



# Committee of the Whole

**Date:** Monday May 11, 2020

**Time:** 6:00 PM

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

## AGENDA

### Inquiries & Accommodations

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

### Alternate Format

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

### Live Streaming Video

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


### Public Participation

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

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

### NOTE TO THE PUBLIC:

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

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE AGENDA</b>
	<p>Monday May 11, 2020 at 6:00 PM</p> <p>Electronic Participation – Zoom Video Conference</p>

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday May 11, 2020 at 6:00 PM through Electronic Participation, Zoom Video Conference Application

**I      CALL TO ORDER**

**II     AGENDA ADDITIONS**

1.        1. Delegation, Dora Body, regarding a proposal for basic maintenance of the Garden while restrictions on the use of park facilities are in effect;
2.        2. Delegation, Nancy Marshall and Steve Wilkes from Survivor Thrivers Dragon Boat Team, in response to the Lifesaving Society Safety Audit of the Harbour Staff Report;
3.        3. Delegation, Monica Sheridan Alan Clough, Cobourg Yacht Club, in response to the Lifesaving Society Safety Audit of the Harbour Staff Report;
4.        4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding Victoria Park Beach, Cobourg – Temporary Closure Option for Council – COVID-19 Pandemic;
5.        5. Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda for Thursday June 11, 2020;
6.        6. Memo from the Director of Planning and Development, regarding an Application for Approval of a Pre-Servicing Agreement and Subdivision Agreement: East Village Phase 5 Subdivision, North West Corner of King Street East & Willmott Street. (JMCD Holdings Inc./Engage Engineering);
7.        7. Memo from the Director of Public Works, regarding the dedicated Gas Funds for the Public Transportation Program, Town of Cobourg 2019 - 2020;
8.        8. Memo from the Director of Public Works, regarding the passing of a By-law for the Temporary Alteration to Traffic Patterns on Mathew Street during the 2020 approved capital project for the reconstruction of Mathew Street;

9. Memo from the Assistant Manager, Waterfront Operations, regarding the Unfinished Business Item on a Response to the Delegation from Anglers (September 03, 2019);
10. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2020 Cobourg Farmers Market Season – Curbside Pick-Up/E-Commerce Model; and
11. Closed Session pursuant to Section 239 (2) (b) a proposed or pending acquisition or disposition of land by the municipality or local board.

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

### **III     DISCLOSURE OF PECUNIARY INTEREST**

### **IV     PRESENTATIONS**

### **V      DELEGATIONS**

1. Dora Body, regarding a request from the Cobourg Ecology Gardeners' proposal for basic maintenance of the Garden while restrictions on the use of park facilities are in effect. 9 - 14
2. Nancy Marshall and Steve Wilkes from Survivor Thrivers Dragon Boat Team, in response to the Lifesaving Society Safety Audit of the Harbour Staff Report. 15 - 24
3. Delegation, Monica Sheridan and Alan Clough, Cobourg Yacht Club, in response to the Lifesaving Society Safety Audit of the Harbour Staff Report; 25 - 32

### **VI     DELEGATION ACTIONS**

### **VII    GENERAL GOVERNMENT SERVICES**

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from the Interim Chief Administrative Officer/Treasurer, regarding continued Financial Assistance in Response to the COVID-19 Pandemic. 33 - 35

Action Recommended: THAT Council approve the following measures be extended in order to continue to provide financial relief for taxpayers and residents of Cobourg:

1. Transit Services will continue to be provided at no charge until May 31, 2020 and that the current transit schedule as approved by Council on April 14, 2020 be continued.
2. Free Parking will continue to be provided in all Municipal Lots and at all Municipal Parking Meters until May 31, 2020.
3. Any Taxpayers on the pre-authorized payment plan with concerns about paying their next payment due June 10, 2020 may contact the Finance Department to discuss payment arrangements.

2. Memo from Adam Giddings, Manager of Regulatory Compliance and Finance, regarding the Draft Waterworks of the Town of Cobourg - 2019 Audited Financial Statements. 36 - 48

Action Recommended: THAT Council approve the draft audited financial statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2019.

3. Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda for Thursday June 11, 2020. 49 - 92

Action Recommended: THAT Municipal Council receive the proposed resolutions as presented within the Shareholders Meeting Agenda; and

FURTHER THAT Council authorize the Interim Chief Administrative Officer who is delegated as the Shareholder representative to represent Municipal Council to support the proposed resolutions as presented in the Shareholders Meeting Agenda.

## **VIII PLANNING AND DEVELOPMENT SERVICES**

Chair, Councillor Beatty - Planning and Development Services Coordinator

1. Memo from the Director of Planning and Development , regarding an application for Site Plan Approval - Development Agreement: South/East Corner of New Amherst Blvd. & Charles Wilson Parkway James Fryett Architect Inc. (James Fryett & Shah Amiri) / New Amherst Ltd./New Amherst Homes. 93 - 103

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

FURTHER THAT Council authorize the preparation of two (2) by-laws to be endorsed and presented to Council for adoption at a Regular Council Meeting to:

- i. By-law to authorize the Mayor and Municipal Clerk to execute a Development Agreement with New Amherst Ltd. and Lakefront Utility Services Inc. for a residential development consisting of one (1), 3-storey 6-plex building at the south-east corner of New Amherst Blvd. and Charles Wilson Parkway, subject to the finalization of details by municipal staff and applicable agencies; and,
  - ii. By-law to remove the Holding (H) Symbol for the subject property.
2. Memo from the Planner 1 - Heritage, regarding the Downtown Cobourg Vitalization Community Improvement Plan (CIP) – Summary Report 2019 and Overall CIP Monitoring Program Summary (2016 – 2019). 104 - 114

Action Recommended: THAT Council receive the memo for information purposes.



3. Memo from the Director of Planning and Development, regarding an Application for Approval of a Pre-Servicing Agreement and Subdivision Agreement: East Village Phase 5 Subdivision, North West Corner of King Street East & Willmott Street. (JMCD Holdings Inc./Engage Engineering). 115 -  
127

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement and a Subdivision Agreement with JMCD Holdings Inc., Bank of Montreal and Lakefront Utility Services Inc. for the East Village Phase 5 subdivision development at the north-west corner of King Street East and Willmott Street, subject to the finalization of details by municipal staff and applicable agencies.

## **IX PUBLIC WORKS SERVICES**

Chair, Councillor Darling - Public Works Services Coordinator

1. Memo from the Director of Public Works, regarding the dedicated Gas Funds for the Public Transportation Program, Town of Cobourg 2019 - 2020. 128 -  
130

Action Recommended: THAT Council authorize the Mayor and the Municipal Clerk to prepare and sign a supporting bylaw (attached) to ensure that the Town of Cobourg receives its payment for Gas Tax funding and the that funds are used to continue supporting local transportation services; and

FURTHER THAT the By-law be endorsed and be presented to Council for adoption at a Regular Council Meeting.

2. Memo from the Director of Public Works, regarding the passing of a By-law for the Temporary Alteration to Traffic Patterns on Mathew Street during the 2020 approved capital project for the reconstruction of Mathew Street. 131 -  
132

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 approve and to authorize the Director of Public Works to temporarily alter the direction of traffic flow on Mathew Street from a one-way to a two-way traffic pattern and that on-street parking shall not be permitted during the reconstruction of Mathew Street.

## **X PARKS AND RECREATION SERVICES**

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

1. Memo from the Director of Community Services, regarding the Unfinished Business Item- Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour. 133 -  
165

Action Recommended: THAT Council receive the memo from the Director of Community Services, dated April 30, 2020, for information purposes; and

FURTHER THAT Council directs staff to continue to implement the recommendations of the Cobourg Harbour Aquatic Safety Audit to reduce risk and liability and to promote healthy living and safe practices to all users; and

FURTHER THAT Council supports staff in its efforts to work collaboratively with recreational user groups to create reasonable, fair and transparent Harbour use policies and procedures for all users that are consistent with the Town's other recreational spaces and facilities.

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|----|---|------------|---|
| 2. | Memo from the Assistant Manager, Waterfront Operations, regarding the Unfinished Business Item - Response to Delegation from Anglers. | 166<br>173 | - |
|----|---|------------|---|

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

## **XI PROTECTION SERVICES**

Chair, Councillor Burchat - Protection Services Coordinator

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|----|---|------------|---|
| 1. | Memo from the Municipal Clerk/Manager of Legislative Services, regarding Victoria Park Beach, Cobourg – Temporary Closure Option for Council – COVID-19 Pandemic. | 174<br>177 | - |
|----|---|------------|---|

Action Recommended: THAT Council provide direction to Staff with one of the following options:

1. THAT Council direct Staff to implement the closure of Victoria Beach for the remainder of the extended Provincial Emergency Declaration extended to May 19, 2020 (or Longer) and install fencing and barriers as necessary and continue with increased enforcement at the Cobourg Beach in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units.

OR

1. THAT Council direct Staff to remain with the status quo and continue with increased enforcement at the Cobourg Beach in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units.

## **XII ARTS, CULTURE AND TOURISM SERVICES**

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

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|----|--|------------|---|
| 1. | Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2020 Cobourg Farmers Market Season – Curbside Pick-Up/E-Commerce Model. | 178<br>192 | - |
|----|--|------------|---|

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a lease agreement between the Cobourg Farmers Market and the Town of Cobourg for the use of the Albert Street Parking Lot for a portion of the 2020 Farmers Market Season to reflect the current COVID-19 Pandemic, utilizing a curbside pick-up/e-commerce as a temporary service delivery model to take effect on the date of this By-law passing to be held every Saturday beginning on Saturday May 16, 2020 through to December 21, 2020; and

FURTHER THAT a physical start date in the Farmer's Market permanent location at Rotary Harbour Front Park is still to be determined and shall be brought back to Council for approval once the Town of Cobourg facilities, and services are back to normal operations, and through ongoing and continuous discussion with the Cobourg Farmers Market Association.

### **XIII UNFINISHED BUSINESS**

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

#### **1. Municipal Council Unfinished/Outstanding Business Tracking Table**

193 -  
199

<b>Unfinished Business Item</b>	<b>Meeting Date</b>	<b>Department/Division</b>	<b>Deadline Date</b>
2020 Town of Cobourg Capital Budget Items Status	04-06-20	CAO	N/A
Private Transportation Regulating By-law	01-27-20	Legislative Services	<b>Regular Council Meeting</b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.(Originally due November 25, 2019)	01-28-19	Legislative Department	<b>May 11, 2020</b>
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	<b>May 11, 2020</b>
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	<b>May 11, 2020</b>
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	<b>May, 11 2020</b>
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	<b>May 11, 2020</b>
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	<b>June 1, 2020</b>
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	<b>June 22, 2020</b>

Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	June 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A

#### **XIV COMMITTEE OF THE WHOLE OPEN FORUM**

**If you wish to participate in the Committee of the Whole Open Forum, please send an email to the Municipal Clerk at clerk@cobourg.ca prior to 6:00 P.M. on Monday May 11, 2020. If participating in the Forum please join the Zoom Application by registering an account and entering the Meeting ID: 937 501 654. Once entered the Municipal Clerk will invite you into the meeting once the Committee of the Whole Open Forum has begun for the opportunity to address Council. Reminder, Procedural By-law No.009-2019 meeting rules apply.**

#### **XV CLOSED SESSION**

##### **1. Closed Session**

Action Recommended: THAT Council meet in Closed Session in accordance with Section 239 (2) (c) of the *Municipal Act, 2001*, regarding:

##### **s. 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board:**

1. Potential Municipal Property Lease Agreement - Northam Industrial Park - Building #17.
2. Municipal Property Lease Agreement – Correspondence from Tenant.

#### **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](mailto:clerk@cobourg.ca), or by fax to (905) 372-7558.

### 1. GENERAL INFORMATION

Name of Delegate(s):

Dora Body

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

Cobourg Ecology Gardeners

### 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:

May 11, 2020

### 3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

Business to be discussed: Cobourg Ecology Gardeners' proposal for basic maintenance of the Garden while restrictions on the use of park facilities are in effect

Summary: The proposal addresses scheduling, interaction with those passing through the Garden, what we would and would not do in the Garden and the impact if the proposal is not approved.

**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)

We ask that Council approve the Cobourg Ecology Gardeners' basic maintenance proposal, as described in our delegation. If approved, we would appreciate receiving a letter of approval on Town letterhead.

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

☐ Yes ☒ No

**4. PRESENTATION MATERIAL**

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

Do you have any equipment needs? ☐ Yes ☒ No

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

Please Select the Type of Equipment

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



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

**5. CONTACT INFORMATION**

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

[REDACTED]

Phone:

[REDACTED]

E-Mail:

[REDACTED]

**6. ACCESSIBILITY ACCOMODATION**

Do you require any accessibility accommodation? ☐ Yes ☒ No

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

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

Dora Body

Print Full Name



Municipal Clerk or Designate

Signature

[REDACTED]

2020/05/05

Date (YYYY/MM/DD)

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](mailto:blarmer@cobourg.ca).

**LEGISLATIVE SERVICES DEPARTMENT** | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2  
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## **Cobourg Ecology Garden – Basic Maintenance Proposal**

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Mayor Henderson, Deputy Mayor Seguin and members of Council – thank you for the opportunity to present on behalf of the Cobourg Ecology Gardeners. I'll try to keep this short and to the point and am happy to answer any questions at the end.

Unlike other Town parks, the Ecology Garden is maintained by volunteers, not the Parks Department. In effect, we are the staff for this park. Our "ask" is that Council give members of the Ecology Gardeners written approval to do basic maintenance of the Garden while restrictions on the use of park facilities are in effect.

Our proposal for basic maintenance consists of four elements: scheduling, interaction with Garden visitors, what we would do, and what we would not do. I'll go through each of these now.

**Scheduling:** We would develop a schedule that ensures that no more than two people are working in the Garden at any time. If two people are present, one would work in the east section while the second person works in the west. Before implementing the schedule, we would develop safety protocols to be followed by all gardeners.

**Interaction with Garden Visitors:** We would:

- Practice physical distancing from people who are passing through the Garden
- Advise visitors that maintenance is being done with Town approval and restrictions on use of park facilities are still in effect

**What We Would Do:** Our maintenance activities would focus on:

- Post-winter clean-up and maintenance of garden beds in order to control ticks and noxious/invasive flora such as poison ivy, dog-strangling vine, and so on
- Lawn mowing and whipper snipping to control ticks
- Raking and weeding of pathways to ensure that they remain safe for use
- On-going litter clean-up, and



## Cobourg Ecology Garden – Basic Maintenance Proposal

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- Watering as needed if restrictions extend into a dry spell

**What We Would Not Do:** While restrictions are in effect:

- We would not start any new projects in the Garden.
- We would not do any further development of the pop-up forest until restrictions are lifted.

So, we're asking that you approve this proposal at the May 19<sup>th</sup> Council meeting. You may be thinking, "What happens if no maintenance is allowed?" The answer is that it depends on how long we are restricted from working in the Garden.

Ticks are already a safety issue as the nymphs have started their heavy feeding cycle and we have been unable to do the Garden cleanup that normally happens in April. They will become even more of an issue as the grass starts growing.

Pathways are also an immediate concern as they need to be cleared of debris, overgrowth of branches, weeds and motivated plants on a constant basis. Neglected, overgrown pathways could become a liability issue, especially in the case of the accessible path which is used by visitors who have mobility limitations or visual impairment.

By the end of May, vandalism, litter and theft of plants and shrubs will become even more of a problem than it is during normal times when we have a visible presence in the Garden. As it is, we are already finding shattered beer bottles and discarded food in the Garden. Broken glass is an obvious danger for visitors. Discarded food attracts rats and other creatures.

Now, the flowers and shrubs in the garden beds would likely survive a season of neglect. However, the beds and pathways would be overtaken by grass, weeds, debris, litter and invasive plants. This would require a massive restoration effort next year, well beyond the many hours that we devote to normal Garden maintenance each year.

## **Cobourg Ecology Garden – Basic Maintenance Proposal**

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Given that we are a small number of volunteers who are all seniors, we would be in danger of losing a number of our members if we were faced with hacking a garden out of a jungle next year. Since it's extremely difficult to attract new members, we would have to enter into discussions with the Town as to what type of support the Town could provide for the continued existence of the Ecology Garden.

To wrap up, we feel that in the current atmosphere of worry, concern and isolation, people need a few signs of hope and the Garden provides that for the many people who pass through it. By approving our proposal for basic maintenance, you would permit us to demonstrate new beginnings and hope to the citizens of Cobourg.

Dora Body

Chair, Cobourg Ecology Gardeners



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

### 1. GENERAL INFORMATION

Name of Delegate(s):

Nancy Marshall, Steve Wilkes

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

Survivor Thrivers Dragon Boat Team

55 King Street West, Cobourg, ON K9A 2M2, by e-mail to [clerk@cobourg.ca](mailto:clerk@cobourg.ca), or by fax to (905) 372-7558.

### 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: Monday May 11, 2020

### 3. DELEGATION REQUEST

**General Nature/Purpose of the Delegation:**

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

The Survivor Thrivers will respond to the most recent report from Town Staff (April 30, 2020) related to Lifesaving Society Safety Audit of the Harbour

We will outline our participation in the process to date

We will summarize our concerns related to Recommendations:

# 7 Limiting where paddling can occur within the harbour:

# 8 Requiring use of Safety Boat: Will clubs be required to purchase their own safety boat? Can one safety boat be used by more than one user group when both are on the water? Will scheduling be implemented limiting when we are able to use the harbour?

#10 "Encouraging" purchase of LSS Dragon Boat Guideline: Dragon Boat Canada Guidelines are more detailed and applicable to our sport (Note: we have purchased recommended document and will carefully review)

We will reference Mayor Henderson's interview with Lynda Kay on Municipal Matters (Nov. 2019) when he was asked if the Town would be purchasing a safety boat. He did reply, "Absolutely!" and then qualified his answer, "It is not affordable right now." The Mayor also said we need to use common sense. We are asking Council to use common sense. Is it affordable for the Survivor Thrivers? Or other user groups?

We will focus on and highlight the positive and proactive language in this report that has the potential of bringing Staff and User Groups together in order to move some of the recommendations forward into action

The Survivor Thrivers' Breast Cancer Dragon Boat Team is ready to show up to the table (real or virtual) with

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2  
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other user groups to be a part of a collaborative decision making process. We want to be actively involved.

**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)

Before approving this report, The Survivor Thrivers are asking Council to think about the financial impact of recommendations 4 and 8 on user groups. Both recommendations reference the use of a mandatory power craft for all events, training and programs. Please as Mayor Henderson said, "We need to use common sense." We asking that Council use common sense. Please set aside this recommendation at this time for further study and investigation.

We are asking that Council requires Staff to formulate a detailed plan in consultation with user groups.

- The plan would outline the process for moving recommendations forward.
- It would clearly identify when and how often users groups would be actively involved in the consultative process (real or virtual) referenced in the April 30, 2020 report.
- It would provide specific timeline for discussing specific recommendations.

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.

<b>5. CONTACT INFORMATION</b>	
Address (Street, Town/City and Postal Code): [REDACTED]	
Phone: [REDACTED]	E-Mail: [REDACTED]

<b>6. ACCESSIBILITY ACCOMODATION</b>
Do you require any accessibility accommodation?   Yes   * No
If yes, what accommodation(s) do you require?          

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

Nancy Marshall	2020/05/08
Print Full Name	Date (YYYY/MM/DD)
Signature	

\_\_\_\_\_  
Municipal Clerk or Designate

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## **DELEGATION RULES AND GUIDELINES THE CORPORATION OF THE TOWN OF COBOURG**

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## STRONGER. TOGETHER.

*Lives changed by cancer  
are strengthened by communities.*

Survivor Thrivers Breast Cancer Survivors Society

[www.survivorthrivers.com](http://www.survivorthrivers.com)

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The April 30, 2020 document, Cobourg Harbour Aquatic Safety Audit Report-Back has been written with a positive tone calling for collaborative discussions to find solutions so that all parties can come to agreement.

The Survivor Thrivers are encouraged to read that *“The intention was always for the Town to take the recommendations and then work with user groups to identify reasonable solutions while still addressing the municipal legal and moral responsibilities.”* (page 11 & 12)

and

*“It is not the intention of the Community Services Division to limit the use or enjoyment of the Harbour...”*  
(page 13)

and

*“The Town fully supports and promotes stakeholder engagement and active two-way communication.” and, “The (Community Services) Division would like to work with Harbour users ... to develop a schedule that meets the needs and safety of all groups and individuals as fairly as possible.”* (page 17)

We welcome the opportunity to share our written comments and an oral presentation with Mayor Henderson and Members of Cobourg’s Town Council.

Over the years, The Survivor Thrivers have always provided feedback and comments related to Town initiatives. Most recently, on November 5, 2019, we attended the Parks and Recreation Advisory Committee meeting to address and highlight our concerns related to Recommendations contained in the Cobourg Harbour Aquatic Safety Audit Report-Back. Our concerns focussed on Recommendations 4, 6, 7, 8, 10, and 14. Many of the points that were identified by the Survivor Thrivers and other user groups have been included in the Report-Back.

Reading the statement that Town Staff will come together *“to work collaboratively with user groups to create reasonable, fair and transparent Harbour use policies and procedures for all users.”* (page 2) reassures us that our voices were heard and our ideas will be considered.

Safety is important. No one wants to be involved in or the cause of an accident on the water. We are prepared to do the work. We want to participate in discussing and planning the next steps. We recognize that the Covid-19 Pandemic has created a new and different world. We are willing to meet virtually to resolve the issues and



create reasonable, fair and transparent Harbour use policies and procedures. A detailed action plan and timeline for this process must be developed as soon as possible.

Detailed information about our concerns related to Recommendations 7 (*limiting paddling in high risk areas*) can be found in Appendix A. Appendix B outlines our concerns about Recommendation 8 (*requiring use of a safety boat*).

The Survivor Thrivers Dragon Boat Team position with respect to specific recommendations:

- Survivor Thrivers Support Recommendations 1, 2, 3, 5, 9, 10, 11, 12, 13, 14
- Survivor Thrivers does not support Recommendation 4 (*developing a Harbour Emergency Response Procedures Manual*) until a full study of the Harbour Safety by Cobourg's Risk Manager is completed. This data is needed to fill in the gaps from the Lifesaving Society's Audit Report. This process must begin as soon as possible and include extensive consultation with User Groups and observation of programs in action. This information will be important in the preparation of an Emergency Procedures Manual and will help guide discussions related to Recommendations 6, 7, and 8.
- Survivor Thrivers does not support Recommendation 6 (*revise the User Group Agreement form*) until Town Staff and User Groups have clarified mutual responsibilities and defined best practices and minimum standards.
- Survivor Thrivers does not support Recommendation 7 (*separating motor craft and self-powered craft*) at this time. Give time for meaningful and considerable discussion to take place between Town Staff and User Groups so we can exercise common sense, good judgement and come up with a plan that works for everyone and ensures everyone's safety. There would appear to be appropriate regulations already in place. Boat operation is subject to a series of rules similar to those governing road traffic and include, the Criminal Code of Canada.
- Survivor Thrivers does not support Recommendation 8 (*ensuring all user groups are using a safety boat for all organized activities*) until further discussion and investigation by Town Staff and all of the User Groups have been completed. Collaboration is required to develop appropriate policies, procedures, and staffing model. The discussion and investigation would uncover requirements that would guide the selection of a safety boat and costs (Capital & Operating)

In Conclusion, The Survivor Thrivers supports a majority of the recommendations in the Report-Back and we welcome the opportunity to meet with Town Staff and other user groups *virtually* or *face to face*, as appropriate, in the effort to find workable solutions to the issues we have raised in our response. We all need more conversation to share our expertise and create an action plan all parties can support. We must find reasonable and common sense solutions to the identified issues. We want to ensure that all User Groups programs remain viable, that everyone who uses the West Harbour is safe and at the same time, we must address and carefully consider municipal legal and moral responsibilities.

*Respectfully,*

Nancy Marshall, Past President, Survivor Thrivers

Steve Wilkes, Coach, Survivor Thrivers

## Appendix A

### **Recommendation 7                      *Enhance craft safety and reduce risks inside the Harbour by separating motor craft and self-powered craft* (page 13)**

The Report-Back states on page 4 *“improving safety is a process with shared responsibilities between the Town of Cobourg and the Harbour users, especially for the implementation of the recommendations and managing the identified high-risk zones within the Harbour.”* This is the first time we have heard the words “shared responsibility”. We welcome the opportunity to participate in problem solving.

Since 2014 with Shoreline’s Plan and then in 2018 with thinc design, there have been diagrams and charts showing where we could paddle in the West Harbour. Our team members have been before Council and Parks & Recreation Advisory Committee to address these restrictions many times. On page 11 of the September 23, 2019, Lifesaving Society’s Audit Report, the areas highlighted in yellow and red are considered high risk areas. Look carefully at this diagram; you can clearly see the buildup of silt on the east side of the west break wall. Where will we paddle? We have stressed that this plan is not acceptable. Does your common sense tell you there is really room for dragon boats to practice and prepare for race day?

We understand that Town Staff and Lifesaving Society want to make sure that collisions do not happen. Guess what, we don’t want to be involved in a collision either.

Our club is realistic about where we paddle. On any given day, the weather conditions (wind, waves, and currents) dictate where in the harbour it is safe to paddle in order to optimize our practice. Our Coach is certified with Dragon Boat Canada and he checks the conditions and makes the determination of where it is safe to paddle. He is also aware of others on the water. We know how to share.

We know and understand the rules of boating safety. Several of our team members and most certainly our Coach have completed their Ontario Boating Licence. As boaters, we are vigilant and give power boats lots of room and full access to the water. When we leave our slip to begin a practice, we stop to check to make sure the way is clear. If a boat is leaving their dock to exit the harbour or if a boat is being launched at the boat ramp, we stay away until there is in clear open water. We know how to wait. As a team, we have had 21 years practicing in the harbour without incident.

There is a statement in the report that gives me hope *“The implementation and operationalization of this recommendation **would require considerable discussion with user groups in order to minimize the impact on existing programs and activities** and ensure fair access and use of Harbour by all groups.”* (page 13)

We are asking Council to set aside Recommendation 7 at this time to allow for Town and User Groups to have considerable discussion.

## Appendix B

**Recommendation 8**                      ***Ensure all user groups are using a safety boat for all organized activities and that operators are trained and certified in their use in order to be better prepared to respond to emergencies*** (page15)

There is a statement on page 17 of the Report-Back that really is concerning. *“None of the Harbour user groups provided specific examples of how these recommendations would drive them out of business.”* Recommendation 8 could be the final hurdle that The Survivor Thrivers would not be able to get over and would drive us out of the paddling business.

There is a cost factor involved in purchasing or renting a motorized safety boat that The Survivor Thrivers would find difficult to manage with our limited operating capital. The team is a registered charity and expenses and charitable donations are covered by member’s registration fees, donations, sponsorships and fund raising efforts. Given the current Covid-19 situation and the economic hardships, donations, sponsorships, and fundraising activities will be limited. The team simply cannot afford to buy or rent a Safety Boat. If a Safety Boat is mandated then the Cobourg Survivor Thrivers would be out of the business of paddling.

Note, that the Survivor Thrivers initially acquired our first dragon boat thanks to a donation from Cobourg Rotarians. We are so thankful that every year, the Town generously waives fees for use of our dock space. Community generosity supports our belief that we are ***STRONGER TOGETHER!***

Last fall, Mayor Henderson on Municipal Matters was asked by Linda Kay’s, “Will the Town be purchasing their own safety boat?” The Mayor responded with, “Yes, absolutely!” Then, he qualified his response, “It would come with a cost” and “Would be nice to have.” Finally, the Mayor, wisely and realistically stated, “But right now, it’s not affordable”.

Do you think it would be affordable for our team or other recreational clubs to purchase our a safety boat? The Mayor said we need to use common sense. We are asking Council to use common sense with regard to this recommendation.

The Town states in the Report-Back that the “West Harbour is becoming increasingly populated by a variety of vessels, both self-propelled and motorized. Safety boats have been identified as a best practice and would represent a *negligible addition* to the congestion.” The Lifesaving Society’s statement on page 7 of the original audit report states *“separating motor craft and self-powered craft must be done to ensure everyone’s safety”*. If this is so, isn’t it contradictory to add another motorized craft.

Once again, The Survivor Thrivers have been paddling in Cobourg Harbour for 21 years ... no incidents requiring a safety boat. If there was a medical emergency involving one of our paddlers, by the time a safety boat arrived on scene and the paddler was transferred to the safety boat, then taken to the shore, our dragon boat could been at the shore or dock and the ambulance might have arrived. We do have a cell phone in the boat at all times.

If our dragon boat flips or is swamped, we have very clear guidelines:

- Stay with the boat
- Find your seat mate (Row 1 + drummer; Row 10 + Steer)
- Coach/Steer knows how many are out in the boat so we can quickly count off to account for all
- If help from shore is needed, we have a sound signalling devise and would give 3 long blasts
- A cell phone must be available when on the water for emergency calls
- Everyone must wear a Coast Guard Approved PDF

We are pleased that the Parks & Recreation Advisory Committee has asked the Town to direct the Town of Cobourg's Risk Manager to conduct a full study of the Harbour Safety based on extensive consultation and observation. This information will be invaluable to establishing workable guidelines and procedures for ensuring the safety of all who participate in all non-motorized water sports. When operational guidelines are established, a cohesive implementation and communication plan can be devised so there is understanding and acceptance.

Therefore, we are asking Council to set aside Recommendations 8 at this time to allow for further discussion and investigation by Town Staff and all of the User Groups. We need to collaborate to develop appropriate policies and procedures. Common Sense must guide the work.



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):

Monica Sheridan Alan Clough

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

Cobourg Yacht Club

### 2. MEETING SELECTION

I wish to appear before:

X ☐ 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:

May 11, 2020

### 3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

Response to Aquatic Safety Audit Report:

A brief summary of our submission includes concerns such as:

1. Consultation with the Canadian Coast Guard situated in our harbour and weather harbouring vessels.
2. Transport Canada's 'Collision Regulations' and visiting boaters operate their water craft in the harbour in the presence of self-propelled crafts.
3. National body of Sail Canada's extensive regulations, training and compliance demanded of Sailing Schools.
4. CYC Policies and Procedures Manuals developed and utilized for our Learn-to- Sail School.
5. Safe launch pad for dinghies and canoes.
6. The contradiction of Recommendation #7 and #8 in the audit concerning separating motorized and self-propelled water craft versus use of coach boats.

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**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. Consult with the Canadian Coast Guard situated in our harbour and their requirements for weather harbouring vessels.
2. Review Transport Canada's 'Collision Regulations' and the impact this has on how visiting boaters will operate their water craft in the harbour in the presence of self propelled crafts. There will not be an opportunity to 'educate' these boaters or prevent them from raising or lowering their sails in the designated safe zone.
3. Recognition of the national body of Sail Canada / Ontario Sail and the extensive regulations, training and compliance demanded of Sailing Schools and their curriculum, and the fact that we are not a camp.
4. Acknowledgement of the extensive CYC Policies and Procedures Manuals developed and utilized for our Learn-to- Sail School.
5. Installation of a safe launch pad for dinghies and canoes who currently must share a ramp with large motorized water craft.
6. The contradiction of Recommendation #7 and #8 in the audit concerning separating motorized and self-propelled water craft. It is mandatory that safety boats are used to supervise Sailing School students and these are always with our watercraft while students are learning. Include this in the harbor regulations being implemented.
7. Clear the over growth of brush on the most westerly portion of the harbour directly in front of the Sailing School and Canoe Club compound. This area had previously been open space where children could safely take their water craft to the beach and be observed from the land based enclosure. It has now been allowed to fill in with weeds and underbrush and uses valuable shoreline for no purpose.

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

☒ xYes ☐ No

4.	<b>PRESENTATION MATERIAL</b>	
	Will you have an oral or written presentation? x <input type="checkbox"/> Oral <input type="checkbox"/> xWritten	
5.	<b>CONTACT INFORMATION</b>	
	Do you have any equipment needs? <input type="checkbox"/> Yes <input type="checkbox"/> NO	
	Address (Street, Town/City and Postal Code):	
	If selecting yes, please indicate the type of equipment needed for your presentation:	
	Phone:	E-Mail:
	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.	
6.	<b>ACCESSIBILITY ACCOMODATION</b>	
	Do you require any accessibility accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> xNo	
	If yes, what accommodation(s) do you require?	

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

**CONTACT INFORMATION**

Monica Sheridan Commodore

Alan Clough

5.

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

■

Phone:

E-Mail:

documents and listed on the Town of Cobourg Meeting Agenda.

Print Full Name

Signature

Date (YYYY/MM/DD)

Municipal Clerk or Designate

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Comments on the Staff Report to the Mayor and Council Members of the Town of Cobourg, Ontario;  
Subject Cobourg Harbour Aquatic Safety Audit Report-Back. Report Dated 30 April 2020.

### **Introduction**

I am (name) (title) representing the members of the Cobourg Yacht Club (CYC) and I wish to express my appreciation for this opportunity address the Mayor and Council.

As noted, CYC gladly participated in the initial interviews and in the subsequent review at the Parks and Recreation Committee. In general, CYC is supportive of the objectives of the Safety Report. In our initial submission we commented on 5 of the recommendations, 2 of those comments were to note our existing compliance, so effectively we commented on only 3 items plus some general observations.

I will review our area of concerns and make some general observations at the end of this presentation. In some instances, these comments are far more blunt than original comments, as the original comments seem to have been ignored.

### **Firstly, Section: Policy Development, Recommendation #6; Best Practices and Standards.**

The Sail Canada Training program, to which the CYC adheres and its instructors are qualified, complies with the Transport Canada requirements for recreational boating schools and is one of a dozen such programs that are recognized for excellence and compliance by World Sailing, which is the international governing body of sailing. To say that the requirements of Sail Canada programs are comprehensive is an understatement. In the Stakeholder Comments it was very disappointing to note, firstly, the absence of the recognition of existing compliance with national bodies and, secondly, the Staff Response defending the LSS commentary on Best Practices and Standards. The point here is that the LSS recommendations are largely ill-informed and irrelevant. During the interview process it was quite apparent that the majority of the LSS group, with the notable exception of the Power Squadron representative, were unaware of Sail Canada training standards. The requirement for compliance with national bodies should be paramount and consequently render irrelevant other requirements that have been put in place for different purposes and whose relevance is most questionable; additional requirements and their accompanying red tape should not be arbitrarily thrust upon organizations when far more relevant and comprehensive standards already exist. It is very disappointing that the Staff Response has ignored this commentary which has previously been made by CYC and I believe also by the CDBCC.

