	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE AGENDA
	Tuesday, September 3, 2019 at 6:00 P.M. Council Chambers, Victoria Hall, Cobourg

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Tuesday, September 3, 2019 at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II AGENDA ADDITIONS

1. Torben Drewes, representing Boaters at the Cobourg Marina, regarding the electrical supply on the Marina docks;
2. Mike Hubicki, Cobourg Yacht Club, regarding the lift in and out of boats at the Cobourg Marina;
3. Roderick Gamble, President of the Coverdale Tennis Club, regarding the activities and objectives of the Coverdale Tennis Club;
4. Bruce Moore, Chair of the Christmas Magic Ad Hoc Committee (CMAHC), regarding the August 14, 2019 CMAHC's Motion and Report to Council on the location of the 2019 Christmas Magic Display of Lights;
5. Memo from the Records and Committee Coordinator, regarding the Civic Awards Advisory Committee;
6. Notice of a Public Meeting concerning a proposed Draft Plan of Subdivision, submitted by RFA Consultant Inc., on behalf of Mason Homes for the parcel of land known municipally as 425 and 425A King Street East;
7. Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the trees along Molley Baker Lane; and
8. A Closed Session Item regarding Section 239(2)(a) of the *Municipal Act, 2001*.

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

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

1. Judy Smith, Environmental Officer/Climate Change Coordinator for the County of Northumberland, regarding Climate Change and the upcoming Climate Action Plan for the Town of Cobourg. 9 - 40

V DELEGATIONS

1. John King, representing Boaters at the Cobourg Marina, regarding the Town of Cobourg's Marina Facilities and Services. 41 - 46
2. Roger Magnan, representing the Cobourg Marina Fishing Community, regarding current fishing trends and issues, and the implementation of regulations for the fishing community. 47 - 61
3. Torben Drewes, representing Boaters at the Cobourg Marina, regarding the electrical supply on the Marina docks. 62 - 63
4. Mike Hubicki, Cobourg Yacht Club, regarding the lift in and out of boats at the Cobourg Marina. 64 - 65
5. Roderick Gamble, President of the Coverdale Tennis Club, regarding the activities and objectives of the Coverdale Tennis Club. 66 - 68
6. Bruce Moore, Chair of the Christmas Magic Ad Hoc Committee (CMAHC), regarding the August 14, 2019 CMAHC's Motion and Report to Council on the location of the 2019 Christmas Magic Display of Lights. 69 - 70

VI DELEGATION ACTIONS

VII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from the Human Resources Officer, regarding the Recruitment for an Interim Chief Administrative Officer for the Town of Cobourg. 71 - 77

Action Recommended: THAT Council receive the memo from the Human Resources Officer for information purposes; and

FURTHER THAT Council provide direction to the Human Resources Department regarding the recruitment of an Interim Chief Administrative Officer for the Town of Cobourg.

2. Memo from the Treasurer/Director of Corporate Services regarding the Cancellation, Reduction or Refund of Taxes for the period of January 1, 2019 to August 31, 2019. 78 - 82

Action Recommended: THAT Council receive the First Property Tax Adjustment Report for 2019 for information purposes; and

FURTHER THAT Council approve the Cancellation, Reduction or Refund of Property Taxes in the amount of \$249,128.32:

Town of Cobourg: \$129,594.89 (Budget - \$350,000)
County of Northumberland: \$58,591.21
Education: \$59,544.40
DBIA: \$1,397.82

3. Memo from the Treasurer/Director of Corporate Services, regarding the Northam Industrial Park Second Quarter Financial Report. **(Removed, to be brought forward September 9, 2019)**
4. Memo from the Treasurer/Director of Corporate Services, regarding the Second Quarter 2019 Operating Budget Variance Report. **(Removed, to be brought forward September 9, 2019)**
5. Memo from the Records and Committee Coordinator, regarding the Civic Awards Advisory Committee. 83 -
101

Action Recommended: 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 amend the Terms of Reference By-law (008-2019) to:

1. Dissolve the Community Civic Awards Ad Hoc Committee provided in Schedule 'E' – 1 of the by-law; and
2. Adopt the proposed Terms of Reference for the Civic Awards Advisory Committee set out in Appendix 'I' of the Report; and

FURTHER THAT Council approve the Town of Cobourg's Civic Awards Program – Standards and Procedures Manual set out in Appendix 'II' of the Report; and

FURTHER THAT Council direct the Legislative Services Department to advertise for the six (6) citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Advisory Committee subsequent to the passing of the amending by-law.

VIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

1. Response to a Public Meeting held on September 3, 2019 regarding a proposed Zoning By-law Amendment for the property known municipally as 900 Division Street. 102 -
150

Action Recommended: THAT Council endorse the comments of the Planning Department, acknowledge the Motion of support from the Planning and Development Advisory Committee and authorize preparation of the necessary amendments to the Zoning By-law (85-2003) for the property known municipally as 900 Division Street, to permit a 665 m2 medical clinic use consisting of eight (8) medical practitioners in part of the existing easterly building, referred to as 9 Elgin Street East, and to permit the extension of the existing parking lot into the 'Restricted Use Area' located at the intersection of Division Street and Elgin Street and as identified in the existing DC-22 Zone regulations, and the addition of parking in two additional areas on the Subject Lands, for a total of thirty-four (34) proposed new parking spaces.

OR

THAT Council refer the matter to Planning Staff for a Report.

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| 2. | Memo from the Senior Planner - Development, regarding the Pre-Servicing and Development Agreements for 312 Clyde Street, Cobourg (3FiveSix Corp.). | 151
161 | - |
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Action Recommended: 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 Pre-Servicing Agreement and Development Agreement with 3FiveSix Corp. and Lakefront Utility Services Inc. for the four (4) lots of record described as Lots 16, 17, 18 & 19, Block X, Caddy Plan, known municipally as 312 Clyde Street, for the development of four (4) new dwellings, subject to the finalization of details by municipal staff and applicable agencies.

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| 3. | Notice of a Public Meeting concerning a proposed Draft Plan of Subdivision, submitted by RFA Consultant Inc., on behalf of Mason Homes for the parcel of land known municipally as 425 and 425A King Street East. | 162 |
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Action Recommended: THAT Council receive the Notice of a Public Meeting on September 23, 2019, to be held at 5:00 P.M. for information purposes.

IX PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

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| 1. | Memo from the Secretary of the Transportation Advisory Committee (TAC), regarding recommended appointments to the TAC Sub-Committee tasked to review the standards for cycling facilities and infrastructures in the Town of Cobourg. | 163 |
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Action Recommended: THAT Council endorse the comments of the Transportation Advisory Committee (TAC) and appointed the six (6)-listed members to the TAC Sub-Committee; and

FURTHER THAT Council permit the TAC to continue to accept applications from interested citizens to fill the one (1) remaining vacancy in the TAC Sub-Committee.

X PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

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| 1. | Memo from the Manager of Attractions and Facilities, regarding the Cobourg Harbour and Marina Electrical Systems Assessment. | 164
166 | - |
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Action Recommended: THAT Council contract the electrical engineering services of Kirkland Engineering Ltd., in the amount of \$4,800.00, plus \$84.48 of non-refundable HST, to perform a condition assessment of the Cobourg Harbour and Marina electrical system and to develop budget cost estimates for future upgrades to the electrical system to be considered in the 2020 Capital Budget Deliberations.

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| 2. | Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the trees along Molly Baker Lane. | 167 |
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Action Recommended: THAT Council receive the correspondence from the Secretary of the Parks and Recreation Advisory Committee for information purposes and regarding the preservation of trees along Molly Baker Lane.

XI PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

XII ARTS, CULTURE AND TOURISM SERVICES

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

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| 1. | Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding funding for the Integrated Community and Sustainability Plan in the Town of Cobourg. | 168 |
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Action Recommended: THAT Council endorse the comments of the Sustainability and Climate Change Advisory Committee and make the development of an Integrated Community Sustainability Plan (ICSP) a priority in the 2020 Budget and allocate the necessary resources to achieve an ICSP.

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| 2. | Notice of Motion, Councillor Bureau, regarding an Opioid Crisis Round Table Discussion. |
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Action Recommended: WHEREAS the Opioid crisis must come to an end and that the Municipal Council of the Town of Cobourg must take its first steps to show our citizens that we care and want to stop the overdoses and drug dependency in our Community; and

WHEREAS the Cobourg Police Service, the Cobourg Fire Department, the Nothumberland EMS, the County of Northumberland, MPP David Piccini, and MP Kim Rudd deal with the opioid issue on a daily basis and would have first-hand knowledge on recommendations on how to eliminate opioids and other fatal drugs from our Community;

NOW THEREFORE BE IT RESOLVED THAT Council form a partnership and invite the Cobourg Police Service, the Cobourg Fire Department, the Nothumberland EMS, the County of Northumberland, MPP David Piccini, and MP Kim Rudd to a round table discussion led by the Coordinator of Arts, Culture and Tourism to come up with suggestions to combat the opioid crisis; and

FURTHER THAT after the completion of the round table, the Coordinator of Arts, Culture and Tourism return recommendations to Council on how to deal with this issue crippling our community.

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| 3. | Memo and supporting Report from the Secretary of the Christmas Magic Ad Hoc Committee, regarding the location of the 2019 Christmas Magic Display of Lights. | 169
179 | -
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Action Recommended: THAT Council endorse the comments of the Christmas Magic Ad Hoc Committee and adopt the following recommendations for the 2019 Christmas Magic Display of Lights:

1. Maintain Christmas Lights in Rotary Harbourfront Park. The lights should be illuminated on the third Friday of November and remain lit around the outdoor rink until late February.
2. Remove the Christmas Magic Lights from the Esplanade and relocate them to Victoria Park. Install additional lights and decorations in a manner suitable to the size of the space in the Park, within budget. While it may be appropriate to remove Christmas decorations in the first week of January, we recommend that some lighting be maintained after January 7 so that the Park has some lighting through to late February.
3. Continue to put out an annual call for volunteers to assist staff as required in implementing and expanding Christmas Magic. Community engagement and involvement in lighting up Victoria Park should be encouraged.
4. Reconsider funding the lease of downtown lamp post lights for the 2019/2020 Christmas season. On July 4, 2019 the DBIA passed a motion committing \$9,000 for more lights and/or decorations for the downtown core lamp posts. Council would therefore need to approve an additional \$16,000 to move forward with the \$25,000 cost of leasing the lamp post light fixtures. This should also be considered in the 2020 Public Works budget.

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.

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Extension of the RFP for the position of the Municipal Ombudsman.	05-21-19	Legislative Services	Jul 4, 2019
Staff Report on the creation of a Civic Awards Advisory Committee	06-03-19	Legislative Services	Sep 3, 2019
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	Oct 15, 2019
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	Sep 3, 2019
Appointments to the TAC Sub-Committee	07-22-19	Public Works	Sep 9, 2019
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	Sep 23, 2019
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	Sep 23, 2019
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	Sep 23, 2019
Business Plans and project justification for potential Provincial Audit and Accountability Fund projects	07-22-19	Various Departments	Sep 23, 2019
2019 – 2022 Strategic Report Work Plan Revisions	08-13-19	Various Departments	Sep 23, 2019
Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive.	02-25-19	Public Works	Sep 30, 2019
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area.	04-01-19	Public Works	Oct 15, 2019
Staff Report regarding the public engagement and recommended repairs/improvements for the East Pier and Victoria Park Campground	07-02-19	Community Services	Oct 15, 2019
Review of the Taxicab by-law, with the inclusion of ride sharing	02-19-19	Legislative Department	Nov 25, 2019

transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.			
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	

XIV COMMITTEE OF THE WHOLE OPEN FORUM

XV CLOSED SESSION

1. THAT Council meet in Closed Session in accordance with Section 239 of the *Municipal Act, 2001*, regarding:

s. 239(2)(a) The security of the property of the municipality or local board:

1. Municipal property lease agreement

XVI ADJOURNMENT



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):

Judy Smith

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

Climate Change Coordinator for Town of Cobourg and County of Northumberland

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:

September 3, 2019

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)

I would like to attend the next available Council meeting to give a short 10 minute presentation on how climate change will affect Cobourg and what we can do about it. I also wish to introduce myself to Council, describe where we are in updating the Climate Action Plan and when it will be completed.

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)

N/A

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:

Projector and PowerPoint

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.

Climate Change Action: The Role of Small Municipalities

Presentation to the Town of Cobourg Council
Tues. Sept 3rd 2019

Judy Smith Environmental Officer County of Northumberland



- ❖ Nearly 90% of Ontario's 440 municipal governments represent communities with populations under 25,000 and yet only 29 of them are Partners for Climate Protection members. Why are small communities under-represented in the biggest challenge facing humankind?
- ❖ Could it be because:
 - we don't see it as "our issue"?
 - we have fewer staff to deal with issues outside our core responsibilities?
 - we have less discretionary funds at our disposal due to a smaller tax base?
 - we don't think that there is much we can do to reduce climate change in our own communities?

Thinking locally, acting globally: the case for small community action on climate change

- ❖ Global warming is affecting all communities, perhaps especially small communities, and we all share responsibility for tackling the problem at its source: greenhouse gas emissions.
- ❖ Cities have long been recognized as necessary partners in any effective response to global warming, but small and rural communities also have a unique and critically important role to play.
- ❖ Local actions to reduce greenhouse gas emissions almost always reinforce community aspirations and objectives for social and economic development.
- ❖ There is no “one size fits all” for small community action on climate change – local circumstances define the opportunities for reducing emissions while growing and improving your community.

Global warming is here now and small and rural Ontario communities are bearing the brunt.

**Extreme Storms and
Tornados,
Dunrobin, 2018**

***Global warming is here now, and small and rural
Ontario communities are bearing the brunt.***

**Drought,
Flamborough, 2016**



***Global warming is here now, and small and rural
Ontario communities are bearing the brunt.***

**Wildfire, French River
Key Harbour, 2018**



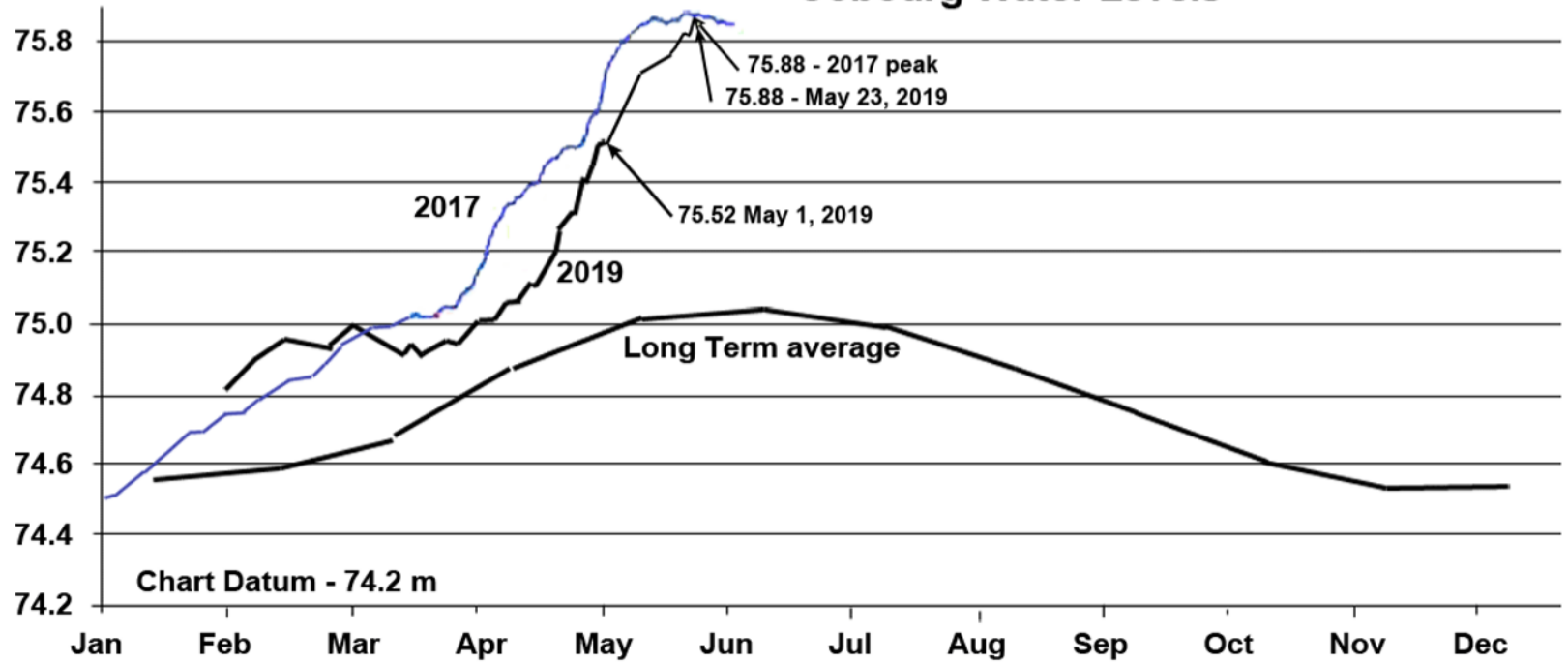
Global warming is here now and small and rural Ontario communities are bearing the brunt.

**Floods,
Minden, 2017**

Cobourg Beach Flooding 2019



Cobourg Water Levels

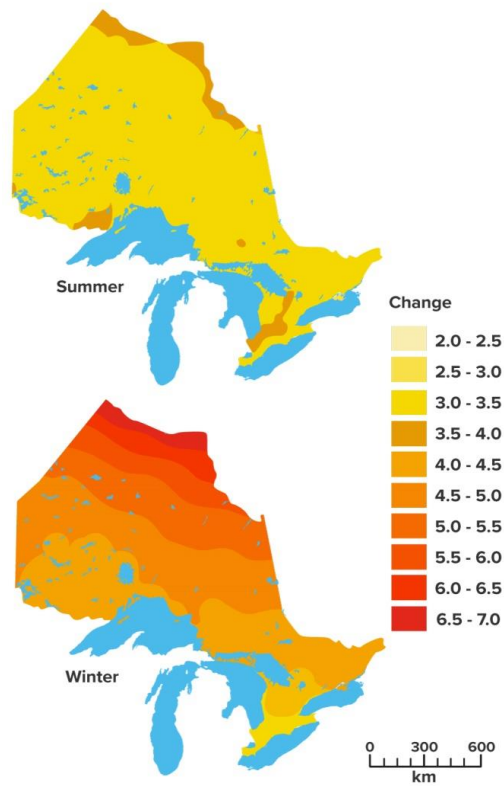


Global warming is accelerating.

Catastrophic “once in a hundred years” incidents are happening much more frequently and will occur more often so long as the level of carbon dioxide in the atmosphere continues to climb.



Summer and Winter Heating



Climate Atlas Report



Very hot days (+30°C) (RCP 8.5) Mean value

Recent past
1976-2005

2.2



Immediate future
2021-2050

13.7



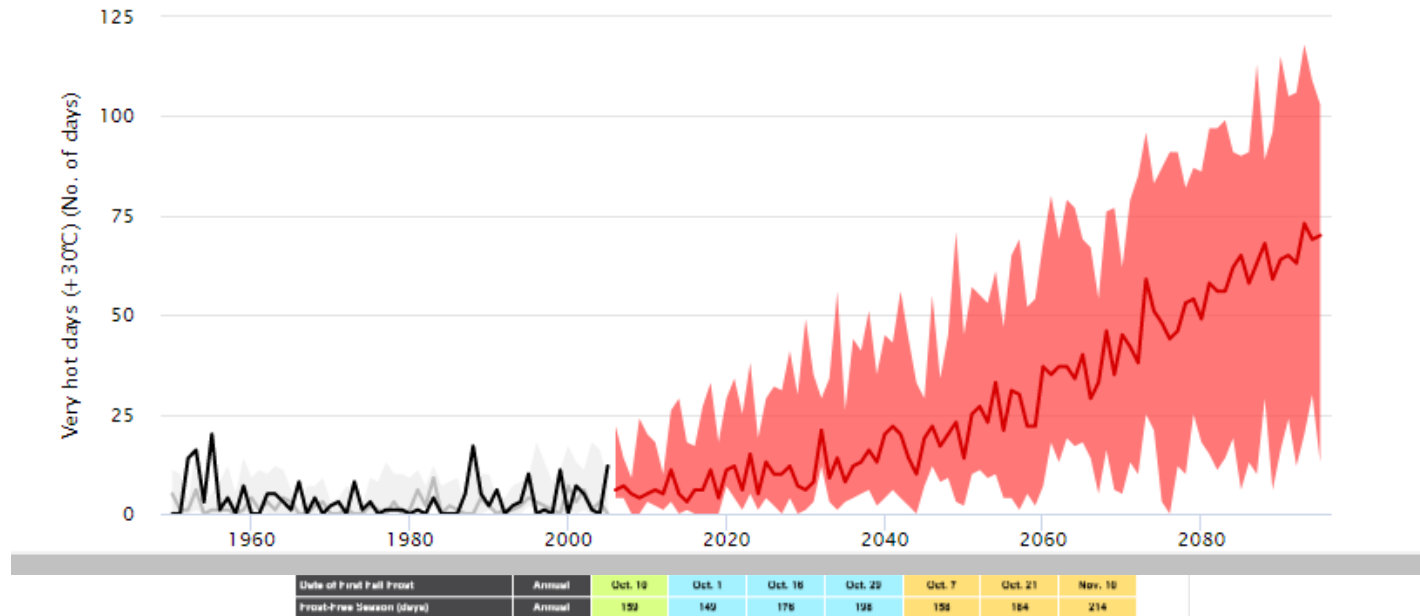
Near future
2051-2080

37.5

Municipality: Cobourg



Very hot days (+30°C) (RCP 8.5)



Without the active engagement of local government any effective response to climate change will be impossible.

Energy use in the Golden Horseshoe from space



Local government investments, operations, bylaws and policies have a huge impact on the energy use and greenhouse gas emissions in the community. This is especially true in smaller communities where the local government has a more prominent role in day-to-day life than is typical in larger centres.

- ❖ Local government fuel and electricity consumption for their own buildings, vehicles and operations makes a significant contribution to community greenhouse gas emissions – this is especially true for smaller communities where local government facilities represent a larger share of community energy use than they do in cities.
- ❖ Ownership, control or influence over utilities, hospitals, schools, social housing, retirement homes, libraries, community centres, and other agencies extends the local government's impact on community greenhouse gas emissions well beyond its own immediate operations.
- ❖ Local government investment in public transit and infrastructure for walking and cycling can go a long way to reducing automobile dependence and the associated energy use and greenhouse gas emissions.

*Opportunities to
lead community
climate mitigation
will be shaped by
local
circumstances.
Every town will
have a unique mix
of possibilities –
work with what
you've got!*

- ❖ The permitting process for new buildings and renovations provides an opening for local government to promote energy efficiency and renewable energy.
- ❖ Land use plans and zoning influence the number and length of trips citizens make, and the level of automobile dependence. Regulation and planning of land use and the built environment also influences the potential for renewable energy, district energy and microgrids, all of which contribute to lower greenhouse gas emissions.
- ❖ Organic waste management affects landfill gas emissions, the recovery of clean energy from landfill gas or anaerobic digestors. Waste reduction, reuse and recycling of paper, metals, plastics, and glass saves large amounts of manufacturing energy consumption and greenhouse gas emissions.
- ❖ Water supply and sewage treatment infrastructure is a significant energy use in the community, and the facilities provide opportunities for clean energy recovery.

MUNICIPALITIES ACROSS CANADA ARE DECLARING A CLIMATE EMERGENCY

THEREFORE BE IT RESOLVED that **The Town of Halton Hills declare a Climate Emergency** in the knowledge that this is an emergency with no foreseeable conclusion which will require permanent robust changes in how the Corporation conducts its business and a resetting of goals with respect to Engineering, Planning, Building, Recreation, Parks Libraries, Fire and Transportation Services;

- **AND FURTHER THAT** in response to this emergency, the need to reduce overall emissions from the Town of Halton Hills is deemed to be the highest priority and can be addressed through but not limited to the following actions:

1. **The Town of Halton Hills sets a goal to be a Net Zero municipality by 2030.**

2. The update to **the Halton Hills Green Building standards be strengthened**, and tools be investigated to incentivize the construction of R-2000 or LEED Platinum standard or Net Zero buildings.

3. **Transition the Town's fleet to electric vehicles wherever possible and as soon as possible.**

4. The Town encourage staff and the public to switch to plug-in vehicles by installing more EV charging stations at Town facilities beginning with Town Hall, and further strategies (such as preferred parking spots) be considered to encourage the switch to electric and high efficiency vehicles by the public.

