	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE AGENDA
	Monday, November 25, 2019 at 6:00 P.M. Council Chambers, Victoria Hall, Cobourg

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday November 25, 2019 at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II AGENDA ADDITIONS

1. Delegation, Alyson King and Grace Lovekin, Good Neighbours Coalition Cobourg, regarding concerns about the emergency shelter downtown Cobourg;
2. Delegation, Marc Anthony, Cobourg resident, regarding the benefits of harm reduction services in Cobourg;
3. Delegation, Colin Bromley, Cobourg resident, regarding the Waterfront User Needs Assessment and detailed Design Plan and Lake Ontario water levels;
4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Ontario Governments Municipal Modernization Program – Intake One (1) - Municipal Service Delivery Review.
5. Response to a Public Meeting held on November 25, 2019 regarding a proposed Zoning By-law Amendment;
6. Memo from the Manager of Environmental Services, regarding a Sewer Use By-law Industrial Surcharge Agreement for Canada Candy Corporation;
7. Letter from Michelle Taylor, Kwik Signs on behalf of the Cobourg Swiss Chalet, requesting an exemption from the Town of Cobourg Sign By-law No.008-2009,
8. Memo from Secretary of the Cobourg Accessibility Advisory Committee, regarding a Motion to create a Sub-Committee for Accessibility Event; and
9. Memo from Secretary of the Cobourg Accessibility Advisory Committee, regarding a Motion to maintain an accessible Wheels Transit Service in the Town of Cobourg.

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

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

1. Minnie de Jong, Chair of the Sustainability and Climate Change Advisory Committee (SCCAC), regarding the proposed SCCAC Motion to declare a Climate Emergency and accelerate greenhouse gas (GHG) reduction actions in the Town of Cobourg. 13 - 42

V DELEGATIONS

1. Don Owen, President of the Rotary Club of Cobourg, regarding the Rotary's relationship and partnership with the town. 43 - 44
2. Alyson King and Grace Lovekin, Good Neighbours Coalition Cobourg, regarding concerns about the emergency shelter downtown Cobourg. 45 - 54
3. Marc Anthony, Cobourg resident, regarding the benefits of harm reduction services in Cobourg. 55 - 56
4. Colin Bromley, Cobourg resident, regarding the Waterfront User Needs Assessment and detailed Design Plan and Lake Ontario water levels. 57 - 90

VI DELEGATION ACTIONS

VII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from the Treasurer/Interim Chief Administrative Officer, regarding the 2020 Water and Wastewater Rates. 91 - 98

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to increase both the Monthly Base Charge and the Consumptive Rate portions of the Water Rates as approved by the Lakefront Utility Services Inc. (LUSI) Board of Directors and the Wastewater Rates in accordance with the Schedule provided by Watson and Associates Economists Ltd. (Watson) dated January 20, 2014.

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| 2. | Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Town of Cobourg Third Quarter 2019 - Operating Budget Variance Report. | 99
107 | - |
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Action Recommended: THAT Council receive the Report for information purposes.

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| 3. | Memo from the Treasurer/Interim Chief Administrative Officer, regarding Unfinished Business item 06-24-19 - the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events. | 108
113 | - |
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Action Recommended: THAT Council authorize Municipal Staff to begin the process of reducing reliance on bottled water at Municipal facilities and events by undertaking the following activities:

- a) Engage the public to determine the current level of support for the banning of the sale of bottled water at Municipal Facilities and Events.
- b) Continue to work with Lakefront Utility Services Inc. to raise the awareness of the importance of our municipal drinking water.
- c) Review all contracts with suppliers of vending machines to eliminate the sale of bottled water where it currently exists.
- d) Phase out the sale of bottled water as quickly as possible in all Municipal facilities and events but in no case later than December 31, 2020.
- e) Continue with the direction provided by Council by Resolution 280-19 dated July 22, 2019 to work with Lakefront Utility Services Inc. to find locations for two outside water bottle filling stations in the Town of Cobourg per year for the duration of the current term of Council. (This project has been included in the 2020 capital budget for consideration by Council).

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| 4. | Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Mandatory Policy on Council and Staff Relations. | 114
126 | - |
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Action Recommended: THAT Council receive the Report for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to approve the new Policy entitled 'Council and Staff Relations Policy LED-ADM23'.

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| 5. | Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Municipal Complaint Policy. | 127
141 | - |
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Action Recommended: THAT Council receive the Report for information purposes; and

FURTHER THAT Council adopt the new Policy entitled 'Municipal Complaint Policy - LEG-ADM25' for the handling of Municipal Complaints within the Town of Cobourg.

6. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the appointment of the Town of Cobourg Municipal Ombudsman. 142 -
149

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

FURTHER THAT Council appoint John Ewart, Ewart and O'Dwyer Barristers and Solicitors as the Town of Cobourg Municipal Ombudsman for a four-year term ending on December 31, 2023;

OR

THAT Council select one of the alternative options listed within the Staff Report.

7. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Plumbing Permit and Inspection Services Agreement with the County of Northumberland. 150 -
159

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute the Agreement between the Corporation of the Town of Cobourg and Northumberland County to provide plumbing inspection and review services under Part 7 of the Ontario Building Code.

8. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Ontario Governments Municipal Modernization Program – Intake One (1) - 160 -
Municipal Service Delivery Review. 165

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

FURTHER THAT Council endorse the Expression of Interest Application Form under the Municipal Modernization Program to support a proposed Services Delivery Review Project called the 'Town of Cobourg Municipal Services Delivery Review' to be submitted to the Ontario Provincial Government by the December 6, 2019 deadline in order to receive Provincial Modernization Program Funding.

9. Memo from the Senior Financial Analyst, regarding the Financial Report for the Cash in Lieu of Parkland Reserve. 166 -
168

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

FURTHER THAT a copy of the Report be made available to the public on the Municipal Website.

10. Memo from the Senior Financial Analyst, regarding a Financial Report – Development Charge Analysis for the year ending December 31, 2018. 169 -
172

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

FURTHER THAT a copy of the Report be made available to the public on the Municipal Website.

11. Memo from the Supervisor of Municipal Information Systems, regarding the award of the Voice Over Internet Protocol (VoIP) Phone System Request for Proposal (RFP-CO-19-20-ITS). 173 -
175

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

FURTHER THAT Council award a contract to Simnet.ca to provide a Voice Over Internet Protocol (VoIP) Phone System for the Town of Cobourg in the amount of \$99,125.00 plus HST to be funded from the approved 2019 Capital Budget in the amount of \$80,000; and

FURTHER THAT Council approve an additional \$20,000.00 to be funded from the IT Reserve Account to be replenished from the monthly savings from the new VOIP Phone System.

12. Correspondence from Rick Miller, President and Chair, Marie Dressler Foundation, regarding a request to make interior renovations to the Marie Dressler House for the expansion of the Marie Dressler Museum to include Mary Pickford and Norma Shearer exhibits. 176 -
179

Action Recommended: THAT Council grant permission to the Marie Dressler Foundation to make interior renovations to the leased premises of the municipally owned Marie Dressler House located at 212 King street West, in order to make the premises more suitable for the inclusion of Mary Pickford and Norma Shearer Museum Exhibitions.

VIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

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| 1. | Memo from the Director of Planning and Development, regarding the review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications – Recommendation Report. | 180
204 | - |
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Action Recommended: THAT Council receive the Report for information purposes; and

FURTHER THAT Council endorse the recommendations of this Report and hereby approve the following changes to the Town of Cobourg's public notification, engagement and meeting procedures for Planning Act applications, subject to the finalization of implementation details by Municipal Staff:

1. THAT signs consistent with the Town's corporate branding and image be implemented for all OPA, ZBLA and Draft Plans of Subdivision/Condominium applications in addition to existing public notification methods;
2. THAT an informal public open house be convened within 45 days of formal receipt of the application by Council:
 - a) for all Official Plan Amendment and Draft Plans of Subdivision/Condominium applications; and,
 - b) for large, complex Zoning By-law Amendment applications as outlined in the Town of Cobourg Planning Application Schedule of Fees for "Major Residential" and "Major Commercial" development types, and for re-zoning applications which by their nature and/or interest to the community as determined by Council at its discretion would benefit from the convening of an open house;
3. THAT radio ads be implemented for special planning and development projects that affect the broader community;
4. THAT TV information/message boards be implemented for special planning and development projects that affect the broader community;
5. THAT Planning Opinion/Recommendation Reports be prepared after the Statutory Public Meeting;
6. THAT statutory Planning Public Meetings of Council be convened at least 45 days before the end of the respective Planning Act timelines, the timing of which may vary at the discretion of Planning staff based on such factors as the nature, scope and complexity of the application, the submission of an amended application and/or significant changes to the proposal, Council's meeting schedule and/or other special circumstances that in the opinion of Planning staff reasonably precludes the convening of a public meeting within this timeline;

7. THAT an enhanced signage program consistent with the Town's corporate branding and image be implemented for Site Plan Approval applications;
 8. THAT regular monitoring and updates be implemented to the Cobourg.ca website to improve user experience ('hot button', News Centre, Engage Cobourg, calendar, planning application page) and that opportunities be explored regarding the use of other social media platforms like Facebook and Twitter;
 9. THAT the aforementioned revised public notification and engagement procedures be incorporated into the Official Plan during the next general update/review in 2022 or sooner if circumstances permit;
 10. THAT the aforementioned revised public notification and engagement procedures be implemented effective January 1, 2020; and,
 11. THAT additional staffing required to address impacts associated with increased complexities of planning applications and workflow, and the reduced timelines of Bill 108 – the More Homes, More Choice Act, 2019 be referred to the 2020 municipal budget deliberations for consideration by Council.
2. Response to a Public Meeting held on November 25, 2019 regarding a proposed Zoning By-law Amendment.

Action Recommended: THAT Council endorse the comments of the Planning Department, acknowledge the Motion of support from the Planning and Development Advisory Committee and authorize preparation of the necessary amendments to the Zoning By-law (85-2003) for the property known municipally as 1111 Elgin Street West (Northumberland Mall), to permit a new 929 m², freestanding multi-unit commercial building consisting of six (6) units and a drive through facility towards the front of the Subject Lands in the existing parking area (north of Dollarama).

OR

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

IX PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

1. Memo from the Director of Public Works, regarding the award of the 2019 Road Resurfacing and Water Pollution Control Plant Parking Lot Expansion Contract. 205 - 208

Action Recommended: THAT Council approve the award of the '2020 Road Resurfacing and WPCP Parking Lot Expansion' contract to Ashland Paving Ltd. in the amount of \$524,377.60 plus HST; and

FURTHER THAT Council pre-approve a 2020 budget amount of \$100,000 from the annual road resurfacing budget to be funded by Federal Gas Tax; and

FURTHER THAT Council pre-approve a 2020 budget amount of \$17,792.10 including non-refundable HST to pay for the repair work included in the Building 7 parking lot improvements to be funded as follows:

1. Sanitary sewer reserve (\$5,337.63)
 2. Northam Industrial Park reserve (\$12,454.48)
2. Memo from the Director of Public Works, regarding the pending award of contract for the Purchase of Excess Soil-Midtown Creek/Kerr Street Capital Project. 209 - 211

Action Recommended: THAT Council receive the Report for information purposes in preparation of a recommendation for award of the subject contract at Regular Council on December 2, 2019.

3. Memo from the Director of Public Works, regarding Unfinished Business Items: 212 -
08-21-17 Traffic Study Lower Division Street/Esplanade Area and 10-10-17 213
Traffic/Parking Concerns Condo. Corp. #58-148 Third Street.

Action Recommended: THAT Council approve the permanent one way operation of the Esplanade and a new entrance into the Third Street parking lot; and

FURTHER THAT the two (2) Unfinished Business items be removed from the Council's Agenda.

4. Memo from the Manager of Environmental Services, regarding a Sewer Use By-law Industrial Surcharge Agreement for the Canada Candy Company located in Building #5 of the Northam Industrial Park, Cobourg. 214 - 216

Action Recommended: THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to approve the Industrial Surcharge Agreement for the Canada Candy Company in the initial amount of \$30,000 per annum.

X PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

1. Memo from the Secretary of the Parks and Recreation Advisory Committee (PRAC), regarding the PRAC's recommendation on the Lifesaving Society Aquatic Safety Audit Report referred by Council on September 23, 2019. 217

Action Recommended: THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes; and

FURTHER THAT Council direct the recommendation to the Chief Administrative Officer for direction to Staff in order to be included in the Council unfinished business item Staff Report to be brought back to Council in March 2020.

XI PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

1. Letter from Michelle Taylor, Kwik Signs on behalf of the Cobourg Swiss Chalet, 218 -
requesting an exemption from the Town of Cobourg Sign By-law No.008-2009, 225
in order to erect additional signs for the newly renovated Swiss Chalet located
at 70 Strathy Road, Cobourg.

Action Recommended: THAT Council refer the request for a Sign Exemption to the Building Department for a report to be brought back to Municipal Council by January 6, 2019.

2. Memo from Secretary of the Cobourg Accessibility Advisory Committee, 226
regarding a Motion to create a Sub-Committee for a Town of Cobourg
Accessibility Event.

Action Recommended: THAT Council endorse motion from the Cobourg Accessibility Advisory Committee regarding the creation of a Sub-Committee to organize a downtown accessibility awareness experience event in May 2020 during National AccessAbility Week.

3. Memo from Secretary of the Cobourg Accessibility Advisory Committee, 227
regarding a Motion to maintain an accessible Wheels Transit Service in the
Town of Cobourg.

Action Recommended: THAT Council receive the Memo for information purposes from the Cobourg Accessibility Committee; and

FURTHER THAT Council refer the motion to the Director of Public Works for a report.

XII ARTS, CULTURE AND TOURISM SERVICES

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

1. Notice of Motion, Councillor Bureau, regarding the October Opioid round-table 228 -
and report to Council and the recommended action for moving towards a 257
coordinated Community Response.

Action Recommended: That Council receive the following for information purposes:

- Summary notes from the opioid roundtable held on October 1st, 2019;

- Haliburton, Kawartha Lakes, Northumberland (HKLN) Drug Strategy Opioid Roundtable Presentation;
- Summary notes from a conference call between Councillor Adam Bureau and Associate Minister of Mental Health and Addictions Michael Tibollo;
- Association of Municipalities of Ontario publication, "Addressing the Opioid Overdose Emergency in Ontario Municipal Recommendations for a Provincial Response"; and,
- Coroner's Report 2018: Inquest Recommendations for Bradley Chapman by Coroner's Jury

AND FURTHER THAT Council endorse the HKLN Drug Strategy's four-pillar approach (harm reduction, prevention and education, treatment and justice and enforcement) to inform the Town of Cobourg's future role and response to the opioid crisis; and

FURTHER THAT Council endorse the Association of Municipalities of Ontario's recommendations for a provincial response to the opioid overdose emergency; and

FURTHER THAT Council direct the Interim CAO, Communications Manager and Economic Development to host a community-wide summit in partnership with Cobourg Police Service to be held in February 2020 about the opioid crisis as a way to educate and engage the public on the matter; and

FURTHER THAT Council consider allocating \$10,000 to support developing partnerships for a coordinated community response at the local level during 2020 budget deliberations; and

FURTHER THAT Council direct Staff to publish a communication piece summarizing what the Town of Cobourg is currently doing to support mental health, community safety and affordable housing.

2. Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding a Motion to Declare a Climate Emergency and Accelerate GHG Reduction Actions in the Town of Cobourg. 258 - 264

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

XIII UNFINISHED BUSINESS

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

1.

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events. (Originally due November 4, 2019)	06-24-19	Chief Administrative Officer	Extended: Nov 25, 2019
Report reviewing the Town of Cobourg Public Comment and Complaint Policy. (Originally due November 4, 2019)	05-13-19	Legislative Department	Extended: Nov 25, 2019
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	Nov 25, 2019
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators. (Originally due November 25, 2019)	02-19-19	Legislative Department	Jan 6, 2020
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	Dec 2, 2019
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	Jan 27, 2020
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	11-04-19	Community Services	Feb 9, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	Mar 2020
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	Apr 30, 2020
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58-148 Third Street.	04-01-19	Public Works	
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

XIV COMMITTEE OF THE WHOLE OPEN FORUM

XV CLOSED SESSION

1. THAT Council meet in Closed Session following the Committee of Whole Meeting in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

s. 239(1)(b) Personal matters about an identifiable individual, including municipal or local board employees.

- 1. Compensation Evaluation Review.**
- 2. Parks Recreation Advisory Committee Applications.**
- 3. Personnel Update - Human Resources.**

XVI ADJOURNMENT



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

Delegation Request Form

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

1. GENERAL INFORMATION

Name of Delegate(s):

Minnie de Jong, Chair

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

Sustainability and Climate Change Advisory Committee (SCCAC)

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:

November 25, 2019

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

To provide information to support the SCCAC Motion that Cobourg Council declare Climate Emergency and accelerate greenhouse gas (GHG) reduction actions in Cobourg

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)

That Cobourg approve SCCAC's Motion and declar a Climate Emergency and implement actions to aggressively reduce GHG emissions in Cobourg.

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

☐ Yes ☒ No

4. PRESENTATION MATERIAL

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

Do you have any equipment needs? ☒ Yes ☐ No

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

Projector

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.

**We are Facing a Climate ‘Crisis’:
Recommend that Cobourg
Declare a Climate Emergency
And Take Immediate Action**

From the Sustainability and Climate Change
Advisory Committee (SCCAC) to Committee of the
Whole (COW) on November 25, 2019

APRIL 3, 2006

www.time.com AOL Keyword: TIME

SPECIAL REPORT GLOBAL WARMING

TIME

**BE
WORRIED.
BE **VERY**
WORRIED.**

Climate change isn't some vague future problem—it's already damaging the planet at an alarming pace. Here's how it affects you, your kids and their kids as well

EARTH AT THE **TIPPING POINT**

HOW IT THREATENS YOUR **HEALTH**

HOW **CHINA & INDIA CAN HELP
SAVE THE WORLD—OR DESTROY IT**

THE CLIMATE **CRUSADERS**



Critical Four Years!

- Council & SCCAC carrying out our mandate in one of the most critical periods in history since WWII
- IPCC: 10 years to retool society to stop increase above 1.5 degree C – start aggressive action now
- Implications if we fail: human survival at risk
- People already suffering and dying - primarily in poorer countries and poorer people – perpetuates existing inequity

(Jakarta, Indonesia)

(IPCC: International Panel on Climate Change)



Municipalities Key

- Federation of Canadian Municipalities (FCM) – municipalities have influence over approx. 50% of GHG emissions in Canada.
 - Land use/site planning and densities
 - Buildings
 - Local transportation
 - Water and wastewater service

Top 3 of the 15 most important sources of man-made greenhouse gases which are warming the planet.



'Crisis' Means

- An “unprecedented crisis requiring unprecedented action” .
- Can't afford to say:
 - Must wait until we have an ICSP in place
 - Until the Building Code is updated
 - Must allow approvals of future developments to continue as approved or unfair to developer
- Not when the survival of humans is at risk

(ICSP: Integrated Community Sustainability Plan)



Drought





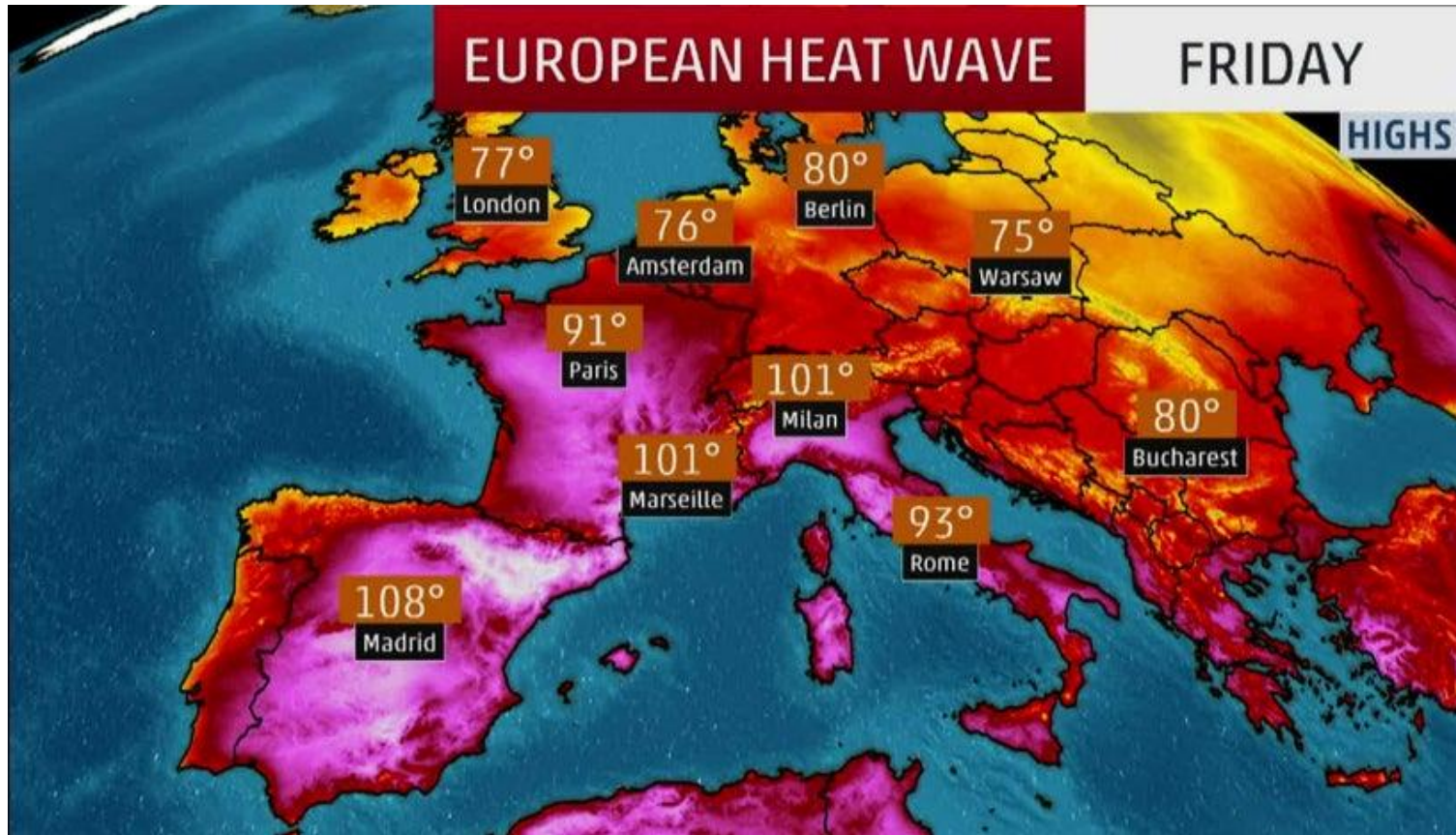
Floods: Minden, 2017; Northern England Nov 2019



High Winds



June 2019



SCCAC Recommendation

- Council declare a climate emergency
- Set GHG emission reduction target of minimum 60% below 2005 levels by 2030; net zero by 2050
- Communicate declaration to Cobourg Community
- Develop a Green Development Standard (GDS)
- Develop a Community Improvement Plan (CIP)
- Ensure sufficient funds and staff for GDS and CIP
- Provide allowance for Climate Change Action Plan in 2020 budget
- Update Cobourg's Strategic Plan

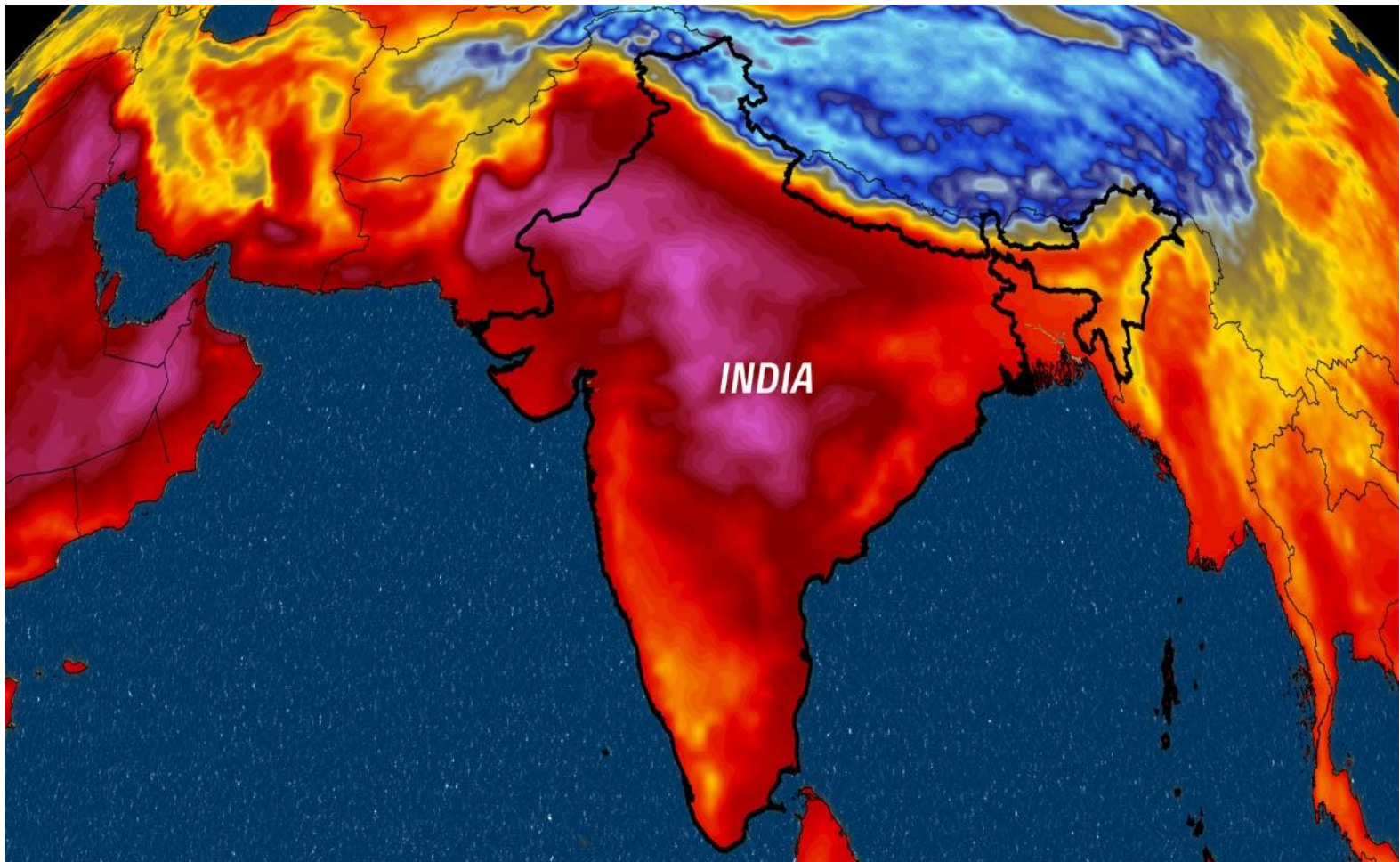
Why Declare a Climate Emergency?

- Conveys to residents it is Cobourg's top priority
- Importance of local action: citizens, business, industry
- Dictates Cobourg actions
- Helps leverage \$ from others – FCM, Province
- Shows that Council is informed on the science and wants to do what it can to ensure human survival

Why 60% Below 2005 Levels?

- Canada 9th highest in CO2 emissions (from fuel combustion);
- 4th highest per capita (per person)
 - 14.9T compared to 1.6T for India; or to colder climates
Germany 8.9T; Poland 7.7T
- Ontario 2nd highest emitter of Canadian provinces: 159Mt CO2 eq. vs. Quebec (3rd highest) at 78 Mt CO2 eq.
- Canada's Paris Agreement – 30% below 2005 levels by 2030-
signed on by FCM members including Cobourg
- Won't achieve GHG reduction levels required to stay within
1.5 degrees C increase

**Deadly India Heat Wave Temperature Reaches 123 Degrees
in Second-Driest Pre-Monsoon Spell in 65 Years – June 2019**



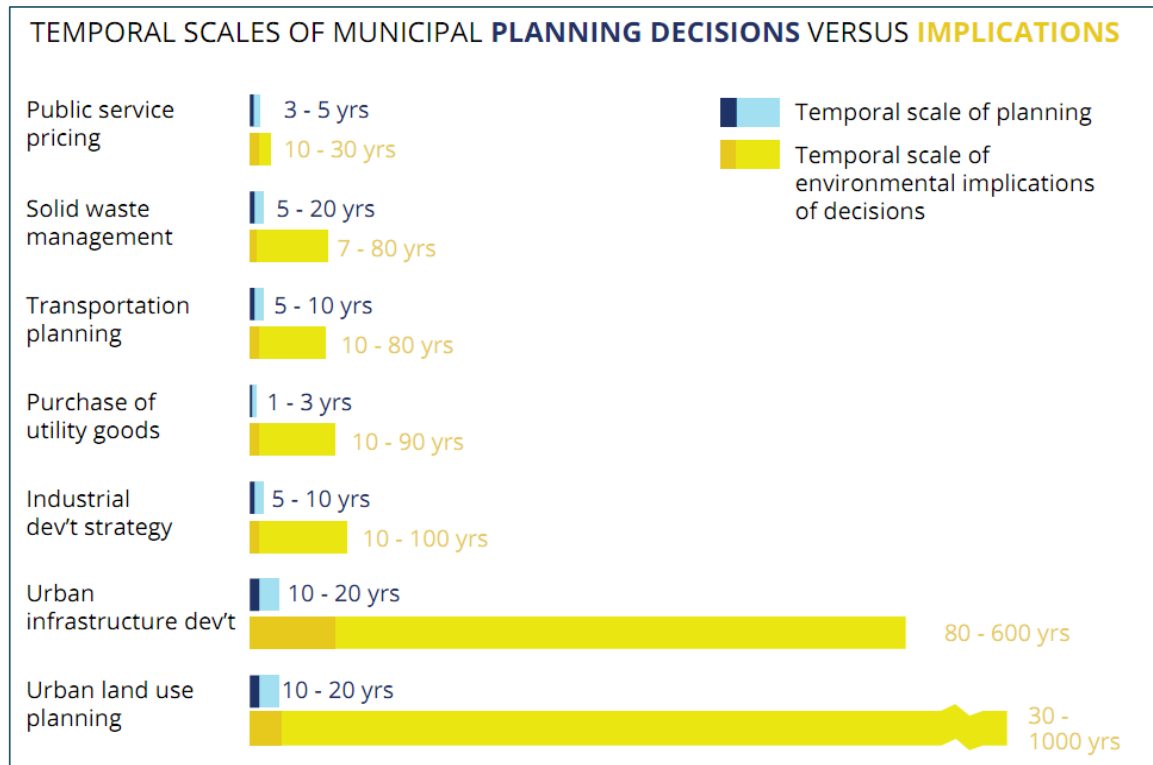
Why 60% below 2005 levels con...

- IPCC: need reduction of 45% below 2010 levels by 2030
- Translates into approximately 50% below 2005 levels by 2030
- Add another 10% for Canada and its municipalities to do their fair share
- Targets of other municipalities:
 - Halton Hills: net zero by 2030
 - Burlington: net carbon neutral by 2040
 - Kingston: carbon neutral by 2040

Green Development Standard (GDS)

- Buildings account for most significant GHG emissions within a municipality
- Cobourg facing development applications now for thousands of new units
- Less costly to ensure sustainable now than retrofit later. FCM: for every \$1 spent now, save \$6 in future costs
- Section 41 of the Planning Act: develop a GDS through a site plan control by-law

Local government planning/spending decisions made today have consequences, including GHG emissions, that last for decades, even centuries... (source Judy Smith Presentation to Council)



Community Improvement Plan (CIP)

- A CIP for environmental sustainability would enable Cobourg to provide financial assistance or incentives e.g.
 - provide loans and grants to owners and tenants of lands and buildings;
 - give development charge rebates for infill developments or developments with higher densities and higher energy performance targets
- Cobourg's Official Plan permits CIP for purpose of sustainable development, retrofits, etc.

2020 Funds Needed for GDS and CIP

- Green Development Standard and Community Improvement Plan - likely require two consultants
- CIP: Should have some efficiencies from Downtown and Tannery District CIP, and Affordable Housing CIP
- Cobourg is far behind in sustainable practices, including Tannery Site development. Told due to limited resources, including staff.
- Critical that Council provide funds for sufficient staffing resources – additional staff should be hired now, as the first step

2020 Funds for Climate Plan

- Climate Action Plan to be presented to Council Spring 2020 – after 2020 Budget is completed
- Recommend Council provide an allowance in the amount of \$200,000 to hire additional staff to set up climate action initiatives approved by Council
- Recommend this include staff dedicated to developing and implementing GHG reduction actions
- Again critical to fund additional staff to implement and provide ongoing support to the various program

Reflect Cobourg's Climate Action Commitment in Budget

- To fund the GHG mitigation actions will require difficult budget decisions
- May require deferral of some planned expenditures –
 - Kingston - deferred \$54M in other projects
- It may require tax increases
- As the current decision makers for Cobourg we ask that you act now to help ensure human survival.



SCCAC Will Help

- The SCCAC will help in whatever ways it can. Some examples:
 - Help communicate to the public
 - Help assess the impact of climate mitigation measures on different sectors of Cobourg citizens, and identify offsetting strategies, where such exist, for those on whom it would present a hardship

Attachment: Article titled “UN Says Climate Genocide Is Coming. It’s Actually Worse Than That” by David Wallace-Wells

11,000 Scientists Declare a Climate Emergency

- “We declare ... clearly and unequivocally that planet Earth is facing a climate emergency,”
- We ask that Cobourg Council do the same, and take immediate, aggressive action

**Attachment to the SCCAC Presentation re a Cobourg Climate Emergency Declaration,
Nov 25, 2019 Cobourg Committee of the Whole**

<http://nymag.com/intelligencer/amp/2018/10/un-says-climate-genocide-coming-but-its-worse-than-that.html> [life after warming](#) Oct. 10, 2018

UN Says Climate Genocide Is Coming. It's Actually Worse Than That.

By [David Wallace-Wells](#)

You now have permission to freak out. Photo: George Rose/Getty Images

Just two years ago, amid global fanfare, the Paris climate accords were signed — initiating what seemed, for a brief moment, like the beginning of a planet-saving movement. But almost immediately, the international goal it established of limiting global warming to two degrees Celsius began to seem, to many of the world's most vulnerable, [dramatically inadequate](#); the Marshall Islands' representative gave it a blunter name, [calling two degrees of warming "genocide."](#)

The [alarming new report](#) you may have read about this week from the UN's Intergovernmental Panel on Climate Change — which examines just how much better 1.5 degrees of warming would be than 2 — echoes the charge. "Amplifies" may be the better term. Hundreds of millions of lives are at stake, the report declares, should the world warm more than 1.5 degrees Celsius, which it will do as soon as 2040, if current trends continue. Nearly all coral reefs would die out, wildfires and heat waves would sweep across the planet annually, and the interplay between drought and flooding and temperature would mean that the world's food supply would become dramatically less secure. Avoiding that scale of suffering, the report says, requires such a thorough transformation of the world's economy, agriculture, and culture that "there is no documented historical precedent." The New York *Times* [declared](#) that the report showed a "strong risk" of climate crisis in the coming decades; in Grist, Eric Holthaus [wrote that](#) "civilization is at stake."

If you are alarmed by those sentences, you should be — they are horrifying. But it is, actually, worse than that — considerably worse. That is because the new report's worst-case scenario is, actually, a best case. In fact, it is a beyond-best-case scenario. What has been called a genocidal level of warming is already our inevitable future. The question is how much worse than that it will get.

Barring the arrival of dramatic new carbon-sucking technologies, which are so far from scalability at present that they are best described as fantasies of industrial absolution, it will not be possible to keep warming below two degrees Celsius — the level the new report describes as a climate catastrophe. As a planet, we are coursing along a trajectory that brings us north of four degrees by the end of the century. The IPCC is right that two degrees marks a world of climate catastrophe. Four degrees is twice as bad as that. And that is where we are headed, at present —

a climate hell twice as hellish as the one the IPCC says, rightly, we must avoid at all costs. But the real meaning of the report is not “climate change is much worse than you think,” because anyone who knows the state of the research will find nothing surprising in it. The real meaning is, “you now have permission to freak out.”

As recently as a year ago, when I published [a magazine cover story](#) exploring worst-case scenarios for climate change, alarmism of this kind was considered anathema to many scientists, [who believed that storytelling that focused on the scary possibilities was just as damaging to public engagement as denial](#). There have been a few scary developments in climate research over the past year — more methane [from Arctic lakes](#) and [permafrost](#) than expected, which could accelerate warming; [an unprecedented heat wave, arctic wildfires, and hurricanes rolling through both of the world’s major oceans this past summer](#). But by and large the consensus is the same: We are on track for four degrees of warming, more than twice as much as most scientists believe is possible to endure without inflicting climate suffering on hundreds of millions or threatening at least parts of the social and political infrastructure we call, grandly, “civilization.” The only thing that changed, this week, is that the scientists, finally, have hit the panic button.

Because the numbers are so small, we tend to trivialize the differences between one degree and two, two degrees and four. Human experience and memory offers no good analogy for how we should think about those thresholds, but with degrees of warming, as with world wars or recurrences of cancer, you don’t want to see even one.

At two degrees, the melting of ice sheets will pass a tipping point of collapse, flooding dozens of the world’s major cities this century. At that amount of warming, it is estimated, global GDP, per capita, will be cut by 13 percent. Four hundred million more people will suffer from water scarcity, and even in the northern latitudes heat waves will kill thousands each summer. It will be worse in the planet’s equatorial band. In India, where many cities now numbering in the many millions would become unliveably hot, there would be 32 times as many extreme heat waves, each lasting five times as long and exposing, in total, 93 times more people. This is two degrees — practically speaking, our absolute best-case climate scenario.

At three degrees, southern Europe will be in permanent drought. The average drought in Central America would last 19 months and in the Caribbean 21 months. In northern Africa, the figure is 60 months — five years. The areas burned each year by wildfires would double in the Mediterranean and sextuple in the United States. Beyond the sea-level rise, which will already be swallowing cities from Miami Beach to Jakarta, damages just from river flooding will grow 30-fold in Bangladesh, 20-fold in India, and as much as 60-fold in the U.K. This is three degrees — better than we’d do if all the nations of the world honored their Paris commitments, which none of them are. Practically speaking, barring those dramatic tech deus ex machinas, this seems to me about as positive a realistic outcome as it is rational to expect.

At four degrees, there would be eight million cases of dengue fever each year in Latin America alone. Global grain yields could fall by as much as 50 percent, producing annual or close-to-annual food crises. The global economy would be more than 30 percent smaller than it would be without climate change, and we would see at least half again as much conflict and warfare as we do today. Possibly more. Our current trajectory, remember, takes us higher still, and while there are many reasons to think we will bend that curve soon — the plummeting cost of renewable

energy, the growing global consensus about phasing out coal — it is worth remembering that, whatever you may have heard about the green revolution and the price of solar, at present, global carbon emissions are still growing.

None of the above is news — most of that data is drawn from [this single, conventional-wisdom fact sheet](#). In fact, nothing in the IPCC report is news, either; not to the scientific community or to climate activists or even to anyone who's been a close reader of new research about warming over the last few years. That is what the IPCC does: It does not introduce new findings or even new perspectives, but rather corrals the messy mass of existing, pedigreed scientific research into consensus assessments designed to deliver to the policymakers of the world an absolutely unquestionable account of the state of knowledge. Almost since the panel was convened, in 1988, it has been criticized for being too cautious in its assessment of the problem — a large body of temperamentally cautious scientists zeroing on those predictions they can all agree on (and which, they may have hoped, policymakers might find workable). The panel's [Wikipedia page](#) has separate subsections for “Outdatedness of reports” and “Conservative nature of IPCC reports.”

Which is why it is so remarkable that the tone of this report is so alarmist — it's not that the news about climate has changed, but that the scientific community is finally discarding caution in describing the implications of its own finding.

They have also, thankfully, offered a practical suggestion, proposing the imposition of a carbon tax many, many times higher than those currently in use or being considered — they propose raising the cost of a ton of carbon possibly as high \$5,000 by 2030, a price they suggest may have to grow to \$27,000 per ton by 2100. Today, the average price of carbon across 42 major economies is just [\\$8 per ton](#). The new Nobel laureate in economics, William Nordhaus, made his name by almost inventing the economic study of climate change, and his preferred carbon tax is \$40 per ton — [which would probably land us at about 3.5 degrees of warming](#). He considers that grotesque level “optimal.”

But a carbon tax is only a spark to action, not action itself. And the action needed is at a scale and a speed almost unimaginable to most of us. The IPCC report called it unprecedented. Other activists often see one precedent, in all of human history, citing the model of how the United States prepared for World War II, and calling for a global mobilization of that kind — all of the world's rivalrous societies and nationalistic governments and self-interested industries organized around the common pursuit of a stable and comfortable climate as though warming was an existential threat.

It is. And the World War II mobilization metaphor is not hyperbole. To avoid warming of the kind the IPCC now calls catastrophic requires a complete rebuilding of the entire energy infrastructure of the world, a thorough reworking of agricultural practices and diet to entirely eliminate carbon emissions from farming, and a battery of cultural changes to the way those of us in the wealthy West, at least, conduct our lives. And we need to do all of that in two, or possibly three, decades. As a comparison, simply the last phase of the recent three-stop extension of New York City's Second Avenue subway line took 12 years. All told, from the first groundbreaking, the project took 45 years.

That is not to say it's over or we're doomed. Stalling warming below four degrees is better than surpassing it, keeping temperatures below three is better still, and the closer we get to two degrees the more miraculous. That is because climate change isn't binary, and doesn't just kick in, full force, at any particular temperature level; [it's a function that gets worse over time as long as we produce greenhouse gases](#). How long we continue to is, really, up to us, which is to say it will be determined in the province of politics, which is to say public panic like that produced by the IPCC report can be a very productive form of policy pressure.

There are also those far-fetched alternatives I mentioned — carbon capture and solar geoengineering — but each is [far from workable at the moment](#) and, even in theory, [come with really scary drawbacks](#). But even if the technology becomes dramatically cheaper and more efficient over the next few years, you would need to build them out across the globe, as well — whole plantations sucking carbon almost everywhere on the planet. It will take quite a long time to build those, in other words, even if they worked, and we simply don't have that many years left to act.

A few weeks ago, as the IPCC report loomed, I had lunch with a prominent climate scientist who'd been involved in earlier reports and has done considerable work on local preparedness as well. I asked if he thought New York would eventually build a sea wall or surge barrier to protect the city from sea-level rise and flooding. Yes, he said, Manhattan will be protected, at any cost. But major infrastructure projects like these take decades — typically about 30 years. Even if we began building today, he said, the barrier would not be finished in time to save Howard Beach and other parts of southern Queens and Brooklyn. Soon enough, he said, you'll see the city adjust accordingly — halting new infrastructure projects there, eventually pulling back from even quotidian maintenance like sewer repairs and generally signaling to current residents that they will not be able to leave behind their homes, when they die, to their children. And of course a sea wall to protect New York only encloses the narrows of New York Harbor, leaving all of Long Island exposed.

