	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL AGENDA
	Monday, December 2, 2019 at 6:00 P.M. Council Chambers, Victoria Hall, Cobourg

A Regular Council Meeting of the Cobourg Municipal Council will be held on Monday, December 2, 2019 at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II MOMENT OF REFLECTION

III ADDITIONS TO THE AGENDA

1. Memo from the Director of Public Works, regarding 2020 Extended Transit Service Proposal; and
2. By-law 095-2019, being a by-law to authorize the execution of an agreement with BTS Network Inc. to operate extended accessible transit service.

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

IV DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

V ADOPTION OF MINUTES OF THE PREVIOUS MEETING

1. Adoption of the November 12, 2019 Regular Council Meeting Minutes. 10 - 16

Action Recommended: THAT Council adopt the Minutes of the Regular Council Meeting held on November 12, 2019.

VI PRESENTATIONS

1. Rebecca Carman, Housing Services Manager Community and Social Services 17 -
- County of Northumberland, presenting the Town of Cobourg Affordable 104
Housing Strategy (40 minute allocation).

VII DELEGATIONS

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| 1. | Kristina Nairn, Haliburton, Kawartha Pine Ridge District Health Unit (HKPR) on the HKPR District Health Unit's Report on Living Wages with a request that Council consider the first steps of investigation about becoming a Certified Living Wage Employer. | 105
114 | - |
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VIII DELEGATION ACTIONS

IX REPORTS

General Government Services

- | | | | |
|----|---|------------|---|
| 1. | Committee of the Whole meeting notes held on November 25, 2019. | 115
131 | - |
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Action Recommended: THAT Council receive the notes from the November 25, 2019 Committee of the Whole Meeting for information purposes.

Planning and Development Services

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|----|---|------------|---|
| 1. | Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval - Development Agreement: 311-325 University Ave. W. & 387 William St., Andrew Ferancik, WND Associates on Behalf of 2642301 Ontario Ltd. & 2363219 Ontario Ltd. | 132
145 | - |
|----|---|------------|---|

Action Recommended: THAT Council endorse the attached by-law for adoption at a Regular Council Meeting which authorizes the Mayor and Municipal Clerk to execute a Development Agreement with 2642301 Ontario Ltd., 2363219 Ontario Ltd. and Lakefront Utility Services Inc. for a residential development consisting of a four (4) storey, seventy-one (71) unit apartment building at 311-325 University Avenue West and 387 William Street, Cobourg (the "Subject Lands"), subject to the provision of additional and final site servicing and development details to the written satisfaction of municipal staff and applicable agencies, and prior to the removal of the Holding (H) Symbol on the Subject Lands by Council, on such matters including, but not limited to, design plans, reports, specifications and requirements pertaining to:

- the stormwater management system servicing the Subject Lands, particularly the technical specifications and requirements for the sealed underground storm chamber;
- the discharge of groundwater and/or drainage from the underground (basement) parking garage on the Subject Lands;
- measures required to improve the existing storm sewer outfall at Factory

Creek to prevent erosion;

- the design specifications and costs associated with the installation of all necessary public infrastructure within University Avenue West and William Street to service the Subject Lands, including but not limited to watermain, sanitary and storm sewer, electrical and other utilities, roads, curbs, municipal sidewalk installation along University Avenue West from Margaret Street to William Street, and the restoration of all works and disturbances within the municipal right-of-way;
- the final design specifications of sanitary service pipe and pre-insulated pipe servicing the Subject Lands; and,
- other technical site design details relevant to the development of the Subject Lands, as required.

AND FURTHER THAT Council grant 2642301 Ontario Ltd. and 2363219 Ontario Ltd. a two (2) year deferral of applicable Building Permit, Planning Application, Tree and Parkland fees and levies for the subject development (with the exception of the deferral of Development Charges as previously granted by Council in April, 2019) in the amount of \$189,775.00, the provisions for which shall be incorporated into the Development Agreement.

Public Works Services

1. Memo from the Secretary of the Transportation Advisory Committee, regarding additional parking in the Town of Cobourg. 146

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

2. Memo from the Director of Public Works, regarding the approval to open a Single Bid for the Purchase of Excess Soil Contract Tender (CO-19-27 DPW). 147 -
148

Action Recommended: THAT Council authorize Public Works Staff to open the single bid received for the Purchase of Excess Soil contract CO-19-27 on December 10, 2019.

3. Memo from the Director of Public Works, regarding 2020 Extended Transit Service Proposal. 149 -
151

Action Recommended: THAT Council pre-approve a 2020 budget amount of \$40,000 for extended transit services in the Town of Cobourg; and

FURTHER THAT Council endorse a by-law for adoption at a Regular Council Meeting which authorizes the Mayor and Municipal Clerk to execute an agreement with BTS Network to operate extended transit service until July 1, 2020 and continue on a month to month based until December 31, 2020.

X MOTIONS

General Government Services

1. Motion from the Committee of the Whole regarding the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events in the Town of Cobourg. 152
2. Motion from the Committee of the Whole, regarding the approval of the Town of Cobourg Municipal Complaint Policy. 153 -
163
3. Motion from the Committee of the Whole, regarding the appointment of the Town of Cobourg Municipal Ombudsman. 164
4. Motion from the Committee of the Whole, regarding the Ontario Governments Municipal Modernization Program – Intake One (1) - Municipal Service Delivery Review. 165
5. Motion from the Committee of the Whole, regarding the award of the Voice Over Internet Protocol (VoIP) Phone System Request for Proposal (RFP-CO-19-20-ITS). 166
6. Motion from the Committee of the Whole, regarding a request to make interior renovations to the Marie Dressler House for the expansion of the Marie Dressler Museum. 167
7. Motion from the Committee of the Whole, regarding Emergency Shelters Downtown Cobourg. 168
8. Motion from the Committee of the Whole, regarding Harm Reduction Services. 169
9. Motion from the Committee of the Whole, regarding Lake Ontario Water Levels. 170

Planning and Development Services

1. Motion from the Committee of the Whole, regarding the review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications. 171 -
172

Public Works Services

1. Motion from the Committee of the Whole, regarding the award of the 2019 Road Resurfacing and Water Pollution Control Plant Parking Lot Expansion Contract. 173

2. Motion from the Committee of the Whole, regarding the Traffic Study Lower Division Street/Esplanade Area and Third Street Traffic/Parking Concerns. 174

Parks and Recreation Services

1. Motion from the Committee of the Whole to appoint a Member to the Parks and Recreation Advisory Committee. 175

Protection Services

1. Motion from the Committee of the Whole to create a Sub-Committee for a Town of Cobourg Accessibility Event. 176

Arts, Culture and Tourism Services

1. Motion from the Committee of the Whole, regarding an Opioid coordinated Community Response for the Town of Cobourg. 177
2. Motion from the Committee of the Whole, to Declare a Climate Emergency in the Town of Cobourg. 178 -
179

XI BY-LAWS

General Government Services

1. By-law 089-2019, being a by-law to Establish Water Rates and Wastewater Rates upon the Owners or Occupants of Lands and Premises Connected to Municipal Water Mains and Sanitary Sewers within the Town of Cobourg. 180 -
192

Action Recommended: THAT Council adopt By-law 089-2019, being a by-law to Establish Water Rates and Wastewater Rates upon the Owners or Occupants of Lands and Premises Connected to Municipal Water Mains and Sanitary Sewers within the Town of Cobourg.

2. By-law 067-2019, being a by-law to adopt a Staff and Council Relations Policy for the Corporation of the Town of Cobourg. 193 -
204

Action Recommended: THAT Council adopt by-law 067-2019, being a by-law to adopt a Staff and Council Relations Policy for the Corporation of the Town of Cobourg.

3. By-law 090-2019, being a by-law 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 205 -
212

Code.

Action Recommended: THAT Council adopt by-law 090-2019, being a by-law to authorize the Mayor and Municipal Clerk to execute an agreement with Northumberland County to provide plumbing inspection and review services under Part 7 of the Ontario Building Code.

Planning and Development Services

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|----|---|------------|---|
| 1. | By-law 091-2019, being a by-law to amend the Zoning By-law (085-2003) for the property known municipally as 1111 Elgin Street West (Northumberland Mall). | 213
216 | - |
|----|---|------------|---|

Action Recommended: THAT Council adopt By-law 091-2019, being a by-law to amend the Zoning By-law (085-2003) for the property known municipally as 1111 Elgin Street West (Northumberland Mall),

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|----|---|------------|---|
| 2. | By-law 092-2019, being a by-law to authorize execution of a development agreement with 2642301 Ontario Ltd. & 2363219 Ontario Ltd., Lakefront Utility Services Inc., and the Corporation of the Town of Cobourg (311-325 University Avenue West and & 387 William Street, Cobourg). | 217
218 | - |
|----|---|------------|---|

Action Recommended: THAT Council adopt by-law 092-2019, being a by-law to authorize execution of a development agreement with 2642301 Ontario Ltd. & 2363219 Ontario Ltd., Lakefront Utility Services Inc., and the Corporation of the Town of Cobourg (311-325 University Avenue West and & 387 William Street, Cobourg).

Public Works Services

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|----|---|------------|---|
| 1. | By-law 093-2019, being a by-law to approve the Industrial Surcharge Agreement for the Canada Candy Company. | 219
225 | - |
|----|---|------------|---|

Action Recommended:

THAT Council adopt By-law 093-2019, being a by-law to authorize the Mayor and Municipal Clerk to execute an agreement with Canada Candy Company and the Town of Cobourg to enter into an Industrial Surcharge Agreement.

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|----|--|-----|--|
| 2. | By-law 095-2019, being a by-law to authorize the execution of an agreement with BTS Network Inc. to operate extended accessible transit service. | 226 | |
|----|--|-----|--|

Action Recommended: THAT Council adopt By-law 095-2019, being a by-law to authorize the execution of an agreement with BTS Network Inc. to operate extended accessible transit service.

General Government Services

1. THAT the following By-laws be passed:

1. By-law 089-2019, being a by-law to Establish Water Rates and Wastewater Rates upon the Owners or Occupants of Lands and Premises Connected to Municipal Water Mains and Sanitary Sewers within the Town of Cobourg;
2. By-law 067-2019, being a by-law to adopt a Staff and Council Relations Policy for the Corporation of the Town of Cobourg;
3. By-law 090-2019, being a by-law 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. By-law 091-2019, being a by-law to amend the Zoning By-law (085-2003) for the property known municipally as 1111 Elgin Street West (Northumberland Mall);
5. By-law 092-2019, being a by-law to authorize execution of a development agreement with 2642301 Ontario Ltd. & 2363219 Ontario Ltd., Lakefront Utility Services Inc., and the Corporation of the Town of Cobourg (311-325 University Avenue West and & 387 William Street, Cobourg); and
6. By-law 093-2019, being a by-law to approve the Industrial Surcharge Agreement for the Canada Candy Company.

Action Recommended: THAT leave be granted to introduce by-law 089-2019 to by-law 093-2019, and bylaw 067-2019 and to dispense with the reading of the by-laws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

2. THAT the following By-laws be passed:

1. By-law 095-2019, being a by-law to authorize the execution of an agreement with BTS Network Inc. to operate extended accessible transit service.

Action Recommended: THAT leave be granted to introduce by-law 095-2019 and to dispense with the reading of the by-law by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

XII PETITIONS

XIII COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

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|----|---|-----|---|
| 1. | • Heritage Advisory Committee - Oct 2, 2019; | 227 | - |
| | • Cobourg Police Service Board - Oct 15 and Sep 17, 2019; | 256 | |
| | • Accessibility Advisory Committee Oct 16, 2019; | | |
| | • Ganaraska Region Conservation Authority - Oct 17, 2019; | | |
| | • Transportation Advisory Committee - Oct 24, 2019; | | |
| | • Planning and Development Advisory Committee - Oct 29, 2019; and | | |
| | • Sustainability and Climate Change Advisory Committee - Nov 6, 2019. | | |

XIV CORRESPONDENCE

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|----|--|-----|---|
| 1. | Letter from Ted Williams, Cobourg Resident, regarding the Overall Sidewalk Plan – Public Engagement. | 257 | - |
| | | 259 | |

Action Recommended: THAT Council receive the correspondence from Ted Williams, Cobourg Resident for information purposes.

XV NOTICE OF MOTION

XVI COUNCIL/COORDINATOR ANNOUNCEMENTS

Members of Council present verbal reports on matters within their respective areas of responsibility:

- Mayor John Henderson
- Deputy Mayor Séguin, General Government Services Coordinator
- Councillor Beatty, Planning and Development Services Coordinator
- Councillor Darling, Public Works Services Coordinator
- Councillor Chorley, Parks and Recreation Services Coordinator
- Councillor Burchat, Protection Services Coordinator
- Councillor Bureau, Arts, Culture and Tourism Services Coordinator

XVII UNFINISHED BUSINESS

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
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.	02-19-19	Legislative Department	Jan 6, 2020

transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators. (Originally due November 25, 2019)			
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
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

XVIII CLOSED SESSION

1. THAT Council meet in Closed Session in accordance with section 239 (2) of the *Municipal Act, 2001* regarding:

s. 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board.

1. Employee Compensation Evaluation Review.

XIX CLOSED SESSION ACTION ITEM

XX CONFIRMATORY BY-LAW

1. By-law 094-2019, being a by-law to confirm the proceedings of the Council Meeting of December 2, 2019. 260 -
261

Action Recommended: THAT leave be granted to introduce By-law 094-2019 and to dispense with the reading of the by-law by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on December 2, 2019 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

XXI ADJOURNMENT

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL MEETING MINUTES
	November 12, 2019 Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held this evening in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

Members present: Mayor John Henderson
 Deputy Mayor Suzanne Seguin
 Councillor Nicole Beatty
 Councillor Aaron Burchat
 Councillor Adam Bureau
 Councillor Emily Chorley
 Councillor Brian Darling

Staff present: Ian Davey, Treasurer/Interim Chief Administrative Officer
 Dean Hustwick, Director of Community Services
 Brent Larmer, Municipal Clerk/Manager of Legislative Services

CALL TO ORDER

Mayor Henderson to present and introduce the 2019 'Student Mayor for a Day' contest winner who will in turn call the meeting to order.

Mayor Henderson introduced Rowan Tardik, contest winner for the 2019 'Student Mayor for a Day' contest winner who in turn, called the meeting to order (6:05 P.M.).

ADDITIONS TO THE AGENDA

DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

No disclosure of pecuniary interest were declared by members of Council.

ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the Regular Council Minutes held on October 21, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council adopt the Minutes of the Regular Council Meeting held on October 21, 2019.

434-19

Carried

COBOURG MAYOR FOR THE DAY

Presentation from the 'Student Mayor for a Day' contest winner Rowan Tardik, to present his reasons for submitting his application and suggestions to make the Town of Cobourg a better place to live.

Rowan Tardik presented his reasons for submitting his application in the Mayor for a Day contest, and provided suggestions on how to make the Town of Cobourg a better place to live.

[Motion to officially announce Rowan Tardik, Grade 5 Student from C.R Gummow Public School, as the Town of Cobourg's 2019 'Student Mayor for a Day' contest winner.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS the Mayor for the Day Program is an initiative that encourages young people to think about public service and future community leadership; and

WHEREAS the Mayor invited Cobourg students in grades seven (7) through ten (10) to submit ideas on how to make our community a better place to live, with the focus of increasing student interest and awareness in local government activities; and

WHEREAS at the Committee of the Whole Meeting on November 4, 2019, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding an exemption request for the Mayor for the Day Program to consider an application from a grade five (5) student from C.R Gummow;

NOW THEREFORE BE IT RESOLVED THAT Council appoint Rowan Tardik, Grade 5 Student from C.R Gummow Public School, as the Town of Cobourg's 2019 'Student Mayor for a Day' on November 12, 2019 to represent the Town of Cobourg; and

FURTHER THAT Mayor Henderson attend the student's classroom to explain and answer questions regarding local municipal government and provide pizza to Rowan's classmates during the visit as part of the 'Student Mayor for a Day' contest award.

435-19

Carried

[By-law 084-2019, being a by-law to authorize a temporary additional name of Second Street in recognition of 'Student Mayor for a Day' contest winner Rowan Tardik.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council adopt by-law 084-2019, being a by-law to authorize a temporary additional name of Second Street in recognition of 'Student Mayor for a Day' contest winner Rowan Tardik.

436-19

Carried

[Recess to excuse the '2019 Student Mayor for a Day' from the remainder of the meeting.](#)

PRESENTATIONS

DELEGATIONS

DELEGATION ACTIONS

REPORTS

General Government Services

[Committee of the Whole meeting notes held on November 4, 2019.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the notes of the Committee of the Whole meeting held on November 4, 2019 for information purposes.

437-19

Carried

[Ganaraska Region Conservation Authority \(GRCA\), 2020 Preliminary Budget.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT Council receive the Ganaraska Region Conservation Authority (GRCA) 2020 Preliminary Budget for information purposes.

438-19

Carried

Memo from the Municipal Clerk/Manager of Legislative Services regarding the 2020 Town of Cobourg Municipal Council Meeting Schedule.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau That Council approve the 2020 Cobourg Municipal Council Meeting Schedule.

439-19

Carried

Planning and Development Services

Notice of a Public Meeting concerning a proposed amendment to the Comprehensive Zoning By-law (85-2003) submitted by Aly Premji, Trinity Development Group Inc., on behalf of Northumberland Shopping Centre Inc., for a 9.92 ha land parcel, known municipally as 1111 Elgin Street West - Northumberland Mall.

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council receive the Notice of a Public Meeting on November 25, 2019, to be held at 5:00 p.m. for information purposes.

440-19

Carried

Memo from the Senior Planner - Development and Notice of Hearing of the Committee of Adjustment for File No. A-07-19, 600 Daintry Crescent, Cobourg, regarding a minor variance from Habitat for Humanity Northumberland.

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling THAT Council receive the Report and Notice for information purposes.

441-19

Carried

Parks and Recreation Services

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding a recommendation to increase the amount spent on Tree Planting within the Town of Cobourg.

Moved by Councillor Emily Chorley, Seconded by Councillor Adam Bureau THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes; and

FURTHER THAT Council forward the recommendation to the Parks Department for consideration during the 2020 Budget deliberations.

442-19

Carried

MOTIONS

General Government Services

[Motion from the Committee of the Whole, regarding Valentine's Day Promotions for the Town of Cobourg Civil Marriage Ceremony Services.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on November 4, 2019, Council considered a Memo from the Licensing Officer, regarding Valentine's Day Promotion for the Town of Cobourg Civil Marriage Ceremony Services;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the reduction of fees for civil marriage ceremonies from \$300 to \$140 for ceremonies occurring on Friday, February 14, 2020 (Valentine's Day); and

FURTHER THAT Council authorize the Legislative Services Department to waive the fee for one (1) civil marriage ceremony on February 14, 2020, following a Social Media giveaway executed by the Communications Department.

443-19

Carried

Public Works Services

[Motion from the Committee of the Whole, regarding the purchasing and installation of bicycle racks in the Town of Cobourg.](#)

Moved by Councillor Brian Darling, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole Meeting on November 4, 2019, Council considered a Memo from the Secretary of the Transportation Advisory Committee, regarding the purchasing and installation of bicycle racks in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council purchase ten (10) bicycle racks from the 2019 active transportation capital budget item at the cost of \$791.00 + HST per item, totalling \$8338.30, to be installed by Public Works at a billable amount of \$500.00, making a final total of \$9483.30; and

FURTHER THAT Council authorize the bicycle racks be procured over the winter to be installed in the spring of 2020, at locations of:

Farmer's Market (2 racks, totalling 10 hangers);
Coverdale Tennis Club;
Post Office (Queen Street);
Cobourg Beach (east and west promenade);
Soccer Fields at CCC and Donegan Park; and
Legion Fields.

444-19

Carried

[Motion from the Committee of the Whole, regarding the awarding of the 2019 Wheel Loader Tender \(CO-19-22 PWD\).](#)

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole Meeting on November 4, 2019, Council considered a Memo from the Manager of Roads and Sewers, regarding the awarding of the 2019 Wheel Loader Tender (CO-19-22 PWD);

NOW THEREFORE BE IT RESOLVED THAT Council approve the awarding of the 2019 Demo Wheel Loader tender to Strongco Limited Partnership in the amount of \$172,000.00, plus non-refundable HST for a total of \$175,027.20 to be funded from the approved Public Works 2019 Capital Budget (CO-19-22 PWD).

445-19

Carried

BY-LAWS

General Government Services

[By-law 085-2019, being a by-law to authorize the Transfer of Title to Certain Lands by the Corporation of the Town of Cobourg for the Property Located at 232 University Avenue West, Cobourg.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT Council adopt by-law 085-2019, being a by-law to authorize the Transfer of Title to Certain Lands by the Corporation of the Town of Cobourg for the Property Located at 232 University Avenue West, Cobourg.

446-19

Carried

[By-law 086-2019, being a by-law to authorize the execution of an easement agreement with ALRE Properties Inc. and the Corporation of the Town of Cobourg.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau THAT Council adopt by-law 086-2019, being a by-law to authorize the Mayor and Municipal Clerk to execute an easement agreement with ALRE Properties Inc. and the Corporation of the Town of Cobourg.

447-19

Carried

Planning and Development Services

[By-law 088-2019, being a by-law to amend the Zoning By-law \(085-2003\) \(lands generally west of Home Depot, known municipally as part of the DePalma Lands\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Emily Chorley THAT Council adopt By-law 088-2019, being a by-law to amend the Zoning By-law (085-2003) (lands generally west of Home Depot, known municipally as part of the DePalma Lands).

448-19

Carried

General Government Services

THAT the following By-laws be passed:

1. By-law 084-2019 being a by-law to authorize a temporary additional name of Second Street in recognition of 'Student Mayor for a Day' contest winner Rowan Tardik;
2. By-law 085-2019, being a by-law to authorize the Transfer of Title to Certain Lands by the Corporation of The Town of Cobourg for the Property Located at 232 University Avenue West, Cobourg;
3. By-law 086-2019, being a by-law to authorize the execution of an easement agreement with ALRE Properties Inc. and the Corporation of the Town of Cobourg; and
4. By-law 088-2019, being a by-law to amend the Zoning By-law (085-2003) (lands generally west of Home Depot, known municipally as part of the DePalma Lands).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley THAT leave be granted to introduce by-laws 084-2019 to 086-2019 and 088-2019 and to dispense with the reading of the by-laws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

449-19

Carried

PETITIONS**COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)**

- Transportation Advisory Committee - September 26, 2019;
- Parks and Recreation Advisory Committee - Oct 1 & 10, 2019;
- Sustainability & Climate Change Advisory Committee - Oct 2, 2019;
- Cobourg Heritage Advisory Committee - Oct 2, 2019;
- DBIA Board of Management - October 3 & 17, 2019; and
- Planning and Development Advisory Committee - Oct 8, 2019.

CORRESPONDENCE

Brittney Wielgos, Water Inspector with the Ministry of the Environment, Conservation and Parks, regarding Cobourg Drinking Water System and Drinking Water Inspection Report (Public Works).

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau THAT Council receive the correspondence for information purposes.

450-19

Carried

Marshal Davis, President of the Lions Club of Cobourg, regarding the discontinuation of financial support for the Santa Claus Parades in Cobourg (Arts, Culture and Tourism).

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat THAT Council receive the correspondence for information purposes.

451-19

Carried

Media Release from the Haliburton, Kawartha Pine Ridge District Health Unit (HKPR), regarding edible cannabis products (Protection Services).

Moved by Councillor Aaron Burchat, Seconded by Councillor Adam Bureau THAT Council receive the correspondence for information purposes.

452-19

Carried

NOTICE OF MOTION

Councillor Adam Bureau, Coordinator of Arts Culture and Tourism Services, regarding the October Opioid Round Table Report to Council and recommended action for moving towards a Coordinated Community Response.

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat THAT Council refer the Motion to the November 25, 2019 Committee of the Whole Meeting.
453-19 Carried

COUNCIL/COORDINATOR ANNOUNCEMENTS

Members of Council present verbal reports on matters within their respective areas of responsibility:

- Mayor John Henderson
- Deputy Mayor Séguin, General Government Services Coordinator
- Councillor Beatty, Planning and Development Services Coordinator
- Councillor Darling, Public Works Services Coordinator
- Councillor Chorley, Parks and Recreation Services Coordinator
- Councillor Burchat, Protection Services Coordinator
- Councillor Bureau, Arts, Culture and Tourism Services Coordinator

UNFINISHED BUSINESS

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area. (Originally due October 15, 2019)	04-01-19	Public Works	Extended: Nov 25, 2019
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events. (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.	05-13-19	Legislative Department	Nov 4, 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.	02-19-19	Legislative Department	Nov 25, 2019
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	Dec 2, 2019
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	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

CLOSED SESSION

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council meet in Closed Session in accordance with Section 239 of the Municipal Act, 2001, regarding:

s. 239(1)(c) A proposed or pending acquisition or disposition of land by the municipality or local board:

A potential sale of Municipal Property, regarding Lucas Point Industrial Park Lands.

The Regular Council Meeting reconvened in Open Session at 7:56 P.M.

454-19

Carried

CLOSED SESSION ACTION ITEM

CONFIRMATORY BY-LAW

[By-law 087-2019, being a by-law to confirm the proceedings of the Council Meeting of November 12 2019.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law 087-2019 and to dispense with the reading of the by-law by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on November 12, 2019 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

455-19

Carried

ADJOURNMENT

Moved by Councillor Brian Darling, THAT the Meeting be adjourned (7:57 P.M.).

456-19

Carried

Municipal Clerk

Mayor

Town of Cobourg Affordable Housing Strategy

Presentation to Town Council

December 2nd, 2019





Overview of the Presentation

- Study Purpose and Approach
- Why an Affordable Housing Strategy: Key Housing Gaps in Cobourg
- Addressing the Housing Gaps: Recommended Actions
- Impact of Incentives

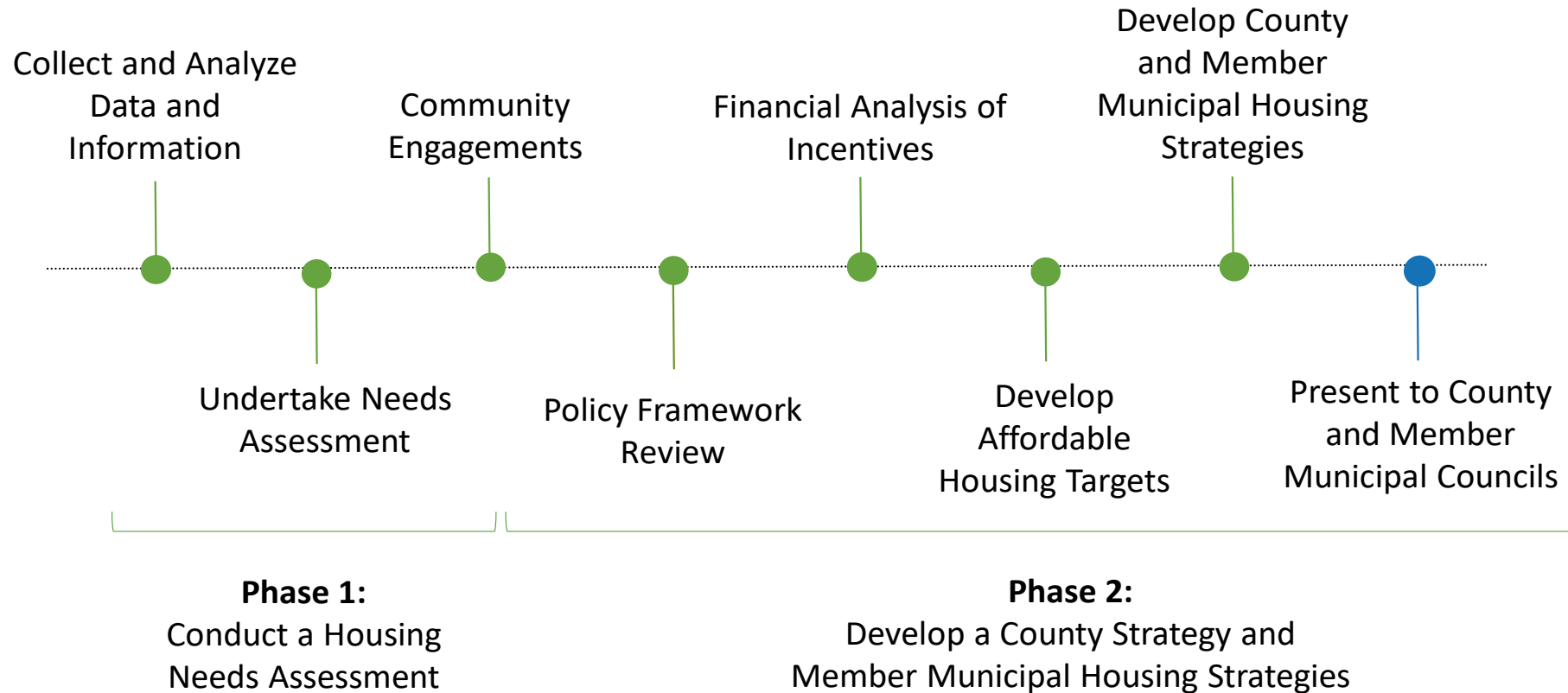
Study Purpose and Approach



Study Purpose and Approach

The primary goal of this project was to develop an affordable housing strategy for Northumberland County and each of the member municipalities with a focus on increasing the supply of affordable and market rental housing through a range of tools and incentives across Northumberland.

Study Purpose and Approach



Why an Affordable Housing Strategy: Key Housing Gaps in Cobourg

Defining Affordability

What is affordable housing in Cobourg

AFFORDABLE PRICE THRESHOLDS		
100 th		
90 th		
80 th		
70 th		
60 th	Rental	Ownership
	\$1,019	\$316,190
50 th	housing that does not exceed 30% of household income for the lowest 60% of household income levels	
40 th		
30 th		
20 th		
10 th		

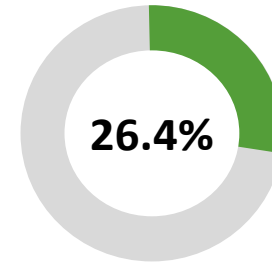


Key Housing Gaps

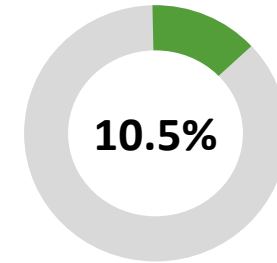
There is a need to increase the **affordable rental housing options** in Cobourg.

Key Housing Gaps

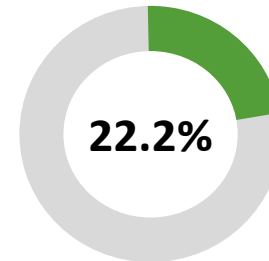
There is a need to increase the **affordable rental housing options** in Cobourg.



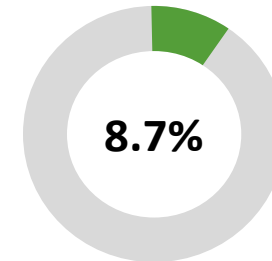
Proportion of Households
Spending **30%+** on
Housing Costs
(Cobourg)



Proportion of Households
Spending **50%+** on
Housing Costs
(Cobourg)



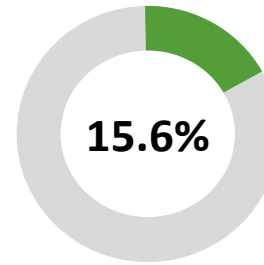
Proportion of Households
Spending **30%+** on
Housing Costs
(Northumberland)



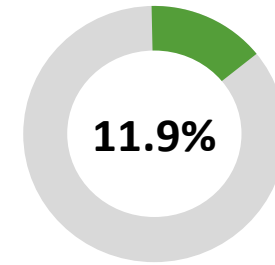
Proportion of Households
Spending **50%+** on
Housing Costs
(Northumberland)

Key Housing Gaps

There is a need to increase the **affordable rental housing options** in Cobourg.



Proportion of
Households in Core
Need
(Cobourg)



Proportion of
Households in Core
Need
(Northumberland)



Key Housing Gaps

There is a need to increase the **affordable rental housing options** in Cobourg.

Cobourg has...

285 RGI units

23 rent supplement units

47 IAH units

...but the wait for these units is up to **9 years**

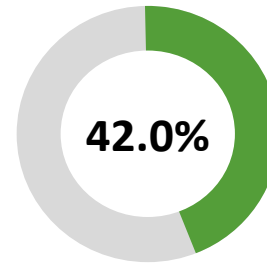


Key Housing Gaps

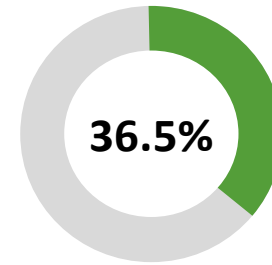
There is a need for **housing and support service options** to facilitate aging in place.

Key Housing Gaps

There is a need for **housing and support service options** to facilitate aging in place.



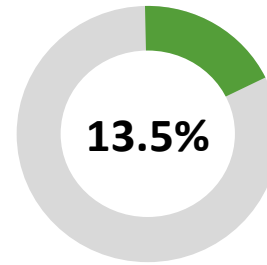
Proportion of Senior-led
Households (65+ years)
(Cobourg)



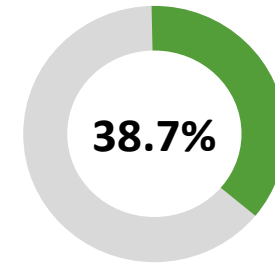
Proportion of Senior-led
Households (65+ years)
(Northumberland)

Key Housing Gaps

There is a need for **housing and support service options** to facilitate aging in place.



