



# Regular Council

**Date:** Tuesday May 19, 2020

**Time:** 6:00 PM

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

## AGENDA

### Inquiries & Accommodations

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

### Alternate Format

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

### Live Streaming Video

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


### Public Participation

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

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

### NOTE TO THE PUBLIC:

Do to the COVID-19 Pandemic, Council Meetings will be conducted through Zoom Conference Applications. If you wish to register as a Delegation, please notify the Municipal Clerk by completing a Delegation of Request Form and once registered, further instructions will be provided.

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	REGULAR COUNCIL AGENDA
	Tuesday May 19, 2020 at 6:00 PM Electronic Participation – Zoom Video Conference

A Regular Council Meeting of the Cobourg Municipal Council will be held on Tuesday May 19, 2020 at 6:00 PM through Electronic Participation, Zoom Video Conference Streamed Live via the Town of Cobourg YouTube Channel.

**I      CALL TO ORDER**

**II      MOMENT OF REFLECTION**

**III     ADDITIONS TO THE AGENDA**

1. Memo from the Deputy Director of Community Services, regarding the Cobourg Marina Electrical Shore Power Upgrade.

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

**IV     DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

**V      ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

1. Adoption of the Monday April 27, 2020 Regular Council Minutes.

9 - 16

Action Recommended: THAT Council adopt the minutes of the Regular Council Meeting held on Monday April 27, 2020.

**VI     PRESENTATIONS**

**VII    DELEGATIONS**

**VIII   DELEGATION ACTIONS**

**IX     REPORTS**

## General Government Services

1. Committee of the Whole meeting notes held on Monday May 11, 2020 17 - 26

Action Recommended: THAT Council receive the notes of the Committee of the Whole Meeting held on Monday May 11, 2020 for information purposes.

2. Memo from the Treasurer/Interim Chief Administrative Officer, regarding the First Quarter 2020 - Operating Budget Variance Report. 27 - 44

Action Recommended: THAT Council receive the First Quarter 2020 Operating Budget Variance Report for information purposes.

3. Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Northam Industrial Park - Financial Report - March 31, 2020. 45 - 50

Action Recommended: THAT Council receive the First Quarter 2020 Northam Industrial Park Financial Report for information purposes.

## Parks and Recreation Services

1. Memo from the Deputy Director of Community Services, regarding the Cobourg Marina Electrical Shore Power Upgrade. 51 - 53

Action Recommended: THAT Council award the Marina Electrical Shore Power Upgrade Request For Proposal (C0-20-05) Contract to Lakeland Multi-trade (Cobourg) in the amount of \$262,500.00, excluding HST, to be funded from the 2020 Cobourg Capital Budget and all work to be completed by July 3, 2020.

## Arts, Culture and Tourism Services

1. Memo from the Manager, Marketing and Events, regarding an update on the 2020 Community Events in the Town of Cobourg. 54 - 60

Action Recommended: THAT Council authorize Staff to assess the cancellation of Town of Cobourg managed events and municipal event permits based on the current Federal and Provincial orders and restrictions on large gatherings, physical distancing guidelines and local enforcement efforts; and

FURTHER THAT Council approve the recommendation of staff to cancel the 2020 Cobourg Sandcastle Festival.

## **X** MOTIONS

### General Government Services

1. Motion from the Committee of the Whole, regarding continued Financial Assistance in Response to the COVID-19 Pandemic. 61

2. Motion from the Committee of the Whole, regarding approval of the Draft Waterworks of the Town of Cobourg - 2019 Audited Financial Statements. 62 - 75
3. Motion from the Committee of the Whole, regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda and Resolutions. 76

#### Parks and Recreation Services

1. Motion from the Committee of the Whole, regarding the request from the Cobourg Ecology Gardeners' proposal for basic maintenance of the Garden while restrictions on the use of park facilities are in effect. 77
2. Motion from the Regular Council, regarding the Cobourg Marina Electrical Shore Power Upgrade. 78

### **XI BYLAWS**

#### General Government Services

1. By-law 027-2020, being a By-law to authorize the Levying of Tax Rates and Collection of Taxes for the Year 2020. 79 - 86

Action Recommended: THAT Council adopt By-law 027-2020, being a by-law to authorize the Levying of Tax Rates and Collection of Taxes for the Year 2020.

#### Planning and Development Services

1. By-law 028-2020, being a By-law to authorize execution of a Development Agreement with New Amherst Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (South-East Corner of New Amherst Blvd. and Charles Wilson Parkway, New Amherst Community, Cobourg) 87

Action Recommended: THAT Council adopt By-law 028-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute a Development Agreement with New Amherst Ltd. and Lakefront Utility Services Inc. for a residential development consisting of one (1), 3-storey 6-plex building at the south-east corner of New Amherst Blvd. and Charles Wilson Parkway, Cobourg.

2. By-law 029-2020, being a By-law to amend Zoning By-Law No. 85-2003 (S/E Corner of New Amherst Blvd. and Charles Wilson Parkway, Cobourg). 88 - 89

Action Recommended: THAT Council adopt By-law 029-2020, being a by-law to amend Zoning By-Law No. 85-2003.

3. By-law 030-2020, being a By-law to authorize execution of a Pre-Servicing Agreement and Subdivision Agreement with JMCD Holdings Inc., Bank of Montreal, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (N/W Corner Of King Street East & Willmott Street – East Village Phase 5, Cobourg) 90



Action Recommended: THAT Council adopt By-law 030-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement and a Subdivision Agreement with JMCD Holdings Inc., Bank of Montreal and Lakefront Utility Services Inc. for the East Village Phase 5 subdivision development at the north-west corner of King Street East and Willmott Street

#### Public Works Services

1. By-law 031-2020, being a By-law to authorize the execution of an Agreement with Her Majesty the Queen in Right of Ontario (as Represented by the Minister of Transportation for the Province of Ontario) related to funding provided by the Province of Ontario to the Town of Cobourg under the Dedicated Gas Tax Funds for the Public Transportation Program. 91

Action Recommended: THAT Council adopt By-law 031-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation of the Town of Cobourg, an Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Transportation regarding the dedicated Gas Funds for the Public Transportation Program, Town of Cobourg 2019 - 2020.

2. By-law 032-2020, being a By-law to authorize the Director of Public Works to temporarily alter the direction of traffic flow on Mathew Street from a one-way to a two-way traffic pattern and that on-street parking shall not be permitted during the reconstruction of Mathew Street. 92

Action Recommended: THAT Council adopt By-law 032-2020, being a by-law to authorize the Director of Public Works to temporarily alter the direction of traffic flow on Mathew Street from a one-way to a two-way traffic pattern and that on-street parking shall not be permitted during the reconstruction of Mathew Street.

3. By-law 033-2020, being a By-law to lift the One-Foot Reserves and to authorize the establishment and Laying Out of Public Highways. (John Fairhurst Boulevard and New Amherst Boulevard). 93 - 94

Action Recommended: THAT Council adopt By-law 033-2020, being a by-law to lift the One-Foot Reserves and to authorize the establishment and Laying Out of Public Highways. (John Fairhurst Boulevard and New Amherst Boulevard).

#### Arts, Culture and Tourism Services

1. By-law 034-2020, being a By-law to authorize the execution of a lease agreement with the Cobourg Farmers Market for use of the Albert Street, Parking Lot as a Temporary Measure for the 2020 Farmers Market Season using an E-Commerce/Curbside Pick-Up Service Delivery Model. 95

Action Recommended: THAT Council adopt By-law 034-2020, being a by-law to authorize the execution of a lease agreement with the Cobourg Farmers Market for use of the Albert Street, Parking Lot as a Temporary Measure for the 2020 Farmers Market Season using an E-Commerce/Curbside Pick-Up Service Delivery Model.

## General Government Services

1. THAT the following bylaw be passed:

1. Bylaw 027-2020 being a by-law to authorize the Levying of Tax Rates and Collection of Taxes for the Year 2020;
2. Bylaw 028-2020 being a bylaw to authorize execution of a Development Agreement with New Amherst Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (South-East Corner of New Amherst Blvd. and Charles Wilson Parkway, New Amherst Community, Cobourg);
3. Bylaw 029-2020 being a by-law to amend Zoning By-Law No. 85-2003 (S/E Corner of New Amherst Blvd. and Charles Wilson Parkway, Cobourg);
4. Bylaw 030-2020 being a by-law to authorize the execution of a Pre-Servicing Agreement and Subdivision Agreement with JMCD Holdings Inc., Bank of Montreal, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (N/W Corner Of King Street East & Willmott Street – East Village Phase 5, Cobourg);
5. Bylaw 031-2020 being a by-law to authorize the execution of an Agreement with Her Majesty the Queen in Right of Ontario (as Represented by the Minister of Transportation for the Province of Ontario) related to Funding provided by the Province of Ontario to the Town of Cobourg under the Dedicated Gas Tax Funds for the Public Transportation Program;
6. Bylaw 033-2020 being a by-law to lift the One-Foot Reserves and to authorize the establishment and Laying out of Public Highways. (John Fairhurst Boulevard and New Amherst Boulevard);
7. Bylaw 034-2020 being a by-law to authorize the execution of a lease agreement with the Cobourg Farmers Market for use of the Albert Street, Parking Lot as a Temporary Measure for the 2020 Farmers Market Season using an E-Commerce/Curbside Pick-Up Service Delivery Model.

Action Recommended: THAT leave be granted to introduce bylaws 027-2020 to 031-2020 and bylaws 033-2020 to 034-2020 and to dispense with the reading of the bylaws 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 bylaw be passed:

1. Bylaw 032-2020 to authorize the Director of Public Works to temporarily alter the direction of traffic flow on Mathew Street from a one-way to a two-way traffic pattern and that on-street parking shall not be permitted during the reconstruction of Mathew Street.

Action Recommended: THAT leave be granted to introduce bylaw No.032- 2020 and to dispense with the reading of the bylaw 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

1. Petition submitted from Tamara Ugolini, to re-open municipally governed green spaces. 96 - 99

## **XIII** COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

1. Town of Cobourg/Lakefront Utility Services Inc. Water Committee Minutes 100 - 102

Action Recommended: THAT Council receive the Water Committee Meeting Minutes for information purposes.

## **XIV** CORRESPONDENCE

## **XV** NOTICE OF MOTION

## **XVI** COUNCIL/COORDINATOR ANNOUNCEMENTS

1. 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.*

1. **Municipal Council Unfinished/Outstanding Business Tracking Table** 103 - 109

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
2020 Town of Cobourg Capital Budget Items Status	04-06-20	CAO	N/A
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	TBD

Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	TBD
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	TBD
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	05-11-20	Community Services	N/A
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	<b>June 1, 2020</b>
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	<b>June 1, 2020</b>
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	<b>June 22, 2020</b>
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	<b>June 2020</b>
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	<b>N/A</b>
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	<b>2020-2022</b>
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	<b>N/A</b>
Motion – Flood Reduction and Mitigation Strategy	04-27-20	Emergency Management	<b>September 14, 2020</b>
Motion – Barrier and Closure of Victoria Park –COVID 19	05-11-20	Legislative Services	<b>June 1, 2020</b>

## **XVIII CLOSED SESSION**


## **XIX CLOSED SESSION ACTION ITEM**

## **XX CONFIRMATORY BY-LAW**

1. Bylaw 035-2020, being a bylaw to confirm the proceedings of the Council Meeting of May 19, 2020. 110 - 111

Action Recommended: THAT leave be granted to introduce Bylaw 035-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on May, 19, 2020 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**

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>REGULAR COUNCIL MEETING MINUTES</b>
	Monday, April 27, 2020 Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held 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, Treasurer/Interim Chief Administrative Officer  
Glenn McGlashon, Director of Planning and Development  
Dean Hustwick, Director of Community Services  
Laurie Wills, Director of Public Works  
Brent Larmer, Municipal Clerk/Manager of Legislative Services

**CALL TO ORDER**

Mayor Henderson called the Meeting to Order at 6:00 P.M.

**MOMENT OF REFLECTION**

**ADDITIONS TO THE AGENDA**

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat;

THAT Council move item number two (2) under Protection Services before Item number one (1) in order to deal with the memo from the Municipal Clerk/Manager of Legislative Services regarding the potential introduction of a Physical Distancing By-law for the Corporation of the Town of Cobourg during the COVID-19 Pandemic.

156-20

**Carried**

**DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

There were no Declarations of Interest Declared by Members of Council.

**ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

Adoption of the April 14, 2020 Regular Council Meeting Minutes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat;

THAT Council adopt the minutes of the Regular Council Meeting held on April 14, 2020.

157-20

**Carried**

**PRESENTATIONS**

**DELEGATIONS**

David Piccini. Member of Provincial Parliament, Northumberland - Peterborough South, regarding the Provincial Position on Fishing in Ontario.

D. Piccini MPP, Northumberland Peterborough South, provided information and comments to Municipal Council on the Provincial Governments position on Fishing in Ontario. In addition, MPP Piccini, provided his own opinion on Fishing during COVID-19 and how it impacts his riding and the Town of Cobourg.

After question and answer period, D. Piccini was excused from the meeting at 6:23 P.M.

**DELEGATION ACTIONS**

**REPORTS**

**General Government Services**

Committee of the Whole meeting notes held on April 20, 2020

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 April 20, 2020 for information purposes.

158-20

**Carried**

**Protection Services**

Memo from the Municipal Clerk/Manager of Legislative Services regarding the potential introduction of a Physical Distancing By-law for the Corporation of the Town of Cobourg during the COVID-19 Pandemic.

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling;

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

FURTHER THAT Council approve and provide direction to Staff to implement the proposed By-law to promote and regulate Physical Distancing within the Town of Cobourg in order to help prevent the spread COVID-19 to reinforce the importance of Physical Distancing as additional measure to protect the health and well-being of all residents within the Town of Cobourg.

159-20

**TABLED**

Moved by Councillor Adam Bureau,

**MOTION TO TABLE:**

THAT Council Table the Motion to implement the proposed By-law to promote and regulate Physical Distancing within the Town of Cobourg in order to help prevent the spread COVID-19 to reinforce the importance of Physical Distancing as additional measure to protect the health and well-being of all residents within the Town of Cobourg.

160-20

**Carried**

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Appointment of Temporary Municipal By-law Enforcement Officers – COVID-19 Pandemic.

Moved by Councillor Aaron Burchat, Seconded by Councillor Nicole Beatty;

THAT Council receive the memo from the Municipal Clerk/Manager of Legislative Services regarding the temporary appointment of Municipal By-law Enforcement Officers during the COVID-19 Pandemic for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to appoint temporary Municipal By-law Enforcement Officers during the COVID-19 Pandemic.

Member of Council	For	Against
Councillor Nicole Beatty	x	
Councillor Aaron Burchat	x	
Councillor Adam Bureau	x	
Councillor Emily Chorley	x	
Councillor Brian Darling	x	
Mayor John Henderson	x	
Deputy Mayor Suzanne Séguin	x	
<b>RESULT:</b>	<b>7</b>	<b>0</b>

161-20

**CARRIED.**

Moved by Councillor Adam Bureau, Seconded by Deputy Mayor Suzanne Séguin

MOTION TO REFER:

THAT Council refer this Item to a Special Meeting of Council to include a Closed Session for Thursday April 30, 2020 at 6:00 P.M.

