the spread of COVID-19, the Town of Cobourg Council has directed staff to cancel all community event permits until September 1, 2020.

Recognizing that local individuals and families have been coping with the implications of physical distancing and are eager to find opportunities for healthy activities and social interaction, the Marketing and Events Department within the Community Services Division is proposing to launch Virtual Canada Day and Virtual Sandcastle Festival. These two campaigns will provide members of the local community fun and creative activities to do within the safety of their own homes, a platform to celebrate their national pride and an opportunity to connect with friends and family through video and online.

5.0 **BACKGROUND**

At the May 21, 2020 Special Meeting of Council, Cobourg COVID-19 Financial Update, Council requested that the Marketing and Events Department submit additional information for Virtual Canada Day and Virtual Sandcastle Festival.

6.0 **ANALYSIS**

Virtual Canada Day

- The Marketing and Events Department has recommended a virtual Canada Day campaign that will highlight national spirit while inspiring creativity and local pride.
- The campaign will include two opportunities for individuals and families to get involved:
 -
 - **Iconically Canadian:** Cobourg is home to so many talented and artistic individuals. We want to inspire some of that creativity by challenging local citizens to create something that is iconic to Canada. For example a painting of a beautiful northern Ontario landscape, a carving of a majestic animal or an original song or poem. Images and videos will be shared with the Marketing and Events Department to share on Experience Cobourg and Town of Cobourg social media platforms.
 - **Decked Out in Canadian Spirit:** Cobourg citizens will be challenged to decorate their homes in red and white to show their national pride. Images and videos will be shared with the Marketing and Events Department to share on Experience Cobourg and Town of Cobourg social media platforms.
- **Support Local:** The Virtual Canada Day campaign will include an opportunity to support our local businesses who are struggling due to the COVID-19 closures. Each individual who participates in the above challenges will be entered into a draw to win a gift basket valued at \$250. Each gift basket will include gift cards to any local business of the winner's choosing.
- **Video Compilation:** Working with CCO Productions, the Marketing and Events Department will combine all video footage and images submitted as part of the Iconically Canadian and Decked Out in Canadian Spirit challenges. Using a drone and operating within a safe distance, CCO Productions will also collect original video footage of families in front of their decorated homes to include in a special Canada Day themed video. This video will promote our local spirit as well as help families and neighbours feel connected during a time that they cannot physically be together.

- **Canadian Heritage (PCH) Virtual Canada Day:** Canadian Heritage (PCH) is planning a completely virtual Canada Day celebration for July 1, 2020
- PCH has included the following opportunities for local communities to get involved:
 - Communities can share the links to their virtual event website/platforms for listing on the PCH website
 - Communities can share their social media content to the PCH channels using hashtags that will be provided in the coming days/weeks
 - Communities can submit pre-recorded content for selection to be included PCH National Online broadcast
 - Communities can submit video shout outs from their cities for a chance to be featured
 - Virtual Celebration Kit – will be made available online for all Canadians to download; likely to contain templates, games, colouring sheets, back-track of national anthem etc., people can use to decorate their house and celebrate together

Virtual Sandcastle Festival

- Working with the Parks Department and other community partners the Marketing and Events Department will post a series of historical Sandcastle Festival photos in publicly accessible locations across Cobourg
- Organized like a scavenger hunt to be completed individually or with immediate family, tips, clues and hints will be shared on the Experience Cobourg social media platforms and hashtags will be developed for member of the community to share their own photos and content.
- Member of the community will be challenged to identify as many of these photos as they can and submit their answers to Staff.

Support Local: The Sandcastle Festival campaign will include an opportunity to support our local businesses who are struggling due to the COVID-19 closures. Each individual who participates submits their answers to the Marketing and Events department be entered into a draw to win a gift basket valued at \$250. Each gift basket will include gift cards to any local business of the winner's choosing.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Virtual Canada Day

Category	Subtotal
Advertising and Promotion (Local media outlets)	\$1,000

Gift Cards/Gift Baskets	\$2,000
Canadian Heritage Canada Day Activities	\$0
CCO Productions Video	\$2,000
Social Media content sharing	\$0
Heritage Canada Grant	\$-5,000
Total Budget Implications (Town of Cobourg)	\$0

Virtual Sandcastle Festival

Category	Subtotal
Advertising and Promotion (Local media outlets)	\$1,000
Gift Cards/Gift Baskets	\$2,000
Social Media content sharing	\$0
Printing	\$500
Total Budget Implications (Town of Cobourg)	\$3,500

8.0 CONCLUSION

THAT Council receive the report for information purposes.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

10.0 COMMUNICATION RESULTS

The Marketing and Events Department will work with the Communications Department to issue a notice to the public regarding the launch of Virtual Canada Day and Virtual Sandcastle Festival and ways the community can get involved. Information will also be shared on Town of Cobourg and Experience Cobourg social media platforms.