This is just the threat from sea level, and just one (very rich) metropolitan area. The world is much bigger than that, but so is climate change. It is also very fast, with more than half the carbon humanity has ever emitted into the atmosphere having come in just the last 25 years, since Al Gore published his first book on climate change. Monday's IPCC may seem like a dramatic departure, and it is. But there is going to be much more like it coming. So long as we continue to squander what little time we have, the news will only get worse from here.



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

Delegation Request Form

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

1. GENERAL INFORMATION

Name of Delegate(s):

DON OWEN

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

ROTARY CLUB of Cobourg (president)

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:

NOV. 18th or 25th

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

I mostly would like to introduce myself to Council and Staff.

Rotary's relationship & partnership with the town is key to our success and I want to thank them for their support and future support.

We are celebrating our 100th anniversary in 2021 and I would like to make sure we can count on a strong partnership with the town.

As part of our new strategic plan we are reacquainting Rotary to the community.

Recommendation to Council/Committee/Board:

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

I feel we share a common goal in working together on projects in order to make our community the best it can be.
I am not asking for anything other than the towns support in reaching our goals.

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.



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1. GENERAL INFORMATION

Name of Delegate(s):

Alyson King and Grace Lovekin

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

Good Neighbours Coalition Cobourg

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:

25 November 2019

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

The Good Neighbours Coalition Cobourg is a diverse group of neighbours concerned about community safety and well-being. We are concerned about the direction the downtown area of the Town of Cobourg is heading as a result of Northumberland County's decision to locate an emergency shelter serving high-needs people in Cobourg's business, tourist, and downtown residential area. Since Transition House re-opened as a low-barrier emergency shelter, there has been a significant increase in thefts, public drug use, intimidation, break-ins, and other serious problems in the residential and business sections of downtown Cobourg.

Recommendation to Council/Committee/Board:

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

The Town should require Northumberland County and Transition House to re-establish Transition House (10 Chapel St., Cobourg) as a transition house that serves those who are stable and simply transitioning from homelessness, rather than operating as a low-barrier emergency shelter serving high needs people with serious addictions.

We are mindful that doing so would leave some folks without access to a shelter. Therefore, we suggest that the Town work with the County and other levels of government, charitable organizations, and health units to come up with creative action suitable for a small town; actions that focus on the intersections between addictions, psychiatric disabilities, and dual diagnoses, such as establishing a specialized Shelter that is located near the hospital, mental health services, and addiction supports.

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.

GOOD NEIGHBOURS COALITION COBOURG

Supporting materials for Delegation to Cobourg Town Council, Committee of the Whole

25 November 2019

GNCC Representatives: Alyson King and Grace Lovekin

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RATIONALE

In spite of its name, Transition House (10 Chapel St., Cobourg) is currently operating as an emergency shelter for all of Northumberland County. Transition House operated with few negative impacts on the surrounding neighbourhood for about 17 years until adopting a new low-barrier, Housing First model at the time it reopened in October 2018 (Northumberland County, 2018 Housing & Homelessness Annual Report, p. 9). Since it has reopened, the neighbourhood has experienced increased and recurring problems with public drug use, loitering, people sleeping outdoors, intimidation, disruptions day and night, and theft. While Transition House may not be the “cause” of these problems, it is clearly associated with them as they did not occur until it reopened under the new model.

Between January and September 2019, emergency services were called to Transition House over 200 times: over 83 times for Northumberland County Paramedics; over 100 times for Cobourg Police; over 23 times for Cobourg Fire Department (Pete Fisher, *Today's Northumberland*, 5 September 2019). This amounts to almost daily disruptions simply due to EMS calls. Add in the non-reported disruptions and it is clear why those living near Transition House are feeling overwhelmed.

We have met with representatives of Transition House and Northumberland County to explain our concerns, but our concerns were dismissed as being a larger community problem and not the responsibility of those running and funding Transition House as an long-term, low-barrier, crisis-

oriented emergency shelter. We believe that solutions used in large urban centres cannot simply be transplanted to small rural towns.

To be clear, the community's fear comes from the presence of drugs and discarded needles, uncertainty about whether or not people acting erratically are on a "bad trip" and the potential for danger, and having increased levels of break-ins and trespassing on personal property near children and other vulnerable residents. It is not the fact of an individual being homeless that causes concern; rather, it is the aggressive behaviours and public use of illegal drugs. We are not reacting to the stigma of homelessness or to a new facility; rather, we are reacting to actual incidents and behaviours witnessed and dealt with over the last year.

WHO WE ARE

The Good Neighbours Coalition Cobourg (GNCC) is a diverse group of neighbours concerned about community safety and well-being. We are concerned about the direction the downtown area of the Town of Cobourg is heading as a result of Northumberland County's decision to locate an emergency shelter serving high-needs people in Cobourg's business, tourist, and downtown residential area. We worry about the people – those who are unsheltered as well as those living, working and visiting in the surrounding neighbourhood. We are a diverse group of people with a range of experiences and beliefs. Some of us are renters, while others own their homes. Some of us have lived in the area for over twenty years, others are newcomers. Some of us are business owners, others work in helping and caring jobs. Some of us are survivors of addiction and abuse, and some of us have experienced life in a shelter. We understand the issues and care about the people.

WHAT WE WANT

Community safety and well-being by properly locating emergency shelters serving high needs clientele away from vulnerable community members: "People who inject drugs and lack stable housing are more likely than others to report using drugs in public and/or unhygienic locations (e.g., alleys, stairwells) and to rush their injecting to avoid being caught by police or victimized by others" (Strike, et al. 2015, p. 116-117).

We beg you to consider the impact on surrounding neighbours. In the 2018 Housing & Homelessness Annual Report, the County states an intention to align "homelessness services and activity with other county-wide strategic initiatives including Community Safety and Well-being plan and County strategic objectives."

We beg the Town to insist that the County and Transition House **re-establish Transition House to serve those who are low-risk and are transitioning from homelessness.**

We are mindful that doing so would leave some folks without access to a shelter. Therefore, we suggest that you work with the County and other levels of government, charitable organizations, and health units to come up with creative **action suitable for a small town**; actions that focus on the intersections between **addictions, psychiatric disabilities, and dual diagnoses, such as establishing a specialized Shelter that is located near the hospital, mental health services, and addiction supports.**

THE FACTS

We are told that there are between 73 and 100 people who are homeless in the County. Surely, we as a community can do better to support rather than simply tolerate people living on the street and injecting drugs in public areas.

Both Transition House (22 beds for adult men and women) and Cornerstone Family Violence Prevention Centre (17-22 women and children) have been full for months, which results in those without a space having to seek alternatives, such as sleeping outdoors.

It is clear that poverty and trauma are the central causes of many of the existing problems, problems that are generational and have been allowed to fester for decades, no matter what federal or provincial party has been or is in power. The existing system is not working.

The problems facing our community as a whole are complex. There is no single cause and no single solution. It will take a strong sense of community, effective leadership, and respect for all members of the community for real, meaningful change to occur. Many people who end up homeless and living on the street have very complex needs. If a person is living with an addiction or a psychiatric disability, they are often unable to maintain stable housing, keep paid employment, or be effective in advocating for themselves and seeking help. They need help in finding the help they want. Policing and punishment are the most expensive, most time-consuming, and least effective ways of dealing with these needs and problems. Emergency shelters and harm reduction sites and programs are essential, but are only band-aid solutions. In a small community, we need creative thinking about the ways in which to support those in need while also protecting law-abiding and vulnerable residents. We need strong leadership to create a new model suitable for a small rural community. The foundations are in place.

Strong Communities

Strong communities grow with the integration of all members. Existing community-based organizations, such as Green Wood Coalition, are very effective in helping to build a sense of community and inclusivity. As others have explained, our communities and neighbourhoods are “the primary source of our health;” this includes our physical environment and whether we feel safe and secure in our neighborhood. The “presence of crime and drug activity in the neighbourhood” (Ecker et al., 2017) stops communities from becoming strong. Local safety is impacted by how many neighbors we know by name and “how often we are present and associate in the public space outside our houses” (Community Capacities, 2009). Furthermore, a resilient economy requires locally-owned businesses and employers. Finally, if we accept the adage that it takes a village to raise a child, this means we need our families and children to be safe in their own neighbourhoods. **Community integration cannot occur effectively when people feel unsafe in their homes or on their streets.**

Housing First Model

Research on the Housing First model demonstrates that it is only effective when the larger social policy and delivery services are overhauled when Housing First is introduced. Without this overhaul, it will fail (Turner, 2014). **We believe that this overhaul must include awareness of and attention to the locating of emergency shelters in such a way that it does not cause increased crime and endanger the quality of the surrounding community.** This is particularly challenging in a small rural community where it is easy to walk from one side of town to the other. Research using geographic profiling (or crime mapping) suggests that petty crime increases within 500 m of emergency shelters, and that when a

crime is committed on a street there is increased risk of further crimes occurring in the area over the next week.

Addiction

The Haliburton, Kawartha Lakes, Northumberland Drug Strategy lists their #1 key priority as “Crime and Community Safety” (Community Priorities 2018, www.hklnrugstrategy.ca). There are limited (funded) services for addiction treatment and withdrawal support, and no funded residential detox programs in Northumberland County. Waitlists are long. As of October 2019, about 12 people in Northumberland County have died due to opioid overdoses (David Sheffield, *Northumberland News* Opinion-Editorial); at least one of these occurred at Transition House (*Today’s Northumberland*, October 1, 2019). Given that “substance abuse in the community is a hindrance for many homeless and vulnerably housed individuals, regardless of integration status” and “that a community response to open substance use is needed so that individuals can feel comfortable within their neighborhood” (Ecker & Aubry, 2017, 540), significant changes must be made.

Harm reduction programs, including “supervised injection sites have been proven to reduce public injection drug use (Wood et al., 2004). This result is particularly pertinent to [our situation] because homeless and vulnerably housed individuals may be more likely to interact within their neighborhoods if drug use is brought off the street and into these supervised settings” (Ecker & Aubry, 2017, 540). **Co-locating counselling and treatment services alongside harm reduction programs offers a promising path towards providing necessary services for those living with addictions:** “On-site substance use treatment would give interested clients a chance to receive multiple services in one place” (Strike, et al. 2015). **We argue that co-locating these services with a shelter service provides accessible opportunities for those ready to fight their addiction(s).** Research on managed alcohol programs (MAPs) coupled with supportive housing or shelters have demonstrated success: “Typically coupled with supportive accommodation or housing, MAPs dispense regulated doses of alcohol to help stabilize clients and reduce non-beverage alcohol consumption (e.g., rubbing alcohol, mouthwash) and other harms” Strike, et al. 2015, p. 105).

It is important to plan and implement such programs carefully and with forethought to the impact on the broader community; indeed, “to simply distribute supplies and tolerate use results in the partial implementation of harm reduction and may contribute to harms related to overdoses, intoxication, and stigma as well as tensions between residents.” (Pauly & Barber, 2018, p. 28)

Mental Health

In 2011, HKPR reported that poverty levels, demand for food bank services and rental support, and homelessness were all increasing (Northumberland County Community Picture 2011, p. 11). The report indicated the importance of addressing deficiencies in the social determinants of health:

“Socio-demographics indicators for the County suggest deficiencies in the social determinants of health, and these data were supported by the concerns of the community, and particularly service providers. Issues and challenges facing the County include poverty, sub-optimal education levels, and unemployment. These conditions in themselves restrict the potential to choose healthy lifestyles and are often linked to lifestyles that directly undermine health. As such, the need for basic life supports such as adequate affordable housing, were noted as issues that must

be addressed before those faced with these problems can be expected to engage in healthy lifestyles.” (Northumberland County Community Picture 2011, p. 23)

Furthermore, the report indicated: there is “limited access to services locally, both in terms of specialization, capacity and wait lists”; “there are 4 psychiatrists in the Northumberland Havelock LHIN planning zone (0.1 for every 1,000 population), ranking 6th overall within the zone”; and, a “general gap in policies, procedures, services and compliance audits” (p. 30).

Not much has changed in the 8 years since then. Services for mental health supports are limited and continue to have long wait lists.

Supportive Housing

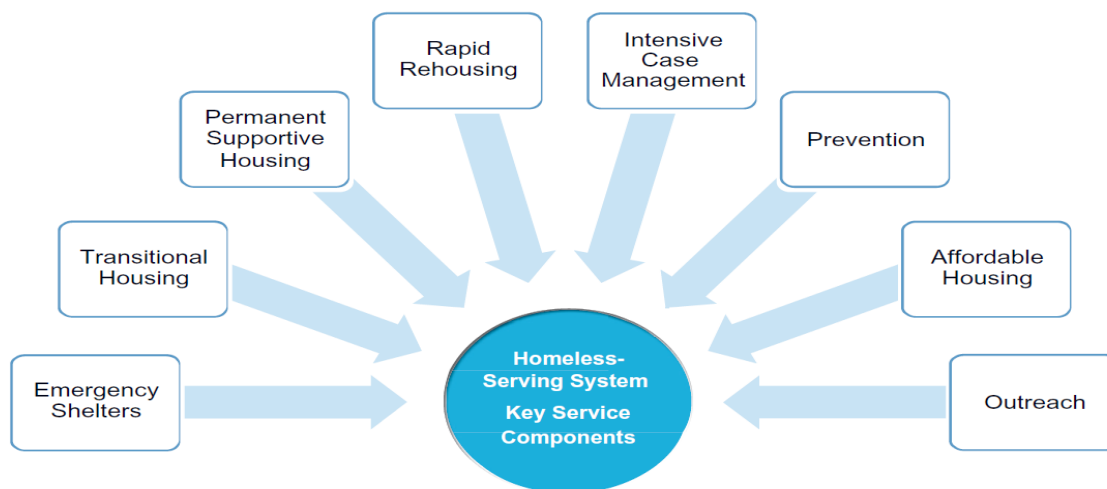
Supportive housing for those living with addictions and/or psychiatric disabilities is scarce.

Emergency Shelters

No shelter in Cobourg specializes in supporting people living with multiple high needs. Cornerstone specializes in assisting women and children fleeing abusive and violent situations. **In spite of its name, Transition House operates as an emergency shelter, rather than as supportive temporary housing.** Research has proven that the Housing First model is effective; however, locating such an emergency shelter with inadequate space in a neighbourhood full of vulnerable children, elderly, and adults with special needs is not acceptable. It does not recognize the needs of the surrounding neighbourhood.

Affordable Housing

A contributing factor in this mix is the lack of rental units and affordable housing in Cobourg and Northumberland County.



A Systems Approach

Given that “a homeless-serving system comprises a diversity of local or regional service-delivery components serving those who are homeless or at imminent risk of homelessness” (Turner, 2014), we support the initiatives that provide harm reduction services and other street-level interventions in the short term. However, we believe these are only band-aid measures that do little to truly solve the

problems faced by the law-abiding members of the community. As the graphic above (from Turner 2014) indicates, a homeless-serving system must include both emergency shelters and transitional housing.

There is no right or wrong way to create an integrated plan – **each community needs to find the way that is best for their community. The system in place now is not working for our community as a whole. We need to consider that most research on these issues focus on urban areas, not small rural towns.**

According to the Homeless Hub (<http://homelesshub.ca>), an integrated systems approach to homelessness allows communities to:

- Prevent homelessness from occurring by addressing the systems and structures that allow it to occur and to provide early intervention to ensure chronic homelessness is reduced.
- Provide better coordination amongst services, especially for people with complex needs who use multiple services simultaneously.
- Increase cooperation and knowledge sharing across the community sector and government.
- Increase stability for an individual experiencing homelessness and provide them with more opportunities for community involvement.
- Increase expertise and ability amongst service providers in order to assist clients with complex needs.
- Improve cooperation and collaboration among service providers, which will allow for stronger ties across sectors and therefore reduced re-occurrence of homelessness.
- Improve client services and access to services.
- Reduce the cost of services.
- Reduce service duplication.

"There comes a point when we need to stop just pulling people out of the river.

We need to go upstream and find out why they're falling in."

~ Bishop Desmond Tutu

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- Strike C, Watson TM, Gohil H, Miskovic M, et al. (2015). *The Best Practice Recommendations for Canadian Harm Reduction Programs that Provide Service to People Who Use Drugs and are at Risk for HIV, HCV, and Other Harms: Part 2*. Toronto, ON: Working Group on Best Practice for Harm Reduction Programs in Canada.

Turner, Alina. (2014). Beyond Housing First: Essential elements of a system-planning approach to ending homelessness. The School of Public Policy Research Papers, University of Calgary, 7(30), <https://www.policyschool.ca/wp-content/uploads/2016/03/beyond-housing-turner.pdf>



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

Delegation Request Form

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

1. GENERAL INFORMATION

Name of Delegate(s):

Marc Anthony

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

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:

November 25, 2019

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

I would like to share my perspective as an ex-addict who benefited from harm reduction services, specifically:

- Briefly stating the nature of my addiction and subsequent rehab, highlighting what I believe to be pillars in my and many others' success stories, adding that the situation is complex. This is as much of a challenge for law enforcement as it is for public health services and the local economy in the immediate and long term.
- Everyone deserves a chance at success in life, and through these programs the participants get to measure their own small successes, (no doubt in short supply), as well as the success of others, in a meaningful way.
- The cost of not having sufficient harm reduction services in place for Northumberland far outweigh the costs of having them. It also puts less money in the hands of criminals.
- In the midst of a nationwide epidemic, this deserves public funding and support more than ever

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

Recommendation to Council/Committee/Board:

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

- i) Fund a public awareness campaign that addresses the realities and truth of addiction head-on
- ii) Support and further harm reduction services in Cobourg, and hopefully influence the surrounding Northumberland area to take action
- iii) Consider pitching several public works programs to the provincial and federal government that employ locals. Removing the barrier of homelessness and extreme poverty is an extreme deterrent to reducing addiction.

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.



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):

Colin J. Bromley

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

N.A.

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:

2019 November 25

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 purpose of this delegation is to provide a summary of the information I provided in my previous delegation on July 3, 2018 regarding the "Waterfront User Needs Assessment and detailed Design Plan" (The Plan), and to provide information on the reasons for concern regarding the control of Lake Ontario water levels, which impact our waterfront and the usefulness of The Plan.

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

Recommendation to Council/Committee/Board:

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

1. Call on the federal government and the IJC to urgently take action to reduce Lake Ontario water levels this winter to avoid more flooding in 2020.
2. Require that all submissions for projects related to the Cobourg waterfront provide a review of the resilience of that project and the value of the project to fluctuations in the water level of Lake Ontario.
3. Augment or revise "The Plan" to take into account the impact of fluctuations in the water level of Lake Ontario on the Recommendations, Priorities and Schedule included in The Plan.
4. Hold a Public Forum, with appropriate invited guests, to review what our community can do to influence better control of Lake Ontario water levels to prevent flooding and erosion.

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

☒ Yes ☐ No

4. PRESENTATION MATERIAL

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

Do you have any equipment needs? ☒ Yes ☐ No

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

Projector and PowerPoint



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

Presentation to
Cobourg Council
regarding
“Waterfront User Needs
Assessment and Detailed
Design Plan”
and
Lake Ontario Water Levels

2019 Nov 25

Colin Bromley

Presentation Outline

Purpose of this Delegation?	Slide 3
Part 1: Extract from Delegation made on July 3, 2018	Slide 5
Part 2: New Information	Slide 23
Recommendations	Slide 30

Purpose of this delegation?

The purpose is:

To provide a summary of the delegation I made to Council on July 3, 2018 regarding the “Waterfront User Needs Assessment and detailed Design Plan” (The Plan), which are still relevant, and

To provide information on the reasons for concern regarding the control of Lake Ontario water levels, which impact our waterfront and the usefulness of The Plan.

Presentation Outline

	Slide 3
Part 1: Previous Delegation made on July 3, 2018	Slide 5
Part 2: New Information	Slide 23
Recommendations	Slide 30

Part 1

Summary Extract of
July 3, 2018 Delegation
Related to Lake Ontario
Water Levels

Delegation to Cobourg Council regarding Waterfront User Needs Assessment and Detailed Design Plan

July 3, 2018

Colin Bromley

My Background

- Cobourg resident
- Retired engineer
- Management consultant
- As a management consultant I specialize in cause analysis and corrective actions. I critically review plans, policies and procedures.

2018 Presentation Outline

Plan Omissions	Slide 9
Plan Issues	Slide 14
Summary	Slide 19
Suggestions for Council	Slide 21

Plan Omissions

The Plan, which covers 24 years, does not include:

1. Discussion or recommendations regarding Ontario Lake Level fluctuations over the period, which has a significant influence on the waterfront
2. Sufficient information regarding necessary supporting information to fully understand the reasons for some recommendations

Omission 1: Lake Level

On December 12, 2016, the International Joint Commission (IJC) approved “Plan 2014” for the regulation of water levels and flows in Lake Ontario and the St. Lawrence River.

The IJC acted to have water flows set in accordance with Plan 2014 in January 2017.

On April 25, 2017, the IJC stated that “the current high water levels had not been caused by Plan 2014. Lake and river levels would have been nearly identical this year under the previous regulation plan.”

Omission 1: Lake Level (cont.)

The Government of Canada, Fisheries and Oceans Canada, shows on their website (tides.gc.ca) since 1918 that the Lake Ontario peak mean monthly water level occurred in 2017

The high Lake Ontario water level amongst other things:

- Damaged the East Pier
- Damaged Monks Cove Park waterfront
- Flooded the beach and caused events to be cancelled or moved
- Delayed electrical service to the marina docks

Omission 1: Lake Level (cont.)

In my opinion, a good waterfront plan should discuss water levels and make recommendations to mitigate the impact of both high and low levels. (i.e. What can or should be done to minimize the impact of water level fluctuations.)

The Plan itself does not mention or discuss Lake Ontario water level or include recommendations to mitigate the impact of water level. The Appendices do mention water level but not for decisions.

2018 Presentation Outline

Plan Omissions	Slide 9
Plan Issues	Slide 14
Summary	Slide 19
Suggestions for Council	Slide 21

Issue 1: Monk's Cove Park



Derelict?

Colin Bromley

14

Issue 1: Monk's Cove Park

Monk's Cove Park has barriers because of shoreline erosion.

Recommendation 10.3, Monks Cove Park

- Shoreline stabilization/repair
- Provide a multi use trail
- Provide seating
- General landscape improvements (tree and shrub planting)

Scheduled as part of Project 15 (on page 110)
for year 13 (on page 117)

Issue 1: Monk's Cove Park

In my opinion, leaving a park derelict for 13 years is not appropriate, yet this is what this Plan proposes.

(My opinion was validated because Monk's Cove Park was restored soon after the Delegation.)

Issue 2: Priorities

This issue is related to the previous issue.

The Plan has prioritized many of the Recommendations and the Priority to restore Monk's Cove Park is Priority 39 out of 80.

This seems to me to be too low a Priority when we currently have the Park sitting barricaded off and the Plan proposed to leave it that way for 13 years.

Hence, I question the validity of the Prioritization process used in the Plan.

2018 Presentation Outline

Plan Omissions	Slide 9
Plan Issues	Slide 14
Summary	Slide 19
Suggestions for Council	Slide 21

Summary

The Plan:

1. Does not include recommendations relating to mitigation measures to cope with Lake Level Fluctuations
2. Does not include necessary supporting information for the lost opportunities of adopting the recommendations
3. Does not restore Monk's Cove Park for 13 years
4. Identifies questionable priorities

2018 Presentation Outline

Plan Omissions	Slide 9
Plan Issues	Slide 14
Summary	Slide 19
Suggestions for Council	Slide 21

Suggestion for Council

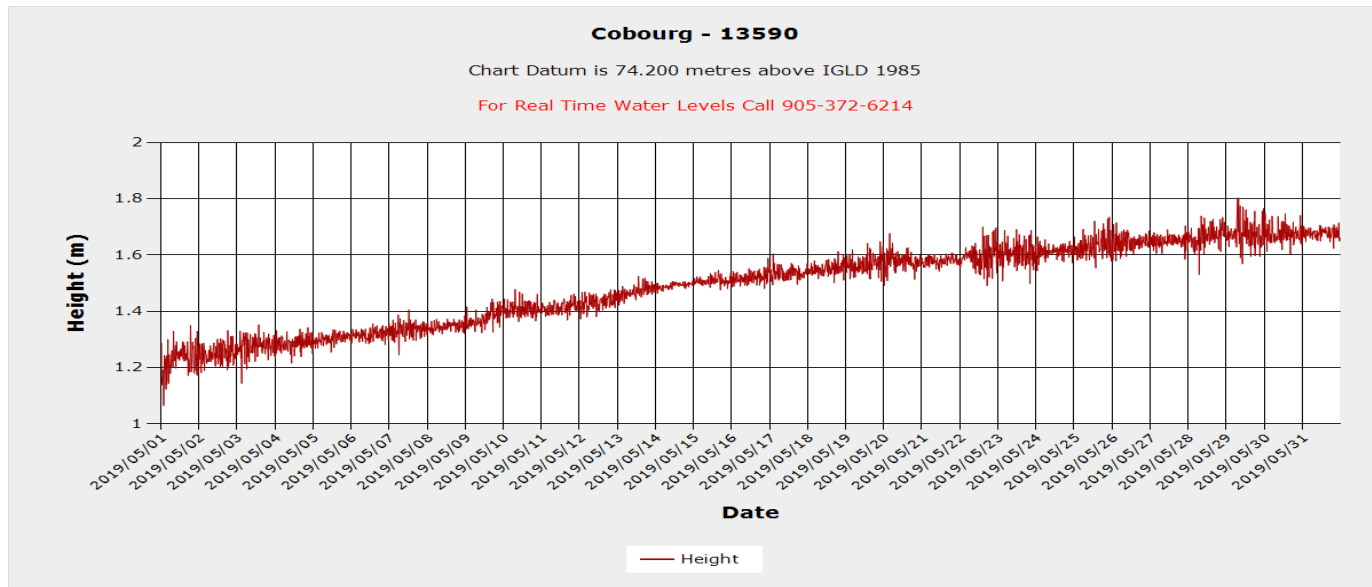
I suggest that you do not adopt this Waterfront User Needs Assessment and Detailed Design Plan until you feel that you have a plan that provides you all the necessary information, includes recommendations related to mitigating the impact of fluctuations in Lake Ontario levels, and a schedule that you can fully support.

Presentation Outline

	Slide 3
Part 1: Previous Delegation made on July 3, 2018	Slide 5
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Recommendations	Slide 30

Ontario Lake Levels

Since the delegation in 2018, Lake Ontario water level was at a new record level in Cobourg on May 29 this year.



Ontario Lake Levels

Some impacts of the 2019 high water levels:

- Flooded properties and erosion
- Power interrupted to the marina docks, and
- Additional sump pumps pumping out on to Third Street.

Cobourg Council called on the federal government and the IJC to develop a new plan for flooding in Lake Ontario on July 9.

<https://globalnews.ca/news/5475743/cobourg-new-flood-plan-lake-ontario/>

Ontario Lake Levels

What we don't see here are the other Great Lake levels. On 2019 Nov 8, the US Army Corps of Engineers in their “Weekly Great Lakes Water Level Update”* shows all levels above the long-term monthly Nov average:

Lake Superior	15” (38.1cm)
Lakes Huron/Michigan	35” (88.9cm)
Lake Erie	27” (68.6cm)
Lake Ontario	21” (53.3cm)

[*https://www.lre.usace.army.mil/Missions/Great-Lakes-Information/Great-Lakes-Water-Levels/Water-Level-Forecast/Weekly-Great-Lakes-Water-Levels/](https://www.lre.usace.army.mil/Missions/Great-Lakes-Information/Great-Lakes-Water-Levels/Water-Level-Forecast/Weekly-Great-Lakes-Water-Levels/)

Ontario Lake Levels

Lake Superior and Lake Ontario are the only lake levels that are regulated by structures:

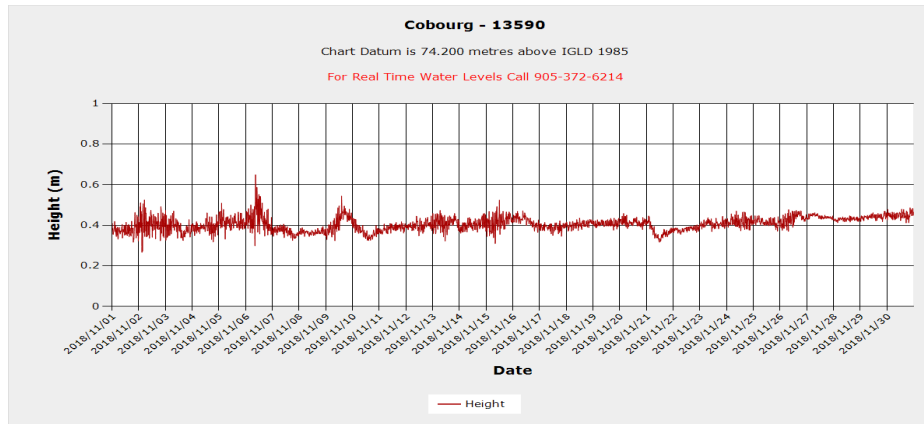
- Lake Superior by the elevation of the St. Mary's Rapids,
- Lake Ontario by the Moses-Saunders Dam.

At the flow rate at the end of October at the Moses-Saunders Dam, by my calculation, it would take more than 200 days to eliminate the huge volume of excess water over the long-term average level ($>160\text{km}^3$) without any inflow.

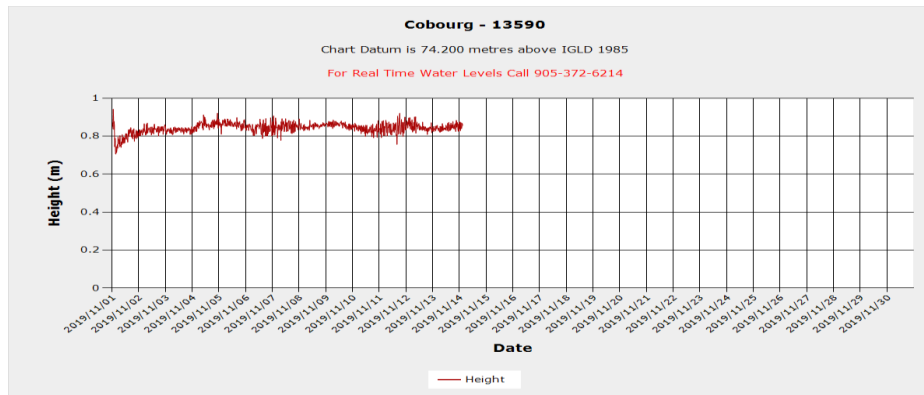
Ontario Lake Levels*

Fisheries and Oceans Canada

2018
Nov



2019
Nov



[*http://www.waterlevels.gc.ca/eng/Station/Month?type=1&sid=13590&tz=EST&pres=0&date=2019%2F11%2F30](http://www.waterlevels.gc.ca/eng/Station/Month?type=1&sid=13590&tz=EST&pres=0&date=2019%2F11%2F30)

Colin Bromley

Ontario Lake Levels

The previous graphs show the lake levels at Cobourg being approx. 40cm higher in November 2019 compared to 2018.

In 2019 Lake Ontario had the highest lake water level since recordings began.

All the Great Lakes are higher than the long-term average water level.

I am concerned about what will happen in spring next year with the Lake Ontario water level and its impact on our waterfront.

Presentation Outline

	Slide 3
Part 1: Previous Delegation made on July 3, 2018	Slide 5
Part 2: New Information	Slide 23
Recommendations	Slide 30


Recommendations

1. Call on the federal government and the IJC to urgently take action to reduce Lake Ontario water levels this winter to avoid more flooding in 2020.
2. Require that all submissions for projects related to the Cobourg waterfront provide a review of the resilience of that project and the value of the project on the value to fluctuations in the water level of Lake Ontario.

Recommendations

3. Augment or revise “The Plan” to take into account the impact of fluctuations in the water level of Lake Ontario on the Recommendations, Priorities and Schedule included in The Plan.
4. Hold a Public Forum with appropriate invited guests, to review what our community can do to influence better control of Lake Ontario water levels to prevent flooding and erosion.

THANK YOU
for
Your Time and Attention

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM: TITLE:	Ian D. Davey Treasurer / Director of Corporate Services
DATE OF MEETING:	November 25, 2019
TITLE / SUBJECT:	Water and Wastewater Rates – 2020
REPORT DATE:	November 15, 2019

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
That as a by-law be prepared for presentation to Council to increase both the Monthly Base Charge and the Consumptive Rate portions of the Water Rates as approved by the Lakefront Utility Services Inc (LUSI) Board of Directors and the Wastewater Rates in accordance with the schedule provided by Watson & Associates Economists Ltd (Watson) dated January 20, 2014.

4.0 ORIGIN
Annual review of the Water and Wastewater Rates for the Town of Cobourg.

5.0 BACKGROUND
The current Water and Wastewater Rate Study was updated by Watson in October 2008 and early in 2013 the consultant was again asked to update the rate study. The results were presented to Council on January 20, 2014. The results of this study have provided the basis for the revised rate schedule for the years 2014 through 2023.

In addition, LUSI, who manage the Waterworks System under contract from the Town of Cobourg completed an internal Water Rate Study dated November 18,

2015 which was also provided to Council. This review resulted in a slight change in the water rates from those previously shown in the Watson report.

6.0 ANALYSIS

Attached to this report is a copy of the Rate Forecast tables as provided to Council in prior years.

Based on this information it is suggested that the Town continue to follow the table for the Monthly Base Charge component of both Water and Wastewater rates which indicates a 4% increase over the 2019 rates. This will see the base charge for a residential water service increase by \$.53 per month and the wastewater increase by \$.57 per month for a combined monthly increase of \$1.10 or an annual increase of \$13.20.

The consumptive rate for water, following the LUSI study, for the first block will increase by \$.11 per cubic metre as shown in Table 6 of the report from \$1.26 to \$1.37 per cubic metre while the consumptive rate for wastewater will increase by \$.06 per cubic metre from \$1.48 to \$1.54. For a consumer using approximately 11 cubic metres of water per month this increase will equate to \$1.87 per month or an annual increase of \$22.44.

The combined water and wastewater bill increase for a consumer using 11 cubic metres of water per month would be \$2.97 per month or an annual increase of \$35.64.

Attached to this report is a copy of the Resolution regarding 2020 Water Rates as approved by the Lakefront Utility Services Inc Board of Directors.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The changes to the Water and Wastewater rates for 2020 will continue to ensure that these services operate of a full cost recovery model as required.

There is no impact on property tax rates as a result of the proposed changes.

8.0 CONCLUSION


In conclusion, the rate study update that was completed by Watson & Associates Economists Ltd. and the review completed by Lakefront Utility Services Inc provide the detailed background to support the 2020 Water and Wastewater rates as recommended in this report.

9.0 POLICIES AFFECTING THE PROPOSAL
N/A

10.0 COMMUNICATION RESULTS
N/A

11.0 ATTACHMENTS
N/A

12.0 AUTHORIZATION ACKNOWLEDGMENT

A handwritten signature in black ink, appearing to read 'Ian D. Davey', is written over a horizontal line. The signature is stylized with a large initial 'I' and a long, sweeping horizontal stroke.

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

Watson & Associates Economists Ltd.

Table 3
Town of Cobourg
2013-2023 Wastewater Rate Forecast

Description	Current	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Monthly Base Charge											
3/4", 5/8"	\$ 11.41	\$ 11.87	\$ 12.34	\$ 12.83	\$ 13.35	\$ 13.88	\$ 14.44	\$ 15.01	\$ 15.62	\$ 16.24	\$ 16.89
1"	\$ 43.75	\$ 45.50	\$ 47.32	\$ 49.21	\$ 51.18	\$ 53.23	\$ 55.36	\$ 57.57	\$ 59.87	\$ 62.27	\$ 64.76
1 1/2"	\$ 62.77	\$ 65.28	\$ 67.89	\$ 70.61	\$ 73.43	\$ 76.37	\$ 79.42	\$ 82.60	\$ 85.91	\$ 89.34	\$ 92.91
2"	\$ 81.79	\$ 85.06	\$ 88.46	\$ 92.00	\$ 95.68	\$ 99.51	\$ 103.49	\$ 107.63	\$ 111.94	\$ 116.41	\$ 121.07
3"	\$ 126.35	\$ 131.40	\$ 136.66	\$ 142.13	\$ 147.81	\$ 153.72	\$ 159.87	\$ 166.27	\$ 172.92	\$ 179.84	\$ 187.03
4"	\$ 176.22	\$ 183.27	\$ 190.60	\$ 198.22	\$ 206.15	\$ 214.40	\$ 222.97	\$ 231.89	\$ 241.17	\$ 250.82	\$ 260.85
6"	\$ 275.17	\$ 286.18	\$ 297.62	\$ 309.53	\$ 321.91	\$ 334.79	\$ 348.18	\$ 362.10	\$ 376.59	\$ 391.65	\$ 407.32
8"	\$ 374.82	\$ 389.81	\$ 405.41	\$ 421.62	\$ 438.49	\$ 456.03	\$ 474.27	\$ 493.24	\$ 512.97	\$ 533.49	\$ 554.83
Consumptive Rate (\$/m³)											
Block 1 Rate	\$ 1.14	\$ 1.19	\$ 1.24	\$ 1.30	\$ 1.36	\$ 1.42	\$ 1.48	\$ 1.54	\$ 1.61	\$ 1.68	\$ 1.76
Block 2 Rate	\$ 1.42	\$ 1.48	\$ 1.55	\$ 1.62	\$ 1.69	\$ 1.76	\$ 1.84	\$ 1.92	\$ 2.01	\$ 2.10	\$ 2.19

WATER

Rate Recommendation

In the existing structure, customers pay for water charges based on their usage or volume consumed each month and a monthly base charge. This blending of fixed and usage charge is intended to continue to promote conservation by continuing to give the customer control of their bills by reducing their monthly usage.

In many cases the rate increase creates a response in demand, as consumers take conservation actions such that the total consumption from the system and also the total net revenue are reduced. Furthermore, climate variables such as average temperature, average precipitations, temperature variance, and seasonal precipitation can impact rates by having an effect on operating expenses and usage. Achieving resilient systems that can adapt to change is a major hurdle for an essential service that relies heavily on expensive infrastructure designed to last for decades.

Base Charge

The water rate forecast scenarios are provided to address full costs of the water system, including annual operating and capital expenditures from a lifecycle perspective. The rate increase is therefore needed for funding of sustained operations and important capital expenditures forecasted in the rate study conducted by Watson and Associates, an authorized independent consultant that presented to Council in 2015. As the capital-related costs are fixed and largely a requirement of asset depreciation, the source of funding should be certain and secure and not susceptible to fluctuations in water service demand.

As such, it is recommended that the rate increase include the monthly base charge component of the rate, beyond the additional revenue secured through the annual consumptive charge increases.

Management's recommendation is that the base charge for 2020 remain consistent with the recommended charge per the Waterworks Rate Study Update and Financial Plan, as follows:

Water Meter	2019	2020
3/4", 5/8"	13.22	13.75
1"	50.69	52.72
1 1/2"	72.72	75.63
2"	94.76	98.55
3"	146.38	152.24
4"	204.16	212.33
6"	318.80	331.55
8"	434.24	451.61

WATER

Consumption Charge

Waterworks currently has in place a three-block structure for residential and commercial users, in which water consumption is billed per cubic meter for usage in each consumption block. The rates have been calculated to promote customer control and water conservation measures.

Management's recommendation is that the consumption charge for 2020 remain consistent with the recommended charge per the Waterworks Rate Study Update and Financial Plan, as follows:

TABLE 6

Details	2019 Rate	2020 Rate
Block 1	\$1.26	\$1.37
Block 2	\$1.56	\$1.71
Block 3	\$1.97	\$2.15

Impact on a Typical User

Management has assessed the combined effect of the increase in the monthly base charge and the consumptive rate charge by evaluating the total bill impact for residential and commercial customers at various levels of consumption.

Below is the monthly bill impact for residential customers:

Average Monthly Consumption	Current Bill	Proposed Bill	Monthly Increase (Decrease)	% Change
4.25 m ³	\$18.58	\$19.57	\$1.00	5.37%
7.75 m ³	\$22.99	\$24.37	\$1.38	6.01%
10.98 m ³	\$27.05	\$28.79	\$1.74	6.42%
14.83 m ³	\$31.91	\$34.07	\$2.16	6.77%
21.97 m ³	\$40.90	\$43.85	\$2.95	7.20%

Below is the monthly impact for commercial customers:

Average Monthly Consumption	Current Bill	Proposed Bill	Monthly Increase (Decrease)	% Change
1.14 m ³	\$13.23	\$13.76	\$0.53	4.01%
5.83 m ³	\$20.57	\$21.74	\$1.17	5.70%
17.67 m ³	\$35.48	\$37.96	\$2.47	6.97%
46.00 m ³	\$216.60	\$228.02	\$11.42	5.27%
183.33 m ³	\$455.74	\$484.91	\$29.18	6.40%

Consistent with the policy regarding mitigation, management is proposing that no further steps for bill impact mitigation are necessary as the increases are not significant and are below 10%.

Municipal Comparison

In addition to the analysis above regarding the impact on residential and commercial customers, management compared the current rates for surrounding municipalities to Waterworks' current rates for 2019 and the proposed rates for 2020.

The estimated annual bill was based on 160 m³ average annually use and based on the other surrounding municipalities approved 2019 rates. As noted in the table below, Waterworks current and proposed rates are well below other municipalities.

Municipality	Estimated Annual Bill
Kawartha Lakes	\$801.36
Grafton	\$736.12
Cavan Monaghan	\$669.09
Port Hope	\$681.77
Belleville	\$594.77
Hamilton Township	\$575.12
Cramahe	\$565.48
Trent Hills	\$509.87
Quinte West	\$448.75
Brighton	\$410.80
Cobourg - current	\$384.15
Cobourg - proposed	\$360.19
Durham Region	\$344.08



**Memo
Town of Cobourg Council
November/December 2019**

Resolution # [REDACTED]

Moved by [REDACTED]

Seconded by [REDACTED]

BE IT RESOLVED THAT the Board approve the 2020 water rates, as per the Water Rate Study (dated November 18, 2015) and the 2019 Waterworks Budget Report, and recommend Cobourg Town Council adjust the rates accordingly, effective January 1, 2020. **CARRIED**


Respectfully submitted,

Lakefront Utility Services Inc.

A handwritten signature in black ink, appearing to read 'Adam Giddings', is written over a light blue horizontal line.

Adam Giddings, CPA, CA
Manager of Regulatory Compliance and Finance

Cc: Dereck C. Paul
President & CEO

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM: TITLE:	Ian D. Davey Treasurer / Director of Corporate Services
DATE OF MEETING:	November 15, 2019
TITLE / SUBJECT:	Third Quarter 2019 – Operating Budget Variance Report
REPORT DATE:	November 15, 2019

1.0 STRATEGIC PLAN

Not applicable

2.0 PUBLIC ENGAGEMENT

Not applicable

3.0 RECOMMENDATION

That Council receive the Third Quarter 2019 Operating Budget Variance Report for information purposes.

4.0 ORIGIN

This budget variance report covers the period from January 1, 2019 through September 30, 2019 and is intended for information purposes. When reviewing this report, please keep in mind that seasonality may play a role in some of the departmental variances being shown.

5.0 BACKGROUND

The 2019 Operating Budget was approved by Council on April 8, 2019 by Resolution 98 – 19. The purpose of this report is to provide a comparison of the actual results to the end of the third quarter of 2019 to the approved annual operating budget.