162-20

**DEFEATED**

### **MOTIONS**

#### **Parks and Recreation Services**

Motion from the Committee of the Whole, regarding a Flood Mitigation and Response Plan for the Town of Cobourg.

Moved by Councillor Emily Chorley, Seconded by Councillor Nicole Beatty;

WHEREAS at the Committee of the Whole Meeting on April 20, 2020, Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Nicole Beatty, regarding a Flood Mitigation and Response Plan for the Town of Cobourg;

THEREFORE IT BE RESOLVED THAT the Town of Cobourg Council directs staff to draft a Flood Mitigation and Response Plan, in consultation with the Ganaraska Region Conservation Authority (GRCA) and other relevant agencies, for Council's consideration as soon as possible and no later than September 14, 2020.

163-20

**Carried**



**BYLAWS**

**Protection Services**

By-law 024-2020, being a by-law to appoint Temporary Municipal By-law Enforcement Officers during the COVID-19 Pandemic.

Moved by Councillor Aaron Burchat, Seconded by Councillor Nicole Beatty;

THAT Council adopt By-law 024-2020, being a by-law to appoint Temporary Municipal By-law Enforcement Officers during the COVID-19 Pandemic.

164-20

**Carried**

**General Government Services**

THAT the following bylaw(s) be passed:

1. Bylaw 024-2020 being a by-law to appoint temporary Municipal By-law Enforcement Officers during the COVID-19 Pandemic.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat;

THAT leave be granted to introduce bylaw No.024-2020 and to dispense with the reading of the bylaws 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.

165-20

**Carried**

**PETITIONS**

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

**CORRESPONDENCE**

Resolution, Ganaraska Region Conservation Authority Board of Directors, regarding support for a proposed ban of the 2020 Fishing Season. (GRCA Cobourg Council Members Darling and Beatty).

Moved by Councillor Brian Darling, Seconded by Councillor Nicole Beatty;

THAT Council receive the resolution from the Ganaraska Region Conservation Authority (GRCA) Board of Directors for information purposes.

166-20

**Carried**

Letter from Cobourg Resident, Andrée et Gilles Poirier, regarding a request to ban garbage/recycling bins off front porches/lawns in the Town of Cobourg. (Protection Services).

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling;

THAT Council receive the letter from the Cobourg Resident for information purposes.

167-20

**Carried**

Letter from Cobourg Resident, Doreen Cunneen, regarding recommendation on COVID-19 measures in the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat;

THAT Council receive the letter from the Cobourg Resident for information purposes.

168-20

**Carried**

Correspondence, Tamara Ugolini, regarding COVID-19 - Protection of Canadian Human Rights and Freedoms.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling;

THAT Council receive the letter from the Cobourg Resident for information purposes.

169-20

**Carried**

## **NOTICE OF MOTION**

## **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.*

**Municipal Council Unfinished/Outstanding Business Tracking Table**

<b><u>Unfinished Business Item</u></b>	<b><u>Meeting Date</u></b>	<b><u>Department/Division</u></b>	<b><u>Deadline Date</u></b>
2020 Town of Cobourg Capital Budget Items Status	04-06-20	CAO	N/A
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	May 11, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	May 11, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	May 11, 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	May, 11 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	May 11, 2020
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	June 1, 2020
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	June 22, 2020
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	June 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A

**CLOSED SESSION****CLOSED SESSION ACTION ITEM**

**CONFIRMATORY BY-LAW**

Bylaw 026-2020, being a bylaw to confirm the proceedings of the Council Meeting of April 27, 2020.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat;

THAT leave be granted to introduce Bylaw 026-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on April 27, 2020 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.

170-20

**Carried**

**ADJOURNMENT**

Moved by Councillor Aaron Burchat,

THAT the meeting Adjourn (8:36 P.M.)

171-20


**Carried**

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Municipal Clerk

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Mayor

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE</b> <b>MEETING REPORT</b>
	Monday May 11, 2020 Electronic Participation, Zoom Video-Conferencing

The Cobourg Municipal Council's Committee of the Whole met this evening at 6:00 p.m. through Electronic Participation, via Zoom Application Video Conferencing 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  
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 Henderson at 6:00 P.M.

**AGENDA ADDITIONS**

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

4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding Victoria Park Beach, Cobourg – Temporary Closure Option for Council – COVID-19 Pandemic;
5. Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda for Thursday June 11, 2020;
6. Memo from the Director of Planning and Development, regarding an Application for Approval of a Pre-Servicing Agreement and Subdivision Agreement: East Village Phase 5 Subdivision, North West Corner of King Street East & Willmott Street. (JMCD Holdings Inc./Engage Engineering);
7. Memo from the Director of Public Works, regarding the dedicated Gas Funds for the Public Transportation Program, Town of Cobourg 2019 - 2020;
8. Memo from the Director of Public Works, regarding the passing of a By-law for the Temporary Alteration to Traffic Patterns on Mathew Street during the 2020 approved capital project for the reconstruction of Mathew Street;
9. Memo from the Assistant Manager, Waterfront Operations, regarding the Unfinished Business Item on a Response to the Delegation from Anglers (September 03, 2019);
10. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2020 Cobourg Farmers Market Season – Curbside Pick-Up/E-Commerce Model; and
11. Closed Session pursuant to Section 239 (2) (b) a proposed or pending acquisition or disposition of land by the municipality or local board.

Moved by Deputy Mayor Suzanne Séguin,

THAT the matters be added to the agenda, with the exception of Item #9, being the memo from the Assistant Manager, Waterfront Operations, regarding the Unfinished Business Item on a Response to the Delegation from Anglers (September 03, 2019) to be referred to the June 1, 2020 Committee of the Whole Meeting.

**Carried**

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

Councillor N. Beatty declared a Pecuniary Interest on Item IX #2 Public Works Services - Item 2 - Memo from the Director of Public Works regarding the passing of a By-law for the Temporary Alteration to Traffic Patterns on Mathew Street during the 2020 approved Capital Project for the reconstruction of Mathew Street, as Councillor Beatty lives on the current of Burke and Mathew Streets and parking and front access will be disrupted by the project, Councillor Beatty is a homeowner in the vicinity of the project and wished to not participate in the vote or conversation of the project.

**PRESENTATIONS**

**DELEGATIONS**

Dora Body, regarding a request from the Cobourg Ecology Gardeners' proposal for basic maintenance of the Garden while restrictions on the use of park facilities are in effect.

D. Body, Cobourg Resident, attended the meeting via Zoom Video Conference to discuss the request of the Cobourg Ecology Garden Group permission to start the basic maintenance of the Garden while restrictions on the use of park facilities are in effect.

After a question and answer period, D. Body was excused from the meeting (6:23 P.M.).

Nancy Marshall and Steve Wilkes from Survivor Thrivers Dragon Boat Team, in response to the Lifesaving Society Safety Audit of the Harbour Staff Report.

N. Marshall and S. Wilkes, of the Survivor Thrivers, attended the meeting via Zoom Video Conference to discuss and comment of the Lifesaving Society Safety Audit of the Harbour Staff Report.

After a question and answer period, N. Marshall and S. Wilkes were excused from the meeting (6:34 P.M.).

Delegation, Monica Sheridan and Alan Clough, Cobourg Yacht Club, in response to the Lifesaving Society Safety Audit of the Harbour Staff Report;

Monica Sheridan and Alan Clough, Cobourg Yacht Club, attended the meeting via Zoom Video Conference to discuss and comment of the Lifesaving Society Safety Audit of the Harbour Staff Report.

After a question and answer period, M. Sheridan and A. Clough, were excused from the meeting (6:44 P.M.).

**DELEGATION ACTIONS**

Delegation Action, D. Body, request from the Cobourg Ecology Gardeners' proposal for basic maintenance of the Garden while restrictions on the use of park facilities are in effect.

Moved by Councillor Emily Chorley,

THAT Council receive the delegation from Dora Body, Chair of the Cobourg Ecology Gardners' for information purposes; and

FURTHER THAT Council grant the Cobourg Ecology Gardners' permission to maintain the Ecology Garden while adhering to the Social Distancing Protocol as outlined in the delegation with a letter of permission provided to the Chair as requested.

**Carried**

**GENERAL GOVERNMENT SERVICES**

*Chair, Deputy Mayor Séguin - General Government Services Coordinator*

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

Moved by Deputy Mayor Suzanne Séguin,

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

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

**Carried**

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

Moved by Deputy Mayor Suzanne Séguin,

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

**Carried**

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

Moved by Deputy Mayor Suzanne Séguin,



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

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

**Carried**

**PLANNING AND DEVELOPMENT SERVICES**

*Chair, Councillor Beatty - Planning and Development Services Coordinator*

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

Moved by Councillor Nicole Beatty,

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

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

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

**Carried**

Memo from the Planner 1 - Heritage, regarding the Downtown Cobourg Vitalization Community Improvement Plan (CIP) – Summary Report 2019 and Overall CIP Monitoring Program Summary (2016 – 2019).

Moved by Councillor Nicole Beatty,

THAT Council receive the memo for information purposes.

**Carried**

Memo from the Director of Planning and Development, regarding an Application for Approval of a Pre-Servicing Agreement and Subdivision Agreement: East Village

Phase 5 Subdivision, North West Corner of King Street East & Willmott Street. (JMCD Holdings Inc./Engage Engineering).

Moved by Councillor Nicole Beatty,

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

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

**Carried**

**PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

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

Moved by Councillor Brian Darling,

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

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

**Carried**

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

Moved by Councillor Brian Darling,

THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting approve and to authorize the Director of Public Works to temporarily alter the direction of traffic flow on Mathew Street from a one-way to a two-way traffic pattern and that on-street parking shall not be permitted during the reconstruction of Mathew Street.

**Carried**

*Councillor N. Beatty declared a Pecuniary Interest and did not participate in the vote or conversation of the Item or Action Recommended.*

**PARKS AND RECREATION SERVICES**

*Chair, Councillor Chorley - Parks and Recreation Services Coordinator*

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

Moved by Councillor Emily Chorley,

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

AND FURTHER THAT Council direct the staff memo, all delegation submissions, and the Lifesaving Society's Aquatic Safety Audit to the Parks & Recreation Advisory Committee for an assessment of each safety recommendation.

**Carried**

**PROTECTION SERVICES**

*Chair, Councillor Burchat - Protection Services Coordinator*

Memo from the Municipal Clerk/Manager of Legislative Services, regarding Victoria Park Beach, Cobourg – Temporary Closure Option for Council – COVID-19 Pandemic.

Moved by Councillor Aaron Burchat,

THAT Council provide direction to Staff with the following:

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

FURTHER THAT the Staff Report be referred to the Monday June 1, 2020 Committee of the Whole Meeting to be brought back for discussion by Council.

**Carried**

**ARTS, CULTURE AND TOURISM SERVICES**

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

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2020 Cobourg Farmers Market Season – Curbside Pick-Up/E-Commerce Model.

Moved by Councillor Adam Bureau,

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a lease agreement between the Cobourg Farmers Market and the Town of Cobourg for the use of the Albert Street Parking Lot for a portion of the 2020 Farmers Market Season to reflect the current COVID-19 Pandemic, utilizing a curbside pick-up/e-commerce as a temporary service delivery model to take effect on the date of this By-law passing to be held every Saturday beginning on Saturday May 23, 2020 through to December 21, 2020; and

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

**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.*

**Municipal Council Unfinished/Outstanding Business Tracking Table**

<u>Unfinished Business Item</u>	<u>Meeting Date</u>	<u>Department/Division</u>	<u>Deadline Date</u>
<u>2020 Town of Cobourg Capital Budget Items Status</u>	<u>04-06-20</u>	<u>CAO</u>	<u>N/A</u>
<u>Private Transportation Regulating By-law</u>	<u>01-27-20</u>	<u>Legislative Services</u>	<u>Regular Council Meeting</u>
<u>Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.(Originally due November 25, 2019)</u>	<u>01-28-19</u>	<u>Legislative Department</u>	<u>May 11, 2020</u>
<u>Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).</u>	<u>02-12-19</u>	<u>Multiple Departments/ Organizations</u>	<u>May 11, 2020</u>
<u>Traditional Land Acknowledgment Statement to be read at Council Meeting</u>	<u>05-13-19</u>	<u>Legislative Department</u>	<u>May 11, 2020</u>

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.	<u>09-23-19</u>	<u>Community Services</u>	<u>May, 11 2020</u>
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	<u>09-03-19</u>	<u>Community Services</u>	<u>May 11, 2020</u>
Report and Accessible Transit Service Policy	<u>01-27-20</u>	<u>Legislative Services/ Public Works</u>	<u>June 1, 2020</u>
Staff Report on Innisfil Ridesharing Transit Model	<u>01-27-20</u>	<u>Legislative Services/ Public Works</u>	<u>June 22, 2020</u>
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	<u>01-06-20</u>	<u>CAO</u>	<u>June 2020</u>
Revisions to the Long Service Recognition Policy from General Government Services.	<u>09-23-19</u>	<u>Human Resources</u>	<u>N/A</u>
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	<u>01-27-20</u>	<u>Legislative Services</u>	<u>2020-2022</u>
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	<u>02-03-20</u>	<u>By-law Enforcement</u>	<u>N/A</u>

**COMMITTEE OF THE WHOLE OPEN FORUM****CLOSED SESSION**Closed Session

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council meet in Closed Session in accordance with Section 239 (2) (c) of the *Municipal Act, 2001*, regarding:

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

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

**Carried**


**ADJOURNMENT**

Moved by: Councillor Darling,

THAT the Meeting Adjourn (9:53 P.M.)

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Municipal Clerk

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>STAFF REPORT</b>
TO:	Mayor and Council Members
FROM: TITLE:	Ian D. Davey Treasurer / Director of Corporate Services
DATE OF MEETING:	May 19, 2020
TITLE / SUBJECT:	First Quarter 2020 – Operating Budget Variance Report
REPORT DATE:	May 13, 2020

1.0 STRATEGIC PLAN

Not applicable

2.0 PUBLIC ENGAGEMENT

Not applicable

3.0 RECOMMENDATION

That Council receive the First Quarter 2020 Operating Budget Variance Report for information purposes.

4.0 ORIGIN

This budget variance report covers the period from January 1, 2020 through March 31, 2020 and is intended for information purposes. When reviewing this report, please keep in mind that seasonality plays a significant role in some of the departmental variances being shown. Also please keep in mind that most of the Pandemic financial impacts did not occur until March 13, 2020 so they would not be reflected in this variance report.

5.0 BACKGROUND

The 2020 Operating Budget was approved by Council on February 3, 2020 by Resolution 22 – 20. The purpose of this report is to provide a comparison of the actual results for the first quarter of 2020 to the approved annual operating budget.

The report for the first quarter of 2019 as presented at Council on May 21, 2019 has been attached for your reference and comparison purposes.

#### 6.0 ANALYSIS

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

The **revenues** represent those items specifically noted within each category of the municipal operating budget. The first column represents the total annual budget, the second column is the actual revenue recorded to the end of March 2020, the third column is the remaining amount to reach budget over the remainder of the year and the fourth column is the percentage required to meet budget.

Approximately 20% of the total budgeted revenue from sources other than property taxes have been received to the end of March 2020.

The **expenditures** portion of page 1 has the same columns with the first column representing the total annual budget, the second column is the actual expenditure to March 31, 2020, the third column is the budget available for the remainder of 2020 and the fourth column represents the remaining funds as a percentage of the total annual budget.

