



**THE CORPORATION OF THE TOWN OF COBOURG**

**REGULAR COUNCIL  
AGENDA**

Monday, October 21, 2019 at 6:00 P.M.  
Council Chambers, Victoria Hall, Cobourg

A Regular Council Meeting of the Cobourg Municipal Council will be held on Monday, October 21, 2019 at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

**I CALL TO ORDER**

**II MOMENT OF REFLECTION**

**III ADDITIONS TO THE AGENDA**

1. Delegation from Kevin Burt, Cobourg Resident, regarding the Sidewalk Priority Plan - 2019 Revision.
2. By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

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

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

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

1. Adoption of the Regular Council Minutes held on September 30, 2019. 8 - 16

Action Recommended: THAT Council adopt the Minutes of the Regular Council Meeting held on September 30, 2019.

**VI PRESENTATIONS**

**VII DELEGATIONS**

1. Trish Baird and Lynda Kay, Community Care Northumberland - Ed's House, regarding an update on construction timelines for Ed's House and ongoing fundraising initiatives. 17 - 32

2. Keith Oliver, Cobourg Resident, regarding the Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream. 33 - 34
3. Kevin Burt, Cobourg Resident, regarding the Sidewalk Priority Plan - 2019 Revision. 35 - 36

## VIII DELEGATION ACTIONS

## IX REPORTS

### General Government Services

1. Committee of the Whole meeting notes and Committee of the Whole Special meeting notes held on October 15, 2019. 37 - 49

Action Recommended: THAT Council receive the notes of the Committee of the Whole and Committee of the Whole Special Meetings held on October 15, 2019 for information purposes.

### Planning and Development Services

1. Memo from the Secretary of the Heritage Advisory Committee, regarding a Heritage Permit Application for a two storey rear addition and covered porch for property located at 22-24 University Avenue West (Meaghan MacDonald on behalf of Habitat for Humanity Northumberland). 50 - 107

Action Recommended: THAT Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-063 to permit a 121 metre square (1,021 square foot) two storey rear addition and covered porch at 22-24 University Avenue West, subject to finalization of details with planning and heritage staff.

2. Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval for 440-448 Elgin Street West (Henry Chiu Architect Limited on behalf of Heli Homes Inc.). 108 - 113

Action Recommended: THAT Council receive the report for information and refer the Site Plan Application to the Planning Department for a Report.

3. Notice of a Public Meeting concerning a proposed amendment to the Comprehensive Zoning By-law (85-2003), submitted by Weston Consulting on behalf of DePalma Developments Limited, for a 0.751 ha land parcel generally south of Highway 401, west of DePalma Drive, east of the Municipal boundary, and north of Elgin Street West, known municipally as part of the DePalma Lands. 114

Action Recommended: THAT Council receive the Notice of a Public Meeting on November 4, 2019, to be held at 5:00 p.m. for information purposes.

## X MOTIONS

### General Government Services

1. Motion from the Special Committee of the Whole, regarding an Amendment to the 2006 Promissory Note LUI - Town of Cobourg. 115
2. Motion from the Committee of the Whole, regarding the Comprehensive Insurance Program - October 1, 2019 to October 1, 2020. 116
3. Motion from the Committee of the Whole, regarding the 2020 Advisory Committee Work Plans. 117 -  
129

### Planning and Development Services

1. Motion from the Committee of the Whole, regarding Heritage Permit HP-2019-059 for property located at 300 George Street (Adrian Pepper). 130
2. Motion from the Regular Council Meeting, regarding Heritage Permit HP-2019-063 for property located at 22-24 University Avenue West (Meaghan MacDonald on behalf of Habitat for Humanity Northumberland). 131
3. Motion from the Committee of the Whole, regarding the 50% reduction in applicable Building Permit, Planning Application, and Parkland Fees and Development Charges for 22-24 University Avenue West, Habitat for Humanity Northumberland. 132

### Public Works Services

1. Motion from the Committee of the Whole, regarding the Sidewalk Priority Plan – 2019 Revision. 133 -  
146

### Parks and Recreation Services

1. Motion from the Committee of the Whole, regarding the Waterfront Plan – Design and Engineering for the East Pier. 147
2. Motion from the Committee of the Whole, regarding the Waterfront Plan – Design and Engineering for the Campground. 148
3. Motion from the Committee of the Whole, regarding the Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square). 149

### Arts Culture and Tourism Services

1. Motion from the Committee of the Whole, regarding the Town of Cobourg Cultural Master Plan. 150 -  
196

## XI BY-LAWS

### General Government Services

1. By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg. 197

Action Recommended: THAT Council adopt by-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

### Planning and Development Services

1. By-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions (425 and 425A King Street East - Manson Homes). 198 -  
206

Action Recommended: THAT Council adopt by-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions (425 and 425A King Street East - Manson Homes).

2. By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland (22-24 University Avenue West, Cobourg). 207

Action Recommended: THAT Council adopt By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland (22-24 University Avenue West, Cobourg).

3. By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg (Anthony Ritchie and Annette Ritchie). 208

Action Recommended: THAT Council adopt By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg (Anthony Ritchie and Annette Ritchie).

### Protection Services

1. By-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement to assist in the administering of the Town of Cobourg Dog Tag Licensing Program. 209 -  
210

Action Recommended: THAT Council adopt by-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement to assist in the administering of the Town of Cobourg Dog Tag Licensing Program.

2. By-law 081-2019, being a by-law to amend by-law 088-2017, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg - Dog Tags. 211 -  
212

Action Recommended: THAT Council adopt by-law 081-2019, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg - Dog Tags.

General Government Services

THAT the following By-law(s) be passed:

1. By-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions (425 and 425A King Street East - Manson Homes);
2. By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland (22-24 University Avenue West, Cobourg);
3. By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg (Anthony Ritchie and Annette Ritchie);
4. By-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement to assist in the administering of the Town of Cobourg Dog Tag Licensing Program;
5. By-law 081-2019, being a by-law to amend by-law 088-2017, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg - Dog Tags; and
6. By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

Action Recommended: THAT leave be granted to introduce by-laws 077-2019 to 081-2019 and 083-2019, and to dispense with the readings of the by-laws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

**XII** PETITIONS

**XIII** CORRESPONDENCE

1. Joan Greaves, Chair of the Board of Management of the Cobourg Downtown Business Improvement Area, regarding the implementation of a one (1) hour grace period for parking during the month of December (Protection Services). 213 -  
214

Action Recommended: THAT Council authorize a one (1) hour grace period for paid parking at metered and permitted parking spaces in the Town of Cobourg as requested by the Cobourg Downtown Business Improvement Area Board (DBIA) starting on December 1, 2019 until December 31, 2019 similar to the approved parking grace period approved by Council in 2016, 2017 and 2018.

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

- DBIA Board of Management - Sep 5, 2019; 215 -
- Parks and Recreation Advisory Committee - Sep 10, 2019; 245
- Planning and Development Advisory Committee - Sep 17, 2019; and
- Accessibility Advisory Committee - Sep 18 & 25, 2019.

## XV NOTICE OF MOTION

## XVI COUNCIL/COORDINATOR ANNOUNCEMENTS

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

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

## XVII UNFINISHED BUSINESS

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

<b>Unfinished Business Item</b>	<b>Meeting Date</b>	<b>Department/Division</b>	<b>Deadline Date</b>
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	<b>Oct 15, 2019</b>
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area. <b>(Originally due October 15, 2019)</b>	04-01-19	Public Works	<b>Extended: Nov 25, 2019</b>
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	<b>Nov 4, 2019</b>
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	<b>Nov 4, 2019</b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	<b>Nov 25, 2019</b>
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.	02-19-19	Legislative Department	<b>Nov 25, 2019</b>
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	<b>Dec 2, 2019</b>

Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina.	09-03-19	Community Services	<b>Apr 30, 2020</b>
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	<b>Mar 2020</b>
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

**XVIII** CLOSED SESSION

**XIX** CLOSED SESSION ACTION ITEM

**XX** CONFIRMATORY BY-LAW

1. By-law 082-2019, being a by-law to confirm the proceedings of the Council Meeting of October 21, 2019. 246 -  
247

Action Recommended: THAT leave be granted to introduce By-law 082-2019 and to dispense with the reading of the by-law by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on October 21, 2019 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

**XXI** ADJOURNMENT

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	REGULAR COUNCIL MEETING MINUTES
	September 30, 2019 Council Chambers, Victoria Hall, Cobourg

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

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

**Regrets:** Councillor Brian Darling

**Staff present:** Ian Davey, Interim CAO/Treasurer  
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**

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

**ADDITIONS TO THE AGENDA**

1. Delegation, Roderick Gamble, Cobourg Resident, regarding comments on Bylaw 067-2019 - Staff Council Relations Policy and Bylaw 068-2019 - Code of Conduct Policy for Members of Council and Local Boards; and
2. Closed Session, pursuant to Section 239(2)(b) of the *Municipal Act, 2001*.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat  
THAT the matters be added to the Agenda.

374-19

**Carried**

**DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

[Mayor Henderson declared a Pecuniary Interest on By-laws – General Government Services Item No.1, regarding the West Northumberland Curling Club \(WNCC\) Lease Agreement of the Jack Heenan Arena.](#)

Mayor Henderson declared an interest for the following reasons as provided on the Declaration of Pecuniary Interest Form filed with the Municipal Clerk. Mayor Henderson indicated in Open Council that both him and his spouse are members of the West Northumberland Curling Club (WNCC) and pay Membership fees as well as maintenance fees which may be affected by the Town of Cobourg and WNCC Lease Agreement. Mayor Henderson refrained from voting and participating in the discussion on the passing and adoption of the bylaw.

**ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

Adoption of the August 26, 2019 Special Council and September 9, 2019 Regular Council Minutes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council adopt the Minutes of the Special Council Meeting held on August 26, 2019, and the Regular Council Meeting held on September 9, 2019.

375-19

**Carried**

**PRESENTATIONS****DELEGATIONS**

Duane Durham and Erin Beatty, Highland Shores Children's Aid, and Colleen Reid, Childerns Foundation regarding Child Abuse Prevention Month in October.

D. Durham, E. Beatty and C. Reid attended the meeting to discuss the upcoming Child Abuse Prevention Month in October. After a question and answer period, D. Durham, E. Beatty and C. Reid were excused from the Meeting (6:16 P.M.).

Roderick Gamble, Cobourg Resident, regarding comments on Bylaw 067-2019 - Staff Council Relations Policy and Bylaw 068-2019 - Code of Conduct Policy for Members of Council and Local Boards.

R. Gamble attended the meeting to discuss objections to By-law 067-2019 - Staff Council Relations Policy and By-law 068-2019 - Code of Conduct Policy for Members of Council and Local Boards. After a question and answer period, R. Gamble was excused from the Meeting (6:26 P.M.).

**DELEGATION ACTIONS**

Duane Durham and Erin Beatty, Highland Shores Children's Aid, regarding Child Abuse Prevention Month in October.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council receive the delegation for information purposes; and

FURTHER THAT Council encourage Council and Staff to wear Purple in the Month of October and at the October Municipal Council Meeting.

376-19

**Carried**

**REPORTS****General Government Services**

Committee of the Whole meeting notes held on September 23, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the Notes of the Committee of the Whole meeting held on September 23, 2019 for information purposes.

377-19

**Carried**

**Parks and Recreation Services**

Resignation from Frederick Forfait, member of the Parks and Recreation Advisory Committee.

Moved by Councillor Emily Chorley, Seconded by Councillor Aaron Burchat THAT Council accept with regret the resignation from Frederick Forfait of the Parks and Recreation Advisory Committee and that a note of appreciation be sent to the member acknowledging his service to the community; and

FURTHER THAT the vacant position be advertised and a new member be recruited in accordance with the Town's policies and procedures.

378-19

**Carried**

**MOTIONS****General Government Services**

[Motion from the Committee of the Whole, regarding the 2019 - 2022 Municipal Council Strategic Plan Work Plan.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley WHEREAS at the Committee of the Whole on September 23, 2019, Council considered a Report from the Chief Administrative Officer, regarding the 2019-2022 Municipal Council Strategic Plan Work Plan;

NOW THEREFORE BE IT RESOLVED THAT Council accept the noted Work Plan as the appropriate tasks required to execute the 2019-2022 Strategic Plan; and

FURTHER THAT Council forward any of the listed projects requiring funding to the 2020-2022 budget deliberations; and

FURTHER THAT Council direct Staff to report back progress of the Work Plan semi-annually in September and March of each year.

379-19

**Carried**

**Planning and Development Services**

[Motion from the Committee of the Whole, regarding the disbursement of financial incentives under the Downtown Cobourg Vitalization Community Improvement Plan \(CIP\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole on September 23, 2019, Council considered a Motion regarding the Downtown Cobourg Vitalization Community Improvement Plan: 2019 Intake;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the disbursement of the following financial incentives under the programs of the Downtown Cobourg Community Improvement Plan (CIP) in an amount to be recalculated by Staff and brought back to Council for consideration at the September 30 Regular Council, which includes the amounts for grants, loan costs, loans totaling and total expenditure in the amount of \$99,735 (grants), \$71,942 (loans), and \$5,000 (loan costs) equaling \$104,735:

- 1 King Street East. (TVM Group): \$37,080 Residential Grant and Building Improvement Grant;
- 38 Covert Street (Lee): \$24,000 Residential Grant and Building Improvement Grant. \$25,000 Building Improvement Loan and a \$40,000 Residential Loan;
- 52 King Street West (Kest and York): \$12,340 Façade Improvement Grant and Building Improvement Grant;
- 5 King Street West (Bowman): \$8,655 Façade Improvement Grant and Building Improvement Grant;
- 23-29 King Street West (Copeman-Kessler): \$8,455 Façade Improvement Grant and Building Improvement Grant.
- 2 King Street West (Reidrev/Verdier): \$2,500 Study Grant;
- 77 Albert Street (Lee): \$6,255 Façade Improvement and Building Improvement Grant;
- 322 George Street (McLachlan): \$6,942 Façade Improvement Loan; and
- 6 King Street West (Reidrev/Verdier): \$450 Façade Improvement Grant.

380-19

**Carried**

**BY-LAWS****General Government Services**

[By-law 066-2019, being a by-law to execute a lease agreement with the West Northumberland Curling Club for the Jack Heenan Arena.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council adopt by-law 066-2019, being a by-law to execute a lease agreement with the West Northumberland Curling Club for the Jack Heenan Arena.

381-19 **Carried**

By-law 067-2019, being a by-law to approve the Council and Staff Relations Policy.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Burchat THAT Council adopt by-law 067-2019, being a by-law to approve the Council and Staff Relations Policy.

382-19 **Referred**

**Motion to Refer:**

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

	For	Against	Abstained	COI	Absent
Councillor Nicole Beatty	x				
Councillor Aaron Burchat	x				
Councillor Adam Bureau		x			
<b>Councillor Emily Chorley (Moved By)</b>	x				
Councillor Brian Darling					x
Mayor John Henderson	x				
<b>Deputy Mayor Suzanne Séguin (Seconded By)</b>	x				
	5	1	0	0	1

383-19 **Carried**

[By-law 068-2019, being a by-law to approve the Code of Conduct Policy for Members of Council and Local Boards for the Town of Cobourg.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Burchat THAT Council adopt by-law 068-2019, being a by-law to approve the Code of Conduct Policy for Members of Council and Local Boards for the Town of Cobourg.

384-19 **Amended**

**Motion to Amend:**

Moved by Councillor Emily Chorley, Seconded by Deputy Mayor Suzanne Séguin THAT Council amend Section 7.2 (g) of the Code of Conduct for Council and Local Boards to amend the gift limit from \$500 to \$350.

385-19 **Carried**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council adopt by-law 068-2019, being a by-law to approve the Code of Conduct Policy for Members of Council and Local Boards for the Town of Cobourg as amended.

386-19 **Carried**

[By-law 069-2019, being a by-law to execute an amending sale agreement with 2682194 Ontario Ltd. \(Cardinal Industrial Solutions\) and the Corporation of the Town of Cobourg for the purchase of the sale of land in Lucas Point Business Industrial Park \(Dodge Street, Cobourg\).](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council adopt by-law 069-2019, being a by-law to execute an amending sale agreement with 2682194 Ontario Ltd. (Cardinal Industrial Solutions) and the Corporation of the Town of Cobourg.

387-19 **Carried**

[By-law 070-2019, being a by-law to authorize an amending sale agreement between 1978327 Ontario Ltd. \(Loadstar Trailers Inc.\) and the Corporation of the Town of Cobourg for the purchase of the sale of land in Lucas Point Business Industrial Park \(Dodge Street, Cobourg\).](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council adopt by-law 070-2019, being a by-law to authorize an amending sale agreement between 1978327 Ontario Ltd. (Loadstar Trailers Inc.) and the Corporation of the Town of Cobourg.

388-19

**Carried**

[By-law 071-2019, being a by-law to authorize a purchase and sale agreement between Habitat for Humanity Northumberland and the Corporation of the Town of Cobourg for 600 Daintry Crescent, Cobourg.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council adopt by-law 071-2019, being a by-law to authorize a purchase and sale agreement between Habitat for Humanity Northumberland and the Corporation of the Town of Cobourg for 600 Daintry Crescent, Cobourg.

389-19

**Carried**

### **Planning and Development Services**

[By-law 072-2019, being a by-law to establish Building Permit Fees.](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Emily Chorley THAT Council adopt by-law 072-2019, being a by-law to establish Building Permit Fees.

390-19

**Carried**

[By-law 073-2019, being a by-law to establish tariff of fees for the processing of applications made in respect of planning matters.](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Emily Chorley THAT Council adopt by-law 073-2019, being a by-law to establish tariff of fees for the processing of applications made in respect of planning matters.

391-19

**Carried**

[By-law 074-2019, being a by-law to require land for park purposes or other public recreational purposes.](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt by-law 074-2019, being a by-law to require land for park purposes or other public recreational purposes.

392-19

**Carried**

### **Protection Services**

[By-law 075-2019 being a by-law to appoint a Building Inspector/Plans Examiner for the Corporation of the Town of Cobourg.](#)

Moved by Councillor Aaron Burchat, Seconded by Councillor Nicole Beatty THAT Council adopt By-law 075-2019, being a by-law to appoint Pharren Wilson as a Building Inspector/Plans Examiner for the Corporation of the Town of Cobourg.

393-19

**Carried**

### **General Government Services**

THAT the following By-law be passed:

1. [By-law 066-2019, being a by-law to execute a lease agreement with the West Northumberland Curling Club for the Jack Heenan Arena.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law 066-2019 and to dispense with the reading of the by-law by the Municipal Clerk and that the same be considered read and passed and that the Deputy Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

394-19

**Carried**

THAT the following By-laws be passed:

1. By-law 068-2019 being a By-law to approve the Code of Conduct Policy for Members of Council and Local Boards for the Town of Cobourg;
2. By-law 069-2019 being a By-law to execute an amending sale agreement with 2682194 Ontario Ltd. (Cardinal Industrial Solutions) and the Corporation of the Town of Cobourg for the purchase of the sale of land in Lucas Point Business Industrial Park (Dodge Street, Cobourg);
3. By-law 070-2019 being a By-law to authorize an amending sale agreement between 1978327 Ontario Ltd. (Loadstar Trailers Inc.) and the Corporation of the Town of Cobourg for the purchase of the sale of land in Lucas Point Business Industrial Park (Dodge Street, Cobourg);
4. By-law 071-2019 being a By-law to authorize a purchase and sale agreement between Habitat for Humanity Northumberland and the Corporation of the Town of Cobourg for 600 Daintry Crescent, Cobourg;
5. By-law 072-2019, being a by-law to establish Building Permit Fees;
6. By-law 073-2019, being a by-law to establish tariff of fees for the processing of applications made in respect of planning matters;
7. By-law 074-2019, being a by-law to require land for park purposes or other public recreational purposes; and
8. By-law 075-2019 being a By-law to appoint a Building Inspector/Plans Examiner for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law 068-2019 to By-law 075-2019 and to dispense with the reading of the by-law by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

395-19

**Carried**

## **PETITIONS**

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

- Accessibility Advisory Committee - Jul 17, 2019;
- Transportation Advisory Committee - Aug 22, 2019;
- Parks and Recreation Advisory Committee - Aug 6, 2019;
- Heritage Advisory Committee - Aug 8 and 14, 2019; and
- Sustainability and Climate Change Advisory Committee - Sep 4, 2019.

## **CORRESPONDENCE**

Correspondence from Minister Steve Clark, Ministry of Municipal Affairs and Housing, regarding Building Code Services Transformation (Protection Services).

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

396-19

**Carried**

Correspondence, Rick Miller, President of the Marie Dressler Foundation, requesting Council Proclaim November 9, 2019 as Marie Dressler Day in the Town of Cobourg (Arts, Culture and Tourism Services).

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat THAT the Mayor and Municipal Council proclaim November 9, 2019 to be "Marie Dressler Celebration Day" in the Town of Cobourg.

397-19

**Carried**

## **NOTICE OF MOTION**

Notice of Motion, Councillor Bureau, regarding 2019 Budget Funds for Christmas Curly Q's Downtown.

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat THAT Council refer the Notice of Motion to the October 15, 2019 Committee of the Whole meeting for consideration.

398-19

**Motion to Suspend the Rules of Order**

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat THAT Council suspend the Rules of Order related to Section 20 of the Town of Cobourg Procedural By-law (009-2019) in order to bring forward the Notice of Motion discussion at the September 30, 2019 Regular Council Meeting.

399-19

**2/3 Vote - Carried****Arts, Culture and Tourism Services****Notice of Motion, Councillor Bureau regarding the 2019 Budget Funds for Christmas Curly Q's Downtown Cobourg.**

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat WHEREAS the Christmas lights Curly Q's that hang on the lamp poles in our Downtown Area were voted out of the budget for 2019.; and

WHEREAS the Downtown Business Improvement Area Board (DBIA) made a motion to the Christmas Magic Ad Hoc Committee that they would partner with the Town of Cobourg and contribute \$9,000.00 towards the Curly Q's rental purchase; and

WHEREAS the total amount for the Curly Q's installed and rented for the Christmas season is \$25,000.00; and

AND WHEREAS since it gets dark earlier in the winter season the Curly Q's add more light to our beautiful Downtown and will add additional safety and a better atmosphere for Tourism, but most of all for our residents; and

NOW THEREFORE BE IT RESOLVED THAT Council approve the rental of the Christmas lights Curly Q's and direct staff to contact the company and have them install the Curly Q'S for this 2019 Christmas season in the Downtown Core; and

FURTHER THAT Council use funds from HOLDCO Reserve for the purchase of the Christmas Curly Q' for 2019.

400-19

**Amended****Motion to Amend:**

Moved by Councillor Emily Chorley, Seconded by Councillor Nicole Beatty THAT the Motion delete the wording of the final line and include the following wording:

FURTHER THAT Council use funds from the Downtown CIP Main Street Funding in the amount of \$10,000 and \$6,000 from the Cancelled Donegan Park Fence Project for the purchase of the Christmas Light Curly Q's for 2019.

401-19

**Carried**

Moved by Councillor Adam Bureau, Seconded by Councillor Nicole Beatty WHEREAS the Christmas lights Curly Q's that hang on the lamp poles in our Downtown Area were voted out of the budget for 2019.; and

WHEREAS the Downtown Business Improvement Area Board (DBIA) made a motion to the Christmas Magic Ad Hoc Committee that they would partner with the Town of Cobourg and contribute \$9,000.00 towards the Curly Q's rental purchase; and

WHEREAS the total amount for the Curly Q's installed and rented for the Christmas season is \$25,000.00; and

AND WHEREAS since it gets dark earlier in the winter season the Curly Q's add more light to our beautiful Downtown and will add additional safety and a better atmosphere for Tourism, but most of all for our residents; and

NOW THEREFORE BE IT RESOLVED THAT Council approve the rental of the Christmas lights Curly Q's and direct staff to contact the company and have them install the Curly Q'S for this 2019 Christmas season in the Downtown Core; and

FURTHER THAT Council use funds from the Downtown CIP Main Street Funding in the amount of \$10,000 and \$6,000 from the Cancelled Donegan Park Fence Project for the purchase of the Christmas Light Curly Q's for 2019.

402-19

**Carried**

**COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

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

**UNFINISHED BUSINESS**

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

**Motion from the Committee of the Whole regarding the update to the Unfinished Business listed on each Council Agenda.**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council approve the updated Unfinished Business Item listing and updated deadline dates as noted in the Council Agenda.

403-19

**Carried**

<b>Unfinished Business Item</b>	<b>Meeting Date</b>	<b>Department/Division</b>	<b>Deadline Date</b>
Extension of the RFP for the position of the Municipal Ombudsman.	05-21-19	Legislative Services	<b>Oct 15, 2019</b>
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	<b>Oct 15, 2019</b>
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area.	04-01-19	Public Works	<b>Oct 15, 2019</b>
Staff Report regarding the public engagement and recommended repairs/improvements for the East Pier and Victoria Park Campground	07-02-19	Community Services	<b>Oct 15, 2019</b>
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	<b>Nov 4, 2019</b>
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	<b>Nov 4, 2019</b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	<b>Nov 25, 2019</b>
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.	02-19-19	Legislative Department	<b>Nov 25, 2019</b>
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	<b>Dec 2, 2019</b>
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina.	09-03-19	Community Services	<b>Apr 30, 2020</b>
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	<b>Mar 2020</b>
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Department	

Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

**CLOSED SESSION**

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

**s. 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees:**

1. Personnel Matter.

404-19

**Carried**

**CLOSED SESSION ACTION ITEM**

**CONFIRMATORY BY-LAW**

[By-law 076-2019, being a by-law to confirm the proceedings of the Council Meeting of September 30, 2019.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley THAT leave be granted to introduce By-law 076-2019 and to dispense with the reading of the by-law by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on September 30, 2019 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

405-19

**Carried**

**ADJOURNMENT**

Moved by Councillor Nicole Beatty, THAT the Meeting be adjourned (8:13 P.M.).

406-19

**Carried**

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Mayor



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

## Delegation Request Form

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

### 1. GENERAL INFORMATION

**Name of Delegate(s):**

Trish Baird, Executive Director and Lynda Kay, Campaign Director

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

Community Care Northumberland - Ed's House

### 2. MEETING SELECTION

**I wish to appear before:**

Committee of the Whole     Regular Council     Advisory Committee or Local Board

**If appearing before an Advisory Committee or Local Board please specify:**

Press to Select a Committee of Board

**Meeting Date Requested:**

October 21, 2019

### 3. DELEGATION REQUEST

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

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

To provide council with an update on construction time-lines for Ed's House, along with ongoing fundraising initiatives.

<p><b>Recommendation to Council/Committee/Board:</b> (Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)</p> <p>To continue with financial support of Ed's House.</p>
<p>Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

**4. PRESENTATION MATERIAL**

<p>Will you have an oral or written presentation? <input checked="" type="checkbox"/> Oral <input type="checkbox"/> Written</p>
<p>Do you have any equipment needs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If selecting yes, please indicate the type of equipment needed for your presentation:</p> <p>Projector and PowerPoint</p> <p>Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.</p>

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

A delegation is an opportunity to appear before Council or a Committee to present information. The purpose of the delegation process is to allow residents to make their views known to Council. In addition to the Town of Cobourg Procedural By-law No. 009-2019, the following delegation rules and guidelines are observed:

- Any person wishing to appear before Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town of Cobourg, may notify the Municipal Clerk by submitting the prescribed 'Delegation Request Form' no later than 1:00 p.m. on the Friday preceding the meeting. Once the request is received by the Municipal Clerk, you will be contacted to confirm your placement on the appropriate Agenda.
- Material relating to your delegation, including any correspondence, documentation or presentation, must be submitted electronically or otherwise to the Legislative Services Department no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting in order to have the information included in the Agenda package that is distributed in advance of the meeting.
- The 'Delegation Request Form' and any other correspondence that is to be presented to Council, shall be legibly written, typed or printed, and shall not contain any obscene or defamatory language.
- Municipal Council or Committee, as the case may be, may in their discretion, refuse to hear any delegation.
- Delegates attending a Council or Committee meeting, shall address the Chair from the lectern in the public gallery in the Council Chambers or from the presenter's table in the Committee Room, as the case may be and shall state their name or if they are an agent, the name and address of the client they represent.
- Delegates appearing before Council are permitted ten (10) minutes for their presentation, not inclusive of questions asked by Council. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate. After the completion of questions, the delegate(s) will be asked to return to their seat in the public gallery.
- If a delegation consist of more than five (5) persons, the delegation shall be limited to two (2) speakers, limited to speaking not more than fifteen (15) minutes in total when addressing Council.
- Discussion on topics other than the subject matter of the delegation request will not be permitted.
- No person, except Members of Council and appointed officials of the Town of Cobourg shall be permitted to come within or behind the bar during a Regular Council or Committee of the Whole meeting without prior permission of the Mayor.
- A delegate who is unable to attend a Council Meeting but who has registered their delegation with the Municipal Clerk, may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and to the provisions of By-law 009-2019.
- A person addressing Council or a Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member. The Chair reserves the right to immediately end the delegation if the remarks are considered severe.
- In response to and following a delegation, Council may agree on a specific action through a resolution, such as referring the delegation to staff for a future report, to receive the delegation for information purposes or to have staff respond directly to the delegation. Alternatively, Council may decide to refer the matter to an Advisory Committee or Local Board for further action to be taken. Wherever possible, Council will assign a deadline with the action to ensure a timely response to the delegation request.

**LEGISLATIVE SERVICES DEPARTMENT** | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2  
T.905.372.4301 | F.905.584.4325 | [www.cobourg.ca](http://www.cobourg.ca) | [clerk@cobourg.ca](mailto:clerk@cobourg.ca)

# Ed's House Northumberland Hospice Care Centre Update Town of Cobourg



**Community Care**  
Northumberland



## Community Care Northumberland & Hospice Services



- Hospice services have been available within the community for 30 years Community Care Northumberland has been overseeing them since 2010
- In 2018 our 8 staff members were supported by 100 Hospice volunteers to deliver supports and services to 612 residents in Northumberland County

### Services include

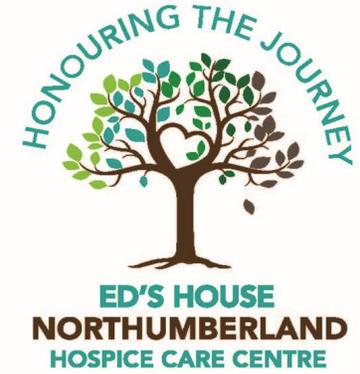
- Caregiver, Palliative, Grief and Bereavement Supports & Counselling
- Health System Navigation, Disease Management
- Palliative education, information and training



# Building Committee



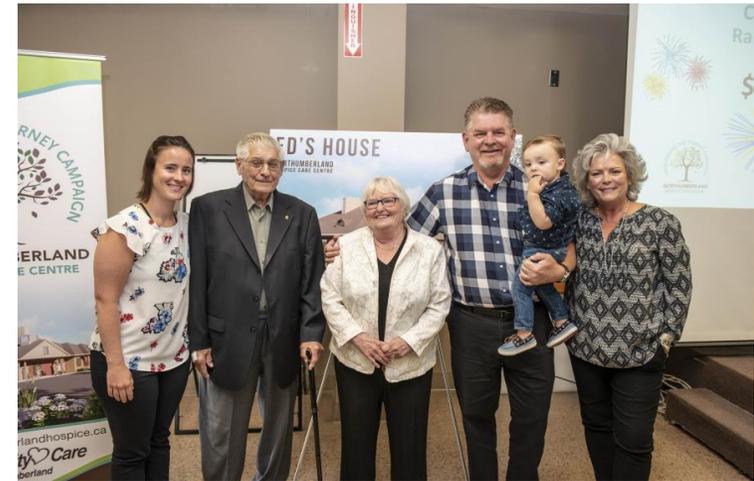
# Campaign Cabinet Committee



# November 2017 Quiet Phase Launch



# May 2018 Public Launch



# Honouring the Journey Campaign Achievement



**Province Of Ontario**  
**\$1,200,000.00**

**Municipalities**  
**\$670,000.00**

**Community Support**  
**\$7,940,998**

# Northumberland Hospice Care Centre 2018/20 Construction Schedule



- **May 6th**  
Groundbreaking
- **December 2019**  
Building exterior complete
- **June 2020**  
Construction Completion
- **Summer 2020**  
Training and ramp up
- **September 2020**  
Doors Open



# Construction Underway



**Community Care**  
Northumberland



**Community Care**  
Northumberland

**GIVE A SMILE!**



 **September 16th to 22nd 2019**

*Tim Hortons* Community Care Northumberland  
At participating Tim Hortons stores.

Spoolon Ltd. & Lakeport Power Ltd. presents:

**TOUCH A TRUCK**

**SEPT 28TH** SPECIAL GUESTS  
11:00am – 3:00pm  
Port Hope Fairgrounds

**\$5 Admission**





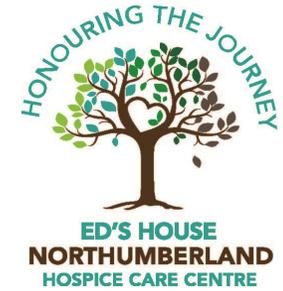
**MAIL CAMPAIGN**



**♥ HANDBAGS FOR HOSPICE ♥**

*January 23<sup>rd</sup>, 2020 @ the Best Western*

## Buy a Brick Campaign & Wish List



Buy a Brick for Ed's House....for \$250.00 you can donate to Ed's House and have a brick engraved in memory or in honour of a loved one.

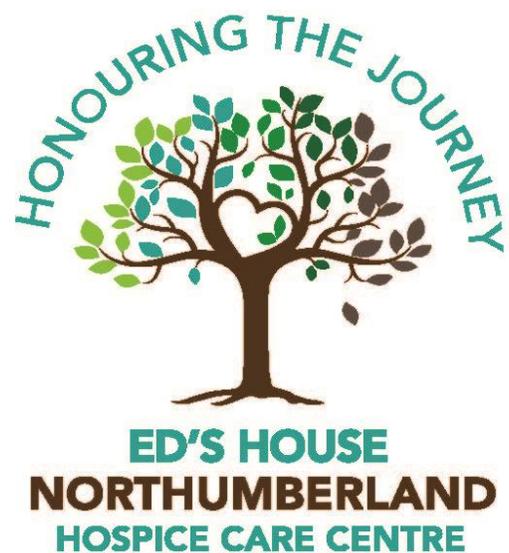


**Coming Soon!**

Our Online Wish List at  
[www.ourhospice.ca](http://www.ourhospice.ca)

**Community Care**  
Northumberland

Thank you for your support  
Questions ?





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



## Delegation Request Form

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

### 1. GENERAL INFORMATION

Name of Delegate(s):

KEITH OLIVER

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

COBOURG FITNESS PARK WORKING GROUP (FPWG)

### 2. MEETING SELECTION

I wish to appear before:

Committee of the Whole     Regular Council     Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:

Meeting Date Requested:

October 21, 2019

### 3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

To present the rationale supporting a request that Council approve a resolution similar to the one passed by Council on June 10<sup>th</sup> which directed staff and Mr. Oliver (now representing the working group identified in #1 above) to work together and submit a grant application to the New Horizons for Seniors program.

The requested resolution would essentially be the same, but be directed to the "Investing in Canada Infrastructure program" for \$65,000 that would make possible the construction of an Adult Outdoor Fitness Park at Cobourg's Water front

**Recommendation to Council/Committee/Board:**

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

*As outlined above in No 3!*

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

Yes  No

**4. PRESENTATION MATERIAL**

Will you have an oral or written presentation?  Oral  Written

Do you have any equipment needs?  Yes  No

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

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



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

## Delegation Request Form

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

### 1. GENERAL INFORMATION

Name of Delegate(s):

Kevin Burt

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

### 2. MEETING SELECTION

I wish to appear before:

Committee of the Whole     Regular Council     Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:

Press to Select a Committee of Board

Meeting Date Requested:

Oct. 21, 2019

### 3. DELEGATION REQUEST

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

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

Express my opinion on the Sidewalk Priority Plan

By excluding roads that do not have a curb and gutter some of the more potentially dangers and/or higher use roads are excluded. These roads may not get attention for decades.

Proximity to entities such as transit stops is only relevant if there is information about how frequently these entities are being used. If no such information exists then this is an arbitrary criteria.

There is no attempt to actual measure the volume of traffic including motorized vehicles, pedestrian, bicycle and others. Without this information there is no way to know if a sidewalk will be used enough to justify the cost. It will cost millions to build all the sidewalks listed in the report.

Streets such as Spencer St. E. from John St. to Ryerson Commons have been moved significantly on the list of priorities from the first version. This further demonstrates how arbitrary this policy is in deciding which streets to build sidewalks on.

There is no mention of considering alternatives to sidewalks. On some streets it may be possible to design an alternative to a sidewalk. Sidewalks exclude many types of transportation such as bicycles and scooters. Even people in motorized wheel chairs do not use sidewalks at times due to the relative smooth surface of a paved road.

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2  
 T.905.372.4301 | F.905.584.4325 | [www.cobourg.ca](http://www.cobourg.ca) | [clerk@cobourg.ca](mailto:clerk@cobourg.ca)

**Recommendation to Council/Committee/Board:**

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

I would like the town not to approve the sidewalk priority plan.

If this plan is approved, or not, I would like a formal requirement that the town considers the opinions of the local residences before final approval for the construction of a sidewalk. These residence have the best information about the local traffic and are the citizens most likely to use the sidewalk if it is built. This requirement could be a notice to the residence of a public meeting with the Transportation and/or Accessibility Advisory Committees. The results of such a meeting including possible alternatives to a sidewalk would be reported to council for their decision.

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

Yes  No

**4. PRESENTATION MATERIAL**

Will you have an oral or written presentation?  Oral  Written

Do you have any equipment needs?  Yes  No

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

Please Select the Type of Equipment

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

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	COMMITTEE OF THE WHOLE MEETING REPORT
	October 15, 2019 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this evening in the Council Chambers, Victoria Hall, Cobourg, with the following persons in attendance:

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

**Staff present:** Ian Davey, Interim Chief Administrative Officer/Treasurer  
Dean Hustwick, Director of Community Services  
Brent Larmer, Municipal Clerk/Manager of Legislative Services  
Rob Franklin, Manager of Planning Services  
Terry Hoekstra, Manager of Engineering and Capital Projects

**CALL TO ORDER**

The Meeting was called to order by Mayor John Henderson (7:20 P.M.).

**AGENDA ADDITIONS**

1. Delegation from Keith Oliver, Cobourg Resident, regarding an Outdoor Adult Fitness Park at Victoria Beach Waterfront;
2. Memo from the Senior Planner - Development, regarding a Application for Site Plan Approval - Development Agreement: 22-24 University Avenue West, Habitat for Humanity Northumberland.
3. Memo from the Director of Community Services, regarding Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square);
4. Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Waterfront Plan – Design and Engineering Consultation Report for the East Pier; and

5. Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Waterfront Plan – Design and Engineering Consultation Report for the Campground.

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

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST**

No Declarations of Pecuniary Interest were declared by Members of Council.

**PRESENTATIONS**

Advisory Committee Presentations, regarding their 2019 Annual Reports and 2020 Work Plans to Council:

- Accessibility Advisory Committee - Susan Caron
- Heritage Advisory Committee - Graham Andrews
- Sustainability and Climate Change Advisory Committee - Minnie de Jong
- Parks and Recreation Advisory Committee - Beth Bellaire
- Transportation Advisory Committee; and
- Planning and Development Advisory Committee.

Representatives from Advisory Committees attended the meeting to provide additional background on their Annual Report and proposed 2020 Work Plans. After question and answer periods, the representatives from the Advisory Committees were excused from the Meeting (7:51 P.M)

**MDB Insight, regarding the Town of Cobourg Cultural Master Plan.**

Lauren Millier attended the meeting on behalf of MDB Insight, to discuss the Town of Cobourg Cultural Master Plan. After a question and answer period, L. Millier was excused from the meeting (8:21 P.M.).