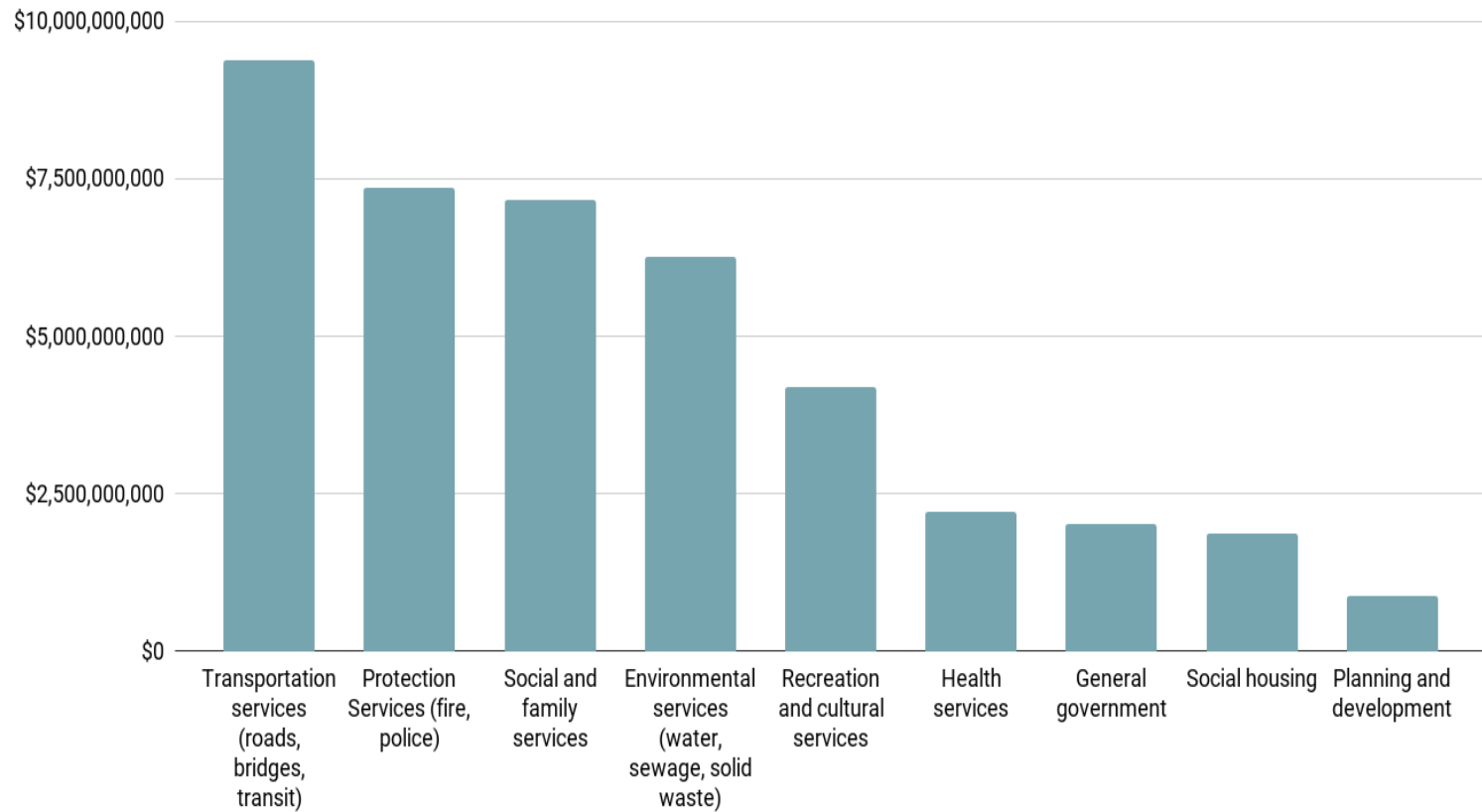
5. **That staff investigate new standards to be included in site plan and secondary plans that move the Town towards a goal of achieving net-zero emissions by 2030.**

<https://hub.haltonhills.ca/Media%20Notices/2019-05-06%20Climate%20Change%20Resolution.pdf>

Halton Hills
Pop. 61,000

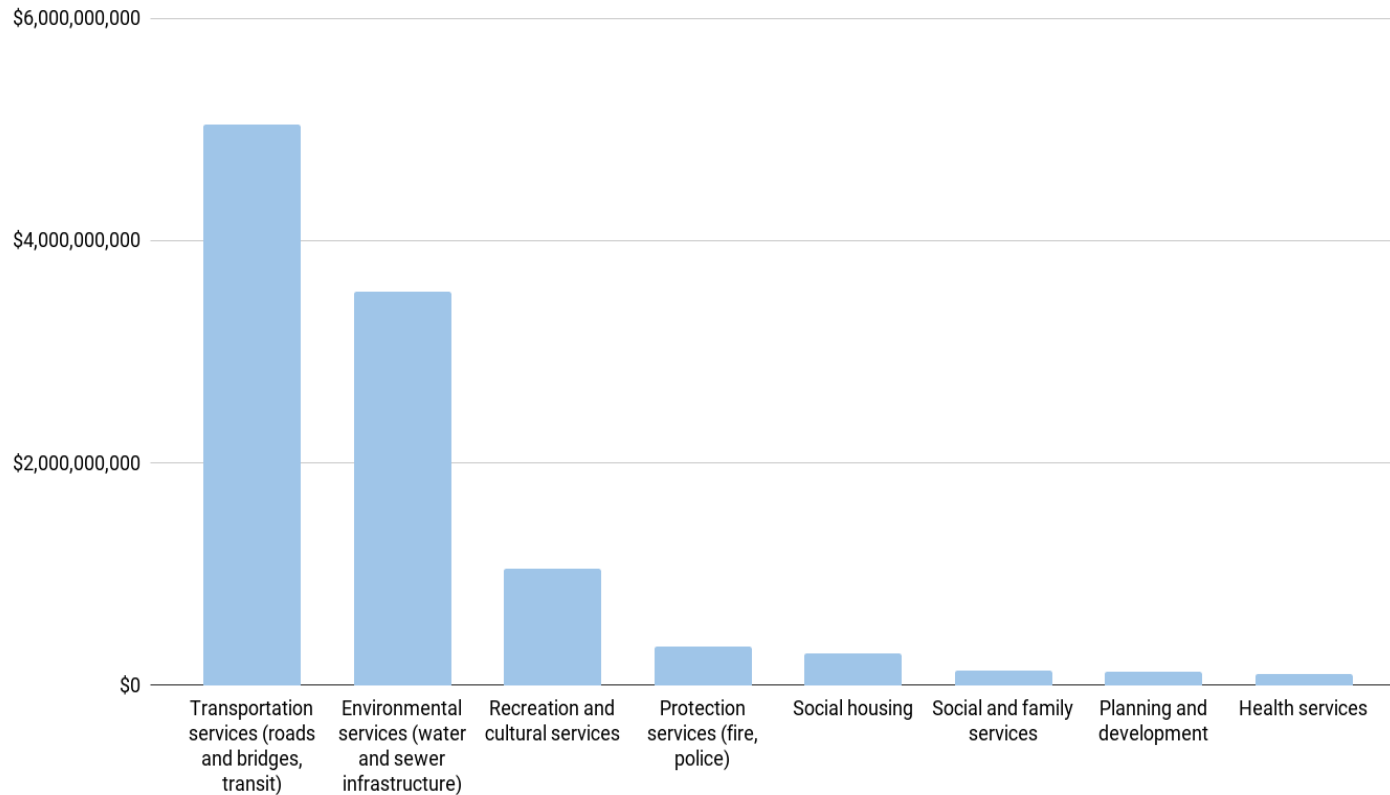
6-May-19

Local government operating expenditures in Ontario in 2015 totalled \$41.4 Billion – how does this spending affect energy and greenhouse gas emissions through a climate lens?



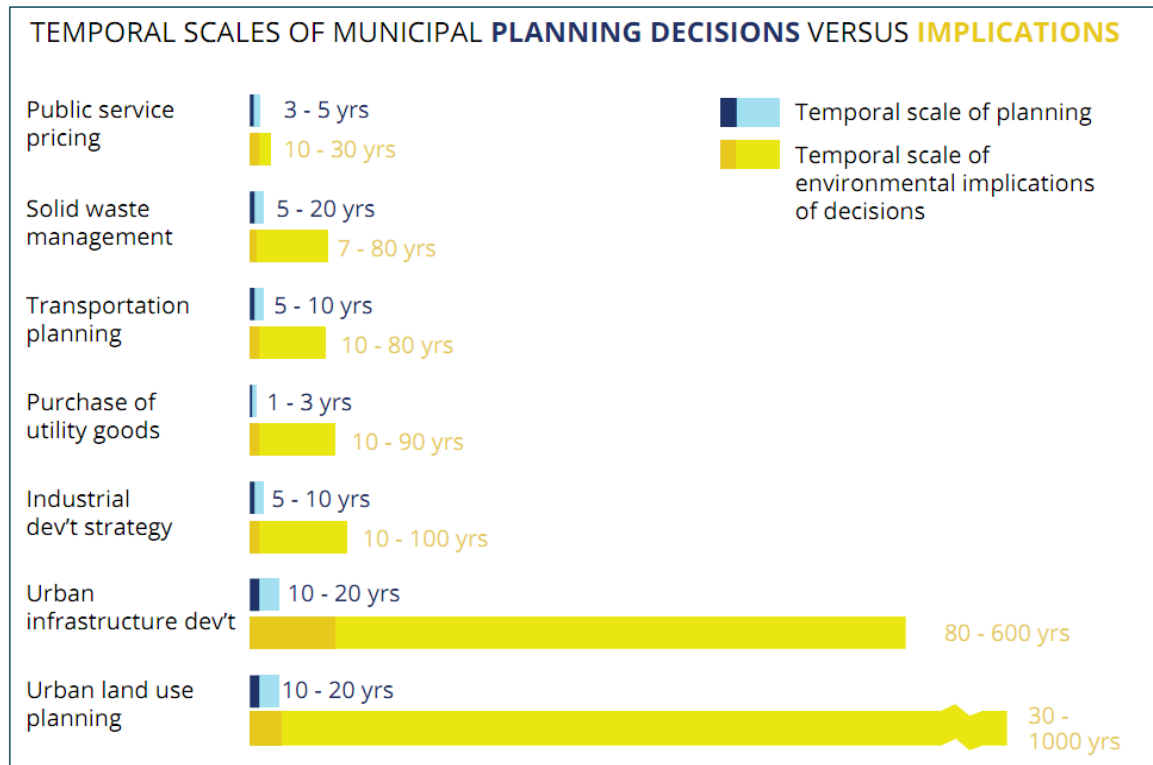
Source: Association of Municipalities of Ontario

Local government capital spending in Ontario in 2015 totalled \$10.6 billion. Local governments are major economic players, especially when it comes to engineering infrastructure.



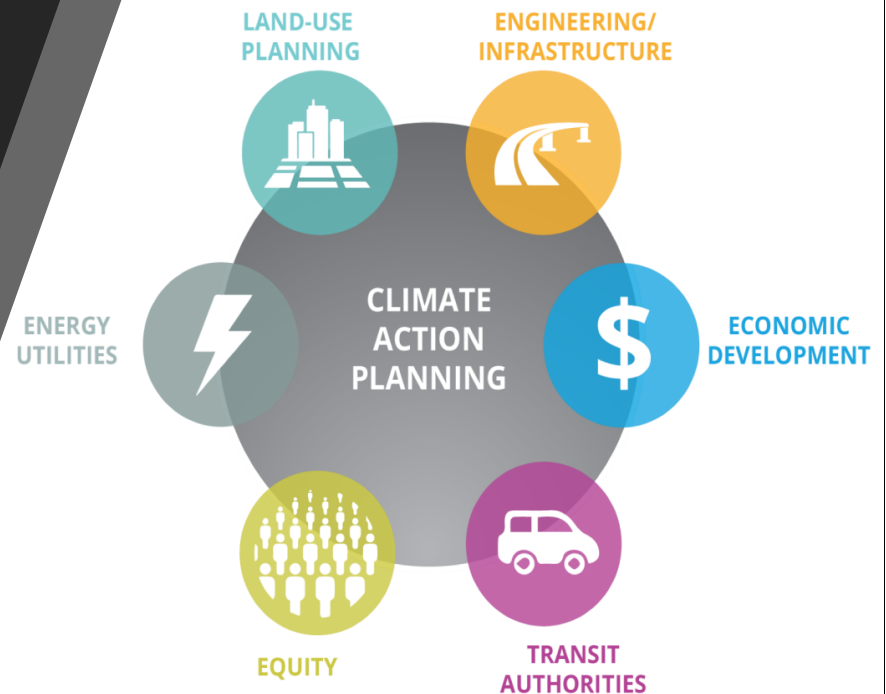
Source: Association of Municipalities of Ontario

Local government planning and spending decisions made today have consequences, including greenhouse gas emissions consequences, that last for decades, even centuries...



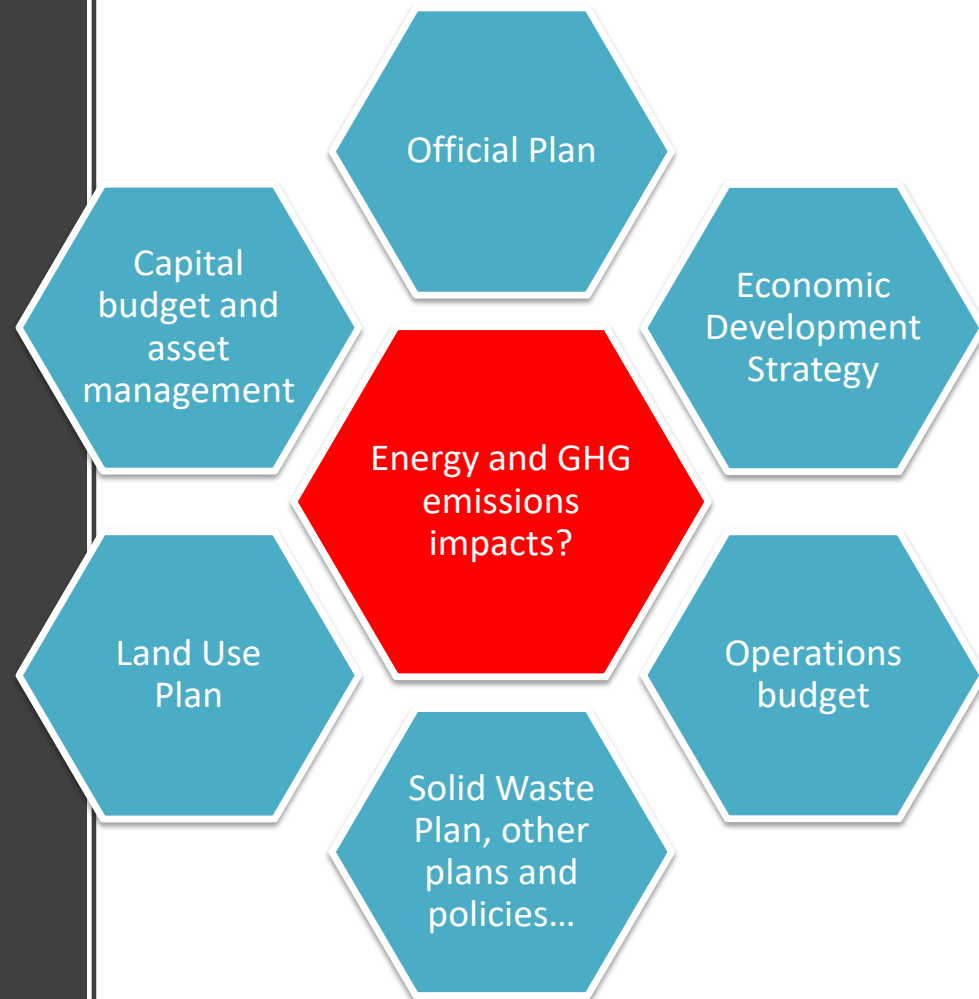
The point? Local governance = climate action planning

- ❖ Municipal communities and their governments **are already implementing** the carbon future our grandchildren will inherit.
- ❖ Impacting the future level of greenhouse gas emissions is not a choice for local government; it is already implicit in everything we do. The choice is whether to exercise that power and influence to build a low carbon community.



*Look at your
existing plans and
budgets through a
“climate lens”.*

*How do existing
plans affect energy
use in the
community, and
how might they be
modified to help
reduce greenhouse
gas emissions?*



Lowering greenhouse gas emissions will also help achieve social and economic aspirations. Virtually, no smog days due to the complete phase-out of coal in Ontario's electricity generation in 2016



Financial savings, job creation, improved public health, and stimulation of local self reliance and economic development all result from actions that reduce greenhouse gas emissions. In fact, these “co-benefits” are often valued more highly than the emissions reductions, and they are the key to engagement and successful implementation of climate mitigation .

The Case for Energy Conservation

- ❖ Total, spending on fuel and electricity by households and businesses in Ontario communities runs around \$3,500 per capita. For a town of 15,000, that adds up to more than one million dollars per week, most of which leaves the community and much of which leaves the province or the country.
- ❖ This drain on the local economy can be reduced through measures for improving the efficiency of fuel and electricity use or for producing fuel and electricity with local resources.
- ❖ When the money saved on fuel and electricity bills is spent in the community, the benefits to the local economy multiply.
- ❖ When the actions for achieving the savings require local expertise and labour, for example with building energy retrofits, the local job creation benefits can be substantial.

*When it comes
to leading
community-
wide climate
mitigation,
small
communities
have unique
advantages:*

- ❖ There are more than 400 small communities in Ontario, with diverse local circumstances and opportunities for climate change mitigation. This diversity can be the source of innovation and development of new approaches. Some of the most effective strategies for local action on climate change were developed and tested first in small communities; for example property assessed clean energy (PACE) financing, and community-wide direct install programs for energy efficiency.
- ❖ By virtue of their size, small community local governments are more integrated, closer to the community, and able to move faster than their large city counterparts. These are important advantages in climate mitigation implementation, which requires working across traditional “silos”, engaging community partners and support, and aligning everyone’s interests and efforts with the low carbon objective.

Small communities are closer to the neighbouring rural environment, and more focused on the agricultural or forested ecosystems surrounding them.

- ❖ In small communities, local government facilities are more prominent than in larger centres and leading by example through building retrofits, fleet electrification, and renewable energy development is particularly effective.
- ❖ Small communities often have connections to the surrounding agricultural communities that offer opportunities for GHG reduction that are not available or that are relatively less important in cities.
- ❖ When it comes to transportation options, smaller is better in terms of opportunities for walking and cycling options for local trips.

Small communities are happier places to live!

["Canadians living in big cities may be disappointed to learn that their counterparts in small towns and rural areas are likely happier."

(Global TV

headline, May 22, 2018

<https://globalnews.ca/news/4214984/canadians-happiness-rural-small-towns/>]

- ❖ When one or two large industrial establishments are located in a small town, it can create opportunities for waste heat utilization, district energy systems, or cogeneration that are potentially more important to the community energy system than they would be in a large city.
- ❖ Small communities generally have larger lot sizes and lower densities than large cities or suburban developments. This affects possibilities for GHG reduction measures such as renewable energy development, heat pump deployment, and community gardening.
- ❖ Small communities are often concerned about how they can create employment opportunities that will entice young people to stay or return to the community; many GHG mitigation opportunities are very effective at creating local employment.



Agro- communities

Agro-communities are situated away from urban centres and may be centres themselves for farmers and rural residents who come to town for supplies. These communities are tuned to the weather forecasts and keep track of rainfall because the livelihood of the community depends on it. They are strengthened by their diversity of skills and take pride in their self-reliance.

Oxford County is one such place. It has committed to [100% renewable energy by 2050](#).

- ❖ Oxford County has partnered with communities in the North Hessen region of Germany as a member of the Global 100 Renewable Energy Platform in order to achieve their goal of 100% renewable energy by 2050. In response to the need for guidance on planning and implementing a 100% renewable energy (RE) target, the [Global 100 Renewable Energy Platform](#) has designed the [Building Blocks](#) tool to share experiences between cities around the globe and visually illustrate where the communities have strength and where they need to develop. This is a self-help group.

Renewable energy from local resources increases community self-reliance and strengthens the local economy.



Solar. Throughout eastern and southern Ontario farmers, in or near small communities, have put their skills to use installing their own solar arrays using their farm equipment to dig post holes and purchasing solar panels collectively, often getting farm loans for their projects.



Wind. The wind farms in Prince Edward Island produce about 25 per cent of the province's electricity supply and keep the cost of electricity down. PEI has no sources of oil or natural gas of its own. Roughly, 21,600 households are powered by wind. Wolfhagen, Germany went from 0% to 100% renewable energy because of local leadership and the willingness to offer local shares to raise capital for renewable energy projects. Twenty per cent of the public utility is owned by four hundred coop members who each receive dividends.



Biomass-fired district heating: Canada's longest running, biomass-fired district heating system has operated in Charlottetown PEI since the 1980's. The district heat system has expanded to serve over 125 buildings in the downtown core burning cleanly 66 000 tons of municipal waste and sawmill wood waste per year.



Small Hydro. There are sites suitable to rebuild or install run-of-the-river small hydro with proper care for fish migration and habitat.

More suggestions for local climate change action in small communities:

- ❖ **Build houses to the Passive House Standard to maximize energy efficiency.** The Passive house standard originated in Canada but has been developed in Germany to achieve a common method of achieving the highest level of energy efficiency in housing. Communities can establish a bylaw that new houses are built to the Passive House Standard. [East Gwillimbury set an Energy Star standard for houses within its boundaries.](#)
- ❖ **Heat Pumps.** [Ground source or air source heat pumps or for cooling can reduce your electricity costs significantly,](#) especially in areas not on natural gas distribution systems.
- ❖ **Public Investment and Local revolving investment funds – PACE.** Local governments do this to make it easier for residents to retrofit their properties and pay back the loans at the low rates of interest that the province charges its municipalities. [Muskoka District had a revolving fund that goes until 2020 for the renovation of local homes and buildings. Funds came from both provincial and federal sources. Toronto also has a program.](#) These are called Property-Assessed Clean Energy programs – PACE.
- ❖ **Canada Infrastructure Bank.** The new Canada Infrastructure Bank founded in 2015 has set a priority to [“explore whether and how it may support investment in smaller projects, or bundling of projects that may not individually have scale to attract investors, such as bundles of municipal projects.”](#) This new entity advises and co-funds, along with private investors, infrastructure projects. It may or may not be worth pursuing since it may not last long enough to help small communities.

In conclusion...

- ❖ Canada's greenhouse gas emissions make up 1.6% of world GHG emissions. This may seem small, but of the 170 countries of the world we rank ninth overall in highest emissions. China may have the most emissions from their 1.4 billion people but Canadians produce over three times more emissions per capita.
- ❖ **The UN IPCC stated in Nov. 2018 that we have until 2030 to lower the curve on ghg emissions to keep global average temperature below 1.5C or we risk losing control of global warming.**
- ❖ We have room to move to reduce our GHG emissions and there is much that people living in small communities like Cobourg can do to steward the environment around them to protect carbon sinks and mitigate climate change in their homes and communities. We must try to do our part for the greater good and for our descendants.



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

Delegation Request Form

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1. GENERAL INFORMATION

Name of Delegate(s):

John King

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

Boaters at Cobourg marina

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:

September 3, 2019

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)

To represent Cobourg marina boaters in discussion of marina facilities and services.

To request that the Town provide power to all docks in years of high water, e.g. 2017, 2019

Information to be presented will include interview feedback from boaters, personal experience and observation.

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)

The Town to provide power to all docks in years of high water.

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.

Mayor Henderson and Council

- . Thank you for giving me this opportunity to speak on behalf of seasonal boaters in Cobourg
 - . As boaters, we share common objectives with the marina, visiting boaters, local businesses, and the town
 - . Cobourg has been the “jewel on the lake” from a boaters perspective
 - . That reputation has slipped recently, and we want to work together to regain it
 - . There has been discussion and debate in Council about harbour development, marina expansion, travel lifts, and other waterfront proposals
 - . That is not why I am here
-
- . I am here to talk about the need to maintain the existing marina infrastructure, and to manage it effectively
-
- . It is also important for the town to recognize its responsibility to provide services that boaters contract for with their dock lease

My Background

- . I have had a slip in the marina for 10yrs.
- . I have visited many marinas, and have experienced what makes some better than others
- . I got involved because I felt we had to support fellow boaters who had legitimate complaints, not being addressed by marina management

Boaters Voice

- . I will be frank with my comments, to help you understand issues and represent boaters

- . Boaters want to work in a cooperative, positive way with the marina .
- . We spoke to many boaters in the harbour, sail, power, fishermen, visiting boaters
- . I interviewed over 100 local and visiting boaters in August
- . Boaters were positive and supportive of the harbour, marina, and town, but were clear in their comments about necessary change

Major Issues Identified

- . Power, infrastructure, wifi, staff training, security, parking
- . Communications & cooperation
- . Lack of power in high water the most urgent issue

- . Power Petition. “Boaters Need Power”
 150 signatures supporting (2 weeks)
 50 Yacht Clubs, 2500++ boaters

High Water.... Why?

- . 2017, 2019, future??

Many Canadian Municipalities believe that....

- . Source: United Shoreline Ont.
- . IJC 2014 Plan resulted in high water levels (implemented in 2017)
- . Commercial shipping lobby.....restricted outflow
- . Great Lakes water levels higher, St Lawrence R., rainfall, snowfall, etc.
- . Not just global warming
- . High water certain to happen in future
- . What is the new normal??

- . Bottom line....higher risk, unknown consequences

No Power Issues/ Risks at Marina

Safety / Security Issues

- . No power, no lights, no video cameras, no security personnel
- . Trip hazards...dock lines, power cords, loose dock boards etc.
- . G Dock....2 boaters fell in water within 20' of my boat in last few yrs.
- . Disputes on dock over generator noise, fumes
- . Limited enforcement of rules on docks....marina rules ignored by boaters and marina
- . Wild Westvigilante justice on the docks

Environmental Risk Issues

- . Cobourg "Clean Marina" status important but....
- . Gas cans left open, unsecured on docks, boats
- . Generator noise, pollution
- . Environmental priority?

Quality of Boating Life Issues

- . Boats are cottages for many boaters....without power, docks quiet
- . Boats leaving to other marinas...G Dock lost 5 boats in last 2yrs.
- . Other marinas offering bounties, finders fee
- . Expense of generators, dead batteries

Raise Power Lines

- . The proposed solution is to raise the power lines above "high water"

- . Boaters not asking for enhancements or extension to existing service
- . These investments should be supported by the business case

Timing

Boaters respectfully ask necessary power line changes made prior to the 2020 boating season

Future

Boaters believe that a process for ongoing communication, problem identification, resolution, etc. will benefit all parties.....boaters, marina, local business, Town

Boaters want to be part of the solution to helping Cobourg regain status as “Jewel on the lake”

Thank you
Cobourg Boaters



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

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1. GENERAL INFORMATION

Name of Delegate(s):

Roger MAGNAN

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

Cobourg Marina Fishing community

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:

Sept 3, 2019

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)

Inform community of the present situation and trends
Explain the extent of the present problems
Suggest actions to be taken to solve problems
caused by the increasing number of fishing
boats
Financial impact of the fishing community

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)

Implementation of regulations for the fishing community
Enforcement of the regulations

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

Projector

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.

Mr. Mayor, Councilors, Thank you for receiving me

My name is Roger Magnan, from Ottawa Ontario

My spouse and I have been fishing seasonals in the Cobourg Marina for 18 years

We have noticed a lot of changes

Points to be discussed

- A) Present situation of the fishing community
- B) Financial impact for Cobourg
- C) Impact of the increasing quantity of fishing boats
- D) Stainless steel table
- E) Recommendations

A} Present situation

We are presently about 25 seasonal fishing boaters.

There are about 75 transient fishing boats that come in for 2 days to 2 weeks.

There are 6 registered commercial guides, + an unknown quantity of non-registered.

During the busy season, July-August, there are up to 40+ daily boats using the ramp

Some with seasonal passes, some freebees

Please help me with the following 2 questions by a show of hands

- 1) Are there any Lake Ontario fisherman?
- 2) Have any of you come picnicking at the tables of the marina?

For the picnicking, not surprised because of the geese and pets excrements that litter the lawn, and dogs that run loose. I was actually accused of sitting in her dog's toilet area while at the picnic table.

Even the large groups that used to come from Toronto are avoiding this park.

Hence most of us now eat on our boats and the lack of power forces us to use noisy and polluting generators

Marina Financial Impact

	Qty	Classification	Seasonal fee		Days	Income
	25	Seasonal fish boats	\$	1,500.00	Avg	\$ 37,500.00
	6	Registered charters	\$	2,500.00	Avg	\$ 15,000.00
	75	Transiants	\$	40.00	per night 7	\$ 21,000.00
	30	Dailies	\$	10.00	per launch 40	\$ 12,000.00
	85	Season launch passes	\$	100.00		\$ 8,500.00
Fuel	25	Seasonal fish boats	\$	1,200.00		\$ 30,000.00
	6	Registered charters	\$	5,000.00		\$ 30,000.00
	25	Transiants	\$	100.00		\$ 2,500.00
					total	\$ 156,500.00

Town of Coubourg

Restaurants		QTY				
Seasonal fish boats	25	Meals	15	\$	50.00	\$ 18,750.00
	25	Motels	15	\$	100.00	\$ 37,500.00
Registered charters	6	Meals	240	\$	50.00	\$ 72,000.00
	6	Motels	480	\$	100.00	\$ 288,000.00
Transiants	75	meals	2	\$	50.00	\$ 7,500.00
					total	\$ 423,750.00

Grand Total \$ 580,250.00

Charters have customers average 40 times at 1 meal each and 1 night hotel each

Hence 40x6=240

Normally 4 customers hence 2 rooms 2x40x6=480

C) Impact of the increasing quantity of fishing boats

The quantity of fishing boats is increasing in Cobourg. Let me explain.