Approximately 22% of the total budgeted expenditures have been spent as of March 31, 2020.

The difference between the total budgeted revenue of \$15,059,887 and the total budgeted expenditures of \$39,746,879 is shown at the bottom of the page in the amount of **\$24,686,992** and represents the **Municipal Tax Levy** which agrees to the approved operating budget.

The **second** page of the report provides a further breakdown of the **revenue** received to March 30, 2020 by department which supports the figures shown on the summary page (Page 1).

The remaining pages, 3 to 5, provide a similar departmental breakdown of **expenditures** made to March 31, 2020 by department and support the expenditure amounts as shown on the summary page (Page 1).

A 2020 **capital projects** status report will be provided to Council as a separate report.



7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Not applicable.

8.0 CONCLUSION

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

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

9.0 POLICIES AFFECTING THE PROPOSAL

Not applicable

10.0 COMMUNICATION RESULTS

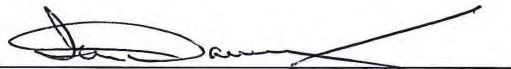
The report is a public document prepared internally and intended as high level overview of the results of operations of the municipality for the first quarter of 2020 and is available to anyone wanting to review it.

11.0 ATTACHMENTS

First Quarter 2020 – Operating Budget Variance Report

12.0 AUTHORIZATION ACKNOWLEDGMENT

Respectfully submitted,



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

Council operating budget report Q1 2020

# **TOWN OF COBOURG**

## **OPERATING BUDGET**

### **VARIANCE REPORT**

**FIRST QUARTER – 2020**

**JANUARY 1, 2020 to MARCH 31, 2020**

Prepared and submitted by:  
Ian D. Davey BBA CPA CA  
Treasurer/Director of Corporate Services  
May 14, 2020

**TOWN OF COBOURG**

**BUDGET VARIANCE REPORT**

**FOR THE PERIOD ENDED MARCH 31, 2020**

**SUMMARY**

	<b>ANNUAL BUDGET</b>	<b>2020 YTD MARCH 31/20</b>	<b>\$ REMAINING BUDGET</b>	<b>% REMAINING BUDGET</b>
<b>REVENUE</b>				
General government	198,500.00	54,571.02	143,928.98	72.51
Protection services	3,455,132.00	732,468.77	2,722,663.23	78.80
Public Works	880,500.00	81,624.14	798,875.86	90.73
Environmental	6,535,755.00	1,496,310.74	5,039,444.26	77.11
Parks & Recreation	2,848,040.00	295,060.63	2,552,979.37	89.64
Culture & Community	203,050.00	36,179.06	166,870.94	82.18
Planning & Residential	130,000.00	34,014.63	95,985.37	73.83
Commercial & Economic	172,000.00	15,391.92	156,608.08	91.05
Other Direct Revenue	636,910.00	150,465.00	486,445.00	76.38
	15,059,887.00	2,896,085.91	12,163,801.09	80.77
	=====	=====	=====	=====

**EXPENDITURES**

General government	3,484,696.00	783,911.00	2,700,785.00	77.50
Protection	13,288,638.00	3,330,416.96	9,958,221.04	74.94
Public Works	5,856,481.00	1,335,825.56	4,520,655.44	77.19
Environmental	6,659,680.00	1,284,757.10	5,374,922.90	80.71
Social & Family	31,000.00	23,923.84	7,076.16	22.83
Parks & Recreation	6,750,536.00	1,100,220.92	5,650,315.08	83.70
Culture & Community	1,932,497.00	664,454.05	1,268,042.95	65.62
Planning & Residential	585,773.00	118,061.47	467,711.53	79.85
Commercial & Economic	805,594.00	125,901.03	679,692.97	84.37
Capital Levy	351,984.00	87,996.00	263,988.00	75.00
	39,746,879.00	8,855,467.93	30,891,411.07	77.72
	=====	=====	=====	=====

**MUNICIPAL LEVY**

24,686,992.00  
=====

## TOWN OF COBOURG

## BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED MARCH 31, 2020

REVENUE	ANNUAL BUDGET	2019 YTD MARCH 31/20	\$ REMAINING BUDGET	% REMAINING BUDGET
<b>GENERAL GOVERNMENT</b>				
Clerks	179,500	49,566.02	129,933.98	72.39
Finance	19,000	5,005.00	13,995.00	73.66
	198,500	54,571.02	143,928.98	72.51
<b>PROTECTION SERVICES</b>				
Fire	13,500	3,505.50	9,994.50	74.03
Police	65,000	9,979.43	55,020.57	84.65
Police - Business Services	2,947,632	643,042.53	2,304,589.47	78.18
Building Department	410,000	72,941.31	337,058.69	82.21
Property Standards	19,000	3,000.00	16,000.00	84.21
	3,455,132	732,468.77	2,722,663.23	78.80
<b>PUBLIC WORKS</b>				
Engineering review fees	70,000	0.00	70,000.00	100.00
Parking enforcement	687,500	55,153.29	632,346.71	91.98
Transit	123,000	26,470.85	96,529.15	78.48
	880,500	81,624.14	798,875.86	90.73
<b>ENVIRONMENTAL</b>				
WPCP 1	6,535,755	1,496,310.74	5,039,444.26	77.11
<b>PARKS &amp; RECREATION</b>				
Parks Administration	156,000	980.00	155,020.00	99.37
Marina	707,540	-1,363.00	708,903.00	100.19
Trailer Park	313,000	1,512.00	311,488.00	99.52
Dredging	105,000	0.00	105,000.00	100.00
Arena	26,200	9,825.00	16,375.00	62.50
Cobourg Community Centre	1,400,570	267,466.18	1,133,103.82	80.90
Seniors Activity Centre	102,730	16,640.45	86,089.55	83.80
Legion Fields	37,000	0.00	37,000.00	100.00
	2,848,040	295,060.63	2,552,979.37	89.64
<b>CULTURE &amp; COMMUNITY</b>				
Concert Hall	181,050	20,563.57	160,486.43	88.64
Market Building	22,000	15,615.49	6,384.51	29.02
	203,050	36,179.06	166,870.94	82.18
<b>PLANNING &amp; RESIDENTIAL</b>				
Planning	115,000	32,814.63	82,185.37	71.47
Comm. of Adjustment	15,000	1,200.00	13,800.00	92.00
	130,000	34,014.63	95,985.37	73.83
<b>COMMERCIAL &amp; ECONOMIC</b>				
Venture 13	127,500	15,337.50	112,162.50	87.97
Tourism	44,500	54.42	44,445.58	99.88
	172,000	15,391.92	156,608.08	91.05



TOWN OF COBOURG

BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED MARCH 31, 2020

EXPENDITURES	ANNUAL	2020	\$	%
	BUDGET	YTD	REMAINING	REMAINING
		MARCH 31/20	BUDGET	BUDGET
<b>GENERAL GOVERNMENT</b>				
Council	355,930	77,734.34	278,195.66	78.16
CAO	260,877	11,451.39	249,425.61	95.61
Clerks	484,184	109,167.58	375,016.42	77.45
Finance	679,206	192,863.21	486,342.79	71.60
Information Technology	340,530	79,854.24	260,675.76	76.55
Communications	255,514	99,749.62	155,764.38	60.96
Victoria Hall	722,047	145,821.50	576,225.50	79.80
Financial	-144,000	-36,000.00	-108,000.00	75.00
Personnel	517,558	99,914.17	417,643.83	80.70
Health & Safety	12,850	3,354.95	9,495.05	73.89
	3,484,696	783,911.00	2,700,785.00	77.50
				=====
<b>PROTECTION SERVICES</b>				
Fire	2,995,435	652,554.80	2,342,880.20	78.22
Police	5,763,486	1,642,822.13	4,120,663.87	71.50
Police Service Board	87,467	18,888.15	68,578.85	78.41
Court Security	296,127	207,960.27	88,166.73	29.77
Police Facilities	159,900	32,863.95	127,036.05	79.45
Business Services	2,947,632	538,130.73	2,409,501.27	81.74
Communications Centre	0	0.00	0.00	0.00
Conservation Authority	248,100	62,025.00	186,075.00	75.00
Animal Control	101,632	32,033.80	69,598.20	68.48
Building Department	410,000	67,121.63	342,878.37	83.63
Property Standards	93,353	12,028.94	81,324.06	87.11
Emergency Management	136,456	43,122.86	93,333.14	68.40
By-Law Enforcement	49,050	20,864.70	28,185.30	57.46
	13,288,638	3,330,416.96	9,958,221.04	74.94
				=====
<b>PUBLIC WORKS</b>				
Engineering	402,258	68,280.69	333,977.31	83.03
GIS	184,557	44,546.68	140,010.32	75.86
Public Works	2,284,891	412,879.03	1,872,011.97	81.93
Bridges	1,150	266.56	883.44	76.82
Roadside Grass	0	303.06	-303.06	0.00
Forestry (moved to parks)	0	0.00	0.00	0.00
Storm Drain System	50,000	22,836.04	27,163.96	54.33
Roadside Litter	31,100	5,227.29	25,872.71	83.19
Hardtop Maintenance	93,500	15,085.23	78,414.77	83.87
Safety Devices	136,000	51,104.57	84,895.43	62.42
Winter Maintenance	160,500	179,736.33	-19,236.33	-11.99
Long-term debt	512,700	128,750.00	383,950.00	74.89
Sidewalks	49,500	8,247.25	41,252.75	83.34
Parking Lots	137,275	40,058.23	97,216.77	70.82
Parking enforcement	550,225	30,718.65	519,506.35	94.42
Transit	875,526	223,233.63	652,292.37	74.50
Crossing Guards	77,999	17,869.82	60,129.18	77.09
Street Lighting	309,300	86,682.50	222,617.50	71.97
	5,856,481	1,335,825.56	4,520,655.44	77.19
				=====

## TOWN OF COBOURG

## BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED MARCH 31, 2020

EXPENDITURES	ANNUAL BUDGET	2020 YTD MARCH 31/20	\$ REMAINING BUDGET	% REMAINING BUDGET
<b>ENVIRONMENTAL</b>				
WPCP 1	1,742,320	281,086.80	1,461,233.20	83.87
WPCP 2	1,443,851	217,737.25	1,226,113.75	84.92
Sanitary Sewer Pumphouses	68,544	11,788.61	56,755.39	82.80
Sanitary Sewer System	540,335	56,601.04	483,733.96	89.52
Transfer to Sanitary Reserve	2,740,705	685,176.25	2,055,528.75	75.00
Storm Sewer Pumphouses	28,925	4,303.22	24,621.78	85.12
Garbage Collection	6,000	5,813.93	186.07	3.10
Landfill - long-term debt	89,000	22,250.00	66,750.00	75.00
	6,659,680	1,284,757.10	5,374,922.90	80.71
<b>SOCIAL &amp; FAMILY SERVICES</b>				
St Peter's Court	0	0.00	0.00	0.00
Greenwood Coalition	6,000	6,000.00	0.00	0.00
Physician Recruitment	0	0.00	0.00	0.00
Northumberland Hospice	0	0.00	0.00	0.00
Affordable Housing	25,000	17,923.84	7,076.16	28.30
	31,000	23,923.84	7,076.16	22.83
<b>PARKS &amp; RECREATION</b>				
Parks Administration	1,630,655	222,514.30	1,408,140.70	86.35
Horticulture	70,200	46,719.79	23,480.21	33.45
Parks Maintenance	252,900	78,427.18	174,472.82	68.99
Forestry Services	248,429	43,776.47	204,652.53	82.38
Parks Athletic Fields	31,500	459.82	31,040.18	98.54
Parks Turf Maintenance	12,000	1,419.55	10,580.45	88.17
<b>Subtotal</b>	2,245,684	393,317.11	1,852,367	82.49
Centennial Pool	24,000	933.23	23,066.77	96.11
Outdoor Rink / Fountain	43,300	7,495.53	35,804.47	82.69
Parks - long-term debt	89,000	22,250.00	66,750.00	75.00
Marina	707,540	70,411.70	637,128.30	90.05
Trailer Park	184,413	13,259.80	171,153.20	92.81
Beach Washrooms	48,000	2,467.64	45,532.36	94.86
Harbour / Walkway	199,840	11,778.18	188,061.82	94.11
Dredging	148,055	13,338.69	134,716.31	90.99
Arena	115,250	39,262.83	75,987.17	65.93
Cobourg Community Centre	2,631,277	468,616.90	2,162,660.10	82.19
Seniors Activity Centre	233,372	41,475.76	191,896.24	82.23
Legion Fields	39,800	5,313.55	34,486.45	86.65
Acquatics / Lifeguards	204,805	51,250.00	153,555.00	74.98
Transfer from Reserves	-163,800	-40,950.00	-122,850.00	75.00
	6,750,536	1,100,220.92	5,650,315.08	83.70
<b>CULTURE &amp; COMMUNITY</b>				
Cultural Administration	110,858	16,958.80	93,899.20	84.70
Organizational grants	49,575	28,023.00	21,552.00	43.47
Special Events	340,289	61,209.60	279,079.40	82.01
Concert Hall	375,225	66,796.41	308,428.59	82.20
Library	932,700	440,000.00	492,700.00	52.83
Market Building	18,250	2,002.90	16,247.10	89.03
Art Gallery	125,000	42,500.00	82,500.00	66.00
Concert Band of Cobourg	20,600	16,963.34	3,636.66	17.65
Library - Long Term Debt	-40,000	-10,000.00	-30,000.00	75.00
	1,932,497	664,454.05	1,268,042.95	65.62

**TOWN OF COBOURG**

**BUDGET VARIANCE REPORT**

**FOR THE PERIOD ENDED MARCH 31, 2020**

**EXPENDITURES**

**PLANNING & RESIDENTIAL**

	<b>ANNUAL BUDGET</b>	<b>2020 YTD MARCH 31/20</b>	<b>\$ REMAINING BUDGET</b>	<b>% REMAINING BUDGET</b>
Planning	383,834	85,244.65	298,589.35	77.79
Comm. of Adjustment	79,557	10,800.62	68,756.38	86.42
Heritage Committee	122,382	22,016.20	100,365.80	82.01

	585,773	118,061.47	467,711.53	79.85
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**COMMERCIAL & ECONOMIC**


Economic Development	185,224	34,282.79	150,941.21	81.49
Venture 13	344,136	61,114.61	283,021.39	82.24
Tourism	256,734	24,477.80	232,256.20	90.47
Henley Arcade	4,600	1,814.99	2,785.01	60.54
Old Firehall Theatre	7,625	1,406.25	6,218.75	81.56
Dressler House	7,275	2,804.59	4,470.41	61.45

	805,594	125,901.03	679,692.97	84.37
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For  
Comparison

**COPY**

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>STAFF REPORT</b>
TO:	Mayor and Council Members
FROM:	Ian D. Davey
TITLE:	Treasurer / Director of Corporate Services
DATE OF MEETING:	May 21, 2019
TITLE / SUBJECT:	First Quarter 2019 – Operating Budget Variance Report
REPORT DATE:	May 15, 2019

1.0 STRATEGIC PLAN

Not applicable

2.0 PUBLIC ENGAGEMENT

Not applicable

3.0 RECOMMENDATION

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

4.0 ORIGIN

This budget variance report covers the period from January 1, 2019 through March 31, 2019 and is intended for information purposes. When reviewing this report, please keep in mind that seasonality may play a role in some of the departmental variances being shown.