**DELEGATIONS**

**Keith Oliver, Cobourg Resident, regarding an Outdoor Adult Fitness Park at Victoria Beach Waterfront.**

K. Oliver attended the meeting to discuss the Outdoor Adult Fitness Park at Victoria Beach Waterfront. After a question and answer period K. Oliver was excused from the meeting (8:36 P.M.).

**DELEGATION ACTIONS**

**GENERAL GOVERNMENT SERVICES**

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

Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Comprehensive Insurance Program - October 1, 2019 to October 1, 2020.

Moved by Deputy Mayor Suzanne Séguin, THAT Council accept the recommendation from the Town's Insurance Broker and renew the Comprehensive Insurance Program with Frank Cowan Company for the October 1, 2019 to October 1, 2020 policy year in the amount of \$568,840 which includes all applicable taxes.

**Carried**

Memo from the Treasurer/Interim Chief Administrative Officer, regarding the tender for the sandstone on pillars and around the front doors of Victoria Hall.

Moved by Deputy Mayor Suzanne Séguin, THAT Council reject all bids and the project be tendered again in early 2020 pending budget approval, as all the bids exceeded the amounts authorized in the 2018 and 2019 capital budget.

**Carried**

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Approval to Open additional Bids Received for the Town of Cobourg Municipal Ombudsman Request for Proposal (CO-19-11-LEG)

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize and direct the Municipal Clerk to open and evaluate the two (2) bids received for the Town of Cobourg Municipal Ombudsman Request for Proposal (RFP); and

FURTHER that Council direct Municipal Staff to follow the RFP Evaluation process and prepare a report to Council providing a recommendation to accept or reject the received bids and the recommendation for appointment of the Municipal Ombudsman.

**Carried**

Memo from the Records and Committee Coordinator, regarding the 2019 Annual Reports and Proposed 2020 Work Plans for Advisory Committees.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Annual Report on Advisory Committees for information;

FURTHER THAT Council approve the proposed 2020 Work Plans from Advisory Committees; and

FURTHER THAT Council direct the Legislative Services Department to bring forward a Report with proposed changes to the Terms of Reference Bylaw to the first Committee of the Whole Meeting in 2020, to reflect any proposed amendments from Advisory Committees in their Annual Reports and Work Plans, as may be amended and approved by Council.

**Amended**

**Motion to Amend:**

Moved by Councillor Emily Chorley, THAT the following wording being added:

FURTHER THAT Council instruct the Accessibility Advisory Committee to incorporate Council's Strategic Plan

**Carried**

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Annual Report on Advisory Committees for information;

FURTHER THAT Council approve the proposed 2020 Work Plans from Advisory Committees; and

FURTHER THAT Council instruct the Accessibility Advisory Committee to incorporate Council's Strategic Plan; and

FURTHER THAT Council direct the Legislative Services Department to bring forward a Report with proposed changes to the Terms of Reference Bylaw to the first Committee of the Whole Meeting in 2020, to reflect any proposed amendments from Advisory Committees in their Annual Reports and Work Plans, as may be amended and approved by Council.

**Carried**

**PLANNING AND DEVELOPMENT SERVICES**

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

Memo from the Senior Planner - Development, regarding a Severance Agreement at 866 Ontario Street (Anthony John Ritchie and Cathie Annette Ritchie).

Moved by Councillor Nicole Beatty, THAT Council receive the Report for information purposes; and

FURTHER THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute a Severance Agreement with Anthony John Ritchie and Cathie Annette Ritchie for the development of a new residential lot on the property known municipally as 866 Ontario Street, subject to the finalization of details by municipal staff and applicable agencies.

**Carried**

Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2019-059 submitted by Adrian Pepper for proposed roof work, window alterations, and new two storey rear deck and entry door for property known municipally as 300 George Street.

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2019-059 to permit roof work, window alterations, and new two storey rear deck and entry door for 300 George Street, Cobourg, subject to finalization of details with planning staff.

**Carried**

Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval - Development Agreement: 22-24 University Avenue West, Habitat for Humanity Northumberland.

Moved by Councillor Nicole Beatty, THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with Habitat for Humanity of Northumberland and Lakefront Utility Services Inc. for a residential development consisting of a total of four (4) dwelling units at 22-24 University Avenue West, subject to the finalization of details by municipal staff and applicable agencies; and

FURTHER THAT Council grant Habitat For Humanity Northumberland a 50% reduction in applicable Building Permit, Planning Application, and Parkland fees and Development Charges for the subject development in the amount of \$21,555.00, with a pre-commitment of \$21,555.00 being made to the 2020 Municipal Budget.

**Carried**

**PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

Memo from the Secretary of the Transportation Advisory Committee, regarding the Sidewalk Priority Plan.

Moved by Councillor Brian Darling, THAT Council receive the Memo for information purposes.

**Carried**

Memo from the Director of Public Works, regarding the Sidewalk Priority Plan – 2019 Revision (Referred from the September 23, 2019 Committee of the Whole Meeting).

Moved by Councillor Brian Darling, THAT Council approve the revised 2019 Sidewalk Priority Plan as provided in the Report.

**Carried**

**PARKS AND RECREATION SERVICES**

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

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Waterfront Plan – Design and Engineering Consultation Report for the East Pier.

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

**Carried**

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Waterfront Plan – Design and Engineering Consultation Report for the Campground.

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

**Carried**

Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for East Pier - Consultation Report.

**Motion to Divide:**

Moved by Councillor Emily Chorley, THAT Council divide the motion in to two (2) parts, dealing with the East Pier and the Campground in separate motions.

**Carried**

Moved by Councillor Emily Chorley, THAT Council receive the report from the Director of Community Services for information purposes; and

FURTHER THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

1. East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4);
2. Essential East Pier enhancements that include:
  - a. Seating/lookouts;
  - b. Pedestrian walkways;
  - c. Electrical upgrades and pedestrian lighting;
  - d. Accessibility enhancements (from the East Pier to Victoria Beach) (to be costed separately);
  - e. Perimeter railings;
3. Optional East Pier enhancements (to be costed separately) that include:
  - a. Charter boat and deep water docking;
  - b. Food concession;
  - c. Pedestrian access to the lighthouse;

AND FURTHER THAT the \$100,000 allocated to East Pier Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings for East Pier repairs and enhancements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering;

AND FURTHER THAT the estimated construction costs of East Pier structural repairs be reflected through the 2020 Budget process.

**Carried**

Motion to Extend the Committee of the Whole Meeting past 10:00 P.M

Moved by Councillor Adam Bureau, THAT Council extend the Committee of the Whole Meeting until 11:00 P.M.

**Carried**

MOTION TO RECESS

Moved by Councillor Emily Chorley, THAT Council recess the Committee of the Whole Meeting for ten (10) Minutes starting at 10:05 P.M.

**Carried**

Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for Campground - Consultation Report.

Moved by Councillor Emily Chorley, THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

1. Essential Campground improvements:
  - a. Service upgrades (water, sanitary and electrical);
  - b. Service building upgrades and potential new joint service buildings;
  - c. Registration system upgrades;
  - d. Increase rates and revise policies;
  - e. Review/improve the configuration of campground sites;
2. Optional Campground improvements (to be costed separately):
  - a. General landscape improvements;
  - b. Extend/expand the use of the campground (for greater all-season use);
  - c. Provide multi-use trail connection around campground perimeter;

AND FURTHER THAT the \$30,000 allocated to Campground Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings of the Campground improvements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering.

AND FURTHER THAT the estimated construction/implementation costs of essential Campground improvements be reflected through the 2020 Budget.

**Carried**

Memo from the Director of Community Services, regarding Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square).

Moved by Councillor Emily Chorley, THAT Council receive the Memo from the Director of Community Services for information purposes; and

FURTHER THAT Council supports the submission by staff of two applications to the Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream, for funding assistance for the following two projects that will need to be completed by March 2028:

- repairs and enhancements to Cobourg's Harbour, including East Pier, for a total project cost of approximately \$10.6 million with the municipal share being approximately \$2.8 million (subject to further review and refinement); and
- development costs for Victoria Square for a total project cost of approximately \$1.65 million with the municipal share being approximately \$0.45 million.

AND FURTHER THAT the estimated costs be submitted through the 2020 Budget process.

**Carried**

**PROTECTION SERVICES**

*Chair, Councillor Burchat - Protection Services Coordinator*

Memo from the Licensing Officer, Legislative Services Department, regarding the Town of Cobourg Dog Tag Licensing Program and DOCUPET Pet Licensing Services.

Moved by Councillor Aaron Burchat, THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute an agreement with DOCUPET Pet Licensing Services to assist in the administering the Town of Cobourg Dog Tag Licensing Program, pursuant to the Town of Cobourg Animal Control By-law 021-2014; and

FURTHER THAT Council amend the current fees for the purchase of a Dog Tag to \$20.00 for a spayed/neutered animal and \$35.00 for a natural animal, and eliminate the early bird fee to remain consistent with the member municipalities within the Joint Animal Control Municipal Services Board (JACMSB); and

FURTHER THAT the Town of Cobourg Dog Tag Licensing Program transition from a Calendar Year System to a 365 Day System.

**Carried**

**ARTS, CULTURE AND TOURISM SERVICES**

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

Memo from the Director of Community Services, regarding the Town of Cobourg Draft Cultural Master Plan.

Moved by Councillor Adam Bureau, THAT Council adopt the Town of Cobourg Cultural Master Plan and asks municipal staff to evaluate the Plan for implementation and to bring forward to Council for its consideration at the appropriate time any recommendations that require new resources or funding.

**Carried**

Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding a motion of support for a Natural Heritage Waterfront Park at the Cobourg Harbour.

Moved by Councillor Adam Bureau, THAT Council receive the Memo for information purposes.

**Carried**

**UNFINISHED BUSINESS**

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Extension of the RFP for the position of the Municipal Ombudsman.	05-21-19	Legislative Services	<b>Oct 15, 2019</b>
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	<b>Oct 15, 2019</b>
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area. <b>(Originally due October 15, 2019)</b>	04-01-19	Public Works	<b>Extended: Nov 25, 2019</b>
Staff Report regarding the public engagement and recommended repairs/improvements for the East Pier and Victoria Park Campground	07-02-19	Community Services	<b>Oct 15, 2019</b>
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	<b>Nov 4, 2019</b>
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	<b>Nov 4, 2019</b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	<b>Nov 25, 2019</b>

Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.	02-19-19	Legislative Department	<b>Nov 25, 2019</b>
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	<b>Dec 2, 2019</b>
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina.	09-03-19	Community Services	<b>Apr 30, 2020</b>
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	<b>Mar 2020</b>
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

**COMMITTEE OF THE WHOLE OPEN FORUM**

**CLOSED SESSION**

**ADJOURNMENT**

Moved by Councillor Aaron Burchat, THAT the Meeting be adjourned (10:56 P.M).

**Carried**

---

Municipal Clerk

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	SPECIAL COMMITTEE OF THE WHOLE MEETING REPORT
	October 15, 2019 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Special Committee of the Whole met this evening at 5:00 p.m. in the Council Chambers, Victoria Hall, Cobourg, to discuss the Amendment to the 2006 Promissory Note LUI - Town of Cobourg, with the following persons in attendance:

**Members present:** Mayor John Henderson  
Deputy Mayor Suzanne Seguin  
Councillor Nicole Beatty  
Councillor Aaron Burchat (arrived at 5:07)  
Councillor Adam Bureau  
Councillor Emily Chorley  
Councillor Brian Darling

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

### **CALL TO ORDER**

The Meeting was called to order by Mayor John Henderson (5:00 P.M.).

### **AGENDA ADDITIONS**

### **DISCLOSURE OF PECUNIARY INTEREST**

No Declarations of Pecuniary Interest were declared by Members of Council.

### **DELEGATIONS**

Ken Strauss, Cobourg Taxpayers Association, regarding the proposed changes to the Promissory Note between the Town of Cobourg and Lakefront Utilities Inc. (LUI).

K. Strauss attended the meeting on behalf of the Cobourg Taxpayers Association, to discuss the proposed changes to the Promissory Note between the Town of Cobourg and Lakefront Utilities Inc. After a question and answer period K. Strauss was excused from the meeting (5:13 P.M.).

Bryan Lambert., Cobourg Resident, regarding the proposed changes to the Promissory Note between the Town of Cobourg and Lakefront Utilities Inc. (LUI).

B. Lambert attended the meeting to discuss the proposed changes to the Promissory Note between the Town of Cobourg and Lakefront Utilities Inc. After a question and answer period B. Lambert was excused from the meeting (5:25 P.M.).

Paul Pagnuelo, Cobourg Resident, regarding the proposed changes to the Promissory Note between the Town of Cobourg and Lakefront Utilities Inc. (LUI).

P. Pagnuelo attended the meeting to discuss the proposed changes to the Promissory Note between the Town of Cobourg and Lakefront Utilities Inc. After a question and answer period P. Pagnuelo was excused from the meeting (5:33 P.M.).

**PRESENTATIONS**

Barry Gutteridge, Director, Lakefront Utilities Inc. (LUI) and Gil Brocanier, Chair, Lakefront Utilities Inc., regarding the Amendment to the 2006 Promissory Note LUI - Town of Cobourg.

B. Gutteridge and G. Brocanier attended the meeting on behalf of Lakefront Utilities Inc. to discuss the Amendment to the 2006 Promissory Note LUI - Town of Cobourg. After a question and answer period, B. Gutteridge and G. Brocanier were excused from the meeting (6:27 P.M.).

**GENERAL GOVERNMENT SERVICES**

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

Memo from the Interim Chief Administrative Officer/Treasurer, regarding an Amendment to the 2006 Promissory Note LUI - Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT effective January 1, 2020, the terms of the promissory note with Lakefront Utilities Inc. in the amount of \$7,000,000 be amended as follows:

1. The interest rate be adjusted from 7.25% to **5% per annum as an interim measure** and that this rate remain fixed until the next approved rate application, at which time it be adjusted to the Ontario Energy Board's (OEB) approved long-term interest rate for affiliate debt.

This would result in a difference in interest payments to the Town of \$89,600 per annum (\$350K on 5% instead of \$260.4K on 3.72%). If treated as an interim rate until approval of the next deemed OEB rate in 2021 effective 2022, the Town would receive an additional total amount of \$179,200 over two years.

In addition to the required interest payments, annual principal payments may be made at the discretion of the Lakefront Utilities Inc. Board of Directors after retaining sufficient funding to support their infrastructure requirements

**Amended**

**Motion to Amend:**

Moved by Mayor John Henderson, THAT the Motion be replaced with the following wording:

THAT effective January 1, 2020, the terms of the promissory note in the amount of \$7,000,000 be amended as follows:

1. The interest rate be adjusted from 7.25% to 3.72% per annum and this rate remain fixed until each approved Cost of Service (COS) rate application, at which time it will be adjusted to the Ontario Energy Board's (OEB) approved long-term interest rate for affiliate debt.
2. In addition to the required interest payments, annual principal payments may be made at the discretion of the Lakefront Utilities Inc. Board of Directors after retaining sufficient funding to support their infrastructure requirements.

**Carried**

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT effective January 1, 2020, the terms of the promissory note in the amount of \$7,000,000 be amended as follows:

1. The interest rate be adjusted from 7.25% to 3.72% per annum and this rate remain fixed until each approved Cost of Service (COS) rate application, at which time it will be adjusted to the Ontario Energy Board's (OEB) approved long-term interest rate for affiliate debt.
2. In addition to the required interest payments, annual principal payments may be made at the discretion of the Lakefront Utilities Inc. Board of Directors after retaining sufficient funding to support their infrastructure requirements.

**Carried**

**COMMITTEE OF THE WHOLE OPEN FORUM**

**ADJOURNMENT**

Moved by Councillor Aaron Burchat, THAT the Meeting be adjourned (7:05P.M.).

**Carried**

---

Municipal Clerk

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COBOURG HERITAGE ADVISORY COMMITTEE</b>
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Desta McAdam, Senior Planner – Development/ Recording Secretary
MEETING DATE:	October 16, 2019
SUBJECT:	HP-2019-063 – 22-24 University Avenue West

The following Motion was adopted at the October 16, 2019 Cobourg Heritage Advisory Committee Meeting:

Moved by Member N. Beatty

WHEREAS, Planning and Heritage staff has reviewed the proposed two storey rear addition and covered porch at 22-24 University Avenue West and has determined that the proposal would constitute a compatible addition to the heritage structure and would conform to the provisions of the George Street Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2019-063 as submitted by Meaghan MacDonald on behalf of Habitat for Humanity Northumberland to permit a 121 metre square (1,021 square foot) two storey rear addition and covered porch be approved, subject to the finalization of details with Planning and Heritage Staff.

**CARRIED**

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Cobourg Heritage Advisory Committee	
FROM: TITLE:	Dave Johnson Planner I - Heritage	
DATE OF MEETING:	October 16 <sup>th</sup> , 2019	
TITLE / SUBJECT:	New Two Storey Rear Addition – 22-24 University Avenue W. -- Habitat For Humanity Northumberland (Agent: MacDonald)	
REPORT DATE:	October 11, 2019	File #: HP-2019-063

1.0 STRATEGIC PLAN

Places: The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.

2.0 PUBLIC ENGAGEMENT

The Cobourg Heritage Advisory Committee (CHC) operates in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

In general, the CHC is comprised of seven (7) members: one (1) member of Council and six (6) citizen members which reflect the diverse interests of the community.

The agenda for a CHC meeting is prepared and distributed to all committee members and is posted on the Municipal Website at least forty-eight (48) hours in advance of the scheduled meeting date, in an electronic format where possible.

Existing heritage legislation does not prescribe public notification or meetings for approval of alterations to designated properties, however the Cobourg Heritage Master Plan and implementing Heritage Conservation District Plans and associated regulations/guidelines underwent extensive public consultation

and engagement prior to their approval. Review and approval of Heritage Permits by the Town are undertaken within the context of these documents. The CHC also receives public delegations and communications/correspondence from citizens in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

### 3.0 RECOMMENDATION

WHEREAS, Planning and Heritage staff has reviewed the proposed two storey rear addition and covered porch at 22-24 University Avenue West and has determined that the proposal would constitute a compatible addition to the heritage structure and would conform to the provisions of the George Street Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2019-063 as submitted by Meaghan MacDonald on behalf of Habitat For Humanity Northumberland to permit a 121 metre square (1,021 square foot) two storey rear addition and covered porch be approved, subject to the finalization of details with Planning and Heritage Staff.

### 4.0 ORIGIN

An application for a Heritage Permit was received on October 9th, 2019 from Meghan MacDonald on behalf of Habitat For Humanity Northumberland to undertake a new two storey rear addition and covered porch at 22-24 University Avenue West.

The subject property is located in the George Street Heritage Conservation District and is designated under Part V of the *Ontario Heritage Act*, and by By-law #7-2003 and By-law 045-2016.

In accordance with the *Ontario Heritage Act*, the 90-day deadline for Council to deal with the application is January 7th, 2020.

#### Proposed Scope of Work

1. New 121 square metre (1,021 square foot) two storey rear addition:
  - a. Roof to be black asphalt shingles
  - b. Vertical vinyl siding in M7 Light Blue (Heritage Pallet)
  - c. 15 30"x60" white vinyl windows.
  - d. 6 30"x24" white vinyl windows
  - e. Entrance doors to be 6 panel white vinyl.
  - f. Gable porch roof with 3 wood columns for entrances to the 2 residential units.
  - g. Exterior trim to be white aluminum
2. A new rear 81 square foot ground floor wood porch, attached to the heritage structure, featuring a small canopy roof.

Please see attached Appendices for new addition site plan and elevations.

1 Living x8

NSSH  
Frame Size: 35-1/8W x 58-3/4H  
Tip-to-Tip: 37-3/4w X 61-3/8h (Total UI: 99")  
Supreme Single Hung (2015) : (SH)

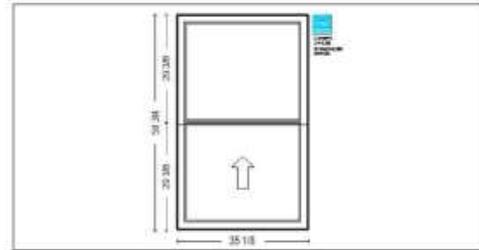
Rough Opening 36-3/8W x 60H

Total Frame Depth: 8" (c/w Jamb Ext)  
Shrink Wrap Product  
Exterior Accessories : 1 1/2" Integral Brickmould/Casing  
Jamb Extension : 8 Custom Jamb Extension PVC  
PVC Color : White  
Nightlock Auto  
Screen : With Screen  
Screen Bar Color : White  
\*\* Meets Egress: CDN Egress 15"WO/15"HO/542sq"

Glass: Energias  
Grills: None

NFRC: Zone=3 U=1.65 SHGC=0.55  
ER=35 NRCAn=NR5695-14823473-ES  
NAFS: LC-PG65 PDP=3120Pa(65psf) NDP=-3120Pa(-65psf)  
WPRTP=650Pa(13.5psf) CAI=A3

8



Product is shown as viewed from outside

Figure 1: Example of new vinyl for vinyl windows for the new rear addition.



Figure 2: Existing conditions of the rear of 22-24 University Avenue West.

## 5.0 BACKGROUND

The subject property is located at 22-24 University Avenue West on the north side of University Avenue West at the eastern boundary of the George Street Heritage Conservation District. St. Michaels Catholic Elementary School is across the street to the south.

### Geographic Context

Below: The subject property is shown outlined in blue. The George Street HCD is indicated in yellow, nearby properties designated under *Part IV* of the *Ontario Heritage Act* are shown shaded in purple. The properties shaded in pink are listed on the Municipal Heritage Register but are not formally designated.



### Historical and Architecture Context

Staff would normally give an overview of the history and architecture of the subject property, however Section 2 (pgs. 7-9) of the CHIA that was prepared in 2018 as part of the re-zoning application provides an in depth historical review of the subject property and, as such, this Report will defer to the background information contained in the CHIA.

## 6.0 ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council in 2016 to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Heritage Conservation Districts designated under Part V of the *Ontario Heritage Act* were reviewed, and new Heritage Conservation District Plans were prepared and adopted. The George Street Heritage Conservation

District Plan which applies to the subject property was adopted by By-law 045-2016 on May 24<sup>th</sup>, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the George Street HCD. Policies are requirements that must be followed when undertaking alterations to buildings or changes to properties. Guidelines are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

The following section of this report provides excerpts from the George Street HCD Plan that are relevant to the evaluation of the proposed scope of work.

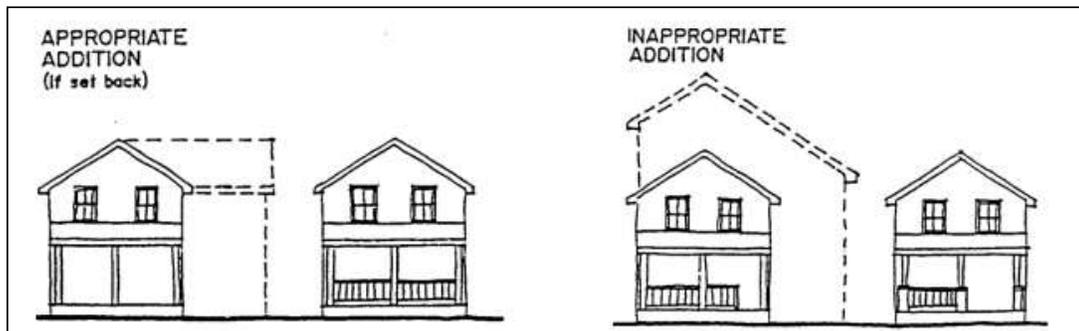
## **5.0 Additions to residential buildings**

This section outlines guidelines for additions to residential buildings within the District. Additions are an important aspect of building evolution. The intent of these guidelines is to ensure that additions to residential buildings do not result in the loss of heritage building fabric, are designed in a way that clearly differentiates them from the original building fabric and are compatible with the character of the District. The following guidelines apply to the construction of additions:

### **5.1 Location, massing and height**

#### *Policies*

- a) Additions are not permitted on the front façade, and shall be located at the rear or to the side of the main building.
- b) The height of the roof ridge in new additions shall not exceed the height of the ridge of the original building.
- c) Additions shall be limited in size and scale in order to complement the existing building and neighbouring properties.



Examples of appropriate and inappropriate addition locations.

## 5.2 Design

### Policies

- a) New additions shall be designed in a manner which distinguishes between old and new, and that avoids replicating the exact style of the existing heritage building, or imitating a particular historical style or period of architecture.

### Guideline

- b) Contemporary design of additions or those additions that reference design motifs of the existing building is to be encouraged. Compatible additions are complementary in terms of scale, mass, materials, form and colour.

## 5.3 Roofs

### Policies

- a) The original roof configuration shall be maintained and not obscured by any addition. Similarly, roofing materials and associated features, such as fascias, trim, and brackets shall be retained and not obstructed.
- b) Ensure that vents, skylights and other new roof elements are sympathetic in type and material and that they are discretely placed out of general view from the street and public rights-of-way.
- c) Roof drainage shall be maintained and directed away from building foundations.

### Guidelines

- d) Roof types encouraged in new construction are front, side, and cross gabled and hipped, and should be compatible with or sympathetic to the roof type of the main structure.

- e) Decorative roof features and original roofing materials such as slate, wood shingles, and copper on sloped roofs should be retained and conserved wherever possible.

## 5.4 Windows and entrances

### Policies

- a) Additions to residential buildings shall protect and maintain original and/or historic window openings as well as distinguishing features such as materials, surrounds, frames, shutters, sash and glazing on principal façades.
- b) Additions to residential buildings shall avoid removing or blocking up window openings that are important to the architectural character and symmetry of the building.
- c) Ramps may be permitted for barrier-free access in accordance with applicable legislation, but shall not be physically attached to avoid damage to the heritage building fabric.

### Guidelines

- d) New windows on additions visible from the public realm should be compatible with the windows of the original structure in terms of material (such as wood), proportions (such as ratio of horizontal to vertical dimensions), rhythm and scale (such as number of openings per building façade). However, it is not necessary to replicate original windows in terms of their historical details.
- e) Additions to residential buildings should protect and maintain entrances on principal elevations that are key elements in defining the character of a building. Conserve important features such as doors, glazing, lighting, steps and door surrounds.
- f) Where new entrances or exterior staircases are required, they should be installed on secondary elevations.

## 5.5 Exterior cladding

### Policies

- a) Exterior cladding on additions to residential buildings shall be compatible with the cladding material of the original structure, but should be a different and distinct material from the original building in order to be distinguishable as a later addition. Additions replicating the original cladding material are discouraged.

### Guidelines

- b) The application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, acrylic stucco, and Exterior Insulation and Finish

Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as fibre cement board, metal panels, synthetic wood products, and other modern materials will be considered on a case by case basis.

### Discussion

Prior to Council's adoption of the George Street Heritage Conservation District (HCD) Plan in 2016, Heritage Permit applications were primarily evaluated against the Town of Cobourg's Heritage Conservation District Guidelines and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada. The George Street HCD Plan provides the same level of heritage conservation using best practices as expressed in the Standards and Guidelines for the Conservation of Historic Places in Canada, while continuing with a similar management of future change and potential new development within the George Street HCD as the previous HCD guidelines. The George Street HCD Plan is also consistent with the 2005 changes to the Ontario Heritage Act, the 2014 Provincial Policy Statement and the Ontario Heritage Toolkit.

### CHIA

The CHIA submitted by the applicant as part of the re-zoning application in 2018 provides a detailed overview of the background and history of the subject property, a statement of cultural heritage value, a condition assessment, and a conservation strategy to ensure that the proposed development does not negatively impact the building's heritage value and attributes. Prime considerations in the project relate to how best to integrate the new building massing with the existing built form. Accordingly, special care has been taken in the design of the proposed addition whereby it is being affixed to the rear of the building, along with the majority of the parking, so as to maintain the visual prominence of the building as viewed from the public street. However, one front parking space will be provided at the front of the property

In addition, a detailed overview of the policies and guidelines of the George Street HCD Plan was undertaken in the CHIA (Section 5.3, pgs. 24-30) to confirm that the proposed changes are appropriately designed and managed, and to demonstrate how the proposed development responds to the direction of the HCD Plan. An assessment was also undertaken in regards to the Ontario Heritage Toolkit for conformity.

In summary, the CHIA concluded that the proposed addition maintains the property's cultural heritage value and heritage attributes, and offers some suggestions for building design.

### New Two Storey Addition

The applicants are proposing to construct a new two storey, 2 dwelling unit addition and covered porch at the rear of the property (see attached appendices).

The addition will facilitate the provision of affordable ownership housing in the Town of Cobourg.

The new addition and covered porch appear to draw inspiration from the existing heritage resource, however it is easily distinguishable and clearly of its own time. Its design and massing respect the character of the existing heritage building, and the entirety of the roofline is lower than and subordinate to the existing structure.

The cladding proposed for the addition is comprised of light blue vinyl (Colour M7 from the Heritage Pallet) oriented vertically which will set itself apart from the existing heritage building and is reasonable given the addition is located at the rear of the building and will be largely hidden from the public street. The roofing material, although modern asphalt shingle, will be consistent with the primary building.

### **Windows and Doors**

The proposal is to keep a symmetrical rhythm of windows on the new rear addition. 15 windows will be 30"x60" in size and 6 windows will be 30"x24" (please see appendices) all are to be white vinyl and double hung. The fenestration on all elevations of the new addition will have respect for the heritage structure while also being clearly distinguishable. The doors are proposed to six panel white vinyl slab door for the entrances. The existing front and side windows on the heritage structure are largely white vinyl double hung in style. There is an east side window that is original and two second storey windows are original. The proposed windows for the rear two storey addition, are similar and compatible with the heritage resource, given that the majority of the existing windows have already been converted to vinyl sometime in the past and is an addition in the rear and not facing the public realm.

In summary, the proposed two-storey rear addition and covered porch offer a distinguishable built form that is complementary to the existing heritage building and does not appear to impose any negative impacts on the attributes of the heritage resources on the subject site or in the surrounding neighbourhood. In addition, the proposed addition maintains the relevant policies and guidelines as set out in the George Street HCD Plan.

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

There are no foreseen financial implications on the Municipality as a result of this Heritage Permit application.

#### **8.0 CONCLUSION**

In conclusion the proposed rear 121 metre square (1,021 square foot) two storey addition and new rear ground floor covered porch appear to have minimal impact on the heritage features of the historic structure or on the

character of the surrounding George Street Heritage Conservation District. It is my opinion that the new addition and rear porch have been designed to be compatible with and distinguishable from the original heritage building while adding space and functionality to expand the residential use of the property. Therefore, it is the opinion of staff that the proposal meets the policies as set out in the *George Street Heritage Conservation District Plan*, subject to the finalization of details by Planning and Heritage staff.

10.0 AUTHORIZATION/SIGNATURES



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



Rob Franklin MCIP, RPP  
Manager of Planning Services

Appendix-Site Plan, Building Elevations & CHIA

**LIST OF DRAWINGS**

1. Cover Sheet
2. Site Plan
3. Site Layout
4. Foundation Plan
5. Ground Floor Plan
6. Second Floor Plan
7. Exterior Elevations



VIEW OF ADDITION FROM NORTHEAST



VIEW OF ADDITION FROM EAST

Printed 9/3/2019

<b>Bruce MacNeill Architect</b> 221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087  <small>THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHALL NOT BE COPIED WITHOUT HIS CONSENT AND IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES FOUND PRIOR TO PROCEEDING WITH THE WORK.</small>	client <b>Habitat Northumberland</b>	For SPA Review No.2, Sept. 3, 2019 For SPA Review, March 27, 2019 For Client Review, March 20, 2019 issued	
	project <b>Proposed Residential Development                  22/24 University Ave. Cobourg</b>	date <b>March 2019</b>	dwg. no. <b>1</b>
	dwg. title <b>COVER SHEET</b>	scale	

**SITE STATISTICS**  
 Zoning: R4-30-H  
 Site Area: 14870 sf  
 Asphalt Area: 5446 sf

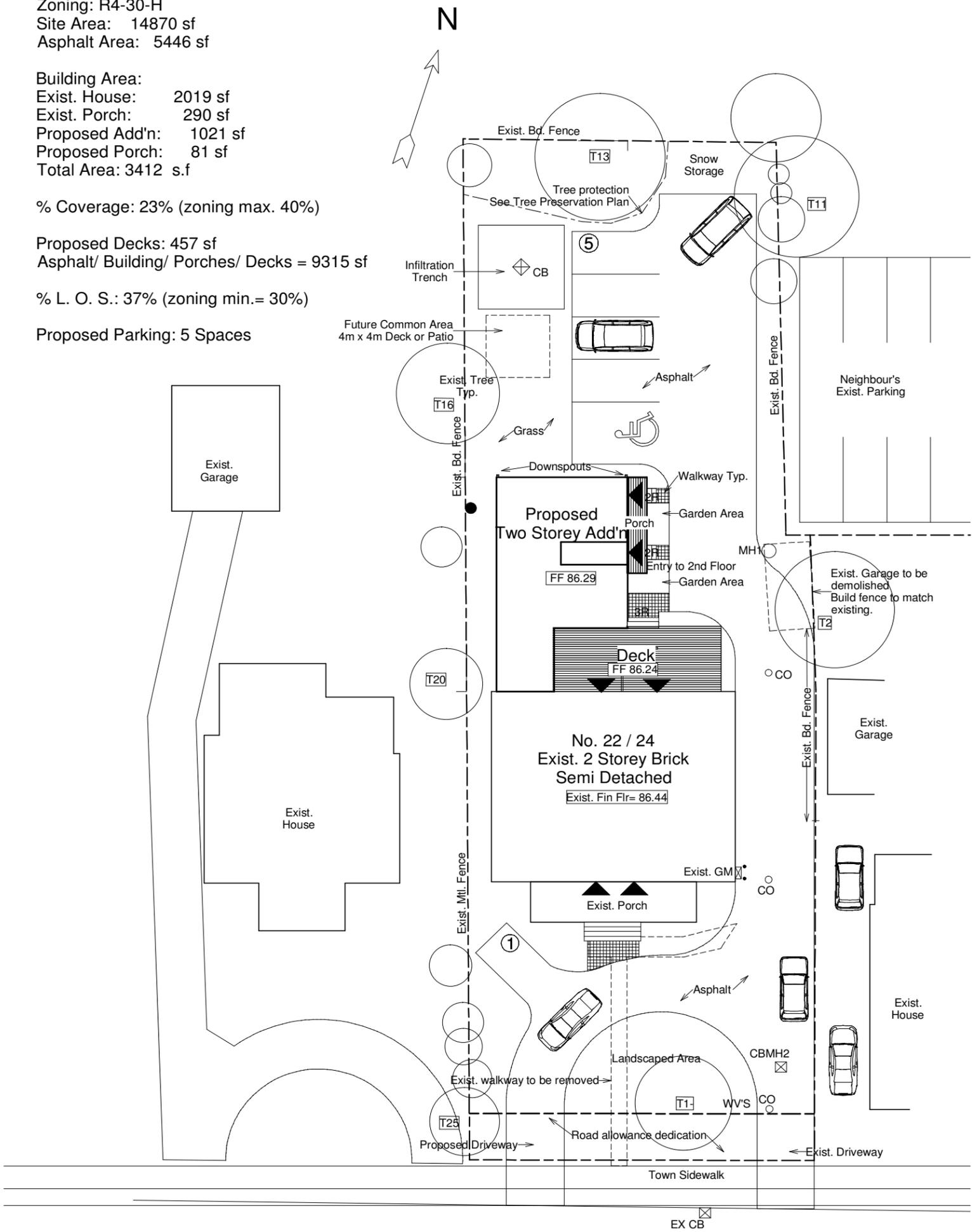
Building Area:  
 Exist. House: 2019 sf  
 Exist. Porch: 290 sf  
 Proposed Add'n: 1021 sf  
 Proposed Porch: 81 sf  
 Total Area: 3412 s.f

% Coverage: 23% (zoning max. 40%)

Proposed Decks: 457 sf  
 Asphalt/ Building/ Porches/ Decks = 9315 sf

% L. O. S.: 37% (zoning min.= 30%)

Proposed Parking: 5 Spaces

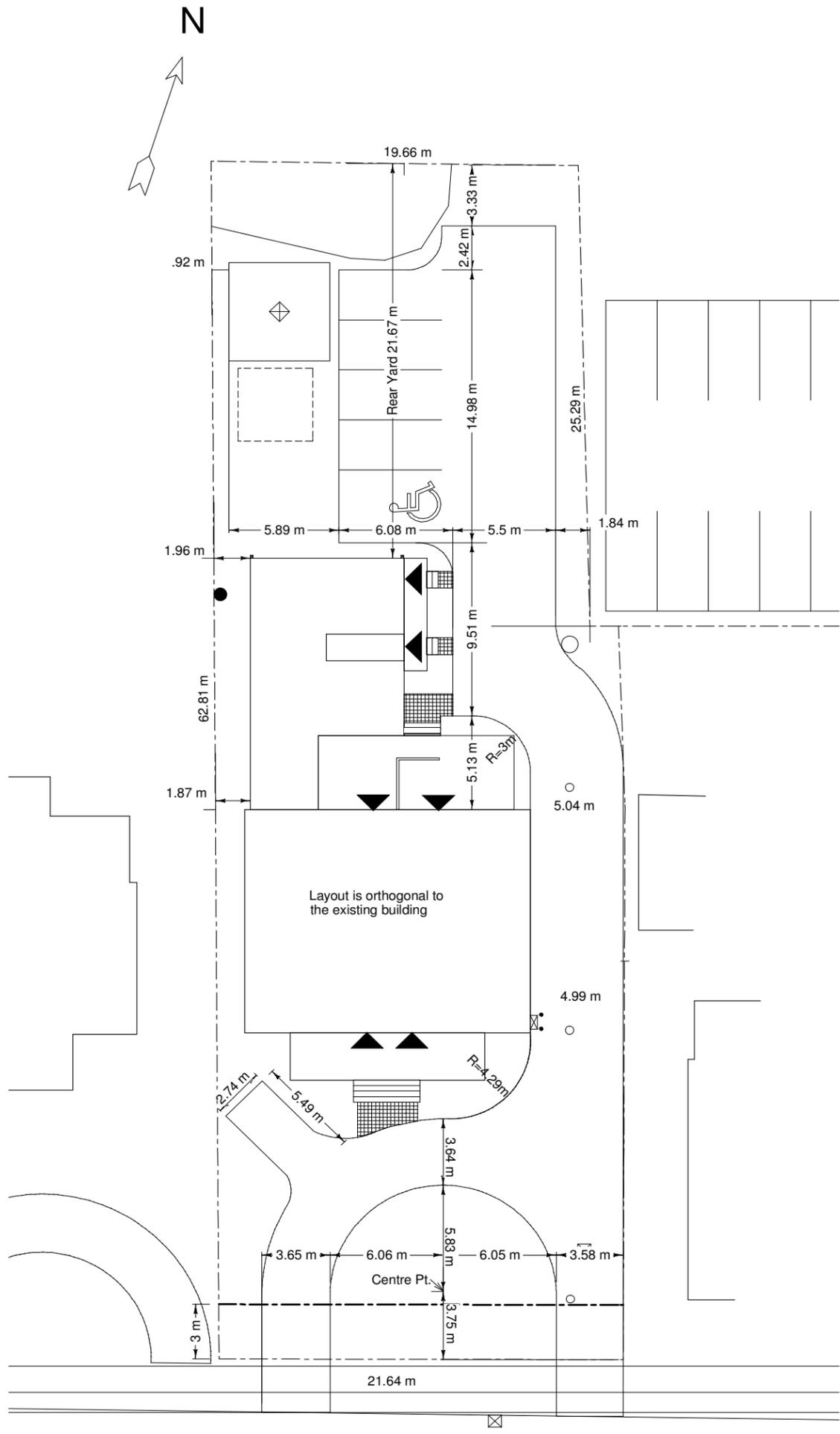


**UNIVERSITY AVENUE WEST**

This Site Plan to be read in conjunction with:  
 - Site Grading and Servicing Plan, Prepared by Dobri Engineering  
 - Tree Preservation Plan, Prepared by New Leaf Landscape Architecture Ltd.  
 Survey Information taken from:  
 Plan of Survey of  
 Lot 4 & Part of Lot 3 and 18, Block K, North Side George Street, Caddy Plan  
 Town Of Cobourg

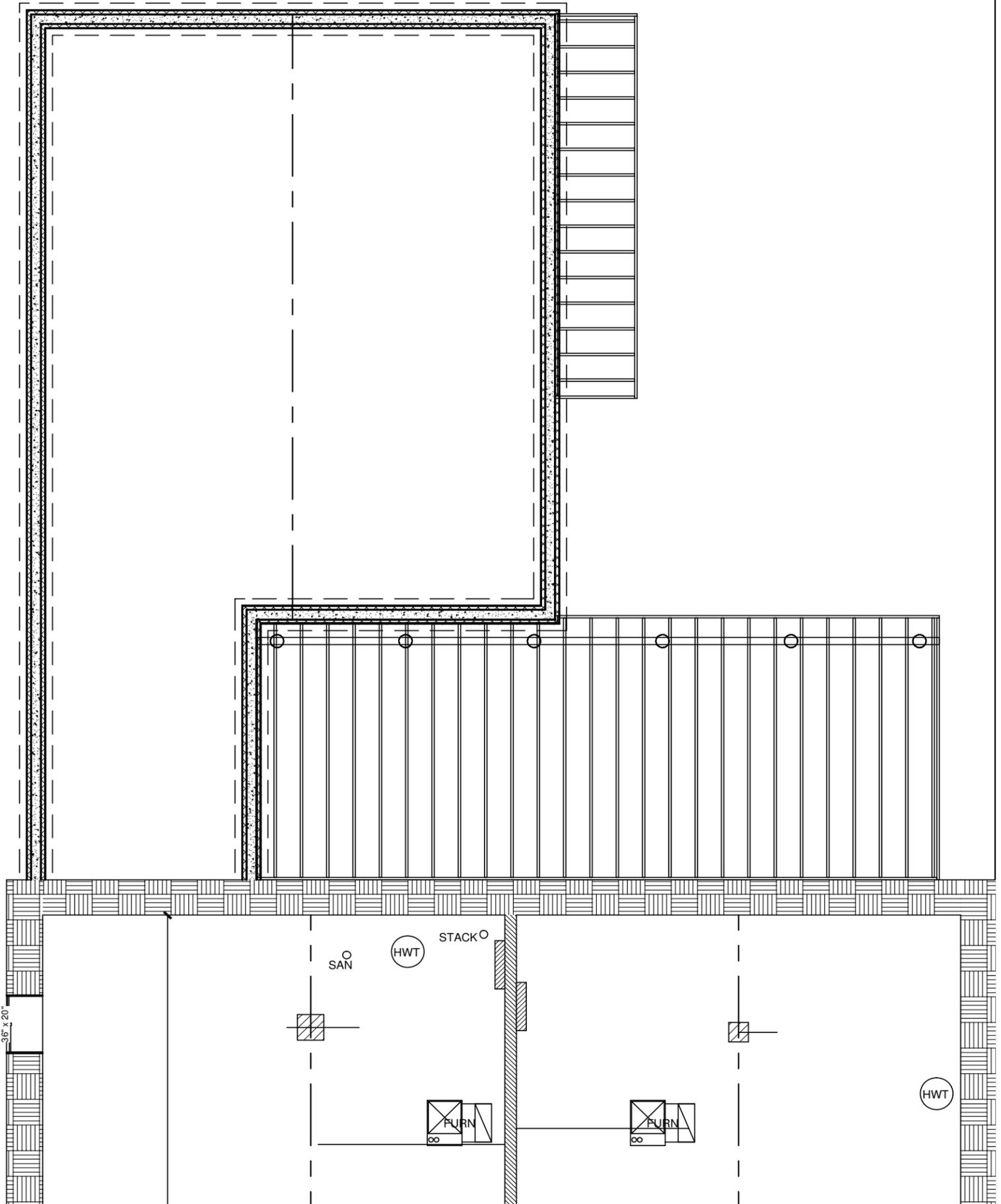
Printed 9/3/2019

<b>Bruce MacNeill Architect</b> 221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087  <small>THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHALL NOT BE COPIED WITHOUT HIS CONSENT AND IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES FOUND PRIOR TO PROCEEDING WITH THE WORK.</small>	client <b>Habitat Northumberland</b>	For SPA Review No.2, Sept. 3, 2019 For SPA Review, March 27, 2019 For Client Review, March 20, 2019 issued	
	project <b>Proposed Residential Development          22/24 University Ave. Cobourg</b>	date <b>March 2019</b>	dwg. no. <b>2</b>
	dwg. title <b>SITE PLAN</b>	scale <b>1:250</b>	



Printed 9/3/2019

<b>Bruce MacNeill Architect</b> 221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087  <small>THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHALL NOT BE COPIED WITHOUT HIS CONSENT AND IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES FOUND PRIOR TO PROCEEDING WITH THE WORK.</small>	client <b>Habitat Northumberland</b>	For SPA Review No.2, Sept. 3, 2019 For SPA Review, March 27, 2019 For Client Review, March 20, 2019 issued	
	project <b>Proposed Residential Development          22/24 University Ave. Cobourg</b>	date <b>March 2019</b>	dwg. no. <b>3</b>
dwg. title <b>SITE LAYOUT</b>	scale <b>1:250</b>		



Printed 9/3/2019

**Bruce MacNeill Architect**  
221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087

THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHALL NOT BE COPIED WITHOUT HIS CONSENT AND IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES FOUND PRIOR TO PROCEEDING WITH THE WORK.