Growth of **All Households** (2006-2016)
(Cobourg)



Growth of **Senior-led Households** (65+ years) (2006-2016)
(Cobourg)

Summary of Key Housing Gaps

	Low Income Households		Moderate Income Households	High Income Households
Household Income	\$48,519 or less		\$48,520 - \$88,087	\$88,088+
Housing Supply Available	Market Rental	Affordable Ownership	Market Ownership	
Number of Households	2,905 households		2,670 households	3,075 households
What they can Afford	rent = \$1,213 house price = \$174,160		rent = \$2,202 house price = \$316,190	rent = \$2,203+ price = \$316,191+
Who is in Need	1,800+ households (63.2%)		370+ households (13.9%)	65 households (2.1%)
Spending 30%+	870+ households (29.4%)		30+ households (1.1%)	
Spending 50%+	couples with children, singles, 2+ non-family households, youth, persons with mental health issues		lone parents, couples with children, singles, multiple family households, persons with cognitive disabilities	immigrants, multi-family, persons with cognitive disabilities
Household Types				
What Housing is Required	affordable rental, smaller units, family-sized units, housing with supports		smaller units, family-sized rental units, accessible units, housing with supports	family-sized units, housing with supports

AMR = \$1,019

Average House Price
= \$447,992

Addressing the Housing Gaps: Recommended Actions

Addressing the Housing Gaps

Policies and Regulations	Programs and Funding	Education and Awareness	Collaborations, Partnerships and Advocacy
16	9	2	1
Total Actions 28			



Recommended Actions

Official Plan and Zoning Bylaw Policies and Regulations		Timeline	Resource
1	Update the Town's Official Plan to reflect any updated housing targets in the County Official Plan.	Short Term	Staff Time
2	Work with the County to develop an affordable housing target specifically for Cobourg and update the Official Plan to include this target.	Short Term	Staff Time
3	Consider adding a policy in the Official Plan which states that decisions regarding surplus Town-owned land or buildings will prioritize affordable housing, including selling or leasing these lands and/or buildings at below market value.	Short Term	Staff Time
4	Consider adding a policy in the Official Plan which encourages and supports the development of a range of supportive housing options in appropriate areas throughout the Town.	Short/ Medium Term	Staff Time
5	Building on the Town's Official Plan policy (Sec. 3.2.5.vii), work with the County to develop inclusionary zoning policies in the Official Plan and an inclusionary zoning by-law for appropriate areas in the Town in accordance with provincial legislation*.	Short/ Medium Term	Staff Time



Recommended Actions

Official Plan and Zoning Bylaw Policies and Regulations		Timeline	Resource
6	Encourage all new multi-residential developments to include a mix of smaller units and units which are appropriate for families.	Ongoing	Staff Time
7	Work with the County and other member municipalities to develop a common definition of shared housing and update the Official Plan and Zoning By-law to include this definition and to replace the definitions of other shared housing forms such as group homes and rooming and boarding houses.	Short Term	Staff Time
8	Revise the Zoning By-law to enable shared housing as of right in all areas in Cobourg where dwellings are permitted, including residential and institutional zones where group homes, rooming and boarding houses, housing for seniors and housing for persons with disabilities are currently permitted as well as other appropriate areas.	Short Term	Staff Time
9	As part of the current Zoning By-law review, remove the minimum separation distance requirements between a new and existing shared housing/group home.	Short Term	Staff Time



Recommended Actions

	Official Plan and Zoning Bylaw Policies and Regulations	Timeline	Resource
10	As part of the current Zoning By-law review, update the Zoning By-law to permit additional residential units in all areas where single detached, semi-detached and duplex dwellings are permitted.	Short Term	Staff Time
11	As part of the current Zoning By-law review, revise the By-law if necessary to ensure minimum dwelling sizes and amenity space do not exceed the requirements of the Ontario Building Code.	Short Term	Staff Time
12	Building on the Town's Official Plan policies, reexamine the Zoning By-law and revise if necessary to ensure a mix of lot sizes and dwelling types are permitted in residential areas throughout the Town.	Short Term	Staff Time
13	As part of the current Zoning By-law review, revise the By-law if necessary to ensure height restrictions, minimum lot requirements, and minimum setbacks are not acting as barriers to the development of a more diverse housing supply throughout the Town, including smaller units.	Short Term	Staff Time



Recommended Actions

Official Plan and Zoning Bylaw Policies and Regulations		Timeline	Resource
14	Consider revising the Zoning By-law to include alternative parking requirements for affordable housing, market-rate rental housing, supportive housing, and additional residential units particularly in areas served by public transit and other appropriate areas of the Town.	Short Term	Staff Time
15	Work with the County and other member municipalities to develop policies, regulations and/or a licensing process related to short-term (i.e. less than six months) rental housing to protect the long-term rental housing supply.	Short Term	Staff Time
16	Evaluate the need to develop and implement a rental conversion and demolition policy and/or regulations to protect existing purpose-built rental units.	Short Term	Staff Time



Recommended Actions

Program and Funding		Timeline	Resource
17	Consider implementing an interim approach to respond to applications related to purpose-built market-rate and affordable rental housing projects until the Northumberland Affordable and Rental Housing Pilot Program is in place.	Foundation -al	Staff Time and Funding
18	Work with the County and other member municipalities to develop a common application process for affordable and rental housing developments under the Northumberland Affordable and Rental Housing Pilot Program.	Short Term	Staff Time
19	Consider expanding the current Community Improvement Plan (CIP) to allow for the provision of incentives to encourage the development of affordable and rental housing as part of the Northumberland Affordable and Rental Housing Pilot Program.	Short Term	Funding and Staff Time



Recommended Actions

Program and Funding		Timeline	Resource
20	Building on Official Plan policies, consider providing forgivable loans, deferrals or a grant in lieu for all or a part of building permit and planning fees and development charges for affordable and rental housing developments as part of the Northumberland Affordable and Rental Housing Pilot Program.	Short Term	Staff Time and Funding
21	Building on the Town’s CIP, consider the feasibility of providing property tax exemptions, property tax grants, or tax increment equivalent grants (TIEGs) for affordable housing projects as part of the Northumberland Affordable and Rental Housing Pilot Program.	Short Term	Staff Time and Funding
22	Consider the feasibility of providing a forgivable loan, deferral or grant in lieu for the building permit fee for the addition of an additional residential unit in any new or existing single, semi or duplex dwelling if the additional residential unit is rented out for a minimum of 20 years.	Short – Medium Term	Funding and Staff Time



Program and Funding

Timeline Resource

23	Consider the feasibility of providing a forgivable loan, deferral or grant in lieu for the building permit fee for any new dwellings which exceed the accessibility and visitability requirements of the Ontario Building Code.	Short Term	Staff Time
24	Consider the feasibility of providing a forgivable loan, deferral or grant in lieu for the building permit fee for any new affordable dwellings which exceed the sustainability and energy efficiency requirements of the Ontario Building Code.	Short – Medium Term	Staff Time and Funding
25	Building on Official Plan policies, examine how the development approval process can be streamlined to fast track applications for affordable and market rate rental housing*.	Short Term	Staff Time



Recommended Actions

Education and Awareness		Timeline	Resource
26	Work with the YIMBY Team on education initiatives related to the need for a diverse housing supply, including affordable housing and supportive housing, throughout all areas of the Town.	Ongoing	Staff Time
27	Work with local developers to educate them on the need and market demand for dwelling types other than single and semi-detached homes.	Ongoing	Staff Time



Recommended Actions

Collaborations, Partnerships and Advocacy

- 28 Work with the County and the private and non-profit sectors to explore opportunities to include affordable housing or rental housing units in the development or redevelopment of community facilities such as community centres, libraries, and day care centres.

Timeline	Resource
Ongoing	Staff Time and possible Funding

Impact of Incentives



Testing the Impact of Incentives

- Action 3: Consider adding a policy in the Official Plan which states that decisions regarding **surplus Town-owned land or buildings** will prioritize affordable housing, including selling or leasing these lands and/or buildings at below market value.
- Action 19: Consider expanding the current Community Improvement Plan (CIP) to allow for the provision of **incentives to encourage the development of affordable and rental housing** as part of the Northumberland Affordable and Rental Housing Pilot Program.
- Action 20: Building on Official Plan policies, consider providing **forgivable loans or deferrals for all or a part of building permit and planning fees and development charges** for affordable and rental housing developments as part of the Northumberland Affordable and Rental Housing Pilot Program.
- Action 21: Building on the Town's CIP, consider the feasibility of **providing property tax exemptions, property tax grants, or tax increment equivalent grants (TIEGs) for affordable housing projects** as part of the Northumberland Affordable and Rental Housing Pilot Program.



Our Assumptions

- 50-unit low-rise building
 - 30 1-bedroom units
 - 10 2-bedroom units
 - 10 3-bedroom units
 - 10% of units are accessible
- Land cost = \$379,100 (\$8,000 per unit)
- Affordable levels of rent at 100% of average market rent (AMR)
- Debt Coverage Ratio = 1.10
- 10% Equity
- Total capital costs = \$9,222,796 (\$184,456 per unit)
- Private developer and owner
- 40-year amortization period
- Parking revenue = \$20 per month per unit; assumed 50 spots are revenue generating
- Number of parking spaces required by zoning bylaw = 62 spaces
- Laundry revenue = \$5 per week per unit
- Mortgage rate of 4.5%

Testing the Impact of Incentives

No incentives
provided



Rent = \$1,251
= 124% AMR



Rent = \$1,051
= 100% AMR

Testing the Impact of Incentives

No incentives
provided

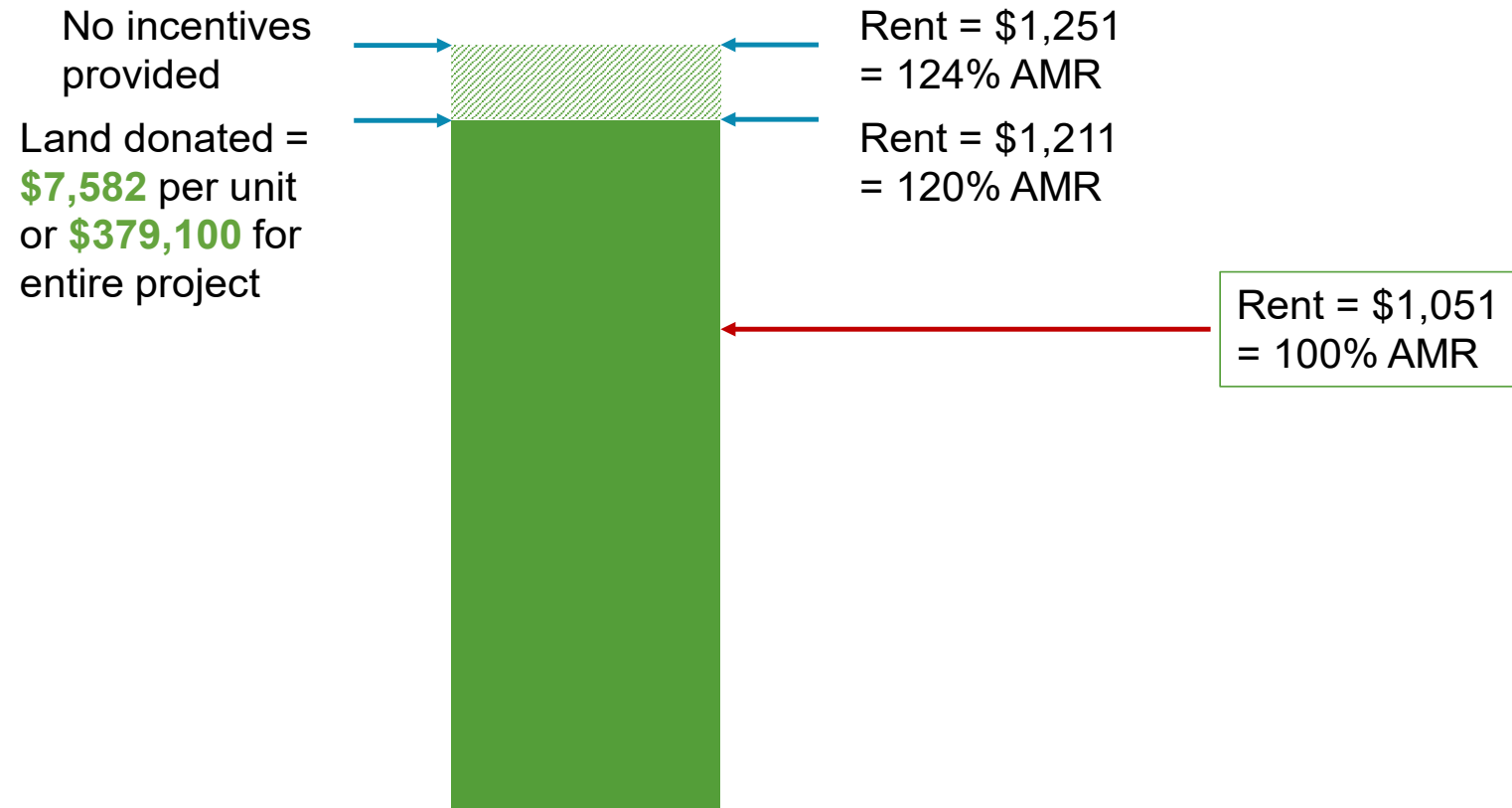
Rent = \$1,251
= 124% AMR

Planning and
Building permit
fees waived =
\$1,756 per unit
or \$87,822 for
entire project

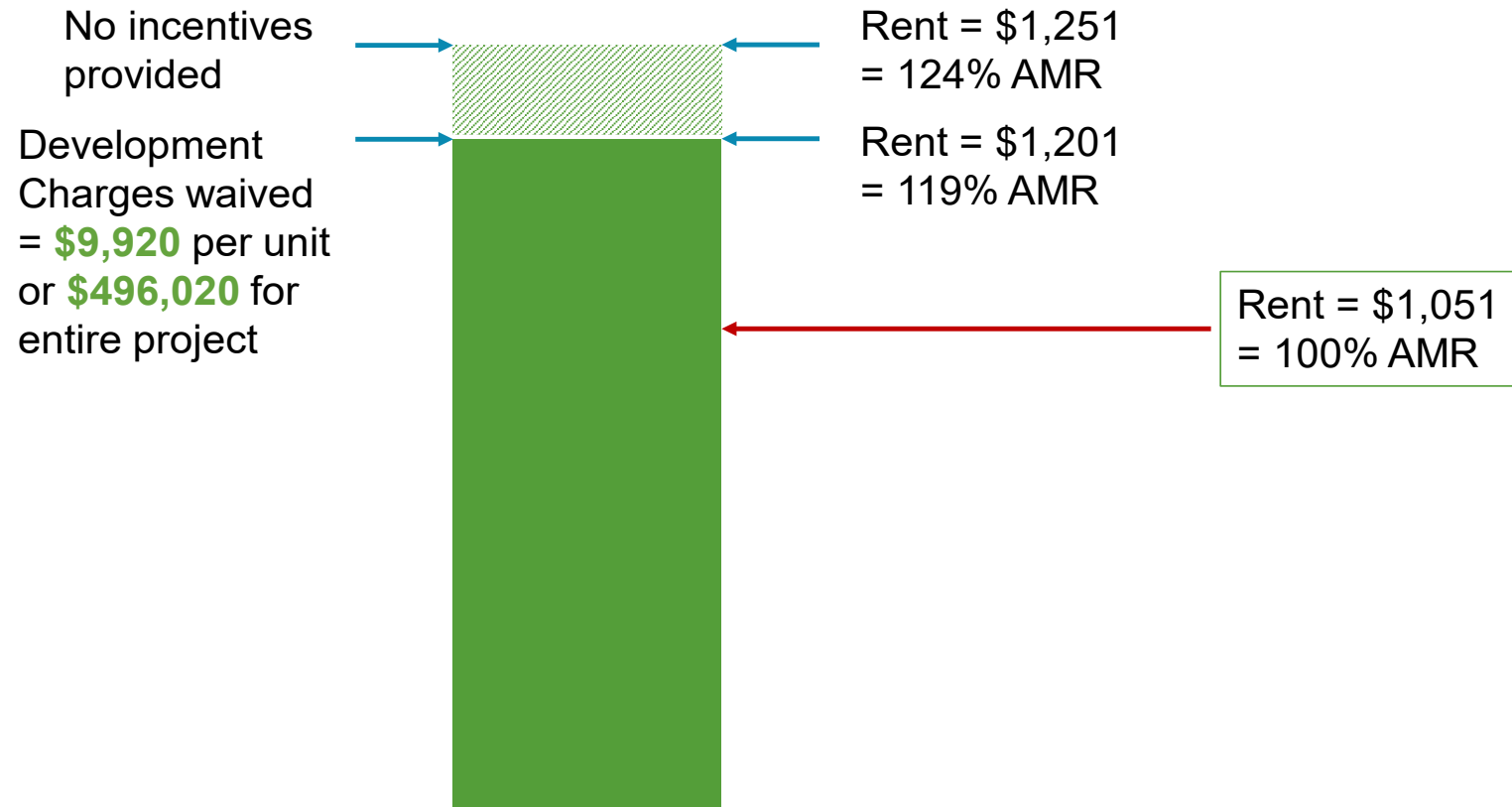
Rent = \$1,241
= 123% AMR

Rent = \$1,051
= 100% AMR

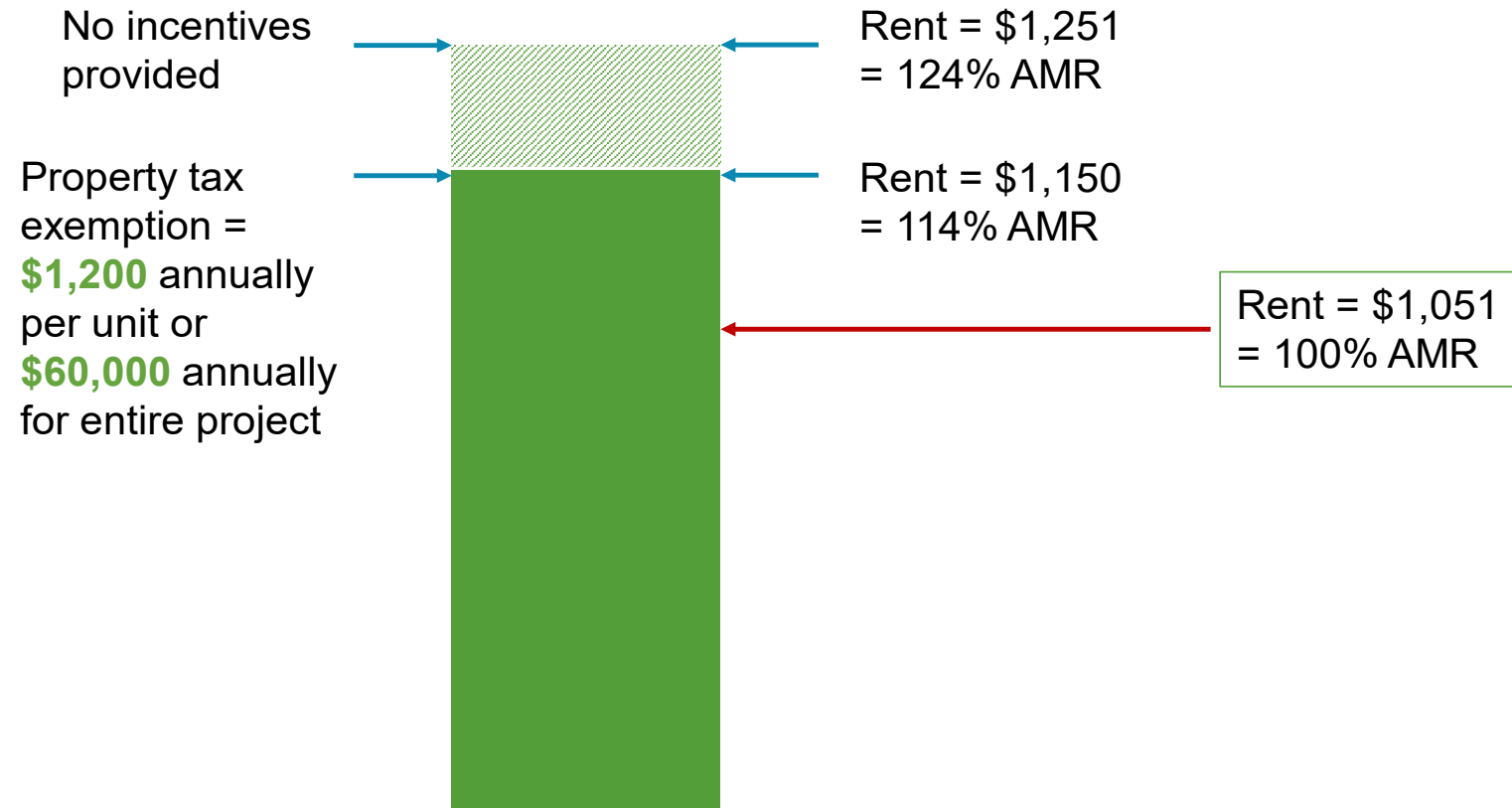
Testing the Impact of Incentives



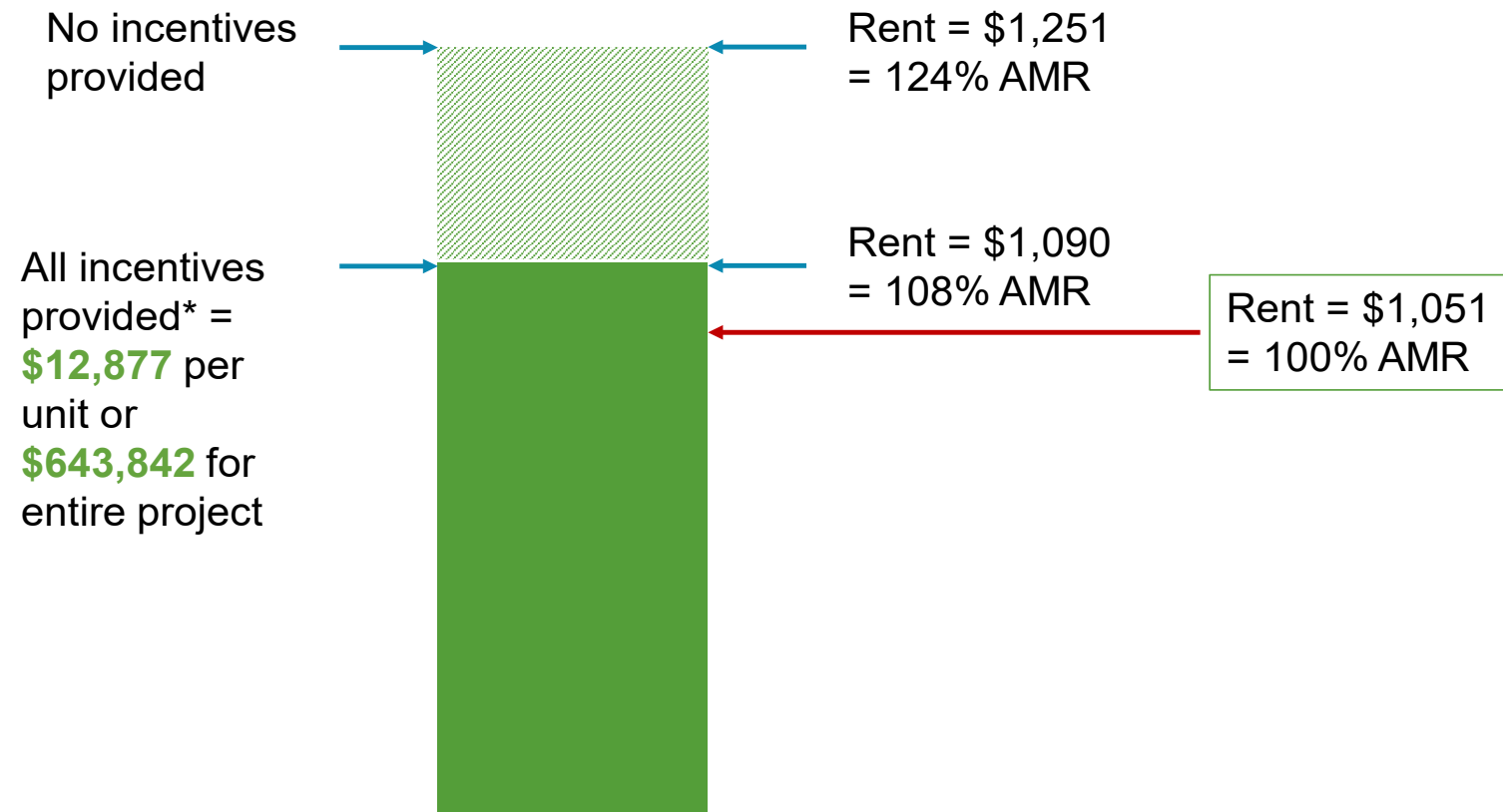
Testing the Impact of Incentives



Testing the Impact of Incentives

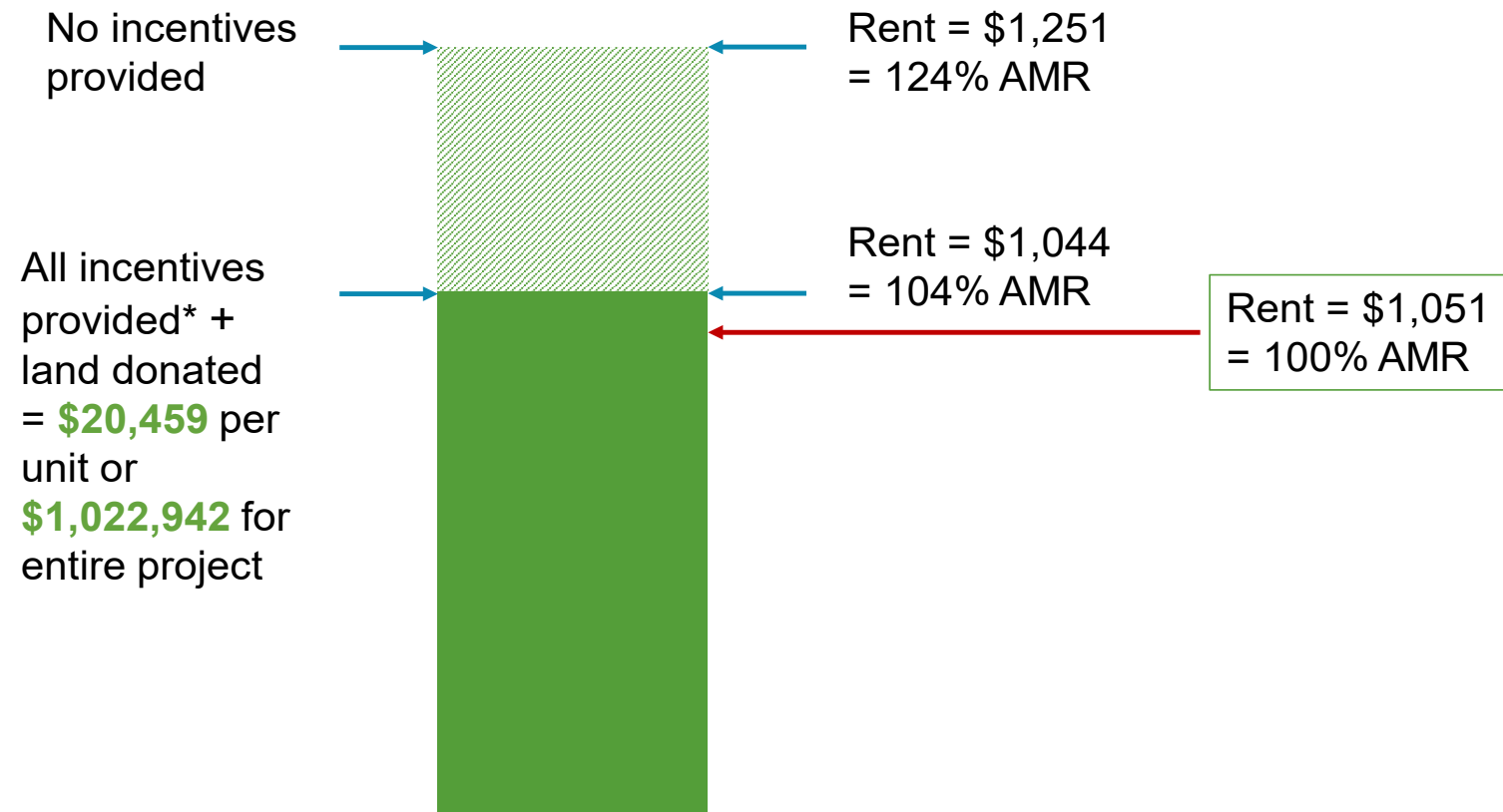


Testing the Impact of Incentives



*Waiving or providing a grant in lieu of development charges, planning fees, building permit fees, and exempting property taxes

Testing the Impact of Incentives



*Waiving or providing a grant in lieu of development charges, planning fees, building permit fees, and exempting property taxes



Testing the Impact of Incentives

By providing incentives, Cobourg also allows the developer to apply for funding from senior levels of government

- Co-Investment Fund (CIF)
- Rental Construction Financing (RCF)

Testing the Impact of Incentives


Co-Investment Fund

- Proponents may be eligible for a low-interest loan and/or contribution based on a scoring grid
- Each loan offers:
 - 10-year term with a fixed interest rate
 - Up to a 50-year amortization
 - Up to 95% loan to cost for residential space and up to 75% loan to cost for non-residential space
 - Interest-only payments once loan is fully advanced



Points are awarded based on:

- Affordability
 - 30% of units must be at 80% MMR (median market rent)
- Accessibility
- Environmental efficiency
- Financial partnerships
- Proximity to local amenities
- On-site support



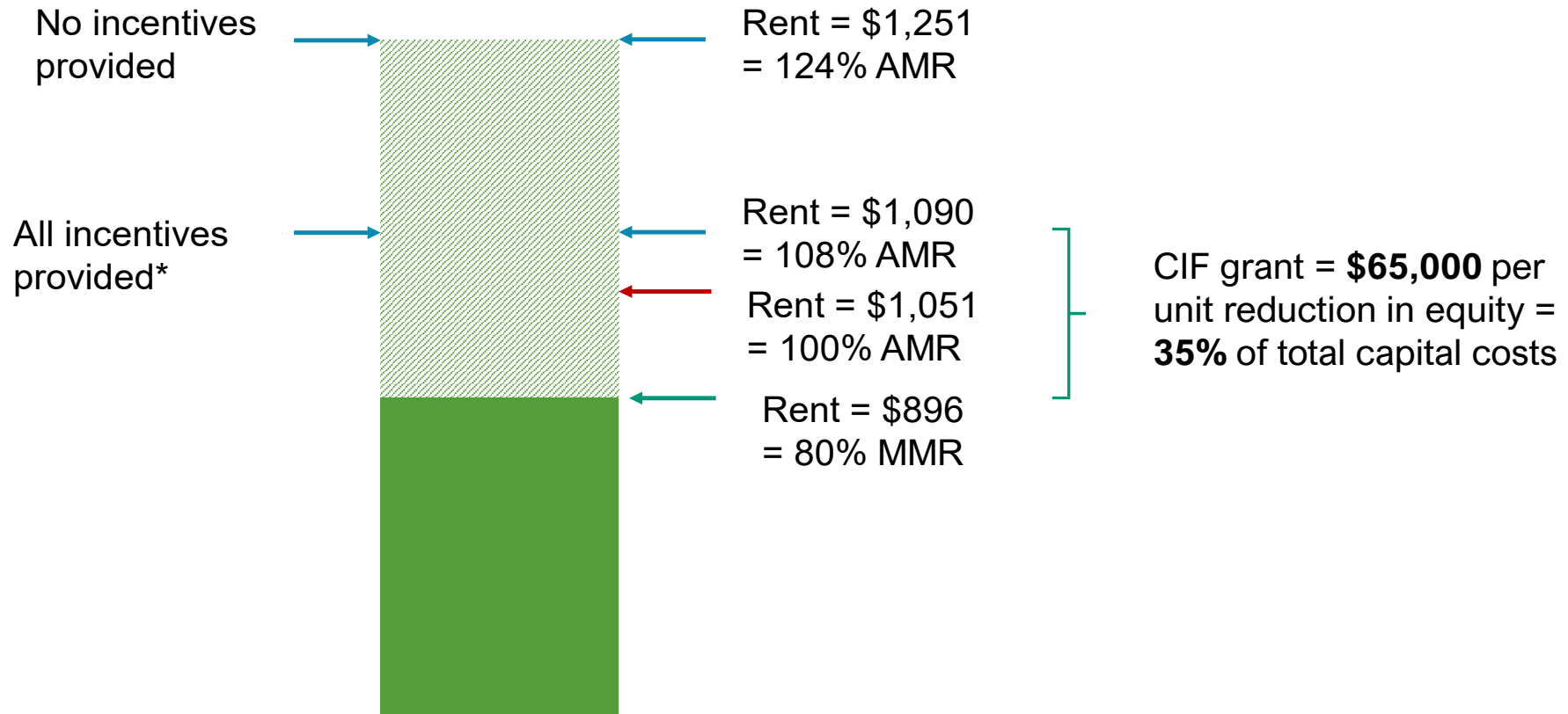
Testing the Impact of Incentives

Co-Investment Fund: Assumptions

- Rents
 - 30% of units at 80% MMR (median market rent)
 - 70% of units at 100% AMR (average market rent)
- 20% accessible units
- **Mortgage insurance premiums and application fees waived**
- **Mortgage rate of 3%**
- All municipal incentives are provided
- **CIF = 2.5% grant**

Testing the Impact of Incentives

Co-Investment Fund: Impact



Testing the Impact of Incentives

Rental Construction Financing

- Provides low-cost loans for the construction of rental housing
- 10-year term loan and a fixed interest rate
- Up to a 50-year amortization period
- Borrower does not pay CMHC mortgage loan insurance premiums
- Up to 100% loan to cost for residential space and up to 75% for non-residential space
- Interest only payments financed by the loan during construction through occupancy permit
- Principal and interest payments due after 12 months of stabilized effective gross income



Eligibility:

- Minimum 5 rental units
- Loan size of at least \$1 million
- Respond to a need for rental supply
- Have zoning in place, a site plan in process and a building permit available
- First construction draw must be within 6 months of the date of the executed loan agreement
- Meet financial viability and social outcome requirements



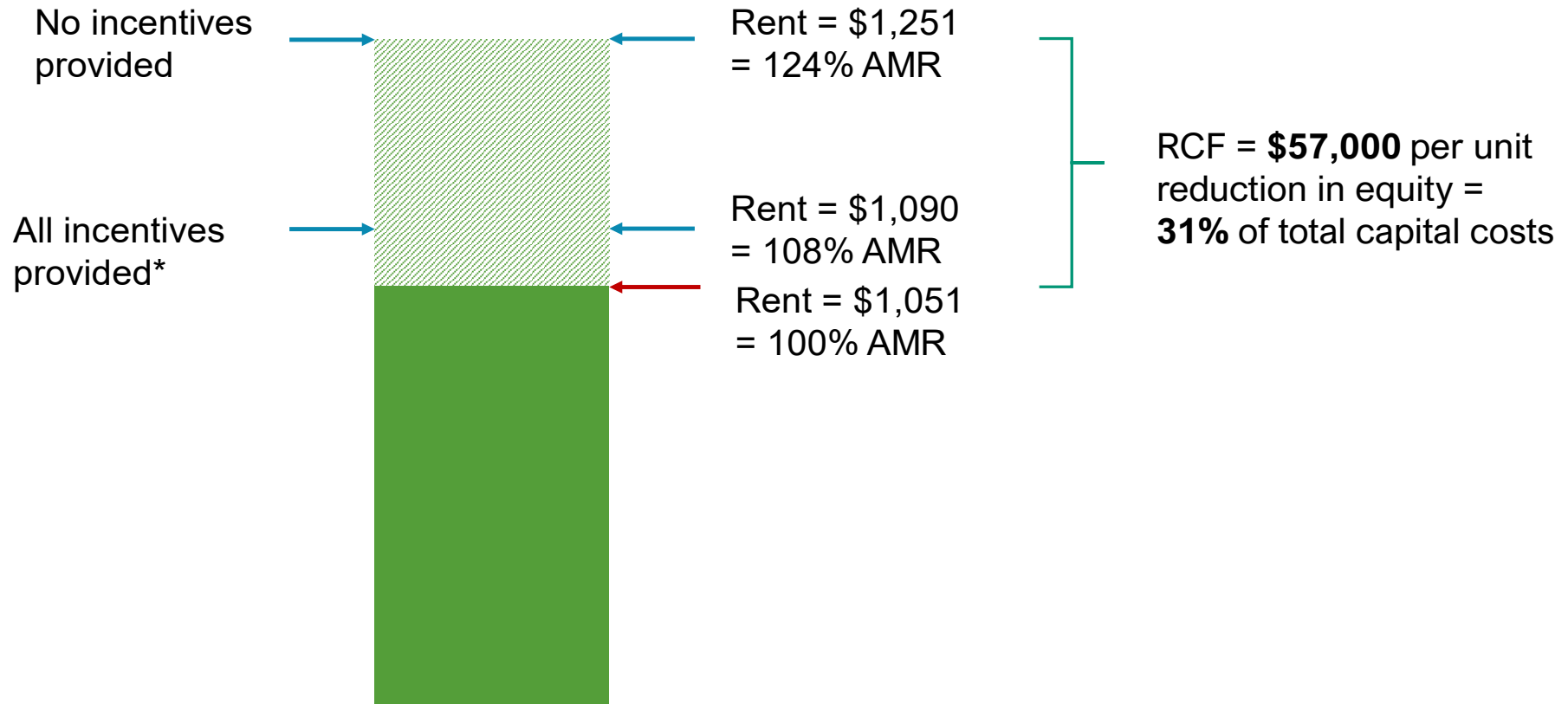
Testing the Impact of Incentives

Rental Construction Financing: Assumptions

- 100% AMR average for all units
- 10% accessible units
- **Mortgage insurance premiums waived**
- **Mortgage rate of 3.5%**
- All municipal incentives are provided

Testing the Impact of Incentives

Rental Construction Financing: Impact



Testing the Impact of Incentives: Recap

	No Municipal Incentives	All Incentives Provided	CIF Grant + All Incentives	RCF Loan + All Incentives
Average Rent for Project	\$1,251 124% AMR	\$1,090 108% AMR	\$896 (80% MMR for 30% of units) \$1,051 (100% AMR for 70% of units)	\$1,051 100% AMR

Thank you!