5.0 BACKGROUND

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

The report to the end of the second quarter of 2019 will be provided to Council at the meeting of September 3, 2019 and will incorporate a report on the 2019 Capital Budget for the first half of 2019.



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## 6.0 ANALYSIS

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

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

Approximately 18% of the total budgeted revenue from sources other than property taxes have been received to the end of March 2019.

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

Approximately 22.4% of the total budgeted expenditures have been spent as of March 31, 2019. An example of seasonality is shown in the Parks and Recreation line which indicates a remaining balance of 82.10%.

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

The **second** page of the report provides a further breakdown of the **revenue** received to March 31, 2019 by department which supports the figures shown on the summary page (Page 1).

The remaining pages, 3 to 5, provide a similar departmental breakdown of **expenditures** made to March 31, 2019 by department and support the expenditure amounts as shown on the summary page (Page 1).

A **capital projects** report has not been included for the first quarter of 2019 but will be included with the second quarter report for 2019. By their nature, capital projects cannot start until the municipal budget is approved and therefore there would be no activity in the first quarter of 2019.

- 7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT  
Not applicable.

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8.0 CONCLUSION

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

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

- 9.0 POLICIES AFFECTING THE PROPOSAL  
Not applicable

10.0 COMMUNICATION RESULTS

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

11.0 ATTACHMENTS

First Quarter 2019 – Operating Budget Variance Report

12.0 AUTHORIZATION ACKNOWLEDGMENT

Respectfully submitted,

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

Council operating budget report Q1 2019

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**TOWN OF COBOURG**

**OPERATING BUDGET  
VARIANCE REPORT**

**FIRST QUARTER – 2019**

**JANUARY 1, 2019 to MARCH 31, 2019**

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



## TOWN OF COBOURG

PAGE 1

## BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED MARCH 31, 2019

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## SUMMARY

	ANNUAL BUDGET	2019 YTD MARCH 31/19	\$ REMAINING BUDGET	% REMAINING BUDGET
<b>REVENUE</b>				
General government	195,700.00	42,482.00	153,218.00	78.29
Protection services	2,945,858.00	666,040.50	2,279,817.50	77.39
Public Works	834,900.00	95,094.87	739,805.13	88.61
Environmental	6,209,232.00	1,198,678.52	5,010,553.48	80.70
Parks & Recreation	2,979,649.00	378,955.70	2,600,693.30	87.28
Culture & Community	188,850.00	34,055.67	154,794.33	81.97
Planning & Residential	85,000.00	46,460.00	38,540.00	45.34
Commercial & Economic	187,325.00	11,663.27	175,661.73	93.77
Other Direct Revenue	749,100.00	114,567.26	634,532.74	84.71
	14,375,614.00	2,587,997.79	11,787,616.21	82.00
	=====	=====	=====	=====

## EXPENDITURES

General government	3,503,628.00	771,871.15	2,731,756.85	77.97
Protection	12,684,447.00	2,990,342.21	9,694,104.79	76.43
Public Works	5,444,827.00	1,427,071.76	4,017,755.24	73.79
Environmental	6,365,157.00	1,280,486.12	5,084,670.88	79.88
Social & Family	196,500.00	0.00	196,500.00	100.00
Parks & Recreation	6,802,764.00	1,217,939.56	5,584,824.44	82.10
Culture & Community	1,821,169.00	544,500.51	1,276,668.49	70.10
Planning & Residential	541,097.00	142,969.83	398,127.17	73.58
Commercial & Economic	847,554.00	177,815.22	669,738.78	79.02
Capital Levy	154,000.00	38,500.00	115,500.00	75.00
	38,361,143.00	8,591,496.36	29,769,646.64	77.60
	=====	=====	=====	=====

## MUNICIPAL LEVY

23,985,529.00  
=====

## BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED MARCH 31, 2019

COPY

REVENUE	ANNUAL BUDGET	2019 YTD MARCH 31/19	\$ REMAINING BUDGET	% REMAINING BUDGET
<b>GENERAL GOVERNMENT</b>				
Clerks	177,700	39,157.00	138,543.00	77.96
Finance	18,000	3,325.00	14,675.00	81.53
	195,700	42,482.00	153,218.00	78.29
<b>PROTECTION SERVICES</b>				
Fire	13,500	3,224.75	10,275.25	76.11
Police	65,000	12,733.15	52,266.85	80.41
Police - Business Services	2,438,358	627,462.35	1,810,895.65	74.27
Building Department	410,000	20,920.25	389,079.75	94.90
Property Standards	19,000	1,700.00	17,300.00	91.05
	2,945,858	666,040.50	2,279,817.50	77.39
<b>PUBLIC WORKS</b>				
Engineering review fees	60,000	0.00	60,000.00	100.00
Parking enforcement	615,000	62,202.17	552,797.83	89.89
Transit	159,900	32,892.70	127,007.30	79.43
	834,900	95,094.87	739,805.13	88.61
<b>ENVIRONMENTAL</b>				
WPCC 1	6,209,232	1,198,678.52	5,010,553.48	80.70
<b>PARKS &amp; RECREATION</b>				
Parks Administration	141,000	1,558.00	139,442.00	98.90
Marina	760,140	10,367.90	749,772.10	98.64
Trailer Park	310,700	1,848.00	308,852.00	99.41
Dredging	147,000	0.00	147,000.00	100.00
Arena	146,900	47,750.20	99,149.80	67.49
Cobourg Community Centre	1,345,699	297,079.98	1,048,619.02	77.92
Seniors Activity Centre	86,210	20,351.62	65,858.38	76.39
Legion Fields	42,000	0.00	42,000.00	100.00
	2,979,649	378,955.70	2,600,693.30	87.28
<b>CULTURE &amp; COMMUNITY</b>				
Concert Hall	166,850	24,300.67	142,549.33	85.44
Market Building	22,000	9,755.00	12,245.00	55.66
	188,850	34,055.67	154,794.33	81.97
<b>PLANNING &amp; RESIDENTIAL</b>				
Planning	75,000	41,510.00	33,490.00	44.65
Comm. of Adjustment	10,000	4,950.00	5,050.00	50.50
	85,000	46,460.00	38,540.00	45.34
<b>COMMERCIAL &amp; ECONOMIC</b>				
Venture 13	149,825	11,650.00	138,175.00	92.22
Tourism	37,500	13.27	37,486.73	99.96
	187,325	11,663.27	175,661.73	93.77



## BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED MARCH 31, 2019

COPY

EXPENDITURES	ANNUAL BUDGET	2019 YTD MARCH 31/19	\$ REMAINING BUDGET	% REMAINING BUDGET
<b>GENERAL GOVERNMENT</b>				
Council	373,948	86,806.96	287,141.04	76.79
CAO	249,378	58,671.55	190,706.45	76.47
Clerks	464,326	120,213.98	344,112.02	74.11
Finance	661,388	164,002.47	497,385.53	75.20
Information Technology	319,976	76,207.69	243,768.31	76.18
Communications	209,179	39,079.03	170,099.97	81.32
Victoria Hall	686,118	140,680.79	545,437.21	79.50
Financial	144,500	48,026.85	96,473.15	66.76
Personnel	381,965	33,681.83	348,283.17	91.18
Health & Safety	12,850	4,500.00	8,350.00	64.98
	3,503,628	771,871.15	2,731,756.85	77.97
<b>PROTECTION SERVICES</b>				
Fire	2,940,731	684,104.40	2,256,626.60	76.74
Police	5,668,111	1,351,030.38	4,317,080.62	76.16
Police Service Board	81,015	17,681.45	63,333.55	78.18
Court Security	359,612	234,568.98	125,043.02	34.77
Police Facilities	155,800	17,212.09	138,587.91	88.95
Business Services	2,438,358	419,975.62	2,018,382.38	82.78
Communications Centre	0	0.00	0.00	0.00
Conservation Authority	248,903	124,451.45	124,451.55	50.00
Animal Control	99,748	24,787.00	74,961.00	75.15
Building Department	410,000	56,594.97	353,405.03	86.20
Property Standards	96,921	15,345.18	81,575.82	84.17
Emergency Management	129,645	28,987.25	100,657.75	77.64
By-Law Enforcement	55,603	15,603.44	39,999.56	71.94
	12,684,447	2,990,342.21	9,694,104.79	76.43
<b>PUBLIC WORKS</b>				
Engineering	371,398	34,692.54	336,705.46	90.66
GIS	191,719	119,877.70	71,841.30	37.47
Public Works	2,127,878	515,194.09	1,612,683.91	75.79
Bridges	1,150	0.00	1,150.00	100.00
Roadside Grass	0	0.00	0.00	0.00
Forestry (moved to parks)	0	0.00	0.00	0.00
Storm Drain System	60,000	3,815.25	56,184.75	93.64
Roadside Litter	41,100	7,723.50	33,376.50	81.21
Hardtop Maintenance	93,000	12,355.58	80,644.42	86.71
Safety Devices	135,650	37,286.91	98,363.09	72.51
Winter Maintenance	181,500	261,661.79	-80,161.79	-44.17
Long-term debt	309,000	77,250.00	231,750.00	75.00
Sidewalks	51,800	3,897.15	47,902.85	92.48
Parking Lots	134,670	35,689.63	98,980.37	73.50
Parking enforcement	480,330	35,571.11	444,758.89	92.59
Transit	841,444	186,721.57	654,722.43	77.81
Crossing Guards	77,458	20,390.06	57,067.94	73.68
Street Lighting	346,730	74,944.88	271,785.12	78.39
	5,444,827	1,427,071.76	4,017,755.24	73.79

## BUDGET VARIANCE REPORT

FOR THE PERIOD ENDED MARCH 31, 2019

COPY

EXPENDITURES	2019		\$	%
	ANNUAL	YTD	REMAINING	REMAINING
	BUDGET	MARCH 31/19	BUDGET	BUDGET
<b>ENVIRONMENTAL</b>				
WPCP 1	1,658,213	273,655.28	1,384,557.72	83.50
WPCP 2	1,462,113	260,703.98	1,201,409.02	82.17
Sanitary Sewer Pumphouses	68,200	11,717.28	56,482.72	82.82
Sanitary Sewer System	512,835	63,497.78	449,337.22	87.62
Transfer to Sanitary Reserve	2,507,871	626,967.75	1,880,903.25	75.00
Storm Sewer Pumphouses	30,325	14,481.46	15,843.54	52.25
Garbage Collection	7,100	389.59	6,710.41	94.51
Landfill - long-term debt	118,500	29,073.00	89,427.00	75.47
	6,365,157	1,280,486.12	5,084,670.88	79.88
<b>SOCIAL &amp; FAMILY SERVICES</b>				
St Peter's Court	21,500	0.00	21,500.00	100.00
Physician Recruitment	0	0.00	0.00	0.00
Northumberland Hospice	0	0.00	0.00	0.00
Affordable Housing	175,000	0.00	175,000.00	100.00
	196,500	0.00	196,500.00	100.00
<b>PARKS &amp; RECREATION</b>				
Parks Administration	1,590,579	277,230.62	1,313,348.38	82.57
Horticulture	70,000	22,599.01	47,400.99	67.72
Parks Maintenance	234,900	40,144.39	194,755.61	82.91
Forestry Services	201,558	28,698.26	172,859.74	85.76
Parks Athletic Fields	26,500	2,317.84	24,182.16	91.25
Parks Turf Maintenance	8,000	1,056.93	6,943.07	86.79
<b>Subtotal</b>	<b>2,131,537</b>	<b>372,047.05</b>	<b>1,759,490</b>	<b>82.55</b>
Centennial Pool	16,500	1,434.57	15,065.43	91.31
Outdoor Rink / Fountain	28,500	9,058.61	19,441.39	68.22
Parks - long-term debt	263,200	76,532.57	186,667.43	70.92
Marina	760,140	73,647.45	686,492.55	90.31
Trailer Park	164,905	12,558.12	152,346.88	92.38
Beach Washrooms	69,300	42.74	69,257.26	99.94
Harbour / Walkway	201,692	772.17	200,919.83	99.62
Dredging	147,000	26,173.98	120,826.02	82.19
Arena	332,899	82,241.78	250,657.22	75.30
Cobourg Community Centre	2,330,911	474,776.37	1,856,134.63	79.63
Seniors Activity Centre	196,280	34,121.97	162,158.03	82.62
Legion Fields	49,900	2,532.18	47,367.82	94.93
Acquatics / Lifeguards	224,300	52,000.00	172,300.00	76.82
Transfer from Reserves	-114,300	0.00	-114,300.00	100.00
	6,802,764	1,217,939.56	5,584,824.44	82.10
<b>CULTURE &amp; COMMUNITY</b>				
Cultural Administration	101,929	18,258.92	83,670.08	82.09
Organizational grants	50,946	0.00	50,946.00	100.00
Special Events	290,430	29,102.27	261,327.73	89.98
Concert Hall	359,659	64,658.81	295,000.19	82.02
Library	904,505	416,000.00	488,505.00	54.01
Market Building	18,200	1,910.17	16,289.83	89.50
Art Gallery	115,000	23,750.00	91,250.00	79.35
Concert Band of Cobourg	20,500	820.34	19,679.66	96.00
Library - Long Term Debt	-40,000	-10,000.00	-30,000.00	75.00
	1,821,169	544,500.51	1,276,668.49	70.10

## TOWN OF COBOURG

PAGE 5

## BUDGET VARIANCE REPORT


FOR THE PERIOD ENDED MARCH 31, 2019

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## EXPENDITURES

	ANNUAL BUDGET	2019 YTD MARCH 31/19	\$ REMAINING BUDGET	% REMAINING BUDGET
<b>PLANNING &amp; RESIDENTIAL</b>				
Planning	407,769	101,102.74	306,666.26	75.21
Comm. of Adjustment	73,839	12,720.73	61,118.27	82.77
Heritage Committee	59,489	29,146.36	30,342.64	51.01
	541,097	142,969.83	398,127.17	73.58
<b>COMMERCIAL &amp; ECONOMIC</b>				
Economic Development	230,703	37,884.41	192,818.59	83.58
Venture 13	347,279	107,765.48	239,513.52	68.97
Tourism	249,772	27,908.89	221,863.11	88.83
Henley Arcade	3,500	1,391.22	2,108.78	60.25
Old Firehall Theatre	6,500	1,375.00	5,125.00	78.85
Dressler House	9,800	1,490.22	8,309.78	84.79
	847,554	177,815.22	669,738.78	79.02



 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>STAFF REPORT</b>
TO:	Mayor and Council Members
FROM: TITLE:	Ian D. Davey, BBA CPA CA Treasurer / Director of Corporate Services
DATE OF MEETING:	May 19, 2020
TITLE / SUBJECT:	Northam Industrial Park – Financial Report – March 31/20
REPORT DATE:	May 14, 2020

1.0 STRATEGIC PLAN

Not applicable.

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

That Council receive the First Quarter 2020 Northam Industrial Park Financial Report for information purposes.

4.0 ORIGIN

This financial report covers the period from January 1, 2020 through March 31, 2020 and is intended for information purposes.

5.0 BACKGROUND

The Town of Cobourg purchased the Northam Industrial Park from the Ontario Realty Corporation on March 4, 2003. The original purchase was 100% financed by way of a loan from the Royal Bank of Canada. This loan was paid in full as of March 4, 2018.