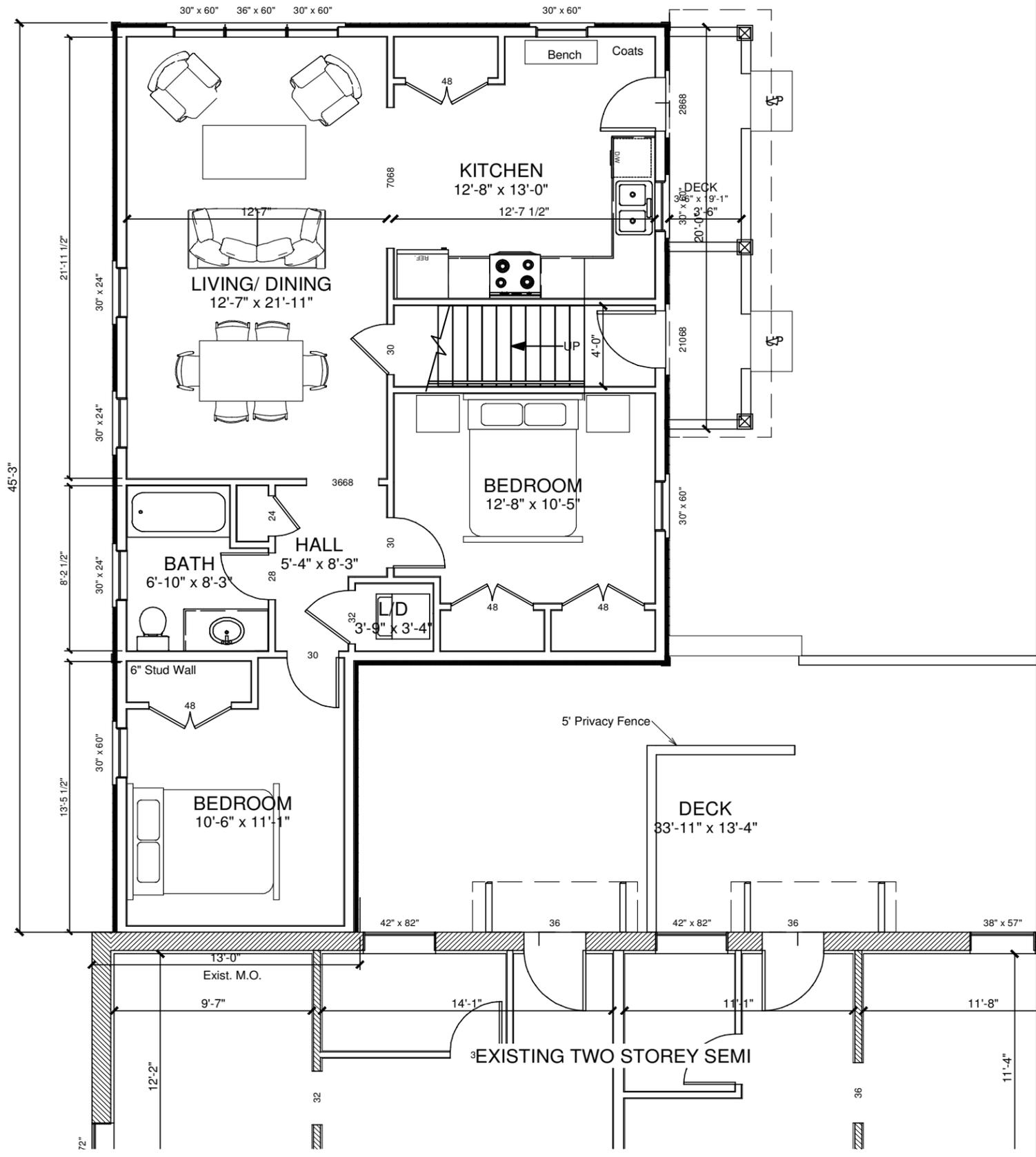
client **Habitat Northumberland**  
project **Proposed Residential Development  
22/24 University Ave. Cobourg**

dwg. title **FONDATION PLAN**

For SPA Review No.2, Sept. 3, 2019  
For SPA Review, March 27, 2019  
For Client Review, March 20, 2019

issued  
date **March 2019**  
scale **3/16" = 1' - 0"**

dwg. no. **4**



Printed 9/3/2019

**Bruce MacNeill Architect**  
 221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087

client **Habitat Northumberland**  
 project **Proposed Residential Development  
 22/24 University Ave. Cobourg**

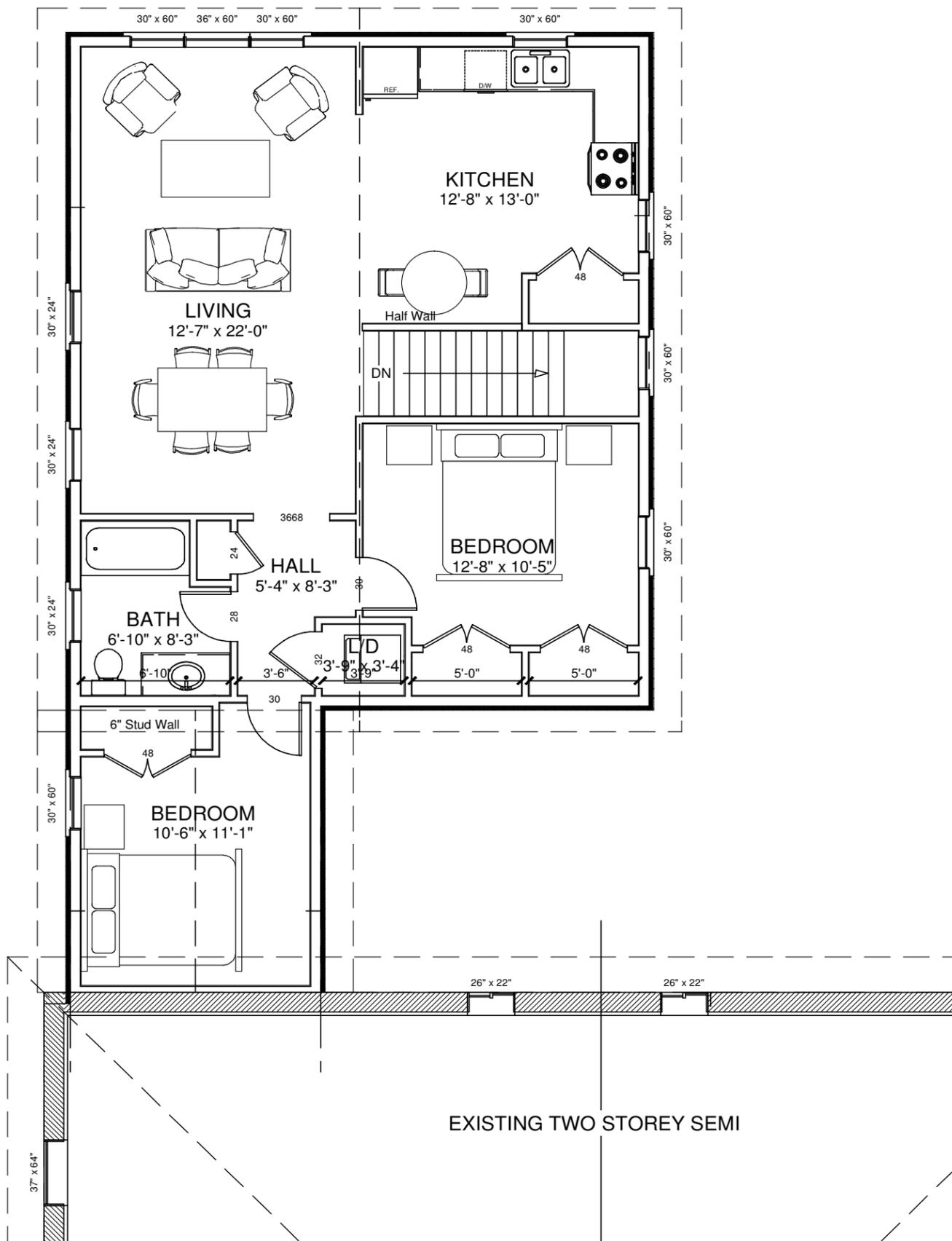
For SPA Review No.2, Sept. 3, 2019  
 For SPA Review, March 27, 2019  
 For Client Review, March 20, 2019  
 issued

THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHALL NOT BE COPIED  
 WITHOUT HIS CONSENT AND IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED.  
 THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY  
 DISCREPANCIES FOUND PRIOR TO PROCEEDING WITH THE WORK.

dwg. title **GROUND FLOOR PLAN**

date **March 2019**  
 scale **3/16" = 1' - 0"**

dwg. no. **5**



Printed 9/3/2019

**Bruce MacNeill Architect**  
 221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087

client **Habitat Northumberland**  
 project **Proposed Residential Development  
 22/24 University Ave. Cobourg**

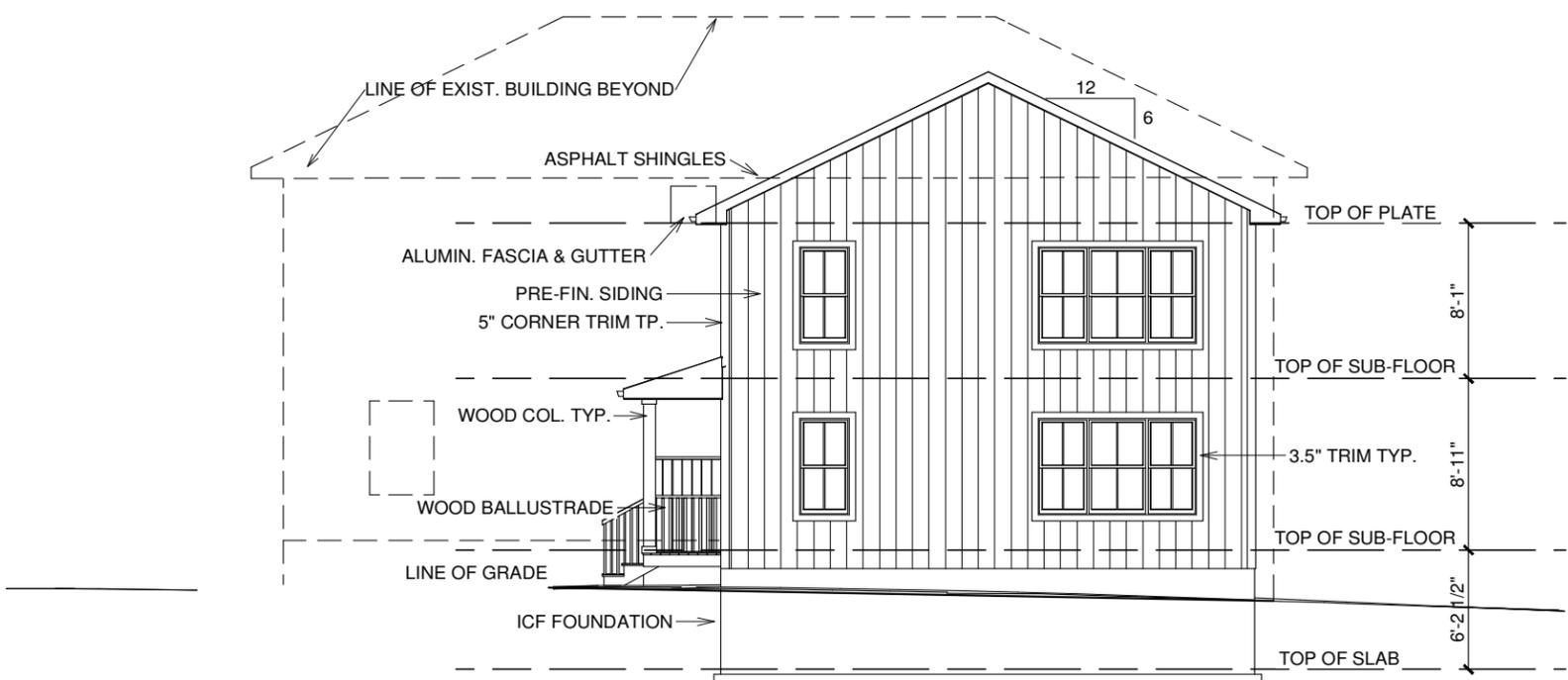
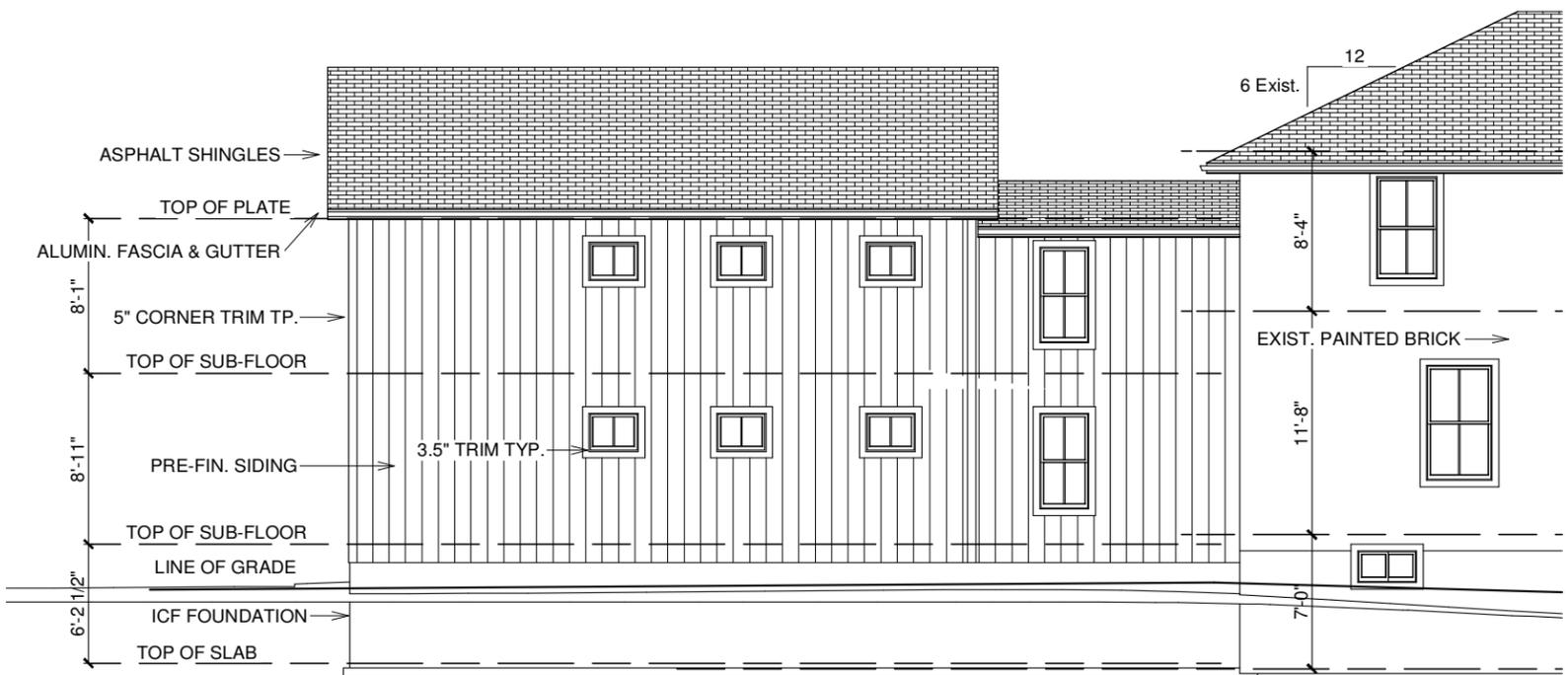
For SPA Review No.2, Sept. 3, 2019  
 For SPA Review, March 27, 2019  
 For Client Review, March 20, 2019  
 issued

THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHALL NOT BE COPIED  
 WITHOUT HIS CONSENT AND IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED.  
 THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY  
 DISCREPANCIES FOUND PRIOR TO PROCEEDING WITH THE WORK.

dwg. title **SECOND FLOOR PLAN**

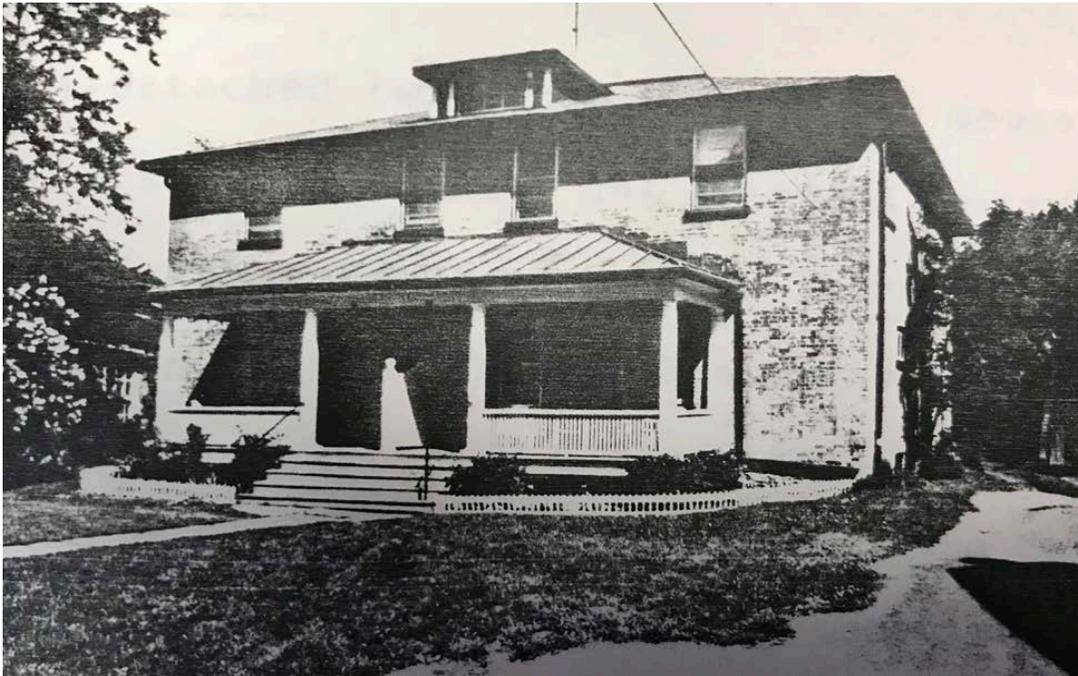
date **March 2019**  
 scale **3/16" = 1' - 0"**

dwg. no. **6**



Printed 9/3/2019

<b>Bruce MacNeill Architect</b> 221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087  <small>THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND SHALL NOT BE COPIED WITHOUT HIS CONSENT AND IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES FOUND PRIOR TO PROCEEDING WITH THE WORK.</small>	client <b>Habitat Northumberland</b>	For SPA Review No.2, Sept. 3, 2019 For SPA Review, March 27, 2019 For Client Review, March 20, 2019 issued
	project <b>Proposed Residential Development          22/24 University Ave. Cobourg</b>	date <b>March 2019</b>
	dwg. title <b>EXTERIOR ELEVATIONS</b>	scale <b>1/8" = 1' - 0"</b>



CULTURAL HERITAGE IMPACT ASSESSMENT  
Habitat for Humanity  
Northumberland Residence

22 and 24 University Avenue West  
Cobourg, Ontario  
June 27, 2018

**BRANCH**  
ARCHITECTURE

PREPARED FOR:  
Meaghan Macdonald, Executive Director  
Habitat for Humanity Northumberland  
764 Division Street  
Cobourg, ON K9A 5V2  
E: [mmacdonald@habitatnorthumberland.ca](mailto:mmacdonald@habitatnorthumberland.ca)

PREPARED BY:  
Branch Architecture  
2335 County Road 10  
Picton, ON K0K 2T0  
T: (613) 827-5806

Issued: 2018.06.27

Cover Image: 22 and 24 University Ave. West. (*Inventory of Cobourg's Century Buildings in 8 Volumes*)

# CONTENTS

Executive Summary	iii
1 Introduction	1
1.1 Project Framework	
1.2 Property Description	
1.3 Present Owner Contact	
1.4 Existing Heritage Recognition	
1.5 Heritage Policy and Guidelines	
2 Background Research & Analysis	7
2.1 Historical Background	
3 Statement of Cultural Heritage Value	11
4 Condition Assessment	13
5 Conservation Strategy	21
5.1 Proposed Development	
5.2 Conservation Strategy Discussion	
5.3 George Street HCD Plan	
5.4 Ontario Heritage Tool Kit	
6 Findings & Recommendations	32
Appendix 1: Sources	



## Executive Summary

The purpose of this Cultural Heritage Impact Assessment (CHIA) is to evaluate the potential impact of the application to amend the zoning by-law to allow for a 2-unit residential rear addition at 22 and 24 University Avenue West on the cultural heritage value and heritage attributes of the property.

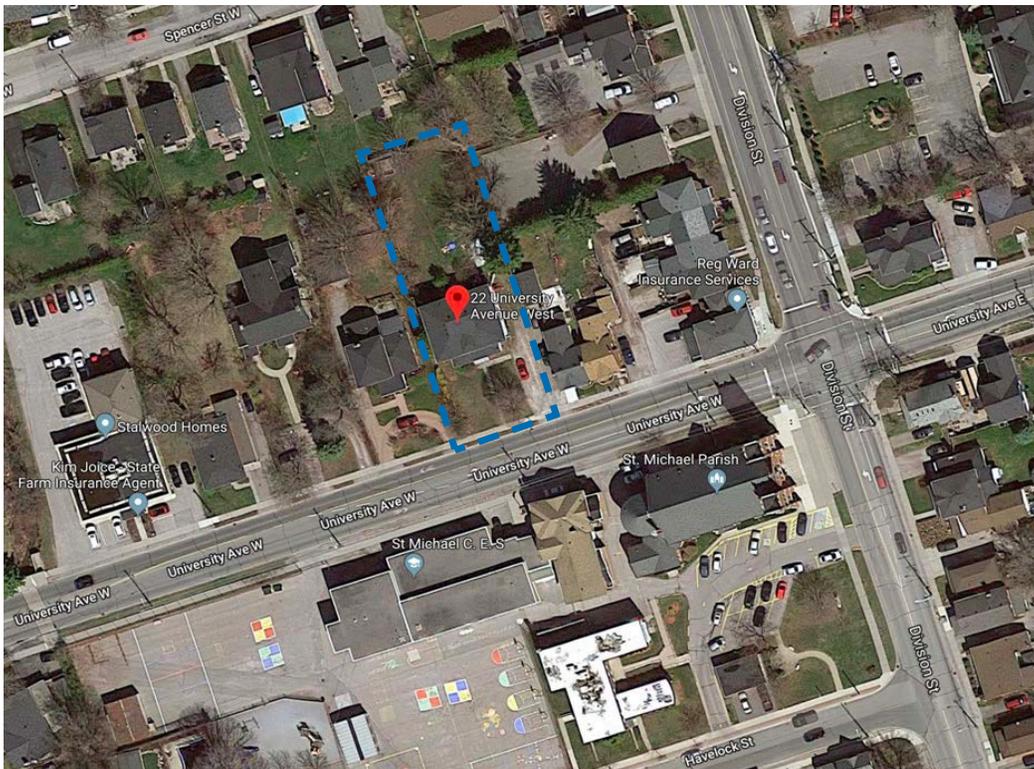
The residential duplex at 22 and 24 University Avenue West forms part of the George Street HCD designated under Part V of the *Ontario Heritage Act*. The George Street HCD Plan conservation objectives include:

*To accommodate new development only where it respects or otherwise complements the prevailing low profile (one to two storey) and heritage character of the existing buildings and structures within the District and does not adversely affect the cultural heritage character of the District.*<sup>1</sup>

The intent of the proposal is to accommodate two new residential units in a rear addition so as to maintain the visual prominence and integrity of the historic house. The conservation strategy serves to ensure that changes to the property conserve the cultural heritage character the George Street neighbourhood as set out in the HCD Plan. The HCD Plan policies and guidelines informed the placement, scale, massing and overall design of the proposed rear addition and parking to ensure that it is compatible with the heritage character of the property and District as a whole.

---

1 *George Street HCD Plan*, pg. 11-12.



1. Location of 22 and 24 University Ave. West shown. (Google Map, annotated by BA)



# 1 Introduction

## 1.1 Project Framework

With regard to the proposed rear addition to the existing duplex at 22 and 24 University Avenue West, Habitat for Humanity Northumberland retained Branch Architecture as the Heritage Consultant. The purpose of this Cultural Heritage Impact Assessment (CHIA) is to comment on the potential impact of the proposed addition on the cultural heritage value and heritage attributes of the site. This property is designated under Part V of the *Ontario Heritage Act*; it forms part of the George Street Heritage Conservation District (HCD).

This CHIA forms part of the application to amend the zoning by-law to allow for the proposed addition as well as the Heritage Permit application requirement under the HCD Plan.

The scope of this CHIA (as per the Ontario Heritage Tool Kit) includes:

- Historic research, site analysis and evaluation;
- Statement of cultural heritage value;
- Description of proposed development / site alteration, impact analysis, and consideration of mitigation measures;
- Conservation recommendations including implementation and monitoring.

This CHIA has been prepared with respect to the: Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada*, *Ontario Heritage Act*, *Provincial Policy Statement (2014)*, the Ministry of Culture's *Ontario Heritage Tool Kit* as well as other charters and guidelines that exemplify best practice.

## 1.2 Property Description

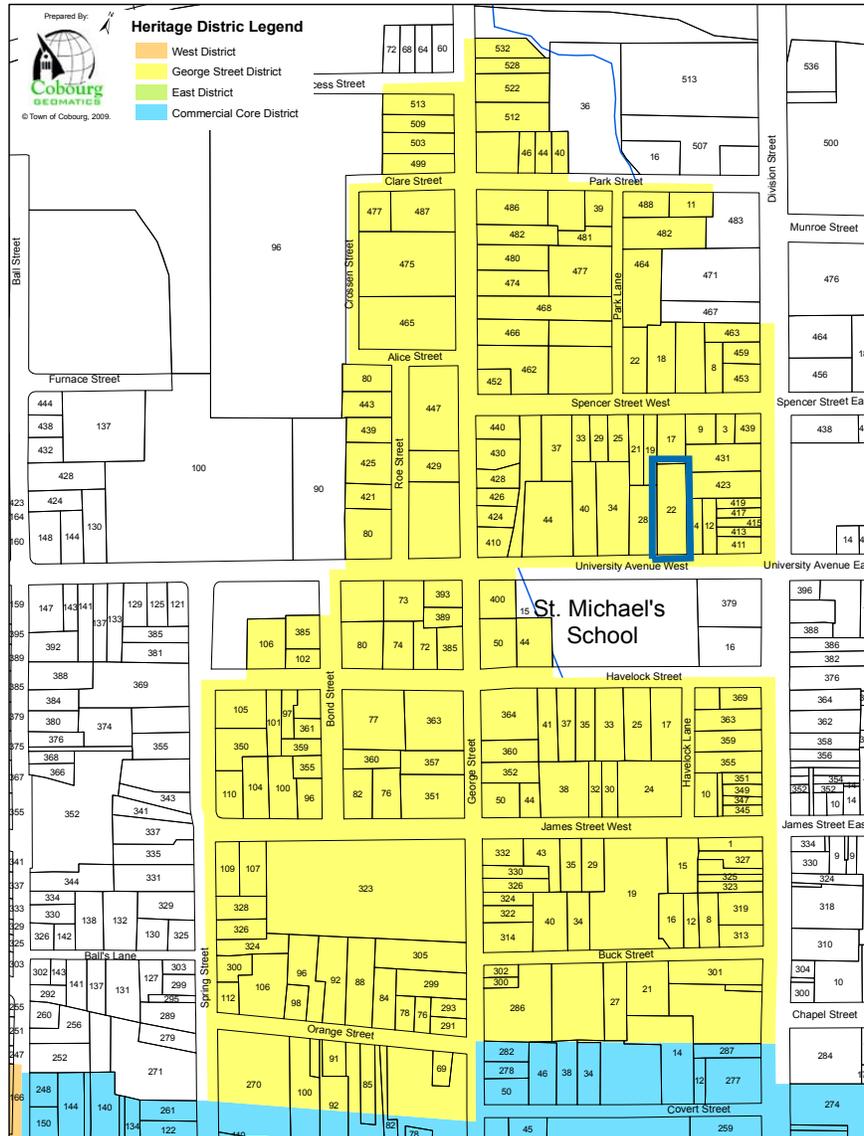
22 and 24 University Avenue West is located on the north side of street, just west of Division Street. The property contains a residential duplex - a two-storey painted brick building. The house is set back from the street and has a generous rear yard.

## 1.3 Present Owner Contact

Meaghan Macdonald, Executive Director  
Habitat for Humanity Northumberland  
764 Division Street  
Cobourg, ON K9A 5V2  
E: [mmacdonald@habitatnorthumberland.ca](mailto:mmacdonald@habitatnorthumberland.ca)

## 1.4 Existing Heritage Recognition

The property at 22 and 24 University Ave West is designated under Part V of the *Ontario Heritage Act* as it forms part of the George Street HCD. The HCD by-law (no. 07-2003) was passed in 2003. The HCD Plan was updated in 2016 as part of the Town's Heritage Master Plan by MHBC, George Robb Architect, Wendy Shearer, and AECOM.



2. George Street HCD boundary indicated in yellow. (Town of Cobourg)

2 22 & 24 UNIVERSITY AVENUE WEST, COBOURG | HIA

## 1.5 Heritage Policy and Guidelines

### 1.5.1 Ontario Heritage Act

Under the *Ontario Heritage Act*, municipalities have the authority to designate individual properties (Part IV) and heritage conservation districts (Part V) that are found to have cultural heritage value. Heritage conservation districts (HCDs) are designated with an aim to achieve a set of objectives particular to the District. Properties within an HCD require a Heritage Permit to undertake alterations to the property and are subject to the policies and design guidelines set out in the HCD Plan.

### 1.5.2 Provincial Policy Statement

The *Provincial Policy Statement* (PPS) provides policy direction on matters of Provincial interest related to land use planning and development. The PPS “is intended to be read in its entirety and the relevant policies are to be applied to each situation” (Part III).

Section 2.6 of the PPS titled “Cultural Heritage and Archaeology” provides particular direction concerning heritage sites.

*Policy 2.6.1: Significant built heritage resources and significant cultural heritage landscapes shall be conserved.*

*Policy 2.6.3: Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.*

This CHIA has been prepared according to the PPS’s definition of ‘conserved’ as a means of addressing the heritage values, attributes and integrity of the applicable properties.

#### Definition of Select Terms in PPS

**Adjacent lands:** d) for the purpose of policy 2.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan.

**Conserved:** Means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained under the Ontario Heritage Act. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment. Mitigative measures and/or alternative development approaches can be included in these plans and assessments.

**Protected heritage property:** means property designated under Parts IV, V or VI of the Ontario Heritage Act; property subject to a heritage conservation easement under Parts II or IV of the Ontario Heritage Act; property identified by the Province and prescribed public bodies as provincial heritage property under the *Standards and Guidelines for Conservation of Provincial Heritage Properties*; property protected under federal legislation, and UNESCO World Heritage Sites.

Source: *Provincial Policy Statement* (2014)

There are a number of Part V protected heritage properties adjacent to the subject property: 14 and 28 University Avenue West; 17 and 19 Spencer Street West; and 423 and 431 Division Street.

This review considered the potential impact of the proposal on the adjacent Part V properties in relation to the guidance in the *Ontario Heritage Tool Kit* and found that it does not affect their heritage attributes. The placement of the new addition at the rear of the buildings limits potential impact due to shadows, isolation of heritage attributes and obstruction of views or vistas.

### 1.5.3 Town of Cobourg Heritage Master Plan, 2016

The Master Plan provides a vision for heritage conservation in Cobourg:

*To conserve and enhance cultural heritage resources and manage change so that the community can continue to grow in keeping with the heritage character of Cobourg while also preserving the vibrant small-town feel.*

*The vision is supported by several goals to serve the vision related to conservation of buildings, neighbourhoods, streetscapes, waterfront and general character as well as the downtown as an economic and cultural hub.*

The Plan also encourages the dedicated management of the Town's Heritage Conservation Districts and recommends tools to support new development that is compatible with the "generally low-mid rise scale and small town character of Cobourg."

### 1.5.4 Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada

The Standards and Guidelines is intended to "achieve good conservation practice" and to establish "a pan-Canadian set of Standards and Guidelines [for] conserving Canada's historic places" (2nd ed.). The Standards and Guidelines are based on a sequence of steps: understanding, planning, and intervening. This approach allows for informed decision making, heritage conservation planned with regard to other planning objectives, and interventions to realize long term, viable uses of heritage sites.

The Standards and Guidelines describe three approaches to conserving a heritage site:

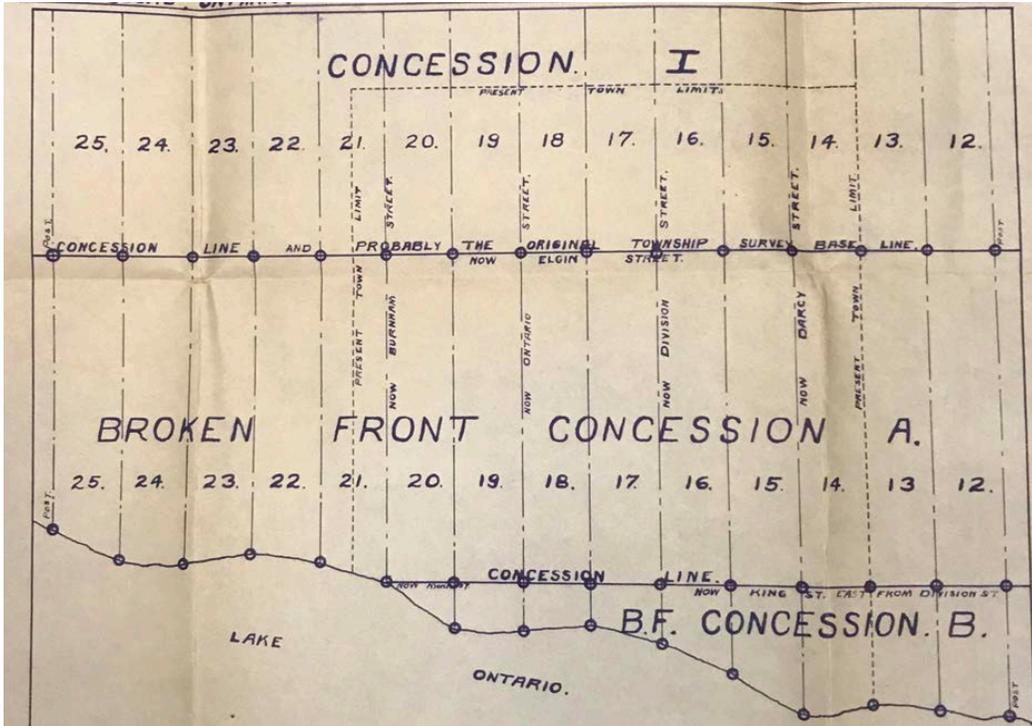
*Preservation: The action or process of protecting, maintaining, and /or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.*

*Rehabilitation: the action or process of making possible a continuing or compatible contemporary use of a historic place, or an individual component, while protecting its heritage value.*

*Restoration: The action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value.*

### **1.5.5 Eight Guiding Principles in the Conservation of Built Heritage Properties**

Originally developed in relation to the province's 1980s Heritage Grant Program, these principles are now widely accepted guidance concerning good practice in heritage conservation in Ontario. The base principles call for consideration of the following: respect for documentary evidence; respect for original location; respect for historical material; respect for original fabric; respect for building's history; reversibility; legibility; and maintenance.