Quebec is increasing the fishing permit costs and there is less and less access to open waters. Prior to launching their boats, they have to be washed at a cost of \$35 to \$75. Then the municipalities are charging up to \$250 launching fees. So, unless you own land with lake or river access, the costs are prohibitive. Therefore, many fishing enthusiasts are taking advantage of the free, to low cost access to excellent fishing in Cobourg with very few regulations and without enforcement of those regulations

Port Hope is now closed for fishing boats and camping

Port Darlington's new ownership is tightening the regulations such that the guides and fishing community especially the less scrupulous ones are looking for a new marina. Well Cobourg is free to low cost, very few regulations with practically no enforcement of those regulations

Let me explain.

In the busy season, July, August, the boat ramp chain is open all night and most of the time between 8 am and 8 pm. Boats start arriving at 4:30 am and by 7 am all of the trailer parking spots are full and again as many more are parked on the grass. Some have seasonal parking passes, some have no passes at all...free.... As the bylaw officer explained to me, all of the out of province vehicles are never ticketed....so free... There are no signs for overnight camping, hence we often see overnight camping in the parking area.

Please remember, this is an increasing trend

D) Small Stainless steel table

Fishing is good in Cobourg. Some fishermen and/or guides, registered or not, bring their catch of 20 or so fish to the small stainless-steel table. We, the paying seasonal fishing people, sometimes have to wait an hour or two for access to this table.

Let me tell you about this table.

It is located on the west wall behind the marina, closed in on 3 sides by buildings, and a wall on the fourth side, no wind, no breeze, and in the direct sun light. There is no sun shelter, rain shelter and minimal light if used later. In the hot sun, between 10 am and 6 pm, the heat is unbearable. No wonder that many fishing people do not use it. Also, due to the lack of supervision, some of the less scrupulous folks throw fish wastes in the city garbage bins. Some wastes are thrown back in the lake, often directly under the docks. B dock had repugnant smells for about a month. Finally the rotting wastes were discovered and disposed of.....in the city garbage.

We used to have a decent cleaning station which could accommodate multiple groups in a enclosed area. This has been changed into public washrooms.

A considerable loss for the fishing community.

E) Recommendations

- 1) Same needs as everyone,
 - A) solve the power situation
 - B) increased security and safety on the docks
- 2) Ensure that there is no free fishing because this attracts less scrupulous fishing people and a financial loss to the city
- 3) Regulations clearly written on large signs in the parking lot and by the ramp
- 4) Enforce the regulations. Fines and towing.
- 5) Have a larger more modern fish cleaning station protected from the elements
- 6) Wear rubber boots if you come to the picnic area. Please check the internet for cheap methods of goose deterrent methods.

Personal Invitation

Mr. Mayor and up to 3 additional people, hopefully councilors, are cordially invited to come fishing with my spouse and I.

Date: 25 July 2020

Time: around 8 am and return about 1 pm

Please confirm

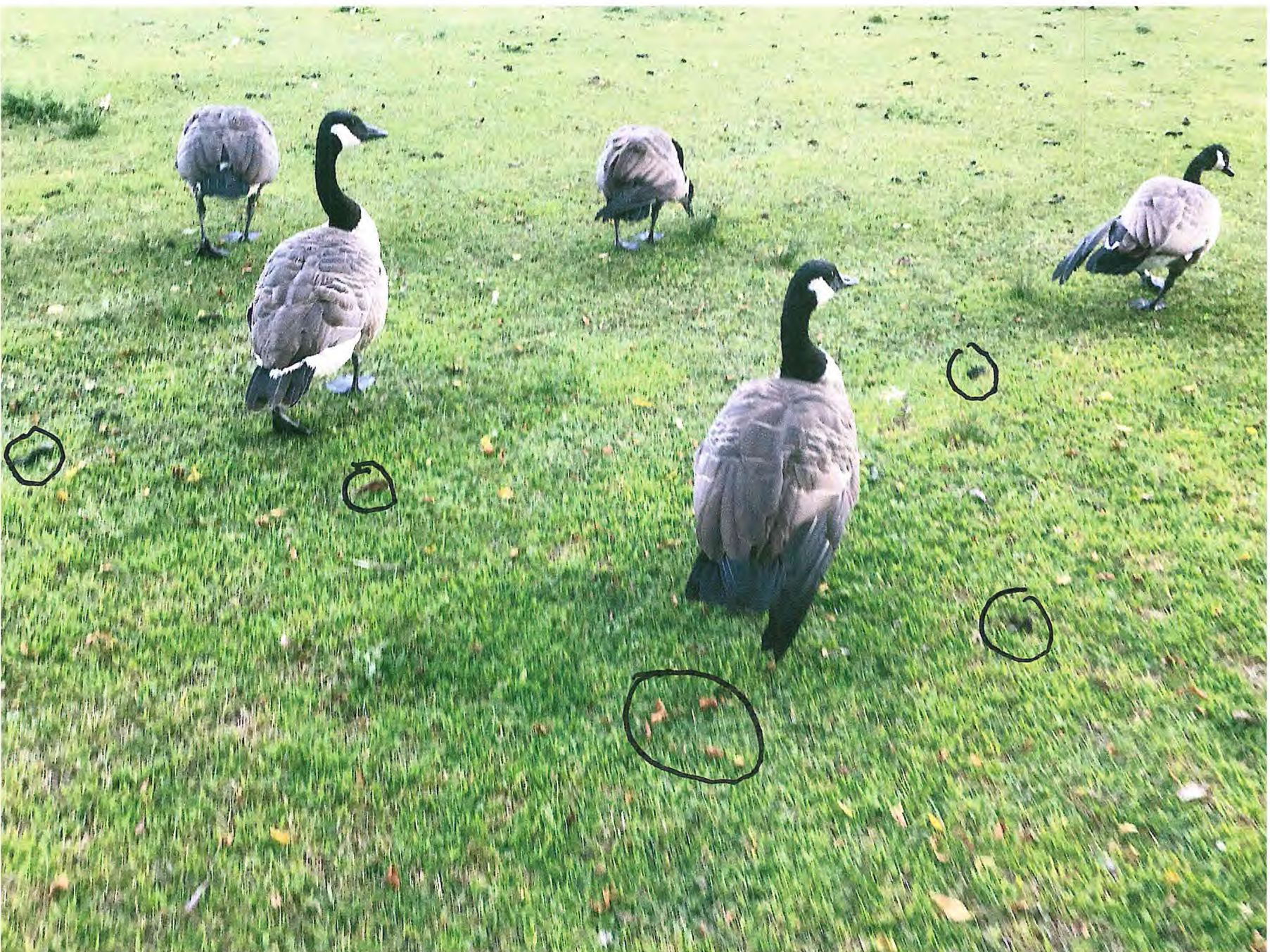
Roger Magnan













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

Delegation Request Form

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1. CONTACT INFORMATION

Name of Delegate(s):

Torben Drewes

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

Concerned boat owners at the Town of Cobourg Marina

Phone:

[REDACTED]

E-Mail:

[REDACTED]

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:

September 3, 2019

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)

I wish to address the consequences of having no electricity on the Town of Cobourg Marina docks, focusing on the issue from the perspective of visiting boaters. As of August 21, 2019 the number of visitor-days in the Marina was 1,797, down from 2,667 visitor-days in 2018. Much of this decline was a direct result of the unavailability of power on the docks.

The consequent effects on the Marina's revenues obviously impacts its ability to continue to maintain its first class reputation among boaters on Lake Ontario and to provide the attractive environment enjoyed by many locals and tourists. Fewer visiting boats also results in economic losses extending beyond the Marina to local businesses.

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)

It is up to Council to undertake the cost-benefit analysis of the investment necessary to ensure uninterrupted electrical supply and come to its own decision. My recommendation is that, when doing so, Council incorporates the benefits that investment would produce by maintaining maintaining a higher volume of visitors to the Town of Cobourg Marina.

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.

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.

Torben Drewes

Torben Drewes

Digitally signed by Torben Drewes
Date: 2019.08.27 13:21:25 -04'00'

2019/08/27

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



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Legislative Services Department
55 King Street West
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1. GENERAL INFORMATION

Name of Delegate(s):

Mike Hubicki

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

Cobourg Yacht Club

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:

Meeting Date Requested:

Sept. 3, 2019

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)

Cobourg Yacht Club is concerned that the Town Marina is proposing to cease its agreed to participation in the lift out of boats this fall.

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

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)

Cobourg Yacht Club would like the Town of Cobourg Council to maintain the Cobourg marina's participation in the lift out operations as agreed to.

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:

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.



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1. GENERAL INFORMATION

Name of Delegate(s):

Roderick Gamble (President)

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

Coverdale Tennis Club

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:

Tuesday, September 3, 2019

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)

Make Council aware of the activities and objectives of the Coverdale Tennis Club. The Club is located at Peter Delanty Park on Coverdale Avenue, Cobourg. The Club is a community-oriented, not-for-profit organisation that provides a structured program of tennis for the residents of Cobourg. The aim of the presentation is also to make Council aware of the poor condition of the three tennis courts at Peter Delanty Park.

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)

1. Encourage residents of Cobourg to play tennis in a friendly and community-oriented program.
2. Council to ensure that the tennis courts are maintained to a standard consistent with the objectives of the Club.

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.

COVERDALE TENNIS CLUB



Peter Delanty Park
Coverdale Avenue, Cobourg, Ontario
www.coverdaletennis.com
coverdaletennis@gmail.com

Welcome New Member,

The tennis community at Coverdale Club is pleased to welcome you as we play, practice, learn, and socialize within a friendly, recreational tennis atmosphere. Membership costs \$45 per person for the 2019 season (April to October). Your membership for the balance of the 2019 tennis season is provided as a complimentary gift by Coverdale Tennis Club and its members.

Coverdale Tennis Club offers set hours of play during the regular tennis season, thereby affording you multiple playing partners upon arrival at the courts. Monday, Wednesday and Friday are exclusive court times for members from 9am-12:00 noon. Tuesday and Thursday, we play in the early evening hours of 6:30 - 8:30 pm. Evening tennis is organized in a "league format" (dedicated doubles partners) to provide a more consistent and a little higher tempo of play. Social time will often take place on a local summer patio, for refreshments.

The club has instituted a series of formal instruction clinics by certified instructors, as well as less formal peer-led sessions. The lessons and clinics are proving popular and beneficial to members wishing to advance their skill level and enjoyment of the game. We hope you will access these opportunities available to members and guests only.

We celebrate regularly with Canada Day (red & white dress code), tennis trivia night, recreational tournaments during the season, a generous guest policy, as well as our year-end catered banquet and our Annual General Meeting.

Tennis is a fabulous lifelong pursuit providing health benefits physically, socially, and educationally. We share enthusiastically as a club within a larger community, supporting one another, not only in tennis but off the court too.

Our president for this year is Rod Gamble. He is a lifelong tennis player, and the driving force behind the Coverdale Tennis Club. To initiate your membership, (as there is NO formal card), please contact

Rod at coverdaletennis@gmail.com. He will give you the pertinent information needed to start play. He looks forward to speaking with you.

See you on the courts,
Yours in tennis,

Shaun O'Reilly,
Membership and Development Director

A not-for-profit community initiative to promote an active lifestyle through organised tennis in the Town of Cobourg



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

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1. GENERAL INFORMATION

Name of Delegate(s):

Bruce Moore

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

Christmas Ad Hoc Committee

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:

Sept. 3/19

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)

to support the motion being brought
forward by council at this meeting for Christmas
magic

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)

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.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM:	Melissa Henke	
TITLE:	Human Resources Officer	
DATE OF MEETING:	Tuesday September 3, 2019	
TITLE / SUBJECT:	Recruitment for Interim Chief Administrative Officer	
REPORT DATE:	August 22, 2019	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

THAT Council receive the report for information purposes; and

FURTHER THAT Council provide direction to the Human Resources Officer regarding the recruitment of an Interim Chief Administrative Officer (CAO).

4.0 ORIGIN

On August 12, 2019 in a closed session, Council provided direction to the Human Resources Officer to prepare a report outlining the recruitment options available to them to fill the CAO position on an extended interim basis.

5.0 BACKGROUND

In July 2019 the Town of Cobourg's permanent full time CAO provided information that he would be taking an approved medical leave.

Due the unique circumstances related to the CAO vacancy Council appointed Ian Davey, through By-law # 056-2019, as the interim CAO for a period of 6

months until Council is able determine and execute a recruitment strategy for an Interim CAO for an additional 24 months.

6.0 ANALYSIS

Staff present the following option for hiring a long term interim Chief Administrative Officer.

Option #1 – Hiring of an External Search Firm/Consultant

Benefits of using an external search firm include:

- Specialized experience and knowledge in hiring senior executives in the public sector.
- Recruitment of candidates through strategies beyond job postings and advertising, such as referrals, direct contact, company database of past recruitments.
- Expert experience in leading the recruitment and hiring process including, providing specialized interview questions, thorough employment screening and contract negotiations.
- Providing a recruitment guarantee that the successful candidate will remain in the position for a period of at least 1 year, depending on the firm awarded.

Drawbacks to consider:

- Significant cost for their service. Potentially \$25,000 - \$30,000 plus additional costs.
- Additional time taken to select an executive search firm. As per the Town of Cobourg Purchasing Policy three (3) quotes are required to be obtained for service purchases between \$5,000 and \$50,000.

It is recommended that a CAO Hiring Committee comprised of the Mayo, Deputy Mayor and a Councillor be established to assist in the recruitment process including working with the external search firm to develop a job posting, determine interview questions and short list candidates for interviews.

If this option is chosen, the following recommendation should be considered by Council:

AND THAT Council select Option #1, directing staff to administer the selection of a recruitment firm for the recruitment of the CAO;

AND THAT Council appoint a CAO Hiring Committee comprised of the Mayor, Deputy Mayor and a Councillor, being;

To assist with the CAO recruitment process, including working with the recruitment firm to develop a job posting, determine interview questions and short-list candidates for interviewing by Council.

Option #2 – Conducting the Recruitment Process Internally

The process for conducting the recruitment process internally would be;

1. A job posting based on the job description and required education and skills would be developed for the position.
2. The job posing would be advertised in several different media outlets and professional associations to attract quality candidates.

Benefits of conducting the CAO recruitment internally through the Human Resources Department include:

- The cost would be less than the cost to engage an external search firm.
- Human Resources staff, in conjunction with Town Council, have knowledge and understanding of the corporate culture and the specific knowledge, skills and experience required for the CAO position that will be used in reviewing applications and developing a short list of candidates to interview.
- It would save some time since selecting a recruitment firm would not be required.

Drawbacks to consider:

- This may limit the number of applications as some top-level executive may prefer a recruitment process through an external search firm or they may not see the job posting.
- There are costs associated with posting positions on media outlets and professional associations.
- Limited internal resources for conducting the process internally in conjunction with other human resources department responsibilities which include other labour relations and employee relations matters, health and safety and other recruitment files.

With Option # 2, staff recommend appointing a CAO Hiring Committee comprised of the Mayor, Duty Mayor and a Councillor to assist with the recruitment process including working with the Human Resources Officer to develop a job posting, determine interview questions and short list candidates for interviewing by Council.

If Option #2 is chosen, the following recommendation should be considered by Council:

AND THAT Council selection Option #2, directing the Town of Cobourg Human Resources Department to assist Council in recruiting a CAO;

AND THAT Council appoint a CAO Hiring Committee comprised of the Mayor, Deputy Mayor and a Councillor, being;

To assist with the CAO recruitment process, including working with the Human Resources Department to develop a job posting, determine interview questions and short-list candidates for interviewing by Council.

Option # 3 – Hiring a Consultant (Expert or HR) to assist Council in Hiring the Chief Administrative Officer

The hiring of the CAO would be conducted through the Town of Cobourg Human Resources Department as noted in Option # 2 but rather than dealing directly with the Human Resources Officer a consultant would be hired to assist Council directly. The consultant could be a HR Consultant or a subject matter expert consultant, such as a former CAO. As per the Town of Cobourg Purchasing Policy three (3) quotes would be sought from consultant by the Human Resources Department.

Benefits of Option # 3

- Cost would be slightly less than the cost to engage an external search firm since most of the recruitment process would be administered by the internal Human Resources Department.
- Having a dedicated consultant may reduce the time Council will spend on the recruitment and recruitment related work.

Drawbacks of Option #3

- Uncertainty of the cost of a consultant. At this point no quotes have been obtained.

With Option #3, staff recommend appoint a CAO Hiring Committee comprised of the Mayor, Deputy Mayor and a Councillor to assist with the CAO recruitment process including work with the Consultant to develop a job posting, determine interview questions and short-list candidates for interviewing by Council.

If Option #3 is chosen, the following recommendation should be considered by Council:

AND THAT Council select Option #3, direction that a consultant shall be hired to assist the Human Resources Department and Council to recruit a CAO.

AND THAT Council appoint a "CAO Hiring Committee" comprised of the Mayor, Deputy Mayor and a Councillor, being;

To assist with the CAO recruitment process including working with the Consultant and the Human Resources Department to develop a job posting, determine interview questions and short-list candidates for interviewing by Council.

Option #4 – Maintain Status Quo – Extend the Current Interim CAO role for a defined period and postpone hiring until a later date.

Council may decide the current organizational structure is functioning well and may elect to maintain the current Interim CAO contract for a longer defined period of time.

Benefits of Option #4:

- Money would be saved from the recruitment process. Depending on what information is received related to the current CAO absence there is the possibility that Council will have to hire a permanent CAO after 24 months.
- It may be difficult to attract qualified candidates for a temporary 24 month position. This option would allow Council to recruit for a permanent CAO and potentially increase the number and quality of applicants.
- Staff and Council resources would be saved from a time perspective.

Drawbacks of Option #4

- Delaying the hiring of a long-term Interim CAO may interrupt future strategic plans of Council.
- This process does not allow external applicant to participate in an open recruitment process.

Option #5 – Do Not Hire a CAO

The Municipal Act requires two mandatory positions within its organization structure, a Clerk and a Treasurer. There is no requirement under the Municipal Act to Hire a CAO. Council could consider the merits of a non-traditional municipal structure without a CAO.

Benefits of option #5

- The cost of recruitment and the cost of the CAO's salary would be saved.

Drawback of option #5

- Additional work required by Council as they may be drawn into operation issues overtime and lose time and work capacity that may be dedicated to setting priorities and setting strategic direction.
- Staff may become disengaged without a CAO to provide day to day direction and overall guidance to implement Council's vision and strategic direction.
- May require restructuring reporting relationships for departments that currently report to the CAO position and place additional responsibilities on Directors that may have limited resources to handle additional responsibilities.

If options #4 or #5 are selected by Council, staff recommend Council consider the following recommendation:

AND THAT Council direct staff to schedule a closed session at the next available opportunity to allow Council to provide direction to staff regarding the recruitment of a Interim CAO as the discussion would include personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The estimated costs associated with each options are outlined in the table below:

Option # 1 – Executive Search Firm	The costs to engage an external search firm to conduct the recruitment for a CAO would be approximately \$25,000 - \$30,000 plus any out of pocket expenses the firm incurs during the recruitment process. A portion of this cost may be required in the current 2019 budget year and an outstanding amount would be required in the 2020 budget.
Option #2 – Use Internal HR Department	The costs associated with advertising the position are estimated to be \$2,500 - \$3,000 to cover the costs associated with posting the position with various websites and professional association. The cost of the advertising would come from the established HR Budget, but would be

	outside the approved 2019 budget amount.
Option # 3 – Use Internal HR Department with the assistance of an external consultant or external HR consultant.	This costs associated with this option would be the cost of advertising as noted above and an estimated cost of \$20,000 - \$25,000 for the consultant. (no quotes were obtained for this option). A portion of this cost may be required in the current 2019 budget year and an outstanding amount would be required in the 2020 budget.
Option # 4 – Maintain Status Quo	Limited costs would be associated with option. Discussion would need to take place with the interim CAO related to the potential costs for compensation support staff with additional responsibilities due the advancement of the Interim CAO.
Option # 5 – Do not hire a CAO	\$0, however Council may want to consider engaging in hiring a consultant with subject matter expertise to advise on operating a municipalities without and CAO and the organizational structure needed to support this change.

8.0 CONCLUSION

This report was requested to provide Council information related to the future vacant Chief Administrative Officer position. It is recommended that Council provide direction to the Human Resources Officer on how they wish to proceed.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A


10.0 COMMUNICATION RESULTS

N/A

12.0 AUTHORIZATION/SIGNATURES



Melissa Henke, BA CHRL
Human Resources Officer

 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:	September 3, 2019
TITLE / SUBJECT:	Cancellation, Reduction or Refund of Taxes – Report 1/19
REPORT DATE:	August 27, 2019

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
That Council receive the first property tax adjustment report for 2019 and pass a motion to approve the reduction of property taxes in the amount of \$249,128.32

4.0 ORIGIN
Finance department property tax adjustments report #1 for 2019.

5.0 BACKGROUND
Section 357 of the Municipal Act, 2001 provides the authority for a local municipality to cancel, reduce or refund all or part of the taxes levied if one of the following events occurs:

- As a result of a change event, the property is eligible to be reclassified in a different class of real property.
- The property has become vacant land during the year.
- The property has become exempt because it has been acquired by the Crown or a municipality.

- A building on the land has been destroyed or damaged during the year.
- A mobile unit on the land has been removed from the municipality.
- An owner has been overcharged due to a gross or manifest error that is either clerical or factual in nature.
- Repairs or renovations to the property prevented the normal use of the property for a period of at least three months during the year.

Taxpayers may also appeal the assessment of their properties which can lead to a reduction in their tax liabilities. These appeals may be settled on an informal basis as Minutes of Settlement or on a formal basis by the Assessment Review Board (ARB).

Section 361 of the Municipal At, 2001 provides that every municipality shall have a tax rebate program for eligible charities for the purpose of providing tax relief on eligible properties that they occupy. The rebate is calculated based on 40% of the total taxes on that portion of the property occupied by the eligible charity.

The Town of Cobourg also provides a Heritage Tax Incentive for properties within the Commercial Core Heritage District to encourage the restoration and renovation of these properties. The amount of the grant is equal to the amount of the annual increase in the municipal portion of the taxes for such properties that is a direct result of a reassessment due to an approved restoration project.

6.0 ANALYSIS

Included with this report is a 2 page spreadsheet providing the background calculations to support tax adjustments for several properties which have been recorded during the period from January 1 to August 31, 2019. The net result of these changes is a reduction in taxes in the amount of \$249,128.32.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The net reduction in taxes included with this report in the amount of \$249,128.32 is shared with the County, School Boards and DBIA on the following basis:

Town of Cobourg	- \$129,594.89	(Budget - \$350,000)
County of Northumberland	- \$ 58,591.21	
Education	- \$59,544.40	
DBIA	- \$ 1,397.82	

8.0 CONCLUSION

That Council receive this report for information purposes and that a motion be prepared to approve the reduction of property taxes in the amount of \$249,128.32.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A

10.0 COMMUNICATION RESULTS

N/A

11.0 ATTACHMENTS

Two page breakdown of tax adjustments by property.