6.0 ANALYSIS

The attached report is unaudited and has been prepared internally and consists of 3 pages as follows:

## **Balance Sheet**

The assets section is split between current assets of \$4,426,498 and fixed assets of \$17,123,978. The bank balance includes an operating balance of \$2,926,498 and a capital reserve of \$1,500,000 which was established shortly after the purchase of the park at \$1,000,000 and has been increased by \$500,000 to its current level. An asset management plan has been completed for the industrial park which will establish the target for future capital spending and the required level of capital reserve to be maintained.

The liabilities as of March 31, 2020 were \$345,855 compared to \$431,869 as at December 31, 2019.

The book value of the equity in the park is \$21,368,935 as of March 31, 2020.

## **Income Statement**

The income statement is presented in 4 columns including the 2018 and 2019 actual results for the full year and the 2020 actual results to March 31, 2020 along with the budget for 2020 for the full year.

Operating revenues for the first 3 months are very close to expected at just under 25% of the total annual budget amount. Vacancies within the park are currently at a low level and should remain close to current levels for the remainder of 2020.

Operating and administrative expenses are tracking within budget for the first 3 months of the year.

## **Cashflow Report**

The cashflow report is intended to provide a summary of the changes in the cash balance from the start of the fiscal year to the end of March 2020. The cash balance has decreased by \$210,279 during the first quarter of 2020 and is expected to continue to remain steady or increase over the remainder of 2020 as we build reserves in anticipation of the capital work required coming out of the asset management plan.

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

The 2020 Town of Cobourg Operating and Capital budgets included the amounts of \$428,200 and \$232,455 respectively to be funded from Northam Industrial Park operations. This financial report indicates that this is a realistic commitment.

8.0 CONCLUSION

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

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

9.0 POLICIES AFFECTING THE PROPOSAL

Not applicable.

10.0 COMMUNICATION RESULTS

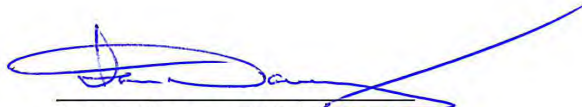
This report is a public document prepared internally and intended as a high level overview of the results of operations of Northam Industrial Park for the first quarter of 2020 and is available to anyone wanting to review it.

11.0 ATTACHMENTS

Northam Industrial Park Financial Report – March 31, 2020 (3 pages)

12.0 AUTHORIZATION ACKNOWLEDGMENT

Respectfully submitted,



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

Northam Q1 2020



# NORTHAM INDUSTRIAL PARK

## BALANCE SHEET - AS AT MARCH 31, 2020

(UNAUDITED)

	March 31 2020	Dec 31 2019	Dec 31 2018
<b>ASSETS</b>			
<b>Current</b>			
Bank	4,426,498	4,636,777	2,299,707
Accounts receivable	161,510	190,460	251,081
Prepaid Expenses	804	13,773	11,896
	<u>4,588,812</u>	<u>4,841,010</u>	<u>2,562,684</u>
<b>Fixed</b>			
Land	3,683,512	3,683,512	3,683,512
Buildings	10,205,027	10,205,027	10,205,027
Building improvements	14,197,986	14,173,972	13,511,382
Roadways, rail and parking lots	366,752	366,752	366,752
	<u>28,453,277</u>	<u>28,429,263</u>	<u>27,766,673</u>
Accumulated amortization	-11,329,299	-11,144,299	-10,418,961
	<u>17,123,978</u>	<u>17,284,964</u>	<u>17,347,712</u>
<b>TOTAL ASSETS</b>	<u>21,712,790</u>	<u>22,125,974</u>	<u>19,910,396</u>
	=====	=====	=====
<b>LIABILITIES</b>			
<b>Current</b>			
Accounts payable	159,860	240,565	302,317
Tenant deposits and prepaid rent	183,995	191,304	134,734
Due to Town of Cobourg	0	0	0
	<u>343,855</u>	<u>431,869</u>	<u>437,051</u>
<b>TOTAL LIABILITIES</b>	<u>343,855</u>	<u>431,869</u>	<u>437,051</u>
	=====	=====	=====
<b>EQUITY</b>			
Capital reserve	1,500,000	1,000,000	1,000,000
Retained earnings	20,194,105	18,473,345	16,850,413
Current year earnings	561,930	2,220,760	2,110,032
Transfer to Town of Cobourg	-887,100	0	-487,100
	<u>21,368,935</u>	<u>21,694,105</u>	<u>19,473,345</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>21,712,790</u>	<u>22,125,974</u>	<u>19,910,396</u>
	=====	=====	=====

# NORTHAM INDUSTRIAL PARK

## INCOME STATEMENT

For the THREE months ended March 31, 2020


(UNAUDITED)	2018 ACTUAL (12 MONTHS)	2019 ACTUAL (12 MONTHS)	2020 ACTUAL (3 MONTHS)	2020 BUDGET (12 MONTHS)
<b>REVENUE</b>				
Base Rent	3,603,506	3,609,309	900,626	3,657,524
Realty Tax Recoveries	1,090,567	1,069,568	272,504	1,087,901
Vacancies	-145,409	-89,686	-25,572	-106,901
Interest and other income	5,173	8,409	1,279	5,000
	<b>4,553,837</b>	<b>4,597,600</b>	<b>1,148,837</b>	<b>4,643,524</b>
<b>OPERATING EXPENSES</b>				
Insurance	42,575	47,042	12,749	60,461
Realty Taxes	1,092,927	1,046,597	269,186	1,076,745
Repairs & Maintenance	246,719	291,770	55,943	313,000
Utilities	111,687	62,034	12,953	64,500
Mortgage interest	694	0	0	0
	<b>1,494,602</b>	<b>1,447,443</b>	<b>350,831</b>	<b>1,514,706</b>
<b>ADMINISTRATIVE EXPENSES</b>				
Bad Debts	0	25	0	5,000
Leasing Commissions	5,315	6,548	0	115,908
Management Fees	158,022	167,356	40,011	157,246
Office & General Admin	17,760	17,310	8,496	23,000
Consulting & Prof fees	29,260	12,820	2,569	40,000
	<b>210,357</b>	<b>204,059</b>	<b>51,076</b>	<b>341,154</b>
<b>NET OPERATING INCOME</b>	<b>2,848,878</b>	<b>2,946,098</b>	<b>746,930</b>	<b>2,787,664</b>
<b>AMORTIZATION</b>	<b>738,846</b>	<b>725,338</b>	<b>185,000</b>	<b>740,000</b>
<b>NET INCOME</b>	<b>2,110,032</b>	<b>2,220,760</b>	<b>561,930</b>	<b>2,047,664</b>

# NORTHAM INDUSTRIAL PARK

## CASHFLOW REPORT - AS AT March 31, 2020

(UNAUDITED)

	Mar 31 2020 ACTUAL	Dec 31 2019 ACTUAL
<b><u>Sources of cashflow:</u></b>		
Net income per budget report	561,930	2,220,760
Add non-cash item - amortization	185,000	725,338
<b>Cash from operations</b>	<b>746,930</b>	<b>2,946,098</b>
Reduction in accounts receivable	28,950	60,621
Reduction in prepaid expenses	12,969	0
Increase in accounts payable	0	0
Increase in tenant deposits and prepaid rent	0	56,570
<b>Cash available</b>	<b>788,849</b>	<b>3,063,289</b>
<b><u>Uses of cash</u></b>		
Increase in accounts receivable	0	0
Increase in prepaid expenses	0	-1,877
Invested in fixed assets	-24,014	-662,590
Decrease in accounts payable	-80,705	-61,752
Decrease in tenant deposits	-7,309	0
Transfer to Town of Cobourg	-887,100	0
<b>Cash used during period</b>	<b>-999,128</b>	<b>-726,219</b>
<b>Net change in cash balance during period</b>	<b>-210,279</b>	<b>2,337,070</b>
Cash balance at start of year	4,636,777	2,299,707
<b>Cash balance at end of period</b>	<b>4,426,498</b>	<b>4,636,777</b>

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
<b>TO:</b>	Mayor and Council	
<b>FROM:</b>	Teresa Behan, Deputy Director Community Services Division	
<b>DATE OF MEETING:</b>	Tuesday, May 19, 2020	
<b>TITLE/SUBJECT</b>	C0-20-05 MAR Electrical Upgrade	
<b>REPORT #</b>		File #

## **1.0 STRATEGIC PLAN**

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

- ***People - Encourage Healthy Lifestyles across all age groups by promoting and raising awareness about public health and active transportation.***
  - *Invest in programs, services and infrastructure to make Cobourg more accessible*
- ***Programs - The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors.***
  - *Implement a comprehensive management plan for all of the Town's assets.*
- ***Prosperity - The Town plans for, markets and develops assets for economic growth and financial security.***
  - *Coordinate funding opportunities to optimize community development capital and special projects funding.*

## **2.0 PUBLIC ENGAGEMENT**

The Waterfront User Needs Assessment and Detailed Design (Waterfront Plan) included extensive public engagement including stakeholder meetings, public meetings and surveys beginning in 2017 and continuing into 2018. The Waterfront Plan includes detailed recommendations, designs and cost estimates for structural and functional improvements to Cobourg's Waterfront and Harbour.

A RFP was advertised, from April 22, 2020 and closed on May 12, 2020 at 2:00 pm. From the online bidding server, Biddingo, 19 contractors reviewed the documents with six contractors attending the mandatory site meeting on April 28 or April 29, 2020.

Two contractors submitted bids as follows:

- Lakeland Multi-Trade \$ 262,500.00, pre hst
- Four-O-One Electric \$ 428,400.45, pre hst

Both bids were checked and are mathematically correct.

### **3.0 RECOMMENDATION**

Action Recommended;

THAT Council award the Cobourg Marina Shore Power Upgrade Contract to Lakeland Multi-trade (Cobourg) in the amount of:

\$ 262,500.00, pre hst. All work to be completed by July 3, 2020.

### **4.0 ORIGIN**

Community Services Division

### **5.0 BACKGROUND**

Recent boating seasons have been impeded by record high Lake Ontario water levels resulting in submersion of critical electrical system components and loss of marina power for much of those seasons.

As part of the new Asset Management program, condition assessments were completed on the Harbour's electrical system (including consideration for future waterfront improvements) and the following plans were identified:

- 2020 - Upgrade electrical service to the Harbour and raise Marina junction boxes and replace feeders/panels/transformers.
- 2021 - Upgrade power receptacles on G Dock to 50A
- 2022 - Replace power pedestals for C & D Docks.

### **6.0 ANALYSIS**

A Request for Proposals (RFP) for the Harbour Electrical Upgrade closed on Tuesday May 12th, 2020 with two submissions received from electrical contractors.

The proposals were reviewed by Town staff and by LUSI. Both proposals were found to be complete and both had an understanding of the work at hand.

Lakeland Multi-trade will be able to complete the work by July 3, 2020 pending all approvals and inspections are not delayed by COVID -19.



## **7.0 FINANCIAL IMPLICATIONS**

The 2020 Approved Capital Budget for this project is \$ 310,000.00.

## **8.0 CONCLUSION**

That council approve the award of CO-20-05 Marina Shore Power to Lakeland Multi-trade in the amount of 262,500.00


## **9.0 POLICIES AFFECTING THE PROPOSAL**

None

## **10. COMMUNICATION RESULTS**

Staff will provide communication to the Marina users, as well as update the Town of Cobourg and Experience Cobourg sites.

<b>Title:</b>	<b>Signing Official:</b>	<b>Signature:</b>	<b>Date:</b>
Deputy Director of Community Services	T. Behan	Electronic	May 15/20
Director of Community Services	D. Hustwick	Electronic	May 15/20
Chief Administrative Officer (Interim)	I. Davey		MAY 18/20

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Members of Council	
FROM:	Kara Euale	
TITLE:	Manager, Marketing and Events	
DATE OF MEETING:	May 19, 2020	
TITLE / SUBJECT:	Update 2020 Community Events	
REPORT DATE:	May 14, 2020	File #:

1.0 **STRATEGIC PLAN**

Not Applicable

2.0 **PUBLIC ENGAGEMENT**

Not Applicable

3.0 **RECOMMENDATION**

THAT Council authorize Staff to assess the cancellation of Town of Cobourg managed events and municipal event permits based on the current Federal and Provincial orders and restrictions on large gatherings, physical distancing guidelines and local enforcement efforts.

FURTHER THAT Council approve the recommendation of staff to cancel the 2020 Cobourg Sandcastle Festival.

4.0 **ORIGIN**

On March 17 2020, the Province of Ontario declared a Provincial Emergency based on the authority granted through the Emergency Management and Civil Protection Act (EMCPA). As part of the Declaration of Emergency, the Province has put into place several emergency orders in order to help contain the spread of COVID-19.

## 5.0 **BACKGROUND**

On May 13, 2020 Mayor Henderson requested an update from the Marketing and Events Department outlining the status of all community events for 2020. The Mayor requested a Memo be submitted to Council including an update on all events that have been cancelled and all events that are still on the schedule along with a recommendation from Staff on their individual execution.

## 6.0 **ANALYSIS**

The Director of Community Services participates in regular conference calls with other municipalities across the province through the Parks and Recreation Association and the Marketing and Events Department participates in regular conference calls and email exchanges with Municipal Community Events departments across Ontario. Based on these communication exchanges Staff have gathered that:

- Many municipalities have cancelled most events through July;
- Many events that involve significant third-party contracts or large budgets have been cancelled as a precautionary measure for the remainder of the 2020 summer season; and
- Where possible Canada Day festivities have shifted to virtual campaigns that respect physical distancing practices.

The following is an update on the Town of Cobourg Managed Community Events for the 2020 summer season:

### **Canada Day**

- All previously scheduled Canada Day activities in Victoria Park have been cancelled by Cobourg Municipal Council.
- The Marketing and Events Department has recommended a virtual Canada Day campaign that will highlight national spirit while inspiring creativity and local pride.

### **Sandcastle Festival**

- Based on best practices from municipalities across Canada, the Marketing and Events department is recommending the cancellation of the Cobourg Sandcastle Festival in 2020.
- Due to earlier decisions to lay off part-time staff and not to hire summer students (will be under regular review) the municipality does not have the capacity to operate an event of this size and scope.
- It is likely that there will still be restrictions in place in August for social gatherings and physical distancing that will make it difficult or impossible to hold an event like this.

### **Movies in the Park**

- The Town of Cobourg hosts three Movies in the Park over the course of the summer.

- No dates have been scheduled at this time until the Town receives further information on Federal and Provincial orders and restrictions.

Please see Appendix A: Status of Community Events in Cobourg, May 14, 2020

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

The estimated cost savings from the cancellation of Town of Cobourg managed events in 2020 is estimated at approximately \$60,000.

The estimated revenue loss from the cancellation of all community event permits is estimated to be approximately \$8,000.

The estimated revenue loss through sponsorship of Cobourg's signature events such as Canada Day and Sandcastle Festival is estimated to be approximately \$22,000.

**The net financial implications due to the cancellation of all Town of Cobourg managed and permitted events in 2020 is an estimated cost savings of approximately \$30,000 for the 2020 Special Events budget.**

#### 8.0 **CONCLUSION**

THAT Council authorize Staff to assess the cancellation of Town of Cobourg managed events and municipal event permits based on the current Federal and Provincial orders and restrictions on large gatherings, physical distancing guidelines and local enforcement efforts.