Questions?

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Christine Pacini
cpacini@shs-inc.ca

Town of Cobourg **Affordable Housing Strategy**

Draft Report

October 2019

Prepared by



Acknowledgement

The Northumberland County Affordable Housing Strategy was undertaken on behalf of Northumberland County.

We would like to thank Rebecca Carman, Lisa Horne, Angie Turpin, Marla Mahon, and Dwayne Campbell for their direction, input and assistance throughout the project.

We would also like to thank the Affordable Housing Strategy Working Group members: David Sheffield, Mary Beth McNulty, Theodhora Merepeza, Glenn McGlashon, Jim Peters, Meaghan Macdonald, and Ruth Estwick for their input and assistance throughout the project.

We would also like to thank municipal staff from all seven member municipalities for the information and input they provided.

Finally, we would like to thank all the key housing stakeholders and all the Northumberland residents who participated in our engagement activities and provided valuable information and insights into affordable housing in the county.

Project Team

The Northumberland County Affordable Housing Strategy was prepared by SHS Consulting. The consulting team for this project was:

Christine Pacini, Partner
Johanna Hashim, Senior Consultant
Jan van Deursen, Research Analyst
Gelila Solomon, Financial Analyst,

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1.0 Introduction

The County of Northumberland initiated the development of an Affordable Housing Strategy in May 2018. The primary goal of this project was to develop a strategy with a focus on increasing the supply of rental housing at a variety of affordability depths through a range of tools and incentives across Northumberland. The project was undertaken in two phases. The first phase involved an assessment of the housing needs and gaps along the housing continuum in Northumberland. This phase of the work also included a range of engagement activities to gain information on housing need and supply from Northumberland residents, people with lived experience, and key housing stakeholders. A total of sixteen engagement activities were undertaken as part of this work and in addition to presentations to County and member municipal councils. The second phase of the project involved a policy review of federal, provincial and County policies and strategies which form the framework for the development of housing in Northumberland. This phase also included developing recommended housing actions to address the key housing needs and gaps throughout Northumberland.

The Town of Cobourg is one of the member municipalities in Northumberland. As part of the work on the Northumberland Affordable Housing Strategy, housing needs and gaps were identified for each member municipality, including Cobourg. Member municipal housing strategies were also developed to address the specific housing needs and gaps in each member municipality. These member municipal strategies build on the recommended housing actions in the Northumberland Affordable Housing Strategy.

This report includes the key findings for Cobourg from the housing needs assessment, the results of the policy review which includes a review of the Town's Official Plan, Zoning By-law and Strategic Plan, and a recommended action plan for addressing the key housing gaps in Cobourg.

Defining Affordable Housing

The Northumberland County Official Plan (Sec. C1.5.4) as well as the Provincial Policy Statement, 2014 define affordable housing as:

In the case of ownership housing, the least expensive of:

- Housing for which the purchase price results in annual accommodation costs which do not exceed 30% of gross annual household income for low and moderate income households; or,
- Housing for which the purchase price is at least 10% below the average purchase price of a resale unit in the regional market area.

In the case of rental housing, the least expensive of:

- A unit for which the rent does not exceed 30% of gross annual household income for low and moderate households; or
- A unit for which the rent is at or below the average market rent of a unit in the regional market area.

Based on this definition, the affordable housing thresholds for Northumberland are **\$1,019** for rental housing and **\$316,190** for ownership housing. The rental threshold is the average market rent reported by CMHC and the ownership threshold is the maximum house price which households with moderate incomes can afford. These thresholds also define what affordable housing is in Cobourg as Northumberland is the regional market area.

Figure 1: Affordable Price Thresholds: Northumberland County; 2018

AFFORDABLE PRICE THRESHOLDS		
	Rental	Ownership
100 th		
90 th		
80 th		
70 th		
60 th	\$1,019	\$316,190
50 th		
40 th		
30 th		
20 th		
10 th		

housing that does not exceed 30% of household income for the lowest 60% of household income levels

2.0 Key Findings and Housing Gaps in Cobourg

Key Findings

The following is a summary of the findings from the housing needs assessment and the key housing gaps identified specifically for Cobourg. Please refer to the Northumberland Affordable Housing Strategy for a more detailed housing needs assessment for Northumberland as a whole as well as for each of the member municipalities, including Cobourg.

Housing Need and Supply

- Cobourg is growing at a higher rate compared to Northumberland as a whole (6.8% vs. 5.7%) and most of this growth is occurring in the older age groups, with seniors aged 65 to 74 years seeing the highest rate of increase (51.9%).
- The number of Cobourg households increased at an even higher rate (18.4% vs. 13.1%) suggesting that households are getting smaller. This is supported by the fact that 72.7% of all households in Cobourg are one- and two-person households compared to 68.0% in Northumberland as a whole, with two-person households making up 40.8%. In addition, Cobourg had the highest share of persons living alone (31.9%) among all member municipalities.
- Cobourg also had the highest share of senior households (42.0%) among all member municipalities and these households made up the largest share of households in the Town. In addition, the number of senior-led (65 years and older) and older adult households (55 to 64 years) saw significant increases from 2006 to 2016 while households led by the younger age groups decreased.
- Cobourg also had the highest proportions of renters (29.8% compared to 18.9% for Northumberland as a whole), lone parent households, and immigrant households among all member municipalities.
- Cobourg had a higher share of households with low incomes (33.6%) and a lower share of households with high incomes (35.6%). This may be partly due to the fact that the Town had higher shares of household types who are more likely to have lower incomes, such as persons living alone, lone parent households, and senior-led households. Cobourg also had a higher unemployment rate (8.5% vs. 7.3%) and lower participation rate (52.7% vs. 56.7%) compared to Northumberland as a whole.
- Cobourg's housing supply is much more diverse compared to Northumberland as a whole. More than half of all dwellings (58.6%) were single detached, apartments with less than five

storeys made up almost a fifth (18.6%), row houses made up 11.7%, and semi-detached dwellings and apartments with more than five storeys each made up just under 5% (4.7% and 4.2% respectively). In addition, while single detached homes still made up the largest share of building permits in early 2018 (46.2%), this proportion has been decreasing in the last five years while the share of other dwelling types have been increasing.

- Cobourg also has a number of affordable housing options, including 285 RGI units (making up 39.5% of the total RGI supply), 23 rent supplement units, and 16 IAH units (making up 42.1% of the IAH supply). The Town also has 75% of the supply of supportive housing units (239 units) as well as the only emergency shelter in Northumberland. Despite this supply, the wait for these subsidized units is up to nine years.
- A greater share of Cobourg households are facing housing affordability issues (26.4% vs. 22.2%) and severe housing affordability issues (10.5% vs. 8.7%) compared to Northumberland as a whole. In addition, a much larger proportion of Cobourg households are in core housing need (15.6% vs. 11.9%).
- There are certain household types who are more likely to be facing housing affordability issues in Cobourg, including lone parent households, persons living alone, Indigenous households, households with a member with a disability, and renters.
- The average assessed value of a single detached dwelling in Cobourg is \$298,306 and the total average value for all dwelling types is \$255,644. This is higher than the total average for Northumberland as a whole. A household would have to be earning an income in the 5th income decile to afford the average assessed value for all dwellings or have an income in the 6th income decile to afford the average assessed value for a single detached dwelling in Cobourg. The average market rent for purpose-built rental units was \$1,020 in 2017, which is affordable to renters in the 6th renter income decile.

Housing Gaps

There is a need to increase the affordable rental housing options in Cobourg.

Despite the larger supply of subsidized housing options, Cobourg has a greater share of households in core need and households who are facing housing affordability issues compared to Northumberland as a whole. In addition, the wait for these subsidized units is up to nine years. This suggests a need for more affordable rental options in the Town. The focus should be on smaller units appropriate for one- and two-person households but family-sized units should also be provided.

There is a need for housing and support service options to facilitate aging in place.

Cobourg has a much more diverse housing supply compared to Northumberland as a whole. In addition, many seniors housing options and support services are located in the Town, which provides seniors with easier access. However, Cobourg also has the highest share of senior-led households and saw significant rates of increase in households led by older adults aged 55 years and older. This suggests that the Town will continue to age at a much faster rate and residents will require options to allow them to age in their community. As such, there is a need for accessible housing, supportive housing, and increased support services.

Summary of Housing Need

The following figure shows a summary of the housing need in Cobourg. This figure also shows where the average market rent (AMR) and average house price fall along the continuum (red lines). As this demonstrates, most households with low incomes would not be able to afford the average market rent and only households with high incomes would be able to afford the average house price.

	Low Income Households		Moderate Income Households	High Income Households
Household Income	\$48,519 or less		\$48,520 - \$88,087	\$88,088+
Housing Supply Available	Market Rental	Affordable Ownership	Market Ownership	
Number of Households	2,905 households		2,670 households	3,075 households
What they can Afford	rent = \$1,213 house price = \$174,160		rent = \$2,202 house price = \$316,190	rent = \$2,203+ price = \$316,191+
Who is in Need	1,800+ households (63.2%)		370+ households (13.9%)	65 households (2.1%)
Spending 30%+	870+ households (29.4%)		30+ households (1.1%)	
Spending 50%+	couples with children, singles, 2+ non-family households, youth, persons with mental health issues		lone parents, couples with children, singles, multiple family households, persons with cognitive disabilities	immigrants, multi-family, persons with cognitive disabilities
Household Types				
What Housing is Required	affordable rental, smaller units, family-sized units, housing with supports		smaller units, family-sized rental units, accessible units, housing with supports	family-sized units, housing with supports

AMR = \$1,019

Average House Price
= \$447,992

3.0 Cobourg Housing Strategy

This section presents the recommended actions to address the identified housing needs and gaps in Cobourg.

Role of the Municipality

While the County, as the Service Manager, is primarily responsible for the provision of subsidized housing in Northumberland, The Town plays a significant role in the provision of housing. The Town is responsible for the planning and regulatory tools, such as determining land use, zoning of land, and processing planning applications, which impact the development of housing. The Town also has the authority to implement the provision of financial incentives to encourage the development of affordable housing and rental housing. In addition, the Town contributes to the County's overall budget for housing.

Action Plan

The following recommended actions will help the Town, Northumberland County, and their housing partners to address the housing gaps in Cobourg as well as the overall housing needs and gaps in Northumberland. These housing actions are focused on encouraging a more diverse housing supply including options for smaller households, options which are affordable to households with low and moderate incomes, and rental housing options.

These recommended actions build on the findings from the review of federal, provincial, County, and member municipal policies and strategies undertaken as part of this study. This review included reviewing the Town's Official Plan, Zoning By-law and Strategic Plan. Observations from this policy review have been incorporated in the recommended actions below. The recommended actions are also based on the results of the engagement sessions conducted as part of the work on the Northumberland Affordable Housing Strategy. Furthermore, these recommended actions include actions which have also been recommended in the County's Affordable Housing Strategy as the successful implementation of these actions require the Town and County working in partnership together.

Please refer to the appendix for the detailed policy review.

Timeframes for implementation have been recommended for each action. These are as follows.

- Short Term – These actions should be implemented starting in 2019 and may continue to 2021.
- Medium Term – These actions should be implemented starting in 2022 and may continue to 2024.
- Ongoing – These actions will be implemented throughout the life of this housing strategy.

While the Town should take the lead in implementing many of these recommended actions, there is an opportunity to work with the County and other member municipalities on some of the recommended actions to ensure a common approach throughout Northumberland.

It should also be noted that some of these actions are based on the provincial Housing Supply Action Plan and the More Homes, More Choice Act, 2019. As such, these should be implemented in accordance with provincial legislation and regulations. These actions are identified with an asterisk (*).

Actions	Timelines	Resources
Official Plan and Zoning Bylaw Policies and Regulations		
1. Update the Town's Official Plan to reflect any updated housing targets in the County Official Plan.	Short term	Staff time ¹
2. Work with the County to develop an affordable housing target specifically for Cobourg and update the Official Plan to include this target.	Short term	Staff time
3. Consider adding a policy in the Official Plan which states that decisions regarding surplus Town-owned land or buildings will prioritize affordable housing, including selling or leasing these lands and/or buildings at below market value.	Short term	Staff time
4. Consider adding a policy in the Official Plan which encourages and supports the development of a range of supportive housing options in appropriate areas throughout the Town.	Short term	Staff time
5. Building on the Town's Official Plan policy (Sec. 3.2.5.vii), work with the County to develop inclusionary zoning policies in the Official Plan and an inclusionary zoning by-law for appropriate areas in the Town in accordance with provincial legislation*.	Short - Medium term	Staff time

¹ Please note that staff time may include the need to hire additional staff and/or hire external consultants which would impact the municipality's operational budget.

Actions	Timelines	Resources
6. Encourage all new multi-residential developments to include a mix of smaller units and units which are appropriate for families.	Ongoing	Staff time
<p>7. Work with the County and other member municipalities to develop a common definition of shared housing and update the Official Plan and Zoning By-law to include this definition and to replace the definitions of other shared housing forms such as group homes and rooming and boarding houses.</p> <p>Shared housing is a form of housing where individuals share accommodation either for economic, support, long-term care, security, or lifestyle reasons. In some cases, shared housing has no support services attached, such as seniors or other unrelated individuals sharing a home for economic reasons. In other cases, shared housing may have various levels of support and services for persons with unique needs such as assistance with daily living, housekeeping, supervision and nursing care. Forms of shared housing include small scale dwellings with no more than 10 people or large scale with more than 10 people. Other types include 24-hour supervision and/or 24-hour nursing care². Removing reference to group homes and rooming and boarding houses and replacing it with shared housing will help remove the stigma associated with these housing forms.</p>	Short term	Staff time
8. Revise the Zoning By-law to enable shared housing as of right in all areas in Cobourg where dwellings are permitted, including residential and institutional zones where group homes, rooming and boarding houses, housing for seniors and housing for persons with disabilities are currently permitted as well as other appropriate areas.	Short term	Staff time
9. As part of the current Zoning By-law review, remove the minimum separation distance requirements between a new and existing shared housing/group home.	Short term	Staff time
10. As part of the current Zoning By-law review, update the Zoning By-law to permit additional residential units in all areas where single detached, semi-detached and duplex dwellings are permitted.	Short term	Staff time

² Please see Chapter 4 and Chapter 11 of Markham's Official Plan for a sample definition:
<https://www.markham.ca/wps/portal/home/business/planning/official-plan/01-official-plan>

Actions	Timelines	Resources
A maximum of three residential units should be permitted for each lot, which would include the principal dwelling, an additional unit within the principal dwelling and a residential unit in a building or structure which is ancillary to the principal dwelling in accordance with provincial legislation*.		
11. As part of the current Zoning By-law review, revise the By-law if necessary to ensure minimum dwelling sizes and amenity space do not exceed the requirements of the Ontario Building Code.	Short term	Staff time
12. Building on the Town's Official Plan policies, reexamine the Zoning By-law and revise if necessary to ensure a mix of lot sizes and dwelling types are permitted in residential areas throughout the Town.	Short term	Staff time
13. As part of the current Zoning By-law review, revise the By-law if necessary to ensure height restrictions, minimum lot requirements, and minimum setbacks are not acting as barriers to the development of a more diverse housing supply throughout the Town, including smaller units.	Short term	Staff time
14. Consider revising the Zoning By-law to include alternative parking requirements for affordable housing, market-rate rental housing, supportive housing, and additional residential units particularly in areas served by public transit and other appropriate areas of the Town. These alternative parking requirements may include reduced requirements such as those in the Town's Downtown Area, i.e. only 50% of the parking requirements in other areas as of right for these dwelling types.	Short term	Staff time
15. Work with the County and other member municipalities to develop policies, regulations and/or a licensing process related to short-term (i.e. less than six months) rental housing to protect the long-term rental housing supply. Regulations may include limits on the number of times a property can be used for short-term rental.	Short term	Staff time
16. Evaluate the need to develop and implement a rental conversion and demolition policy and/or regulations to protect existing purpose-built rental units.	Short term	Staff time

Actions	Timelines	Resources
Program and Funding		
17. Consider implementing an interim approach to respond to applications related to purpose-built market-rate and affordable rental housing projects until the Northumberland Affordable and Rental Housing Pilot Program is in place. Consider providing incentives similar to those which will be offered through the Pilot Program.	Foundational	Staff time and Funding
18. Work with the County and other member municipalities to develop a common application process for affordable and rental housing developments under the Northumberland Affordable and Rental Housing Pilot Program.	Short term	Staff time
19. Consider expanding the current Community Improvement Plan (CIP) to allow for the provision of incentives to encourage the development of affordable and rental housing as part of the Northumberland Affordable and Rental Housing Pilot Program.	Short term	Staff time
20. Building on Official Plan policies, consider providing forgivable loans, deferrals or a grant in lieu for all or a part of building permit and planning fees and development charges for affordable and rental housing developments as part of the Northumberland Affordable and Rental Housing Pilot Program. The extent of the financial incentive provided should be tied to the Northumberland Program and provided on a sliding scale based on the level of affordability and/or the number of rental units included in the development.	Short term	Funding and Staff time
21. Building on the Town's CIP, consider the feasibility of providing property tax exemptions, property tax grants, or tax increment equivalent grants (TIEGs) for affordable housing projects as part of the Northumberland Affordable and Rental Housing Pilot Program.	Short term	Funding and Staff time
22. Consider the feasibility of providing a forgivable loan, deferral or grant in lieu for the building permit fee for the addition of an additional residential unit in any new or existing single, semi or duplex dwelling if the additional residential unit is rented out for a minimum of 20 years.	Short – Medium term	Funding and Staff time
23. Consider the feasibility of providing a forgivable loan, deferral,	Short –	Funding and

Actions	Timelines	Resources
or grant in lieu for the building permit fee for any new dwellings which exceed the accessibility and visitability requirements of the Ontario Building Code.	Medium term	Staff time
24. Consider the feasibility of providing a forgivable loan, deferral or grant in lieu for the building permit fee for any new affordable dwellings which exceed the sustainability and energy efficiency requirements of the Ontario Building Code.	Short – Medium term	Funding and Staff time
25. Building on Official Plan policies, examine how the development approval process can be streamlined to fast track applications for affordable and market rate rental housing*. Municipalities may want to consider developing a checklist of all information required to ensure complete applications right from the onset.	Short term	Staff time
Education and Awareness		
26. Work with the YIMBY Team on education initiatives related to the need for a diverse housing supply, including affordable housing and supportive housing, throughout all areas of the Town.	Ongoing	Staff time
27. Work with local developers to educate them on the need and market demand for dwelling types other than single and semi-detached homes. Municipalities may want to work with the County to host a housing forum with developers.	Ongoing	Staff time
Collaborations, Partnerships and Advocacy		
28. Work with the County and the private and non-profit sectors to explore opportunities to include affordable housing or rental housing units in the development or redevelopment of community facilities such as community centres, libraries, and day care centres.	Ongoing	Staff time and possible Funding

4.0 Conclusion

The Town is an important partner in addressing the housing gaps for all current and future residents of Northumberland County. As such, the Affordable Housing Strategy for the Town of Cobourg includes policy, process and financial recommendations to help address the identified housing gaps in Northumberland in general and in Cobourg in particular. These recommendations are based on, and support, the recommendations included in the Northumberland Affordable Housing Strategy.

While timelines have been identified for the implementation of the recommended actions, it is important to continuously monitor the housing context in the Town to ensure that the actions are still appropriate for the current context.

5.0 **Appendix A: Recommended Northumberland Affordable and Rental Housing Pilot Program**

The financial analysis shows that providing financial incentives have a significant impact on lowering rent levels while maintaining the financial viability of affordable rental projects, particularly if all recommended incentives are provided in combination with capital grants. As such, it is recommended that the County and member municipalities implement an Affordable and Rental Housing Program to help address the need for housing units which are affordable to households with low incomes as well as market rental units.

As a first step, it is recommended that a three-year pilot program be implemented to encourage and support the development of affordable housing and market rate rental housing throughout Northumberland. A three-year time frame would provide the County and member municipalities the opportunity to evaluate the effectiveness of the program and address any challenges. A pilot program would also provide the County and member municipalities the opportunity to examine the impact of the program and potential for including additional incentives to a permanent program. This recommended program builds on the actions under Goal 1 and the elements of this program are the result of an environmental scan of approaches used in other jurisdictions, the financial analysis of the impact of incentives, and the evaluation of potential ideas for actions undertaken with Councillors, senior municipal and County staff, and the Working Group.

Recommended Program Elements of the Northumberland Affordable and Rental Housing Pilot Program

It is recommended that the Northumberland Affordable and Rental Housing Pilot Program include the following elements.

- Northumberland Municipal Housing Facilities By-law
- Community Improvement Plans
- Providing forgivable loans for development charges
- Providing forgivable loans for building permit and planning application fees
- Tax Increment Equivalent Grants (TIEG) for property taxes for up to ten years

- Property tax exemption for twenty years
- Capital grants for affordable rental projects
- Creating an annual monitoring and reporting process to track the effectiveness of the program

Northumberland County By-law to Provide for Municipal Housing Facilities (By-law 2017-17)

The County, as the Service Manager, is authorized to operate and manage housing as well as to establish, fund and administer programs for the provision of housing in its service area. As such, County Council enacted a Municipal Housing Facilities By-law which allows the County to enter into an agreement with housing providers to provide affordable housing for households with low and moderate incomes in exchange for providing funding or property. As such, it is recommended that the County use this By-law to provide incentives for affordable housing as part of this recommended Affordable and Rental Housing Pilot Program. These incentives would include the recommended capital grants for affordable rental projects as well as forgivable loans for County development charges if the County decides to implement these.

Community Improvement Plans

It is recommended that the County work with member municipalities to develop and implement community improvement plans (CIPs) to provide incentives for affordable and rental housing. These CIPs can build on existing ones, such as those in Cobourg, Port Hope and Trent Hills, or identify new areas and implement new CIPs specifically for affordable and rental housing. It is recommended that, for the purpose of the pilot program, the County and member municipalities build on the existing CIPs as well as using the County's Municipal Housing Facilities By-law to be able to implement the recommended Affordable and Rental Housing Pilot Program as soon as possible.

It is also recommended that a common application and evaluation process for the Northumberland Affordable and Rental Housing Pilot Program be implemented in all participating member municipalities.

Development Charges

Member municipal development charges account for about 5% of the total cost of constructing a rental unit in an urban member municipality and about 2% in a rural member municipality. As such, as part of the pilot program, it is recommended that the County and member municipalities provide forgivable loans for development charges for affordable housing or market rate rental housing projects within all Affordable Housing CIP areas in Northumberland.

The forgivable loan should cover the member municipal portion of the development charges as well as any development charges the County decides to implement.

Building Permit and Planning Application Fees

The financial analysis showed that providing incentives for planning and building permit fees and charges lower the rents by about 1% for both scenarios. As part of the Northumberland Affordable and Rental Housing Pilot Program, it is recommended that forgivable loans be provided to cover applicable building permit and planning application fees and charges related to an affordable housing or market rental housing project within all Affordable Housing CIP areas in Northumberland. The forgivable loan should cover both the County and member municipal fees and charges.

Building and Planning Fees and Development Charges: Kawartha Lakes, Ontario

The Kawartha Lakes Haliburton Housing Corporation built 29 new townhouse units and an additional 16-units as part of a regeneration project. These new units are a result of contributions from the City, including waiving of development charges, building permit fees, site plan application fees, security requirements for site plan, parkland levy, and service connection fees. The City also reduced property taxes for forty years.

Property Tax Exemption

The financial analysis showed that a property tax exemption has the most significant impact on decreasing equity requirements and achieving more affordable rent levels. Property tax exemptions result in approximately 10% reduction in the rent levels of a rental project. As such, as part of the recommended pilot program, the County and member municipalities should consider exempting new affordable rental units from property taxes for up to twenty years for all eligible rental projects.

Tax Increment Equivalent Grants

A Tax Increment Equivalent Grant (TIEG) is financial assistance equal to all or a portion of the municipal property tax increase (increment) following the completion of a project which has resulted in an increase in the assessed value of a property. A TIEG can be considered in connection with section 28 of the Planning Act which allows municipalities to provide grants or loans within a designated community improvement area. TIEGs typically offset eligible costs and are provided for a specified time period, such as ten years.

TIEG for Property Taxes

As an alternative to the 20 year property tax exemption noted above, the County and member municipalities could consider providing a grant for up to 100% of the portion of the property tax increase (increment) following the completion of a newly constructed or renovated affordable rental project within one of the Affordable Housing CIP areas in Northumberland which has resulted in an increase in the assessed value of the property. The grant should be provided for ten years beginning with a grant for 100% of the tax increment in year one and reduced by 10% per year to full taxes paid after ten years. The impact of this incentive will be less than the full exemption noted above. While this incentive may be helpful for the creation of rental housing, it will be less impactful for the creation of affordable rental housing tied to a 20 year affordability period as contemplated by the proposed program. It is unlikely that the mortgage principal will be paid down sufficiently in the 10 years of the TIEG period for the owner to be able refinancing the loan to make up the difference in the loss of the property exemption. As a result, rents may need to be increased for a financially viable project beyond year 10 and possibly as early as year 6 of the TIEG.

Tax Increment Equivalent Grants and Property Tax Exemptions: City of Peterborough, Ontario

Peterborough offers financial incentives within the City's Affordable Housing Community Improvement Project Area for affordable rental housing projects. Non-profit organizations who intend to build affordable ownership housing may also be considered for some or all of the programs on a case by case basis. In addition to waiving planning application fees, parkland dedication fees, and cash-in-lieu of parking fees, and development charges for affordable housing projects, the City offers an annual grant to property owners to reimburse a portion of the municipal property tax increase resulting from increased assessment. The tax increment grant program is implemented over a period of 9 years. For the first 5 years, the grant is equivalent to 100% of the municipal tax increase with the property owner gradually paying the full amount of taxes from years 6 to 9.

Affordable housing projects located in the City's Central Area may also qualify for additional funding under the Central Area CIP incentives programs. This includes full or partial property tax exemptions for up to 10 years for affordable housing projects that provide rents at or less than 90% of average market rents (in addition to the TIEG offered under the CIP).

Source: <http://www.peterborough.ca/Assets/City+Assets/Housing/Affordable+Housing+CIP+Brochure.pdf>

Capital Grants

While providing financial incentives for development charges, planning and building permit fees and charges, and property taxes have a significant impact on lowering rents, these are not enough to bring rent levels to 100% AMR. As such, it is recommended that the County provide

capital grants to affordable rental housing projects to ensure rents are at 100% AMR at a minimum. These grants may be in the form of a forgivable loan or grant for land and/or construction costs (e.g. hard costs and/or soft costs, such as the costs of required studies) and can be provided through the County's Municipal Housing Facilities By-law.

Monitoring and Reporting Process

As part of the recommended pilot program, it is recommended that the County work with member municipalities to implement an annual monitoring and reporting process to monitor the applications for incentives under the program as well as progress toward the targets. Monitoring and reporting will also allow the County and member municipalities to fine-tune the program as necessary.

It is recommended that the following indicators be monitored and reported on an annual basis while the Pilot Northumberland Affordable and Rental Housing Program is being implemented.

- Number, type (i.e. dwelling type) and location of applications
- Number of affordable units created
- Type and size of affordable units created
- Number, type, unit size, and location of market rental units created

The County may want to take the lead in the monitoring and reporting process to ensure a standardized approach. In addition, it is recommended that the County take the lead in updating the affordable rental and ownership thresholds on an annual basis using the annual growth rate of the Ontario consumer price index (CPI – all items) as reported by Statistics Canada. It should be noted that these activities would likely need additional staff resources.

Recommended Implementation Plan for the Northumberland Affordable and Rental Housing Pilot Program

It is recommended that the County administer the Pilot Program through a Request for Proposal (RFP) process. This will ensure a consistent process throughout Northumberland. Applicants should be given a minimum of three months to respond to the RFP and the review and approval process should be limited to no more than three months from the closing date of the Call for Proposals. Application requirements may include the following.

- Details of the proposed project
- Development qualifications of the proponent

- Management qualifications
- Corporate financial viability
- Project design and consistency with the County's and member municipality's planning principles
- How the project meets the local affordable and rental housing needs of the member municipality, particularly the affordable housing targets identified for each member municipality and/or for Northumberland as a whole.
- Development schedule
- Capital and operating financial plans
- Community consultation and communications outreach plan.

Recommended Criteria for the Northumberland Affordable and Rental Housing Pilot Program

It is recommended that the pilot program be implemented as a points-based program where points will be assigned for each of the eligibility criterion met by the applicants. The extent of the incentives provided by the County and member municipalities will be dependent on the points obtained by the applicant.

Affordable Rental Housing

The following are the recommended criteria for the pilot program for affordable rental housing.

Types of Eligible Projects

- New rental housing construction
- Acquisition and/or rehabilitation of existing residential buildings to increase or prevent the loss of affordable housing stock
- Conversion of non-residential buildings or units to purpose-built affordable residential rental buildings or units
- Addition of new affordable buildings or units to existing residential and non-residential buildings
- Social housing redevelopment which involves building new affordable units on existing social housing sites
- Secondary suites or accessory dwelling units which are being rented out

Location

The proposed project should be located within a designated Affordable Housing CIP area or in a location which meets the requirements set out in the County's Municipal Housing Facilities By-law or as highlighted in the housing needs assessment.

Minimum Affordable Housing Requirement

The affordable rental housing units should make up at least 20% of the total residential units of the development. As part of the points-based evaluation, the County and member municipalities should consider assigning a large proportion of points to this criteria, with higher points for projects with a larger share of affordable units.

Level of Affordability

Rents for the affordable units should be no more than the affordable rental threshold. As part of the points-based evaluation, it is also recommended that the County and member municipalities consider assigning the highest proportion of points to this criteria, with higher points for projects which achieve rent levels which are lower than the affordable rental threshold.

Length of Affordability

Affordability must be maintained for a minimum of 20 years.

Funding from Other Programs

While it is recommended that the pilot program be implemented independent of any other funding programs, the County and member municipalities may consider assigning additional points to projects which are also receiving capital funding from the County or other levels of government through programs such as the Investment in Affordable Housing (IAH) or the Co-Investment Fund. It should be noted, however, that a project which is receiving funding from other programs does not necessarily mean it will receive funding from this Northumberland Affordable and Rental Housing Pilot Program.

Local Housing Needs

Key findings and housing gaps have been identified for each member municipality. In addition, housing targets which are affordable for households with low and moderate incomes have been identified for Northumberland as a whole as well as for each member municipality. As such, the proposed project should also be evaluated based on how it meets the identified housing gaps and targets in the member municipality where it is to be located.

Selection of Residents

Residents of the affordable housing units should be selected through the County's centralized waiting list for subsidized housing.

As part of the contribution agreement with the County, organizations who are approved for the pilot program should be required to prepare regular reports such as occupancy reports.

Market Rental Housing

While the focus of this recommended program should be on increasing the supply of rental housing which is affordable to households with low incomes, it is also recommended that some incentives be provided to support increasing the supply of market-rate rental housing throughout Northumberland. As part of this program, the County and member municipalities should consider providing forgivable loans for development charges and building and planning application fees to project proponents of purpose-built market rental housing units. In addition, it is recommended that the member municipalities consider providing a tax increment equivalent grant for the increase in property taxes (if any) resulting from the construction or rehabilitation of market rental housing units for a period of ten years.

Types of Eligible Projects

- New rental housing construction
- Acquisition and/or rehabilitation of existing residential buildings to increase or prevent the loss of rental housing units
- Conversion of non-residential buildings or units to purpose-built residential rental buildings or units
- Addition of new rental housing units to existing residential and non-residential buildings
- Secondary suites or accessory dwelling units which are being rented out

Location

The proposed project should be located within a designed CIP area or in a location which meets the requirements set out in the County's Municipal Housing Facilities By-law or as highlighted in the housing needs assessment.

6.0 **Appendix B: Recommended Affordable Housing Targets**

Introduction

The Provincial Policy Statement requires municipalities to set minimum targets for housing which is affordable to households with low and moderate incomes. In addition, the Provincial Growth Plan requires that targets be set for affordable rental and ownership units as part of a housing strategy. The Housing Services Act also requires that a municipality's housing and homelessness plan include targets relating to housing need.

The County's Official Plan identifies a target of 25% of all new units be affordable housing units. This target has been broken down to reflect the current and emerging need identified as part of the housing needs assessment. These proposed targets are focused on addressing the housing need associated with future growth while also taking into account the current need.

Housing Targets for Northumberland

This section identifies recommended housing targets for rental housing which is affordable to households with low and moderate incomes, ownership housing which is affordable to households with moderate incomes, and supportive housing for Northumberland as a whole.

Household and housing projections developed for Northumberland³ forecast an increase of 5,451 households from 2016 to 2031. As such, it has been assumed that 360 housing units will be added each year for the lifetime of the Affordable Housing Strategy, i.e. from 2019 – 2029. The Statistics Canada Census shows that the number of households in Northumberland increased by 414 households per year from 2006 to 2016. Therefore, an estimate of 360 new housing units per year is a reasonable estimate.

Affordable Rental Housing Target

All households who were facing housing affordability issues (i.e. spending 30% or more of their household income on housing costs) made up 22% of all households in Northumberland in 2016. Households with low and moderate incomes who were facing housing affordability issues made up 21% of all households in Northumberland in 2016.

³ Watson and Associates (2014). Northumberland Housing Forecast by Area Municipality, 2011-2041

As such, it is recommended that 18% of all new units built each year be rental housing which is affordable to households with low incomes (i.e. in the 1st to 3rd income deciles). In 2018, this would mean monthly rents of \$1,213 or less. In addition, 80% of these units should be affordable to households with incomes in the 1st and 2nd income deciles, which include households receiving Ontario Works benefits. These units should have rents at \$931 or less per month. While this target is lower than the current and emerging need, meeting this target will address the most urgent need with the resources which are currently available. There is also the recognition that this target should be increased to at least 20% as additional resources become available.

A target has also been developed for rental housing which is affordable for households with moderate incomes (i.e. incomes in the 4th – 6th income deciles). It is recommended that 5% of all new units built should have monthly rents of \$2,202 or less.

The target for rental housing for households with moderate incomes is based on the fact that an estimated 1,700 households with moderate incomes were facing housing affordability issues in 2016. Of these households, 85% were owners, which suggests that many of these households might be better served by having rental housing options instead of buying homes which they could not afford. In addition, the proportion of rental dwellings in Northumberland has been steadily declining in the past twenty years whereas the need for rental housing has actually been increasing. Setting this target not only assists households with moderate incomes who are facing housing affordability issues, it also increases the diversity of the housing supply in Northumberland by increasing the supply of purpose-built rental housing, which was identified in the needs assessment as one of the key housing gaps. Similar to the target for affordable rental housing for households with low incomes, this target for affordable rental housing for households with moderate incomes does not directly reflect the current and emerging need identified in the housing needs assessment. However, meeting this target will address the most urgent need in terms of increasing the supply of purpose-built rental housing in Northumberland. As more resources become available, it is recommended that this target be increased to 10% of all new dwelling units built.

Affordable Ownership Housing Target

It is recommended that 2% of all new housing units built each year be ownership housing units which are affordable to households with moderate incomes. This would mean a house price of \$316,190 or less. As previously noted, the majority of households with moderate incomes who were facing housing affordability issues were owners. While many of these household could be better served by rental housing, some of these households may still prefer home ownership. This target should be increased to 5% as additional resources become available.