The report to the end of the fourth quarter of 2019 will be provided to Council at a meeting in February 2020. A separate report is being prepared to report on the status of the 2019 capital projects.

6.0 ANALYSIS

The **first** page of the report is a summary of the **Revenue and Expenditures** by category.

The **revenues** represent those items specifically noted within each category of the municipal operating budget. The first column represents the total annual budget, the second column is the actual revenue recorded to the end of March 2019, the third column is the actual revenue recorded to the end of June 2019, the fourth column is the actual revenue recorded to the end of September and the fifth column is the remaining amount to reach budget over the remainder of the year and the sixth column is the percentage required to meet budget.

Approximately 77% of the total budgeted revenue from sources other than property taxes have been received to the end of September 2019.

The **expenditures** portion of page 1 has the same columns with the first column representing the total annual budget, the second column is the actual expenditure to March 31, 2019, the third column is the actual expenditure to June 30, 2019, the fourth column is the actual expenditure to September 30, 2019 the fifth column is the budget available for the remainder of 2019 and the sixth column represents the remaining funds as a percentage of the total annual budget.

Approximately 72% of the total budgeted expenditures have been spent as of September 30, 2019.

The difference between the total budgeted revenue of \$14,375,614 and the total budgeted expenditures of \$38,361,143 is shown at the bottom of the page in the amount of **\$23,985,529** and represents the **Municipal Tax Levy** which agrees to the approved operating budget.

The **second** page of the report provides a further breakdown of the **revenue** received to September 30, 2019 by department which supports the figures shown on the summary page (Page 1).

The remaining pages, 3 to 5, provide a similar departmental breakdown of **expenditures** made to September 30, 2019 by department and support the expenditure amounts as shown on the summary page (Page 1).

A **capital projects** report will be provided to Council at a later date and has not been included with this report.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Not applicable.

8.0 CONCLUSION

This report has been provided to Council and Members of the Public for information purposes.

If there are specific questions on any of this information, I would be pleased to provide an answer to them.

9.0 POLICIES AFFECTING THE PROPOSAL

Not applicable

10.0 COMMUNICATION RESULTS

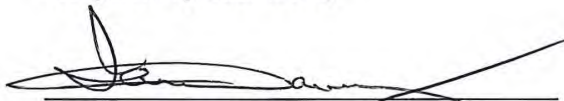
The report is a public document prepared internally and intended as high level overview of the results of operations of the municipality to the end of the third quarter of 2019 and is available to anyone wanting to review it.

11.0 ATTACHMENTS

Third Quarter 2019 – Operating Budget Variance Report

12.0 AUTHORIZATION ACKNOWLEDGMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ian D. Davey', is written over a horizontal line.

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

Council operating budget report Q3 2019

TOWN OF COBOURG

OPERATING BUDGET VARIANCE REPORT

THIRD QUARTER – 2019

JANUARY 1, 2019 to SEPTEMBER 30, 2019

Prepared and submitted by:
Ian D. Davey BBA CPA CA
Treasurer / Director of Corporate Services
November 15, 2019

BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED SEPTEMBER 30, 2019

SUMMARY	ANNUAL BUDGET	2019 YTD MARCH 31/19	2019 YTD JUNE 30/19	2019 YTD SEPT 30/19	\$ REMAINING BUDGET	% REMAINING BUDGET
REVENUE						
General government	195,700.00	42,482.00	92,098.90	138,938.89	56,761.11	29.00
Protection services	2,945,858.00	666,040.50	1,903,496.63	3,070,635.68	-124,777.68	-4.24
Public Works	834,900.00	95,094.87	244,301.79	632,537.18	202,362.82	24.24
Environmental	6,209,232.00	1,198,678.52	2,184,127.49	4,272,074.55	1,937,157.45	31.20
Parks & Recreation	2,979,649.00	378,955.70	1,125,052.84	2,002,355.97	977,293.03	32.80
Culture & Community	188,850.00	34,055.67	75,144.42	109,421.36	79,428.64	42.06
Planning & Residential	85,000.00	46,460.00	83,425.00	172,050.00	-87,050.00	-102.41
Commercial & Economic	187,325.00	11,663.27	66,523.52	110,880.64	76,444.36	40.81
Other Direct Revenue	749,100.00	114,567.26	350,372.09	614,324.45	134,775.55	17.99
	14,375,614.00	2,587,997.79	5,774,170.59	10,508,894.27	3,252,395.28	22.62
	=====	=====	=====	=====	=====	=====

EXPENDITURES						
General government	3,503,628.00	771,871.15	1,729,000.98	2,641,361.16	862,266.84	24.61
Protection	12,684,447.00	2,990,342.21	5,964,561.96	9,568,628.74	3,115,818.26	24.56
Public Works	5,444,827.00	1,427,071.76	2,499,099.77	3,449,701.58	1,995,125.42	36.64
Environmental	6,365,157.00	1,280,486.12	2,807,221.70	4,400,588.46	1,964,568.54	30.86
Social & Family	196,500.00	0.00	0.00	22,412.12	174,087.88	88.59
Parks & Recreation	6,802,764.00	1,217,939.56	2,868,489.34	4,904,337.68	1,898,426.32	27.91
Culture & Community	1,821,169.00	544,500.51	1,056,430.47	1,542,276.60	278,892.40	15.31
Planning & Residential	541,097.00	142,969.83	266,222.65	416,654.27	124,442.73	23.00
Commercial & Economic	847,554.00	177,815.22	377,778.12	646,800.96	200,753.04	23.69
Capital Levy	154,000.00	38,500.00	77,000.00	115,500.00	38,500.00	25.00
	38,361,143.00	8,591,496.36	17,568,804.99	27,592,761.57	10,652,881.43	27.77
	=====	=====	=====	=====	=====	=====

MUNICIPAL LEVY	23,985,529.00
	=====

BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED SEPTEMBER 30, 2019

REVENUE	ANNUAL BUDGET	2019 YTD MARCH 31/19	2019 YTD JUNE 30/19	2019 YTD SEPT 30/19	\$ REMAINING BUDGET	% REMAINING BUDGET
GENERAL GOVERNMENT						
Clerks	177,700	39,157.00	82,158.90	124,023.89	53,676.11	30.21
Finance	18,000	3,325.00	9,940.00	14,915.00	3,085.00	17.14
	195,700	42,482.00	92,098.90	138,938.89	56,761.11	29.00
PROTECTION SERVICES						
Fire	13,500	3,224.75	1,464.75	1,859.75	11,640.25	86.22
Police	65,000	12,733.15	25,017.89	37,730.11	27,269.89	41.95
Police - Business Services	2,438,358	627,462.35	1,791,629.86	2,813,364.01	-375,006.01	-15.38
Building Department	410,000	20,920.25	77,954.13	206,201.81	203,798.19	49.71
Property Standards	19,000	1,700.00	7,430.00	11,480.00	7,520.00	39.58
	2,945,858	666,040.50	1,903,496.63	3,070,635.68	-124,777.68	-4.24
PUBLIC WORKS						
Engineering review fees	60,000	0.00	10,000.00	97,121.81	-37,121.81	-61.87
Parking enforcement	615,000	62,202.17	163,438.19	431,375.47	183,624.53	29.86
Transit	159,900	32,892.70	70,863.60	104,039.90	55,860.10	34.93
	834,900	95,094.87	244,301.79	632,537.18	202,362.82	24.24
ENVIRONMENTAL						
WPCP 1	6,209,232	1,198,678.52	2,184,127.49	4,272,074.55	1,937,157.45	31.20
PARKS & RECREATION						
Parks Administration	141,000	1,558.00	65,186.00	119,538.21	21,461.79	15.22
Marina	760,140	10,367.90	324,029.68	588,533.95	171,606.05	22.58
Trailer Park	310,700	1,848.00	94,600.95	304,474.43	6,225.57	2.00
Dredging	147,000	0.00	0.00	67,400.00	79,600.00	54.15
Arena	146,900	47,750.20	51,362.35	74,218.81	72,681.19	49.48
Cobourg Community Centre	1,345,699	297,079.98	544,830.95	759,863.68	585,835.32	43.53
Seniors Activity Centre	86,210	20,351.62	39,865.49	58,524.84	27,685.16	32.11
Legion Fields	42,000	0.00	5,177.42	29,802.05	12,197.95	29.04
	2,979,649	378,955.70	1,125,052.84	2,002,355.97	977,293.03	32.80
CULTURE & COMMUNITY						
Concert Hall	166,850	24,300.67	60,149.42	94,046.36	72,803.64	43.63
Market Building	22,000	9,755.00	14,995.00	15,375.00	6,625.00	30.11
	188,850	34,055.67	75,144.42	109,421.36	79,428.64	42.06
PLANNING & RESIDENTIAL						
Planning	75,000	41,510.00	78,475.00	154,725.00	-79,725.00	-106.30
Comm. of Adjustment	10,000	4,950.00	4,950.00	17,325.00	-7,325.00	-73.25
	85,000	46,460.00	83,425.00	172,050.00	-87,050.00	-102.41
COMMERCIAL & ECONOMIC						
Venture 13	149,825	11,650.00	35,794.01	78,081.51	71,743.49	47.88
Tourism	37,500	13.27	30,729.51	32,799.33	4,700.67	12.54
	187,325	11,663.27	66,523.52	110,880.84	76,444.16	40.81

BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED SEPTEMBER 30, 2019

EXPENDITURES	ANNUAL BUDGET	2019 YTD MARCH 31/19	2019 YTD JUNE 30/19	2019 YTD SEPT 30/19	\$ REMAINING BUDGET	% REMAINING BUDGET
GENERAL GOVERNMENT						
Council	373,948	86,806.96	163,408.43	250,772.40	123,175.60	32.94
CAO	249,378	58,671.55	118,689.93	181,948.52	67,429.48	27.04
Clerks	464,326	120,213.98	213,613.23	341,146.61	123,179.39	26.53
Finance	661,388	164,002.47	335,166.44	535,101.59	126,286.41	19.09
Information Technology	319,976	76,207.69	160,025.15	257,563.36	62,412.64	19.51
Communications	209,179	39,079.03	97,865.58	152,065.70	57,113.30	27.30
Victoria Hall	686,118	140,680.79	353,012.89	564,049.04	122,068.96	17.79
Financial	144,500	48,026.85	211,246.83	175,990.25	-31,490.25	-21.79
Personnel	381,965	33,681.83	64,762.61	171,513.80	210,451.20	55.10
Health & Safety	12,850	4,500.00	11,209.89	11,209.89	1,640.11	12.76
	3,503,628	771,871.15	1,729,000.98	2,641,361.16	862,266.84	24.61
PROTECTION SERVICES						
Fire	2,940,731	684,104.40	1,427,592.57	2,235,414.47	705,316.53	23.98
Police	5,668,111	1,351,030.38	2,726,495.34	4,354,309.91	1,313,801.09	23.18
Police Service Board	81,015	17,681.45	42,261.42	91,285.70	-10,270.70	-12.68
Court Security	359,612	234,568.98	452,295.64	725,213.61	-365,601.61	-101.67
Police Facilities	155,800	17,212.09	76,625.57	119,441.97	36,358.03	23.34
Business Services	2,438,358	419,975.62	851,798.16	1,391,590.11	1,046,767.89	42.93
Communications Centre	0	0.00	0.00	0.00	0.00	0.00
Conservation Authority	248,903	124,451.45	124,451.45	248,902.89	0.11	0.00
Animal Control	99,748	24,787.00	24,786.91	24,786.91	74,961.09	75.15
Building Department	410,000	56,594.97	114,744.78	183,152.37	226,847.63	55.33
Property Standards	96,921	15,345.18	32,745.89	56,539.30	40,381.70	41.66
Emergency Management	129,645	28,987.25	58,851.22	90,789.12	38,855.88	29.97
By-Law Enforcement	55,603	15,603.44	31,913.01	47,202.38	8,400.62	15.11
	12,684,447	2,990,342.21	5,964,561.96	9,568,628.74	3,115,818.26	24.56
PUBLIC WORKS						
Engineering	371,398	34,692.54	86,727.71	159,725.83	211,672.17	56.99
GIS	191,719	119,877.70	132,337.12	162,091.30	29,627.70	15.45
Public Works	2,127,878	515,194.09	849,746.52	1,008,301.36	1,119,576.64	52.61
Bridges	1,150	0.00	6,216.04	7,276.45	-6,126.45	-532.73
Roadside Grass	0	0.00	3,385.38	14,085.41	-14,085.41	0.00
Forestry (moved to parks)	0	0.00	0.00	0.00	0.00	0.00
Storm Drain System	60,000	3,815.25	39,566.62	78,400.79	-18,400.79	-30.67
Roadside Litter	41,100	7,723.50	30,825.72	52,033.05	-10,933.05	-26.60
Hardtop Maintenance	93,000	12,355.58	22,782.42	64,721.78	28,278.22	30.41
Safety Devices	135,650	37,286.91	75,946.45	159,089.28	-23,439.28	-17.28
Winter Maintenance	181,500	261,661.79	282,999.66	293,976.10	-112,476.10	-61.97
Long-term debt	309,000	77,250.00	154,500.00	231,750.00	77,250.00	25.00
Sidewalks	51,800	3,897.15	26,068.43	111,145.15	-59,345.15	-114.57
Parking Lots	134,670	35,689.63	73,440.13	100,079.72	34,590.28	25.69
Parking enforcement	480,330	35,571.11	52,931.79	84,737.56	395,592.44	82.36
Transit	841,444	186,721.57	401,795.46	600,688.17	240,755.83	28.61
Crossing Guards	77,458	20,390.06	42,481.17	50,690.50	26,767.50	34.56
Street Lighting	346,730	74,944.88	217,349.15	270,909.13	75,820.87	21.87
	5,444,827	1,427,071.76	2,499,099.77	3,449,701.58	1,995,125.42	36.64

BUDGET VARIANCE REPORT


FOR THE PERIOD ENDED SEPTEMBER 30, 2019

EXPENDITURES	2019 ANNUAL BUDGET	2019 YTD MARCH 31/19	2019 YTD JUNE 30/19	2019 YTD SEPT 30/19	\$ REMAINING BUDGET	% REMAINING BUDGET
ENVIRONMENTAL						
WPCP 1	1,658,213	273,655.28	663,006.29	1,184,190.44	474,022.56	28.59
WPCP 2	1,462,113	260,703.98	604,743.59	952,215.09	509,897.91	34.87
Sanitary Sewer Pumphouses	68,200	11,717.28	52,826.11	66,870.99	1,329.01	1.95
Sanitary Sewer System	512,835	63,497.78	162,121.35	210,228.01	302,606.99	59.01
Transfer to Sanitary Reserve	2,507,871	626,967.75	1,253,935.50	1,880,903.25	626,967.75	25.00
Storm Sewer Pumphouses	30,325	14,481.46	10,723.13	15,941.73	14,383.27	47.43
Garbage Collection	7,100	389.59	1,164.73	1,909.95	5,190.05	73.10
Landfill - long-term debt	118,500	29,073.00	58,701.00	88,329.00	30,171.00	25.46
	6,365,157	1,280,486.12	2,807,221.70	4,400,588.46	1,964,568.54	30.86
SOCIAL & FAMILY SERVICES						
St Peter's Court	21,500	0.00	0.00	22,412.12	-912.12	-4.24
Physician Recruitment	0	0.00	0.00	0.00	0.00	0.00
Northumberland Hospice	0	0.00	0.00	0.00	0.00	0.00
Affordable Housing	175,000	0.00	0.00	1,042.53	173,957.47	99.40
	196,500	0.00	0.00	22,412.12	173,045.35	88.06
PARKS & RECREATION						
Parks Administration	1,590,579	277,230.62	513,571.41	767,553.08	823,025.92	51.74
Horticulture	70,000	22,599.01	101,366.03	187,946.86	-117,946.86	-168.50
Parks Maintenance	234,900	40,144.34	206,462.49	492,337.05	-257,437.05	-109.59
Forestry Services	201,558	28,698.26	60,898.93	131,875.42	69,682.58	34.57
Parks Athletic Fields	26,500	2,317.84	7,043.44	29,772.83	-3,272.83	-12.35
Parks Turf Maintenance	8,000	1,056.93	10,445.77	22,119.60	-14,119.60	-176.50
Subtotal	2,131,537	372,047.05	899,788	1,631,605	499,932	23.45
Centennial Pool	16,500	1,434.57	10,771.21	14,346.41	2,153.59	13.05
Outdoor Rink / Fountain	28,500	9,058.61	20,428.08	23,822.96	4,677.04	16.41
Parks - long-term debt	263,200	76,532.57	144,266.36	157,032.13	106,167.87	40.34
Marina	760,140	73,647.45	245,442.93	541,808.48	218,331.52	28.72
Trailer Park	164,905	12,558.12	40,048.19	103,518.71	61,386.29	37.23
Beach Washrooms	69,300	42.74	4,709.95	38,149.42	31,150.58	44.95
Harbour / Walkway	201,692	772.17	32,027.16	97,215.78	104,476.22	51.80
Dredging	147,000	26,173.98	58,977.39	92,468.06	54,531.94	37.10
Arena	332,899	82,241.78	214,336.97	210,329.47	122,569.53	36.82
Cobourg Community Centre	2,330,911	474,776.37	1,003,180.64	1,660,633.61	670,277.39	28.76
Seniors Activity Centre	196,280	34,121.97	65,902.20	100,256.38	96,023.62	48.92
Legion Fields	49,900	2,532.18	24,610.19	53,186.95	-3,286.95	-6.59
Acquatics / Lifeguards	224,300	52,000.00	104,000.00	179,964.48	44,335.52	19.77
Transfer from Reserves	-114,300	0.00	0.00		-114,300.00	100.00
	6,802,764	1,217,939.56	2,868,489.34	4,904,337.68	1,898,426.32	27.91
CULTURE & COMMUNITY						
Cultural Administration	101,929	18,258.92	33,566.29	64,136.40	37,792.60	37.08
Organizational grants	50,946	0.00	37,055.14	41,400.44	9,545.56	18.74
Special Events	290,430	29,102.27	107,663.13	175,097.25	115,332.75	39.71
Concert Hall	359,659	64,658.81	141,358.70	244,524.68	115,134.32	32.01
Library	904,505	416,000.00	633,820.10	902,319.76	2,185.24	0.24
Market Building	18,200	1,910.17	4,952.73	9,719.40	8,480.60	46.60
Art Gallery	115,000	23,750.00	80,000.00	86,250.00	28,750.00	25.00
Concert Band of Cobourg	20,500	820.34	18,014.38	18,828.67	1,671.33	8.15
Library - Long Term Debt	-40,000	-10,000.00	-20,000.00	-30,000.00	-10,000.00	25.00
	1,821,169	544,500.51	1,056,430.47	1,542,276.60	308,892.40	16.96

BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED SEPTEMBER 30, 2019

EXPENDITURES	ANNUAL BUDGET	2019 YTD MARCH 31/19	2019 YTD JUNE 30/19	2019 YTD SEPT 30/19	\$ REMAINING BUDGET	% REMAINING BUDGET
PLANNING & RESIDENTIAL						
Planning	407,769	101,102.74	198,926.93	316,507.01	91,261.99	22.38
Comm. of Adjustment	73,839	12,720.73	28,237.66	41,747.00	32,092.00	43.46
Heritage Committee	59,489	29,146.36	39,058.06	58,400.26	1,088.74	1.83
	541,097	142,969.83	266,222.65	416,654.27	124,442.73	23.00
						=====
COMMERCIAL & ECONOMIC						
Economic Development	230,703	37,884.41	81,300.57	117,717.18	112,985.82	48.97
Venture 13	347,279	107,765.48	197,751.33	317,395.99	29,883.01	8.60
Tourism	249,772	27,908.89	83,049.56	189,357.19	60,414.81	24.19
Henley Arcade	3,500	1,391.22	3,252.33	3,943.22	-443.22	-12.66
Old Firehall Theatre	6,500	1,375.00	6,010.39	7,597.20	-1,097.20	-16.88
Dressler House	9,800	1,490.22	6,413.94	10,790.18	-990.18	-10.10
	847,554	177,815.22	377,778.12	646,800.96	200,753.04	23.69
						=====

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM:	Ian D. Davey, BBA CPA CA
TITLE:	Treasurer / Director of Corporate Services
DATE OF MEETING:	November 25, 2019
TITLE / SUBJECT:	Banning/ Phasing Out of Bottled Water in Municipal Facilities and Municipal Events
REPORT DATE:	November 18, 2019

1.0 STRATEGIC PLAN

N/A

2.0 PUBLIC ENGAGEMENT

It is recommended that the Communications Department be asked to use the Engage Cobourg platform to ask for feedback from members of the public regarding the impact that banning / phasing out of bottled water in Municipal facilities and events would have on them.

3.0 RECOMMENDATION

That staff be authorized to begin the process of reducing reliance on bottled water at Municipal facilities and events by undertaking the following activities:

- a) Engage the public to determine the current level of support for the banning of the sale of bottled water at Municipal Facilities and Events.
- b) Continue to work with Lakefront Utility Services Inc. to raise the awareness of the importance of our municipal drinking water.
- c) Review all contracts with suppliers of vending machines to eliminate the sale of bottled water where it currently exists.
- d) Phase out the sale of bottled water as quickly as possible in all Municipal facilities and events but in no case later than December 31, 2020.
- e) Continue with the direction provided by Council by Resolution 280 – 19 dated July 22, 2019 to work with Lakefront Utility Services Inc. to find locations for two outside water bottle filling stations in the Town of Cobourg per year for the duration of the current term of Council. (This

project has been included in the 2020 capital budget for consideration by Council).

4.0 ORIGIN

The Sustainability and Climate Change Advisory Committee (SCCAC) made a three part motion at their June 5, 2019 meeting as follows: 1) Council recognize the rights to water and sanitation as a basic human right; 2) Council consider the banning/phasing out of bottled water in Municipal facilities and events; 3) Council as part of their capital budget deliberations consider the installation of two outside water bottle filling stations per year for each of the next three years.

5.0 BACKGROUND

Council Resolution 246 – 19 dated July 2, 2019 dealt with the issue of Human Rights (attached)

Council Resolution 280 – 19 dated July 22, 2019 provided direction to staff to investigate the installation of outside water bottle filling stations and this will come forward as part of the 2020 budget deliberations. (attached)

The remaining issue is the matter dealing with the banning / phasing out of bottled water in Municipal facilities and events.

Organizations such as AMO and FCM have held the position for more than a decade that municipalities should be supporting public education to raise the awareness of the safety of municipal tap water and to increase the supply of municipal tap water in all facilities and events.

6.0 ANALYSIS

The municipality currently sells bottled water at both the Cobourg Community Centre and Legion Fields through the canteens and from vending machines. It is estimated that in 2019 the total sales will be between 3,500 and 4,000 bottles generating a profit, not including labour and operational costs, of between \$6,500 and \$7,000 for the year.

The 2020 capital budget will include a project to install 2 outdoor water bottle filling stations and if approved, it is suggested that the locations for consideration include both the CCC and Legion Fields. This would allow for the sale of bottled water at these locations to be phased out during 2020 once these new locations are operational. The goal being that all municipal facilities will cease the sale of bottled water as of January 1, 2021.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There will be a loss of both revenue and profit which is currently being generated from the sale by the Municipality of bottled water which has been estimated based on 2019 information to be between \$6,500 and \$7,000.

8.0 CONCLUSION

The Sustainability and Climate Change Advisory Committee made a three part motion at their June 5, 2019 meeting. Two of the three parts of their motion have been dealt with by Council through Resolutions 246 – 19 and 280 – 19. If Council moves ahead with the recommendations contained in this report, the Town of Cobourg will have satisfied the requirements of becoming a “Blue Community”.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A

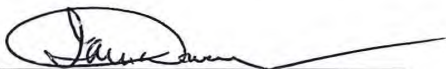
10.0 COMMUNICATION RESULTS

A communications campaign will be required to inform the public about the decision to phase out the sale of bottled water and to encourage the use of municipal water. This campaign will also include making the public aware of the locations of the outdoor water bottle filling stations should that project proceed in 2020.

11.0 ATTACHMENTS

Resolution 246 – 19 dated July 2, 2019
Resolution 280 – 19 dated July 22, 2019

12.0 AUTHORIZATION ACKNOWLEDGMENT



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



**The Corporation of the
Town of Cobourg**

Resolution

Moved By

Last Name Printed

C. Bureau
Bureau

Resolution No.:

246-19

Seconded By

Last Name Printed

C. Spaulding
Spaulding

Council Date:

July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding Motions to support the Town of Cobourg as a Blue Community; and

WHEREAS the Blue Communities Project Resolution on the human rights to water and sanitation call on the federal and provincial governments to enshrine these rights in federal and provision laws; and

WHEREAS nearly 750 million people around the world do not have access to clean drinking water, 4 billion people face severe water scarcity and 2.5 billion people do not have adequate sanitation; and

WHEREAS Indigenous communities in Canada have been disproportionately affected by lack of access to safe drinking water and sanitation; and

WHEREAS on July 28, 2010, the United Nations General Assembly passed a resolution recognizing the human rights to water and sanitation; and

WHEREAS on September 23, 2011, the United Nations Human Rights Council passed a resolution on the human right to safe drinking water and sanitation and called on governments to take concrete action by developing plans of action, establishing monitoring and accountability mechanisms, and ensuring affordable services for everyone; and

WHEREAS the Canadian Union of Public Employees and the Council of Canadians have asked Canadian municipalities to assist in their effort to have the federal government protect water and sanitation as human rights; and

WHEREAS recognizing the rights to water and sanitation is one of three steps needed to declare The Town of Cobourg a Blue Community; and

NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg recognizes and affirms that water and sanitation services are fundamental human rights; and

FURTHER THAT the Town of Cobourg will call on the federal Government Minister of environment Catherine McKenna, MP, Kim Rudd and provincial governments MPP David Pinccini, and Provincial Minister of the environment Jeff Yurek, to enshrine the human rights to water and sanitation in federal and provincial laws; and

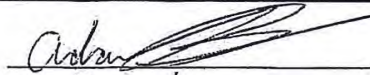
FURTHER THAT that the Town of Cobourg will call on the Government of Canada to develop a national plan of action to implement the human rights to water and sanitation.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By



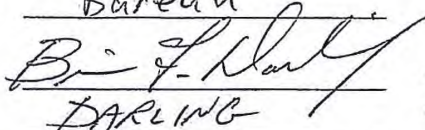
Last Name Printed

Boreau

Resolution No.:

280-19

Seconded By



Last Name Printed

DARLING

Council Date:

July 22, 2019

WHEREAS at the Committee of the Whole on July 22, 2019, Council considered a Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding Refillable Water Bottle Stations in the Town of Cobourg;

WHEREAS Council passed Resolution 246-19 at the July 2, 2019 Regular Council Meeting to recognize and affirm that water and sanitation services are fundamental human rights; and


WHEREAS the installation of outside water bottle filling stations in the Town of Cobourg would allow for a fast and convenient way for citizens and tourist to obtain drinking water;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the comments of the Sustainability and Climate Change Advisory Committee and direct Staff to find locations for two (2) outside water bottle filling stations in the Town of Cobourg per year for the duration of the current term of Council; and

FURTHER THAT Staff be directed to contact Lakefront Utility Services Inc. to inquire on their interest in partnering with the Town of Cobourg to help initiate this project; and

FURTHER THAT Council refer this project to the 2020 Budget deliberations for consideration; and

FURTHER THAT a detailed analysis of water filling stations be done for the 2020 Budget deliberations from two (2) suppliers, including Capital Costs and Installation.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk Manager of Legislative Services	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Mandatory Policy on Council and Staff Relations	
REPORT DATE:	November 12, 2019	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 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 approve the new Policy entitled "Council and Staff Relations Policy LED-ADM23.

4.0 ORIGIN

The Provincial Government introduced Bill 68, the Modernizing Ontario's Municipal Legislation Act, 2017, and the associated amendments to various Provincial Acts, which received Royal Assent on May 30, 2017.

Bill 68 amended subsection 270 (1) of the Municipal Act, 2001 to require that all municipalities adopt and maintain a policy with respect to the relationship between members of council and the officers and employees of the municipality. Municipalities have the flexibility and authority to determine the content of this mandatory policy. The amendment to subsection 270(1) was

proclaimed on March 1, 2019. The purpose of this report is to provide Council with a recommended policy with respect to the relationship between members of council and the officers and employees of the municipality as required under the new provisions of the *Municipal Act, 2001*.

The Town of Cobourg has a number of existing by-laws and/or policy documents that address the working relationships between staff and members of council. The proposed policy serves to identify specific relationship principles based on the aforementioned common messages that are intended to be equally applicable to both members of council and members of municipal staff. The principles of the proposed policy are:

1. Understanding the importance of, and difference between, the political/representative role and the administrative/operational management role necessary for the provision of efficient, responsible, transparent and accountable municipal governments; and
2. The need for mutual trust and respect between both parties for the effective execution of their respective duties and functions.

5.0 BACKGROUND

Subsection 270 (1) of the *Municipal Act, 2001* requires municipalities to adopt and maintain policies with respect to a number of matters. Bill 68 added a new paragraph 2.1 that requires municipalities to adopt and maintain a specific policy related to the relationship between members of council and the officers and employees of the municipality. The requirement for the adoption of the council-staff relations policy became effective on March 1, 2019.

6.0 ANALYSIS

On September 30th 2019, Municipal Council considered a Draft Council/Staff Relations Policy for the Town of Cobourg. This policy was drafted by the Town of Cobourg's Integrity Commissioner with input from Town Staff. Council approved in a recorded vote the following resolution to refer the report to an alternative meeting date:

Moved by Councillor Emily Chorley, Seconded by Deputy Mayor Suzanne Séguin THAT Council refer Draft Policy # LEG-ADM23 - Council and Staff Relations Policy - to General Government Services for revisions and to be brought back to Council by November 25, 2019.

As a result of the Council resolution, Staff have met with General Government Services on two (2) occasions to review and make changes to the Council/Staff Relations Policy. The newly revised policy provides a better outline and understanding of the Town of Cobourg's situation at the local level, rather than a policy that can be used as a template for municipalities interchangeably as

prepared by the Integrity Commissioner.

The Policy also provides direct reference to current policies within the Town of Cobourg that have been approved by Council, this incorporation will provide a better relationship with those policies to the Council/Staff Relations Policy.

In addition, Staff has added a section that describes the Town of Cobourg Governance Structure, and explains the Council Coordinator Roles and the functions that they provide within the municipality.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

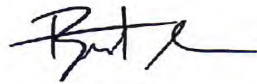
There are no financial or budget implications related to this Staff Report

8.0 CONCLUSION

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 approve the new Policy entitled "Council and Staff Relations Policy LED-ADM23.

12.0 AUTHORIZATION/SIGNATURES



Brent Larmer
Municipal Clerk/Manager of Legislative Services



Ian Davey
Interim CAO/Treasurer



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: Staff/Council Relations Policy
- Administration

Section # 3-1
Policy # LEG-ADM23

Purpose

- 1.0 This Policy is a requirement of the *Municipal Act, 2001* and shall govern the relationship between Members of Council and Staff of the Town of Cobourg in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*.
- 1.1 The purpose of this Policy is to provide guidance on how the Town of Cobourg maintains and promotes respectful, tolerant and harassment-free workplace between Members of Council and all Officers and Employees of the Town guided by the Code of Conduct for Members of Council and Local Boards, the Discrimination & Harassment-Free Workplace Policy, and the Procedural By-Law.

Policy

2.0 Roles and Responsibilities

- 2.1 The relationship between Members of Council and the officers and employees of the Town of Cobourg is guided by this policy and the associated documents from which language is drawn. This Policy complements the existing legislation governing conduct of Members and Staff including but not limited to the *Municipal Act*, the *Ontario Human Rights Code*, and the *Criminal Code of Canada*.
- 2.2 The role of Municipal Council is to govern. The role of Staff is to advise, implement and manage public service delivery. Municipal Council and Staff work in partnership with one another, while performing their respective roles. Although the roles of Council and Staff are distinct, they are interdependent, each one requiring the other to fulfill the Town's mandate and purpose.

3.0 Joint Role of Council and Staff

- 3.1 Both Municipal Council and Staff are expected to do the following:
 1. Demonstrate commitment to accountability and transparency among Council and Staff and the general public.
 2. Demonstrate leadership by making sound decisions based on knowledge, expert advice and sound judgment;



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Division: Corporate Services

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Section # 3-1
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3. Maintain confidentiality in all matters where information is protected under law and/or during the course of business, as prescribed in the *Municipal Act*; and the *Municipal Freedom of Information and Protection of Privacy Act*.
 4. Understand and respect each other's respective roles and responsibilities;
 5. Truly, faithfully and impartially exercise their role to the best of their knowledge and ability;
 6. Enhance public understanding of the political process by providing information about decision making processes;
 7. Uphold decisions of Council as a whole, regardless of personal opinion or belief, and commit to the implementation of those decisions;
 8. Refrain from disparaging criticism of Council Members or Staff; and
 9. Seek to achieve and maintain an environment of mutual respect and trust, with respect and acknowledgement of the different roles in achieving Council's objectives.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Policy – these principles are not operative provisions of the Policy.

4.0 Town of Cobourg Governance

- 4.1 The Town of Cobourg's governance model is provided through a Council Coordinator System. All Council Service Coordinators have a corresponding Council Service Coordinator Meeting Group to report to Council on matters regarding their respective area of municipal service as defined and approved through By-law No.008-2019 being a By-Law to define the Terms of Reference for Internal Meeting Groups, Advisory Committees, Ad Hoc Committees, and Legislative Committees and Boards established by and/or involving the Corporation of the Town of Cobourg.
- 4.2 The purpose of the established Coordinator System is for Members of Council to meet with Senior Staff to consider policy matters, budget recommendations and action items for presentation to Council regarding the major areas of responsibility within the Municipality, being General Government, Public Works, Protection, Planning and



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Development, Arts, Culture and Tourism, and Parks and Recreation.

- 4.3 It shall be the responsibility of the Coordinator to report to Council on matters regarding their respective area(s) of responsibility or referred to them by Council. Each Coordinator, in a report prepared by the appropriate Municipal Staff, is to recommend such action(s) as they deem necessary to Council for approval.
- 4.4 As set out in the Town of Cobourg Procedural By-law, the respective Council Service Coordinator will assume the role of Chair for the portion of the Committee of the Whole meeting pertaining to their service area and will be responsible for announcements, presenting the items individually as listed in the agenda, for asking municipal staff to explain the reports, for reading out the motion, for facilitating the discussion, for dealing with amendments, for calling the vote and for announcing the status of the motion being carried, defeated or amended. Each Council Service Coordinator will be assigned a backup Council Member as approved by resolution of Council to fill this role and assume responsibility in their absence.

5.0 Role of Municipal Council

5.1 Section 224 of the *Municipal Act, 2001* defines the role of Council as:

1. To represent the public and to consider the well-being and interests of the municipality;
2. To develop and evaluate the policies and programs of the municipality;
3. To determine which services the municipality provides;
4. To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
5. To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality; and
6. To maintain the financial integrity of the municipality



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5.2 In carrying out these defined roles, Members of Council shall adhere to the following, in addition to the relevant sections of the Council Code of Conduct:

1. Information or services that are readily available to the public shall be provided to Members in the same manner as they are provided to the public.
2. When addressing issues of service levels or complaints from residents/ratepayers, Members shall communicate with the appropriate Division Director and/or Chief Administrative Officer. Alternatively, Members should direct residents/ratepayers to utilize the Public Complaint Policy for complaints.
3. Member direction or requests to Staff to undertake an action, expend funds, commit resources beyond the normal course of public service delivery levels, or prepare a Staff report to Council or a committee, shall only be acted upon by Staff when authorized by the whole of Council through a resolution.
4. Members shall recognize Staff are not expected to provide information or respond to requests or take action in outside of regular administrative business hours, except in extenuating circumstances;
5. Members shall recognize that certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;
6. The Mayor, an individual Member or informal groups of Members cannot make a decision on behalf of Council unless authorized by Council or statute.
7. Members are encouraged to:
 - a) request input from senior management prior to making policy decisions and may advise senior management of questions prior to Council meetings in order to facilitate informed debate and evidence-based decision making;
 - b) request advice from the Clerk about the appropriate wording of motions, amendments and formal staff directions in accordance with the Procedural By-law in advance of Council meetings whenever possible that will be placed before Council to consider and discuss.



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8. Members shall at all times comply with all policies relating to the Town and Council that the Council may implement from time to time.

6.0 Role of Staff

- 6.1 It is the role of Staff to provide advice, support and recommendations to Council collectively and to Members individually, and to implement Council decisions in keeping with legislation, and municipal policy and procedures.
- 6.2 Staff shall respond to Members' requests for information in writing in a timely manner (email or hard-copy).
- 6.3 All Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- 6.4 Staff shall provide impartial and objective advice, information, and reports to Members, and shall in no way seek to mobilize members of the public to lobby, influence or persuade Members in how they vote;
- 6.5 Staff shall not undertake significant new projects unless they have been directed to do so by Council through the CAO;
- 6.6 Staff shall not speak publicly on any matter respecting any Council decisions or policies without the authorization of the CAO, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- 6.7 Staff will:
- a) recognize that Council is the elected voice of the citizens of the Municipality and Council is the collective decision-making and governing body of the Town and is ultimately responsible to the electorate for the good governance of the Town;
 - b) diligently and impartially implement of Council approved policies, programs and directions.



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6.8 Staff will not:

- a) make comments that disparage or harm the professional or ethical reputation of Members;
- b) engage in partisan political activities when acting in their capacity as Staff;
- c) use, or attempt to use, their influence for the purpose of intimidating, threatening, coercing, commanding or influencing any Members with the intent of interfering in Member roles;

7.0 Code of Conduct for Members of Council and Local Boards

7.1 The Code of Conduct for Members of Council establishes common basis of acceptable behavior. Section 5.0 titled the 'Role of Staff' within By-law No.068-2019, being a by-law that establishes a Code of Conduct for Members of Council and Local Boards, states as follows:

- Council as a whole approves the budget, policies and governance of the Town through its by-laws and resolutions. An individual Member does not direct nor oversee the functions of the staff of the Town.
- Town staff serve Council and work for the Town as a body corporate under the direction of the CAO. Members shall acknowledge, respect and have regard for the administration, managerial and organizational structure of the Town when requesting information or advice from staff.
- A Member shall not publicly criticize staff. Should a Member have any issue with respect to any staff member, such issue shall be referred to the CAO who will direct the matter to the particular staff member's appropriate superior.
- A Member shall respect the role of staff in the administration of the business and governmental affairs of the Town, and acknowledge and appreciate that staff:
 - a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member



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must not falsely or maliciously injure the reputation of staff members whether professional or ethical or otherwise;

- b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten, or influence any staff member from carrying out that person's duties, including any duty to disclose improper activity; and
- c) carry out their duties based on political neutrality and without undue influence from any individual Member and, therefore, a Member must not invite or pressure any member of staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

8.0 Employee Code of Conduct Human Resources Policy

8.1 The Staff Employee Conduct as presented in the Human Resources Policy Manual are designed to identify standards of behavior of which both the Municipality and prevailing legislation expect Staff to observe and maintain, such as:

- All employees of the Town of Cobourg are required to perform their duties with integrity, honesty and impartiality and to conduct themselves, at all times, in a manner that respects the dignity and rights of others. All employees are required to act professionally and be polite when communicating with the public, with other employees, with Members of Council, with board members and with public servants from other branches of government including other municipalities.
- Employees are expected to respect and promote the goals, objectives and policies of Council, senior management and their department.
- Employees shall acknowledge and respect the Corporation's organizational structure.
- In dealings with members of Council employees shall, at all times, conduct themselves in an objective and impartial manner.



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9.0 Discrimination and Harassment-Free Workplace Policy

9.1 The purpose of the Discrimination and Harassment Free Workplace Policy is to provide a discrimination-free and harassment-free workplace in which all persons can be treated with dignity and respect. The Policy states the following:

- The Town of Cobourg fully supports and adheres to the principles and practices set out in the *Ontario Human Rights Code* and the *Ontario Health and Safety Act* in all aspects of the employment relationship and therefore, it is the policy of the Town of Cobourg that every individual has the right to equal treatment in employment and will not be subject to acts of discrimination or harassment, including sexual harassment in the workplace.
- The *Ontario Health and Safety Act* further provides that individuals have the right to a workplace environment where measures are established to control risks of workplace violence; to summon immediate assistance when workplace violence occurs; for workers to report incidents of workplace violence; and to deal with incidents and complaints of workplace violence. The Town of Cobourg believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals.
- That individuals be made aware of and understand that acts of workplace violence, acts of workplace harassment and acts of workplace discrimination are considered serious offences for which disciplinary action deemed appropriate will be imposed; and
- That those subjected to acts of workplace violence, harassment and/or discrimination are encouraged to access any assistance they may require in order to pursue a complaint; and
- That individuals be advised of available recourse if they are subjected to, or become aware of, situations involving workplace violence, harassment and/or discrimination



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: **Staff/Council Relations Policy
- Administration**

Section # **3-1**
Policy # **LEG-ADM23**

10.0 Procedural By-law

10.1 The Procedural By-law establishes rules governing the order and procedure of the Council and its meetings. Section 38.0 – Rules of Conduct for Members' of By-law No. 009-2019 Council Procedural By-law shall be adhered to and followed.

11.0 COMPLAINT PROCESS

11.1 The Clerk shall be responsible for receiving complaints and/or concerns related to this policy. A complaint or concern with respect to an officer or an employee of the Town of Cobourg shall be submitted in writing on the attached Form 1. A formal complaint with respect to a Member shall be submitted in writing on the Council Code of Conduct - Formal Complaint Form. Upon receipt of a complaint and/or concern, the Clerk shall notify:

- a) In the case of an officer or an employee of the Town of Cobourg, the Chief Administrative Officer; and
- b) In case of Senior Management or the Chief Administrative Officer, the Mayor and Members of Council; and
- c) In the case of a Member of Council, the CAO or Integrity Commissioner.

Definitions:

The following terms shall have the following meanings in this Policy:

"CAO" means the Chief Administrative Officer of the Town;

"Clerk" means the person appointed by Council pursuant to Section 228 of the Municipal Act, 2001, in the Town of Cobourg.

"Council" means the council for the Town;

"Deputy Mayor" means the deputy mayor of the Town;

"Mayor" means the head of Council;



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"Member" means a Member of Council;

"Officers" means certain Staff (e.g. CAO, Chief Building Official, Clerk, Fire Chief, Treasurer, etc) who have duties or accountability provisions set out in specific legislation.

"Policy" means this Council and Staff Relations Policy;

"Senior Management: means all Staff at a Director level or higher.

"Staff" means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Town's business and interests; and

Scope

Application and Purpose

This Council and Staff Relationship Policy applies to all Members of the Council of the Town of Cobourg, including the Mayor, Deputy Mayor, and all members of Staff of the Town of Cobourg.


Administration

The Chief Administrative Officer shall designate the Municipal Clerk to implement and administer the terms of this policy and shall establish related operating procedures as required.

Cross Reference

Policy #

Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:
		<hr/>	

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk Manager of Legislative Services	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Town of Cobourg Municipal Complaint Policy	
REPORT DATE:	November 12, 2019	File #:

1.0 STRATEGIC PLAN
Pillars/Objectives

Programs - The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors.