3. A Sketch Illustrating the Original Survey of Part of Hamilton Township (by Augustus Jones) and Now the Town of Cobourg by Percy L. Climo (Town of Cobourg Archives)



4. Detail from the 1847 Plan of the Town of Cobourg by Sanford A. Fleming showing block pre-subdivision (Northumberland Archives)

6 22 & 24 UNIVERSITY AVENUE WEST, COBOURG I HIA

## 2 Background Research & Analysis

### 2.1 Historical Background

#### 2.1.1 Settlement

Following the settlement of the site of the Town of Cobourg (first known as Hamilton Township) in 1797, the lands were surveyed by Deputy Surveyor August Jones and divided into lots. The subject property at 22 and 24 University Avenue West was contained within Hamilton Township's Lot 17 of Concession A. Nathaniel Herriman (said to have first camped here in 1797) received a patent from the Crown for Lot 17 on January 29, 1806.

#### 2.1.2 Lot Subdivision & Property Ownership - Block K, Lot 4

According to the *George Street Heritage Conservation District Study*, subdivision within the HCD Study Area (roughly bounded by the rail line, Division Street, Orange and Covert Street and Spring Street) was underway by 1830. The southernmost lots were subdivided first - the Plans of Subdivision for lots south of University Ave (nee Seminary Street) dated to 1939. No Plan of Subdivision was found on record for this property within Block K.

Similarly, no record was found for the date of the house construction.<sup>1</sup> Built form on this lot first appears on the 1858 Hannaford & Lloyd map of the Town of Cobourg. The block plan shows the present footprint of the house with a tail structure which may have been a carriage house or rear wing. This archival information dates the building to the 1850s, which aligns with the building's architecture in relation to constructions trends of the time.

The LACAC's Inventory notes the sale of the property in 1882 from U.W. Powell Trustee, Caroline M. Bowerman & Allan Bowerman to Frances Greer by H. Smith his atty. The first record in the Land Abstract dates to September of 1901 and notes the sale of the property from Eliza & J.J. Stewart to Henry J. Payne for \$1600.

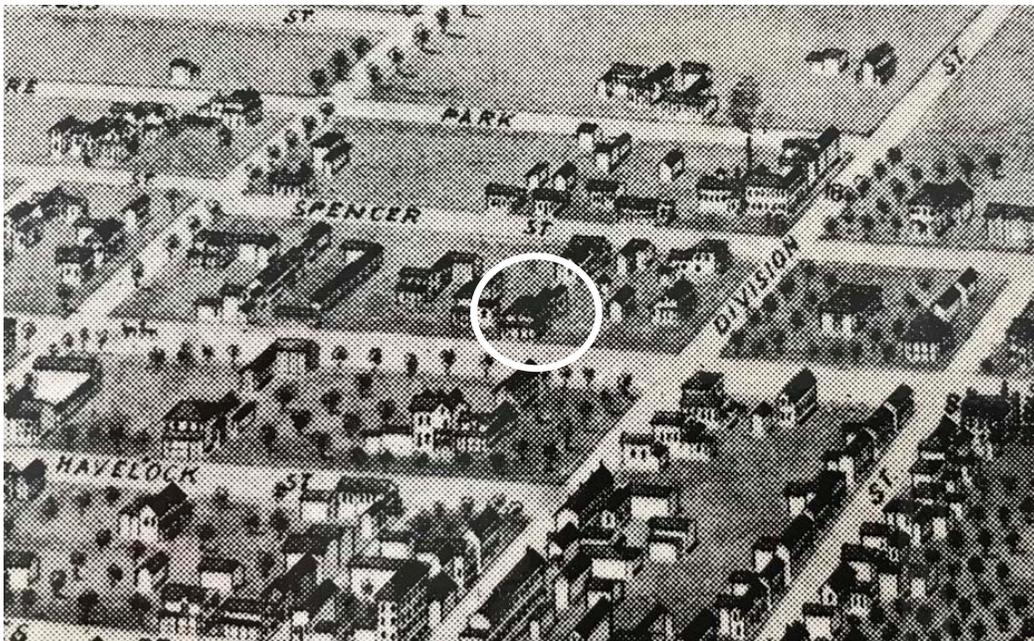
On October 31, 1919 Henry J. Payne sold the property to Alfred R. Dundas for a sum of \$2,100. Property ownership changed again in July of 1919 with Dundas granting the property to Albert and Frances Cruikshank for \$5,000. The lands were in turn granted to Lily Cruikshank in July of 1951. There is a gap in ownership records until 1996 when the Trinity United Church purchased the property from Walter and Mary Barron. The church sold the property to Habitat for Humanity in 2017.

---

<sup>1</sup> The first entry in the Land Abstracts at the Northumberland County archives dates to the sale of the property in 1901. The building is not shown on the 1847 Sanford Fleming map, though it is told that this map on shows the 'best buildings' in Cobourg.



5. Detail from the 1858 Plan of the Town of Cobourg, With Its Limits by Hannaford & Lloyd showing building on the subject property – the main house with a rear tail (Town of Cobourg Archives)



6. Detail from 1874 Bird's Eye View of Cobourg by Mr. Brosius (Town of Cobourg Archives)

8 22 & 24 UNIVERSITY AVENUE WEST, COBOURG | HIA

### 2.1.3 Building History & Description

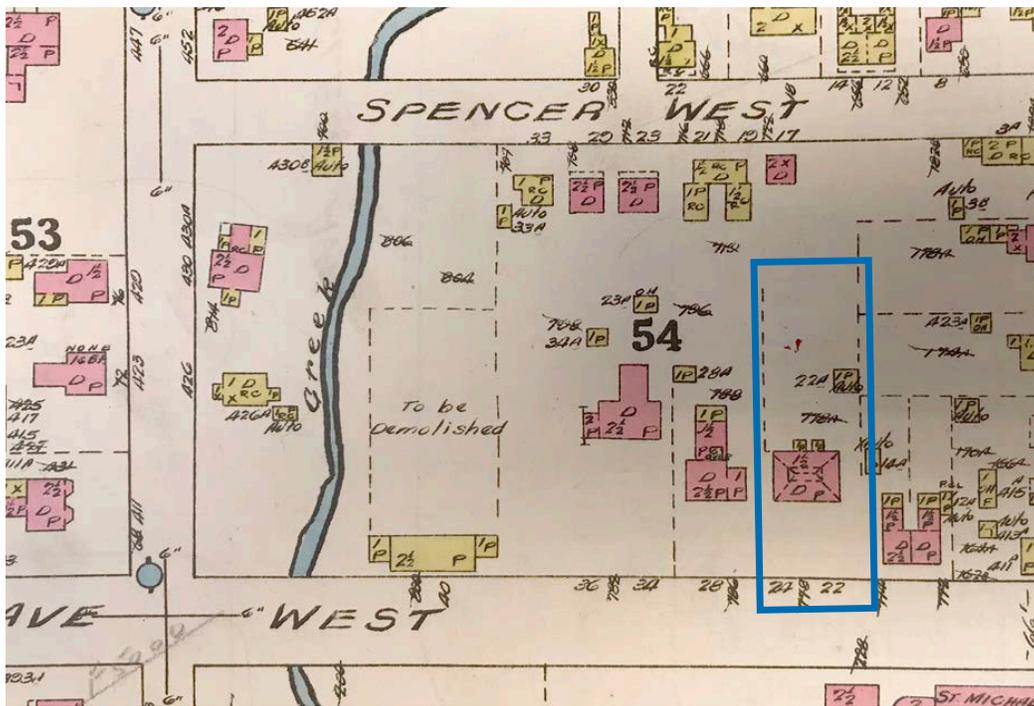
*The Inventory of Cobourg's Century Buildings in 8 Volumes* provides the following architectural description of the subject property:

*22-24 University Ave.*

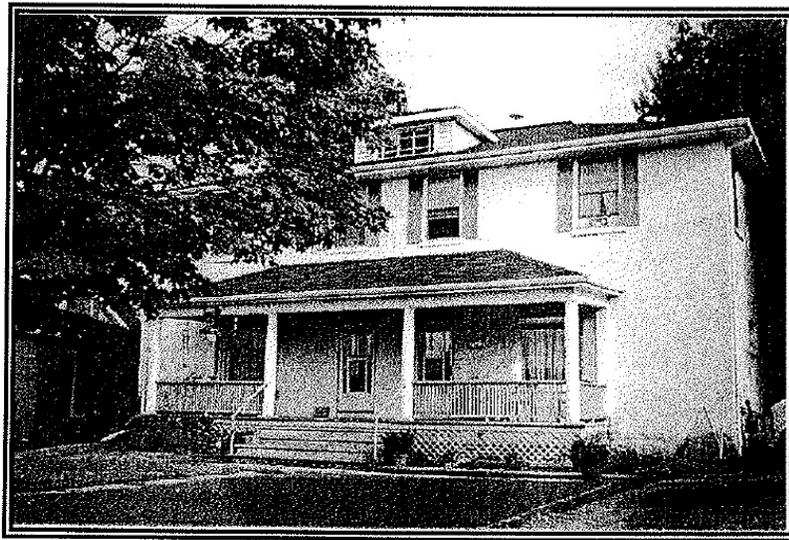
*This semi-detached two and a half storey house is rectangular in shape with a full basement. The basement has rubble walls. The walls are of a Flemish bond brick. There is a medium hip roof with a dormer on the façade. The medium hip porch roof has a metal covering. The eaves are plain with a boxed cornice and they overhang. The dormer has a shed roof. The main window shape is flat, with no head surround and wooden lugsills. The window trim is almost non-existent. Most of the windows are two pane windows with a double hung sash. On the east and west sides there are small two pane windows at a distance of approximately six feet off the ground. There are four twelve pane windows in the house, three of them are on the back (north) side, the other on the west side. The front doors, centrally located, are not original. They have single pane transom light and plain trim. The access to the front door is by five wooden steps. The front porch is one storey. It has wood railings and six wooden doric columns. There are two back porches as well, single storey wood porch with a four pane window in each. Also on the backside one can see evidence of a changed window bricked in.*

Of interest, it is likely that this duplex was originally constructed as a single family residence. This suggestion comes up in the *George Street HCD Study* in the building caption: "Is this a Regency house altered in the early twentieth century?" and again in Robert Mikel's *Cobourg: The Spirit of Place* which dates the house to circa 1844 and notes that the house was remodelled and converted from a single-family residence to a semi-detached house 1912. The differing architectural detailing of the two residential units, most evident in the contrasting stair designs, supports this suggestion.

The house forms part of the University Ave streetscape west of Division Street. As noted in the *George Street HCD Study*, the streetscape displays a variety of buildings uses, forms and building placements. On the north side of the street is an intact row of larger homes from the mid to late 1800s. These houses are on larger lots with generous front yard setbacks. On the opposite side of the street are institutional use buildings - St. Michael Parish and St. Michael C.E.S.



7. Detail from May 1919 Revised Mar 1946 Fire Insurance Plan by Charles Goad (Toronto Reference Library)



22-24 University Avenue West: Is this a Regency house altered in the early twentieth century?

8. 22 and 24 University Ave. West (George Street HCD Study)

### 3 Statement of Cultural Heritage Value

The following is repeated from the George Street HCD Plan:

#### Statement of District Significance

The George Street Heritage Conservation District is exemplary of incremental residential development in Cobourg from the 1830s onwards. The District originally was part of Lot 17, settled in 1799 by Nathaniel Herriman. By the 1830s, Lot 17 was being subdivided for additional residential lots as settlement increased in Cobourg. Settlement began in the south, and by 1839 reached what is now University Avenue (originally called Seminary Street). These initial subdivisions featured irregular lot sizes; narrower lots at Division Street, with wider lots south of Havelock, and the widest lots between Havelock and University. Early street names reflected early landowners or physical features of the land. George Street is the central spine of the District, running uninterrupted from the commercial core of Cobourg to the District's northern limits.

The arrival of the railway in Cobourg influenced the evolution of the George Street Heritage Conservation District. The first railway route in Cobourg was the Cobourg and Peterborough Railway which ran along Spring Street within the District. Spring Street's additional width is a visible reminder of its historic use. The Cobourg-Peterborough Railway was unsuccessful, but the Grand Trunk Railway arrived in 1856. The railway was located north of the then-developed area of Cobourg, but its presence encouraged additional residential subdivision north of University Avenue. In the 1850s, George Street was intended to be the main thoroughfare to and from the Grand Trunk Railway Station, but the location of the station was changed and Division Street became the main north-south thoroughfare instead (it remains so today). Incremental growth within the George Street District results in a varied character with the presence or influence of several architectural styles, including Neoclassical, Regency, Classical Revival, Gothic Revival, Italianate, Ontario Cottage Vernacular, Queen Anne Revival, Arts and Crafts, Edwardian Classical, Georgian Revival, Dutch Colonial and Tudor Revival. Over time, various claddings have also been applied to structures, including rough-cast plaster, stucco and synthetic sidings. Changes in transportation in the 20th century brought garages. These structures are typically detached from the dwellings, and located to the rear of the house or lot.

Despite the variety in architectural styles, materials and lot sizes, the predominant residential character and low-profile built form of one to two storeys in height results in a sense of visual coherence. Repetition in roof types, window and

door features, and materials also contribute to a sense of coherence. Generally consistent setbacks from the street and a lack of front yard fencing provide consistency in streetscape that links the residential buildings to the street grid patterns that were part of the original plans of subdivision. The George Street District is predominantly residential, but has contained other uses over time..

Non-residential landmark buildings such as Victoria Hall, St. Michael's Church, Trinity Church and Victoria College are visible from or terminate views from the study area.

#### List of heritage attributes

The following is a list of heritage attributes associated with the George Street Heritage Conservation District:

- Residential character of the neighbourhood consisting of one to two and one half storey residential buildings
- Variety of historic architectural styles and influences, including: Neo Classical, Regency, Classical Revival, Gothic Revival, Italianate, Queen Anne, Arts and Crafts, Edwardian Classicism, as well as 20th century revival styles (Georgian Colonial Revival, Tudor Revival, Dutch Colonial Revival). The District also includes many vernacular structures, and some mid-to-late 20th century structures with influences of modernist style.
- Repetition of gable and hip roof types, typically low to moderately pitched
- Predominant use of red brick cladding on properties
- Predominantly rectangular window shapes, with some segmental, round or lancet arches
- Predominant entrance configuration of single door (sometimes accompanied by sidelights and/or transom)
- Typical patterns of two and three bay façades
- Orientation of houses and porches to the street to the street
- Varied setbacks of building from the street
- Width of Spring Street, indicative of former function as both road and rail line
- Views to the south along George Street terminating at Victoria Hall

## 4 Condition Assessment

For the purposes of this CHIA, Branch Architecture reviewed the building on March 20 and 28, 2018. The inspection included walking around the building and through each floor. Roof access was not available. The inspection focused on gauging the general condition and soundness of the building as it relates to its heritage architecture for the purpose of preparing this report. The building is now vacant.

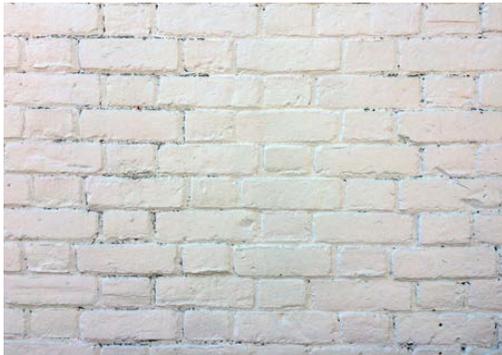
In general, the building is in sound condition. No severe deterioration was seen on the exterior. The interiors are dry and secure.

The following was observed:

- The original house is a two-storey solid brick building with a low pitch hipped roof with a central hipped dormer. The house has a symmetrical configuration that results in a pleasing balance.
- The exterior walls are triple wythe red brick on a stone foundation. The bricks are laid in a Flemish bond pattern. The foundation has been parged and painted. The brick has been painted. In select locations the paint is peeling off the brick, removing with it the brick patina and leaving the clay brick vulnerable to spalling/deterioration.
- The side walls display a slight outward bowing (most prominent at the level of the second floor) and select instances of stepped cracking.
- The windows are replacements in 1-over-1 and 2-over-2 sash configurations. Some of the window openings display false shutters.
- The entrance porch is a fine attribute. It displays high quality woodwork and is in very good condition. It does display expected areas of wear.
- The roof displays asphalt shingle and the gutters, downspouts, eaves and soffits display modern painted aluminum replacements.
- On the interior, the rooms exhibit a lofty and light-filled character. The woodwork is generally high quality reflecting the original construction and the early 20th century conversion. Of note, is the ground floor door and window surrounds and the original stair in 24 University Ave West.



9. Front (south) elevation, 2018 (BA)



10. Brick laid in a Flemish bond (left) and paint peeling off brick (right), 2018 (BA)



11. Peeling paint and step cracking at side elevation (left) and step cracking at front elevation above porch (right), 2018 (BA)



12. Foundation parge and painted on exterior (left), and exterior on interior (right), 2018 (BA)



13. Entrance door with transom above (left), and front window (right), 2018 (BA)



14. Basement window, 2018 (BA)



15. Window at side elevation (left) and front elevation (right), 2018 (BA)



16. Unique inset lower panel at side window, ground floor, 2018 (BA)



17. Wood window sills, 2018 (BA)



18. Front entrance porch, 2018 (BA)



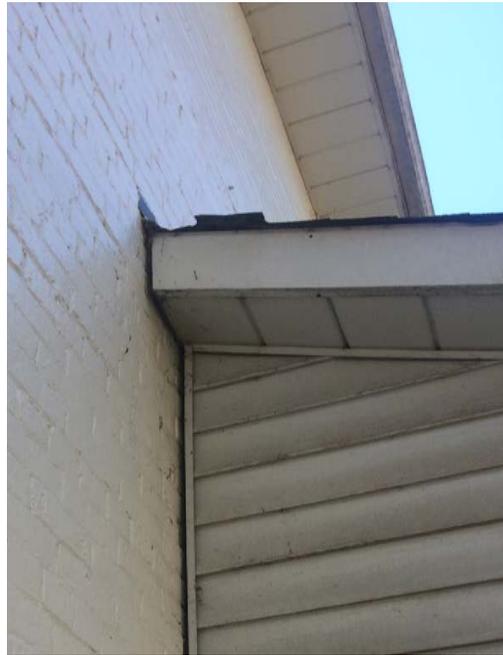
19. Interior view (left) and as viewed from the side(right), 2018 (BA)



20. Corner column and pilaster (left) and corner column and railing (right), 2018 (BA)



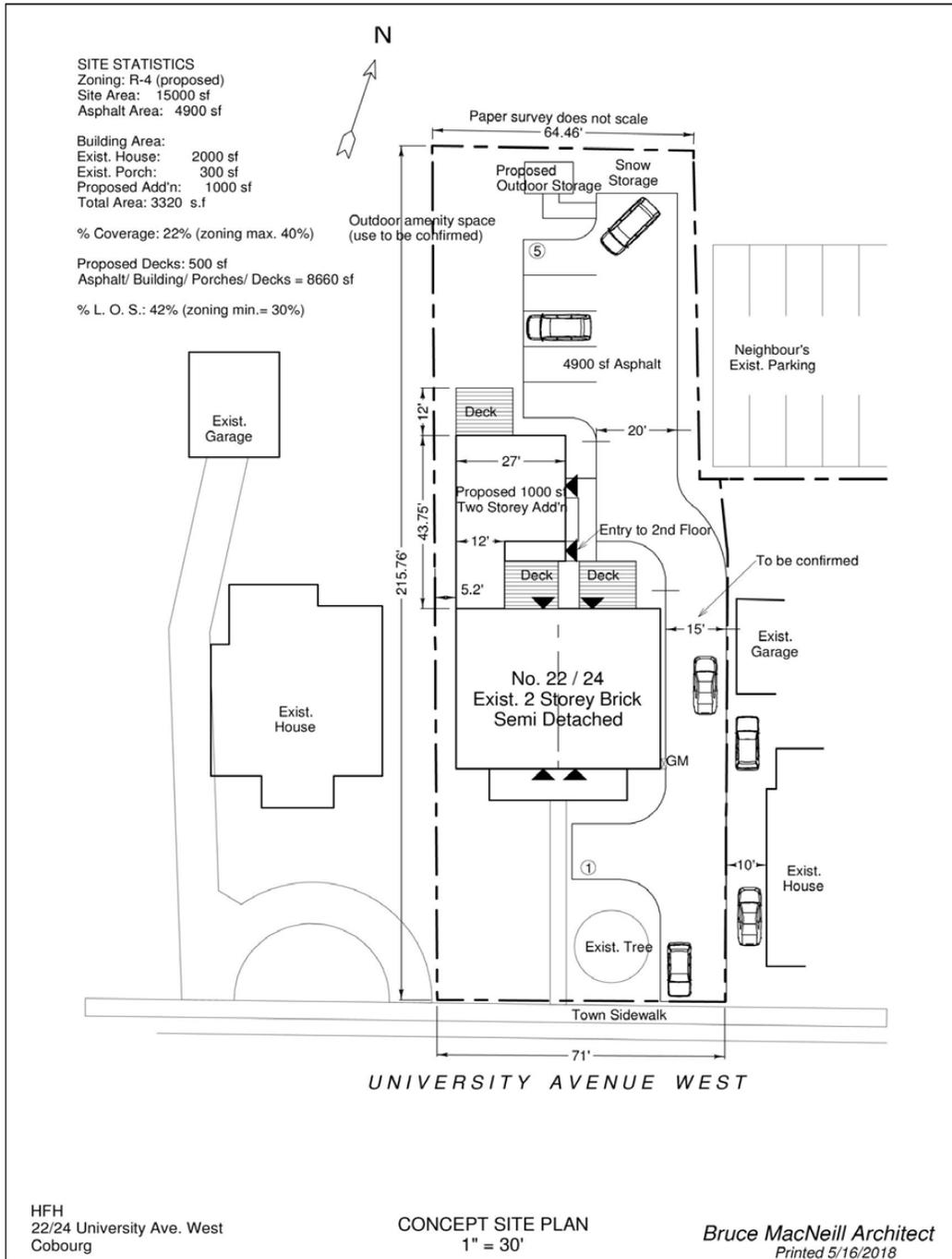
21. Rear elevation, 2018 (BA)



22. Rear porch additions (left) and connection point (right), 2018 (BA)



23. Detail at original stair (left) and unique window surround on interior (right), 2018 (BA)



24. Concept site plan, May 2018. (Bruce MacNeill Architect)

## 5 Conservation Strategy

The following conservation strategy has been prepared as part of the proposed addition and related application to amend the zoning by-law. It presents a conservation approach that specifically responds to the cultural heritage value and heritage attributes of the property as well as the George Street HCD.

### 5.1 Proposed Development

The intent of the proposed work at 22 and 24 University Avenue West is to provide 2 new residential units in a rear addition while preserving the existing heritage house. The proposed addition is a 2-storeys (with a unit on each floor) and attaches to the north wall (west side) of the existing house. The west wall of the addition aligns with the west wall of the existing house.

### 5.2 Conservation Strategy Discussion

The intent of the Conservation Strategy is to maintain the property's cultural heritage value and heritage attributes while allowing for additional residential units. The prime considerations in this project relate to the placement and massing of the new addition, and the placement of the required parking spots. In considering how best to allow for this growth, it is important to understand the existing streetscape, building placement and massing, and understanding to the historic house from the public realm.

The lot fronts on the north side of University Ave West, just east of Division Street. The lot is approximately 33 feet wide by 215 feet deep. The house placement provides a generous front yard similar to the two adjacent houses to the west. This organization reflects the buildings' original stature as larger established residences of the mid-1800s. In contrast, the houses that bookend (and frame) these properties to the east and west are comparably modest with shallow front yard setbacks.

**Understanding:** Understanding of a historic place is an essential first step to good conservation practice, which is normally achieved through documentary and oral research and physical investigation[...] The information collected in this phase will be used throughout the conservation decision making process and should remain accessible.

**Planning:** Planning is the mechanism that links a comprehensive understanding of an historic place with interventions that respect its heritage value. Planning should consider all factors affecting the future of an historic place, including the needs of the owners and users, community interests and the potential environmental impacts, available resources and external constraints. The most effective planning and design approach is an integrated one that combines heritage conservation with other planning and project goals and engages all partners and stakeholders early in the process and throughout.

**Intervening:** If the use of a historic place is part of its heritage value, then that use should be retained. Otherwise, a use compatible with its heritage value should be found. A viable use — economic, social or symbolic — will better ensure the long-term survival of a historic place and lessen or prevent deterioration caused by environmental and human activities.

Source: Standards and Guidelines (2nd Ed, Chapter 1, The Conservation Decision Making Process)



25. Diagram highlighting frontyard conditions on University Avenue West. (Google Maps)



26. Streetviews to properties along University Avenue West. (Google Maps)

This trio of large house properties have varying approaches to access and parking. The existing property has a drive that runs along the east lot line to a garage near the rear of the house. At 36 University there is a circular drive with parking along the west lot line and at 28 University there is a circular drive as well as a drive to a rear garage. At the neighbouring properties, the visibility of the circular drives and parking areas are partially obscured by trees and bushes.

Paired with the church and school on the opposite side of the street (not included in the HCD boundary), this block of University Avenue displays a varied streetscape character.

In order to preserve the visual prominence of the building as viewed from University Avenue West and limit physical impact on heritage attributes of the building, the addition is attached to the rear wall of the existing house. To accommodate this new addition the rear porches, likely part of the early 20th century conversion, are to be removed.

In tandem with the new residential units, additional parking is also to be provided on site. Each unit requires 1.5 parking spaces. In order to avoid or limit parking in the front yard, several design options were explored including: a 3-unit addition with 8 parking spaces; and a 3-unit 'carriage house' infill unit with 7 parking spaces and a wider drive.

The proposed option of a two-unit addition with 6 parking spaces (five in the rear and one in the front) maintains the prominence of the house by directing the new built form and the majority of the parking to the rear. To mitigate the visual impact of front yard parking, the parking spot is located to one side directly behind the existing mature tree. In addition, it is recommended that new planting be provided to help screen or buffer views of a vehicle here. For instance, a low to medium height hedge where the grounds terrace up from the street would provide an effective visual screen that would frame views to the house and enhance the streetscape. This is a reasonable approach to minimizing the visual impact of the provision of a required parking space.

Preservation:

the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place or of an individual component, while protecting its heritage value.

Rehabilitation:

the action or process of making possible a continuing or compatible contemporary use of an historic place, or an individual component, while protecting its heritage value.

Restoration:

the action or process of accurately revealing, recovering or representing the state of an historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Source: Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Ed, Glossary)

Finally, this approach is in keeping with the *Eight Guiding Principles* and the *Standards and Guidelines*. The *Standards and Guidelines* states that alterations to historic places should balance heritage conservation with broader project and planning goals. In this case, the proposed changes to this property are to be approached in a holistic manner, in which heritage conservation is combined with other positive project outcomes such as preserving the existing historic house and providing affordable housing in the downtown.

### 5.3 George Street HCD Plan

The George Street Heritage Conservation District Plan (May 2016) provides guidance for managing change within the District, specifically related to conservation, additions, alterations, infill, landscape, accessibility and sustainability, while protecting and conserving the heritage character and attributes of the District.

The District Objectives support this overall intent and, in relation to this application, provide direction:

- a) To ensure the conservation, maintenance, enhancement and protection of the heritage character and cultural heritage attributes of Cobourg's George Street District residential neighbourhood.
- e) To maintain the residential environment within the District and to discourage the establishment of land uses which would be incompatible with or have adverse effects upon the predominantly residential character of the District.
- f) To accommodate new development only where it respects or otherwise complements the prevailing low profile (one to two and one half storey) and heritage character of existing buildings and structures within the District and does not adversely affect the cultural heritage character of the District.
- i) To ensure the protection and retention of the heritage character of the existing roads and streetscapes within the District.

Within the HCD Plan, Part II (pg. 14) provides policies and guidelines for managing change:

'Policies' are requirements that must be followed when undertaking alterations to buildings or changes to properties.

'Guidelines' are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

Section 4.0 Alterations to residential buildings describes how to undertake repairs and upgrades to heritage buildings in a way that is compatible with and sympathetic to the existing heritage fabric. For the purposes of this application, the existing house is to be maintained as a duplex.

Section 5.0 Additions to residential buildings recognizes that additions are “an important aspect of building evolution”, and provides direction on key architectural considerations when considering an addition to a heritage building. The following table assesses the proposed development in relation to the policies set out in the George Street HCD Plan.

Policies & Guidelines	Assessment
<p>5.1 Location, massing and height</p> <p><u>Policies</u></p> <p>a) Additions are not permitted on the front façade, and shall be located at the rear or to the side of the main building.</p> <p>b) The height of the roof ridge in new additions shall not exceed the height of the ridge of the original building.</p> <p>c) Additions shall be limited in size and scale in order to complement the existing building and neighbouring properties.</p>	<p>The proposed addition is located to the rear of the main building.</p> <p>The 2 storey height of the new addition will not exceed the HCD requirements. We recommend developing options that either fit beneath the eaves line or are compatible with the hipped roof profile.</p> <p>The size and scale of the addition is a complementary with the immediate context.</p>
<p>5.2 Design</p> <p><u>Policies</u></p> <p>a) New additions shall be designed in a manner which distinguishes between old and new, and that avoids replicating the exact style of the existing heritage building, or imitating a particular historical style or period of architecture.</p> <p><u>Guideline</u></p> <p>b) Contemporary design of additions or those additions that reference design motifs of the existing building is to be encouraged. Compatible additions are complementary in terms of scale, mass, materials, form and colour.</p>	<p>We recommend that at the time of the Building Permit submission, Town Staff review the architectural drawings in relation to this item. The current drawings are sufficient for planning review.</p>

<p>5.3 Roofs</p> <p><u>Policies</u></p> <p>a) The original roof configuration shall be maintained and not obscured by any addition. Similarly, roofing materials and associated features, such as fascias, trim, and brackets shall be retained and not obstructed.</p> <p>b) Ensure that vents, skylights and other new roof elements are sympathetic in type and material and that they are discretely placed out of general view from the street and public rights-of-way.</p> <p>c) Roof drainage shall be maintained and directed away from building foundations.</p> <p><u>Guidelines</u></p> <p>d) Roof types encouraged in new construction are front, side, and cross gabled and hipped, and should be compatible with or sympathetic to the roof type of the main structure.</p> <p>e) Decorative roof features and original roofing materials such as slate, wood shingles, and copper on sloped roofs should be retained and conserved wherever possible.</p>	<p>We recommend that at the time of the Building Permit submission, Town Staff review the architectural drawings in relation to this item. The current drawings are sufficient for planning review.</p>
<p>5.4 Windows and entrances</p> <p><u>Policies</u></p> <p>a) Additions to residential buildings shall protect and maintain original and/or historic window openings as well as distinguishing features such as materials, surrounds, frames, shutters, sash and glazing on principal façades.</p> <p>b) Additions to residential buildings shall avoid removing or blocking up window openings that are important to the architectural character and symmetry of the building.</p> <p>c) Ramps may be permitted for barrier-free access in accordance with applicable legislation, but shall not be physically attached to avoid damage to the heritage building fabric.</p>	<p>The existing window and door openings are to be maintained as is except for a single window opening at the rear that will be infilled. Due to its location at the rear, infilling this window opening will have a minor impact on the heritage value of the property.</p>

<p><u>Guidelines</u></p> <p>d) New windows on additions visible from the public realm should be compatible with the windows of the original structure in terms of material (such as wood), proportions (such as ratio of horizontal to vertical dimensions), rhythm and scale (such as number of openings per building façade). However, it is not necessary to replicate original windows in terms of their historical details.</p> <p>e) Additions to residential buildings should protect and maintain entrances on principal elevations that are key elements in defining the character of a building. Conserve important features such as doors, glazing, lighting, steps and door surrounds.</p> <p>f) Where new entrances or exterior staircases are required, they should be installed on secondary elevations.</p>	<p>The new addition will not be visible from the public realm.</p> <p>The main porch entrance is to be preserved as is.</p> <p>The new entrances are to be provided at the rear.</p>
<p>5.5 Exterior cladding</p> <p><u>Policies</u></p> <p>a) Exterior cladding on additions to residential buildings shall be compatible with the cladding material of the original structure, but should be a different and distinct material from the original building in order to be distinguishable as a later addition. Additions replicating the original cladding material are discouraged.</p> <p><u>Guidelines</u></p> <p>b) The application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, acrylic stucco, and Exterior Insulation and Finish Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as fibre cement board, metal panels, synthetic wood products, and other modern materials will be considered on a case by case basis.</p>	<p>We recommend that at the time of the Building Permit submission, Town Staff review the architectural drawings in relation to this item. The current drawings are sufficient for planning review.</p>

<p>5.6 Outbuildings</p> <p><u>Policies</u></p> <p>a) Outbuildings on residential property may be permitted but shall be located behind the wall plane of the front façade of the residential building.</p> <p>b) The construction of small-scale outbuildings in the rear yard (garden sheds, green houses, etc) shall be permitted.</p> <p>c) Outbuildings shall not be taller than the existing residential structure on the property.</p> <p><u>Guidelines</u></p> <p>d) New outbuildings should be distinct from heritage building fabric with regard to materials and detailing. Replicas of historic outbuildings are not required.</p>	<p>An outdoor storage shed is to be located along the rear lot line fo the property.</p> <p>We recommend that at the time of the Building Permit submission, Town Staff review the architectural drawings in relation to this item.</p>
---	---

Section 9.0 Landscape conservation and design guidance for private property provides guidelines that serve to protect historic landscape features and retain the heritage character of the residential streetscapes within the District. The following table assesses the proposed development in relation to applicable guidelines in the George Street HCD Plan.

Guideline	Assessment
<p>9.1 Historic landscape features</p> <p>a) There should be maximizing of soft landscapes particularly along the sidewalk frontages. This means that paved parking areas should be limited within the front yards and that the front entranceway should remain visible from the street, following this historic pattern.</p>	<p>The proposed parking plan maintains the existing central walkway to and views of the front entrance porch. Front yard parking is limited to a single spot.</p>
<p>9.3 Screening and buffering</p> <p>a) Landscape components, such as ornamental fences or hedging of deciduous shrub material, may be used to complete the screening or buffering of garbage storage areas or service areas that are visible from the public right-of-way.</p> <p>b) Screening using fencing or evergreen material may be used to block the views whereas buffering is defined as allowing filtered views through the material such as deciduous shrub border or a partially enclosed fence (e.g. picket fencing).</p>	<p>We recommend providing plantings to reduce the visibility of the front yard parking. A low hedge would serve to obscure views of a vehicle and frame the front yard landscape.</p>

<p>9.3 Surface treatments</p> <p>a) The selection of materials for walkways and driveways should be undertaken to enhance and complement the pedestrian environment.</p> <p>b) Accessibility should be considered in the selection of materials and installation (refer to the Accessibility for Ontarians with Disabilities Act guidelines).</p> <p>c) From the late-19th century onwards, concrete was a building material that was widely used for walkways and steps and is an appropriate material for current use. Other suitable materials include flagstone or pavers that do not overwhelm or compete visually with the cohesive appearance of the frontage of the structures. Asphalt or gravel is an acceptable material for driveways. Other materials may be considered on a case by case basis through the heritage permit process.</p>	<p>The paving treatment has not been determined.</p> <p>We recommend that at the time of the Building Permit submission, Town Staff review the architectural drawings in relation to this item.</p>
<p>9.3 Trees and other plant materials</p> <p>a) In the past there was a preference for non-native plant materials and very little consideration for using native plant material only. In the 19th century when many of these properties were developed, there was a widespread use of the latest horticultural introductions in the residential landscape. As a result, a variety of both native and non-native plant materials would be appropriate for replanting in the area. Appropriate species include: Sugar Maple, Silver Maple, Mountain Ash, Norway Spruce, White Spruce, Catalpa, Horse Chestnut, Honey Locust, Gingko, Tulip Tree, Basswood and Blue Beech.</p> <p>b) Additional plant material for residential properties should include a wide palette of species suitable for the narrower planting locations available. Hedging and shrub borders historically included a range of smaller plants. These include: Lilac, various types of Viburnum, Fragrant Currant, Deutzia, Mock Orange, Japanese Quince, Rose of Sharon, Smoke Bush, Spindle Tree, Weigela, Dogwood, Privet, Alpine Currant and Flowering Almond.</p> <p>c) In addition to these trees and shrubs, a wide variety of perennials, bulbs and vines may be added to provide seasonal accents. This is in keeping with the late 19th and 20th century pattern of residential landscaping which celebrated a range of horticultural introductions.</p>	<p>We recommend selecting screening plants from the HCD's list of historically appropriate hedging options.</p>

<p>d) The selection of trees should also be guided by current environmental considerations. For example, Norway Maple and Ash species are no longer planted because of the presence of the emerald ash borer and concerns about the spread of Norway Maples into natural areas which has potential to negatively impact native vegetation.</p>	
<p>9.7 Parking Guideline</p> <p>a) Parking areas associated with residences and other buildings with residential uses frequently have parking located within the lot. It is important that parking be accommodated as much as possible within the property behind the building front.</p>	<p>The development of this application worked to limit front yard parking. This application requires 6 parking spots, five of which are accommodated within the rear yard.</p>

## 5.4 Ontario Heritage Tool Kit

The following table assesses the proposed redevelopment of the heritage property in relation to potential negative impacts identified in the *Ontario Heritage Tool Kit*.

Issue	Assessment
Destruction of any, or part of any, significant heritage attributes or features	The historic house and its heritage attributes are to be preserved. A single rear window will be infilled at the location of the rear addition.
Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance	The proposed two-unit residential addition and parking is compatible with the heritage house and HCD context. The visibility of the front yard parking will be screen with complementary planting.
Shadows created that alter the appearance of a heritage attribute, or change the viability of a natural feature or plantings, such as a garden	The proposed two storey rear addition will not shadow the heritage attributes on this property nor those on adjacent properties.
Isolation of a heritage attribute from its surrounding environment, context or a significant relationship	The proposed two storey rear addition will not isolate the heritage attributes on this property nor those on adjacent properties from their setting within the HCD.
Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features	Views to the primary (front) facade will be maintained.
A change in land use such as a battlefield from open space to residential use, allowing new development or site alteration to fill in the formerly open space	The residential use will be maintained.
Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect an archaeological resource	There are no known archaeological resources on the site.
Other	n/a.

## 6 Findings & Recommendations

This CHIA finds that the proposed addition to the heritage house at 22 and 24 University Avenue West maintains the property's cultural heritage value and heritage attributes. The proposed addition (incorporating the suggested visual screening of the front yard parking) was found to comply with the George Street HCD Plan policies and guidelines.