**\*Learn to Sail is not a camp but a regulated educational program conforming to standards set by our national body, Sail Canada.**

### **Secondly, Section: Policy Development, Recommendation #7; Enhance Craft Safety and reduce risks inside the Harbour by separating motor craft.**

The Staff Response of “Water safety zones could be easily marked to separate paddle craft and swimmers from motor boats and other self-propelled craft” is essentially true but it sadly ignores the impact. The option of building specific channels or fairways for use by motor boats entering and leaving the harbour gives “right of way” to those boats operating within those channels; other boats, including dragon boats and canoes, crossing those channels are expected to give way. Refer to the Federal Comments on the Staff Report to the Mayor and Council Members of the Town of Cobourg, Ontario; Subject Cobourg Harbour Aquatic Safety Audit Report-Back. Report Dated 30 April 2020.

Government's Collision Regulations Part A Rule 9(d) and limitation on local Rules placed by Part A Rule 1(b). Consequently, marking motor boat channels will increase the danger rather than decreasing it. Alternately, creating a substantial "keep-out" zone excluding motor boats would not only eliminate anchoring within the harbor but would limit the scope of evasive action a motor-boat currently has. In short, this is far more fraught than it would appear to the non-boater. It is disappointing that these considerations, which have previously been presented by the user groups, are being ignored.

\*ignores use of coach boats that are used with all sailing instruction as a mandatory safety regulation by Sail Canada. These motorized craft shadow all students in the Learn to Sail program.

\*ignore the safety issue of sailing vessels using harbor to raise their sails prior to exiting the harbor.

\*ignore the Collision Regulations for boats entering and exiting harbor

\*does not take into consideration, the large number of visiting boats, that will conform to Collision Regulations set by Transport Canada NOT a small harbor with unique rules. There is no opportunity to "educate users" as suggested.

\*does not appear to be any consultation with The Coast Guard.

Further, one of the most critical issues has not been addressed. The western portion of the harbour is filling in with sand and has already significantly decreased the amount of usable space available to dragon boats, canoes and sailing school boats. Without prompt action in the form of dredging this whole conversation may well be academic. In the mean-time, the inaction on dredging is increasing risk by forcing all craft into an ever-decreasing space. Again, it is disappointing that this is being ignored.

**Thirdly, Section: Policy Development, Recommendation #16; Designate camp user group indoor and outdoor space that are more appropriate, reasonable and safer than current storage areas.**

To re-iterate our previous comments:

"The CYC has both a junior club building and a club-house to protect its participants from the weather as necessary and washroom facilities in the main club house".

The significant safety issue faced by the camp participants is from vehicular traffic in the west parking lot, especially from reversing vehicles and vehicles with trailers. Consequently, eliminating the need for camp participants to traverse the west parking lot is most important; crossing the driveways is far less hazardous. What would be useful is to have:

- A simple wood-chip type pathway along the north side of the carpark from the vicinity of the compounds toward the Marina office and CYC main club-house and their facilities;
- Also, a pathway along the south-side of the parking lot from the CYC and Canoe Club compounds to the launch ramp.

These pathways would obviate the need for program participants to traverse the car-park and provide a safe pathway to the available wash-rooms. This may mean the sacrificing of one or two spots in the SW corner of the car park but that is a small price to pay for the enhanced safety.

Comments on the Staff Report to the Mayor and Council Members of the Town of Cobourg, Ontario; Subject Cobourg Harbour Aquatic Safety Audit Report-Back. Report Dated 30 April 2020.

The CYC also recommends minimizing the use of the launch ramp by camp participants. This could be achieved by the installation of a simple cottage style seasonal dock in the NW corner of the harbor close to the compounds. There is also a need for the Marina to provide an Accessible Dock.

- **NO SWIMMING: the children on paddle boards are in the water to board their craft. Sailing School students are also in the water as they practice turtling exercises, they also step in and out of their sailing craft once the boats are launched**

CYC recommends the Town conduct a feasibility study of these proposals.”.

Again, these comments been ignored.

### **Other Safety Issues**

As noted in CYC’s earlier response ‘There are often power cables, water hoses and bicycles creating trip hazards and impeding the safe use of docks. The situation where the posts for power and water outlets have been placed opposite each other along the sides of the docks further reduces the available space for foot traffic, there are also power cable and water hose hangers on the dock side of the posts which further restrict the available space. The safety of the docks is made worse in times of high water when people are running and refilling generators due to the additional equipment including gas cans and cables. Also, the lack of lighting, in times of high water, exacerbates these issues. CYC recommend:

- the creation and enforcement of rules around the use of generators and putting other equipment such as bicycles on the docks;
- new or refurbished docks should have the water and power outlets staggered and not placed opposite each other;
- the existing “inside” hangers be removed and the use of additional waterside hangers be investigated;
- high-water proof dock lighting is of the utmost urgency.

Again, these recommendations seem to have been ignored.


### **Summary.**

The CYC applauds the Town’s initiative in this regard and continues to be supportive of the vast majority of the recommendations. The CYC is very disappointed that its input to-date has been ignored and consequently feels that the commitment to further consultation is more of style than substance. We feel a commitment by the Town to include the main user groups in the report/study drafting and revision process would avoid what is unnecessarily impinging on an otherwise good and productive relationship.

Mayor and Members of Council; Thank you for your time attention in these most trying of times to what, on the current scale of challenges, must seem pretty trivial. I sincerely hope that by 2021 using the harbour will, again, become important to us all.

Questions?

Comments on the Staff Report to the Mayor and Council Members of the Town of Cobourg, Ontario;  
Subject Cobourg Harbour Aquatic Safety Audit Report-Back. Report Dated 30 April 2020.

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>STAFF REPORT</b>
TO:	Mayor and Council Members
FROM:	Ian D. Davey, BBA CPA CA
TITLE:	Interim CAO/Treasurer/Director of Corporate Services
DATE OF MEETING:	May 11, 2020
TITLE / SUBJECT:	Continued Financial Assistance in Response to COVID 19
REPORT DATE:	April 29, 2020

1.0 STRATEGIC PLAN

N/A

2.0 PUBLIC ENGAGEMENT

N/A

3.0 RECOMMENDATION

That the following measures be extended in order to continue to provide financial relief for taxpayers and residents of Cobourg:

- 1) Transit service will continue to be provided at no charge until May 31, 2020 and that the current transit schedule as approved by Council on April 14, 2020 be continued.
- 2) Free parking will continue to be provided in all municipal lots and at all municipal metres until May 31, 2020.
- 3) Any taxpayers on the pre-authorized payment plan with concerns about paying their next payment due June 10, 2020 may contact the Finance Department to discuss payment arrangements.



#### 4.0 ORIGIN

These measures are being extended to continue to assist those taxpayers and residents of Cobourg who are experiencing financial hardship as a result of the COVID 19 pandemic.

#### 5.0 BACKGROUND

All levels of government, Federal, Provincial and local, are stepping up to provide some form of financial assistance to the people of Canada during this very difficult time. The suggested extended period of relief aligns with those being provided through Federal and Provincial programs.

#### 6.0 ANALYSIS

Although the Provincial Government recently provided "A Framework for Reopening our Province", no dates were attached to this plan. It seems reasonable that the current restrictions may not be lifted during the month of May. This is evidenced by the decision to keep schools closed to the end of May. By continuing to keep public transit in Cobourg free, we allow our most vulnerable residents to still be able to get to medical appointments and to pick up items that they need. It also eliminates the need for them to buy transit passes during this period when the municipal office is closed.

By continuing to allow free public parking to the end of May it removes the need to buy parking passes. This recommendation at it relates to the Downtown core has been discussed with the DBIA. Effective June 1, 2020 all waterfront parking charges will be reinstated.

The option to allow property taxpayers to contact the finance department to discuss deferral options has been of assistance to some of our taxpayers on our pre-authorized payment plans in recent weeks and the recommendation is that the municipality continue to offer this as an option. During the months of April and May the majority of taxpayers have chosen to continue with original payment schedule.

#### 7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There will most certainly be a loss of revenue from both transit and parking if these services are provided free of charge beyond the end of April. Anyone who has purchased a parking pass or a transit pass prior to this time will be offered an extension based on the number of days remaining on their current pass after March 16, 2020. We will need to review actual results compared to budget once normal pay for service is re-instated and determine what the financial impact has been and this estimate will be included for discussion on May 14, 2020.

8.0 CONCLUSION

All levels of government, Federal, Provincial and local, are stepping up to provide some form of financial assistance to the people of Canada during this very difficult time.

By implementing the recommendations contained in this report, Council will indicate their continued willingness to assist their residents and taxpayers. In the days and weeks ahead there will be a better understanding as to the timelines for reopening the Provincial economy.

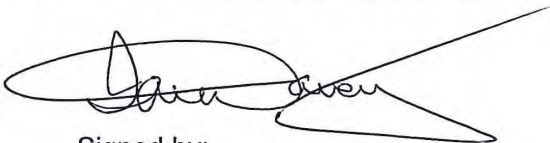
9.0 POLICIES AFFECTING THE PROPOSAL  
N/A

10.0 COMMUNICATION RESULTS

Once approved by Council, our Communications Manager will use all methods available to let our residents know about the continuing financial measures that their Municipal Council are putting in place to help them through this difficult time.

11.0 ATTACHMENTS  
None

12.0 AUTHORIZATION ACKNOWLEDGMENT

A handwritten signature in black ink, appearing to read 'Ian Davey', with a long horizontal stroke extending to the right.

Signed by:  
Ian D. Davey, BBA CPA CA

**WATERWORKS OF THE  
TOWN OF COBOURG  
FINANCIAL STATEMENTS  
AT DECEMBER 31, 2019**

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**Baker Tilly KDN LLP**  
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**F:** 705.742.9775

**www.bakertilly.ca**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE COUNCIL OF THE TOWN OF COBOURG**

#### **Report on the Audit of the Financial Statements**

##### *Opinion*

We have audited the financial statements of Waterworks of the Town of Cobourg, which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, cash flows and changes in net financial assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

##### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

## **ASSURANCE • TAX • ADVISORY**

*Baker Tilly KDN LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.*

Peterborough

Courtice

Lindsay

Cobourg

#### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario



**WATERWORKS OF THE TOWN OF COBOURG****STATEMENT OF FINANCIAL POSITION  
At December 31, 2019**

	2019 \$	2018 \$
<b>ASSETS</b>		
<b>FINANCIAL ASSETS</b>		
Cash	858,137	676,298
Accounts receivable	955,964	826,285
Unbilled revenue on customer accounts	418,162	415,965
	2,232,263	1,918,548
<b>LIABILITIES</b>		
Accounts payable and accrued charges	623,346	874,412
Due to Town of Cobourg (note 3)	745,474	365,696
Employee future benefits (note 4)	335,402	329,413
	1,704,222	1,569,521
<b>NET FINANCIAL ASSETS</b>	<b>528,041</b>	<b>349,027</b>
<b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	41,774	6,577
Inventories	97,189	80,921
Tangible capital assets (note 5)	27,673,129	26,980,144
	27,812,092	27,067,642
<b>ACCUMULATED SURPLUS (note 6)</b>	<b>28,340,133</b>	<b>27,416,669</b>

The accompanying notes are an integral part of this financial statement.

**WATERWORKS OF THE TOWN OF COBOURG**

**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
**For The Year Ended December 31, 2019**

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
<b>REVENUES</b>			
Sale of water	4,923,967	4,786,000	4,785,010
Other revenue	179,801	197,664	225,040
Development charges	11,120	39,542	48,955
Interest income	30,000	34,906	24,937
	5,144,888	5,058,112	5,083,942
<b>EXPENSES</b>			
Amortization	1,191,474	1,213,484	1,199,009
Water distribution	840,109	899,575	957,472
Administration	1,234,262	1,388,006	1,293,881
Water treatment plant	677,632	633,783	650,946
	3,943,477	4,134,848	4,101,308
	1,201,411	923,264	982,634
<b>GAIN ON SALE OF TANGIBLE CAPITAL ASSETS</b>	-	200	-
<b>ANNUAL SURPLUS</b>	1,201,411	923,464	982,634
<b>OPENING ACCUMULATED SURPLUS</b>	27,416,669	27,416,669	26,434,035
<b>CLOSING ACCUMULATED SURPLUS</b>	28,618,080	28,340,133	27,416,669

The accompanying notes are an integral part of this financial statement.

# WATERWORKS OF THE TOWN OF COBOURG

## STATEMENT OF CASH FLOWS For The Year Ended December 31, 2019

	2019 \$	2018 \$
<b>CASH PROVIDED BY (USED IN):</b>		
<b>OPERATIONS</b>		
Annual surplus	923,464	982,634
Add: items not requiring cash		
Amortization	1,213,484	1,199,009
Change in employee future benefits	5,989	2,529
Change in contributed capital	1,159,378	33,641
	3,302,315	2,217,813
Change in non-cash working capital items (note 7)	(54,629)	117,603
	3,247,686	2,335,416
<b>INVESTING ACTIVITY</b>		
Purchase of tangible capital assets	(3,065,847)	(3,215,496)
<b>NET CHANGE IN CASH DURING THE YEAR</b>	181,839	(880,080)
<b>CASH POSITION - BEGINNING OF YEAR</b>	676,298	1,556,378
<b>CASH POSITION - END OF YEAR</b>	858,137	676,298

The accompanying notes are an integral part of this financial statement.

# **WATERWORKS OF THE TOWN OF COBOURG**

## **STATEMENT OF CHANGES IN NET FINANCIAL ASSETS** **For The Year Ended December 31, 2019**

	Budget 2019 \$ (Unaudited)	Actual 2019 \$	Actual 2018 \$
Annual Surplus	1,201,411	923,464	982,634
Acquisition Of Tangible Capital Assets	(3,322,843)	(3,065,847)	(3,215,496)
Change In Capital Contributions	-	1,159,378	33,641
Amortization Of Tangible Capital Assets	1,191,474	1,213,484	1,199,009
Change in Prepaid Expenses	-	(35,197)	(33,209)
Change in Inventories	-	(16,268)	(13,356)
Change In Net Financial Assets	(929,958)	179,014	(980,359)
Net Financial Assets, beginning of year	349,027	349,027	1,329,386
Net Financial Assets, end of year	(580,931)	528,041	349,027

The accompanying notes are an integral part of this financial statement.

## WATERWORKS OF THE TOWN OF COBOURG

### NOTES TO THE FINANCIAL STATEMENTS For The Year Ended December 31, 2019

#### 1. NATURE OF ORGANIZATION

Waterworks of the Town of Cobourg is engaged in the distribution of water and associated activities. The organization is a municipal authority and is exempt from tax under the Income Tax Act. The accumulation of assets other than capital assets occurs to fund the replacement of capital assets.

#### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with standards in the Chartered Professional Accountants of Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies are as follows:

##### (a) Recognition of Revenue and Expenses

Sale of water revenue is recognized on the accrual basis when the water is supplied to users, whether billed or unbilled, and when collection is reasonably assured. Investment and other income is recorded when earned.

Development charges are recognized as revenue when funds are expended on growth related projects.

Expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

##### (b) Management Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year.

Key areas where management has made complex or subjective judgments (often as a result of matters that are inherently uncertain) include, among others, useful lives of tangible capital assets, impairment of assets, inventory provisions, amortization, and allowance for doubtful accounts. Actual results could differ from these and other estimates, the impact of which would be recorded in future periods.

##### (c) Inventories

Inventories are recorded at the lower of cost and net realizable value, where cost is generally determined using the average cost basis.

##### (d) Tangible Capital Assets

Tangible capital assets are stated at cost. The organization provides for amortization using the straight-line method at rates designed to amortize the cost of the tangible capital assets over their estimated useful lives:

Buildings	40 years
Other equipment	5 to 40 years
Transmission and distribution system	5 to 40 years

The organization capitalizes assets with a value of \$500 or greater.

Capital contributions in aid of construction toward the cost of constructing distribution assets are recorded with capital assets as a contra account. Contributions are amortized based on the useful life of the asset.

Work in process is not amortized until the asset is put into use.

## WATERWORKS OF THE TOWN OF COBOURG

### NOTES TO THE FINANCIAL STATEMENTS For The Year Ended December 31, 2019

---

#### 2. SIGNIFICANT ACCOUNTING POLICIES - (Continued)

##### (e) Pension Plan

The organization accounts for its participation in the Ontario Municipal Employee Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined benefit plan. Both participating employers and employees are required to make plan contributions based on participating employees' contributory earnings. The organization recognizes the expense related to this plan as contributions are made.

##### (f) Post Employment Benefits

The organization pays certain medical and life insurance benefits on behalf of its retired employees. The organization recognizes these post-retirement costs in the period in which the employees earn the benefits. The cost of employee future benefits earned by employees is actuarially determined using the projected benefit method prorated on length of service and management's best estimate of salary escalation, retirement ages of employees, employee turnover and expected health care costs.

The excess of the net actuarial gains (losses) over 10% of the accrued benefit obligation are amortized on a straight-line basis over the average remaining service life of the active employees. Details related to the post-employment benefits are detailed in Note 4.

##### (g) Non-Financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the organization because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the organization unless they are sold.

##### (h) Inter-Entity Transactions

The organization has an agreement with the Town of Cobourg, which results in transactions between the two entities.

Allocated costs between the Town of Cobourg and the organization, are measured at the exchange amount, which is the amount of consideration established and agreed to by the parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Town of Cobourg.



## WATERWORKS OF THE TOWN OF COBOURG

### NOTES TO THE FINANCIAL STATEMENTS For The Year Ended December 31, 2019

#### 3. INTER-ENTITY TRANSACTIONS

	2019 \$	2018 \$
Due to Town of Cobourg	745,474	365,696

The balance is due on demand, is unsecured and non-interest bearing.

Included in accounts receivable is a balance due from the Town of Cobourg in the amount of \$75,710 (2018 - \$24,155).

Included in accounts payable is a balance due to the Town of Cobourg in the amount of \$29,454 (2018 - \$589).

In the ordinary course of business, the organization enters into transactions with the Corporation of the Town of Cobourg and other related corporations. These transactions, which include the sale of water and the purchase and sale of other goods and services, take place at fair market value. The affiliated corporations of the organization are:

Town of Cobourg Holdings Inc. and its subsidiaries:  
Lakefront Utility Services Inc.  
Lakefront Utilities Inc.

During the year, the organization collected revenues of \$30,000 (2018 - \$30,000) for billing services from the Town of Cobourg and paid expenses of \$94,564 (2018 - \$79,977).

#### 4. EMPLOYEE FUTURE BENEFITS

The organization provides certain health, dental and life insurance benefits for retired employees pursuant to the organization's policy. The accrued benefit obligation and net periodic expense for the year were determined by actuarial valuation. The most recent valuation was performed for the year ended December 31, 2017.

Significant actuarial assumptions employed for the valuations are as follows: discount rate of 3.5%, salary and wage level increases at 3% per annum. A 4.50% annual rate of increase in the per capita cost of covered dental costs was assumed for 2019 and thereafter. A 5.71% annual rate of increase for health costs was assumed for 2019, decreasing by 0.25% per annum until 2025.

# **WATERWORKS OF THE TOWN OF COBOURG**

## **NOTES TO THE FINANCIAL STATEMENTS** **For The Year Ended December 31, 2019**

### **4. EMPLOYEE FUTURE BENEFITS - (Continued)**

Information about the organization's defined benefit plan is as follows:

	2019 \$	2018 \$
Accrued benefit obligation, beginning of period	329,413	326,884
Current service cost	14,849	14,377
Interest on accrued benefit obligation	11,476	11,304
Benefits paid	(19,840)	(22,656)
Actuarial gain	(496)	(496)
	335,402	329,413

### **5. TANGIBLE CAPITAL ASSETS**

	Cost \$	Accumulated Amortization \$	Net Book Value 2019 \$	2018 \$
Land	4,546	-	4,546	4,546
Buildings	1,856,710	1,080,738	775,972	833,911
Other equipment	8,472,307	4,539,104	3,933,203	3,878,035
Work in process	2,332,356	-	2,332,356	2,131,996
Transmission and distribution system	42,136,461	18,972,906	23,163,555	21,576,052
Contributions in aid of construction	(3,247,805)	(711,302)	(2,536,503)	(1,444,396)
	51,554,575	23,881,446	27,673,129	26,980,144

**WATERWORKS OF THE TOWN OF COBOURG**

**NOTES TO THE FINANCIAL STATEMENTS**

**For The Year Ended December 31, 2019**

**6. ACCUMULATED SURPLUS**

	2019 \$	2018 \$
Operating surplus	667,004	436,525
Equity in tangible capital assets	27,673,129	26,980,144
	28,340,133	27,416,669

**7. NET CHANGE IN NON-CASH WORKING CAPITAL ITEMS**

	2019 \$	2018 \$
Accounts receivable	(129,679)	(182,075)
Inventories	(16,268)	(13,356)
Prepaid expenses	(35,197)	33,209
Unbilled revenue on customer accounts	(2,197)	(54,685)
Accounts payable and accrued liabilities	(251,066)	315,831
Due to Town of Cobourg	379,778	18,679
	(54,629)	117,603

## **WATERWORKS OF THE TOWN OF COBOURG**

### **NOTES TO THE FINANCIAL STATEMENTS**

**For The Year Ended December 31, 2019**

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#### **8. PENSION AGREEMENT**

Certain employees of the organization are eligible members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan.

The Actuarial Opinion contained in the 2019 Annual Report disclosed actuarial liabilities of \$107,687 million in respect of benefits accrued for service with actuarial assets of \$104,290 million indicating an actuarial deficit of \$3,397 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the organization does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed to OMERS for the year ended was \$127,463 (2018 - \$122,781).

#### **9. BUDGET FIGURES**

The budget, approved by the organization, for 2019 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Assets. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore may not be comparable with current year's actual amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with Public Sector Accounting Board reporting requirements. Budget figures are not subject to audit.

#### **10. SUBSEQUENT EVENT**

On March 11, 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Organization's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Organization's operations. The extent of the impact of this outbreak and related containment measures on the Organization's operations cannot be reliably estimated at this time, and no amounts have been recorded in these consolidated financial statements.

**TOWN OF COBOURG HOLDINGS INC.**  
**SHAREHOLDER MEETING**  
**AGENDA**  
**JUNE 11<sup>th</sup>, 2020**  
**11:00 a.m.**  
**Virtual 'Teams Meeting'**

1. Call the meeting to order.
2. Approval of the Agenda *Page 1 – 3*  
*Resolution Required*
3. Minutes of the Shareholder's Meeting of June 26<sup>th</sup>, 2019 *Page 4 – 7*  
*Resolution Required*
4. Review of 2019 Year End Audited Financial Statements  
Manager Regulatory Compliance & Finance, Adam Giddings
  - Minutes Holdco Audit & Finance Meeting April 9<sup>th</sup>, 2020 *Page 8 – 9*
  - Holdco 2019 Year-End Consolidated Statements *Page 10 - 46*

**Proposed Resolution**

BE IT RESOLVED THAT:

- a. The Shareholders receive the Audited 2019 year-end Town of Cobourg Holdings Inc. (Holdco) Consolidated Financial Statements as presented.
- b. The Shareholders post the 2019 year-end HOLDCO Consolidated Financial Statements on-line upon receipt.
- c. The Shareholders acknowledge that the appointment of **Baker Tilly KDN LLP** as the Lakefront Group of Companies Auditor continues until December 31<sup>st</sup>, 2022.

5. Declaration of Dividend

**Proposed Resolution**

BE IT RESOLVED THAT:

- a. The Shareholders acknowledge that a community services benefit of **\$143,230** including the provision of fibre-optic network services, was provided to the Town of Cobourg Shareholder in 2019 by the Lakefront Group of Companies.
- b. The Shareholders acknowledge that the Holdco Board has decided to declare no dividend for 2019 in order to maintain flexibility for dealing with potential financial effects of the current pandemic and that Lakefront Utilities Inc. is continuing the deferral of dividends until 2021 as projected.

- c. The Shareholders acknowledge that the cumulative Shareholders Financial Benefit as of 2019 year-end from the Town of Cobourg Holdings Inc. was **\$16,272,500** consisting of interest and dividend payments.

6. Promissory Note

**Proposed Resolution**

BE IT RESOLVED THAT:

The Shareholders acknowledge that with regard to the Promissory Note between The Corporation of the Town of Cobourg and Lakefront Utilities Inc. (LUI) at the original principal amount of \$7M, the interest paid in the calendar year 2019 was still at the rate of 7.25% with the outstanding Balance of Principal as of December 31, 2019 being \$7M. (On October 21, 2019, Cobourg Council approved the recommendations of a September 18<sup>th</sup> report from the Treasurer to reduce the interest rate from 7.25% to 3.72% to reflect the approved rate of the Ontario Energy Board for affiliate debt effective January 1, 2020.)

7. LUI Debt/Equity Ratio

**Proposed Resolution**

BE IT RESOLVED THAT:

The Shareholders acknowledge that as of year-end 2019, the Lakefront Utilities Inc. Debt/Equity ratio was 51/49 and thus well within the debt/equity ratio of 60/40 required under the Shareholders Agreement as amended in 2009.

8. Information Items

**Directors of Holdco and Subsidiaries**

**Proposed Resolution**

BE IT RESOLVED THAT:

The Shareholders acknowledge that as of May 1, 2020, the Board of Holdco consists of seven Directors and that the Subsidiary Boards of Lakefront Utilities Inc. and of Lakefront Utilities Services Inc. consist of five and three Directors respectively as shown in the following which includes their respective individual terms of office.

**Holdco Board: 7 Directors**

Mayor of Cobourg: John Henderson Term of Council

Mayor of Cramahe: Mandy Martin Term of Council

Holdco Directors Approved by Town of Cobourg Council

Robert M. Bell	April 30, 2021
John Farrell	April 30, 2023
Barry Hugh Gutteridge (Chair)	April 30, 2021
Paul House	April 30, 2022
David Tsubouchi (Vice-Chair)	April 30, 2022

Subsidiary Directors as Approved by the Holdco Board

**Lakefront Utilities Inc. Board: 5 Directors**

Gil Brocanier (Chair)	April 30, 2023
Barry Hugh Gutteridge	April 30, 2021
Lisa Milne	April 30, 2023
Manuela Ris-Schofield	April 30, 2022
David Tsubouchi	April 30, 2022

**Lakefront Utility Services Inc. Board: 3 Directors**

Peter Chilibeck (Chair)	April 30, 2022
Marc Coombs	April 30, 2022
Robert M. Bell	April 30, 2023

9. Other Business
10. Adjournment  
*Resolution Required*

**TOWN OF COBOURG HOLDINGS INC.  
SHAREHOLDER MEETING  
MINUTES  
JUNE 26<sup>th</sup>, 2019  
11:30 a.m.  
Venture 13  
739 D'Arcy Street, Cobourg, ON**

PRESENT: Town of Cobourg Shareholder Representative Stephen Peacock  
Township of Cramahe Shareholder Representative Arryn McNichol  
Holdco Chair Barry Gutteridge  
Holdco Vice-Chair Peter Chilibeck  
Holdco President & CEO Dereck Paul  
Holdco Manager of Regulatory Compliance & Finance Adam Giddings  
Holdco Corporate Secretary Susan Spicer  
Baker Tilly Representative Jeff Taylor

Holdco Director David Tsubouchi  
Holdco Director John Farrell  
Holdco Director Mandy Martin

1. Chair Barry Gutteridge called the meeting to order.

2. Approval of the Agenda

**Resolution #2019-1**

Moved by Stephen Peacock

Seconded by Arryn McNichol

BE IT RESOLVED THAT The Shareholders approve the Agenda of the Town of Cobourg Holdings Inc. Shareholder Meeting of June 26<sup>th</sup>, 2019, as presented. **CARRIED**

3. Minutes of the Shareholder's Meeting of June 14<sup>th</sup>, 2018

**Resolution #2019-2**

Moved by Stephen Peacock

Seconded by Arryn McNichol

BE IT RESOLVED THAT the Shareholders approve the Minutes of the Shareholder Meeting of June 14<sup>th</sup>, 2018, as presented. **CARRIED**



4. Review of 2018 Year End Audited Financial Statements  
The Shareholders were presented with a copy of the Minutes of the Town of Cobourg Holdings Inc. Audit & Finance Meeting of April 9<sup>th</sup>, 2019, and the Town of Cobourg Holdings Inc. 2018 Year-End Consolidated Statements.

The Manager of Regulatory Compliance & Finance, Adam Giddings, reviewed the year-end consolidated financial statements with the Shareholders with the following motion resulting.

**Resolution #2019-3**

Moved by Arryn McNichol

Seconded by Stephen Peacock

BE IT RESOLVED THAT:

- a. The Shareholders receive the Audited 2018 year-end Town of Cobourg Holdings Inc. (Holdco) Consolidated Financial Statements as presented.
- b. The Shareholders acknowledge that Holdco has posted the Audited 2018 year-end Lakefront Utilities Inc. Financial Statements on-line.
- c. The Shareholders consider posting the Audited 2018 year-end Holdco Consolidated Financial Statements on-line.
- d. The Shareholders acknowledge that the appointment of Collins Barrow Kawartha LLP now known as **Baker Tilly KDN LLP** as the Lakefront Group of Companies Auditor to December 31<sup>st</sup>, 2022 continues as approved by the Shareholders on June 28<sup>th</sup> 2017.

Jeff Taylor of Baker Tilly commented that it was a clean audit report and management was well prepared.

5. Declaration of Dividend  
The Shareholders were advised of the decision of the Town of Cobourg Holdings Inc. Board of Directors declared dividend payment to the Shareholders, as determined at the April 19<sup>th</sup>, 2018 Holdco Board Meeting.

**Resolution #2019-4**

Moved by Stephen Peacock

Seconded by Arryn McNichol

BE IT RESOLVED THAT:

- a. The Shareholders acknowledge that whereas a community services benefit of \$104,400 for fiber-optic services was provided to the principal Shareholder by the Lakefront Group of Companies, the Shareholders accept the Town of Cobourg Holdings Inc. cash dividend payment of \$150,000 for a total benefit of \$254,400.
- b. The Shareholders acknowledge that Lakefront Utilities Inc. is continuing the deferral of dividend payments until 2021 as projected in order to complete the 5-year capital program approved under its 2016 Rate Application.

- c. The Shareholders acknowledge that whereas in 2018 Lakefront Utilities Inc. paid the Town of Cobourg \$507,500 under the Promissory note and Town of Cobourg Holdings Inc. paid a cash dividend of \$150,000, the cumulative Shareholder's Cash Benefit as of 2018 year-end from the Town of Cobourg Holdings Inc. for the period of 2001 to 2018 is \$15,765,000 consisting of interest and dividend payments. **CARRIED**

6. LUI Debt/Equity Ratio

**Resolution #2019-5**

Moved by Arryn McNichol

Seconded by Stephen Peacock

BE IT RESOLVED THAT the Shareholders acknowledge that as of year-end 2018, the Lakefront Utilities Inc. Debt/Equity ratio was 51.75/48.25 and thus well within the debt/equity ratio of 60/40 required under the Shareholders Agreement as amended in 2009.

7. Information Items

**Directors of Holdco and Subsidiaries**

**Resolution #2019-6**

Moved by Stephen Peacock

Seconded by Arryn McNichol

BE IT RESOLVED THAT:

The Shareholders receive the information that as of May 1, 2019, the Board of Holdco consists of seven Directors and that the Subsidiary Boards of Lakefront Utilities Inc. and of Lakefront Utilities Services Inc. consist of five and four Directors respectively as identified in the following showing their respective individual terms of office.

**Holdco Board: 7 Directors**

Mayor of Cobourg: John Henderson Term of Council

Mayor of Cramahe: Mandy Martin Term of Council

Holdco Directors Approved by Cobourg Council:

Peter Chilibeck (Vice-Chair) April 30, 2021

John Farrell April 30, 2020

Barry Hugh Gutteridge (Chair) April 30, 2021

Paul House April 30, 2020

David Tsubouchi April 30, 2022

Subsidiary Directors Approved by Holdco Board:

**Lakefront Utilities Inc. Board: 5 Directors\***

Gil Brocanier (Chair) April 30, 2020

Barry Hugh Gutteridge April 30, 2021

Lisa Milne April 30, 2020

Manuela Ris-Schofield April 30, 2022  
David Tsubouchi April 30, 2022  
\*Expanded to 5 Directors to meet Ontario Energy Board Guidelines

**Lakefront Utilities Services Inc. Board: 4 Directors**

Peter Chilibeck (Chair) April 30, 2022  
Marc Coombs April 30, 2022  
Robert M. Bell April 30, 2020  
Bill Pyatt April 30, 2020

8. Other Business  
Holdco President Dereck Paul advised the Shareholder that Holdco has scheduled a Strategic Planning Session for October 2019.

9. Adjournment

**Resolution #2019-7**

Moved by Arryn McNichol  
Seconded by Stephen Peacock  
BE IT RESOLVED THAT the meeting adjourn.

Minutes approved \_\_\_\_\_

Shareholder Representative \_\_\_\_\_

Secretary \_\_\_\_\_

**MINUTES  
TOWN OF COBOURG HOLDINGS INC.  
AUDIT AND FINANCE COMMITTEE MEETING  
ONLINE 'TEAMS MEETING'  
APRIL 9<sup>th</sup>, 2020  
1:30 P.M.**

Present:

Committee Members: Chair, Lisa Milne, John Farrell, Peter Chilibeck

Management: President & CEO Dereck Paul, Director Regulatory Finance Adam Giddings, Corporate Secretary Susan Spicer

Baker Tilly: Jeff Taylor, Blair Brown

Guest: Robert Bell, LUSI Director

All members of the Audit & Finance Committee being present, the meeting was properly constituted, and commenced at 1:32 p.m.