12.0 AUTHORIZATION ACKNOWLEDGMENT



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

TOWN OF COBOURG

WRITEOFFS August 31, 2019

ASSESSMENT REVIEW BOARD AND / OR
MINUTES OF SETTLEMENT

August 31, 2019


Page 1

ROLL #	ADDRESS	REASON	TAX YEAR	ASSESSMENT CHANGE	TAX CHANGE	TOWN	COUNTY	EDUC	DBIA
000.110.04542	323 George Street	Minutes of Settlement	2018	RT(1,558)	-23.16	-13.07	-7.44	-2.65	0.00
000.120.09900	144 King Street West	Tax Class Change	2017	MT(311,900)	-9,499.57	-5,704.34	-3,236.93	-558.30	
			2017	RT 286,042	4,306.91	2,418.63	1,376.26	512.02	
			2018	MT(311,900)	-8,741.87	-5,233.99	-2,977.65	-530.23	
			2018	RT 294,662	4,379.83	2,472.36	1,406.54	500.93	
000.240.01100	533 Lakeshore Rd	Demolition	2017	RT (382,750)	-5,763.02	-3,236.34	-1,841.56	-685.12	
			2018	RT (408,500)	-6,071.90	-3,427.52	-1,949.93	-694.45	
000.180.03800	710 George Street	Tax Class Change to Exempt	2019	RT(\$21,700)	-317.83	-180.24	-102.65	-34.94	
000.270.04078	0 Highway 2	Consolidation	2019	RT(\$32,000)	-468.69	-265.79	-151.38	-51.52	
000.270.04577	0 Fred Adams Street	Consolidation	2019	RT(\$21,626)	-316.74	-179.62	-102.30	-34.82	
000.270.04579	0 New Amherst Blvd	Consolidation	2019	RT(\$8,781)	-128.61	-72.93	-41.54	-14.14	
000.270.04580	0 New Amherst Blvd	Consolidation	2019	RT(\$26,500)	-388.14	-220.11	-125.36	-42.67	
000.270.04581	0 New Amherst Blvd	Consolidation	2019	RT(\$10,385)	-152.11	-86.26	-49.13	-16.72	
000.270.04578	0 New Amherst Blvd	Consolidation	2019	RT\$99,292	1,454.28	824.71	469.71	159.86	
000.140.13800	16 Park Street	Demolition	2019	RT(\$165,087)	-2,417.95	-1,371.20	-780.96	-265.79	
			2018	RT(\$165,087)	-2,270.48	-1,281.66	-729.14	-259.68	
000.140.13800	397 Lakeshore Rd	Demolition	2018	RT(\$505,225)	-1,131.59	-638.77	-363.40	-129.42	
			2019	RT(\$531,613)	-7,786.27	-4,415.52	-2,514.85	-855.90	
000.160.00204	900 Division Street N	Minutes of Settlement	2018	XT(\$96,976)	-2,991.32	-1,232.88	-701.40	-1,057.04	
			2018	ZT(\$180,523)	-5,568.41	-2,295.04	-1,305.67	-1,967.70	
			2017	XT(\$21,264)	-669.86	-272.43	-155.02	-242.41	
			2017	ZT(\$58,737)	-1,850.32	-752.52	-428.20	-669.60	
000.180.15910	0 Ontario Street	Minutes of Settlement	2017	IX(\$55,750)	-1,768.09	-805.84	-458.55	-503.70	
000.180.15900	520 William Street	Minutes of Settlement	2017	LT (136,978)	-6,683.40	-3,046.10	-1,733.31	-1,903.99	
			2017	CT (1,088,522)	-37,011.82	-13,945.82	-7,935.54	-15,130.46	
000.040.24313	79 King St W, Level 1, Unit 12	Heritage Incentive Grant	2019	n/a	-2,128.01	-2,128.01			
000.040.24315	79 King St W, Level 1, Unit 14	Heritage Incentive Grant	2019	n/a	-2,040.06	-2,040.06			
000.040.24316	79 King St W, Level 1, Unit 15	Heritage Incentive Grant	2019	n/a	-2,392.65	-2,392.65			
000.040.24317	79 King St W, Level 2, Unit 1	Heritage Incentive Grant	2019	n/a	-1,980.47	-1,980.47			
000.040.24312C	79 King St W, Level 2, Unit 4	Heritage Incentive Grant	2019	n/a	-2,034.30	-2,034.30			
000.040.24321	79 King St W, Level 2, Unit 5	Heritage Incentive Grant	2019	n/a	-1,967.15	-1,967.15			
000.040.24326	79 King St W, Level 2, Unit 10	Heritage Incentive Grant	2019	n/a	-1,694.76	-1,694.76			
000.040.24328	79 King St W, Level 2, Unit 12	Heritage Incentive Grant	2019	n/a	-2,121.16	-2,121.16			
000.040.24329	79 King St W, Level 2, Unit 13	Heritage Incentive Grant	2019	n/a	-1,525.71	-1,525.71			
000.040.24332	79 King St W, Pkg 16,17,18	Heritage Incentive Grant	2019	n/a	-75.67	-75.67			
000.040.24302	79 King St W, Level 1, Unit 1	Heritage Incentive Grant	2019	n/a	-577.00	-577.00			
000.040.24303	79 King St W, Level 1, Unit 2	Heritage Incentive Grant	2019	n/a	-414.60	-414.60			
000.040.24304	79 King St W, Level 1, Unit 3	Heritage Incentive Grant	2019	n/a	-676.41	-676.41			
000.040.24306	79 King St W, Level 1, Unit 5	Heritage Incentive Grant	2019	n/a	-730.35	-730.35			
000.040.24307	79 King St W, Level 1, Unit 6	Heritage Incentive Grant	2019	n/a	-513.06	-513.06			
000.040.24308	79 King St W, Level 1, Unit 7	Heritage Incentive Grant	2019	n/a	-565.07	-565.07			
000.040.24309	79 King St W, Level 1, Unit 8	Heritage Incentive Grant	2019	n/a	-2,152.92	-2,152.92			
000.040.24310	79 King St W, Level 1, Unit 9	Heritage Incentive Grant	2019	n/a	-803.25	-803.25			
000.040.24311	79 King St W, Level 1, Unit 10	Heritage Incentive Grant	2019	n/a	-886.86	-886.86			
000.040.24312	79 King St W, Level 1, Unit 11	Heritage Incentive Grant	2019	n/a	-884.41	-884.41			
000.040.24305	79 King St W, Level 1, Unit 4	Heritage Incentive Grant	2019	n/a	-496.19	-496.19			

August 31, 2019

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ROLL #	ADDRESS	REASON	TAX YEAR	ASSESSMENT CHANGE	TAX CHANGE	TOWN	COUNTY	EDUC	DBIA
000.070.10000	439 Cottesmore Ave	Minutes of Settlement	2019	RT (\$5,500)	-80.56	-45.68	-26.02	-8.86	
000.100.05500	15 Swayne Street	Consolidation	2019	RT (\$237,500)	-3,478.55	-1,972.65	-1,123.52	-382.38	
000.100.05600	19 Swayne Street	Consolidation	2019	RT (\$259,750)	-3,804.43	-2,157.46	-1,228.77	-418.20	
000.240.01100	533 Lakeshore Rd	Minutes of Settlement	2018	RT (\$5,669)	-43.40	-24.50	-13.94	-4.96	
000.260.00800	0 Elgin Street E	Tax Class Change	2019	RT (\$329,632)	-4,827.96	-2,737.89	-1,559.36	-530.71	
			2019	FT 292,250	1,070.10	606.86	345.61	117.63	
000.270.04515	729 Elmer Hutton	Minutes of Settlement	2019	RT (\$15,558)	-226.63	-128.52	-73.20	-24.91	
000.160.13000	750 D'Arcy Street	Amended Property Assess	2018	RT (\$370,253)	-3,588.51	-2,025.67	-1,152.42	-410.42	
			2019	RT (\$371,876)	-5,446.67	-3,088.77	-1,759.19	-598.71	
000.160.16000	626 Cottesmore Ave	Minutes of Settlement	2019	RT (\$11,250)	-164.77	-93.44	-53.22	-18.11	
000.270.04578	0 New Amherst Blvd	Property became exempt	2019	RT (\$164,292)	-2,406.30	-1,364.59	-777.20	-264.51	
000.210.20100	951 - 1011 Elgin St W	Minutes of Settlement	2017	ST (\$21,592)	-734.17	-276.63	-157.41	-300.13	
			2017	CT (\$27,658)	-940.43	-354.35	-201.63	-384.45	
			2018	ST (\$14,388)	-479.78	-182.92	-104.06	-192.80	
			2018	CT (\$18,612)	-620.64	-236.62	-134.62	-249.40	
			2019	ST (\$21,582)	-704.72	-271.61	-154.70	-278.41	
			2019	CT (\$27,918)	-911.60	-351.35	-200.11	-360.14	
000.020.09800	1 King St E	Tax Class Change	2019	RT \$488,560	7,155.69	4,057.93	2,311.18	786.58	
			2019	MT (\$488,560)	-13,524.76	-8,115.86	-4,622.32	-786.58	
000.020.10600	37 - 39 King St E	Tax Class Change	2019	RT \$250,000	3,661.63	2,076.48	1,182.65	402.50	
			2019	MT (\$250,000)	-6,920.73	-4,152.95	-2,365.28	-402.50	
000.020.01100	179 Church St	Tax Class Change	2019	RT \$198,000	2,900.01	1,644.57	936.66	318.78	
			2019	CT (\$198,000)	-6,465.27	-2,491.85	-1,419.22	-2,554.20	
000.040.02433	148 Third St , Unit 123	Minutes of Settlement	2019	CT (\$40,000)	-1,460.42	-503.40	-286.71	-516.00	-154.31
000.040.02434	148 Third St , Unit 124	Minutes of Settlement	2019	CT (\$59,250)	-2,163.26	-745.67	-424.69	-764.33	-228.57
000.100.00800	256 - 262 Division Street	Tax Class Change	2019	RT \$865,050	12,669.96	7,185.02	4,092.21	1,392.73	
			2019	MT (\$865,050)	-23,947.09	-14,370.04	-8,184.32	-1,392.73	
000.100.01700	318 - 324 Division Street	Minutes of Settlement	2019	RT \$335,747	4,917.51	2,788.68	1,588.28	540.55	
			2019	CT (\$237,100)	-8,656.65	-2,983.93	-1,699.49	-3,058.59	-914.64
000.110.06600	52 King Street W	Minutes of Settlement	2019	CT (\$26,000)	-949.27	-327.21	-186.36	-335.40	-100.30
000.110.13200	43 James Street W	Minutes of Settlement	2017	MT (\$46,500)	-1,416.26	-850.44	-482.58	-83.24	
			2018	MT (\$48,000)	-1,345.34	-805.49	-458.25	-81.60	
			2019	MT (\$49,500)	-1,370.30	-822.28	-468.32	-79.70	
000.120.09900	144 King Street W	Tax Class Change	2019	RT \$303,281	4,442.00	2,519.02	1,434.70	488.28	
			2019	MT (\$311,900)	-8,634.29	-5,181.22	-2,950.91	-502.16	
000.150.10800	397 Ontario Street	Tax Class Change	2019	RT \$158,000	2,314.14	1,312.33	747.43	254.38	
			2019	CT (\$158,000)	-5,159.16	-1,988.45	-1,132.51	-2,038.20	
000.160.00204	900 Division St N	Minutes of Settlement	2019	XT (\$145,465)	-4,371.64	-1,830.69	-1,042.66	-1,498.29	
			2019	ZT (\$270,786)	-8,137.91	-3,407.87	-1,940.94	-2,789.10	
000.160.00213	800 Division Street	Tax Class Change	2019	CT (\$1,605,126)	-42073.21	-16,215.88	-9,235.70	-16,621.63	
000.180.04000	715 George Street	Property Became Exempt	2019	IX \$ (27,125)	-627.76	-259.88	-148.01	-219.87	
000.180.04010	0 Cobourg Street	Property Became Exempt	2019	IX \$ (30,225)	-699.51	-289.58	-164.93	-245.00	
000.180.15910	0 Ontario Street	Minutes of Settlement	2018	IX \$ (111,500)	-3,337.22	-1,508.09	-857.96	-971.17	
					-249,128.32	-129,594.89	-58,591.21	-59,544.40	-1,397.82
REALLOCATE CAPPING									
TOTAL FOR THIS REPORT					-249,128.32	-129,594.89	-58,591.21	-59,544.40	-1,397.82
					=====	=====	=====	=====	=====

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM:	Robyn Bonneau
TITLE:	Records & Committee Coordinator
DATE OF MEETING:	September 3, 2019
TITLE / SUBJECT:	Civic Awards Advisory Committee
REPORT DATE:	August 29, 2019

1.0 STRATEGIC PLAN

Partnerships #5: Facilitate meaningful collaborations with Cobourg citizens.

2.0 PUBLIC ENGAGEMENT

Not Applicable.

3.0 RECOMMENDATION

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 amend the Terms of Reference By-law (008-2019) to:

- 1) Dissolve the Community Civic Awards Ad Hoc Committee provided in Schedule 'E' – 1 of the by-law; and
- 2) Adopt the proposed Terms of Reference for the Civic Awards Advisory Committee set out in Appendix 'I' of the Report; and

FURTHER THAT Council approve the Town of Cobourg's Civic Awards Program – Standards and Procedures Manual set out in Appendix 'II' of the Report; and

FURTHER THAT Council direct the Legislative Services Department to advertise for the six (6) citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Advisory Committee subsequent to the passing of the amending by-law.

4.0 ORIGIN AND LEGISLATION

At its Meeting of June 3, 2019, Council considered a Motion regarding the proposed conversion of the Community Civic Awards Ad Hoc Committee into an Advisory Committee of the Town of Cobourg.

Direction was given to staff at the time to report on the establishment of a Civic Awards Advisory Committee. The Legislative Services Department has prepared this report in response to the direction from Council.

5.0 BACKGROUND

At the Committee of the Whole Meeting on June 3, 2019, the following Motion was carried by Council:

“THAT Council dissolve the current Civic Awards Ad Hoc Committee; and

FURTHER THAT Council create a new Civic Awards Advisory Committee with the appointment of Mayor Henderson, three (3) members of the current Civic Awards Ad Hoc Committee and three (3) Members-at-Large from the community, with staff representation from the Executive Assistant to the Mayor, to create a Civic Awards Advisory Committee that would align with Council's Policies and Procedural By-Law; and

FURTHER THAT Council direct staff to provide a report from General Government Services to Council no later than September 3, 2019 so that the newly formed Civic Awards Advisory Committee can perform their responsibilities and plan for the Civic Awards Ceremony in April 2020.”

As noted in the current Terms of Reference By-law (008-2019), Council may establish both Ad Hoc and Advisory Committees to provide opportunities for members of the public to have input into the decisions of the Town by providing recommendations, advice and information on specialized matters. The notable difference between these Committees are that Ad Hoc Committees typically exist for a temporary and one-time purpose, with a defined ending date, whereas Advisory Committees serve for longer periods of time and routinely provide recommendations on a broader range of subject-matters pertinent and of interest to the municipality at the time.

The Civic Awards Committee has been in existence in the Town of Cobourg for approximately eighteen (18) years in the capacity of an Ad Hoc Committee with a mandate to oversee the annual awards program that recognizes outstanding contributions and achievements in the town.

6.0 ANALYSIS

Citizen award programs at all levels of government usually rely on citizen-based groups to carry out the review of nominations and to recommend award recipients for approval. This report recommends an Advisory Committee mechanism to support Council in making recipient selections with the proposed framework to govern the Committee as outlined in Appendix 'I' of the report. Through converting the existing Community Civic Awards Committee into a long-standing Advisory Committee, the Town will be keeping with its policies, procedures and by-laws of reserving the designation of Ad Hoc Committees for Committees created by Council with defined ending dates.

The proposed Terms of Reference for the Civic Awards Advisory Committee were developed from its former Terms of Reference currently provided in Schedule 'E' – 1 of the Terms of Reference By-law (008-2019).

In support of the creation of a Civic Awards Advisory Committee, the Legislative Services Department has also created a comprehensive Standards and Procedures Manual (Appendix 'II') to establish the criteria, guidelines and procedures of the Town of Cobourg's Civic Awards Program.

This Manual has replaced a significant amount of content that was formally included in the Civic Awards Ad Hoc Committee's Terms of Reference. The reason being was to reserve the proposed Advisory Committee's Terms of Reference for information specific to the administration and governance of the Advisory Committee and not to that of the Civic Awards Program. Through doing so, it will allow the proposed Terms of Reference for the Civic Awards Advisory Committee to remain relevant, applicable and up-to-date, even as the Civic Awards Program may develop and alter in its forthcoming years.

However, acknowledging that the proposed Civic Awards Advisory Committee's mandate is centralized on the Civic Awards Program, the Legislative Services Department has proposed in the Terms of Reference that the Advisory Committee be responsible to make recommendations on the development and/or revision of the Civic Awards Program – Standards and Procedures Manual. It is the Legislative Services Department's intent that the proposed Advisory Committee take this responsibility liberally to regularly and proactively suggest improvements on the Civic Awards Program to Council.

In doing so, it equally provides the proposed Advisory Committee the capability to make recommendations to Council on its scope of duties, as other Advisory Committees currently do through their Annual Report.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

This Report does not have a financial or Budget Impact. The proposed Civic Awards Advisory Committee will continue to raise sufficient funds each year through sponsorships of the event to cover its associated costs. Any annual surplus is placed in a Special Holdings account in case of a future deficit.

8.0 CONCLUSION

It is recommended that a new Civic Awards Advisory Committee be established for the Town of Cobourg to reflect and solidify the town's long-term commitment to continue facilitating the awards program that provides a tangible way to recognize citizen contributions to civic life and to publicly acknowledge individuals who, through outstanding achievements, make the town a better place to live.

9.0 POLICIES/BY-LAWS AFFECTING THE PROPOSAL

By-law No. 008-2019 – Terms of Reference By-law

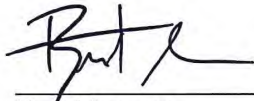
10.0 COMMUNICATION RESULTS

Legislative Services Department
55 King Street West, Cobourg ON K9A 2M2
Telephone: (905) 372-4301
E-Mail: clerk@cobourg.ca

11.0 ATTACHMENTS

- Civic Awards Advisory Committee Terms of Reference (Appendix 'I')
- Town of Cobourg's Civic Awards Program – Standards and Procedures Manual (Appendix 'II')

12.0 AUTHORIZATION ACKNOWLEDGMENT



Brent Larmer
Municipal Clerk/
Manager of Legislative Services



Ian Davey
Treasurer/
Director of Corporate Services



Civic Awards Advisory Committee Terms of Reference

1.0 Authority

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes. The Town of Cobourg Municipal Council has deemed it advisable to establish a Civic Awards Advisory Committee.

In accordance with the Procedural By-law, the Civic Awards Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Duties

The purpose of the Civic Awards Advisory Committee is to oversee the annual Civic Awards Program that recognizes outstanding contributions and achievements in the Town of Cobourg. Its mandate shall be to:

- To provide advice to Council on the overarching framework of the Civic Awards Program;
- Proactively promote the Civic Awards Program;
- Recommend to Council a list of recipients for the annual awards;
- Preserve the integrity of the Civic Awards Program and ensure awards are recommended in a fair and consistent manner;
- Collaborate with Municipal Staff and Council in the planning and execution of Civic Awards Ceremonies.

To accomplish its mandate, the Civic Awards Advisory Committee shall be responsible for the following duties:

- Solicit nominees for civic award recognition;
- Collect and review all eligible nominations for awards submitted as part of the Civic Awards Program;
- Establish and oversee Sub-Committees to deal with special matters coming within the scope and jurisdiction of the Civic Awards Advisory Committee;
- Keep all nominees and selections confidential until such time that they are announced publicly;
- Manage and track all award recipients and their nominations;
- Create, manage and revise the Nomination Form to reflect current procedures of the Civic Awards Program;
- Make recommended updates to Council on the Town of Cobourg's Civic Awards Program – Standards and Procedures Manual, as needed, and to clarify and develop program category objectives and selection processes and to consider any additional award categories to the Program;

- Explore opportunities for sponsorships and partnerships to support the Civic Awards Program; and
- Other related Civic Award Program matters as referred to the Committee by Council.

3.0 Composition and Term of Appointments

The Civic Awards Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and the Mayor, as the Council representative.

Each voting member of the Civic Awards Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the Town of Cobourg. The members of the Committee shall work together to fulfill the mandate and duties of this Advisory Committee.

Citizen Members appointed by Council shall be appointed for a maximum term of four (4) years with the option of Council to appoint any citizen member for a further two (2) year term upon reapplication to the Committee.

Appointments of citizen Members to the Committee will be made by Council in the year directly following a municipal election to ensure continuity in the planning for the Civic Awards Program. All citizen member terms, regardless of when the appointment was made, shall expire on July 1st of every year following a municipal election.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

4.0 Reporting Structure

The Civic Awards Advisory Committee is an Advisory Committee of Council and shall report to the Municipal Council.

The Civic Awards Advisory Committee may make recommendations to the Municipal Council on all relevant business presented before it. Recommendations by the Committee are considered advice to Council only and any related recommendations must be approved by the Municipal Council before any action is taken unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

The Civic Awards Advisory Committee shall meet on an as required basis to be determined by the Committee.

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the *Municipal Act, 2001*, in which case the meeting may be closed.

The Civic Awards Advisory Committee may form Sub-Committees to deal with special matters coming within the scope and jurisdiction of the Civic Awards Advisory Committee, including a Selection Sub-Committee to consider all eligible nominations for award recipients.

All Sub-Committees created by the Civic Awards Advisory Committee must receive prior approval from Council and shall not be subject to the requirement of having three (3) Members of Civic Awards Advisory Committee in the composition of the Sub-Committee.

All Committee members of the Civic Awards Advisory Committee, or its designated Sub-Committees have a duty to carry out their prescribed responsibilities in a manner that preserves the integrity of the Civic Awards Program by ensuring that awards are recommended to Council in a fair and impartial manner. As such, members must not engage in any activities and/or in decision making concerning any matters where they have a direct or indirect personal or financial interest.

When a member has a perceived pecuniary and/or conflict of interest on a Nomination for an award, he or she shall refrain from any discussions and votes brought forward by the Committee to Council for the award in which conflict exist.

6.0 Resources

Secretarial support will be provided by the Mayor's Office to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes. The Events Coordinator of the Community Services Division will also act as a Staff Liaison to assist in the organization and execution of the annual Civic Awards Ceremony.

The Communications Manager will prepare an annual Communications Plan so that the Advisory Committee can work to program deadlines. Graphics, editing, printing and advertising services are provided through corporate communications, funded by the Civic Awards Advisory Committee's annual budget allocation.

Additional Municipal Staff shall provide advisory support to the Committee, including background information and technical advice, to assist it with its role when, in the opinion of the Municipal Director, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

APPENDIX 'II'



TOWN OF COBOURG'S CIVIC AWARDS PROGRAM – STANDARDS & PROCEDURES

RESOLUTION #000-19

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Town of Cobourg's Civic Award Program – Standards & Procedures

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1.0 PREAMBLE

The Town of Cobourg's Civic Awards Program was created to recognize volunteer achievements that have made a significant contribution to our community. This is done through hosting an Annual Awards Ceremony that honors the award finalists with a special award presentation generally hosted in the spring of every year.

The Civic Awards Advisory Committee is responsible to oversee the annual Civic Awards Program and reports directly to the Municipal Council of the Town of Cobourg on matters related to the Program.

2.0 PURPOSE

This document establishes the criteria, guidelines and procedures for the formal recognition of individuals and groups who have contributed to the betterment of the Town Cobourg through volunteer service to the community.

Its standards and procedures will assist members of the public to determine the right award category for their nominee and how to submit a nomination, while also setting a framework for the Civic Awards Advisory Committee to refer when providing oversight of the Program on behalf of the Municipal Council.

3.0 NOMINATION ELIBILITY

The Civic Awards Program is designed to recognize volunteer efforts, exceptional contributions and/or achievements in the Town of Cobourg. Individuals, groups or individuals within a group who willingly volunteers their time to benefit others are eligible for an award provided that they live in, operate a business in or volunteer within the boundaries of the Municipality.

Nominees must be volunteers. Any remuneration of any kind for the activity in which the person is involved will make a nomination void.

The Town of Cobourg's Civic Awards Program recognizes two (2) types of awards: Major and Distinguished Awards. For Major Awards, Nominators must ensure that the standard eligibility criteria of Nominees serving a minimum of five (5) years of volunteer service is met, unless noted otherwise in the eligibility criteria for the Award. Distinguished Awards will only require a demonstrated volunteer service of one (1) year.

All Nominations must satisfy the requirement(s) listed in the respective Award that they are nominating individual(s) or groups for. This information is found in Sections 6.0 and 7.0 of this document.

Nominees may be eligible to receive awards in more than one category, should each Nomination fulfil the criteria of the award category. Nominees may not receive awards in multiple categories for the same body of work.

Self-nominations will not be accepted. Nominations may be eligible for posthumous recognition provided the nomination submitted qualifies and meets award criteria in any of the available categories.

Members of the Civic Awards Committee may be eligible to receive a Civic Award during their term on the Advisory Committee if they have satisfied the requirements for the award in which they have been nominated, however, they are not eligible to receive an award for work done on the Civic Awards Advisory Committee while they are still active on the Advisory Committee.

4.0 NOMINATION PROCESS

To nominate an individual, group or individuals within a group for a civic award, Nominator's must complete the prescribed Civic Awards Nomination Form.

The Nomination Form shall be made publicly available in electronic and hard-copy formats and include information on where to submit the Nomination Form. If individuals are unable to complete the Nomination Form for reason of disability, accessible and alternate formats will be made available upon request to the Legislative Services Department.

The Nomination Form must specify if the nomination is for an individual, group, or individuals within a group, and must be completely and accurately filled out according to the requirements provided on the Form. If a nomination is not completed to the satisfaction of the Civic Awards Advisory Committee, the form may be disqualified, and the nomination be rejected.

Nominators should include enough information to give the Civic Awards Advisory Committee a general overview of the Nominee's character (or group name and particulars) and the impact of his/her or group volunteer service. If nominating individuals within a group, the Nominator is required to supply complete contact information, years of service and an explanation of impact for each individual member and submit the nomination as one package.

The Civic Awards Advisory Committee may only use the information provided in the nomination package to make an award recommendation to the Municipal Council for final approval. The Civic Awards Advisory Committee reserves the right to change a nomination to an alternative category if the criteria is met.

Civic Award Nominations may be submitted to the Advisory Committee any time prior to the deadline for submissions. Nomination submissions received past the advertised deadline will be disqualified.

5.0 SELECTION PROCESS

The Civic Awards Advisory Committee, or its designated Sub-Committee, will act as the Selection Committee to review all eligible Civic Award Nominations for the Program. The Selection Committee shall score all nominations according to a set criteria to be determined by the Selection Committee. These scores are tallied and provide an overall assessment for each Nomination.

If the Civic Awards Advisory Committee own its determination, or through the recommendation of the Selection Committee, determines that more than one (1) Nominee should be awarded a Major or Distinguished Award for a particular year, the Civic Awards Advisory Committee may recommend the appropriate number of recipients and supporting documentation for such Award(s) to the Municipal Council.

If a Selection Sub-Committee is established, the Committee shall first report its award recipient recommendations to the Civic Awards Advisory Committee directly who shall thereafter, provide the Municipal Council with the names of all recommended recipients eligible to receive awards, along with supporting documentation for their consideration and final approval.

Final consideration of dispensation of awards will be at the Municipal Council's discretion. Once an award has been approved by the Municipal Council and given to a Nominee at the Awards Ceremony, it may not be rescinded.

It shall be the responsibility of the Civic Awards Advisory Committee to ensure that each Major Award recipient receives the signature Hoselton statue award, Certificate of Honour and a Civic Award Pin, and that Distinguished Award recipients receive a Certificate of Honour and a Civic Awards Pin.

6.0 MAJOR AWARD CATEGORIES & CRITERIA

The Cobourg Civic Awards Program has the following eleven (11) Major Awards in which members of the public may nominate individual(s) or groups for:

- Angus & Bernice Read Volunteer Award;
- Arts & Culture Award;
- Bravery Award;
- Environmental Award;
- Heritage Award;
- Layton Dodge Athletic Award;
- Lloyd C. Stinson Award for Community Service;
- Mayor's Award of Distinction;
- Outstanding Seniors Award;
- Outstanding Youth Award; and
- Sportsmanship Award.

Angus & Bernice Read Volunteer Award

The Angus & Bernice Read Volunteer Award is presented to an individual whose volunteerism, leadership, commitment and actions have improved the quality of life for a large spectrum of the population in Cobourg. This individual will have a minimum of five (5) years of volunteer service.

The Civic Awards Advisory Committee in selecting the recipient for the Angus & Bernice Read Volunteer Award will consider the following criteria:

- Length of service – five (5) years or more;
- Diversity of service;
- Leadership;
- Their demonstration of civic mindedness;
- The benefits of their contributions to the Community; and
- Their service as a role model.

Additional Qualifications for the Angus & Bernice Read Volunteer Award include:

- Three (3) to five (5) letters of support which highlight the Nominee's achievements in the Award's category.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Arts & Culture Award

The Arts & Culture Award is presented to an individual or group who has accomplished outstanding achievement(s) in the Community within the fields of arts and culture.

The Civic Awards Advisory Committee in selecting the recipient for the Arts & Culture Award will consider the following criteria:

- Length of service – five (5) years or more;
- Their demonstration of civic mindedness;
- The benefits of their contributions to the Arts and Culture Community in the Town of Cobourg;
- Their service as a role model;
- Diversity of service; and
- Leadership.

Additional Qualifications for the Arts & Culture Award include:

- Three (3) to five (5) letters of support which highlight the Nominee's achievements in the Award's category.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Bravery Award

The Bravery Award is presented to an individual who has displayed courage and heroism, beyond the call of duty, in the face of danger in order to save others from harm. This Award will be given out when circumstances dictate, at the discretion of the Civic Awards Advisory Committee, and with the approval of the Municipal Council.

The Civic Awards Advisory Committee in selecting the recipient for the Bravery Award will consider the following criteria:

- Individuals of all ages who have displayed courage and heroism beyond the call of duty, in the face of danger in order to save others from harm; and
- The quality of previous recipients who have received the Bravery Award.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Environmental Award

The Environment Award is to be awarded to a person or group for outstanding leadership, inspiration, vision, innovation or action on behalf of environmental causes.

The Civic Awards Advisory Committee in selecting the recipient for the Environmental Award will consider the following criteria:

- Raised awareness for environmental issues (including media coverage);
- Provided a benefit to the environment through increased conservation, through restoration of natural habitat, in the use of environmentally sound practices in construction or operations; and
- A local fundraising campaign to benefit a local environmental project.

Previous Recipients of this Award will be eligible for consideration if:

- Their achievement is in a different area for which they were previously nominated;
- Five (5) years have passed since their last award for the same achievement; or
- If in the same category, they have significantly exceeded their previous achievement.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Heritage Award

The Heritage Award is presented to an individual or group who has demonstrated an outstanding contribution to the conservation and/or promotion of the Town's cultural heritage resources.