2.0 PUBLIC ENGAGEMENT
Not Applicable

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

FURTHER THAT Council adopt the new Policy entitled "Municipal Complaint Policy - LEG-ADM25.

4.0 ORIGIN
On May 13, 2019 Municipal Council heard a delegation from Gerry Walker, Cobourg Resident, regarding a response to the Municipal Ombudsman Report dated March 28, 2019 which provided Council with considerations on amendments to the existing Comment and Complaint Policy for the Town of Cobourg.

Municipal Council provided the following resolution and direction to Staff:

THAT Council receive the Municipal Ombudsman report for information purposes; and receive the response to the Ombudsman Report from Gerald Walker, Cobourg citizen, for information purposes; and

FURTHER THAT Council direct staff to review the Town of Cobourg Public Comment and Complaint Policy (LEG-ADM19) and prepare a report with recommendations for enhancing the policy and overall public complaint process by September 23, 2019

This report and attached policy is a response to the suggestions made by the Town of Cobourg Resident on improvements to the Town of Cobourg Complaint Process.

5.0 BACKGROUND

With the introduction of Bill 8, the Public Sector Accountability and Transparency Act, and the amendments to both the Municipal Act 2001, in regards to Section 223.13(1) and the Ombudsman Act, 2014, c.13 Section 19, Ontario municipalities have entered into a new era of accountability at the local level.

Furthermore, as mentioned above, with the enactment of Bill 8 which was implemented on January 1, 2016, allows municipalities to be investigated, on a complaint basis, for any decision, recommendation or act. Complaints can be made with respect to municipal programs, services, facilities, staff members, or in cases where citizens believe that a municipality has not provided a satisfactory customer service experience.

Through the Municipal Complaint Policy, complaints can be made by residents, corporations within the municipality, and Councillors. Bill 8 amended the Ombudsman Act to expand the Ontario Ombudsman's or Municipally appointed Ombudsman, jurisdiction to investigate complaints made against municipalities. Investigations by the Ombudsman in these instances will usually be complaint based and can relate to any decision or act or omission in the course of the municipality's administration.

In order to remain consistent with provincial requirements the proposed redrafted policy will help to provide citizens with an increased accountable and transparent process whereby they can interact with local government and town staff and receive a response to their concerns, comments, and suggestions in a timely manner.

6.0 ANALYSIS

Staff have developed a revised Municipal Complaint Policy attached this report as Appendix "A" for consistent customer service standards with the ability to track and report complaints from the time received to achieving a resolution. There are many reasons to track all municipal complaints, including: risk management, budgeting, continuous improvement and accountability.

The establishment of a public complaint handling policy provides a systematic approach for handling formal public complaints; provide the public with a fair and equitable process when submitting a formal complaint to the Town, and provide documented information on the nature of the complaint and how it was managed.

As part of the revised policy, timelines and deadlines for a decision and response in receipt of a Complaint by Staff have been incorporated into the Formal Complaint process.

All Formal Complaints will begin at the Municipal Clerks Office, which will initiate the following process:

1. Within One (1) to Five (5) business days of receipt of the complaint, the Clerk shall acknowledge to the complainant in writing that the complaint has been received.
2. The Acknowledgment letter and the Official Complaint will be forwarded to the Division Director (or CAO) to begin the investigation following the Complaint Policy, the date of the acknowledgement letter will be the start of the investigators thirty (30) days for a response.
3. Within thirty (30) calendar days of the date of the acknowledgement letter, the Division Director shall provide a response in writing to the complainant. If the Division Director needs more time for the investigation, they must provide notice before the thirty (30) days is up to provide notice to the Complainant with an estimated timeline.

As part of the procedure, beginning at the start of the complaint until the end of the investigation, the Municipal Clerk's Office will provide a Tracking Number to all complaints that proceed through the Complaint Policy. These tracking numbers will be provided to the Complainant at the start of the investigation process in order for the individual to track the status of the complaint.

This tracking number will provide an internal tracking mechanism for the Clerk's Office, Division Director and CAO to make sure that the deadlines are being met and individuals are receiving a response in the specified timeframe.

The Complaint process will be fully functional with the Town of Cobourg City Works software which will keep an electronic log and history of the complaint from start to finish. Individuals making a complaint through this policy will have several options to complete the Complaint Submission Form.

1. Complete the Municipal 'Complaint Submission Form' by hand attached as Appendix 'A' to the Policy and submit directly to the Clerk's Office in person, mail, fax or email;
2. Fill out the 'Municipal Complaint Submission Form' electronically through the dedicated 'Municipal Complaint Policy Submission Webpage' hosted at www.cobourg.ca.

Complainants using any of these methods will be given a tracking number and receive an acknowledgement letter and an email notifying them that the Town is in receipt of their submission and will be following up.

All Town of Cobourg Municipal Staff will be offered training opportunities to build awareness and educate staff on the Municipal Complaint Policy in all departments and divisions.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial or budget impacts related to this report.

8.0 CONCLUSION

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 approve the new Policy entitled "Municipal Complaint Policy - LEG-ADM25.

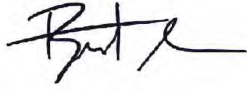
9.0 POLICIES AFFECTING THE PROPOSAL

Revised Municipal Complaint Policy

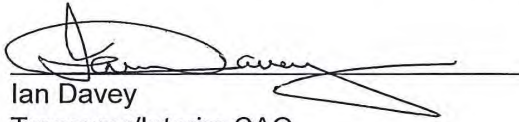
10.0 COMMUNICATION RESULTS

The Town of Cobourg through the Communications Department will be providing notification and awareness to Cobourg Residences according to Communication Department best practices.

12.0 AUTHORIZATION/SIGNATURES



Brent Larmer
Municipal Clerk/Manager of Legislative Services



Ian Davey
Treasurer/Interim CAO

THE CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services
Department: Legislative Services
Policy Title: Municipal Complaint Policy

Effective Date: TBD
Approval Level: Council
Section # 3-3
Policy # LEG-ADM19

Purpose

The Town of Cobourg is committed to a consistent and uniform process for responding to complaints received from members of the public regarding programs, facilities, municipal services, staff or operational procedures. This Policy outlines the process to be followed for the filing of, and handling of, public complaints.

The Town of Cobourg recognizes the importance of public input and welcomes complaints as a valuable form of feedback. The information gained from complaints helps to improve the client experience of residents, in addition to improving on the quality of services provided by the Corporation.

The following policy establishes guidelines and standards for the efficient handling and resolution of complaints made toward the municipality in order to address concerns raised and improve services.

Policy

1.0 COMPLIANT DEFINITION

- 1.1 A complaint is an expression of dissatisfaction related to operations, a municipal service or program, facility, or staff member, where a citizen believes that the municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected.

A complaint is distinct from:

- a request for service made on behalf of a citizen for a specific service, or to notify the municipality that a scheduled service was not provided on time;
- a general enquiry or specific request for information regarding municipal service;
- an expression of approval or compliment for a municipal staff member, program, product or process; or
- a suggestion or idea submitted by a customer with the aim of improving services, programs, products or processes.

THE CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services
Department: Legislative Services
Policy Title: **Municipal Complaint Policy**

Effective Date: TBD
Approval Level: Council
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This policy is not for complaints related to:

- Enquiries;
- Requests for service;
- Feedback;
- Request for accommodations;
- Criticisms or anonymous complaints;
- regarding staff that are employed by a service provider contracted by the municipality, these employees shall be subject to the policies of that service provider;
- issues addressed by legislation, or an existing municipal by-law, policy or procedure;
- a decision of Council or a decision of a Committee of Council;
- internal employee complaints; or
- matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.

2.0 COMPLAINT PROCESS PRINCIPLES

2.1 The Town of Cobourg will use the following principles to guide the complaint process:

1. **Resident-Focus** – The Town of Cobourg is committed to continuous improvement in service delivery;
2. **Accountability** – Complaints are handled in a fair, respectful and transparent manner as quickly as possible;
3. **Responsiveness** – Complaints are tracked and the Complainant is informed of each step;
4. **Accessibility** – Information on how to submit a complaint is easily found on the Town's website;
5. **Simplicity** – The process must be simple to understand and easy to use; and
6. **Confidentiality** – Complainants will be dealt with in a confidential manner according to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Information will be collected, used and disclosed in accordance with the *Act*.

THE CORPORATION OF THE TOWN OF COBOURG



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3.0 COMPLAINT PROCEDURE

3.1 A complaint may be made in a number of ways:

- Verbal complaints are made in person or by telephone;
- Written complaints may be filed by hand delivery, mail, fax or email.

3.2 A formal complaint shall include the following components:

- a. Contact details of the Complainant;
- b. Type of complaint;
- c. Summary of complaint (Details, location, Town employee involved, resolution requested, enclosures, date complaint submitted);
- d. Signature and date.

3.3 All complaints should be filed as soon as possible.

4.0 INFORMAL COMPLAINT PROCESS

4.1 Departments are encouraged to resolve matters informally as complaints are received prior to any written or formal process. Division Director's shall ensure all staff has clear direction and authority to resolve frontline matters.

It is the responsibility of the complainant to attempt to resolve concerns by dealing with the appropriate Municipal Department directly involved with the issue where appropriate. It is the responsibility of all Town of Cobourg employees to attempt to resolve issues or concerns before they become complaints, and identify opportunities to improve municipal services.

4.2 For cases where informal resolution is successful, complaint logging is not required.

5.0 FORMAL COMPLAINT PROCESS

5.1 **Filing the Complaint**

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Where frontline resolution cannot be achieved, complaints should be submitted to the Municipal Clerk's Department or designate, on the Municipal Complaint Form attached as Schedule 'A'. All information must be completed.

5.2 Receipt and Acknowledgement

The Clerk's Department shall log the complaint and forward a copy to the Division Director or designate. Within One (1) to Five (5) business days of receipt of the complaint, the Clerk shall acknowledge to the complainant in writing that the complaint has been received in the form attached as Schedule 'B'.

The Municipal Clerk's Office will:

- a) Acknowledgement:** Contact the Complainant in writing within One (1) to Five (5) Business Days. The Complaint will be logged and a tracking number will be assigned and referenced within the notice, as well as detailed service standard timelines which will be met during the complaint process.
- b) Assessment (If applicable):** Contact the Complainant in writing to clarify the complaint if needed. The complaint may be terminated at this point if a resolution is possible, if it is a duplicate or if it is not a complaint.

5.3 Investigation

Division Director's will be responsible to investigating the matter, program and/or service pertaining to their Division.

A Division Director may not delegate the authority to investigate a complaint to an employee who, is or may be named, in the complaint.

If a complaint is made against the Division Director, the Chief Administrative Officer (CAO) or designate shall conduct the investigation.

If a complaint is made against the Chief Administrative Officer, the Mayor shall consult with Council and may designate a qualified individual at arm's length from the municipality, to investigate.

The designated investigator shall review the issues identified by the complainant and in doing so may:

THE CORPORATION OF THE TOWN OF COBOURG



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- Document all notes within the Municipal Complaint Tracking Form;
- Contact the Complainant where a quick resolve is possible;
- Notify the Complainant in writing of an approximate length of time if the investigator determines that the issue may result in a lengthy investigation process.
- review relevant municipal and provincial legislation;
- review the municipality's relevant policies and procedures;
- review any existing file documents;
- interview employees or member of the public involved in the issue; and
- identify actions that may be taken to address the complaint or improve municipal operations.

At the discretion of the Chief Administrative Officer, Council may be notified of an open complaint for information purposes.

5.4 Decision

Within thirty (30) calendar days of date of the acknowledgement letter, the Division Director shall provide a response in writing to the complainant.

The response shall include:

- whether the complaint was substantiated;
- if the complaint is not substantiated, provide reason(s) for their decision; and
- any actions the municipality has or will take as a result of the complaint

If the Division Director is unable to provide a response within thirty (30) calendar days, they shall notify the complainant of the delay and provide an estimate of when a response will be provided.

The decision correspondence shall include information such as:

- Overview of the Complaint;
- Details of how the investigation was conducted;
- Summary of the facts;
- Outline of the findings;
- Identification of next steps;
- Suggestions of appropriate resolution along with rationale supporting the proposed resolution.

THE CORPORATION OF THE TOWN OF COBOURG



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5.5 Record

The Division Director shall file a copy of the complaint and resolution with the Municipal Clerk. The Municipal Clerk shall maintain a file of the complaint in accordance with the municipality's records retention by-law.

5.6 Appeal Process

Once the municipality has communicated the decision to the complainant; there is no appeal process at the municipal level. Unresolved issues can be directed by way of a delegation to Council or addressed through the Ombudsman.

5.7 Non-Compliance

Non-compliance with this complaint policy may result in the complaint being filed with the Ontario Ombudsman for investigation.

6.0 PRIVACY

6.0 The Town of Cobourg employees will adhere to all applicable legislation regarding privacy in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

6.1 All complaint records will be kept securely and in accordance with Town of Cobourg policy requirements and legislative responsibilities.

6.2 Personal information on the complaint is treated as confidential to protect the privacy of the Complainant; however the Complainant should be aware that certain circumstances may indirectly identify them during an investigation.

7.0 RECORDS MANGEMENT

7.1 Upon delivery of the decision, the complaint shall be deemed resolved/closed and the Investigator will transfer all physical and electronic documents pertaining to the complaint to the Municipal Clerk's Office who will maintain the records according to the Town's record and Retention Schedule. No records or copies thereof shall be kept by any investigator.

THE CORPORATION OF THE TOWN OF COBOURG



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8.0 OMBUDSMAN

- 8.1 Where the Town of Cobourg and Complainant are unable to resolve a submission or complaint to their mutual satisfaction, the Complainant may forward their complaint to the Ombudsman for investigation.

9.0 QUARTERLY REPORT

On a quarterly basis, the Municipal Clerk will report to Council a summary of the Complaints received through the Municipal Complaint Policy for information with protecting personal information when necessary.

9.0 ADDITIONAL REFERENCES

9.1 Closed Meeting Investigations

Under Section 239 of the Municipal Act, 2001, as amended, any individual may request that an investigation be undertaken to determine whether a municipality or local board has complied with the Municipal Act or is Procedural By-law in respect of a meeting or part of a meeting that was closed to the public. All Complaints shall be filed in accordance with the provisions outlined in the Closed Meeting Investigation Policy through the Closed Meeting Investigator.

9.2 Complaints of Council (Code of Conduct, Municipal Conflict of Interest Act MCIA)

Effective March 1, 2019, Part VI of the Municipal Act, 2001, 'Accountability and Transparency' requires municipalities to appoint a Integrity Commissioner to perform functions as outlined in the Municipal Act, 2001, as amended. Complaint shall be filed as outlined within the Council Code of Conduct.

Definitions

Complaint – an expression of dissatisfaction related to the Town of Cobourg's programs, facilities, services, Town employee or operational procedures, where it is believed that the Town has not provided a service experience to the customer's satisfaction at the point of service delivery, and a response or resolution is explicitly or implicitly expected.

THE CORPORATION OF THE TOWN OF COBOURG



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Complainant – The person who is dissatisfied and is filing the complaint. Anyone who uses or is affected by Town services can make a complaint.

Resolution of Complaint is the final stage of the complaint process, which may include an apology, explanation, reconsideration, reimbursement, compensation, and/ or change in policy. The complaint is considered resolved.

Scope

All employees should have a clear understanding of how complaints are handled within the Town of Cobourg.

All supervisors must comply with and explain this policy to their employees and conduct training which may be necessary.

Administration

Municipal Staff are authorized and directed to take the necessary action to give effect to this policy.

The Municipal Clerk or Chief Administrative Officer or designates are delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or if, in the opinion of them, the amendments do not change the intent of the policy and shall be brought to Council for approval.

THE CORPORATION OF THE TOWN OF COBOURG



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PROCESS

Municipal Clerks Department:

Receives written complaint
Logs complaint
Forwards to appropriate Division Director
Acknowledges receipt to complainant within One (1) to five (5) Business Days



Division Director/CAO/Mayor:

Investigate the complaint
Make a decision
Notify the complainant of the outcome within thirty (30) days of the date of the acknowledgement letter
File a copy of the decision with the Clerk



Municipal Clerks Department:

File a copy of the decision
Report to Council Quarterly

THE CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services

Department: Legislative Services

Policy Title: **Municipal Complaint Policy**

Effective Date: TBD

Approval Level: Council

Section # **3-3**


Policy # **LEG-ADM19**

Cross Reference

Policy #

Procedure #

Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	Monday June 24, 2019	
TITLE / SUBJECT:	Appointment of Ombudsman for the Town of Cobourg	
REPORT DATE:	May 15, 2019	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

THAT Council receive the report for information purposes; and

FURTHER THAT THAT Council appoint John Ewart, Ewart and O'Dwyer Barristers and Solicitors as the Town of Cobourg, Municipal Ombudsman for a four-year term ending on December 31, 2023;

OR

THAT Council select one of the alternative options listed within the Staff Report.

4.0 ORIGIN

On December 15th 2015, Council appointed its first Municipal Ombudsman and the term of expiry was on December 31, 2018.

On January 7th 2019, Council directed Staff to proceed with a Request for Proposals (RFP) in order to start the process for the appointment of a Municipal Ombudsman for the Town of Cobourg

5.0 BACKGROUND

Recruitment Process

On January 14, 2019 Council authorized staff to begin the process to solicit submissions for a Request for Proposal (RFP) for the services for a Municipal Ombudsman. RFP's ensure that persons or companies selected to provide services to the Town are chosen in an objective, fair and transparent manner.

The Town issued the Request for Proposal (RFP) for Municipal Ombudsman services on April 6, 2019, with a closing date of April 30, 2019, and on the date of the RFP closing the Town received one (1) bid only. Pursuant to the Town of Cobourg Purchasing Policy, the Town extended the submission period for an additional two (2) weeks which resulted in new submission deadline of May 14, 2019.

After the new closing date, the Town of Cobourg still received only (1) bid from Ewart and O'Dwyer, for the role of Municipal Ombudsman.

On May 21, 2019, Staff prepared a memo for Municipal Council for permission to open the single bid received for the Town of Cobourg Municipal Ombudsman Request for Proposal (CO-19-11-LEG). This process is pursuant to the Town of Cobourg Purchasing Policy, in order to open and evaluate the single bid received, after a two (2) week extension.

As a result of the Staff Report, Municipal Council passed the following Resolution:

THAT Council authorize and direct the Municipal Clerk to extend the Request for Proposal (RFP) (CO-19-12 LEG) for the position of the Municipal Ombudsman for the Town of Cobourg until July 4, 2019; and

FURTHER THAT Council direct the Municipal Clerk to advertise the RFP in specialized legal publications/forums and through direct notification to all existing providers of Municipal Ombudsman services in Southern Ontario.

As a result of the Council resolution, Municipal Staff conducted research on a number of Southern Ontario municipalities. The Town contacted twenty-nine (29) municipalities and asked who provided Ombudsman Services for their municipality. There were three (3) consistent organizations providing the services: ADR Chambers, Aird and Berlis LLP. and Ontario Ombudsman.

The Legislative Services Staff contacted ADR Chambers Inc, to submit a proposal which has been evaluated with the previous submission as submitted by Ewart and O'Dwyer. Both RFP submissions were reviewed by the evaluation committee comprised of the Municipal Clerk, the Mayor and the Deputy Mayor.

Each submission was evaluated against the criteria set out in Section 9 of the Integrity Commissioner RFP as follows:

9.0 RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category or who do not receive an overall score of 75% of available points for rated criteria (i to vi, and a Pass Score on References) will not proceed to the next stage of the evaluation process.

STAGE I:

Rated Criteria Category	Weighting (Points)	Minimum Threshold
i. Investigation Experience	25	
ii. General Municipal Knowledge	15	
iii. Knowledge of Ontario Municipal Law	15	
iv. Public Relations and Education	5	
v. Closed Meeting Investigations/other	5	
vi. References	Pass/Fail	
Must Achieve 75% or 49 out of 65		75% of Stage I.

STAGE II:

Rated Criteria Category	Weighting (Points)	Minimum Threshold
Financial (See appendix 'C')	25	
Presentation/Interviews (Optional)	10	
Total Points	100	N/A

The RFP set out the scope of work for the Municipal Ombudsman, and required proponents to provide evidence of their experience and understanding of the services to be provided. The successful Ombudsman was selected based on the total points they could receive as part of a standardized evaluation process. The RFP submissions were evaluated in stages. The first stage of the evaluation was based on a number of rated criteria and the second stage of the evaluation included a review of the proponent's price proposal as outlined in the scoring table above.

6.0 ANALYSIS

The Evaluation Team consisting of the Mayor, Deputy Mayor and Municipal Clerk was used to evaluate the proposal submissions for the position of Municipal Ombudsman.

Each proponent was asked to submit two proposals, one being a technical proposal and the other being the pricing proposal. The technical proposal submissions were analyzed and evaluated by the committee, based on the following technical proposal evaluation criteria: Investigative Experience, Knowledge of Ontario Municipal Law and General Municipal Experience, Community/Media Relations and Education, and References. Technical proposals that passed the minimum technical score of 75% had their cost proposal opened and evaluated.

The technical proposal submission from John Ewart – Ewart and O'Dwyer passed the minimum technical threshold of 75%.

The submission submitted by ADR Chambers Inc. was evaluated and did not receive enough points to proceed to the next level of Pricing Evaluation.

Technical Evaluation Results: Municipal Ombudsman Request for Proposal:

Rated Criteria Category	Weighting (Points)	ADR Chambers Inc.	John Ewart Ewart O'Dwyer Barristers and Solicitors
i. Investigation Experience	Max 25pt	20	20
ii. General Municipal Knowledge	Max 15pt	10	15
iii. Knowledge of Ontario Municipal Law	Max 15pt	10	15
iv. Public Relations and Education	Max 15pt	3	3
v. Closed Meeting Investigations	Max 5pt	5	5
vi. References	Pass/Fail	PASS	PASS
TOTAL:		48	58

**49 points needed to advance to second stage.*

Pricing Evaluation Results: Municipal Ombudsman Request for Proposal:

Rated Criteria Category	Weighting (Points)	Aird & Berlis LLP	John Ewart Ewart O'Dwyer Barristers and Solicitors
i. Financial	Max 25	0	25
ii. Presentations/Interview (N/A)	Max 10	N/A	N/A

**Presentations and Interviews were not conducted as Proponents provided relevant experience in the submissions. Both Proponents were automatically given 10 pts.*

*Pricing Score Calculation*** (Lowest Price ÷ Proponents Price) X weighting (25)
= Proponents Pricing Points.*

Final Scoring - Technical + Pricing

TOTAL SCORE:	ADR Chambers Inc.	John Ewart Ewart O'Dwyer Barristers and Solicitors
	N/A	93 Points

As a result of the RFP submission and evaluation, John Ewart of Ewart and O'Dwyer received the most number of points and made it to the Pricing Stage with 98 out of 100 available points being received. Ewart O'Dwyer is a specialty practice Law Firm that focuses on Municipal Law, with a particular emphasis on the provision of legal advice and representation of clients relating to the functioning of local government involving all aspects of the *Municipal Act, 2001*, and other relevant legislation affecting or created by municipalities and those who are affected by the exercise of their powers. John is recognized by the Law Society of Ontario as a Certified Specialist in Municipal Law/Local Government. John is also recognized by the Law Society of Ontario as a designated Certified Specialist in the field of Municipal Government/Land Use Planning and Development.

Council through the Request for Proposal process as outlined above has the option to select John Ewart - Ewart and O'Dwyer as the Municipal Ombudsman for the Town of Cobourg.

Additional Options:

Aird and Berlis LLP.

As provided to Council in a Staff report on October 15, 2019, Staff have contacted, Aird & Berlis – John Mascarin, who was recently awarded and is currently providing Integrity Commissioner Services and Closed Meeting Investigator Services for the Town of Cobourg. Staff extended the invitation to submit a proposal for the role of Municipal Ombudsman to Aird & Berlis and their firm confirmed that they do perform this Accountability Officer position to municipalities and if Council would like to add this service to the current terms of the Agreement to be negotiated, they would happily accept the appointment.

Ontario Ombudsman

The Ombudsman is an independent and impartial Officer of the Ontario legislature with authority to address complaints about the administrative conduct of municipalities, universities, school boards, and provincial government

organizations, as well as complaints about services for children and youth and French language services. The Ombudsman's role with respect to municipalities is to review and investigate complaints about municipal government administration. When problems are identified, the Ombudsman may make recommendations or share best practices with a municipality to improve its processes, as well as to strengthen local governance and accountability.

The Ombudsman is intended to be an office of last resort. The Ombudsman recommends that all municipalities adopt a policy on receiving and handling complaints and inquiries from citizens, so that issues can be resolved at the local level wherever possible. These policies should be in writing and made available to the public, such as by posting them on the municipal website. When a process exists to address a complaint locally, the Ombudsman refers individuals to attempt to resolve their concerns with the municipality before his office will review the complaint further.

Once an individual has exhausted their local complaint options, the Ontario Ombudsman can review the steps taken by the municipality to address the complaint.

In addition the Ontario Ombudsman is impartial officer of the Province and the investigations conducted from the Office of the Ontario Ombudsman are free of charge.

Ontario Ombudsman's Role with a Municipally Appointed Ombudsman.

If a Municipality has appointed its own Municipal Ombudsman, in accordance with the *Ombudsman Act*, except on his own motion, the Ombudsman can only consider issues within the jurisdiction of a municipally appointed accountability officer if the accountability officer has refused to investigate, the time for bringing a complaint has expired, or the officer has conducted and concluded an investigation. This is consistent with the Ombudsman's role as an Office of last resort.

The Ombudsman is not an appeal body and does not substitute his decision for that of a local accountability officer.

Instead, when the Ontario Ombudsman's Office reviews a complaint about a local accountability officer, including a municipal ombudsman, the Office of the Ombudsman considers whether the Municipal Ombudsman:

- Acted in accordance with the relevant legislation, terms of reference, and
- policy;
- Considered the issues before them;
- Followed a fair practice;
- Obtained and considered relevant information; and

- Provided sufficient reasons to support their decision based on the
- available evidence.

Following his review, the Ombudsman may share best practices or make recommendations to a municipality or accountability officer to foster fairness and Transparency.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

As per the received RFP responses, both individuals provided an hourly rate charged for their services as submitted within the pricing component of the RFP process. Because ADR Chambers did not meet the threshold to move to the pricing stage, their pricing is not reflected within this report.

John Ewart of Ewart and O'Dwyer submitted an hourly rate of \$275 plus HST. The submission did not include a retainer fee, and all travel and attendance in the Town of Cobourg will be based on the hourly rate as quoted in the RFP submission. Ewart and O'Dwyer is located in downtown Peterborough. As noted in the RFP submission the hourly rate will be maintained during the entire agreement period of four years (4).

In the current 2019 Budget, for the services of Municipal Ombudsman was set at \$5,000.

There will be anticipated costs associated with the services of the Municipal Ombudsman in 2020. The annual cost of the Municipal Ombudsman cannot truly be estimated to any degree of certainty as the process is complaint driven.

8.0 CONCLUSION

THAT Council receive the report for information purposes; and

FURTHER THAT THAT Council appoint John Ewart, Ewart and O'Dwyer Barristers and Solicitors as the Town of Cobourg, Municipal Ombudsman for a four-year term ending on December 31, 2023;

OR

THAT Council select one of the alternative options listed within the Staff Report.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

10.0 COMMUNICATION RESULTS

The Ombudsman once approved will posted on the Municipal Website and the contact information will be posted with the various forms attached.


12.0 AUTHORIZATION/SIGNATURES

A handwritten signature in black ink, appearing to read 'Brent Larmer'.

Brent Larmer
Municipal Clerk
Manager of Legislative Services

A handwritten signature in black ink, appearing to read 'Ian Davey'.

Ian Davey
Treasurer/Interim CAO

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor, Deputy Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk Manager of Legislative Services	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Plumbing Permit and Inspection Services Agreement with the County of Northumberland	
REPORT DATE:	November 15, 2019	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

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

FURTHER THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute the Agreement between the Corporation of the Town of Cobourg and Northumberland County to provide plumbing inspection and review services under Part 7 of the Ontario Building Code.

4.0 BACKGROUND

This Staff report introduces a By-law to renew the long-standing agreements between the County and member municipalities for the County to enforce the Ontario Building Code with respect to plumbing.

The member municipalities of Northumberland County have obtained plumbing permit and inspection services from Northumberland County for over a decade.

5.0 ANALYSIS

For over a decade the County and member municipalities have entered into shared service agreements where the County would enforce the plumbing provisions and inspection requirements of the *Ontario Building Code* on their behalf. The current agreements are set to expire on December 31, 2019 and have been reviewed and renewed by the County and CBO's from the member municipalities to continue to provide plumbing enforcement and inspection services.

Legislative Authority/Risk Considerations Section 6.1(1) of the *Building Code Act* allows the council of an upper-tier municipality and member municipalities to enter into an agreement for the enforcement of the Building Code related to plumbing. The County has established a plumbing service with qualified and appointed plumbing inspection staff that enforce the plumbing provisions and inspection requirements of the Building Code on behalf of the member municipalities

6.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The plumbing service is self-financed exclusively from permit fees (i.e. no levy funding). In accordance with the Building Code Act, fees cannot exceed the anticipated cost to enforce the plumbing service.

Plumbing fees are reviewed annually as part of the County's annual fees and consolidation By-law review in coordination with the County Finance Department.

The County currently provides year-round plumbing enforcement and inspection services for the Town of Cobourg and all Northumberland member municipalities. The draft plumbing service agreement renewal will establish the responsibilities for County and member municipalities for the enforcement of the Building Code with respect to plumbing for the next seven (7) years. The draft agreement also provides an option for all parties to consider County administration of plumbing permits in the future.

7.0 CONCLUSION

The County and member municipalities have long-standing service agreements for the County to enforce the plumbing provisions and inspection requirements of the Ontario Building Code.

The agreements are set to expire on December 31, 2019 and it is recommended that an agreement between the County and member municipalities be renewed for another seven years.

This Agreement is intended to provide for the enforcement of the Plumbing Regulations of the Building Code and enforcement of the Building Code Act as

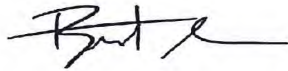
it relates to Part 7 of the Building Code within each of the Municipalities that are parties to the agreement.

It is recommended that the Mayor and Municipal Clerk as in the case with the other partners, sign the agreement on behalf of the Town of Cobourg.

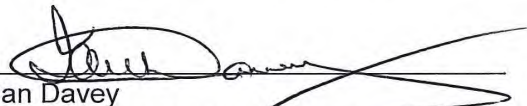
8.0 POLICIES AFFECTING THE PROPOSAL
Not Applicable

9.0 COMMUNICATION RESULTS
Not Applicable

10.0 AUTHORIZATION/SIGNATURES



Brent Larmer
Municipal Clerk/Manager of Legislative Services



Ian Davey
Treasurer/Interim CAO

Plumbing Agreement

This Agreement made this 18th day of September, 2019

Between:

The Corporation of the County of Northumberland

(Hereinafter referred to as the "County")

and

The Corporation of the Township of Alnwick/Haldimand

The Corporation of the Municipality of Brighton

The Corporation of the Town of Cobourg

The Corporation of the Township of Cramahe

The Corporation of the Township of Hamilton

The Corporation of the Municipality of Port Hope

The Corporation of the Municipality of Trent Hills

(Hereinafter referred to as the "Member Municipalities")

Whereas the Member Municipalities to this agreement each enforce the provisions of the Building Code Act and Building Code within their respective municipalities;

And Whereas Section 6.1(1) of the Building Code Act authorizes the County and Member Municipalities to enter into an agreement for the County enforcement of the provisions of the Building Code Act and the Building Code related to plumbing;

And Whereas the parties consider it desirable for the County to provide the necessary inspections and enforcement services pursuant to the plumbing provisions of the Building Code Act in each Member Municipality;

And Whereas this Agreement has been authorized by By-law by each of the parties hereto;

Now Therefore in consideration of the mutual terms and conditions herein contained and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by each of the parties hereto) the parties hereby covenant and agree with each other as follows:

Definitions:

1. In this Agreement:

(a) "Building Code Act" means the Building Code Act, 1992, S.O., c.23 and any successor thereto.

(b) "Building Code" means Ontario Regulation 332/12 as amended enacted pursuant to the provisions of the Building Code Act and any successor thereto.

Term:

2. This Agreement shall come into force and take effect upon the 1st day January, 2020 and shall continue in full force and effect for a period of seven years up to and including December 31, 2026 unless earlier terminated in accordance with the provisions of this Agreement.

Services To Be Provided:

3. This Agreement is intended to provide for the enforcement of the Plumbing Regulations of the Building Code and enforcement of the Building Code Act as it relates to Part 7 of the Building Code within each of the Member Municipalities and to provide for the sharing of costs incurred in the inspections and enforcement of the Building Code Act related to plumbing.

Responsibilities Of The Parties:

4. The County agrees to:

- (a) appoint a Senior Plumbing Inspector and such Plumbing Inspectors as necessary for the purpose of carrying out plumbing related plans review and inspections and enforcement of the Building Code Act and the Building Code;
- (b) pay the salaries and benefits and expenses arising out of an employee/employer relationship for the Senior Plumbing Inspector and other Plumbing Inspectors;
- (c) maintain accurate financial records of all costs incurred by the County relating to the employment of the Senior Plumbing Inspector and other Plumbing inspectors;
- (d) provide a quarterly invoice to each Member Municipality to reconcile permits issued and inspection visits performed during the previous quarter;
- (e) notify the Member Municipalities of additional inspection fees over and above those included in and under the initial permit;
- (f) investigate options for County issuance of plumbing permits and collection of fees in consultation with the Member Municipalities;
- (g) maintain an annual budget report of actual revenue and operating expenses and to maintain a reserve fund;
- (h) take such steps as may be necessary to obtain and keep in place throughout the term of this Agreement insurance commonly referred to as public liability insurance with an insurance company duly authorized by law to underwrite such insurance. The policy or policies of insurance shall indemnify the Senior Plumbing Inspector and Plumbing Inspectors claims arising from or as a consequence of or in any way relating to the enforcement or failure to enforce the provisions of the Building Code Act and Building Code related to plumbing;
- (i) pay such insurance fees and deductible costs as may be incurred arising out of legal proceedings incurred in the enforcement of the Building Code Act and Building Code; and,
- (j) name the Member Municipalities as additionally insured under the County's public liability insurance policy for errors and omissions.

5. Each Member Municipality agrees to:

- (a) issue plumbing permits and collect the permit fees until such time as County administration for plumbing permits is formalized by all parties;
- (b) forward copies of the permits to the County at the time of issuance;
- (c) forward plans and specifications for plumbing installations to the Senior Plumbing Inspector for plan review as necessary prior to the issuance of a plumbing permit;
- (d) maintain accurate financial records of all monies received for plumbing permit fees;
- (e) reimburse the County on a quarterly basis for the monies collected pursuant to the issuance of plumbing permits;

Court Proceedings:

6. In the event that it becomes necessary to take any court action to enforce the plumbing provisions of the Building Code Act or Building Code or to respond to any action arising out of the enforcement of the Building Code Act and Building Code or any appeal arising out of the Building Code Act relating to plumbing issues, the County at its discretion may initiate enforcement proceedings and will be responsible for the taking of such action or responding to such claim or appeal and shall also be responsible for any legal costs and disbursements that may be incurred in undertaking or responding to the proceeding, with funding to be provided from available reserve fund and/or from the County's insurer, as may be applicable.

Permit fees may contain an allowance or contingency amount to cover such insurance costs and deductible amounts not covered by the County's public liability insurance policy for matters arising out of legal proceedings in the enforcement of the Building Code Act and Building Code and may be adjusted from time to time to ensure that funds are available to cover any deductible costs.

Termination:

7. This Agreement shall not be terminated by any of the parties hereto prior to December 31, 2022.

After December 31, 2022, this Agreement shall not be subject to any right of termination by any party or parties hereto unless:

- (a) the party or parties wishing to have the Agreement terminated has or have given written notice to all other parties; and
- (b) all parties have agreed in writing to the termination of this Agreement.

The termination of this Agreement shall occur on the 31st day of December in the year subsequent to the year in which agreement by all parties to terminate this Agreement is achieved unless all of the parties agree to an earlier termination date.

In the event of any termination of this Agreement, the parties shall continue to collect all permit fees and to pay such permit fees to the County on a quarterly basis in accordance with the terms of this Agreement until the effective date of termination.

In addition to the obligation to continue to collect and pay permit fees to the County as set out above, the Member Municipalities shall pay to the County any costs, not covered by the reserve fund, that may be incurred by the County for the layoff of the Senior Plumbing Inspector, Plumbing Inspectors and/or any support staff as a result of the termination of this Agreement and each of the parties shall contribute to the termination costs in an amount equal to each party's proportionate share as calculated on the basis of the distribution of the County levy for the last calendar year prior to the year of the effective date of termination.

Withdrawal

8. The parties hereto and each of them agree that no party or parties shall withdraw or be entitled to withdraw from this Agreement prior to December 31, 2022.

Any party to this Agreement wishing to withdraw from this Agreement after December 31, 2022 shall give a minimum of one full year's written notice to all of the other parties provided that such notice shall not be given prior to December 31, 2022. Such withdrawal shall take effect on the 31st day of December in the year subsequent to the year in which such notice or withdrawal is given.

Upon the withdrawal of any party or parties to this Agreement, the withdrawing party or parties shall not be entitled to any reimbursement or compensation for any money paid pursuant to the provisions of this Agreement. Further, the withdrawing party or parties shall, upon the effective date of withdrawal, cease to be a party to this Agreement.

Despite the withdrawal of any party or parties hereto, this Agreement shall continue

in full force and effect unless terminated by the remaining parties as in accordance with the Termination provisions of this Agreement.

Despite the withdrawal of any party or parties hereto, the withdrawing party or parties shall continue to be responsible and liable for the collection and payment of all plumbing permit fees up to and including the effective date of withdrawal.

Upon the withdrawal of any party or parties to this Agreement, the withdrawing party or parties shall pay to the County the withdrawing party or parties share of the costs, not covered by the reserve fund, that may be incurred by the County for the layoff of the Senior Plumbing Inspector, Plumbing Inspectors and/or any support staff as a result of the withdrawal of the party or parties to this Agreement and the withdrawing party or parties share of these costs shall be an amount equal to the withdrawing party or parties proportionate share of the total plumbing permit fees collected from all of the parties for the last calendar year prior to the year of the effective date of withdrawal. The withdrawing party or parties share of the costs of withdrawal as determined in this paragraph shall be paid to the County on or before the effective date of withdrawal and shall be held by the County in a separate interest bearing account until such times as the Senior Plumbing Inspector, Plumbing Inspectors or support staff are laid off.

Resolution Of Disputes:

9. If a disagreement or dispute arises between any of the parties to this Agreement with respect to the interpretation, construction, or performance of the Agreement which the parties are unable to resolve, such disagreement or dispute shall be determined by arbitration in accordance with and pursuant to the provisions of the Arbitrations Act, and the arbitrators decision shall be final and binding upon the parties and upon their respective successors and assigns and shall not be subject to appeal.

In the event that the parties cannot agree on an arbitrator, any party can apply to a single Judge of the Superior Court of Justice in accordance with and pursuant to the provisions of the Arbitration Act to have an arbitrator appointed.

Notice:

10. Any notice which is permitted or required to be given pursuant to the provisions of this Agreement shall be in writing and shall be served personally or by fax or by registered mail to the Municipal Clerk of each of the parties hereto and the other persons and bodies noted hereunder at the addresses hereinafter set forth or at such other address as may be given by any of them to the other in writing from time to time and such notice shall be deemed to have been received when faxed or delivered or if mailed twenty-four (24) hours after 12:01 a.m. on the day following the day of mailing.

The Corporation of the County of Northumberland
555 Courthouse Road
Cobourg, Ontario, K9A 516
Attention: Jennifer Moore, C.A.O.

The Corporation of the Township of Alnwick/Haldimand
P.O. Box 70
Grafton, Ontario, K0K 2G0
Attention: Robin van de Moosdyk, C.A.O.

The Corporation of the Municipality of Brighton
Box 189, 35 Alice Street
Brighton, Ontario, K0K 1H0
Attention: Bob Casselman, C.A.O

The Corporation of the Town of Cobourg
55 King Street West

Cobourg, Ontario, K9A 2M2
Attention: Stephen Peacock, C.A.O.

The Corporation of the Township of Cramahe
1 Toronto Street, Box 357 Colborne, Ontario, K0K 1S0
Attention: Arryn McNichol, Interim C.A.O.

The Corporation of the Township of Hamilton
8285 Majestic Hills Drive, PO Box 1060
Cobourg, Ontario, K9A 4W5
Attention: Arthur Anderson, C.A.O.

The Corporation of the Municipality of Port Hope
56 Queen Street, Box 117
Port Hope, Ontario, L1A 3V9
Attention: C. Ryan Edgar, Director/Fire Chief

The Corporation of the Municipality of Trent Hills
66 Front St. S., Box 1030
Campbellford, Ontario, K0L 1L0
Attention: Lynn Phillips, C.A.O.

Amendments To The Agreement:

11. This Agreement may be amended in accordance with the majority vote of the parties to this Agreement. Formal agreement of any and all amendment(s) shall be by way of adoption by by-law by the Councils of each of the participating municipalities.

Governing Law:

12. This Agreement shall be construed in accordance with the laws of the Province of Ontario.

Headings:

13. The headings in this Agreement are for ease of reference only and shall not be read or construed so as to abridge or modify the meaning of any provision in the main text of this Agreement.

Severability:

14. If any term or provision of this Agreement or the application thereof to any party hereto shall to any extent be held to be void, invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to all parties other than those to whom it was held to be void, invalid or unenforceable, shall not be affected thereby and each term and provision of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.

Time Of Essence:

15. Time shall be of the essence of this Agreement and of every party hereof and no extension or variation of this Agreement shall operate as a waiver of this provision.

Successors And Assigns:

16. This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

In Witness Whereof the parties have hereunto affixed their corporate seals duly attested by their proper officers in that behalf.

Signed, Sealed And Delivered

Corporation of the County of
Northumberland

Per:
Authorized signing officer

Per:
Authorized signing officer

Corporation of the Township of
Alnwick/Haldimand

Per:
Authorized signing officer

Per:
Authorized signing officer

Corporation of the Municipality of Brighton

Per:
Authorized signing officer

Per:
Authorized signing officer

Corporation of the Town of Cobourg

Per:
Authorized signing officer

Per:
Authorized signing officer

Corporation of the Township of Cramahe

Per:
Authorized signing officer

Per:
Authorized signing officer

Corporation of the Township of Hamilton

Per:
Authorized signing officer

Per:
Authorized signing officer

Corporation of the Municipality of Port
Hope


Per:
Authorized signing officer

Per:
Authorized signing officer

Corporation of the Municipality of Trent
Hills

Per:
Authorized signing officer

Per:
Authorized signing officer

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services
DATE OF MEETING:	November 25, 2019
TITLE / SUBJECT:	Municipal Modernization Program – Intake One (1) - Municipal Service Delivery Review
REPORT DATE:	November 19, 2019

1.0 STRATEGIC PLAN

Programs – The Town provides efficient and effective corporate, community, business, and recreational services for its residents, businesses and visitors.

2.0 PUBLIC ENGAGEMENT

Not Applicable.