As part of the next steps, we recommend that the following design issues identified in the impact assessment are considered as part of the Building Permit / Heritage Permit application:

- HCD Plan Guidelines
  - Section 5: building design, roofing, exterior cladding and outbuildings.
  - Section 9: paving treatment and hedge/screening plant selection.

## Appendix 1: Sources

1. Ashenburg, Katherin. Going to Town: Architectural Walking Tours in Southern Ontario. Toronto: McClelland & Stewart, 1996.
2. Dilse, Paul. *George Street Heritage Conservation District Study*. September 2002.
3. H. Beldon & Co. Illustrated Historical Atlas of the Northumberland & Durham. Toronto, Ont.: H. Beldon & Co., 1878.
4. Local Architectural Conservancy Advisory Committee (LACAC). *The Inventory of Cobourg's Century Buildings in 8 Volumes, Vol. 8*. 1985.
5. Mikel, Robert. Cobourg: The Spirit of Place. Cobourg, On.: Lighthouse Press, 2017.
6. Northumberland County Archives. *Land Abstracts*.
7. Spilsbury, John R. Cobourg: Early Days and Modern Times. Cobourg, On.: The Cobourg Book Committee, 1981.

### Websites:

1. *Cobourg History*. [www.cobourghistory.ca](http://www.cobourghistory.ca)

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam, MCIP, RPP Senior Planner - Development	
DATE OF MEETING:	October 21 <sup>st</sup> , 2019.	
TITLE / SUBJECT:	Application Site Plan Approval – 440-448 Elgin Street West Henry Chiu Architect Limited / Heli Homes Inc.	
REPORT DATE:	October 10 <sup>th</sup> , 2019	File #: SPA-09-19

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE  
N/A

2.0 RECOMMENDATION

The following actions are recommended:

- a) That the application be received by Council and referred to the Planning Department for a report.

3.0 PUBLIC ENGAGEMENT

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

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

Additionally, the Planning Department provides written notice of complete Site Plan Applications to Council, and all Site Plan Applications are considered by

Council in open session prior to final approval. Finally, information relating to the Site Plan Application is posted on the municipal website under the Planning Applications page (Planning & Development).

#### 4.0 ORIGIN AND LEGISLATION

In September 2019, the Planning Department received an application for Site Plan approval from Henry Chiu Architect Limited on behalf of Heli Homes Inc. for the property known as 440-448 Elgin Street West. Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the Ontario *Planning Act* and the Cobourg Official Plan and is in a position to be formally received by Council. The following documents have been submitted with the application:

- Architectural Plans & Building Renderings, Henry W. Chiu Architect, August 2019;
- Urban Design & Sustainability Report, RFA Planning Consultant, October 2019;
- Site Grading Plan, Premier Engineering Solutions, July 2019;
- Site Servicing Plan, Premier Engineering Solutions, July 2019;
- Erosion & Sediment Control Plan, Premier Engineering Solutions, July 2019;
- Stormwater Management Report, Premier Engineering Solutions, July 2019;
- Landscape Plans, Insite Landscape Architects Inc., August 2019;
- Tree Identification Survey, Ertl Surveyors, February 2014;
- Tree Management Plan, Insite Landscape Architects Inc., August 2019;
- Arborist Report, DA White Tree Care, May 2019;
- Electrical Exterior Photometric Analysis, MSH Engineers, September, 2019;
- Utility Plan, Premier Engineering Solutions, July 2019;
- Transportation Impact Assessment, LEA Consulting Ltd., August 2019;
- Environmental Noise & Feasibility Study, Valcoustics Canada Ltd., August 2019.

#### 5.0 BACKGROUND

The property known as 440-448 Elgin Street West is a 7,605.2 m<sup>2</sup> parcel, with 126.5 m frontage along Elgin Street West. The site is currently improved with two vacant buildings and mature vegetation. See **Schedule “A”** Key Map.

The Subject Lands are designated as “Residential Area” in the Town of Cobourg Official Plan (2017), and zoned “Multiple Residential 4 Holding [R4 (H)] Zone” in the Comprehensive Zoning By-law No. 85-2003.

The proponent has submitted an application for Site Plan Approval which proposes a new medium density residential development consisting of twenty-

seven (27) two storey townhouse units. See **Schedule “B”** Site Plan (note that the site plan design may change prior to final approval consideration by Council).

6.0 ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package is being circulated to the Development Review Team and applicable agencies/committees for review and comment before being brought back to Council for consideration.

Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete applications within thirty (30 days) after its submission, the Owner may appeal the application to the Local Planning Appeal Tribunal.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. The Owner has submitted the requisite \$5,250.00 in application fees and deposits.

8.0 CONCLUSION

The application package is being circulated to the Development Review Team and applicable agencies for review and comments before being brought back to Council for consideration.

9.0 POLICIES AFFECTING THE PROPOSAL

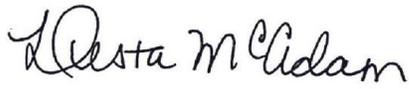
The primary policies affecting this application relate to the Residential Area designation, and Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

This Report is intended to advise Council of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report prior to final approval consideration by Council.

Please contact the Planning Department if you have any questions or concerns.

**Report Prepared by:**



Desta McAdam, MCIP, RPP  
Senior Planner - Development



Glenn McGlashon, MCIP, RPP  
Director of Planning & Development





Brent Larmer



**THE CORPORATION OF THE TOWN OF COBOURG**  
**NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING**  
**CONCERNING A PROPOSED**  
**ZONING BY-LAW AMENDMENT**

**TAKE NOTICE** that the Corporation of the Town of Cobourg has received a complete application for an amendment to the Comprehensive Zoning By-law (By-law #85-2003) by Ryan Guetter, Weston Consulting, on behalf of DePalma Developments Limited under Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended.

**AND FURTHER TAKE NOTICE** that the Municipal Council of the Town of Cobourg will hold a Public Meeting on **Monday, November 4<sup>th</sup>, 2019 at 5:00 p.m.** in the 3<sup>rd</sup> Floor Council Chambers, at Victoria Hall, 55 King Street West, Cobourg, to consider the proposed Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended.

**THE PURPOSE** of the application is to amend the Zoning By-law for a 0.751 ha land parcel generally south of Highway 401, west of DePalma Drive, east of the Municipal boundary, and north of Elgin Street West, known municipally as part of the DePalma Lands (refer to the Key Map below) to permit a 5,060 m<sup>2</sup>, four (4) storey hotel use on the Subject Lands. The application also seeks site specific provisions to increase the permitted encroachments in yards for unenclosed uncovered porches and sundecks, steps and patios not exceeding 0.6 m above finished grade, and to reduce minimum required parking and minimum landscaped area adjoining a Street or Road Allowance. The Subject Lands are designated "Employment Area Special Policy 14.3.2.6.2" in the Cobourg West Business Park Secondary Plan (as approved by the Local Planning Appeal Tribunal on June 15, 2018), and zoned "Business Park Exception 4 (BP-4) Zone," in the Comprehensive Zoning By-law No. 85-2003.

**IF A PERSON OR PUBLIC BODY** does not make oral submissions at the public meeting or make written submissions to Cobourg Municipal Council, c/o Brent Larmer, Municipal Clerk, Town of Cobourg, Victoria Hall, 55 King Street West, Cobourg, K9A 2M2 ([blarmer@cobourg.ca](mailto:blarmer@cobourg.ca)), before the proposed Amendment is approved or refused, the person or public body is not entitled to appeal the decision of Cobourg Municipal Council to the Local Planning Appeal Tribunal and may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

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

**ADDITIONAL INFORMATION** which will enable the public to understand the proposed Zoning By-law Amendment is available for inspection upon request in the Town's Planning Department at Victoria Hall under **File Number Z-06-19** during regular office hours by contacting Adriane Miller, Administrative Assistant, at (905) 372-1005 or [amiller@cobourg.ca](mailto:amiller@cobourg.ca), or by visiting the Planning Applications webpage on the municipal website (<https://www.cobourg.ca/en/business-and-development/Planning-Applications.aspx>).

**DATED AT THE TOWN OF COBOURG THIS 12<sup>TH</sup> DAY OF SEPTEMBER, 2019.**

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

**KEY MAP**





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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Committee of the Whole Special Meeting on October 15, 2019, Council considered a Memo from the Treasurer/ Interim Chief Administrative Officer, regarding an Amendment to the 2006 Promissory Note LUI - Town of Cobourg;

**NOW THEREFORE BE IT RESOLVED THAT** effective January 1, 2020, the terms of the promissory note in the amount of \$7,000,000 be amended as follows:

1. The interest rate be adjusted from 7.25% to 3.72% per annum and this rate remain fixed until each approved Cost of Service (COS) rate application, at which time it will be adjusted to the Ontario Energy Board's (OEB) approved long-term interest rate for affiliate debt.
2. In addition to the required interest payments, annual principal payments may be made at the discretion of the Lakefront Utilities Inc. Board of Directors after retaining sufficient funding to support their infrastructure requirements.



**The Corporation of the  
Town of Cobourg**

**Resolution**

---

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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Comprehensive Insurance Program – October 1, 2019 to October 1, 2020;

**NOW THEREFORE BE IT RESOLVED THAT** Council authorize the Corporation to accept the recommendation of the Town’s Insurance Broker and renew the Comprehensive Insurance Program with Frank Cowan Company for the October 1, 2019 to October 1, 2020 policy year in the amount of \$568,840 which includes all applicable taxes.



**The Corporation of the  
Town of Cobourg**

# Resolution

---

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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Records and Committee Coordinator, regarding the 2019 Annual Reports and Proposed 2020 Work Plans for Advisory Committees;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the proposed 2020 Work Plans from Advisory Committees, as provided in Appendix 'A'.

## APPENDIX 'A'

### 2020 ADVISORY COMMITTEE WORK PLANS

<b>Advisory Committee</b>	<b>2020 Work Plans</b>	<b>Pages</b>
Accessibility Advisory Committee ( <a href="#">AAC</a> )	<a href="#">Work Plan</a>	2
Heritage Advisory Committee ( <a href="#">HAC</a> )	<a href="#">Work Plan</a>	3
Parks and Recreation Advisory Committee ( <a href="#">PRAC</a> )	<a href="#">Work Plan</a>	4
Planning and Development Advisory Committee ( <a href="#">PCAC</a> )	<a href="#">Work Plan</a>	5 – 8
Sustainability and Climate Change Advisory Committee ( <a href="#">SCCAC</a> )	<a href="#">Work Plan</a>	9 – 10
Transportation Advisory Committee ( <a href="#">TAC</a> )	<a href="#">Work Plan</a>	11 – 12

## Accessibility Advisory Committee 2020 Work Plan

Action Item (Identify specific action items integral to accomplish the stated objective)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Increase the number of AODA compliant pedestrian signals at intersections	Annual	1) Make recommendations to Council in support of AODA Compliant Pedestrian Signals	1) New signal annually 2) Increased accessibility of public spaces 3) Improved safety at intersections	Traffic Signal maintenance contractor, Municipal Staff (Engineering/Public Works Department), Northumberland County	People Action 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Improve Accessibility Downtown	Ongoing	1) Create a Sub-Committee to complete the following checklist for the downtown: Measure grade of intersections, identify high contrast painting opportunities at downtown intersections; identify quality and any repair needed for sidewalks along King St, list areas for repair/improvement of any pavers and pavement, observe slope of intersections; survey accessibility to entrances for business and stores; identify opportunities for store entrances to have ramps and store bells. 2) Raise awareness of Downtown Vitalization CIP	1) Awareness of many areas of improvement needed to be fixed to make Cobourg Downtown Accessible. 2) Awareness of how difficult and challenging and safe it is just to use the downtown main street. 3) The more accessible Cobourg downtown is, the more will come to shop, spend time and enjoy our beautiful downtown.	Heritage Committee, DBIA, Communications Department, Municipal Staff (Communications Department, Public Works/Engineering, Building & Planning Department), Council	People Action 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Organize Accessibility Awareness Interactive Experience Downtown for AccessAbility Week	May 25th - 31st 2020	1) Committee to organize events in the months leading up to AccessAbility Week, including: Find businesses and groups to provide accessibility devices for event; develop a budget for event; create a Motion for Council's Support; create a Motion to Council for the use of Accessibility budget for the event.	1) Increase accessibility awareness in the community.	The Oddfellows Community Group, Businesses with similar accessibility objectives and values, community caregivers, Council, Municipal Staff, Wheels service provider	People Action 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Increase capacity and efficiency of accessible transit services	Ongoing	1) Nominate two members of the Accessibility Advisory Committee to consult with Municipal Staff and Wheels service provider, and report back to the Committee. 2) Create and distribute a survey for existing ridership of Wheels transit and other members of the community. 3) Staff to investigate opportunities for enhanced services through new partnerships, such as Community Care. 4) Generate rules for no shows or frequent cancellation of pre-bookings. 5) Contact Wheels drivers for understand their needs, observations, and discuss opportunities for enhanced service. 6) Take steps to resolve booking issues.	1) Service provider is to utilize Routematch software to its fullest capabilities in order to transport more people per trip. Operating Service is to enforce the rules of the Wheels service including cancellation policy in order to ensure booking times are more available and trip destinations are prioritized. Decrease trip cancellations for Wheels. 2) Ensure continued compliance with AODA Standard for accessible customer service. 3) Gain better understanding of needs and extra care required for the clients. 4) Make necessary adjustments to system.	Community Care Northumberland, Wheels service provider, Municipal Staff (Engineering Department), Wheels transit ridership	Partnership Action 4: Work with transit authorities in the area to integrate transit services, including accessible and active transportation services.  Partnership 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Increase the usage of the Town website to report accessibility concerns	Ongoing	1) Create awareness campaign for Report It Webpage (newspaper, social media, press release, radio, etc.) 2) Create accessibility specific email address for citizens to use to report concerns.	1) Collect data on accessibility concerns. 2) Learn about improvements required. 3) Develop action plan to address concerns. 4) Create a place for people to address accessibility issues so that it can be dealt with.	Municipal Staff (Communications Department, Engineering Department), Wheels ridership, Citizens of Cobourg	People Action 5: Invest in programs, services and infrastructure to make Cobourg more accessible.
Undertake any other actions to assist Council in achieving its accessibility objectives as noted in their 2019 - 2022 Strategic Plan.	Ongoing	TBD	TBD	TBD	All actions relating to this objective will be in support of Council's Strategic Plan.

## Heritage Advisory Committee 2020 Work Plan

Objective (Identify the objective to be achieved in 2020)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed objective and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Committee review of Town incentives and grants for heritage buildings	Ongoing	Heritage Advisory Committee	Approval/rejection of proposed incentives/grants	Staff, Council and property owners	Improve economic viability of the built heritage of Cobourg
Additional Heritage Conservation District(s)	January - December 2020	Heritage Advisory Committee	Implementation of new Heritage Conservations District(s)	Staff, Council and residents	Ensure preservation of built and cultural heritage in Cobourg

## Planning and Development Advisory Committee - 2020 Work Plan

<b>Action Item</b> (Identify specific action items integral to accomplish the stated objective)	<b>Timeline</b> (Identify target start and completion dates)	<b>Actions and Resources</b> (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	<b>Expected Outcome</b> (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	<b>Partners or Stakeholders</b> (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	<b>Alignment to the Strategic Plan</b> (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Tannery District Sustainable Master Plan	Apr-20	Special Project Steering Committee	PDAC Recommendation & Council Adoption	Sustainable Cobourg, public, advisory	N/A - Previous Council Term Strategic Plan
Comprehensive Zoning By-Law Review	Jun-20	Special Project Steering Committee	PDAC Recommendation & Council adoption	Public, advisory committees	N/A - Previous Council Term Strategic Plan
Provide Recommendations to Council on Planning Applications	Ongoing	Review municipal staff reports	PDAC Recommendation	Municipal staff, agencies	Supports all 5 Pillars and PDAC TOR
Affordable & Rental Housing CIP	Sept 2019-Mar 2020	Special Project Steering Committee	PDAC Recommendation & Council Adoption	Public, advisory committees, stakeholders	Pillar: People--Support & Care for social and physical well-being of its citizens

## Parks and Recreation Advisory Committee 2020 Work Plan

<b>Action Item</b> (Identify specific action items integral to accomplish the stated objective)	<b>Timeline</b> (Identify target start and completion dates)	<b>Actions and Resources</b> (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	<b>Expected Outcome</b> (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	<b>Partners or Stakeholders</b> (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	<b>Alignment to the Strategic Plan</b> (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
<b>Strategic Plan: People, Strategic Action #2: Implement a municipal youth program</b> Provide advice to Staff through Council on setting up a Youth Advisory Committee	Staff target of Nov. 2019 to start process; will provide feedback accordingly		1. Cobourg's youth participate in community activities and events 2. The Town is enriched by the skills, ideas, and perspectives of its youth	Collaborate with the Coordinator of Arts, Culture, and Tourism	Strategic Plan: People, Strategic Action #2: Implement a municipal youth program
<b>Strategic Plan: People, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation</b> Follow up on progress of Outdoor Adult Fitness Park (status of applications for funding; location of park; choice of equipment, evaluation of usage, etc.)	Feb-20		1. Residents of all ages are engaged in a wide variety of physical activities 2. Cobourg residents are healthy and happy	Request an update from the Fitness Park Working Group (Keith Oliver)	Strategic Plan: people, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation
<b>Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation</b> Provide advice to Council regarding best practices for creating an age-friendly community; in particular, identify areas for improvement related to the mandate of Parks and Recreation - request report from Staff on progress to date and	Mar-20		1. Residents of all ages are engaged in a wide variety of physical activities 2. Cobourg residents are healthy and happy	Collaborate with the Accessibility Advisory Committee	Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation

<p><b>Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier</b> Provide analysis and feedback on results of public engagement process regarding the East Pier</p>	Oct-19		<p>1. The Town of Cobourg will be good stewards and practise sustainable actions 2. A community that prioritizes biking, walking, and public transportation as a means to mitigate the effects of climate change</p>		Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier
<p><b>Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected</b> Consider actions that could best achieve this goal and make recommendations to Council</p>	Jan-20		<p>1. Cobourg's natural environment will be safeguarded and protected 2. The Town of Cobourg will be good stewards and practise sustainable actions</p>		Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected
<p><b>Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives</b> Consider ways to increase tree canopy of Cobourg, particularly within its parks - staff in process of preparing a report by October 2019, so address this accordingly</p>	Nov-19		<p>1. Cobourg's natural environment will be safeguarded and protected 2. The Town of Cobourg will be good stewards and practise sustainable actions</p>	Sustainable Cobourg Sustainability and Climate Change Advisory Committee	Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives
<p><b>Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands</b> Study the impact of Bill 108 on parkland in new developments and make recommendations to Council as required to coincide with a review of policy on this</p>	According to staff schedule to Amend Parkland Dedication by-law (estimate Spring 2020)				Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands

<p><b>Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg</b>          Include an analysis of impact of special events on parks in conjunction with other committees developing a new policy to address this</p>	Apr-20			Collaborate with the Coordinator of Arts, Culture, and Tourism	Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg
<p><b>Strategic Plan: Programs, Strategic Action #3: Implement a comprehensive management plan for all of the Town's assets</b>          Provide Feedback to Council on Staff's Asset Management Plan for Parks and Recreation</p>	Aug-20				Strategic Plan: Programs Strategic Action #3 "Implement a comprehensive management plan for all of the Town's assets."
<p><b>Feedback on Budget for Parks and Recreation component for 2020 and 2021</b></p>	October 2019 October 2020		The 2020 and the 2021 Budgets will address the needs of Parks & Rec Department, as determined by Council		Strategic Plan: Financial responsibility is woven throughout the pillars of the Town's plan
<p><b>Parks Master Plan (2013) Recommendation #2: Trails Master Plan</b>          Request Staff to prepare a comparative report that indicates progress in the past six years towards what was envisioned, that is, "a connected network of pedestrian trails and cycling routes that link parks together and integrate other Town destinations."</p>	May-20		The Town will achieve its goals as outlined in the Parks Master Plan		Strategic Plan: Places - Desired Outcome "A community that prioritizes biking, walking, and public transportation as means to mitigate the effects of climate change."

<p><b>Parks Master Plan (2013) Supply of Parks and Services (page10)</b> Request Staff to prepare an updated chart that compares level of service (amount of parkland provided per 1000 persons) to other similar communities, to determine whether we have increased our level of service both in absolute terms as well as relative to the other comparator communities and to provide a report on any financial implications of any suggested actions.</p>	May-20		The Town will achieve its goals as outlined in the Parks Master Plan, page 10, of 5.7 ha/1000people.		Strategic Plan: Places - Desired Outcomes "Cobourg's natural environment will be safeguarded and protected" "The Town of Cobourg will be good stewards and practise sustainable actions."
<p><b>Parks Master Plan (2013) Park Facility Standards (page11)</b> Request Staff to prepare a report showing our present level of service with respect to recommended levels</p>	May-20		The Town will achieve its goals as outlined in the Parks Master Plan		Strategic Plan: Programs Strategic Action #3 "Implement a comprehensive management plan for all of the Town's assets."
Provide comment and advice on issues as requested by Council, from time to time	ongoing				
Respond to Presentations and Delegations to the Parks & Recreation Advisory Committee as required	ongoing				

## Sustainability and Climate Change Advisory Committee 2020 Work Plan

<b>Objective</b> (Identify the objective to be achieved in 2020)	<b>Timeline</b> (Identify target start and completion dates)	<b>Actions and Resources</b> (Describe what actions will be taken to achieve the listed objective and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	<b>Expected Outcome</b> (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	<b>Partners or Stakeholders</b> (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	<b>Alignment to the Strategic Plan</b> (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Provide comment and advice on ICSP and assist with community outreach on the ICSP	As requested by Cobourg staff or Council	1. Subject to Council decision to move forward on an Integrated Community Sustainability Plan (ICSP), provide comment on drafts prepared by staff; and 2. Assist with community outreach and consultation	1. Advice reflected in the ICSP; and 2. Cobourg staff feel benefit of assistance from the SCCAC	Planning and Building Department	Mandate: promote the protection, maintenance and awareness of the environment within the community; Strategic Plan: The Town engages in strong, sustainable public private partnerships to improve the quality of life for everyone
Assist with implementing Cobourg's Climate Action Plan	Start date: Early 2020; Completion date: ongoing	1. Together with the Environmental Officer develop overarching principles, goals and objectives to ground the Climate Action Plan mitigation measures; 2. Provide advice on climate action mitigation measures developed by the Environmental Office in 2020; 3. Provide advice to the Environmental Officer on a community outreach plan and communication messaging; and 4. Support the Environmental Officer at outreach and consultation events	1. Guiding principles, goals and objectives are developed and approved by Council; 2. Effective climate action measures are developed and prioritized according to largest energy and GHG reductions; 3. Education and outreach material produced; 4. Initial outreach meetings attended by SCCAC members	Environmental Officer; Sustainable Cobourg; Ganaraska Region Conservation Authority	Committee mandate: The SCCAC shall provide advice and make recommendations on educational and/or outreach to the public regarding climate change. Strategic Plan: the Town protects, preserves and promotes its natural assets.
Support other Advisory Committees to carry out their mandate through the lens of the Climate Emergency we are facing	Start date: Jan 2020; Completion date: ongoing	1. Meet with each Advisory Committee to discuss the climate emergency we are facing, and invite them to work with the SCCAC to develop guidance on climate crisis measures to consider when fulfilling their mandate; and 2. Assist in finding documents to support Advisory Committees to more fully understand the climate mitigation measures application to their mandate	1. Guidance documents developed jointly with each committee; 2. More cross pollination will occur and siloed thinking replaced with information sharing including documents and videos related to global warming; and 3. Advisory committees have appreciation for fulfilling their mandate through the lens of the Climate Emergency we are facing.	Other Advisory Committees; relevant Town departments; Sustainable Cobourg	Committee mandate: The SCCAC shall provide advice and make recommendations on educational and/or outreach to the public regarding climate change. Strategic Plan: the Town protects, preserves and promotes its natural assets.
Review all initiatives that have been referred to the SCCAC by Cobourg Council	Ongoing	Review documents on which Council has asked for SCCAC comment, and prepare a Motion containing SCCAC's comments, and a recommendation if applicable	Motions prepared providing SCCAC comments and recommendation in response to request for same from Council	As appropriate on a case by case basis	Committee Mandate: The SCCAC shall provide advice and make recommendations to Council on other related environmental and climate change matters as referred to the Committee by Council. Strategic Plan: the Town protects, preserves and promotes its natural assets.

Provide response to Delegations from Members of the public	Ongoing	Receive delegations from members of the public and provide appropriate response	The SCCAC is able to provide response it feels is appropriate to the request of the Delegate	As appropriate on a case by case basis	Committee Mandate: The SCCAC shall provide advice and make recommendations to Council on other related environmental and climate change matters as referred to the Committee by Council. Strategic Plan: the Town protects, preserves and promotes its natural assets.
--	---------	---	--	--	--

## Transportation Advisory Committee 2020 Work Plan

<b>Action Item</b> (Identify specific action items integral to accomplish the stated objective)	<b>Timeline</b> (Identify target start and completion dates)	<b>Actions and Resources</b> (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	<b>Expected Outcome</b> (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	<b>Partners or Stakeholders</b> (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	<b>Alignment to the Strategic Plan</b> (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Recommendations to develop standards for bicycle use on shared roadways	March, 2020	Transportation Sub-Committee will submit monthly reports to TAC and final report in March 2020	Develop acceptable set of standards for cycling facilities and infrastructure for the Town of Cobourg	Community organizations and Town of Cobourg staff	Follows strategic plan by having better tracking and setting standards to make available to community
Explore benefits and opportunities for active transportation including Public Transit, cycling and walking.	6 - 18 months	Sub-Committee to report back to Transportation Advisory Committee	Substantially improve participation in active transportation	Community organizations and Town of Cobourg staff	Relating to the Town of Cobourg Strategic Master plan; Pillar:Partnership , to meet the strategic plan outline
Determine ability and benefits of installing bicycle racks on transit vehicle	October 19 - December 2020	Research the applicability of bicycle racks on existing buses. Generate a report on whether or not this is a feasible option and how much it cost to complete. Liaise with other transit facilities to find out how they get their bus mounted bike racks, how much they cost and what is required	Increase active transportation co-ordinating bicycling and Public Transit.	Public Works, Town of Cobourg Community	The Action item is aligned with the Town of Cobourg Strategic Plan as it provides access to public transportation and promotes active transportation and sustainability
Install additional parking meters and Pay & Display terminals in the Waterfront and Downtown areas	6 mths - 2 years, completion to be done in phases	Identify areas of high demand to be fitted with additional parking meters, and areas that would benefit from Pay & Displays to cover more meters in one area.	Higher revenue, lessen tax burden, allow for more parking for people from out of town to enjoy facilities and beach. Allows for credit card payment at machine with Pay & Display, less collection required and less man hours	Collaborate with Parking and By-Law to lessen burden of collection with meters and have dense areas covered by Pay & Display to make for quicker collection. Also help with overhead costs by lessening the risk of damages to meter heads	Parking revenue collected helps offset costs of By-Law enforcement. Influx helps offset costs of machines and repairs.
Conversion of municipal lots all being only 1hr, 2hr, or 3 hr free, and change to option of paying at Pay & Display machine	6 mths - 2 years, completion to be done in phases	By changing lots to paid lots will increase revenue and encourage people to purchase permits. Lessens burden of By-Law enforcement to chalk tires and circulate back to locations. Lots are often prime areas, often difficult to enforce lots as many people move locations in same lot	Higher revenue, lessen tax burden, encourage more local workers and residence to by permits. Allows for credit card payment at machine with Pay & Display, less collection required and less man hours. Covers a larger area with a machine	Quicker collection and options for people that come for a day or parkig for work rather then ,ove vehicle can stay at lot if paid parking or permit.	Allowing lots to pay and display allows people to pay for as much time as they need. Offsets cost and man hours to ticket lot and chalk tires.
Review budget for Active Transportation, considering the total 5 year plan and timing	2019/2020	Consider acceptable amount for Active Transportation budget in order to increase participation.	Increase active transportation (Bicycling, Public Transit etc.)	Community organizations and Town of Cobourg staff & Public Works	Relating to the Town of Cobourg Strategic Master plan; Pillar:Partnership , to meet the strategic plan outline

Electric Vehicles (Trucks, Buses, Paratransit)	2020-2024	Reduce mechanical and maintenance costs Reduce emission Reduce sound and engine noise Apply for funding and grants to reduce Town of Cobourg's costs	Increase Town's image and mitigate environmental impact on local footprint, while reducing ongoing operating costs	Town of Cobourg Staff and Community citizens	Following Strategic plan; People, Action #3: Encourage Healthy Lifestyles across all age groups by promoting and raising awareness about public health and active transportation
On Demand bus service	2020-2022	Improve ridership service while reducing operating cost.	Ability to service ridership with one bus during low demand periods allowing extended service without increasing overhead costs	Town of Cobourg Staff and Community citizens	Improve use of operational funding while meeting needs of the community. Follow Strategic Plan: Partnership; Action#3 Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives And Prosperity; Action #2 Coordinate funding opportunities to optimize community development capital and special project funding opportunities



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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Committee of the Whole on October 15, 2019, Council considered a Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2019-059, submitted by Adrian Pepper;

**NOW THEREFORE BE IT RESOLVED THAT** Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-059 to permit the replacement of an existing rear skylight, the replacement of a portion of the asphalt shingles on the east (rear) portion of the roof, the installation of eleven (11) new windows, and the construction of a new two storey deck and entry door at 300 George Street, Cobourg, subject to the finalization of details with planning and heritage staff.



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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Regular Council Meeting on October 21, 2019, Council considered a Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2019-063, submitted by Meaghan MacDonald on behalf of Habitat for Humanity Northumberland;

**NOW THEREFORE BE IT RESOLVED THAT** Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-063 to permit a 121 metre square (1,021 square foot) two storey rear addition and covered porch at 22-24 University Avenue West, Cobourg, subject to the finalization of details with planning and heritage staff.



**The Corporation of the  
Town of Cobourg**

**Resolution**

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

**Resolution No.:**

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

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

**Council Date:**

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

October 21, 2019

**WHEREAS** at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval - Development Agreement: 22-24 University Avenue West, Habitat for Humanity Northumberland;

**NOW THEREFORE BE IT RESOLVED THAT** Council grant Habitat For Humanity Northumberland a 50% reduction in applicable Building Permit, Planning Application, and Parkland fees and Development Charges for the subject development in the amount of \$21,555.00, with a pre-commitment of \$21,555.00 being made to the 2020 Municipal Budget.



**The Corporation of the  
Town of Cobourg**

# Resolution

---

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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Public Works and a Motion of support from the Transportation Advisory Committee, regarding the Sidewalk Priority Plan – 2019 Revision;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the revised 2019 Sidewalk Priority Plan as provided in Appendix 'A'.

## APPENDIX 'A'



**THE CORPORATION OF THE TOWN OF COBOURG**  
**Public Works & Engineering Department**  
**740 Division Street Bldg. #7**  
**Cobourg ON K9A 0H6**  
**Telephone: 905-372-9971**  
**Fax: 905-372-0009**

September 12, 2019

RE: Sidewalk Priority Plan

---

### **1 Background**

The Town of Cobourg has an annual sidewalk capital program where new sidewalk is installed by Public Works staff or a private contractor. The budget for the program ranges from \$75,000 - \$100,000 which would typically cover the cost of construction for 250 to 500 linear metres of sidewalk and includes labour, equipment, and materials for the sidewalk as well as any restoration of disturbed areas as needed.

In 2017, Council requested that Town staff prepare a master list of priorities for new sidewalk locations in order to eliminate subjectivity and dispute in the future. In 2018 a plan was prepared and approved by Council however in 2019 a new motion was brought forth to revise the approved plan to incorporate walking distances instead of straight line distances.

The purpose of the enclosed master sidewalk plan is to clearly identify the criteria by which new sidewalk locations will be evaluated and prioritized.

The objective of the plan is for the Town to have a justifiable long term list of priority sidewalks endorsed by Council.

#### **1.1 Transportation Master Plan**

The Town of Cobourg's Official Plan (OP) and Transportation Master Plan (TMP) recommend that all collector and arterial roads have sidewalk on both sides and local roads have sidewalk on at least one side. Cul-de-sacs and short streets are the exception, unless the sidewalk forms part of a connecting link to a destination (ie. a sidewalk which leads to a walkway into a park).

---

For more information visit [Cobourg.ca](http://Cobourg.ca), 'like' us on Facebook, follow us on Twitter and watch us on YouTube.



[/townofcobourg](https://www.facebook.com/townofcobourg)



[@townofcobourg](https://twitter.com/townofcobourg)



[TownCobourg](https://www.youtube.com/TownCobourg)



[Town of Cobourg](https://www.linkedin.com/company/Town-of-Cobourg)

## **2 Approach and Methodology**

### **2.1 Criteria One: Existence of Sidewalk**

- a) No Sidewalk: The highest priority roads are those with no sidewalk on either side.

Scenario: All roads with no sidewalk on either side will have priority over roads with sidewalk on one side or partial sidewalks.

- b) Partial Sidewalks on One Side, None on the Other: Sidewalks that end mid-block have been considered in the analysis only if the subject block has residential units existing on the entire side of the road with the partial sidewalk. However, if the sidewalk ends at a destination and no buildings exist beyond the end of the sidewalk then this block has been excluded from the analysis.

Scenario: Frei Street between Glenhare Street and Booth Street is included in the analysis whereas Furnace Street between the Curling Club and Ontario Street has been excluded from the analysis.

- c) Partial Sidewalks on One Side, Complete Sidewalk on the Other: Roads that already have a complete sidewalk on one side of the road but are missing part of a sidewalk on the other side have been considered as long as there is a necessity to complete the partial sidewalk for existing adjacent residences.

Scenario: Munroe Street between Ryerson Commons and Division Street is considered a partial sidewalk that will be considered in the analysis where as King Street East between Coverdale Avenue and Maplewood Boulevard, the sidewalk on the north side ends at the last residence and will only be extended upon development of the vacant lands to east. This section between Coverdale and Maplewood has not been included in the analysis.

### **2.2 Criteria Two: Road Classification**

The second highest priority of roads is based on the volume of traffic or classification. Those that are classified as Arterial are the highest, followed by Collector, and then Local roads.

Scenario: An arterial road with no sidewalk will have priority over a collector or local road with no sidewalk.

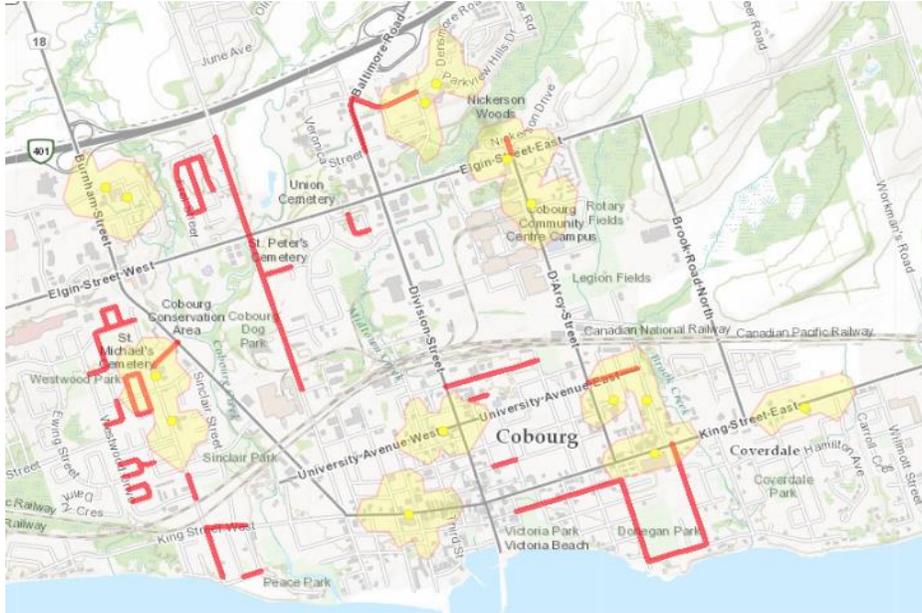
### **2.3 Criteria Three: Proximity to Various Entities**

The third consideration is how close a road is to important community infrastructure that exists within the Town's GIS database. The following are what have been considered in the analysis:

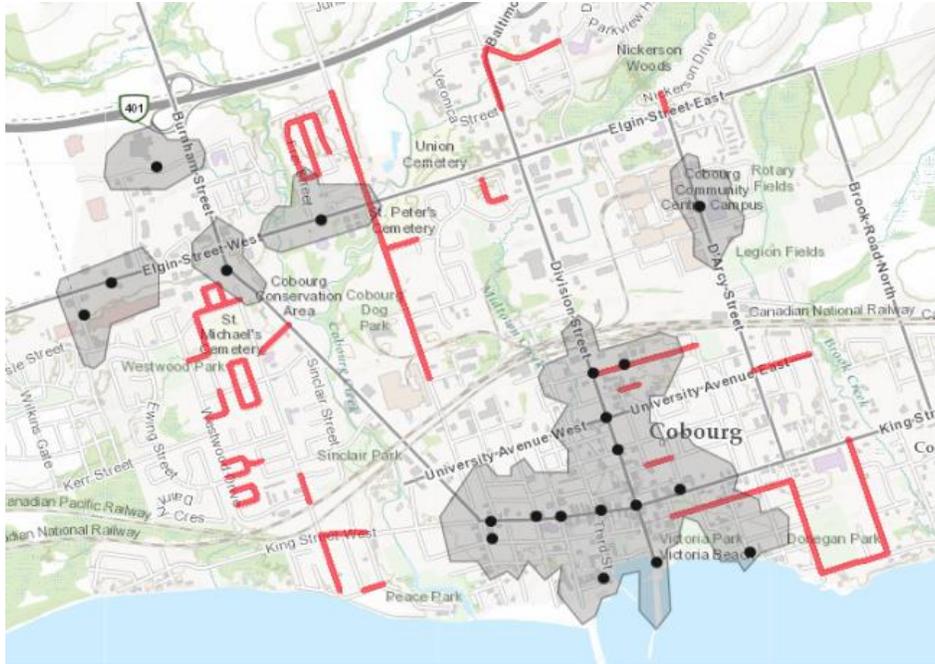
- a) Schools
- b) Major Pedestrian Generators/Destinations ie. Hospital, library, YMCA, shopping, employment areas, downtown, etc.
- c) Transit Stops
- d) Parks
- e) Local roads that Intersect with arterial or collector roads



Below is an illustration of the 250m walking distance buffer around schools.



Below is an illustration of the 250 m walking distance buffer around major pedestrian generators/destinations.

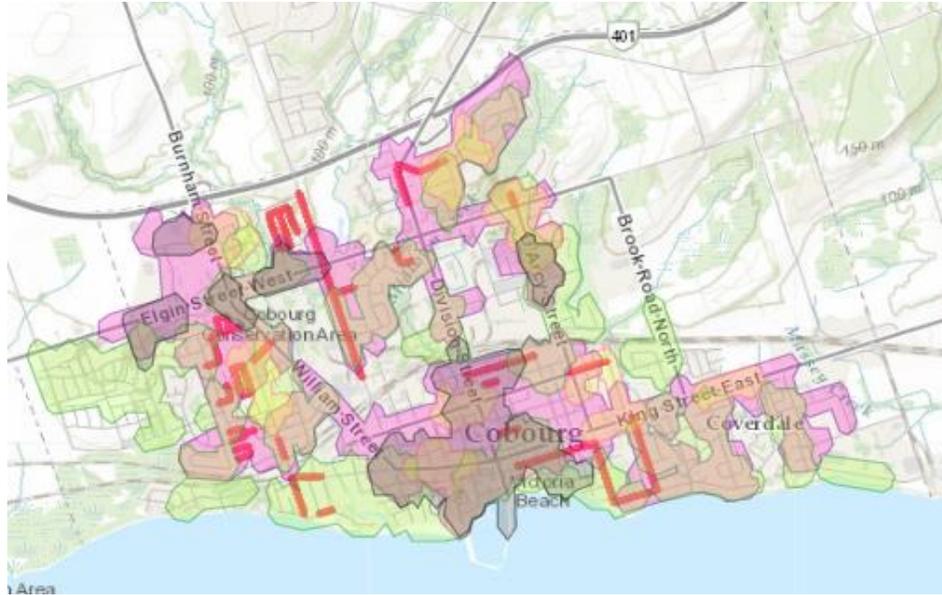


Below is an illustration of the 250m walking distance buffer around parks.