#### 9.0 **POLICIES AFFECTING THE PROPOSAL**

Not Applicable

#### 10.0 **COMMUNICATION RESULTS**

The Marketing and Events Department will work with the Communications Department to issue out a notice to the public regarding the cancellation of Sandcastle Festival and further assessment of community event permits.

<b>Title:</b>	<b>Signing Official:</b>	<b>Signature:</b>	<b>Date:</b>
Manager, Marketing and Events	K. Euale	Electronic	May 14, 2020

Director, Community Services	D. Hustwick	Electronic	May 14, 2020
Treasurer/Chief Administrative Officer (Interim)	I. Davey		May 14, 2020

**Appendix A****Status of Community Events in Cobourg  
May 14, 2020**

The following is a status update for all Municipal Event applications from June 1, 2020 to December 31, 2020.

<b>EVENT</b>	<b>DATE</b>	<b>LOCATION</b>	<b>STATUS</b>
Cobourg Queer Collective: Pride Month events	June	Downtown Cobourg	Did not apply for June events
Big Bike: Heart and Stroke Foundation of Canada	June 3	Victoria Park	Postponed. Fall 2020 date TBD
DBIA Girls Night Out	June 5	Downtown Cobourg	Cancelled
PVNC District School Board: Frisbee, Rugby, Volleyball, Soccer Events	May/June	Beach/Victoria Park	Cancelled
KPR District School Board: Frisbee, Rugby, Volleyball, Soccer Events	May/June	Beach/Victoria Park	Cancelled
CCI Prom Parade	June 12	Donegan Park	Postponed. Date TBD
St. Mary Prom Parade	June	William Street	Postponed. Date TBD
Cobourg Alliance Church: Church in the Park	June 14	Victoria Park	Postponed. September Date TBD
Cobourg Highland Games	June 19-20	Victoria Park	Cancelled
Northumberland 89.7 Summer Music Series	July/August	Victoria Park	Cancelled
Town of Cobourg: Waterfront Emergency Exercise	June 26	Victoria Park/Beach	TBD
Northumberland Hills Hospital Foundation: Wine and Ale in the Park	June 30	Victoria Park	Cancelled
Northumberland Central Chamber of Commerce Pancake Breakfast	June 30 – July 4	Victoria Park	Cancelled

**Appendix A****Status of Community Events in Cobourg  
May 14, 2020**

Northumberland United Way Strawberry Social	June 29	Victoria Park	Cancelled
Waterfront Festival	June 30-July 4	Victoria Park/Rotary Park	Cancelled
Town of Cobourg Canada Day	July 1 <sup>st</sup>	Victoria Park	Cancelled. Virtual campaign proposed
Northumberland County: Multicultural Festival	July 1	Rotary Park	Postponed. Fall Date TBD
Yoga on the Beach	Monday to Friday July/August	Beach	Application Approved. Waiting for further direction from the Town of Cobourg
Zumba on the Beach	July/August	Beach	Waiting for further direction
Cobourg Concert Band Concerts in the Park	July/August	Victoria Park	Application Approved. Waiting for further direction from Town of Cobourg.
OVA Beach Volleyball Tournament	July 10/11	Beach	Cancelled
Lakeside Car Show	July 11	Victoria Park	Application Approved. Waiting for further direction from Town of Cobourg
Town of Cobourg: Movies in the Park	July/August	Victoria Park	Waiting for further direction
DBIA Food and Music Festival	July 18	Downtown Cobourg	Cancelled
Bandit Run Car Show	July 19	Victoria Park	Application Approved. Waiting for further direction from Town of Cobourg
Courtyard Summer Bar Series	July/August	Victoria Park Courtyard	Cancelled
Cobourg Saxons: Beach Rugby Festival	July 26	Beach	Application Approved: Waiting for further direction from Town of Cobourg
Town of Cobourg: Sandcastle Festival	August 1	Beach/Victoria Park	Waiting for further direction
DBIA Sidewalk Sale	July 30 to August 2	Downtown Cobourg	Cancelled
Rotary Club of Cobourg: Northumberland Ribfest	August 14 to 16	Victoria Park	Cancelled
Driftwood Theatre: Shakespeare in the Park	August 10	Victoria Park	Cancelled

**Appendix A**

**Status of Community Events in Cobourg  
May 14, 2020**

<b>EVENT</b>	<b>DATE</b>	<b>LOCATION</b>	<b>STATUS</b>
DBIA King East Literature Event	August 22	Downtown Cobourg	Cancelled
Rotary Club of Cobourg: Community Appreciation Event	September 13	Rotary Park	Application Approved: Waiting for further direction from Town of Cobourg
Lions Guide Dog Walk	September	Victoria Park	Application still to come: Waiting for further direction from Town of Cobourg
Terry Fox Run	September 20	Victoria Park	Application Approved: Waiting for further direction from Town of Cobourg
United Way Dragon Boat Races	September 19	Waterfront	Application still to come: Waiting for further direction from Town of Cobourg
DBIA Harvest Festival	September 26	Downtown Cobourg	Cancelled
Canadian Cancer Society: Candlelight Walk	September	Victoria Park	Application still to come: Waiting for further direction from Town of Cobourg
YMCA Turkey Trot	October 12	Cobourg Conservation Area	Application Approved: Waiting for further direction from Town of Cobourg
DBIA Pub Crawl	October	Downtown Cobourg	Cancelled
Remembrance Day Parade	November 11	Victoria Park	Application Approved: Waiting for further direction from Town of Cobourg
Town of Cobourg: Santa Claus Parade	November 15	Downtown Cobourg	Waiting for further direction
Town of Cobourg: Christmas Magic Lighting Up Event	November 20	Downtown, Rotary Park, Victoria Park	Waiting for further direction
YMCA Reindeer Run	December 6	Victoria Park	Application Approved: Waiting for further direction from Town of Cobourg
Town of Cobourg: First Night	December 31	Rotary Park	Waiting for further direction





**The Corporation of the  
Town of Cobourg**

## Resolution

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**Moved By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Council Date:**  
May 19, 2020

**WHEREAS** at the Committee of the Whole Meeting on May 11, 2020 Council considered a memo from the Interim Chief Administrative Officer/Treasurer, regarding continued Financial Assistance in Response to the COVID-19 Pandemic;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the following measures be extended in order to continue to provide financial relief for taxpayers and residents of Cobourg:

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



**The Corporation of the  
Town of Cobourg**

## Resolution

---

**Moved By** \_\_\_\_\_

**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_

**Last Name Printed** \_\_\_\_\_

**Council Date:**

May 19, 2020

**WHEREAS** at the Committee of the Whole Meeting on May 11, 2020 Council considered a Memo from the Manager of Regulatory Compliance and Finance, Lakefront Utilities Services Inc., regarding the 2019 Waterworks Financial Statements;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the draft Financial Statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2019, attached hereto as Appendix 'A'.

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

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Statement of Financial Position	3
Statement of Operations and Accumulated Surplus	4
Statement of Cash Flows	5
Statement of Changes in Net Financial Assets	6
Notes To Financial Statements	7 to 12



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## **INDEPENDENT AUDITOR'S REPORT**

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

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

##### *Opinion*

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

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

##### *Basis for Opinion*

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

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

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

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

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

#### **ASSURANCE • TAX • ADVISORY**

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

Peterborough

Courtice

Lindsay

Cobourg



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

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

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

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

Chartered Professional Accountants  
Licensed Public Accountants

Peterborough, Ontario

**WATERWORKS OF THE TOWN OF COBOURG**

**STATEMENT OF FINANCIAL POSITION**  
**At December 31, 2019**

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

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



# WATERWORKS OF THE TOWN OF COBOURG

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

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

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

**WATERWORKS OF THE TOWN OF COBOURG**

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

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

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



# **WATERWORKS OF THE TOWN OF COBOURG**

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

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

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

## WATERWORKS OF THE TOWN OF COBOURG

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

#### 1. NATURE OF ORGANIZATION

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

#### 2. SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

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

##### (b) Management Estimates

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

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

##### (c) Inventories

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

##### (d) Tangible Capital Assets

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

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

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

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

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



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

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

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

##### **(e) Pension Plan**

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

##### **(f) Post Employment Benefits**

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

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

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

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

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

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

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

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

## WATERWORKS OF THE TOWN OF COBOURG

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

#### 3. INTER-ENTITY TRANSACTIONS

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

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

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

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

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

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

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

#### 4. EMPLOYEE FUTURE BENEFITS

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

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



# **WATERWORKS OF THE TOWN OF COBOURG**

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

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

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

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

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

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

**WATERWORKS OF THE TOWN OF COBOURG**

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

**6. ACCUMULATED SURPLUS**

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

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

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



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

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

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

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

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

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

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

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

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

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





**The Corporation of the  
Town of Cobourg**

## **Resolution**

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**Moved By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Council Date:**  
May 19, 2020

**WHEREAS** at the Committee of the Whole on May 11, 2020, Council considered a Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda;

**NOW THEREFORE BE IT RESOLVED THAT** Council authorize the Interim Chief Administrative Officer who is delegated as the Shareholder representative to represent Municipal Council to support the proposed resolutions as presented in the Shareholders Meeting Agenda.



**The Corporation of the  
Town of Cobourg**

## Resolution

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**Moved By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Council Date:**  
May 19, 2020

**WHEREAS** at the Committee of the Whole Meeting on May 11, 2020, Council considered a delegation and request from Dora Body, representing the Cobourg Ecology Gardeners' regarding a proposal on basic maintenance of the Ecology Garden while restrictions on the use of the park facilities are in effect;

**THEREFORE IT BE RESOLVED THAT** the Town of Cobourg Council grant the Cobourg Ecology Gardners' permission to maintain the Ecology Garden while adhering to the Social Distancing Protocols as outlined in the delegation with a letter of permission provided to the Chair as requested.



**The Corporation of the  
Town of Cobourg**

## Resolution

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**Moved By** \_\_\_\_\_

**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_


**Last Name Printed** \_\_\_\_\_

**Council Date:**

May 19, 2020

**WHEREAS** at the Regular Council Meeting on May 19, 2020, Council considered a memo from the Deputy Director of Community Services, regarding the Cobourg Marina Electrical Shore Power Upgrade;

**NOW THEREFORE BE IT RESOLVED THAT** Council award the Marina Electrical Shore Power Upgrade Request For Proposal (C0-20-05) Contract to Lakeland Multi-trade (Cobourg) in the amount of \$262,500.00, excluding HST, to be funded from the 2020 Cobourg Capital Budget and all work to be completed by July 3, 2020.

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>027-2020</u></p>

**A BY-LAW TO AUTHORIZE THE LEVYING OF TAX RATES AND COLLECTION OF TAXES FOR THE YEAR 2020.**

**WHEREAS** it is necessary for the Council of the Corporation of the Town of Cobourg pursuant to Section 307 of the *Municipal Act, 2001 Ch.25* as amended to levy on the whole rateable property according to the last revised assessment roll the sums as set forth for various purposes in Schedule “A” attached hereto for the current year;

**AND WHEREAS** pursuant to the County of Northumberland By-Law Number 2020-17 tax ratios which establish the relative amounts of taxation to be borne by each property class have been adopted as set out in Schedule “B”;

**AND WHEREAS** the property classes have been prescribed by the Minister of Finance under the *Assessment Act R.S.O. 1990*, Clause A. 31 as amended and Regulations thereto;

**AND WHEREAS** pursuant to the County of Northumberland By-Law Number 2020-24 to adopt estimates of all sums required by the County of Northumberland for the purposes of the county and to provide a levy on its constituent municipalities as set out in Schedule “C”;

**AND WHEREAS** pursuant to the Province of Ontario Regulation 98/06 being a regulation to amend Ontario Regulation 400/98 made under the Education Act, the Council of the Town of Cobourg is directed to levy specified tax rates on the assessment for school purposes as set out in Schedule “D”;

**AND WHEREAS** an interim levy was made before the adoption of the estimates for the current year;

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

1. For the year 2020, the Corporation of the Town of Cobourg shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipeline Assessment and Farmland Assessment the rates of taxation as set out in Schedule “A” attached to this by-law.
2. THAT the estimates for the year 2020 for General Municipal Purposes as set out in Schedule “E” attached hereto are hereby adopted.
3. THAT the levy provided for in this by-law in the amount of \$24,686,992 shall be reduced by the amount of the interim levy for 2020.

4. For payments-in-lieu of taxes due to the Corporation of the Town of Cobourg, the actual amount due to the Corporation of the Town of Cobourg shall be based on the assessment roll and the tax rates for the year 2020.
5. For the railway rights of way taxes due to the Corporation of the Town of Cobourg in accordance with the Regulations as established by the Minister of Finance, pursuant to the *Municipal Act, 2001* the actual amount due to the Corporation of the Town of Cobourg shall be based on the assessment roll and the tax rates for the year 2020.
6. THAT the Treasurer is hereby authorized to mail to the person taxed a written or printed notice specifying amount of taxes payable to him or cause it to be mailed to the address of the residence or place of business of such person.
7. THAT for Residential and Farm Properties payments of taxes including all rents and rates payable as taxes shall be made into the office of the Treasurer and shall be due and payable on or before the 25<sup>th</sup> day of June, 2020 and on or before the 29<sup>th</sup> day of October, 2020.
8. THAT for Commercial, Industrial, Multi-Residential and Pipeline Properties payments of taxes including all rents and rates payable as taxes shall be made into the office of the Treasurer and shall be due and payable on or before the 30<sup>th</sup> day of September, 2020 and on or before the 30<sup>th</sup> day of November, 2020.
9. THAT a percentage charge is hereby imposed and the Treasurer is authorized to impose the percentage charge as a penalty for non-payment of taxes or any class or installment thereof in accordance with the provision of By-law Number 36-84.
10. THAT the Treasurer is authorized to receive payments on account of taxes for the year in advance of the day fixed for payment of any installment of such taxes.
11. THAT where the Treasurer received part payment on account of taxes due for any year, he shall credit such part payment first on account of the interest and penalty charges, if any, added to such taxes.
12. THAT in default of payment of any instalment by the day named for payment thereof, the subsequent instalment or instalments shall forthwith become payable.
13. THAT the Treasurer is hereby directed to levy and collect the taxes in accordance with the provisions of the Municipal Act with respect to the levy of rates and collection of taxes.
14. If any section or portion of this By-law or of Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Corporation of the Town of Cobourg that all remaining sections and portions of this By-law and of Schedule "A" continue in force and effect.

15. Schedule “A”, “B”, “C”, “D” and “E” attached hereto shall be and form a part of this By-law.

THAT this By-law shall come into force upon the final passing hereof.