3.0 RECOMMENDATION

THAT Council receive the report for information purposes; and

FURTHER THAT Council endorse the Expression of Interest Application Form under the Municipal Modernization Program to support a proposed Services Delivery Review Project called the 'Town of Cobourg Municipal Services Delivery Review' to be submitted to the Ontario Provincial Government by the December 6, 2019 deadline in order to receive Provincial Modernization Program funding.

4.0 ORIGIN AND LEGISLATION

In 2019, the Ontario government provided funding to municipalities to help them become more efficient and effective through the Audit and Accountability/Building Efficiencies Fund and the Municipal Modernization Program. These funds were designed to support municipal transformation efforts and lower costs in the longer term.

On November 1, 2019 the Minister of Municipal Affairs and Housing, Steve Clark announced information on Ontario's new Municipal Modernization Program and to advise municipalities that Intake 1 has been opened an applications may now be submitted to the Province under this program.

5.0 BACKGROUND

Under the Municipal Modernization Program, the province is making up to \$125 million available through 2020-23 to help 405 small and rural municipalities conduct new service delivery reviews, implement recommendations from previous reviews and undertake a range of projects, such as IT solutions or process improvements, to achieve cost savings and efficiencies. Eligible projects under Intake 1 are reviews of municipal service delivery expenditures by independent third-party reviewers.

Under future intakes of the program, municipalities will have the opportunity to apply for projects aimed at implementing service delivery efficiencies to achieve cost savings, in addition to service delivery reviews. Intake 2 under the program is planned for Spring/Summer 2020, with additional intakes expected through 2022-23. Participation in Intake 1 is not a requirement for participation in future intakes.

Attached to the Staff Report is a copy of the Ontario Government Municipal Modernization Program Intake 1 Guidelines for Council's information.

6.0 ANALYSIS

Municipal Staff have reviewed the Municipal Modernization Program and are recommending that Council direct Staff to submit an Expression of Interest for the Municipal Modernization Program Intake One (1) in order to undertake the hiring of a Third-Party Consultant to conduct a comprehensive review of its services and service levels in the Town of Cobourg, labelled –'Municipal Services Delivery Review'.

The intent of the Municipal Services Delivery Review is to improve the understanding of the services currently provided by the Town of Cobourg and provide better information that will allow Council and Staff to make informed strategic choices regarding those services and look at opportunities to reduce costs of delivery while maintain or improving these services and service levels.

The Municipal Service Delivery Review will accomplish this by investigating current services and their delivery approach, identifying potential changes to service delivery methods and/or service levels and recommending changes that will improve efficiency or effectiveness across the Corporation.

The Town of Cobourg over the next month will formulate a Request for Proposal (RFP) Document that will lay out the requirements for an experienced consulting firm

The Town of Cobourg Objectives of the Municipal Service Delivery Project Should include:

- Inventory of services
- Gather community views
- Cost of services
- Determine service level needs (legislative, strategic directions, community expectations)
- Identify alternative service provisions
- Provide a game plan to achieve desired results.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The Provincial Government has provided financial information outlined in the program guidelines and speaking with the Ministry of Municipal Affairs, the government has indicated that most review projects will be between \$20,000 and \$200,000. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation. **Only third-party service provider fees will be eligible.** Municipal administrative costs, such as staff time, are not eligible.

As part of the preliminary review and research on similar sized municipalities and speaking with Third-Party Service Delivery Review Consultants, the cost for a services delivery review would range between \$50,000 to \$100,000 for a community our size.

In the scenario that the Town is not successful in receiving the funding, the cost of the Municipal Service Delivery Review would need to be funded by an alternative funding source. If this is a project that Municipal Council believes will be a benefit to the Corporation moving forward during the Council Term, then any remaining funds from the \$619,005.00 Building Efficiencies funding would be a good alternative funding source for this project.

8.0 CONCLUSION

THAT Council receive the report for information purposes; and

FURTHER THAT Council endorse the Town of Cobourg to submit the required Expression of Interest Application Form to the Ontario Provincial Government by the December 6, 2019 deadline to receive provincial funding and support proposed Services Delivery Review Project 'Town of Cobourg Municipal Services Delivery Review'

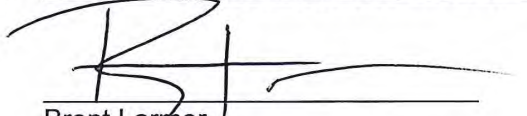
9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable.

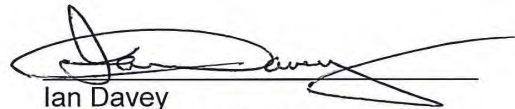
10.0 COMMUNICATION RESULTS

Not Applicable

11.0 AUTHORIZATION ACKNOWLEDGMENT



Brent Larmer
Municipal Clerk/Manager of Legislative
Services



Ian Davey
Treasurer/Interim CAO



Municipal Modernization Program

Intake 1 Program Guidelines

WHAT YOU NEED TO KNOW

Ontario is helping municipalities become more efficient and modernize service delivery while protecting front line jobs.

The 405 small and rural municipalities that received a *Municipal Modernization Payment* in March 2019 can now apply to the *Municipal Modernization Program* for funding to undertake expenditure reviews with the goal of finding service delivery efficiencies and lowering costs in the longer term.

Eligible municipalities can apply individually, or collectively with other eligible municipalities, to undertake independent third-party reviews similar to the *Managing Transformation: A Modernization Action Plan for Ontario* review of Ontario government expenditures.

ELIGIBILITY CRITERIA

To be eligible under Intake 1, a project must:

1. Be a review of municipal service delivery expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The review project could take a number of forms including:
 - a line-by-line review of the municipality's entire budget; or
 - a review of service delivery and modernization opportunities; or
 - a review of administrative processes to reduce costs.
2. Result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.
3. Begin field work no earlier than November 1, 2019, with a draft report completed by June 15, 2020 and the final report posted publicly by June 30, 2020.

It is anticipated that most review projects will be between \$20,000 and \$200,000. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation. Only third-party service provider fees will be eligible. Municipal administrative costs, such as staff time, are not eligible.

The program will not cover review projects where:

- the goal is to identify opportunities for revenue generation or reductions in front line services; or
- the review does not result in a formal report prepared by a third party; or
- the object of the review extends beyond municipal accountability.

HOW TO APPLY

1. Advise your Municipal Services Office contact of your intention to apply by **November 22, 2019**.
2. Submit your completed Municipal Modernization Program: Expression of Interest form and applicable supporting documentation to Municipal.Programs@ontario.ca by **December 6, 2019**.

HOW IT WORKS

The ministry will advise municipalities of the outcomes of their applications by mid-January. If your application is approved, a proposed transfer payment agreement with the ministry will be sent to confirm the funding amount and set out the terms, including reporting requirements and a payment schedule. Municipalities will receive an initial payment following full execution of a transfer payment agreement and a final payment after submission of a final report.

PROGRAM TIMELINE

November 22, 2019	<ul style="list-style-type: none">• Advise your Municipal Services Office of your municipality's intention to apply.
December 6, 2019	<ul style="list-style-type: none">• Submit your Expression of Interest and any supporting documentation to Municipal.Programs@ontario.ca.
January-February, 2020	<ul style="list-style-type: none">• Learn whether your application is approved. If it is approved, enter into a transfer payment agreement for project funding, and receive an initial payment once the agreement is executed.
June 15, 2020	<ul style="list-style-type: none">• Submit your third-party reviewer's draft report to the ministry.
June 30, 2020	<ul style="list-style-type: none">• Post the third-party reviewer's final report online and submit your final report to the ministry. The final report will include: a hyperlink to the publicly posted third-party reviewer's report; the amount paid to the third-party reviewer and a copy of the invoice; a statement of the total amount of expenditures reviewed and the total amount identified as potential savings; and a 250-word abstract of the project and its findings.

FOR MORE INFORMATION

Municipalities can direct program questions to Municipal.Programs@ontario.ca or contact their regional Municipal Services Office for further information.


**Central Region –
Toronto**
Tel: 416-585-6226 or
1-800-668-0230

Western Region – London
Tel: 519-873-4020 or
1-800-265-4736

**Eastern Region –
Kingston**
Tel: 613-545-2100 or
1-800-267-9438

Northern Region - Sudbury
Tel: 705-564-0120 or
1-800-461-1193

**Northern Region –
Thunder Bay**
Tel: 807-475-1651 or
1-800-465-5027

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Jennifer Heslinga	
TITLE:	Senior Financial Analyst	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Financial Report - Cash in Lieu of Parkland Reserve	
REPORT DATE:	November 25, 2019	File #:

4.0 ORIGIN

Amendments to Section 42 (17) of the Planning Act require that "The Treasurer of the municipality shall each year, on or before the date specified by council, give the council a financial statement relating to the special account".

5.0 BACKGROUND

The special account is the Cash in Lieu of Parkland Reserve account in our records.

This account is used to track funds collected by developers, and monitors funds spent on the development of parkland assets. These funds spent could consist of either capital expenditures, or ongoing operating expenditures relating to parkland within the Town of Cobourg.

6.0 ANALYSIS

The attached report illustrates the balance at the start of 2018 in the amount of \$73,336.35, the amount collected under the Planning Act of \$22,870, along with the interest earned on the balance of the reserve of \$1,799.

There was \$110,208.21 spent from the reserve during the year, which was mainly the result of playground development at Peter Delanty park, and emergency repair expenditures relating to Monk's Cove seawall retaining wall. These two projects were fully funded by the reserve.

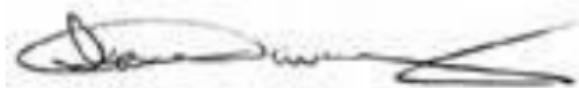
These expenditures left a deficit in the reserve at the end of 2018 in the

amount of \$12,202.86.

8.0 CONCLUSION

That this report be received for information purposes and that a copy of the report be made available to the public on the municipal website.

12.0 AUTHORIZATION/SIGNATURES

A handwritten signature in black ink, appearing to read 'Ian Davey', is written over a horizontal line.

Ian Davey
Treasurer/Director of Corporate Services

Approved By:

Ian Davey, Treasurer/Director of Corporate
Services

Department:

Finance



COBOURG

APPENDIX

The Corporation of the Town of Cobourg
Cash in Lieu of Parkland Reserve
Treasurer's Statement Under Section 42 of the Planning Act
For the Year ended December 31, 2018

Opening Balance, January 1, 2018


Cash in lieu collected in 2018	\$ 73,336.35
Interest earned in 2018	\$ 22,870.00
	\$ 1,799.00
<u>Total Funds Available</u>	\$ 98,005.35

Funds Spent in 2018:

	Budgeted Project Total	Other Funding	Parkland Cash in Lieu
Cooley Park Development- operating	\$ 5,000.00	N/A	
Cooley Park Development- capital	\$ 60,000.00	N/A	
Playspace: Peter Delanty- capital	\$ 60,000.00	N/A	\$ 24,762.09
Monk's Cove retaining Wall (motion 210-18 & 253-18)	\$ 80,000.00	N/A	\$ 85,446.12
 Total	 \$ 205,000.00		 \$ 110,208.21

Ending Balance, December 31, 2018

-\$ 12,202.86

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Jennifer Heslinga	
TITLE:	Senior Financial Analyst	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Financial Report - Development Charge Reserve Funds 2018	
REPORT DATE:	November 25, 2019	File #:

3.0 RECOMMENDATION

That this report be received for information purposes and that a copy of the report be made available to the public on the municipal website.

4.0 ORIGIN

The Development Charges Act, 1997 (D.C.A) requires development charge collections (and associated interest) to be placed in separate reserve funds. Section 43 of the Act requires that the Treasurer of the municipality shall each year on or before such date as the council may direct, give the council a financial statement relating to the development charge by-laws and reserve funds.

6.0 ANALYSIS

The Town of Cobourg has two dedicated reserve funds set up for residential and non-residential developments. These reserve funds are used to track collections received from developers, interest earned, and expenditures spent on operating and capital activities. Expenditures to be funded from these reserves are included in the Town's operating and capital budgets.

Appendix A:

The Residential Development Charge Reserve fund collected \$1,170,402 in 2018 from developers, and earned \$149,837 in interest. There was a total budget of \$950,705.65 to be spent from the reserve, however only \$809,490.32 was actually withdrawn to reflect the actual spending in 2018.

The Non-Residential Development Charge Reserve fund collected \$65,051.15 in 2018 from developers, and earned \$7,495 in interest. There was a total budget of \$37,096.35 to be spent from the reserve, however only \$30,613.40 was withdrawn to reflect actual spending in 2018.

Appendix B:

The Residential and Non-residential development charge reserve funds are broken down to reflect impact on each service category with percentages taken from the development charges study for the Town of Cobourg. This analysis illustrates each function's involvement in the collection of fees, and their use of funds as a general overhead projection for the whole Town.

12.0 AUTHORIZATION/SIGNATURES

Approved By:

Ian Davey, Treasurer/Director of Corporate
Services

Department:

Finance



**APPENDIX A
THE CORPORATION OF THE TOWN OF COBOURG
DEVELOPMENT CHARGE RESERVE FUNDS
FOR THE YEAR ENDING DECEMBER 31, 2018**

Residential Development Charges

Opening Balance, January 1, 2018	\$ 7,242,065.62
D/C collected in 2018	\$ 1,170,402.00
Interest earned in 2018	<u>\$ 149,837.00</u>
Total Funds Available	\$ 8,562,304.62

Funds Spent in 2018:

	Budgeted				Residential	
	D/C Reserve	Holdco Reserve	Marina Reserve	Other Funding	D/C	
Cobourg Public Library	\$ 28,000.00				\$ 28,000.00	
Library Debt	\$ 38,000.00				\$ 38,000.00	
Roads Debt	\$ 215,840.00	\$ 174,000.00			\$ 215,840.00	
Parks Debt	\$ 282,530.00	\$ 108,000.00			\$ 282,530.00	
CCC Building	\$ 120,000.00				\$ 120,000.00	
Waterfront Master Plan	\$ 97,875.00		\$ 47,125.00		\$ 79,835.76	
Nagle Rd/ 401 Interchange	\$ 168,460.65			\$ 18,717.85	\$ 45,284.56	
Total	\$ 950,705.65	\$ 282,000.00	\$ 47,125.00	\$ 18,717.85	\$ 809,490.32	-\$ 809,490.32
Ending Balance, December 31, 2018						<u>\$ 7,752,814.30</u>

Non-Residential Development Charges

Opening Balance, January 1, 2018	\$ 379,882.05
D/C collected in 2018	\$ 65,051.15
Interest earned in 2018	<u>\$ 7,495.00</u>
Total Funds Available	\$ 452,428.20

Funds Spent in 2018:

	Budgeted		Non-Residential	
	D/C Reserve	Other Funding	D/C	
Library Debt	\$ 2,000.00		\$ 2,000.00	
Roads Debt	\$ 11,360.00		\$ 11,360.00	
Parks Debt	\$ 14,870.00		\$ 14,870.00	
Nagle Rd/ 401 Interchange	\$ 8,866.35	\$ 985.15	\$ 2,383.40	
	\$ 37,096.35	\$ 985.15	\$ 30,613.40	-\$ 30,613.40
Ending Balance, December 31, 2018				<u>\$ 421,814.80</u>


GRAND TOTAL BALANCE

\$ 8,174,629.10



APPENDIX B
THE CORPORATION OF THE TOWN OF COBOURG
DEVELOPMENT CHARGE ANALYSIS
FOR THE YEAR ENDING DECEMBER 31, 2018

					RESIDENTIAL		RESIDENTIAL			NON-RESIDENTIAL			RESIDENTIAL	GRAND	
FUNCTION/PROJECT		%	BALANCE JAN 1/18	BUDGETED EXPEND	D/C FEES COLLECTED	INTEREST CREDITED	SUBTOTAL DEC 31/18		%	BALANCE JAN 1/18	BUDGETED EXPEND	D/C FEES COLLECTED	INTEREST CREDITED	SUBTOTAL DEC 31/18	TOTAL BALANCE
ADMINISTRATION															
Growth Related Studies		2.17%	19,865.40		25,397.72	324.96	45,588.09		3.38%	- 101,565.97		2,198.73	- -	99,367.24	- 53,779.15
PROTECTION															
Fire	-Facilities	1.89%	332,776.05		22,120.60	5,443.64	360,340.28		1.76%	- 28,162.86		1,144.90	-	27,017.96	333,322.33
	-Vehicles	0.67%	224,602.45		7,841.69	3,674.11	236,118.25		1.39%	17,567.89		904.21	196.52	18,668.62	254,786.87
	-Protection Gear	0.18%	28,049.39		2,106.72	458.84	30,614.96		0.39%	2,358.41		253.70	26.38	2,638.49	33,253.45
Police	-Equipment	0.10%	22,040.62		1,170.40	360.55	23,571.57		0.13%	3,657.85		84.57	40.92	3,783.34	27,354.91
	-Facilities	2.91%	364,247.29		34,058.70	5,958.45	404,264.44		3.87%	18,482.32		2,517.48	206.74	21,206.55	425,470.98
ROAD SERVICES															
-Public Works Facilities		0.98%	468,429.81		11,469.94	7,662.70	487,562.44		1.27%	23,709.65		826.15	265.22	24,801.02	512,363.46
-Vehicles		1.31%	34,369.02		15,332.27	562.22	50,263.50		1.70%	36,083.85		1,105.87	403.64	37,593.35	87,856.86
-Roads		46.02%	4,504,163.97	- 261,124.56	538,619.00	73,680.30	4,855,338.71		59.80%	295,524.27	- 13,743.40	38,900.59	3,305.75	323,987.21	5,179,325.92
-Parking Facilities		0.55%	18,105.22		6,437.21	296.17	24,838.61		0.77%	3,817.35		500.89	42.70	4,360.94	29,199.55
TRANSIT SERVICES															
-Vehicles			227,414.82		-	3,720.11	231,134.93			30,022.87		-	335.84	30,358.71	261,493.64
SANITARY SEWAGE															
-Sanitary Sewage Treatment		3.35%	2,324,687.34		39,208.47	38,027.85	2,401,923.66		5.85%	224,262.34		3,805.49	2,508.61	230,576.44	2,632,500.09
PARKS & RECREATION															
-Parkland Development		8.70%	401,611.94	- 282,530.00	101,824.97	6,569.67	227,476.59		3.81%	10,605.96	- 14,870.00	2,478.45	118.64	- 1,666.95	225,809.64
-Major Indoor Facilities		23.01%	- 1,812,903.30	- 120,000.00	269,309.50		- 1,663,593.80		10.08%	- 144,173.23		6,557.16	-	137,616.07	- 1,801,209.88
-Parks Vehicles		0.60%	73,899.42		7,022.41	1,208.87	82,130.70		0.26%	- 70.05		169.13		99.09	82,229.78
-Marina Facilities		1.84%	86,501.51	- 79,835.76	21,535.40	1,415.01	29,616.16		2.92%	3,817.36		1,899.49	42.70	5,759.55	35,375.71
LIBRARIES															
-Facilities		1.16%	- 104,744.23	- 38,000.00	13,576.66		- 129,167.57		0.53%	- 16,177.31	- 2,000.00	344.77	- -	17,832.54	- 147,000.11
-Collection		4.56%	28,948.90	- 28,000.00	53,370.33	473.55	54,792.78		2.09%	121.33		1,359.57	1.36	1,482.26	56,275.05
TOTALS		100.00%	7,242,065.62	- 809,490.32	1,170,402.00	149,837.00	7,752,814.30		100.00%	379,882.05	- 30,613.40	65,051.15	7,495.00	421,814.80	8,174,629.10

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM:	Ron Jeschke
TITLE:	Supervisor Municipal Information Systems
DATE OF MEETING:	November 25, 2019
TITLE / SUBJECT:	New Town Wide VOIP Phone System RFP-CO-19-20-ITS
REPORT DATE:	November 4, 2019

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable.

3.0 RECOMMENDATION

THAT Council receive the Report for information purposes; and

FURTHER THAT Council award a contract to Simnet.ca to provide a Voice Over Internet Protocol (VoIP) Phone System for the Town of Cobourg in the amount of \$99,125.00 plus HST to be funded from the approved 2019 Capital budget in the amount of \$80,000; and

FURTHER THAT Council approve an additional \$20,000.00 to be funded from the IT Reserve Account to be replenished from the monthly savings from the new VOIP Phone System.

4.0 ORIGIN AND LEGISLATION

On April, 8, 2019 Municipal Council approved the 2019 Operating and Capital Budgets for the Town of Cobourg. Within the Capital Budget Council approved the a Information Technologies Capital Item, being a New Town Wide IP Phone System, that is interconnected throughout the corporation in the amount of \$80,000 to be funded from the IT Reserve account.

5.0 BACKGROUND

The request for proposal (RFP) asked perspective proponents to submit proposals for a new phone system for the entire Corporation of the Town of Cobourg municipally owned buildings. The current Town operated system is an old digital PBX system. This replacement option will move the Town of Cobourg to a unified system that meets the town's needs while at the same time integrating into the town's broader infrastructure, specifically the IT security tools.

6.0 ANALYSIS

The Town of Cobourg issued the RFP on September 12th, 2019, with a closing date of October 8th 2019. At the time of closing the Town only received a single submission for the RFP. Pursuant to the Town of Cobourg Purchasing Policy, when only one (1) bid is received, the Town must extend the RFP for an additional two (2) weeks and advertise using the same process as done previously. This extension resulted in the Town receiving two (2) additional proposals.

A total of three (3) submissions were received from IT Professional Organizations. Each of the proposals were evaluated using the Evaluation Matrix with a weighted scoring system based on Integration with Town's Security Infrastructure, pricing, project plan, and resources/references.

The proposal evaluations are summarized as follows:

BIDDER	PRICE	POINTS	RATING
Sciecom Systems	\$156,868.19	70	2 nd
Simnet.ca	\$99,125.00	95	1st
Comwave Business Solutions	\$27,360	40	3 rd

Cost saving for implementation of this RFP will be approx. \$3,000.00 per month over current expenditure. $\$3,000.00 \times 12 = \$36,000.00$ per year which can be put back to replenish the IT Reserve Account.

The lowest bid received for the proposal was Comwave Business Solutions. When it came to the evaluation, Comwave received the lowest score. The major factor in the evaluation was the integration with the Town's Security Plan and Software. This security category had a total of 35 points available, Comwave received a score of zero as the company provided no clear response in their proposal related to security integration.

In addition, Comwave Solutions did not provide a complete costing proposal for the VOIP project, which would have provided a higher price from what was submitted.

Benefits of approval of the RFP:

- Unified extensions throughout the Town;
- Auto attendant to efficiently allow for access to town personnel;

- Find me follow me, allows calls to be sent from Desk phone to cell if user out of office;
- Voicemail to email. Allows for an electronic copy of voicemails;
- Soft client. Allows for using computer/laptop from home; and
- Outlook add in: can be added to allow Click-to-dial from your contacts.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

As part of the 2019 Capital Budget, \$80,000 was approved for the Voice Over Internet Protocol (VoIP) Phone System. The 2019 budgeted funds of \$80,000.00 covers most of the proposal but has a shortfall of \$20,000.00.

Municipal Staff are requesting that the additional \$20,000.00 be approved from the IT Reserve Account to allow this project to proceed.

8.0 CONCLUSION

THAT Council receive the Report for information purposes; and

FURTHER THAT Council award the Request for Proposal (RFP) to Simnet.ca to provide a Voice Over Internet Protocol (VoIP) Phone System for the Town of Cobourg in the amount of \$99,125.00 plus HST be funded from the approved 2019 Capital budget in the amount of \$80,000; and

FURTHER THAT Council approve an additional \$20,000.00 be approved from the IT Reserve account.

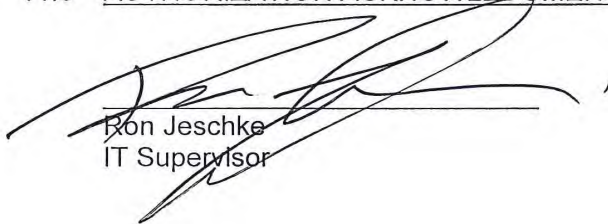
9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable.

10.0 COMMUNICATION RESULTS

Not Applicable

11.0 AUTHORIZATION ACKNOWLEDGMENT


 Ron Jeschke
 IT Supervisor


 Ian Davey
 Treasurer/Interim CAO



P.O. Box 673, Stn. Main, Cobourg, ON K9A 4R5

www.mariedressler.ca

October 28, 2019

Mayor John Henderson
Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2

Dear Mayor Henderson

We have started our fundraising efforts for the Revitalization of Marie Dressler House by expanding the existing Marie Dressler Museum to include Mary Pickford and Norma Shearer.

Some interior renovations will be required to Marie Dressler House to transform the layout from a number of small offices to larger, more open spaces suitable for museum exhibitions. As you will appreciate, we have the use of the space for the next 15 years as per approved lease agreement.

You will note that Marie Dressler Foundation has applied for a Community Grant from the Town of Cobourg and will make a presentation on November 25, 2019.

You will appreciate that the application process for other granting agencies (federal and provincial) and other funding organizations each have their own requirements for information.

In that regard, we intend to apply for a federal "Canada Cultural Spaces Fund" grant. We would like to submit our application by month end as the service level stated for a response from this federal program is 28 weeks.

We need to confirm that we have documentation of ownership or long-term facility lease (minimum 10 years). To meet this requirement, we will submit a copy of the recently amended lease document approved by Council.

Additionally, we need to provide assurance that we have approval to make interior renovations to the leased premises, owned by the Town. In this regard, I consulted Ian Davey who recommended that I write to you to request Council's permission at the upcoming Committee of the Whole meeting.

1

As you will appreciate, we don't have detailed building plans, but we have discussed our plans with the Cobourg Building Dept. We have been told by Ms. Pharen of that Department that based on our discussion as outlined below, we will not require a Building Permit.

Briefly, here is a list of the changes to the interior of the premises. I have enclosed a copy of the floor plan provided to me with the lease document. I will refer to the floor plan in my description of changes.

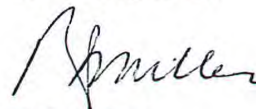
Summary of Renovations

- New flooring in areas #4, #5, #6, #7, #9, #10 (removal of carpet)
- New low-energy, low-UV LED track lighting in the same areas (no other material electrical changes)
- New paint on walls and trim in the same areas
- Removal of partition wall between areas #5 and #6
- Removal of portion of wall between areas #6 and #7 to look the same as the current areas #2 and #3
- Removal of portion of wall between area #9 and #10
- Removal of partition walls between areas #12, #13 and #14
- Removal of all doors to be stored in basement (easier emergency egress)
- Interior coverage of windows by wood panels in areas #5, #7, #9, #10 to prevent UV from natural light
- Creation of interior partition wall in area #4 (not full height)
- Addition of any required Exit/emergency lighting signs
- No plumbing changes
- No changes to load-bearing walls
- No exterior changes (Heritage designation) other than updating the information on the exterior sign
- Newly renovated areas will comply with Building code and Accessibility requirements

We trust this is sufficient information for Council to understand the nature of these renovations.

Please let me know if you require any additional information.

Yours very truly,

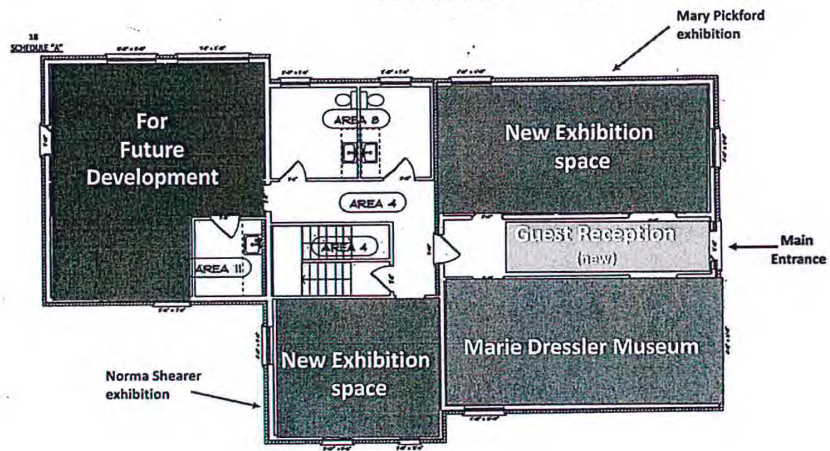


Rick Miller
President & Chair

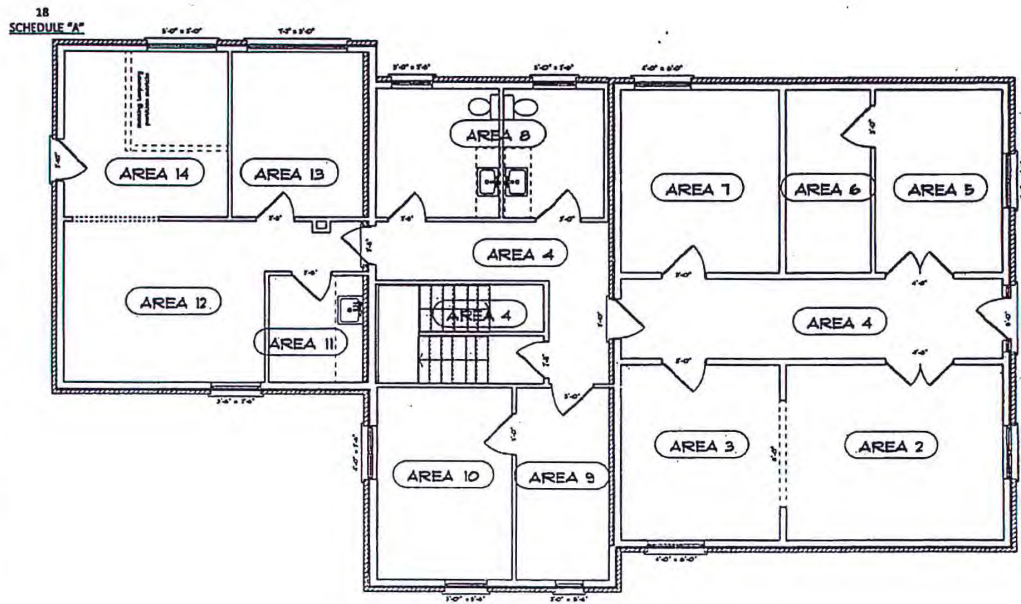
Encl. Marie Dressler House floor plan

Marie Dressler House Floor Plan


Total gross floor area = 2123.6 sq. ft.



NAME	AREA
Gross Floor Area	2123.6 sq. ft.
Area 2	204.1 sq. ft.
Area 3	149.2 sq. ft.
Area 4	371.8 sq. ft.
Area 5	122.1 sq. ft.
Area 6	83.3 sq. ft.
Area 7	153.0 sq. ft.
Area 8	160.3 sq. ft.
Area 9	94.9 sq. ft.
Area 10	141.8 sq. ft.
Area 11	88.2 sq. ft.
Area 12	167.0 sq. ft.
Area 13	114.3 sq. ft.
Area 14	143.3 sq. ft.



ADVANCED BUILDING & DESIGN			
SCALE	NTS	APPROVED	DRAWN BY FAH
DATE	10/08/15	F.A.H.	REVISED
Dressler House Main Floor Areas			
BCIN * 27814		DRAWING NUMBER	
		Main Floor Plans	

	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE STAFF REPORT	
TO:	Mayor and Council Members	
FROM:	Glenn J. McGlashon, MCIP, RPP Director of Planning & Development	
DATE OF MEETING:	November 25, 2019	
REPORT TITLE/SUBJECT:	Review of Public Notification, Engagement & Meeting Procedures for <i>Planning Act</i> Applications – Recommendation Report	
DATE OF REPORT:	November 13, 2019	

1.0 **RECOMMENDATION**

THAT Council receive this Report for information purposes;

AND FURTHER THAT Council endorse the recommendations of this Report and hereby approve the following changes to the Town of Cobourg's public notification, engagement and meeting procedures for *Planning Act* applications, subject to the finalization of implementation details by municipal staff:

1. That signs consistent with the Town's corporate branding and image be implemented for all OPA, ZBLA and Draft Plans of Subdivision/Condominium applications in addition to existing public notification methods;
2. That an informal public open house be convened within **45 days** of formal receipt of the application by Council:
 - a) for all Official Plan Amendment and Draft Plans of Subdivision/Condominium applications; and,
 - b) for large, complex Zoning By-law Amendment applications as outlined in the Town of Cobourg Planning Application Schedule of Fees for "*Major Residential*" and "*Major Commercial*" development types, and for re-zoning applications which by their nature and/or interest to the community as determined by Council at its discretion would benefit from the convening of an open house;

3. That radio ads be implemented for special planning and development projects that affect the broader community;
4. That TV information/message boards be implemented for special planning and development projects that affect the broader community;
5. That Planning Opinion/Recommendation Reports be prepared **after** the Statutory Public Meeting;
6. That statutory Planning Public Meetings of Council be convened at least **45 days** before the end of the respective *Planning Act* timelines, the timing of which may vary at the discretion of Planning staff based on such factors as the nature, scope and complexity of the application, the submission of an amended application and/or significant changes to the proposal, Council's meeting schedule and/or other special circumstances that in the opinion of Planning staff reasonably precludes the convening of a public meeting within this timeline;
7. That an enhanced signage program consistent with the Town's corporate branding and image be implemented for Site Plan Approval applications;
8. That regular monitoring and updates be implemented to the Cobourg.ca website to improve user experience ('hot button', News Centre, Engage Cobourg, calendar, planning application page) and that opportunities be explored regarding the use of other social media platforms like Facebook and Twitter;
9. That the aforementioned revised public notification and engagement procedures be incorporated into the Official Plan during the next general update/review in 2022 or sooner if circumstances permit;
10. That the aforementioned revised public notification and engagement procedures be implemented effective January 1, 2020; and,
11. That additional staffing required to address impacts associated with increased complexities of planning applications and workflow, and the reduced timelines of Bill 108 – the More Homes, More Choice Act, 2019 be referred to the 2020 municipal budget deliberations for consideration by Council.

2.0 **CORPORATE STRATEGIC PLAN OBJECTIVE**

N/A

3.0 **PUBLIC ENGAGEMENT**

As part of the Planning Department's review of the Town's public notification, meeting and engagement procedures, which included a survey of municipalities and planners in Southern Ontario as well as the public as part of a communications review, and in accordance with the recent amendments to the *Planning Act* regarding the need for public engagement policies for development applications to be incorporated into Official Plans, Planning Department staff has recommended a number of changes to better inform and engage members of the public with respect to *Planning Act* applications. The intent of this undertaking is to increase public participation in the planning process and help inform decision-making, while continuing to maintain the Town's existing service levels and ensure compliance with the provisions of the *Planning Act*.

A comprehensive ***Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications*** was implemented in accordance with the Town's Public Engagement Policy, including convening of a Council Public Meeting, the use of multiple newspaper advertisements of the Public Meeting in the Town's regular ad block of Northumberland News, the posting of the Public Meeting Notice in various locations on the municipal website, the creation of a dedicated consultation webpage, the development of a special community engagement poster, a press release, the use of various social media platforms (ie. Facebook, Twitter), and an on-line survey for public feedback. The input garnered during this process was examined by Planning staff and assisted in the development of a recommendation to Council.

4.0 **ORIGIN & PURPOSE**

The Town of Cobourg adopted a Public Engagement Policy to ensure a consistent, fair and effective approach to public engagement in the community. The Policy specifies that greater involvement by citizens through public engagement will result in a better-informed community, a greater sense of ownership and trust in initiatives, and increased public satisfaction with municipal programs, services and long-term plans.

While the Town's Public Engagement Policy applies to all Divisions, including Planning and Development, Section 9.15 of the current, approved Cobourg Official Plan (2017) specifies that the notification procedure for Public Meetings involving applications submitted in accordance with the *Planning Act* shall follow the procedures required by the Act.

At its meeting of April 30, 2018, Council passed a Motion directing planning staff to review the Town's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P., as amended, and to submit a report to Council for consideration.

On April 23, 2019, a Planning Staff Report was presented to Council which provided:

- i. a summary of extensive research, consultations and surveys with other Ontario municipalities and land use planners over a period of 8 months;

- ii. a summary of relevant background information regarding the provisions of the *Planning Act*, the Official Plan and the Town's current procedures;
- iii. an overview of the research and analysis conducted by planning staff on public notification and engagement procedures in other municipalities, and in regards to the feedback obtained through the Town's communications survey;
- iv. an outline of possible Options that may be used to enhance public notification and participation in the local planning process beyond, in place of or in addition to the measures already implemented by the Planning Department;
- v. a draft communications and public engagement plan to inform members of the public and invite feedback on the possible Options; and,
- vi. a recommendation for Council's consideration.

Council formally received the Planning Staff Report for information purposes and directed staff to implement a public engagement process in accordance with the ***Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications*** in order to obtain informed public feedback on the Planning Staff Report and Options for improving public notification and engagement regarding applications submitted to the Municipality pursuant to the *Planning Act*.

The public engagement plan included the following process:

- the convening of a Council Public Meeting on June 3, 2019;
- the use of multiple newspaper advertisements of the Public Meeting in the Town's regular ad block section of Northumberland News;
- the posting of the Public Meeting notice on the 'News Centre' and 'Community News' homepages, 'Trending Services' hot button, Public Meetings calendar, and 'Engage Cobourg' webpage of the municipal website;
- the creation of a dedicated webpage for the Communications & Public Engagement Plan, which shall include this Report, an on-line survey, important public engagement dates and contact information;
- the issuance of an internal email to all Municipal Council members and Town staff of announcing the Communications & Public Engagement Plan to promote awareness of the plan;
- the development of a poster to be distributed to local service clubs, organizations and municipal offices;
- the issuance of a press release to all local media, posting the release on the municipal website, and promotion across digital social media channels (Facebook and Twitter);
- interview 'pitches' to local print, on-line, radio and television media; and,

- the use of weekly reminder posts to municipal social media pages (Facebook and Twitter)

On June 3, 2019, a Public Meeting was convened by Cobourg Municipal Council to consider public submissions. A total of 15 submissions were received prior to or at the meeting, including 11 on-line survey responses, 2 written submissions and 2 verbal submissions, as part of the public engagement plan. Subsequent to the Public Meeting, a follow-up recommendation report was to be prepared by Planning Staff and brought forward to Council in August, however this timeline was pushed back to November 25, 2019 in order to provide additional time for Planning staff to assess the implications of **Bill 108 – the *More Homes, More Choice Act***, 2019 on the Municipality's planning process and resources.

The purpose of this Report is to provide Council with a recommendation for improving public engagement procedures for *Planning Act* applications in the Town of Cobourg based on an analysis of all relevant background information and input received to date.

5.0 **BACKGROUND**

The aforementioned Planning Staff Report in April of 2019 identified a number of Options which could be employed to better inform and engage members of the public with respect to *Planning Act* applications¹. The intent of this process is to increase public participation in the planning process and help inform decision-making, while continuing to maintain the Department's existing service levels and ensure compliance with the regulations contained within the *Planning Act*.

The recent amendments to the *Planning Act* via **Bill 108 – the *More Homes, More Choice Act***, 2019 have significantly reduced or compressed the timelines within which an application is to be considered by Council before an applicant may appeal the application to the Local Planning Appeal Tribunal (LPAT). The new timelines are outlined below:

Application Type	Pre-1994	1994 – 1996	1996 – 2004	2004 – 2017	2017+	Bill 108
OPA	30 days	150 days	90 days	180 days	210 days	120 days
Draft Plans of Subdivision/ Condominium	---	180 days	90 days	180 days	210 days	120 days
ZBLA	30 days	90 days	90 days	120 days	150 days	90 days

The modified timelines were evaluated by Planning staff with respect to their implications on all aspects of the development process, including public notification and meetings, application circulation and evaluation, preparing planning recommendation/opinion reports, and the rendering of a decision by Council, as well as impacts on the functioning and service

¹ The Options from April, 2019 were prepared prior to the *Planning Act* changes as amended by Bill 108. The sections of Bill 108 relating to *Planning Act* timelines were first passed by the Provincial government on June 6, 2019 and proclaimed into law by the Lieutenant Governor on September 3, 2019

levels of the Planning Department. Further discussion on this issue is found in Section 6.9 below.

The following is a summary of proposed Options as outlined in the April 2019 Planning Staff Report which were developed with sensitivity in mind as to the practicality of their implementation and the operational and resource capabilities of the Planning Department:

Topic	Options
OPA, ZBLA and Draft Plans of Subdivision/Condominium	<p>Option 1 – Sign Posting in addition to existing notification methods</p> <p>Option 2 – Public Open House</p> <ul style="list-style-type: none"> ▪ 2a) - for all applications; ▪ 2b) - for large, complex applications; ▪ 2c) - no change to current process of <i>encouraging</i> open houses <p>Options 3/4 – Radio Ads & TV Message Boards for special planning and development projects that affect the broader community</p> <p>Option 5 – Planning Opinion Report before Statutory Public Meeting [if Options 2a) or 2b) implemented, after the open house and prior to the Public Meeting], with final Planning Recommendation Report after the Statutory Public Meeting</p> <p>Option 6 – Timing of Public Meeting -- Convene the Statutory Public Meeting no later than 30 days before the end of the respective <i>Planning Act</i> timelines</p>
Site Plan Approval	Option -- Enhance existing signage program for consistency and corporate branding
Consents & Minor Variances	Option – Sign Posting in addition to existing notification methods
Social Media Platforms	Option – Targeted Social Media Messaging ('hot button', calendars, webpages, newsletters, social media platforms like Facebook and Twitter)
Public Meeting Procedure	No change to current procedure (standard municipal Agenda template)

6.0 **ANALYSIS & RECOMMENDED OPTIONS**

6.1 **Summary of Public Feedback**

The Options outlined in Section 5.0 above were released for public review and input as part of the comprehensive ***Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications*** as noted above. A total of 15 public submissions were received prior to or at the Public Meeting held on June 3, 2019, including oral, written and on-line survey responses.

The survey results and public meeting submissions were generally in favour of enhancing the public notification and engagement procedures for *Planning Act* applications. Most were in favour of enhanced signage approaches, timely/frequent release of relevant information, public open houses in all or at least certain instances, enhanced website and targeted media measures, public meetings earlier in the process, and Planning staff recommendation reports being prepared after the public meeting. A summary of the on-line survey responses and verbal and written submissions is attached hereto as Appendix "I".

One submission identified the need to provide advisory committees with an opportunity to review amendments, where appropriate, recognizing that most zoning changes may not be

applicable to the committees' mandate. The current administrative procedure recognizes that the Planning & Development Advisory Committee (PDAC) is the municipal committee whose primary mandate and responsibility is to review applications submitted under the *Planning Act* and provide its recommendation(s) to Council. This does not, however, preclude other advisory committees from considering applications where it may impact their mandates.

For example, in accordance with Provincial policy and legislation, the Cobourg Heritage Advisory Committee (CHC) must be consulted where a development may impact adjacent designated cultural heritage resources and, accordingly, the CHC is circulated such applications. Similarly, the Accessibility Advisory Committee (AAC) is consulted at the detailed design stage of the development process (ie. Site Plan Approval, Subdivision Final Approval) where concepts have been further refined and prepared for construction prior to final approval by Council. The Parks & Recreation Advisory Committee (PRAC) is circulated major subdivision proposals where new municipal parkland is being proposed or where development may impact municipal parks. Recently, the Sustainability & Climate Change Advisory Committee (SCCACC), recognizing that it is neither realistic nor practical to consider every planning application, provided a generic Motion to Council which recommended that a number of sustainable development initiatives be considered and promoted for every development until the Town develops a Sustainability Master Plan and Climate Action Plan.