Title:	Signing Official:	Signature:	Date:
Manager, Marketing and Events	K. Euale	Electronic	May 26, 2020
Director, Community Services	D. Hustwick	Electronic	May 26, 2020
Chief Administrative Officer (Interim)	I. Davey	Electronic	May 28, 2020



Unfinished Business Listing Council Motions/Staff Direction As of May 30, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2019-01-28	Council Meeting Link		
Motion - Social Planning and/or Community Development Advisory Committee. Department/Division Responsible: Legislative Services/ Planning & Development	Minutes: FURTHER THAT Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.	09/14/2020	50%
Meeting 2019-05-13	Council Meeting Link		
Motion – Traditional land acknowledgement statement to be read at the beginning of all Municipal Council Meetings. Department/Division Responsible: Legislative Services	Minutes: THAT Council adopt a traditional land acknowledgement statement to be read at the beginning of its meetings; and FURTHER THAT Council direct Staff to consult with Alderville First Nations to draft a traditional land acknowledgement statement that reflects the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Ojibway/Chippewa peoples, as well as this territory that is covered by the Williams Treaty.	09/14/2020	50%



**Unfinished Business Listing
Council Motions/Staff Direction
As of May 30, 2020**

● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2019-09-23	Council Meeting Link		
Motion - Long Service Recognition Policy Department/Division Responsible: Human Resources	Minutes: THAT Council refer Policy #HR-AP-A18 – Long Service Recognition Policy to General Government Services for revisions and to be brought back to Council at a later date.	N/A	80%
Meeting 2019-12-02	Council Meeting Link		
Motion - Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB). Department/Division Responsible: Multiple Departments/ Organizations	Minutes: THAT Council discuss the delegation with Northumberland County; and FURTHER THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and FURTHER THAT Council request that the Cobourg Police Service Board provide information on the level of crime and disruption in the immediate area of Transition House; and FURTHER THAT Council request information of Northumberland County regarding the recent change of operation of Transition House and any alternative options for low barrier housing in the Cobourg area; and FURTHER THAT Council request that all information is returned to Council by February 18, 2020	05/11/2020	30%



Unfinished Business Listing Council Motions/Staff Direction As of May 30, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-27	Council Meeting Link		
<p>Motion - unfinished business item 'Wheels Transit Options for Boarding/Disembarking'. Report and Accessible Transit Service Policy.</p> <p>Department/Division Responsible:</p> <p>Legislative Service/ Public Works</p>	<p>Minutes:</p> <p>FURTHER THAT Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and</p> <p>FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.</p>	09/14/2020	
Meeting 2020-01-06	Council Meeting Link		
<p>Motion - Radio Frequency Water Meter Replacement Program (LUSI).</p> <p>Department/Division Responsible:</p> <p>Chief Administrative Officer</p>	<p>Minutes:</p> <p>FURTHER THAT Council refer the request to the Treasurer/Interim Chief Administrative Officer for a report, regarding the Waterworks request to borrow \$2.3M from the Town to complete an initiative related to changing out aging water meters in the Town of Cobourg; and</p> <p>FURTHER THAT this report be completed and presented to Council by June 2020</p>	06/22/2020	



Unfinished Business Listing **Council Motions/Staff Direction** **As of May 30, 2020**

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-27	Council Meeting Link		
Motion – Staff Report on Innisfil Ridesharing Transit Model Department/Division Responsible: Legislative Services	Minutes: FURTHER THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.	09/14/2020	
Meeting 2020-01-06	Council Meeting Link		
Motion - Private Transportation Regulating By-law Department/Division Responsible: Legislative Services	Minutes: THAT Council authorize Staff to incorporate regulations through by- law to regulate ‘Transportation Network Companies’ that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new ‘Private Transportation Regulating Bylaw’; and FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg;	Regular Council Meeting	



Unfinished Business Listing Council Motions/Staff Direction As of May 30, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-06	Council Meeting Link		
Motion - Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination. Department/Division Responsible: Legislative Services	Minutes: THAT Council direct the Municipal Clerk to provide a report to Council within the two (2) year notice period and prior to the exiting of the agreement to explain and provide an overview on the proposed operational model by the Town's By-law Enforcement Department in order to provide all Animal Control Enforcement internally for the residents of the Town of Cobourg.	2021-2022	
Meeting 2020-01-06	Council Meeting Link		
Motion – Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation. Department/Division Responsible: Legislative Services	Minutes: Judy Sherwin, Cobourg Resident, regarding parking meters, violations and fines in the Town of Cobourg. THAT Council refer the delegation to Staff for a report back to Council or the feasibility of the suggestions provided in the delegation.	N/A	



**Unfinished Business Listing
Council Motions/Staff Direction
As of May 30, 2020**

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-04-27	Council Meeting Link		
Motion – Flood Reduction and Mitigation Strategy Department/Division Responsible: Chief Administrative Officer/ Treasurer	Minutes: WHEREAS at the Committee of the Whole Meeting on April 20, 2020, Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Nicole Beatty, regarding a Flood Mitigation and Response Plan for the Town of Cobourg; and THEREFORE IT BE RESOLVED THAT the Town of Cobourg Council directs staff to draft a Flood Mitigation and Response Plan, in consultation with the Ganaraska Region Conservation Authority (GRCA) and other relevant agencies, for Council's consideration as soon as possible and no later than September 14, 2020.	09/14/2020	
Meeting 2020-05-11	Council Meeting Link		
Motion - the Aquatic Safety Audit Report for the Town of Cobourg Harbour Department/Division Responsible: Community Services	Minutes: THAT Council receive the memo from the Director of Community Services, dated April 30, 2020, for information purposes; AND FURTHER THAT Council direct the staff memo, all delegation submissions, and the Lifesaving Society's Aquatic Safety Audit to the Parks & Recreation Advisory Committee for an assessment of each safety recommendation	N/A	



**Unfinished Business Listing
Council Motions/Staff Direction
As of May 30, 2020**

● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-05-11	Council Meeting Link		
Motion – Barrier and Closure of Victoria Park –COVID 19 Department/Division Responsible: Legislative Services	Minutes: THAT Council provide direction to Staff with the following: THAT Council direct Staff to remain with the status quo and continue with increased enforcement at the Cobourg Beach in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units; and FURTHER THAT the Staff Report be referred to the Monday June 1, 2020 Committee of the Whole Meeting to be brought back for discussion by Council.	06/01/2020	