1. Lakefront Business Continuity Plan
  - Blair Brown of Baker Tilly presented the plan to the Committee noting that June is the target date to finalize this document.
2. IT Services and OEB Compliance Report Q1 2020 Update
  - Blair Brown of Baker Tilly presented to the Committee
3. Review of the Draft 2019 Year End Financial Statements  
Adam Giddings, Director Regulatory Finance reviewed the statements with the Committee.

Upon a motion made by John Farrell, seconded by Peter Chilibeck, and carried unanimously, the Committee accepted and recommended the following draft financial statements, subject to minor correction in the notes, for presentation to the respective Boards of Directors/Council for final approval:

Lakefront Utility Services Inc. Statements  
Lakefront Utilities Inc. Statements  
Town of Cobourg Holdings Inc. Non-Consolidated Statements  
Town of Cobourg Holdings Inc. Consolidated Statements  
Waterworks of the Town of Cobourg Statements

4. Baker Tilly Report to Finance Committee
  - a) Appendix D Baker Tilly Management Letter  
Jeff Taylor of Baker Tilly reviewed the report with the Committee.  
Questions with regard to management letter? PC – this is first year have not seen an issue with inventory, discussed material risks, kudos Dereck and Adam for resolving this.

4-09-2020 Page 1 of 2

Upon a motion made by Peter Chilibeck, seconded by John Farrell, and carried unanimously, the Committee agreed with management's assessment regarding uncorrected misstatements (net cumulative amount of \$7500).

The Committee requested that management leave the meeting and the auditors were asked if there was anything that the Committee and Board of Directors should be aware of. The auditors expressed that the audit went well, staff were ready for the audit and very much on top of all critical issues. There has been a dramatic improvement with historical issues and the control environment.

Management returned to the meeting and the Committee asked management's opinion of the audit process with Baker Tilly. The Director of Regulatory Finance commented that Baker Tilly were good to work with and there were no major issues. The President & CEO commented referencing IRM and deferral/variance accounts; interaction with the auditors was good.

The meeting was adjourned at 4:15 p.m. on a motion by Peter Chilibeck, seconded by John Farrell.



Lisa Milne, Chair  
Town of Cobourg Holdings Inc.  
Audit & Finance Committee

**CONSOLIDATED  
FINANCIAL STATEMENTS OF**

**TOWN OF COBOURG HOLDINGS INC.**

**December 31, 2019**

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## INDEPENDENT AUDITOR'S REPORT

To the Shareholder of  
Town of Cobourg Holdings Inc.

### *Report on the Audit of the Consolidated Financial Statements*

#### *Opinion*

We have audited the consolidated financial statements of Town of Cobourg Holdings Inc., which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of changes in equity and accumulated other comprehensive loss, income, comprehensive income and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Company as at December 31, 2019, and its consolidated financial performance and its consolidated cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRS).

#### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with IFRS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

## ASSURANCE • TAX • ADVISORY

Baker Tilly KDN LLP is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.

Peterborough

Courtice

Lindsay

Cobourg

## INDEPENDENT AUDITOR'S REPORT

### *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### ***Baker Tilly KDN LLP***

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario  
April 22, 2020





**TOWN OF COBOURG HOLDINGS INC.**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**As at December 31, 2019**

	2019	2018
	\$	\$
<b>ASSETS</b>		
<b>Current assets</b>		
Cash (note 5)		
Cash and cash equivalents	1,418,542	1,296,610
Restricted cash	168,381	112,266
Accounts receivable (note 26)	3,114,055	3,177,259
Unbilled revenue	3,545,288	3,161,948
Inventories	432,906	434,817
Prepaid expenses	119,684	96,904
Current portion of due from shareholder (note 6)	71,730	74,160
	<u>8,870,586</u>	<u>8,353,964</u>
<b>Non current</b>		
Due from shareholder (note 6)	405,000	450,000
Property, plant and equipment (note 7)	21,807,701	21,479,838
Intangible asset (note 8)	290,206	195,565
Deferred tax asset (note 9)	124,560	111,539
	<u>22,627,467</u>	<u>22,236,942</u>
	31,498,053	30,590,906
<b>Regulatory deferral account debit balances (note 10)</b>	<u>1,980,452</u>	<u>1,394,036</u>
	<u>33,478,505</u>	<u>31,984,942</u>

*The accompanying notes are an integral part of these financial statements*

**TOWN OF COBOURG HOLDINGS INC.**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**As at December 31, 2019**

	2019	2018
	\$	\$
<b>LIABILITIES AND SHAREHOLDER'S EQUITY</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities (note 11)	4,140,390	2,913,632
Customer deposits refundable within one year (note 15)	26,197	46,647
Income taxes payable	21,905	43,365
Current portion of long-term debt (note 13)	827,950	282,931
	<u>5,016,442</u>	<u>3,286,575</u>
<b>Non current</b>		
Long-term debt (note 13)	10,148,400	10,976,351
Contributions in aid of construction (note 14)	2,625,609	2,578,135
Deferred tax liability (note 9)	396,479	285,391
Customer deposits (note 15)	261,032	238,348
Employee future benefits (note 16)	419,141	420,900
	<u>13,850,661</u>	<u>14,499,125</u>
	<u>18,867,103</u>	<u>17,785,700</u>
<b>Shareholder's equity</b>		
Share capital (note 18)	7,002,145	7,002,145
Retained earnings	5,468,605	5,153,485
Accumulated other comprehensive loss	(22,234)	(22,234)
	<u>12,448,516</u>	<u>12,133,396</u>
	<u>31,315,619</u>	<u>29,919,096</u>
<b>Regulatory deferral account credit balances (note 10)</b>	<u>2,162,886</u>	<u>2,065,846</u>
	<u>33,478,505</u>	<u>31,984,942</u>

Approved on behalf of the Board

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

*The accompanying notes are an integral part of these financial statements*

**TOWN OF COBOURG HOLDINGS INC.**  
**CONSOLIDATED STATEMENT OF CHANGES IN EQUITY AND ACCUMULATED OTHER**  
**COMPREHENSIVE LOSS**  
**For the year ended December 31, 2019**

	Share capital \$	Retained earnings \$	Accumulated other comprehensive income (loss) \$	Total \$
<b>Balance, December 31, 2017</b>	7,002,145	4,711,416	(22,234)	11,691,327
Net income for the year	-	592,069	-	592,069
Dividends paid	-	(150,000)	-	(150,000)
<b>Balance, December 31, 2018</b>	7,002,145	5,153,485	(22,234)	12,133,396
Net income for the year	-	465,120	-	465,120
Dividends paid	-	(150,000)	-	(150,000)
<b>Balance, December 31, 2019</b>	7,002,145	5,468,605	(22,234)	12,448,516

*The accompanying notes are an integral part of these financial statements*

**TOWN OF COBOURG HOLDINGS INC.**  
**CONSOLIDATED STATEMENT OF INCOME**  
For the year ended December 31, 2019

	2019 \$	2018 \$
<b>Revenue</b>		
Revenue (note 19)	4,547,060	4,728,299
Cost of power revenue	29,531,634	25,882,435
Contribution in aid of construction (note 14)	89,416	76,873
	34,168,110	30,687,607
<b>Cost of power purchased</b>	<b>29,963,422</b>	<b>25,376,708</b>
<b>Gross profit</b>	<b>4,204,688</b>	<b>5,310,899</b>
<b>Other operating revenue (note 20)</b>	<b>949,089</b>	<b>1,120,429</b>
<b>Gross income from operations</b>	<b>5,153,777</b>	<b>6,431,328</b>
<b>Expenses</b>		
Amortization	1,125,562	1,105,890
Operating expenses (note 21)	3,234,286	3,337,612
	4,359,848	4,443,502
<b>Income before undernoted items and income taxes</b>	<b>793,929</b>	<b>1,987,826</b>
Finance income (note 23)	(144,571)	(139,715)
Finance costs (note 23)	776,308	756,040
	631,737	616,325
<b>Income before income taxes and net movement in regulatory deferral accounts</b>	<b>162,192</b>	<b>1,371,501</b>
<b>Provision for income taxes (note 9)</b>		
Current	30,793	141,739
Deferred	98,067	131,966
	128,860	273,705
<b>Income before net movement in regulatory deferral accounts</b>	<b>33,332</b>	<b>1,097,796</b>
<b>Net movement in regulatory deferral accounts</b>	<b>(431,788)</b>	<b>505,727</b>
<b>Net income for the year</b>	<b>465,120</b>	<b>592,069</b>

*The accompanying notes are an integral part of these financial statements*

**TOWN OF COBOURG HOLDINGS INC.**  
**CONSOLIDATED STATEMENT OF COMPREHENSIVE INCOME**  
**For the year ended December 31, 2019**

	2019 \$	2018 \$
<b>Net income for the year</b>	465,120	592,069
<b>Other comprehensive income</b>	-	-
<b>Total comprehensive income for the year</b>	465,120	592,069

*The accompanying notes are an integral part of these financial statements*

**TOWN OF COBOURG HOLDINGS INC.**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
For the year ended December 31, 2019

	2019 \$	2018 \$
<b>CASH PROVIDED FROM (USED FOR)</b>		
<b>Operating activities</b>		
Net income for the year	465,120	592,069
Adjustments not requiring cash payment		
Amortization of property, plant and equipment	1,220,203	1,185,033
Amortization of intangible asset	(94,641)	(79,143)
Change in deferred income taxes	98,067	131,966
Current income tax	30,793	141,739
Net financing costs	631,738	616,325
Change in employee future benefits	(1,759)	(413)
Recognition of contribution in aid of construction	(89,416)	(76,873)
Change in regulatory deferral accounts	(489,376)	508,387
	1,770,729	3,019,090
Change in non-cash working capital items (note 22)	980,305	(169,016)
	2,751,034	2,850,074
<b>Investing activities</b>		
Purchase of property, plant and equipment	(1,548,066)	(1,444,744)
Contribution in aid of construction received	136,890	381,990
	(1,411,176)	(1,062,754)
<b>Financing activities</b>		
Repayment of operating loan	-	(460,000)
Due to/from shareholder	47,430	47,430
Repayment of long-term debt	(282,932)	(251,645)
Proceeds of long-term debt	-	1,170,315
Interest paid	(776,309)	(756,040)
Dividends paid	(150,000)	(150,000)
	(1,161,811)	(399,940)
<b>Increase in cash</b>	178,047	1,387,380
<b>Cash - beginning of year</b>	1,408,876	21,496
<b>Cash - end of year</b>	1,586,923	1,408,876

*The accompanying notes are an integral part of these financial statements*

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**1. NATURE OF OPERATIONS**

Town of Cobourg Holdings Inc. (the "Company") was incorporated under the Business Corporations Act (Ontario) on April 12, 2000. The address of its registered office and its principal place of business is 207 Division Street, Cobourg, Ontario, K9A 3P6.

The principal activity of Lakefront Utilities Inc. (LUI) is to distribute electricity to the residents and businesses in the Town of Cobourg and Village of Colborne under licence issued by the Ontario Energy Board (OEB). LUI is regulated by the OEB and adjustments to its distribution rates require OEB approval.

Lakefront utility Services Inc. (LUSI) is a non-regulated services company which provides services to Municipalities related to the design, operation, and maintenance of electrical and water systems.

**2. STATEMENT OF COMPLIANCE**

The financial statements of the Company have been prepared in accordance with International Financial Reporting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB") and interpretations of the International Financial Reporting Interpretations Committee ("IFRIC").

The financial statements for the year ended December 31, 2019 were approved and authorized for issue by the board of directors on April 22, 2020.

**3. BASIS OF CONSOLIDATION**

The financial statements include the assets, liabilities and operations of the Company and its wholly owned subsidiaries: Lakefront Utilities Inc. and Lakefront Utilities Services Inc. All significant intercompany transactions and balances have been eliminated on consolidation.

**4. SIGNIFICANT ACCOUNTING POLICIES**

These consolidated financial statements are prepared in accordance with International Financial Reporting Standards. The significant policies are detailed as follows:

**(a) Basis of measurement**

The consolidated financial statements are prepared on the historical cost basis except for certain financial instruments which are measured at their fair values, as explained in the relevant accounting policies.

The consolidated financial statements are presented in Canadian dollars which is also the Company's functional currency.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

*(b) Electricity regulation*

LUI is licensed and regulated by the Ontario Energy Board (OEB) under the authority of the Ontario Energy Board Act, 1988. The OEB is charged with the responsibility of approving or setting rates for the transmission and distribution of electricity and ensuring that distribution companies meet their obligations to connect and service customers.

The following regulatory policy is practiced in a rate regulated environment:

*Regulatory accounts*

Regulatory accounts represent future revenue or expenses incurred in the current or prior periods, that are expected to be recovered (repaid) through the rate setting process.

These assets and liabilities include various rate and retail variance accounts which arise from differences in amounts billed to customers (based on regulated rates) and the actual cost of electricity services to the Company. These amounts are accumulated for accounting purposes because it is probable that they will be recovered (repaid) in future rates. The Company continually assesses the likelihood of the recovery of regulatory assets and likelihood or repayment of regulatory liabilities. If recovery or repayment is no longer considered probable, the amounts are charged to operations in the year the assessment is made.

Regulatory accounts recognized at December 31, 2019 and December 31, 2018 are disclosed in note 10.

*(c) Revenue recognition*

The Company recognizes revenue when it transfers control over a promised good or service, a performance obligation under the contract, to a customer and where the company is entitled to consideration as a result of completion or the performance obligation.

*Service Revenue*

Service revenue is measured based on the OEB approved rate and the meter readings for customer usage, net of sales tax and debt retirement charge. Service revenue also includes unbilled revenue accrued in respect of electricity delivered but not yet billed. Revenue is recognized as electricity is delivered and consumed by customers and measured.

*Cost of Power Revenue*

Cost of power revenue is recorded on the basis of the power billed by the Independent Electricity System Operator ("IESO").



**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

**(c) Revenue recognition, continued**

*Contributions in Aid of Construction Revenue*

Contributions in aid of construction represent certain items of property, plant and equipment which are acquired or constructed with financial assistance in the form of contributions from developers.

Contributions received from customers where the Company has an ongoing performance obligation to the customer are within the scope of IFRS 15. These contributions will be initially recorded at fair value recognized on a straight-line basis over the estimated life of the contract with the customers. Where contracts are perpetual, the contributed asset will be used to provide ongoing goods or services to customers and as such the estimated life of the contract with the customers is estimated to be equivalent to the economical useful life of the asset to which the contribution relates.

Contributions from developers are not within the scope of IFRS 15 as they do not give rise to a contract with a customer. Currently, there is no specific IFRS guidance on accounting for contributions received from developers. The Company has an accounting policy for the initial recognition of such contributions and subsequent recognition of the related revenue, as described in note 4(i).

*Other Revenue*

Other operating revenue is recorded when services are provided.

**(d) Cash**

Cash consists of balances with financial institutions.

**(e) Inventories**

Inventories, which consist of parts and supplies acquired for internal construction or consumption, are valued at the lower of cost and net realizable value. Cost is determined on an average cost basis and includes expenditures incurred in acquiring the inventories and other costs to bring the inventories to their existing location and condition.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

*(f) Property, plant and equipment*

Property, plant and equipment are stated at cost less accumulated amortization and impairment losses. Cost includes expenditures that are directly attributable to the acquisition of the asset or its development when those costs are necessarily incurred for the asset to function in the manner intended by management. When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

All assets having limited useful lives are amortized using the straight-line or declining balance method over their estimated useful lives. Assets are amortized from the date of acquisition. Internally constructed assets are amortized from the time an asset is capable of operating in the manner intended by management.

In the year of acquisition, amortization is taken at one-half of the above rates on buildings, equipment and vehicles and distribution equipment.

The residual value, useful life and amortization method applied to each class of assets are reassessed at each reporting date.

The amortization rates applicable for each class of asset are as follows on a straight-line basis:

Buildings	50 years
Equipment and vehicles	5-20 years
Distribution equipment	15 to 55 years

*(g) Intangible assets*

Intangible assets include computer software. They are accounted for using the cost model whereby capitalized costs are amortized on a straight-line basis over their estimated useful lives, as these assets are considered finite. Residual values and useful lives are reviewed at each reporting date. In addition, they are subject to impairment testing. The useful lives of the intangibles are as follows:

Computer software	5 - 15 years straight-line
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Acquired computer software licenses are capitalized on the basis of the costs incurred to acquire and install the specific software. Costs associated with maintaining computer software, (expenditure relating to patches and other minor updates as well as their installation), are expensed as incurred.

*(h) Contributions in aid of construction*

When capital contributions in aid of construction are received toward the cost of constructing distribution assets, they are initially recorded at fair value with the corresponding amount recognized as contributions in aid of construction on the statement of income. Contributions are amortized based on the useful life of the related asset.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

*(i) Impairment of non-financial assets*

At the end of each reporting period, the Company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the Company estimates the recoverable amount of the cash-generating unit ("CGU") to which the asset belongs. Where a reasonable and consistent basis of allocation can be identified, corporate assets are also allocated to individual CGUs, or otherwise they are allocated to the smallest group of CGUs for which a reasonable and consistent allocation basis can be identified.

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset or CGU is estimated to be less than its carrying amount, the carrying amount of the asset or CGU is reduced to its recoverable amount. An impairment loss is recognized immediately in profit or loss.

Where an impairment loss subsequently reverses, the carrying amount of the asset or CGU is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognized for the asset or CGU in prior years. A reversal of an impairment loss is recognized immediately in profit or loss.

*(j) Customer deposits*

Customers may be required to post security to obtain electricity or other services, which are refundable. Where the security posted is in the form of cash or cash equivalents, these amounts are recorded in the accounts as deposits, which are reported as part of the Company's own cash. Deposits to be refunded within the next fiscal year are classified as current. Interest rates paid on customer deposits are based on a chartered commercial bank's prime business rate less 2.0%.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

*(k) Employee future benefits*

The Company accounts for its participation in the Ontario Municipal Employee Retirement System ("OMERS"), a multi employer public sector pension fund, as a defined contribution plan. Both participating employers and employees are required to make plan contributions based on the participating employees' contributory earnings. The Company recognizes the expense related to this plan as contributions are made.

The Company pays certain medical and life insurance benefits on behalf of its retired employees. These plans are not funded and accordingly have no plan assets. The Company's net obligation is calculated by estimating the amount of future benefits that are expected to be paid out discounted to determine its present value. This calculation is actuarially performed using the projected unit credit method. The last valuation performed was as at December 31, 2017. Service costs are recognized in the Statement of Income in operating expenses, and include current and past service costs as well as gains and losses on curtailment. Net interest expense is included in finance costs.

Details related to the post-employment benefits are detailed in Note 16.

*(l) Income taxes*

Under the Electricity Act, 1998, the Company is required to make payments in lieu of income taxes (PILS) to the Ontario Electricity Financial Corporation (OEFC). Deferred income taxes are calculated using the liability method of tax accounting. In providing for corporate income taxes, temporary differences between the tax basis of assets or liabilities and their carrying amounts are reflected as deferred income taxes. The tax rates anticipated to be in effect when these temporary differences reverse are used to calculate deferred income taxes. Additional details related to the calculation and method of accounting for PILS is included in note 9.

*(m) Related parties*

Related party transactions are in the normal course of operations and have been measured at the exchange amount which is the amount of consideration established and agreed to by the related parties. Details of related party transactions and balances are disclosed in note 17.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
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**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

*(n) Provisions*

A provision is recognized in the statement of financial position when the Company has a present legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits will be required to settle the obligation. If the effect is material, provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and, where appropriate, the risks specific to the liability.

Some of the Company's assets may have provision obligations. As the Company expects to use the majority of its fixed assets for an indefinite period, no removal costs can be determined and, consequently, a reasonable estimate of the fair value of any asset retirement obligations has not been made at this time.

*(o) Finance income and finance costs*

Finance income comprises interest income on funds invested and gains on the disposal of financial assets. Interest income is recognized as it accrues in income, using the effective interest method.

Finance costs comprise interest expense on borrowings, net interest on employee future benefits, unwinding of the discount on provisions and impairment losses recognized on financial assets. Borrowing costs that are not directly attributable to the acquisition, construction or production of a qualifying asset are recognized in comprehensive income using the effective interest method.

Borrowing costs directly attributable to the acquisition, construction or production of a qualifying asset that necessarily takes a substantial period of time to get ready for its intended use are capitalized as part of the cost of the respective assets. All other borrowing costs are expensed in the period they occur. Borrowing costs consist of interest and other costs that the Company incurs in connection with the borrowing of funds.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

*(p) Significant accounting estimates and judgments*

The preparation of these financial statements requires management to make certain estimates, judgments and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and reported amounts of expenses during the reporting period. Actual outcomes could differ from these estimates. These financial statements include estimates which, by their nature, are uncertain. The impacts of such estimates are pervasive throughout the financial statements, and may require accounting adjustments based on future occurrences. Revisions to accounting estimates are recognized in the period in which the estimate is revised and future periods if the revision affects both current and future periods. These estimates are based on historical experience, current and future economic conditions and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The significant accounting estimates, judgments and assumptions include the following:

Unbilled revenue - The measurement of unbilled revenue is based on an estimate of the amount of electricity delivered to customers between the date of the last bill and the end of the year.

Useful lives of depreciable assets - Depreciation and amortization expense is based on estimates of the useful lives of property, plant and equipment and intangible assets. The Corporation estimates the useful lives of its property, plant and equipment and intangible assets based on management's judgment, historical experience and an asset study conducted by an independent consulting firm.

Payment in lieu of taxes payable - The company is required to make payments in lieu of taxes calculated on the same basis as income taxes on taxable income earned. Significant judgment is required in determining the deferred liability or asset for income taxes. Changes in deferred taxes may be required due to changes in future tax rates.

Employee future benefits - The cost of providing certain health, dental and life insurance benefits on behalf of its retired employees are determined using actuarial valuations. The actuarial valuation uses managements assumptions for among other things, the discount rate, retirement age, health care costs and inflation.

Accounts receivable impairment - In determining the allowance for doubtful accounts, the Company considers the life-time expected credit losses that result from all possible default events over the expected life of the account balance.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

**(q) Financial instruments**

Financial assets are identified and classified based on the business model used by the Company for managing those financial assets, as one of the following: at amortized cost, at fair value through other comprehensive income, or at fair value through profit or loss. Financial liabilities are identified and classified as measured at fair value through profit or loss or at amortized cost.

Financial assets and financial liabilities are presented on a net basis when the Company has a legally enforceable right to offset the recognized amounts and intends to settle on a net basis or to realize the asset and settle the liability simultaneously.

**(i) At amortized cost**

Cash, accounts receivable and unbilled revenue are classified as financial assets at amortized cost. These financial assets are recognized initially at fair value plus directly attributable transaction costs, if any. After initial recognition, they are measured at amortized cost when they are held for collection of cash flows, where those cash flows solely represent payments of principal and interest using the effective interest rate. The effective interest rate is the rate that discounts estimated future cash receipts through the expected life of the financial asset, or a shorter period when appropriate, to the gross carrying amount of the financial asset.

The Company's accounts payable and accrued liabilities, customer deposits and long term debt are classified as financial liabilities at amortized cost and recognized on the date at which the Company becomes a party to the contractual arrangement. Financial liabilities are derecognized when the contractual obligations are discharged, cancelled or expire. Financial liabilities are initially recognized at fair value including discounts and premiums, plus directly attributable transaction costs, such as issue expenses, if any. Subsequently, these liabilities are measured at amortized cost using the effective interest rate method.

**(ii) At fair value through other comprehensive income**

Financial assets that are held for collection of contractual cash flows and for selling, where the assets' cash flows solely represent payments of principal and interest, are classified as financial assets at fair value through other comprehensive income. These financial assets are initially recognized at fair value plus directly attributable transaction costs. Subsequent to initial recognition, these financial assets are measured at fair value with unrealized gains and losses recognized in other comprehensive income, except for the recognition of impairment losses, reversal of impairment losses, interest income and foreign exchange gains and losses, gain or loss previously recognized in net income. On de-recognition of the financial asset, the cumulative gain or loss previously recognized in other comprehensive income is reclassified to net income. Interest income from these financial assets is recognized as other income using the effective interest rate method. As at December 31, 2019, the Company does not have any financial assets, classified at fair value through other comprehensive income.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

*(q) Financial instruments, continued*

*(iii) At fair value through profit or loss*

Financial instruments at fair value through profit or loss include instruments that are designated as financial instruments at fair value through profit or loss or those financial instruments that do not meet the criteria for classification under any other category. Upon initial recognition, directly attributable transaction costs are recognized in net income as incurred. Changes in fair value of financial instruments measured at fair value through profit or loss are recognized in net income.

*(iv) Impairment of financial assets at amortized cost*

The policy for accounts receivable and unbilled revenue allowances is to measure at an amount equal to the life-time expected credit losses that result from all possible default events over the expected life of a financial instrument. The policy for other financial assets is at life-time expected credit loss if credit risk increased significantly, if not, then at 12-month expected loss.

*(r) Change in accounting policies*

**IFRS 16 Leases**

IFRS 16 'Leases' replaces IAS 17 'Leases' along with three Interpretations (IFRIC 4 'Determining whether an Arrangement contains a Lease', SIC 15 'Operating Leases-Incentives' and SIC 27 'Evaluating the Substance of Transactions Involving the Legal Form of a Lease').

The Company applied IFRS 16 with a date of initial application of 1 January 2019, using the modified retrospective approach, with the cumulative effect of adopting IFRS 16 being recognized in equity as an adjustment to the opening balance of retained earnings for the current period. The adoption resulted in no impact to the opening balances of retained earnings as of January 1, 2019 as there were no significant leases.

The new Standard requires the Company to measure and recognize a right-of-use assets and related lease liability in connection with any operating leases except for those identified as low-value or having a remaining lease term of less than 12 months from the date of initial application.

For those leases previously classified as finance leases, the right-of-use asset and lease liability are measured at the date of initial application at the same amounts as under IAS 17 immediately before the date of initial application.

The Company's updated accounting policies resulting from the implementation of the new standard are set out in the right-of-use asset and lease liabilities section of the significant accounting policies.

The change had no impact on the Company's consolidated financial statements.



**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2019

**4. SIGNIFICANT ACCOUNTING POLICIES, continued**

(s) *Standards and interpretations not yet effective or adopted*

Effective for annual periods beginning on or after January 1, 2020.

IAS 1 Presentation of Financial Statements and IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors have been amended by the IASB in October 2018. The amendments clarify the definition of material and how it should be applied. The amendments ensure that the definition is consistent across all IFRS standards. Early adoption is permitted.

The Company is currently assessing the impact that the standard will have on the consolidated financial statements.

**5. CASH**

Included in Lakefront Utilities Inc. is restricted cash of \$168,381 (2018 - \$112,266) which consists of monies received by the Company from the Ontario provincial government to administer the Affordability Fund Trust (AFT) program.

The AFT was established as part of the Fair Hydro Act, to serve house-holds not eligible for income qualified electricity support services. The AFT exists as a legal trust and the Company is only able to offer disbursements to qualified beneficiaries.

	2019	2018
	\$	\$
Town of Cobourg Holdings. (non consolidated)	1,066,729	1,097,028
Lakefront Utilities Inc.	(717,683)	(873,847)
Lakefront Utilities Services Inc.	1,237,877	1,185,695
	1,586,923	1,408,876

**6. DUE FROM SHAREHOLDER**

The amount due from shareholder of \$476,730 (2018 - \$524,160) relates to a project completed by the Company for the shareholder. The loan requires annual principal repayments of \$45,000, bears interest at a rate of 5.4% and matures December 2029.

**TOWN OF COBOURG HOLDINGS INC.**  
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**7. PROPERTY, PLANT AND EQUIPMENT**

	Land and buildings \$	Equipment and vehicles \$	Distribution equipment \$	Work in process \$	Total \$
<b>Cost</b>					
At January 1, 2019	1,347,138	2,973,658	22,319,868	285,177	26,925,841
Additions	8,348	158,333	1,186,900	450,013	1,803,594
Transfers	-	-	-	(255,528)	(255,528)
Disposals	-	(313,813)	(29,164)	-	(342,977)
<b>At December 31, 2019</b>	<b>1,355,486</b>	<b>2,818,178</b>	<b>23,477,604</b>	<b>479,662</b>	<b>28,130,930</b>
<b>Accumulated amortization</b>					
At January 1, 2019	160,701	1,656,571	3,628,731	-	5,446,003
Amortization	34,470	335,997	849,736	-	1,220,203
Disposals	-	(313,813)	(29,164)	-	(342,977)
<b>At December 31, 2019</b>	<b>195,171</b>	<b>1,678,755</b>	<b>4,449,303</b>	<b>-</b>	<b>6,323,229</b>
<b>Net book value at December 31, 2019</b>	<b>1,160,315</b>	<b>1,139,423</b>	<b>19,028,301</b>	<b>479,662</b>	<b>21,807,701</b>
	Land and buildings \$	Equipment and vehicles \$	Distribution equipment \$	Work in process \$	Total \$
<b>Cost</b>					
At January 1, 2018	1,332,072	2,822,474	21,273,154	53,398	25,481,098
Additions	15,066	151,184	1,046,714	303,073	1,516,037
Transfers	-	-	-	(71,294)	(71,294)
<b>At December 31, 2018</b>	<b>1,347,138</b>	<b>2,973,658</b>	<b>22,319,868</b>	<b>285,177</b>	<b>26,925,841</b>
<b>Accumulated amortization</b>					
At January 1, 2018	126,464	1,322,492	2,812,013	-	4,260,969
Amortization	34,237	334,079	816,718	-	1,185,034
<b>At December 31, 2018</b>	<b>160,701</b>	<b>1,656,571</b>	<b>3,628,731</b>	<b>-</b>	<b>5,446,003</b>
<b>Net book value at December 31, 2018</b>	<b>1,186,437</b>	<b>1,317,087</b>	<b>18,691,137</b>	<b>285,177</b>	<b>21,479,838</b>

Included in land and building is land with a cost of \$219,284 (2018 - \$219,284).

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
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**8. INTANGIBLE ASSET**

	Cost \$	Accumulated amortization \$	2019 Net book value \$	2018 Net book value \$
Computer software	452,123	161,917	290,206	195,565

During the year, there were no additions (2018 - \$nil) and disposals of fully depreciated assets of \$28,665 (2018 - \$nil). The increase in net book value of intangible assets is due to the re-assessment of useful lives which resulted in an adjustment to the accumulated amortization.

**9. INCOME TAXES**

(a) The components of deferred income tax balances are as follows:

	2019 \$	2018 \$
Deferred income tax asset		
Non-capital loss carry-forwards	12,688	-
Reserves deductible when paid	111,872	111,539
Deferred income tax liability		
Carrying amount of property, plant and equipment in excess of tax basis	396,479	285,991

	Opening balance at January 1, 2019 \$	Recognize in net income \$	Closing balance at December 31, 2019 \$
<b>Deferred tax assets</b>			
Reserves deductible when paid	111,539	333	111,872
Non-capital loss carryforwards	-	12,688	12,688

	Opening balance at January 1, 2019 \$	Recognize in net income \$	Closing balance at December 31, 2019 \$
<b>Deferred tax liabilities</b>			
Carrying amount of property, plant and equipment in excess of tax basis	285,391	111,088	396,479

Deferred tax assets and liabilities are not expected to be recovered/paid within the next 12 months.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
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**9. INCOME TAXES, continued**

(b) The provision for income taxes recorded in the consolidated financial statements differs from the amount which would be obtained by applying the statutory income tax rate of 39.5% (2018 - 39.5%) to the income for the years as follows:

	2019 \$	2018 \$
Income for the year	162,192	1,371,501
Net movement in regulatory deferral accounts	431,788	(505,727)
	<b>593,980</b>	<b>865,774</b>
Anticipated income tax	234,622	341,981
Tax effect of the following:		
Effect of items not deductible for tax	4,486	2,080
Timing income differences	(14,596)	(30,528)
General rate reduction	(10,314)	(57,133)
Refundable tax for investment income	(10,016)	4,415
CCA in excess of amortization	(173,898)	(123,896)
Future tax expense amounts	98,067	131,966
Other	509	4,820
Provision for income taxes	<b>128,860</b>	<b>273,705</b>

**10. REGULATORY DEFERRAL ACCOUNTS**

	Note	Remaining recovery/ reversal period (years)	December 31, 2018 \$	Balances arising in the period \$	Recovery/ reversal \$	December 31, 2019 \$
<b>Regulatory deferral account debit</b>						
Low voltage	i	1-2	1,098,720	561,279	-	1,659,999
Other DVA	ii	1-2	58,736	(62,891)	-	(4,155)
Retail settlement	iv	1-2	139,861	117,404	-	257,265
Recovery account	v	1-2	96,717	(29,374)	-	67,343
			<b>1,394,036</b>	<b>586,418</b>	<b>-</b>	<b>1,980,452</b>
<b>Regulatory deferral account credit</b>						
Cost of power	iii	1-2	1,237,176	139,801	-	1,376,977
Retail settlement	iv	1-2	737,113	(72,217)	-	664,896
Recovery account	v	1-2	91,470	(3,300)	-	88,170
Other DVA	ii	1-2	87	32,756	-	32,843
			<b>2,065,846</b>	<b>97,040</b>	<b>-</b>	<b>2,162,886</b>

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**10. REGULATORY DEFERRAL ACCOUNTS, continued**

**i) Low voltage**

This account is used to record the variances arising from low voltage transactions which are not part of the electricity wholesale market. The account is used to record the net of the amount charged by a host distributor to an embedded distributor for transmission or low voltage services and the amount billed to the embedded distributor's customers based on the embedded distributor's approved rates.

**ii) Other DVA**

**1518 – Retail cost variance account – retail:** Is used to record the revenue derived, including accruals from establishing service agreements, distributor-consolidated billing, and retailer-consolidated billing. The account also includes costs of entering into service agreements, and related contract administration, monitoring, necessary to maintain the contract, as well as incremental costs incurred to provide the services as applicable and the avoided costs credit arising from retailer-consolidated billing, including accruals.

**1548 – Retail cost variance – STR:** Is used to record the revenues derived, including accruals, from the Service Transaction Request services and charged by the distributor, in the form of a request fee, processing fee, information request fee, default fee, and other associated costs. The account also includes the cost of labour, internal information system maintenance costs, and delivery costs related to the provision of the services associated with the service transaction request services

**iii) Cost of power**

**1588 – RSVA Power:** This account records the difference between the energy amount billed to customers and the energy charge to a distributor using the monthly settlement invoice received from the Independent Electricity System Operator.