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

\_\_\_\_\_  
MAYOR

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

BY-LAW NUMBER -2020

SCHEDULE “A”  
TAX RATES FOR 2020  
TOWN OF COBOURG

		TOWN	COUNTY	EDUCATION	TOTAL
Residential	RT	0.0082450	0.0047114	0.0015300	0.0144864
Multi-Residential	MT	0.0164900	0.0094228	0.0015300	0.0274428
New Multi-Residential	NT	0.0082450	0.0047114	0.0015300	0.0144864
Commercial	CT	0.0124928	0.0071387	0.0125000	0.0321315
Commercial - Vacant	CU	0.0087450	0.0049971	0.0125000	0.0262421
Commercial - New	XT	0.0124928	0.0071387	0.0098000	0.0294315
Commercial - New - Vac	XU	0.0087450	0.0049971	0.0098000	0.0235421
Industrial	IT	0.0179057	0.0102318	0.0125000	0.0406375
Industrial -Vacant	IU	0.0116387	0.0066506	0.0125000	0.0307893
Farmlands	FT	0.0020613	0.0011779	0.0003825	0.0036217
Pipelines	PT	0.0098783	0.0056447	0.0109663	0.0264893
Managed Forest	TT	0.0020613	0.0011779	0.0003825	0.0036217



**BY-LAW NUMBER 027-2020**

**Schedule “B”**

**Tax Ratios for the  
County Of Northumberland  
(By-law #027-2020)**

<b>CLASS</b>	<b>TAX RATIO</b>
<b>Residential / Farm</b>	1.0000
<b>Multi-Residential</b>	2.0000
<b>New Multi-Residential</b>	1.0000
<b>Commercial:</b>	
- Occupied	1.5152
- Vacant Units	1.0606
- Vacant Land	1.0606
<b>Industrial:</b>	
- Occupied	2.1717
- Vacant Units	1.4116
- Vacant Land	1.4116
<b>Pipelines</b>	1.1981
<b>Farmlands</b>	.2500
<b>Managed Forest</b>	.2500

**BY-LAW NUMBER 027-2020**

**SCHEDULE “C”**

**2020  
COUNTY OF NORTHUMBERLAND LEVY  
(BY-LAW 027-2020)**

<b><u>LOWER TIER MEMBER</u></b>	<b><u>2020 GENERAL LEVY</u></b>
Town of Cobourg	\$14,132,245
Municipality of Port Hope	\$11,360,491
Municipality of Trent Hills	\$8,390,893
Township of Hamilton	\$7,780,948
Municipality of Brighton	\$7,491,285
Township of Alnwick/Haldimand	\$5,692,781
Township of Cramahe	\$3,887,673
<b>2020 Requirement</b>	<b>\$58,736,316</b>

**BY-LAW NUMBER 027-2020**

**SCHEDULE “D”**


**COMMERCIAL AND INDUSTRIAL & PIPELINE TAX RATES  
FOR EDUCATION IN  
THE COUNTY OF NORTHUMBERLAND**

<b><u>PROPERTY CLASS</u></b>	<b><u>2020 TAX RATES</u></b>
<b>Commercial:</b>	
- Occupied	.0125000
- Occupied – New Construction	.0098000
- Vacant Lands	.0125000
- Vacant Lands – New Construction	.0098000
<b>Industrial:</b>	
- Occupied	.0125000
- Vacant Lands	.0125000
<b>Pipeline:</b>	.0109663

**BY-LAW NUMBER 027-2020**

**SCHEDULE “E”  
TOWN OF COBOURG  
2020 CURRENT OPERATING BUDGET**

<b><u>FUNCTION</u></b>	<b><u>2020 BUDGET</u></b>
<b>NET EXPENDITURES</b>	
GENERAL GOVERNMENT	\$3,286,196
PROTECTION – POLICE	6,241,980
PROTECTION –OTHER	3,591,526
PUBLIC WORKS	4,393,281
ENVIRONMENTAL	34,925
SOCIAL & FAMILY	31,000
PARKS & RECREATION	3,902,496
CULTURE & COMMUNITY	1,769,447
PLANNING & RESIDENTIAL	455,773
COMMERCIAL & ECONOMIC DEVELOPMENT	639,594
<b>TOTAL OPERATING:</b>	<b>24,346,218</b>
CAPITAL LEVY	326,984
LONG TERM DEBT CHARGES	650,700
<b>NET EXPENDITURES</b>	<b>25,323,902</b>
<b>REVENUES</b>	
PROVINCIAL GRANTS	88,710
OTHER GRANTS	13,200
OTHER INCOME	175,000
MISC. LEVIES	360,000
<b>TOTAL REVENUES OTHER THAN TAXATION</b>	<b>636,910</b>
<b>TAXATION</b>	<b>24,686,992</b>

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>028-2020</u></p>

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

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


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

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

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

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MAYOR

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

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p><b>BY-LAW NUMBER <u>029-2020</u></b></p>
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**A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (S/E CORNER OF NEW AMHERST BLVD. AND CHARLES WILSON PARKWAY, COBOURG).**

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

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

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

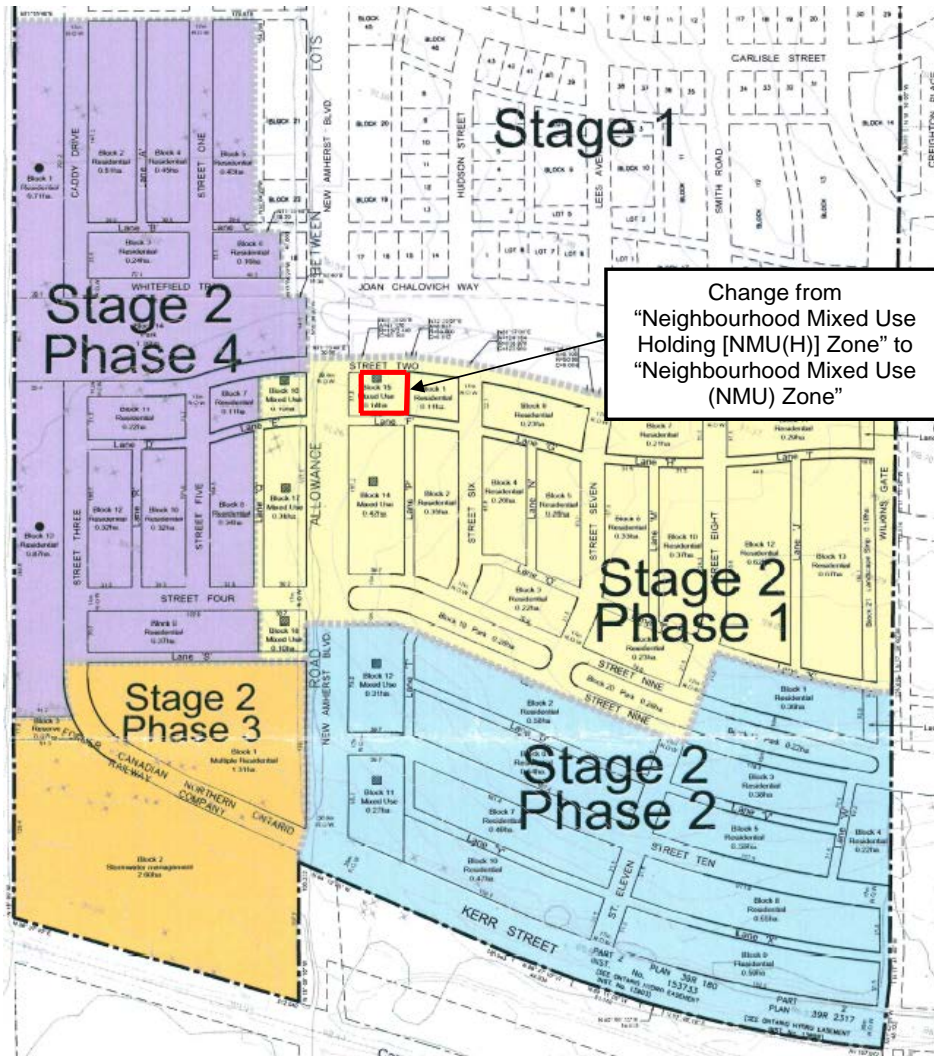
READ and passed in Open Council this 19<sup>th</sup> day of May, 2020.


\_\_\_\_\_  
MAYOR

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



## FIGURE 1



	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>030-2020</u>

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

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


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

1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Pre-Servicing Agreement and Subdivision Agreement with JMCD Holdings Inc., Bank of Montreal, and Lakefront Utility Services Inc. for a residential subdivision development consisting of 334 dwelling units, subject to the finalization of details by municipal staff and applicable agencies;
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

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

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MAYOR

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

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>031-2020</u></p>

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

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

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

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

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


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

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

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

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

<p>MAYOR</p>	<p>MUNICIPAL CLERK</p>
<p>1</p>	<p>AGREE MTO Transit Funding 2019-2020 <span style="float: right;">By-law No. 031–2020</span></p>

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>032-2020</u></p>

**A BY-LAW TO AUTHORIZE THE REDIRECTION OF TRAFFIC ON MATHEW STREET, COBOURG DURING THE RECONSTRUCTION OF MATHEW STREET.**

**WHEREAS** pursuant to the *Municipal Act*, 2001 S.O. c. 25 Section 11 (3) as amended provides that municipalities have the authority to pass by-laws with respect to highways, including parking and traffic on highways;

**AND WHEREAS** it is deemed advisable to temporarily redirect the flow of traffic on Mathew Street during the approved Capital Project Reconstruction Project of Mathew Street, Cobourg;

**AND WHEREAS** Council granted permission for the redirection of traffic on Mathew Street, Cobourg during the Mathew Street Reconstruction Project at the Committee of the Whole meeting of May 11, 2020;


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

1. THAT the direction of the flow of traffic on Mathew Street in the Town of Cobourg (which is presently a one-way street) may be temporarily altered under the direction of the Director of Public Works for the Town of Cobourg at any time or times during the course of undertaking the construction and installation of the works authorized by Municipal Council. Specifically the Director of Public Works is hereby authorized to redirect the traffic on Mathew Street in either direction or to permit two-way traffic on such street.
2. THAT no parking be permitted on either side of the highway known as Mathew Street during the reconstruction project.
3. THAT any person convicted of an offence pursuant to the provisions of this by-law shall be liable to a fine pursuant to the provisions of the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33.
4. THAT this by-law shall come into force and effect as of the day of passing.

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

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MAYOR

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

	<p style="text-align: center;"><b>THE CORPORATION OF THE TOWN OF COBOURG</b></p> <hr/> <p style="text-align: center;"><b>BY-LAW NUMBER <u>033-2020</u></b></p>
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**A BY-LAW TO LIFT THE ONE-FOOT RESERVES AND TO AUTHORIZE THE ESTABLISHMENT AND LAYING OUT OF PUBLIC HIGHWAYS (JOHN FAIRHURST BOULEVARD AND NEW AMHERST BOULEVARD ).**

**WHEREAS** pursuant to Section 27 (1) of the *Municipal Act, S.O. 2001 c.25*, as amended, provides that the Council of a local Municipality may pass by-laws in respect of a highway only, if it has jurisdiction over the highway;

**AND WHEREAS** pursuant to Section 28 (2) of the *Municipal Act, S.O. 2001 c.25*, as amended, provides that a local Municipality has jurisdiction over all road allowances, highways, streets and lanes shown on a registered plan of subdivision;

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

1. THAT the one (1) foot reserves described herein Schedule ‘A’ Column 1 and Column 2 be lifted and be merged with the adjacent road allowances of New Amherst Stage 2 Phase 1.
2. THAT the lands described in Schedule ‘A’, Column 1 and Column 2, Town of Cobourg, County of Northumberland are hereby established as a public highway, and be designated as public highway under the *Municipal Act, 2001, S.O. 2001, C. 25*, S. 31(1).
3. THAT this By-law shall be registered on title in the Registry Office of the Land Registry Division of the County of Northumberland (No. 39).

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

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MAYOR


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MUNICIPAL CLERK

**SCHEDULE "A"**

[illegible]



	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p><b>BY-LAW NUMBER <u>034-2020</u></b></p>

**A BY-LAW TO AUTHORIZE THE EXECUTION OF A LEASE AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF COBOURG AND THE COBOURG FARMERS MARKET FOR USE OF THE ALBERT STREET PARKING LOT.**

**WHEREAS** pursuant to Section 113 of the *Municipal Act, 2001*, as amended, which provides that a local municipality may establish and operate a farmers market, including regulating the hours of operation of a market;

**AND WHEREAS** at the Committee of the Whole Council meeting held on May 11, 2020 the Council of the Corporation of the Town of Cobourg authorized the Mayor and Municipal Clerk to execute an agreement with the Cobourg Farmers Market for use of the Albert Street Parking Lot, as a Temporary Location during the COVID-19 Pandemic to conduct an E-Commerce/Curbside Pick-Up as an alternate service delivery model.

**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 the Cobourg Farmers Market and the Town of Cobourg to lease the Albert Street Parking Lot on Saturdays between the hours of 6:00 a.m. to 2:00 p.m. from Saturday, May 23, 2020 through to Saturday, December 19, 2020, as set out in the Agreement utilizing a E-Commerce/Curb Side Pick-up Service Delivery Model.
- 2. THAT** all vendors must leave the area no later than 2:30 p.m. in order to allow public access to the Municipal Park.
- 3. THAT** this By-law shall take effect upon the date of final passing.

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

\_\_\_\_\_  
MAYOR

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

**From:** [Brent Larmer](#)  
**To:** [Ian Davey](#); [Paul VandeGraaf](#)  
**Subject:** FW: Petition to Re-Open Municipally Governed Green Spaces  
**Date:** May 11, 2020 2:04:00 PM  
**Attachments:**

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**From:** Clerk Cobourg  
**Sent:** May 11, 2020 2:00 PM  
**To:** Brent Larmer <[blarmer@cobourg.ca](mailto:blarmer@cobourg.ca)>  
**Subject:** Fw: Petition to Re-Open Municipally Governed Green Spaces

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**From:** Tamara Ugolini  
**Sent:** Monday, May 11, 2020 1:22 PM  
**To:** John Henderson; Suzanne Séguin; Nicole Beatty; Brian Darling; Emily Chorley; Aaron Burchat; Adam Bureau; Clerk Cobourg  
**Cc:** Piccinico, David; [Philip.Lawrence@parl.gc.ca](mailto:Philip.Lawrence@parl.gc.ca)  
**Subject:** Petition to Re-Open Municipally Governed Green Spaces

Good afternoon Mayor Henderson, Town Council Members and local Members of Parliament:

As a resident in the feel-good town of Cobourg, I have been petitioning local constituents to re-open municipally governed green spaces; namely the Northumberland Forest.

Health agencies have always encouraged access to fresh air, sunlight and exercise to achieve and maintain good health - both physically and mentally. Given that the original COVID-19 contagion model prediction(s) have shown to be inaccurate and hugely inflated, it stands to reason that further and prolonged restriction of access to these outdoor spaces is no longer justified.

In terms of this petition and green space, if you're privileged enough to have access to a sprawling backyard then you have space to enjoy the outdoors. But if you're in an urban area you can get fined if you so much as stand still for too long in a legally accessible green space (which was the case in Aurora). Over 5 million dollars in fines have been given out to citizens in Canada. A portion of that perhaps might be deemed legitimate, but that mom who stopped to console an upset child and got ticketed, or the dad playing in an empty grass lot with his autistic son? They were no threat to anyone and the government is financially punishing them through unjust financial penalties. This comes on top of the already difficult

financial situation many Canadians have been put in as a result of the strict lock down.

These fine lines and slippery slopes seem to be contributing to much hypocrisy resulting in more questions than answers.

In speaking to the general public while collecting signatures, there were valid concerns expressed by many. The main concern was that when we close certain green spaces, it creates a funnelling effect to the spaces that remain open. It goes without saying that this funnelling effect makes physical distancing more difficult.