Supportive Housing Target

It is recommended that 25% of all affordable housing units (i.e. units which are affordable to households with low and moderate incomes) be supportive housing units. This is based on the fact that an average of 9% of all households in Northumberland have some form of long term activity limitation (i.e. physical disabilities, cognitive disabilities, psychological disabilities, and/or mental health issues).

It is also recommended that 15% of all new affordable housing units built should be accessible units. This is based on the need for accessible housing as demonstrated by the proportion of households with a member with a physical activity limitation (14% in 2016), the fact that 80% of respondents to the 2018 Registry Week survey required permanent accessible housing, and the requirement of the Ontario Building Code that 15% of multi-residential units should include basic accessibility features.

When combined, these affordable housing targets would equate to **90 affordable housing units** added each year. These units can be in the form of new units built or rent supplements and housing allowances provided to eligible households. It is anticipated that implementing the recommended Northumberland Affordable and Rental Housing Program outlined in the following section will assist in meeting these targets.

Table 1: Recommended Affordable Housing Targets: Northumberland

New units built each year		360
Rental housing for 1st - 3rd	18%	65
Rental housing for 1st - 2nd	80%	52
Rental housing for 4th - 6th	5%	18
Total Rental Units	23%	83
Ownership housing for 4th - 6th	2%	7
Total Affordable Units	25%	90
Supportive housing	25%	23
Accessible housing	15%	14

Housing Targets for Member Municipalities

As discussed above, it is recommended that 90 affordable housing units be added each year. These units should be provided throughout Northumberland to ensure that all member municipalities continue to develop as complete, healthy and inclusive communities. As such, a recommended breakdown by member municipality is provided based on household projections to 2031. The share of affordable housing targets is based on each municipality's anticipated

share of new households. For the more rural municipalities (Alnwick/Haldimand, Brighton, Cramahe, and Hamilton, it is recommended that these be met in the form of secondary suites or rental units above stores. It should be noted that most of these units should be accessible and/or supportive units. For Cobourg, Port Hope and Trent Hills, it is recommended that the majority of these units (at least 70%) be affordable to households with low incomes. It is further recommended that the County work with each member municipality to identify a breakdown of these targets which is appropriate to the local context.

Table 2: Recommended Affordable Housing Targets for Member Municipalities

New Affordable Units built each year		90
Member Municipalities	Affordable Units	
Alnwick/Haldimand	3%	3
Brighton	4%	4
Cobourg	42%	38
Cramahe	3%	3
Hamilton	3%	3
Port Hope	35%	32
Trent Hills	10%	9

Monitoring the Targets

Indicators have been identified in the previous section to assist in monitoring progress on the recommended housing actions. Additional indicators have been identified to monitor the success of the recommended Affordable and Rental Housing Pilot Program. These same indicators will assist in monitoring progress on these affordable housing targets.

7.0 **Appendix C: Housing Policy Framework**

Housing in Canada operates within a framework of legislation, policies and programs. The development of housing in the Town of Cobourg is also governed by the policies and strategies of Northumberland County, as the upper tier municipality.

County Policy Framework

Northumberland County Official Plan

The Northumberland County Official Plan was approved by the Ontario Municipal Board on November 23, 2016. The primary purpose of the County Official Plan is to provide the basis for managing growth and change within Northumberland.

The County Official Plan includes guiding principles which are intended to form the basis for making land use planning decisions in the future. There are 12 guiding principles identified and these include principles related to directing most forms of development to urban areas and ensuring that housing is available to all ages, abilities, incomes and household sizes.

The County Official Plan also sets out population, employment and housing forecasts and states that a minimum of 80% of growth is expected to occur in the six urban areas of the County. These urban areas are: Brighton, Campbellford, Cobourg, Colborne, Hastings, and Port Hope. The County Official Plan also identifies housing forecasts by member municipality for 2034. According to these forecasts, 46.9% of new units are expected to be low density and 19.7% are expected to be high density. Among the member municipalities, Cobourg is expected to see the largest share of new housing units, at 37.8% of the total number of units by 2034 while Port Hope will see the second highest share at 29.7%.

The County Official Plan also identifies minimum intensification targets for the six urban areas. The County Official Plan also notes that a minimum of 40.0% of all residential development will be built within the built boundary of the urban areas in accordance with the minimum intensification target for each area.

Section C1.1 of the County Official Plan identifies the policies related to complete communities and states that the County encourages each of the six urban areas to become complete communities. The policies related to complete communities refer to having a the majority of residents employed in the community where they live; a range of housing types for all levels of

income and ages; a range of community and social services to assist the majority of those in need in the community; and a population level and density that supports the provision of public transit.

Section C1.2.1 identifies the land use objectives for residential areas in the designated urban areas. These objectives include the following.

- Encouraging the provision of a range of housing types to accommodate persons with diverse social and economic backgrounds, needs and desires while promoting the maintenance and improvement of existing housing;
- Promoting the efficient use of existing and planned infrastructure and public service facilities by supporting opportunities for various forms of residential intensification;
- Encouraging increases in density in new development areas to maximize the use of infrastructure and minimize the amount for land required for new development;
- Promote a variety of complementary and compatible land uses in residential areas including special needs housing.

The objectives for rural settlement areas (C1.3) also include encouraging the provision of a range of housing types to accommodate persons with diverse social and economic backgrounds and needs provided appropriate servicing is available.

Section C1.5 outlines the County Official Plan's policies for housing. The goals include encouraging a range of housing types and densities, permitting the development of secondary suites, seniors housing, and housing for special needs groups. One of the goals is related to assisting in the achievement of residential intensification and affordable housing.

Section C1.5.2 identifies the general policies related to housing, including the following.

- Residential intensification and redevelopment within urban areas and rural settlement areas;
- Provision of alternative forms of housing for special needs groups and emergency shelters;
- Maintenance and improvement of the existing housing stock;
- Utilization of available programs and/or funding for assisted housing;
- Consideration of reductions in development charges payable for new affordable housing.

Section C1.5.3 identifies policies related to secondary residential units which are permitted in a detached, semi-detached or row house or as an accessory building.

Section C1.5.4 of the County Official Plan states that the County supports the provision of housing which is affordable to low and moderate-income households. The policy also identifies a minimum target for affordable housing of 25%.

Section C1.6 identifies policies related to the maintenance of a sufficient amount of land for residential development.

Section D8.3 of the County Official Plan refers to green development standards and identifies policies related to energy efficient design.

The Northumberland Affordable Housing Strategy includes Official Plan policy recommendations. These recommendations have also been included in the recommended housing actions for Cobourg where appropriate.

Northumberland County Housing and Homelessness Plan

The Northumberland Housing and Homelessness Plan was developed in 2013 and identified a total of 27 objectives under the categories of: affordable housing; emergency housing; municipal planning; service provision and coordination; and, outreach, education and evaluation.

While the County, member municipalities, and housing partners have accomplished a number of objectives since 2013, there are opportunities to build on some of these objectives for the current Affordable Housing Strategy. These include the following.

- Looking at existing housing sites for the potential for infill housing
- Working towards a long term strategy for existing social housing
- Strengthening the Official Plans of member municipalities to include clear requirements for new residential developments to include affordable housing
- Setting targets for affordable housing in the County Official Plan
- Continuing to work with community agencies and other government agencies such as the CE LHIN to meet the support service needs of residents
- Having new planning policies which support secondary suites
- Developing a strategy for ongoing communication and information-sharing.

In addition to the accomplishments of the County, member municipalities, and housing partners since 2013, the 2017 Housing and Homelessness Annual Report identifies key priorities for 2018, including the following.

- Development of an Affordable Housing Strategy
- Implementation of an eviction prevention model of social housing

- Portfolio planning for the Northumberland County Housing Corporation and non-profit housing providers
- Revision of the 10-year Housing and Homelessness Plan.

The County is currently working on revising its 10-Year Housing and Homelessness Plan.

Member Municipal Policy Framework

Cobourg Official Plan

The current Official Plan of the Town of Cobourg was adopted by Council and approved by the Province in 2010 and approved by the OMB in May 2017. The May 2018 Consolidation was used for this review. The Town's Official Plan establishes a framework for the future planning of the community and is intended to guide planning to 2031.

Section 2 of the Official Plan includes the Town's vision, principles and objectives which provide general guidelines for the planning of the Town. Section 2.2 identifies the Town's vision statement as well as ways this statement will be reinforced, including (ii) an emphasis on sustainable, accessible and compact development and that (iii) new residential development will primarily occur through a mix of intensification and greenfield development with a variety of housing types and densities.

Sections 2.3 to 2.6 identifies the principles and one of the objectives of the principles related to maintaining a healthy and economically viable community (2.5) is to provide for a choice with respect to secure, adequate and affordable housing including a full range of housing options for seniors (viii).

The design principles identified in Section 2.7 include promoting sustainable development (iv) and providing a variety of housing (v). With regard to housing, the Official Plan states that residential neighbourhoods will contain a mix of lot sizes, housing types and styles, including affordable housing to respond to the needs of the future population by allowing people to age in place in the same neighbourhood.

Section 10.6 of the Plan contains definitions, including a definition for affordable housing which matches the County Official Plan's definition as well as a definition for a garden suite.

Growth and Intensification

Section 1.5 of the Official Plan notes that the Town's allocation to 2031 in the County's Growth Management Strategy based on the Provincial allocation for the Growth Plan for the Greater Golden Horseshoe, is 3,975 additional people and 1,260 additional jobs. The Official Plan states

that the Town already has a land supply designated for development which exceeds the proposed allocations and, as such, no additional land needs to be designated for population and employment uses.

Section 3.2.2 states that no changes to the Town's Urban Settlement Area Boundary are anticipated during the planning period. Major intensification areas identified in the Plan are lands designated as "mixed use areas" within the Built Boundary, "employment area", and vacant or underutilized sites in areas designated "residential area" and not located in "stable residential areas" or in employment areas. This section also notes that intensification would be modest and incremental in lands designated as "stable residential areas", which consist of existing residential neighbourhoods.

Section 3.2.3 outlines the policies related to the County's overall growth management strategy. It notes that the population allocation for the Town is 5,220 to 2031 which means the Town's population by 2031 would be 23,430. The housing mix identified is 65% single detached housing and 35% multiples which include semi-detached, townhouses and apartments.

The Town's intensification target is 39.34% of new residential dwellings to be built within the Built Boundary after 2015 and this is expected to generate a population of 1,665 people. This target will be achieved by establishing minimum density standards for developments in Mixed Use Corridors and other intensification areas; permitting limited intensification in Stable Residential Areas; encouraging the creation of accessory apartments within residential areas; removing barriers to intensification including parking standards and setback requirements; considering community improvement plans to allow for the use of development incentives to encourage redevelopment and infill; considering reducing development charges and other Town fees for intensification projects; using the bonus provisions of the Plan and other tools such as pre-zoning to encourage intensification; and, discouraging downzoning of sites for medium and high density housing.

Section 3.4 contains the policies related to the Residential Area designation. Section 3.4.3.1 includes land use policies for stable residential areas which are physically stable low density residential areas where potential new development or redevelopment is limited. The Plan states that any intensification in these areas will be modest and incremental occurring through the development of vacant lots and accessory apartments.

Section 3.4.3.2 of the Plan contains land use policies related to new residential areas. The Plan states that applications for development in these areas must conform with the Growth Management Strategy and to a list of criteria, including having a mix of development forms and densities. The Plan also states that medium density residential uses are encouraged and shall be mixed with low density development in smaller groups. Applications for new high density residential areas also have to conform to the Growth Management Strategy and include a mix

of development forms and densities and high density residential should be mixed with medium density developments (3.5.3.2).

Section 3.4.3.3 identifies minimum and maximum residential densities for low, medium and high density areas. The maximum height for residential development in stable residential areas is three storeys and four storeys in new residential areas (3.4.3.4). Section 3.5.3.3 identifies the minimum and maximum densities permitted in the high density residential areas and 3.5.3.4 states that the maximum height for residential development in these areas is six storey while the minimum is three storeys.

Section 7.5 contain the development staging policies of the Plan. With regard to infilling and intensification (7.5.1), the Plan states that these are encouraged where lands are designated for the proposed use and full municipal services are available. With regard to undeveloped land (7.5.2), development will be considered premature if it cannot be serviced by the current infrastructure unless the proponent is willing to undertake the construction of all the new infrastructure required without any costs to the Town.

Section 8 of the Plan deals with the development application process, including identifying the required information, pre-consultation and process to evaluate applications. One of the criteria to evaluate applications deals with density reductions and states that down-zoning will be discouraged unless it can be demonstrated that the reduction in density will not significantly affect the Town's ability to achieve its intensification and density targets and/or that the downzoning is compensated for by the creation of additional medium or high density residential development elsewhere in the Town.

Permitted Uses

Section 3.3 identifies land uses which are permitted in all designations except the Environmental Constraint Area designation. These uses include group homes, accessory apartments and garden suites.

With regard to group homes, the Plan states that these are permitted subject to the regulations of the Zoning By-law including distance separation regulations, requirements related to lot size, yard and landscaping, and parking.

Accessory apartments are permitted in single and semi-detached dwellings. Garden suites are permitted on lots with a single or semi-detached dwelling but accessory apartments are not allowed in the principal dwelling where a garden suite exists on the same lot.

Section 3.4.2 identifies the permitted uses in residential areas. These are low density residential uses including single, semi, and duplex dwellings and medium density dwellings such as townhouses, low rise apartments and stacked townhouses.

Section 3.5.2 identifies the permitted uses in high density residential areas which are medium density residential including townhouses, low rise apartments and stacked townhouses; and high density residential such as high rise apartments.

Supportive housing, seniors housing, and large scale group homes are permitted within major institutional areas. Residential uses unrelated to any institutional uses are also permitted subject to the policies of the Plan (3.6.2).

Low, medium and high density residential as well as mixed uses are permitted within the main central area of the Town (3.7.2). In terms of parking in high density residential areas, Section 3.7.7 (iv) states that Council may reduce the parking requirements in the Zoning By-law for a mixed-use development if it can be demonstrated that the parking needs of all uses will be met through sharing of private parking areas or through public parking areas.

High density residential, including a mix of high density residential and office use, is permitted in the shopping node area (3.8.3.1).

Housing Policies

Section 3.2.5 includes policies related to affordable housing and the Plan states that the Town recognizes the need to protect the viability of the community by ensuring there is a healthy supply of affordable rental and ownership housing which contributes to an inclusive community. The Plan identifies the following approaches to encourage the provision of affordable housing.

- i. Streamlining the approvals process to fast track applications for affordable rental and ownership housing;
- ii. Considering reducing development charges and other fees for affordable housing projects;
- iii. Amending the Zoning By-law to permit accessory apartments without an amendment;
- iv. Working with the County and non-profit groups to raise community awareness and acceptance of housing across the housing continuum as well as programs to assist in the rehabilitation of existing units;
- v. Monitoring federal and provincial initiatives related to the provision of affordable housing and participating as appropriate;
- vi. Examining the appropriateness of placing controls on the demolition and/or conversion of existing rental units;
- vii. Establishing an affordable housing target of 10% of any project which in total is in excess of 25 units and allowing these units to be provided on- or off-site;
- viii. Encouraging the use of restrictive mechanisms for affordable housing units to ensure they remain affordable in the long term.

Community Improvement Area

Section 5.6 of the Plan includes policies related to community improvement and provides a framework for the designation of community improvement project areas and the implementation of community improvement plans to promote the maintenance, rehabilitation, redevelopment and revitalization of the physical, social and economic environment of the Town based on the provisions of the Planning Act. One of the objectives identified in adopting a community improvement plan is to encourage the development of an adequate supply of accessible and/or affordable housing which meets the needs of local residents (3.6.3.ix).

Section 5.6.4 states that the Town may designate one or more community improvement project areas which may or may not include the entire Town.

Parking Requirements

Parking requirements are outlined in section 6.6 and state that Council may, by by-law, reduce parking requirements for a mixed use or high density residential development.

Height and Density Bonusing

Section 9.2.6 outlines policies related to height and density bonusing and state that increases in the height and density of medium and high density residential or mixed use developments may be permitted in exchange for the provision of facilities, services and other matters identified in the Zoning By-law. The Town's objectives in using this tool include encouraging the creation of mixed use and/or high density residential development on sites which conform to the policies of the Plan and to encourage the provision of affordable housing. The Plan states that developments cannot be granted more than a 20% increase in height or density and/or an increase that will result in a building of four or more storeys.

Observations

The Town's Official Plan has a good range of policies which support and encourage the development of a range of housing types. However, there are opportunities to further support the development of a more diverse housing stock, including affordable housing. The Town may want to consider the following.

- Encouraging and supporting supportive housing, including housing for frail seniors and for persons with disabilities and mental health issues and supportive housing and group homes as of right in more areas throughout the Town, including residential zones;
- Adding a policy regarding the use of surplus Town-owned land or buildings for affordable housing;
- Adding a policy related to supporting universal physical access in new residential developments; and,

- Adding policies related to the sustainability and energy efficiency of new residential developments.

Cobourg Zoning By-law

The current Zoning By-law for the Town of Cobourg was adopted in October 2003 and revised in March 2004. Section 3 of the By-law includes definitions, including definitions for boarding or rooming houses, dwellings, an emergency care establishment, garden suite, granny suite, group homes, mobile homes, modular homes, nursing homes, retirement homes, and senior citizen's complex.

Permitted Uses

The permitted uses within each zone are identified in of the Zoning By-law and these are outlined in the following table.

Zone	Permitted Uses
Residential 1 (R1)	<ul style="list-style-type: none"> • Group home • Single detached dwelling
Residential 2 (R2)	<ul style="list-style-type: none"> • Group home • Single detached dwelling
Residential 3 (R3)	<ul style="list-style-type: none"> • Group home • Single detached; semi-detached; duplex dwelling; converted dwelling with a maximum of 2 dwelling units on one lot
Multiple Residential 4 (R4)	<ul style="list-style-type: none"> • One semi-detached; duplex; triplex; converted dwelling; four-plex; townhouse, including a townhouse for seniors and/or persons with disabilities; multiple dwelling, including one for seniors and/or persons with disabilities; rooming or boarding house with no more than 10 guest rooms on one lot; apartment dwelling, including apartments for seniors and/or persons with disabilities.
High Rise Residential (R5)	<ul style="list-style-type: none"> • Apartment dwellings, including apartments for senior citizens and/or persons with disabilities; apartment hotel/dwelling; townhouses
Neighbourhood Commercial (NC)	<ul style="list-style-type: none"> • Residential use as a secondary use in a commercial building (dwelling units above the commercial component)

Zone	Permitted Uses
District Commercial (DC)	<ul style="list-style-type: none"> Residential use as a secondary use in a commercial building (dwelling units above the commercial component)
Main Central Commercial (MC)	<ul style="list-style-type: none"> Group home, residential use in a commercial or institutional building (apartments for senior citizens and persons with disabilities; single detached dwelling as a group home)
Institutional (I)	<ul style="list-style-type: none"> Group home, nursing home, residential use for seniors or persons with disabilities operated by a government organization or place of workshop; retirement home (includes a single detached dwelling for group homes)
Rural (RU)	<ul style="list-style-type: none"> Group home (single detached for a group home, one single detached on a lot for agricultural purposes)
Neighbourhood Residential One (NR1)	<ul style="list-style-type: none"> Residential use; accessory use excluding a garden suite; group home (single detached, semi-detached, duplex, converted dwelling with a maximum of two dwelling units, linked dwelling)
Neighbourhood Residential Two (NR2)	<ul style="list-style-type: none"> Accessory use including a garden suite; group home; residential use (single detached, semi-detached, duplex, converted dwelling with a maximum of two dwelling units, linked dwelling, triplex, fourplex, townhouse)
Neighbourhood Mixed Use (NMU)	<ul style="list-style-type: none"> Apartment, retirement home, residential as a secondary use in a commercial building

Minimum Size/Area

All the zones identified in the Zoning By-law have regulations related to minimum dwelling sizes, minimum amenity spaces, maximum number of storeys, and maximum number of dwellings allowed on each lot.

Granny Flat

A granny flat/suite is a suite of rooms contained within a single, detached dwelling intended for occupancy by a senior member of the household. The suite may contain full sanitary facilities but does not contain a kitchen or cooking facilities.

Section 5.26 states that a granny flat or suite is permitted within a residential dwelling if the floor area of the suite does not exceed 30% of the gross floor area of the residence or is 75 m² (whichever is less); it does not contain a kitchen; is only used by a senior family member and cannot be rented out to the general public; and a building permit is obtained for the temporary

use of the suite for no more than ten years. In addition, Council may require the owner to enter into a written agreement with the municipality.

Garden Suites

A garden suite is defined as a one-unit detached residential structure with bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed to be portable.

Section 5.25 states that a garden suite is permitted if it is to be used by a senior member of the owner of the primary residence and that no portion of the garden suite can be rented out to the general public. The By-law also requires a temporary use by-law to be approved by Council and Council may require the owner of the garden suite to enter into an agreement with the municipality.

Accessory Dwelling Units and Coach Houses

By-law number 013-2017 amends the Zoning By-law by including definitions and regulations for accessory dwelling units/ second units. An accessory dwelling is defined as one additional dwelling unit that is located within a single detached, semi-detached, or townhouse dwelling or in a non-residential building. A coach house is defined as one additional dwelling unit on a lot that is located within an accessory building or structure.

The By-law (013-2017) states that the maximum density provisions for residential zones do not apply to accessory dwellings or coach houses. The By-law identifies requirements for these dwelling types, including a maximum floor area of 100 m². Accessory dwellings cannot exceed 45% of the total floor area of the building whereas a coach house cannot exceed 40% of the total floor area of the main building. A maximum of two bedrooms is permitted and one non-tandem parking space is required. These dwelling types cannot be located on property where there is a converted dwelling, duplex, garden suite or coach house.

Group Homes

The By-law identifies two types of group homes. Group Home – Type 1 refers to a residential care facility in a single housekeeping unit in a dwelling where no more than 6 residents and must have a valid license or funding approval from the Province. A group home – type 1 may also locate in a two-unit dwelling (duplex or semi-detached) if the group home is the sole occupant of both dwellings and there are no more than six residents in the entire building.

Group Home – Type 2 is a residential care facility in a single housekeeping unit in a dwelling with no more than ten residents and which has a valid license or funding approval from the Province.

Section 5.23 contains regulations related to group homes and states that Group Homes – Type 1 are permitted in any residential, institutional, main central commercial or rural zone while Group Homes – Type 2 are permitted in any institutional, main central commercial, or rural zone. The By-law also states that no new group home in any zone can be located within 120 metres (390 ft.) of any established group home.

A Group Home – Type 2 has to be located in a single detached dwelling. A Group Home – Type 1 has to be located in either a single detached dwelling or a two-unit dwelling if the group home occupies both units and the total number of residents does not exceed six.

Rooming and Boarding Homes

An amendment to the Zoning By-law (By-Law 030-2014) defines boarding or rooming houses as a building or portion thereof in which lodging is provided in more than two guest rooms or for more than four persons in return for remuneration or the provision of services or for both and in which the guest rooms do not have both bathrooms and kitchen facilities for the exclusive use of the occupants of the guest rooms.

Supportive Housing

The By-law defines an emergency care establishment as an institutional use that provides a means of immediate, temporary accommodation and assistance for generally less than a week. These are different from group homes as they have a shorter length of stay and their capacity usually exceeds ten residents.

The By-law also defines a nursing home which is a building for residents who require nursing, medical care and treatment, and meals.

A retirement home is a building where the majority of residents are 65 years or older and who each have a private or semi-private residence room⁴ and which has common eating, sanitary and recreation facilities. Residents are ambulatory and do not require ongoing bed care but may receive some minor nursing, medical or similar care.

A senior citizen's complex is an apartment or other multiple dwelling complex designed for and occupied by residents 65 years and older and/or some who have physical disabilities.

The Zoning By-law also refers to apartments for seniors and persons with disabilities and permits this use in several zones.

⁴ A residence room is defined as a dwelling unit which does not contain full kitchen facilities but may have a kitchenette and has access to a common eating facility.

Parking Standards

Section 6.1.1 identifies the parking requirements of all land uses throughout the Town. Apartment dwellings require 1.25 to 1.5 spaces per dwelling depending on where they are located in the Town. Senior citizen's dwellings, retirement homes, rest homes and group homes each require 0.5 spaces per dwelling unit or bed. Townhouses or multiple unit dwellings require 1.5 spaces per dwelling unit. A rooming or boarding house required 2 spaces per dwelling plus one additional space for each guest room. Dwelling units in a mixed use development requires one space per unit. Detached and semi-detached dwellings require two spaces per unit while converted dwellings require one space per unit. All other residential uses require two spaces per unit. In addition, residential uses in the NR1, NR2 and NMU zones require 0.25 spaces per unit of on-street visitor parking although no on-site parking spaces are required. A nursing home requires one space for every four patient beds.

The By-law also states that residential uses in the Downtown Area require only 50% of the parking requirements outlined above.

Mixed Use Developments

Several zones permitted a mix of commercial and residential uses.

Observations

The Town is currently undertaking a review of its Zoning By-law with a timeline for approval by Council anticipated in 2020. This presents the perfect opportunity for the Town to consider incorporating the recommended actions in this Strategy, including ensuring the Zoning By-law is in line with current provincial legislation, including the More Homes More Choice Act, as well as the policies of the Town's and County's Official Plans. The Town may want to consider the following updates and revisions.

- Updating the regulations to allow for a mix of lot sizes and dwelling types based on the design principles in the Town's Official Plan.
- Revise regulations related to a minimum distance between an existing and new group home as minimum distance by-laws and restrictions create barriers to meeting the needs of population groups who require this type of dwelling.
- Rooming houses are a good form of affordable housing, particularly for single individuals with low incomes. As such, the Town may want to look into expanding areas where boarding or rooming houses are permitted.
- Alternatively, the Town may want to remove all references to group homes and rooming and boarding houses and, instead, include a definition and policies related to shared housing forms to remove the stigma attached to these dwelling types. Similarly, the Town may want to investigate opportunities to expand the areas where these housing forms are permitted.

- Revise regulations related to accessory dwelling units and coach houses to permit a maximum of two accessory dwellings (i.e. one accessory/secondary unit and one coach house or garden suite) for each property in appropriate locations throughout the Town and monitor regulations to ensure that if these dwellings are being rented out, they are rented on a long-term basis. This builds on the housing policies in the Town's Official Plan as well as current provincial legislation.
- Revisit minimum dwelling sizes to ensure these do not go beyond requirements of the Ontario Building Code. Minimum dwelling sizes which go beyond the requirements of the Building Code act as barriers to the development of more affordable units.
- Revisit parking requirements to explore options to reduce the requirements for units with access to public transit, units for seniors and persons with disabilities, and for affordable housing units.

Cobourg Strategic Plan (2019-2022)

The Town's Strategic Plan for 2019 – 2022 was adopted by Council in April 2019. The Strategic Plan includes a vision for the Town, which is:

Cobourg...a vibrant, inclusive community where everyone has access to meaningful opportunities and experiences.

The Plan also includes a mission statement which is:

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

This mission will be achieved through the following pillars/objectives.

- People – The Town supports and cares for the social and physical wellbeing of its citizens.
- Places – The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.
- Programs – The Town provides efficient and effective corporation, community, business and recreational services for its residents, businesses and visitors.
- Partnerships – The Town engages in strong, sustainable public-private partnerships to improve the quality of life for everyone.
- Prosperity – The Town plans for, markets and develops assets for economic resiliency and financial security.

The Plan also identifies strategic actions and desired outcomes for each of these objectives. Some actions which are relevant to this housing strategy include the following.

- Create a housing strategy that is in alignment with Northumberland County's housing strategy
- Invest in programs, services and infrastructure to make Cobourg more accessible.
- Continue to explore communications priorities including social media and public engagement tools.
- Explore feasibility of partnerships to develop a social services community hub for community health priorities such as food security, mental health, drug addiction, and homelessness.
- Work with transit authorities in the area to integrate transit services, including accessible and active transportation services.
- Facilitate meaningful collaboration with Cobourg citizens.
- Develop a policy for establishing shovel-ready development lands.
- Coordinate funding opportunities to optimize community development capital and special projects funding.

The desired outcomes which are relevant for this housing strategy include the following.

- People are able to find attainable housing in Cobourg.
- There is a broad variety of housing types available for ownership and rental.
- A barrier-free Cobourg that is accessible to citizens of all abilities, including those with disabilities.
- A community that prioritizes biking, walking and public transportation as a means to mitigate the effects of climate change.
- People will be well informed, know what is going on in the Town and how to get information.
- Information will be easier and faster to access through a variety of means.
- People will be informed with the facts.
- Public trust and confidence in the Town's processes and procedures will be enhanced.
- Partnerships will be a key component of how the Town works and does business.
- Resources will be maximized.
- More jobs are located in Cobourg.
- Cobourg is recognized for its strong and healthy downtown.

Observation

The Town's Strategic Plan includes actions and outcomes which are highly supportive of the recommendations in this housing strategy and ensuring that Cobourg is a healthy, complete and inclusive community.

Downtown Vitalization Community Improvement Plan (CIP)

The Town currently has a Downtown Vitalization CIP which aims to address the community improvement needs in Downtown Cobourg and help to achieve the vision for the Downtown. The Plan includes eight funding opportunities which are meant to encourage private sector investment, rehabilitation and adaptive reuse redevelopment and construction activity in Downtown Cobourg. The following are the funding opportunities outlined in the Plan and these can be used individually or stacked together for a particular project.

- Study Grant Program
- Façade Improvement Grant/Loan Program
- Building Improvement Grant/Loan Program
- Residential Grant/Loan Program
- Vitalization Tax Increment Grant Program
- Brownfields Tax Assistance Program
- Vitalization Development Charge Grant Program
- Fees Grant Program

The Residential Grant/Loan Program provides a grant equal to \$15 per sq.ft. of residential space rehabilitated or created to a maximum grant of \$15,000 per unit and a maximum of 4 units per property/project (maximum grant is \$60,000 per project).

One of the goals of the Vitalization Tax Increment Grant Program as well as the Vitalization Development Charge Grant Program is to support larger scale projects that incorporate exemplary urban design, environmental sustainability, and affordable housing. Under the Tax Increment Grant Program, an annual grant between 50% and 100% of the increase in municipal property taxes for up to ten years after project completion is available. Under the Development Charge Grant Program, a grant equal to between 50% and 100% of the Town's Development Charges which are generally payable for "catalytic projects"⁵ is available.

Observation

There is an opportunity to build on the Town's CIP to provide incentives for the development of housing units which are affordable to households with low and moderate incomes.

⁵ Catalytic projects refer to larger scale projects that would help to transform Downtown Cobourg and can include currently underserved uses, higher density housing, and affordable housing.



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):

Kristina Nairn

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

Haliburton Kawartha Pine Ridge District Health Unit

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:

December 2nd 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)

This delegation is a very brief presentation on the HKPR District Health Unit's report on Living Wages with a request that council consider the first steps of investigation about becoming a Certified Living Wage Employer.

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)

Before engaging in the formal process of becoming a Certified Living Wage Employer, I would like to recommend that Council request a staff report about the potential for the Town of Cobourg to do so. Plainly speaking - what percentage of Town of Cobourg Staff are paid a living wage (\$17.95/hr or more)? Would it be possible for the Town to consider engaging in the certification process?

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.

Living Wage 2018 • Northumberland County

\$17.95 per hour



Living wage: A living wage is the hourly wage a worker needs to earn to cover their basic expenses once government transfers have been added and deductions subtracted. The living wage is calculated based on the needs of a family of four with two parents each working full-time, full-year.

Total Family Monthly Expenses

	Housing Rent, hydro and tenant insurance	\$1,520
	Communication Bundle that includes cell phone, internet and Netflix	\$121
	Food Based on cost of Nutritious Food Basket (Consumer Price Index adjusted)	\$717
	Clothing and Footwear Based on Statistics Canada Survey of Household Spending for Moderate Income Households	\$267
	Transportation Cost of operating two used cars	\$894
	Other Household supplies, laundry, personal care items, school supplies, sports, parents' continuing education	\$832
	Child Care (before subsidy) One child in school plus before and after school care programs and summer day camp and another child in full-time licensed child care	\$1,322
	Health Insurance Prescriptions, dental, life and disability insurance	\$271
	Emergency Fund 4% of household budget for unexpected expenses	\$238
Total Family Monthly Expenses		\$6,182

**figures rounded to nearest dollar*

Living Wage vs. Minimum Wage

\$17.95 per hour in Northumberland County	\$14.00 per hour in Ontario
Locally determined and voluntary	Set by the provincial government and mandatory
Based on the actual costs of living in a specific community	Not based on the basic costs of living

The living wage calculation does **not** include:

- Debt repayment - student or car loans, credit card debt
- Savings for children's post-secondary school education
- Savings for retirement
- Costs of pet ownership
- Home ownership costs



Everyone Benefits from a Living Wage

Worker benefits

- earn enough to cover basic expenses
- better quality of life and standard of living
- better health and well-being
- take part in community activities

Employer benefits

- reduced staff turnover
- lower training costs
- happier and healthier employees
- employees miss fewer days of work
- increased employer profile

Community and government benefits

- more money spent locally
- less poverty
- lower health and social service costs



www.ontariolivingwage.ca

Be a living wage champion in your community



200 Rose Glen Road
Port Hope, ON L1A 3V6

108 Angeline St. S.
Lindsay, ON K9V 3L5

191 Highland St., Unit 301
Haliburton, ON K0M 1S0

1-866-888-4577
www.hkpr.on.ca

A Living Wage

Summary Report 2018



How Much It Takes to Make Ends Meet
in Haliburton County, City of Kawartha Lakes
and Northumberland County

www.hkpr.on.ca



HALIBURTON, KAWARTHA,
PINE RIDGE DISTRICT
HEALTH UNIT

1-866-888-4577

Introduction

Employment trends in Ontario have changed over the years, increasing the number of people who find it difficult to earn a decent income. Ontario has had an increase in “precarious employment” where about 30-32% of people work at jobs that are part-time, pay minimum wage, offer few or no benefits, are temporary, seasonal, casual or contract work.¹ Whether working full time or part time, those in precarious jobs with lower income are the most likely to report poorer general health.²

When individuals and families have low incomes, they are less likely to afford everyday basic needs such as food, clothing and housing. They are also at higher risk of social exclusion, with barriers to participating in cultural, educational and recreational opportunities.³ In Ontario, the lower one’s income, the higher their level of physiological and psychological stress, the greater chance of food insecurity, of smoking and inactivity. Having a low-income results in a higher risk for diseases and serious illnesses with less opportunity for better health.⁴

Ideally people would earn a wage that as a minimum allows them to afford the basic necessities. Living wages are one strategy to reduce poverty and income inequities, increasing individual, family and community health, vibrancy and prosperity as a result.

A living wage

A living wage is the hourly wage needed to cover the basic expenses of living and to participate in one’s community⁵. It offers people a sense of dignity, improved quality of life and helps lift people out of poverty.

The Ontario Living Wage Network uses the Canadian Living Wage Framework: A National Methodology for Calculating the Living Wage in Your Community and the Canadian Centre for Policy Alternatives Ontario Family Expense Workbook to calculate the living wage. The tool is updated annually.

The living wage calculation is based on **a reference family of four**, which includes two adult parents who are age 35 with two children ages 3 and 7.

To ensure accuracy for communities in calculating the living wage across the province, food, shelter, childcare, public transportation, cell phone and internet, health care and critical illness insurance costs are calculated locally. The cost of car ownership, clothing, foot wear and the other expenses are calculated at the provincial level.

The calculation does not include any debt repayment such as student loans, car payments, pet ownership costs, home ownership costs or setting aside any savings for retirement, children’s education or money for emergencies. The living wage is calculated as an hourly rate at which the household can meet their basic needs once government transfers such as the Canadian Child Tax

¹ <https://www.ontario.ca/document/changing-workplaces-review-final-report/chapter-4-vulnerable-workers-precarious-jobs>

² <https://sociology.mcmaster.ca/pepso/documents/precarity-penalty.pdf>

³ Mikkonen, J., & Raphael, D. (2010). *Social Determinants of Health: The Canadian Facts*. Toronto: York University School of Health Policy and Management.