6.2 Recommended Options

As noted in the April 2019 Planning Staff Report, there are a number of different approaches available for municipalities to enhance public engagement in the planning process, using both *Planning Act* tools and other forms of communication. One approach would be to maximize the use of every tool available in the engagement toolbox to ensure that the community is aware of issues and heard by Council prior to rendering its decisions. This approach may not be practical, however, relative to the compressed timelines now in effect under the *Planning Act* via Bill 108 and/or the capacity of existing resources to effectively deliver the desired process and maintain reasonable service levels. Finding a balance between public engagement options and resource capabilities has been an important consideration in the recommendation of Options below.

The purpose of this Section is to recommend Options to Council that Planning staff has identified as being practical and reasonable within the context of the amended *Planning Act* and the resource capabilities of the Planning Department. The intent of this exercise is to enhance public participation and engagement in the planning process beyond, in place of or in addition to the measures already implemented by the Planning Department, taking into account the research and analysis conducted and the public feedback received throughout this process.

6.3 Official Plan Amendments (OPA's), Zoning By-law Amendments (ZBLA's) and Draft Plans of Subdivision/Condominium

The following tools are recommended for enhancing the public notice requirements for applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium:

1. Sign Posting

Based on our research, a significant number of municipalities (86%) post a sign on a property subject to a planning application, in addition to other forms of communication such as mail-out, newspaper and social media/website.

It is recommended that a sign be posted for all applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium in Cobourg. The addition of this tool to its existing mail-out, newspaper and social media/website notification would be seen as an added measure of notifying people in the neighbourhood or community who may not otherwise receive or see a notice via other means. The posting of a sign has proven to be quite successful in advising the public of applications for Site Plan Approval, which has no statutory requirement enshrined in the Planning Act. The recommended sign enhancements would present general information about the nature of the application, the public meeting date and where to obtain further information using a distinct, consistent corporate image.

2. Public Open House

Research indicates that almost ½ of municipalities surveyed in Ontario require or request an informal public open house or neighbourhood information meeting for *large, complex or contentious* applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium, or for applications that may have a significant impact on a neighbourhood or the community as a whole. Less than 1 in 5 municipalities surveyed require a public open house for all applications.

The Town of Cobourg *encourages* applicants to hold a public open house early in the process, but it is purely voluntary. In cases where an information meeting or public open house has been held, observations have shown that residents responded well and had an opportunity to find information, ask questions, and provide useful feedback on the proposal. Often the public information sessions alleviated many issues or concerns, or the applicant sought to address them prior to the matter coming before Council in a more formal setting.

As part of the application process, Council must also convene a formal “statutory” Public Meeting pursuant to the *Planning Act* and consider a recommendation to approve or refuse an application. Given the new, reduced timelines for considering planning applications before an appeal can be lodged as per Bill 108, the opportunity for providing enhanced public engagement approaches, such as open houses, is further constrained.

Because applications for OPA and Draft Plans of Subdivision/Condominium are typically considered to be more complex and involve significant changes to planning policy and/or land composition, and are afforded additional time to consider under the *Planning Act* (without appeal), it is recommended that an open house be required early in the process (ie. within **45 days** of the formal receipt of the application by Council) for both of these types of applications.

For ZBLA applications, a public open house may not be desirable or needed in many cases. In addition, the statutory Council Public Meeting will have to be held sooner in the process due to the reduced *Planning Act* timelines (see Item 6 below for further discussion regarding Timing of Statutory Public Meeting). Thus, it is recommended that an informal public open house or neighbourhood information meeting only be required for *large, complex* or potentially *contentious* applications.

The proposed criteria for such applications would be for any residential development proposal in excess of 25 dwelling units, any commercial/institutional development proposal in excess of 1,400 sq m (15,000 sq ft)², or any proposal that Council believes may be potentially contentious based on the scope or anticipated impact of the application or early feedback generated by the proposal. In the event that a 'smaller' application generates significant public interest, Council would have the discretion to "bump up" the application and require a public open house by Resolution at any time during the process. The Town would still encourage *all* applicants to convene a public open house or reach out to the neighbourhood in some other capacity (ie. information pamphlets).

The notification requirement for open houses would be identical to the *Planning Act* requirements of mailing a notice to all landowners within 120 m of the subject application, as well as any persons on record who formally requested notice, to ensure consistency.

3. Radio Ads

As identified in the April, 2019 Planning Staff Report, the use of radio ads and similar information forums for development applications are found to be useful engagement tools however the Town's resources and service levels may be adversely impacted, particularly if there are multiple development applications proceeding simultaneously.

It is Planning staff's opinion that radio ads are more suited to and practical for larger, special projects affecting the greater community, such as comprehensive updates to planning documents, Secondary Plans, and special projects, and therefore should not be implemented for development applications unless otherwise directed by Council on a site-specific basis.

² This proposed criteria aligns with the Cobourg Planning Application Schedule of Fees (By-law 030-2016) for "Major Residential" and "Major Commercial" development types

4. TV Information/Message Boards

See recommendation per Item 3 above.

5. Prepare Planning Opinion/Recommendation Reports After Public Meeting

Our research has determined that the number of municipalities who prepare their Planning Opinion/Recommendation Reports before or after the statutory Public Meeting is rather split. Cobourg's process involves a comprehensive evaluation of the application based on provincial, county and municipal (local) policies, regulations and guidelines and the provision of a professional, objective Planning Opinion Report to Council prior to the statutory Public Meeting. This approach provides Council and the public with a comprehensive package of background information, analysis, opinions and conclusions to consider at the Public Meeting, however there is no recommendation provided in the Report. Public input provided at the Public Meeting is typically referred back to the proponent and/or planning staff for a follow-up Planning Recommendation Report to Council before a decision is rendered.

The feedback generated to date shows that it would be beneficial for Council and municipal staff to hear public comments and submissions at the Public Meeting and then consider the input as part of their planning opinion and recommendation reports. Both methods are reasonable for a variety of reasons, however Planning staff do see the benefit in hearing the comments, concerns and questions of the public before making any formal opinions or recommendations.

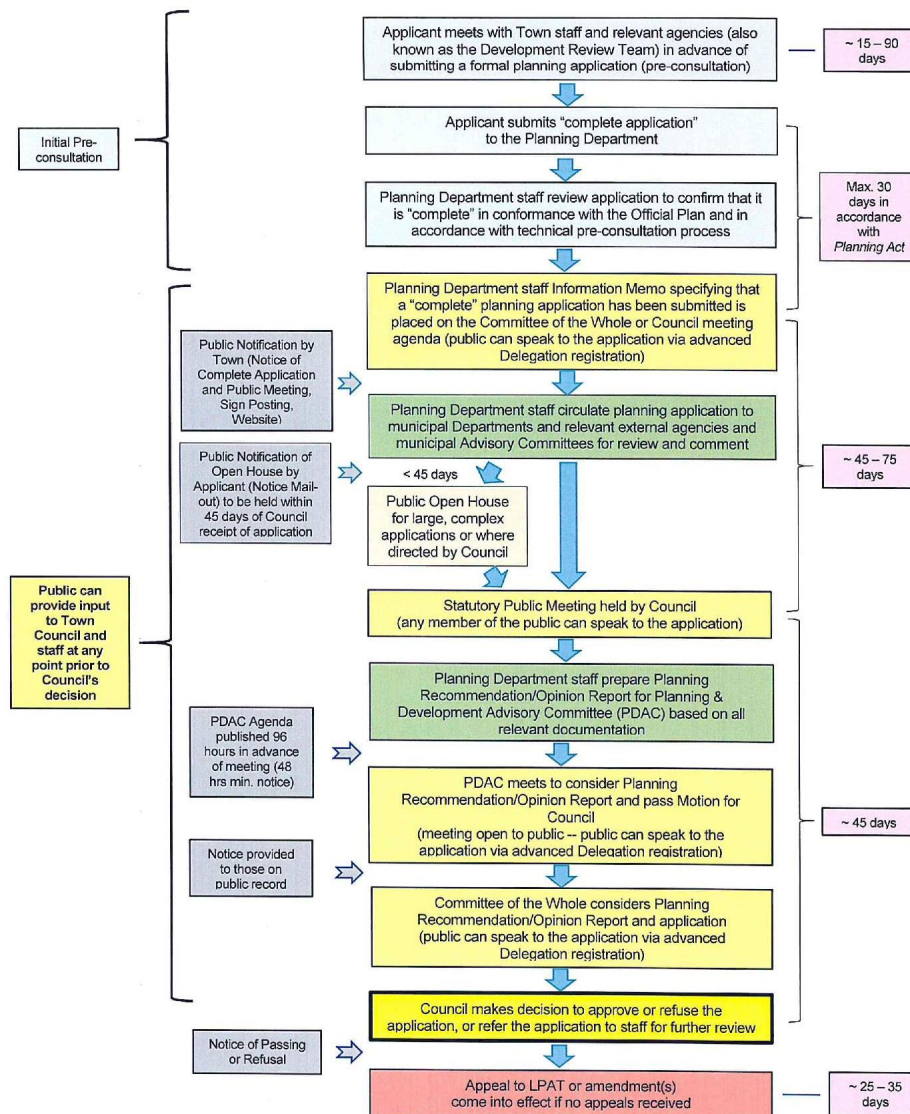
Therefore, it is recommended that Planning Opinion/Recommendation Reports be prepared after the statutory Public Meeting. A key consideration is that this option will require the Public Meeting to be held sooner in the process (ie. at least *45 days* prior to the end of the *Planning Act* timeline, depending on the application) in order to afford ample time for staff to comprehensively review and analyze all of the relevant information, including input from municipal departments, external agencies and the public, and prepare a report for Council without compromising the *Planning Act* timelines to any significant degree.

6. Timing of Statutory Public Meeting

As indicated above, the preparation of a Planning Opinion/Recommendation Report after the statutory Public Meeting will require a shift in the timing of the meeting well before the end of the *Planning Act* timeline. While convening the statutory Public Meeting earlier in the process will not have the benefit of any detailed analysis or opinions by Planning staff, it would result in having all relevant background reports and plans prepared by the applicant available to Council and the public. Additionally, an earlier statutory Public Meeting could have implications on the ability to convene an Open House, particularly for ZBLA's as the *Planning Act* timeline is only 90 days.

Therefore, it is recommended that the timing of the statutory Public Meeting be set at least **45 days** prior to the end of the *Planning Act* timeline wherever possible, depending on the nature and complexity of the application, the submission of an amended application and/or significant changes to the proposal, Council's meeting schedule and other special circumstances that would reasonably preclude the convening of a public meeting within this timeline.

The following flowchart is intended to visually illustrate the updated process and recommended notification program for OPA's, ZBLA's and Draft Plans of Subdivision/Condominium:



6.4 Site Plan Approval (SPA)

The Site Plan Approval process is considered a detailed, technical review of development plans and supporting materials once the principle of development (ie. zoning) has been established. Accordingly, the *Planning Act* has prescribed a timeline of *30 days* before an applicant can appeal a non-decision of Council, and no formal public notification is required.

The Town of Cobourg's SPA process requires the posting of a development information sign on the property, which is relatively advanced compared to other comparator municipalities. Additionally, Planning staff also provides an application receipt Memo at the beginning of the SPA process and an approval recommendation Report prior to Council approval in public, open sessions of Council. Information associated with SPA applications is also posted on the "*Planning Applications*" page of the Planning & Development website. Finally, planning staff notify members of the public of a SPA application where they are on record as participating in a prior process involving an OPA, ZBLA and/or Draft Plan of Subdivision/Condominium.

The following enhancement is recommended:

7. Enhanced Site Plan Information Sign Template

The Town's current notification process has proven to be quite successful in advising members of the public of SPA's and providing them with opportunities for input. The current SPA signage required is very basic black lettering on a white sign board. It is recommended that an enhanced site plan information sign template be implemented which utilizes the Town's corporate branding scheme in the form of standard design, content and colours would be beneficial to provide a consistent appearance and an informative, legible notice for the public.

6.5 Consents and Minor Variances

The Consent and Minor Variance process is compact relative to other planning applications, whereby decisions must be made by the Committee of Adjustment within *30 days* of application as per the *Planning Act*. In addition, notices of Hearings are circulated at least 10 - 14 days prior to the Hearing. These types of applications typically affect smaller, more localized areas of neighbourhoods and, in many cases, are so minor that they have little to no impact on adjacent properties.

The combination of newspaper and direct mail-out notices that the Town employs has, in Planning staff's opinion, worked quite effectively and the Town has not received negative feedback with respect to these engagement methods.

Therefore, it is recommended that the Town's current public notification and engagement process for Consents and Minor Variances be maintained.

6.6 Social Media

Social media is an important tool for communicating with, notifying and engaging members of the public on a variety of municipal issues, including planning applications. The Town of Cobourg's social media platforms have a huge on-line reach with nearly 6,000 direct followers to the Facebook platform and 2,586 on the Twitter platform. Over 70% of municipalities surveyed use one or more social media platforms as part of their planning application process.

The following tool is recommended:

8. Targeted Social Media Messaging

In order to provide a more user-friendly experience and simplify navigation for the public, the Cobourg.ca homepage will be updated to include a 'hot button' on the site's main navigation page that will redirect the user in 'one click' to a comprehensive listing of Planning and Development news and notices. In addition, the use of other popular social media platforms, like Facebook, Twitter, and the new digital public engagement platform "*Engage Cobourg*", will be explored to target additional sectors of the community.

6.7 Public Meeting Procedure

As referenced in the April 2019 Planning Report, Cobourg's Statutory Planning Public Meeting procedure is well organized and structured to provide Council and the public with a reasonable overview of the planning application, associated reports, and other relevant information, and to provide the public with an opportunity to make representation, ask questions and provide input, orally and/or in writing, to Council for their consideration prior to making a decision. Public Meetings have not traditionally been a forum for debate, nor are any decisions ever made at these meetings. The format and structure of Agendas are generally the same for all Public Meetings conducted by Council.

Thus, it is recommended that Council maintain its current procedure for Planning Public Meetings, subject to minor administrative adjustments to reflect the recommendations of this Report (ie. revised notification procedure, no overview of Planning Recommendation/Opinion Report).

6.8 Municipal Advisory Committees

As indicated above, the PDAC is the committee appointed by Council to consider planning applications and make recommendations to Council. Other advisory committees are distributed application documentation where required by Provincial policies and legislation, or where applications are seen to have a material impact on their mandates and where input may be beneficial. In some instances, Council has referred certain applications to advisory committees for feedback, and some advisory committees have requested an opportunity to comment on a particular application.

It is recommended that the current procedure for advisory committees be maintained, whereby applications are distributed to relevant advisory committees in accordance with applicable policies and legislation, and in those circumstances where there is a potential impact on an advisory committee's mandate. Should Council feel that a planning application merits circulation to a particular advisory committee(s), a recommendation could be brought forward upon Council's formal receipt of the application on a case-by-case basis. Alternatively, an advisory committee could specifically request consideration of a particular application if it is deemed to have an impact on its mandate.

6.9 Implementation

It is my opinion that the recommendations outlined in this Report can be implemented as soon as January, 2020. There will be some initial work required by Planning and Communications staff to modify internal planning applications, procedures and guides, prepare sign templates, and review and enhance the municipal website and social media platforms, however this is anticipated to be completed prior to implementation in January.

The implications of **Bill 108 – the *More Homes, More Choice Act, 2019*** on the planning process and staff resources have been reviewed. As indicated earlier in this Report, the new *Planning Act* regulations have *reduced* the timelines within which most planning applications are to be considered by Council before an applicant can appeal a “non-decision” to the LPAT. This counters the efforts of the previous Provincial government where, between 2004 and 2019, the Provincial government had steadily *increased* the *Planning Act* timelines in an effort to provide municipalities with additional time to reasonably review and consider planning applications before an appeal could be lodged, and also help reduce the growing backlog of appeals to the OMB/LPAT due to non-decisions (refer to Table in Section 5.0 above).

It is my understanding that the intent behind these specific changes under Bill 108 was to shorten the planning approvals process and incentivize the building of a variety of housing types – part of a broader strategy by the current government to respond to the affordable housing crisis (provide a wider supply of homes to the market more quickly). What is evident, in my opinion, is that over the last 15-20 years planning applications and the requirements for deeming them “complete”, together with the associated policy and regulatory framework, have become increasingly more complex, comprehensive and stringent than ever before.

Thus, the combination of reduced timelines and more comprehensive applications will impose greater pressures on municipal and agency resources to administer the process and review proposals in a timely manner. In effect, the new *Planning Act* timelines revert back to pre-2004 levels even though the policy and regulatory environment governing planning applications has become more complex and time-consuming to administer.

7.0 **FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT**

As noted in Section 6.9 above, the implementation of the recommendations of this Report will require some additional in-house staff time to prepare for the program launch in January, 2020. It is not anticipated that this initial start-up will impose negative implications on staff resources or the financial capabilities of the Municipality.

Historically, the Planning Department has been operating at or slightly above capacity for several years. For smaller, less complex planning applications, the administration of the decision-making process has largely fallen within the pre-Bill 108 timelines, however certain cases involving larger, more complex and/or contentious applications have resulted in the *Planning Act* timelines being exceeded, some by well over a year. Within Cobourg's context, appeals of non-decisions have been rare as long as the application is seen to be progressing and not at a stand-still. This could change if the Town's resources are not able to handle the processing of applications within the Bill 108 timelines or in a reasonably timely manner.

The Planning Department functions as the "one-window" for the entire development approvals process. This "one-window" system has proven to be highly effective in receiving and shepherding planning applications through the review and decision-making process, which includes everything from initial development pre-consultation, application receipt, circulation, site inspections, reporting, policy-regulatory approval, and ultimately to final approval and construction. This is in addition to development- and post-development monitoring, inspections, and compliance evaluations, special projects and the regular day-to-day administration of normal Departmental activities and services to the public.

With respect to the planning application process moving forward, as amended by the recommendations contained herein and the regulations of **Bill 108 – the *More Homes, More Choice Act***, 2019, it is my opinion that the new planning regime, with tighter timelines and more complex and comprehensive applications, will likely place additional strain on existing staffing resources and quality of service levels to applicants and the public alike and, thus, could have a serious impact on departmental functions without additional staff support.

It is therefore recommended that additional staffing required to address impacts associated with the increased complexities and workflow relating to the administration of planning applications, and the reduced timelines of **Bill 108 – the *More Homes, More Choice Act***, 2019 be referred to the 2020 municipal budget deliberations for consideration by Council.

8.0 **SUMMARY/CONCLUSION**

It is widely recognized that greater involvement by citizens through public engagement results in a better-informed community, a greater sense of ownership and trust in initiatives, and increased public satisfaction with municipal programs, services and long-term plans. Cobourg Municipal Council is committed to ensuring that a progressive, methodical approach to citizen engagement is implemented, both in the development review process

under the *Planning Act* and in everyday municipal initiatives, which will ultimately lead to improved decision-making.

The development approvals process in Ontario today is highly complex and extremely regulated through Provincial and municipal legislation, plans, and policies, however it is evident that there are numerous innovative options available to municipalities which may help enhance engagement opportunities with the public. This Report has provided a number of recommended options to Council for enhancing public notification and engagement in the community based on extensive research and public feedback, while being mindful of the financial and staffing resource capabilities of the Municipality and the requirements of applicable legislation. The recommendations identified in this Report have taken these important aspects into consideration.

Topic	Recommendations
OPA, ZBLA and Draft Plans of Subdivision/Condominium	<p>1 – Sign posting for all OPA, ZBLA and Draft Plans of Subdivision/Condominium applications in addition to existing notification methods</p> <p>2 -- Public Open House be convened within 45 days of formal receipt of the application by Council:</p> <p style="padding-left: 40px;">a) for all OPA and Draft Plans of Subdivision/Condominium applications;</p> <p style="padding-left: 40px;">b) for large, complex ZBLA applications, and for re-zoning applications which by their nature and/or interest to the community would benefit from the convening of an open house at the discretion of Council;</p> <p>3/4 – Radio Ads & TV Message Boards for special planning and development projects that affect the broader community</p> <p>5 -- Planning Opinion/Recommendation Report after Statutory Public Meeting</p> <p>6 – Convene the Statutory Public Meeting no later than 45 days before the end of the respective <i>Planning Act</i> timelines (which may vary depending on such factors as the nature, scope and complexity of the application, substantial modifications to application, Council's meeting schedule, etc.)</p>
Site Plan Approval (SPA)	7 -- Enhance the existing SPA signage program for consistency and corporate branding
Consents & Minor Variances	No change recommended to existing notification methods
Social Media Platforms	8 – Update Cobourg.ca website to improve user experience ('hot button', News Centre, Engage Cobourg, calendar, planning application page) and explore opportunities for use of other social media platforms like Facebook and Twitter
Public Meeting Procedure	No change recommended to current municipal Agenda template

It is also recognized that the planning system in Ontario is operating within an increasingly complex, rigorous and ever-changing policy and regulatory environment and this, together with the timeline amendments contained within Bill 108, will place additional strain on existing staff resources for the foreseeable future unless otherwise relieved.

8.0 **POLICIES AFFECTING THIS PROPOSAL**

The key policies affecting this proposal include:

- Cobourg Public Engagement Policy
- Cobourg Official Plan

9.0 **COMMUNICATION RESULTS**

This Report provides recommendations to Council for enhancing the public notification and engagement process for *Planning Act* applications in the Town of Cobourg based on an evaluation of all relevant research data, public input and municipal planning operations.

10.0 **ATTACHMENTS**

Appendix "I": Summary of On-line Survey Results and Public Submissions

11.0 **AUTHORIZATION/ACKNOWLEDGEMENT**

Prepared By:

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



Approved By:

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

Appendix "I":

Summary of On-line Survey Results and Public Submission

Appendix : Survey Results (Received from Monday, May 13-27th, 2019.)

Submission #1:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at **Monday May 13th 2019 2:55 PM** with reference number 2019-05-13-002.

- **Please provide your comments on the above options worthy of consideration to improve the Public Engagement Process for Planning Act Applications.**
I would suggest Sign Posting for all Zoning, OP changes and Plans of Subdivision; also Option 2b and Radio/TV (option 3/4). Planning staff reports should be a recommendation before public meetings - timed per option 6. Don't separate Open House and a Public Meeting - they are seen to be the same thing.
Inputs from Public at Public Meeting should get an answer at some point - shows that someone is listening.
Site Plan approval option is a good idea.
Consents and Minor variances need not be posted.
Don't bother with Social Media. Continue with Radio, Newspaper and Press Releases.

Submission #2:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at **Wednesday May 22nd 2019 9:41 AM** with reference number 2019-05-22-002.

- **Please provide your comments on the above options worthy of consideration to improve the Public Engagement Process for Planning Act Applications.**
Somewhere on the Town's website there should be a clear, easy-to-understand explanation of how the existing process works, its stages and points of feedback during the process. Also, there' needs to be a call to action message such as read your town's planning activities at www etc.
Too often the public plays catch up based on word-of-mouth which may be completely inaccurate. The advantage of such an explanation would be to take some heat off planners and others.

Submission #3:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at **Thursday May 23rd 2019 8:58 AM** with reference number 2019-05-23-001.

- **Please provide your comments on the above options worthy of consideration to improve the Public Engagement Process for Planning Act Applications.**
Either this survey is not working properly ... Or ... it is the most odd survey ever ... how does one fill it out? Where does one click to see the survey questions and/or see spots where an answer can be given?
James Pickersgill

Submission #4:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at Friday May 24th 2019 10:07 AM with reference number 2019-05-24-001.

- **Provide your feedback on the ABOVE options to improve the Public Engagement Process for Planning Act Applications, in the comment box BELOW:**
My Survey selections from above are: Options 2(a), and 2(b); Option 5; Option 6 and Site Plan Approval, and Consents & Minor Variances

Submission #5:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at Friday May 24th 2019 8:17 PM with reference number 2019-05-24-002.

- **Provide your feedback on the ABOVE options to improve the Public Engagement Process for Planning Act Applications, in the comment box BELOW:**
I realize that the CTA recommendations below may crossover a number of the options provided. I find that there isn't enough structure to choose between options e.g. 2a or 2b - I don't know what is "large" or "complex" so the fall back is 2a. Therefore the composite of the CTA suggestions is acceptable to me. Other thoughts though include - Option 6 for me is desirable but the interval is insufficient. That is, 30 calendar days is really 20 business days and that just seems to short. I'd prefer a full 60 calendar days (approx 40 business days); also following these meetings a record of the public's input would be made available to both the Planning Dept and Council. This would give Council a full spectrum of inputs and enough time to assimilate the data; and finally the 'Public Engagement Process for Planning Act Applications' effort is important and therefore should include some form of success measurement, a verification & validation step/phase, confirming that all is going according to plan (or not). For instance:
a) data on how many public meetings were held where 0 - 10 people showed up;
b) signage posting is acceptable and timely;
c) public data getting to Council in a timely manner; and I'm sure there are others.

Recommendations from the CTA website:

- 1 Post a sign on a property subject to a planning application, in addition to other forms of communication such as mail-out, newspaper and social media/website.
- 2 Require a public open house for all applications to be held by the applicant within approximately 30 to 45 days of formal receipt of the application by Council.
- 3 Planning Department recommendations to be issued after the public meeting. This would give the planning department and Council more time to consider what the public has said.

Submission #6:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at Saturday May 25th 2019 8:19 AM with reference number 2019-05-25-001.

- **Provide your feedback on the ABOVE options to improve the Public Engagement Process for Planning Act Applications, in the comment box BELOW:**

With the exception of "No change to current procedures" all of the above would certainly enhance this process. Citizens have a right to be informed in as many ways as possible with reasonable timing so they can have input whether pro or con. I would also like to suggest that the developers/builders/investors should not be provided citizen's written input details/letters/emails but perhaps a summary of any input would be sufficient.

Thanks for this opportunity to provide our thoughts.
Barry and Geri Wray

Submission #7:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at Saturday May 25th 2019 10:07 AM with reference number 2019-05-25-002.

- **Provide your feedback on the ABOVE options to improve the Public Engagement Process for Planning Act Applications, in the comment box BELOW:**
My recommendation is that timely, regular and target communication processes are provided.

There needs to be timely and regular communication that is pushed out to the public. For example. City Hall can push targeted social media messaging out in all of the social media platforms AND can post it on the main webpage for the city AND place it as a flashing message on the webpage for the city AND push it out as a flashing headline in your regular notification process attached to emails sent by the city. Make it easy for us to be engaged!!

If I go to search for a planning application today, how do I find out there is a public meeting. It is a mystery!! Everyone in the community should have EASY access to information.

Submission #8:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at Saturday May 25th 2019 6:03 PM with reference number 2019-05-25-006.

- **Provide your feedback on the ABOVE options to improve the Public Engagement Process for Planning Act Applications, in the comment box BELOW:**

There is a lot of information here but some key recommendations that should be implemented include:

1. Post a sign on a property subject to a planning application, in addition to other forms of communication such as mail-out, newspaper and social media/website.

2. Require a public open house for all applications to be held by the applicant within approx. 30 – 45 days of formal receipt of the application by Council.

3. Planning Department recommendations to be issued after the public meeting. This would give the planning department and Council more time to consider what the public has said.

The key thing here is to inform the public as early as possible, consider what citizens have said, and then issue the recommendations to Council. The most important thing here is to build trust with citizens and make them feel that their input is important and that they have been heard.

Submission #9:

Please note the following response to Planning Act Application -P Public Engagement Survey has been submitted at Saturday May 25th 2019 7:32 PM with reference number 2019-05-25-007.

- **Provide your feedback on the ABOVE options to improve the Public Engagement Process for Planning Act Applications, in the comment box BELOW:**

Post a sign on a property subject to a planning application, in addition to other forms of communication such as mail-out, newspaper and social media/website.

Require a public open house for all applications to be held by the applicant within approx. 30 – 45 days of formal receipt of the application by Council.

Planning Department recommendations to be issued after the public meeting. This would give the planning department and Council more time to consider what the public has said.

Submission #10:

Please note the following response to Planning Act Application -P Public Engagement Survey has been submitted at Sunday May 26th 2019 8:44 AM with reference number 2019-05-26-001.

- **Provide your feedback on the ABOVE options to improve the Public Engagement Process for Planning Act Applications, in the comment box BELOW:**

Definitely support and recommend more public information provided in many areas but especially rezoning. When you buy in an area with the expectations of what you agreed to and then it is changed within a few years without proper consensus and input from the entire surrounding properties, there is a problem! Some decisions in the past seem to have been passed by unelected officials and not representative of whom pay taxes and decide who represents their best interests.

Submission #11:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at Sunday May 26th 2019 8:29 PM with reference number 2019-05-26-002.

- **Provide your feedback on the ABOVE options to improve the Public Engagement Process for Planning Act Applications, in the comment box BELOW:**
Option 2- Public Open House- 2 A, Option 3/4, and Option 5 &6

Submission #12:

Please note the following response to Planning Act Application -Public Engagement Survey has been submitted at Sunday May 27th 2019. (Handwritten)

Important that Public, Staff, Consultants hear all sides of an issue. Best format is that of a debate where opponents and proponents state their position and the reasoning behind it, then there is an opportunity for a rebuttal by each participant. This would apply on the occasion when Council makes final decision to approve/disapprove or modify a project. Too often I've seen the proponent (who traditionally has the last word) make statements that were incorrect and could not be challenged because there was no opportunity for rebuttal.

Can this debate format be applied to a public meeting? I'm not sure, but hearing both sides (if not 3 or 4 sides) state their views and have them criticized or challenged could be a very positive contribution to all, Public, Planners, Council. Thanks.

Summary of Verbal Submissions at Public Meeting

V. McLaughlin – Spoke on the fact that mail-outs don't always reach those who could be impacted if they are outside the designated area. Looking for the option to provide sign-posting more often at the location.

W. McCarthy – Spoke that staff reports should be after Public Meetings, so Council can hear from the public before a staff synopsis, not before unless there was a compelling reason to do so.

Good evening Mayor Henderson, Deputy Mayor Seguin, and Councillors.

My name is Dennis Nabieszko and I live on Hudson Street in Cobourg. I am here as a private citizen and not as part of any organization.

The Director of Planning has outlined in his report various options for Council to consider and vote on. I am here to identify the options that I recommend you adopt.

I appreciate the efforts of the Director of Planning and his department in researching and presenting the information to assist Council in improving what is sometimes a very emotional and stressful process for citizens.

What citizens want when they come before Council is to know what they say matters. Too many times, they feel as if what they have to say does not matter.

Currently, citizens are asked to come forward and provide their feedback in a public meeting where after all the planning work has been done, the report has been prepared with recommendations, and Council have already considered the report and recommendations. The next step is that Council listens to citizens and immediately afterwards, Council votes. There is no time taken to consider what citizens had to say. Just as you take the time to consider what the planning department has written in their report, I urge Council to really listen and then take the time to consider what citizens have said.

Let me briefly review the options.

For option one on sign postings. Currently, a sign posting is done only at the site plan approval stage but there is no statutory requirement in the Planning Act. The process is designed to be a technical exercise and so is of little use to the public. A sign should be posted to let the public know as soon as possible that there is a zoning change under consideration and to provide them with the information about public meetings and where to go to get more information.

For option two on public open houses. Citizens want to know what is happening in their neighbourhood. They should not have to go seeking out this information. There should be a mandatory requirement for all applicants that they hold a public open house within 30 to 45 days of formal receipt of the application by Council. The applicant would be required to submit a written summary report of the open house to the Town and included in the report to Council.

Missing from this option is how the applicant is required to notify the public. I suggest as a minimum having the applicant notify all owners within 120 meters of the subject area of the public open house. The option one suggestion for sign posting could also be applied here.

Council can decide at the formal receipt of the application whether to exempt an application from a public open house.

The more citizens are informed and understand what is happening, the less likely they are to be misinformed and anxious about what is happening in their neighbourhood.

This should be a mandatory requirement for all applicants.

For options 3 and 4. The use of Radio Ads & TV Message Boards for special planning and development projects that affect the broader community should be implemented as outlined in the Director's recommendation.

For option five. With regards to whether to have the Planning Department issue their opinion and recommendations before or after the public meeting, the requirement should be to issue them **after** the public meeting. The quote from the Director's report on the public meeting procedure says:

"Cobourg's Statutory Planning Public Meeting procedure is...to provide the public with an opportunity to make representation, ask questions and provide input, orally and/or in writing, to Council for their consideration prior to making a decision."

I would add that it is also for the benefit of the planning department to hear what the public have to say before preparing their recommendations. This allows the planning staff to consider the public input in their recommendations and to summarize the public input in their report for Council to review. It also gives Council time to consider what citizens had to say.

Missing from this review process are the advisory committees. Although most zoning changes may not be applicable to the committees' mandate, the advisory committees should be given the opportunity to review these zoning changes and offer their recommendations to Council, where appropriate.


For option 6. Having the statutory public meeting no later than 30 days before the end of the respective Planning Act requirement should be implemented as outlined.

In conclusion, citizens need to be informed as early as possible, have confidence that they have been heard, and that their feedback has been taken into consideration. Without these, there is no trust in the public engagement process.

Thank you

Recommendation Summary

- Option 1 – Sign Posting of the public meeting and the public open house in addition to existing notification methods.
- Option 2 – Public Open House for all applications and a written summary report on the open house provided to the Town.
- Options 3/4 – Radio Ads & TV Message Boards for special planning and development projects that affect the broader community.
- Option 5 - Planning opinion report and recommendations after the Statutory Public Meeting.
Advisory Committees required to submit their recommendations.
- Option 6 - Convene the Statutory Public Meeting no later than 30 days before the end of the respective Planning Act timelines.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Laurie Wills	
TITLE:	Director of Public Works	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Award of the 2020 Road Resurfacing and WPCP Parking Lot Expansion Contract	
REPORT DATE:	November 13, 2019	File #:

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
 THAT Council approve the award of the "2020 Road Resurfacing and WPCP Parking Lot Expansion" contract to Ashland Paving Ltd. in the amount of \$524,377.60 plus HST;

 AND FURTHER THAT Council pre-approve a 2020 budget amount of \$100,000 from the annual road resurfacing budget to be funded by Federal Gas Tax;

 AND FURTHER THAT Council pre-approve a 2020 budget amount of \$17,792.10 including non-refundable HST to pay for the repair work included in the Building 7 parking lot improvements to be funded as follows:
 1. Sanitary sewer reserve (\$5,337.63)
 2. Northam Industrial Park reserve (\$12,454.48)

4.0 ORIGIN
 The 2019 budget had the following capital projects and budgets:

Public Works Resurfacing \$275,000 (Federal Gas Tax)
Public Works Building 7 Second Lift Asphalt \$100,000 (\$70,000 (70%)
Northam Reserve and \$30,000 (30%) Sanitary Sewer Reserve)
WPCP Parking Lot Expansion \$150,000 (Sanitary Reserve)

5.0 BACKGROUND

The construction of the Cedar Shores development on King Street west required a new sanitary sewer installation on the south side of the road requiring full restoration of the south lane of the road. Part of the Public Works resurfacing budget was spent having the north lane fully reconstructed at the same time to save on construction costs and further improve the lifecycle of the road. The total cost of the lane reconstruction was \$35,000 leaving \$240,000 for Water Street, Lake Street and D'Arcy Street.

The Public Works parking lot second lift of asphalt also had repair work included to remove and regrade the area in front of the garage bay doors as the area does not drain adequately away from the building and during rain and snow melt events, water drains into the building.

The WPCP parking lot project not only included an expansion to the paved area but also had the decommissioning of some old equipment and tank. The decommissioning will be completed by a separate contractor as this would not typically be done by an paving contractor.

6.0 ANALYSIS

The bid prices for the projects are included as an attachment.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Upon review of all the bid prices it was determined that the unit prices were competitive in nature and the contractor has done work in the past for the Town and local municipalities with good credentials.

1. Road Resurfacing: these works came in at \$97,096.39 over the \$240,000 remaining budget for resurfacing in 2019. It is recommended that the full scope of work proceed and \$100,000 be pre-approved from the 2020 resurfacing budget. The annual resurfacing budget is typically \$300,000 and funded by Federal Gas Tax.

2. It is recommended that the Town proceed with the repair work included in the Public Works Building 7 parking lot scope and that the additional \$17,484.38 + HST be pre-approved from the 2020 budget. The additional funds will be allotted as was the original budget of 70% (\$12,239.07) from the Northam Industrial Park Reserve and 30% (\$5,245.31) from Sanitary Sewer Reserves.

3. A quote for the WPCP decommissioning has been received in the amount of \$6,424.00 plus \$69,796.83 for the parking lot expansion for a total of \$76,220.83 which is under the approved budget of \$150,000.

8.0 CONCLUSION

THAT Council approve the award of the "2020 Road Resurfacing and WPCP Parking Lot Expansion" contract to Ashland Paving Ltd. in the amount of \$524,377.60 plus HST;

AND FURTHER THAT Council pre-approve a 2020 budget amount of \$100,000 from the annual road resurfacing budget to be funded by Federal Gas Tax;

AND FURTHER THAT Council pre-approve a 2020 budget amount of \$17,792.10 including non-refundable HST to pay for the repair work included in the Building 7 parking lot improvements to be funded as follows:

1. Sanitary sewer reserve (\$5,337.63)
2. Northam Industrial Park reserve (\$12,454.48)

9.0 POLICIES AFFECTING THE PROPOSAL

Purchasing Policy

12.0 AUTHORIZATION/SIGNATURES


Approved By:

Ian Davey, Treasurer/Director of Corporate Services

Department:

Finance

Task	2019 Budget	Budget Source	Ashlund Paving Ltd.	Kings Valley Landscape
1. Road Resurfacing				
Water Street (D'Arcy to Henry)	\$240,000	Federal Gas Tax	\$46,783.92	\$59,175.00
Lake Street (D'Arcy to dead end)			\$22,152.85	\$35,442.50
D'Arcy Street (King to dead end)			\$268,159.62	\$301,900.00
Road Resurfacing Total			\$337,096.39	\$396,517.50
Over Budget			-\$97,096.39	
2. Public Works Building 7 Second Lift Asphalt and Repairs	\$100,000	\$70,000 (70%) Northam \$30,000 (30%) Sanitary	\$117,484.38	\$110,818.00
Over Budget			-\$17,484.38	
3. WPCP Parking Lot expansion	\$150,000	Sanitary	\$69,796.83	\$45,385.00
Under Budget			\$80,203.17	
TOTAL Contract Value			\$524,377.60	\$552,720.50

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Laurie Wills	
TITLE:	Director of Public Works	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Pending Award of Contract CO-19-27 DPW: Purchase of Excess Soil	
REPORT DATE:	November 13, 2019	File #:

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
By tendering the 'Purchase of Excess Soil' contract, anyone is able to submit a bid to receive the fill material which ensures equal opportunity for those who may be looking for a substantial amount of material.

3.0 RECOMMENDATION
THAT Council receive this report for information purposes in preparation of a recommendation for award of the subject contract at regular Council on December 2, 2019.

4.0 ORIGIN
Midtown Creek/Kerr Street Capital Project

5.0 BACKGROUND
The contract for the construction of Midtown Creek flood reduction pond and Kerr Street Extension from Division Street to D'Arcy Street is expected to go to tender in January 2020. Prior to tendering, Staff have also tendered a separate contract in an attempt to recover costs by selling excess soil/fill material to the highest bidder.

Due to timing constraints in receiving geotechnical reports, staff were not able

to tender the contract until November 12 and require a two week tender period resulting in a closing date of November 26. Staff must ensure that the soil has a location to be hauled to before the Midtown/Kerr capital project is tendered in January so that prospective bidders understand what is to happen to excess soil and can bid the project accordingly.

6.0 ANALYSIS

The Midtown Creek ponding area project will require a significant amount of earth excavation where excess soil would typically be left to the successful contractor to dispose of at the Town's cost. The contractor may either waste it at a landfill or sell it/dispose of it at a site in need of fill material. The Midtown Creek ponding area project will have 55,300 cubic meters of excess soil plus 22,450 cubic meters of topsoil to dispose of. The required testing has been conducted to classify the appropriate types of uses for the fill material. The topsoil has not been tested as it cannot be used as fill material in a structural capacity. The successful proponent will be responsible for chemical testing of topsoil upon receipt at their site.

Developers who have to fill their site to meet the required design grades prior to constructing roads and building houses, often have to purchase engineered fill which can be quite costly, not always available when needed, and can substantially reduce profits and obstruct scheduling. Since the Town will have a substantial amount of fill available in the spring, there may be local developers who are interested in buying the material due to its close proximity.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The cost to excavate and dispose of the amount of soil that is anticipated for the Midtown/Kerr Street project may range from \$500,000 to \$800,000 or more. With the award of the 'Excess Soil' contract on December 2, 2019, the Town may be able to recover a substantial amount of the costs for earth excavation, depending on the bid prices.

8.0 CONCLUSION

The subject contract is the opposite of a typical contract where the proponent will be bidding on purchasing a material from the Town so the award will go to the highest bidder. Staff are anticipating having the results of the tender on November 26 and intend to submit a recommendation for award to Council by November 28th.

9.0 POLICIES AFFECTING THE PROPOSAL

Purchasing Policy


12.0 AUTHORIZATION/SIGNATURES

Approved By:

Ian Davey, Treasurer/Director of Corporate
Services

Department:

Finance

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Laurie Wills	
TITLE:	Director of Public Works	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Unfinished Business: 08-21-17 Traffic Study Lower Division Street/Esplanade Area (Public Works); and, Unfinished Business: 10-10-17 Traffic/Parking Concerns Condo. Corp.#58-148 Third Street (Public Works)	
REPORT DATE:	November 13, 2019	File #:

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
Staff corresponded back to the original parties who expressed concern of traffic and parking congestion in the Division/Esplanade/Third areas and requested feedback on their observations of the new parking arrangement and one way operation of the Esplanade.

3.0 RECOMMENDATION
THAT Council approve the permanent one way operation of the Esplanade and a new entrance into the Third Street parking lot;

AND FURTHER that the two subject unfinished business items be removed from the agenda.

4.0 ORIGIN
Letter received from Northumberland Standard Condominium Corporation No. 50, 107-165 Division Street, Cobourg, ON dated August 16, 2017 regarding traffic congestion in the Division Street and Esplanade area.

AND,

Letter received from Northumberland Standard Condominium Corporation No. 58-148 Third Street, Cobourg, ON dated September 11, 2017 regarding traffic and pedestrian volumes in the Division/Esplanade/Albert Street area.

5.0 BACKGROUND

On April 1, 2019, Council approved a staff recommendation to change the Esplanade to one way traffic only on a temporary trial basis and open up a new exit from the Division Street parking lot to help improve local traffic movement. A follow up report was requested following the trial period.

6.0 ANALYSIS

The Esplanade was changed to one way and a new one way exit from the Division Street parking lot was opened up prior to the May long weekend in 2019. Upon following up with the original concerned residents in the fall of 2019, positive results were reported and the current arrangement is supported to remain. Both parties agreed that opening up a new one way entrance to the Third Street parking lot would help alleviate confusion in that area as there currently is no entrance in the lot from Third Street.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The cost of opening up a new entrance to the Third Street parking lot will be similar to the Division Street lot in the amount of ~\$6,000 to be funded from the parking reserve and the works will be completed by the Public Works department. There is one tree to be relocated as part of these works and staff will consult with the Town's arborist to ensure the appropriate location.