**1589 – RSVA Global Adjustment:** This account records the difference between the global adjustment amounts billed to non-Regulated Price Plan consumers and the global adjustment charge to a distributor for non-Regulated Price Plan consumers using the monthly settlement invoice received from the IESO.

**iv) Retail settlement**

Account includes RSVA accounts 1580, 1582, 1584, and 1586, which are used to record the amount charged by the IESO, based on the settlement invoice, for: a) the operation of the IESO administered markets and the operation of the IESO-controlled grid, b) wholesale market service charges, c) transmission networks services, and d) transmission connection services and the amount billed to customers using Board-approved rates.

**v) Recovery account**

This control account is used to record the disposition of deferral and variance account balances for electricity distributors receiving approval to recover (or refund) account balances in rates as part of the regulatory process.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
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**11. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	2019	2018
	\$	\$
Accounts payable - energy purchased	3,077,869	1,838,163
Other trade accounts payable and accrued liabilities	1,097,456	849,478
Deferred revenue (receivable) - CDM Program	(99,504)	40,419
Deferred revenue - AFT	62,294	83,483
HST Payable	2,275	100,687
HST Payable - AFT	-	1,402
	<b>4,140,390</b>	<b>2,913,632</b>

**12. CREDIT FACILITIES**

The Company has a \$2,500,000 (2018 - \$2,500,000) credit facility consisting of \$1,000,000 (2018 - \$1,000,000) operating line and \$1,500,000 (2018 - \$1,500,000) stand-by letters of guarantee.

The operating line bears interest at prime rate plus 0.5% per year and is secured by a General Security Agreement covering substantially all of the Company's assets. At year end, the Company had drawn \$Nil from this line (2018 - \$Nil). The bank agreements require the Company to maintain certain financial covenants. At December 31, 2019, the Company was in compliance with the financial covenants.

The Company has posted \$1,222,663 (2018 - \$1,222,663) in stand-by letters of guarantee with the Independent Electricity System Operator, as required by regulation. The facility bears interest at 0.75% per annum.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

**13. LONG-TERM DEBT**

	2019 \$	2018 \$
Bank loan, 5.4% per annum blended repayments of \$6,155 monthly, due February 29, 2020.	577,375	618,821
Infrastructure Ontario Loan, 3.90% per annum, blended repayments of \$5,520 monthly, due December 3, 2048	1,149,362	1,170,315
Infrastructure Ontario Loan, 4.03% per annum, blended repayments of \$82,668 semi-annually, due September 3, 2028	1,237,728	1,349,786
Infrastructure Ontario Loan, 3.38% per annum, blended repayments of \$72,708 semi-annually, due October 1, 2027	1,011,885	1,120,360
Demand note payable, Corporation of Town of Cobourg, 7.25% per annum	7,000,000	7,000,000
	10,976,350	11,259,282
<u>Less principal payments due within one year</u>	<u>827,950</u>	<u>282,931</u>
<u>Due beyond one year</u>	<u>10,148,400</u>	<u>10,976,351</u>

The note payable is unsecured and payable on demand. The note has been classified as a long-term liability as the Town has confirmed that they will not demand repayment prior to January 1, 2021. During the year the Company paid \$507,500 (2018 - \$507,500) in interest on the note. Subsequent to year end, the interest rate was updated to match the OEB approved rate in the last rate application.

The estimated principal repayments for 2020-2024 and subsequent years are related to the Company's bank loan and loans with Infrastructure Ontario. Also included in subsequent years is the \$7,000,000 demand note payable with the Town of Cobourg. Estimated principal repayments are as follows:

	\$
2020	827,950
2021	260,011
2022	269,805
2023	279,970
2024	292,305
<u>Subsequent years</u>	<u>9,046,309</u>
	<u>10,976,350</u>

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

**14. CONTRIBUTION IN AID OF CONSTRUCTION**

The continuity of deferred customer contributions in aid of construction is as follows:

	2019	2018
	\$	\$
Deferred contributions, net, beginning of year	2,578,135	2,273,018
Contributions in aid of construction received	136,890	381,990
Contributions in aid of construction recognized as revenue	(89,416)	(76,873)
Deferred contributions, net, end of year	2,625,609	2,578,135

**15. CUSTOMER DEPOSITS**

Customer deposits represent cash deposits from electricity distribution customers and retailers, as well as construction deposits.

Deposits from electricity distribution customers are refundable to customers demonstrating an acceptable level of credit risk as determined by the Company in accordance with policies set out by the OEB or upon termination of their electricity distribution service.

**16. EMPLOYEE FUTURE BENEFITS**

The Company provides certain health, dental and life insurance benefits for retired employees pursuant to the Company's policy. The accrued benefit obligation and net periodic expense for the year were determined by actuarial valuation. The most recent valuation was performed for the year ended December 31, 2017.

Information about the Company's defined benefit plan is as follows:

	2019	2018
	\$	\$
Accrued benefit obligation, beginning of period	420,900	421,313
Current service cost	23,229	23,238
Interest on accrued benefit obligation	14,048	14,086
Benefits paid	(39,036)	(37,737)
	419,141	420,900



**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2019

**16. EMPLOYEE FUTURE BENEFITS, continued**

Current service costs and interest on accrued benefit obligation are recognized in the statement of income. Actuarial gains (loss) arising from changes in financial assumptions are accounted for in other comprehensive income. The total benefit costs for the year is \$39,036 (2018 - \$37,323).

The actuarial assumptions used in the valuation are the discount rate of 3.5% (2018 - 3.5%), salary increase rate of 3% (rate reflects the expected Consumer Price Index adjusted for productivity, merit and promotion and for Company specific information) (2018 - 3%), health benefits include both health benefits 5.71% (2018 - 5.96%), and dental benefits 4.5% (2018 - 4.5%) and retirement age of 60 (2018 - 60). The health benefits are expected to decrease at 0.25% per year until 2025 when it reaches 4.50% and dental benefits will remain at 4.50 to 2025.

The impact of a change in the actuarial assumptions would have the following impact on the obligation:

	Reasonable possible change	Defined benefit obligation change	Difference \$	Difference %
Discount rate	1%	365,203	(53,938)	(12)
Discount rate	-1%	482,341	63,200	16
Cost trend	1%	432,507	13,366	4
Cost trend	-1%	401,593	(17,548)	(4)

**17. DUE TO RELATED PARTY AND RELATED PARTY TRANSACTIONS**

The Corporation of the Town of Cobourg is the majority shareholder of the Company with the Township of Cramahe, Town of Colborne owning one share. Related party transactions are in the normal course of operations and are measured at the exchange value being the amount of consideration established and agreed to by both parties.

The Company provides water and sewage billing and collection services to the customers of the Corporation of the Town of Cobourg, the Township of Cramahe, Town of Colborne and the Hamlet of Grafton, as well as supplying street light energy and streetlight maintenance services to the Corporation of the Town of Cobourg and the Township of Cramahe (Colborne). During the year, the Company collected revenues of \$30,000 (2018 - \$30,000) from the Town of Cobourg and paid expenses of \$56,649 (2018 - \$58,220) and interest of \$507,500 (2018 - \$507,500) as detailed in Note 13.

The Company also has a promissory note receivable in the amount of \$450,000 (2018 - \$490,000) with interest receivable of \$26,730 (2018 - \$29,160) from the shareholder as described in note 6.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2019

**17. DUE TO RELATED PARTY AND RELATED PARTY TRANSACTIONS, continued**

At year-end, included in accounts receivable is \$166,661 (2018 - \$173,165) due from the Town of Cobourg. Included in accounts payable was \$86,316 (2018 - \$284) due to the Town of Cobourg.

The Company is also engaged in transactions in the normal course of operations with the Waterworks of the Town of Cobourg (Waterworks). The parties are related due to common control. During the year, the Company collected rent recoveries of \$53,004 (2018 - \$51,965) from Waterworks.

The key management personnel of the corporation has been identified as members of its board of directors and management team members. Total wages and benefits to these individuals total \$462,593 (2018 - \$478,471).

**18. SHARE CAPITAL**

Authorized

Unlimited number of common shares

Issued

	2019	2018
	\$	\$
11,300,000 Common shares	7,002,145	7,002,145

**19. REVENUE**

	2019	2018
	\$	\$
Commercial revenue	128,734	289,706
Distribution revenue	4,418,326	4,438,593
	4,547,060	4,728,299

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2019

**20. OTHER OPERATING REVENUE**

	2019	2018
	\$	\$
Rentals	114,785	123,487
Miscellaneous	105,079	92,434
External services	558,852	630,983
Feed-in-tariff invoicing	7,375	10,319
Net recoverable work	81,853	137,541
Sewer billing	30,000	30,000
CDM	-	74,180
AFT, net	51,145	21,485
	<b>949,089</b>	<b>1,120,429</b>

**21. OPERATING EXPENSES**

	2019	2018
	\$	\$
Customer billing and collecting	504,153	465,722
Distribution	1,028,847	982,571
General and administration	1,701,286	1,889,319
	<b>3,234,286</b>	<b>3,337,612</b>

**22. CHANGE IN NON-CASH WORKING CAPITAL ITEMS**

	2019	2018
	\$	\$
Decrease in accounts receivable	63,204	1,862,291
Increase in unbilled revenue	(383,340)	(130,324)
Decrease (increase) in inventories	1,911	(159,379)
Decrease (increase) in prepaid expenses	(22,780)	116,383
Increase (decrease) in accounts payable and accrued liabilities	1,226,758	(2,158,916)
Increase (decrease) in deposits held	2,234	28,917
Income taxes received (paid)	(52,253)	132,297
Interest received	144,571	139,715
	<b>980,305</b>	<b>(169,016)</b>

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2019

**23. FINANCE INCOME COSTS**

Finance income, recognized in net income consists of the following:

	2019	2018
	\$	\$
Interest income on accounts receivable	43,394	58,366
Interest income on bank deposits	54,203	47,168
Interest income on regulatory deferral accounts	46,974	34,181
	<b>144,571</b>	<b>139,715</b>

Finance costs, recognized in net income consist of the following:

	2019	2018
	\$	\$
Interest on long term debt	677,015	676,551
Interest cost on regulatory deferral accounts	72,359	51,366
Other interest	12,886	14,037
Interest on employee future benefits	14,048	14,086
	<b>776,308</b>	<b>756,040</b>

**24. PENSION AGREEMENT**

The Company makes contributions to the Ontario Municipal Employees' Retirement System (O.M.E.R.S.), which is a multi-employer plan, on behalf of its employees. The plan is a defined benefit plan which specifies the amount of retirement benefits to be received by the employees based on the length of service and rates of pay.

The Actuarial Opinion contained in the 2019 Annual Report disclosed actuarial liabilities of \$107,687 million in respect of benefits accrued for service with actuarial assets of \$104,290 million indicating an actuarial deficit of \$3,397 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the organization does not recognize any share of the OMERS pension surplus or deficit.

The amount that the Company contributed to O.M.E.R.S. for the year ended was \$145,775 (2018 - \$146,634).

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2019

**25. CAPITAL DISCLOSURES**

The Company's primary objective when managing capital is to address the expectations as outlined in the Shareholder Agreement between the Company's shareholder, Town of Cobourg Holdings Inc. and its shareholder, the Corporation of the Town of Cobourg. The expectation is that the Company will maintain a prudent financial structure in order to safeguard the Company's assets and to provide adequate returns for its shareholders and benefits to the stakeholders.

The Ontario Energy Board sets rates based on a deemed capital structure of 60% debt and 40% equity.

The Company's current capital structure is defined as follows:

	2019 \$	2018 \$
Infrastructure Ontario loans	3,398,975	3,640,461
Bank loan	577,375	618,821
Note payable	7,000,000	7,000,000
<b>Total debt</b>	<b>10,976,350</b>	<b>11,259,282</b>
Share capital	7,002,145	7,002,145
Retained earnings and OCI	5,446,371	5,131,251
<b>Capital</b>	<b>12,448,516</b>	<b>12,133,396</b>
<b>Debt-to-adjusted capital ratio</b>	<b>0.88</b>	<b>0.93</b>

**26. FINANCIAL INSTRUMENTS**

The Company's financial instruments include recorded amounts of cash, accounts receivable and unbilled revenue which will result in future cash receipts, as well as accounts payable and accrued liabilities, customer deposits, operating loan and long term debt which will result in future cash outflows.

The Company does not believe that it is exposed to significant foreign exchange risk or market risk.

The Company is exposed to the following risks in respect of certain financial instruments held:

(a) *Fair value*

The estimated fair values of cash, accounts receivable, unbilled revenue, due from shareholder, accounts payable and accrued liabilities and customer deposits, approximate their carrying values due to the relatively short-term nature of the instruments and/or floating interest rates on the instruments. The estimated fair values of long-term debt also approximate carrying values due to the fact that effective interest rates are not significantly different from market rates.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2019

**26. FINANCIAL INSTRUMENTS, continued**

(b) *Interest rate risk*

The Company manages its exposure to interest rate risk through a combination of fixed and floating rate borrowings. The fixed rate debt is subject to interest rate price risk, as the value will fluctuate as a result of changes in market rates. The floating rate debt is subject to interest rate cash flow risk, as the required cash flows to service the debt will fluctuate as a result of changes in market rates.

(c) *Credit risk*

Financial assets carry credit risk that a counter-party will fail to discharge an obligation which would result in a financial loss. Financial assets held by the Company, such as accounts receivable, expose it to credit risk. The Company earns its revenue from a broad base of customers located in the service area. No single customer accounts for revenue in excess of 10% of total revenue.

The carrying amount of accounts receivable is reduced through the use of an allowance for impairment and the amount of related impairment loss is recognized in the income statement. Subsequent recoveries of receivables previously provisioned are credited to the income statement. The balance of the allowance for impairment at December 31, 2019 is \$20,000 (2018 - \$30,000). The Corporation's credit risk associated with accounts receivable is primarily related to payments from distribution customers. The Company has approximately 10,000 customers, the majority of which are residential. Credit risk is managed through collection of security deposits from customers in accordance with directions provided by the OEB. As at December 31, 2019, the Company holds security deposits in the amount of \$287,229 (2018 - \$284,995).

The following table sets out the maturities of accounts receivable:

	Trade accounts receivable \$	Accounts receivable - recoverable work \$	Allowance for doubtful accounts \$	Total \$
0-30 days	2,796,867	204,983	-	3,001,850
31-60 days	17,718	12,561	-	30,279
61-90 days	5,737	4,831	-	10,568
90+ days	81,661	9,697	(20,000)	71,358
	2,901,983	232,072	(20,000)	3,114,055

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

**26. FINANCIAL INSTRUMENTS, continued**

**(d) Liquidity risk**

Liquidity risk is the risk that the Company will not be able to meet its financial obligations as they come due. The Company monitors its liquidity risk to ensure access to sufficient funds to meet operational and investment requirements. The Company's objective is to ensure that sufficient liquidity is on hand to meet obligations as they fall due while minimizing interest exposure. The Company has access to a \$1,000,000 line of credit and monitors cash balances to ensure that sufficient levels of liquidity are on hand to meet financial commitments as they come due.

The following table sets out the contractual maturities (representing undiscounted contractual cash-flows) of financial liabilities:

	Between 0-3 months \$	Between 3-12 months \$	Between 1-2 years \$	Over 2 years \$
Accounts payable and accrued liabilities	4,140,390	-	-	-
Customer deposits	23,989	2,208	16,122	244,910
Long-term debt	640,474	187,476	260,011	9,888,389
Employee future benefits	-	-	-	419,141
	<b>4,804,853</b>	<b>189,684</b>	<b>276,133</b>	<b>10,552,440</b>

**27. CONTINGENCIES**

The Company participates with other municipal utilities in Ontario in an agreement to exchange reciprocal contracts of indemnity through the Municipal Electric Association Reciprocal Insurance Exchange. Under this agreement, the Company is contingently liable for additional assessments to the extent that premiums collected are not sufficient to cover actual losses, claims and costs experienced.

**TOWN OF COBOURG HOLDINGS INC.**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2019**

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**28. SUBSEQUENT EVENTS**


On March 11, 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Company's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Company's operations. The extent of the impact of this outbreak and related containment measures on the entity's operations cannot be reliably estimated at this time, and no amounts have been recorded in these consolidated financial statements.

On March 25, 2020 the Ontario Energy Board acknowledged that electricity distributors may incur incremental costs as a result of the ongoing COVID-19 pandemic, the severity and duration of which is uncertain at this time. The OEB established Account 1509 – Impacts Arising from the COVID 19 Emergency, together with three sub-accounts, for electricity distributors to use to track any increments costs and lost revenues related to the COVID-19 pandemic.

**29. COMPARATIVE AMOUNTS**

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.



 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>COMMITTEE OF THE WHOLE STAFF REPORT</b>	
TO:	Mayor and Council Members	
FROM:	Glenn McGlashon, MCIP, RPP	
TITLE:	Director, Planning & Development	
DATE OF MEETING:	May 11, 2020	
TITLE / SUBJECT:	Application for Site Plan Approval - Development Agreement: SE Corner of New Amherst Blvd. & Charles Wilson Parkway James Fryett Architect Inc. (James Fryett & Shah Amiri) / New Amherst Ltd./New Amherst Homes	
REPORT DATE:	April 30, 2020	File #: SPA-02-20

1.0 STRATEGIC PLAN  
N/A

2.0 RECOMMENDATION

THAT Council receive this Report for information purposes; and,

THAT the attached By-laws be endorsed and be presented to Council for adoption which:

- i. authorize the Mayor and Municipal Clerk to execute a Development Agreement with New Amherst Ltd. and Lakefront Utility Services Inc. for a residential development consisting of one (1), 3-storey 6-plex building at the south-east corner of New Amherst Blvd. and Charles Wilson Parkway, subject to the finalization of details by municipal staff and applicable agencies; and,
- ii. remove the Holding (H) Symbol for the subject property.

3.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

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

Additionally, the Planning Department provided written notice of the Complete Site Plan Application to Council on February 18, 2020, and information relating to the Site Plan Application was posted on the municipal website under the Planning Applications page (Planning & Development). All Site Plan Applications are considered by Council in open session prior to final approval.

A few area residents submitted comments and concerns regarding changes to the original plans for the area, the higher density nature of the proposal, refuse storage and parking. Planning staff provided a comprehensive response to the residents, including a chronology of the origins of the New Amherst Community and, in particular, a description of the purpose and intent of the mixed use, higher density corridor along New Amherst Blvd. (the provisions for which have not changed since the Secondary Plan's initial approval by the Ontario Municipal Board in 1997). Section 5.0 below contains much of the relevant background information that was provided to the residents regarding the New Amherst Community for the benefit of Council and the public. The residents on record with the Planning Department will be notified of the upcoming Council Agenda and this Report once it is published.

#### 4.0 ORIGIN & LEGISLATION

In January 2020, the Planning Department received an application for Site Plan Approval from James Fryett Architect Inc. (James Fryett and Shah Amiri) on behalf of New Amherst Ltd. for a 994.46 m<sup>2</sup> parcel of land at the SE Corner of New Amherst Blvd. and Charles Wilson Parkway (Part of Block 123, Plan 39M-901) in the New Amherst subdivision. Following a review of the application, Planning staff concluded that it constituted a complete application in accordance with the provisions of the Ontario *Planning Act* and the Cobourg Official Plan, and the application was formally received by Council on February 18, 2020.

In accordance with the provisions of the *Planning Act*, a municipality has the authority to designate site plan control area(s), and where an application has been made for site plan approval, a municipality may require the owner of the land to enter into one or more agreements with the municipality. The *Planning Act* specifies that if the municipality does not make a decision on a site plan approval application within 30 days of receipt, the applicant may appeal the non-decision to the Local Planning Appeal Tribunal (LPAT).

## 5.0 BACKGROUND

The Subject Lands are 994.46 m<sup>2</sup> in area, with 31.50 m frontage along New Amherst Blvd and 31.57m frontage along Charles Wilson Parkway, and form part of New Amherst Community subdivision. See **Figure 1 -- Location Map**.

The New Amherst Community area, which spans from Roger's Road to the western municipal boundary, south of Elgin Street West to Lake Ontario, was originally planned and designed in the late 1980's by renowned planner, urban designer and new urbanist, Andres Duany. The vision for the former farmland was that the lands would evolve over time into a complete, mixed-use urban community comprised of a collection of neighbourhoods following the principles of new urbanism. This vision was eventually transformed into goals, objectives and various land use and urban design policies which now comprise the New Amherst Community Secondary Plan, approved by the Ontario Municipal Board (OMB) in 1997.

The Secondary Plan incorporates policies aimed at creating a diverse mix of land uses, housing types and densities designed around a permeable street network to promote walkability; the utilization of attractive streetscapes, parks and building design for aesthetic value and sense of place; and, in many cases, the implementation of traditional neighbourhood design utilizing rear laneways. The Plan's implementing land use provisions provide for the integration of various housing types within residential neighbourhoods, ranging from lower density single detached and semi-detached dwelling units to medium density townhouse and other multi-unit building forms. Within these neighbourhoods, one sees single detached units intermixed with semi-detached and townhouse units, and even 4-plex's as evidenced on Smith Road.

Further, the Secondary Plan and implementing zoning regulations designate much of the lands along either side of New Amherst Boulevard, between Elgin Street West and Kerr Street, as *Neighbourhood Centre* and *Neighbourhood Mixed Use Zone*, which permit a mix of commercial and low-medium-high density residential uses of between 2 and 4-storeys along this corridor to act as the "main street" or urban centre of the community. Development along this major collector road will take a more intense, potentially taller, mixed-use urban character than the adjacent lower density residential neighbourhoods to reflect this design theme.

The Block for the 6-plex proposed by New Amherst Ltd. is located within this designated corridor, and is consistent with the planned built form and density envisaged under the 1997-approved Secondary Plan and is permitted by the existing zoning, also in effect since 1997. There are no changes proposed to the original design concept or land use planning documents.

## 6.0

### ANALYSIS

The development proposal is for a three (3) storey residential building, consisting six (6) dwelling units. The proposed development includes eight (8) surface parking spaces (one of which is barrier-free) and one (1) parking space enclosed within a detached garage, all accessed by a rear lane, for a total of nine (9) parking spaces.

The following attachments are included for reference purposes:

**Figure 1 – Location Map**

**Figure 2 – Site & Landscape Plan**

**Figure 3 – Building Elevations**

**Figure 4 – Draft Agreement Authorization By-law**

**Figure 5 – Draft Holding Removal By-law**

Summary of Key Points:

The following are the key points associated with the proposal:

- The Subject Lands are presently vacant, with a lot area of 994.46 m<sup>2</sup>, with 31.50 m frontage along New Amherst Blvd and 31.57m frontage along Charles Wilson Parkway.
- In accordance with the *Neighbourhood Centre* land use designation of the Official Plan and the *Neighbourhood Mixed Use Zone* category of the Zoning By-law, the dwelling unit range permitted on this Block is 4 units minimum to 6 units maximum at a maximum Floor Space Index (FSI) of 1.0.
- The applicant is proposing to construct a 3-storey residential 6-plex apartment building accessed by a single, common laneway from New Amherst Blvd. (see **Figure 2 – Site & Landscape Plan** attached).
- The proposal includes a rear parking area consisting of eight (8) surface parking spaces and one (1) interior detached garage parking space, including one (1) barrier free parking space. The parking area will be screened from public view by a low masonry wall and landscaping.
- Approx. 40% of the site will be landscaped, and a comprehensive vegetation plan, including 14 trees and a mix of 162 shrubs and grasses, will be implemented throughout the site in addition to boulevard trees to enhance the visual appeal of the development and neighbourhood.
- Stormwater will be managed through the subdivision's underground stormwater collection system and outlet in the existing stormwater

management pond at the south-west corner of New Amherst Blvd. and Kerr Street.

- Refuse bins will be fully enclosed and stored within the detached garage, and collected via private collection.
- The proposed building design includes custom architectural features and an exterior masonry treatment which will reflect positively on the streetscape and form a compatible fit with the neighbourhood (see **Figure 3 – Building Elevations** attached).
- The building will feature an elevator, interior storage, one (1) barrier-free dwelling unit on the main level (with an accessible ramp and barrier-free entry). The Accessibility Advisory Committee (AAC) reviewed the application and is satisfied with the site plans.
- The Holding (H) Symbol affixed to the NMU Zone category may be removed upon granting Site Plan Approval by Council.

#### 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 Site Plan application. The Owner has submitted the requisite Site Plan Approval application fee and deposit in the amount of \$5,500.00. Development Charges for the 6-plex will equal approx. \$80,000.00 and a Building Permit fee of approx. \$16,000.00.

#### 8.0 CONCLUSION

It is the opinion of Planning Department staff that the application by James Fryett Architect Inc. (James Fryett and Shah Amiri) on behalf of New Amherst Ltd./New Amherst Homes to permit a residential development consisting of a three storey 6-plex building on a 994.46 m<sup>2</sup> parcel of land at the SE Corner of New Amherst Blvd. and Charles Wilson Parkway (Part of Block 123, Plan 39M-901) in the New Amherst Community subdivision, meets all applicable policies and standards, subject to the finalization of details by municipal staff and external agencies.

#### 9.0 POLICIES AFFECTING THE PROPOSAL

The primary policies affecting this application relate to the New Amherst Community Secondary Plan and the Community Design and Improvement policies of the Cobourg Official Plan.

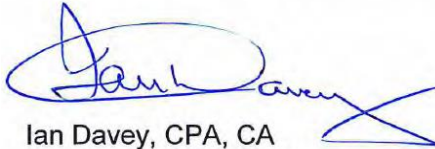
#### 10.0 COMMUNICATION RESULTS

That the By-laws attached to this report be passed by Council (see **Figure 4 -- Agreement Authorization By-law** and **Figure 5 – Holding Removal By-law**).

11.0 AUTHORIZATION/SIGNATURES



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



Ian Davey, CPA, CA  
Interim CAO/Treasurer

**FIGURE 1 -- LOCATION MAP**



FIGURE 2 -- SITE & LANDSCAPE PLAN

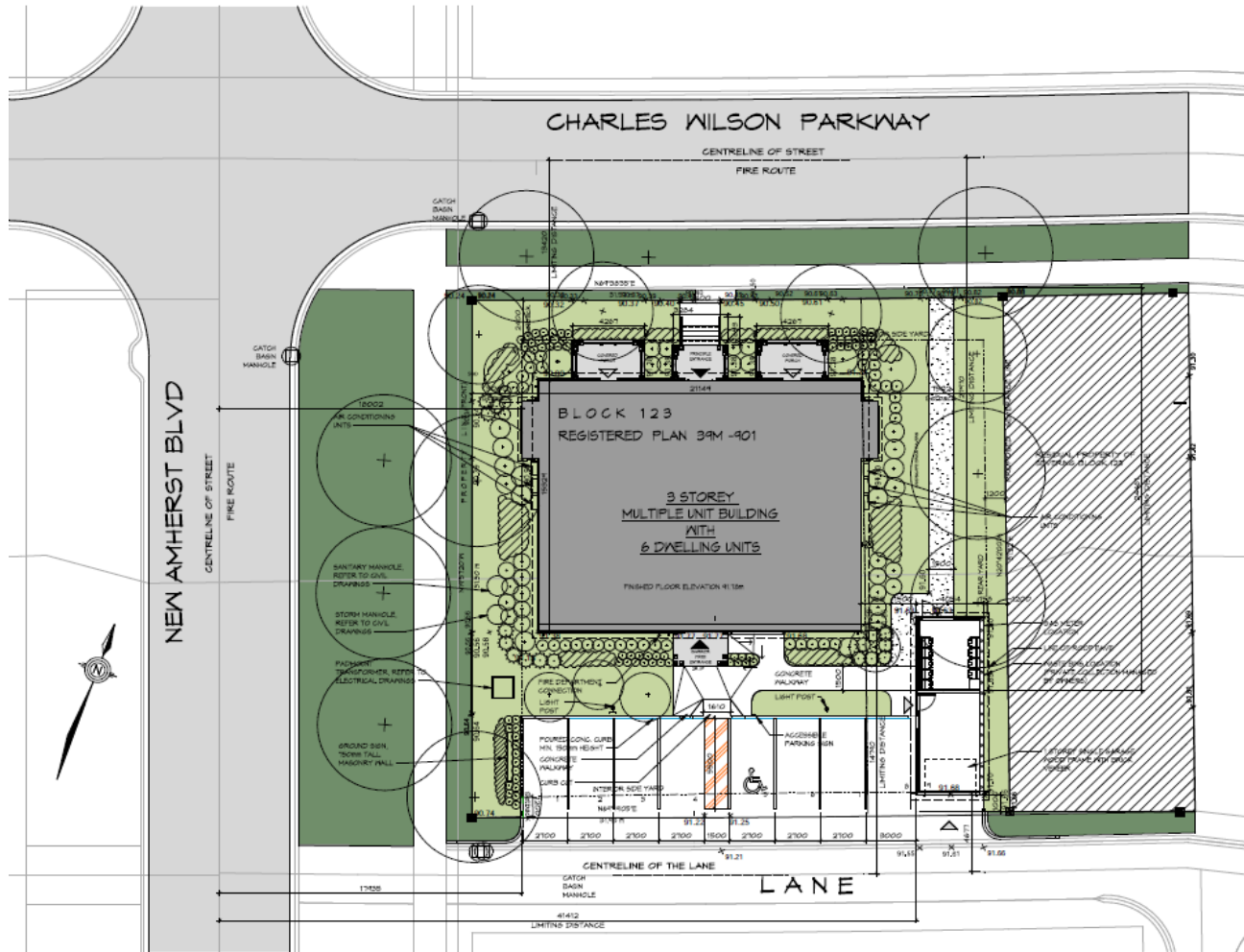





FIGURE 3 -- BUILDING ELEVATIONS





**FIGURE 4 -- AGREEMENT AUTHORIZATION BY-LAW**

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

**A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH NEW AMHERST LTD., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG. (SOUTH-EAST CORNER OF NEW AMHERST BLVD. AND CHARLES WILSON PARKWAY, NEW AMHERST COMMUNITY, COBOURG)**

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

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

1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with New Amherst Ltd. Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the development of a residential 6-plex apartment building on the south-east corner of New Amherst Blvd. and Charles Wilson Parkway (New Amherst Community), Cobourg, ON.
2. THAT this By-law come into effect as of its final passing thereof and shall expire within two (2) years of the date of its final passing.


READ a first, second and third time and finally passed in Open Council this 19<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

**1** DEV Site Plan Agreement New Amherst Ltd., S/E Corner of New Amherst Blvd. and Charles Wilson Parkway – New Amherst Community By-law No. -2020

## FIGURE 5 – HOLDING REMOVAL BY-LAW

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

**A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003** (S/E Corner of New Amherst Blvd. and Charles Wilson Parkway, Cobourg).

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

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

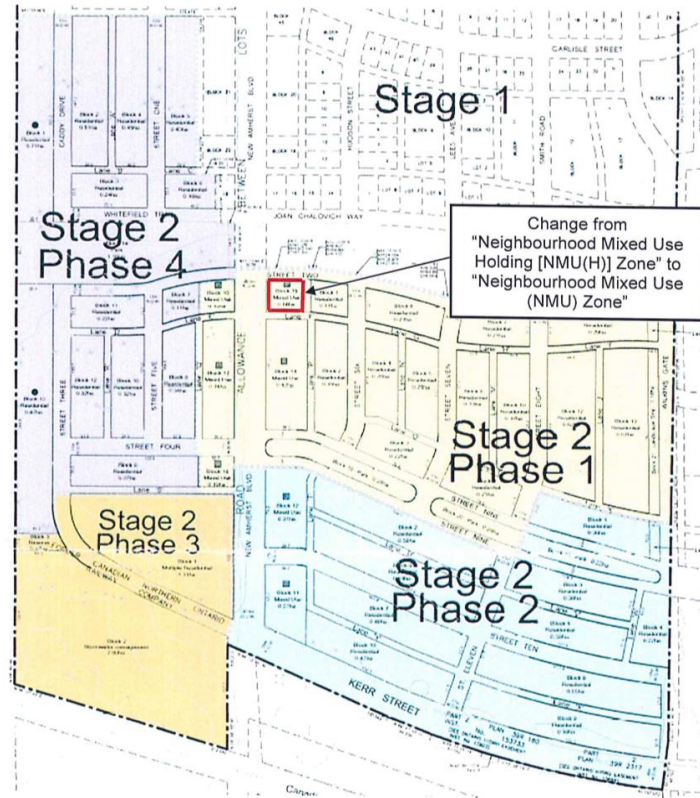
1. THAT Schedule 'A', Map 8, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of a 994.46 m<sup>2</sup> parcel of land at the south-east corner of New Amherst Boulevard and Charles Wilson Parkway from 'Neighbourhood Mixed Use Holding [NMU(H)] Zone' to 'Neighbourhood Mixed Use [NMU] Zone' as illustrated on Figure 1 attached hereto.
2. THAT Figure 1 attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
3. THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

READ and passed in Open Council this 19<sup>th</sup> day of May, 2020.


\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

Figure 1





 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>COMMITTEE OF THE WHOLE STAFF REPORT</b>	
TO:	Mayor and Council members	
FROM:	Dave Johnson	
TITLE:	Planner I - Heritage	
DATE OF MEETING:	May 11, 2020	
TITLE / SUBJECT:	Downtown Cobourg Vitalization Community Improvement Plan (CIP) – Summary Report 2019 and Overall CIP Monitoring Program Summary (2016 – 2019)	
REPORT DATE:	April 29, 2020	File #: Downtown CIP

## 1.0 **STRATEGIC PLAN**

Pillar: PLACES -- The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism

Action #4 – Continue implementation of Downtown Vitalization Action Plan (DVAP) – Implement Downtown Master Plan, Downtown Vitalization CIP in conjunction with Downtown Coalition Report

## 2.0 **PUBLIC ENGAGEMENT**

In 2015, in conjunction with the Downtown Cobourg Vitalization Master Plan (DMP) process, the Town embarked on the preparation of a Downtown Cobourg Vitalization Community Improvement Plan (CIP). The CIP is intended to provide a comprehensive tool kit of financial incentive programs specifically designed to address the community improvement needs in Downtown Cobourg and, over time, will help achieve the Vision for Downtown Cobourg as outlined in the Downtown Cobourg Vitalization Action Plan (DVAP) and the DMP.