⁴ Health Quality Ontario. *Income and Health: Opportunities to achieve health equity in Ontario*. Toronto: Queen’s Printer for Ontario; 2016

⁵ <http://www.ontariolivingwage.ca/>

Benefits have been added in and deductions such as income taxes have been subtracted. The annual income is determined, and the hourly rate of pay is calculated based on *each parent working 35 hours a week, full-time, year-round*.

Advantages of a Living Wage

A living wage has benefits for families, employers, communities and the province. It ensures that *families* have enough money to cover their basic expenses if they are working full-time hours (35 hours a week) year-round. They have a better quality of life and standard of living which contributes to better health and well-being.

When *employers* pay a living wage, staff turnover is reduced so they save on costs related to hiring and training. Employees are happier, more productive, loyal to their employer, have higher morale and miss fewer days at work.⁶

Living wages benefit the *community* as people have greater opportunities to be active and participate in local activities and events. They have greater consumer spending power and spend more money locally which supports economic growth and well-being.⁷

A living wage differs from minimum wage

Minimum wage, which is the minimum hourly rate of pay that employers must pay their employees, is set by the provincial government. It is standard across Ontario and does not consider the varying costs of housing, food and transportation in different communities across the province.

Living Wage versus Minimum Wage				
Community	Minimum Wage	Living Wage	Annual Income Needed to Support a Family of Four *	Date Calculated
Haliburton County	\$14.00 per hour \$12.20 (liquor servers***)	\$19.42 per hour	\$76,279	Nov 2018
Kawartha Lakes	\$14.00 per hour \$12.20 (liquor servers***)	\$18.42 per hour	\$74,863	Nov 2018
Northumberland County	\$14.00 per hour \$12.20 (liquor servers***)	\$17.95 per hour	\$74,168	Nov 2018

*Includes income plus government transfers minus deductions

*** workers who serve liquor in licensed premises and regularly receive tips

⁶ http://livingwagehamilton.ca/wp-content/uploads/2011/12/Living-Wage-Brief_28Nov2011-2.pdf

⁷ http://www.livingwagecanada.ca/files/7213/8269/9483/Living_Wage_doc...pdf

People working for \$14.00 per hour work must work 45 to 49 hours a week to make a living wage. Liquor servers must have adequate hours of work and reliable tips which can be challenging depending on the time of year, the establishment and the clientele.

Living Wage Calculations for Haliburton County, the City of Kawartha Lakes and Northumberland County

Food

The cost of a Nutritious Food Basket for a family of four is completed each year by the Haliburton Kawartha Pine Ridge District Health Unit. The food basket includes nutritious foods identified by Canada's Food Guide. It includes foods that most people would purchase regularly throughout the year. The food basket does not include the cost of non-food items such as toilet paper or laundry soap. Costs are broken down by age and gender.

Cost of a Nutritious Food Basket May 2018				
Food	weekly	monthly	annually	CPI adjusted Annual Expense*
Female age 35	48.54	210.18	2522.14	2518.62
Male age 35	57.32	248.20	2978.35	2974.20
Boy age 7	35.85	155.23	1862.77	1860.17
Girl age 3	33.96	147.05	1764.56	1762.10
Annual Food Expense			9127.81	9115.09

* as calculated by Living Wage Ontario

Shelter – Rent

To determine the monthly rent Living Wage Ontario uses the Canada Housing and Mortgage and Housing Corporation (CMHC) Market Rental Report for the fall of the previous year. The rent for a three-bedroom apartment is selected and it is assumed the cost of heating is included in the rent. The cost of electricity is extra (see below).

As the CMHC Rental Reports are based on populations of 10,000 or more, information on the rental costs were available for some municipalities in Northumberland County and the City of Kawartha Lakes. In Haliburton County, there is no CMHC data. Rental rates were estimated by reviewing advertised rentals in the spring of 2018, taking an average and looking at other reports on rental costs in the area.

Rent		
Area	Monthly	Yearly*
City of Kawartha Lakes	\$1219	\$14,952
Haliburton County	\$1325	\$15,900
Northumberland County	\$1402	\$16,824

*used as input into Ontario Refundable Credits by Living Wage Ontario

Since the number of three-bedroom apartments in the communities of the HKPR region are limited, many families rent single dwelling homes or townhouses which are costlier. The cost of heat may or may not be included in the rent. Also, the CMHC estimates are based only on occupied units and does not include the current costs of rent for vacant units. For this reason, surveillance is now done weekly for the cost of rent for vacant units by the KLH Housing Corporation for the City of Kawartha Lakes and Haliburton County. The average cost for a 3-bedroom vacant unit in 2018 in both City of Kawartha Lakes and Haliburton County as per the CKL-H 10 HHP- 5 Year Update was \$1459 per month; whereas, the CMHC average for an occupied unit was about \$1200 a month. In Northumberland County, the Help Centre calculated the average rent for a vacant unit to be \$1648.33 per month.

Electricity

The calculations for electricity are based on the average estimated usage of 750 kWh which was sourced by Living Wage Ontario from the Report of the Ontario Energy Board Defining Ontario's Typical Electricity Customer, April 14, 2016⁸. The Ontario Energy Bill Calculator, <https://www.oeb.ca/consumer-protection/energy-contracts/bill-calculator>, was used to determine the cost for each area.

The annual cost of electricity: City of Kawartha Lakes \$1430, Haliburton County \$1467 and Northumberland County \$1261

Tenant Insurance

The cost of tenant insurance is calculated based on a person property limit of \$35,000, living in an apartment built in 1990 and having 5 years of active insurance. The lowest quote for tenant insurance was used which was sourced from <https://www.kanetix.ca/home-insurance>.

The cost for tenant insurance was \$244 for the City of Kawartha Lakes, \$297 for Haliburton County and \$152 for Northumberland County.

Communication

The cost of the least expensive unlimited talk and text *cell phone* plan was calculated for each adult in the reference family. Upfront costs such as activation fees, SIM cards or modems were not included. Also excluded were short-term promotional discounts for new customers. The least expensive unlimited *internet* plan to support a basic Netflix subscription was also calculated.

As the availability of cell phone plans and internet varied from community to community the costs for communications varied quite a bit amongst the City of Kawartha Lakes, Haliburton County and Northumberland County. With limited options in Haliburton County, the costs for communication in this area were higher than the other two areas.

Annually, the combined costs for cell phone, internet and Netflix, including applicable taxes were calculated as follows: City of Kawartha Lakes \$827 Haliburton County \$1202 and Northumberland County \$611.

⁸ https://www.oeb.ca/sites/default/files/uploads/Report_Defining_Typical_Elec_Customer_20160414.pdf

Transportation

As per the Living Wage Guidelines, it is assumed the family owns one vehicle. One parent drives to work and the other takes public transit and buys a monthly transit pass; however, Living Wage Ontario recognizes that transportation options vary based on the local conditions. As there is no public transit in Haliburton County and limited public transit service in the City of Kawartha Lakes and Northumberland County, the cost for two vehicles was used in the calculation for those areas.

The annual cost for owning and operating a four-year-old Hyundai, was sourced through an online estimator tool provided by www.caa.ca by Living Wage Ontario. It was calculated to be \$6,598 per vehicle.

The cost to operate two vehicles in the City of Kawartha Lakes and Haliburton County was \$13,196. In Northumberland County the cost was \$10,725.

The cost for transportation for each vehicle may be an underestimate. People in our rural communities commute longer distances to work. According to the Statistics Canada 2016 Census, about 2/3 of the population in the City of Kawartha Lakes, Haliburton County and Northumberland County spend between ½ an hour to 2 hours or more per day commuting work.

Parent Education

Parent education is included in the calculations as continuing education helps to maintain or improve their employment opportunities. The cost of two 3-credit courses, text book and additional administrative fees were found by visiting the website for the local colleges people often use in our communities (Fleming, Durham and Canadore Colleges). The average cost per course was calculated. Text book costs were sourced from the local colleges and the average cost of textbooks across the same disciplines were used to determine course fees. They were calculated as follows: City of Kawartha Lakes \$1143, Haliburton County \$1419 and Northumberland County \$1084.

Childcare

The cost of childcare was based on the cost of 260 days of full-day care for the 3-year-old child, 195 days for before and after school care, and 65 days of summer care for the 7-year-old child. The calculations were completed by Human Services for the City of Kawartha Lakes and Haliburton County and by Community and Social Services for Northumberland County. The numbers for childcare before subsidy were submitted to Living Wage Ontario for the final calculation. That number was used as input into subsidy calculations as well as (net of subsidy) into the calculation of net income.

The costs submitted for childcare for the City of Kawartha Lakes and Haliburton County was \$15,255 and for Northumberland County \$15,879.

Health, Life and Critical Illness Insurance

As many places of employment do not include benefit packages, Non-OHIP Health, life and critical illness insurance was included in the calculations. The rates were sourced for each community from www.kanetix.ca. As per Living Wage Ontario guidelines, the Blue Cross Balance Plan, which is a comprehensive coverage package that includes prescription drugs, dental care, vision care, and other health practitioner expenses such as registered massage therapy, acupuncture, chiropractic therapy was used. The cost for this plan per year in all three areas was \$2719. This number was used by Living Wage Ontario as input into the Federal and Ontario non-refundable credits for Non-OHIP medical.

The life insurance was based on joint coverage for a couple, \$50,000 with a 20-year term and no tobacco use. Critical illness insurance, with a coverage amount of \$25,000 was selected and the premium multiplied by 2 for coverage for both adults. The cost for life insurance and critical illness insurance were sourced from www.kanetix.ca. The costs were as follows: City of Kawartha Lakes and Haliburton County \$556 and Northumberland County \$534.

Clothing and Footwear


The clothing and footwear estimates are completed by Living Wage Ontario. These estimates were obtained from the Survey of Household Spending (SHS) (2016), Table 11-10-0223-01, 3rd Quintile. The estimates adjusted for inflation, using CPI data from table: 18-10-005-01.

Other

The Statistics Canada Market Basket Measure (MBM) calculates the Other Expense at 75.4% of the combined expense for Food and Clothing and Footwear. This amount is intended to cover toiletries and personal care, furniture, household supplies, laundry, school supplies and fees, bank fees, some reading materials, minimal recreation and entertainment, family outings (for example to museums and cultural events), birthday presents, modest family vacation and some sports and/or arts classes for the children.

Conclusion

The living wage effort grows out of a concern that all persons have access to the income required for healthy living and participation in the life of the community. In addition to living wages, poverty reduction strategies that address affordable housing, post-secondary education, public transportation and childcare are also required to improve the health, social and economic outcomes of individuals and families, keeping low income earners out of poverty. With the right wages, policies, programs and supports in place, people can meet their basic needs, live with dignity and enjoy quality of life.

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE MEETING REPORT
	November 25, 2019 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this evening at 6:00 p.m. in the Council Chambers, Victoria Hall, Cobourg, with the following persons in attendance:

Members present: Mayor John Henderson
Deputy Mayor Suzanne Seguin
Councillor Nicole Beatty
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Emily Chorley
Councillor Brian Darling

Staff present: Ian Davey, Interim Chief Administrative Officer/Treasurer
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Dean Hustwick, Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services

CALL TO ORDER

The Meeting was called to order by Mayor John Henderson (6:00 P.M.).

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.

Moved by Deputy Mayor Suzanne Séguin, THAT the matters be added to the Agenda.

Carried

DISCLOSURE OF PECUNIARY INTEREST

[Councillor Aaron Burchat declared a Pecuniary Interest on General Government Services Item #11 - Memo from the Supervisor of Municipal Information Systems, regarding the award of the Voice Over Internet Protocol \(VoIP\) Phone System Request for Proposal \(RFP-CO-19-20-ITS\).](#)

Councillor Burchat declared an interest for the following reasons as provided on the Declaration of Pecuniary Interest Form filed with the Municipal Clerk - Councillor Burchat indicated in Open Council that he works for Compton Telecommunications Services and the Company has declared a conflict on this item in the past and the Councillor will refrain from voting and participating in the discussion.

PRESENTATIONS

[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.](#)

M. de Jong attended the meeting on behalf of the Sustainability and Climate Change Advisory Committee (SCCAC) to present the proposed SCCAC Motion to declare a Climate Emergency and accelerate greenhouse gas (GHG) reduction actions in the Town of Cobourg. After a question and answer period, M. de Jong was excused from the meeting (6:17 P.M.).

DELEGATIONS

[Don Owen, President of the Rotary Club of Cobourg, regarding the Rotary's relationship and partnership with the town.](#)

D. Owen attended the meeting on behalf of the Rotary Club of Cobourg to discuss the Rotary's relationship and partnership with the Town of Cobourg. After a question and answer period, D. Owen was excused from the meeting (6:24 P.M.).

Alyson King and Grace Lovekin, Good Neighbours Coalition Cobourg, regarding concerns about the emergency shelter downtown Cobourg.

A. King and G. Lovekin attended the meeting on behalf of Good Neighbours Coalition Cobourg to discuss concerns about the emergency shelter downtown Cobourg. After a question and answer period, A. King and G. Lovekin were excused from the meeting (6:40 P.M.).

Marc Anthony, Cobourg resident, regarding the benefits of harm reduction services in Cobourg.

M. Anthony attended the meeting to discuss the benefits of harm reduction services in Cobourg. After a question and answer period, M. Anthony was excused from the meeting (6:54 P.M.).

Colin Bromley, Cobourg resident, regarding the Waterfront User Needs Assessment and detailed Design Plan and Lake Ontario water levels.

C. Bromley attended the meeting to discuss the Waterfront User Needs Assessment and detailed Design Plan and Lake Ontario water levels. After a question and answer period, C. Bromley was excused from the meeting (7:02 P.M.).

DELEGATION ACTIONS

Delegation Action, Don Owen, President of the Rotary Club of Cobourg, regarding the Rotary's relationship and partnership with the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the delegation from Don Owen, President of the Rotary Club of Cobourg, for information purposes.

Carried

Delegation Action, Alyson King and Grace Lovekin, Good Neighbours Coalition Cobourg, regarding concerns about the emergency shelter downtown Cobourg.

Moved by Deputy Mayor Suzanne Séguin: THAT Council receive the delegation from Alyson King and Grace Lovekin from the Good Neighbours Coalition Cobourg for information purposes; and

FURTHER THAT the Town discuss this delegation with Northumberland County.

Amended

Motion to Amend:

Moved by Councillor Emily Chorley: THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and

FURTHER THAT Council request that the Cobourg Police Service Board provide information on the level of crime and disruption in the immediate area of Transition House; and

FURTHER THAT Council request information of Northumberland County regarding the recent change of operation of Transition House and any alternative options for low-barrier housing in the Cobourg area; and

FURTHER THAT Council request that all information is returned to Council by February 18, 2020.

Carried

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the delegation from Alyson King and Grace Lovekin from the Good Neighbours Coalition Cobourg for information purposes and;

FURTHER THAT the Town discuss this delegation with Northumberland County; and

FURTHER THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and

FURTHER THAT Council request that the Cobourg Police Service Board provide information on the level of crime and disruption in the immediate area of Transition House; and

FURTHER THAT Council request information of Northumberland County regarding the recent change of operation of Transition House and any alternative options for low-barrier housing in the Cobourg area; and

FURTHER THAT Council request that all information is returned to Council by February 18, 2020

Carried

Delegation Action, Marc Anthony, Cobourg resident, regarding the benefits of harm reduction services in Cobourg.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the delegation from Marc Anthony regarding the benefits of harm reduction for information purposes and;

FURTHER THAT Council refer this to Northumberland County to look at ways to improve harm reduction services.

Carried

Delegation Action, Colin Bromley, Cobourg resident, regarding the Waterfront User Needs Assessment and detailed Design Plan and Lake Ontario water levels.

Moved by Councillor Emily Chorley, THAT Council receive the delegation from Colin Bromley, Cobourg Resident, for information purposes; and

FURTHER THAT Council instruct Staff to organize a public Open Forum on Lake Ontario Water levels, to be held in early 2020.

Carried

PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

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, in order to erect additional signs for the newly renovated Swiss Chalet located at 70 Strathy Road, Cobourg.

Moved by Councillor Aaron Burchat, 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, 2020.

Carried

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

Moved by Councillor Aaron Burchat, 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.

Carried

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

Moved by Councillor Aaron Burchat, 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.

Amended

Motion to Amend:

Moved by Councillor Emily Chorley: WHEREAS under its Strategic Plan Council has pledged to “Invest in programs, services and infrastructure to make Cobourg more accessible” and to work with accessible transit services to “improve the quality of life for everyone”;

THEREFORE BE IT RESOLVED THAT Council receive the memo from the Cobourg Accessibility Committee for information purposes; and

FURTHER THAT Council instruct Staff to take urgent action to ensure that the Town's accessible transit system provides a true door-to-door service that includes boarding and disembarking assistance as needed; and

FURTHER THAT Staff advise of any procedural, contractual or budgetary requirements needed to sustain this level of service, with the information provided to Council by January 27, 2020.

Carried

Moved by Councillor Aaron Burchat, WHEREAS under its Strategic Plan Council has pledged to "Invest in programs, services and infrastructure to make Cobourg more accessible" and to work with accessible transit services to "improve the quality of life for everyone";

THEREFORE BE IT RESOLVED THAT Council receive the memo from the Cobourg Accessibility Committee for information purposes; and

FURTHER THAT Council instruct Staff to take urgent action to ensure that the Town's accessible transit system provides a true door-to-door service that includes boarding and disembarking assistance as needed; and

FURTHER THAT Staff advise of any procedural, contractual or budgetary requirements needed to sustain this level of service, with the information provided to Council by January 6, 2020.

Carried

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

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

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Town of Cobourg Third Quarter 2019 - Operating Budget Variance Report.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Report for information purposes.

Carried

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.

Moved by Deputy Mayor Suzanne Séguin, 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 in 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).

Carried

Motion to Amend:

Moved by Councillor Nicole Beatty, THAT Council add Item f) being: To update the Municipal Event Application Guide to not allow Event Managers and Special Event Permit Holders to have, use, or sell Bottled Water at Municipal Facilities and Municipal Parks to be implemented no later than December 31, 2020.

Carried

Moved by Deputy Mayor Suzanne Séguin, 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 in 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).
- f) To update the Municipal Event Application Guide to not allow Event Managers and Special Event Permit Holders to have, use, or sell Bottled Water at Municipal Facilities and Municipal Parks to be implemented no later than December 31, 2020.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Mandatory Policy on Council and Staff Relations.

Moved by Deputy Mayor Suzanne Séguin, 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'.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Municipal Complaint Policy.

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

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

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT as the six other municipalities in Northumberland and 18 other comparative Ontario municipalities have appointed the Ombudsman of Ontario to review any municipal complaints and;

FURTHER THAT The Ontario 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 and;

FURTHER THAT 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.

THEREFORE that the Town of Council select the Ontario Ombudsman for all its municipal Ombudsman complaints effective immediately.

Carried

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

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

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

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

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

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

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

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

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).

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

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.

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

Memo from the Director of Planning and Development, regarding the review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications – Recommendation Report.

Moved by Councillor Nicole Beatty, 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.

Carried

Response to a Public Meeting held on November 25, 2019 regarding a proposed Zoning By-law Amendment.

Moved by Councillor Nicole Beatty, 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).

Carried

PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

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

Moved by Councillor Brian Darling, 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)

Carried

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.

Moved by Councillor Brian Darling, 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.

Carried

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

Moved by Councillor Brian Darling, 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.

Carried

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.

Moved by Councillor Brian Darling, 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.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

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.

Moved by Councillor Emily Chorley, THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes.

Carried

ARTS, CULTURE AND TOURISM SERVICES

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

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

Moved by Councillor Adam Bureau, 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.

Carried

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.

Moved by Councillor Adam Bureau, WHEREAS Cobourg Municipal Council acknowledges the motion from the Sustainability and Climate Change Advisory Committee (SCCAC) and receives the motion for information purposes;

WHEREAS municipalities have a significant role to help change and mitigate the contributions to climate change through responsible planning and budgeting; 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 2030; and

WHEREAS in Councils Strategic Plan it states: "The Town of Cobourg will be good stewards and practice sustainable actions"; and

WHEREAS the Town of Cobourg Official Plan provides a general policy framework for the conservation of water, air quality, energy and other resources and for the reduction of waste, as well as environmental stewardship, monitoring and education, and for the development of a "culture of conservation" which reflects the principle of sustainable development (Bruntland Commission); and

WHEREAS the Cobourg Official Plan specifies that the Town of Cobourg shall develop an Integrated Community Sustainability Plan (ICSP) which will be designed with specific achievable actions for the community and will build on existing initiatives; and

NOW 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 the effects that the Town of Cobourg is contributing to the climate crisis by way of the following actions:

1. That Council create a staff position on a one (1) year contract basis, under the supervision of the Chief Administrative Officer to develop a Request for Proposal (RFP) for the Integrated Community Sustainable Plan (ICSP) and Green Design Standards and manage the project through to completion.
2. Refer all costs associated with the contract position and Integrated Community Sustainability Plan (ICSP) to the 2020 budget deliberations and have Staff prepare a budget estimate for the January 2020 budget meeting.
3. Update Council's Strategic Plan to allow Staff to reprioritize other work commitments to ensure that staff resources will be sufficient to commence work on the Integrated Community Sustainability Plan prior to the scheduled start of 2021 as outlined in Council's current, approved Strategic Plan.

Carried

UNFINISHED BUSINESS

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
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	

COMMITTEE OF THE WHOLE OPEN FORUM

CLOSED SESSION

Moved by Deputy Mayor Suzanne Séguin, 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.**


Carried

ADJOURNMENT

Moved by Councillor Burchat: THAT the Meeting be adjourned (10:38 P.M).

Carried

Municipal Clerk

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council	
FROM:	Desta McAdam	
TITLE:	Senior Planner – Development	
DATE OF MEETING:	December 2, 2019.	
TITLE / SUBJECT:	Application for Site Plan Approval - Development Agreement: 311-325 University Ave. W. & 387 William St. Andrew Ferancik, WND Associates on Behalf of 2642301 Ontario Ltd. & 2363219 Ontario Ltd	
REPORT DATE:	November 27, 2019.	File #: SPA-05-19

1.0 STRATEGIC PLAN
N/A

2.0 RECOMMENDATION

THAT the attached By-law be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Development Agreement with 2642301 Ontario Ltd., 2363219 Ontario Ltd. and Lakefront Utility Services Inc. for a residential development consisting of a four (4) storey, seventy-one (71) unit apartment building at 311-325 University Avenue West and 387 William Street, Cobourg (the "Subject Lands"), subject to the provision of additional and final site servicing and development details to the written satisfaction of municipal staff and applicable agencies, and prior to the removal of the Holding (H) Symbol on the Subject Lands by Council, on such matters including, but not limited to, design plans, reports, specifications and requirements pertaining to:

- the stormwater management system servicing the Subject Lands, particularly the technical specifications and requirements for the sealed underground storm chamber;
- the discharge of groundwater and/or drainage from the underground (basement) parking garage on the Subject Lands;
- measures required to improve the existing storm sewer outfall at Factory Creek to prevent erosion;

- the design specifications and costs associated with the installation of all necessary public infrastructure within University Avenue West and William Street to service the Subject Lands, including but not limited to watermain, sanitary and storm sewer, electrical and other utilities, roads, curbs, municipal sidewalk installation along University Avenue West from Margaret Street to William Street, and the restoration of all works and disturbances within the municipal right-of-way;
- the final design specifications of sanitary service pipe and pre-insulated pipe servicing the Subject Lands; and,
- other technical site design details relevant to the development of the Subject Lands, as required.

AND FURTHER THAT Council grant 2642301 Ontario Ltd. and 2363219 Ontario Ltd. a two (2) year deferral of applicable Building Permit, Planning Application, Tree and Parkland fees and levies for the subject development (with the exception of the deferral of Development Charges as previously granted by Council in April, 2019) in the amount of \$189,775.00.00, the provisions for which shall be incorporated into the Development Agreement.

3.0 PUBLIC ENGAGEMENT

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

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

Additionally, the Planning Department provided written notice of the Complete Site Plan Application to Council on June 24th 2019, and all Site Plan Applications are considered by Council in open session prior to final approval.

4.0 ORIGIN & LEGISLATION

On June 12th 2018, the Planning Department received an application for Site Plan Approval by Andrew Ferancik, WND Associates on behalf of 2642301 Ontario Ltd. & 2363219 Ontario Ltd. for a for a 0.48 hectare parcel of land located at 311-325 University Avenue West and 387 William Street, Cobourg.

In accordance with the provisions of the Ontario Planning Act, a municipality has the authority to designate site plan control area(s), and where an application has been made for site plan approval, a municipality may require the owner of the land to enter into one or more agreements with the municipality.

5.0 BACKGROUND

The subject property is designated as “Mixed Use Area” in the Town of Cobourg Official Plan (2017), and zoned “High Density Residential 5 Exception 15 Holding (R5-15[H])” in the Comprehensive Zoning By-law No. 85-2003.

6.0 ANALYSIS

The following attachments are included for reference purposes:

Figure 1 – Location Map

Figure 2 – Site Plan

Figure 3 – Landscape Plan

Figure 4 – Building Renderings & Elevations

Figure 5 – Agreement Authorization By-law

Summary of Key Points:

The following are the key points associated with the proposal:

- The subject property, known as 311-325 University Avenue West and 387 William Street is a 0.48 parcel, with 86 m frontage along University Avenue West and 18.4 m frontage along William Street (see **Figure 1: Key Map** attached). It is currently occupied by a two-storey former lumber mill and three (3) existing residences. As a result of the proposed development, the former lumber mill, and the two (2) residences fronting on University Avenue West will be demolished. The residence fronting on William Street will be retained and incorporated into the development as a mixed use building.
- The applicant is proposing a new, four-storey, 4,579 m² (49,297 ft²) residential apartment building consisting of seventy-one (71) rental dwelling units, including sixteen (16) at-grade units. Fourteen (14) of the proposed units are to be affordable, representing 20% of the total proposed dwelling units (see **Figure 2: Site Plan** attached).
- The project is the intended recipient of funding through the Canadian Mortgage and Housing Corporation’s Rental Construction Financing (RCF) program, which provides low-cost loans to encourage the construction of rental housing across Canada. It supports sustainable apartment projects in areas where there is a need for additional rental supply. The initiative has a total of \$3.75 billion in available loans, and the

funding window is open from 2017 to 2021. The Town of Cobourg has a rental vacancy rate of less than 1%. The proposed development will represent a positive and significant contribution to the Town's rental housing supply, and supply of affordable rental housing.

- From a sustainability perspective, the development's energy report demonstrates compliance with CMHC's RCF requirements by utilizing a high efficiency geothermal heat pump system, ventilation heat recovery and exhaust systems, high efficiency hot water heaters, enhanced building envelope with thermal mass and improved glazing with fiberglass frames, resulting in significant savings in energy performance and GHG emissions over the National Energy Code of Canada for Buildings (NECB 2015). Other sustainable features include reflective roof material, smart-switching LED fixtures, and three (3) electric vehicle (EV) charging stations.
- To address accessibility, the new building will comply with and exceed Ontario Building Code requirements for accessibility. The proposed development includes thirteen (13) barrier free units, two (2) adaptable units, and two (2) universal units, and incorporates an accessible resting area within the proposed outdoor amenity area.
- The proposed development supports transit and active transportation in the Town of Cobourg as it is situated within close proximity to an existing Town of Cobourg transit route (Transit Route 2 operates along William Street) and existing commercial service facilities including the downtown.
- The proposed development will provide twenty-nine (29) parking spaces, including one (1) barrier free space in an underground garage facility, and fifty-one (51) surface level, uncovered parking spaces, including four (4) barrier free spaces, for a total of eighty (80) parking spaces. The proposed parking is in compliance with the site-specific R5 Zone requirements for the property. Additionally, through the provision of seven (7) outdoor bicycle racks and an interior bicycle storage room accessed via the underground parking facility, ample bicycle parking and storage space is proposed on the property to encourage the use of active transportation. Access to the proposed development will be by way of a new private driveway from University Avenue West, together with an exit-only access to William Street.
- Various ornamental plantings including seventeen (17) trees, and a mix of shrub and herbaceous plants are proposed to create a terrace landscape along the subject property's University Avenue West street frontage, and to create a vegetated courtyard to serve as a private outdoor amenity space for the property's residents. A vegetated "willow

screen” is proposed along the property’s west boundary line to provide a soft edge and buffer along the property perimeter where planting space is limited. The southern property line will be screened with a combination of wood fencing and trees. A seasonal snow storage area is proposed within the at-grade parking area, south of the underground parking entrance (see **Figure 3 – Landscape Plan** attached).

- The proponent will be required to construct a new concrete municipal sidewalk along University Avenue West from the existing municipal sidewalk at the intersection of William Street and University Avenue West, across the frontage of the property, and connect with the existing municipal sidewalk on Margaret Street to facilitate safe connections for pedestrians. The new municipal sidewalk will connect to a 2.0 m internal walkway which extends to the building entrance on the south side of the building, at-grade bicycle storage facilities, and shared outdoor amenity area. In addition, a dedicated walkway will traverse the site and connect with the William Street municipal sidewalk.
- The development will incorporate a 132 sq m (1,400 sq ft) indoor amenity area, plus an outdoor landscaped seating area, for the private use and enjoyment of the residents.
- A 3.0 m wide road allowance dedication to the Municipality will be required along the University Avenue frontage.
- Refuse collection will be via an internal bulk storage and garbage/recycling room which will be accessed by an external loading/service space within the parking area.
- To manage stormwater on-site, an underground stormwater storage system (C-10 Triton Chambers) is proposed below the new driveway and parking lot. During rainfall events, the runoff from the building, patios, driveways and parking areas will be captured and conveyed to the proposed stormwater storage system before entering the municipal piped storm sewer system on University Avenue West.

Final engineering design details on the stormwater management and drainage system are still being examined by the Cobourg Public Works Department and Ganaraska Region Conservation Authority (GRCA) and will need to be satisfied by the proponent prior to final approval/clearances being granted and the removal of the Holding (H) Symbol from the property by Council. All stormwater management measures shall be in compliance with the requirements of the GRCA and Cobourg Public Works Department.

- Temporary erosion and sediment control measures will be provided before construction and maintained during construction in accordance with the GRCA's Erosion & Sediment Control Guidelines for Urban Construction.
- With respect to site servicing, a new 200 mm sanitary service is proposed to connect to the existing 600mm sanitary sewer on University Avenue West, and a 300mm PVC storm pipe will connect to a proposed manhole on the south side of University Avenue West. A new 200mm watermain is proposed along University Avenue West to connect to the William Street main, and new water services will also be provided and will consist of a 100mm domestic water and a 150mm fire service connection. Final technical design details are being worked on between the proponent and the Town and LUSI.
- The proposed building design is oriented to the street with variable setbacks in the form of articulated 'bays' which will help transition the building face between the private and public realm. Custom, distinct architectural features, window patterns, forecourts and exterior masonry treatment will reflect positively on the streetscape and form a compatible fit within the transitioning mixed use neighbourhood (see **Figure 4 – Building Elevations and Rendering** attached).

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

WND Associates, on behalf of 2642301 Ontario Ltd. and 2363219 Ontario Ltd., has submitted the requisite Site Plan Application Fee in the amount of \$8,050.00 + deposit. The Planning Department is also in receipt of a request to Council from Balder Corporation, on behalf of the Owners, to grant a deferral and/or refund, as applicable, to the Site Plan Application Fee, as well as the following fees:

- Re-Zoning Application Fee: \$8,000.00 (paid to the Town of Cobourg);
- Building Permit Fee: \$79,085.00 (unpaid)
- Demolition Permit Fee: \$3,750.00 (unpaid)
- Development Charges: \$614,481.00 (unpaid – but deferred by Council)
- Cash-in-Lieu of Parkland Levy: \$88,250.00 (unpaid)
- Municipal Tree Levy: \$2,640.00.

As Council has been advised in previous reports on the subject matter, the Municipal Act prohibits municipalities from providing grants or other means of financial assistance to private, for-profit enterprises such as Balder Corporation unless otherwise permitted in accordance with a Community Improvement Plan (CIP) adopted by Council under the Planning Act. The preparation of an Affordable and Rental Housing CIP has been initiated however it will not be in a position to be adopted by Council until the Spring of 2020.

On September 30, 2019, in accordance with a municipal staff report recommendation, Cobourg Municipal Council enacted modifications to its Building Permit Fees, Planning Application Fees and Parkland Dedication By-laws to permit reductions or waivers of such applicable fees in accordance with relevant legislation, including the Municipal Act. Deferrals of fees and charges are not, in municipal staff's opinion, subject to the "bonusing" provisions of the Municipal Act as payment will be made to the Municipality over time.

In accordance with the above, unless/until the Affordable & Rental Housing CIP is in effect, the Municipality may only grant a *deferral* of the applicable fees and charges at this time in order to be compliant with the Municipal Act. It should be noted that Council, at its meeting of April 8, 2019, granted Balder Corporation a ten (10) year deferral of Development Charges via a Resolution in conjunction with its review of the Town of Cobourg Affordable Housing Financial Support Policy & Strategy. If Balder Corporation wishes to seek refunds, reductions and/or a waiver (and/or an extension of the deferral) of the applicable fees and charges once the Affordable & Rental Housing CIP is in effect in 2020, the Municipality will need to consider such a request at that time.

Thus, it is recommended that Balder Corporation be granted a two (2) year deferral of applicable building and planning fees, and tree and parkland levies (excluding Development Charges as previously deferred by Council) in the total amount of \$189,775.00. The impact of this deferral is that the revenue associated with the applicable fees and charges would not be collected by the Municipality until 2021. The relevant provisions associated with the deferral can be incorporated into the Development Agreement as opposed to a separate deferral agreement.

8.0 CONCLUSION

It is the opinion of the Planning Department that the application by Andrew Ferancik, WND Associates on behalf of 2642301 Ontario Ltd. & 2363219 Ontario Ltd to permit a residential development consisting of a four (4) storey, seventy-one (71) unit apartment building at 311-325 University Avenue West and 387 William Street, meets all applicable policies and standards, subject to the provision of additional and final site servicing and development details (as described in the attached draft bylaw) to the written satisfaction of municipal staff and external agencies, and prior to the removal of the Holding (H) Symbol by Council. Further, it is the opinion of Planning Staff that a two (2) year deferral of Building Permit, Planning Application, Tree and Parkland fees and levies (excluding Development Charges previously deferred by Council) in the amount of \$189,775.00 is appropriate and in compliance with applicable legislation.

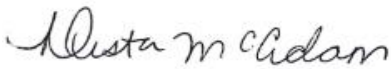
9.0 POLICIES AFFECTING THE PROPOSAL

The primary policies affecting this application relate to the Mixed Use Area designation, Affordable Housing and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 **COMMUNICATION RESULTS**

That the By-law attached to this report be passed by Council (see **Figure 5** Agreement Authorization By-law).