Once all of the buffers were established and mapped, they were overlapped onto each other and the data for each layer was exported to a spreadsheet for analysis.

Below is an illustration of all the buffers superimposed.



#### 2.4 Exclusions

For this study, the following roads have been excluded from the analysis:

1. Local roads that already have sidewalk on one side.
2. All roads that do not have curb and gutter.
3. Dead end streets or cul-de-sacs.
4. Industrial Lands
5. Park frontages
6. Special circumstances ie. Furnace Street there is an existing sidewalk from Victoria Street to the entrance of the curling club on the north side. There are no other residences or buildings on the north side of Furnace Street between the Curling Club and Ontario Street and therefore the extension of the sidewalk to Ontario Street will not be considered. Typical scenarios such as this have been excluded from the study.

The Sidewalk Priority Plan does not include repairs. Existing sidewalks that is in need of repair are identified and repaired by the Public Works Department and costs associated with the repairs are included in the annual operations budget. New sidewalks are only included in the Town's capital works budget.

Road reconstruction projects are also not included in the Sidewalk Priority Plan. Where ever possible, all streets that are reconstructed or rehabilitated will also be considered for new or replacement sidewalk.

Costs associated with the construction of new sidewalk in accordance with the Sidewalk Priority Plan do not include engineering fees, if required. Some of the more challenging streets in Town that require substantial restoration and/or retaining walls may require a topographic survey and detailed engineering plans for construction and these costs have not been included in the financial analysis of this plan.

Along with the implementation of new infrastructure comes increased maintenance costs. Operations and maintenance costs associated with new sidewalks have not yet been considered in this plan. A subsequent investigation and report will be conducted to determine the current costs associated with all sidewalk maintenance in order to determine the required annual operating budget increases associated with the new infrastructure.

### 3 Evaluation

In order to evaluate all of the roads in Town that require sidewalk, each of the criteria were assigned a corresponding weight. Weighting is a common way to assess the relative merits of a range of options as opposed to a rating which is typically a score of results. Criteria that receive a higher weight are considered to have a higher priority to be serviced by a sidewalk.

The criteria were assigned the following weights for analysis:

	Criteria	Description	Assigned Weight
<b>1</b>	<b>Existence of Sidewalk</b>		
	No Sidewalks on Either Side	Roads with curb and gutter	25
	Partial Sidewalk on One Side No sidewalk on Other side	Roads with curb and gutter	15
	Sidewalk on One Side Only	Roads with curb and gutter	10
	Partial Sidewalk on One Side	Roads with curb and gutter	5
<b>2</b>	<b>Road Classification</b>		
	Arterial (4 lanes)	Roads with curb and gutter	15
	Arterial (2 lanes)	Roads with curb and gutter	10
	Collector	Roads with curb and gutter	5
	Local	Roads with curb and gutter	1
<b>3</b>	<b>Proximity to Various Entities</b>		
	School Zone	Within 250m of a school	20
	Major Pedestrian Generators/Destinations	Within 250m of Hospital, library, YMCA, Downtown, Beach, Shopping	15
	Transit	Within 250m of transit stop	10
	Parks	Within 250m of Parks	5
	Intersecting with Arterial or Collector Roads	Only local roads intersecting with arterials or collectors	10

It should be noted that the weightings for Criteria 1 and 2 were specifically assigned, through an iterative process, so that the following circumstances would always be met if road classification and sidewalk existence were the only considerations:

1. An arterial (2 lane) and collector with no sidewalk on either side must always score higher than a local road with no sidewalk on either side.
2. A local road with no sidewalk must always score higher than an arterial (2 lane) or collector with sidewalk on one side.

Although the TMP recommends sidewalk on both sides for arterial and collectors and one side for locals, this strategy will ensure that local roads receive one sidewalk before a two lane arterial or collector receives a second sidewalk. However, any collectors or arterials that also fall under Criteria 3 may result in a collector or arterial receiving a second sidewalk before a local road receives one sidewalk.

#### **4 Analysis**

All roads with curb and gutter have been mapped within the Town's Geographic Information System (GIS) and can be assigned their weighting for Criteria 1 and 2. For each of the entities of Criteria 3, a walking distance buffer was created to capture all of the roads within the buffers in order to assign an associated weight. Data was then extracted from GIS into a spreadsheet to sum up all of the weighting assigned to each section of road.

##### **Constructability**

This evaluation has been completed strictly based on spatial GIS data that does not consider topography and the fact that there are often obstructions in the road allowance that will make building a sidewalk challenging and more costly. Obstructions such as overhead utilities and poles, fire hydrants, and trees will significantly add to the cost of constructing a sidewalk. Having to construct a retaining wall to make up a grade differential is not ideal, expensive and typically not desired on municipal property.

At any given time, there may be several streets that have the same total score on the priority list. Staff will inspect the subject streets to identify any additional factors that may determine which street should be the higher priority for the upcoming year of construction. The cost to construct the sidewalks may also impact its priority ie. If it is a very expensive section with many challenges, it may require additional funding before it can be constructed or it may have to be constructed over two or more years.

##### **Complete Streets**

As illustrated in the priority list, the sections of road that are being evaluated are actually block lengths (intersection to intersection) and all connecting blocks on a single street have been grouped together and highlighted with the same colour. This is so that a single block will not be constructed in isolation. The block with the highest score in a grouping is what indicates the street's priority.

### **How to Choose Which Side**

For roads with no sidewalk, there are many factors involved in deciding which side of the road the new sidewalk will go on. This decision will be provided by staff recommendation after a thorough review of road.

Considerations will include but not be limited to the following:

1. Overhead utilities – avoid having to relocate hydro poles and hydrants due to costs.
2. Underground utilities – avoid building sidewalk over top in case buried utility requires maintenance in the future and sidewalk has to be removed and replaced.
3. Driveways – ideal to have sidewalk on the side with the least amount of driveways.
4. Trees – ideal to construct sidewalk where there are fewer trees impacted.
5. Transit stops – ideal to construct sidewalk on the same side as a transit stop, if possible.
6. Retaining walls – ideal to avoid any if possible due to safety and capital/maintenance costs.

## **5 Implementation**

Based on a typical unit rate for construction of a linear metre of sidewalk, the priority list is also showing the cost estimate of each section of road and a cumulative cost estimate to complete all of the sidewalks on the priority list. In summary, with an annual budget of \$100,000, it will require approximately 20 years to complete the list of sidewalk priorities based on current market rates. This estimate is variable based on bid prices, time of year and weather, and difficulty or ease of construction.

Funding and government grants may arise from time to time that allow for additional construction projects and Town staff will continue to watch for these opportunities as well as identifying other budget alternatives.

The top priorities will be physically assessed in the fall of the preceding year to determine any constraints or extenuating circumstances that are unique and particular to the street that may otherwise change its priority ie. a street that is slated for reconstruction in the near future as part of the Town's Asset Management Plan would be deferred until that time. An annual report to Council will be prepared to document the results of the assessment in support of the next priority sidewalk.

### **Town of Cobourg Sidewalk Standards**

The following standards will apply for all new sidewalks constructed on existing streets.

1. All new sidewalks will be constructed parallel to the curb line and are not to be constructing around trees with the exception of any trees that are designated to be preserved by the Town Arborist.
2. The Town will not be constructing around private obstructions that have been installed on municipal property. Any private works must be relocated prior to sidewalk construction or they will be removed and disposed of by the Town or the Town's contractor. The Town will provide one site visit and one written notice to home owners at least sixty (60) days in advance of the sidewalk construction if private works are to be relocated.

3. Boulevards will be maximized where possible. All new sidewalks will have a minimum setback of 1.2m from the back of the curb as a boulevard between the road and the sidewalk is required for snow storage.
4. Sidewalks will be 1.5m wide and constructed in accordance with Ontario Provincial Standard Specifications and Drawings.
5. Tactile walking surface indicators will be installed on all curb ramps where new sidewalk is installed at an intersection.
6. Existing driveways and private walkways will be restored in kind. Private walkways are not permitted between the sidewalk and the curb.

## **6 Closing and Next Steps**

The Sidewalk Priority Plan is a tool to implement the recommendations of the Transportation Master Plan, Official Plan, and make Cobourg a more accessible and pedestrian friendly town in a systematic and rational manner. The Plan will be reviewed and updated regularly to ensure that the criteria and weightings remain relevant and applicable. New criteria can also be added as data becomes available.

The next steps will be for the Town to develop an official policy for the implementation of new sidewalks in the Town of Cobourg, based on the subject Sidewalk Priority Plan.

TOWN OF COBOURG SIDEWALK PRIORITY PLAN  
SEPTEMBER 2019

Street Name	Location / Road Section	Sidewalk Location	Sidewalk Weight	Road Class Weight	School Weight	Major Ped. Gen. Weight	Transit Weight	Parks Weight	Intersects with Art/Citr	Total Road Section Score	TOTAL ROAD SCORE	Road Section Length (m)	Total Road Length (m)	\$/ Road Section	\$/ Total Road
Abbott Boulevard	ABBOTT BV FROM CORONATION TO KING	NONE	25	1	20	0	10	5	10	71	71	161	668	\$ 32,200.00	\$ 133,600.00
Abbott Boulevard	ABBOTT BV FROM LAKESHORE TO CORONATION	NONE	25	1	0	0	10	5	10	51		248		\$ 49,600.00	
Abbott Boulevard	ABBOTT BV FROM CORONATION SOUTH TO CORONATION NORTH	NONE	25	1	0	0	10	5	0	41		259		\$ 51,800.00	
D'Arcy Street	D'ARCY ST FROM ELGIN TO NICKERSON	NONE	25	1	20	0	10	5	10	71	71	104	104	\$ 20,800.00	\$ 20,800.00
Hayden Crescent	HAYDEN CR FROM BURWASH EAST TO BURWASH WEST	NONE	25	1	20	0	10	5	0	61	61	330	330	\$ 66,000.00	\$ 66,000.00
Murray Crescent	MURRAY CR FROM BURWASH EAST TO BURWASH WEST	NONE	25	1	20	0	10	5	0	61	61	329	329	\$ 65,800.00	\$ 65,800.00
Heath Street	HEATH ST FROM WILLIAM TO BURNHAM	ONE COMPLETE	10	5	20	0	10	5	10	60	60	213	213	\$ 42,600.00	\$ 42,600.00
Densmore Road	DENSMORE RD FROM DIVISION TO OTTO	ONE COMPLETE	10	5	20	0	10	0	10	55	55	194	415	\$ 38,800.00	\$ 83,000.00
Densmore Road	DENSMORE RD FROM OTTO TO BIRCHWOOD	ONE COMPLETE	10	5	20	0	10	5	0	50		221		\$ 44,200.00	
Curtis Crescent	CURTIS CR FROM EAST CARLISLE TO WEST CARLISLE	NONE	25	1	0	15	10	0	0	51	51	310	310	\$ 62,000.00	\$ 62,000.00
University Avenue East	UNIVERSITY AV E FROM DARCY TO CAMPBELL	ONE COMPLETE	10	10	20	0	10	0	0	50	50	113	315	\$ 22,600.00	\$ 63,000.00
University Avenue East	UNIVERSITY AV E FROM MAJOR TO COTTESMORE	ONE COMPLETE	10	10	20	0	10	0	0	50		111		\$ 22,200.00	
University Avenue East	UNIVERSITY AV E FROM CAMPBELL TO MAJOR	ONE COMPLETE	10	10	20	0	10	0	0	50		91		\$ 18,200.00	
Munroe Street	MUNROE ST FROM DIVISION TO SIDEWALK DEAD END	ONE COMPLETE ONE PART	5	1	0	15	10	5	10	46	46	311	311	\$ 62,200.00	\$ 62,200.00
Chapel Street	CHAPEL ST FROM JOHN TO COLLEGE	ONE COMPLETE	10	5	0	15	10	5	0	45	45	141	141	\$ 28,200.00	\$ 28,200.00
Lakeshore Drive	LAKESHORE DR FROM DARCY TO BAYVIEW	NONE	25	5	0	0	10	5	0	45	45	267	367	\$ 53,400.00	\$ 73,400.00
Lakeshore Drive	LAKESHORE DR FROM BAYVIEW TO ABBOTT	NONE	25	5	0	0	10	5	0	45		100		\$ 20,000.00	
Ontario Street	ONTARIO ST FROM HUYCKE TO ELGIN	ONE COMPLETE	10	5	0	15	10	5	0	45	45	274	1674	\$ 54,800.00	\$ 334,800.00
Ontario Street	ONTARIO ST FROM ELGIN TO ADELE	ONE COMPLETE	10	5	0	15	10	0	0	40		330		\$ 66,000.00	
Ontario Street	ONTARIO ST FROM MCGUIRE TO SUTHERLAND	ONE COMPLETE	10	5	0	0	10	5	0	30		370		\$ 74,000.00	
Ontario Street	ONTARIO ST FROM SUTHERLAND TO HUYCKE	ONE COMPLETE	10	5	0	0	10	5	0	30		388		\$ 77,600.00	
Ontario Street	ONTARIO ST FROM ADELE TO WHITE	ONE COMPLETE	10	5	0	0	0	0	0	15		312		\$ 62,400.00	
Queen Street	QUEEN ST FROM GREEN TO HENRY	ONE COMPLETE	10	5	0	15	10	5	0	45	45	177	611	\$ 35,400.00	\$ 122,200.00
Queen Street	QUEEN ST FROM CHURCH TO GREEN	ONE COMPLETE	10	5	0	15	10	5	0	45		166		\$ 33,200.00	
Queen Street	QUEEN ST FROM MCGILL TO CHURCH	ONE COMPLETE	10	5	0	15	10	5	0	45		108		\$ 21,600.00	
Queen Street	QUEEN ST FROM HENRY TO DARCY	ONE COMPLETE	10	5	0	0	10	0	0	25		160		\$ 32,000.00	
Heenan Street	HEENAN ST FROM HEENAN CRT TO FAIRBANKS	NONE	25	1	0	0	10	5	0	41	41	93	213	\$ 18,600.00	\$ 42,600.00
Heenan Street	HEENAN ST FROM FAIRBANKS TO HEENAN CRT	NONE	25	1	0	0	10	5	0	41		120		\$ 24,000.00	
Northwood Drive	NORTHWOOD DR FROM WESTWOOD TO CARLISLE	NONE	25	1	0	0	10	5	0	41	41	339	339	\$ 67,800.00	\$ 67,800.00
Sandmere Crescent	SANDMERE CR FROM BARBARA TO WESTWOOD	NONE	25	1	0	0	10	5	0	41	41	100	242	\$ 20,000.00	\$ 48,400.00

TOWN OF COBOURG SIDEWALK PRIORITY PLAN  
SEPTEMBER 2019

Street Name	Location / Road Section	Sidewalk Location	Sidewalk Weight	Road Class Weight	School Weight	Major Ped. Gen. Weight	Transit Weight	Parks Weight	Intersects with Art/Citr	Total Road Section Score	TOTAL ROAD SCORE	Road Section Length (m)	Total Road Length (m)	\$/ Road Section	\$/ Total Road
Sandmere Crescent	SANDMERE CR FROM WESTWOOD TO BARBARA	NONE	25	1	0	0	10	5	0	41		142		\$ 28,400.00	
Spragge Crescent	SPRAGGE CR FROM WESTWOOD TO BURWASH	NONE	25	1	0	0	10	5	0	41	41	224	224	\$ 44,800.00	\$ 44,800.00
Barbara Street	BARBARA ST FROM SHIRLEY TO SANDMERE	NONE	25	1	0	0	10	0	0	36	36	85	85	\$ 17,000.00	\$ 17,000.00
Frei Street	FREI ST FROM BOOTH TO SIDEWALK DEAD END	ONE COMPLETE ONE PART	5	1	0	15	10	5	0	36	36	110	193	\$ 22,000.00	\$ 38,600.00
Frei Street	FREI ST FROM BOOTH TO GLENHARE	ONE COMPLETE	10	1	0	0	0	0	0	11		83		\$ 16,600.00	\$ -
Spencer Street East	SPENCER ST E FROM JOHN TO RYERSON COMMONS	NONE	25	1	0	15	10	0	0	51	51	101	101	\$ 20,200.00	\$ 20,200.00
Glenhare Street	GLENHARE ST FROM BOOTH TO SIDEWALK DEAD END	ONE COMPLETE ONE PART	5	1	0	15	10	5	0	36	36	35	357	\$ 7,000.00	\$ 71,400.00
Booth Street	BOOTH ST FROM GLENHARE TO FREI	NONE	25	1	0	0	0	0	0	26		322		\$ 64,400.00	\$ -
Willow Crescent	WILLOW CR FROM WESTWOOD NORTH TO WESTWOOD SOUTH	NONE	25	1	0	0	10	0	0	36	36	292	292	\$ 58,400.00	\$ 58,400.00
Burnham Street	BURNHAM ST FROM 142 BURNHAM (SIDEWALK DEAD END) TO KING	ONE COMPLETE ONE PART	5	1	0	0	10	5	10	31	31	250	250	\$ 50,000.00	\$ 50,000.00
Carlisle Street	CARLISLE ST FROM CURTIS TO BURNHAM	ONE COMPLETE ONE PART	5	1	0	15	10	0	0	31	31	83	209	\$ 16,600.00	\$ 41,800.00
Carlisle Street	CARLISLE ST FROM CURTIS TO SIDEWALK DEAD END	ONE COMPLETE ONE PART	5	1	0	0	10	5	0	21		43		\$ 8,600.00	\$ -
Carlisle Street	CARLISLE ST FROM CURTIS TO CURTIS	ONE COMPLETE ONE PART	5	1	0	0	10	0	0	16		83		\$ 16,600.00	\$ -
Huycke Street	HUYCKE ST FROM 226 HUYCKE TO ONTARIO	ONE COMPLETE ONE PART	5	1	0	0	10	5	10	31	31	95	95	\$ 19,000.00	\$ 19,000.00
Monk Street	MONK ST FROM STUART TO TREMAINE	NONE	25	1	0	0	0	5	0	31	31	110	110	\$ 22,000.00	\$ 22,000.00
Burnham Street	BURNHAM ST FROM WESTWOOD TO BURNHAM MANOR	ONE COMPLETE	10	5	0	0	10	5	0	30	30	108	128	\$ 21,600.00	\$ 25,600.00
Burnham Street	BURNHAM ST FROM 436 BURNHAM TO WESTWOOD	ONE COMPLETE	10	5	0	0	10	5	0	30		20		\$ 4,000.00	
D'Arcy Street	D'ARCY ST FROM BAY TO LAKEVIEW	ONE COMPLETE	10	5	0	0	10	5	0	30	30	94	540	\$ 18,800.00	\$ 108,000.00
D'Arcy Street	D'ARCY ST FROM PERRY TO ROCKINGHAM	ONE COMPLETE	10	5	0	0	10	5	0	30		70		\$ 14,000.00	
D'Arcy Street	D'ARCY ST FROM LAKEVIEW TO PERRY	ONE COMPLETE	10	5	0	0	10	5	0	30		27		\$ 5,400.00	
D'Arcy Street	D'ARCY ST FROM ROCKINGHAM TO QUEEN	ONE COMPLETE	10	5	0	0	10	0	0	25		51		\$ 10,200.00	
D'Arcy Street	D'ARCY ST FROM WATER TO LAKE	ONE PART	15	5	0	0	0	5	0	25		125		\$ 25,000.00	
D'Arcy Street	D'ARCY ST FROM BAY TO WATER	ONE COMPLETE	10	5	0	0	0	5	0	20		121		\$ 24,200.00	
D'Arcy Street	D'ARCY ST FROM LAKESHORE TO LAKE	ONE COMPLETE	10	5	0	0	0	5	0	20		52		\$ 10,400.00	
Division Street	DIVISION ST FROM VERONICA SOUTH TO VERONICA NORTH	ONE COMPLETE	10	10	0	0	10	0	0	30	30	351	351	\$ 70,200.00	\$ 70,200.00
King Street West	KING ST W FROM STUART TO BURNHAM	ONE COMPLETE	10	5	0	0	10	5	0	30	30	122	285	\$ 24,400.00	\$ 57,000.00
King Street West	KING ST W FROM WPCP DRIVEWAY TO SINCLAIR	ONE COMPLETE	10	5	0	0	0	5	0	20		110		\$ 22,000.00	
King Street West	KING ST W FROM SINCLAIR TO STUART	ONE COMPLETE	10	5	0	0	0	5	0	20		53		\$ 10,600.00	
Glenhare Street	GLENHARE ST FROM ADELE TO FREI	NONE	25	1	0	0	0	0	0	26	26	224	224	\$ 44,800.00	\$ 44,800.00



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

Resolution No.:

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

Council Date:  
October 21, 2019

**WHEREAS** at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for the East Pier and Campground – Consultation Report;

**NOW THEREFORE BE IT RESOLVED THAT** Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

1. East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4);
2. Essential East Pier enhancements that include:
  - a. Seating/lookouts;
  - b. Pedestrian walkways;
  - c. Electrical upgrades and pedestrian lighting;
  - d. Accessibility enhancements (from the East Pier to Victoria Beach) (to be costed separately);
  - e. Perimeter railings;
3. Optional East Pier enhancements (to be costed separately) that include:
  - a. Charter boat and deep water docking;
  - b. Food concession;
  - c. Pedestrian access to the lighthouse;

**AND FURTHER THAT** the \$100,000 allocated to East Pier Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

**AND FURTHER THAT** the procured drawings/costings for East Pier repairs and enhancements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering;

**AND FURTHER THAT** the estimated construction costs of East Pier structural repairs be reflected through the 2020 Budget process.



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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for the East Pier and Campground – Consultation Report;

**NOW THEREFORE BE IT RESOLVED THAT** Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

1. Essential Campground improvements:
  - a. Service upgrades (water, sanitary and electrical);
  - b. Service building upgrades and potential new joint service buildings;
  - c. Registration system upgrades;
  - d. Increase rates and revise policies;
  - e. Review/improve the configuration of campground sites;
  
2. Optional Campground improvements (to be costed separately):
  - a. General landscape improvements;
  - b. Extend/expand the use of the campground (for greater all-season use);
  - c. Provide multi-use trail connection around campground perimeter;

**AND FURTHER THAT** the \$30,000 allocated to Campground Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

**AND FURTHER THAT** the procured drawings/costings of the Campground improvements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering.

**AND FURTHER THAT** the estimated construction/implementation costs of essential Campground improvements be reflected through the 2020 Budget.



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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square);

**NOW THEREFORE BE IT RESOLVED THAT** Council support the submission by Staff of two (2) applications to the Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream, for funding assistance for the following two (2) projects that will need to be completed by March 2028:

1. Repairs and enhancements to Cobourg's Harbour, including East Pier, for a total project cost of approximately \$10.6 million with the municipal share being approximately \$2.8 million (subject to further review and refinement); and
2. Development costs for Victoria Square for a total project cost of approximately \$1.65 million with the municipal share being approximately \$0.45 million.

**AND FURTHER THAT** the estimated costs be submitted through the 2020 Budget process.



**The Corporation of the  
Town of Cobourg**

**Resolution**

---

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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

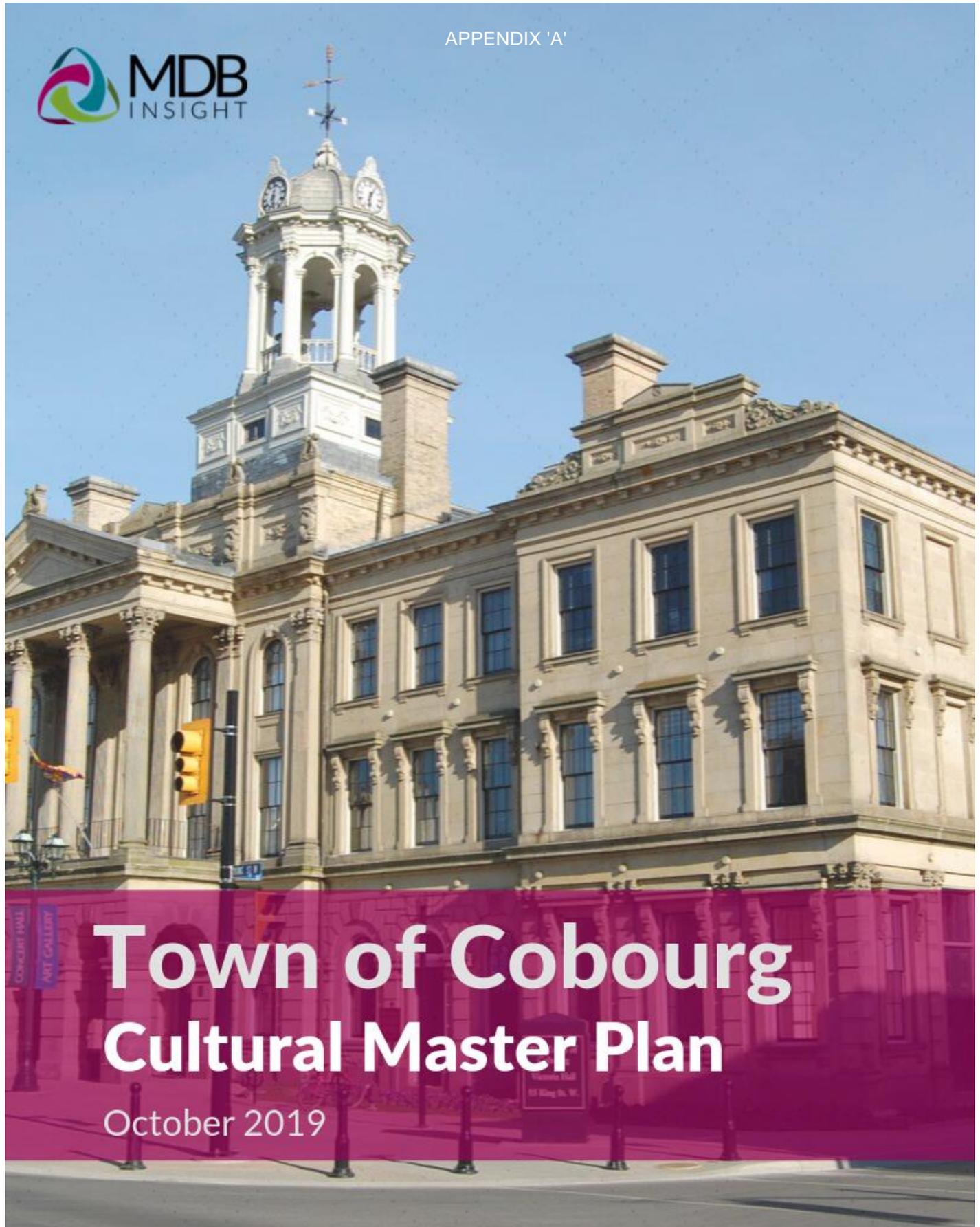
**WHEREAS** at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Town of Cobourg Draft Cultural Master Plan;

**NOW THEREFORE BE IT RESOLVED THAT** Council adopt the Town of Cobourg Cultural Master Plan, as provided in Appendix 'A'; and

**FURHTER THAT** Council direct Municipal Staff to evaluate the Cultural Master Plan for implementation and to bring forward to Council for its consideration at the appropriate time any recommendations that require new resources or funding.



APPENDIX 'A'



# Town of Cobourg Cultural Master Plan

October 2019



## Table of Contents

<i>Acknowledgements</i> .....	ii
<i>Defining Culture</i> .....	iii
<i>Glossary of Terms</i> .....	iv
<i>Executive Summary</i> .....	vi
<b>CHAPTER ONE - Objectives and Guiding Principles of Cultural Planning</b> .....	1
Introduction .....	1
Objectives and Guiding Principles of Cultural Planning .....	1
Defining Culture and Cultural Resources .....	2
<b>CHAPTER TWO - The Cultural Planning Process and Context Review</b> .....	4
The Cultural Planning Process.....	4
Cultural Planning Context Review.....	5
<b>CHAPTER THREE - Community Consultation Input</b> .....	12
The Consultation Process.....	12
Key Findings from The Public Engagement Activities .....	13
Key Findings from The Stakeholder Engagement Activities .....	15
SOAR Results .....	16
<b>CHAPTER FOUR - Cobourg’s Cultural Master Plan</b> .....	18
Vision for Culture .....	18
Defining the Town’s Role .....	19
Strategic Directions and the Action Plan .....	20
Town of Cobourg Cultural Master Plan’s Action Plan Schedule .....	34
Implementing Cobourg’s Cultural Master Plan.....	35
<i>Appendix A: Background Report (under separate cover)</i>	
<i>Appendix B: Consultation and Engagement Report (under separate cover)</i>	

© 2019 MDB Insight Inc.

MDB Insight Inc. has prepared this report exclusively for Town of Cobourg. All data and information contained herein is considered confidential and proprietary and may not be reproduced, published or distributed to, or for, any third party without the express prior written consent of MDB Insight Inc.



## *Acknowledgements*

Cobourg's first Cultural Master Plan has been a collaborative effort with the many residents and community stakeholders who contribute to the development of arts and culture in the town. The ideas and recommendations in the Cultural Master Plan reflect a broad range of input and interests and the Community Services Division is very appreciative of the role that members of the community played in this year-long process.

We would like to thank Mayor John Henderson, Deputy Mayor Suzanne Séguin and Councillors Aaron Burchat, Adam Bureau, Brian Darling, Emily Chorley and Nicole Beatty for their vision and commitment to supporting arts and culture in Cobourg.

In appreciation of their guidance and advice, we would like to thank Director of Community Services Dean Hustwick as well as Alyssa Bevan, Project Assistant for Recreation and Culture, and Ashley Purdy, Communications Manager for the Town.

We would also like to acknowledge the direct contributions of the Cobourg Cultural Master Plan Steering Committee. Their input has been invaluable in creating a document that is both practical and unique to the strengths and aspirations of the Town of Cobourg. A special thank you to the following members:

- Councillor Adam Bureau
- Catherine Richards, Heritage Advisory Committee
- Olinda Casimiro, Art Gallery of Northumberland
- Jack Boyagian, Northumberland Players Community Theatre
- Rick Miller, Marie Dressler Foundation/Vintage Film Festival
- Starr Olsen, Oriana Singers
- Ken Noronha, Northumberland Orchestra and Choir
- Carol McCann, Downtown Coalition Advisory Committee
- Sheila McCoy, Cobourg Art Club and Local Artist
- Astrid Hudson, Member at Large
- Gail Rayment, Member at Large

We would also like to acknowledge the involvement of the late Duane Schermerhorn. Duane embodied a true volunteer spirit, supporting several arts and cultural endeavours in the Town since his retirement in 2002.

Finally, we would like to thank the staff at MDB Insight who assisted us in shaping a vision for cultural planning that will enrich life for Cobourg's residents and delight visitors from around the world.



## *Defining Culture*

Culture means many things to many people. In the broadest sense, culture is anything that defines the unique identity of a community or social group. Those characteristics often include social customs, seasonal traditions, geography, cuisine, oral traditions, fashion, literature, music and religious expression. However, culture also includes less obvious aspects of our lives such as heritage (both built and natural), community initiatives and the creative economy, which can include film & video industries, advertising, design & fabrication, performing arts and much more.

The categories of cultural resources have been endorsed by the Ontario Ministry of Tourism, Culture and Sport as a guide for Ontario municipalities undertaking cultural asset mapping and cultural planning. The definition is based on the Province of Ontario's Cultural Resource Framework, Statistics Canada's Canadian Framework for Culture Statistics and best practice research. Referred to as a Cultural Resource Framework, it illustrates the diversity of assets that contribute to a community's cultural identity.

### **Community Cultural Organizations**

- This resource represents community-based cultural organizations that are smaller, with often less formal organizational structures, however essential to the cultural vitality of the community.

### **Cultural Enterprises**

- This resource represents a wide range of cultural businesses engaged in the creation and production of cultural goods or services.

### **Cultural Spaces and Facilities**

- This resource represents facilities and spaces where cultural activities take place.

### **Cultural Heritage**

- This resource represents significant cultural heritage sites or resources. Numerous designated heritage properties pay tribute to the Town's past.

### **Natural Heritage**

- This resource represents significant natural areas in the Town. Assets such as trails, parks, and conservation areas offer rich recreational and community experiences for residents and visitors alike.

### **Festivals and Events**

- This resource represents recurring cultural activities. Festivals and events contribute to the animation of public and natural spaces by bringing entertainment, new experiences, and economic impacts on the community.



## *Glossary of Terms*

- **Accessible Culture** - The access to cultural activities for all individuals, including those that have additional needs either due to a form of disability or economic status.
- **Cultural Development** - The use of collaborative, creative and innovative problem-solving approaches and tools to leverage cultural resources in resolving planning issues and concerns of the community. The process provides the opportunity to enhance the quality of life and unique sense of place among residents.
- **Creative and Cultural Industries** - A set of industries quantified by Statistics Canada involved in the creation, production and distribution of cultural goods and services that use creativity and intellectual capital as primary inputs. They are among the fastest-growing economic sectors globally and include enterprises involved in the performing arts; film and video production; recording and broadcasting; architecture; design (graphic, industrial, interior, fashion, etc.); advertising; publishing and new and interactive digital media etc.
- **Creative Economy** - The creative economy deals with the interface between economy, culture, technology, and society. Having creativity as the main driver, the sector is concentrated around products and services bearing creative content, cultural value and market objectives. Creative goods and services are resilient products for they rely on ideas, knowledge, skills and the ability to seize new opportunities.
- **Creative Hub** - A multi-tenant centre, complex or place-based network that functions as a focal point of cultural activity and/or creative entrepreneurship and incubation.
- **Creative Minds** – Individuals who are characterized as having the ability to create from originality of thought or invention.
- **Culture** - Culture is the expression and celebration of the values and aspirations of a community or social group. This is expressed through all manner of human activities that characterise a community and its people and shape its unique sense of place. It includes the sharing of ideas; learning through expression in the fine, visual, literary, media, material and performing arts; heritage; and the shared experiences of history. To engage in cultural planning, therefore, requires knowing how people experience their local environment.
- **Cultural Council** - A strategic leadership group formed for the purposes of implementing cultural plans and ongoing cultural planning and development. Membership ideally includes Council member(s); municipal staff; wide representation from the cultural sector; the business community; important community agencies such as the United Way and Community Foundations; and post-secondary institutions.
- **Cultural Gardening** – Cultural gardening is a cultural development model that embraces the fundamental idea that cultural entrepreneurs drive creative economies.
- **Cultural Identity** - Refers to those shared beliefs and characteristics that distinguish a community or social group and which underpin a sense of belonging to that group. The ethnocultural background



is one important element, though not the sole source of identity. As cultures interact and intermix, cultural identities change and evolve.

- **Cultural Mapping** – A systematic approach to identifying, recording and classifying a community’s cultural resources.
- **Cultural Mediation** - Cultural mediation is the process of building bridges between the cultural and social realms, and the building of new relationships between the political, cultural and public spheres. It covers a broad spectrum of practices ranging from audience development activities to participatory and community arts.
- **Cultural Resources** - Cultural resources encompass both tangible and intangible cultural assets that fuel economic prosperity, quality of life and contribute to defining a community’s unique identity and sense of place.
- **Cultural Planning** - A municipal government-led process for identifying and leveraging a community’s cultural resources, strengthening the management of those resources, and integrating cultural resources across all facets of local government planning and decision-making. Cultural planning is part of an integrated, place-based approach to planning and development that considers four pillars of sustainability: economic prosperity, social equity, environmental responsibility and cultural vitality.
- **Diversity** - A state of difference in a community or social group that can include race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, and religious or political beliefs.
- **Heritage** - The Cobourg Heritage Master Plan defines heritage as assets that tell the story of the Town’s unique historical development. These include: impressive educational and civic buildings, such as the former college and Victoria Hall; fine 19th century residences of the Town’s elite; vernacular residences of the working class that built the Town and worked its industries; the late 19th and early 20th century summer houses; and the cultural landscapes of the waterfront and rail corridors that spawned the Town’s industries.
- **Place-Based Cultural Tourism** - Place-based cultural tourism is more than just attractions but also the destination’s history and heritage, its narratives and stories, its landscape, its townscape, its people. It is about discovering what makes a community distinctive, authentic, and memorable. It is about the experience of place.
- **Planning Culturally** – adopting a new mindset based on building a shared vocabulary and set of assumptions to support communication among people from widely differing professional backgrounds.
- **Quality of Place** - defined as the physical characteristics of a community, the way it is planned, designed, developed and maintained that affect the quality of life of people living and working in it and those visiting it both now and in the future.



## Executive Summary

### Why a Cultural Master Plan?

In developing a Cultural Master Plan, the Town of Cobourg joins leading municipalities across Ontario and Canada in recognizing the importance of cultural resources in enhancing the quality of life for residents and in building prosperous and diversified local economies. Today there are over 75 municipal cultural plans that have been completed covering over 75% of Ontario's population.

The Town in undertaking this Cultural Master Plan intends to provide a strategic document for developing and investing in its cultural resources over the next 5 years and for leveraging these resources to advance other economic and wider community development objectives over the longer term.

The Town is already demonstrating leadership in cultural development in several ways. It established the Community Services Division (formerly called the Recreation and Culture Division) to enhance the Town's capacity to plan and coordinate cultural programming. It has leveraged local knowledge and passion for arts and culture in the creation of a Steering Committee to shepherd the creation of a Cultural Master Plan. It has also been deliberate in integrating cultural resources into a variety of its strategic planning documents thus providing a foundation for the Cultural Master Plan and bringing attention to the Town's arts, culture and heritage resources. Chapter Two discusses these plans and their relevance to the Cultural Master Plan.

### The Planning Process

The planning process for the Cultural Master Plan began in June 2018 and concluded in September 2019 with a presentation to Municipal Council. The process was supported by a Steering Committee comprised of residents, staff, community organizations and business representatives.

The Town of Cobourg Cultural Master Plan Planning Process





During the planning process, several background research documents were completed and are appended to the Cultural Master Plan. A summary of key findings from this earlier phase of research can be found in Chapters Two and Three. These documents include:

- ***Appendix A: Background Report***
- ***Appendix B: Consultation and Engagement Report***

## The Town of Cobourg Cultural Master Plan

The Cultural Master Plan consists of the following elements:

- **A Vision for Culture**
- **Town Roles**
- **Strategic Directions and Action Plan**

The Cultural Master Plan is grounded in 6 Strategic Directions and provides a framework for 14 actions and 43 tactics. The framework is presented in Chapter Four.

The Cultural Master Plan Vision and Strategic Directions are presented below.

### A Vision for Culture

Based on input from the community, the town of Cobourg envisions a community:

- **Where culture is diverse, inclusive and accessible to residents and visitors to the community;**
- **Where our cultural organizations help shape the quality and character of our community;**
- **Where there is an interesting and active cultural scene supported by our creative and cultural industries;**
- **Where culture is embedded in our community development decision-making;**
- **Where cultural creativity is welcomed and supported by an engaged audience;**
- **Where the quality of our cultural attractions attract visitors, promotes tourism and drives economic activity in town;**
- **Where our youth are engaged in cultural expression and experiences.**



## Strategic Directions and Goals

Building on this vision of culture, the Cultural Master Plan planning process has identified six strategic directions for the Town. These have been informed by the background research, best practices in cultural planning, as well as the key themes summarized in *Appendix B: Consultation and Engagement Report*.

- **Strategic Direction #1 – Embrace and Communicate A Shared Vision of Culture Across the Town**
  - Objective: The town of Cobourg embraces a shared vision for culture that extends to a wide range of arts, culture and heritage groups, the Public Library, community groups, local businesses, and service organizations.
  