The Civic Awards Advisory Committee in selecting the recipient for the Heritage Award will consider the following criteria:

- Their leadership in teaching, encouraging, and engaging the public in significant Heritage projects.

Previous Recipients of this Award will be eligible for consideration if:

- Their achievement is in a different area for which they were previously nominated;
- Five (5) years have passed since their last award for the same achievement; or
- If in the same category, they have significantly exceeded their previous achievement.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Layton Dodge Athletic Award

The Layton Dodge Athletic Award is presented to an athlete, who has contributed to Cobourg's athletic community in terms of ability, sportsmanship, participation and leadership.

The Civic Awards Advisory Committee in selecting the recipient for the Layton Dodge Athletic Award will consider the following criteria:

- The Nominee has been chosen to represent Ontario in a national competition;
- The Nominee has been chosen to represent Canada in an international competition; and/or
- The Nominee has placed first, second or third in a National or Provincial Championship.

Given the level of achievement, previous year's award recipients may be eligible for consideration.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Lloyd C. Stinson Memorial Award for Community Service

The Lloyd C. Stinson Memorial Award for Community Service is presented to an individual who has performed outstanding charitable works to those in need, the aged, youth or those living with disabilities.

The Civic Awards Advisory Committee in selecting the recipient for the Lloyd C. Stinson Memorial Award for Community Service will consider the following criteria:

- Length of service – five (5) years or more;
- The benefits of contributions to the needy, aged, youth or those living with disabilities;
- Diversity of service; and
- Leadership.

Previous Recipients of this Award will be eligible for consideration if:

- Their achievement is in a different area for which they were previously nominated;
- Five (5) years have passed since their last award for the same achievement; or
- If in the same category, they have significantly exceeded their previous achievement.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Mayor's Award of Distinction

The Mayor's Award of Distinction is presented to an individual or group who has made outstanding volunteer contributions in the Community.

The Mayor in selecting the recipient for the Mayor's Award of Distinction will consider the following criteria:

- Length of service – five (5) years or more;
- The benefits of their contributions to the community;
- Diversity of service; and
- Leadership.

Previous Recipients of this Award will be eligible for consideration if:

- Achievement is in a different area for which they previously nominated;
- Five (5) years have passed since their last award for the same achievement; or
- If in the same category, they have significantly exceeded their previous achievement.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Outstanding Seniors Award

The Outstanding Seniors Award is presented to an individual who has made an outstanding volunteer contribution to the community and who is a minimum of sixty-five (65) years of age as of December 31st of the year of Nomination.

The Civic Awards Advisory Committee in selecting the recipient for the Outstanding Seniors Award will consider the following criteria:

- Length of service – five (5) years or more;
- The benefits of their contributions to the community;
- Diversity of service; and
- Leadership.

Previous Recipients of this Award will be eligible for consideration if:

- Achievement is in a different area for which they previously nominated;
- Five (5) years have passed since their last award for the same achievement; or
- If in the same category, they have significantly exceeded their previous achievement.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Outstanding Youth Award

The Outstanding Youth Award is presented to an individual who has made an outstanding volunteer contribution to the community and who is nineteen (19) years of age or younger as of December 31st of the year of Nomination.

The Civic Awards Advisory Committee in selecting the recipient for the Outstanding Youth Award will consider the following criteria:

- Length of service – five (5) years or more;
- The benefits of their contributions to the community;
- Diversity of service; and
- Leadership.

Previous Recipients of this Award will be eligible for consideration if:

- Achievement is in a different area for which they previously nominated;
- Five (5) years have passed since their last award for the same achievement; or

- If in the same category, they have significantly exceeded their previous achievement.

This award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

Sportsmanship Award

The Sportsmanship Award is presented to a coach, official or sports organizer who has shown outstanding leadership in contribution to Cobourg's sports and recreation community.

The Civic Awards Advisory Committee in selecting the recipient for the Sportsmanship Award will consider the following criteria:

- Nominee demonstrates leadership in teaching, encouraging, and engaging their team members in their sport; and
- Through their mentorship and teaching, has succeeded in taking their team to a Provincial, National or International Championship.

Given the level of achievement, previous year's Award Recipients may be eligible for consideration.

This Award shall only be given when warranted in the opinion of the Civic Award Advisory Committee and with the approval of the Municipal Council.

7.0 DISTINGUISHED AWARD CATEGORIES & CRITERIA

The Cobourg Civic Awards Program has the following seven (7) Distinguished Awards in which members of the public may nominate individual(s) or groups for:

- Arts & Culture;
- Athletics;
- Accessibility;
- Community Service;
- Environment;
- Education & Technology; and
- Heritage.

The Civic Awards Advisory Committee in selecting recipients for Distinguished Awards will consider the following criteria:

- Length of service – at least one (1) year;
- The benefits of their contributions to the Community;
- Diversity of service; and
- Leadership.

Previous Recipients of Distinguished Awards will be eligible for consideration if:


- Achievement is in a different area for which they previously nominated;
- Five (5) years have passed since their last award for the same achievement; or
- If in the same category, they have significantly exceeded their previous achievement.

8.0 PERSONAL INFORMATION

Personal information that is submitted to the Civic Awards Program is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act to determine the Nominee's eligibility for Awards. Submissions of Nomination Forms and supporting material will be retained by the Town of Cobourg for the period of time prescribed in the Municipality's Retention Schedule.

Information contained in Nomination Forms will be shared with Members of the Civic Awards Advisory Committee and its designated Sub-Committee(s) for the purposes of evaluating Nominations and to make an appropriate selection of award recipients.

Questions regarding the collection, use and disclosure of personal information submitted as part of the Nomination Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at clerk@cobourg.ca.

	PLANNING & DEVELOPMENT DEPARTMENT MEMORANDUM
	PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MOTION
TO:	Mayor and Members of Council
FROM:	Adriane Miller, Secretary
DATE OF MEETING	August 27, 2019
SUBJECT:	900 Division Street – File (Z-04-19)

At a regular meeting for the Planning and Development Advisory Committee held on August 27, 2019, the following motion was moved by Member K. Nairn as amended:

THAT Council be advised that the Planning & Development Advisory Committee (PDAC) has duly considered the application by Kevin M. Duguay, MCIP, RPP on behalf of Landrich Investments Inc. for approval of an amendment to the Cobourg Zoning By-law for the 2.72 ha (6.72 ac) area of land located at 900 Division Street/9 Elgin Street East, to permit a 665 m² medical clinic use consisting of eight (8) medical practitioners in part of the existing easterly building on the property, referred to as 9 Elgin Street East, and to permit the extension of the existing parking lot into the 'Restricted Use Area' located at the intersection of Division Street and Elgin Street and as identified in the existing DC-22 Zone regulations,


FURTHER THAT the following items be considered at the Site Plan Amendment Stage:

- i) A requirement for a traffic impact brief and review of onsite controls for pedestrian and vehicular traffic
- ii) Reserve implementation of the additional required parking spots to a future time when determined needed by the Municipality

AND FURTHER THAT the Planning and Development Advisory Committee endorses the comments and recommendations of the Planning Report.

CARRIED

Adriane Miller, Secretary
Planning and Development Advisory Committee

	THE CORPORATION OF THE TOWN OF COBOURG	
	PLANNING REPORT	
TO:	Planning & Development Advisory Committee	
FROM:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	August 27 th , 2019.	
REPORT TITLE/SUBJECT:	Application for Approval of a Zoning By-law Amendment - 900 Division Street/9 Elgin Street East Kevin M. Duguay Community Planning and Consulting Inc. / Landrich Investments Inc.	
DATE OF REPORT:	August 20 th , 2019.	Z-04-19

1.0 **STRATEGIC PLAN**

N/A.

2.0 **RECOMMENDATION**

That Council be advised that the Planning & Development Advisory Committee (PDAC) has duly considered the application by Kevin M. Duguay, MCIP, RPP on behalf of Landrich Investments Inc. for approval of an amendment to the Cobourg Zoning By-law for the 2.72 ha (6.72 ac) area of land located at 900 Division Street/9 Elgin Street East to permit a 665 m² medical clinic use consisting of eight (8) medical practitioners in part of the existing easterly building on the property, referred to as 9 Elgin Street East, and to permit the extension of the existing parking lot into the 'Restricted Use Area' located at the intersection of Division Street and Elgin Street and as identified in the existing DC-22 Zone regulations, and further that the PDAC endorses the comments of the Planning Report.

3.0 **PUBLIC ENGAGEMENT**

Sections 34 (10.4), (12) and (13) of the Planning Act, RSO 1990, c.P.13, as amended and Section 9.15 of the Official Plan prescribe statutory public notice requirements for a complete Zoning By-law amendment application, and for the scheduling of a public meeting.

Notice of a complete Zoning By-law amendment application and notice of a public meeting can be provided together. The Municipality is required to give notice by either:

- a) publication in a newspaper that is of sufficient circulation in the area which the application applies; or
- b) personal or ordinary service mail to every land owner within 120 metres of the subject land, and by posting a notice, clearly visible from a public highway or other place the public has access on the subject land, or a location chosen by the municipality.

The Municipality published the Notice of Complete Application and Public Meeting in the Northumberland News on June 6th, 2019 to satisfy the requirements of the Planning Act and, although not required under the legislation, distributed the Notice to every land owner within 120 m of the Subject Lands and posted the Notice on the Town of Cobourg Website as added measures. Thus, the Municipality has complied with the notice requirements prescribed by the Official Plan and Planning Act.

4.0 ORIGIN

An application for approval of an amendment to the Cobourg Comprehensive Zoning By-law No. 85-2003 was submitted by Kevin M. Duguay, MCIP, RPP of Kevin M. Duguay Community Planning and Consulting Inc. on behalf of Landrich Investments Inc. in April of 2019 to permit a 665 m² medical clinic use consisting of eight (8) medical practitioners in part of the existing easterly building located at 900 Division Street (referred to as 9 Elgin Street East), and to permit the extension of the existing parking lot into the 'Restricted Use Area' located at the intersection of Division Street and Elgin Street (refer to **Schedule "A"** for a location map).

At its meeting held on May 21st, 2019, Council moved that the application be received and referred to the Planning Department for a report, and further directed that the Public Meeting be scheduled. On June 6, 2019 a Notice of Complete Application and Public Meeting was sent out to the public and external agencies. In accordance with the Planning Act, if Council has not made a decision within 150 days in the case of a Zoning By-law Amendment the applicant may appeal the application to the Local Planning Appeal Tribunal (LPAT). The Public Meeting has been scheduled for September 3rd, 2019 at 5:00 pm.

5.0 BACKGROUND

5.1 Owner

Landrich Investments Inc. (Paul Richards, Representative)

5.2 Applicant/Agent

Kevin M. Duguay, MCIP, RPP, of Kevin M. Duguay Community Planning & Consulting Inc.

5.3 Property Address

900 Division Street (easterly building on the subject property is referred to as 9 Elgin Street East) -- refer to **Schedule "A"** for a location map.

5.4 Existing Land Uses

The subject property at 900 Division Street/9 Elgin Street East currently contains two, single storey commercial plaza buildings with associated parking, landscaping and loading area: a 2,474 m² service commercial plaza building (on the eastern side of the property) plus a previously existing 2,607 m² service commercial plaza building on the west side of the property abutting Division Street. The 2,607 m² westerly building historically improving the property, currently contains restaurant, dentist, flooring, paint supply, pool/spa supply, financial, and automotive parts businesses. The second, 2,474 m² easterly building (referred to as 9 Elgin Street East) was approved in 2004, and currently contains chiropractic, florist, nutrition, automotive, employment service, and drug mart businesses.

The easterly portion of the subject property is located in an Environmental Constraint Zone, and therefore remains vacant, as open green space.

5.5 Surrounding Land Uses

The land uses in the general vicinity of the subject property generally consist of other commercial and business park uses north, west and south. Immediately to the south is a similar business park plaza consisting of several businesses. To the north, is the Dairy Queen restaurant. To the west are car dealerships. East of the subject property is a vacant parcel of land, partially zoned to permit Business Park related uses.

5.6 Proposal

The proposal involves the internal renovation and occupation of an existing vacant commercial unit within the easterly building on the subject property (referred to as 9 Elgin Street East), with a 665m² eight (8) practitioner medical clinic. The proposal also considers the extension of the existing parking lot into the 'Restricted Use Area' located at the intersection of Division Street and Elgin Street and as identified in the existing DC-22 Zone regulations (refer to **Schedule "B" – Concept Plan**).

The site is located within "Mixed-Use Area" and "Environmental Constraint Area" designations in the Official Plan (2017). The Mixed Use Area designation permits institutional uses.

The subject property is presently zoned "District Commercial Exception 22 (DC-22) Zone" and "Environment Constraint (EC) Zone" in the Comprehensive Zoning By-law 85-2003. The two existing buildings are located in the DC-22 Zone, and generally, the most easterly portion of the property consisting of open greenspace, as well as a portion

of the existing parking lot area is located in the EC Zone. The DC-22 Zone, presently permits clinic uses, but does not permit *medical* clinic uses, the latter of which are distinguished in the Zoning By-law as a use where four (4) or more medical practitioners provide diagnosis and treatment to the general public without overnight accommodation (in other words, “medical clinics” typically involve larger institutional clinic operations with greater staffing and patient needs). Additionally, the DC-22 Zone includes a site specific regulation which restricts the use of the area of land immediately adjacent to the intersection of Division Street and Elgin Street for building area and/or landscaped open space purposes only. Therefore, in order to permit the proposed use consisting of eight (8) medical practitioners, and the accompanying expansion to the existing parking lot into the defined Restricted Use Area, a site-specific Zoning By-law Amendment is required.

The supporting planning reports submitted by the applicant have been appended to this Report as follows:

- **Appendix I** – *Planning Justification Report, Kevin M. Duguay Community Planning & Consulting Inc., dated April, 2019.*
- **Appendix II** – *Concept Floor Plans, O’Connell Store Fixtures, dated October, 2018.*

The following drawings also form part of this Planning Report:

- **Schedule “A”** – *Location Map*
- **Schedule “B”** – *Concept Site Plan (Parking Area Expansion)*
- **Schedule “C”** – *Site Area Photographs*

The following reports were also submitted as part of the application, but not included in this Report:

- *Stormwater Management Brief, Dobri Engineering Ltd., dated April 2019*
- *Preliminary Site Grading Plan, Dobri Engineering Ltd., dated April 2019*
- *Site Servicing and Grading Plan, The Kingslake Group, dated September, 2004.*

The above reports and plans are available for viewing upon request during regular business hours in the Planning Department office, 55 King Street West, Cobourg.

6.0 ANALYSIS

In considering the subject application, an understanding of the applicable provincial legislation and local policies is beneficial when reviewing applications for approval of amendments to the Zoning By-law. Kevin M. Duguay’s Planning Justification Report (the “KMD Planning Report”) provides a detailed overview of relevant provincial and local policies, guidelines and standards and offer opinions relating to conformity.

It is not the intent of this Preliminary Planning Report to duplicate the planning review and analysis provided by the KMD Planning Report, however the following sections provide a general 'high-level' summary of relevant background and commentary from a municipal planning staff perspective and are intended to complement and be read in conjunction with the submission from the applicant.

6.1 Planning Act, RSO 1990, c.P. 13, as amended

In accordance with the approval process of the Planning Act, the requirements for considering an application for Zoning By-law amendments include public notification, convening a Public Meeting, and awaiting an appeal period.

As referenced above, the Municipality shall have regard to matters of Provincial interest under Section 2 of the Act, which are encapsulated in the Provincial Policy Statement (PPS), 2014 and Provincial Plans, such as the Place To Grow Growth Plan for the Greater Golden Horseshoe (the "Growth Plan"), 2019. In general, matters of Provincial interest include such applicable matters as: the protection of ecological systems and natural features; adequate provision and efficient use of infrastructure; orderly development of safe, healthy and complete communities; adequate provision of a full range of housing, including affordable housing; accessibility for persons with disabilities; the protection of public health and safety; appropriate locations for growth and development; the promotion of sustainable development; the use of pedestrian-friendly designs; and development which is transit supportive.

DISCUSSION

The proposal to make use of a vacant unit within an existing, serviced building, on a commercial property within close proximity to two regular municipal transit stops demonstrates an efficient utilization of existing infrastructure and, therefore, minimizes the unnecessary consumption of land. The proposal to permit a medical clinic at this location will ensure that the practice of eight (8) medical practitioners is accessible to the community by municipal transit, and is well-positioned within the built-up area of the municipality, convenient to other services and businesses.

The KMD Planning Report acknowledges the additional parking demand proposed for the existing site, and therefore proposes the addition of thirty-four (34) new parking spaces to accommodate the required parking for the proposed use, and ensure that existing businesses on the subject property are unencumbered by the proposed use. Additionally, the proposed parking area improvements will remain outside of the larger Environmental Constraint (EC) zoned area along the eastern edge of the property, appropriately mitigating on-site land use conflicts relating to the need to protect ecological systems and resources.

In my opinion, the proposed amendment has appropriate regard to matters of Provincial interest under Sections 2 and 34 of the Planning Act.

6.2 Provincial Policy Statement (PPS), 2014 & A Place To Grow Growth Plan for the Greater Golden Horseshoe, 2019

The Planning Act requires that the Council of a local Municipality shall be consistent with the Provincial Policy Statement (PPS) and shall ensure that applications such as a Zoning By-law Amendment conforms to the A Place To Grow Growth Plan, 2019 (the “Growth Plan”). The PPS was issued by the Ministry of Municipal Affairs and Housing under the Planning Act in 2014 and the Growth Plan was updated and re-issued by the Ministry of Municipal Affairs – Ontario Growth Secretariat and approved by the Ontario Legislature under the Places To Grow Act on May 16, 2019.

The primary directives of these provincial policy documents include such issues as:

- fostering the development of complete communities which are strong, sustainable, liveable, healthy and vibrant;
- promoting efficient, cost-effective and transit-supportive land use and development patterns to minimize land consumption and servicing costs and support active transportation;
- facilitating intensification, redevelopment and compact built form;
- directing growth and development to urban settlement areas with full municipal services;
- improving accessibility for persons with disabilities and older persons;
- preventing new development from location within natural hazards;
- protecting public health and safety; and,
- encouraging the proper use and management of significant natural and cultural resources;

DISCUSSION

The KMD Planning Report acknowledges the policies of the PPS and the former approved Growth Plan for the Greater Golden Horseshoe Area 2017 (which was in effect at the date of submission) and confirms that the proposal is consistent with provincial policies. The report specifically cites that the proposal contributes to a liveable, healthy, complete community, and supports efficient, cost-effective development patterns which make use of existing infrastructure, and minimizes land consumption.

Overall, the findings of the KMD Planning Report are supported by Planning staff. The changes to the Growth Plan which occurred between the date of the application

submission and writing of this Planning Report do not impact the findings of the KMD Planning Report.

With respect to the direction to provide transit-supportive land use patterns, the Subject Property is located immediate adjacent to an existing Municipal Transit route stop, and within close proximity to a second Municipal Transit route stop (located approximately one block south). The property is situated at the intersection of two municipally maintained arterial streets, improved with a multi-use path along its Division Street and Elgin Street frontages. Thus, the proposal to provide a community use such as a medical clinic in this location will support transit and active transportation methods.

Additionally, with respect the Provincial directive to improve accessibility for persons with disabilities and older persons, the interior renovation required to the existing commercial unit will trigger the accessibility requirements within the Ontario Building Code, as amended. The accessibility requirements within the Ontario Building Code will ensure that interior improvements relating to accessibility are completed.

Furthermore, from a more technical perspective, the KMD Planning Report has acknowledged that twenty-four (24) additional on-site parking spaces are required for the proposed use, and thirty-four (34) parking spaces are proposed. See **Schedule "B" – Concept Plan**. The proposed additional parking will bring the total parking to 258 (including nine [9] existing barrier free spaces). Based on the current, approved Zoning By-law #85-2003, seven (7) barrier free parking spaces are required on a site with 200-300 parking spaces; therefore, the site is currently providing beyond the minimum standard with regard to the provision of accessible parking. Opportunities for enhanced site accessibility, including improved signage, space demarcation, circulation, and other similar improvements will be considered in later, more technical review stages of the development proposal via Site Plan Approval and an amendment to the existing Development Agreement. The Site Plan Amendment application and will require the review of the Accessibility Advisory Committee and the approval of Council.

Based on the above discussion, it is my opinion that the application for Zoning By-law amendment is consistent with and conforms to matters of Provincial interest as reflected in the PPS and Growth Plan.

6.3 County of Northumberland Official Plan 2014

The County of Northumberland Official Plan (the "County OP") was approved by the Ministry of Municipal Affairs and Housing on July 29, 2015 and further approved by the Ontario Municipal Board on November 23, 2016. The purpose of the County OP is to:

- Establish a broad, upper tier policy framework intended to guide local municipalities in the preparation of their Official Plans, Official Plan Amendments and zoning by-laws;

- Implement the PPS and Growth Plan at the County level; and,
- Establish a framework for coordination and cooperation amongst local municipalities and the County on planning and development issues that cross municipal boundaries.

The County OP is not intended to duplicate the policies of local Official Plans, and recognizes certain land use planning responsibilities that are vested with local municipalities. Accordingly, the County OP provides over-arching guidance necessary to formulate detailed strategies, policies and land use designations at the local level. Thus, the land use designations and policies in the Cobourg OP essentially remain intact, but would need to be monitored and regularly updated to ensure conformity with the County OP.

In general, the County OP encourages each of the six (6) urban areas in the County to become complete communities, including the provision of convenient access to an appropriate mix of jobs, local services, a full range of housing, and community infrastructure including affordable housing, schools, health, transit, recreation and open space for their residents. From this perspective, it is the objective of the County OP to:

- Protect, enhance and maintain existing urban areas as diverse, livable, safe, thriving and attractive communities;
- Promote the efficient use of land and infrastructure by directing most development to urban areas where full services are available;
- Encourage a range of complementary and compatible land uses in residential areas, including community facilities, schools, small-scale commercial uses and recreational open space areas;
- Provide opportunities for a diversified economic base, including an appropriate mix of employment and institutional uses to meet long term needs;
- Establish an integrated transportation system that safely and efficiently accommodates various modes of transportation including public transit, cycling and walking;
- Encourage a high standard of urban design;

DISCUSSION

The County OP designates the subject property as “Urban Area”. Urban areas are to be the focus of growth in the County and their vitality and regeneration shall be promoted (Sec. B1).

The subject lands are located within the Built Boundary, and designated “Urban Area”, in the County Official Plan. The County OP aims to focus growth in Urban Areas, and to support the establishment of complete communities. The subject site is also located within the defined built, serviced boundary of the Cobourg settlement area as outlined in the Growth Plan and Schedule “A” Land Use Plan of the Cobourg Official Plan.

The proposal for a medical clinic that is well positioned within the built boundary of the municipality will support County policies to provide community services as part of a complete community.

Based on a review of the applicable policies of the County Official Plan, it is my opinion that the proposal conforms to the County OP.

6.4 Town of Cobourg Official Plan, 2017

The Official Plan is a broad policy document that establishes an overall planning framework or vision for the community, including policies for maintaining and enhancing the existing community structure and for managing change, and for guiding the municipality in implementing the planning process to respond to change through a variety of mechanisms and approaches.

The subject lands are located within the *Mixed Use Area* and *Environmental Constraint Area* designations.

Section 3.9 of the Official Plan describes Mixed Use Areas as existing commercial areas which are oriented to the service of vehicular traffic and require direct access to arterial roads and the exposure afforded by such a location. The designation is designed to recognize those existing uses, while providing for the transition of these areas to a mixed use development form by encouraging the introduction of a range of additional compatible non-commercial uses to intensify and enhance the use of these areas which are generally located at major entrances to the community.

Permitted uses include, commercial (other than those prohibited in Section 3.9.3), institutional; light industrial within an enclosed building; office, and residential (subject to the policies of Section 3.9.4.3 or as secondary uses in a commercial building).

Section 3.11 of the Official Plan describes the Environmental Constraint Area are including those lands which have inherent environmental hazards, are environmentally sensitive or which have a role in the protection of the natural environment. The eastern-most section of the subject property is located within a floodplain area and is presently comprised of mixed vegetation, some of which is quite mature. The limits of the Environmental Constraint Area designation over the property reflect the most recent floodplain mapping available to the Municipality.

The site was developed historically with the most westerly building, and later, in 2004, the development of the easterly building and associated parking area was approved. Measures were taken to conserve the eastern portion of the property as open, vegetated space and minimize encroachment into the floodplain and sensitive open space area. See **Schedule “C” – Site Area Photographs**.

DISCUSSION

The KMD Planning Report provides an overview of the proposal relative to the applicable policies of the Official Plan. Planning staff has reviewed the KMD Report and generally concurs with the analysis and conclusions therein. The following provides a brief summary of key policies of the Plan and commentary by Planning staff to complement the findings of the KMD Planning Report.

The proposed medical clinic would be considered an institutional use, and therefore, is a permitted use in relation to the policies of the Mixed Use Area designation.

With respect to the Environmental Constraint Area designation, also partially applicable to the subject property, it is understood that the proposal relates to an already developed commercial site. Limited external changes are proposed to the subject property, however, and the expert authority being the Ganaraska Region Conservation Authority (GRCA) in this case, has not expressed any objections to the proposal on a land use basis. However, given that the property is located within an area regulated by the GRCA, a permit from the Authority is required for the work as proposed. The GRCA permit approval process will protect against adverse impacts relating to the floodplain area that the Environmental Constraint Area designation illustrates.

Urban Design, Sustainability and Land Use:

The Cobourg Official Plan contains a number of references to sustainable community design, including the Vision, Section 2.7 – Community Design Principles, Section 4.0 Greenlands System, Section 4.8 – Sustainability Strategy, and Section 5.0 Community Design & Improvement (to name a few).

The Sustainability Strategy of the Official Plan encourages the creation of a “*culture of conservation*” which reflects the principle of sustainable development – “*development that meets the needs of the present without compromising the ability of future generations to meet their own needs*”. The policies contained within the Strategy, and the supporting guidelines of the Town’s Urban & Landscape Design Guidelines, are aimed at encouraging development which is based on this principle and set the framework for the creation of an Integrated Community Sustainability Plan (ICSP). In particular, the Town shall encourage development designed to:

- i) reduce the consumption of energy, land and other non-renewable resources including support for energy efficient building and opportunities for co-generation;

- ii) minimize the waste of materials, water and other limited resources;
- iii) create livable, healthy and productive environments;
- iv) reduce greenhouse gases; and,
- v) enhance biodiversity, ecological function, and the natural heritage system, including the provision of wildlife habitat and linkages.

From a community design perspective, the Town's Official Plan and Urban and Landscape Design Guidelines (ULDG) generally direct that new development shall reflect the transitional context of the street and create high quality streetscapes, with buildings oriented to the roadways to create a strong street edge and a more urban feel, and an integrated pedestrian network for convenient, safe travel between/within the public and private realm. New development should take into account sustainable site design standards, such as environmental and energy efficient building design features, porous surface treatments and other low impact development stormwater systems, and 'smart' landscaping (xeriscaping).