Submitted by:



Desta McAdam, MCIP, RPP
Senior Planner – Development

Approved by:



Glenn McGlashon, MCIP, RPP
Director of Planning & Development



Ian Davey, BBA CPA CA
Interim CAO/Director of Corporate Services/Treasurer

FIGURE 1: LOCATION MAP

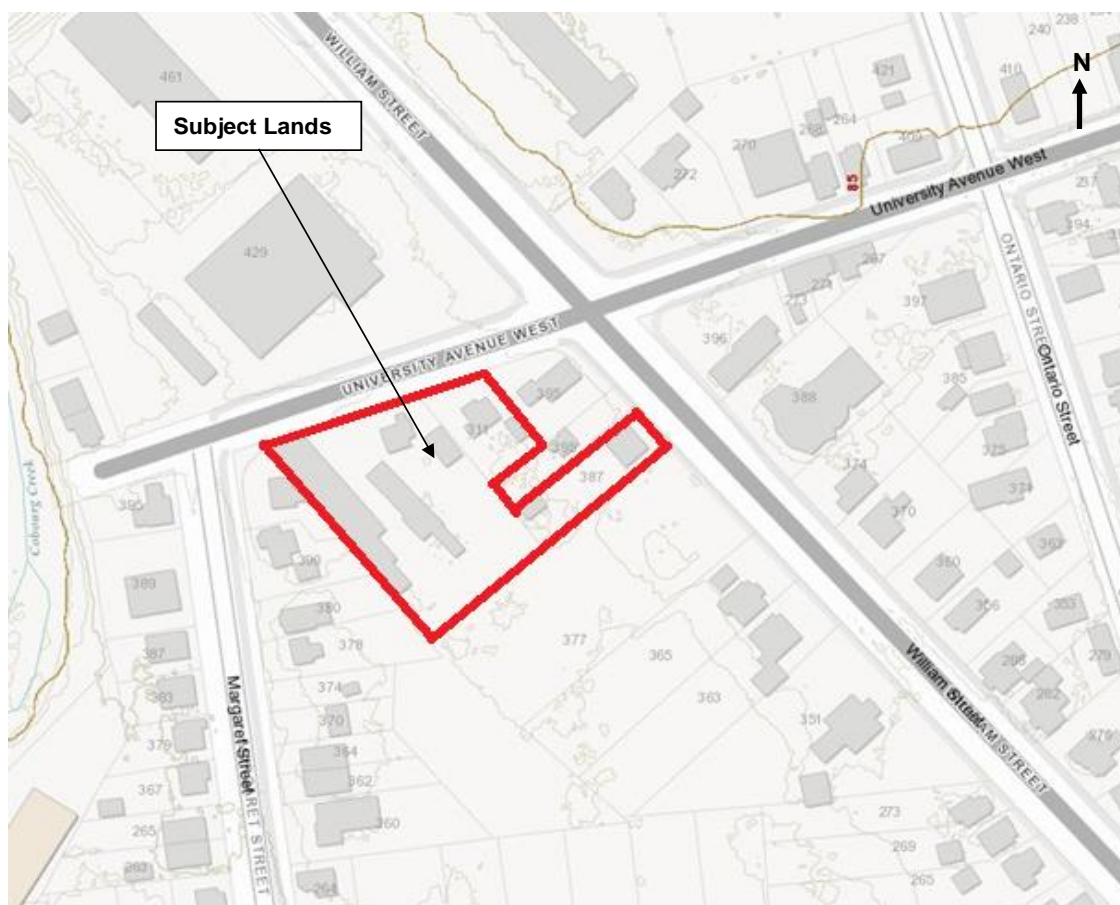
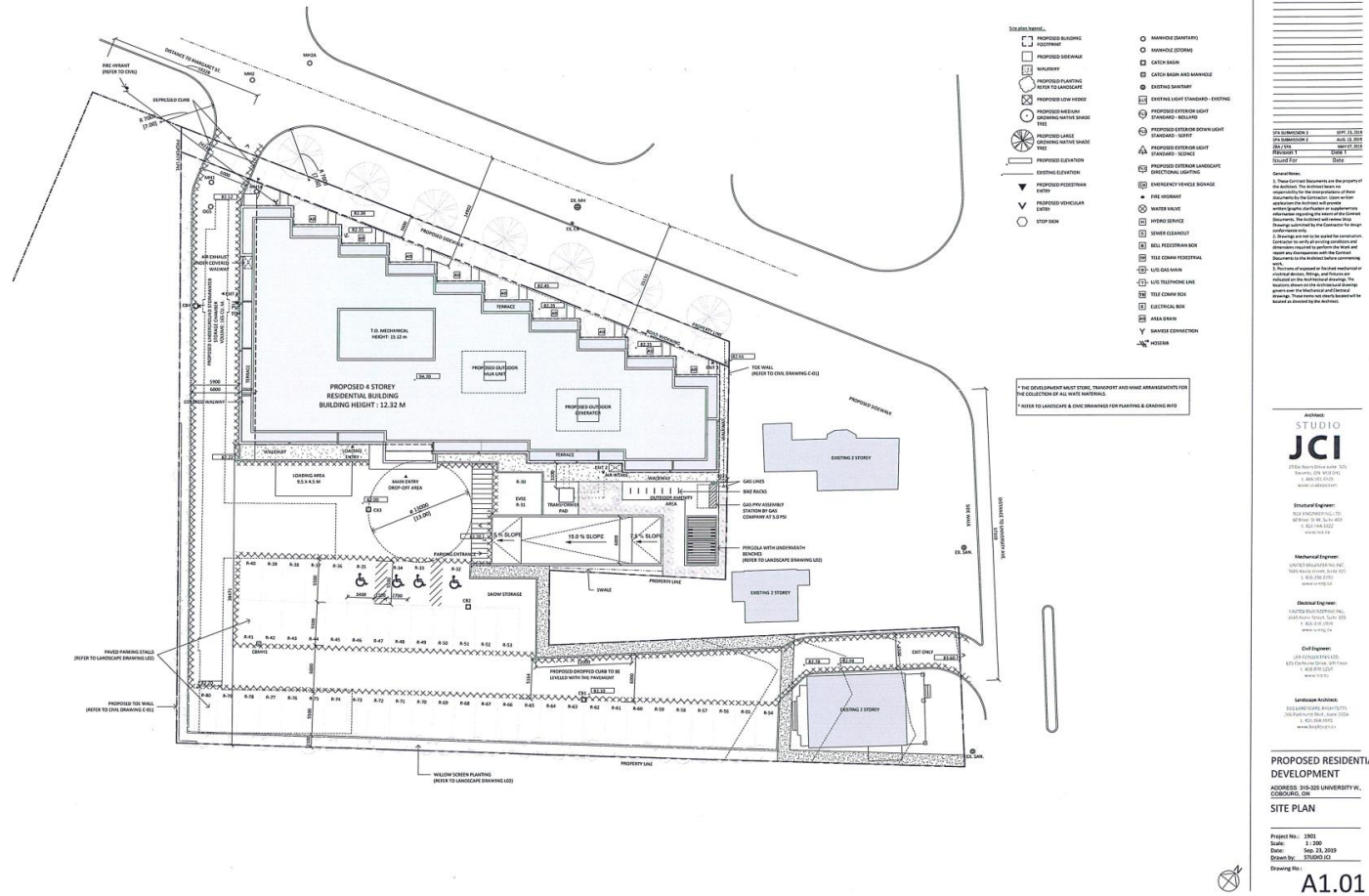















FIGURE 2: SITE PLAN



[illegible]

	PROPERTY LINE
	BUILDING OUTLINE
	CATCH BASIN
	MANHOLE (OPEN)
	TOP OF THE MANHOLE
	DOWN-PIPE TO TIE WITH
	DOWN-PIPE TO BE RECONNECTED
	INTERLOCK PAVING
	CONCRETE PAVING
	CONCRETE PAVING
	CONCRETE PAVING
	CONCRETE PAVING
	ALIQUOT SYSTEM

All drawings are the properties of BSQ Landscape Architects and shall not be altered, modified, revised, published, or changed without the written consent of BSQ Landscape Architects. All dimensions are to be verified on site and any discrepancies are to be reported to the Landscape Architect. Do not scale drawings. See notes in Drawing No. CS for full details.

Project Information		
Description	Date	Drawn
1 Initial Planning Review	May 04, 2019	JL/RA
2 Revision	Jun 03, 2019	JL/RB
3 Site Plan Approval Submission	Aug. 12, 2019	TH/RB
4 Site Plan Approval Submission	Sep. 20, 2019	JL
5 Revision as per City Comments	Oct. 25, 2019	RJ/RJ
6 Site Plan Approval Submission	Nov. 14, 2019	RJ/RJ
Approved By		RJ

Project
315-325 University Ave. W.
Cobourg, ON K9A 2H9

Client
325 University Avenue W.
Residential Development

Landscape Architect



Sheet Title
Landscape Site Plan

Sheet No. **L2**

North



Scale
1:200

Date
Nov. 14, 2019

bsq
LANDSCAPE ARCHITECTS
Suite 201A, 206 Parkhurst Blvd.
Toronto, ON, M4G 2G3
t: 416-364-4840
w: www.bsqsdesign.com

FIGURE 4: BUILDING RENDERINGS & ELEVATIONS



NORTHEAST CORNER



NORTH VIEW



NORTHWEST CORNER:



SOUTHEAST CORNER

Issued:

SFA-LS-BB68KCHN-9	MAY 13, 2019
SFA-LD-SBB67CEN-2	JUN 12, 2019
ZMA / SFA	NAB EX, 2019

Issued For _____
Bye _____

General Notes:

1. These Contract Documents are the property of the Architect. The Architect bears no responsibility for the interpretations of these documents by the Contractor. Upon written application the Architect will provide written clarification or supplementary information regarding the intent of the Contract Documents. The Architect will review Shop Drawings submitted by the Contractor for design coordination only.
2. Drawings are not to be used for construction. Contractor to verify all existing conditions and dimensions required to perform the work and report any discrepancies with the Contract Documents to the Architect before commencing work.
3. Portions of exposed or fitted mechanical or electrical devices, finishes, and fixtures are indicated on the Architectural drawings. The locations shown on the Architectural drawings govern over the Mechanical and Electrical drawings. Those items not clearly located will be located as directed by the Architect.

Architect:
STUDIO
JCI
20 Die Bourt Drive suite 525
Buenos Aires, GPX 1738 DM1
T. 495.705.6729

Structural Engineer:
RICK ENGINEERING LTD.
50 Waver St. W. Suite 403
E. 416-144-3322
www.rick.ca

Mechanical Engineer
UNITED ENGINEERS INC.
3645 Keville Street, Suite 105
C. 410.284.1192
www.uengr.ca

Electrical Engineer
UNITED ENGINEERING INC.
2645 Keele Street, Suite 105
E. 436.316.1999
www.uei.ca

Civil Engineer:
USA CONSULTING LTD.
929 Corporate Drive, 3rd Floor
Ft. Lauderdale, FL 33304
Tel: 407.870.5557
www.uscfl.com


Landscape Architect:
202 LANDSCAPE ARCHITECTS
206 Parkhurst Blvd., Suite 201A
L 010 354-0882
www.202landscape.com

**PROPOSED RESIDENTIAL
DEVELOPMENT**
ADDRESS: 315-325 UNIVERSITY W.,
COSBOURG, ON

Project No.: 1901
Scale:
Date: Sep. 23, 2019
Drawn by: Author
Drawing No.:

A10.00

FIGURE 5: AGREEMENT AUTHORIZATION BY-LAW

	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u> -2019 </u>

A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH 2642301 ONTARIO LTD. & 2363219 ONTARIO LTD., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG (311-325 UNIVERSITY AVENUE WEST & 387 WILLIAM STREET, COBOURG)

WHEREAS Section 41 (7) of the Planning Act, R.S.O. 1990 c. P. 13 as amended provides that a municipality has the authority to enter into one or more agreements dealing with and ensuring the provision of facilities, works or other matters and the maintenance thereof and to ensure that development proceeds in accordance with approved plans and drawings;

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


1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with 2642301 Ontario Ltd. & 2363219 Ontario Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for a residential development consisting of a four (4) storey, seventy-one (71) unit apartment building, 311-325 University Avenue West and 387 William Street, Cobourg (the "Subject Lands"), subject to the provision of additional and final site servicing and development details to the written satisfaction of municipal staff and applicable agencies, and prior to the removal of the Holding (H) Symbol by Council, on such matters including, but not limited to, design plans, reports, specifications and requirements pertaining to:
 - the stormwater management system servicing the Subject Lands, particularly the technical specifications and requirements for the sealed underground storm chamber;
 - the discharge of groundwater and/or drainage from the underground (basement) parking garage on the Subject Lands;
 - measures required to improve the existing storm sewer outfall at Factory Creek to prevent erosion;
 - the design specifications and costs associated with the installation of all necessary public infrastructure within University Avenue West and William Street to service the Subject Lands, including but not limited to watermain, sanitary and storm sewer, electrical and other utilities, roads, curbs, municipal sidewalk installation along University Avenue West from Margaret Street to William Street, and the restoration of all works and disturbances within the municipal right-of-way;
 - the final design specifications of sanitary service pipe and pre-insulated pipe servicing the Subject Lands; and,
 - other technical site design details relevant to the development of the Subject Lands, as required.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

1 DEV Site Plan Agreement 2642301 Ontario Ltd. & 2363219 Ontario Ltd. 311-325 University Avenue West and 387 William Street By-law No. -2019

By-law read and passed in Open Council this 2nd day of December, 2019.

MAYOR

MUNICIPAL CLERK

	THE CORPORATION OF THE TOWN OF COBOURG
	TRANSPORTATION ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Bobby-Jo Preston, Secretary
MEETING DATE:	November 28, 2019
SUBJECT:	Additional Parking in Town of Cobourg

The following Motion was adopted at the November 28, 2019 Transportation Advisory Committee (TAC) Meeting:


Moved by Member Ross:

WHEREAS the Transportation Advisory Committee realizes there are additional costs associated with increased seasonal parking usage of the Waterfront area;

NOW THEREFORE BE IT RESOLVED THAT the Transportation Advisory Committee recommends pursuing aggressively, a plan developed by staff, to increase revenue through additional user pay parking in all areas affected; and

FURTHER THAT the Transportation Advisory Committee strongly endorses increased paid parking, either meters or Pay & Display machines, with the intent to have it phase in starting May 2020.

CARRIED

 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:	December 2, 2019	
TITLE / SUBJECT:	Approval to Open Single Bid Tender - CO-19-27 DPW	
REPORT DATE:	November 28, 2019	File #:

1.0 STRATEGIC PLAN

NA

2.0 PUBLIC ENGAGEMENT

NA

3.0 RECOMMENDATION

THAT Council permit Staff to open a single bid received for the Purchase of Excess Soil contract CO-19-27 on December 10, 2019.

4.0 ORIGIN

Purchasing Policy

5.0 BACKGROUND

A contract requesting purchasers to bid on excess soil from the Midtown Creek/Kerr Street capital project was tendered on November 12 and upon closing on November 26, no bids were received. In accordance with the Town's purchasing policy, the tender period was extended for 2 additional weeks.

6.0 ANALYSIS

Should a single bid be received upon the extended closing date of December 10th, 2019, staff are requesting permission to open the bid in order to receive the information necessary to include in the Midtown/Kerr Street construction tender. Time is of the essence in order to be able to tender the capital works in

January.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

If any bids are received, the Town stands to save money on the disposal of excess soil.

8.0 CONCLUSION

THAT Council permit Staff to open a single bid received for the Purchase of Excess Soil contract CO-19-27 on December 10, 2019.


12.0 AUTHORIZATION/SIGNATURES

Approved By:

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

Department:

Clerks
Finance

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Laurie Wills	
TITLE:	Director of Public Works	
DATE OF MEETING:	December 2, 2019	
TITLE / SUBJECT:	2020 Extended Transit Service Proposal	
REPORT DATE:	November 28, 2019	File #:

1.0 STRATEGIC PLAN

Pillar: People

Action #5 Invest in programs, services and infrastructure to make Cobourg more accessible

2.0 PUBLIC ENGAGEMENT

Motion from Accessibility Advisory Committee to continue the operation of the extended transit service in 2020.

3.0 RECOMMENDATION

THAT Council pre-approve a 2020 budget amount of \$40,000 and authorize an agreement with the BTS Network to operate the extended transit service until July 1, 2020 and continue on a month to month based until December 31, 2020.

4.0 ORIGIN

2020 budget deliberations.

5.0 BACKGROUND

The new transit operations contract is scheduled to begin January 1, 2020 whereby both conventional and Wheels service will be operated by one company. Since the 2020 budget will not be approved until after this contract start date, the operator requires direction now as to whether the extended transit hours are to continue or not so that they can be prepared with the appropriate staffing levels to accommodate the Town's needs.

6.0 ANALYSIS

The Town is in need of a 24 hour accessible transit option. The extended Wheels service to 11pm daily that was implemented in 2019 was a great step towards closing the gap however the service is still required to be booked 24 hours in advance and does not address emergency transportation needs.

Staff have approached the current operator of the extended transit service and they are in support of continuing to provide only the extended service for an additional 6 months and then on a month to month basis until the end of the year, upon Council approval. Staff are also inquiring as to whether the current extended transit operator can provide the service both by advanced bookings for Wheels members but also on demand to accommodate emergency/last minute transportation needs at least until 11 pm.

Transit hours and operators would continue as follows:

Conventional and Wheels Service (Century Transportation):

Monday to Friday 6:15 am to 7:45 pm

Saturday 8:15 am to 6:45 pm

Sunday 8:45 am to 3:45 pm

Extended Transit Service (The BTS Network):

Wheels members by appointment or on demand

Monday to Friday 7:45 pm to 11:00 pm

Saturday 6:45 pm to 11:00 pm

Sunday 3:45 pm to 11:00 pm

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The cost to continue the extended transit service with the new 2020 operator will cost the Town \$77,000. As noted in the terms of the contract, the Town reserves the right to add this service to the contract or not. The cost to continue the extended transit service with the existing operator for six (6) months will cost \$20,000 and \$3,300 per month thereafter for a total of \$40,000 for the year, if required.

A commitment of six months is fair for the current operator and also allows staff and Council time to investigate a more cost effective method of providing an extended hours transit service. Beyond July 1, 2020, this proposal also allows Council the flexibility to use the remaining \$20,000 towards another option should one become feasible, such as an accessible taxi service that can operate 24 hours.

The \$40,000 budget will allow Council to continue the extended transit service for the entire year if desired but also provides flexibility to put \$20,000 towards

a more cost effective solution beyond July 1, 2020, if an opportunity arises.

During budget deliberations, the source of funding for this additional \$40,000 will have to be debated. In 2019, the extended service was funded by Federal Gas Tax.

8.0 CONCLUSION

THAT Council pre-approve a 2020 budget amount of \$40,000 and authorize an agreement with the BTS Network to operate the extended transit service until July 1, 2020 and continue on a month to month based until December 31, 2020.

12.0 AUTHORIZATION/SIGNATURES

Approved By:

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

Department:

Clerks
Finance



The Corporation of the Town of Cobourg

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a 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;

NOW THEREFORE BE IT RESOLVED THAT Council authorize 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).
- f) To update the Municipal Event Application Guide to not allow Event Managers and Special Event Permit Holders to have, use, or sell Bottled Water at Municipal Facilities and Municipal Parks to be implemented no later than December 31, 2020



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Municipal Complaint Policy;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the new Municipal Complaint Policy (LEG-ADM25) for the handling of Municipal Complaints within the Town of Cobourg (Appendix 'A').

THE CORPORATION OF THE TOWN OF COBOURG



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

Effective Date: Dec 2, 2019
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 COMPLAINT 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: Dec 2, 2019
Approval Level: Council
Section # 3-3
Policy # **LEG-ADM19**

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



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

Effective Date: Dec 2, 2019
Approval Level: Council
Section # 3-3
Policy # LEG-ADM19

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.

THE CORPORATION OF THE TOWN OF COBOURG



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

Effective Date: Dec 2, 2019
Approval Level: Council
Section # **3-3**
Policy # **LEG-ADM19**

5.0 FORMAL COMPLAINT PROCESS

5.1 Filing the Complaint

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 CORPORATION OF THE TOWN OF COBOURG



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

Effective Date: Dec 2, 2019
Approval Level: Council
Section # 3-3
Policy # LEG-ADM19

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

- 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;

THE CORPORATION OF THE TOWN OF COBOURG



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-
- Suggestions of appropriate resolution along with rationale supporting the proposed resolution.

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 MANAGEMENT

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

THE CORPORATION OF THE TOWN OF COBOURG



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to the Town's record and Retention Schedule. No records or copies thereof shall be kept by any investigator.

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.

10.0 ADDITIONAL REFERENCES

10.1 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.

10.2 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 preform functions as outlined in the Municipal Act, 2001, as amended. Complaint shall be filed as outlined within the Council Code of Conduct.

THE CORPORATION OF THE TOWN OF COBOURG



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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.

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 ten (10) 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 annually

THE CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services

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Effective Date: Dec 2, 2019

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Policy # **LEG-ADM19**

Cross Reference

Policy #

Procedure #

Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:
			December 2, 2019



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the appointment of the Town of Cobourg Municipal Ombudsman; and

WHEREAS the six (6) other municipalities in Northumberland and eighteen (18) other comparative Ontario municipalities have appointed the Ombudsman of Ontario to review any municipal complaints; and

WHEREAS the Ontario 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; and

WHEREAS 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; and

WHEREAS 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.

NOW THEREFORE BE IT RESOLVED THAT Council select the Ontario Ombudsman for all its municipal Ombudsman complaints effective immediately.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Ontario Governments Municipal Modernization Program – Intake One (1) - Municipal Service Delivery Review;

NOW THEREFORE BE IT RESOLVED 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.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a 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);

NOW THEREFORE BE IT RESOLVED 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.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered 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;

NOW THEREFORE BE IT RESOLVED 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.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Delegation from Alyson King and Grace Lovekin, Good Neighbours Coalition Cobourg, regarding concerns about the emergency shelter downtown Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council discuss the delegation with Northumberland County; and

FURTHER THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and

FURTHER THAT Council request that the Cobourg Police Service Board provide information on the level of crime and disruption in the immediate area of Transition House; and

FURTHER THAT Council request information of Northumberland County regarding the recent change of operation of Transition House and any alternative options for low-barrier housing in the Cobourg area; and

FURTHER THAT Council request that all information is returned to Council by February 18, 2020.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a delegation from Marc Anthony, Cobourg resident, regarding the benefits of harm reduction services in Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council refer the delegation to Northumberland County to look at ways to improve harm reduction services.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Delegation Colin Bromley, Cobourg resident, regarding the Waterfront User Needs Assessment and detailed Design Plan and Lake Ontario water levels;

NOW THEREFORE BE IT RESOLVED THAT Council instruct Staff to organize a public Open Forum on Lake Ontario Water levels, to be held in early 2020.



The Corporation of the Town of Cobourg

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from the Director of Planning and Development, regarding the review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications – Recommendation Report;

NOW THEREFORE BE IT RESOLVED THAT Council 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.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from the Director of Public Works, regarding the award of the 2019 Road Resurfacing and Water Pollution Control Plant Parking Lot Expansion Contract;

NOW THEREFORE BE IT RESOLVED 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)



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from the Director of Public Works, regarding Unfinished Business Items: 08-21-17 Traffic Study Lower Division Street/Esplanade Area and 10-10-17 Traffic/Parking Concerns Condo. Corp. #58-148 Third Street;

NOW THEREFORE BE IT RESOLVED THAT Council approve the permanent one way operation of the Esplanade and a new entrance into the Third Street parking lot.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered an Application to fill a vacant position on the Parks and Recreation Advisory Committee;

NOW THEREFORE BE IT RESOLVED THAT Council appoint Miriam Mutton to the Parks and Recreation Advisory Committee for a term that corresponds with the current term of Council, expiring on November 30, 2022.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from Secretary of the Accessibility Advisory Committee, regarding a Motion to create a Sub-Committee for a Town of Cobourg Accessibility Event;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the request of the Accessibility Advisory Committee and approve the creation of the Sub-Committee to organize a downtown accessibility awareness experience event in May 2020 during National AccessAbility Week.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Notice of Motion, regarding the October Opioid round-table and report to Council and the recommended action for moving towards a coordinated Community Response;

NOW THEREFORE BE IT RESOLVED 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.



The Corporation of the Town of Cobourg

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
December 2, 2019

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a 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;

WHEREAS Municipalities have a significant role to help change and mitigate the contributions to climate change through responsible planning and budgeting; 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 2030; and

WHEREAS in Council's Strategic Plan it states: "the Town of Cobourg will be good stewards and practice sustainable actions"; and

WHEREAS the Town of Cobourg's Official Plan provides a general policy framework for the conservation of water, air quality, energy and other resources and for the reduction of waste, as well as environmental stewardship, monitoring and education, and for the development of a "culture of conservation" which reflects the principle of sustainable development (Bruntland Commission); and


WHEREAS the Cobourg's Official Plan specifies that the Town of Cobourg shall develop an Integrated Community Sustainability Plan (ICSP) which will be designed with specific achievable actions for the community and will build on existing initiatives; and

NOW 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 the effects that the Town of Cobourg is contributing to the climate crisis by way of the following actions:

1. That Council create a staff position on a one (1) year contract basis, under the supervision of the Chief Administrative Officer to develop a Request for Proposal (RFP) for the Integrated Community Sustainable Plan (ICSP) and Green Design Standards and manage the project through to completion;

2. Refer all costs associated with the contract position and Integrated Community Sustainability Plan (ICSP) to the 2020 budget deliberations and have Staff prepare a budget estimate for the January 2020 budget meeting; and
3. Update Council's Strategic Plan to allow Staff to reprioritize other work commitments to ensure that staff resources will be sufficient to commence work on the Integrated Community Sustainability Plan prior to the scheduled start of 2021 as outlined in Council's current, approved Strategic Plan.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>089-2019</u>

A BY-LAW TO ESTABLISH WATER RATES AND WASTEWATER RATES UPON THE OWNERS OR OCCUPANTS OF LANDS AND PREMISES CONNECTED TO MUNICIPAL WATER MAINS AND SANITARY SEWERS WITHIN THE TOWN OF COBOURG.

WHEREAS the Corporation of the Town of Cobourg (the “Town”) owns, operates and maintains water distribution systems and water treatment plants, and owns, operates and maintains sanitary sewer system, sewage pumping stations and water pollution control plants in the Town;

AND WHEREAS the Municipal Act, 2001, Section 11(2) grants the Corporation of the Town of Cobourg jurisdiction over certain public utilities within the municipality, including municipal water and wastewater services;

AND WHEREAS Council considers it necessary and advisable to pass a by-law establishing water rates pursuant to the Municipal Act, 2001, upon rateable property and sewage service rates upon the owners or occupants of lands pursuant to the Municipal Act, 2001, in those areas of the municipality serviced with municipal water mains or sewers;

AND WHEREAS Council desires the monthly charges for water and sewer to be determined on the basis of a study as updated for Council by Watson and Associates Economists Limited dated October, 2008; and further updated by memorandum dated January 20, 2014 and further updated by Lakefront Utility Services Inc., dated November 18, 2015;

AND WHEREAS the study prepared by Watson and Associates Economists Limited recommended that the monthly charge be determined based on the number of users of sewer and water services within the Town of Cobourg;

AND WHEREAS Council desires to ensure that the monthly charge will be paid by all users within the Town of Cobourg to ensure that the costs of maintaining and operating the water system and sewer system is apportioned equitably among all users in the Town of Cobourg;

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

SECTION 1 - DEFINITIONS

- 1.1 For the purposes of this By-law, the following definitions shall apply:
- (a) “Apartment Building” shall mean a building or part thereof consisting of three or more dwelling units which have a common entrance from the street level, and the occupants of which have the right to use in common, halls and/or stairs and/or elevators and yards, but does not include a boarding or rooming house, bed and breakfast establishment, motel or hotel.

- (b) “Base monthly charge for water services” shall mean a monthly charge apportioned to each property connected to or having the ability to connect to the Town’s water works and which is designed to recover the capital costs of installing the water works and for life cycle financing of the water works;
- (c) “Base monthly charge for sewer” shall mean a monthly charge apportioned to each property connected to or having the ability to connect to the Town’s sewage works and which is designed to recover the capital costs of installing the sewage works and for life cycle financing of the sewage works;
- (d) “Base monthly charge” when used without specific to water or sewer shall mean both the total of the base monthly charge for water services and the base monthly charge for sewer services.
- (e) “Customer” shall mean any person who enters into a verbal or written agreement for the supply of water to any property including but not limited to any dwelling unit located within the Town of Cobourg.
- (f) “Dwelling Unit” shall mean one or more habitable rooms occupied or capable of being occupied by an individual, individuals or family as an independent and separate housekeeping establishment, with separate kitchen and sanitary facilities provided for the use of such individual, individuals or family, with its own private entrance, but does not include a trailer, single-width mobile home or tent.
- (g) “Fire Protection Charge” shall mean a monthly charge apportioned to each property connected to the Town’s Water Works and which is designed to recover the capital costs associated with the oversizing of mains, pumps and reservoirs and the installation and maintenance of the fire hydrant system.
- (h) “Fire Protection Suppression System” shall mean a system to extinguish a fire or substantially reduce the heat release rate of the fire.
- (i) “Industrial Water Users” shall mean customers whose properties are classified as an industrial property tax class and whose annual water consumption is over 6,000 m3/year.
- (j) “Meter” shall mean the water meter owned by the Town to measure the quantity of water used by the customer.
- (k) “Monthly consumption charge” shall mean a charge based on water consumption during the billing month designed to apportion the operating costs, administration costs, and maintenance costs of supplying treated water to customers and of treating sewage.
- (l) “Process Water” shall mean municipally supplied water consumed in an industrial activity that is not discharged to the Municipality’s sewage system.
- (m) “Property” shall mean any parcel of land including individual dwelling units located within the Town.
- (n) “Sewage works” shall mean any public works for the collection,

transmission, treatment or disposal of sewage, or any part of such works.

- (o) "Town" shall mean the Corporation of the Town of Cobourg.
- (p) "Water" shall mean potable water supplied by the Town.
- (q) "Water works" shall mean any public works for the collection, production, treatment, storage, supply or distribution of water and any part of such works.

SECTION 2- MONTHLY WATER RATES AND WASTEWATER RATES

- 2.1 It is and always has been the intention of Council that the base monthly charge for sewer rates and water rates shall be based upon the number of properties in the Town that are connected to the Town's sewer system and water system.
- 2.2 The owner or occupant of property connected to the water works through which water is supplied by the Town shall pay a Water Works Rate and a Wastewater Rate.
- 2.3 The Water Rate and Wastewater Rate shall consist of four parts as follows:
 - (a) The base monthly charge for water services ;
 - (b) The base monthly charge for fire protection;
 - (c) The base monthly charge for sewer services; and
 - (d) The monthly consumption charge(s).
- 2.5 Any fees or charges imposed by this By-law are due and payable upon the receipt of any invoice issued by the Lakefront Utility Services Incorporated (LUSI) to any person or party in connection with a fee or charge imposed by this By-law.

SECTION 3 - BASE MONTHLY CHARGES FOR WATER SERVICES AND SEWAGE SERVICES

- 3.1 Base monthly charges for water and sewer services shall be applied to all properties in the Town in accordance with Schedule A which is attached to and forms part of this By-law.
- 3.2 Despite Section 3.1, dwelling units not possessing an individual water meter for that dwelling unit alone, shall be assessed for the base monthly charges at the rate corresponding to a 5/8", 3/4" meter in Schedule "A".
- 3.3 The base monthly charges for apartment buildings containing three or more dwelling units that are not equipped with individual water meters shall be calculated by:
 - a) multiplying the number of dwelling units by the base monthly charge corresponding to the 5/8", 3/4" meter in Schedule "A", and
 - b) adding a single base monthly charge corresponding to the 5/8", 3/4" meter in Schedule "A" representing the apartment building's common services.

This calculation shall apply despite the fact that the apartment building may have a single water meter measuring the total quantity of water consumed by all occupants of the building.

- 3.4 (a) The monthly fire protection charge shall be set at the same rate for all residential accounts and shall include those as defined in 3.3(a) and (b), as per Schedule 'A'.
- (b) The monthly fire protection charge shall be set at the same rate for all non-residential accounts, as per Schedule 'A'.
- (c) Despite Section 3.4(a) and (b) any residential or non-residential service incorporating a fire protection suppression system shall pay a separate fixed monthly fire protection charge as per Schedule 'A'.

SECTION 4 - MONTHLY CONSUMPTION CHARGES FOR WATER SERVICES AND SEWAGE SERVICES

- 4.1 The charge for water consumption and sewage treatment for all properties in the Town shall be charged on a per cubic metre of water consumed basis for each respective customer at the rates as indicated in Schedule "B" which is attached to and forms part of this By-law.
- 4.2 Non-metered dwelling units or dwelling units where meter access is not provided will be billed estimated consumption charges for water of \$48.00 per month and sewer of \$72.00 per month.

SECTION 4B - REDUCED SEWAGE TREATMENT RATE

- 4.3 Industrial Water Users may apply to the Town for a reduced Sewage Treatment Rate based on a portion of water used being consumed in the process and not entering the sanitary sewer system.
- 4.4 To qualify for a Reduced Sewage Treatment Rate, an Industrial Water User must:
 - (i) submit an annual application to the Town's Environmental Services Department containing:
 - (ii) submit calculations showing the analysis and quantification of industrial process water which does not enter the sewage collection system;
 - (iii) submit a description of the means used to measure or otherwise determine the process water including estimates of any uncertainties in the measurement or analysis;
 - (iv) submit the application fee stipulated in Schedule "D";
 - (v) satisfy the Town's Environmental Services Department that the measurements, calculations and analyses submitted are justified based on sound engineering principles and statistics and that process water exceeds 20% of the water supplied by the Town.

- 4.5 Should an Industrial Water User be successful in its application for a Reduced Sewage Treatment Rate, the Sewage Treatment Rate shall be calculated as follows:
- (a) where a sewage meter exists, on the basis of the measured flow entering the sewer times the Sewage Treatment Rate defined in Schedule “B”;
 - (b) where no sewage meter exists, on the basis of the measured water supplied to the user multiplied by the Sewage Treatment Rate defined in Schedule “B” multiplied by a reduction factor. The reduction factor shall be the volume of water entering the property minus the process water as calculated per Section 4.4 all divided by the volume of water entering the property.
- 4.6 Each application for a Reduced Sewage Treatment Rate shall apply for one year only. If an application is not submitted or renewed each year, the full sewer rates shall apply.

SECTION 5 - MISCELLANEOUS WATER RATES AND CHARGES

- 5.1 Miscellaneous charges shall be applied in accordance with Schedule “C” which is attached to and forms part of this By-law.
- 5.2 Other water charges and capital contributions shall be applied in accordance with Schedule “D” which is attached to and forms part of this By-law.
- 5.3 Billing adjustment shall be applied in accordance with Schedule “E” which is attached to and forms part of this by-law.

SECTION 6 - NON-PAYMENT & LATE PAYMENT

- 6.1 Fees and charges imposed under this By-law on a person constitute a debt of the person to the Town. The Town’s Treasurer may add fees and charges imposed by this By-law to the tax roll for the property to which the services were supplied and may collect them in the same manner as municipal taxes.
- 6.2 Late payment charges of 1.50% per month, compounded monthly shall be applied to any fees or charges remaining unpaid following the due date on the invoice sent to the customer.

SECTION 7 - SEVERABILITY

- 7.1 If any section, clause or provision of this By-law, including anything contained in the Schedules attached hereto, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid; and it is hereby declared to be the intention of Council for the Town that all remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof may have been declared invalid.

SECTION 8 - SHORT TITLE

- 8.1 The short title of this By-law shall be the “Water and Sewer Rates and Charges By-law.”

SECTION 9 - EFFECTIVE DATE

- 9.1 This By-law comes into force and effect on January 1, 2020.

THAT By-law Number 007-2019 be hereby repealed.

READ a first, second, third time and finally passed in Open Council on this 2nd day of December, 2019.

MAYOR

MUNICIPAL CLERK

SCHEDULE “A”

BASE MONTHLY CHARGES FOR WATER SERVICES AND SEWAGE SERVICES

(Effective January 1, 2020)

Water Meter Size	Base Charge for Water Services	Base Charge for Sewage Services
5/8", 3/4"	\$13.75	\$15.01
1"	\$52.72	\$57.57
1 1/2"	\$75.63	\$82.60
2"	\$98.55	\$107.63
3"	\$152.24	\$166.27
4"	\$212.33	\$231.89
6"	\$331.55	\$362.10
8"	\$451.61	\$493.24

BASE CHARGE FOR FIRE PROTECTION:

Residential service	\$.54
Non-residential service	\$ 1.07
Residential or non-residential Service with fire protection suppression system	\$26.78

SCHEDULE “B”

MONTHLY CONSUMPTION CHARGES FOR WATER SERVICES AND SEWAGE SERVICES

(Effective January 1, 2020)

Water Consumption	Water Rate (\$/m ³)	Sewage Treatment Rate (\$/m ³ of water)
First 22.73 m ³ (5000 gallons) water consumed	\$1.37	\$1.54
Second Block consumption beyond 22.73 m ³ to 35m3 water consumed	\$1.71	\$1.92
* Third Block over 35 m3 water consumed	\$2.15	\$1.92

Note: *The increase for the third block rate will apply to residential water rates only.