- **Strategic Direction #2 – Improve Communication and Collaboration Within the Cultural Sector**
  - Objective: The Town of Cobourg fosters opportunities for dialogue among cultural partners and invites residents to engage and participate in cultural activities.
  
- **Strategic Direction #3 – Promote Cobourg’s Rich History and Heritage**
  - Objective: The Town of Cobourg celebrates and promotes its cultural heritage resources in a way that enhances its unique identity and supports economic and tourism development goals.
  
- **Strategic Direction #4 – Grow Culture-Led Economic Development Programs**
  - Objective: The Town of Cobourg creates an environment that allows for the growth of cultural ideas and cultural entrepreneurs.
  
- **Strategic Direction #5 – Strengthen Tourism Products by Leveraging Unique Cultural Assets**
  - Objective: The Town of Cobourg recognizes and supports the growth of cultural tourism as an economic driver.
  
- **Strategic Direction #6 – Increase Community Engagement Among Youth and Volunteers**
  - Objective: The Town of Cobourg improves youth and volunteer involvement in arts and culture across the community through effective collaboration and partnerships.



## **CHAPTER ONE**

# *Objectives and Guiding Principles of Cultural Planning*

### **Introduction**

As an economic centre in Northumberland County, Cobourg attracts creative minds from across Eastern Ontario to volunteer, participate and work in its cultural and creative institutions, operate small businesses, and build lives in the community.

Cobourg's economic success over the past decade has led to a rise in its population and growing diversity within its business community. From its early days, Cobourg has been a dynamic town, fueled by a rich history dating from early aboriginal times through 18<sup>th</sup> century settlement to the 21<sup>st</sup> century<sup>1</sup>. This dynamism is still felt on the streets of Cobourg today as its economy which historically has been centred around industry now embraces its emerging creative economy.

As Cobourg changes, so does the diversity of its cultural expression. This is manifested in the town's entrepreneurial spirit, a belief that anything is possible, and a desire to ensure the community remains vibrant and attractive to future residents. It is a community where residents desire accessible culture, outlets for creative expression, and spaces to create and engage with each other through cultural activities.

The Cobourg of today is a place where creative individuals can work in multi-disciplinary practices, where creative businesses can thrive, and whose cultural assets draw residents and visitors to the community. The Cultural Master Plan has been informed by Cobourg residents, local businesses, cultural organizations, and creative individuals and will be used by the Town and its partner organizations as a strategic guide on how to develop and invest in the town's cultural resources to advance economic and wider community development objectives.

### **Objectives and Guiding Principles of Cultural Planning**

At its core, cultural planning is a process for identifying and leveraging a community's cultural resources, strengthening the management of those resources, and integrating those resources across all facets of local decision making – this includes the municipal government, the business community, the not-for-profit sector, and other community organizations.

#### **The Objective of the Cultural Master Plan**

The Cultural Master Plan is intended as a framework to guide all aspects of cultural planning, with reviews of the Plan taking place every five years. The Cultural Master Plan will ensure that the application of a cultural lens to municipal decision-making is understood across various municipal

---

<sup>1</sup> Town of Cobourg Heritage Master Plan, 2016.



departments. The Cultural Master Plan will also serve to recommend changes or additions to municipal policies and guide funding decisions.

## Guiding Principles

Based on community and stakeholder input, the development of the Cultural Master Plan is guided by the following principles:

- **Ensure Cobourg residents benefit from the development of the town’s cultural resources.**
- **Promote sustainable cultural development by connecting businesses, community members and the cultural community.**
- **Ensure the application of a cultural lens across various municipal departments.**
- **Support opportunities for economic growth by improving the town’s quality of place.**
- **Promote access to all artistic, cultural and heritage initiatives.**
- **Build on Cobourg’s unique identity.**

## Defining Culture and Cultural Resources

Culture can be a difficult term to define. In its most comprehensive sense, culture is all those things that combine to define the unique identity of a community or social group. For purposes of municipal cultural planning, however, a broader understanding and definition of cultural resources is required.

The categories of cultural resources illustrated in the diagram below have been endorsed by the Ontario Ministry of Tourism, Culture and Sport as a guide for Ontario municipalities undertaking cultural asset mapping and cultural planning. Referred to as a Cultural Resource Framework, it illustrates the diversity of assets that contribute to a community’s cultural identity.

Figure 1: Cultural Resource Framework Diagram



Source: MDB Insight



A complete description of the Cultural Resource Framework categories is provided below. The definition is based on the Province of Ontario's Cultural Resource Framework, Statistics Canada's Canadian Framework for Culture Statistics and best practice research.

### Community Cultural Organizations

- This resource represents community-based cultural organizations that are smaller, with often less formal organizational structures, however essential to the cultural vitality of the community.
  - **Assets Include:** craft groups, genealogical societies, book clubs, local food groups, choirs, natural heritage groups, theatre groups, and other cultural organizations

### Cultural Enterprises

- This resource represents a wide range of cultural businesses engaged in the creation and production of cultural goods or services.
  - **Assets Include:** antique dealers, artistic representatives, public art gallery, book stores, breweries, wineries, local radio stations, craft suppliers, dance studios and instruction, graphic design services, web design and production services, motion picture and video productions, libraries, history museums, musicians, music instruction and studios, photographers, newspaper publishers, and visual art studios

### Cultural Spaces and Facilities

- This resource represents facilities and spaces where cultural activities take place.
  - **Assets Include:** community centres, post-secondary institutions, primary schools, secondary schools, bars with live music, restaurants with live music, performing art venues, railway sites, churches, and motion picture and video exhibition

### Cultural Heritage

- This resource represents significant cultural heritage sites or resources. Numerous designated heritage properties pay tribute to the Town's past.
  - **Assets Include:** downtown and area walking tours, designated heritage properties, national historic sites, railway sites, cemeteries, monuments, plaques, art installations, and murals

### Natural Heritage

- This resource represents significant natural areas in the Town. Assets such as trails, parks, and conservation areas offer rich recreational and community experiences for residents and visitors alike.
  - **Assets Include:** conservation areas, local gardens, trees, local parks, local trails, and waterways

### Festivals and Events

- This resource represents recurring cultural activities. Festivals and events contribute to the animation of public and natural spaces by bringing entertainment, new experiences, and economic impacts on the community.
  - **Assets Include:** holiday celebrations, seasonal celebrations, cultural events, farmers market, film events, multicultural events, music festivals, street events, and visual arts events



## CHAPTER TWO

# The Cultural Planning Process and Context Review

### The Cultural Planning Process

Cultural planning is an integrated and place-based approach to cultural development that puts culture at the centre of local planning and decision-making agendas. Building on the endorsement for the protection, preservation and promotion of its natural assets, heritage, arts, culture and tourism reflected in the Town’s Strategic Plan, the planning process for the Cultural Master Plan focuses on providing a strategic document that responds to community cultural aspirations while informing local decision making.

The process for developing a Cultural Master Plan has been comprehensive. It reflects and is grounded in the priorities of the Town of Cobourg Strategic Plan and incorporates the input and aspirations of residents, community organizations, businesses, and the not-for-profit community. The result is a community vision for preserving, promoting and enhancing Cobourg’s cultural resources and cultural identity and a flexible action plan that can support cultural development objectives in the short term, long-term and beyond the 5-year timeframe of the Cultural Master Plan.

The following figure illustrates Cobourg’s cultural planning process.

Figure 2: The Town of Cobourg Cultural Master Plan Planning Process





## Cultural Planning Context Review

The starting point for the development of the Cobourg Cultural Master Plan was an assessment of the current environment for arts and culture. This was accomplished through a review of the policy environment within the Town of Cobourg, the collection and characterization of Cobourg's cultural resources, an analysis of Cobourg's cultural industries and cultural labour force, a comparative analysis of Cobourg's cultural industries and labour force with other similar municipalities, consideration of current municipal cultural programming and an examination of leading trends and driving forces behind cultural planning.

A more detailed understanding of the current and emerging context for cultural planning in Cobourg is provided in *Appendix A: Background Report*.

### Policy Environment Review

A review of the Town of Cobourg municipal plans and policies planning documents was completed to determine current or potential connections to the Cultural Master Plan. The following plans were examined for this report:

- **Town of Cobourg Strategic Plans (2015-2018) and (2019-2022)**
- **Waterfront User Needs Assessment & Detailed Design (June 2018)**
- **Cobourg Economic Development & Tourism Strategic Plan (2015-2018)**
- **Downtown Coalition Advisory Committee Final Report (2015-2018)**
- **Downtown Cobourg Master Plan (2016)**
- **Downtown Vitalization Community Improvement Plan (CIP) (2016)**
- **Town of Cobourg Heritage Master Plan (2016)**
- **Town of Cobourg Parks Master Plan (2013)**
- **Downtown Cobourg Vitalization Residents Survey (2013)**
- **Downtown Cobourg Vitalization Business Owners Survey (2013)**
- **Town of Cobourg Official Plan (2010)**

The key takeaways for the Cultural Master Plan are presented here.

- **Downtown revitalization** has been identified in several strategic documents as a priority for the future economic success of the town. A revitalised downtown attracts both residents and tourists and helps promote local businesses and the town's arts, culture and tourism assets.
- **Heritage preservation** has been identified as an integral part of Cobourg's identity as it relates to downtown planning, neighbourhood stability, tourism development, and the town's quality of place.
- **Provide for an outdoor and active lifestyle** has been identified as a significant strategic advantage that the Town wants to improve and promote. This includes increasing the use of trails and parks, the activation of the waterfront, more recreation opportunities, and the incorporation of relevant festivals and events.
- **Cultivating partnerships and gaining community support** has been identified as a key to implementing new initiatives and growing financial resources for arts and culture in Cobourg. This includes engaging with strategic partners (regional, organizational) to introduce new initiatives, facilitating and introducing partners to one another and advocating on behalf of organizations and community members for improved funding mechanisms.



## Cultural Mapping Assessment

A mapping exercise of Cobourg's cultural resources was undertaken to identify, classify and analyze Cobourg's cultural assets. This assessment provides the Cultural Master Plan with a solid baseline of data on the Town's inventory of cultural resources and key assets. It also informs an understanding of the current condition of the cultural sector and provides a benchmark against which to assess future growth and change. The assessment also provides the Cultural Master Plan with the necessary context for increasing the awareness of Cobourg's cultural resources.

With support from the Steering Committee and the community at large, the cultural mapping assessment identified approximately 424 cultural resources in Cobourg. Using the Cultural Resource Framework described in Chapter One, Cobourg's cultural resources can be characterized as follows:

- **Cultural enterprises** – 270 establishments (including not-for-profit establishments) were identified. A significant number of cultural enterprises were located in the Downtown and other major employment corridors. This confirms the importance of needed office and retail space to accommodate the growth of these enterprises.
- **Community cultural organizations** – 40 organizations were identified. A significant number of these community cultural organizations will use existing community spaces to host meetings, practices and events and be dependent on volunteers to deliver programs and services.
- **Cultural facilities and spaces** – 49 locations across Cobourg were identified as being able to host or support cultural activities. Most of these spaces are located along Cobourg's main corridors, particularly along King Street in the downtown. Given the broad appeal of the downtown, ensuring these facilities remain open to supporting cultural activities and programs will be important to the sustainability of the sector over the long term.
- **Cultural and natural heritage assets** – 49 assets were identified. Most of these assets are within heritage districts and natural pathways/corridors. These assets make a significant contribution to the quality of place for the community and reflect the Town's dynamic history.
- **Festivals and events** – 16 major festivals/events take place in Cobourg annually. These recurring activities act as anchors in the attraction and support of smaller festivals and events and contribute to the town's quality of life and visitor appeal.

Findings from the cultural mapping exercise are set out in *Appendix A: Background Report*. The cultural mapping inventory, as of the time of this report, has been provided to the Town of Cobourg. However, cultural mapping is a continuous process and requires ongoing attention and should be the beginning, not the end of cultural mapping efforts in Cobourg.

## Cultural Activities and Programming

Cobourg has a diverse range of cultural activities, events, programs and facilities. These include activities and programming managed by community groups and those managed by the Town. The current cultural activities and programming in Cobourg are described below:

### Community-Based

The community at large and specific community groups contribute to the cultural vibrancy of the community. Their contributions range from live theatre and entertainment programming occurring in



The Fire Hall Theatre, The Loft, and Trinity United Church to community events like the Waterfront Festival, Highland Games, Northumberland Rotary Ribfest & Music Festival, BuskerFest, Country Wild Music Festival, Summer Music Series, Concerts in the Park, Food & Music Festival, Annual Harvest Festival, Annual Shakespeare in the Park, Annual Lakeside Car Show, Annual Downtown Sidewalk Sale and Downtown Cobourg Art Walk.

### **Managed by the Town of Cobourg**

The Town of Cobourg's new Community Services Division actively promotes arts and culture in the community through its management of facilities that provide for cultural expression and by hosting various cultural activities throughout the year. The Town also partners with various local, regional and national arts groups and organizations to promote arts and culture initiatives in Cobourg.

The Community Services Division plays a significant role in the coordination and delivery of cultural programs and activities for residents. This has included:

- Development of the Town of Cobourg Cultural Master Plan.
- Management of event applications and coordination of community events.
- Direct delivery of many important festivals and special events that help make Cobourg an events destination and the Cobourg Community Centre a cultural centre of the community.
  - First Night, Family Day, Canada Day, Sandcastle Festival, Christmas Magic
  - Sport tourism events, concerts, and hundreds of other events at the Cobourg Community Centre
- Partnering with the Northumberland Hills Studio Tour in 2019 to host an artist Gala (August 23<sup>rd</sup>) in the Grand Hall of the Cobourg Community Centre, welcoming the public to enjoy a display of work by artists from the 2019 tour. A first of its kind, the gala highlighted some of the cultural talent in Cobourg and surrounding area, promoted visitation to the area, and provided information on the Town's ongoing Cultural Master Plan process.
- Bringing authors to Cobourg for a Speakers Series in partnership with the Toronto International Festival of Authors and Lit on Tour.
- Delivery of special cultural programs
  - Canada 150 celebrations in 2017
  - Armistice18 in 2018 - seven weeks of cultural and artistic events between September 21 and November 11, 2018, commemorating local experiences and contributions to the Great War and the national experience
  - New LAV III (Light Armoured Vehicle) Monument to recognize the contributions of the Canadian Armed Forces in Afghanistan (2019)
  - Victoria Hall's 160th Birthday in 2020

Staff from other Town Divisions are also responsible for events like the Annual James Cockburn Birthday, and for heritage planning and preservation, economic development, and downtown vitalization.



## The Concert Hall at Victoria Hall

The Concert Hall at Victoria Hall is a significant historical and cultural asset for the Town and functions as a primary venue for plays, concerts, musical theatre, weddings and other special events. The Hall, which opened in 1860, hosts local, national and international performers and is viewed as a cultural centre of Cobourg.

The Cobourg Box Office operated by the Community Services Division (CSD) out of the Concert Hall provides a centralized Online Ticket Ordering System for local and regional venues and organizations delivering cultural programming and events. Current venues include the Concert Hall at Victoria Hall, The Cobourg Community Centre, The Loft, Trinity United Church and The Firehall Theatre. Current User Groups include Northumberland Players, VOS Theatre, LaJeunesse Choirs, Northumberland Orchestra and Choir, Canadian Federation of University Women, Vintage Film Festival, Northumberland Film Sundays, Cramahe Township Library, Oriana Singers, The Church in Colborne, Victoria Hall Volunteers, The Loft live events, Cobourg Sports Hall of Fame and Northshore Choir.

The Community Services Division (CSD) currently delivers the following arts and cultural programming through the Concert Hall in Cobourg.

- Film presentations and Film Festivals, including the Banff Mountain Film Festival, the Paddling Film Festival, and the Vintage Film Festival
- Concert Bands including the Concert Band of Cobourg and the Festival of Big Bands
- Children's and school programming to enhance arts and culture to youth, including the Lion King Jr and A Christmas Carol, Jack & The Beanstalk, Frozen in Time, and The Lion, the Witch, and the Wardrobe
- Multicultural programming which has begun exposing our audiences to the rich cultures of Canada, including the Hispanic Festival and Gala and the Latin Festival
- Dance Recitals that give local dance companies and their hundreds of students a place to present dance in a professional environment, including High Pointes Dance Academy, Premier Dance, Colossal Dance and 3M Dance
- Special Events including The Cobourg Civic Awards, Speaker Series, Debates, Victoria Hall Volunteers, Cobourg and District Historical Society, Habitat for Humanity, Mayor's Levee
- Speakers including Charlotte Gray, Jack Granatstein and Tim Cook (Armistice18 program recognizing the 100th anniversary of the Armistice of WWI – Music, Theatre, Art, Exhibitions, Speakers)
- Workshops via organizations like Greenwood Coalition dealing with local issues such as homelessness and poverty
- Holiday programming that provides all ages with an opportunity to come together for holiday-themed concerts, live theatre and internal/public special events, including the Concert Band of Cobourg, A Christmas Carol, Buddy Holly Jingle Bell Rock, Municipal Christmas Party, and A Broadway Christmas

As a rental facility, the Concert Hall also provides the opportunity for custom selected/produced programming through external production companies available to the community or for private events.



## Cultural Sector and Comparative Analysis

A cultural sector analysis was conducted to characterize the cultural goods and services in the community and the contribution being made to economic growth. A comparative analysis was also completed to understand how the cultural sector in Cobourg performs relative to comparable communities and to provide evidence of investment being made by these communities. The peer communities selected with input from Town staff include Prince Edward County, Belleville, Port Hope, Port Colborne and Niagara-on-the-Lake.

A detailed cultural sector and comparative assessment are found in *Appendix A: Background Report*. Key highlights are presented here.

- In 2016, Cobourg's cultural sector accounted for 13% of the total industry employment across the Town, employing approximately 1,754 employees across 179 cultural enterprises. The majority were employed in:
  - Culinary Services (e.g. Restaurants, Live Entertainment Bars/Eateries, and Breweries) - 44% (770 employees) of the total cultural sector labour force
  - Other miscellaneous store retailers<sup>2</sup> – 7% (124 employees) of the total cultural sector labour force
  - Specialized design services – 6.8% (119 employees) of the total cultural sector labour force
  - Motion picture and video industries – 6.2% (110 employees) of the total cultural sector labour force
- The share of total industry employment in Cobourg that works in the cultural sector (13%) is slightly lower than provincial and national rates of 17% and 16%, respectively, while the proportion of cultural industries in Cobourg at 9% is similar to provincial and national rates at 10% and 9%, respectively. Over the past five years, both total employment and the number of cultural industries in Cobourg has increased.
- Most of Cobourg's cultural industries (69% of the total cultural sector) are entrepreneurs (businesses with one or no employees).
- In 2016, there were 557 cultural jobs in Cobourg. The most common cultural job in 2016 was design and video related. This includes interior designers and interior decorators, graphic designers and illustrators, producers, directors, choreographers and related occupations.
- From 2006 to 2016, cultural jobs in Cobourg grew by 46%.
- Examining the cultural sector supply chain, Cobourg has a lower proportion of cultural industries that focus on the creation of new cultural products and services when compared to the provincial average.
- Cobourg's cultural sector has similar characteristics to both Port Colborne and Port Hope but lags behind communities such as Niagara-on-the-Lake and Prince Edward County, who have 18% and 22%, respectively, of their total industry employment in the cultural sector.

---

<sup>2</sup> This Canadian industry comprises establishments, not classified to any other Canadian industry, primarily engaged in retailing specialized lines of merchandise. Examples include artists' supplies and auctioneering.



- Cobourg's cultural industries as a total percentage of all industries are similar to Niagara-on-the-Lake, Prince Edward County and Port Hope. This suggests that Cobourg has a diverse industry base and that the focus should be on attracting more talent to support the existing cultural sector.
- Comparing the cultural value chain to peer communities, Cobourg has a similar proportion of creation-focused industries as Prince Edward County, Belleville and Port Colborne. However, these communities have entrepreneurial programs aimed at growing the cultural sector.

### Leading Trends in Arts and Cultural Development Today

An examination of leading trends in arts and cultural development was completed to position Cobourg's Cultural Master Plan within the context of best practices. A series of case studies are presented in *Appendix A: Background Report*. The relevance of these trends for Cobourg was also explored during the community consultation process. The following summary highlights the key trends considered most relevant to the growth of Cobourg's cultural sector.

#### The Role of Government is Shifting from that of Provider to Convener

The role of government in cultural planning is shifting from a traditional provider/delivery model to a more collaborative convener/broker model. Often, today's Cultural Plans achieve success by focusing on opportunities that improve collaboration and partnerships. This includes collaboration between local and regional levels of government; between local government and the wider public sector and its not-for-profit agencies; and between local government and businesses. The main objective of this effort has been to stretch the capabilities of municipal governments in more innovative ways and to pool talent and resources to address the social, economic and cultural needs of a community.

#### Cultural Planning Requires a Whole of Community Approach

The primary focus of attention of many cultural plans in the past has been on downtown or main street areas. Increasingly, however, cultural planning is taking a whole of community approach that balances the attention given to main streets and neighbourhoods with an examination of the connections and relationships between different parts of a community. One indicator of this is the emergence of a more balanced approach to the provision of arts, culture and heritage spaces and facilities. These spaces are seen less as stand-alone single-use facilities and more as part of the larger cultural fabric in the community.

#### Cultural Heritage Reflects the Tangible and Intangible Assets of a Community

In Canada and internationally there is a recognition of the importance of expanding the understanding of cultural heritage beyond the physical (tangible) heritage of a community (e.g. buildings, landscapes, artifacts and collections), to include the intangible heritage of stories, customs, traditions, place names, and others. Intangible heritage is seen and understood in the context of the larger idea of 'living heritage.'

The United Nations Educational, Scientific and Cultural Organization (UNESCO) defines living heritage as: *"The practices, representations, expressions, knowledge, skills – as well as the instruments, artifacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their cultural heritage. This intangible cultural heritage, transmitted from generation to generation, is constantly recreated by communities and groups in response to their environment, their interaction with nature and their history, and provides them with a sense of identity and continuity, thus*



*providing respect for cultural diversity and human creativity.”*

A community's living heritage also serves as a source of content and inspiration for contemporary creative expression and is a powerful means of bridging the different arts and heritage communities.

### **Communities Are Focusing on Supporting Business and Entrepreneurial Skills of Young Creatives**

Young creatives working in the cultural sector often move between different parts of the sector and between private/commercial, subsidized and not-for-profit operations. Their success is based on a flexible, contract-based work style and is reliant on having access to strong local networks. Research undertaken for the Canada Council for the Arts highlights the importance of mentoring, local networks, and a professional art and cultural community (real and virtual) for younger artists. This provides them with a platform to collaboratively grow their creative businesses and for the exchange of ideas. Research also suggests that young creatives do not have long term expectations of public sector financial support for their ambitions but rather are focused on capturing seed funding and business support at the early stage of their creative business.

Supporting the development of young creatives also involves boosting their business and entrepreneurial skills. There is a growing body of programs internationally focused on the development and delivery of tailored programs and services that support creative cultural entrepreneurship. The emergence of shared workspaces and innovation centres (e.g. Venture13) are providing a competitive advantage to creative enterprises through their access to shared resources and support in a multi-tenant environment.

### **The Emergence of Digital Applications is Changing the Way People Consume Cultural Activities**

The rapid pace of technological convergence and the emergence of digital culture are having profound implications for all areas of cultural planning and policymaking. These trends are impacting how a creative practice might develop and how cultural content is being produced, exhibited or staged, distributed and consumed. For example, the rise of digital technology has generalized the process of buying a piece of art, which previously would have been monopolized by galleries or auction houses. Today, artists can access online global marketplaces that expand their reach to customers (e.g. Etsy).

Digital technology also has implications for cultural participation and consumption. For example, live performance acts are now accessible via online streaming services that allow people to watch without having to attend in person. Online streaming services allow for performance companies to engage a new segment of the audience who would otherwise be too far away, are not in the habit of consuming live performances or are simply unable to pay to attend.



## CHAPTER THREE

### Community Consultation Input

#### The Consultation Process

An extensive consultation process was essential to the development of the Cultural Master Plan. The Steering Committee comprised of residents, staff, community organizations and business representatives provided support and input to the consultation process. The consultation process included one-on-one interviews and small group discussions conducted in November 2018 with representation from creative and cultural businesses, non-profit organizations, elected officials and senior staff from the Town of Cobourg. This was followed by two community surveys, three topic-specific workshops with a select group of stakeholders and a community launch event. Steering committee meetings and a public open house was also conducted to gain additional stakeholder input for the refinement and adoption of the final Cultural Master Plan.

#### Public Engagement Activities

- **Community Launch Event** – A community launch event was held at the Cobourg Community Centre in March 2019. During the session, over 100 participants worked collaboratively to describe their vision for cultural planning in Cobourg and to share their opinions on some big ideas or strategies that would advance their shared vision. They were also asked to identify priorities for the Cultural Master Plan and the changes they would expect to see if these priorities were actioned.
- **Online Survey** – An online survey was conducted to understand the attitudes and perceptions of culture within the general public related to awareness, consumption and support for arts and culture in Cobourg. 175 members of the public provided their input through an online survey made available through the Town’s website.
- **Telephone Survey** - One of the challenges in gathering community input during the consultation and the engagement phase of a Cultural Master Plan is that it can be influenced by residents who have strong attachments and commitments to arts and culture in the community. This can lead to skewed outcomes as individuals and groups advance their select views and opinions. Recognizing the need to ensure resident input to the awareness, consumption and support for arts and culture in Cobourg, a random telephone survey was administered by a professional market research team in addition to the online survey. The survey team contacted 150 randomly selected members of the public of various ages. Survey input was collected via computer-aided technology and made available in any language the participant requested. Both cell phones and landlines were used to generate a random participant list.
  - Both surveys were analyzed independently to identify any differences or similarities between interested public opinion (those who elected to complete the online survey) and general public opinion (those who were selected randomly to complete the telephone survey). *Appendix B: Consultation and Engagement Report* provides the results of both surveys. The results are reflected later in this section.



- **Public Open House** - A public Open House was conducted in September 2019 after the creation of the Draft Cultural Master Plan. The meeting served to gain input from residents, community organizations and business representatives on the draft Plan before going forward for final adoption.

## Stakeholder Engagement Activities

- **Stakeholder Interviews** – 25 interviews with a cross-section of stakeholders was completed to bring different backgrounds and perspectives to the Cultural Master Plan. Stakeholders were asked their opinions on the potential impact that a Cultural Plan may have in strengthening the sector and its contributions to the social and economic vitality of the Town.
- **Topic Driven Focus Group Discussions** – Three focus groups were conducted with a select group of community stakeholders. These groups discussed culture and creativity as a driver of economic development, culture through existing programming and events, and culture led tourism development.
- **Cross-Departmental Workshop** – A cross-departmental workshop was conducted with staff from various divisions within the Town of Cobourg. The workshop introduced participants to the cultural planning process, explored potential cultural development opportunities, considered the role of the town in making this happen and how to embed the concept of culture in the planning of the Town.

The discussion that follows provides important insight into the development of the Cultural Master Plan. It highlights the strengths, opportunities, and aspirations that were identified by Cobourg’s cultural sector and the broader community. A more detailed discussion is provided in *Appendix B: Consultation and Engagement Report* appended to the Cultural Master Plan.

## Key Findings from The Public Engagement Activities

### Launch Event Findings

- Working in small groups, participants were asked to write a short phrase that describes a culturally rich Cobourg. The following summarizes this input:
  - A culturally rich Cobourg is diverse, inclusive and accessible to all members of the community.
  - A culturally rich Cobourg provides arts and cultural activities in a coordinated and well-communicated way.
  - A culturally rich Cobourg is a place where creativity is encouraged and supported.
  - A culturally rich Cobourg motivates youth to participate in arts and culture.
  - A culturally rich Cobourg has a strong cultural tourism product.
- Attendees were also asked to identify big ideas or strategies needed to advance the collective vision. The following summarizes this input:
  - Creation of a centralized communication hub for the cultural activity taking place in Cobourg.
  - Use culture as a tool to connect waterfront and downtown activities.
  - Enable street-level activities to increase awareness and exposure of existing cultural assets (e.g. Library, AGN, Museums).
  - Better promotion of the Town’s cultural stories.



- Market entrepreneurial support programs to creatives in Town, especially youth.
- Expand the town's cultural mapping efforts and showcase the diverse range of arts and culture products and offerings that appeals to residents and visitors.
- Maintain a cultural leadership team that can assist the municipality in implementing the Cultural Master Plan.
- Provide designated spaces for creative and cultural initiatives.
- Align the Cultural Master Plan with tourism and economic development objectives and outcomes.

## Survey Findings

- Approximately 95% of respondents from both surveys said arts and culture are important, and approximately 45% of respondents suggested they regularly participate in cultural activities. 66% of respondents indicated that most of the participation in arts and culture takes place in Cobourg, with the remaining 34% travelling outside Cobourg to participate in cultural activities. Common destinations included Port Hope and Toronto.
- The majority of survey participants identified live musical performances, festivals/events and public art galleries as their preferred arts and culture-based activities.
- When asked about reasons or barriers affecting participation in arts and culture, 52% of respondents indicated their main reason for not attending an arts and culture activity was the lack of information/promotion of activities. The remaining respondents indicated time constraints as a primary reason (36%) and lack of interest in the programs available (32%).
- Open-ended comments provided by respondents suggested the lack of coordination in programming as a barrier. Specific examples included having multiple events taking place at the same time, forcing respondents to choose one event over another. While this may also indicate the depth of cultural programming in the community, respondents raised this as a concern in terms of engaging a greater number of people in Cobourg.
- In terms of the desired programming, respondents suggested a focus on growing film and music-related events, additional live theatre capacity, and improved gallery and art appreciation spaces. Additionally, respondents were also seeking diversity in programming all year round, including a summer and winter arts program, annual heritage events, and more public art.
- When asked about the Town's role in supporting arts, culture and heritage considerations, most respondents suggested that:
  - They were very satisfied with how the Town is currently financially supporting arts, culture, and heritage (over 85% agreed between both surveys).
  - They were mostly satisfied with the level of promotion for arts and culture across Cobourg (over 75% agreed between both surveys).
  - They were divided between satisfied and not satisfied with the number of facilities and spaces to participate in arts, culture, and heritage in Cobourg (over 50% agreed between both surveys).
- When respondents were asked about their interest in opportunities to volunteer or get involved in Cobourg's arts and culture scene, 52% of respondents suggested they were interested. Open-ended comments suggested leveraging social media, email and community bulletin boards in the libraries and other town-run facilities, to highlight volunteer opportunities in Cobourg.



- In response to asking what respondents would consider a culturally rich community to be, aggregated comments from survey respondents identified three themes to inform a vision for culture for the Town of Cobourg.
  - A culturally rich community uses culture to help strengthen the sense of community.
  - A culturally rich community uses culture to enrich and enhance the quality of life for residents.
  - A culturally rich community uses culture to attract visitors and promote tourism, to drive economic activity in town.

## Key Findings from The Stakeholder Engagement Activities

- Focus group participants suggested they would like to see an improved dialogue between cultural organizations and the business community in order to address the needs of local business (e.g. joint marketing efforts to promote events and activities alongside local businesses) and the improvements to the delivery of cultural programming and activities (e.g. the creation of an online calendar). The focus group participants identified the Town as a facilitator of cross-cultural dialogue and promoter of local success stories.
- Focus group and interview participants both suggested that Cobourg needs to do a better job of acknowledging/promoting its home-grown talent in a way that raises the profile of the town and helps define the community's identity as it relates to arts and culture.
- Focus group and interview participants suggested that many local organizations are finding it difficult to sustain operations across the Town (e.g. volunteer fatigue, communication challenges, succession planning).
- Focus group and interview participants also suggested that the Town's policies (e.g. bylaws, zoning, and permitting process) can limit cultural activities and cultural expression. The Signage Bylaw was given as an example. Participants suggested that the Town needs to build flexibility into their policy environment to allow for any kind of cultural activity.
- Participants that attended the cultural industries focus group suggested a need to enhance the amount of creative space available across the town. It was suggested that the Town along with realtors should investigate its heritage stock of buildings and through adaptive reuse policies and incentives turn this stock into available temporary or full-time creative space.
- Focus group and interview participants also commented on the strength of Cobourg's cultural talent. However, participants noted that the availability of business support services for creative individuals was not well communicated, particularly for creative individuals who are looking to transfer their talents into for-profit business opportunities. The Downtown Business Association, Chamber of Commerce and the Small Business Enterprise Centre were noted as potential partners for this support.
- The cross-departmental meeting identified the need to adopt guiding principles for cultural development across the Town administration. Staff noted that the Cultural Master Plan should identify how the Town can embed culture across decision-making and inform administrative policies and procedures. The cross-departmental meeting also suggested that the successful implementation of the Cultural Master Plan will require strong interest from partners and a clear role in how these partners can support the rollout of the recommendations in the Plan.



## SOAR Results

The Cultural Master Plan is informed by a Strengths, Opportunities, Aspirations and Results (SOAR) assessment. The assessment outlines competitive conditions that affect the economic and broader community development potential of the Town of Cobourg background research, stakeholder input and an extensive document review. The power of a SOAR is that it summarizes conditions unique to Cobourg and informs the strategies and actions required of the Town to sustain, support, and develop its cultural sector.

The consulting team used the Appreciative Inquiry (AI) approach in developing the SOAR for the Cultural Master Plan. Appreciative inquiry focuses on effectively utilizing stakeholder participation and building on what works best, to ensure continued success. In developing the SOAR, the consulting team, under the direction of the project lead, distilled key findings and drew associations from the various sources of community input and statistical research. Keyword searches were used to achieve this. A series of common themes and insights emerged. This included key achievements, strengths, assets, opportunities and positive aspects of arts and culture programs and services in Cobourg. In addition, key aspirations and meaningful measures to indicate success was determined. These results were then grouped under appropriate sections of the SOAR framework.

A SOAR is characterized by the following terms.

S	<b>Strengths</b> What can we build on?	<ul style="list-style-type: none"> <li>▪ What are we doing well?</li> <li>▪ What key achievements are we most proud of?</li> <li>▪ What positive aspects of arts &amp; culture programs and services have individuals and organizations commented on?</li> </ul>
O	<b>Opportunities</b> What are our best possible future opportunities?	<ul style="list-style-type: none"> <li>▪ What changes in demand do we expect to see over the next years?</li> <li>▪ What external forces or trends may positively impact arts &amp; culture development?</li> <li>▪ What are the key areas of untapped potential?</li> </ul>
A	<b>Aspirations</b> What do we care deeply about?	<ul style="list-style-type: none"> <li>▪ What are we deeply passionate about in the arts and culture?</li> <li>▪ As a Town, what difference do we hope to make (e.g. to residents, for institutions, to cultural organizations)?</li> <li>▪ What does our preferred future look like?</li> </ul>
R	<b>Results</b> How will we know we are succeeding?	<ul style="list-style-type: none"> <li>▪ What meaningful measures will indicate that we are on track in achieving our goals?</li> <li>▪ What resources are needed to implement our most vital projects and initiatives?</li> <li>▪ What are the key goals we would like to accomplish to achieve these results?</li> </ul>



Figure 3: SOAR Assessment

### Strengths

- Range and depth of local cultural resources and amenities
- Natural landscape and built community heritage
- Strong volunteer networks
- Supportive business community
- Supportive municipal leadership
- Caliber of local talent
- Strong economic development and tourism brand
- Proximity to population centres and major transportation links
- Strong network of community cultural organization

### Opportunities

- Strengthen coordination and collaboration between Town and stakeholders
- Increase community awareness, marketing & promotion
- Grow tourism by leveraging cultural assets
- Support performing and visual arts development
- Optimize and leverage recreational assets
- Support for the coordination of volunteer networks
- Centralize communications between cultural groups and update promotional materials
- Improve the Town's website to showcase cultural assets and local success stories
- Maximize current cultural spaces
- Encourage youth participation with ongoing cultural activities
- Embed protocols and policies to support culture development

### Aspirations

- A community rich with cultural programming, festivals and events
- A cultural tourist destination and a gateway for Eastern Ontario heritage
- A diverse cultural legacy that future generations can embrace along with a strong sense of identity and pride
- Arts and culture assets are well-linked to nature/water assets
- A creative hub, with strong art education and appreciation, talent recognition, family-friendly, accessible, dedicated organizations to support and nurture creatives

### Results

- Well-connected cultural sector
- Access to opportunities
- Animated public spaces
- Cultural awareness
- Year round programming
- Culture is part of the everyday
- Strong appreciation for the value culture brings





## Defining the Town's Role

It is important to recognize that the Town should not be the only player contributing to cultural planning in Cobourg. For this Cultural Master Plan to be successful, it is essential that the implementation of the Plan be seen as a shared responsibility between the Town and various community partners. With this in mind, the Town has two primary roles in administering the Cultural Master Plan: to seek partnerships to advance cultural planning and to promote fiscal responsibility when it comes to funding and investing in cultural planning.

### Partnerships

The successful implementation of the Cultural Master Plan will require the involvement of additional culture sector partners such as educational institutions, businesses, tourism industry partners and other levels of government. Creative individuals, arts, heritage and cultural administrators, volunteers, audiences, associations and businesses will all need to embrace their roles - not just in driving cultural vitality but in connecting to and supporting the larger community's needs and aspirations.

In this light, the Town of Cobourg's role and responsibilities in support of cultural planning and partnerships should be:

- **Establishing partners** - establishing and sustaining relationships with educational institutions, the business community, tourism industry partners, other levels of government, and cultural sector organizations;
- **Facilitator and convenor** – building connections and strengthening collaboration between cultural sector partners and community and business partners; and
- **Promoter and champion** – acting as an advocate for cultural development within the Town and beyond, by recognizing cultural partners and selecting local cultural sector partners to strengthen festivals, events and cultural experiences.

### Fiscal Responsibility

Similarly, the Town of Cobourg also plays a role in enabling new and improved cultural investment across the town. The Town's role and responsibility in financially supporting cultural development should continue to be:

- **Funder<sup>3</sup>** – continuing to fund cultural development programs and activities; and
- **Advocate** – advocate alongside cultural community groups for additional provincial and federal grant opportunities.

---

<sup>3</sup> The Cultural Master Plan does not analyze the Town's current level of financial support for arts and culture in Cobourg. Implementation of the Cultural Master Plan should include consideration of Town's direct financial support and in-kind support for arts and culture in the community. This will inform the optimal level of municipal funding, desired return on investment and any additional resources that may be required to support the cultural sector in Cobourg.



## Strategic Directions and the Action Plan

In achieving the vision for culture, the Cultural Master Plan process has identified six strategic directions. The following strategic directions are informed from the results of the background review and the community consultation process and reflect the themes that were identified in *Appendix B: Consultation and Engagement Report*.

- **Strategic Direction #1** – Embrace and Communicate A Shared Vision of Culture Across the Town
- **Strategic Direction #2** – Improve Communication and Collaboration Within the Cultural Sector
- **Strategic Direction #3** – Promote Cobourg’s Rich History and Heritage
- **Strategic Direction #4** – Grow Culture-Led Economic Development Programs
- **Strategic Direction #5** – Strengthen Tourism Products by Leveraging Unique Cultural Assets
- **Strategic Direction #6** – Increase Community Engagement Among Youth and Volunteers

### Interpreting the Action Plan

Each strategic direction is supported by a series of objectives and a list of actions or recommendations. Priority has been assigned for each action, based on criteria that include:

- The level of immediacy based on the Town’s objectives
- The potential to contribute to the overall cultural vibrancy and identity of Cobourg
- The resources required
- The logical sequence of actions, with each building from the last; in some cases, these are identified as separate steps to support the same overall objective

The priority assigned to each action item also corresponds to a specific timeframe. The time frame for each priority level may be operationalized as:

- **Short term** – within 2 years
- **Medium term** – 3-5 years
- **Long term** – 5 years and beyond



## Action Plan

### Strategic Direction #1 – Embrace and Communicate A Shared Vision of Culture Across the Town

**OBJECTIVE:** The Town of Cobourg embraces a shared vision for culture that extends to a wide range of arts, culture and heritage groups, the Public Library, community groups, local businesses, and service organizations.