Section 3.9.5.1 of the Official Plan also provides special provisions for 900 Division Street. In addition to Section 5, Community Design and Improvement, the Cobourg Gateway Design Guidelines, and the site plan review provisions of the Planning Act, new development at 900 Division Street/9 Elgin Street East should reflect the following design guidelines:

i) Streetscape

- a) A substantial landscape buffer adjacent to parking areas should be provided along the streetline of Division Street and Elgin Street East, excluding the area of buildings and driveway crossings, in accordance with the applicable zoning provisions;
- b) Building mass shall be situated adjacent to the intersection to frame the street space and provide a sense of enclosure to the road in accordance with the applicable zoning provisions;
- c) Parking areas shall be designed to reduce their visual impact in accordance with the policies of Section 5.2.1.2 of this Plan. For those buildings located near the streetline, no parking will be permitted between the buildings and the street. Where no buildings are located adjacent to the streetline, enhanced site landscaping utilizing decorative screening, such as fences, walls, plant material and/or other innovative screening methods deemed appropriate by the Town, shall be required to buffer parking areas visible to the street;
- d) Service and open storage areas should be sited away from prominent views from public streets so as to minimize impacts. Alternative design options for locating such

facilities away from prominent views shall be explored, and only where not feasible shall these facilities be considered for view-sensitive locations. Innovative methods of decorative screening will be used for all service areas and open storage areas; and,

e) Signage should be designed as an integral part of the overall development, particularly the building and landscaping design, with consideration to the size, scale, design, colour and material used. Sign design and specifications shall be subject to the provisions of the Town's Sign By-law and approval under Site Plan Control.

ii) Pedestrian and Vehicular Connections

a) Direct and clearly defined pedestrian and vehicular connections which form an extension of the public transportation system shall be required through the site. These pedestrian and/or vehicular routes should provide for connections to all municipal streets and sidewalks; and to all buildings on the site.

In particular, one main pedestrian connection should be provided to each of the adjacent streets, and consideration should be given to secondary connections for improved pedestrian access within and around the development;

b) The Town will explore with the adjacent landowners opportunities for improved pedestrian connections from the site to the adjacent industrial/commercial area; and,

c) Principal pedestrian routes should be functionally separated from parking and driveway areas and should utilize a variety of surface materials, textures, colour, landscaping and changes in elevation. Street furniture such as benches, public telephones, waste receptacles, bicycle racks and pedestrian scale lighting should be provided along the main pedestrian routes, where appropriate.

iii) Building and Urban Design

The commercial area should have a high quality of urban and architectural design. The site and buildings should be designed to ensure that it is easy for visitors to orient themselves by ensuring that there are features which terminate vistas, frame views and clearly identify entrance and exit areas. In addition, the building design shall provide an attractive presence towards Elgin Street East and Division Street, including such elements as attractive architectural features, generous window areas along the applicable exposure(s), the use of outdoor activity areas (ie. patios), landscaping and other design elements intended to maximize positive interface between the uses.

iv) Environmental Constraint Area/Floodplain

The subject lands have areas with sensitive environmental features and floodplain limitations. As part of Site Plan Approval, the Town and/or Ganaraska Region Conservation Authority (GRCA) shall require the submission of detailed site design, engineering, stormwater management and/or landscape plans to ensure that there will be no adverse impacts on the Environmental Constraint Areas (ECA) and/or floodplain. Minor modifications to the ECA may occur upon review of the said

drawings and subject to written approval of the Town and GRCA without an amendment to this Plan.

v) Traffic Impact

Development proposals will be evaluated in accordance with Section 8 of the Official Plan, particularly Sections 8.3.1 xii) and 8.3.2 viii), as part of any Site Plan Control application.

vi) Gross Floor Area (GFA)

The maximum Gross Floor Area for a retail furniture/appliance warehouse use shall be 1,860 sq m (20,000 sq ft) and shall be included in the implementing Zoning By-law. Any additional GFA proposed for this use will be subject to an amendment to the Official Plan and Zoning By-law and evaluated in accordance with the provisions of the Official Plan.

vii) Site Plan Review

Review of Site Plan Control applications for development projects on these lands will be subject to the provisions of the Official Plan, this section and other applicable Town of Cobourg planning, building and engineering criteria.

DISCUSSION

The proposal will accommodate an eight (8) practitioner medical clinic use in a vacant unit of an existing building, which will most optimally make use of existing resources, infrastructure, and minimize the consumption of land. Additionally, the proposal will not trigger significant changes to the existing built development at 900 Division Street/9 Elgin Street East. The extent of the changes to the existing development relate mostly to proposed expansions to the existing parking area in three (3) areas on the subject property. Two (2) of the proposed parking expansion areas will be visible from the Division and Elgin Street East streetscapes, and the third area is at the rear of the building with additional parking.

The proposed expansion to the parking area will replace two existing landscaped areas with asphalt for parking. Based on the Stormwater Management Brief provided by Dobri Engineering Ltd. submitted with the application, the additional parking area will marginally increase the stormwater runoff on the site, however the existing stormwater management controls will provide the required surface storage volume and quality control.

Since the proposed medical clinic use will be accommodated in an existing building on the subject property. Most of the specific site design considerations discussed in the special provisions applicable to the subject property have already been taken into consideration in the original Site Plan Approval for the property in 2004. The proposal will not add new building area to the subject property, and will not change existing driveway arrangements from Division and Elgin Street East, or modify the primary internal vehicular and pedestrian routes for the property.

Overall, the proposal appears to meet the Urban Design, Sustainability and land use policies of the Official Plan as it considers a few, minor changes to an existing, approved and built development. The proposal will make use of existing, vacant commercial space within the Municipality, which is most sustainable from a land and resource conversation perspective.

The proposal to expand the parking area into the Restricted Use Area at the northwest corner of the property, and the landscaped parking island north of the existing easterly building, will modify the existing landscaped open space in these areas. Enhanced site landscaping utilizing decorative screening, plant material and/or other innovative (non-obstructive) screening methods deemed appropriate by the Town, should be investigated to buffer the expanded parking area at this high profile, gateway intersection. Details relating to landscaping improvements should be submitted with a Site Plan Amendment Application for the property, which will be subject to review and approval by the Town.

In summary, based on a review of the applicable policy framework and available background information, it is my opinion that the proposal conforms to the goals, policies and criteria of the Official Plan. In addition, the proposal satisfies the Town's community design objectives as reflected in the Official Plan and Urban and Landscape Design Guidelines.

6.5 Zoning By-law:

The 2.73 ha site located at Division Street and Elgin Street East is currently zoned "*District Commercial Exception 22 (DC-22) Zone*" and "*Environmental Constraint (EC) Zone*." The area located in the DC-22 Zone presently consists of two commercial buildings with associated driveways, parking areas and landscaped open space. The eastern portion of the property located in the EC Zone consists of vacant, open greenspace, which will not be altered as a result to the application for Zoning By-law amendment.

The DC-22 Zone currently permits clinic uses, but does not permit medical clinic uses. Medical clinic uses are distinguished from clinic uses by having four (4) or more practitioners providing diagnosis and treatment to the general public. Medical clinic uses are generally recognized within the Institutional Zone category, as they are more readily categorized with other larger public service, community facilities such as schools, hospitals, government offices, libraries and places of worship (all examples of other uses permitted in an Institutional Zone).

The DC-22 Zone also has a site specific regulation relating to the lands at the northwest corner of the subject property, having a minimum area of 275 m². The DC-22 Zone limits the use of this land area to building area and/or landscaped open space. The current proposal includes the removal of part of the existing landscaping and expanding the existing parking area into part of the defined Restricted Use Area. As indicated in

Section 6.4 above, careful design and care should be implemented at the Site Plan Approval stage to ensure that the positive appearance of this important gateway intersection is maintained.

From a parking perspective, this is an existing, approved built development, built in accordance with the current approved Zoning By-law parking standards for the existing commercial buildings. The site presently provides 224 parking spaces, including nine (9) barrier free parking spaces. Based on the current approved Zoning By-law, a medical clinic use consisting of eight (8) practitioners would require forty-eight (48) parking spaces (6 parking spaces per practitioner). A Parking Review was conducted in the KMD Planning Report, and it is the author's opinion that the provision of thirty-four additional parking spaces is reasonable to facilitate the proposed eight (8) practitioner medical clinic use.

DISCUSSION

The KMD Planning Report provides an overview of the zoning regulations applicable to the subject property. The Planning Department generally concurs with the findings of the report, and specifically, the analysis and conclusions relating to the parking requirement for the proposed use.

Although a medical clinic use is generally included in the Institutional Zone, based on my review of the application, there are no apparent land use conflicts with providing the proposed medical clinic use within this commercially zoned subject property, provided that any potential land use conflicts relating to site circulation and parking on the property are mitigated by appropriate site specific land use controls, and provided that the decision to include a medical clinic use as a permitted use in a commercial zone does not create a significant redundancy problem within the municipality for similar vacant medical clinic facilities already located in an Institutional Zone.

Based on the above discussion, the Planning Department concurs with the proposal in the KMD Planning Report that the medical clinic shall consist of a maximum of eight (8) practitioners, and have a maximum gross floor area of 665 m². Limitations to the number of practitioners and clinic size will control the extent of the use on the property, ensuring that other commercial businesses on the property are protected, and that the subject property remains a primarily commercial site.

It is Planning staff's understanding that the current facility and clinic space accommodating the eight (8) medical practitioners is no longer meeting their needs. It is also acknowledged that a medical arts building is planned and approved for the vacant lot presently forming part of the Northumberland Hills Hospital campus; however, the timing of the development of the medical arts building is unknown. The spokesperson for the proposed medical clinic has advised that its ultimate goal is to consolidate clinic operations within the new NHH Medical Arts Facility, however it is felt that a more imminent solution is required to accommodate the existing practices until this facility is developed.

Finally, it is understood that the Restricted Use Area, as defined by the DC-22 Zone was placed on the property to protect for a future building on the subject property and, in the meantime, permit only landscaped open space. There has been no expression of interest by the current Owner of the property to add a new building in this location, however the vacant, sodded area does provide some visual relief to the property from an urban design and landscape perspective. Based on my understanding of the current needs of the community, and the property's capacity to accommodate for those needs, it is reasonable in this case to lift the Restricted Use Area off this portion of the property for the purpose of providing the additional parking required for the proposed medical clinic use. As noted in previous sections of this report, as consideration to permitting the expanded parking area in the restricted area, it will be important to ensure that enhanced 'gateway' treatments, utilizing landscaping, decorative fence screening and/or other innovative (non-obstructive) screening methods deemed appropriate by the Town, are implemented to buffer the expanded parking area and maintain a high quality appearance at this prominent intersection. Details relating to landscaping improvements should be submitted with a Site Plan Amendment Application for the property, which will be subject to review and approval by the Town.

In summary, it is my opinion that the proposed amendment to the Zoning By-law is appropriate and represents good planning. The Zoning By-law amendment will permit eight (8) medical practitioners to utilize a suitable, existing space within the community to continue operating their individual practices. The proposed Zoning By-law amendment will appropriately respond to the current needs of the community in a way that makes efficient use of existing resources and infrastructure, and supports the use of transit and active transportation methods. The proposal does not appear to adversely impact the existing users or tenants of the subject property, as the use will be limited to ensure that any proposed future expansions to the medical clinic use in this location would require additional planning approval.

A Holding (H) Symbol is typically affixed to the implementing amendment to ensure that the property is subject to a Site Plan Amendment and that the Owner(s) enters into an amending Development Agreement with the Municipality and Lakefront Utility Services to finalize the details associated with the site & architectural design, site servicing & grading, site drainage/stormwater management, driveway and parking layout, landscaping, buffering/screening, snow storage and removal, and other site planning and engineering details.

6.6 Agency Comments:

The application was circulated to municipal departments and external agencies for review and comment.

Largely, the Development Review Team had no objections or comments regarding the proposed Zoning By-law amendment application, subject to the review of technical

details associated with works external to the building as part of the Site Plan Approval process.

Additional departmental and agency comments, if any, will be made available at the Public Meeting.

7.0 CONCLUSIONS

Based on an evaluation of the application for an amendment to the Zoning By-law relative to the applicable Provincial, County and Municipal policy and regulatory framework, it is my opinion that the proposed amendment is appropriate, desirable and represents good planning for the following reasons:

- i) The proposal will satisfy the key directives of the Planning Act, Provincial Policy Statement, A Place To Grow Growth Plan, and the County of Northumberland Official Plan;
- ii) The proposal conforms to the policies of the Cobourg Official Plan (2017), and satisfies the design objectives and principles of the Urban and Landscape Design Guidelines with respect to land use, sustainability, transportation, and municipal infrastructure;
- iii) The proposed positioning of a medical clinic within an existing, vacant, serviced building, within close proximity to municipal transit routes, would encourage the use of municipal transit and active transportation, and minimize land consumption by making appropriate use of existing serviced facilities within the urban served areas;
- iv) Site development performance issues specifically relating to the parking lot expansion will be addressed as part of the Site Plan Amendment Approval process and prior to final approval of the development by Council. A Holding (H) Symbol will be included in the implementing zoning by-law to ensure that all relevant municipal and agency terms and conditions are secured prior to the removal of the "H" and site works commencing.

Respectfully submitted:

Desta McAdam

Desta McAdam, MCIP, RPP
Manager of Planning Services

Reviewed by:

Glenn J. McGlashon

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



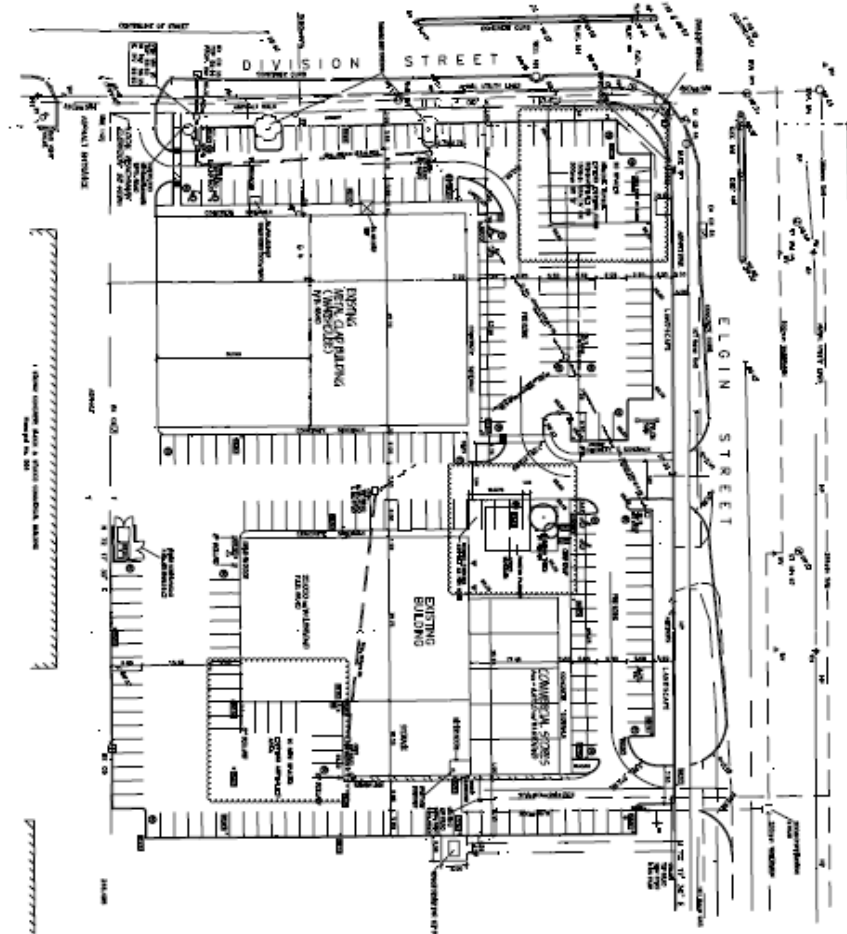
Schedule "A"

Location Map



Schedule "B"

Concept Site Plan (Additional Parking Added to Site)



GENERAL NOTES

1. THE LAYOUT OF THE SITE IS BASED ON THE LATEST AVAILABLE AERIAL PHOTOGRAPHY AND FIELD SURVEY DATA. THE LAYOUT IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED. THE LAYOUT IS FOR INFORMATIONAL PURPOSES ONLY.
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224 CARS EXISTING
34 CARS ADDED
258 CARS TOTAL

RELI CONCEPTS INC.

PROPOSED IMPROVED PARKING
AMERICAN INVESTMENTS INC.
CHICAGO, ILLINOIS

SITE PLAN

NO.	DATE	REVISION
1	10/1/10	10/1/10
2	10/1/10	10/1/10
3	10/1/10	10/1/10
4	10/1/10	10/1/10
5	10/1/10	10/1/10
6	10/1/10	10/1/10
7	10/1/10	10/1/10
8	10/1/10	10/1/10
9	10/1/10	10/1/10
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99	10/1/10	10/1/10
100	10/1/10	10/1/10

Schedule "C"

Site Area Photographs



Site-Area Photographs
900 Division Street/9 Elgin Street (Cobourg)



Plaza Parking – Elgin Street



Plaza Driveway – Elgin Street

Site-Area Photographs
900 Division Street/9 Elgin Street (Cobourg)



Proposed new site parking area



Proposed new site parking area

Site-Area Photographs
900 Division Street/9 Elgin Street (Cobourg)



Existing Plaza Parking - Buildings



Existing Plaza Parking - Buildings

Site-Area Photographs
900 Division Street/9 Elgin Street (Cobourg)



**Area – Front of Pharmacy
Entrance**



Parking Front - Pharmacy

Site-Area Photographs
900 Division Street/9 Elgin Street (Cobourg)



Rear Parking Area



Rear Parking Area

Site-Area Photographs
900 Division Street/9 Elgin Street (Cobourg)



East Side of Building

Appendices

1. KMD Planning Justification Report
2. O'Connell Store Fixtures Concept Floor Plan

Appendix 1: KMD Planning Justification Report



**Planning Justification Report (April 29, 2019) -
Zoning By-law Amendment Application
900 Division Street/9 Elgin Street
Town of Cobourg, County of Northumberland**

Introduction

The subject Planning Justification Report has been prepared in support of a Zoning By-law Amendment Application filed with the Town of Cobourg Planning Department regarding the property known municipally as 900 Division Street and 9 Elgin Street.

The property is located on the south east corner of the signalized intersection of Division Street and Elgin Street East.

The Property



(Source: Google Maps, April 2019)

The property is surrounded by the following land uses:

Direction	Land Use/s
North	Commercial, Elgin Street East
South	Commercial (Business Park Type)

East	Commercial, Industrial
West	Division Street, Commercial

Pre-Consultation

As part of the preparation of this Zoning By-law Amendment Application, I met with Robert Franklin, Planner, Town of Cobourg on January 3, 2019.

Discussed at this meeting were the following matters:

- i. Current property zoning;
- ii. Land use approval process, requirements and related matters;
- iii. Site plan control (amendment of the existing agreement); and
- iv. Site parking options - approaches.

The Application - An Overview

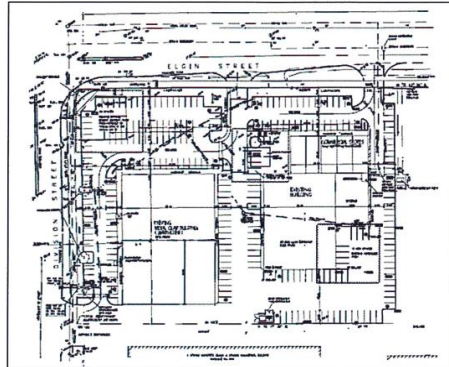
The Zoning By-law Amendment Application seeks to permit an expanded clinic use greater in size and the number of practitioners than that as permitted by the current zoning of the property. The property does contain a small-scale clinic use.

An Amendment of the current commercial Zoning is required to permit the proposed expanded clinic use. The current DC-2-District Commercial Zone (By-law 2004-04, being a By-law Amending By-law 2003-85) permits a clinic use (Section 14.1.1) but limits said use to 4 practitioners.

By-law Exception - DC-22-District Commercial Zone

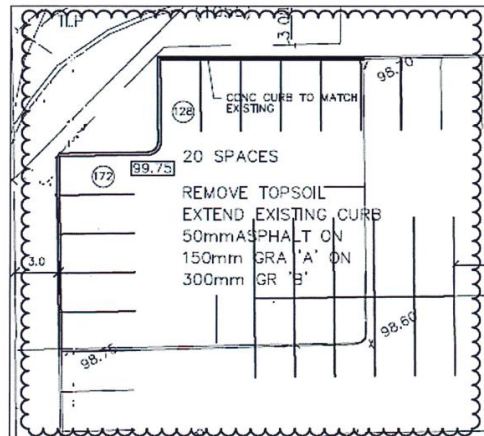
1. In addition, this land may be used as a medical clinic having:
 - a. A maximum of 8 practitioners; and
 - b. A maximum gross floor area of 665 square metres.

Concept Plan

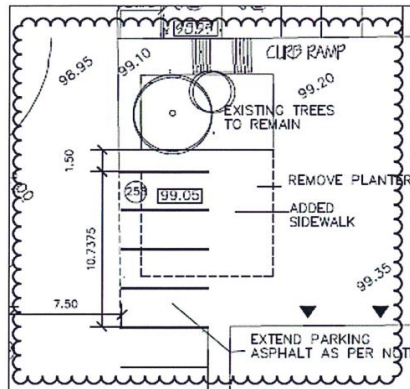


The Concept Plan prepared in support of the Zoning By-law Amendment Application illustrates three (3) areas of the property proposed to provide additional site parking, in support of the expanded clinic use.

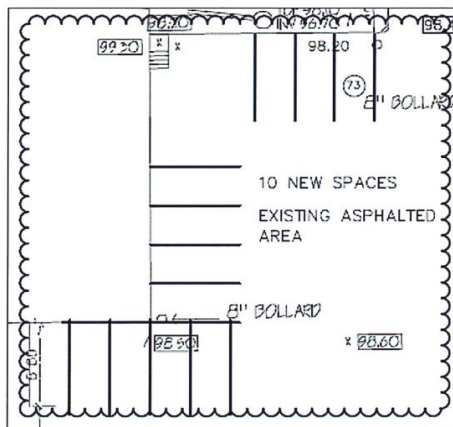
Area 1 - 20 Additional Spaces



Area 2 - 4 Additional Spaces



Area 3 - 10 Additional Spaces



In total, an additional 34 (thirty-four) site parking spaces are proposed to be added to the existing site parking serving the property.

It is anticipated that this series of proposed modified site parking areas will trigger a requirement to amend the current Site Plan Agreement governing the development of the property.

Analysis

2014 Provincial Policy Statement (2014 PPS)

Relative to the subject Zoning By-law Amendment Application, the following policies are considered to have direct relevancy:

Policy/Section	Title - Details
Table of Contents	
PART III	<p>How to Read the Provincial Policy Statement</p> <p>The provincial policy-led planning system recognizes and addresses the complex inter-relationships among environmental, economic and social factors in land use planning. The Provincial Policy Statement supports a comprehensive, integrated and long-term approach to planning, and recognizes linkages among policy areas.</p> <p>Read the Entire Provincial Policy Statement</p> <p>The Provincial Policy Statement is more than a set of individual policies. It is to be read in its entirety and the relevant policies are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together. The language of each policy, including the Implementation and Interpretation policies, will assist decision-makers in understanding how the policies are to be implemented.</p>
1.0	<p>Building Strong Healthy Communities</p> <p>Ontario is a vast province with urban, rural, and northern communities with diversity in population, economic activities, pace of growth, service levels and physical and natural conditions. Ontario's long-term prosperity, environmental health</p>

	<p>and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.</p> <p>The proposed expanded clinic use/development will contribute to a liveable, healthy and resilient community.</p>
1.1	<p>Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns</p> <p>1.1.1 Healthy, liveable and safe communities are sustained by:</p> <p>a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;</p> <p>b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;</p> <p>c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;</p> <p>d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;</p> <p>e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs; and</p> <p>g) ensuring that necessary infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities are or will be available to meet current and projected needs;</p> <p>1.1.2 Sufficient land to accommodate intensification and</p>

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	<p>projected needs – 20-year planning horizon</p> <p>The development lands are within the serviced limits of an established urban settlement area (Cobourg), and are indicative of an efficient use of land.</p> <p>The proposed development will contribute employment (commercial land use) supportive of employment and economic growth.</p>
1.1.3	<p>Settlement Areas</p> <p>Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.</p> <p>The vitality of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.</p> <p>1.1.3.1 Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.</p> <p>Cobourg is a "designated" settlement area. The Official Zoning By-law Amendment Application will permit an expanded clinic use within an existing commercial plaza, serviced by municipal infrastructure.</p>
1.6.6	<p>Sewage, Water and Stormwater</p> <ul style="list-style-type: none"> - Policies addressing need for appropriate public (municipal) services to accommodate development. <p>The proposed plans for the site parking modifications (34 additional parking spaces) is supported by full</p>

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	municipal services and as indicated by way of the Project Engineer's letter Report, can be addressed in terms of lot grading/drainage and storm-water controls.
1.7	Long Term Economic Prosperity
1.7.1	<p>Long Term Economic Prosperity should be supported by:</p> <p>c) maintaining and, where possible, enhancing the vitality and viability of downtowns and main-streets;</p> <p>Elgin Street and Division Streets are both main-streets, by virtue of its Official Plan designation, and their functionality/context.</p> <p>d) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;</p> <p>The proposed development, if approved, will actively contribute to the vitality and viability of "main-streets" - Division Street and Elgin Street respectively.</p>

It is my professional opinion that the Zoning By-law Amendment Application is consistent with the policy directives of the 2014 PPS.

2017 Growth Plan for the Greater Golden Horseshoe Area (2017 Growth Plan)

The 2017 Growth Plan (July 1, 2017) establishes a detailed policy framework addressing population and employment growth, planning and development matters and related considerations for the geographic area known as the "Greater Golden Horseshoe Area". The Regional Municipality of Durham, including the Town of Cobourg, is located within the limits of the Plan.