On March 21, 2016, following a comprehensive background review and public engagement process, Cobourg Municipal Council adopted the Downtown Cobourg Vitalization CIP in accordance with Section 28 of the Planning Act, RSO 1990, c.P.13, as amended. The CIP program has been implemented annually by the Town from 2016 – 2019.

Prior to implementing the CIP each year, a Summary Report and Implementation Plan were presented to Council which included an overview of approved projects and funding and the planned process/timelines for the coming year. In addition, the CIP program benefitted from a multi-media communication plan comprised of a CIP summary brochure (mailed to all property owners within the eligible CIP study area), presence on the municipal website, as well as regular advertisements in the Town's weekly ad block.



### 3.0 **RECOMMENDATION**

THAT Council receive this Report for information purposes.

### 4.0 **ORIGIN**

In accordance with the Downtown Cobourg Vitalization CIP, the CIP program should be regularly monitored and the results provided to Council on an annual basis. The purpose of this report is to provide Council with an overview of the Downtown CIP projects that were approved over the period between 2016 and 2019, and to advise Council of the effectiveness of the Downtown Cobourg Vitalization Community Improvement Plan (CIP) to date in accordance with the Monitoring Program of the CIP.

### 5.0 **BACKGROUND**

The Downtown Cobourg Vitalization CIP was prepared in concert with the Downtown Cobourg Master Plan (DMP), and is intended to complement, support and be implemented in conjunction with the DMP. The CIP is called the Downtown Cobourg "Vitalization" CIP because it has been expressly developed and refined to help achieve the Vision and support the strategies and recommended actions contained in the Cobourg Downtown Vitalization Action Plan (DVAP).

In 2013, a survey of Cobourg and area residents undertaken as part of the DVAP strongly indicated that respondents wanted an improvement in the appearance of the buildings in Downtown Cobourg. *The need to improve the poor appearance of building exteriors, back lanes and parking lots was highlighted by more than 80% of respondents – topping the list of concerns. Furthermore, the negative appearance of Downtown Cobourg accounted for a significant majority of unsolicited comments offered by residents. The survey also identified the following additional desired stores or services: mid-scale family restaurants, up-scale restaurants, food retailer, ladies & children's clothing & accessory shops, up-scale coffee shop, specialty stores, and businesses with unique cultural & artisan experiences.*

On March 21, 2016, Cobourg Municipal Council adopted the Downtown Cobourg Vitalization CIP in accordance with Section 28 of the Planning Act, RSO 1990, c.P.13, as amended. The Downtown Cobourg Vitalization CIP provides a comprehensive tool kit of financial incentive programs specifically designed to address the community improvement needs in Downtown Cobourg and, over time, will help achieve the Vision for Downtown Cobourg as outlined in the DVAP and the DMP. These financial incentive programs are designed to encourage private sector investment, rehabilitation, adaptive reuse, redevelopment, and construction activity in Downtown Cobourg.

The incentives contained within the Downtown Cobourg Vitalization CIP include grants and/or loans for work proposed under the following programs:

- Study Grant Program – costs for urban design study, heritage impact assessment, feasibility study and/or architectural/engineering studies and drawings;



- Façade Improvement Grant/Loan Program – costs for eligible façade and storefront improvement/restoration works;
- Building Improvement Grant/Loan Program – costs associated with eligible building improvement/restoration works;
- Residential Grant/Loan Program – costs associated with the creation/rehabilitation of residential space;
- Vitalization Tax Increment Grant Program – offsets any significant increase in municipal assessment and property taxes derived from a project(s);
- Brownfields Tax Assistance Program – cancellation of property taxes during rehabilitation and redevelopment periods on eligible brownfield properties;
- Vitalization Development Charge Grant Program – reduces or cancels development charges for eligible large-scale residential, commercial and mixed use vitalization projects; and,
- Fees Grant Program – application fees reduced or waived on specified development applications and permits for the renovation, rehabilitation and/or redevelopment of existing buildings.

Each program contains eligibility criteria for applicants to apply for and receive funding from Council, including for addressing such matters as improvements for structural and non-structural building upgrades, barrier-free accessibility, energy efficiency retrofits and HVAC systems, fire protection systems, weatherproofing, residential intensification, and brownfield re-development. The programs can be used individually or “stacked” together for a particular project(s), just like tools in a toolbox.

Applications to the Downtown Vitalization CIP program Intakes were evaluated through the use of a matrix with a weighted scoring system that considered a number of performance criteria based on the priorities established by Council in the Implementation Plan for the given year:

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



From 2016 to 2018, CIP applications were evaluated by the Downtown Vitalization CIP Evaluation Committee -- a sub-group of the Downtown Coalition comprised of the C.A.O., the Director of Finance, the Director of Planning and Development, the Heritage Planner, the Chief Building Official, the Economic Development Officer, the Chair of the Downtown Coalition Advisory Committee, the President & C.E.O of the Northumberland Central Chamber of Commerce, and a member of the Cobourg Heritage Advisory Committee.

In accordance with Council's direction, applications submitted in 2019 were evaluated by a formal "Council and Staff Working Group" called the Downtown Vitalization CIP Evaluation Committee, which consisted of the Co-ordinator of Planning & Development Services, the Co-ordinator of Protection Services, one (1) member of the Cobourg Heritage Advisory Committee, one (1) member of the Planning & Development Advisory Committee, one (1) member of the Northumberland Central Chamber of Commerce, the Town's Director of Corporate Services/Treasurer and the Director of Planning & Development. Other technical staff support were available to the Team as a resource on an as-needed basis (ie. Chief Building Official, Planner I – Heritage, Fire Chief, Small Business Facilitator, Administrative, etc.).

Once the individual CIP applications are reviewed, the recommendations of the Evaluation Committee are presented to Council via a staff Summary Report, including an overview of each proposal, cost estimates and funding proposals. Council is ultimately responsible for approving the funding incentives to be provided each year.

## 6.0 **ANALYSIS**

The following provides a summary of the municipal incentive funding approved by Council under the Downtown Cobourg Vitalization CIP from 2016 to 2019, as well as a monitoring matrix prepared in accordance with the Monitoring Program in Section 8.0 of the CIP. The Monitoring Program utilizes a list of variables to help quantitatively illustrate and measure the economic results of the CIP.

### **2016 Summary**

Council approved \$50,000.00 in the 2016 Municipal Budget for the implementation of the grant incentive programs of the Downtown Cobourg Vitalization CIP, with the funds allocated from the Holdco reserve. Given that the CIP was not in effect until late March of 2016, applications were accepted and reviewed by municipal staff on a case-by-case trial basis for the duration of 2016.

A total of five (5) projects were approved by Council, with total grants in the amount of \$54,696.00 and total secured repayable loans in the amount of \$51,886.00. The zero interest loans are fully secured via loan agreements which are registered on title and repayable to the Town over 5 years at a cost of 3% per annum. The total expenditure by the Town for 2016 amounted to \$56,252.00 for the five projects. The total construction value of



all projects in the 2016 Intake amounted to \$231,119.00 resulting in a leverage of approx. 3:1<sup>1</sup>.

### **2017 Summary**

After the successful initial implementation of the CIP in 2016, Council approved \$150,000.00 in the 2017 Municipal Budget (via the Holdco reserve) to continue supporting the financial incentive programs.

In 2017, thirteen (13) projects were approved by Council under two (2) Intakes (including 2 reconsiderations) with total grants in the amount of \$105,796.00 and total secured repayable loans in the amount of \$46,862.00. The total expenditure by the Town for 2017 amounted to \$113,728.00 for the thirteen (13) projects. The total construction value of all projects in the 2017 Intakes amounted to \$310,502.00 resulting in a leverage of just under 2:1.

### **2018 Summary**

After a successful second year of the implementation of the CIP in 2017, Council approved \$150,000.00 in the 2018 Municipal Budget (via the Holdco reserve) to continue supporting the vitalization of Cobourg's historic downtown through the financial incentive programs of the CIP. In April of 2018, Council endorsed the implementation of a single Intake for the implementation of the CIP program in 2018.

A total of seven (7) projects were approved by the Town in 2018 with total grants in the amount of \$143,222.00 and total secured repayable loans in the amount of \$98,786.00, resulting in a total municipal expenditure of \$149,322.00, inclusive of loan costs. The total construction value of all projects in the 2018 Intake amounted to \$991,000.00 resulting in a leverage of 5.6:1.

### **2019 Summary**

In March of 2019, Council endorsed a Heritage staff report outlining an Implementation Plan for a single Intake for the 2019 CIP program. On April 8, 2019, Council approved \$75,000.00 in the 2019 Municipal Budget (via the Holdco reserve) for the continuation of the Downtown Vitalization CIP.

A total of twelve (12) applications were received under the 2019 Intake, with total funding requests in excess of the aforementioned budget allocation. Based on the evaluation scoring by the Evaluation Committee, those projects that received higher scores were recommended for a higher proportionate share of the funds. Ultimately, a total of nine (9) projects were approved by Council with total grants in the amount of \$99,735.00 and total secured repayable loans in the amount of \$71,942.00, and \$5,000 (loan costs) for a total expenditure of \$104,735.00, inclusive of loan costs. The additional funds required to service the 2019 CIP Intake program were drawn from Provincial government funding provided to the Municipality under Ontario's Main Street Revitalization Initiative.

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<sup>1</sup> Leverage is calculated as the ratio of the property owner's financial contribution to the cost of a project against the Town's financial contribution (cost) to the project (ie. the cost of any grant plus the cost of the interest on and administration of any loan)



The total approximate value of all project construction costs under the 2019 Intake approval was \$1,131,123.00 excluding HST. Thus, based on a total proposed funding allocation cost of \$104,735.00, this represents an estimated cost leverage of private investment of approx. 91% to public incentive expenditure of 9% for renovation and rehabilitation projects in Cobourg's downtown, or a leverage of approx. 10:1. When factoring in just the Town's portion of the funding (\$75,000), the cost leverage of private investment is approx. 14:1.

The following table (**Table 1**) summarizes the Downtown Cobourg Vitalization CIP projects approved by Council in 2019:

**Table 1 – Summary of Approved 2019 CIP Projects**

#	Project	Project Type	Funding	Status
1	Verdier 2 King St. W & 239 & 243 Division St.	<b>Study Grant</b> - prepare plans for residential intensification	Grant \$2,500.00	Work complete
2	TVM Group 1 King St. E	<b>Residential</b> - create 5 new upper floor units  <b>Building Improvement</b> - HVAC, Fire safety, structural work	Grant \$37,080.00	Work pending
3	2500709 Ontario Ltd. 38 Covert St.	<b>Residential Grant</b> - create 2 new upper floor units  <b>Building Improvement</b> - accessible ground floor washrooms	Grants \$24,000.00  Loans \$65,000.00	Work pending
4	Kest and York 52 King St. W	<b>Façade Improvement</b> - new sign band, goose neck lighting; - replace rear door and broken windows  <b>Building Improvement</b> - new floors, lights and walls for a new leasable space	Grants \$12,340.00	Work complete
5	Bowman 5 King St W	<b>Façade Improvement</b> - new signage  <b>Building Improvement</b> - fire, health and safety upgrades; - electrical upgrades; - roof repairs; - foundation repairs; - asbestos removal	Grants \$8,655.00	Work in progress/ pending
6	1226577 Ontario Ltd. 77 Albert Street	<b>Façade Improvement</b> - new upper floor windows, dormers and skylights  <b>Building Improvement</b> - construction of a new hallway roof connection for fire escape and expansion of usable floor space	Grants \$6,255.00	Work pending
7	Reidrev Management Inc. (Verdier) 6 King St. W	<b>Façade Improvement</b> - painting of ground floor commercial façade	Grant \$450.00	Work pending

8	Copeman-Kessler 23-29 King St. W	<b>Façade Improvement</b> - rehabilitate a portion of the 2 <sup>nd</sup> floor to allow expansion of current 2 <sup>nd</sup> floor business (Creative Collective) - repair and replace (with exact replica) windows on the south (rear) elevation  <b>Building Improvement</b> - sand and repair existing wood floors; - paint walls - trim repairs - 3 new interior doors - add air conditions to the occupied west side	Grant \$8,455.00	Work in progress/ pending
9	McLachlan 322 George St.	<b>Façade Improvement</b> - repair and restoration of heritage building fabric	Loan \$6,942.00	Work pending

### **Reporting and Monitoring**

The Downtown Vitalization CIP is not a static document but one that is designed to be proactive and flexible, with programs that can be adjusted at the discretion of Council to improve its effectiveness and better suit the needs of economic and community renewal and revitalization in the downtown area. As part of the CIP Monitoring Program, there are a number of variables with which the Town can monitor the performance of the CIP over its lifespan. The information obtained through the use of the Monitoring Program can be used by Council to ensure that the programs and incentives are effective to meet the needs of the community improvement project area (ie. the downtown).

**Table 2** below illustrates a number of relevant CIP monitoring variables on projects approved by Council since its inception in 2016. In summary, over the span of four (4) years of implementing the Downtown Vitalization CIP, a total of thirty-four (34) applications for grants and loans were approved by Council under the Downtown Vitalization CIP. Specifically, the following key points are derived from the data compiled for the Downtown CIP program between 2016 and 2019:

- A total of \$403,449.00 in grants and \$269,476.00 in repayable loans were approved, with a direct total expenditure of \$394,302.00 by the Town plus an additional \$29,735.00 being funded in 2019 from the Province of Ontario's Main Street Revitalization Initiative inclusive of loan costs;
- The CIP grants and loans approved between 2016 - 2019 leveraged approx. \$2,663,744.00 in project construction value at a ratio of private-public investment of approx. 5.3:1;
- The 2016 - 2019 CIP program helped facilitate the rehabilitation of existing floor space for thirteen (13) rental apartment dwelling units (only 1 of which was previously habitable residential space) and two (2) new commercial enterprises within space previously unoccupied totalling 512 sq. m. (5,516 sq. ft.) in floor area. An additional four (4) rental apartment dwelling units are currently being investigated by a property owner who has already been granted CIP funds and is looking to expand the scope of his project and intensify existing floor area.



Program	Monitoring Variable	2016	2017	2018	2019	Total
<b>Study Grant Program</b>	Number of Applications*	0	1	2	1	4
	Type of Study	N/A	CHIA	Architectural plans x2	Architectural and engineering plans	
	Amount of grant	0	\$2,500.00	\$2,500.00 x2	\$2,500.00	\$10,000.00
	Total cost of drawings	0	\$7,500.00	\$24,635.00	\$29,475.00	\$61,610.00
	Number and amount of defaults	0	0	0	0	0
<b>Façade Improvement Program</b>	Number of applications by type (front, side, rear)	Front: 5 Side: 0 Rear: 0	Front: 11 Side: 0 Rear: 0	Front: 2 Side: 0 Rear: 1	Front: 4 Side: 0 Rear: 1	Front: 22 Side: 0 Rear: 2
	\$ Amount of grants and loans	<b>Grants:</b> \$27,360.00 <b>Loans:</b> \$32,000.00	<b>Grants:</b> \$43,049.00 <b>Loans:</b> \$34,637.00	<b>Grants:</b> \$33,100.00 <b>Loans:</b> \$25,000.00	<b>Grants:</b> \$18,302.00 <b>Loans:</b> \$71,942.00	<b>Grants:</b> \$121,811.00 <b>Loans:</b> \$163,579.00
	Number and amount of defaults	0	0	0	0	0
<b>Building Improvement Program</b>	Number of applications by type (interior or exterior)	Interior: 0  Exterior: 1	Interior: 0  Exterior: 6	Interior: 2  Exterior: 3	Interior: 4  Exterior: 4	Interior: 6  Exterior: 14
	Amount of Grants and Loans	<b>Grants:</b> \$12,500.00 <b>Loans:</b> \$0	<b>Grants:</b> \$40,747.00 <b>Loans:</b> \$27,175.00	<b>Grants:</b> \$52,908.00 <b>Loans:</b> \$25,000.00	<b>Grants:</b> 48,892.50 <b>Loans:</b> \$25,000.00	<b>Grants:</b> \$155,047.50 <b>Loans:</b> \$77,175.00
	Square footage of commercial/institutional space rehabilitated/added	0	124 sq. m. (1,336 sq. ft.) -- new commercial floor area created in uninhabited space	232 sq. m. (2,500 sq. ft.) -- existing commercial space rehabilitated	156 sq. m. (1,680 sq. ft.) -- new commercial floor area created in uninhabited space	512 sq. m. (5,516 sq. ft.) created/ rehabilitated
	Number of new businesses occupying the space	0	1 (Creative Collective)	1 (Market & Smor)	1 expanded business (Creative Collective)	2 + 1 expansion of existing business
	Number of residential units created or rehabilitated by type (rental, ownership, 1, 2, 3 bedroom)	0	0	0	2 bedroom: 1  Tenure: rental	2 bedroom: 1 <b>Total: 1</b> Tenure: rental
	Sq. ft. of residential space rehabilitated, converted or added	0	0	0	167 sq. m. (1,800 sq. ft.) -- existing residential unit rehabilitated	167 sq. m. (1,800 sq. ft.) rehabilitated
	Number and amount of defaults	0	0	0	0	0

Program	Monitoring Variable	2016	2017	2018	2019	Total
<b>Residential Program</b>	Number of applications by type (infill, intensification, conversion, rehabilitated)	1	0	1	3	5
	Number of residential units created or rehabilitated by type (rental, ownership, 1, 2, 3 bedroom)	2 bedroom: 1 <b>Total: 1</b> Tenure: rental	0	1 bedroom: 2 2 bedroom: 2 <b>Total: 4</b> Tenure: rental	1 bedroom: 6 2 bedroom: 1 <b>Total: 7</b> Tenure: rental	1 bedroom: 8 2 bedroom: 4 <b>Total: 12</b> Tenure: rental
	Sq. ft. of residential space rehabilitated, converted or added	129 sq. m. (1,388 sq. ft.) – existing uninhabitable dwelling unit rehabilitated	0	379 sq. m. (4,079 sq. ft.) – new dwelling units created in uninhabited space	418 sq. m. (4,500 sq. ft.) – commercial space converted into 6 new dwelling units;	926 sq. m. (9,967 sq. ft.) rehabilitated/converted
	Increase in assessed value of properties	**	**	**	**	**
	Number and amount of defaults	0	0	0	0	0

\*A number of applications were submitted for multiple programs

\*\*Data is currently unavailable -- any increases in assessed value will be picked up in the next re-assessment cycle for the taxation years 2021 to 2024



## 7.0 **FINANCIAL IMPLICATIONS/BUDGET IMPACT**

In 2019, Cobourg Municipal Council allocated a total of \$75,000.00 (via the Holdco reserve) for the implementation of financial incentives as part of the Downtown Cobourg Vitalization CIP program. An additional \$29,735.00 was allocated to the 2019 CIP Intake from Province of Ontario's Main Street Revitalization Initiative, for a total approved funding commitment of \$104,735.00.

A total of nine (9) projects were approved by Council in 2019 which included grants in the amount of \$99,735.00 and secured repayable loans in the amount of \$71,942.00, with a total public expenditure (municipal and provincial) of \$104,735.00 inclusive of loan costs. The total project construction value the 9 projects was estimated to be \$1,131,123.00, excluding HST. This represents a private investment of approx. 91% to public incentive expenditure of 9% in Cobourg's downtown, or a leverage ratio of approx. 10:1. When factoring in only the Town's portion of the funding (@ \$75,000), the ratio is approx. 14:1.

Over the duration of the Town's implementation of the Downtown CIP between 2016 and 2019, the combination of grants and loans approved by Council in the amount of \$424,302.00 (including funds from the Ontario Main Street Revitalization Initiative) helped facilitate thirty-four (34) private sector projects totalling \$2,663,744.00 in construction value for the rehabilitation and improvement of commercial and residential buildings and floor space in the downtown. Overall, the total private investment – public incentive leverage ratio is approx. 5.3:1.

As part of the initial draft Municipal Operating Budget for 2020, the Planning Department budgeted \$75,000.00 for the Downtown Cobourg Vitalization CIP 2020 Intake to be funded from the Holdco reserve. It was Planning staff's understanding that one downtown property owner in particular was planning to undertake a significant residential intensification project in the vacant upper floors of a commercial building in 2020 and was interested in applying for CIP funds. Subsequent communications with the property owner have revealed that his timeline has been delayed and that it is unlikely that he will be in a position to commence this project in 2020.

Furthermore, Council passed a Resolution on December 2, 2019 which directed that municipal staff update Council's Strategic Plan to allow staff to re-prioritize other work commitments in order to focus on the development of an Integrated Community Sustainability Plan (ICSP) in 2020, including provisions to ensure that sufficient staff and budget resources exist to accelerate this task over the next two (2) years.

In accordance with the above, and following an assessment of current and projected Planning Department staff service levels, caseloads, special projects (ie. Affordable & Rental Housing CIP, ICSP) and other Council priorities, as well as the availability of funding sources, Council did not include funds in the 2020 Municipal Operating Budget for the implementation of the Downtown Vitalization CIP program. The program can, however, be reconsidered by Council in 2021 if desired.

## 8.0 CONCLUSION

The implementation of the Downtown Vitalization CIP in the recent four (4) year span has seen a variety of improvement projects come to fruition in the downtown project area, ranging from building and façade improvements to increased residential and commercial intensification. The incentive funding approved by Council during this period has helped leverage new construction in the downtown core valued at over \$2.6 million which has, in turn, resulted in improvements to building stock and appearance and new and/or improved residential units and businesses.

Given other special projects, funding availability and priorities currently before Council and staff, the Downtown Vitalization CIP was not included in the Municipal Operating Budget for 2020. This will, however, provide staff with an opportunity to further evaluate the program and monitor and/or close-out outstanding projects in 2020. Should a significant improvement project in the downtown come forward in 2020 that would benefit from a financial stimulus, Council has the ability to revisit the CIP and potentially offer incentives at its discretion and within its financial capabilities. Council may also consider re-activating the CIP program in future years.

## 9.0 AUTHORIZATIONS/SIGNATURES

Approved By:


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



Approved By:

Ian Davey, BA, CPA  
Director of Corporate Services/Interim CAO



 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>COMMITTEE OF THE WHOLE STAFF REPORT</b>	
TO:	Mayor and Council	
FROM:	Glenn McGlashon, MCIP, RPP	
TITLE:	Director, Planning & Development	
DATE OF MEETING:	May 11, 2020	
TITLE / SUBJECT:	Application for Approval of a Pre-Servicing Agreement and Subdivision Agreement: East Village Phase 5 Subdivision NW Corner of King Street East & Willmott Street JMCD Holdings Inc./Engage Engineering	
REPORT DATE:	May 3, 2020	File #:

#### 1.0 **STRATEGIC PLAN**

N/A

#### 2.0 **RECOMMENDATION**

THAT this Report be received for information purposes; and,

THAT the attached By-law be presented to Council which authorizes the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement and a Subdivision Agreement with JMCD Holdings Inc., Bank of Montreal and Lakefront Utility Services Inc. for the East Village Phase 5 subdivision development at the north-west corner of King Street East and Willmott Street, subject to the finalization of details by municipal staff and applicable agencies.

#### 3.0 **PUBLIC ENGAGEMENT**

Applications for an amendment to the Cobourg Official Plan and Zoning By-law, and for approval of a Draft Plan of Subdivision, were submitted by RFA Planning Consultant Inc. on behalf of JMCD Holdings Inc. in December of 2018 to permit the development of a 334 unit residential neighbourhood on the 11.87 ha tract of vacant land generally located on the north-west corner of King Street East and Willmott Street.

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. At its regular meeting held on January 28, 2019, Council considered an information report from the Senior Planner -- Development which briefly introduced the application and confirmed the application as complete. Council subsequently moved that the application be received and referred to the Planning Department for a report, and that the notification requirements of the *Planning Act* be implemented, including the scheduling of a Public Meeting.

The Municipality published the Notice of Complete Application in the Northumberland News on January 31, 2019 and published the Notice of Public Meeting in the Northumberland News on May 30, 2019 to satisfy the requirements of the *Planning Act*. Although not required under the legislation, the Municipality 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. The Planning Department also notified those persons who made written requests to be notified of any development applications involving the Subject Lands in accordance with the provisions of the *Planning Act*. Under encouragement from the Planning Department, the applicant also voluntarily convened a Public Information Meeting on April 30, 2019.

At the Public Meeting of June 24, 2019, Cobourg Municipal Council considered a number of submissions from area landowners regarding the application, and a follow-up staff report with detailed responses to the public submissions was presented to Council on August 12, 2019. Based on all information available, Cobourg Municipal Council approved the Official Plan Amendment, the Zoning By-law Amendment and the Draft Plan of Subdivision Conditions on September 9, 2019. There were no appeals filed with the Municipality.

The *Planning Act* does not prescribe any statutory public notice or engagement requirements for applications to clear conditions of Draft Plan of Subdivision Approval, as these particular applications are recognized as being a detailed, technical review of matters relating to a draft approved subdivision development, including servicing, grading, stormwater management, landscaping, utility coordination, and agency conditions to name a few.

The Planning Department did, however, provide an information report regarding the receipt of the application to clear conditions of Draft Plan of Subdivision to Council on January 27, 2020. Those persons requesting notification of the application for Clearance of Draft Plan of Subdivision Conditions were notified. Representatives of the Planning and Public Works Departments met with two area landowners along with the proponent and his consultant to review the detailed engineering drawings on January 29, 2020, and both are being notified of the upcoming Committee of the Whole meeting on May 11, 2020. Final approval of all Agreements is considered by Council in open session.

#### 4.0 **ORIGIN**

In December 2019, the Planning Department received a complete application for Clearance of Draft Plan of Subdivision Conditions from Engage Engineering on behalf of JMCD



Holdings Inc. for an 11.87 hectare parcel of vacant land located at the north-west corner of King Street East and Willmott Street, south of the CNR/CPR railway lines, known as East Village -- Phase 5 (the "Subject Lands").

Included with the application are detailed plans and supporting documentation aimed at clearing the conditions of the Draft Plan of Subdivision approval and obtaining final approval, including a request to enter into a Pre-Servicing Agreement and a Subdivision Agreement with the Municipality. The Development Review Team and relevant partner agencies have reviewed the submitted information and plans, and the Draft Plan of Subdivision is now in a position for approval subject to finalization of technical details and conditions.

## 5.0 **ANALYSIS**

The Subject Lands consist of an 11.87 ha parcel of vacant land located on the north-west corner of King Street East and Willmott Street. The Draft Plan of Subdivision provides conditional approval for the eastward expansion of the existing, final approved East Village Subdivision lands (Phases 1-4) over the Subject Lands. See **Figure 1 -- Location Map**.

The Subject Lands are designated as "Residential Area" and "High Density Residential Area – Special Provision" in the Town of Cobourg Official Plan (2017), and zoned "Multiple Residential 4 Exception 29 Holding [R4-29(H)] Zone", "Multiple Residential 4 Exception 31 Holding [R4-31(H)] Zone", "High Density Residential 5 Exception 16 Holding [R5-16 (H)] Zone," and "Open Space (OS) Zone" in Comprehensive Zoning By-law No. 85-2003.

The application provides technical details relating to the development of East Village Phase 5, which will consist of up to 334 dwelling units, with associated streets, park space, and stormwater retention area. See **Figure 2 -- Draft Plan of Subdivision**.

The following plans and reports were submitted in support of the applications:

- Draft Plan of Subdivision, prepared by RFA Planning Consultant Inc.;
- Development Site Plan, prepared by RFA Planning Consultant Inc.;
- Detailed Design Drawings, prepared by Engage Engineering Ltd.;
- Landscape and Planting Plans, prepared by Landmark Landscape Architects & Consulting Arborists;
- East Village Stormwater Management Report, prepared by Engage Engineering Ltd.;
- Sanitary Sewer Design Sheet, prepared by Engage Engineering Ltd.;
- Electrical Drawings, prepared by Kirkland Engineering Ltd.;
- Geotechnical Investigation Report & Update to Groundwater Levels, prepared by GHD;
- Environmental Noise Analysis Update, prepared by Valcoustics Canada Ltd.;
- Traffic Impact Assessment Update, prepared by Tranplan Associates.

The following attachments are included for reference purposes:

**Figure 1 – Location Map**

**Figure 2 – Draft Plan of Subdivision**

**Figure 3 – Development Site Plan**

**Figure 4 – Development Staging Plan**

**Figure 5 – Pond Landscape Plan**

**Figure 6 – Agreement Authorization By-law**

Summary of Key Points:

The following are the key points associated with the proposal:

- The approval applies to the Draft Plan of Subdivision, as shown on the Plan prepared by RFA Planning Consultant Inc. (attached hereto as **Figure 2**) which consists of:
  - 30 Lots to be used for freehold single detached dwelling units;
  - 13 Blocks to be used for freehold semi-detached dwellings for a total of 26 dwelling units;
  - 12 Blocks to be used for freehold townhouse dwelling units totaling 54 dwelling units;
  - 6 Blocks to be used for multiple “10-plex” buildings with a total unit count of 122 dwelling units;
  - 1 Block with an area of 1.417 ha to be reserved for up to a 5-storey apartment complex with a total of 102 dwelling units;
  - 1 Block with an area of 0.756 ha in the south-central quadrant of the Draft Plan abutting King Street East to be utilized for stormwater management and open space purposes;
  - 1 Block with an area of 0.24 ha in the western quadrant of the Draft Plan for a central neighbourhood park to be dedicated to the Town of Cobourg for parkland purposes under the *Planning Act* (total of 5.4% for the Phase 1 – 5 lands combined);
  - 2 Blocks with a combined area of 0.43 ha for road allowance dedications; and,
  - Various public road rights-of-way with a combined area of 2.3 ha to be dedicated to the Town of Cobourg.

- The East Village Phase 5 subdivision represents a high quality extension of the existing residential neighbourhood to the west. Attractive, thoughtfully-considered building designs and dwelling forms will enhance the character of the neighbourhood and reflect the quality image of the community.
- Given the magnitude of the development and the anticipated build-out, the plan involves a total of four (4) “stages” which will progress in a logical and orderly fashion (refer to **Figure 4 – Development Staging Plan**). A dedicated construction access road through the apartment block to the east will ensure that impacts from construction traffic on interior streets in early phases are minimized.
- Sustainable design and development is promoted and incorporated into the subdivision. Measures include the use of Low Impact Development (LID) techniques in the form of infiltration galleries in the backyards of private properties, a grassed drainage swale, and the provision of an enhanced tree canopy which will facilitate greater sustainability in the subdivision as a whole. Additionally, the proposed new homes to be constructed by Stalwood Homes will meet and exceed the requirements of the Ontario Building Code, and include supplementary measures to facilitate sustainability including energy and water efficient fixtures and appliances, zonal heating and cooling, low maintenance building materials with recycled content, a construction recycling and waste management/diversion policy, room occupancy sensors, and other sustainable building design measures.
- With respect to storm water management, in addition to the above-referenced LID features, a centralized stormwater management facility will perform a dual role: i) a stormwater management pond; and ii) a passive open amenity space, both of which will be extensively landscaped. The pond itself is strategically located to capture all of the subdivision run-off and treat it before connecting to the King Street trunk sewer main. In addition, a north-south grassed swale will accommodate historic external flows which run through the site from north of the railway tracks. The existing swale south of King Street East had historically been accepting these flows, however with the subdivision development the lands south of King St. E. will see a significant reduction in peak flows during a Hurricane Hazel rainfall event due to the swale’s connection to the King Street storm sewer main and the proposed stormwater management pond which will control flows specifically for the East Village Phase 5 Subdivision.
- The pond is being extensively landscaped with a variety of trees and water-based and woody plant material and will be nestled amongst pathways, decorative pergola, landscaped seating areas, rockery and other furniture to create a highly aesthetically-pleasing public amenity feature for this high profile, prominent gateway location in the community. In total, the Landscape Plans depict over 100 new trees, 450 shoreline fringe shrubs, and over 500 assorted perennials (see **Figure 5 – Pond Landscape Plan**).

- Attractive landscaped masonry gateway features denoting the name of the neighbourhood will be constructed on either side of the entrance to the subdivision at King Street East to further enhance the aesthetic character of the development and for wayfinding purposes. The structures will be located on private property and will be maintained by the individual property owners -- terms and conditions for maintenance will be included in the Subdivision Agreement and applicable Agreements of Purchase and Sale/Lease.
- Each freehold building lot will have a minimum of one (1) tree planted as part of the subdivision development, resulting in 110 additional trees. In total, approx. 400 new trees will be planted in the development, not including the water-based pond vegetation, future landscaping associated with the 10-plex blocks/apartment block, and individual private landowner plantings. Overall, the proposed tree and vegetation planting program is in general conformity to the Cobourg Urban Forestry Master Plan which recommends that the Town strive for an enhanced tree canopy throughout the community to contribute directly and indirectly to positive human and environmental health.
- A new eastbound turning lane and traffic lane adjustments are required at the entrance to the subdivision at Maplewood Boulevard in conjunction with the construction of the subdivision. On-street bike lanes on King Street East are accommodated in the design.
- A 1.5 m wide concrete sidewalk will be installed across the frontage of the subdivision on the north side of King Street East and connect with the existing municipal sidewalk just to the west of the subdivision lands.
- A 3.0 m wide asphalt maintenance access will run in a north-south direction adjacent to the overland flow channel from King Street to the noise berm/fence, and double as a multi-purpose pathway which will enhance off-road connections for a variety of active transportation modes.
- The new internal streets are being named after local veterans of World War I and Canadian war heroes in accordance with the Street Naming Policy and approved street name list.
- The new street at the south-west corner of the subdivision has been designed to potentially extend westward into undeveloped lands in the future, should development be contemplated, however in the interim a temporary turn-around will be constructed at its western terminus. The neighbouring property owner is satisfied with this design solution.
- A 2.1 m wide road allowance dedication along the frontage abutting King Street East will be conveyed to the Municipality as a condition of the Subdivision Agreement.