8.0 CONCLUSION

The one way trail for the Esplanade and new exit from the Division Street parking lot appears to be a success and local residents have expressed support for it to remain as such. There is also support from local residents to implement a new entrance to the Third Street parking lot prior to the long weekend in May 2020.


12.0 AUTHORIZATION/SIGNATURES

Approved By:

Ian Davey, Treasurer/Director of Corporate Services

Department:

Finance

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Members of Council	
FROM:	Bill Peeples	
TITLE:	Environmental Services Manager	
DATE OF MEETING:	November 25, 2019	
TITLE / SUBJECT:	Canada Candy Surcharge Agreement	
REPORT DATE:	November 21, 2019	File #:

1.0 RECOMMENDATION

It is recommended that Council approve the Industrial Surcharge Agreement for the Canada Candy Company in the initial amount of \$30,000 per annum.

2.0 ORIGIN

N/A

2.0 BACKGROUND

The Town of Cobourg has a Sewer Use By-Law (22-2008) that specifies, among other things, the types and concentrations, of pollutants that may and may not be discharged into the Town's Sanitary sewer system. If an industry is found to be discharging material into the Town's sewer that exceeds the limits of this By-Law, they are given option of either amending their internal practices to achieve compliance, or approaching the Town for an Industrial Surcharge Agreement. Such an agreement may be granted by the Town, assuming sufficient capacity exists at the Wastewater Treatment facility, to allow them to compensate the Town to treat the excess waste on their behalf.

3.0 ANALYSIS

The Canada Candy Company, located in Building #5 of the Northum Industrial Park, began production in July 2017. Environmental Services collected samples of their sanitary sewer discharges, as is standard protocol for all industries. The sample collected by our Environmental Technician (Jennifer Leno) indicated that the Candy Company exceeded the Town's Sewer Use By-

Law for pH, Total Suspended Solids (TSS) and Biochemical Oxygen Demand (BOD). The strength of these discharges were sufficient to put Wastewater Treatment Plant #1 out of compliance. It became necessary to order the company to cease their discharges immediately.

Environmental Services has been working closely with Canada Candy Company over the past two years to reduce their discharge strength. While they have succeeded in reducing their discharge strength by nearly 90 percent, their discharges still remain outside the Sewer Use By-Law limits.

Parameter	July 2017	July 2019	By-Law Limit	Comments
pH	3.2	7.3	6.5-10.5	
TSS	4,000	500	300	
BOD	25,000	2,300	300	
Other	*			* Sample collected in Oct 2017 completely gelatinized before it could be tested. No issues with current samples.

At present, Canada Candy Company has exhausted all obvious avenues to reduce their discharges. They have hired a consultant to analyze their situation and make further recommendations. In the interim, the Town has informed them that, until such time that they can attain compliance, they must either enter into an Industrial Surcharge Agreement with the Town or face daily fines under By-Law 22-2008.

Environmental Services has analyzed all of the recent discharge parameters from the Canada Candy Company and established an Industrial Surcharge Agreement that will allow them to continue to discharge, within the specified limits, and compensate the Town for the additional cost of processing their over-strength waste. The legal format of the agreement was assessed and approved Jennifer Savinni the law firm Templeman.

4.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

An Industrial Surcharge Agreement has been prepared that establishes

elevated discharge parameters. The compensation to the Town for treating the extra strength waste is based on a pre-established surcharge calculation. The surcharge amount is a function of the following:

- The number of discharge parameters that exceed the By-Law limits
- The cost for the Wastewater Treatment Plant to process the extra strength discharges and dispose of any associated solid waste
- The maximum expected concentrations of each discharge parameter, the frequency of their occurrence and the potential impact of these high end discharges on the treatment facility
- The cost for the Town's Environmental Technician to sample and test the discharges to confirm compliance to the agreement on a regular basis

The attached table shows the calculation used to establish the annual cost for the company to maintain the Industrial Surcharge Agreement. It should be noted that while the calculation worked out to \$31,916, the initial agreement amount was rounded down to \$30,000.

5.0 CONCLUSION

In spite of considerable efforts on the part of the Canada Candy Company, their discharges to the sanitary sewer continue to exceed the limits specified in the Town's Sewer Use By-Law (22-2008) and an Industrial Surcharge Agreement with the Town is necessary.


6.0 AUTHORIZATION/SIGNATURES

Approved By:

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

Department:

Public Works
Public Works
Finance

	THE CORPORATION OF THE TOWN OF COBOURG
	PARKS AND RECREATION ADVISORY COMMITTEE
TO:	Municipal Council
FROM:	Brent Larmer Municipal Clerk/Manager of Legislative Services
MEETING DATE:	Tuesday, November 5, 2019
SUBJECT:	Lifesaving Society Aquatic Safety Audit of the Cobourg Harbour.

The following Motion was adopted at the November 5, 2019 Parks and Recreation Advisory Committee Meeting:

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.

CARRIED



November 21, 2018 – Resent November 12, 2019

Town of Cobourg
55 King Street West
Cobourg ON. K9A 2M2

Attn: City Council
Re: 70 Strathy Road
Swiss Chalet – additional signs

Please accept this letter as our application for your consideration to erect additional signs for the Newly Renovated Swiss Chalet located at 70 Strathy Road. It is written in your Sign By-Law #8-2009 – Section 14 (4)(b)(4), ***“Despite the provisions of Section 14 (4) (a) and (b) above in Commercial, SC and DC Zones the maximum number of signs (whether stationary awnings, fascia, free standing or Sandwich Board Signs) that may be erected or displayed by or on behalf of any business shall be three”***

We have been permitted (Permit #SP2018-0198) to erect 3 signs which I have marked **Red** on the siteplan provided.
This request is to erect the 12 additional signs as shown on the renderings to maintain the National Brand standard as set by Cara Operations. I have provided some additional photos from other locations across the country.

We do not feel that this will have any negative impact to any adjacent properties and the proposed signs can be seen from either Strathy Road or Depalma Drive and will be compatible with the development of the Premises and Surrounding Area.

Should you require any further information please contact the undersigned at (905) 985-4505 or michelle@kwiksigns.com

Thank You

Michelle Taylor

4 Easy Street, Port Perry, Ontario L9L 0A1
Tel: 905-985-4505 1-888-746-5945 Fax: 905-985-1119

Client: RECIPE

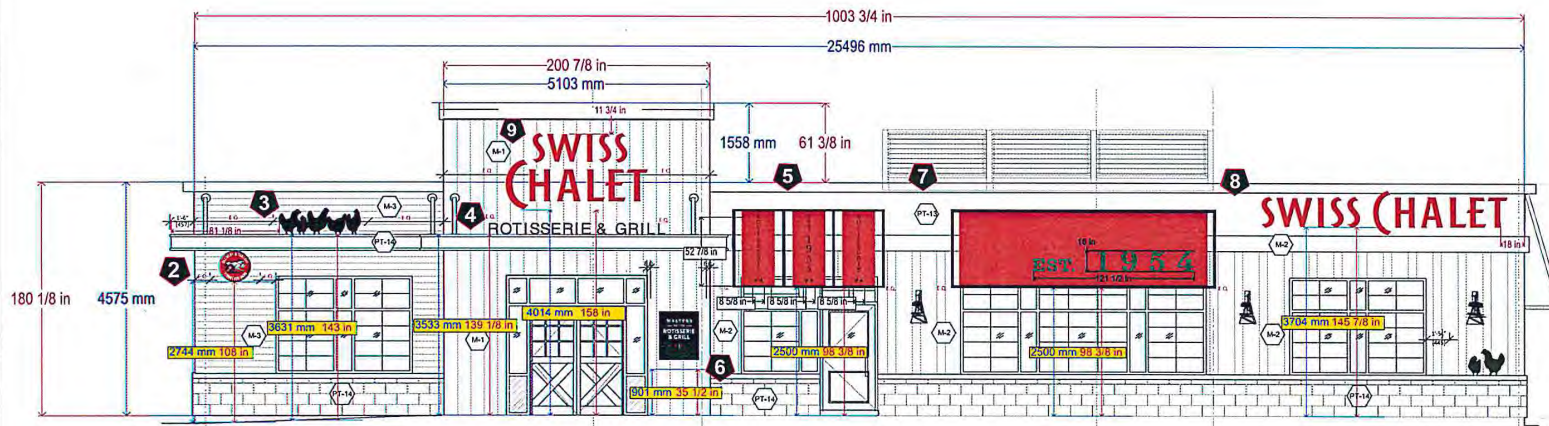
Location: Coburg, ON

Pantone - ### | Paint - ### | Vinyl - Avery [] 3M []

South Elevation

Sign 2 Area is 0.29 m ²	Sign 2 Weight is 8.7 lbs (3.9 kg)	Sign 2 Installed 2.77 m from grade.
Sign 3 Area is 0.85 m ²	Sign 3 Weight is 17.4 lbs (7.9 kg)	Sign 3 Installed 3.63 m from grade.
Sign 4 Area is 0.78 m ²	Sign 4 Weight is 15.9 lbs (7.2 kg)	Sign 4 Installed 3.53 m from grade.
Sign 5 Area is 1.11 m ²	Sign 5 Weight is 92.7 lbs (42.1kg)	Sign 5 Installed 2.50 m from grade.
Sign 6 Area is 1.41 m ²	Sign 6 Weight is 42.3 lbs (19.2kg)	Sign 6 Installed 0.90 m from grade.
Sign 7 Area is 0.95 m ²	Sign 7 Weight is 103.2 lbs (46.8kg)	Sign 7 Installed 2.50 m from grade.
Sign 8 Area is 4.15 m ²	Sign 8 Weight is 93.4 lbs (42.4kg)	Sign 8 Installed 3.63 m from grade.
Sign 9 Area is 4.10 m ²	Sign 9 Weight is 82.9 lbs (37.6kg)	Sign 9 Installed 4.01 m from grade.

Total sign area is 13.64 sq m.
Total elevation area is 124.60 m²



1 SOUTH ELEVATION PROPOSED
A2-0

Client JLI - Steven, Swiss Chalet	Date November 07, 2018	Order # 025932
Site Address 70 Strathy Rd Coburg, On CAN K9A 5X4	Sales Rep Michelle	Illumination yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
Telephone 905 760 2244	Designer Dylan / Nicole	Site Checked yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
Email	Client Approval	Version V01

4 Easy Street, Port Perry
Ontario L9L 1A0
kwiksigns.com
kwiksignscanada
@kwik_signs

**Kwik
SIGNS**

T: 905-420-0504
905-985-4505
TF: 888-746-KWIK
F: 905-985-1119

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Client: **RECIPE**

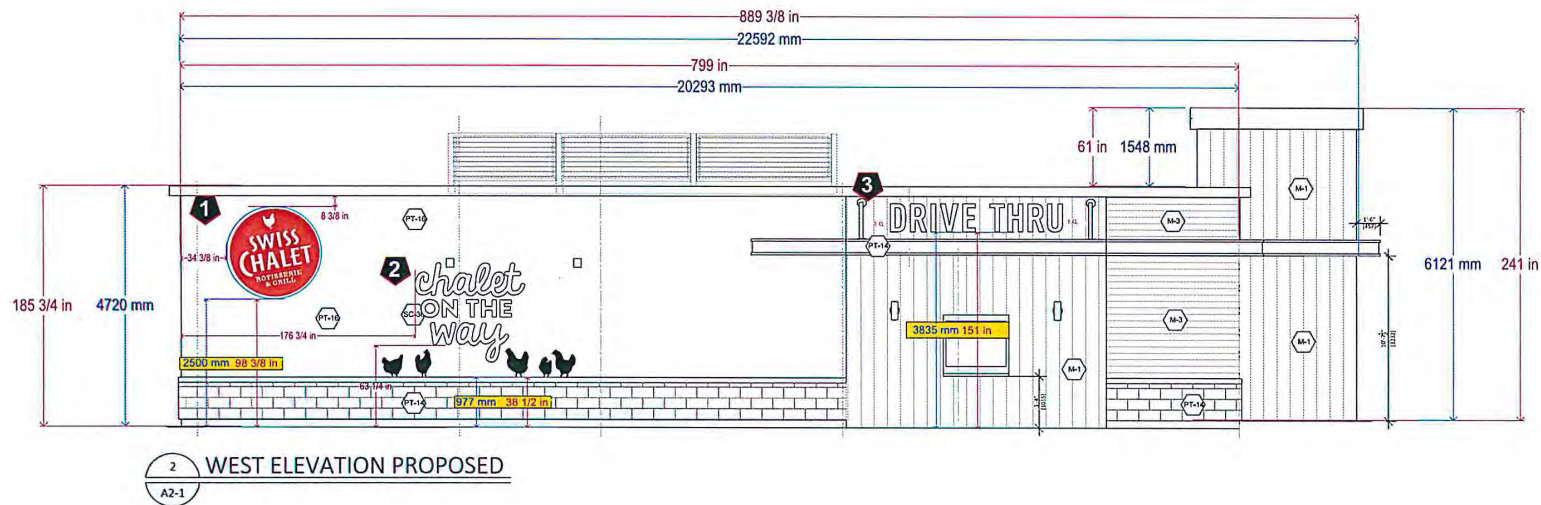
Location: **Coburg, ON**

Pantone - ### | Paint - ### | Vinyl - Avery [] 3M []

West Elevation

Sign 1 Area is 2.63 m² Sign 1 Weight is 78.9 lbs (35.8kg) Sign 1 Installed 2.50 m from grade.
 Sign 2 Area is 6.22 m² Sign 2 Weight of 0 lbs (0 kg) Sign 2 Installed 0.98 m from grade.
 Sign 3 Area is 1.84 m² Sign 3 Weight is 37.2 lbs (16.8kg) Sign 3 Installed 3.83 m from grade

Total sign area is 10.69 sq m.
 Total elevation area is 111.33 m²



Client Jll - Steven, Swiss Chalet	Date November 14, 2018	Order # 025932
Site Address 70 Strathy Rd Coburg, On CAN K9A 5X4	Sales Rep Michelle	Illumination yes <input checked="" type="checkbox"/> no <input type="checkbox"/>
Telephone 905 760 2244	Designer Dylan / Nicole	Site Checked yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
Email	Client Approval	Version V01

4 Easy Street, Port Perry
 Ontario L9L 1A0
kwiksigns.com
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Client: **RECIPE**

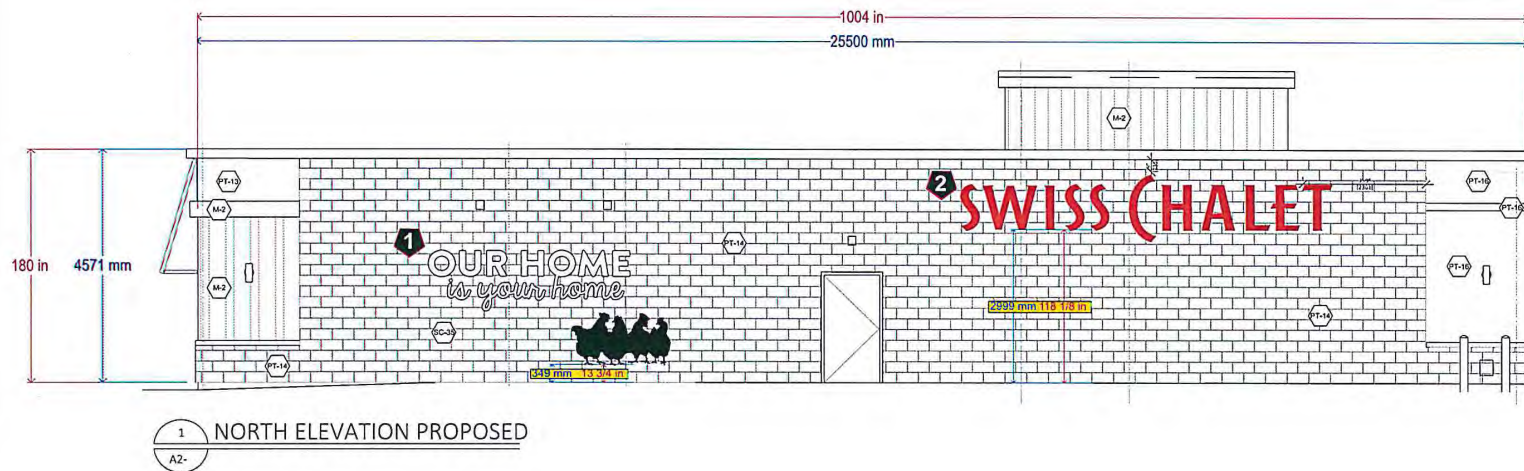
Location: **Coburg, ON**

Pantone - ### | Paint - ### | Vinyl - Avery [] 3M []

North Elevation

Sign 1 Area is 4.94 m² Sign 1 Weight of 0 lbs (0 kg) Sign 1 Installed 0.35 m from grade.
Sign 2 Area is 9.51 m² Sign 2 Weight is 213.98 lbs (97.1kg) Sign 2 Installed 3.00 m from grade.

Total sign area is 14.45 sq m.
Total elevation area is 116.59 m²



Client	Jill - Steven, Swiss Chalet	Date	October 15th, 2018	Order #	025932
Site Address	70 Strathy Rd Coburg, On CAN K9A 5X4	Sales Rep	Michelle	Illumination	yes <input type="checkbox"/> no <input type="checkbox"/>
Telephone	905 760 2244	Designer	Dylan	Site Checked	yes <input type="checkbox"/> no <input type="checkbox"/>
Email		Client Approval		Version	V01

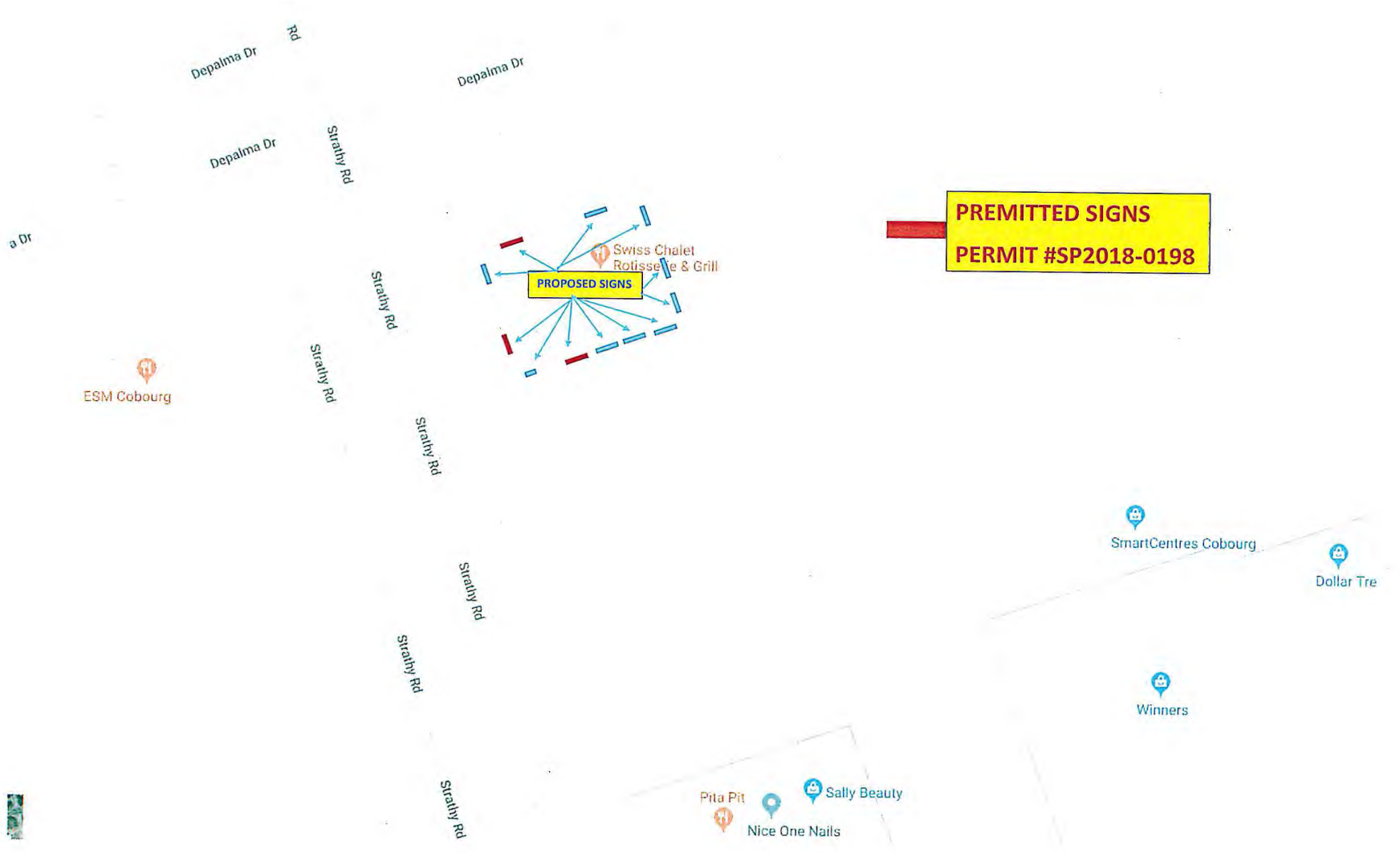
Every effort is made to ensure the artwork is as close to your desired depiction of the signage on this drawing as the illustrator perceives it. All artwork is copyright Kwik Signs. Kwik Signs is not responsible for any discrepancy between any version of the artwork as displayed and the actual signage that is installed. This artwork is copyright of Kwik Signs.

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kwiksigns.com
kwiksignscanada
@kwik_signs

**Kwik
SIGNS**

T: 905-420-0504
905-985-4505
TF: 888-746-KWIK
F: 905-985-1119



PREMITTED SIGNS
PERMIT #SP2018-0198





BARRIE, ONTARIO



CALGARY, ALBERTA



REGINA, SASKATCHEWAN




SCARBOROUGH, ONTARIO



WOODSTOCK, ONTARIO



DARTMOUTH, NOVA SCOTIA

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG ACCESSIBILITY ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Desta McAdam, Senior Planner – Development/ Recording Secretary
MEETING DATE:	November 20 th , 2019.
SUBJECT:	Sub-Committee for Accessibility Event

The following Motion was adopted at the November 20, 2019 Cobourg Accessibility Advisory Committee Meeting:


Moved by Member B. Sheffield

WHEREAS, The Accessibility Advisory Committee discussed the organization of the accessibility event approved in the 2020 Work Plan;

THEREFORE, The Accessibility Committee recommends that Council endorse the creation of Sub-Committee to organize a downtown accessibility awareness experience event in May 2020 during National AccessAbility Week;

AND THAT members of Council, Committees of Council, and interested members of the public be invited to be part of the Sub-Committee.

CARRIED

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG ACCESSIBILITY ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Desta McAdam, Senior Planner – Development/ Recording Secretary
MEETING DATE:	November 20 th , 2019.
SUBJECT:	Attendant for Wheels Transit

The following Motion was adopted at the November 20, 2019 Cobourg Accessibility Advisory Committee Meeting:

Moved by Member T. Mills

WHEREAS, the Accessibility Advisory Committee discussed that contractually, Wheels transit drivers are not to assist Wheels users on and off the bus, and concerns with regard to maintaining an accessible door-to-door service in absence of an attendant were raised;

THEREFORE, The Accessibility Committee requests that Council investigate implementing a Wheels service that includes a driver and/or attendant to assist Wheels transit users on and off the bus.

CARRIED

Opioid Roundtable Summary Report

Date: October 1, 2019

Time: 9am to 12pm

Location: Venture13, Cobourg

The opioid crisis roundtable was initiated by Councillor Adam Bureau with attendance of representatives from Town of Cobourg, Cobourg Police Services, Cobourg Fire, Northumberland Hill Hospital, Green Wood Coalition, FOURcast, Northumberland County Council, Northumberland EMS, Northumberland County Community & Social Services, HKPR Health Unit, PARN, Haliburton, Kawartha Lakes, Northumberland (HKLN) Drug Strategy, MPP David Piccini's office and two individuals with lived experience.

The roundtable was facilitated by PARN. With an overview of the Haliburton, Kawartha, Northumberland (HKLN) Drug Strategy, the roundtable was broken into groups to discuss gaps and existing services.

Key highlights from the roundtable include;

Existing Services Identified in and around Cobourg

- Rebound Child and Youth Services
- Transition House
- Salvation Army
- Change Health Clinic
- Cornerstone
- Narcotics Anonymous/ Alcohol Anonymous
- Green Wood Coalition
- Cobourg Police Services
- M.H.E.A.R.T
- PARN
- FOURcast
- Northumberland Hills Hospital
- Northumberland Hills Hospital Community Mental Health Services
- Northumberland Community Counselling Centre
- The Help Centre
- AMO municipal recommendations for a provincial response
- Central East Local Implementation Health Network (CELHIN) & report card
- Federal
 - Substance Use and Addition Program
 - Started June 2019 – additional \$55 million
- Province is providing comprehensive opioid response

Gaps in Community Support/Barriers to Accessing Support

- Lack of coordinated approach for the mental health and addiction
- Provide compassionate, empathic care for complex issue
- Not enough funded models nor response to all needs.
- Social services are operating beyond capacity – lack of funding for increasing staff and program resources to enhance response
- Lack of emergency shelter
- Lack of education and skills training
- Lack of communication/public education/awareness on the issue

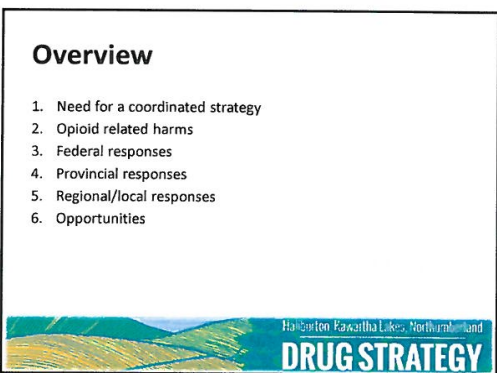
- Lack of interconnected transit between locations of support (Peterborough x Cobourg)
- Lack of collaboration amongst three levels of government
- Lack of 24/7 availability of services
- Drug strategies
 - Impactful but no sustained funding (HKLN Drug Strategy funding expires at the end of 2019)

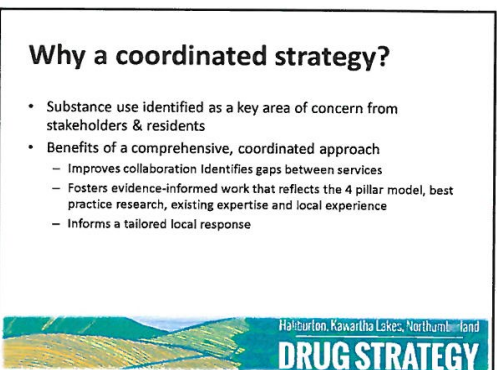
Key Suggestions For A Coordinated Response Identified From Breakout Conversations

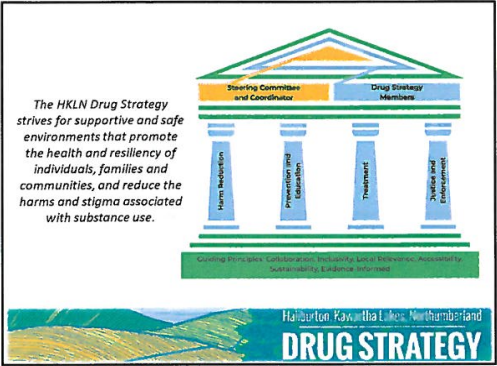
- Drop-in centre/under-one-roof model of care (pilot project) where a meal and wraparound services can be accessed
- Wider public engagement with neighbourhoods and businesses
- Coordinating table to monitor the situation and to implement plan of action
- Cost-sharing funding from three levels of government
- Mobile Crisis Unit
- 24/7 Services
- Harm reduction clinics
- Investment in youth, single parents, and families in need
- Additional M.H.E.A.R.T support
- 30 day emergency/high risk facility location for in-crisis individuals
- Support opportunities in school system
- Providing the province the needs and
- List of infrastructure resources available in the community
- Support of the four pillar approach for the HKLN Drug Strategy
- Investment in interconnected transit between locations of support
- Collaborative data sharing for informed planning and closure of gaps
 - Starting with prescribing
 - Naloxone
 - Harm reduction

NAME	COMPANY
Marcelle Johnson	Chief of Northumberland EMS
Mike Vilneff	Cobourg Fire
Shannon Murphy	Cobourg Fire
Chief Paul VandeGraaf	Cobourg Police Services
Donna Rogers	FOURcast
Nicole Whitmore	Greenwood Coalition
David Sheffield	Greenwood Coalition
Megan Deyman	HKLN
Catherine MacDonald	HKPR Health Unit
Paige Wiggans	MPP David Piccini's Office
Jennifer Gillard	NHH
Jennifer Cox	NHH
Madison Ellis	Northumberland County
Lisa Horne	Northumberland County
Sarah Tanner	Northumberland County
Bob Crate	Northumberland County Council
Kim Dolan	PARN
John Dudley	PWLE
Lorraine McCarthy	PWLE
Councillor Nicole Beatty	Town of Cobourg
Councillor Aaron Burchat	Town of Cobourg
Mayor John Henderson	Town of Cobourg
Deputy Mayor Suzanne Seguin	Town of Cobourg

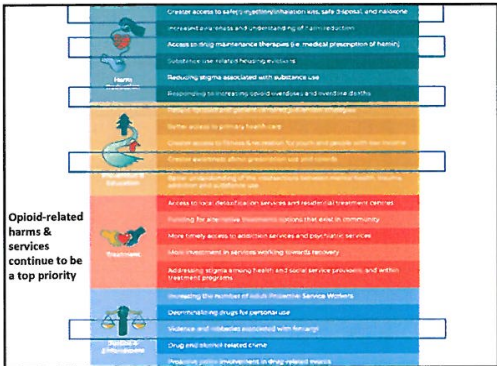


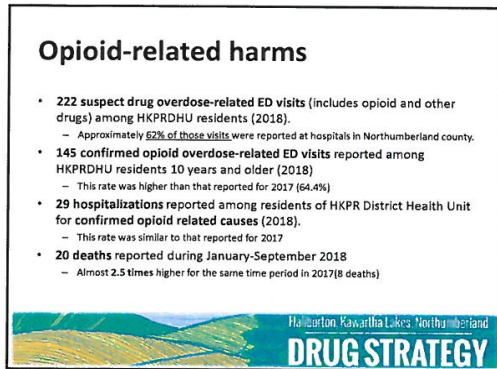


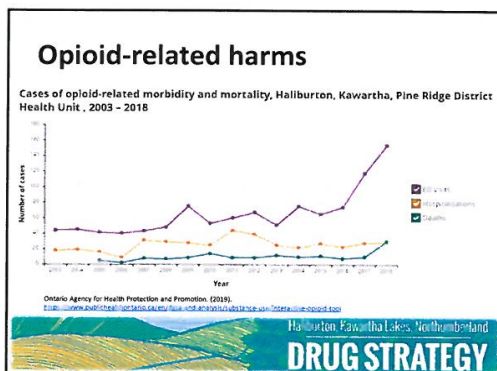


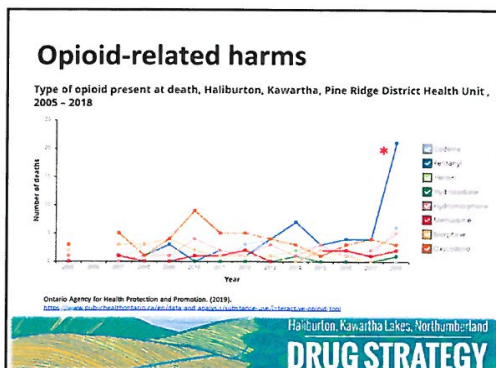


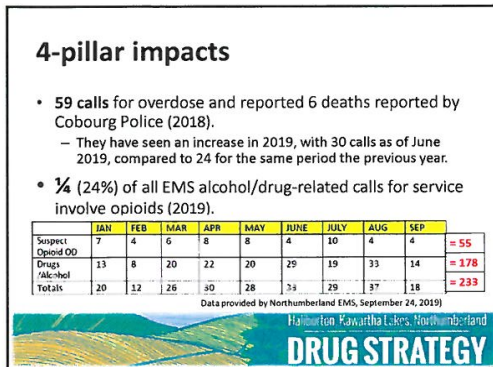


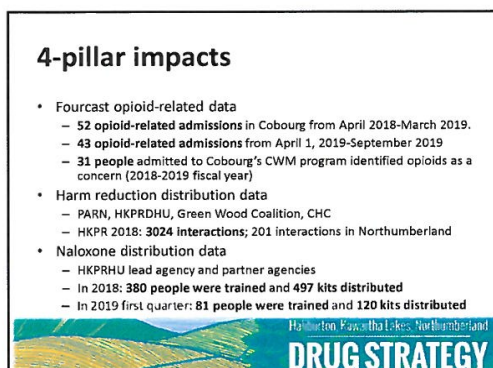


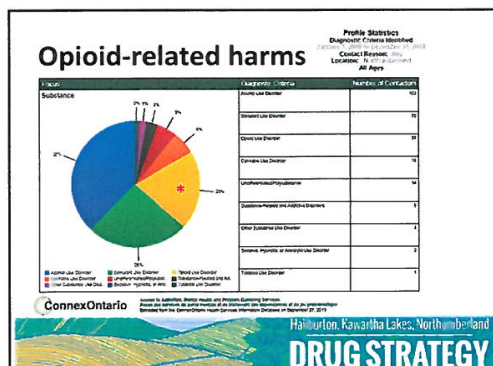


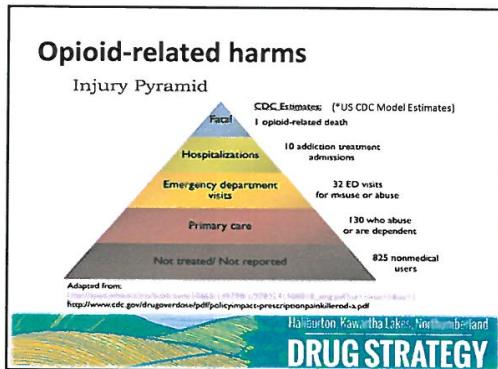


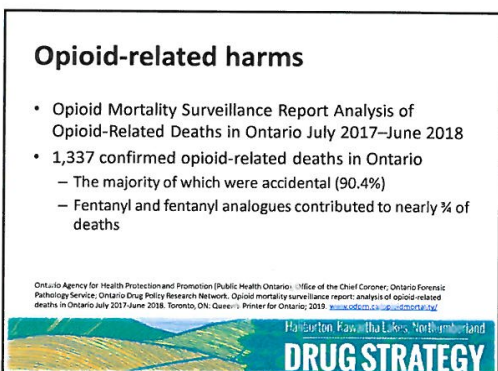


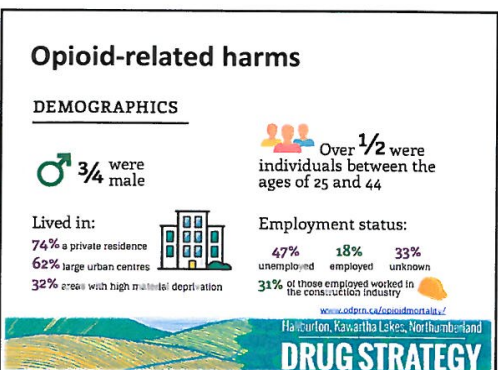


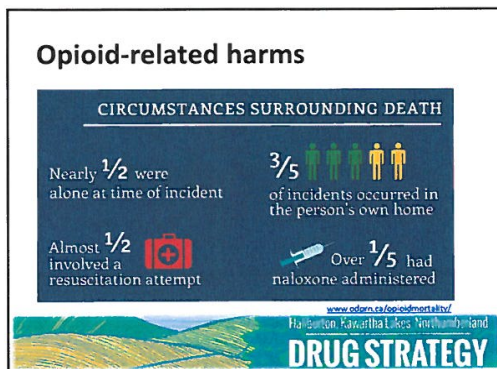


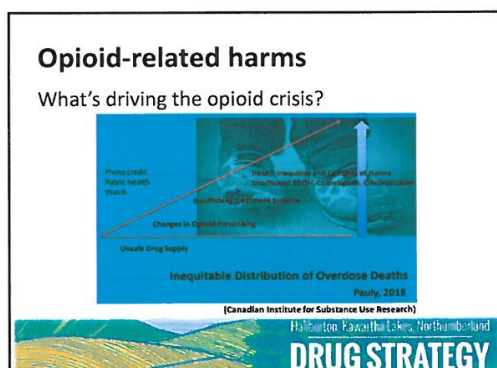


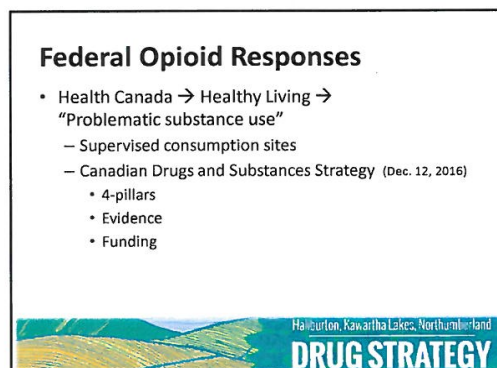













Provincial Opioid Responses: 2017

- Ontario's Comprehensive Mental Health and Addictions Strategy (2015)
- MOHLTC Harm Reduction Program Enhancements
 - Local opioid response
 - Naloxone distribution
 - Early warning and surveillance
- Ontario's Strategy to Prevent Opioid Addiction and Overdose
 - Appropriate Pain Management and Opioid Prescribing
 - Treatment for Opioid Use Disorder
 - Harm Reduction
 - Surveillance and Public Reporting and Education
- The Good Samaritan Drug Overdose Act
- Rapid Access Addiction Medicine (RAAM) clinics
- Health Quality Ontario Opioid Prescribing Quality



Provincial Opioid Responses: '18/19

- Consumption and Treatment Services model
- Provincial government adds Associate Minister of Mental Health & Addictions
- Ontario introduced the *Foundations for Promoting and Protecting Mental Health and Addictions Services Act*
 - Ontario's commitment to invest \$3.8 billion over 10 years
 - A Mental Health and Addictions Centre of Excellence
 - Support the province's participation in the national class action lawsuit against opioid manufacturers and wholesalers.



Regional Opioid Responses

Peterborough County calls on Ontario and federal governments to help stop opioid crisis

Peterborough County supports motion to battle opioid crisis

County councillors call on provincial government to take more action



APR 12, 2019 by Jason Bean - Examiner Staff Writer



Regional Opioid Responses

a. Ongoing Opioid Crisis in Peterborough

1/3/2019 Moved by: Councillor Sims
Seconded by: Councillor Maher


Whereas Peterborough County, Canada's fourth largest municipality in Ontario (based on rate per 100,000) for opioid overdose emergency department visit rates, and

Whereas there were 19 suspected opioid related deaths in Peterborough City in 2017 (OPPD did not track stats until October 2017), and

Whereas there were an estimated 4,000 opioid related deaths across Canada in 2017, and

Whereas there have been 13 suspected drug overdose related deaths in Peterborough County City between January 1, 2019 and March 12, 2019 and 2 drug overdose related deaths January 1, 2018 and March 12, 2018, and based on this information results in a 233% increase in drug overdose related deaths compared to the same time period in 2018, and

Whereas the Peterborough County City Paramedics use of service in 2018 was 161 opioid related calls and from January to March 2019 has resulted in 41 calls, and



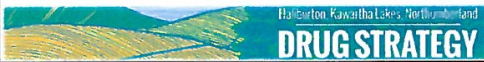
Regional Opioid Responses

Whereas this does impact every aspect of society, and

Whereas the Canadian drug and substance strategy and the Peterborough Health Unit Opioid Strategy is based on the four pillars of Prevention, Treatment, Harm Reduction, and enforcement and includes emergency management,


Therefore be it resolved

- 1 That Peterborough County calls on the Province of Ontario to assign a provincial coordinator within the Ministry of Health and Long Term Care for the provincial response to the opioid overdose crisis,
- 2 That the Province of Ontario develop a comprehensive provincial strategy to address the opioid overdose crisis, based on a public health approach that addresses the social determinants of health that takes a non-discriminatory approach to drug overdose prevention and harm reduction.



Regional Opioid Responses

- 4 That Peterborough County calls for Federal and Provincial funding to support, enhance, and expand evidence based treatment and rehabilitation services, addiction prevention and education, and harm reduction measures;
- 5 That the Minister of Education add a youth resiliency program to the school curriculum which includes coping skills to get through obstacles in life e.g. anger management, conflict resolution, healthy relationships and informed decision making, and that this start in kindergarten and through the grade and high schools. Investing in our youth is crucial.
- 6 That this Resolution be distributed to the leaders of all parties represented in the House of Commons and the Legislature, the Federal Minister of Health, the Provincial Minister of Health and Long Term Care, the Minister of Education, our local MPs and MPPs and ALSO for distribution to member municipalities, and



Regional Opioid Responses

7. That this Resolution be distributed to the City of Peterborough, Ontario Provincial Police, the Peterborough Police Service, Peterborough Public Health, Peterborough Regional Health Centre and Peterborough County City Paramedics. Carried

104-2019 Moved by Councillor Taylor
Seconded by Councillor Graham

Minutes of Peterborough County Council
Wednesday, April 3, 2019

Haldimton, Kawartha Lakes, Northumberland
DRUG STRATEGY

Guiding Opioid Responses

- Jury Recommendations from the Chapman Inquest
- Association of Municipalities Ontario: Addressing the Opioid Overdose Emergency in Ontario
 - Municipal Recommendations for a Provincial Response
- CELHIN Opioid Strategy

Haldimton, Kawartha Lakes, Northumberland
DRUG STRATEGY

Our Local Response


Needle Exchange Programs	Opioid Response Plan	Medication Take-Back Program	OAT	RAAM Clinic	M Response Unit
Patch 4 Patch	Safe disposal	CBC Program	Weed Out the Risk	H2H Program	Court Diversion
Harm Reduction	Mobile van outreach	Prevention and Education	Lower risk drinking guidelines	Indigenous Court Worker	Justice and Enforcement
Naloxone Distribution	Naloxone Training	National Addictions Awareness Week	Lower risk cannabis guidelines	Community Withdrawal Management	Good Samaritan Drug Overdose Act

Haldimton, Kawartha Lakes, Northumberland
DRUG STRATEGY

Opportunities

- Community Safety and Wellbeing Plans
- Ontario Health Teams
- MOHLTC Harm Reduction Program Enhancement
 - HKPR District Opioid Task Force
 - Evaluation of the HKPR Opioid Enhancement
- Local drug strategy
- Municipal Round Table models and other municipal approaches





Thank you!

Contact:

Megan Deyman
coordinator@hkdrugstrategy.ca

Conference Call with Associate Minister Michael Tibollo Summary Report

Date: October 24, 2019

Time: 8:00am – 9:00am

Location: Cobourg Community Centre, Cobourg

A conference call with Associate Minister Tibollo regarding the opioid crisis conference call was initiated by Councillor Adam Bureau; in conjunction with MPP David Piccini.