SCHEDULE C
MISCELLANEOUS WATER RATES AND CHARGES
(Effective January 1, 2020)

CUSTOMER ADMINISTRATION

Returned/Non-Sufficient Payment	\$15
Arrears certificate	\$15
Statement of account	\$15
Change of occupancy	\$30
Pulling post-dated cheques	\$15
Request for other billing information	\$15
Easement letter	\$15
Income tax letter	\$15
Credit reference/credit check (plus credit agency costs)	\$15
Legal letter charge	\$15
Special meter reads	\$300
Locate – remark (< 60days)	\$35
Locate – request for locate (>60 days)	\$65
Data Logging Report	\$30
Lead testing services – customer requested	\$90

- Note:
1. Special meter reads are for meters checked for accuracy at a customer's request and found to be accurate.
 2. A Data Logging Report can be requested for meter read verifications, daily usage review, and leak detections for radio frequency meters only.

NON-PAYMENT OF ACCOUNT

Late payment – per month	1.50%
Late payment – per annum	19.56%
Collection of account charge – no disconnection	\$30
Collection of account charge – no disconnection – after regular hours	\$165
Disconnect/Reconnect – during regular hours (charged once, upon reconnection)	\$65
Disconnect/Reconnect – after regular hours (charged once, upon reconnection)	\$185

CONNECTION CHARGES

Turning Water off/on at shut-off valve – with 48 hours’ notice – regulatory hours	\$65
Turning Water off/on at shut-off valve – without 48 hours’ notice – regulatory hours	\$130
Turning Water off/on at shut-off valve – emergency – after hours	\$185
Temporary Water Meter Removal – resident’s request – regular work hours	\$135
Temporary Water Meter Removal – resident’s request – after regular work hours	\$185

**TOWN OF COBOURG
WATER DEPARTMENT
WATER CHARGES/CAPITAL CONTRIBUTIONS
EFFECTIVE JANUARY 1, 2020**

SCHEDULE D

GENERAL

Water services are not installed in the winter due to the frost in the ground, except by special arrangement with Lakefront Utility Services. The charge for the service is based on time and material with the Minimum Charge as set out in the rates below.

A charge of **\$65** will be made during regular working hours **(with 48 hours' notice)** for turning the water off or on at the shut off valve. **If 48 hours' notice is not provided**, the charge will be \$130 to turn the water off or on at the shut off valve. Furthermore, if the water is turned off or on at the shut off valve in an **emergency and after regular hours**, then the charge will be **\$185**. The situations above are for any other purpose than commencing or terminating contract or for maintenance of our system.

Temporary water meter removal at resident's request, remove and reconnect during regular work hours \$135.00.

Temporary water meter removal at resident's request, remove and reconnect after regular work hours \$185.00.

Temporary water usage during construction etc. is based on estimated usage at regular rates.

Hamilton Township Residential and General Service Water Rate Charge same as Town of Cobourg plus:

Residential - monthly surcharge: 2015 - \$8.10; 2016 - \$8.30; 2017 - \$8.50; 2018 - \$8.70; 2019 - \$9.00; 2020 - \$9.20

General Service - monthly surcharge: 2016 - \$13.10; 2017 - \$13.40; 2018 - \$13.70; 2019 - \$14.00; 2020 - \$13.73

Industrial rates: first 22.73 cubic meters \$0.92 balance at \$1.13 per cubic meter, plus monthly surcharge.

Water from hydrant, with special approval, or from pump house/fire department shall be 2011 - \$1.60; 2012 - \$1.65; 2013 - \$1.70; 2014 - \$1.75; 2015 - \$1.80; 2016 - \$1.85; 2017 - \$1.90; 2018 - \$1.95; 2019 - \$2.00; 2020 - \$2.05 per cubic meter. Key holders service charge \$7.00 per month plus usage.

Bulk metered residential customers, as approved, for using water conservation methodologies first rate up to 11.35 cubic meters per month, 2nd rate up to 35 cubic meters and balance at 3rd rate.

The annual application fee for reduced industrial sewer rates will be the actual cost to the municipality to a maximum of \$260.00.

Hamilton Township Fire Protection per hydrant charge: 2011 - \$15.63; 2012 - \$15.75; 2013 - \$15.90; 2014 - \$16.07; 2015 - \$16.23; 2016 - \$16.40; 2017 - \$16.57; 2018 - \$16.74; 2019 - \$16.91; 2020 - \$17.08

Security Deposits

A "Customer" who has not established a good payment history with Lakefront Utilities Services Inc. (LUSI) will be required to pay a security deposit. The security deposit amount will be 2.5 times the property's or customer's average monthly consumption based on the most recent 12 consecutive months in the past two years. Where relevant usage information is not available, the customer's average monthly consumption shall be based on a reasonable estimate by LUSI. The security deposit will be applicable for both water and sewer services.

The deposit shall be returned to a customer after one year of good payment history. A customer is deemed to have a good payment history unless, during the most recent 12 months have received more than one disconnection notice from LUSI, more than one cheque given to LUSI by the customer has been returned for insufficient funds, more than one pre-authorized payment to LUSI has been returned for insufficient funds or a disconnect / collection trip has occurred.

**TOWN OF COBOURG
WATER DEPARTMENT
BUILDING ADJUSTMENTS
EFFECTIVE JANUARY 1, 2020**

SCHEDULE E

Over or under-billing adjustments are permitted over a period of up to two years for all classes of customers.


If a customer has been over-billed by an amount equal to or greater than the customer's average bill, the customer has the option of receiving a cheque or a credit on their next bill.

If a customer has been over-billed and the amount is less than the customer's average bill, the customer will receive a credit on their next bill. If the customer has outstanding arrears, the Municipality may apply the over-billed amount to the arrears first, and may credit or repay the balance to the customer.

If a customer is under-billed and is not responsible for the error, the customer is allowed to pay the under-billed amount in equal instalments over the same amount of time as they were under-billed for up to a maximum of two years. (e.g. if a customer has been under-billed for five months, they will have five months to pay the under-billed amount).

When a customer is responsible for the under-billing error, the Municipality may require payment of the full amount on the next bill or on a separate bill.

These rules do not apply when a Municipality has under-billed or over-billed a customer but issues a corrected bill within 16 days of the date the incorrect bill was issued.

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>067-2019</u></p>

A BY-LAW TO ADOPT A STAFF COUNCIL RELATIONS POLICY FOR THE CORPORATION OF THE TOWN OF COBOURG.

WHEREAS subsection 270(1) of the Municipal Act, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to relationship between members of Council and the officers and employees of the municipality;

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

- 1. THAT** the “Council-Staff Relations Policy” is hereby adopted as set out in Schedule “A” attached hereto and forming part of this By-law
- 2.** actions of the Council of the Town of Cobourg at its Regular meeting held on November 12, 2019, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
- 3. THAT** this by-law shall come into full force on the day it is passed.

Read and passed in Open Council this 2nd day of December, 2019.

MAYOR

MUNICIPAL CLERK

SCHEDULE "A"

Staff Council Relations Policy



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services

Effective Date: December 2, 2019

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

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



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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/>	

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>090-2019</u></p>
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BEING A BY-LAW TO AUTHORIZE THE SIGNING AND EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF COBOURG AND THE COUNTY OF NORTHUMBERLAND FOR THE ENFORCEMENT OF THE PLUMBING PROVISIONS OF THE BUILDING CODE ACT AND BUILDING CODE RELATED TO PLUMBING.

WHEREAS Section 6.1(1) of the Building Code Act allows the Council of an upper-tier municipality to enter into an agreement with municipalities for the enforcement by the upper-tier municipality of the provisions of the Building Code Act and the Building Code related to plumbing;

AND WHEREAS the County and Member Municipalities have entered into agreements for the County to enforce the provisions of the Building Code Act and the Building Code related to plumbing;

AND WHEREAS the current by-laws and agreements are set to expire on December 31, 2019;

AND WHEREAS the Council of the County of Northumberland considers it desirable to renew the agreement for the County to continue to enforce the provisions of the Building Code Act and the Building Code related to plumbing;

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

- 1. THAT** the Council for the Town of Cobourg hereby approves and accepts the terms and conditions of the Agreement with the County of Northumberland to provide for the enforcement of the Building Code Act and the Building Code related to plumbing, and to reimburse the County of Northumberland in accordance with the Agreement for the provision of plumbing inspections.
- 2. THAT** the Mayor and Clerk are hereby authorized and directed to execute the said Agreement with the County of Northumberland, attached hereto and forming part of this By-Law as Schedule ‘A’ on behalf of the Town of Cobourg.
- 3. THAT** By-law shall come into force and effect upon date of passing.

READ and finally passed in Open Council this 2nd day of December, 2019.

MAYOR

MUNICIPAL CLERK

Schedule 'A'

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

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>091-2019</u></div>
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A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (1111 ELGIN STREET WEST).

WHEREAS the Municipal Council of the Corporation of the Town of Cobourg convened a Public Meeting on November 25, 2019 in accordance with the Planning Act, R.S.O. 1990, c.P. 13, as amended, regarding an application for a Zoning By-law Amendment for the lands known as 1111 Elgin Street West;

AND WHEREAS the Council of the Corporation of the Town of Cobourg duly considered all relevant submissions, the report from the Senior Planner – Development, and all other relevant background information surrounding the subject matter, and deems it advisable to amend the Town of Cobourg Zoning By-law, subject to detailed provisions to address development matters including but not limited to site servicing, landscaping, urban design, and transportation/access considerations, and now deems it advisable to amend By-Law Number 85-2003, as amended;

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

1.

That By-law No. 85-2003, Section 13.2.1 is hereby deleted and replaced with the following:
- “13.2.1

Shopping Centre Commercial Exception 1 (SC-1 Zone (Easterly portion of 1111 Elgin Street West & 1025 Elgin Street West))

13.2.1.1

Defined Area

SC-1 as shown on Schedule “A,” Map 8 to this By-law.

13.2.1.2

Permitted Uses

The uses permitted in Section 13.1.1 and 13.1.2.

13.2.1.3

Permitted Buildings and Structures

The buildings and structures existing at the date of passing of this By-law, plus up to a 930m² expansion of the existing primary building in the SC-1 Zone, and permitted freestanding buildings in Section 13.2.1.4 Subsection viii).

13.2.1.4

Regulations for Permitted Uses in the SC-1, SC-2 and SC-3 Zones

The regulations of Section 13.1 shall apply to the permitted uses in the SC-1, SC-2 and SC-3 Zones (where applicable), with the exception of the following:
- 1

1111 Elgin Street West
(Trinity Development Group Inc./Northumberland Mall Shopping Centre Inc.)

By-law 091-2019
- Page 213 of 261

i) **Front Lot Line:**

The front lot line shall be defined as the Elgin Street West (County Road 2) frontage.

ii) **Landscaped Open Space:**

Any areas not used for buildings, structures, parking areas or driveways.

iii) **Driveway Locations:**

Only three (3) driveway entrances/exits will be permitted from Elgin Street West (County Road 2) for the overall lands zoned SC-1, SC-2, and SC-3.

iv) **Parking Requirements:**

Notwithstanding the Parking Regulations of Section 6, the minimum parking required shall be 4.0 spaces per 100 m² of gross floor area or portion thereof on the overall lands zoned SC-1, SC-2, and SC-3.

v) **Lot Coverage:**

Total lot coverage of 35% is permitted.

vi) **Lot Area:**

The minimum lot area shall be 1.3 ha.

vii) **Gas Bar:**

One (1) free-standing gas bar is permitted on the lands zoned SC-1 with a maximum 700 m² building envelope.

viii) **Free-standing Buildings:**

Three (3) free-standing buildings are permitted in the parking lot area of property zoned SC-1 and shall contain:

- i) Two single storey restaurant buildings; and
- ii) One multi-unit commercial building with a maximum gross floor area of 930 m².

ix) **Financial Institution Use:**

A maximum of one (1) financial institution is permitted on the overall lands zoned SC-1, SC-2, and SC-3.

x) **Interior Side Yard**

No interior side yard is required provided a driveway access is provided to the rear yard.

- 2. **THAT** Schedule ‘A’, Map 8, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of the lands generally located on the easterly portion of 1111 Elgin Street West from “Shopping Centre Commercial Exception 1 (SC-1) Zone” to “Shopping Centre Commercial Exception 1 Holding (SC-1[H]) Zone” as illustrated on Schedule “B” attached hereto.
- 3. **THAT** the Holding (H) Symbol shall not be removed until the Owner(s) has received Site Plan approval of all applicable plans, drawings, and other related documentation by the Municipality, and a Development Agreement(s) has been entered into pursuant to the Planning Act, R.S.O. 1990, c.P. 13, as amended. The Agreement shall address matters including but not limited to: plans, reports and/or other documentation pertaining to site planning and design; architectural, building and landscape design; accessibility facilities; pedestrian connections; vehicular parking and access; infrastructure and servicing; and performance measures (re: financial securities and regulations for construction, maintenance, and use).
- 4. **THAT** this bylaw shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13.

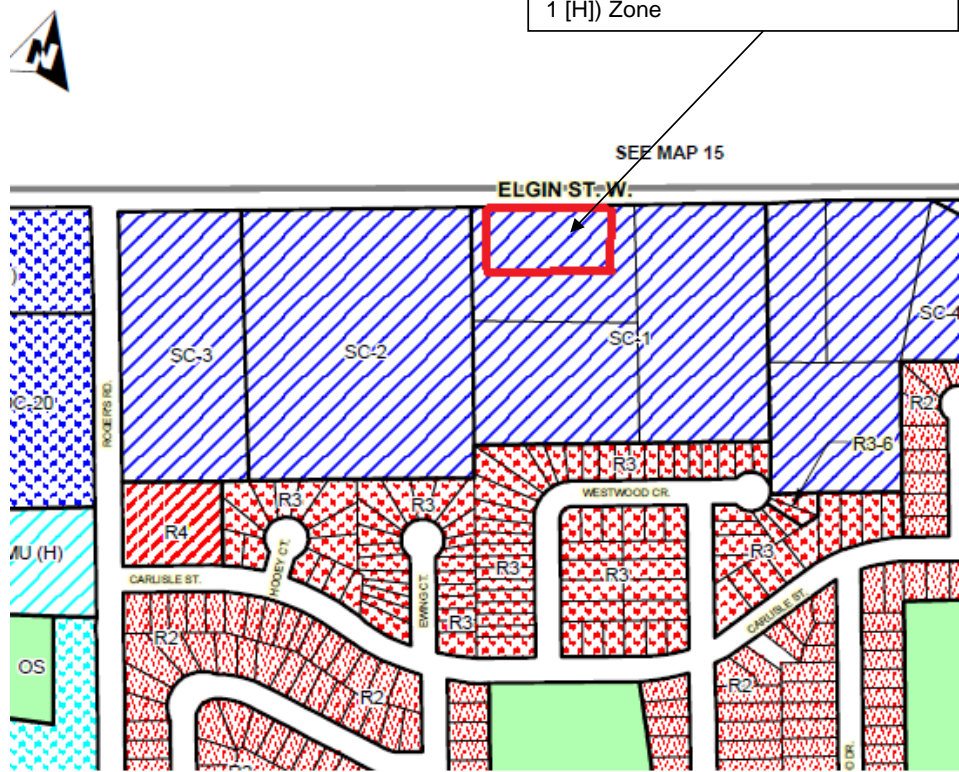
READ and passed in Open Council this 2nd day of December, 2019.


MAYOR

MUNICIPAL CLERK

Schedule “B”

Area to be changed from Shopping
Centre Commercial Exception 1 (SC-
1) Zone to Shopping Centre
Commercial Exception 1 Holding (SC-
1 [H]) Zone



	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>092-2019</u></p>

A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH 2642301 ONTARIO LTD. & 2363219 ONTARIO LTD., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG (311-325 UNIVERSITY AVENUE WEST & 387 WILLIAM STREET, COBOURG)

WHEREAS Section 41 (7) of the Planning Act, R.S.O. 1990 c. P. 13 as amended provides that a municipality has the authority to enter into one or more agreements dealing with and ensuring the provision of facilities, works or other matters and the maintenance thereof and to ensure that development proceeds in accordance with approved plans and drawings;

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


- 1. THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with 2642301 Ontario Ltd. & 2363219 Ontario Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for a residential development consisting of a four (4) storey, seventy-one (71) unit apartment building, 311-325 University Avenue West and 387 William Street, Cobourg (the “Subject Lands”), subject to the provision of additional and final site servicing and development details to the written satisfaction of municipal staff and applicable agencies, and prior to the removal of the Holding (H) Symbol by Council, on such matters including, but not limited to, design plans, reports, specifications and requirements pertaining to:
 - the stormwater management system servicing the Subject Lands, particularly the technical specifications and requirements for the sealed underground storm chamber;
 - the discharge of groundwater and/or drainage from the underground (basement) parking garage on the Subject Lands;
 - measures required to improve the existing storm sewer outfall at Factory Creek to prevent erosion;
 - the design specifications and costs associated with the installation of all necessary public infrastructure within University Avenue West and William Street to service the Subject Lands, including but not limited to watermain, sanitary and storm sewer, electrical and other utilities, roads, curbs, municipal sidewalk installation along University Avenue West from Margaret Street to William Street, and the restoration of all works and disturbances within the municipal right-of-way;
 - the final design specifications of sanitary service pipe and pre-insulated pipe servicing the Subject Lands; and,
 - other technical site design details relevant to the development of the Subject Lands, as required.

2. **THAT** this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

Read a first, second, third time and finally passed in Open Council on this 2nd day of December, 2019.

MAYOR

MUNICIPAL CLERK

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>093-2019</u>

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN INDUSTRIAL WASTE SURCHARGE AGREEMENT WITH CANADA CANDY COMPANY AND THE TOWN OF COBOURG PURSUANT TO BY-LAW NO.022-2008 BEING A BY-LAW TO CONTROL DISCHARGES TO THE MUNICIPAL SEWER SYSTEM PURSUANT TO THE MUNICIPAL ACT, 2001, S.O. 2001, C.25.

WHEREAS pursuant to Section 11(3)3 of the *Municipal Act*, 2001 S.O. c. 25 permits a lower-tier municipality to pass by-laws, subject to the rules set out in subsection (4), respecting matters relating to Waste Management;

AND WHEREAS By-law Number 022-2008 (hereinafter referred to as the “By-Law”) prohibits the discharge or deposit of sewage containing certain substances in quantities in excess of a limit set by the By-law but provides that the Town may permit the discharge of sewage which would otherwise be prohibited by the By-law to an extent fixed by agreement with the Town, under such conditions with respect to payment or otherwise as may be necessary to compensate for any additional cost of treatment;

AND WHEREAS the Town has agreed to permit the Canada Candy Company to discharge its industrial waste, the characteristics of which exceed or otherwise do not comply with the limits set out in the By-law, into its sanitary sewer system subject to terms and conditions set out within the Industrial Waste Surcharge Agreement attached hereto this By-law as Appendix “A”;

AND WHEREAS Council passed a motion at the Committee of the Whole Meeting held on November 25, 2019 to authorize the Mayor and Municipal Clerk to execute an agreement between the Town of Cobourg and Canada Candy Company for the purposes of entering into an Industrial Waste Surcharge Agreement;

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

- 1. THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute an Industrial Waste Surcharge Agreement with Canada Candy Company and the Town of Cobourg to allow the Company to continue to discharge, within the specified limits, and compensate the Town for the additional cost of processing their over-strength waste subject to the terms and conditions as set out within the Agreement attached as Appendix “A”.
- 2. THAT** this Agreement shall take effect on the date of execution by both Parties and shall automatically renew on January 1, 2020 for a one (1) year term, and each January 1st thereafter, unless terminated pursuant to the provisions of the Agreement.
- 3. THAT** this By-law shall come into force and effect upon date of passing.

READ and finally passed in Open Council this 2nd day of December, 2019.

MAYOR

MUNICIPAL CLERK

Appendix 'A'

THIS AGREEMENT made this day of , 2019.

BETWEEN:

THE CORPORATION OF THE TOWN OF COBOURG

(hereinafter referred to as the “Town”)

- and -

CANADA CANDY COMPANY

(hereinafter referred to as the “Company”)

WHEREAS the Company has a manufacturing establishment located within the Town and presently discharges industrial sanitary waste into the Town’s existing sewage works;

AND WHEREAS the Town has enacted By-law Number 22-2008 being a By-law to control discharges into the Town’s sewage system.

AND WHEREAS By-law Number 22-2008 (hereinafter referred to as the “By-Law”) prohibits the discharge or deposit of sewage containing certain substances in quantities in excess of a limit set by the By-law but provides that the Town may permit the discharge of sewage which would otherwise be prohibited by the By-law to an extent fixed by agreement with the Town, under such conditions with respect to payment or otherwise as may be necessary to compensate for any additional cost of treatment;

AND WHEREAS the Company carries on an industrial activity within the Town at premises known as Building #5 in the Northam Industrial Park at 740 Division Street (hereinafter referred to as the Subject Premises) which activity produces a sewage discharge in which the quantity of one or more of total suspended solids (TSS) and biochemical oxygen demand (BOD) are above the permissible limits set out in the By-law which results in materially adding to the cost of treatment at the municipal sewage works;

AND WHEREAS the Town has agreed to permit the Company to discharge its industrial waste, the characteristics of which exceed or otherwise do not comply with the limits set out in the By-law, into its sanitary sewer system subject to certain terms and conditions as are hereinafter set out;

AND WHEREAS this Agreement is intended as an interim solution, and that, the Company will work on an on-going basis to reduce the BOD and TSS content in their discharges, and that, the ultimate objective of the Company shall be to eventually achieve compliance with the Town's By-Law;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of their mutual promises herein and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties hereby covenant and agree as follows:

1. (a) During the currency of this Agreement, the quantity of sewage discharged by the Company from the Subject Premises to the sanitary sewer system shall not exceed **100** cubic metres per day and the rate of such discharge of sewage from the Subject Premises shall not exceed **5** cubic metres per hour. The Daily Biological Oxygen Demand (BOD) Loading Limit shall not exceed **350** kg/day. The Daily Total Suspended Solids (TSS) Loading Limit shall not exceed **200** kg/day.

(b) In calculating the quantity of sewage for the purposes of this Agreement, storm water shall be excluded.
2. During the currency of this Agreement only, the quality of the sewage discharged by the Company from the Subject Premises to the sanitary sewer system may exceed the limits set out by the By-law with respect to the quantity of TSS and/or BOD only, provided that they shall not exceed the following limits at any time:

(a) Total Suspended Solids (TSS):	2000 mg/L
(b) Biological Oxygen Demand (BOD):	3500 mg/L
3. The quality of the sewage discharged by the Company may be determined from a grab sample or composite sample collected by a Town employee.
4. Any discharge of sewage by the Company from the Subject Premises in excess of the limits set out in paragraphs 1 and 2 above shall constitute a contravention of this Agreement and a contravention of the By-law. Tests shall be carried out by the Company in accordance with procedures set out in the latest edition of ***"Standard Methods for the Examination of Water and Waste Water"*** published by the American Public Health Association and the Company further hereby covenants and agrees to make the results of any such tests available to the Town forthwith upon request.
5. In consideration of the Town agreeing to accept the sewage as set out in this Agreement, the Company hereby agrees to pay to the Town the sum of **Thirty Thousand dollars (\$30,000.00)** per year plus applicable annual rate increases for each year of the term of this Agreement which fee shall be payable in equal **quarterly** installments payable on April 1,

July 1, October 1, and December 1, for the preceding quarters for the duration of this Agreement.

6. The sewage fee of **\$30,000.00** shall be adjusted for annual rate increases to be effective October 1 in each year this Agreement is in effect based on the relative change in the Consumer Price Index for Canada as published by Statistics Canada since October 1 of the prior year.
7. This Agreement shall take effect on the date of execution by both Parties and shall automatically renew on January 1, 2020 for a one (1) year term, and each January 1st thereafter, unless terminated pursuant to the provisions of this Agreement.
8. For the purposes of this Agreement, and pending the installation of monitoring equipment, the sewage flow shall be determined by the water purchased per day (m3/day), from the Lakefront Utilities Services Inc., less any volume that can be proven by the Company to have been consumed by the plant processes.
9. The Town shall make such determinations as in its opinion is advisable as to the quantities and characteristics of the BOD and/or TSS comprising the Company's effluent being deposited in the Town's sewage works. Any sampling and testing may be done by the Town at such time or times as considered appropriate by the Town and shall be conducted with such frequency and on such operating and non-operating days of the Company as would ensure the protection of the sewage collection and treatment process. The Town shall provide the Company, upon request, with a report in writing setting out the results of its measurements and tests. The Company may, at its own expense, take such measurements as it desires on the quantities and characteristics of the effluent and waste and if the tests conducted by the Town and the Company do not show substantially the same quantities and characteristics of effluent and waste, a second set of samples shall be taken by each of the parties. If the results of the second set of tests continue to vary from each other by more than ten percent, the parties hereto hereby agree to accept the results from the Town's second set of tests.
10. If the Town elects and approves the Company's sampling and test methods, the average of comparable values obtained by the Company may be substituted for determination of the average concentration of the BOD and/or TSS in parts milligrams per litre (mg/L). If the tests conducted by the Company do not show substantially the same quantities and characteristics of effluent and waste as the tests conducted by the Town and vary from each other by more than ten percent, the parties hereto hereby agree to accept the results from the Town's tests.
11. The Town shall have the right to enter on the premises of the Company at reasonable times for the purpose of reading metres, obtaining sewage samples in a manner satisfactory to the Town and auditing procedures

and/or practices of the Company which relate to the pre-treatment of its waste water.

12. The Company shall, at its own expense, be responsible for keeping the sewer effluent line unobstructed. The Company shall also, at its own expense, cover the cost of any repairs to the sewer effluent line caused by the Company's discharges. As well, testing costs incurred by the Town for the Company's samples to be tested by a CALA accredited lab will be at the expense of the Company.
13. This Agreement may be terminated by the Town at any time on 30 days written notice sent by registered mail addressed to the Company at the Subject Premises if:
 - (a) the sewage has caused any health or safety hazard to a sewage works employee;
 - (b) the sewage is causing damage to the sewers, materially increasing their maintenance costs or causing a dangerous condition;
 - (c) the sewage is causing damage to the sewage treatment process or causing a dangerous condition in the treatment works;
 - (d) the sewage is causing the sludge from the sewage works to fail to meet criteria relating to contaminants for spreading the sludge on agricultural lands under *Nutrient Management Act, 2002*, S.O. 2002, c. 4 as amended and *Ontario Regulation 267/03* as amended;
 - (e) the sewage is causing the sewage works effluent to contravene any requirement by or under the *Ontario Water Resources Act*, R.S.O., 1990, c.O-40 or the *Environmental Protection Act*, R.S.O., 1990, C.E-19 as amended or any Regulations enacted pursuant thereto;
 - (f) the sewage is causing a hazard to any person, animal, property or vegetation; or the sewage is contrary to the By-Law in any way other than as provided in this Agreement.
14. This Agreement may be terminated by the Town at any time where there is an emergency situation of immediate threat or danger to any person, property, plant or animal life or waters.
15. This Agreement may be terminated by the Town at any time upon the Town providing the Company 90 days written notice sent by registered mail addressed to the Company.
16. This Agreement may be terminated by the Company at any time upon the Company providing 30 days written notice sent by registered mail addressed to the Clerk of the Town.

17. Except as otherwise expressly provided in this Agreement, the Company agrees to conform to the provisions of the By-Laws of the Town relating to the discharge of sewage and in the event of the termination of this Agreement, the Company shall conform in all respects to the provisions of the By-Law.
18. The Company will not be prosecuted under Part 2 of the By-Law for the discharge of any matter specified in this Agreement and in compliance with this Agreement during the period in which this Agreement is applicable and so long as the Company complies with this Agreement.
19. The Company will not be prosecuted under Part 2 and/or Part 21 of the By-Law for the discharge of any matter specified in this Agreement if they are compliant with Part 12 of the By-Law and item 23 of this Agreement.
20. The Town may terminate this Agreement at its option without notice if the Company fails for more than two months to pay an overdue amount. Such termination shall not relieve the Company from its liability to make such payment. The Company covenants and agrees to pay to the Town on demand interest on any overdue amounts at the prime rate existing for the day on which such amount is due and calculated from such date to the date of payment. "Prime rate" means the lowest rate of interest quoted by chartered banks to the most creditworthy borrowers for prime business loans as determined and published by the Bank of Canada.
21. Where it is determined that the quantity of the substances discharged under the terms of this Agreement have increased by more than 10%, the Town shall be entitled to increase the fee so that payment shall be based on the increased quantity discharged. An increase pursuant to this provision shall not take effect until the Town notifies the Company in writing of the increase and the amount of the charge and the effective date of the increase.
22. Where it is determined that the quantity of the substances discharged under the terms of this Agreement have consistently decreased by more than 10% upon being solicited by the Company and upon receiving supporting documentation satisfactory to the Town, the Town shall re-evaluate the sewage surcharge rates and enter into good faith negotiations with the Company to implement a new rate structure.
23. The parties hereto hereby agree that this Agreement shall not be considered to be breached by the Company by reason of any effluent or waste being delivered to the Town's sewage works resulting from a breakdown situation at the Company. The Town may assess an additional charge for any additional costs incurred by the Town in processing any breakdown situation by the Company that results in an exceedance of the limits set out in paragraphs 1 and/or 2 of this Agreement. Such additional charge shall be limited to the actual costs

incurred by the Town for treating and/or removing the additional wastes. The Company will notify the Town of the occurrence of any breakdown situation no later than 8:00 a.m. of the day following the day of the breakdown. In the event that variations in load causes exceedances, the Company shall review with the Town such alternatives as may be necessary to address the variations.

21. The Town and the Company hereby agree that the operations contemplated by this Agreement shall be reviewed each year during the term of this Agreement by the Company's plant manager and the Town's manager of Environmental Services.
22. This Agreement shall inure to the benefit of and be binding upon the successors and permitted assigns of the parties.
23. This Agreement shall not be assigned by the Company without the prior written consent of the Town.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their corporate seals duly by the proper signing officers in that behalf.

SIGNED, SEALED AND DELIVERED

)**THE CORPORATION OF THE**
)**TOWN OF COBOURG**

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)**MAYOR**

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)**CLERK**

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)**CANADA CANDY COMPANY**

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)**Per:**

)**"I have authority to bring the**
)**Corporation"**

)

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>095-2019</u></p>
---	---

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH BTS NETWORK INC. TO OPERATE EXTENDED ACCESSIBLE TRANSIT SERVICE.

WHEREAS *the Municipal Act, 2001*, Section 9 provides in part that a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Council at their Regular Council meeting held on December 2, 2019 considered a Staff Report from the Director of Public Works regarding extended accessible transit service for 2020;


NOW THEREFORE BE IT RESOLVED that the Municipal Council of The Corporation of Cobourg hereby enacts as follows:

- 1. THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation of the Town of Cobourg an Agreement with BTS Network Inc. to provide accessible transit service for the duration of the Agreement.
- 2. THAT** the term of the Agreement shall be up until July 1, 2020 and a month to month basis thereafter until December 31, 2020.
- 3. THAT** this by-law shall take effect upon the date of passing.

READ and finally passed in Open Council this 2nd day of December, 2019.

MAYOR

MUNICIPAL CLERK

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE MEETING MINUTES
	October 2, 2019 at 4:00PM Victoria Hall, 3rd Floor Committee Room

A regular meeting of the Cobourg Heritage Advisory Committee was held with the following members present:

Graham Andrews, Chair
 Felicity Pope
 Catherine Richards
 Loren Turner
 Jolinka Burnie

The following staff were present:
 Glenn McGlashon, Director of Planning and Development
 Adriane Miller, Recording Secretary

Regrets:
 Councillor Nicole Beatty
 Ken Bagshaw, Vice-Chair

CALL TO ORDER

The meeting was called to order at 4:01PM

APPROVAL / ADDITIONS TO THE AGENDA

Approval of the agenda
 Moved by member L. Turner "THAT the agenda be approved as written - no additions"
Carried

DECLARATIONS OF INTEREST BY MEMBERS

No declarations by members were made

**Cobourg Heritage Advisory Committee Meeting
Minutes**

OCTOBER 2, 2019

ADOPTION OF MINUTES

Approval of the minutes from the September 11, 2019 meeting

Moved by member F. Pope "THAT the minutes be approved as written"

Carried

PRESENTATIONS / DELEGATIONS

N/A

HERITAGE PERMIT APPLICATIONS

HP-2019-059

300 George Street – Roof work /New windows/ New rear two storey deck/door

Applicant: Adrian Pepper

Moved by member L. Turner

WHEREAS, Heritage Planning Staff has reviewed the applicant's proposal to replace an existing rear skylight, replace a portion of the asphalt shingles on the east (rear) portion of the roof, install eleven (11) new windows, and construct a new two storey deck and entry door at 300 George Street, and has determined that the proposal would represent compatible alterations within the context of the character of the existing building and neighbourhood and conform to the George Street Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2019-059, as submitted by Adrian Pepper, be approved for the proposed roof work, window alterations, and new two storey rear deck and entry door at the property known municipally as 300 George Street.

Carried

NEW BUSINESS

Lieutenant Governor's Ontario Heritage Awards

No nominations were made by the Cobourg Heritage Advisory Committee for 2019

CIP 2019 Update - Staff

The staff recommendation report went to Council on September 30, 2019. Council approved \$99,735 (grants), \$71,942 (loans), and \$5,000 (loan costs) equaling \$104,735
Resolution - attached

Cobourg Heritage Advisory Committee Meeting
Minutes

OCTOBER 2, 2019

UNFINISHED BUSINESS

Heritage Event

The Cobourg Heritage Advisory Event Sub-Committee is meeting at 6:00PM October 2, 2019 to finalize the "What is Heritage" event to be held on October 26, 2019.

Heritage - Property Standards Officer

Director G. McGlashon updated the committee, that at this time, the Planning Department will not be able move forward with a Heritage Property Standards Officer due to staff limitations, funding and additional training requirements.

A Natural Heritage Waterfront - Draft Motion

Item deferred to the October 30, 2019 meeting

CHC Budget

Recording Secretary A. Miller provided the committee with an update on the 2019 allocated budget for events, training and conferences for heritage staff and committee members.

Heritage Master Plan Goals

Immediate Action Items <3 years

3b) municipality consider reuse of older buildings for additional office space

3c) "Heritage first" policy for additional office space

Short Term Action Items (3-5 years):

1e) Information to property owners about the benefits of heritage designation

ACTION: Staff to locate the 3-leaf brochure created in the Planning and Development Department, intended to be distributed to residents in the historical districts on the benefits of heritage designation.

3e) Implement enhanced signage and way finding initiatives in the downtown area.