- Noise attenuation measures will be incorporated into the Subdivision Agreement and Agreements of Purchase and Sale/Lease pursuant to the recommendations of the Environmental Noise Analysis Update and railway requirements, including noise warning clauses, architectural buffering and a noise berm/fence. The noise berm and fence will be constructed adjacent to the railways as per prior phases of development.
- The six (6) 10-plex blocks and one (1) apartment block will be subject to future applications for Site Plan Approval in order to finalize site design, servicing/grading, urban design & landscaping and other technical details prior to their approval and development.

## **6.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT**

There are no anticipated negative financial implications imposed on the Municipality as a result of granting pre-servicing or subdivision approval. The developer will be responsible for all costs associated with the installation of infrastructure to service the subdivision, estimated to be approx. \$7.6 million excl. hst (based on 2020 construction rates).

The proponent has submitted the requisite Plan of Subdivision Clearance application fee and deposit to the Municipality in the amount of \$25,200.00. A municipal tree levy of \$72,594.00 will be collected as a condition of the proposed development, equivalent to approx. 200 boulevard trees which will be planted in the subdivision on a staged basis. The developer will be required to provide its proportionate financial contribution to the Coverdale Storm Sewer trunk main in the amount of \$122,444.06. Overall, the build-out of the subdivision would result in approx. \$3.7 million in Development Charges and Building Permit fees of approx. \$650,000.00 (2020 rates).

Because a total of 5.4% of the gross Phase 1 – 5 lands is being conveyed to the Municipality for park purposes in conformance with the provisions of the Planning Act and municipal parkland dedication by-law, a cash in lieu of parkland payment is not being provided. The central neighbourhood park will be improved with landscaping, pathways and site furniture by the developers of the overall East Village subdivision, Cobourg BGS Ltd. and JMCD Holdings Inc..

## **7.0 CONCLUSION**

It is the opinion of the Planning Department that the application submitted by Engage Engineering Ltd. on behalf of JMCD Holdings Inc. to clear Conditions of Draft Subdivision Approval for the lands generally located at the north-west corner of King Street East and Willmott Street (East Village Phase 5) satisfies the requirements and conditions of municipal Departments and partner review agencies, subject to the finalization of applicable details and technical conditions.

## **8.0 POLICIES AFFECTING THE PROPOSAL**

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

9.0 **COMMUNICATION RESULTS**

That the By-law attached to this report be passed by Council (see **Figure 6 --Agreement Authorization By-law**).

10. **AUTHORIZATION/SIGNATURES**

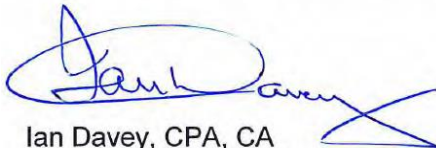
Report Prepared By:



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



Report Approved By:



Ian Davey, CPA, CA  
Interim CAO/Treasurer

**FIGURE 1 -- LOCATION MAP**

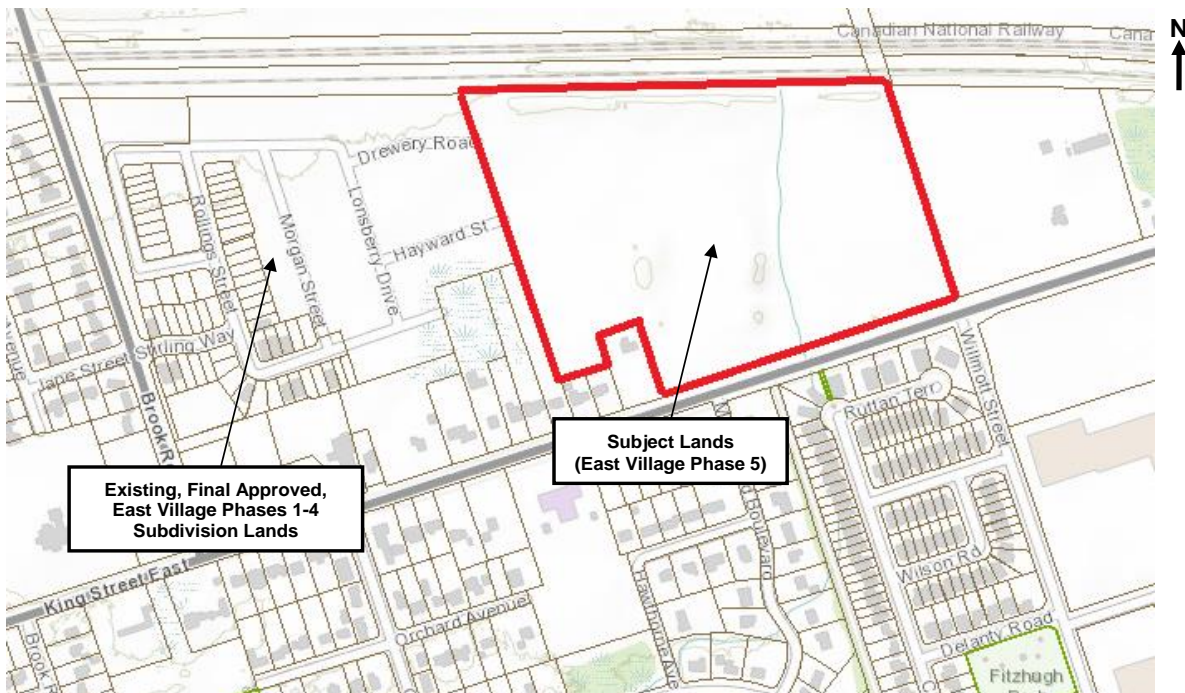
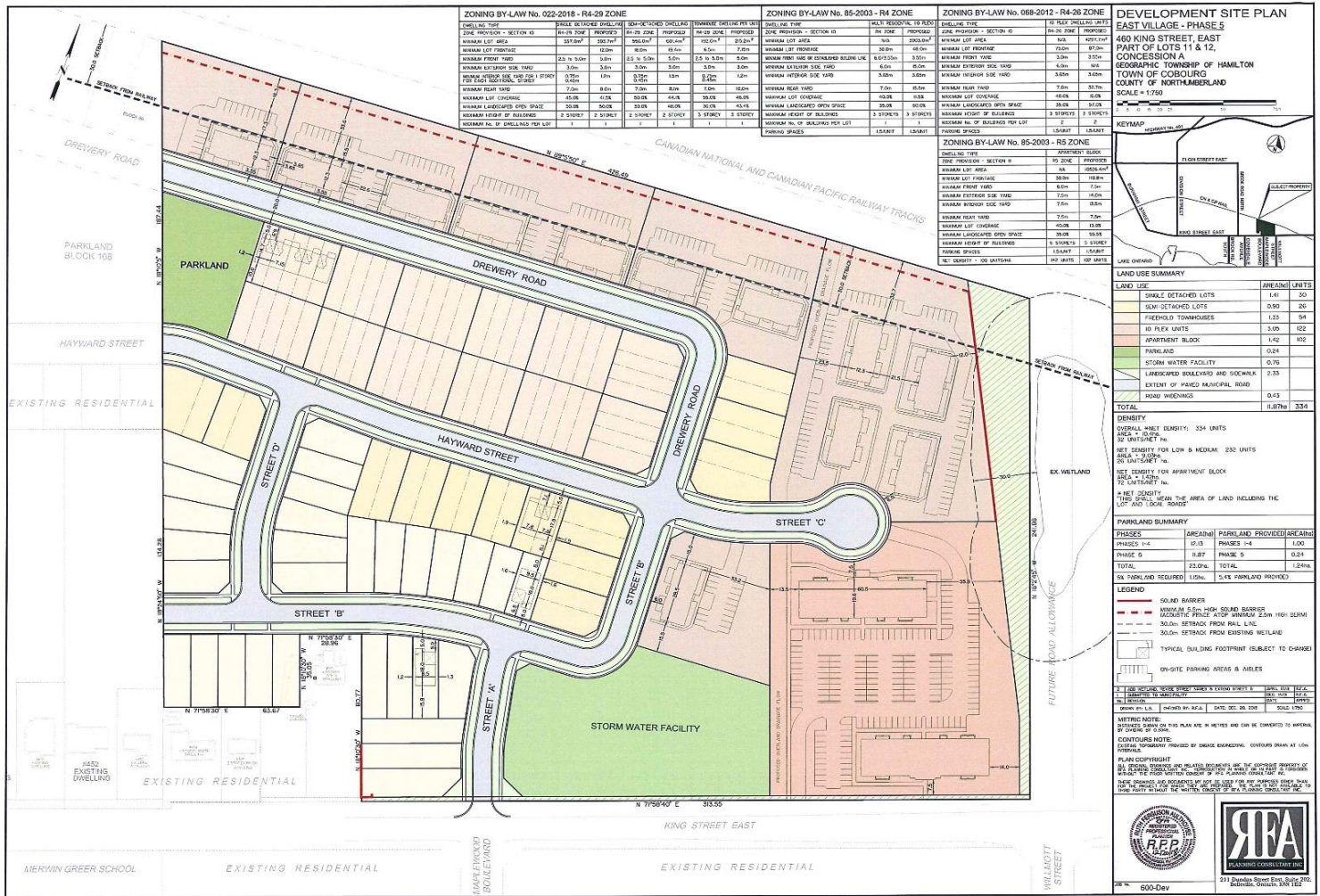


FIGURE 2 -- DRAFT PLAN OF SUBDIVISION



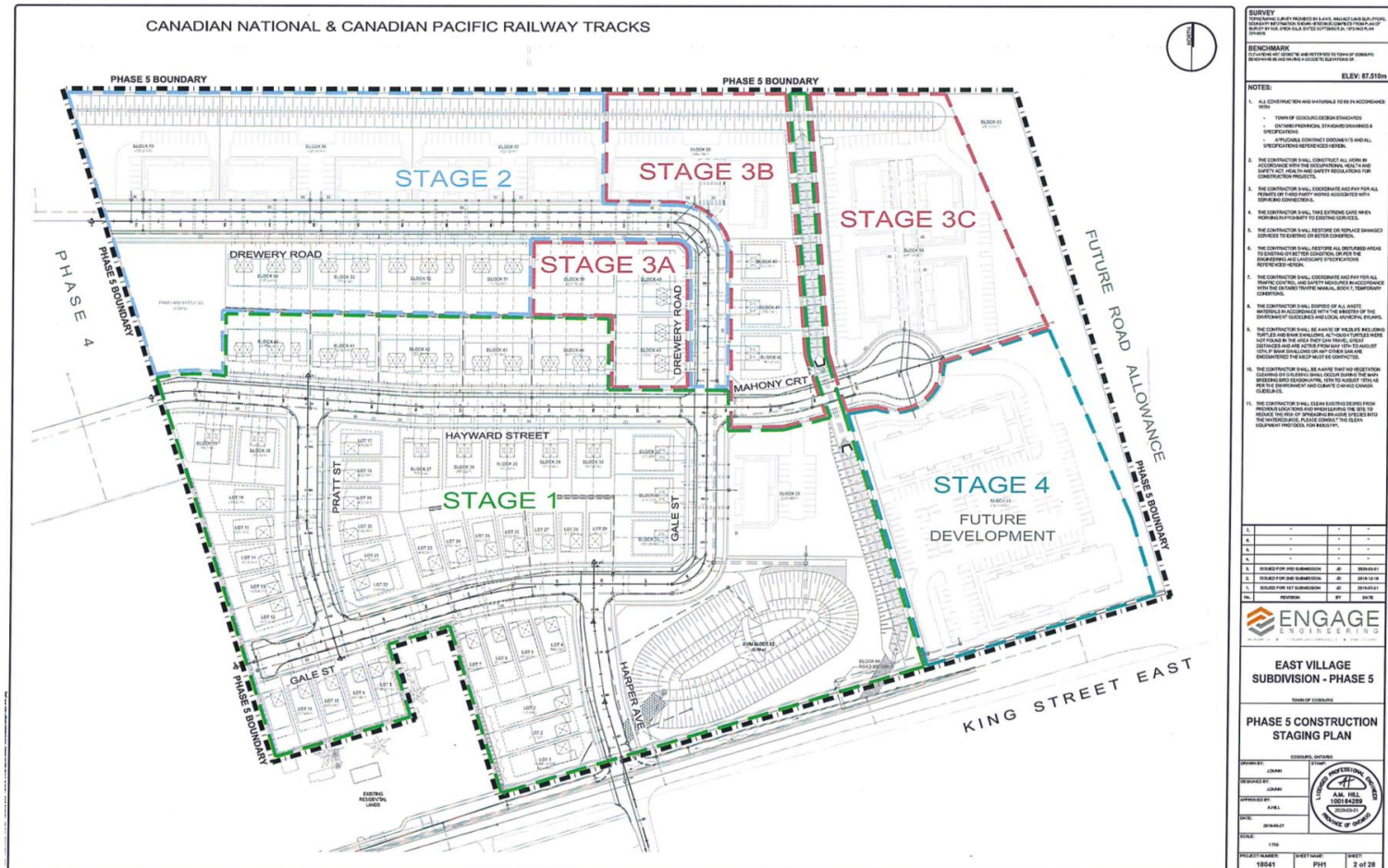


FIGURE 3 -- DEVELOPMENT SITE PLAN






## FIGURE 4 – DEVELOPMENT STAGING PLAN



**NOTE:**  
 ACCORDING TO THE MINISTRY OF ENVIRONMENT,  
 'STORMWATER MANAGEMENT PLANNING AND DESIGN  
 MANUAL', SECTION 4.6.1.3. PLANTING TECHNIQUES;  
 'WITHIN THE PERMANENT POOL, 0.3m OF TOPSOIL SHOULD  
 BE PROVIDED TO A WATER DEPTH OF 1m. IN THE ACTIVE  
 STORAGE AND UPLAND AREAS, 0.45m-1m OF TOPSOIL IS  
 NEEDED. IT SHOULD BE STABILIZED BY SEEDING AND  
 ENGINEERED METHODS SUCH AS EROSION CONTROL MATS  
 MAY ALSO BE REQUIRED.'



**FIGURE 6 -- AGREEMENT AUTHORIZATION BY-LAW**

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

**A BY-LAW TO AUTHORIZE EXECUTION OF A PRE-SERVICING AGREEMENT AND SUBDIVISION AGREEMENT WITH JMCD HOLDINGS INC., BANK OF MONTREAL, LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG. (N/W CORNER OF KING STREET EAST & WILLMOTT STREET – EAST VILLAGE PHASE 5, COBOURG)**

**WHEREAS** pursuant to Section 51(26) of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, which provides that a municipality has the authority to enter into one or more agreements as a condition of the approval of a plan of subdivision;


**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 Subdivision Agreement with JMCD Holdings Inc., Bank of Montreal, and Lakefront Utility Services Inc. for a residential subdivision development consisting of 334 dwelling units, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 19<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM:	Laurie Wills	
TITLE:	Director of Public Works	
DATE OF MEETING:	May 11, 2020	
TITLE / SUBJECT:	2019/2020 Provincial Gas Tax for Public Transit	
REPORT DATE:	May 4, 2020	File #:

1.0 STRATEGIC PLAN  
NA

2.0 PUBLIC ENGAGEMENT  
NA

3.0 RECOMMENDATION  
 THAT Council Authorize the Mayor and the Municipal Clerk to prepare and sign a supporting By-law (attached) to ensure that the Town of Cobourg receives its payment for Gas Tax funding and that funds are used to continue supporting local transportation services.

4.0 ORIGIN  
 The Province of Ontario's Gas Tax Program.

5.0 BACKGROUND  
 Ontario's Dedicated Gas Tax Funds for Public Transportation (Gas Tax) Program was launched in 2004 to provide a long-term, sustainable source of funding for Ontario municipalities to contribute towards a local public transit system.

6.0 ANALYSIS  
 The Ontario Government is committed to working with municipalities to improve Ontario's transportation network and support economic growth by investing in

transit to reduce traffic congestion, create jobs and help businesses to develop and prosper.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

2019/2020 Dedicated Gas Tax Funds to be received by the Town of Cobourg is in the amount of \$203,496.00.

8.0 CONCLUSION

THAT Council Authorize the Mayor and the Municipal Clerk to prepare and sign a supporting By-law (attached) to ensure that the Town of Cobourg receives its payment for Gas Tax funding and that funds are used to continue supporting local transportation services.


12.0 AUTHORIZATION/SIGNATURES

**Approved By:**

Brent Larmer, Municipal Clerk  
Ian Davey, Treasurer/Director of Corporate  
Services

**Department:**

Clerks  
Finance

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>00-2020</u>

A BY-LAW TO AUTHORIZE EXECUTION OF AN AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO (AS REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO) RELATED TO FUNDING PROVIDED BY THE PROVINCE OF ONTARIO TO THE TOWN OF COBOURG UNDER THE DEDICATED GAS TAX FUNDS FOR THE PUBLIC TRANSPORTATION PROGRAM.

**WHEREAS** The *Municipal Act, 2001*, Section 8 provides in part that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

**AND WHEREAS** the Government of Ontario is investing in Ontario’s public transportation;

**AND WHEREAS** the purpose of the Dedicated Gas Tax Funds for Public Transportation Program is to increase public transportation ridership to support the development of strong communities;

**AND WHEREAS** in recognition of the Municipality’s need for predictable and sustainable funding to support investments in the renewal and expansion of public transportation systems the Ministry agrees to provide funding to the Municipality;


**AND WHEREAS** the Cobourg Municipal Council has expressed a desire to enter into an agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Transportation for a financial contribution to assist with the public transportation ridership through the Dedicated Gas Tax Funds for Public Transportation Funds;

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

- 1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Transportation regarding the dedicated Gas Funds for the Public Transportation Program, Town of Cobourg 2019 - 2020.
- 2. This by-law shall take effect upon the day of passing.

By-law read and passed in Open Council this            day of May, 2020.

	MAYOR	MUNICIPAL CLERK
1	AGREE MTO Transit Funding	By-law No. 00-2020

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM:	Laurie Wills	
TITLE:	Director of Public Works	
DATE OF MEETING:	May 11, 2020	
TITLE / SUBJECT:	By-law for the Temporary Alteration to Traffic Patterns on Mathew Street during Construction	
REPORT DATE:	May 4, 2020	File #:

1.0 STRATEGIC PLAN  
NA

2.0 PUBLIC ENGAGEMENT  
NA

3.0 RECOMMENDATION  
 THAT the Municipal Clerk be authorized to prepare a bylaw to authorize the Director of Public Works to temporarily alter the direction of traffic flow on Mathew Street from a one-way to a two-way traffic pattern and that on-street parking shall not be permitted during the reconstruction of Mathew Street.

4.0 ORIGIN  
 2020 approved capital project for the reconstruction of Mathew Street.

5.0 BACKGROUND  
 The reconstruction of Mathew Street was approved in the Public Works 2020 capital budget and the construction contract has been awarded as of April 27, 2020.

6.0 ANALYSIS  
 In order to safely and efficiently construct the infrastructure works on Mathew Street, the contractor may be required to alter the direction of traffic flow from

the typical one way pattern to a two way pattern to ensure that residents maintain access to and egress from their properties at all times. Due to the narrow road allowance there will not be sufficient space for cars to be parked on the street during construction.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT  
NA

8.0 CONCLUSION  
THAT the Municipal Clerk be authorized to prepare a bylaw to authorize the Director of Public Works to temporarily alter the direction of traffic flow on Mathew Street from a one-way to a two-way traffic pattern and that on-street parking shall not be permitted during the reconstruction of Mathew Street.

12.0 AUTHORIZATION/SIGNATURES


**Approved By:**

Ian Davey, Treasurer/Director of Corporate  
Services

**Department:**

Finance



 <b>COBOURG</b>	THE CORPORATION OF THE TOWN OF COBOURG
	<b>STAFF REPORT</b>
TO:	Mayor and Council Members
FROM: TITLE:	Dean A. Hustwick Director of Community Services
DATE OF MEETING:	Monday May, 11, 2020
TITLE / SUBJECT:	Cobourg Harbour Aquatic Safety Audit Report-Back
REPORT DATE:	April 30, 2020

## 1.0 STRATEGIC PLAN

The Town of Cobourg Strategic Plan 2019 – 2022 includes the following Strategic Actions:

- *Pillar: PEOPLE – The Town supports and Cares for the social and physical well-being of its citizens.*
  - *Action #3: Encourage Healthy Lifestyles across all age groups by promoting and raising awareness about public health and active transportation.*
  - *Action #5: Invest in programs, services and infrastructure to make Cobourg more accessible*
- *Pillar: PLACES – The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.*
  - *Action #5: Review and improve the financial performance of Town operated facilities*
  - *Action #7: No expansion of boat slips at the Cobourg marina will be considered during this term of Council and the natural environment of the West Harbor will be safeguarded and protected*
- *Pillar: PROGRAMS – The Town provides efficient and effective corporate, community and business and recreational services for its residents, businesses and visitors.*
  - *Action #3: Implement a comprehensive management plan for all town assets*
  - *Action #5: Review and assess appropriateness of agreements with Facility User Groups.*
- *Pillar: PARTNERSHIP – The Town engages in strong, sustainable public-private partnerships to improve the quality of life for everyone.*

## 2.0 PUBLIC ENGAGEMENT

The Lifesaving Society (LSS) met with Harbour users in 2018 and 2019. Most of those stakeholders also presented to Council on September 23, 2019 and the Parks and Recreation Advisory Committee on November 05, 2019.

## 3.0 RECOMMENDATION

THAT Council receive the memo from the Director of Community Services, dated April 30, 2020, for information purposes; and

FURTHER THAT Council directs staff to continue to implement the recommendations of the Cobourg Harbour Aquatic Safety Audit to reduce risk and liability and to promote healthy living and safe practices to all users; and

FURTHER THAT Council supports staff in its efforts to work collaboratively with recreational user groups to create reasonable, fair and transparent Harbour use policies and procedures for all users that are consistent with the Town's other recreational spaces and facilities.

## 4.0 ORIGIN

During the Committee of the Whole meeting on September 23, 2019, the following motion was passed:

*THAT Council refer the Lifesaving Society's Audit of the Cobourg Harbour to the Parks and Recreation Advisory Committee to obtain feedback on the report's recommendations; and*

*FURTHER THAT Staff provide a report along with the comments from the Parks and Recreation Advisory Committee that is inclusive of all user groups; and*

*FURTHER THAT the Staff Report come to Council for the first Committee of the Whole meeting in March 2020.*

**Carried**

## 5.0 BACKGROUND

### **Previous Risk Assessments**

Since its inception in 2016, the Community Services Division has been strategically and systematically improving operations based on international and national best practices.

### **Blue Flag – Victoria Beach**

After years of hard work and a detailed evaluation process, Victoria Beach received in 2016 the prestigious Blue Flag designation from Environmental Defence, the Canadian

administrator of the Blue Flag program. To receive this eco-certification, beaches and marinas must meet high international standards in water quality, environment management, environment education, safety and services.

### **Aquatic Safety Audit – Victoria Beach**

As part of the Blue Flag evaluation, Environmental Defence required the Town to engage the Lifesaving Society (LSS) to conduct a safety audit of Victoria Beach and its lifeguarding services prior to the 2017 season to promote safety and mitigate risks of drowning and serious water-related injuries.

### **Clean Marine**

In 2017, Community Services Division staff began evaluating eco-rating programs for the Marina and identified two leading programs — Blue Flag Marina, which has 38 assessment criteria, and Clean Marine, which has more than 220 assessment criteria. The Clean Marine Eco-Rating Program is an environmental program that allows marine businesses to follow best environmental practices to reduce and prevent water, air and land pollution associated with recreational boating activities in Ontario. It is the world's leading environmental "Best Management Practices" program for marinas, boat dealers, yacht clubs and marine businesses.

After years of staff effort to improve recycling, waste reduction, documentation of environmentally friendly policies and procedures, safe fuelling practices and many other initiatives, Cobourg Marina underwent a comprehensive environmental site audit in 2018 and was awarded the Five Green Anchor Award, only the second marina in the history of the program to receive a Five Green Anchor Award on its first audit.

### **Floating Playground**

Also in 2018, Community Services Division staff once again engaged the Life Saving Society to assist with the risk assessment of the proposed floating playground. The findings and recommendations of that audit were provided to the proposed operator of the water park and the YMCA to ensure that all appropriate safety measures would be implemented to reduce risks in the operation of the playground and protect users.

This audit identified a number of operational challenges and potential risks associated with on-water programming on municipal property that local governments need to monitor and address through risk mitigation measures.

### **Aquatic Safety Audit Report – Cobourg Harbour**

Having completed risk-assessments for Victoria Beach and the Marina, the Community Services Division turned its attention to the remaining high-use and high-risk area of the waterfront that had not yet been assessed - the West Harbour.

As explained in the 2019 Aquatic Safety Audit Report of Cobourg Harbour (Report), the purpose was to "maximize the safety of user groups utilizing the harbour for recreational, training and program use" and to outline the municipal responsibilities related to the safety

of all users and the steps it should take “to minimize the risk of drowning or serious water-related injuries.”

The LSS Audit Team included four senior members, including some who were already familiar with Cobourg’s waterfront because of their involvement with previous Cobourg audits and site visits.

For the purpose of this audit, the Audit Team visited Cobourg three times to do site inspections, to review safety documents and to meet with municipal staff and user group representatives: August 17, 2018, September 19, 2018 and February 06, 2019.

The Audit Team met with representatives of the following primary user groups:

- Cobourg Dragon Boat and Canoe Club
- Survivor Thrivers
- Cobourg Yacht Club

Based on its review of the Cobourg Harbour compared against national and international best practices, the Audit Team identified 16 safety recommendations that have been grouped into the following categories:

- Training Recommendations
- Policy Development and Enforcement
- Equipment and Signage
- Communication

The report states that improving safety is an ongoing process with shared responsibilities between the Town of Cobourg and the Harbour users, especially for the implementation of the recommendations and managing the identified high-risk zones within the Harbour. The Audit Team recommended sharing the Report with the user groups and to work together to establish time-frames and action items for implementation.

## 6.0 ANALYSIS

### **Aquatic Safety Audit**

The Lifesaving Society’s (LSS) safety audits range in scope from a physical review of the signage and equipment of a single pool to a comprehensive review of facilities and their operating practices.

As was explained in the Aquatic Safety Audit Report (Report), the purpose of the review of Cobourg Harbour was to “maximize the safety of user groups utilizing the harbour for recreational, training and program use” and to outline the municipal responsibilities related to the safety of all users and the steps it should take “to minimize the risk of drowning or serious water-related injuries.”

In essence, the reason municipal staff initiated the Audit, similar to the other audits and assessments, was to carry out its fiduciary due-diligence to identify and ultimately mitigate potential risks for the municipality and taxpayers and, thereby, improve the safety of

residents and users in a portion of municipal property that is very active and potentially dangerous.

Some individuals have suggested that there have never been any “safety concerns” with the programs in the Harbour. While there may not have been any drownings or serious injuries in the recent past, this is a factually incorrect statement as there have been safety issues and close calls, which is expected when humans and water interact. Waiting to take steps to improve safety and reduce risks until after a drowning or serious injury is precisely the wrong and negligent approach. The Town of Cobourg owns the Harbour and is fully responsible for ensuring that the appropriate policies and practices are implemented by all users to mitigate risk. If the Town chooses to relinquish that responsibility, it will do so at the expense of increased liability and potential personal injury or loss of life.

Some individuals have suggested that the audit was commissioned as an attack on user groups and an attempt to put them out of business. Such suggestions are baseless and unreasonable. Water creates inherent dangers and by working together with stakeholders the Town can help to mitigate risks that will protect individual users as well as the business interests of user groups.

The Community Services Division works with groups across the community to provide recreational programs and services for all ages and interests. Cobourg is fortunate to be located on Lake Ontario with such a beautiful waterfront, and water-based programs are an important part of our identity.

Some criticisms of the Report focused on the format of the document and even suggested that the use of the word “audit” was inappropriate. According to the Merriam-Webster Dictionary, “audit” can be defined simply as “a methodical examination and review.” The LSS has used the same format for all of its clients for many years. It is intended to provide clients with an understanding of the safety issues, but it is not intended to provide a fulsome analysis of the documents or operations of all user groups nor is it intended to provide a complete outline of the solutions to those safety issues. The intention is that the findings and recommendations are used as a basis for further discussions and collaboration between the Town and the user groups to establish safety standards, policies and procedures that meet the needs of the community.

The relevance and usefulness of the Report has also been questioned because of its reference to expansion of docks. Staff provided the LSS with many documents, including some that user groups had previously provided to the municipality regarding their use of the Harbour and their opposition to marina expansion. These documents were provided to LSS to help the Team understand user programs and needs. The LSS inclusion of a reference to marina expansion in the report was an oversight. However, it would be difficult, and at times inappropriate, to expunge from all documentation references to marina expansion since the community has been debating the issue for years and many documents and master plans refer to marina expansion. Nevertheless, staff can assure Council, and the LSS has also confirmed, that marina expansion was not the basis for this

Report nor any of its recommendations, as evidenced by the fact that there are no other references to the expansion of the docking system.

It must also be pointed out that much of the work of the LSS is provided by experienced, dedicated and objective volunteers who provide services to help improve community safety. While perhaps the Report could have been more comprehensive, it was only intended as a brief summary of the safety findings of the Audit Team. It was not intended to be a justification for the audit or a legal defence of its findings and recommendations.

Because of the extent and public nature of the criticisms against the Report and the related matters of public safety and municipal legal liability, staff have attempted to provide Council with the following summary of stakeholder concerns along with staff responses. Almost all of the comments have been expressed by representatives of the Cobourg Dragon Boat and Canoe Club, Survivor Thrivers and members of the Parks and Recreation Advisory Committee. The Cobourg Yacht Club only provided a few comments. Staff have attempted to summarize the concerns without identifying the source as much as possible, since that would make the report cumbersome. Staff have also tried to focus on the most significant and credible concerns.

#### **Lifesaving Society (LSS)**

Some individuals have questioned the legitimacy and professionalism of the Lifesaving Society (LSS). Some have also questioned the independence of the LSS simply because it was commissioned by municipal staff.

The origin of the LSS dates back to 1891 England when it was first established as The Swimmers' Life Saving Society and has been teaching water safety and water rescue in Canada since 1896. It became The Royal Life Saving Society in 1904 and today is simply called the Lifesaving Society.

The LSS is a national, volunteer organization and registered charity comprised of 10 provincial/territorial branches, tens of thousands of individual members, and over 4,000 affiliated swimming pools, waterfronts, schools and clubs. It is a leader and partner in the delivery of water safety education throughout Canada and around the world. The Society operates globally in over 25 countries and represents Canada internationally in the Commonwealth Royal Life Saving Society and is Canada's Full Member in the International Life Saving Federation.

The LSS takes lead responsibility for drowning prevention in Canada through training programs, Water Smart® public education, aquatic safety management services, drowning research and lifesaving sport. It also establishes aquatic safety standards and consults on aquatic safety issues for the aquatic industry, governments, and the judiciary, including as expert witnesses for court and inquest findings. The Society's suite of aquatic safety services helps aquatic facility operators maintain and improve safe pool and waterfront operations.

The LSS establishes the standards for the National Lifeguard Program, the only nationally recognized lifeguard training program in Canada.

### **Audit Team Members**

The following individuals formed the LSS's Audit Team for the Cobourg Harbour Audit:

#### Michael Shane

Mr. Shane has been with the LSS since 1988 and currently is its Safety Standards and Management Training Director. He is a Past President of Parks & Recreation Ontario Aquatics Branch and has delivered safety management educational sessions across Canada and internationally, including Portugal, Germany and the United States.

He has testified numerous times in court cases as an expert witness and has prepared numerous reports for the Coroner's Office and testified at Inquests as an expert witness. He has also prepared more than 300 Aquatic Safety Audit reports and has authored or contributed to more than two dozen publications. He also holds countless related certifications.

#### Shanna Reid

Ms. Reid is the LSS's Aquatic Safety Management Services Chief Auditor and has extensive experience in municipal aquatic supervision, evaluation and waterfront operations. She is a national trainer for the LSS and is certified in Municipal Emergency Preparedness. She is also very familiar with Cobourg's waterfront due to her involvement in previous audits.

#### Patrick D'Almada

Mr. D'Almada has held senior positions with the LSS, including Commissioner of National Standards, for more than a decade, is an experienced municipal Director of Parks, Recreation and Culture and has a Master's Degree in Public Administration.

#### John Gullick

Mr. Gullick is the Manager of Government and Special Projects for the Canadian Power and Sail Squadrons, immediate past Chair of the Canadian Safe Boating Council and a Regional Director of the Canadian Red Cross.

### **Site Visits**

The Audit Team was criticized by some individuals for its alleged lack of "observational data." This was based largely on the belief that the Team's schedule of site visits, including one in the middle of winter, would not have allowed for an adequate visual observation of the programs in operation.

The Report stated that many of the Audit Team members were already familiar with Cobourg's waterfront because of their involvement with previous inspections and site visits. While the Report did not mention the Audit Team's initial site visit on August 17, 2018 during which it observed the activities of the Harbour and met with municipal staff, it did say

that the Team “completed its tour of the harbour on Sept 19, 2018 and Feb. 6, 2019.” The February visit obviously was not to observe activity in the Harbour but rather to visit the entire location and primarily to attend scheduled meetings with representatives of the user groups. It is also important to recognize that the fundamentals of water sports and their potential risks are universal.

There was also criticism that the Report seemed too generic and could have applied to “any municipal harbour authority.” The reason for this is because the LSS has audited and inspected hundreds, if not thousands, of similar operations and has used its individual and collective experiences as a basis for the Cobourg audit and its findings. That is exactly why organizations with a great deal of experience and expertise are selected for work like this.

### **Recommendations**

Based on its review of the Cobourg Harbour against national and international best practices, the Audit Team identified 16 safety recommendations that have been grouped into four categories and summarized below. Following each recommendation is staff's attempt to summarize the key stakeholder concerns and/or criticisms as expressed either in writing or at various meetings. Beneath those comments are staff responses, which were informed by additional discussions with the LSS to better understand their findings and recommendations.