Associate Minister Michael Tibollo provided Councillor Adam Bureau and overview of how complex the mental health and addiction issue is. With gaps or lags creating fragmented and possibly unknown services. Where are the people in crisis to go?

The Ministry of Mental Health and Addictions is responsible in establishing a thorough mental health structure throughout the province of Ontario. With ten (10) different Ministry's under the umbrella of the Ministry of Health it is important in partnerships and working together in finding the gaps within municipalities and counties.

Solutions that the Province is currently working towards;

- Community Homelessness Prevention Initiative (CHPI) funding
- Cognitive Behavioral Therapy (CPT) through TeleHealth
- Drug prevention awareness model
- Creating 150 mental health workers in the school system
- Harm Reduction Clinic
- Mobile Crisis Unit - MOBYSS (Mobile York South Simcoe) is travelling around York Region and South Simcoe to meet your confidential health care needs in a safe, non-judgmental environment.
- Providing services geared to specific age groups
- Coordinated
- Current, Timely, Accurate data reporting
- Providing postsecondary students in Ontario with professional counselling, system navigation and information, and well-being regarding mental health and addictions concerns.
- Investment in youth, single mothers

Addressing the Opioid Overdose Emergency in Ontario

Municipal Recommendations for a Provincial Response

September 4, 2019

Context:

The opioid overdose emergency is affecting communities right across Ontario. Overdoses and deaths are on the rise. It is not an issue confined to a few areas. The emergency is playing out in urban, rural, northern, and remote settings. Addiction to both prescription and illegal opioids is taking a toll on individuals, families, and entire communities. The prevalence of addiction and the incidence of injuries and deaths associated with opioid use disorder have increased in recent years. Addictions are often concurrent with mental health disorders.

Municipal governments, District Social Service Administration Boards and local Public Health agencies are contributing to solutions on the ground. However, municipal services, including public health, social services, police, fire and paramedics across Ontario, are already under great pressures to keep up and combat rising opioid-related harms and death rates. Local responses to the opioid overdose emergency need provincial leadership and support. The time for action to address this health emergency is now.

With the provincial government developing a Mental Health and Addictions Strategy, there is opportunity to direct specific attention to the opioid overdose emergency through an overall drug strategy. With this in mind, the Association of Municipalities of Ontario (AMO) is providing a broad range of recommendations to inform a provincial response. These recommendations have been adopted by AMO's Board of Directors based on the advice of AMO's Health Task Force, aided by an Expert Municipal Working Group on Opioids. The membership of these groups is outlined in Appendix A and B. They included representatives from various municipal sectors involved in the local response including public health, paramedics, police, and social services.

The recommendations are as follows:

Initial Foundational Steps (recommended action for 2019):

1. That the Province publicly affirms the seriousness of the opioid overdose emergency and commit to take all necessary measures to save lives and prevent harm, including the provision of long-term funding for existing programs as well as new funding streams, where necessary.
2. That the Province undertakes an 'all of government' effort to develop a comprehensive provincial drug strategy that addresses the opioid overdose emergency, based on a public health approach that addresses the social determinants of health, and that takes a non-discriminatory approach to overdose prevention and harm reduction. This strategy should cascade down to guide local drug strategy development and implementation with accompanying resources so that municipalities in Ontario have comprehensive, multi-faceted, funded drug strategies in place led by dedicated local coordinators. Further, progress toward implementation should be measured with performance indicators and be evaluated for outcomes achieved.
3. That the Ministry of Health appoint a dedicated coordinator focused solely on the provincial response to the emergency, and tasked with building partnerships between various sectors and act as a liaison between the government and the sectors.

4. That the provincial coordinator establishes formal means to engage with all relevant stakeholders, including municipal governments, public health units, and people with lived experience in order to hear advice and feedback on new and ongoing initiatives.

Further Actions Based on Consultation with Stakeholders:

5. That the Province examines, and its ministries provide, a coordinated 'all of government' response with adequate funding to address the root causes of addiction, including housing-related factors, poverty, unemployment, mental illness, and trauma.
6. That the provincial coordinator undertakes a study scoping out the problem of drug misuse, documenting local responses, and identifying leading practices.
7. That the provincial coordinator plays a role to help municipal governments share information with each other on successful elements of drug strategies and leading practices.
8. That the provincial coordinator facilitates better utilization of real-time data reporting from local surveillance systems to inform and guide provincial and local responses including how to reach at-risk populations.
9. That the provincial coordinator develops sub-strategies based on the data for specific populations over represented among drug users, with adequate consultation with these populations. Any sub-strategy seeking to support Indigenous peoples should be developed in consultation with Indigenous communities, Indigenous service providers with relevant local service providers including municipal governments, local Public Health agencies and District Social Service Administration Boards.
10. That the Ministry of Health provides more funding to support, enhance and expand evidence-based consumption, treatment and rehabilitation services, addiction prevention and education, and harm reduction measures in all areas of Ontario.
11. That the Ministry of Health targets funding for addiction and mental health services that would assist in treating people with mental illness to reduce and/or eliminate self-medication and would provide services to help people overcome their addiction.
12. That the Ministry of the Solicitor General provides enhanced funding to enforce laws surrounding illicit drug supply, production, and distribution.
13. That the Province enhances funding for diversion programs, mobile crisis intervention teams, and further promote harm reduction approaches among police services.
14. That the Ministry of Health ensures there is awareness of the opioid emergency throughout the health care transformation process and ensure necessary services are available through the Ontario Health Teams, including primary care, to treat addiction.
15. That the Ministry of Health examines community paramedicine as a viable option to provide treatment and referral services.
16. That the Ministry of Health should continue work with the medical community on appropriate pain management and prescribing of opioids.

17. That the Ministry of Health funds a public education campaign, including on social media, to complement the efforts of individual communities.
18. That the provincial coordinator work with the Ministry of Education to add a health-promoting youth-resiliency program to the school curriculum that includes coping skills to get through obstacles in life, e.g. social competence, conflict resolution, healthy relationships, and informed decision-making.
19. That the Ministry of Health fully funds (100%) Naloxone for all municipal first responders (paramedics, police, and fire services) and provide training in its use.
20. That the Ministry of Health and the Ministry of Children, Community and Social Services work together with municipal human service system managers to better link social service and health supports including to help people overcome addiction and address mental health.
21. That the Ministry of Health works toward a goal of establishing and maintaining 30,000 supportive housing units in the province.
22. That the Province advocates to the federal government for appropriate and supportive measures that will support effective provincial and local responses.

Appendix A – AMO Health Task Force Membership

Graydon Smith, Chair, Mayor, Town of Bracebridge

Bernie MacLellan, Councillor, County of Huron, and Mayor, Municipality of Huron East

Dan McCormick, CAO, Rainy River District Social Services Administration Board

Donald Sanderson, CEO, West Parry Sound Health Centre

Doug Lawrance, Mayor, Municipality of Sioux Lookout

Gary Carr, Regional Chair, Region of Halton

Jane Sinclair, General Manager, Health and Emergency Services, County of Simcoe

Jesse Helmer, Councillor Ward 4, City of London

Jim Pine, Chief Administrative Officer, County of Hastings

Joanne Vanderheyden, Mayor, Municipality of Strathroy-Caradoc

Katherine Chislett, Commissioner of Community & Health Services, Regional Municipality of York

Dr. Liana Nolan, Medical Officer of Health/Commissioner, Public Health, Region of Waterloo

Lisa Levin, Executive Director, AdvantAge Ontario

Loretta Ryan, Executive Director, Association of Local Public Health Agencies

Mabel Watt, Manager, Policy Integration, Region of Halton

Nancy Polsinelli, Commissioner of Health Services, Regional Municipality of Peel

Neal Roberts, Chief of Middlesex-London Emergency Medical Services Authority, and President, Ontario Association of Paramedic Chiefs

Norman Gale, City Manager, City of Thunder Bay

Penny Lynn Lucas, Councillor, Township of Ignace

Peter Dundas, Chief Paramedic Services, Regional Municipality of Peel, and Ontario Association of Paramedic Chiefs Board Member (Vice-President)

Dr. Robert Kyle, Commissioner and Medical Officer of Health, Regional Municipality of Durham

Monika Turner, Director of Policy, Association of Municipalities of Ontario

Michael Jacek, Senior Advisor, Association of Municipalities of Ontario

Leslie Muñoz, Policy Advisor, Association of Municipalities of Ontario

Appendix B – Municipal Opioids Expert Working Group Membership

Michael Jacek, Chair, Senior Advisor, Association of Municipalities of Ontario

Adrienne Jugley, Commissioner, Community Services, Region of Niagara

Brian Gibson, Deputy Chief, Peel Region Paramedic Services, Region of Peel and Ontario Association of Paramedic Chiefs

Brian Marks, Chief Administrative Officer, District of Cochrane Social Services Administration Board

Dawn McAlpine, General Manager, Community & Corporate Services, City of Barrie

Dr. Elizabeth Richardson, Medical Officer of Health, Hamilton Public Health

Esther Moghadam, Chief Nursing Officer/Director for Health Promotion, Ottawa Public Health

Greg Sage, Chief, Halton Region Paramedic Services, Region of Halton and Ontario Association of Paramedic Chiefs

Dr. Janet DeMille, Medical Officer of Health, Thunder Bay District Health Unit

Leslie Muñoz, Policy Advisor, Association of Municipalities of Ontario

Dr. Lianne Catton, Medical Officer of Health, Porcupine Health Unit

Dr. Lisa Simon, Associate Medical Officer of Health, Simcoe Muskoka District Health Unit

Loretta Ryan, Executive Director, Association of Local Public Health Agencies (alPHA)

Mark Baxter, Director, Police Association of Ontario

Melissa Hutchinson, Program Manager, Regional Municipality of Durham

Dr. Rita Shahin, Associate Medical Officer of Health, Toronto Public Health, City of Toronto

Dr. Rosana Salvaterra, Medical Officer of Health, Peterborough Public Health

Tim Farquharson, Deputy Chief of Police, Peterborough Police Service and Ontario Association of Chiefs of Police



Office of the
Chief Coroner
Bureau du
coroner en chef

Verdict of Coroner's Jury
Verdict du jury du coroner

The Coroners Act – Province of Ontario
Loi sur les coroners – Province de l'Ontario

We the undersigned / Nous soussignés,

_____ of / de Toronto
_____ of / de Toronto
_____ of / de Toronto
_____ of / de Toronto
_____ of / de _____

the jury serving on the inquest into the death(s) of / membres dûment assermentés du jury à l'enquête sur le décès de :

Surname / Nom de famille Chapman	Given Names / Prénoms Bradley John
-------------------------------------	---------------------------------------

aged 43 held at 25 Morton Shulman Ave., Toronto, Ontario
à l'âge de tenue à

from the November 26 to the December 20 20 18
du au

By Dr. / D' David Eden Coroner for Ontario
Par coroner pour l'Ontario

having been duly sworn/affirmed, have inquired into and determined the following:
avons fait enquête dans l'affaire et avons conclu ce qui suit :

Name of Deceased / Nom du défunt
Bradley John Chapman
Date and Time of Death / Date et heure du décès
August 26, 2015 at 9:10pm
Place of Death / Lieu du décès
Toronto General Hospital, Toronto, Ontario
Cause of Death / Cause du décès
Acute Opiate Toxicity

By what means / Circonstances du décès
Accident

Original signed by: Foreman / Original signé par : Président du jury

Original signed by jurors / Original signé par les jurés

The verdict was received on the 20 day of December 20 18
Ce verdict a été reçu le (Day / Jour) (Month / Mois)

Coroner's Name (Please print) / Nom du coroner (en lettres moulées) Dr. David Eden	Date Signed (yyyy/mm/dd) / Date de la signature (aaaa/mm/dd) 2018/12/20
---	--

Coroner's Signature / Signature du coroner

We, the jury, wish to make the following recommendations: (see page 2)
Nous, membres du jury, formulons les recommandations suivantes : (voir page 2)



Office of the
Chief Coroner
Bureau du
coroner en chef

Verdict of Coroner's Jury Verdict du jury du coroner

The Coroners Act – Province of Ontario
Loi sur les coroners – Province de l'Ontario

Inquest into the death of:
Enquête sur le décès de :

Bradley John Chapman

JURY RECOMMENDATIONS RECOMMANDATIONS DU JURY

We, the jury, recommend:

1. All recipients of these recommendations should recognize the urgent nature of the opioid overdose crisis and should consider and implement recommendations with the utmost urgency.

I. Provincial Strategy

The Government of Ontario ("Ontario") should:

2. Assign a provincial coordinator within the Ministry of Health and Long-Term Care for the provincial response to the opioid overdose crisis.
3. Develop a comprehensive provincial strategy to address the opioid overdose crisis, based on a public health approach that addresses the social determinants of health that takes a non-discriminatory approach to drug overdose prevention and harm reduction.
4. The provincial strategy should:
 - i. Evaluate and implement harm reduction approaches using current scientific and practice-based knowledge, particularly with respect to effectiveness in prevention of opiate-related deaths;
 - ii. Research and implement programs from other jurisdictions that have been effective in reducing opiate deaths;
 - iii. Take into account the unique experience of persons who are experiencing homelessness and use drugs;
 - iv. Consider the unique challenges posed by the criminal justice setting, inherent vulnerabilities and increased risk of overdose following release from incarceration;
 - v. Comprehensively coordinate overdose response with other levels of government;
 - vi. Identify systemic social factors that can lead to overdose and other health harms related to substance uses, such as the lack of supportive housing and services for people who are experiencing homelessness;
 - vii. Devise anti-stigma/anti-discrimination training for all professional organizations (e.g. the Ontario Medical Association, the Registered Nurses' Association of Ontario, the Toronto Police Service etc.) that connect with people who use drugs and people who are experiencing homelessness.

II. Opioid Emergency Task Force

Ontario should:

5. Resume regular meetings of the Opioid Emergency Task Force ("Task Force"), within 60 days of these recommendations being issued, maintaining current membership and adding the new provincial coordinator. In addition to its existing duties, the Task Force should be asked to:

-
- i. Assist in the implementation of the recommendations from this inquiry;
 - ii. Conduct an evidence-based assessment and re-evaluation of the Consumption and Treatment Services Model that assesses potential barriers to access. In particular, the review should re-evaluate the proximity requirements; the public consultation requirement; the decision to limit the number of sites at 21 for the province; as well as the requirements regarding pathways to services. This evaluation should include consultation with people with lived experience of using drugs;
 - iii. Provide input on developing a provincial opioid overdose crisis strategy;
 - iv. Make recommendations for specific additional funding and resources where there is an identified shortfall, particularly in relation to: evidence-based treatment programs, withdrawal management services (e.g. detox beds), safe beds, supportive housing, harm reduction services (including number and hours of operation of Overdose Prevention Services (which includes Supervised Consumption Sites, Overdose Prevention Sites, and Consumption and Treatment Services); trauma support for harm reduction workers, people who use drugs and family members impacted by the opioid overdose crisis; and data collection and analysis;
 - v. Provide advice on the expansion of naloxone availability, training and distribution;
 - vi. Provide standardized education to any organization, group or pharmacy that receives naloxone for distribution about the opioid overdose crisis, discrimination, and responding to overdoses;
 - vii. Research and make recommendations on responses to the opioid overdose crisis shown to be effective in other jurisdictions.
6. Suspend the transition to the Consumption and Treatment Services model pending consultation with appropriate stakeholders on this model, including front line workers and people with lived experience who have used drugs. Existing Supervised Consumption Sites and Overdose Prevention Sites should continue to receive funding until consultation is completed and a new model (if any) is fully implemented. Existing Supervised Consumption Sites and Overdose Prevention Sites should be 'grandfathered' into the new model (if any).
 7. Consider and address the risks posed by stigma, discrimination, and NIMBYism ("Not in my Backyard") in assessing the extent to which community support plays a role in any decisions regarding an application to establish a Consumption and Treatment Service or other harm reduction services.

III. Public Awareness

Ontario should:

8. Conduct a public awareness campaign across multiple media platforms, which should involve consultation of people with lived experience who have used drugs and experienced homelessness, with respect to:
 - i. The opioid overdose crisis and steps being taken to address it;
 - ii. The stigma and discrimination against people who use drugs and/or are experiencing homelessness;
 - iii. Encouraging First Aid training and assistive behaviours in possible overdose situations, including broader availability and use of naloxone;
 - iv. Using 911 to request ambulance rather than police in cases of clear overdose situations;
 - v. Good Samaritan legislation to encourage people to respond appropriately to overdose without fear of being charged with drug possession;
 - vi. Use Coroner's data in the public awareness campaign to highlight the number of Ontarians lost to the opioid overdose crisis;
 - vii. Declare a public health emergency in relation to the opioid overdose crisis.

IV. Drug Overdose Prevention, Harm Reduction and Homelessness in the Community

The Government of Canada (“Canada”) should:

9. Consider decriminalizing the possession of all drugs for personal use and increase prevention, harm reduction, and treatment services.
10. Consider providing a class exemption under the Controlled Drugs and Substances Act, (similar to the class exemption currently provided to the province of Ontario for Overdose Prevention Sites), to the City of Toronto. This would allow the City of Toronto to rapidly respond to the opioid crisis by providing harm reduction services when it's needed, where it's needed.

Canada and Ontario should:

11. Engage in discussions to promote measures to reduce the unnecessary interaction of persons who use drugs with the criminal justice system.
12. Engage in discussions regarding the implementation of a strategy to make available a clean, legal and non-toxic opioid drug supply at Supervised Consumption Sites, Overdose Prevention Sites and other settings as may be appropriate.

The Chief of the Toronto Police Service should:

13. Evaluate the risk of police not attending overdose calls in consultation with Toronto Fire Services and Toronto Paramedic Services. Where possible, implement measures to address the concern that people are not calling 911 in overdose situations because of possible police attendance. In the interim, officers should be advised to use their discretion, with preference to not lay charges against persons at, or assisting with, an overdose call.

Ontario should:

14. Provide appropriate support, including possible increased funding and resourcing for:
 - i. Harm reduction programs and services in Ontario, including comprehensive services and support for people who use drugs with multi-faceted needs such as homelessness and mental health issues;
 - ii. Consider expediting the implementation of managed opioid programs (e.g. pharmaceutical heroin/diacetylmorphine and/or hydromorphone), including low barrier options, across Ontario;
 - iii. Hiring, retaining and appropriately compensating community workers, including those with lived experience, to assist with overdose prevention and response, and other harm reduction initiatives;
 - iv. Overdose Prevention Services to provide appropriate coverage, including hours of operation (e.g. 24 hours a day), location (e.g. where there are concentrations of overdoses) and at peak times throughout the month (e.g. cheque week);
 - v. Drug checking programs to allow people to test illicit drugs for the presence of toxic contaminants, adulterants or unexpected drugs (e.g. fentanyl);
 - vi. Trauma counselling for harm reduction workers, people who use drugs, and family members impacted by the opioid overdose crisis;
 - vii. Ensure availability of supportive housing, detox and safe beds to meet demand including ability for probation officers and those working in or with corrections to access safe beds reserved for police.
15. Ensure that a standardized supply of take-home naloxone kits is available for distribution with appropriate provision of training at:
 - i. Community service providers;
 - ii. Appropriate provincial offices, such as probation and parole offices; and
 - iii. Court Houses.

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16. Provide Corrections, Probation and Parole staff with regular, in-person training on overdose identification, prevention and response, including administering naloxone and other harm reduction supports and services.
 17. Continue the funding to equip police officers with naloxone and ensure adequate funding to expand naloxone distribution to all frontline police officers (including training), for any jurisdiction that identifies that need.

The Chief of the Toronto Police Service should:

18. Equip all frontline police officers with naloxone.

The City of Toronto ("Toronto") should:

19. Appoint a dedicated lead, reporting directly to the Medical Officer of Health for Toronto, with the sole mandate to deal with overdose information, overdose response, and overdose prevention efforts. We also recommend this person have standing on the Task Force.
20. Establish, fund and coordinate an overdose response committee ("Committee") comprised of appropriate stakeholders, including frontline workers and people with lived experience, which should:
 - i. Coordinate existing and future services and committees currently provided by Toronto;
 - ii. Provide expert advice to Toronto in its management of the opioid overdose crisis;
 - iii. Receive timely and relevant drug overdose data (e.g. paramedic and emergency room admissions, overdoses in shelters, police response and coroner data); and publish publicly no later than the 26th day of every month;
 - iv. Assist in developing and promoting evidence-based public education resources about overdose prevention and response including bystander responsibilities, Good Samaritan legislation, and naloxone training and overdose response;
 - v. Assist in implementing Toronto's Harm Reduction Framework across shelters, social housing providers (e.g. community and supportive housing) and agencies that provide homeless services and supports, including overdose prevention and response measures;
 - vi. Review 'bad drug' reporting processes and lower technological barriers to allow for easier reporting.
21. Explore eviction prevention measures to assist people likely to lose their housing during a short period of incarceration.
22. Ensure the Toronto's Street Needs Assessment includes people who are incarcerated and who are in hospitals who may experience homelessness.
23. Address ways, including working with community agencies, to better measure the number of people who are incarcerated and may be experiencing homelessness upon release as part of the Toronto's Point in Time Count.
24. Work with Toronto Public Health to avoid overdose deaths in shelters by identifying where there might be a need in the shelter system for overdose prevention sites or services, and identify appropriate partners to provide those services at or proximate to those shelters where the need is identified. Before providing any overdose prevention services on-site at a shelter, Toronto should ensure there is no net loss of any shelter beds at any such site or in the system more generally.
25. Design, implement and distribute a sticker campaign that would allow all establishments with naloxone on-site to publicly display on an exterior window the availability of naloxone, which should be included in Toronto's current opioid crisis public awareness campaign.

The Toronto Police Services Board, The Chief of the Toronto Police Service and Toronto Public Health should:

26. Improve information sharing between Toronto Police Service and Toronto Public Health by, among other things:
- i. Instituting quarterly reports by the Medical Officer of Health for Toronto on relevant public health issues, including the opioid overdose crisis;
 - ii. Having a Toronto Public Health delegate sit on relevant Toronto Police Services Board advisory panels;
 - iii. Having a Toronto Police Services representative sit on relevant Toronto Public Health committees; and
 - iv. Having the Toronto Police Service share information relevant to the opioid overdose crisis, subject to operational constraints.

V. Identification and Management of Individuals with Drug-Related and/or Homelessness Issues While Incarcerated and Transitioning Out Into the Community

Ontario should:

27. Transfer responsibility for health care in correctional facilities from the Ministry of Community Safety and Correctional Services to the Ministry of Health and Long-Term Care.
28. Improve service continuity, shared accountability, and communication across systems between correctional institutions, correctional staff and health care providers, community service providers and probation and parole offices, while respecting limitations imposed by law.
29. Develop and implement a province-wide electronic health record for the purpose of information sharing between any provincial correctional health care professionals and any community health care system. Consent of individuals who are incarcerated should be required.
30. Implement the use of an electronic system to enhance communication within and between facilities, and with probation and parole officers, which should include electronic health records system, electronic forms and electronic communications platforms, such as Offender Tracking Information System.
31. Obtain relevant information regarding the opioid overdose crisis, including from correctional facilities and public health offices, to assist in the handling of overdose related issues at its correctional facilities, and such information should be shared with the Task Force.
32. Establish a case-management approach to the care of individuals who are incarcerated and have multi-faceted health needs, such as using drugs and experiencing homelessness, at all its correctional facilities from the point of intake to discharge and probation. The individual's needs in the correctional facility should be managed by an Ontario employee who should:
- i. Compile relevant information from appropriate individuals (e.g. health care, operations and social work);
 - ii. Coordinate seamless transition back into the community by liaising with appropriate individuals and services (e.g. probation officers, community agencies, shelters, etc.) to establish a discharge plan, which addresses factors such as access to safe housing; income and food security; continuity of health care, mental health and addiction services; harm reduction services; and links with community services and supports;
 - iii. Engage with individuals as an advocate for their needs where appropriate.
33. Improve health care for people who are incarcerated, including those who use drugs, by providing:
- i. Better access to mental health and addiction services, including upon admission;
 - ii. Increased privacy for inmates during the initial health care interview and during provision of health care;

- iii. Comprehensive and timely assessment by a primary care provider;
- iv. Access to harm reduction services, withdrawal management, opioid substitution, addiction treatment services and overdose prevention (e.g. naloxone) on admission into custody and throughout the course of an individual's incarceration;
- v. Ensure naloxone availability throughout the entire correctional facility to maximize overdose prevention efforts;
- vi. Coordinate access to similar services when the individual is transitioning back into the community;
- vii. Corrections-specific training for health care staff noting the uniqueness of providing health care in a corrections environment.

34. Ensure planning for discharge from a correctional facility, including:

- i. Conducting a comprehensive and timely assessment of each individual's needs upon admission and making this assessment accessible for use in discharge planning. The assessment should be conducted in a manner that respects the privacy of the individual while maintaining the safety and security of the healthcare staff;
- ii. Allowing community organizations to use technology (e.g. Skype and video conferencing), to connect and establish relationships with persons who are incarcerated before they are released;
- iii. Commencing application procedures for programs and services in the community;
- iv. Seeking access to housing;
- v. Continuity of health care, including primary care and addiction services;
- vi. Offering harm reduction supplies, such as take-home naloxone kits, to everyone discharged from incarceration whether from court or a correctional facility, and providing those supplies to anyone who wants them;
- vii. Providing links to community services and supports;
- viii. Completion of an electronic discharge check list;
- ix. Coordinating with appropriate agencies, such as the John Howard Society of Toronto, regarding an individual's expected release date and time, when possible;
- x. Providing information, upon release, about harm reduction services, including the increased risk of overdose post-incarceration, bad drugs, local overdose prevention services and the local opioid overdose crisis.

35. Conduct regular meetings between the Toronto South Detention Centre and community agencies to improve communication.

36. Provide ongoing and sustainable funding to the John Howard Society of Toronto Reintegration Centre (or other organizations that provide similar services), to support its work connecting people leaving custody with information and services to meet their needs.

37. Provide appropriate, affordable and sufficient space for the John Howard Society of Toronto Reintegration Centre within very close proximity to the Toronto South Detention Centre.

38. Provide community service agencies, such as the John Howard Society of Toronto, with space in courthouses to assist persons released directly from court.

39. Develop transitional housing spaces with intensive case management specifically for people leaving custody with no fixed address.

40. Track information on the number of individuals released from incarceration who are experiencing homelessness and share this information with appropriate ministries and municipalities, relevant community partners and the Task Force.

41. Provide education and programs to raise awareness among persons who are incarcerated regarding:

- i. The risk of opioid overdoses following release from incarceration, strategies to prevent overdose, recognizing the signs of overdose, and responding to suspected opioid overdoses;
- ii. The use and availability of naloxone kits in correctional facilities and upon discharge;
- iii. The availability of programming available in custody, including the ability to initiate opioid substitution treatment.

42. Ensure that Probation and Parole services:

- i. Provide sufficient flexibility to individuals to be able to choose the office they must attend;
- ii. Provide support and assistance to individuals in seeking and maintaining housing, including advocating for them where appropriate;
- iii. Have access to relevant information about available substance use supports, harm reduction services, including the location and hours of overdose prevention services, and communicate these to individuals as appropriate.

The Registered Nurses' Association of Ontario should:

43. Develop evidence-based Best Practice Guidelines to advance person-centered care for people who are experiencing homelessness, including those with mental health and addiction challenges, and guidance on implementation of a harm reduction approach to addressing drug and substance use issues within correctional facilities. These guidelines should include qualitative and quantitative evidence, as well as evidence provided by persons with lived experience.

VI. First Aid Awareness and Training

Providers of First Aid Training in Ontario, including St. John Ambulance, Canadian Red Cross, and Heart and Stroke Foundation of Canada, should:

44. Ensure their standard first aid training programs and their instructors:

- i. Emphasize the primary importance of airway patency and positional safety for all ill and injured patients;
- ii. Include a specific module on how to identify and respond to an opioid overdose, including the use of stimulation and the administration of available naloxone;
- iii. Deemphasize spinal immobilization and routine spinal precautions in first aid education based on current scientific data;
- iv. Educate on the harmful effects of stigma among people who use drugs and/or experience homelessness.

The Chief of the Toronto Police Service should:

45. Ensure that first aid training for police officers:

- i. Covers situations and circumstances that police officers might encounter, including opioid overdoses;
- ii. Teaches that police officers are often the first on a scene and prepares officers for that eventuality;
- iii. Incorporates a module on how to recognize and respond to an opioid overdose, including the administration of naloxone taught through hands on training; and
- iv. Includes hands-on scenario training based on actual circumstances confronted by police, which can include the circumstances of this case;
- v. Is completed prior to graduation from Police College for new officers.

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46. Consider the inclusion of an opioid overdose scenario in annual police judgment training.
47. Research the benefits of including portable blood oxygen monitors in police officers' first aid kits.

VII. Toronto Police Response to Homelessness and Persons Using Drugs

The Chief of the Toronto Police Service should:

48. Review the language used in the Service's Computer Aided Dispatch system and replace any terms identified as stigmatizing, including the use of "Drunk" as an event type. In choosing appropriate replacement language, the Chief should obtain input from subject matter experts and persons with lived experience.
49. Work with the Service's emergency service partners, including Toronto Paramedic Services, to develop and implement training that will optimize the information provided by police officers requesting ambulance services from a scene through dispatch. Training should include definitions on the key symptoms (e.g. unconsciousness, alertness, breathing, etc.) that need to be communicated in order to optimally dispatch ambulance services and the language best used for communicating those key symptoms.
50. Develop and implement training for police officers covering:
- i. The discrimination faced by persons who use drugs and experience homelessness, which should include the participation of those with lived experience;
 - ii. The perspectives of persons who use drugs and experience homelessness, which should include the participation of those with lived experience;
 - iii. The increased risk to persons using drugs as a result of the poisoned illicit drug supply;
 - iv. The harm reduction approach to addressing the negative consequences of drug use, including the harm reduction services available to people in Toronto and, specifically, the location and hours of Overdose Prevention Services.
51. Investigate a process that allows police to determine whether an officer requesting ambulance service from a scene requires additional instructions for patient care, and, if so, explore implementation of industry best practice options for providing those instructions.

VIII. Identification of Individuals and Family Contact

The Chief of the Toronto Police Service should:

52. Develop and implement procedures for circumstances where police are involved in the identification of unidentified individuals admitted to hospital, which should include procedures related to contacting next of kin in a timely and sensitive manner.
53. Review and amplify procedures to ensure there are exhaustive efforts made by police to contact next of kin and consult with the assigned detective before destroying a decedent's belongings.

IX. Reporting on Opioid-Related Deaths

The Office of the Chief Coroner, Ontario Forensic Pathology Service, and the Centre for Forensic Sciences should:

54. Work together to minimize the time taken for finalizing their reports in opioid overdose-related deaths, with the goal of providing high quality information on such deaths to Public Health Ontario and other recipients as early as possible.


X. Reporting on Progress of Recommendation Implementation

The Parties towards whom these recommendations are directed should:

55. Report to the Office of the Chief Coroner and the parties to this inquest by no later than June 1, 2019, and annually for 5 years, in an open letter, regarding the progress made with respect to these recommendations.

Personal information contained on this form is collected under the authority of the *Coroners Act*, R.S.O. 1990, C. C.37, as amended. Questions about this collection should be directed to the Chief Coroner, 25 Morton Shulman Avenue, Toronto ON M3M 0B1, Tel.: 416 314-4000 or Toll Free: 1 877 991-9959.

Les renseignements personnels contenus dans cette formule sont recueillis en vertu de la *Loi sur les coroners*, L.R.O. 1990, chap. C.37, telle que modifiée. Si vous avez des questions sur la collecte de ces renseignements, veuillez les adresser au coronier en chef, 25, avenue Morton Shulman, Toronto ON M3M 0B1, tél. : 416 314-4000 ou, sans frais : 1 877 991-9959.

	THE CORPORATION OF THE TOWN OF COBOURG
	SUSTAINABILITY & CLIMATE CHANGE ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Robyn Bonneau, Secretary
MEETING DATE:	November 13, 2019
SUBJECT:	Motion to Declare a Climate Emergency and Accelerate GHG Reduction Actions in Cobourg

The following Motion was adopted at the November 6, 2019 Sustainability and Climate Change Advisory Committee (SCCAC) Meeting:

Moved by Member Berridge-Kassela:

WHEREAS the International Panel on Climate Change (IPCC) states we have 10 years to stop the increase in global warming from exceeding 1.5 degrees C and that exceeding an increase of 1.5 degrees C would have dire consequences for human survival; and

WHEREAS people are already suffering and some dying from the effects of global warming such as water and food shortages and climate migration due to drought, flooding, forest fires, storms, extreme heat and conflict over declining resources; and

WHEREAS both past and future warming in Canada is, on average, approximately double the magnitude of global warming, and Northern Canada has warmed and will continue to warm at even more than double the global rate¹; and

WHEREAS the IPCC states GHG emissions need to be reduced by 45% below 2010 levels by 2030 and to net zero by 2050 if we are to hold the global warming increase to 1.5 degrees Celsius²; and

WHEREAS Municipalities have a significant role in reducing GHG emissions, having a direct or indirect influence over close to 50% of all greenhouse gas emissions in Canada, and for every \$1 invest in local resilience projects \$6 in cost are avoided³; and

¹ <https://changingclimate.ca/CCCR2019/chapter/executive-summary/>, Canada's Changing Climate Report, led by Environment and Climate Change Canada

² <https://www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/>

³ <https://fcm.ca/sites/default/files/documents/resources/submission/a-critical-time-to-deliver-for-canadians.pdf>, Federation of Canadian Municipalities

WHEREAS the term of this Council represents the critical years to aggressively implement global warming mitigation measures if IPCC targets are to be achieved; and

WHEREAS 462 Canadian Municipalities have declared a Climate Emergency including many in Ontario, with some setting ambitious emission reduction targets such as net zero emissions by 2030⁴; and

WHEREAS Council will be presented with Cobourg's Climate Action Plan in the Spring of 2020 which will include greenhouse gas (GHG) reduction measures Cobourg can implement to achieve the 2030 goal;

THEREFORE BE IT RESOLVED THAT Council of the Town of Cobourg declare a Climate Emergency conveying its recognition that we are facing an unprecedented crisis requiring unprecedented climate mitigation measures; and

FURTHER THAT in response to this climate emergency Council deem the need to reduce overall GHG emissions within the Town of Cobourg to be its highest priority, reflected in, but not limited to, the following actions by the Town of Cobourg:

1. Set a goal that Cobourg will reduce GHG emissions in Cobourg by a minimum of 60% below 2005 levels by 2030 (See Appendix A for Rationale for 60%); to net zero emissions by 2050;
2. Communicate this goal to the Cobourg Community with the assistance of the Sustainability and Climate Change Advisory Committee and the Environmental Officer, and advising that Cobourg is in the process of developing a strategy to achieve this goal and will be consulting further with the Cobourg Community; and
3. Develop and implement a Green Development Standard (GDS) under Section 41 of the Ontario Planning Act, that would detail Cobourg's environmentally sustainable site design, and new and retrofit building design requirements, in order to achieve the energy performance targets necessary to achieve its 2030 goal; and
4. Develop a Community Improvement Plan (CIP) for all of Cobourg enabling the Town to provide various incentives to the private sector for environmentally sustainable development and building construction⁵, for the purpose of this Declaration referred to as the, 'CIP for Environmental Sustainability'; and

⁴ <https://raog.ca/2019/04/03/457-canadian-municipalities-have-declared-a-climate-emergency/>

⁵ See sample CIP in FCM's Municipal Tools for Catalyzing Green Development https://s2etech.com/wp-content/uploads/2019/03/rpt_GMF15143_NZ_2019-03-21_FINAL_FCM.pdf Appendix D: Sample Community Improvement Plan and Programs; page 377

5. Ensure sufficient funds are allocated in Cobourg's 2020 budget and subsequent budgets to develop and implement the Green Development Standard and a CIP for Environmental Sustainability, including funds for additional staff and other resources that will be required to undertake such development and implementation; and
6. Recognizing that Cobourg will be finalizing its 2020 Budget negotiations prior to receiving its Climate Action Plan; include in Cobourg's 2020 budget an allowance to enable Cobourg to implement Council approved GHG emission reduction measures; which would largely be expenses related to additional staff to set up the programs including develop program documents and related guidance and forms, as well as continue to identify and develop additional GHG mitigation measures to implement in subsequent years; which 2020 budget allowance amount is recommended to be \$200,000 in 2020 with additional funds required in subsequent years (see Appendix B for description of GHG Reduction Measures anticipated to form part of Cobourg's Climate Action Plan); and
7. Update its Strategic Plan to reflect that the highest priority for this Council is implementing GHG reduction targets toward achieving its 2030 GHG reduction target.

CARRIED

APPENDIX A TO SCCAC CLIMATE EMERGENCY DECLARATION MOTION RECOMMENDED 2030 GHG EMISSION REDUCTION TARGET FOR COBOURG

CONTEXT

Stats re Canada:

- Is the 9th highest country in CO2 emissions from fuel combustion¹, and
- Has the 4th highest per capita CO2 emissions from fuel combustion 14.9T (for comparison purposes Germany 8.9T, Poland 7.7T, France 4.5T).² *(2016 data which appears to be the latest for this information)*.
- Between 2014 and 2017 Canada had the highest increase in CO2 emissions per capita due to private vehicles including higher than Australia, USA, France, and Germany³
- Of the 13 Canadian provinces/territory, Ontario has the second highest GHG emissions (159 Mt CO2 eq) after Alberta (273 Mt CO2 eq); with the next highest being Quebec (78 Mt CO2 eq).⁴ *(2017 data which appears to be the latest for this information)*.

Canada's Paris Agreement GHG emissions reduction target is 30% below 2005 levels by 2030.

Cobourg signed on with the Partners for Climate Protection Program of FCM to reduce GHG emissions by 30% below 2005 by 2030.

The IPCC in their latest report states GHG emissions need to be reduced by 45% below 2010 levels by 2030 and to net zero by 2050 if we are to hold the global warming increase to 1.5 degrees Celsius. This translates into approx 50% below 2005 levels by 2030. See Calculations on Page 2

The IPCC makes clear that exceeding global warming increase of 1.5 degrees Celsius would have dire consequence for human survival.

RECOMMENDATION: In this context Cobourg should reduce its GHG emissions by a minimum of 60% below 2005 levels, and to net zero by 2050. Rationale:

- to meet IPCC recommendation we need to reduce GHG emissions by approx. 50% by 2030
- for Canada to do its fair share in reducing emissions, given it is one of the highest GHG emitting countries, it should increase its 2030 reduction target to 60%. This means every municipality should at minimum also achieve the 60% reduction goal since they have a *direct or indirect influence over close to 50% of all greenhouse gas emissions in Canada*" (Federation of Canadian Municipalities).

¹ 'Fuel combustion' excludes non CO2 greenhouse gases (e.g. methane), non-combustion sources of Nitrous Oxide (e.g. by product during production of certain chemicals including fertilizer), and CO2 created through non-combustion sources (e.g. chemical reaction in manufacture of cement). The combustion of fossil fuel is the largest source of GHG emissions i.e. transportation fuel, electricity generation, industrial processes, alone accounting for 82.5% of total U.S. CO2 emissions in 2017. <https://www.epa.gov/ghgemissions/overview-greenhouse-gases>

² <https://www.ucsusa.org/resources/each-countrys-share-co2-emissions> Relies on data compiled by the [International Energy Agency](#), which estimates carbon dioxide emissions from the combustion of coal, natural gas, oil and other fuels, including industrial waste and non-renewable municipal waste.

³ <https://www.policyschool.ca/canada-the-world-does-not-need-more-canada-at-least-when-it-comes-to-cars/>

⁴ http://publications.gc.ca/collections/collection_2019/eccc/En81-4-1-2017-eng.pdf

Canada's GHG Reduction Calculations to Achieve IPCC Recommendation			
IPCC: Reduce GHG Emissions 45% Below 2010 Emissions	Actual Emissions Mt CO ₂ eq	2030 GHG target MtCO ₂ eq	Reduction from Current Emissions Mt CO ₂ eq
Canada's 2005 GHG emissions (Mt CO ₂ eq)	730		
Canada's 2010 GHG emissions	693		
Canada's 2017 GHG emissions (referred to as 'current')	716		
IPPC statement means by 2030 Canada's GHG levels need to be at :		381.15	
Thus we have to reduce GHG emissions from current of 716 by :			334.85
% by which Canada needs to reduce from current emissions by 2030			0.467667598
Canada/FCM 30% Below 2005 Emissions			
30% GHG reduction by 2030 means GHG emissions would only be reduced to :		511	

Data Source: Environment and Climate Change Canada, Greenhouse Gas Emissions, <https://www.canada.ca/content/dam/eccc/documents/pdf/cesindicators/ghg-emissions/2019/national-GHG-emissions-en.pdf>

APPENDIX B TO SCCAC CLIMATE EMERGENCY DECLARATION MOTION
ANTICIPATED COMMUNITY GHG REDUCTION INITIATIVES IN COBOURG'S 2020 CLIMATE ACTION PLAN

Initiative	2020 Activities	2020 Cost to Cobourg - half-year	Expected Source of Program Funding post 2020
Buildings: Renovate all local residences over a 10 year period to achieve a specific energy efficiency target of 30kWh per m2 and convert the buildings to electricity and off of natural gas and oil so they are net zero GHG.	<ul style="list-style-type: none"> Work with Town staff and Lakefront Utility to develop a neighborhood by neighborhood retrofit. Prepare program design, implementation and funding process 	Staff and consultants	Lakefront Utilities and FCM
Support for Green Development Standard: <ul style="list-style-type: none"> Train unions and residential, commercial and institutional building trades working in Cobourg to be trained in high performance (HP) construction through colleges and LiUNA. Subsidize course to train HP construction workers who commit to work in Cobourg for a specified period 	<ul style="list-style-type: none"> Work with Algonquin, Fleming, and Durham Colleges to utilize their high performance building training program Secure agreement from Passive House Canada to train the trainers at LiUNA Develop course subsidy program (eligibility criteria; performance expectations, forms, etc. 	Staff	Cobourg - Cost of course subsidy and staff administration costs
Electric Vehicles: Facilitate Cobourg residents moving to electric vehicles	<ul style="list-style-type: none"> Educate through annual drive test electric vehicle demonstration events in the spring of each year. Increase number of charging stations in Cobourg 	Demonstrations run by volunteers plus cost of eight new charging stations paid annually to OPG TBA [DEC 2019]	Cobourg and Natural Resources Canada

Cobourg Public Transit: Prepare a new public transit plan based on an 'on-demand' dynamic, micro transit system with small passenger electric vehicles [eventually in 2-3 years], GPS monitored and accessible	<ul style="list-style-type: none"> • Prepare transit plan in concert with partners • Prepare information documents for the Cobourg public • Hold public information sessions for Cobourg Public • Purchase vehicles and software. Ramp up gradually. 	Staff	Initially Provincial and Economic Development funds – e.g. purchase of vehicles and software. Ongoing operations: Cobourg
Develop additional GHG Reduction Actions and Programs including Corporate GHG reduction measures like transforming the Town's vehicle fleet to electric and biofuel vehicles over 10 years as they need replacement. Retrofitting Town buildings to be net zero GHG. Setting up a municipal employee Rideshare program	<ul style="list-style-type: none"> • Develop programs and program material 	Staff and UOIT	Cobourg GHG Asset management plan