Another concern was that city and "out-of-town" residents would flock toward our vast green spaces. This begs the question - how do we know that they aren't already? Many populations in the larger city centres have expressed annoyance at the long wait times at their local big box stores such as Wal-Mart and, as a result, many of them travel to our smaller towns to shop. If we are not afraid of these individuals in confined indoor spaces, why are we afraid of them in a forest or at the beach?

Further, why are we afraid at all? The CDC has released data that the most at risk population (65+) has "hospitalization rates within ranges observed during comparable points in time with recent influenza seasons."

(<https://www.cdc.gov/coronavirus/2019-ncov/covid-data/covidview/index.html>).



### [COVIDView: A Weekly Surveillance Summary of U.S. COVID-19 Activity | CDC](https://www.cdc.gov/coronavirus/2019-ncov/covid-data/covidview/index.html)

[www.cdc.gov](https://www.cdc.gov)

Nationally, levels of influenza-like illness (ILI) declined again this week. They have been below the national baseline for two weeks but remain elevated in the northeastern and northwestern part of the country.

Will we take such extreme measures each year that we have a severe flu season? Would this be considered the "new normal"? During this pandemic I have witnessed people developing extreme fear of the outside world - how will the Town of Cobourg consult with the Health Unit to facilitate these individuals suffering in fear, to come back and be integrated into our community without debilitating hypochondria?

Back to collecting signatures – our group was approached by a local police officer who said until there is a vaccine for COVID (fast tracking estimates put this at around 12-18 months away) the town's safety is in question. Is this the opinion of council members as well? And if so, how does the flu vaccine affect flu mortality and morbidity each year? What is the "threshold" for "safe to open"? Is Council working with the Health Unit on these key questions?

The government keeps saying small businesses are the backbone of the economy and yet they're hanging small businesses out to die. How do you intend to have the economy 'come back stronger than ever' when you can 'safely' walk through the Garden Centre of Costco or Wal-Mart (and as a result their revenues have skyrocketed), but you can't 'safely' walk through the local family owned garden centres? Money spent at the big box stores doesn't stay in and grow local economies the way money spent in locally owned small business does. And local businesses going bankrupt and closing certainly doesn't help an economy recover. If this were actually about safety, the Wal-Marts and Costcos would only be allowed to sell food and everything else would be off limits to the public. If it's non-essential from local retail then its non-essential from Big Box.

Since we know now that ~20% of the population is at risk of COVID, why are we not employing mitigative strategies for those at risk while allowing the other 80% to live with more normalcy? Of those 20% at risk, we know that approximately 62% of deaths (<https://itccovid.org/2020/04/12/mortality-associated-with-covid-19-outbreaks-in-care-homes-early-international-evidence/>) were in long-term care facilities. How are we addressing the living environment in these care homes that make them a breeding ground for infection?

Furthermore, at this particular "hot spot" in New York, 66% of COVID cases **last week** were in people staying home! Coupled with the 18% from nursing homes, this total 84% of cases that were literally sheltering in place. (<https://www.cnn.com/2020/05/06/ny-gov-cuomo-says-its-shocking-most-new-coronavirus-hospitalizations-are-people-staying-home.html>) It's pretty clear that being surrounded by others whilst simultaneously being cooped up indoors are key precursors to viral spread and infection.

I keep hearing, "our measures are working," but is there data to back that up? We know that borders were slow to close, we were originally told that there is no human-to-human transmission of COVID and masks were touted as ineffective in combating spread. Those 3 frightful recommendations by the Trudeau government and his appointed officials were all shown to be false. Not to mention the fact that the Trudeau government decided to ship 16 TONNES of PPE to China in February (nearly a month after our military gave intelligence of COVID-19). Wouldn't it stand to reason that if, in fact, there were a lethal novel virus, we would be in a dire situation given the inconsistencies and inaccuracies

of our Government to act swiftly?

The data is showing it's time to end the suppressive lock down and if we don't do it quickly, what is the reason?

Please, consider opening municipally governed parks and green spaces and push back on the Provincial Government to end this unjustified lock down with severe and far reaching socio-economic repercussions.

Attached, please find the physical petition signatures. Here is the link to the online portion which will remain active for the time being:

[https://www.thepetitionsite.com/453/876/595/re-open-municipal-parks-and-green-spaces/?taf\\_id=65653027&cid=fb\\_na&fbclid=IwAR3QqDReeinmE\\_fJqo5BTGgoCZ7Yldr3G3Q\\_QZ\\_yydBkAPaqYx-HD\\_JxehM#bbfb=749264511](https://www.thepetitionsite.com/453/876/595/re-open-municipal-parks-and-green-spaces/?taf_id=65653027&cid=fb_na&fbclid=IwAR3QqDReeinmE_fJqo5BTGgoCZ7Yldr3G3Q_QZ_yydBkAPaqYx-HD_JxehM#bbfb=749264511)

Sadly, one of the petitions with ~35 signatures was removed by a patron at a local shop, who was not affiliated with this cause, and as such has been misplaced.

Thank you for your time.

Be well,

Tamara Ugolini

**Town of Cobourg/Lakefront Utility Services Inc.**  
**Water Committee**  
**Minutes**  
**Lakefront Board Room**  
**207 Division Street, Cobourg**  
**Wednesday, December 11<sup>th</sup>, 2019**  
**9:30 a.m.**

PRESENT: Chair, Councillor Brian Darling  
Councillor Nicole Beatty  
LUSI Chair Peter Chilibeck  
President & CEO Dereck Paul  
Supervisor of Water Systems Shawn Bolender  
Corporate Secretary Susan Spicer

1. Chair Darling called the meeting to order at 9:35 a.m.

2. Approval of the Agenda of December 11<sup>th</sup>, 2019

**Resolution #2019-10**

Moved by Nicole Beatty

Seconded by Peter Chilibeck

BE IT RESOLVED THAT the Committee approve the Agenda of the Water Committee Meeting of December 11<sup>th</sup>, 2019, as presented. **CARRIED**

3. Disclosure of Conflict of Interest

4. Approval of the Minutes of September 10<sup>th</sup>, 2019

**Resolution #2019-11**

Moved by Peter Chilibeck

Seconded by Nicole Beatty

BE IT RESOLVED THAT the Committee approve the Minutes of the Water Committee Meeting of September 10<sup>th</sup>, 2019, as presented. **CARRIED**

5. Business Arising out of Minutes

RE: Projected timeline for APP to track leaks in distribution system; Shawn Bolender advised that this project forms part of the 2020 budget.

6. Water System Operations Report

Water Systems Supervisor, Shawn Bolender, reviewed the Operations Report with the Committee noting the following:

- Lakefront received a 100% rating on an unannounced detailed inspection in August by the Ministry of Environment, Parks & Conservation (MECP).
- Work has been completed on the Water Treatment Plant generator to be compliant with TSSA standards.
- The filter gallery mold rehabilitation program began December 2<sup>nd</sup>.
- The clarifier bolt replacement program began in December and will be complete before the end of the year.
- The drinking water system is eligible and participating in the plumbing relief exemption of the Community Lead Sampling Program; the winter sampling requirements for 2019 was completed in September. Any lead samples have been on the private, or customer, side of the system.
- The Strathy Road Water Tower rehabilitation has been completed with the tower being put back into service November 27<sup>th</sup>. Relocation of antennas and dismantling of the scaffolding will be completed as soon as possible; site restoration is to commence in the spring of 2020, following which a photo-op can be scheduled.
- There was one watermain break on King Street West in November.
- The National Sanitation Foundation (NSF) will be conducting an offsite audit of the Cobourg Drinking Water Quality Management System December 11<sup>th</sup>. This audit is a requirement of the DWQMS.
- Lakefront and the Town Public Works Department have had issues with services being ruptured by contractors and not wanting to accept responsibility for the costs. Staff are working on a policy and will suggest a deposit or down payment be required prior to work commencing. Initiatives will have to come from the Town as we are dealing with infrastructure and not just water. LUSI will speak with the Town Engineering Department to implement.
- Lead Sampling Article in Local Newspaper – LUSI quickly responded to Mr. Weldon by letter and information to the public on our website, advising of our sampling procedures and compliance with ministry requirements.
- Chair Darling noted that the chart for lead sampling (Appendix A) was marked as N/A; staff advised that they are not testing for lead at this time, only for PH and Alkaline, in the system. Staff to add a note in future reports to clarify.



7. LUSI & OMWA Update  
Peter Chilibeck, LUSI Chair, reported that LUSI had recently held a strategic planning session with a focus on forecasting, budgeting and longer rolling capital forecasts. A new rate study will be developed in 2020 with more accuracy on clarifier costs and the timing of its replacement. The clarifier is in relatively good shape and can run beyond its original life expectancy.  
Serious discussions are to be had around development charges and the life expectancy of Water Tower 1 (Ontario Street), with results determined by growth plans.

The Ontario Municipal Water Association (OMWA) executive are also working on strategic planning, lead testing and how to engage with the Ministry constructively.

8. Other Issues  
President Paul advised that information had been sent to the Town Municipal Clerk with a request to borrowing approximately \$2MM to finish the Radio Frequency Meter Program. Completing this project would eliminate meter reading costs and savings will fund the loan that we are looking to borrow. This loan requires leveraging of the Town borrowing capacity and therefore, requires their approval.

9. Next Committee Meeting – **April 21<sup>st</sup>, 2020 at 2:00 p.m.**

10. Adjournment

**Resolution #2019-12**

Moved by Peter Chilibeck

Seconded by Nicole Beatty

BE IT RESOLVED THAT the meeting adjourn. **CARRIED**

Minutes approved April 21<sup>st</sup>, 2020

Chair \_\_\_\_\_

Secretary \_\_\_\_\_



# Unfinished Business Listing Council Motions/Staff Direction As of May 14, 2020

● Draft
● On Track
● Behind
● Overdue
● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2019-01-28</b>	<a href="#">Council Meeting Link</a>		
<p>Motion - Social Planning and/or Community Development Advisory Committee.</p> <p><b>Department/Division Responsible:</b></p> <p><b>Legislative Services/ Planning &amp; Development</b></p>	<p><a href="#">Minutes:</a></p> <p><b>FURTHER THAT Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.</b></p>	05/11/2020	50%
<b>Meeting 2019-05-13</b>	<a href="#">Council Meeting Link</a>		
<p>Motion – Traditional land acknowledgement statement to be read at the beginning of all Municipal Council Meetings.</p> <p><b>Department/Division Responsible:</b></p> <p><b>Legislative Services</b></p>	<p><a href="#">Minutes:</a></p> <p><b>THAT Council adopt a traditional land acknowledgement statement to be read at the beginning of its meetings; and</b></p> <p><b>FURTHER THAT Council direct Staff to consult with Alderville First Nations to draft a traditional land acknowledgement statement that reflects the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Ojibway/Chippewa peoples, as well as this territory that is covered by the Williams Treaty.</b></p>	05/11/2020	50%



**Unfinished Business Listing  
Council Motions/Staff Direction  
As of May 14, 2020**

Draft
  On Track
  Behind
  Overdue
  Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2019-09-23</b>	<a href="#">Council Meeting Link</a>		
Motion - Long Service Recognition Policy  <b>Department/Division Responsible:</b>  Human Resources	<a href="#">Minutes:</a>  <b>THAT Council refer Policy #HR-AP-A18 – Long Service Recognition Policy to General Government Services for revisions and to be brought back to Council at a later date.</b>	N/A	80%
<b>Meeting 2019-12-02</b>	<a href="#">Council Meeting Link</a>		
Motion - Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).  <b>Department/Division Responsible:</b>  Multiple Departments/ Organizations	<a href="#">Minutes:</a>  <b>THAT Council discuss the delegation with Northumberland County; and</b>  <b>FURTHER THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and</b>  <b>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</b>  <b>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</b>  <b>FURTHER THAT Council request that all information is returned to Council by February 18, 2020</b>	05/11/2020	30%



# **Unfinished Business Listing** **Council Motions/Staff Direction** **As of May 14, 2020**

Draft
  On Track
  Behind
  Overdue
  Complete

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



**Unfinished Business Listing  
Council Motions/Staff Direction  
As of May 14, 2020**

Draft
  On Track
  Behind
  Overdue
  Complete

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



# **Unfinished Business Listing** **Council Motions/Staff Direction** **As of May 14, 2020**

Draft
  On Track
  Behind
  Overdue
  Complete

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





## Unfinished Business Listing Council Motions/Staff Direction As of May 14, 2020

Draft
  On Track
  Behind
  Overdue
  Complete


Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2020-06-01</b>	<a href="#">Council Meeting Link</a>		
Motion – 2020 Town of Cobourg Capital Budget Items Status  <b>Department/Division Responsible:</b>  <b>Chief Administrative Officer/ Treasurer</b>	Minutes:  <b>THAT Council receive an update from interim CAO Ian Davey on the status of ALL capital projects included in the 2020 budget as to what has been contracted to date, specifically work on the electrical upgrades at the Marina, design and engineering for the East Pier, and work to be done at the waterfront.</b>	05/21/2020	
<b>Meeting 2020-04-27</b>	<a href="#">Council Meeting Link</a>		
Motion – Flood Reduction and Mitigation Strategy  <b>Department/Division Responsible:</b>  <b>Chief Administrative Officer/ Treasurer</b>	Minutes:  <b>WHEREAS at the Committee of the Whole Meeting on April 20, 2020, Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Nicole Beatty, regarding a Flood Mitigation and Response Plan for the Town of Cobourg; and</b>  <b>THEREFORE IT BE RESOLVED THAT the Town of Cobourg Council directs staff to draft a Flood Mitigation and Response Plan, in consultation with the Ganaraska Region Conservation Authority (GRCA) and other relevant agencies, for Council's consideration as soon as possible and no later than September 14, 2020.</b>	09/14/2020	



## Unfinished Business Listing Council Motions/Staff Direction As of May 14, 2020

Draft
  On Track
  Behind
  Overdue
  Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2020-05-11</b>	<a href="#">Council Meeting Link</a>		
Motion - the Aquatic Safety Audit Report for the Town of Cobourg Harbour  <b>Department/Division Responsible:</b>  <b>Community Services</b>	<a href="#">Minutes:</a>  <b>THAT Council receive the memo from the Director of Community Services, dated April 30, 2020, for information purposes;</b>  <b>AND FURTHER THAT Council direct the staff memo, all delegation submissions, and the Lifesaving Society's Aquatic Safety Audit to the Parks &amp; Recreation Advisory Committee for an assessment of each safety recommendation</b>	N/A	
<b>Meeting 2020-05-11</b>	<a href="#">Council Meeting Link</a>		
Motion – Barrier and Closure of Victoria Park –COVID 19  <b>Department/Division Responsible:</b>  <b>Legislative Services</b>	<a href="#">Minutes:</a>  <b>THAT Council provide direction to Staff with the following:</b>  <b>THAT Council direct Staff to remain with the status quo and continue with increased enforcement at the Cobourg Beach in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units; and</b>  <b>FURTHER THAT the Staff Report be referred to the Monday June 1, 2020 Committee of the Whole Meeting to be brought back for discussion by Council.</b>	06/01/2020	

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p><b>BY-LAW NUMBER <u>035-2020</u></b></p>

**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 May 19, 2020.**

**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 May 19, 2020, 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 May 19, 2020;
- 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 Interim 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 May 19, 2020 Regular Council proceedings;
- 6. **THAT** the Mayor and Municipal Clerk, or the Treasurer/Interim 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 and finally passed in Open Council on this 19<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
MAYOR

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