### **Training Recommendations**

- # 2 – Marina staff should be trained and certified in Standard First Aid (possible long-term goal of life guard certification), rescue equipment and extraction techniques

#### Stakeholder Comments

Nil

#### Staff Response

Waterfront Operations staff (almost entirely summer students) have been required to be First Aid certified for many years. If they are not hired through the recruitment process with certification they are required to complete the mandatory certification training shortly afterwards.

At this time, the Waterfront Operations Department does not require any certified life guards on staff primarily because the Town does not operate any in-water programs within the Harbour (the YMCA is hired each year to provide certified life guards for Victoria Beach). In 2019, the Town required the Dragon Boat and Canoe Club to provide certified life guards for its summer camp program for the improved safety of the children.

- #10 – Distribute the Lifesaving Society Dragon Boat Safety Guidelines to dragon boat event organizers to use as the minimum standard for the safe operation of events

#### Stakeholder Comments



Why is there a need to buy the Life Saving Dragon Boat Safety Guidelines when the sport of dragon boating in Canada is governed by Dragon Boat Canada?

Staff Response

The recommendation was “to encourage” the purchase. The Town has not required groups to purchase this document, which the LSS created a number of years ago through a province-wide collaboration process involving many organizations and experts. The LSS was not suggesting that this is the only standard, but that it should be considered as a minimum for discussion purposes. Ultimately, the municipality is responsible for determining operating expectations and standards on its property through discussions with user groups.

Through the Town’s Municipal Event Application process, the Town and event organizers negotiate and agree upon event operational requirements, including insurance, health and safety requirements and safety boats. However, even agreed upon requirements are not always implemented by event organizers, including the provision of safety boats, which creates risks for participants and leaves the municipality scrambling at the last minute to protect public safety.

- #15 – Marina staff should conduct regular stray electrical current testing

Stakeholder Comments

The risk of electric shock is very concerning and requires further explanation.

Staff Response

All of the AC electrical current that comes from the dockside electrical system, through the shore power cable and onto boats should return via the same path. The net result of this current flow should be zero. However, if there is an electrical fault or problem of some sort, either with the system or a particular boat, the electricity may have a path to ground into the water. This means it is not returning to shore via the shore power cable.

Some small amounts of AC stray current is acceptable. The accepted threshold is 30 milliamps (mA). This mirrors the trip point of residential GFCI 120v AC outlets in home kitchens and bathrooms.

While the probability of this may seem remote, drownings have been attributed directly to AC stray current in the water originating from electrical faults. If levels in the water are high enough, muscles can uncontrollably contract, resulting in drowning. This is one of the reasons no swimming should be allowed in marinas.

When the Cobourg Marina is opened each year, a certified electrician connects the docks to their source power, conducts voltage testing on all pedestals and repairs any identified faults. After installation, the certified electrician also conducts stray current testing. Being municipally owned and operated, the Marina also abides by the Occupational Health and Safety Act, Workplace Safety and Insurance Act and other applicable federal and provincial acts and regulations.

Furthermore, each month during the operational safety inspection, staff conduct stray testing using Shock Alarm testing equipment. The reason this recommendation was included was because not all previous testing results were available for review by the Audit Team.

#### **Policy Development and Enforcement**

- # 3 – Create a “No Swimming” Bylaw for the Harbour to protect boaters, user groups and individuals from possible electrical shock and fatal interaction between swimmers and boaters

##### Stakeholder Comments

Does swimming exist in the areas of concern and do we have a related by-law?

##### Staff Response

The Parks Use Bylaw states in section 40.7 that “No person shall fish, swim, snorkel, or scuba dive, kiteboard, or hoverboard in the waters included within the Cobourg Harbour, excluding the west headland beach limits without the authorization of the Director.”

Therefore, while swimming is prohibited in the Marina portion of the Harbour, the LSS has identified risks associated with the shared use of the waters just off the headland beach by both boats and swimmers creating the potential for catastrophic interactions. In Recommendation #7, the LSS has identified two high-risk zones within the Harbour created by boat traffic that create the need for better management of the use of the Harbour to reduce risk.

In 2019, the municipality conducted water quality testing within the Harbour, and the results have raised concerns with the health and safety of swimming within the West Harbour. Staff will continue to conduct water quality tests in 2020 and seek further advice and guidance from the Haliburton, Kawartha, Pine Ridge District Health Unit.

- # 4 – The Town should develop a Harbour Emergency Procedures Manual as a framework that user groups should include in their operational manuals that should be used to train their staff and volunteers. This Manual should address safe rescue, missing persons, fire drills, major emergencies, collisions, cold water submersion, reporting procedures and the mandatory use of power craft in all programs as a safety vessel.

##### Stakeholder Comments

Do we currently have an emergency procedures manual and why didn't the LSS make specific recommendations to address these concerns?

Safety is important. We understand that and we want to work with the Town and everyone involved to make sure that all users are safe to enjoy their preferred activity. There are recommendations that can and should be implemented. They make sense.

We would welcome the opportunity to sit down with The Town and other user groups to assist in developing further safety guidelines and procedures especially as it relates to when and where groups will operate in the harbour.

#### Staff Response

The mandate of the LSS Audit was to identify safety needs and not to provide solutions to those needs, which would have required a much more extensive and costly project. The intention was always for the Town to take the recommendations and then work with user groups to identify reasonable solutions while still addressing the municipal ethical and legal obligations.

In 2019, the Community Services Division initiated a major review of all of its policies and procedures in order to modernize existing ones and to develop new ones to fill identified gaps.

The Waterfront Operations Department, part of this broader review, already has various procedures related to missing persons, fire drills, lighting strikes, sinking boats, collisions, etc. However, as this Audit has identified, there are additional issues that need to be addressed and new policies, procedures and standards established.

The Waterfront Operations Department is working with the Town's Emergency Planner to create a consolidated Harbour Emergency Procedures Manual and collaboration with the Harbour user groups will be essential to complete this project.

- # 6 – Revise user group agreements to stipulate mutual responsibilities and to promote best practices and minimum standards (a number of specific standards, guidelines and regulations were identified as examples of best practices)

#### Stakeholder Comments

Why were the existing lease agreements not reviewed?

What does this have to do with boat slip agreements and how are they deficient?

How do the High Five principles fit into the user group regime?

What are the "Ontario Camping Association Safety Standards" and how are our programs different or deficient?

Recreational Camps Regulation 503/17 should not be quoted for local camps since it is intended for overnight camps

This seems to give all the power to the Town to restrict the use of the harbour for anyone who doesn't follow the Town's rules

#### Staff Response

The recommendation referred to all rules, requirements, safety procedures and agreements related to the Harbour, including boat slip and storage compound agreements and harbour booking procedures. Waterfront Operations staff review and update the Marina slip-holder agreements on a regular basis. On February 03, 2020, Council authorized the execution of a new Memorandum of Understanding negotiated with Dragon Boat and Canoe Club.

The LSS did not provide specific recommendations on the existing lease agreements because their mandate was to identify safety needs and not to provide solutions to those needs. For some recommendations, the LSS provided examples of best

practices, but the intention was always for the Town to take the recommendations and then work with user groups to identify reasonable solutions while still addressing the municipal legal and moral responsibilities.

HIGH FIVE is based on five principles of healthy child development that are essential for quality programs. This foundation comes from extensive research into what constitutes quality experiences for children, and the practical application of their principles in programs across Canada. The five principles are: a caring adult, friends, participation, play and mastery. These principles are seen as best practices that can be instilled in any program for children.

The Ontario Camp Association (OCA) safety standards for boating and swimming are considered best practices and include self-audit materials. According to the OCA:

*The main purpose of the Ontario Camps Association's (OCA) Accreditation Program is to help camps maintain a safe and healthy experience for the children and staff in their care. Using the Year-round Standards, camps can examine their entire operation and determine if and where improvements should be made...Membership in the OCA and a commitment to follow the Year-round standards are not required by law to operate a camp in Ontario; rather it is a voluntary process. Therefore, camps who do belong to the OCA recognize the importance and value of adhering to high standards. Annually, OCA Camps sign a Membership Renewal Agreement re-committing to uphold Year-round Standards. Although camps can be very different, there are commonalities regarding health, safety, and best camp practices; therefore, one binder of Year-round Standards is used for all camps... most of the Year-round Standards duplicate government regulations, while the lesser number of Year-round Standards are still important as they are best practices developed by the Membership.*

Regulation 503/17 under the Health Protection and Promotion Act of Ontario was listed as a best practice and a valuable standard on which to base waterfront safety procedures. While this regulation may not specifically apply to the Cobourg Dragon Boat and Canoe Club summer camp, it establishes reasonable safety standards for children's camps, including those in waterfront areas, for lifeguards and lifeguard ratios, rescue aids, swim tests, food safety and other important considerations. The Town of Cobourg must determine the minimum safety standards it will expect from all programs operating on municipal property for the safety of all users. When there is a tragedy, the first question is always "why didn't someone do more"? The Town must determine the minimum safety standards that it believes will adequately protect children and other users.

The Municipality has a legal obligation to conduct appropriate "due diligence" as part of its day-to-day operations, and this includes the creation of by-laws and policies that establish safety standards for staff and property users.

The Town owns the Harbour including the land beneath the Harbour basin and it can regulate activities in this area as long as its rules do not conflict with applicable Federal Regulations. This interpretation was affirmed in a letter from the Town's solicitors dated December 10, 2015, which stated:

*...the Town of Cobourg received ownership of Cobourg Harbour pursuant to the Divestiture Agreement. As such, it appears that Cobourg Harbour is not a designated port or harbour...this means that Cobourg Harbour is municipal property, and like other municipal property, can be regulated by municipal bylaw however as with any municipal bylaw it is subject to the jurisdiction of provincial and federal laws.*

It is not the intention of the Community Services Division to limit the use or enjoyment of the Harbour, and the Town does not restrict the use of municipal property to anyone who conducts themselves in accordance with municipal by-laws and policies. However, all municipal facilities maintain and enforce booking policies and procedures to ensure the fair, equitable and transparent use of those facilities.

- # 7 – Enhance craft safety and reduce risks inside the Harbour by separating motor craft and self-powered craft

Stakeholder Comments

Water safety zones, whilst visually appealing, is not practical

What specifically is proposed to implement this?

If the red and yellow areas must be avoided, where will dragon boats, kayaks, and paddle boards paddle and where will sail boats sail? Not much space.

Is the plan recommending that a schedule be developed to dictate when we will paddle to avoid more than one user group in the harbour?

Do lease agreements specify areas and times?

What is the status of by-law enforcement and is it deficient?

Is boater education deficient?

Staff Response

The high-risk zones exist because of the volume and constant flow of boat traffic entering and exiting the Harbour from both the boat launch and the Marina. A great deal of non-motorized water craft operating in the West Harbour, and sometimes swimmers, cross these heavy traffic channels, creating opportunities for accidents. To date, boat traffic and other activities within the Harbour have largely been self-managed.

Water safety zones could be easily marked to separate paddle craft and swimmers from motor boats and other self-propelled craft. Such zones would require better signage, communications and training. However, the implementation and operationalization of this recommendation would require considerable discussion with user groups in order to minimize the impact on existing programs and activities and ensure fair access and use of the Harbour by all groups.

Lease agreements currently do not include specific areas and schedules, although the Parks Use By-Law No 022-2016 section 40.7 was intended to prevent certain activities from crossing these heavy traffic channels by limiting swimming, snorkeling, scuba diving, kiteboarding and hoverboarding to the waters of the west headland beach limits. By-law enforcement is limited, although the intention of the Town always is to work collaboratively with stakeholders.

- # 9 – Ensure that all Harbour events and club scheduled activities adhere to the Town Special Events application process for the safety of all participants  
[Stakeholder Comments](#)  
Is it a change in policy that a special application is needed for the Dragon boat Festival United Way fundraiser?

[Staff Response](#)

All festivals and events taking place on municipally-owned property require a Special Event Permit issued by the Town of Cobourg. This permit is issued after completion of the Municipal Event Application and its review and approval by the Community Events Committee and/or Council.

This process was implemented to ensure that event applications are considered fairly and equitably, to avoid duplication and overlap of events and to promote safe and healthy practices by all events along with compliance with municipal, provincial and federal laws. Event organizers are required to provide evidence, if requested, of all necessary licenses, permits, insurance and other documentation.

- #14 – Ensure user groups mandate the compulsory use of approved PFDs by all boaters while on the water (swim testing of all participants should also be considered)

[Stakeholder Comments](#)

Nil – groups have suggested that they already meet this standard

[Staff Response](#)

Staff agree that the user groups generally comply with the use of PFDs, although not always strictly enforced by the groups themselves and swim testing may not be consistently monitored. Also, because some groups don't book the use of the Harbour through the Waterfront Operations Department and simply show up, the Town is not always able to ensure that the groups are aware of the safety rules. Staff also have concerns regarding the age and integrity of some equipment used by the groups.

- #16 – Designate camp user group indoor and outdoor spaces that are more appropriate, reasonable and safer than the current storage area

[Stakeholder Comments](#)

See Below

[Staff Response](#)

This and other related issues involving the Cobourg Dragon Boat and Canoe Club were investigated and reported by the Emergency Planner in the summer of 2019, which is beyond the scope of responsibility of the Community Services Division.

As previously mentioned, on February 03, 2020, Council authorized the execution of a new Memorandum of Understanding negotiated with Dragon Boat and Canoe Club.

### **Equipment & Signage**

- # 1 – Install an Automatic External Defibrillator (AED) unit in the Marina area and ensure staff are trained in its use

#### Stakeholder Comments

Nil

#### Staff Response

For several years an AED has been maintained at the Campground but in 2019 another unit was installed at the Waterfront Operations Building.

- # 8 – Ensure all user groups are using a safety boat for all organized activities and that operators are trained and certified in their use in order to be better prepared to respond to emergencies

#### Stakeholder Comments

Adding another motorized boat to the mix

The recommendation is vague – who will provide the boats and how many are necessary?

The requirement for a motorized safety boat contradicts OPHEA requirements I can personally think of several times when a safety boat should be available...but the Audit doesn't address many questions related to the types of events that should have safety boats, the type of boat, the type of equipment that the boats should have, etc.

#### Staff Response

The West Harbour is becoming increasingly populated by a variety of on-water vessels, both self-propelled and motorized. Safety boats dedicated to emergency response, safety and support during user events and programs has been identified by many organizations in Canada as a best practice and would represent a negligible addition to congestion.

The recommendation necessarily requires discussions between the Town and user groups to develop an appropriate policy and procedures.

The Ontario Physical and Health Education Association (OPHEA) guidelines under Equipment states: One safety craft supervisor/instructor boat must be motorized and equipped as per Transport Canada's Safe Boating Guide.

The purpose of this recommendation is for the Town and user groups to come together to discuss this issue and develop proper policies and procedures that meet



the needs of our community. There are many best practices provided by many different organizations. They need to be reviewed and a collaborative solution developed.

- #11 – Enhance signage in the Harbour & Marina to enhance the safety of boaters and the public regarding such things as no swimming, speed limits and location of lifesaving equipment  
Stakeholder Comments  
It does not address what we do have or whether it is actually deficient...Does the report imply that we do not have proper signage?

Staff Response

The Town's signage currently addresses speed limits and identifies our lifesaving equipment (three stations) with the recognizable symbol. The intention of this recommendation is that the Town should review its signage carefully and take steps to improve the safety of boaters and other users with enhanced signage, which staff are now doing.

- #12 – Complete a safety equipment audit to establish lifesaving/rescue stations and to determine the type, location and appropriate signage  
Stakeholder Comments  
The placement of lifesaving equipment is critical to safety at the water's edge. What locations are best and most needed? Are we deficient?

Staff Response

The recommended locations were on each dock, boat ramp and program locations.

There are three rescue stations at the Cobourg Harbour located at the fuel dock, north wall and East Pier (the latter is seasonal) with additional ones to be installed on the docks and near the boat launch. Safety ladders and fire extinguishers have been installed on all docks except one. Additional rescue station locations, equipment needs and signage are being assessed

- #13 – Clearly identify the egress ladders in the harbour to enhance visibility  
Stakeholder Comments  
Nil  
Staff Response  
Staff have installed six aluminum safety ladders on the docks as well as 15 built-in ladders on the piers and north wall. Additionally this season, ladder locations will be highlighted with painted markers.

**Communication**

- # 5 – Educate and communicate with all Harbour users to ensure they are familiar with such things as Harbour operations and schedule (including formal scheduling

of the Harbour), policies and procedures (including emergency), user expectations, etc.

#### Stakeholder Comments

Communication needs to be more than a vehicle for informing/telling users groups what new rules have been set by the Town.

There has been a schedule in place. Are there problems with the schedule as it currently exists? What changes are proposed? Will user groups be consulted?

Concern is that if the plan is implemented, user groups will be told when and where they can paddle

The requirement to schedule when the user groups can use the harbour would put the CDBCC day camps out of operation

It will become prohibitive for the Survivor Thrivers and other user groups to operate if all of the recommendations are implemented

#### Staff Response

The Town fully supports and promotes stakeholder engagement and active, two-way communications. The Community Services Division meets regularly with stakeholders to discuss facility scheduling and other issues of interest and concern, including those that play hockey, softball, baseball, pickle ball, table tennis and soccer, as well as campers and others to develop schedules for the use of limited municipal facilities in a fair, transparent and equitable manner to meet the needs of all groups as equitably as possible. These are smooth and amicable processes with few issues.

The Division would like to work with Harbour users in a similar way to develop a schedule that meets the needs and safety of all groups and individuals as fairly as possible. The West Harbour is a large space and there are relatively few regular user groups, so the scheduling and booking process should not be complicated. The schedule and paddling zones/lanes will need to be discussed in light of the broader safety concerns and risks of collision and potential impacts on program activities.

What must be clearly understood is that the implementation of reasonable safety standards, based on national and international best practices, and a schedule of activities, will in no way force the closure of programs but will simply create consistent practices across the municipality. Water-based safety standards have been implemented around the world while still allowing organizations and programs to flourish. None of the Harbour user groups provided specific examples of how these recommendations would drive them out of business. However, what could instantly jeopardize an organization and its programs is a serious injury or drowning.

#### **Parks and Recreation Advisory Committee**

The Parks and Recreation Advisory Committee (PRAC) considered the Lifesaving Society's Aquatic Safety Audit of the Cobourg Harbour on November 05, 2019. At that

meeting there were presentations from the Survivor Thrivers (2), Cobourg Dragon Boat and Canoe Club and the Cobourg Yacht Club.

The Committee rejected municipal staff's recommendation to invite the Lifesaving Society to a meeting so that it could explain the report's findings and recommendations, address comments from individuals and groups, and answer questions.

The Committee passed the following recommendation to Council:

Moved by Member Pope:

*THAT the Parks and Recreation Advisory Committee recommends that Council receive the Lifesaving Society Aquatic Safety Audit of the Cobourg Harbour for information purposes; and*

*FURTHER THAT the Town direct the Town of Cobourg Risk Manager to conduct a full study of the Harbour Safety based on extensive consultation and observation with the main Harbour users, including but not limited to; the Marina, the Sailing Club, the Cobourg Dragon Boat and Canoe Club and the Survivor Thrivers; and*

*FURTHER THAT Staff present the results of said report/study to the Parks and Recreation Advisory Committee for comments before sending to Council.*

#### 7.0 FINANCIAL IMPLICATION

N/A

#### 8.0 CONCLUSION

The Life Saving Society is a respected national leader in water safety and provided reasonable and rational recommendations to improve the safety of Cobourg Harbour. Municipal staff have implemented numerous changes in response to the recommendations, continue to assess the recommendations and would like to address the rest of recommendations through collaborative discussions with user groups.

#### 9.0 POLICIES AFFECTING THE PROPOSAL

- Public Engagement Policy
- Purchasing Policy
- Sign By-Law

#### 10.0 COMMUNICATION RESULTS

As per above.

Title:	Signing Official:	Signature:	Date:
Director, Community Services	Dean A. Hustwick	Electronically Signed	April 30, 2020

Treasurer/Interim Chief Administrative Officer	Ian Davey		April 30, 2020
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# **Aquatic Safety Audit Report**

**Town of Cobourg  
Harbour  
July 24, 2019**

# Aquatic Safety Audit

The Town of Cobourg retained the Lifesaving Society to undertake a safety audit of the Cobourg harbour, specifically the recreational activities taking place in the harbour and the effect of the expansion of the docking system on these activities.

It was agreed that the purpose of the aquatic audit was to maximize the safety of user groups utilizing the harbour for recreational, training and program use. It will outline the Town's responsibilities to ensure the safety of all users and the steps that the Town should follow. The safety audit would identify what steps might be taken to minimize the risk of drowning or serious water-related injuries.

## Aquatic Safety Audit Process

### Audit Personnel

The Lifesaving Society appointed Ms. Shanna Reid as the Aquatic Safety Management Services Chief Auditor. Ms. Reid has extensive experience in facility evaluation and waterfront operations and is familiar with the Cobourg operation.

The Lifesaving Society appointed auditors Mr. John Gullick and Mr. Patrick D'Almada. All auditors have extensive experience in aquatics, harbour management and boating operations.

## **Audit Components**

The audit team followed a process that included:

- On-site tour of the Cobourg Harbour area on February 6, 2019.
- Interviews with representatives from the Cobourg Dragon Boat and Canoe Club, Survivor Thrivers, Cobourg Yacht Club, Town Risk Manager, and the Cobourg Marina Manager.
- A review of existing documentation concerning the operation of the harbor.
- Completion of a final report.

## **Site Tours**

The safety audit team completed its tour of the harbour on Sept 19, 2018 and Feb. 6, 2019. Many of the team members had visited the site in the summer of 2018 when completing other safety related inspections in the area of the harbour.

## **Staff Interviews**

Following the site tour, the safety audit team conducted interviews with the following:

- Mr. Paul Gauthier, Manager of Attraction and Facilities (Community Services) and Ms. Shannon Murphy, Town of Cobourg Risk Manager
- Mr. Jeremy Fowlie and Dean Cotes, Dragon Boat & Canoe Club
- Ms. Trish Russell, Survivor Thrivers
- Mr. Alan Clough, Cobourg Yacht Club.

The members of the audit team asked questions of each interviewee, after which they were invited to share additional thoughts with assurances that specific comments would be unattributed.



## Documentation Review

The safety audit team examined the aquatics-related literature supplied by Ms. Teresa Behan. The team focused their examination on the following references:

- sample Lease agreements with user groups
- Cobourg Yacht Club
  - Learn to Sail
  - Learn to Sail Parent Package
- Canoe Kayak Ontario – sanctioned activities
- Canada Shipping Act – Small Vessel Regs
- Dragon Boat & Canoe Club:
  - Cold Shock & Cold Water
  - Code of Safety
  - Summer Day Camp Safety Procedures
- Survivor Thrivers Welcome to the Team

In addition, the audit team referenced:

- current practices and emergency procedures for the Harbour
- Research into the existing regulations, standards
- Current protocols and best practices for harbour and boating operations
- Best practices for Event Management in an Aquatic Setting such as Lifesaving Society Dragon Boat Event Organizers Safety handbook, Alert- Lifeguarding in Action, Lifesaving Society Competition Safety Standards.

# Recommendations

We recommend that this report be shared with all harbour user groups and appropriate Town staff. All recommendations should receive focused attention by facility management and communicated to all associated parties.

We direct your attention to the following concerns and recommendations:

**1. Install an Automatic External Defibrillator (AED) unit adjacent the marina office.**

The Town of Cobourg has installed a public access AED unit at Victoria beach. This is too far away to assist an individual in distress in the marina area. An additional unit should be installed in the marina area – adjacent the marina office. Marina staff should be trained in the use of the unit.

**2. Ensure all marina staff are standard first aid certified.**

In addition to first aid training, which will allow staff to respond to first aid situations in and around the marina, staff should also be trained in the use of rescue equipment such as ring buoys, rescue hooks, and extraction techniques they might use to remove a victim from the water. The Town should consider requiring staff to receive training in land-based lifesaving techniques. A long-term goal may be to certify staff in Lifesaving Society Bronze Cross or National Lifeguard certification because of the potential of in water rescue situations in the harbour.

**3. Create a No Swimming bylaw for the harbour.**

The safety of boaters, user group participants and residents are at risk when entering the water in the harbor due to possible electrical shock and fatal interaction between swimmers and boaters. There should be

**No Swimming** in the harbour and in the marina. A bylaw would assist in the enforcement.

**4. The Town should draft a Harbour Emergency Procedures manual.**

With many user groups, utilizing the space it is important that the Town establish a framework of emergency procedures. In turn, the user groups should include these in their operational manuals and then provide training to their staff and volunteers in these procedures. Procedures should include but are not limited to the following:

- Safe rescue
- Missing persons
- Fire Drills
- Major emergencies
- Collisions
- Cold Water submersion
- Reporting procedures
- The mandatory use of power craft in all programs as a safety vessel such as a personal watercraft, Boston whaler, or an IRB with motor.

**5. Educate users groups on the current state of the harbour.**

A meeting or other communication mechanism should be used to ensure all harbour users are familiar with the current and future plans for the harbour. Items that should be communicated include but are not limited to:

- Updates and operation of the Harbour
- Expectations of use: contracts/lease agreements/permits for events
- Policies and procedures new & existing

- Formal scheduling of use of harbour
- Emergency Manual

#### **6. Revise the current harbour (boat slip) agreements.**

Ensure that all user groups are aware of rules, requirements and safety procedures. The agreements are to stipulate what each party will do/provide. In particular, the agreement should spell out:

- reasonable expectations that the groups will follow such as:
  - include camp standards
  - ratio standards
- best practices based on the following but not limited to:
  - High Five Principles of childhood learning
  - Camp Regulation 503/17
  - Ontario Camping Association Safety Standards
  - Ontario Physical and Health Education Association (OPHEA) Safety Guidelines
  - Transport Canada TP 15136- Standard for Recreational Boating Schools

#### **7. Enhance craft safety inside the harbour.**

Separating motor craft and self-powered craft must be done to ensure everyone's safety. Inside the harbour there are high risk zones where safety of boaters is of concern. These zones are illustrated in Appendix A. Of note: when the boat launch ramp is in high demand a second high-risk zone can exist and converge on the area from the ramp to the noted high-risk zone.

Enhancing safety in these areas can be accomplished in many ways. This can be done in a variety of ways, such as:

- Specific areas and or times of use specified in their lease agreements
- By-laws compliance and enforcement
- Education of boaters using the harbour

**8. Ensure all user groups are using a safety boat for all events, training, and programs.**

A safety boat is used to manage boating and respond to emergencies. It is important to have this on the water when organized boating activities are taking place inside and outside of the harbour and that personnel operating this craft are trained and certified in their use and response to an emergency situation. A safety boat is described as the following:

- Of sufficient size to respond to an in-water emergency during the event
- Motorized for quick access to rescue
- Equipped with rescue equipment including:
  - Equipped to CCG standards
  - Additional equipment including but not limited to:
    - Throw bag & Rescue Aid
    - First Aid equipment
    - Communication device

**9. Ensure that all harbour events and club scheduled activities adhere to the Town Special Events application process.**

The Town has a special events application process in place to ensure that organizers of events on Town property adhere to a variety of protocols one of which the safety of participants at these events. This process should be followed by all parties running special events and club scheduled activities in the harbour area.

**10. Distribute the Lifesaving Society Dragon Boat Safety Guidelines.**

This document has been written to ensure that Dragon Boat activities are operated safely. The Town should encourage dragon boat event organizers to purchase this text and use this as the minimum standard for the safe operation of Dragon boat events.

**11. Enhance signage in the harbour and marina area.**

Signage will enhance the safety of boater and the public in the harbour and marina areas. The following signage should be installed in the marina and harbour:

- **No swimming** signs should be posted in a variety of locations, but specifically adjacent the boat ramp.
- **Stay Clear** to be posted at the boat ramp.
- **No wake or speed limits for boats in the harbour**
- Signage to be include with any lifesaving equipment (see Appendix B).

**12. Complete a safety equipment audit.**

Lifesaving stations should be provided at a variety of locations in the harbour and marina area. The Lifesaving Society should be requested to complete a safety equipment audit to determine the type, location and signage at these stations in the harbour and marina areas.

Lifesaving stations should be located on each dock accessible to boaters. Additional lifesaving stations should be erected in the harbour area where user groups are accessing the water. The following locations to be considered:

- Boat Ramp
- Program locations

Rescue stations should also be erected along the break wall where people have access.

**13. Clearly identify the egress ladders in the harbour.**

To enhance their visibility and ensure durability, all ladders that allow bathers an exit from the water should be permanently marked in yellow so they are readily visible from the water.

**14. Ensure the user groups mandate the compulsory use of approved PFD's by boaters while on the water.**

All boaters should be required to wear Transport Canada approved PFD while on the water. This will enhance their safety in the event of an emergency. In addition, groups should consider implementing swim testing of all participants prior to any activity on the water.

**15. Conduct stray electrical current testing.**

Marina staff should conduct regular stray electrical testing of all marina electrical systems. The results of this testing should be documented and logged.

**16. Designate a camp user group indoor and outdoor space.**

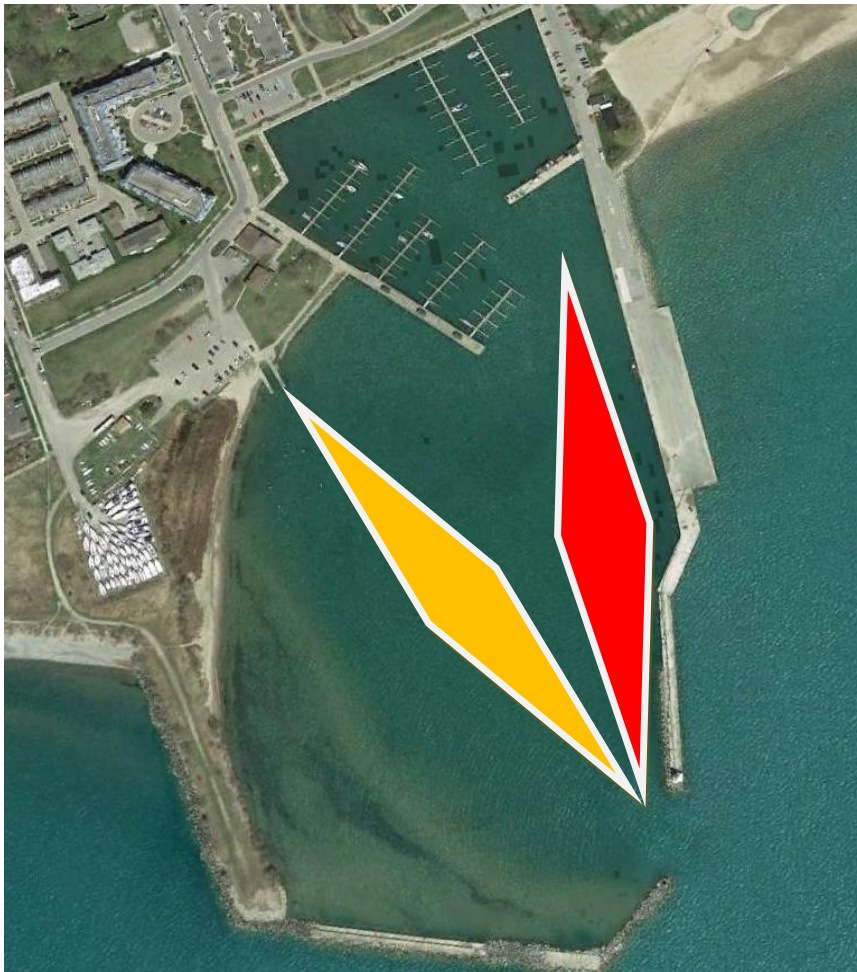
The current boats storage area is not suitable for camp users. There are no washrooms, only one entry and exit area, and no cover from the elements. The Town should work with these groups to secure a more reasonable and safe area for the campers use.



# Appendix A

## High Risk Zone

Note: At times when the boat launch ramp is in high demand this high-risk zone (yellow area) can converge on the area from the ramp to the noted high-risk zone.



# Appendix B

## Examples of Lifesaving Stations




# Appendix C

## Examples of Signage







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

#### 1.0 STRATEGIC PLAN

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

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

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

#### 2.0 PUBLIC ENGAGEMENT

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

#### 3.0 RECOMMENDATION

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

#### 4.0 ORIGIN

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

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

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

## 5.0 BACKGROUND

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

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

## 6.0 ANALYSIS

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

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

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



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

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

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

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

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

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

- 2) Increase safety and security on the docks

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

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



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

3) Prevent free use of the boat launch

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

4) Improve visibility of rules and regulations

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

5) Enforce the regulations by issuing fines and towing vehicles

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

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

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

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



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

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

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

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

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

8.0 CONCLUSION


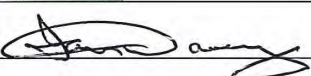
Town staff will continue to collaborate with seasonal and transient boaters and anglers to improve their experiences and enhance their important economic impact on the local economy.

9.0 POLICIES AFFECTING THE PROPOSAL

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

10.0 COMMUNICATION RESULTS

N/A

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

## Appendix A



## Appendix B

### WELCOME TO THE COBOURG MARINA & HARBOUR

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

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

#### Environmental Management Plan

**Boaters & Guests should:**

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

**Contractors must:**

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

**Fueling & Pump-Out Dock:**

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

#### Waste Management Plan

**Boaters & Guests should:**

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

**Transfer of Invasive Species:**



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

**Activities prohibited in the harbour are:**

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

**Reporting:**


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



## Appendix C





 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	May 11, 2020	
TITLE / SUBJECT:	Victoria Park Beach – Temporary Closure Option for Council – COVID-19 Pandemic	
REPORT DATE:	April 21, 2020	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

2.0 RECOMMENDATION

THAT Council provide direction to Staff with one of the following options:

1. THAT Council direct Staff to implement the closure of Victoria Beach for the remainder of the extended Provincial Emergency Declaration extended to May 19, 2020 and install fencing and barriers as necessary and continue with increased enforcement at the Cobourg Beach in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units.

;

OR

2. THAT Council direct Staff to remain with the status quo and continue with increased enforcement at the Cobourg Beach in order to continue to make sure residents and visitors are complying with Provincial Orders and

complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units.

4.0 ORIGIN

On March 17 2020, the Province of Ontario declared a Provincial Emergency through the authority granted through the *Emergency Management and Civil Protection Act* (EMCPA). As part of the Declaration of Emergency, the Province has utilized Section 7.0.2 (2) and (4) and put into place several emergency orders in order to help contain the spread of COVID-19.