Relative to the subject Zoning By-law Amendment Application, the following policies are considered to have direct relevancy:

Policy/Section	Title - Details
Table of Contents	
1.2.3	How To Read This Plan

	<p>This Plan informs decision-making regarding growth management and environmental protection in the GGH. It consists of policies, schedules, definitions, and appendices. It also includes non-policy contextual commentary to provide background and describe the purpose of the policies.</p> <p>Relationship with the Provincial Policy Statement (PPS)</p> <p>The PPS provides overall policy directions on matters of provincial interest related to land use and development in Ontario, and applies to the GGH, except where this Plan or another provincial plan provides otherwise.</p> <p>Like other provincial plans, this Plan builds upon the policy foundation provided by the PPS and provides additional and more specific land use planning policies to address issues facing specific geographic areas in Ontario. This Plan is to be read in conjunction with the PPS. The policies of this Plan take precedence over the policies of the PPS to the extent of any conflict, except where the relevant legislation provides otherwise. Where the policies of this Plan address the same, similar, related, or overlapping matters as policies in the PPS, applying the more specific policies of this Plan satisfies the requirements of the more general policies in the PPS. In contrast, where matters addressed in the PPS do not overlap with policies in this Plan, those PPS policies must be independently satisfied.</p> <p>Read the Entire Plan</p> <p>This Plan is to be read in its entirety and the relevant policies are to be applied to each situation. The language of each policy, including the policies in Section 5, will assist decision-makers in understanding how the policies are to be implemented.</p> <p>While some policies refer to other policies for ease of use, these cross-references do not take away from the need to read the Plan as a whole. There is no implied priority in the order in which the policies appear.</p>
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2	Where and How To Grow
2.1	<p>Context</p> <p>The GGH is a dynamic and diverse area, and one of the fastest growing regions in North America. By 2041, this area is forecast to grow to 13.5 million people and 6.3 million jobs. The magnitude and pace of this growth necessitates a plan for building healthy and balanced communities and maintaining and improving our quality of life while adapting to the demographic shift underway.</p> <p>This Plan is about accommodating forecasted growth in complete communities. These are communities that are well designed to meet people's needs for daily living throughout an entire lifetime by providing convenient access to an appropriate mix of jobs, local services, public service facilities, and a full range of housing to accommodate a range of incomes and household sizes. Complete communities support quality of life and human health by encouraging the use of active transportation and providing high quality public open space, adequate parkland, opportunities for recreation, and access to local and healthy food. They provide for a balance of jobs and housing in communities across the GGH to reduce the need for long distance commuting. They also support climate change mitigation by increasing the modal share for transit and active transportation and by minimizing land consumption through compact built form.</p> <p>The proposed commercial development (expanded clinic use) is representative of a compact form and as such does minimize land consumption.</p>
2.2	Policies for Where and How to Grow
2.2.1	<p>Managing Growth</p> <p>1. Population and employment forecasts contained in Schedule 3 will be used for planning and managing growth in the GGH to the horizon of this Plan in accordance with the policies in</p>

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	<p>subsection 5.2.4.</p> <p>2. Forecasted growth to the horizon of this Plan will be allocated based on the following:</p> <p>a) the vast majority of growth will be directed to settlement areas that:</p> <ul style="list-style-type: none"> i. have a delineated built boundary; ii. have existing or planned municipal water and wastewater systems; and iii. can support the achievement of complete communities; <p>4. Applying the policies of this Plan will support the achievement of complete communities that:</p> <ul style="list-style-type: none"> a) feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services, and public service facilities; b) improve social equity and overall quality of life, including human health, for people of all ages, abilities, and incomes; <p>The property is located within the geographic limits of a designated settlement area (Town of Cobourg).</p>
2.2.2	<p>Delineated Built Up-Areas</p> <ul style="list-style-type: none"> 1. By the year 2031, and for each year thereafter, a minimum of 60 per cent of all residential development occurring annually within each upper- or single-tier municipality will be within the delineated built-up area. 2. By the time the next municipal comprehensive review is approved and in effect, and each year until 2031, a minimum of 50 per cent of all residential development occurring annually within each upper- or single-tier municipality will be within the delineated built-up area. 4. All municipalities will develop a strategy to achieve the minimum intensification target and intensification throughout

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	<p>delineated built-up areas, which will:</p> <p>a) encourage intensification generally to achieve the desired urban structure;</p> <p>b) identify the appropriate type and scale of development and transition of built form to adjacent areas;</p> <p>c) identify strategic growth areas to support achievement of the intensification target and recognize them as a key focus for development;</p> <p>d) ensure lands are zoned and development is designed in a manner that supports the achievement of complete communities; and</p> <p>e) prioritize planning and investment in infrastructure and public service facilities that will support intensification;</p> <p>The proposed development will contribute to a complete community, and further, will contribute to the vitality of the Community.</p>
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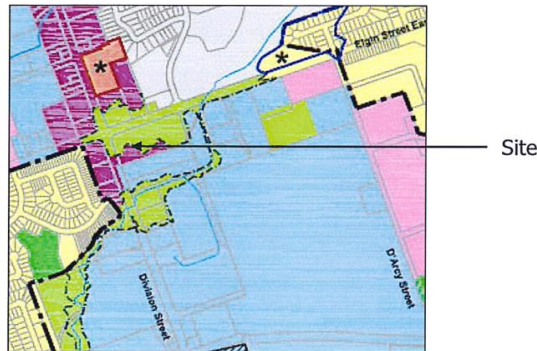
It is my professional opinion that the Zoning By-law Amendment Application conforms to the policy directives of the 2017 Growth Plan.

Town of Cobourg Official Plan (Official Plan)

The subject property is designated as "Mixed-Use Corridor" and "Environmental Constraint" by 'Schedule A' of the Official Plan.

The January 3, 2019 Pre-Consultation meeting confirmed that the proposed "expanded" clinic use did not require any amendment of the Official Plan.

Official Plan Map



(Source: Town Website, April 2019)

A portion of the property is also designated as "Environmental Constraint Area." The expanded clinic will be accommodated within the existing building least part of the property and the proposed expanded parking areas will occur within the developed portion of the property.

The following table provides a summary of relevant policies are the Official Plan as it would pertain to the Zoning By-law Amendment Application:

Policy	Title - Detail
2.1	<p>Purpose</p> <p>The community vision, principles and objectives upon which the Official Plan is based are outlined in the following sections. The principles include specific urban design principles in recognition of the priority the Town places on good design. The vision, principles and objectives provide general guidelines for the planning of the Town of Cobourg, which are elaborated upon in the policies of the Plan. The vision, principles and objectives represent expressions of general intent which are not to be interpreted as direct statements of planning policy. It is not proposed that they be applied directly to any development or</p>

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	redevelopment proposal. They form a basis for the formulation of the policies contained in this Plan.
2.2	<p>Town of Cobourg - Vision Statement</p> <p>COBOURG IS A REGIONAL CENTRE FOR NORTHUMBERLAND COUNTY AND ITS POSITION AS A STRONG, LIVEABLE AND HEALTHY COMMUNITY PROVIDING A FULL RANGE OF OPPORTUNITIES TO LIVE, WORK, PLAY AND SHOP WITHIN THE TOWN WILL BE REINFORCED THROUGH:</p> <p>ii) an emphasis on sustainable, accessible and compact development, particularly transit supportive, mixed-use built form along its main streets, which will enable Cobourg to enhance its function as a vibrant, environmentally aware urban centre;</p> <p>iv) a mix of employment uses, including innovative employment opportunities, which will promote Cobourg's role as a major employment centre in Northumberland County; and,</p> <p>The proposed expanded clinic use will be located within the existing easterly building (supportive of compact development and emphasizing Cobourg's role as the major employment centre - Northumberland County).</p>
3	Land Use Strategy
3.1	<p>Purpose</p> <p>The land use designations on Schedule "A" establish the general pattern of development for the existing and future use of the planning area during the planning period. The policies for these designations are set out in this section. Development shall also conform with all the other policies of this Plan. In particular, all development shall be evaluated with respect to conformity with the Community Design and Improvement policies in Section 5, which include the policies of Section 5.5, Cultural Heritage Conservation, and the Town's Urban and Landscape Design Guidelines.</p>

3.2.1	<p>Existing Community Structure</p> <p>The land use designations generally reflect the basic existing structure of the Town which is comprised of the following key elements:</p> <p>iv) Commercial Facilities and Mixed Use Corridors</p> <p>The commercial structure is comprised of two major nodes, the pedestrian oriented traditional shopping area in the Main Central Area, and the large-scale commercial uses in the Northumberland Mall/ Strathy Road area. An additional, smaller commercial node is found in the Midtown Mall area, as well as a range of highway commercial uses along major arterial roads such as Division Street. Finally, there are some limited neighbourhood commercial centres or individual free-standing uses in residential areas. These areas also permit a range of other uses including institutional and residential development.</p> <p>The property forms part of a designated mixed-use corridor.</p>
3.2.2	<p>Growth Management Related Structure Elements</p> <p>The Town's Urban Settlement Area Boundary (Schedule "A") is fixed, and no changes to the boundary are anticipated during the planning period. Any such change in the future would only be considered in the context of a comprehensive municipal review.</p> <p>The following structural elements form the basis for the Town's growth management strategy.</p> <p>i) Built Boundary</p> <p>Schedule "A" identifies the "Built Boundary" as determined by the Province. Lands within the boundary are considered to be those parts of the Town that are already developed as of June 2006. Any development within the Built Boundary is considered intensification and contributes to the intensification target in Section 3.2.3 of the Official Plan.</p>

	The property is located within the designated Built Boundary portion of the community.
3.9	Mixed Use Area
3.9.1	<p>Purpose</p> <p>The Mixed-Use Area designation recognizes those existing commercial areas which are oriented to the service of vehicular traffic and require direct access from arterial roads and the exposure afforded by such a location. The designation is designed to recognize those existing uses, while providing for the transition of these areas to a mixed-use development form by encouraging the introduction of a range of additional compatible non-commercial uses to intensify and enhance the use of these areas which are generally located at major entrances to the community.</p> <p>The proposed expanded clinic use would be accommodated within the existing easterly building.</p>
3.9.2	<p>Permitted Uses, Buildings and Structures</p> <p>The permitted uses, buildings and structures are:</p> <ul style="list-style-type: none"> i) commercial other than a commercial use prohibited by Section 3.9.3; ii) institutional; iii) light industrial in an enclosed building; iv) office; and, v) residential subject to the policies of Section 3.9.4.3 or as secondary uses in a commercial building. <p>No residential use is proposed as part of the Zoning By-law Amendment Application.</p>
3.9.4	Land Use Policies

3.9.4.3	<p>Minor Changes to Existing Development in Existing Designations</p> <p>Minor changes (i.e. additions, updates, additional buildings) to existing development in existing Mixed-Use Areas may include non-residential development, but shall be encouraged to include a mixed use component where appropriate. Such changes shall be subject to site plan approval and shall be evaluated based on conformity with the Growth Management Strategy in Section 3.2 and the criteria of Section 3.9.4.2 i) –iv) inclusive, taking into account the context and constraints of the site including the existing use and development form. With respect to height and density, the development shall be evaluated based on conformity with the following criteria:</p> <p>i) minimum height 6 metres for new buildings and additions where such a height can be appropriately integrated with the existing development on the site and maximum height four storeys; and,</p> <p>ii) an increase in the existing floor space index will be encouraged to a maximum floor space index 2.0.</p> <p>The proposed expanded clinic use will be accommodated with the existing easterly building</p>
3.9.5	Special Provisions
3.9.5.1	900 Division Street
3.9.5.1.1	<p>Permitted Uses, Building and Structures</p> <p>No building expansion is proposed. Rather the proposed expanded clinic use will be accommodated within a part of the existing southerly commercial building.</p>
3.9.5.1.2	<p>Urban Design Guidelines</p> <p>The proposed minor modifications to the existing parking areas respects the policy directives of Section 3.9.5.1.2 of the Official Plan.</p> <p>Moreover, said modifications will be subject to an</p>

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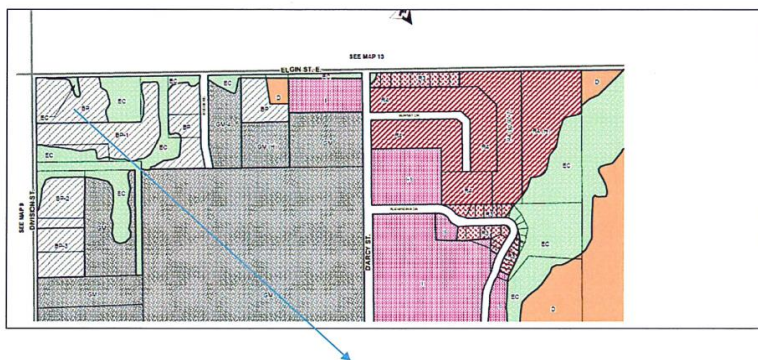
	amendment of the current Site Plan Agreement governing the development of the property.
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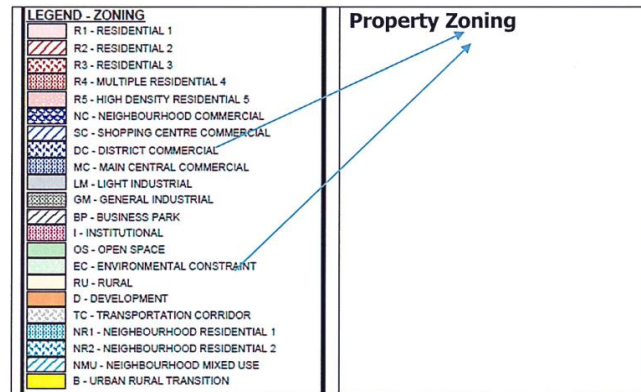
It is my professional planning opinion that the Zoning By-law Amendment Application is in keeping with general purpose and intent of the policies of the Official Plan, including Section 3.9.5.1 (900 Division Street).

Town of Cobourg Zoning By-law (Zoning By-law)

The subject property is currently zoned "DC-22-District Commercial Zone" (By-law 2004-04).

Zoning By-law Zoning Map Detail (Land Use)





(Source: Town Website, April 2019)

By-law Exception - DC-22-District Commercial Zone

2. In addition, this land may be used as a medical clinic having
 - c. A maximum of 8 practitioners; and
 - d. A maximum gross floor area of 665 square metres.

The property currently provides 224 site parking spaces. This level/amount of parking satisfies the regulatory provisions of Section 85-2003 of the Zoning By-law. It would be interpreted that proposed expended clinic use requires additional site parking. The current zoning limits the clinic use to four (4) practitioners, and this use would specifically require 24 site parking spaces. The expanded clinic requires the provision of **24 additional site parking spaces**, which can readily be accommodated on the property, as illustrated by the concept plan.

No other modifications to the site are required to accommodate the proposed expanded clinic use. The Amendment to the current Site Plan would focus on the proposed new site parking and any associated grading-drainage and storm-water management matters.

The subject property is located at a major signalized intersection and is built to readily accommodate the proposed expanded clinic use.

It is my professional planning opinion that the Zoning By-law Amendment Application is in keeping with the general purpose and intent of the regulatory provisions of the Zoning By-law.

Summary

It is my professional planning opinion that the Zoning By-law Amendment Application is:

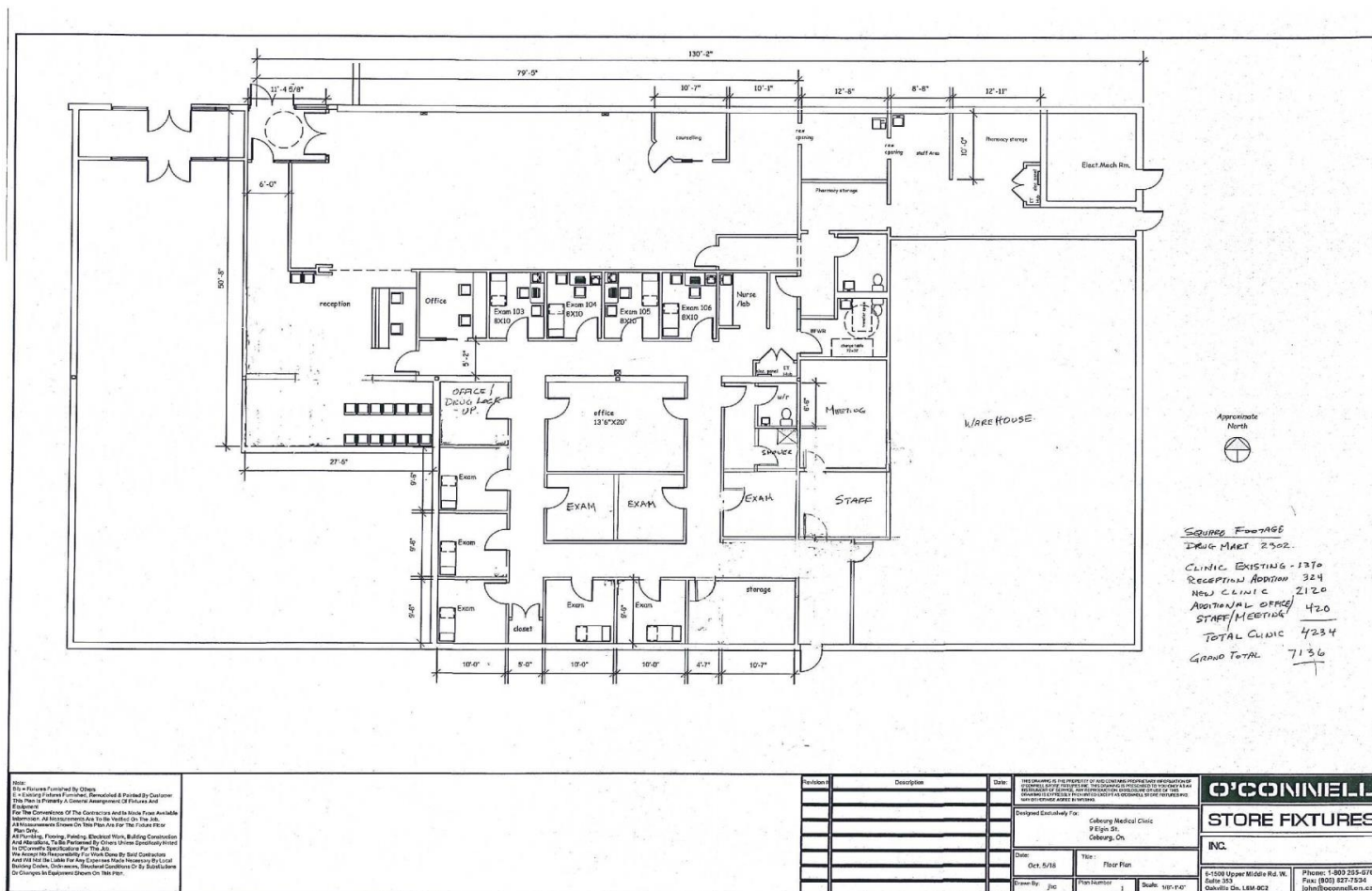
- Consistent with the policy directives of the 2014 PPS;
- In Conformity with the policy directives of the 2017 Growth Plan;
- In Keeping with the general purpose and intent of the policies of the Official plan; and
- In Keeping with the general purpose and intent of the regulatory provisions of the Zoning By-law
- Is Representative of good planning.


Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'K. M. Duguay', with a stylized flourish at the end.

Kevin M. Duguay, MCIP, RPP

Appendix 2: O'Connell Store Fixtures Concept Floor Plan



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	September 3 rd , 2019.	
TITLE / SUBJECT:	Pre-Servicing and Development Agreements: 312 Clyde Street 3FiveSix Corp.	
REPORT DATE:	August 22, 2019.	File #: B-10/19, B-11/19, B-12/19

1.0 **CORPORATE STRATEGIC PLAN OBJECTIVE**

N/A

2.0 **RECOMMENDATION**

THAT the By-law attached to this Report as *Figure 4* be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement and Development Agreement with 3FiveSix Corp. and Lakefront Utility Services Inc. for the four lots of record described as Lots 16, 17, 18 & 19, Block X, Caddy Plan, known municipally as 312 Clyde Street, for the development of four (4) new dwellings, subject to the finalization of details by municipal staff and applicable agencies.

3.0 **PUBLIC ENGAGEMENT**

The land area known as 312 Clyde Street was subject of applications for Consent to create three rear yard servicing easements. The first applications were submitted to the Committee of Adjustment in May 2018, and approved June 2018. Upon lapse of provisional consent, due to the timelines of the Planning Act, the consent applications were submitted for re-consideration in June 2019 and approved in July 2019.

In both cases, the Municipality followed the statutory notice requirements of the Planning Act R.S.O 1990, c.P. 13, as amended, with respect to these

applications, including providing notice by personal service or ordinary service mail to every land owner within a 60 m radius of the area to which the application applies, and publication in a newspaper that is of sufficient circulation in the area which the application applies. Following the public meeting held to consider the applications, a Notice of Decision was provided to the applicant and all requesting parties.

4.0 **ORIGIN AND LEGISLATION**

Provisional Consents were first granted by the Committee of Adjustment in June 2018 for the establishment of three (3) servicing easements over the four (4) lots of record, known municipally as 312 Clyde Street. The Consents were conditional on the owner entering into a Development Agreement with the Municipality. Following Provisional Consent approval, the proponent began providing submissions to the Municipality with the intent to clear the conditions of the Consents, and to enter into a Development Agreement with the Municipality.

The first Provisional Consent approvals lapsed under the timelines of the Planning Act prior to the submissions being in a position for execution of an agreement with the Municipality. Accordingly, the proponent re-applied for the Consents for servicing easements in June 2019, and Provisional Consents were re-granted by the Committee of Adjustment for the subject property in July 2019.

Section 53(12) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, authorizes the Municipality to enter into Agreement(s) with the proponent as a condition of approval for the Consent.

5.0 **BACKGROUND**

On July 9, 2019, the Owner was granted Provisional Consent to create three (3) 4.0 m wide servicing easements to service a total of four (4) lots of record at 312 Clyde Street for the construction of four (4) new residential building lots. One of the conditions of consent requires that a Development Agreement be registered over the property to address matters including but not limited to: water and sanitary servicing design, site grading, building and landscape design, Special Policy Area and floodplain protection in accordance with GRCA requirements, and approval of a private sanitary sewer maintenance agreement. In accordance with the provisions of the Planning Act, if the conditions of the Consent are not satisfied within one (1) year of the decision (July 9, 2020), the Consent lapses and the Owner would need to re-apply.

6.0 **ANALYSIS**

As part of the development approvals process, the proponent has submitted the following plans and technical reports:

- Geotechnical Report, prepared by Terraspec Engineering Inc. Geotechnical Engineers
- Stormwater Management Brief, prepared by Dobri Engineering Ltd.
- Construction Cost Estimate, prepared by Dobri Engineering Ltd.
- Forth Street Plan and Profile Drawing, prepared by Dobri Engineering Ltd.
- Clyde Street Plan and Profile Drawing, prepared by Dobri Engineering Ltd.
- Sanitary Easement Plan and Profile Drawing, prepared by Dobri Engineering Ltd.
- Site Servicing & Grading Plan, prepared by Dobri Engineering Ltd.
- Landscape Plan, prepared by NewLeaf Landscape Architecture Ltd.
- Tree Preservation Plan, Prepared by NewLeaf Landscape Architecture Ltd.
- Street Lighting Layout Plan, prepared by Berthelot Engineering Ltd.
- Street Lighting Illumination Plan, prepared by Berthelot Engineering Ltd.

The following attachments are included in this Report for reference purposes:

Figure 1 – Location Map

Figure 2 – Survey Plan

Figure 3 – Site Servicing & Grading Plan

Figure 4 -- Agreement Authorization By-law

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 proponent's 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.

The following are the key points associated with the proposal:

- The property known as 312 Clyde Street consists of four (4) separate, individually conveyable lots, created through the original Caddy Plan for the Town of Cobourg. The property is legally described as Lots 16, 17, 18 & 19, Block X, Caddy Plan. The lots have an average frontage of 21.35 m, and lot areas of approximately 1,073.8 m² (11,600 ft²). See Figure 1: Key Map and Figure 2: Survey Plan.
- The subject lands are designated 'Residential Area' and "Special Policy Area" in the Town of Cobourg Official Plan (2017), and zoned Residential

Three Special Policy 77 (R3 sp.77) Zone in the Town of Cobourg's Comprehensive Zoning By-law #85-2003.

- Provisional Consent was granted by the Committee of Adjustment on July 9, 2019, which permitted the creation of three (3) rear yard servicing easements to connect the four (4) existing lots of record at 312 Clyde Street to the existing municipal sanitary service at Tweed and Forth Street. See Figure 3: Servicing & Grading Plan.
- As a condition of Consent, the applicant was required to enter into and register a Development Agreement with the Town to address matters including but not limited to: water and sanitary servicing design, site grading, building and landscape design, Special Policy Area and floodplain protection in accordance with GRCA requirements, and approval of a private sanitary sewer maintenance agreement.
- In accordance with Planning Act regulations, if conditions to a Provisional Consent are not fulfilled within one year of the decision (July 9, 2020), the Consent lapses.
- Based on a review of the submitted documentation by the Development Review Team, the technical matters associated with the proposed development have been resolved to the satisfaction of municipal Departments and external review agencies, including the Ganaraska Region Conservation Authority (GRCA), Cobourg Public Works Department and Lakefront Utility Services Inc. (LUSI), and therefore Planning staff are in a position to recommend approval of a Pre-Servicing Agreement and a Development Agreement.
- Clyde Street presently terminates at the frontage of the most easterly lot on the subject property. The Owner is required to extend the Clyde Street right of way across the frontage of all four (4) lots of record. The Clyde Street extension will terminate in a hammerhead, and will not provide a vehicular connection to Forth Street. A parking area for Peace Park will remain in its current location.
- Clyde Street is presently serviced by an undersized water main, therefore the Owner is required to extend at its cost a satisfactory water line to the satisfaction of Lakefront Utility Services Inc.
- There is no sanitary sewer main on Clyde Street to service the subject property and therefore the Owner is required to construct individual private sanitary sewer force-mains to pump the sewage from each lot into the municipal sanitary sewer main at Tweed and Forth Street at its cost and to the satisfaction of the Public Works Department. The sanitary

sewer services are to be privately owned and maintained, and the Municipality will not be responsible for any costs associated with the operation or maintenance of the force-main system.

- To address stormwater management, the Owner will be required to grade the lots in accordance with the approved grading plan, and construct a bioswale across the rear yards of the four (4) lots of record to direct runoff to the west, away from private properties to the north. The swale will improve present ponding conditions on the lots of the adjacent neighbours. Construction of the swale will require the replacement of an existing shed and neighbouring fence at the Owner's costs.
- As part of the proposal, the owner will be required to install an asphalt pathway connection from Clyde Street across the south end of the parking area to the existing pedestrian path and bridge system.
- Although some trees will need to be removed to accommodate the road extension, services and grading works for the site, tree protection measures will be implemented along the north-east limit of the lots, and new tree planting is planned on each lot and at the western terminus of the Clyde Street extension.
- The Pre-Servicing Agreement will incorporate detailed engineering drawings, works cost estimates, insurance provisions, regulations for construction and other relevant terms and conditions specific to the installation of infrastructure and erosion/sedimentation/stormwater management controls for the development.
- The Development Agreement incorporates a number of relevant terms and conditions specific to the development of the subject lands, including but not limited to: the installation of all infrastructure, erosion/sedimentation/stormwater management controls; site grading; regulations for construction and tree protection; building flood-proofing; floodplain warning clauses; works cost estimates; performance security; landscaping; fence replacement; insurance provisions, and, other related requirements for future Building Permit and GRCA Development Permit submissions.
- The subject proposal conforms to the applicable policies of the Official Plan, particularly the Residential Area, Community Design, Servicing and Development Review policies, complies with Comprehensive Zoning By-law #85-2003, and satisfies Condition #1 of the Consents.

7.0 **FINANCIAL IMPLICATIONS/BUDGET IMPACT**

There are no anticipated negative financial implications imposed on the Municipality as a result of granting final approval of the subject request. A pre-servicing security of \$65,000.00 will be collected by the Municipality as part of the Pre-Servicing Agreement. A Municipal Tree Levy of \$3,938.00, and additional performance security will be required as part of the Development Agreement. Development Charges will be applied to each of the four vacant lots at the Building Permit Stage. All legal, registration and other costs incurred by the Municipality shall be borne by the Owner.