Community Services Department is currently working on way-signage

**Cobourg Heritage Advisory Committee Meeting
Minutes**

OCTOBER 2, 2019

STAFF APPROVAL SUMMARY LISTS

Memo Dated September 27, 2019
Received as information

ADJOURNMENT

Meeting adjourned at 5:05PM

NEXT MEETING

CHC Back-up Meeting - Wednesday October 30, 2019 Victoria Hall Committee Room



The Corporation of the Town of Cobourg

Resolution

Moved By

Last Name Printed

[Signature]
Realty

Resolution No.:

380-19

Seconded By

Last Name Printed

[Signature]
Bureau


Council Date:

September 30, 2019

WHEREAS at the Committee of the Whole on September 23, 2019, Council considered a Motion regarding the Downtown Cobourg Vitalization Community Improvement Plan: 2019 Intake;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the disbursement of the following financial incentives under the programs of the Downtown Cobourg Community Improvement Plan (CIP) in an amount to be recalculated by Staff and brought back to Council for consideration at the September 30 Regular Council, which includes the amounts for grants, loan costs, loans totaling and total expenditure in the amount of \$99,735 (grants), \$71,942 (loans), and \$5,000 (loan costs) equaling \$104,735:

- 1 King Street East. (TVM Group): \$37,080 Residential Grant and Building Improvement Grant;
- 38 Covert Street (Lee): \$24,000 Residential Grant and Building Improvement Grant. \$25,000 Building Improvement Loan and a \$40,000 Residential Loan;
- 52 King Street West (Kest and York): \$12,340 Façade Improvement Grant and Building Improvement Grant;
- 5 King Street West (Bowman): \$8,655 Façade Improvement Grant and Building Improvement Grant;
- 23-29 King Street West (Copeman-Kessler): \$8,455 Façade Improvement Grant and Building Improvement Grant.
- 2 King Street West (Reidrev/Verdier): \$2,500 Study Grant;
- 77 Albert Street (Lee): \$6,255 Façade Improvement and Building Improvement Grant;
- 322 George Street (McLachlan): \$6,942 Façade Improvement Loan; and
- 6 King Street West (Reidrev/Verdier): \$450 Façade Improvement Grant.

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG POLICE SERVICES BOARD MEETING REPORT
	October 15, 2019 739 D'Arcy Street, Cobourg, Venture 13 CPS Corporate Services Board Room (2nd Floor)

A regular meeting of the Cobourg Police Services Board was held on October 15, 2019 at 739 D'Arcy Street - Venture 13, CPS Corporate Services Board Room (2nd Floor), with the following persons in attendance:

Members present: Dean Pepper, Chair
 Ronald Kerr, Vice Chair
 Mayor John Henderson
 Councillor Aaron Burchat

Staff present: Paul VandeGraaf, Chief of Police
 Jeff Sheils, Inspector
 Katie Darling, Executive Assistant to the CPSB

Regrets: Sean Graham

WELCOME AND INTRODUCTIONS

MOTION TO OPEN PUBLIC MEETING

-

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat THAT the public meeting open at 9:00 A.M.

Carried

DISCLOSURE OF PECUNIARY INTEREST

-

There were no disclosures of pecuniary interest.

APPROVAL OF PREVIOUS MINUTES

Minutes of September 17, 2019 public meeting

-

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat THAT the Minutes dated September 17, 2019, be adopted.

Carried

CHAIR'S OPENING REMARKS

-

Chair Pepper provided opening remarks.

<https://www.cobourgpolicy.com/minutes-of-cobourg-police-services-board-public>

ADDITIONS TO THE AGENDA

-

There were no additions to the agenda.

CLOSED SESSION

-

Moved by Councillor Aaron Burchat, Seconded by Ronald Kerr **THAT the Cobourg Police Service Board meet in Closed Session in accordance with Section 35(4) of the Police Services Act, regarding:**

Section 35(4)(a) of the Police Services Act, R.S.O. 1990, c. P.15

Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

Section 35(4)(b) Police Services Act, R.S.O. 1990, c. P.15

Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

- 1. Intimate financial details***
- 2. Litigation matters***
- 3. Personnel matters***

Carried

-

Mayor Henderson excused himself from the meeting at 9:45 A.M.

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat **THAT the Cobourg Police Service Board reconvene in open session at 10:02 A.M.;**

FURTHER THAT all resolutions made in closed session, are approved.

Carried

COMMUNICATIONS / CORRESPONDENCE

Northumberland Community Counselling Centre (NCCC) Correspondence (Funding request)

-

Moved by Councillor Aaron Burchat, Seconded by Ronald Kerr That the Board receives the NCCC correspondence, for informational purposes.

Carried

PRESENTATIONS

-

Bobbie Dawson, Executive Director, presented on behalf of the Northumberland United Way, a partnership opportunity between United Way, Cobourg Police Service and Port Hope Police Service. After a brief question and answer period, Ms. Dawson was excused from the meeting at 10:50 A.M.

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat THAT the Board deny Northumberland United Way's request for funding.

Carried

CHIEF'S REPORT

Finance Report: ending Sept 2019

-

That the Board receives the September 2019 Financial Report, for informational purposes.

CPS Comfort Centre: Annual Report 2018-2019

-

Major Case Management (MCM) Audit Update

-

Community Engagement Recognition

-

Current investigations: Criminal Investigation Branch (CIB) Office

-

Chief's Activity Report

-

Niagara Regional Addiction Program: MHART and COAST

-

Keep it Close Project: Addiction/Homeless Update

-

Crime Prevention Week

-

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat THAT the Board receives the Chief's Report (items 9.1 through 9.9), for informational purposes.

Carried

CHAIR'S REPORT

Adoption of the Procedural Policies

-

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat THAT the Cobourg Police Services Board Procedural Policies manual, dated June 18, 2019, be repealed;

FURTHER THAT The Procedural Policies manual is hereby enacted, by the Cobourg Police Services Board, on this 15th day of October, 2019, and shall take effect on the date of its passage.

Carried

CPSB Operational Budget (ending Sept 2019)

-

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat That the Board receives the CPSB Operational Budget Report, for informational purposes.

Carried

DATE OF NEXT MEETING


Next Regular Meeting - November 19, 2019, at 9:00 a.m., at 739 D'Arcy Street, Cobourg, CPS Corporate Services Board Room, 2nd Floor - Venture 13.

-

ADJOURNMENT

Meeting adjourned at 12:08 P.M.

-

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG POLICE SERVICES BOARD MEETING MEETING REPORT
	September 17, 2019 739 D'Arcy Street, Cobourg, Venture 13, CPS Corporate Services Board Room (2nd Flr)

A regular meeting of the Cobourg Police Services Board was held on September 17, 2019 at 739 D'Arcy Street - Venture 13, 2nd Floor Boardroom, with the following persons in attendance:

Members present: Dean Pepper, Chair
Mayor John Henderson
Councillor Aaron Burchat
Ronald Kerr
Sean Graham

Staff present: Chief Paul VandeGraaf
Katie Darling, Executive Assistant, CPSB

WELCOME AND INTRODUCTIONS

MOTION TO OPEN PUBLIC MEETING

Begin public meeting at 9:00am

-

Carried

DISCLOSURE OF PECUNIARY INTEREST

-

Chair Pepper declared a *non*-pecuniary interest in matters addressed in the Closed session. Chair Pepper exited the Closed Session during the time this matter was deliberated.

APPROVAL OF PREVIOUS MINUTES

THAT the Minutes dated August 13th, 2019, be adopted.

-

-

Moved by Mayor John Henderson, Seconded by Ronald Kerr THAT the Board adopts minutes of the Board Meeting held on August 13, 2019.

Carried

ADDITIONS TO THE AGENDA

Chair Pepper provided opening remarks.

-

<https://www.cobourgpolic.com/minutes-of-cobourg-police-services-board-public>

-

26/11/2019

Approval for Chief VandeGraaf to provide a verbal report, named "Chief's Activity Report".

-

PRESENTATIONS

Jim Mills (Treasurer, Board Member) and Executive Director Andrea Guerney Bowen, on behalf of the Northumberland Community Counselling Centre (NCCC), to present their request for financial support from the Cobourg Police Services Board.

-

Scott Fraser (Board Member) and Executive Director Andrea Guerney Bowen, presented on behalf of the Northumberland Community Counselling Centre (NCCC), explaining the services offered to the community and requesting financial support from the Cobourg Police Services Board. After a brief question and answer period, Mr. Fraser and Ms. Guerney Bowen were excused from the meeting at 9:30AM.

Moved by Sean Graham, Seconded by Ronald Kerr THAT the Board receive the presentation, for informational purpose.

Carried

COMMUNICATIONS / CORRESPONDENCE

Rogers Hometown Hockey in Cobourg, on January 4th and 5th, 2020

-

Cobourg Police Service agrees to work with liaison committee alongside Town staff, regarding Rogers Hometown Hockey event, to provide security, as determined in future. Staff Sgt. Allison has been assigned as CPS Liaison, alongside the Chief of Police.

Moved by Mayor John Henderson, Seconded by Ronald Kerr THAT The Board approve the Cobourg Police Services to work with liaison committee alongside Town staff, regarding Rogers Hometown Hockey event, to provide security, as determined in future.

Carried

6-Month Town of Cobourg Financial Report

-

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat THAT the Board receive the 6-Month Town of Cobourg Financial Report, for information purposes.

Carried

CHIEF'S REPORT

Second Quarter Capital Report

-

August Financials

-

Corporate Communications

-

Northumberland Community Outreach Program

-

EMS Commendation

-

**Cobourg Police Services Board Meeting
Report**

SEPTEMBER 17, 2019

Moved by Ronald Kerr, Seconded by Sean Graham THAT the Board receives the Chief's Reports, items 8.1 through 8.6, for informational purpose.

Carried

Chief's Activity Report

-

Chief of Police provided a verbal report outlining tasks, goals and events, as they relate to the work of the Chief of Police. Moving forward, this report will be presented to the Board monthly.

CHAIR'S REPORT

CPSB Operational Budget - July and August reporting

-

Moved by Councillor Aaron Burchat, Seconded by Sean Graham THAT the Board receives PSB Operational Budget report, as information.

Carried

Unclaimed Goods Account - bank statement reporting

-

Moved by Councillor Aaron Burchat, Seconded by Sean Graham THAT the Board receives the Unclaimed Goods Account report, for informational purposes.

Carried

Alarm Registration and Response By-Law 2011

-

Member Burchat declared a conflict of interest for the following reasons, he works for Alliance Security Systems of Northumberland/Compton Telecommunications Services and the Company installs security and alarm systems.

Moved by Sean Graham, Seconded by Ronald Kerr THAT the Board hold on this matter, until Board meeting in November, when Chief of Police will report on recommendations pertaining to revision of this by-law.

Carried

THAT the Cobourg Police Services Board receive the report on the completion of survey on the State of Financial Crime and Serious Fraud in Ontario, for informational purposes.

-

Moved by Ronald Kerr, Seconded by Councillor Aaron Burchat THAT the Board receive the verbal report on the participation and completion of the Ministry required survey, as information.

Carried

DATE OF NEXT MEETING

Next Regular Meeting - **October 15**, at 9:00 a.m., at 739 D'Arcy Street, Cobourg, CPS Corporate Services Board Room, 2nd Floor Board Room - Venture 13.

-

CLOSED SESSION

-

Moved by Mayor John Henderson, Seconded by Sean Graham THAT the Cobourg Police Service Board meet in Closed Session (at 10:36 AM), in accordance with Section 35(4) of the Police Services Act, regarding:

Section 35(4)(a) of the Police Services Act, R.S.O. 1990, c. P.15

Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

Section 35(4)(b) Police Services Act, R.S.O. 1990, c. P.15

Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

- 1. Intimate financial details**
- 2. Litigation matters**
- 3. Personnel matters**

Carried

-

Moved by Councillor Aaron Burchat, Seconded by Ronald Kerr THAT the Cobourg Police Service Board reconvene in open session at 12:44 P.M.;


FURTHER THAT all resolutions made in closed session, are approved.

Carried

ADJOURNMENT

-

Adjournment at 12:45 PM

	THE CORPORATION OF THE TOWN OF COBOURG
	ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES
	October 16, 2019 Conference Room

The regular meeting of the Cobourg Accessibility Advisory Committee was held at 10:00 a.m. at the Conference Room, Victoria Hall with the following persons in attendance:

PRESENT

Kathryn Richards, Chair
Troy Mills, Vice Chair
Jerry Ford
Sue Caron
Estelle Morrill
Desta McAdam, Secretary
Brent Larmer, Manager of Legislative Services

ABSENT:

Beth Sheffield
Laurie Wills, Director of Public Works & Engineering
Aaron Burchat, Councillor

CALL TO ORDER

K. Richards called the meeting to order at 10:00 a.m.

APPROVAL / ADDITIONS TO THE AGENDA

Agenda was approved as amended.

DECLARATIONS OF INTEREST BY MEMBERS

N/A

ADOPTION OF MINUTES

Minutes dated September 18, 2019.

Moved by E. Morrill: That the Minutes dated September 18th, 2019 be adopted.

Carried

Minutes dated September 25th, 2019.

Moved by S. Caron That the Minutes dated September 25th, 2019 be adopted.

Carried

PRESENTATIONS / DELEGATIONS

Ryan Stitt, Salter Pilon Architecture Inc., regarding Site Plan Application for 555 Courthouse Road

- R.Stitt provided an explanation of the Site Plan Application for 555 Courthouse Road, and answered questions from the Committee.

Brent Larmer, Municipal Clerk/Manager of Legislative Services, regarding the new Code of Conduct Policy approved through bylaw 068-2019.

- B. Larmer discussed the Code of Conduct and answered questions from the Committee.

COMMUNICATIONS / CORRESPONDENCE

Northumberland AAC review of County Archives and Museum at 200 Ontario Street Cobourg

- B. Larmer to follow up on recommendations from Northumberland County, and will follow-up with Committee with budget items at next meeting.

Citizen Letter Re: Northumberland County Building Bus Stop

- Following a discussion, a Motion to Council was passed.

Moved by T. Mills: WHEREAS, The Cobourg Accessibility Advisory Committee has reviewed the attached correspondence from a concerned citizen of Cobourg;

THEREFORE, the Accessibility Committee endorses the comments in the letter that the current bus stop on Courthouse Road (at Elgin St. W.) is not accessible for wheelchair users. Further, the AAC recommends that improvements be made to make this stop location accessible.

Carried

Citizen Email Re: Private Business

- Committee received the correspondence for information.

REPORTS

S. Caron Report from October 15th Committee of the Whole Meeting

- S. Caron reported on her presentation of the 2019 AAC Annual Report and 2020 Work Plan.

UNFINISHED BUSINESS

Accessible Taxi

- Accessible taxi service review was completed on the online engagement forum. Information is being gathered, and a report will be made to Council. There are no current applications for an accessible taxi service.

Victoria Hall Accessibility Audit Planning

- Deferred

Cobourg Police Services Building

- Deferred

Accessible Transit Extended Hours

- J. Ford requested information on the transition between service providers. B.Larmer suggested that the new service provider attend a future meeting. B. Larmer to follow up with L. Wills regarding this.

NEW BUSINESS

Site Plan Review: 114 Division Street, Coast Guard Search and Rescue Station

- Received, no comments.

Site Plan Review: 440-448 Elgin Street West

- Please consider barrier free parking spaces for visitor parking.
- Please consider lighting around the building for safety.

Site Plan Review: 311-325 University Avenue West & 387 William Street (3rd Submission)

- Deferred

Accessibility Event Planning

- Deferred

ADJOURNMENT

K. Richards adjourned the meeting at 12:05 pm.

The next regularly scheduled meeting will be **10:00 a.m., Wednesday, November 20, 2019** in the 1st Floor Conference Room, Victoria Hall, Cobourg.

GANARASKA REGION CONSERVATION AUTHORITY

MINUTES OF THE BOARD OF DIRECTORS

October 17, 2019

GRCA 06/19

1. Welcome and Call to Order

The Chair called the Ganaraska Region Conservation Authority Board of Directors meeting to order at 7:15 p.m.

MEMBERS PRESENT: Jeff Lees, Chair - Municipality of Port Hope
Mark Lovshin, Vice Chair - Township of Hamilton
Nicole Beatty - Town of Cobourg
Tim Belch - Township of Cavan Monaghan
Greg Booth - Township of Alnwick/Haldimand
Brian Darling - Town of Cobourg
Vicki Mink - Municipality of Port Hope
Joe Neal - Municipality of Clarington
Margaret Zwart - Municipality of Clarington

ALSO PRESENT: Cory Harris, Watershed Services Coordinator
Ken Thajer, Planning and Regulations Coordinator
Leslie Benson, Interim Water Resources Engineer
Ed Van Osh, Forest Recreation Technician
Pam Lancaster, Stewardship Technician
Members of the public

ABSENT WITH REGRETS: Tracy Richardson - City of Kawartha Lakes

ALSO ABSENT:

2. Disclosure of Pecuniary Interest

None

3. Minutes of Last Meeting

GRCA 43/19

MOVED BY: Brian Darling

SECONDED BY: Joe Neal

THAT the Ganaraska Region Conservation Authority approve the minutes of the September 19, 2019 meeting.

CARRIED.

4. Adoption of the Agenda

An additional item of correspondence, which was circulated by email, was added to the agenda.

GRCA 44/19

MOVED BY: Nicole Beatty

SECONDED BY: Joe Neal

THAT the Ganaraska Region Conservation Authority adopt the agenda as amended.

CARRIED.

5. Delegations

a) Off Road Vehicle (ORVs) and Bill 107 - Jane Zednik

Jane Zednik made a presentation to the Board of Directors on her concerns with regards to increased off-road vehicle (ORV) including ATV use in the forest as a result of Bill 107, the *Get Moving Act*, which received Royal Assent on June 6, 2019. She asked the Board of Directors to consider setting capacity limits for ORV's and doing a cost benefit analysis.

Joe Neal asked how capacity limits of ORV would be set. The presenter suggested only a limited number of passes are sold. He also asked how Bill 107 would increase ORV use and that there should not be multiple use in the forest.

Tim Belch mentioned that there are roads that provide direct access to the Forest. Jeff Lees stated that the OPP/local police are increasing enforcement around municipal roads.

Vicki Mink asked how many of the 911 calls are made to accidents in the forest. Peterborough Hospital and NHH have statistics and suggested that the cost of emergency services should be included in the cost benefit analysis.

GRCA 45/19

MOVED BY: Joe Neal

SECONDED BY: Mark Lovshin

THAT the presentation by Jane Zednik be received for information and,

FURTHER THAT this matter be referred back to staff for analysis and report to the board.

CARRIED.

b) Citizens Committee for a Safer East Forest – Marg Dickson

Marg Dickson made a presentation to the Board of Directors on her concerns with regards to increased off-road vehicle (ORV) including ATV use in the forest and its impacts to the surrounding communities and the general safety of forest users.

Joe Neal asked about accessing the East Forest illegally and how is this being done. Nicole Beatty asked about the line of communication between the OPP and the GRCA.

GRCA 46/19

MOVED BY: Joe Neal
SECONDED BY: Mark Lovshin

THAT the presentation by Marg Dickson be received for information.

FURTHER THAT this matter be referred to staff and the Ganaraska Forest Recreational Users (RUC) Committee and report back to the March board meeting including ideas around re-classification of the East Forest and consideration of Bill 107.

CARRIED.

6. Presentations

a) Lake Ontario Shoreline Hazard Management Plan Update

Leslie Benson, Interim Water Resources Engineer and Cory Harris, Watershed Services Coordinator, provided the Board of Directors with an update on the Lake Ontario Shoreline Hazard Management Plan. The presentation included the regulatory framework governing shoreline hazards; the study that is currently used to inform hazard management decisions on the shoreline; and what the new study aims to provide to the GRCA and its member municipalities.

Board members followed up with questions in regards to the presentation. Joe Neal asked if valley lands without a water component are regulated. He further asked what type of shoreline protections would be happening that are not already known. Vicki Mink asked how far up rivers does the shoreline encompass.

GRCA 47/19

MOVED BY: Brian Darling
SECONDED BY: Mark Lovshin

THAT the Board of Directors receive the Lake Ontario Shoreline Hazard Management Plan update presentation for information.

CARRIED.

7. Business Arising from Minutes

None

8. Correspondence

- a) 11-19 Letter from Chris J. Collins re. Ganaraska Forest Membership - East Forest
- b) 12-19 Letter from Olga Chernuck re. Ganaraska Forest Membership - East Forest
- c) 13-19 Letter from Premier Doug Ford re: response to Jeff Lees correspondence

GRCA 48/19

MOVED BY: Mark Lovshin
SECONDED BY: Greg Booth

THAT the Board of Directors receive the correspondence for information.

FURTHER THAT correspondence a) and b) be forwarded to staff for information related to the delegation.

CARRIED.

9. Applications under Ontario Regulation 168/06:

Permits approved by Executive:

GRCA 49/19

MOVED BY: Tim Belch

SECONDED BY: Mark Lovshin

THAT the Board of Directors receive the permits for information.

CARRIED.

Permit Application requiring Ganaraska Region Conservation Authority Board of Directors discussion:

None

10. Committee Reports:

None

11. New Business:

a) Partnership with Highway of Heroes Tree Campaign

GRCA 50/19

MOVED BY: Mark Lovshin

SECONDED BY: Brian Darling

THAT the Board of Directors receive the Partnership with Highway of Heroes Tree Campaign staff report for information.

CARRIED.

12. Other Business

None

13. In Camera

None

14. Adjourn

The meeting adjourned at 8:25 pm on a motion by Vicki Mink

CHAIR

CAO/SECRETARY-TREASURER

	THE CORPORATION OF THE TOWN OF COBOURG
	TRANSPORTATION ADVISORY COMMITTEE MEETING MINUTES
	October 24, 2019 Committee Room

The Transportation Advisory Committee met in the Committee Room, Victoria Hall, Cobourg with the following persons in attendance:

Members present: Bruce Bellaire
Anneke Russell
Harry Meester
Randall Ross
William Glover
Randy Curtis

Staff present: Laurie Wills, Director of Public Works
Terry Hoekstra, Manager of Engineering and Capital Projects
Bobby-Jo Preston, Engineering & Public Transit Administrator

Regrets: Councillor Brian Darling

CALL TO ORDER

Meeting called to order by Randy Curtis, Chair, at 8:56 A.M.

APPROVAL/AGENDA ADDITIONS

Addition to New Business- Randy Curtis suggested to discuss increasing public knowledge of the Transit service in Town of Cobourg.

Moved by William Glover that the Agenda be approved

CARRIED

DISCLOSURE OF PECUNIARY INTEREST

None

ADOPTION OF MINUTES

Adoption of minutes from Thursday September 26th, 2019

Moved by Harry Meester that the minutes from Thursday September 26, 2019 TAC meeting be adopted as presented.

Carried

PRESENTATIONS/DELEGATIONS

Brent Larmer, Municipal Clerk/Manager of Legislative Services, regarding the new Code of Conduct Policy approved through bylaw 068-2019

Overview on new Code of Conduct Policy

- Information on History of the legislation
- How the complaint procedure is done
- Levels of authority when dealing with a complaint

Paul Buck - Belleville Transit - On Demand bus service

- Belleville uses Pantonium service, agrees there are other providers that may be able to provide a better suited application for the Town of Cobourg. Identifies that new applications have launched and often have cutting edge advancements
- Belleville has 50,000 population, 10,000 users, reached 1.1 million riders in 2018
- Their coverage is 247 km square and their main transportation is provided in the Urban setting
- Operate 1 million miles per year, 50,000 hrs, increase in revenue 30%
- They have 16bNova transit buses and 3 specialized units, operated by contractor
- They employ 34 operators, 3 supervisors, 2 mechanics and 1 administrative staff
- On Demand service runs from Monday to Friday after 9:30pm- midnight, Saturday after 7:30pm to midnight and Sunday after 6:30pm to midnight
- Primary request to expand coverage and motivation to change to on demand was from Industrial business area workers and students for local Loaylist College
- On demand has seen a 300% growth for Belleville, originally 25-35 riders per evening to 3000-3500 riders a month
- Options available to provide door to door, at premium rate, intersection to intersection or any stop along regular routes.
- System allows optimizing after each call is placed into system, customers can set profile for ambulatory or accessible service required.
- Gives real time display for tracking and changes to request, allows tracking to provide analysis on high density areas

COMMUNICATION/CORRESPONDENCE

None

REPORTS

Public Works - Terry Hoekstra

- Advised of completion of the public meetings, that Kerr Street project has been approved and that Mathew & Albert Street project the designs have been approved, but will be going to Council for budget approval
- Discussed how some of the road projects will have some changes to the hydro lines, that lines on Albert will be placed underground. That these costs are being shared with hydro utilities
- Sidewalk priority plan was presented and approved at Council

Public Transit/Parking - Bobby-Jo Preston

- Advised that they Pay & Display service is now shut down for the winter months, and that the machines will be removed and stored

TAC Sub-Committee Report (Bruce Bellaire)

- Advised that the sub-committee has met 2 times and has began looking at the cycling standards
- Researching the different options for providing these standards, has recommended that they will look at Tool Kits that other municipalities and cities have developed
- Discussed how one thing they have identified as a unsafe is the slip lanes, an dhow they want to focus on providing safer options for Active Transportation.

NEW BUSINESS

Resolution 415-19, regarding the approval of the 2020 Advisory Committee Work Plans

- Reviewed and provided email copy to Advisory Committee for future reference

Introduction to Transit System

- Discussion on possibility of providing information sessions or promoting the transit to target groups to encourage usage
- Agreement to maintain on future agendas as unfinished business

UNFINISHED BUSINESS

Bicycle Rack placement

- Discussions of suitable locations for bicycle racks


Memo prepared for Council regarding motion to purchase 10 racks to be procured over the winter and install in spring 2020 by Public Works

Discussion on 2020 Advisory Committee Times and Dates

Committee in agreement to hold on 4th Thursday of each month, remaining at 9:00 A.M. start time

ADJOURNMENT

Randy Curtis, Chair, adjourned meeting at 10:55 A.M

	THE CORPORATION OF THE TOWN OF COBOURG
	SUSTAINABILITY & CLIMATE CHANGE ADVISORY COMMITTEE MEETING MINUTES
	Wednesday, November 6, 2019 Committee Room, Victoria Hall, Cobourg

The Sustainability and Climate Change Advisory Committee met this afternoon at 2:00 p.m. in the Committee Room, Victoria Hall, Cobourg, with the following persons in attendance:

Members present: Minnie de Jong, Chair
 Antony Pitts, Vice Chair
 Councillor Adam Bureau
 Marius Marsh
 Dale Randall
 Gillian Berridge-Kassela
 John Vickers

Staff present: Robyn Bonneau, Secretary
 Judy Smith, Environmental Officer, County of Northumberland

CALL TO ORDER

The Meeting was called to order by the Chair (2:00 P.M.).

APPROVAL/AGENDA ADDITIONS

Moved by Member Bureau THAT the Agenda be approved.

Carried

DISCLOSURE OF PECUNIARY INTEREST

ADOPTION OF MINUTES

SCCAC Minutes of the October 2, 2019 Meeting.

Moved by Member Berridge-Kassela THAT the SCACC adopt the Minutes of the October 2, 2019 Meeting.

Carried

PRESENTATIONS/DELEGATIONS

COMMUNICATION/CORRESPONDENCE

REPORTS

Brent Larmer, Municipal Clerk/Manager of Legislative Services, regarding the new Code of Conduct Policy approved through bylaw 068-2019.

B. Larmer attended the meeting to discuss the new Code of Conduct Policy approved through bylaw 068-2019. After a question and answer period, B. Larmer, was excused from the meeting (2:12 P.M.).

NEW/UNFINISHED BUSINESS

Climate Emergency Declaration Motion.

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 rate ; 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 Celsius ; 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 avoided ; and

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 2030 ; 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 construction, for the purpose of this Declaration referred to as the, 'CIP for Environmental Sustainability'; and
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

Proposed 2030 GHG Emission Reduction Target for Cobourg.

SCCAC agreed on GHG emission reduction target that was included in the Climate Emergency Declaration Motion.

SCAAC Presentation to Council to Elaborate on the Climate Emergency Declaration.

SCCAC discussed the benefits of doing a presentation to Council at their November 25, 2019 Committee of the Whole Meeting in support of their proposed Motion for a Climate Emergency Declaration. SCCAC reviewed the draft presentation and Chair de Jong was selected to represent the SCCAC, as the presenter.

Resolution 415-19, regarding the approval of the 2020 Advisory Committee Work Plans.

Resolution 415-19, regarding the approval of the 2020 Advisory Committee Work Plans was received for information purposes.

2020 SCCAC Meeting Schedule.


SCCAC agreed to continuing meeting on the first Wednesday of the month at 2:00 p.m., in the Committee Room, Victoria Hall.

Regulatory Framework governing the development of a Green Development Standard (deferred to the December 4, 2019).

Proposed Refinements to SCCAC's former Definition of Sustainability (deferred to the December 4, 2019).

ADJOURNMENT

The Meeting Adjourned at 2:00 P.M., and the next regularly scheduled meeting of the SCACC will occur on Wednesday, December 4, 2019 at 2:00 p.m.

	THE CORPORATION OF THE TOWN OF COBOURG
	Planning & Development Advisory Committee MINUTES
	October 29, 2019 at 4:00 PM

A regular meeting of the Cobourg Planning & Development Advisory Committee was held on October 29, 2019 at 4:00 PM in the Committee Room, Victoria Hall.

The following members were in attendance:

Jim Doubt - Chair
Rick Stinson - Vice Chair
Nicole Beatty, Councillor
George Kamphorst
Alistair Commins
Don Wilcox
Kristina Nairn

The following staff were present:

Rob Franklin, Manager of Planning and Development Services
Adriane Miller, Recording Secretary

CALL TO ORDER

The meeting was called to order by the Chair at 4:01PM

DECLARATIONS OF INTEREST BY MEMBERS

No declarations of interests were made by members

ADOPTION OF MINUTES

Approval of the minutes from the October 8, 2019 committee meeting

Moved by Member D.Wilcox
"THAT the minutes be accepted as written"

Carried

REPORTS

DePalma Developments (Z-06-19)

Moved by Member D.Wilcox

Planning & Development Advisory Committee
Meeting Minutes

OCTOBER 29, 2019

THAT Council be advised that the Planning and Development Advisory Committee has duly considered the application by Weston Consulting on behalf of DePalma Developments Ltd. for approval a Zoning By-law amendment to facilitate the development of a 4-storey, 82-suite, 5,060 sq.m. GFA hotel development located on a 0.75 ha parcel of vacant land on the north side of the future DePalma Drive extension, and further that the Planning and Development Advisory Committee endorses the conclusions of the Planning Report.

Carried

NEW BUSINESS

Resolution 415-19 Approval of the 2020 Advisory Committee Work Plans

Received as information

CURRENT APPLICATIONS

Z-07-19 Northumberland Shopping Centre - Public Meeting November 25, 2019

ACTION: Recording Secretary to send out a reminder of the Public Meeting on Monday November 4, 2019 to all PDAC members

UNFINISHED BUSINESS

Tannery District Sustainable Master Plan

No update to report at this time

Natural Waterfront Heritage Park

No action required at this time. Delegation on September 17, 2019 to be received as information

MHBC - Affordable and Rental Housing Community Improvement Program

Preliminary stakeholders list was circulated to members for review and comment

ADJOURNMENT

Meeting adjourned at 6:00PM

FUTURE MEETINGS

Next meeting: Tuesday November 19, 2019 at 4:00PM Victoria Hall, Committee Room

Overall Sidewalk Plan – Public Engagement Nov 14, 2019

On Mon night Oct 21 the Sidewalk Priority Plan – revision, was brought forward to Council. The report was much more thorough than I expected. It was excellent and objective. This policy is an engineering, criteria-based document. It is not designed to address public engagement. I support this plan in its priority ranking. This sidewalk plan must fall within the constraints of Cobourg's Official Plan, Section 6.4

The primary system for pedestrian movement shall be the sidewalk system. Provision shall be made for sidewalks on both sides of all arterial and collector roads and on one side of all local streets, at a minimum, with the exception of cul-de-sacs, and streets with a limited number of homes on them or other special circumstances as determined by the Town.

The missing ingredient, in the whole process, jumped out at me - Where is public engagement? I'm not certain this one Section, above, in a 347-page Official Plan document, represents our new Public Engagement Policy. Should the Official Plan be modified?

There is nothing more impactful to a home owner than adding a sidewalk. Residents may have to park their second car on the street or may have to widen their driveway. Parked car on the street are very dangerous. The Town does own the sidewalk, but the residents, young or old, now have to shovel the snow. Residents do not have to shovel their driveways, but shovelling the sidewalk is mandatory. You can't leave it for a few days or for several months if you are on vacation, you **MUST** shovel it or pay someone to shovel it. The last two delegations to Council about sidewalks were not pleasant. Could we not find out who actually wants a sidewalk and work to make residents happy?

I then looked at Cobourg's new and progressive "Public Engagement Policy" ADM 21

Citizen Engagement: The Town of Cobourg believes that a key element of local government is that people should be involved in the process of **decisions that affect them.**

When a large excavator appears, digging up your front lawn, that affects the resident.

Again, the Policy • Identify concerns and issues **early in the process.**

- Greater involvement by citizens through public engagement will result in a better-informed community, a greater sense of ownership in initiatives and increased public satisfaction with municipal programs, services and long-term plans.

My questions are:

Was there enough public involvement in creating the Official Plan to qualify as our new standard of Public Engagement?

Secondly, if a street has a large majority (say 80%) against a sidewalk, do citizens have the right to have their wishes respected?

I am working on a 5-year plan, to evaluate the top few streets, and determine who actually wants a sidewalk. There are many staff, smarter than I am, who could work out details of how this valuable public input could be solicited and included in the actual implementation stage.

Here are some considerations:


- My sidewalk (4 feet wide) is 12 feet from the street, thereby eliminating 16 feet of parking space. This forces many cars to be parked on the street.
- From 2007 to 2016, during these 10 years, the Town has paid over \$300,000 in law-suits – most claims involve sidewalks. Sidewalks do not always bring safety,
- If direct public engagement is not used on residents' sidewalks, when will it ever be used?
- Adding another 750 tons of concrete, (Abbott St) is not environmentally friendly
- When these older homes were built, why did Cobourg Council feel sidewalks were not required?
- With heavy rains and recent concern for flooding, we need more grass to absorb this water. Why cover another 14,000 square feet (eg Abbott St) with non pervious concrete?
- A newer home in the Ottawa suburb of Orleans (population 116,000) has no sidewalk. Neither does any other local street in Orleans, except on major arteries where there are traffic lights. That's right, no sidewalks. Different city - different view of what is safe.

I firmly believe we must engage residents on the streets impacted. If we do not go to them, they will come to us.

I want to thank Director Laurie Wills for her time spent with me, in explaining and defending the new Sidewalk policy

Respectfully submitted, with much appreciation for your work,

Ted Williams, private citizen

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>094-2019</u></div>
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A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG AT ITS REGULAR COUNCIL MEETING HELD ON DECEMBER 2, 2019.

WHEREAS Section 5(1) of the Municipal Act, 2001, as amended, provides that the powers of a Municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act, 2001, as amended, provides Municipal power, including the Municipality’s capacity, rights, powers and privileges under Section 8, shall be exercised by by-law, unless the Municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of the Town of Cobourg adopted By-law No. 009-2019, establishing the rules of order and procedure, which provided for the enactment of a Confirmatory By-law at the end of each Regular Council Meeting to confirm the recommendations and actions approved at that meeting;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobourg at this meeting be confirmed and adopted by by-law;

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

- 1. THAT** the actions of the Council of the Town of Cobourg at its Regular meeting held on December 2, 2019, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
- 2. THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Regular meeting on December 2, 2019;
- 3. THAT** this by-law, to the extent to which it provides authority for or constitutes the exercise of power for an undertaking, work, project, scheme, act, matter or thing which requires additional approval to that of Council, shall not take effect until the additional approval has been obtained;
- 4. THAT** any member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this by-law as it applies to such action or proceeding;

- 5. **THAT** the Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its December 2, 2019Regular Council proceedings;
- 6. **THAT** the Mayor and Clerk, or the Treasurer and Chief Administrator Officer, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents;
- 7. **THAT** this by-law shall come into full force on the day it is passed.

Read a first, second, third time and finally passed in Open Council on this 2nd day of December, 2019.

MAYOR

MUNICIPAL CLERK