5.0 BACKGROUND

On Monday April 6, 2020, Municipal Council added an addition to the Agenda regarding the Closure of Victoria Beach as follows:

‘FURTHER THAT Victoria Beach be closed immediately up until the end of July (and beyond if necessary) by utilizing fencing to prevent any spread of the COVID-19 virus.’

This Motion was discussed and was withdrawn at the time of debate by the Mover.

6.0 ANALYSIS

Municipal Staff have brought forward this report to provide Municipal Council with the opportunity to discuss the option of closing the Victoria Beach to all persons in order to prevent the amount of the people utilizing the Beach both from in-town and out-of-town to help stop any potential community spread of COVID-19.

As known throughout the County of Northumberland and across the province the Town of Cobourg is an ideal location to come and enjoy the Beach and the many festivals and events that the Town provides from May until August each year. During this unprecedented time during COVID-19 the Town of Cobourg has implemented many precautions in order to limit the spread of COVID-19 in the Community, by providing public notice on various mandatory closures related to Provincial Orders and other community decision to limit large public gatherings.

On May 2, 2020, the community saw its first nice weather and as a result there were upwards to 200 people on Victoria Beach, although most individuals were using this area as a walkthrough, there were times when By-law and Police had to remind visitors to the Beach that there are rules in place and they must be followed.

Municipal Staff are prepared to proceed with any direction received by Municipal Council and have plans to implement immediately following the decision.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

As part of the first option to close Victoria Beach completely with a barrier, Municipal Staff have retained a quote from local businesses regarding the cost of the potential fencing around the area of Victoria Beach as follows:

Snow Fencing - \$3,000 for the entire Victoria Beach Area for as long as necessary; and

Steel Fencing – can be rented at a cost of \$1,300 per month or to be bought for \$60,000.

If Victoria Beach is determined that it should be closed to the public by Council, the By-law Enforcement Department would still need to have one (1) person dedicated to waterfront for eight (8) hours Monday to Friday and on Saturday and Sunday.

If Municipal Council decides to maintain the status quo and keep Victoria Beach open and not closed off to the public the By-law Enforcement Department would need three (3) to five (5) people depending on the weekend to enforce the Beach and the various By-laws and Emergency Orders that are in place.

8.0 CONCLUSION

THAT Council provide direction to Staff with direction to implement the one of the following options as described within the Staff report.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

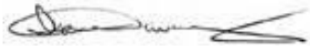
10.0 COMMUNICATION RESULTS

All regular Communications will be provided by the Communications Department utilizing all of the media and public notice outlets in order to reach a large number of residents and potential visitors.

11.0 ATTACHMENTS




12.0 AUTHORIZATION/SIGNATURES

A handwritten signature in black ink, appearing to read 'Ian Davey', written over a horizontal line.

---

Ian Davey  
Treasurer/Director of Corporate Services

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>STAFF REPORT</b>
TO:	Mayor and Council
FROM:	Brent Larmer
TITLE:	Municipal Clerk/Manager of Legislative Services
DATE OF MEETING:	May 11, 2020
TITLE / SUBJECT:	Cobourg Farmers Market Season – Curbside Pick-Up/ E-Commerce Model
REPORT DATE:	May 6, 2020

**1.0 CORPORATE STRATEGIC PLAN OBJECTIVE**

Not Applicable

**2.0 RECOMMENDATION**

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a lease agreement between the Cobourg Farmers Market and the Town of Cobourg for the use of the Albert Street Parking Lot for a portion of the 2020 Farmers Market Season to reflect the current COVID-19 Pandemic, utilizing a curbside pick-up/e-commerce as a temporary service delivery model to take effect on the date of this By-law passing to be held every Saturday beginning on Saturday May 16, 2020 through to December 21, 2020; and

FURTHER THAT a physical start date in the Farmer's Market permanent location at Rotary Harbour Front Park is still to be determined and shall be brought back to Council for approval once the Town of Cobourg facilities, and services are back to normal operations, and through ongoing and continuous discussion with the Cobourg Farmers Market Association.

**3.0 PUBLIC ENGAGEMENT**

Not Applicable

#### 4.0 ORIGIN AND LEGISLATION

Section 113 of the *Municipal Act, 2001*, provides that a local municipality may establish and operate a farmers market, including regulating the hours of operation of a market. The Cobourg Farmers Market Association leases the Market Building, Rotary Harbourfront Park and portion of the Victoria Square Parking Lot from the Town of Cobourg through the authority of an Agreement which is reviewed and renewed on an annual basis.

#### 5.0 BACKGROUND

In 2018, the Farmers Market Association was relocated to Rotary Park for the Spring, Summer and Autumn seasons, and remained in the Market Building during the Winter season. The outdoor relocation aided the Association in attracting more vendors and customers, and the Legislative Services Department received favourable feedback from Cobourg citizens.

On April 14, 2020 Municipal Council received a Notice of Motion from Councillor Bureau regarding the request from the Cobourg Farmers Market to begin operations within the Town of Cobourg and on Municipal Property with minor amendments to the Agreement to deal with the COVID-19 Pandemic.

On April 20, 2020, Municipal Council approved and provided the following direction to Municipal Staff:

Moved by Councillor Adam Bureau:

*THAT Council direct Staff to work with the Cobourg's Farmers Market to develop a short term alternative strategy for 2020 Market Operations to reflect the current COVID-19 Pandemic, with an emphasis on providing service through E-Commerce and Curbside pick-up options only, and for the Staff Report to come back to Council for the May 11, 2020 Committee of the Whole Council Meeting.*

*Carried*

#### 6.0 ANALYSIS

The HKPR District Health Unit, Public Health Ontario, and the Public Health Agency of Canada are continuously monitoring the COVID-19 situation. The Public Health Agency of Canada has assessed the current risk associated with the virus to be a serious health threat, and the situation is evolving daily. The risk will vary between and within communities, but given the increasing number of cases in Canada, the risk to Canadians is considered **high**. Further, municipal services have already been impacted by directives from health agencies or an otherwise identified need to temporarily suspend programs to restrict large public gatherings and events to limit the spread of COVID-19.



The Town of Cobourg has taken the necessary steps to protect citizens against the spread such as; all Municipal buildings are now closed to the public; all play equipment/play structures are closed; and all outdoor recreational spaces including the dog park, beach, tennis courts and sport fields have been closed. These are only some of the local decisions that have been made to help stop the spread of COVID-19.

Following the Council meeting on April 20, 2020 Municipal Staff engaged the Cobourg Farmer's Market immediately in order to work through a new service delivery method for the Saturday Market to be held in the Town of Cobourg to allow for the Farmer's Market to start and provide 'Farm Products' from Farm to Table to Cobourg Residents.

As a result of the discussion with the Cobourg Farmer's Market, a detailed plan and method has been developed in order for the Market to reopen while utilizing a Curbside/E-Commerce Model. Below is some important points of the Farmer's Market Operation explained in greater detail:

#### **E-Commerce Model** - Online Ordering Model Local Line

The Cobourg Farmers Market (CFMA) will conduct an E-Commerce style market that operates only for the purpose of vendors providing their customers with pre-ordered goods. The CFMA will be utilizing an online ordering model through the Local Line website where an online Marketplace will be used to display vendors' products available for sale that week to customers. This system will be user friendly and centralized for coordinating customers' orders. From these online, advance orders, the vendors will collect payment digitally and have the orders pre-packaged in new, clean, single-use containers with customer names and/or order numbers on them. Once a customer makes an order and makes payment in advance they will be provided with a time slot that will be available to them organized by the CFMA. The time slot allocation is still under review, but will most likely be coordinated by last name in alphabetical order. Having pre-packed orders and prepayment and specified pick-up time will allow for minimal interaction between the vendors and the customers.

With the introduction of this new E-Commerce style service delivery model for the Cobourg Farmers Market, there will be no displays of produce and customers will not be browsing and shopping on-site and they will remain within their vehicles. Customers will be driving from vendor to vendor with direction from Farmers Market Volunteers to pick up with goods that they have pre-ordered and prepaid for which will be placed within their vehicle while limiting the amount of contact between Vendors and Customers.

It should be noted which was indicated to Staff by the Farmer's Market, that there are customers that walk or ride bikes who travel to the market each day. These orders will be booked and scheduled at separate times and pick-up will be at a



different area than the vehicle pick-up locations. This method is not preferred as there is a need to make sure that there is limited face-to-face interaction between vendors and customers, but Social Distancing and other Public Health best practices will be monitored and enforced.

#### **Parking Lot – Albert Street Cobourg**

The CFMA has identified the Municipal Parking Lot on Albert Street, Albert Lot, Lot #6A as an ideal space for reasons such as proximity to the previous location of the Cobourg Farmers Market, but more importantly that it is large enough for twenty-three (23) vendors to set up in a way that allows a safe distance between vendors.

The Albert Street Lot has two (2) points of entry/exit that would allow for an easy one-way flow of customers through the 'market'. The Albert Street parking lot will be closed to public and all vehicle parking Friday night until Saturday afternoon will be prohibited. This will allow for the Market Vendors to have the entire parking lot to utilize and set-up each of their designated and mapped out stalls in the morning with vendors and to prepare for the day's deliveries. The Parking Lot will be designed and set up as a drive through for vehicle access only in a loop starting and the entrance closest to the Bus Shelter and the exit location closer to Division Street.

All pick-ups will be scheduled by the CFMA methodically in order to reduce and prevent any traffic congestion that could occur. If customers do arrive early or there is any waiting periods due to any unforeseen incidents, vehicles will be directed to wait within and along the parking spots on the Southside of Albert Street, or will be directed to park temporarily within the Second Street Parking lot directly across from the proposed market location.

#### **Vendors**

The Cobourg Farmers Market currently has twenty-three (23) vendors that qualify as allowable vendors selling goods identified as "farm products" in accordance with the Food Premises Regulation (as directed by the Haliburton, Kawartha, Pine Ridge Health Unit). The Farmers Market has provided that detailed list of Vendors which is attached to this Staff Report.

However, it should be noted that it is unlikely that there will be twenty-three (23) vendors at the Market Site every week as due to unforeseen circumstances, vendors are occasionally unable to be present every week. The CFMA appointed volunteer/market manager will be recording each vendor present each week, as mandated by Farmers Markets Ontario (FMO). This volunteer will also be screening each vendor for signs of COVID-19 as the vendor arrives to the parking lot.



In order to keep the safety of the community's elderly and more vulnerable, the CFMA are open to installing an early pick-up time for those that are at higher risk. Many local stores have used this method and see that it could be implemented if deemed necessary.

In terms of setup, Staff is suggesting that Council allows for the continued collaboration to occur between Staff and the Farmers Market Association in order to determine which materials and logistics will work best at the new curbside pick-up location. Some vendors did list tents as part of their equipment. The main reason why one would want a tent is for protection from the elements, specifically rain. Vendors also may bring tables which would allow for a larger surface area to organize orders and speed up the transaction process. In addition some vendors may wish to bring a trailer or extra vehicle. A trailer or extra vehicle would enable vendors to increase storage capacity to allow vendors to fulfill more customer orders and therefore better serving our community with the fresh products straight from the producer.

The Cobourg Farmers Market has a dedicated team of volunteers, as well as a capable board, and a great group of vendors who band together to do what they can to make sure we can continue the legacy of the Cobourg Farmers Market providing outstanding goods to the community. With that in mind, the CFMA Board will be providing materials and instructions to all our vendors with the protocols, such as sanitation, social distancing, food packaging, etc. The CFMA will have an appointed volunteer and/or board member that will be responsible for checking in with each vendor that surfaces have been wiped down with permitted disinfectants and that hand sanitizer for vendors.

### **Approval**

Currently all Farmers Markets are regulated under the Local Health Unit and their respective legislation. There are exemptions under the Act for Farmers Market but are conditioned under the Association of Supervisors of Public Health Inspectors of Ontario Common Approaches for Farmers' Markets & Exempted Special Events Guide for Public Health Units. The Cobourg Farmers Market has provided the Town of Cobourg with preliminary approval from the HKPRHU on the proposed Cobourg Farmers Market E-Commerce Service Delivery method.

As noted in the previous report the Town of Cobourg acknowledges and respects the historic and public value of the local market as a feature attraction for residents and visitors to the Municipality. It is recognized that this venue of a Farmers Market provides an enhanced tourism attraction for this community and that the cooperation between the Town and the CFMA is an integral part of its success. This cooperation has only grown stronger as both parties navigate through this new COVID-19 Pandemic world. Both parties will also continue to work collaboratively together to resolve issues that may arise from time to time



to ensure they are addressed in a positive and proactive manner in the best interests of both parties.

As scheduled and notice provided to Council, a Special Meeting of Council has been scheduled to approve the By-law and the new farmers Market location. The request was made by the Cobourg Farmers Market Association that they be granted permission to start operations on Saturday May 16, 2020. The Farmers Market normally opens the first weekend in May and has already missed two (2) Market days. If final approval wait until May 19, the Farmers Market would be missing another Saturday and one of their busiest weekends, and they would like to open on the long-weekend to provide Farm Products to customers as soon as possible. Some Vendors do rely on the sales at the Farmers Market and would like to not miss any other opportunity to sell their products.

Attached to this report is a more detailed package submitted by the Cobourg Farmers Market on the various information provided within this report as Attachment "A".

#### 7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

This Report does not have a financial or budget impact. In the past, the Cobourg Farmers Market paid a weekly rate, while using the Rotary Waterfront Park and Market Building and the rental revenues from Farmers Market Association for 2019 totaled \$3689.45.

The cost of the Albert Street Lot is determined through the amount of spaces that are located on the lot and with the approved parking rate per vehicle to park at the location. The daily pass rate is \$5.00/per vehicle and there are approximately sixty (60) spaces, meaning the cost would be \$300 for a full day.

Municipal Staff is recommending that the cost for the parking lot be waived for the current time as this current set-up is temporary and may need to be reevaluated every week to understand how the new system and set-up is working and to incorporate any changes that may have to be made. The Farmer's Market has already had to consume additional costs this year for the use of an Online ordering portal. In addition paid parking is currently free and the Town has not been collected any fees from the lot since early March 2020.

If and when the Cobourg Farmer's Market continues normal operations and is ready to be opened as a physical location, Staff will work with the Cobourg Farmers market to determine a suitable fee for the remainder of the season.

#### 8.0 CONCLUSION

COVID-19 pandemic will have significant impact on the Town's ability to uphold regular service delivery standards due all citizens, and Ontario businesses navigating through the new realities of social distancing, and various other new realities brought on by this new Global Pandemic. It is Staff's recommendation



that Municipal accept and approve the recommendations as outlined within this report.

9.0 POLICIES AFFECTING THE PROPOSAL  
Not Applicable

10.0 COMMUNICATION RESULTS  
Legislative Services Department

11.0 ATTACHMENTS (IF APPLICABLE)  
Cobourg Farmers Market information package. – Attachment “A”

12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



Brent Larmer  
Municipal Clerk/  
Manager of Legislative Services



Ian Davey  
Interim CAO/Treasurer



### **Proposed Protocol for the Cobourg Farmers Market during COVID -19**

1. We are seeking approval from the Town of Cobourg for the use of the parking lot on Albert Street on the East side of the Oval or a similar location in the downtown area.
2. The following documents were submitted to the Haliburton, Kawartha, Pine Ridge District Health Unit for approval:
  - A proposal to operate the Cobourg Farmers Market
  - A list of all vendors and products offered
  - A map outlining the flow of traffic and locations of hand sanitization
  - The FMO COVID-19 Fact/Info Sheet
3. Only food will be offered for sale to comply with Ontario's Essential Workplace Order.
4. Stands are spaced required safety distance apart and customer circulation is directed in one-way movement to maintain social distancing at the market. The Market Manager/volunteer will guide traffic.
5. The FMO COVID-19 Fact/Info Sheet is posted and seen by all vendors and shoppers.
6. The names of all vendors selling are recorded for each market day and the records are maintained by the Market Manager/volunteer.
7. Hand sanitizer stations are available for all shoppers/vendors as required at the entrance and exit of the market space.
8. Hand sanitizer stations are properly stocked and frequently cleaned and disinfected.
9. There is no sampling of food.
10. There is no use of reusable or customer supplied containers.
11. There are no communal tables or seating.

**Food Vendors should respect the following measures to protect themselves and shoppers:**

1. Confirm with the Market Manager/Volunteer that they have no symptoms (fever, cough, runny nose, sore throat or shortness of breath), have not travelled outside of Canada in the past 14 days, and have not been in contact with a confirmed or probable case of COVID-19.
2. Wash hands regularly and thoroughly (minimum 20 seconds) with soap and water or use an alcohol-based hand sanitizer.
3. Clean and sanitize frequently-touched market stand surfaces regularly (with household cleaners or diluted bleach solution of 1-part bleach to 9 parts water).
4. Maintain social distancing- keep 2 metres (6 feet) away from others.
5. Avoid touching eyes, nose and mouth.
6. Cover mouth and nose with bent elbow or tissue if coughing or sneezing.
7. Not attend the Market if not well.
8. Prepackage and box products at a fixed price to reduce contact. Prepackage and box products at a fixed price to reduce contact and labeled with customer names/order numbers.
9. Refrigerated and frozen products must be maintained at proper temperatures.



## A quick look at Cobourg Farmers Market Plan for COVID 19

1

### Ordering

- Place your order by Friday morning on the Cobourg Farmers Market REKO page on Facebook or by calling or emailing your farmer.
- Pay for your order by advance payments or exact change only.

2

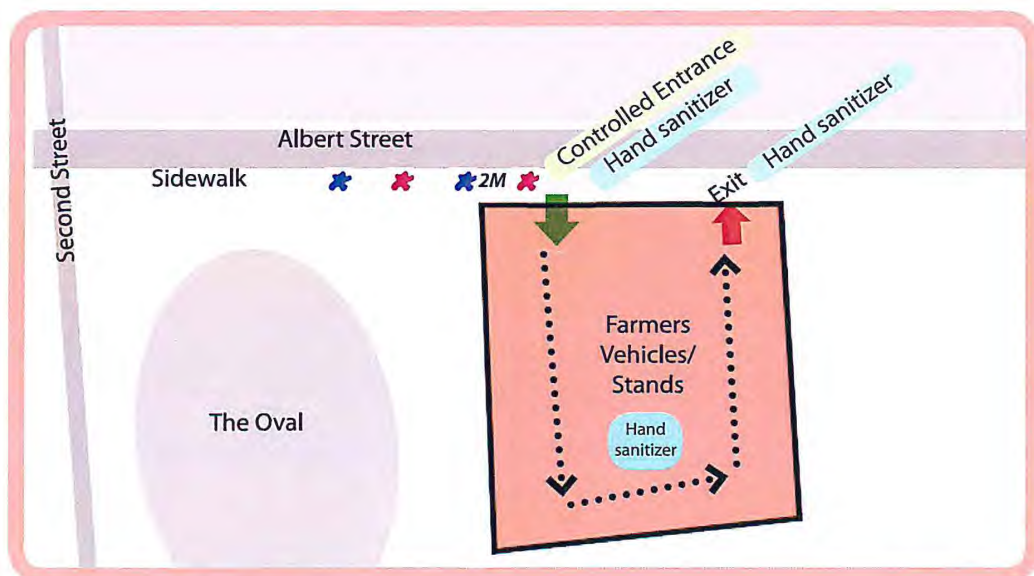
### Market Day! Farmers:

- Farmers will arrive before 9 AM and park in the lot the east of The Oval.
- They will have assigned spaces and will stay with their vehicles.
- They'll put orders on a sanitized table at their vehicle.

3

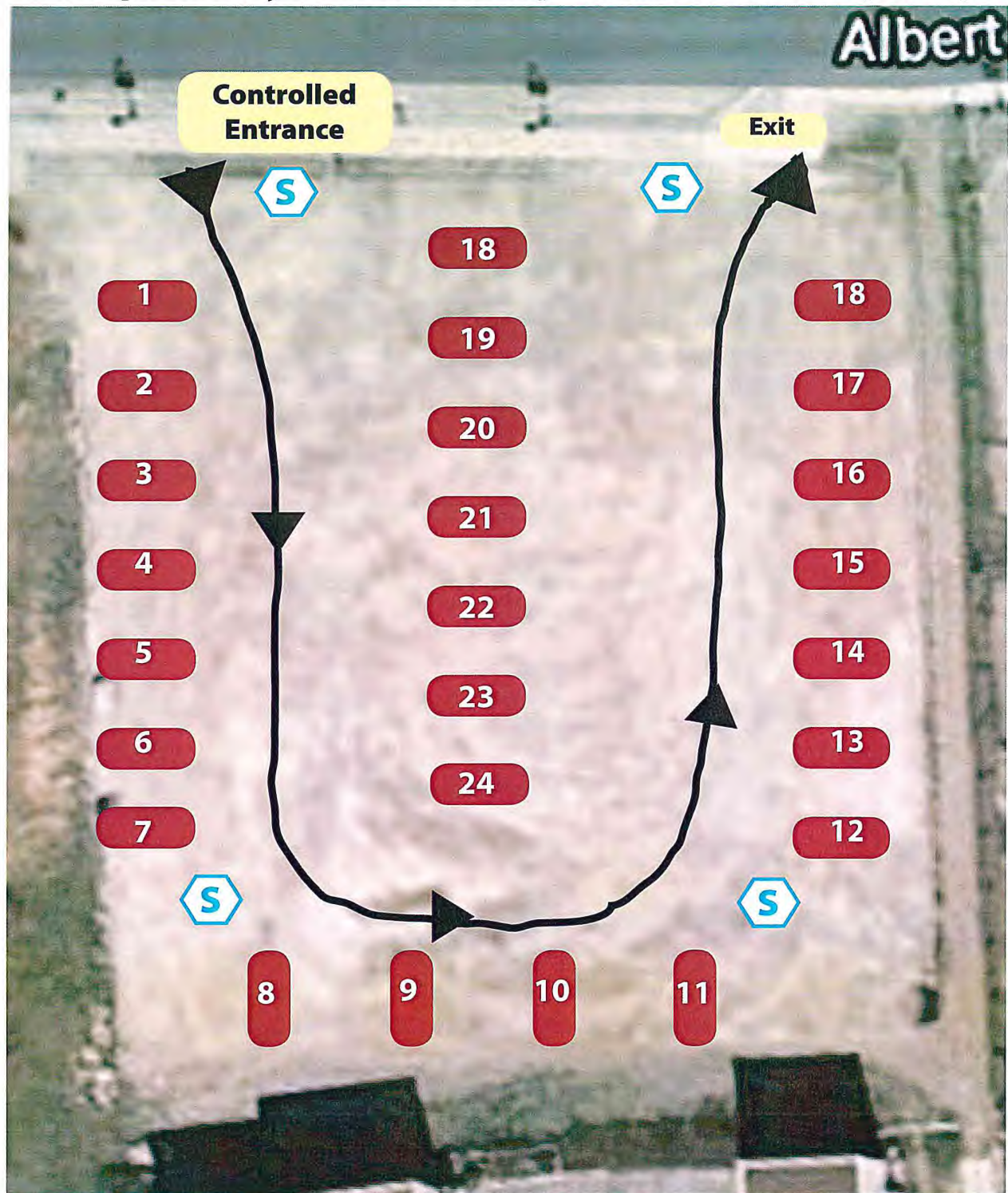
### Market Day! Customers:

- Come to the parking lot on Albert Street to the east of The Oval from 9 AM to 11 AM.
- Form a line at the WEST entrance to the parking lot, keeping 2M apart.
- A volunteer will let you in when someone else leaves.
- Use the hand sanitizer before entering the area!
- Pick up your order at each farmer's vehicle. Shop, don't stop!
- Use the hand sanitizer at vendor stands!
- Leave the parking lot by the Exit on the EAST side.
- Use the hand sanitizer when leaving the area!





## Proposed layout and traffic pattern for market pickup



 Vendor vehicle/stand

 Sanitizer station



Vendor Name	Business Name	Goods For Sale	Vehicle/Equipment
Abigail McRuer	Sage and Shepard	Pork, pepperettes, chicken, rabbit, lamb, turkey.	Truck plus trailer trailer and table
Amy Burnham	Burnham Farm	Assortment of fruits and vegetables (possibly add baked goods later in season if COVID-19 restrictions ease up)	Truck or medium size SUV 1-2 tables
Bekky O'Neil	Cardboard Reality	Assortment of annual vegetables	SUV and table
Chris Marcucci	Cedarhedge Farm	All veggies, sprouts, seedlings.	Truck and table
Don & Ita Patterson	Cranbrook Farm Maple Syrup	Maple syrup, maple candy, chaga	Truck and table
Elaina Asselin & Gregory Hill	Wicklow Way	Assortment of annual vegetables, flowers, herbs, bread	Car plus trailer 1-2 tables
Erin Bodashefsky & Tyler Davis	Foragers Farms	Assortment of annual vegetables, teas, flowers, bagels, preserves and herbs	Truck plus trailer 1-2 tables
Heidi Behan	Moore Orchards	Fruit, preserves	Truck and table
Heily Teasdale	Ontario Cheese	Various cheeses	Car and table
James & Leah Hogg	Tap that Sap	Maple Syrup, maple spread, maple jelly, maple candy, maple lollipops, maple candy floss, maple sugar and sea salt, maple sugar, hamburger.	Vehicle, one table.
Jenna Patterson	Wild Things	Chaga, maple syrup drinks, dog food	Car
Lauren Quinto	Bee Good Honey Co.	Raw Honey, Pollen, Beeswax candles, Beeswax Food Wraps.	Truck and table
Lenni Workman	Art Farm Produce	Vegetables, potted plants, cut flowers, herbs, preservative (jams and pestos), seasonal fruits.	Truck and table.
Linda Brock	Hunky Dory Smoked Fish	Vacuumed pack, sealed Trout from Manitoulin Island.	Car, one table, thermos boxes with ice, tent with weights.
Nadia Simard	Undercover Farm	All vegetables and a few fruits possibly, figs, dry garlic powder, dry vegetables (near the end of the season).	Van, one table.
Nancy Robb	Urban Garden	Vegetables, preserves made with her vegetables and fruit, possibly sprouts, zucchini chips, fresh garden salads, dried blends, herb salt, mixed green powders, organic mustard condiment and fruit leathers.	Car, one table, one chair and shelves for jars.
Terry and Evelyn Canam Colborne	Bluebarn Farm	Primarily Vegetables, fruits - strawberries, cantaloupe and watermelon when in season, cut flowers, potted flowers, seeds for growing.	Car, Table, Tent if Needed.
Terry and Tracy Jackson	Jackson Family Farm	Vegetable plants, vegetables, fruits, herb plants, herbs, cut flowers, and Empire cheese.	Van or truck or both and 1-2 tables
Todd Kalisz	Dancing Bee Honey	Honey and beeswax.	Car, Table, Tent if Needed.
Rosie Tejnor	The Shortbread Company	Baked Goods	Car, Table
Heather Milne	Heathers Homemade Baked Goods	Baked Goods	Car, Table
Diane Rogers	Doodoos Bakery	Baked Goods	Car, Table
Joanna Bastas	Buddha Belly	Baked Goods	Car, Table



# Thank you for supporting our Market and Ontario farmers

## HELP PREVENT COVID-19

**You are welcome at our Market if you:**

- Have **no** symptoms (fever, cough, runny nose, sore throat or shortness of breath).
- Have **not** travelled outside of Canada in the past 14 days.
- Have **not** been in close contact with a confirmed or probable case of COVID-19.

Please remember to practice social distancing and keep 2-meter (6 feet) space between you and others.



Please wash your hands before you begin shopping and again if you handle cash, cough, sneeze, blow your nose or touch your face.

Try to make your purchases as quickly as you can.

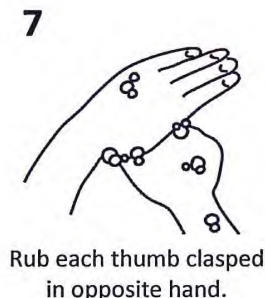
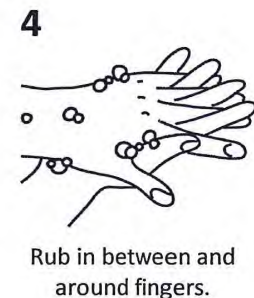
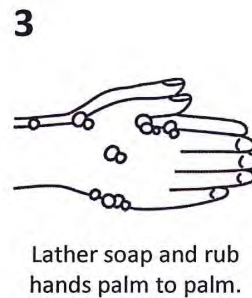
Do not touch the products - ask the vendor to chose them and package them for you.



FarmersMarketsOntario.com

## Coronavirus Disease 2019 (COVID-19)

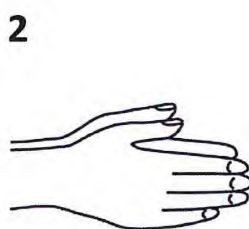
# How to wash your hands



# How to use hand sanitizer



Apply 1 to 2 pumps of product to palms of dry hands.



Rub hands together, palm to palm.



Rub in between and around fingers.



Rub back of each hand with palm of other hand.



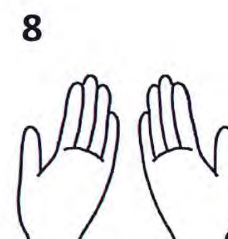
Rub fingertips of each hand in opposite palm.



Rub each thumb clasped in opposite hand.



Rub hands until product is dry. Do not use paper towels.



Once dry, your hands are clean.

## Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for hand hygiene in all health care settings [Internet]. 4th ed. Toronto, ON: Queen's Printer for Ontario; 2014. Available from: <https://www.publichealthontario.ca/-/media/documents/bp-hand-hygiene.pdf?la=en>

The information in this document is current as of March 16, 2020.





## Unfinished Business Listing Council Motions/Staff Direction As of April 27, 2020

Draft
  On Track
  Behind
  Overdue
  Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2019-01-28</b>	<a href="#">Council Meeting Link</a>		
Motion - Social Planning and/or Community Development Advisory Committee.  <b>Department/Division Responsible:</b>  <b>Legislative Services/ Planning &amp; Development</b>	<a href="#">Minutes:</a>  <b>FURTHER THAT</b> Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.	05/11/2020	50%
<b>Meeting 2019-05-13</b>	<a href="#">Council Meeting Link</a>		
Motion – Traditional land acknowledgement statement to be read at the beginning of all Municipal Council Meetings.  <b>Department/Division Responsible:</b>  <b>Legislative Services</b>	<a href="#">Minutes:</a>  <b>THAT</b> Council adopt a traditional land acknowledgement statement to be read at the beginning of its meetings; and  <b>FURTHER THAT</b> Council direct Staff to consult with Alderville First Nations to draft a traditional land acknowledgement statement that reflects the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Ojibway/Chippewa peoples, as well as this territory that is covered by the Williams Treaty.	05/11/2020	50%



## Unfinished Business Listing Council Motions/Staff Direction As of April 27, 2020

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Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2019-09-03</b>	<a href="#">Council Meeting Link</a>		
<p>Motion - Delegation Action, regarding current fishing trends and issues, and the implementation of regulations for the fishing community.</p> <p><b>Department/Division Responsible:</b></p> <p><b>Community Services</b></p>	<p><a href="#">Minutes:</a></p> <p><b>FURTHER THAT a copy of the delegation material be forwarded to the Manager of Attractions and Facilities; and</b></p> <p><b>FURTHER THAT Council instruct Staff to review the concerns raised, and provide a report to Council with suggestions for enhancing the amenities for anglers and the regulation of fishing related activities at the Cobourg Marina by April 30, 2020.</b></p>	05/11/2020	80%
<b>Meeting 2019-09-23</b>	<a href="#">Council Meeting Link</a>		
<p>Motion - the Aquatic Safety Audit Report for the Town of Cobourg Harbour</p> <p><b>Department/Division Responsible:</b></p> <p><b>Community Services</b></p>	<p><a href="#">Minutes:</a></p> <p><b>THAT Council refer the lifesaving Society's Audit of the Cobourg Harbour to the Parks and Recreation Advisory Committee to obtain feedback on the reports recommendations; and</b></p> <p><b>FURTHER THAT Staff provide a report along with the comments from the Parks and Recreation Advisory Committee that is inclusive of all user groups; and</b></p> <p><b>FURTHER THAT the Staff Report come to Council for the first Committee of the Whole meeting in March 2020.</b></p>	05/11/2020	80%



**Unfinished Business Listing  
Council Motions/Staff Direction  
As of April 27, 2020**

● Draft    ● On Track    ● Behind    ● Overdue    ● Complete

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





## Unfinished Business Listing Council Motions/Staff Direction As of April 27, 2020

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  Overdue
  Complete

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



# **Unfinished Business Listing** **Council Motions/Staff Direction** **As of April 27, 2020**

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



# **Unfinished Business Listing** **Council Motions/Staff Direction** **As of April 27, 2020**

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  Overdue
  Complete

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



**Unfinished Business Listing  
Council Motions/Staff Direction  
As of April 27, 2020**

○ Draft    ● On Track    ● Behind    ● Overdue    ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2020-01-06</b>	<a href="#">Council Meeting Link</a>		
Motion – 2020 Town of Cobourg Capital Budget Items Status  <b>Department/Division Responsible:</b>  <b>Chief Administrative Officer/ Treasurer</b>	Minutes:  <b>THAT Council receive an update from interim CAO Ian Davey on the status of ALL capital projects included in the 2020 budget as to what has been contracted to date, specifically work on the electrical upgrades at the Marina, design and engineering for the East Pier, and work to be done at the waterfront.</b>	N/A	
<b>Meeting 2020-04-20</b>	<a href="#">Council Meeting Link</a>		
Motion – Cobourg Farmers Market Alternative Delivery Method during COVID-19  <b>Department/Division Responsible:</b>  <b>Legislative Services</b>	Minutes:  <b>THAT Council direct Staff to work with the Cobourg's Farmers Market to develop a short term alternative strategy for the 2020 Market Operations to reflect the current COVID-19 Pandemic, with an emphasis on providing services through E-Commerce and Curbside pick-up options only, and for the Staff Report to come back to Council for the May 11, 2020 Committee of the Whole Council Meeting.</b>	05/11/2020	