8.0 **CONCLUSION**

It is the opinion of the Planning Department that the submission made by 3FiveSix Corp. to clear Condition #1 of the Consents for the collective land area known municipally as 312 Clyde Street satisfies this condition of approval, subject to the finalization of details by planning staff and applicable agencies, and the registration of the Pre-Servicing Agreement and Development Agreement.

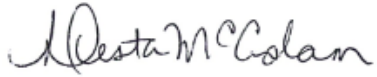
9.0 **POLICIES AFFECTING THE PROPOSAL**

The Cobourg Official Plan is the primary municipal policy affecting this proposal, and it is the opinion of Planning staff that the proposal conforms to the Plan.

10.0 **COMMUNICATION RESULTS**

THAT the By-law attached to this Report as *Figure 4* be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement and Development Agreement with 3FiveSix Corp. for the four lots of record described as Lots 16, 17, 18 & 19, Block X, Caddy Plan, known municipally as 312 Clyde Street, for the development of four (4) new dwellings, subject to the finalization of details by municipal staff and applicable agencies.

Yours very truly,
THE CORPORATION OF THE TOWN OF COBOURG



Desta McAdam, MCIP, RPP
Senior Planner - Development

Reviewed by:



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



FIGURE 1: LOCATION MAP

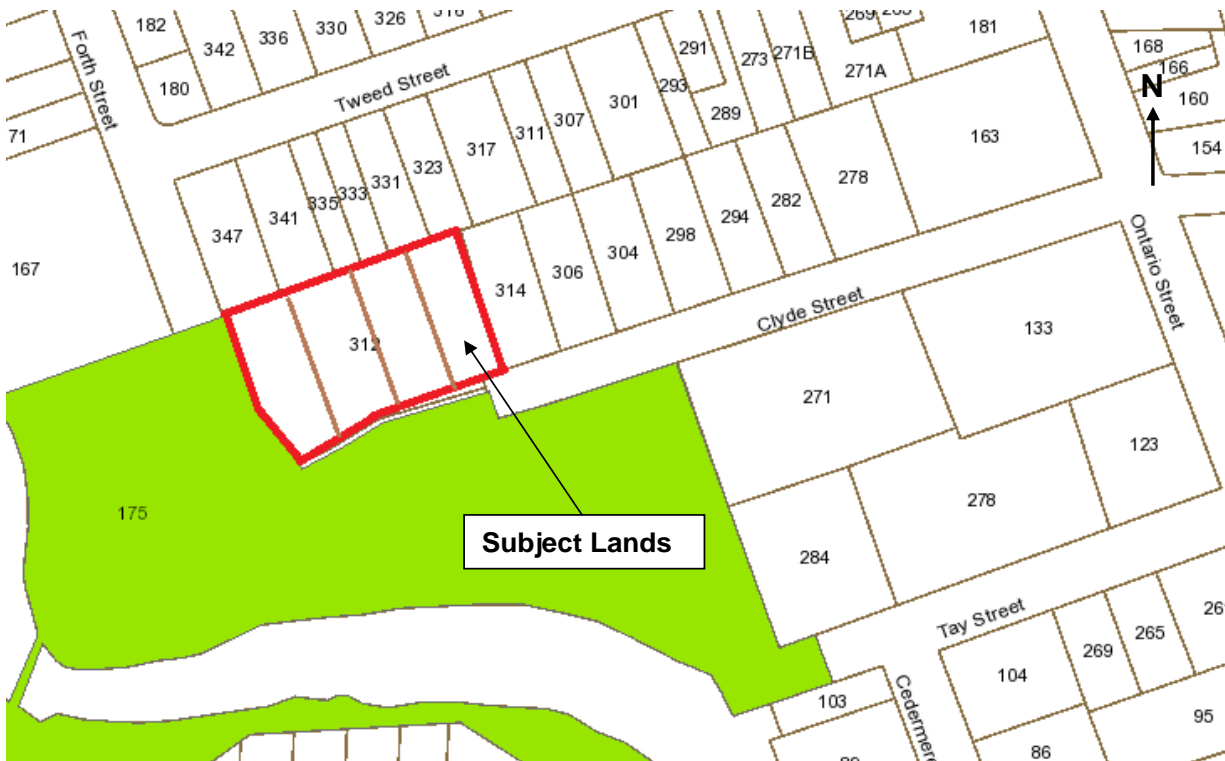



FIGURE 2: SURVEY PLAN



FIGURE 4: AGREEMENT AUTHORIZATION BY-LAW

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER _____-2019

A BY-LAW TO AUTHORIZE THE EXECUTION OF A PRE-SERVICING AGREEMENT AND DEVELOPMENT AGREEMENT WITH 3FIVESIX CORP. AND THE CORPORATION OF THE TOWN OF COBOURG AND LAKEFRONT UTILITY SERVICES INC. (312 CLYDE STREET).

WHEREAS Section 53(12) of the Planning Act, R. S. O. 1990, c. P. 13, as amended, provides that a municipality has the authority to enter into one or more agreements as a condition of the approval of a consent;

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 a Pre-Servicing Agreement and a Development Agreement with 3FiveSix Corp. and Lakefront Utility Services Inc. for the development of four (4) residential building lots described as Lots 16, 17, 18 & 19, Block X, Caddy Plan, known municipally as 312 Clyde Street, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law shall come into force and effect upon final passing hereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 9th day of September, 2019.

MAYOR

MUNICIPAL CLERK



THE CORPORATION OF THE TOWN OF COBOURG

NOTICE OF PUBLIC MEETING CONCERNING A PROPOSED DRAFT PLAN OF SUBDIVISION

TAKE NOTICE that the Municipal Council of the Corporation of the Town of Cobourg will hold a Public Meeting on **Monday, September 23, 2019 at 5:00 pm** in the 3rd Floor Council Chambers, Victoria Hall, 55 King Street West, Cobourg, Ontario regarding an application for approval of a draft plan of subdivision by RFA Planning Consultant Inc. on behalf of Mason Homes under Section 51 of the Planning Act, R.S.O. 1990 c.P. 13, as amended.

THE PURPOSE of the Public Meeting is to hear submissions regarding the draft plan of subdivision which will create twenty-seven (27) new freehold townhouse lots within five (5) residential blocks on a 1.58 ha (3.90 ac) parcel known municipally as 425 and 425A King Street East. The proposal includes a proposed extension of Orchard Avenue with a connection to King Street East. The Subject Lands are designated as "Mixed Use Area" in the Town of Cobourg Official Plan (2017), and zoned "Multiple Residential 4 Exception 4 Holding [R4-4 (H)] Zone" in the Comprehensive Zoning By-law No. 85-2003.

IF A PERSON OR PUBLIC BODY does not make oral submissions at the Public Meeting or make written submissions to Cobourg Municipal Council, c/o Brent Larmer, Municipal Clerk, Town of Cobourg, Victoria Hall, 55 King Street West, Cobourg, K9A 2M2 (blarmer@cobourg.ca), before the proposed draft plan of subdivision is approved or refused, the Local Planning Appeal Tribunal may dismiss the appeal.

IF YOU WISH TO BE NOTIFIED of the decision of the Municipal Council of the Town of Cobourg in respect of the proposed draft plan of subdivision, you must make a written request to the Municipal Clerk of the Town of Cobourg at the address above, indicating the file number(s).


ADDITIONAL INFORMATION which will enable the public to understand the proposed draft plan of subdivision is available for inspection upon request in the Town's Planning Department at Victoria Hall under **Z-03-18SUB/14T-18001** during regular office hours by contacting Adriane Miller, Administrative Assistant, at (905) 372-1005 or amiller@cobourg.ca.

DATED AT THE TOWN OF COBOURG THIS 29th DAY OF AUGUST, 2019.

Glenn J. McGlashon, B.A.A. M.C.I.P. R.P.P.
Director of Planning & Development
The Corporation of the Town of Cobourg
55 King Street West, Cobourg, Ontario K9A 2M2

KEY MAP



	THE CORPORATION OF THE TOWN OF COBOURG
	TRANSPORTATION ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Bobby-Jo, Secretary of the Transportation Advisory Committee
MEETING DATE:	August 22, 2019
SUBJECT:	Motion to Appoint Members to the TAC Sub-Committee

The following Motion was adopted at the August 22, 2019 Transportation Advisory Committee Meeting:

Moved by Member William Glover:


WHEREAS the Transportation Advisory Committee (TAC) considered three (3) Applications for the TAC Sub-Committee tasked to review the standards for cycling facilities and infrastructures in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT the TAC recommend the following citizen members and TAC Members to the Sub-Committee to be approved by Council:

Transportation Sub-Committee
Greg Rawson (Citizen Member)
Rick Nonnekes (Citizen Member)
Winston Emery (Citizen Member)
William Glover (TAC Member)
Randall Ross (TAC Member)
Bruce Bellaire (TAC Member)

AND FURTHER THAT Council permit the TAC to continue to accept applications from interested citizens to fill the one (1) remaining vacancy in the TAC Sub-Committee.

CARRIED

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Paul Gauthier	
TITLE:	Manager of Attractions and Facilities	
DATE OF MEETING:	September 3, 2019	
TITLE / SUBJECT:	Cobourg Harbour and Marina Electrical Systems Assessment	
REPORT DATE:	August 22, 2019	File #:

1.0 STRATEGIC PLAN

N/A

2.0 PUBLIC ENGAGEMENT

N/A

3.0 RECOMMENDATION

That Council accept, for information purposes, this report recommending a contract be awarded to Kirkland Engineering Ltd. in the amount of \$4,800.00 plus \$84.48 of non-refundable HST to perform a condition assessment of the Cobourg Harbour and Cobourg Marina electrical system and to develop budget cost estimates for future upgrades to the system.

4.0 ORIGIN

There are a number of electrical issues at the Cobourg Harbour and Marina that have been raised by users. These include the following:

1. Significant disruption of shore power to marina docks as a result of high Lake Ontario water levels in 2017 & 2019.
2. Shore power capacity on Docks C, D & G are below industry norms.
3. Lack of shore power facilities for reciprocal guests of the Cobourg Yacht Club which is located along the west side of the Center Pier.
4. Age and appearance of the shore power pedestals on Docks A through F.

5.0 BACKGROUND

Record High Lake Ontario water levels in 2017 and 2019 resulted in electrical junction boxes becoming submerged, disrupting shore power services to all the marina docks. In order to ensure high water levels do not continue to disrupt shore power services in the future, all of the junction boxes used to connect electrical services between the fixed pier structures and floating docks must be raised a minimum of 3 feet above maximum 2019 Lake Ontario levels for all 7 docks (A thru G).

Part of the ESA requirements for this work will be demand load calculations for the shore power system on each dock. Demand load standards have change since the docks were installed. Based on preliminary discussions with an electrical contractor there is concern that the electrical system, which services not only the marina but also the lighting system for the Center Pier, waterfront walkways, Cobourg Yacht Club facilities as well as the Waterfront Administration Building, may not have adequate capacity to service the shore power system based on current demand load standards.

Docks C, D and G shore power capacity are considered under-powered by today's industry norms. In recent years, boats have increased in size and the number of electrical appliances and other onboard electronics have also multiplied, resulting in an overall increase in electrical power requirements for marina shore power systems. The industry norm is a minimum of 30 amp shore power service per dock. Larger and newer boats often require 50 amp service. Currently C & D Docks have 20 amp service. G Dock which accommodates the larger boats (36 ft. to 50 ft. plus) is currently equipped with 30 amp service.

Marina customers have also expressed concern about the age and appearance of the shore power pedestals. The power pedestals on 6 of the 7 docks (A thru F) are metal pedestals which are dated in appearance and some are damaged and rusted.

The Cobourg Yacht Club (CYC) has expressed a long standing concern about the lack of shore power service on the west side of the center Pier. The CYC rents this facility from the Town for use as a Reciprocal Docking facility which is offered as part of a reciprocal docking program among most other yacht clubs. Staff manage the reciprocal docking program on behalf of the CYC and as such are subjected to many complaints from reciprocal boaters about the lack of shore power at this facility.

6.0 ANALYSIS

In order to fully ascertain the electrical service requirements for the Harbour area it is necessary to retain the services of an Electrical Engineer to do the following:

- Review and assess the capacity and condition of existing electrical services and power distribution equipment;
- Prepare demand load calculations based on proposed changes listed above; and
- Prepare budget cost estimates for proposed changes listed above.

Quotes have been obtained from 3 engineering firms qualified to perform this assessment and analysis in accordance with the Town's Purchasing Policy. The results are shown in the table below:

Engineering Firm	Price Quoted
Kirkland Engineering Ltd.	\$4,800.00 plus HST
D.G. Biddle & Associates Limited	\$5,000.00 plus HST
CIMA+	\$7,500.00 plus HST

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The cost of this work will be funded from the Asset Management budget specifically allocated for conducting condition assessments on municipal assets.

8.0 CONCLUSION

That Kirkland Engineering Ltd. be contracted, to perform an assessment of the Cobourg Harbour and Cobourg Marina electrical system and provide budget cost estimates for future upgrades for the amount \$4,800.00 plus \$84.48 of non-refundable HST. The information obtained as a result of this assessment will then help to inform staff and Council during the 2020 Capital Budget deliberations.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A

10.0 COMMUNICATION RESULTS

N/A


12.0 AUTHORIZATION/SIGNATURES

Approved By:

Paul Gauthier, Manager of Marina
Dean Hustwick, Director of Recreation and Culture
Ian Davey, Treasurer/Director of Corporate Services

Department:

Marina
Parks
Finance

	COMMUNITY SERVICES DIVISION MEMORANDUM	
	PARKS & RECREATION ADVISORY COMMITTEE	
TO:	Brent Larmer, Municipal Clerk	
FROM:	Jodi Ware-Simpson, Secretary	
DATE OF MEETING:	August 6, 2019	
REPORT TITLE/SUBJECT:	Motion to Council Regarding Trees Along Molly Baker Lane	

The following motion was approved at the August 6, 2019 meeting of the Parks and Recreation Advisory Committee:


Moved by Councillor Chorley:

THAT Council receive the following motion for information purposes;

WHEREAS Molly Baker Lane is an important natural heritage feature;

THEREFORE the Parks and Recreation Advisory Committee recommends that the trees along Molly Baker Lane be given adequate consideration with preservation being a high priority;

AND FURTHER THAT alternative grading, drainage and storm water management solutions be considered to mitigate the impact of the proposed development at 425 King Street East on Molly Baker Lane.


	THE CORPORATION OF THE TOWN OF COBOURG
	SUSTAINABILITY & CLIMATE CHANGE ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Robyn Bonneau, Secretary
MEETING DATE:	August 7, 2019
SUBJECT:	Integrated Community Sustainability Plan (ICSP) Funding

The following Motion was adopted at the August 7, 2019 Sustainability & Climate Change Advisory Committee (SCCAC) Meeting:

Moved by Member Pitts:

THAT Council make the development of an Integrated Community Sustainability Plan (ICSP) a priority in the 2020 Budget and allocate the necessary resources to achieve an ICSP.

CARRIED

	THE CORPORATION OF THE TOWN OF COBOURG
	CHRISTMAS MAGIC AD HOC COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Kara Euale, Secretary of the Christmas Magic Ad Hoc Committee
MEETING DATE:	August 14, 2019
SUBJECT:	Motion Re Location of Lights for the 2019 Christmas Magic


Having consulted with appropriate Town Departments and having considered all relevant factors, the Christmas Magic Ad Hoc Committee adopted the following Motion at their August 14, 2019 Meeting and are respectfully making the following recommendations to the Cobourg Municipal Council:

Moved by Member Dale Randall:

1. Maintain Christmas Lights in Rotary Harbourfront Park. The lights should be illuminated on the third Friday of November and remain lit around the outdoor rink until late February.
2. Remove the Christmas Magic Lights from the Esplanade and relocate them to Victoria Park. Install additional lights and decorations in a manner suitable to the size of the space in the Park, within budget. While it may be appropriate to remove Christmas decorations in the first week of January, we recommend that some lighting be maintained after January 7 so that the Park has some lighting through to late February.
3. Continue to put out an annual call for volunteers to assist staff as required in implementing and expanding Christmas Magic. Community engagement and involvement in lighting up Victoria Park should be encouraged.
4. Reconsider funding the lease of downtown lamp post lights for the 2019/2020 Christmas season. On July 4, 2019 the DBIA passed a motion committing \$9,000 for more lights and/or decorations for the downtown core lamp posts. Council would therefore need to approve an additional \$16,000 to move forward with the \$25,000 cost of leasing the lamp post light fixtures. This should also be considered in the 2020 Public Works budget.

CARRIED

Page 1 of 1

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM:	Kara Euale
TITLE:	Secretary, Christmas Magic Ad Hoc Committee
DATE OF MEETING:	September 3, 2019
TITLE / SUBJECT:	Final Report: Location of Lights for 2019 Christmas Magic
REPORT DATE:	August 14, 2019

1.0 INTRODUCTION

Until 2016, Christmas Magic Display of Lights was centered in Victoria Park and Victoria Hall. In 2016 the lights were temporarily removed from Victoria Park and relocated in Rotary Park and the Esplanade. In January 2019, in response to requests by citizens calling for the return of lights to Victoria Park (see Appendix I), Municipal Council voted in favour of establishing *The Christmas Magic Ad Hoc Committee* whose mandate was to provide recommendations regarding the location of the 2019 Christmas Magic Display of Lights.

Terms of Reference created in April 2019 directed that the Committee be composed of up to six citizens appointed by Council, in addition to the Arts, Culture and Tourism Coordinator and the Parks and Recreation Coordinator. Non-voting members of the Committee were to include the Director or Deputy Director of Community Services, the Manager of Marketing and Events, the Manager of Parks and the Community Events Coordinator. The Committee was required to:

- Consult with appropriate Town Departments to consider the budget implications on the possible locations of 2019 Christmas Magic;
- Consider all potential light pollution effects, or any other environmental effects on trees or other types of plants if used to hold lighting or decorative fixtures relating to Christmas Magic;
- Consider the logistics of suitable locations as they relate to entertainment, amenities and/or activities for participants attending the Municipal Event;
- Identify, engage, and work with other community groups and partners who are actively engaged in the celebration of the 2019 Christmas Magic; and

- Undertake any other assignment pertaining to Cobourg's celebration of the 2019 Christmas Magic as may be requested by Council.

On May 21, 2019, council appointed Bruce Moore, Ron Hyatt and Julie McCuaig to the Committee. On July 2, Council appointed Jane Frost, Dale Randall and Rosella Cornaviera to the Committee. Councillors Adam Bureau and Emily Chorley were the Coordinators of Arts, Culture and Tourism and Parks and Recreation. The Committee met on June 27, July 17, July 26 and August 14, 2019.

2.0 DISCUSSION OF ISSUES

The Committee considered several reports prepared by Staff addressing contextual issues as well as specific issues identified in the terms of reference: e.g. budget implications, potential environmental effects on trees and plants, logistical issues relevant to sites of activities, views of other community groups.

We make the following observations:

Victoria Hall:

Each year the lighting-up ceremony takes place outside Victoria Hall to launch Christmas Magic. The Committee recognizes that this is an essential part of the Christmas Magic tradition.

Rotary Park:

Christmas lights at the skating rink provides the public with a pleasurable experience and appears to have increased foot traffic to the downtown core in a measurable way, at least on the night of the tree lighting.

The Esplanade:

Unlike Rotary Park, there are no natural trees for lighting on the Esplanade. The site is not as visible as Rotary Park and is not as accessible. Its proximity to the Harbour poses a risk to young children. The Committee was told that the DBIA does not oppose a discontinuation of the lights at this site.

Victoria Park:

Many citizens of Cobourg have asked for the display of Christmas Lights in Victoria Park. While there is a concern about avoiding damage to the trees and the Park, staff have acknowledged that lights could be placed in a manner that minimizes any stress or damage to the trees and grass in the park (e.g. flood lights, projectors, solar lights). Returning lights to Victoria Park during the Christmas season would draw people to the park, which would be a boost to tourism at that time of year. The park is accessible to everyone. The lights could be placed in a way and at a time that does not interfere or disrespect any groups or events (e.g. Remembrance Day). Staff have advised that lights could easily be relocated from the Esplanade to Victoria Park and that staff will work within the approved budget of \$20,000 and divide the lights between Rotary Harbourfront Park, Victoria Hall, and Victoria Park. Staff are actively seeking

additional sponsorship in order to further enhance the impact of lighting displays in Victoria Park. The Committee recommended that the lighting of the structures within Victoria Park (such as the bandshell, canteen, and Lions Pavilion) would have a great visual impact on the lighting of Victoria Park. The DBIA discussed the possible relocation of the lights from Esplanade to Victoria Park and did not oppose the idea so long as lights remain in Rotary Park for the lighting-up ceremony.

3.0 SUMMARY

The Christmas Magic Display of Lights should include Victoria Park, Rotary Harbourfront Park and Victoria Hall. Increasing the magnitude of the Christmas Magic Display of Lights is responsive to public calls for action. It contributes to the bonhomie of this “feel good” town during the holiday season and would draw more people to the downtown core and contribute to revitalizations efforts. It is financially feasible and would not harm the environment.

The Committee recognizes that staff will work within the 2019 budget of \$20,000, and realizes that best efforts will be made to restore the former glory of past lighting displays in Victoria Park, although it will likely take several years and an increased budget and community partnerships to accomplish this.

4.0 RECOMMENDATIONS

Having consulted with appropriate town departments and having considered all relevant factors, we respectfully make the following recommendations:

1. Maintain Christmas Lights in Rotary Harbourfront Park. The lights should be illuminated on the third Friday of November and remain lit around the outdoor rink until late February.
2. Remove the Christmas Magic Lights from the Esplanade and relocate them to Victoria Park. Install additional lights and decorations in a manner suitable to the size of the space in the Park, within budget. While it may be appropriate to remove Christmas decorations in the first week of January, we recommend that some lighting be maintained after January 7 so that the Park has some lighting through to late February.
3. Continue to put out an annual call for volunteers to assist staff as required in implementing and expanding Christmas Magic. Community engagement and involvement in lighting up Victoria Park should be encouraged.
4. Reconsider funding the lease of downtown lamp post lights for the 2019/2020 Christmas season. On July 4, 2019 the DBIA passed a motion committing \$9,000 for more lights and/or decorations for the downtown core lamp posts. Council would therefore need to approve an additional \$16,000 to move forward with the \$25,000 cost of leasing the lamp post light fixtures. This should also be considered in the 2020 Public Works budget.

5.0 ATTACHMENTS

Delegation to Council by Bruce Moore, Cobourg Citizen, January 7, 2019

6.0 AUTHORIZATION ACKNOWLEDGMENT

Submitted by the Christmas Magic Ad Hoc Committee on August 14, 2019.

APPENDIX I

Mail body: Mayor, deputy mayor and councillors I would like to thank you for...

Mayor, deputy mayor and councillors I would like to thank you for your time. I am here on behalf of many fellow citizens of Cobourg. Many of us believe that the Christmas magic belongs back at Victoria Park. In the current location at the harbour the majority of the town cannot see the display. I remember walking on King street last year at night and thought to myself wow this town does not look decorated at all for Christmas. The only way I saw the lights was to look down Second street and see just a small portion of it. Now at its current location it feels like a private display for the condo owners. If it goes back to where it was everyone that drives through town will see the lights. If someone from out of town was driving through they would not see the display at all. I put a poll on Facebook and asked the following question: Who would like to see Victoria Park lit up for Christmas. The park and beach is our largest tourist attraction in town so why is it left in the dark at Christmas? Please share with family and friends. If I get a huge response I will bring it to town council. □□□□□□□□□□□□□□. I will give you the results in a moment. Some of the people that voted on the poll stated how they miss it from when they were young and miss seeing the bandshell lit up and not be able to share it with their kids. Victoria Park and beach is our largest tourist attraction and we should show it off all year long and not just during the summer. here are the results of the poll. Almost 1300 Voted and over 1200 Said light the park and 44 said no leave it where it is. I think this proves how much the people of Cobourg feel about this issue and truly what they want. This is not a small amount of people for sure. Many of you while you were campaigning said your here for the people this is a way to prove it. Let's get Victoria Park out of the darkness and bring back the light. Light up the Park!!

Thank you!

Sent from my iPhone

This poll has ended.

1.2K Votes

1 Share



Like



Comment



Share



Bruce Moore created a poll.



November 6 at 6:39 PM · 🌐

Who would like to see Victoria Park lit up for Christmas this year? The park and beach is our largest tourist attraction in town so why is it left in the dark at Christmas? Please share with family and friends. If I get a huge response I will bring it to town council. 🎄 🎄 🎄 🎄 🎄 🎄 🎄 🎄 🎄 🎄 🎄 🎄 🎄 🎄

97% Light the Park ✓

3% No

This poll has ended.



14

1.2K Votes 55 Comments 184 Shares



Like



Comment



Share





...

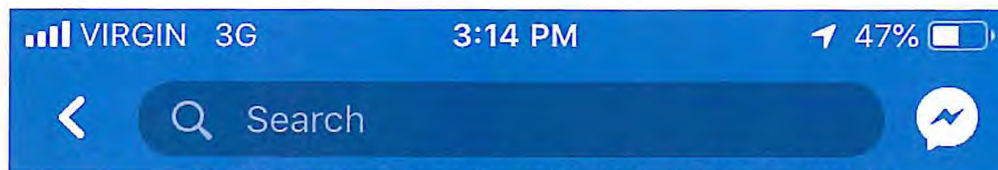
Who would like to see Victoria Park lit up for Christmas this year? The park and beach is our largest tourist attraction in town so why is it left in the dark at Christmas? Please share with family and friends. If I get a huge response I will bring it to town council.

1.2K – Light the Park 44 – No



④

 Message



will do my best to bring this issue to the town council. Thanks again in participating in the poll. Had no idea it would get that big.

19h Like Reply



Rachel Purvis-Whitehead

Bruce Moore bring up the idea of a park lighting ceremony, have local vendors selling products that could be gifted at Christmas time, hot chocolate and hot apple cider sales with the proceeds going towards the city. Make a whole event of it!

8m Like Reply



Bruce Moore

Rachel Purvis-Whitehead they sort of do that now at town hall but I will mention your quote. I'm going to read some of the things people said during the poll when I give my presentation

Just now Like Reply



Write a reply...





Bruce Moore shared a post to the group: **Port Hope & Cobourg Buy & Sell Group.**

1 hr ·



Mike Pace
Waste of money

57m Like Reply



Erin Thompson
For some reason it felt more magical in the park, i think us moms/ dads can agree that when you let your kids go and run through the park and lights it's pretty cool - minus the fear of them running into the road where the condo owners are driving through, Just sayin ;)

2m Like Reply



Bruce Moore
Erin Thompson yes I think the park is more family friendly and don't have to worry about cars

Just now Like Reply



Write a reply...



Write a comment...





Bruce's Post



over 1200 saying right the park and only 44 saying No. Tomorrow I will be going to town hall after work and ask to bring this topic up at a council meeting. I will do my best to represent all 1200 plus of you. I will let you know when this takes place and would appreciate to see support at the meeting. This new town council said they would listen more to the public and their opinion. Let's find out together.

1h Like Reply



Valerie Green

Thankyou hun we all pay taxes here nwe all want the lights back to the park were all can enjoy n our out of town visitors

1h Like Reply



Mike Pace

Waste of money

57m Like Reply



Erin Thompson

For some reason it felt more madical in



Write a comment...