#	Action / Tasks	Lead	Suggested Partners	Resources
<b>1.1 - Raise awareness of the Cultural Master Plan across all departments</b>				
	<ul style="list-style-type: none"> <li>Develop an internal communications strategy for the Cultural Master Plan.</li> </ul>	Community Services Division (CSD) & Communications		Staff Time
	<ul style="list-style-type: none"> <li>Revise Council reporting forms to include culture as an element of decision-making.</li> </ul>	Chief Administrative Officer (CAO)		Staff Time
	<ul style="list-style-type: none"> <li>Establish a Municipal Cultural Team comprised of Town of Cobourg staff that meet bi-annually to share information and build understanding related to cultural development and planning.</li> </ul>	CSD		Staff Time
<b>1.2 - Explore sources to support the implementation of the Cultural Master Plan</b>				
	<ul style="list-style-type: none"> <li>Establish a Cultural Advisory Committee of Council to advocate and support the implementation of the Cultural Master Plan. Include representation from business, education, the cultural sector and economic development.</li> </ul>	CSD; CAO	TBD	Staff Time



#	Action / Tasks	Lead	Suggested Partners	Resources
	<ul style="list-style-type: none"> <li>Encourage creative individuals and cultural businesses and organizations to participate on advisory committees and local boards to inform decision-making. The following advisory committees and local boards should have representation; Parks and Recreation; Planning and Development; Cobourg Heritage; Sustainability and Climate Change; and Cobourg Public Library Board.</li> </ul>	CAO	TBD	Staff Time
	<ul style="list-style-type: none"> <li>Connect and dialogue with Provincial representatives to determine and exploit Provincial assistance for cultural programming. Current eligible programs for Cobourg and Cobourg’s cultural organizations include Celebrate Ontario, Community Museum Operating and Pay Equity Grants, Ontario Cultural Attractions Fund, Ontario Libraries Capacity Fund, and the Tourism Development Fund.</li> </ul>	CSD; Economic Development (ED)	Ministry of Tourism, Culture and Sport (MTCS)	Staff Time
<b>1.3 – Report on a consistent set of performance metrics</b>				
	<ul style="list-style-type: none"> <li>Conduct a strategic planning session<sup>4</sup> with CSD staff, cultural sector organizations and regional representatives from the Ministry of Tourism, Culture and Sport to determine a set of performance indicators that are specifically designed for Cobourg (based on data collection capabilities). Some indicators may require cultural sector organizations to track and provide data to the Town (e.g. the number of tickets sold at the Concert Hall at Victoria Hall).</li> </ul>	Cultural Advisory Committee of Council (CACC)	MTCS; Cultural Sector Organizations	Staff Time; Planning Session is Available From the MTCS

<sup>4</sup> The Ministry of Tourism, Culture and Sport provides a generic set of performance indicators that measure progress towards cultural development objectives. This planning session will help refine those performance indicators with Cobourg’s staff and cultural organizations to determine the best set of performance metrics based on readily available data.



#	Action / Tasks	Lead	Suggested Partners	Resources
	<ul style="list-style-type: none"> <li>Create an ongoing Cultural Report Card based on selected performance metrics. Share results annually with community partners and the public.</li> </ul>	CSD; CACC		Staff Time
	<ul style="list-style-type: none"> <li>Convene an Annual Cultural Summit to communicate achievements in implementing the Cultural Master Plan and to seek community input in identifying new and emerging issues.</li> </ul>	CSD; CACC	TBD	\$5,000 - \$10,000
<b>1.4 – Invest in cultural facilities as anchors for cultural development in Cobourg</b>				
	<ul style="list-style-type: none"> <li>Evaluate cultural infrastructure to understand the current level of space utilization and resources to determine the need for more space to support and showcase art, culture and heritage offerings.               <ul style="list-style-type: none"> <li>Support the establishment or expansion of existing community space for cultural activities (including the expansion of library activities). Consider the potential for Victoria Hall and the Cobourg Community Centre to host additional cultural activities.</li> </ul> </li> </ul>	CSD	Public Library; Cultural Organizations	Requires capital funding
	<ul style="list-style-type: none"> <li>Prepare a feasibility assessment for building, operating and maintaining a Town-operated multi-purpose cultural facility, which includes performance and rehearsal space.</li> </ul>	CSD	ED	\$30,000 - \$35,000
	<ul style="list-style-type: none"> <li>Explore the possibility of positioning Victoria Hall as a working museum that provides visitors with a unique interactive opportunity to experience Cobourg's history.</li> </ul>	CSD	Art Gallery of Northumberland; Victoria Hall Volunteers	Staff Time; Operating Space; cost associated with planning and programming



## Strategic Direction #2 – Improve Communication and Collaboration Within the Cultural Sector

**OBJECTIVE:** The Town of Cobourg will create opportunities for dialogue among cultural partners and invite residents to engage and participate in cultural activities.

#	Action / Tasks	Lead	Suggested Partners	Resources
<b>2.1 – Build sector capacity through partnerships and mentorship</b>				
	<ul style="list-style-type: none"> <li>Explore opportunities to create a mentorship and coaching program<sup>5</sup> that encourages established cultural organizations (such as the Art Gallery of Northumberland, Northumberland Players; Victorian Operetta Society; Oriana Singers) to assist in developing emerging cultural organizations in Cobourg.</li> </ul>	CSD; CACC	Established Cultural Organizations	Staff Time
	<ul style="list-style-type: none"> <li>Continue to add social media and online forums to the Experience Cobourg website to support networking and exchange of ideas. Forums should include professional development opportunities for younger artists or cultural organizations to engage with more established practitioners and organizations.</li> </ul>	CSD		\$10,000 – \$15,000

<sup>5</sup> Artscape Canada’s mentorship and coaching program is an example of a potential program. The program relies on participants working closely with established cultural organizations to develop their capacity across a range of areas including organizational development, project planning, fundraising strategies, property management, operational development, and community engagement practices, etc. The program is facilitated by Artscape Canada who brings the two parties together.



#	Action / Tasks	Lead	Suggested Partners	Resources
	<ul style="list-style-type: none"> <li>Convene a biannual meeting for cultural organizations and industries to examine opportunities to increase collaboration among the two groups. Opportunities should be examined on two levels: on an operational level (e.g. shared collection storage, volunteer recruitment and management, joint marketing); and on a programming level (e.g. shared programs, potential joint funding applications).</li> </ul>	CSD; ED & Communications	Cultural Organizations; Cultural Industries	Staff Time
<b>2.2 - Explore and foster collaborative opportunities for cultural development</b>				
	<ul style="list-style-type: none"> <li>Leverage the new calendar of events on the Experience Cobourg website to showcases cultural offerings and activities and integrate them with tourism-related events and festivals.</li> </ul>	CSD	Cultural Organizations; Tourism Operators	\$2,500 - \$5,000
	<ul style="list-style-type: none"> <li>Explore collaboration opportunities with neighbouring communities of Port Hope and Northumberland County in the development of regional cultural initiatives. An example might include a rotating or touring gallery exhibit across each community's museums and galleries, a Northumberland Heritage Map, or a regional cultural grant.</li> </ul>	CSD	Municipality of Port Hope, Northumberland County	Staff Time
	<ul style="list-style-type: none"> <li>Advocate for the creation of a coordinating body outside of the Town administration to support improved communication efforts, the creation of a calendar of events, and to foster initiatives between cultural organizations and creative individuals.</li> </ul>	CSD; CACC & Communications	Cultural Organizations	Staff Time; External Support



### Strategic Direction #3 – Promote Cobourg’s Rich History and Heritage

**OBJECTIVE:** The Town of Cobourg celebrates and promotes its cultural heritage resources to enhance its unique identity and support economic and tourism development goals.

#	Action / Tasks	Lead	Suggested Partners	Resources
<b>3.1 – Promote cultural heritage resource conservation</b>				
	<ul style="list-style-type: none"> <li>Integrate cultural heritage resource conservation into municipal decision making and policy documents.</li> </ul>	CAO	Planning Department; Cobourg Heritage Advisory Committee	Staff Time
	<ul style="list-style-type: none"> <li>Engage with heritage stakeholders to create a Cobourg heritage story map<sup>6</sup> that will improve education and awareness regarding cultural heritage resources and the collection of community stories. These stories can be added to the Experience Cobourg website.               <ul style="list-style-type: none"> <li>Support the creation of a Jane’s Walk weekend as a way to engage residents in local storytelling</li> </ul> </li> </ul>	CSD; Planning Department	Cobourg Heritage Advisory Committee	Staff Time
	<ul style="list-style-type: none"> <li>Engage in a strategic planning session with the Alderville First Nation to explore how the history and culture of their communities could be respectively profiled as an element of Cobourg’s heritage tourism product. Topics for the strategic planning session could include introducing Aboriginal events such as a local Pow Wow, how best to highlight their community stories, and what tourism opportunities could be partnered or further strengthen.</li> </ul>	CSD	Alderville First Nation; Cobourg Heritage Advisory Committee	Staff Time

<sup>6</sup> The City of Kawartha Lakes has created an “Our Heritage Stories Map” that profiles the community’s intangible cultural heritage stories. These stories are marked with a physical identification on a map to indicate to a visitor where that story took place.



#	Action / Tasks	Lead	Suggested Partners	Resources
	<ul style="list-style-type: none"> <li>▪ Support the recommendations emerging from the Heritage Master Plan, in particular, those recommendations that impact heritage tourism, heritage landscapes, and heritage storytelling (intangible history). Examples of recommendations include:               <ul style="list-style-type: none"> <li>▪ That the Town of Cobourg considers branding and marketing initiatives aimed at celebrating the small-town character of Cobourg.</li> <li>▪ That the Town of Cobourg considers the reuse of older buildings (especially near downtown) when seeking additional office and institutional space.</li> <li>▪ That the Town of Cobourg implements enhanced signage and wayfinding initiatives in the downtown area including interpretative signage celebrating Cobourg’s history.</li> <li>▪ That the Town of Cobourg includes a review of broader landscape features such as neighbourhoods, farms, schools and parks in order to identify potential cultural heritage landscapes and put in place appropriate protection measures.</li> </ul> </li> </ul>	CSD; CAO & Planning Department	Cobourg Heritage Advisory Committee; CSD	Staff Time



## Strategic Direction #4 – Grow Culture-Led Economic Development Programs

**OBJECTIVE:** The Town of Cobourg will collaborate with its partners to build an environment that allows for the growth of cultural ideas and cultural entrepreneurs.

#	Action / Tasks	Lead	Suggested Partners	Resources
<b>4.1 – Support the cultural sector with funding, grant and training opportunities</b>				
	<ul style="list-style-type: none"> <li>Conduct an evaluation of the Town of Cobourg’s cultural grant program to determine the effectiveness of the current program and to identify opportunities to better meet the needs of the community, streamline the administration of the program and to include updated parameters (e.g. additional points for youth involvement).  The evaluation should include interviews with staff members involved in the delivery and management of the grant, a telephone survey of representatives of Cobourg’s cultural organizations and workshop sessions with cultural sector representatives to provide future direction of the grant programs based on the priorities identified in the Cultural Master Plan.<sup>7</sup></li> </ul>	CSD; ED	Cultural Organizations	\$25,000 - \$30,000
	<ul style="list-style-type: none"> <li>Work with Northumberland Economic Development and Northumberland Community Futures Development Corporation to revise existing grant programs to provide local creative individuals (e.g. artists, designers) with low-interest loans towards the establishment of their start-up businesses.</li> </ul>	ED	Northumberland Economic Development; Northumberland CFDC	\$10,000 - \$15,000

<sup>7</sup> The City of Vancouver conducts a Cultural Grant Program evaluation every four years. The process they have undertaken has been used as a best practice for several communities across Canada.



#	Action / Tasks	Lead	Suggested Partners	Resources
	<ul style="list-style-type: none"> <li>Partner with cultural organizations to develop a series of business development skills workshops for the cultural sector.</li> </ul>	ED	Cultural Organizations	Staff Time; Operating Space
	<ul style="list-style-type: none"> <li>Continue monitoring cultural funding programs and opportunities.</li> </ul>	CSD	ED	Staff Time
<b>4.2 – Implement an attraction strategy for people, business and investment in Cobourg</b>				
	<ul style="list-style-type: none"> <li>Add targeted information about Cobourg’s cultural resources to existing tourism marketing materials (e.g. Experience Cobourg). Ensure that the messaging showcases the importance of Cobourg’s assets as drivers of creativity and innovation in arts and culture and the benefits these assets bring to the broader business community.</li> </ul>	CSD	CACC; ED	\$5,000 - \$10,000
<b>4.3 – Advocate for the creation of spaces for cultural industries and organizations across the Town</b>				
	<ul style="list-style-type: none"> <li>Explore the potential of expanding the existing Downtown CIP to incent the use of existing vacant buildings and/or storefronts as temporary or pop-up space for artists and cultural groups.</li> </ul>	ED; Planning Department	CACC; Property owners	Staff Time; Potential Feasibility Studies
	<ul style="list-style-type: none"> <li>Advocate and support the creation of art-led makerspaces<sup>8</sup> throughout Town facilities (e.g. in community/recreation centres, libraries, innovation centre; schools).</li> </ul>	ED; CACC	Property owners; Northumberland Makers	Staff Time

<sup>8</sup> A makerspace is a collaborative workspace inside a school, library or separate public/private facility that provides hands on learning, help with critical thinking skills and boosts self-confidence. Makerspaces are also fostering entrepreneurship and are being used as incubators and accelerators for business startups. The Northumberland Makers in Cobourg is an example of a local makerspace that prepares individuals with skills in the fields of science, technology, engineering and math.



## Strategic Direction #5 – Strengthen Tourism Products by Leveraging Unique Cultural Assets

**OBJECTIVE:** The Town of Cobourg recognizes and supports the growth of cultural tourism as an economic driver.

#	Action / Tasks	Lead	Suggested Partners	Resources
<b>5.1 – Develop and implement an action plan to attract cultural tourism investments</b>				
	<ul style="list-style-type: none"> <li>Develop a resident attraction marketing campaign<sup>9</sup> that showcases Cobourg’s cultural tourism offerings with the goal of attracting residents.</li> </ul>	CSD; ED		\$10,000 - \$20,000
	<ul style="list-style-type: none"> <li>Support the growth of cultural tourism by providing cultural tourism content for Regional Tourism Organization 8 wayfinding, promotion and programming strategies.</li> </ul>	CSD	Regional Tourism Organization 8 (RTO8)	Staff Time
	<ul style="list-style-type: none"> <li>Launch a community storytelling initiative to support the development of cultural marketing content and provide stronger interpretive signage for local assets. The storytelling initiative could leverage a combination of new and existing channels including the Experience Cobourg website to invite the community to contribute; adding a storytelling component to one or more existing festivals or events or convening an annual storytelling festival.</li> </ul>	CSD		\$10,000 - \$20,000

<sup>9</sup> The Hasting County’s I Left the City campaign (<https://ileftthecity.ca/>) provides a great example of a residential marketing campaign. The marketing campaign illustrates Hasting County’s successful community stories, cultural tourism amenities, and business support activities.



#	Action / Tasks	Lead	Suggested Partners	Resources
	<ul style="list-style-type: none"> <li>▪ Conduct a review of Cobourg’s public art policy to allow for temporary cultural installations/exhibitions and programming across public spaces, particularly in high pedestrian areas such as the Downtown and Waterfront areas and Community Centres. Exemplar public art policies that encourage temporary installations include Burlington, ON, Calgary, AB and Richmond, BC.</li> </ul>	CAO; CSD	CACC	Requires capital funding
<b>5.2 – Strengthen the delivery of festivals and events programming</b>				
	<ul style="list-style-type: none"> <li>▪ Develop a festival and events strategy that serves as a policy framework to guide municipal decision-making and is aligned with the Town’s Strategic Plan and Cultural Master Plan. The key deliverables of the strategy should be to:               <ul style="list-style-type: none"> <li>▪ Review and assess the impact of current festivals and events delivered by the Town directly and the events that the Town supports that are delivered by local community groups.</li> <li>▪ Review current human and financial resources assigned to the implementation of festivals and events.</li> <li>▪ Benchmark the Town’s current delivery of festivals and events against those of similar-sized municipalities and the provision of best practice examples.</li> <li>▪ Assessment of event hosting locations and facilities.</li> </ul> </li> </ul>	CSD	Festivals and event providers	\$35,000 - \$40,000



## Strategic Direction #6 – Increase Community Engagement Among Youth and Volunteers

**OBJECTIVE:** The Town of Cobourg will collaborate with community partners to improve youth<sup>10</sup> and volunteer involvement across the community.

#	Action / Tasks	Lead	Suggested Partners	Resources
<b>6.1 – Foster opportunities for cultural expression and experiences for Cobourg’s youth</b>				
	<ul style="list-style-type: none"> <li>Collaborate with local and regional youth organizations (e.g. Northumberland 4-H), to support a mentoring system that provides opportunities for the youth of Cobourg to participate in cultural development.               <ul style="list-style-type: none"> <li>Explore opportunity to host a Cultural Career Day to showcase career options and opportunities in arts and culture</li> </ul> </li> </ul>	CSD	Cultural Organizations; Youth Organizations	Staff Time; \$10,000 - \$20,000
	<ul style="list-style-type: none"> <li>Promote the involvement of youth ambassadors on boards for festivals and cultural events, so they are involved in the planning and decision-making of events</li> </ul>	CACC	Cultural Organizations	Staff Time
	<ul style="list-style-type: none"> <li>In collaboration with Venture 13, host an annual youth summit that showcases the Town’s arts and culture assets and programming and encourages experiential and culturally-based learning outside the classroom.</li> </ul>	CSD; Venture 13	Local Schools	\$10,000 - \$15,000
<b>6.2 – Engage and support culturally related volunteerism</b>				
	<ul style="list-style-type: none"> <li>Create a Town Volunteer Management Strategy.</li> </ul>	CSD	Cultural Organizations	\$15,000 - \$20,000

<sup>10</sup> For the purposes of the Town of Cobourg Cultural Master Plan, youth is represented by individuals 25 years and under as defined through stakeholder consultation.



#	Action / Tasks	Lead	Suggested Partners	Resources
	<ul style="list-style-type: none"><li>Promote volunteer opportunities to new residents to integrate themselves and feel a sense of belonging in their new community.</li></ul>	Mayor's Office; CSD	Cultural Organizations	Staff Time



## Town of Cobourg Cultural Master Plan’s Action Plan Schedule

Action	Short Term (Within 2 Years)	Short Term (3-5 Years)	Long Term (5+ Years)
<b>1.1 – Raise awareness of the Cultural Master Plan across all departments</b>			
<b>1.2 – Explore sources to support the implementation of the Cultural Master Plan</b>			
<b>1.3 – Report on a consistent set of performance metrics</b>			
2.1 – Build sector capacity through partnerships and mentorship			
4.1 – Support the cultural sector with funding, grant and training opportunities			
2.2 – Explore and foster collaborative opportunities for cultural development			
3.1 – Promote cultural heritage resource conservation			
5.1 – Develop and implement an action plan to attract cultural tourism investments			
6.1 – Foster opportunities for cultural expression and experiences for Cobourg’s youth			
4.2 – Implement an attraction strategy for people, business and investment in Cobourg			
6.2 – Engage and support culturally related volunteerism			
4.3 – Advocate for the creation of spaces for cultural industries and organizations across the Town			
1.4 – Invest in cultural facilities as anchors for cultural development in Cobourg			
5.2 – Strengthen festivals and events programming			

**Actions bolded indicate an immediate timeline (6 months). These actions provide the momentum and foundational base that will support the growth of cultural planning in Cobourg.**



## Implementing Cobourg’s Cultural Master Plan

Planning culturally builds on many of the themes and assumptions that underpin Cobourg’s Cultural Master Plan. A core consideration for the implementation of the Plan is establishing a framework or set of assumptions and practices to support planning culturally internally across departments and with external partners.

### Definitions and Assumptions

Planning culturally within a municipality means adopting a new mindset based on a shared vocabulary and set of assumptions to support communication among people from widely differing professional backgrounds. Aligning policies and actions across departments and business units helps to break down barriers between departments and generate stronger plans or programs while securing consensus across the Corporation and externally.

One step toward building these shared assumptions is establishing a glossary of terms (provided at the start of the plan), that can be built out over time as necessary. While a glossary is a useful tool that can be reflected in various policy documents, building capacity to plan culturally requires sustained conversation and exchange.

Best practices have defined planning culturally as “a principle of governing, a model for doing business, and an approach to collaboration where culture is integrated.”<sup>28</sup> It is also noted that planning culturally works best in collaboration with outside partners.

Planning culturally should be seen as:

- Adding Value – where cultural resources add value to existing or proposed plans/policies/programs addressing all facets of planning and community building (social, economic, environmental)
- Assessing Impacts – addresses the potential impacts (positive or negative) of a new proposal on a town’s identity and cultural vitality

### Seek Endorsement of a Cultural Policy Guideline

In consultation with municipal staff it was suggested that the Town prepare a Cultural Policy Guideline that sets out a series of principles and assumptions that will guide the Town’s actions and commitments in cultural planning and development. The guidelines should endorse the Cultural Resource Framework to confirm the scope of the resource base that will be the focus of the Town’s initiatives and investments.

Further, there should be a commitment to integrate cultural planning and development as a policy consideration in the Official Plan when it is next reviewed, in the same way that recreation often forms part of an Official Plan.

Finally, the Strategic Alignment section of all Council Reports should consider the impact of a decision socially, economically, environmentally and culturally.

**Action 1: Prepare a Cultural Policy Guideline that will define the scope and parameters for planning culturally. Following review and approval by Council, a separate set of administrative guidelines should be drafted to provide direction to staff in interpreting and implementing cultural policies, plans, and initiatives. (See Action 1.1 – Implementation Table).**



## The Town's Role and an Action Plan for Planning Culturally

There is a shift occurring in governments at all levels from a traditional “planner-provider-deliverer” model to an increasingly collaborative “enabler-convenor-catalyst-broker” model or approach to advancing public agendas. Collaboration, within and between local government departments; between local government and the wider public sector and its agencies; and between local government and the wider community and business spheres offers municipal government the potential to pool talent and resources and address social, economic and cultural opportunities in a more consensual way. During the community engagement process for the Cultural Master Plan, there was a call for the Town to play a stronger role in facilitating these wider partnerships and collaboration.

A Cultural Master Plan for Cobourg presents a comprehensive cultural agenda for the Town. A significant focus of the Town support for cultural development has been delivering important programming and in providing financial support through existing grant programs to cultural institutions and groups that in turn develop programs for residents and visitors to enjoy. These roles will remain critically important, but the Cultural Master Plan sets out a larger cultural agenda that touches on a broader range of activities and priorities.

**Town of Cobourg roles and responsibilities in support of cultural planning should expand over time to include:**

- Planning and Policy - integrating culture into plans and policies across all departments. Applying a cultural lens to municipal planning and decision-making
- Partner - establishing and sustaining relationships with external partners, with organizations within the cultural sector and with community and business partners
- Facilitator and convenor – building connections, strengthening collaboration
- Promoter and champion – acting as an advocate for cultural development within the Town and beyond; and,
- Funder and Provider – continuing to invest in cultural development and deliver programs and activities

### Internal Actions

In order to support cross-departmental collaboration in planning culturally, new collaborative mechanisms may be needed. The following key actions are reflected in the action plan and detailed below:

Action 2: Establish a Municipal Cultural Team composed of municipal staff and meet quarterly to share information and build understanding related to cultural development and planning culturally. (See Action 1.1 -Implementation Table).

Planning culturally is a cross-departmental activity and responsibility. A Culture Team is needed to support this work. Many issues will engage specific departments addressing specific actions or initiatives. Beyond this task-based engagement, there is a need for sustained communication and exchange across all departments to build the shared understanding needed and to support ongoing “opportunity citing” related to new policies or initiatives. Quarterly meetings of a designated Culture Team can achieve these results. The Community Services Division (CSD) is best positioned to convene



and chair these meetings. While a range of departments may be engaged on a task-specific basis, a smaller number of departments with the most direct connections to cultural development will form the ongoing Culture Team.

**Action 3: Conduct a Service Delivery Review of Cobourg’s cultural programming and support activities to determine if they are adequately resourced and meeting the needs of the community. (See Action 4.1 – Implementation Table).**

Given the current level of cultural programming in the Town together with the funding support provided to outside individuals and organizations a service delivery review may be in order prior to making any further commitments to increase funding for culture. This will help the municipality understand what is working well, and what is not from the perspective of staff and the public and what changes may be in order based on the needs and desires of residents. This can be done through one on one interview with management and staff, customer surveys, and program analysis.

### External Actions

Of importance to planning culturally are building strong relationships between the Town, its external partners, and leaders representing cultural, business and community interests. Other municipalities have established Cultural Advisory Committees to help forge partnerships and align resources in implementing the Cultural Plan and supporting ongoing cultural planning and development. Representation from Indigenous and ethnocultural communities in Cobourg is essential. A range of ages among members of the Committee will also ensure that new and emerging trends and technologies in the cultural and creative will inform discussions. Finally, a set of collective metrics should be established and agreed to by all.

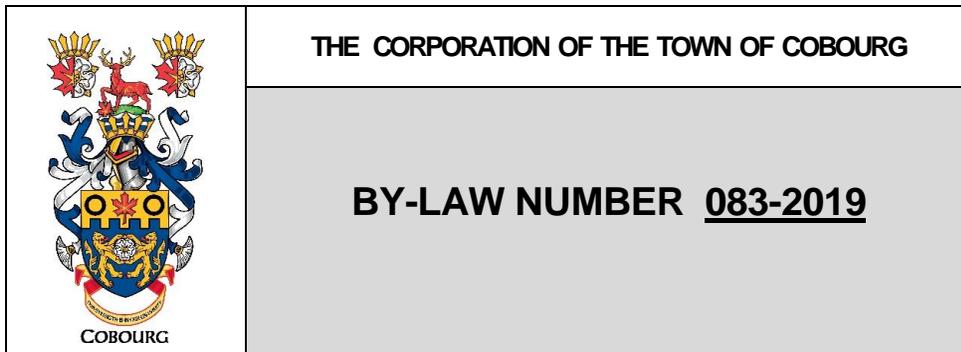
In order to align resources and agendas to support planning culturally the following actions are recommended:

**Action 4: Establish a Cultural Advisory Committee to advocate and support the implementation of the Cultural Plan and the ongoing objective of planning culturally. (See Action 1.2 – Implementation Table).**

The Town of Cobourg cannot alone support the implementation of the Cultural Master Plan or planning culturally. The Town requires leadership from its external partners and from individuals representing cultural, business, community interests. The Cultural Advisory Committee would be responsible to meet on a regular basis to review the status of the implementation of the Cultural Master Plan, to forge partnerships and resources to address specific recommendations and to bring a range of perspectives to the goal of planning culturally. The experience of other municipalities in establishing such leadership groups can be looked to for guidance.

**Action 5: The Cultural Advisory Committee should convene an Annual Cultural Summit to communicate achievements in implementing the Cultural Plan and to seek community input in identifying new and emerging issues. (See Action 1.3 – Implementation Table).**

Communicating and connecting the success of the Cultural Master to residents is an essential step in building endorsement and support. An annual cultural summit will provide the Town, its partners and others an opportunity to take stock of achievements in implementing the Cultural Master Plan over the past year, commit to supporting the implementation of new recommended Actions and identify new actions or initiatives not foreseen in the preparation of the Cultural Master Plan.



**A BY-LAW TO AUTHORIZE CIVIL MARRIAGE SOLEMNIZATION SERVICES AND TO APPOINT MARRIAGE OFFICIANTS FOR THE CORPORATION OF THE TOWN OF COBOURG.**

**WHEREAS** on September 24, 2004, the Minister of Consumer and Business Services announced that changes to the regulations under the *Marriage Act* through Ontario Regulation 285/04 authorizing clerks of “local municipalities” to perform civil marriages;

**AND WHEREAS** through the passage of an appropriate resolution or by-law “local municipalities” have the option to offer civil marriages as a municipal service if they so choose and to set fees to recover the cost of providing this service;

**AND WHEREAS** in municipal clerks may delegate their authority to solemnize marriages pursuant to Section 224 (4) of the *Municipal Act* which states that the clerk may delegate in writing to any person, other than a member of council, any of the clerk’s powers and duties under this an any other Act;

**AND WHEREAS** pursuant to Regulation 285/04 made under the *Marriage Act* now designates Municipal Clerks as a class of persons authorized to solemnize marriages in Ontario and pursuant to Regulation 738 subsection 24 (1) Regulation of the Revised Regulations of Ontario, 1990 as amended states that for the purposes of subsection of 24 (1) of the Act, the clerk of a local municipality is authorized to solemnize marriages under the authority of a Marriage Licence;

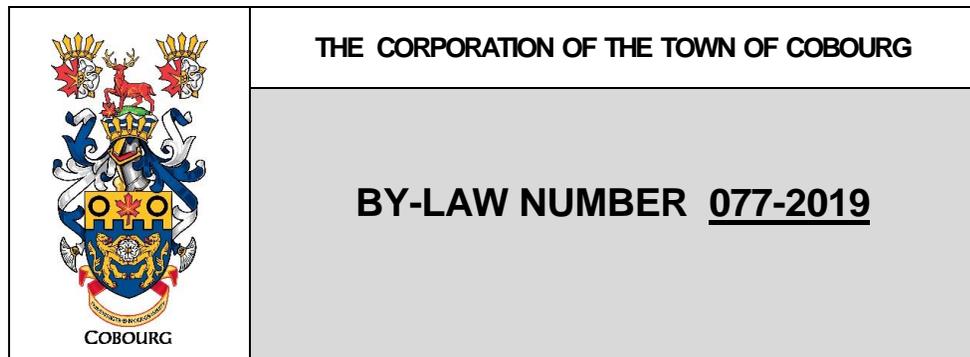
**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** the Council of the Town of Cobourg does hereby direct that civil marriage solemnization service be continued;
2. **THAT** Brent Larmer, Municipal Clerk and Municipal Staff designates Angela Stewart and Julie Behan-Jones be authorized as Marriage Officiants to perform civil marriage solemnization services on behalf of the Corporation of the Town of Cobourg pursuant to Ontario Regulation 285/04 made under the *Municipal Act*.
3. **THAT** By-law No.084-2017 is hereby repealed.
4. **THAT** this By-law shall come into full force and effect on the date of passing.

READ and passed in Open Council this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
MAYOR

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



**A BY-LAW TO APPROVE A DRAFT PLAN OF SUBDIVISION WITH CONDITIONS (425 and 425 A KING STREET EAST – MASON HOMES)**

**WHEREAS** the Council of the Corporation of the Town of Cobourg held a Public Meeting in accordance with the Planning Act, R.S.O. 1990, c.P. 13, as amended, on the 23rd day of September, 2019 regarding an application by RFA Planning Consultant Inc. on behalf of Mason Homes to approve a Draft Plan of Subdivision on an 1.58 ha parcel of land at 425 and 425A King Street East (hereinafter referred to as the “Subject Lands”);

**AND WHEREAS** the Council of the Corporation of the Town of Cobourg duly considered all public submissions, the Director of Planning & Development’s reports and all other relevant background information surrounding the subject matter, and deems it advisable to grant Draft Approval of the Plan of Subdivision, subject to detailed conditions;

**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Cobourg, in accordance with the provisions of Section 51 of the Planning Act, R.S.O. 1990 as amended, hereby enacts as follows:

1. Draft Approval of a Plan of Subdivision generally located on the 1.58 ha parcel of land at 425 and 425 A King Street East is hereby granted, subject to the conditions as affixed hereto as Appendix “I”;
2. THIS by-law will come into force and take effect upon final approval in accordance with the requirements of the Planning Act, R.S.O. 1990, c.P. 13, as amended.

Read a first, second, third time and finally passed in Open Council on this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
MAYOR

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

Appendix "I"

**Applicant:** Mason Homes  
**File No:** Z-03-18 SUB; 14T-18001  
**Municipality:** Town of Cobourg  
**Location:** 425 & 425A King St. E.

**Date of Decision:** , 2019  
**Date of Notice:** , 2019  
**Last Date of Appeal:** , 2019

- 
1. This approval applies to the Draft Plan of Subdivision, as shown in red on the Plan, prepared by RFA Planning Consultants Ltd., dated February 7, 2018 (attached hereto as **Figure 1**), and consisting of:

- 5 Blocks to be used for freehold townhouse dwelling units;
- 2 Blocks for road allowance dedications; and,
- A public road right-of-way to be dedicated to the Town of Cobourg;

The Town of Cobourg Municipal Council has allocated sanitary sewage treatment capacity for the draft plan to a *maximum* of 27 dwelling units on the condition that the owner enters into an allocation agreement with, and on terms satisfactory and at no cost to, the Town. The foregoing agreement shall be incorporated into the subdivision agreement.

2. The owner shall agree in writing to satisfy the requirements of the Town of Cobourg and any other municipality and/or approval authority that has jurisdiction, and subsequently enter into a subdivision agreement with the Town of Cobourg pursuant to the *Planning Act, RSO 1990 c.P 13*, as amended, which shall be registered on title to the subject lands once the plan of subdivision has been registered. Without limiting the generality of the foregoing, the owner shall agree in writing to satisfy all the requirements, financial and otherwise, of the Town and any other municipality and/or authority that has jurisdiction concerning matters internal and external to the draft plan, including but not limited to:

- the provision, installation and staging of services (including utilities), drainage, grading, sedimentation controls, and road infrastructure, including a street design intended to reflect a "complete streets" priority with particular attention given to the careful transition of the urban/rural context and the potential use of traffic calming measures;
- stormwater management, including the design and conveyance of stormwater from lands internal and external to the draft plan, sustainable 'green' infrastructure, low-impact development stormwater systems and other sustainable development measures, all in accordance with the specifications and requirements of the Town of Cobourg and the Ganaraska Region Conservation Authority (GRCA);
- the allocation, collection and treatment of wastewater in accordance with the specifications and requirements of the Town of Cobourg;
- facilities for active transportation, including pedestrian and bicycle circulation (trails and sidewalks, connections);
- urban built form, landscape and streetscape design measures, including designs which optimize an "eyes on the street" philosophy;
- tree protection, removals, re-planting, edge management/buffering, and other matters relating to the appropriate stewardship of natural and cultural heritage systems, particularly respecting Molly Baker Lane;
- landscaping, vegetative improvements and other considerations regarding compensation for tree canopy loss;

- fencing, screening and other buffering measures, including noise impact mitigation, where applicable;
- wildlife habitat and nest protection, where applicable;
- cultural heritage resource conservation and integration of sympathetic architectural designs and effective landscaping approaches;
- consideration of the provision of housing which is affordable;
- consideration of enhanced building design measures with an emphasis on sustainability, accessibility and visitability;
- site construction management planning;
- cost-sharing arrangements, financial securities and other development performance measures;
- easements that may be required by the applicable authority;
- soil suitability; and,
- archaeological resource conservation;

All costs incurred by the Town of Cobourg and any other municipality and/or approval authority that has jurisdiction which are associated with the planning, design, peer review and inspection of said works shall be borne by the owner.

The Town of Cobourg reserves the right to modify, or 'red-line', at its discretion the draft plan of subdivision and/or conditions thereto prior to final approval based on an evaluation by the Town and relevant agencies of detailed engineering plans, reports, or other applicable documentation, particularly related to stormwater management, grading and natural heritage protection, and may impose special conditions in the subdivision agreement that it deems reasonable in accordance with the *Planning Act, R.S.O. 1990, c.P. 13*, as amended. The aforementioned modifications to the draft plan may include, but are not limited to, changes to the lotting and/or road pattern in order to satisfy the applicable policies, guidelines and standards of the Town of Cobourg and agencies.

3. The owner shall agree in writing to satisfy the Town of Cobourg's urban design objectives of the Official Plan and Urban & Landscape Design Guidelines, including, but not limited to:
  - the creation of high quality, pedestrian-friendly streetscapes and landscapes;
  - the provision of attractive building designs and dwelling forms which are sympathetic to the surrounding neighbourhood and reflect the quality image of the community;
  - the careful design and placement of dwellings in relation to existing natural heritage resources; and,
  - the careful design and placement of dwellings in relation to the street to enhance the sense of place, optimize public safety and minimize the impact of garages.

The development will be subject to architectural controls, and the Town of Cobourg will require the preparation of architectural plans, guidelines and details which demonstrate that the aforementioned objectives will be achieved upon the implementation of the subdivision via a subdivision agreement.

4. Prior to the commencement of any grading, construction on site, or final approval and registration of the plan, whichever occurs first, the Town of Cobourg and the GRCA shall be satisfied that the recommendations of the Tree Inventory and Preservation Plan, dated February, 2018 and updated in August, 2019, prepared by Treescape Certified Arborists,

and any Addenda thereto and related plans/studies, are implemented in accordance with applicable Provincial, GRCA and Town policies, guidelines, regulations and standards as part of the detailed subdivision review process of the Town of Cobourg, and that appropriate conditions and/or clauses are included in the subdivision agreement to address the aforementioned recommendations.

5. Prior to the final approval of the draft plan, the Town of Cobourg shall be satisfied that satisfactory arrangements, financial and otherwise, have been made with the appropriate utility authority for any utility facilities serving this draft plan of subdivision which are required by the appropriate utility authority to be installed underground. Any such easements as may be required for utility or drainage purposes shall be granted to the appropriate utility authority.
6. Prior to final approval of the draft plan, the Town of Cobourg shall be satisfied that the soil quality of the subdivision lands is suitable for the proposed residential use via a Phase 1/Phase 2 Environmental Site Assessment and a Ministry-acknowledged Record of Site Condition in accordance with applicable Provincial and municipal policies, guidelines and regulations.
7. Prior to final approval of the draft plan, the Town of Cobourg shall be satisfied that the recommendations of the Cultural Heritage Impact Assessment, dated February, 2018, prepared by Martindale Planning Services, and any Addenda thereto, are implemented in accordance with applicable Provincial, and Town policies, guidelines, regulations and standards as part of the detailed subdivision review process of the Town, and that appropriate conditions and/or clauses are included in the subdivision agreement to address the aforementioned recommendations.
8. The road allowance included in this draft plan shall be shown and dedicated as public highways to the satisfaction of the Town of Cobourg.
9. The street shall be named to the satisfaction of the Town of Cobourg and the County of Northumberland.
10. Prior to the final approval of the draft plan, the appropriate zoning shall be in place to the satisfaction of the Town of Cobourg.
11. Any necessary daylighting triangles, road widening, and walkway blocks shall be shown on the final plan and be dedicated to the appropriate authority; and that any dead ends and open sides of any road allowances created by this draft plan shall be terminated in 0.3 m reserves to be conveyed to, and held in trust, by the Town of Cobourg.
12. Prior to the final approval of the draft plan, Bell Canada shall confirm to the Town that satisfactory arrangements, financial and otherwise, have been made with Bell Canada for any Bell facilities serving this draft plan of subdivision which are required by the Town of Cobourg to be installed underground. The owner shall agree in the subdivision agreement, in words satisfactory to Bell Canada, to grant to Bell Canada any easements that may be required for telecommunication services and/or Fibre Optic digital switching equipment sites.
13. Prior to the final approval of the draft plan, Canada Post shall confirm to the Town that satisfactory arrangements, financial and otherwise, have been made with Canada Post

for any postal facilities servicing this draft plan of subdivision which are required to be installed.

14. Prior to the final approval of the draft plan, the County of Northumberland shall confirm to the Town that satisfactory arrangements, financial and otherwise, have been made with the County of Northumberland regarding the following matters:
  - i) That the pavement structure for the public roadways within the plan of subdivision shall be designed to accommodate highway vehicle loading for waste collection vehicles.
  - ii) That the owner acknowledges and agrees that waste collection services within the subdivision shall not be provided until such time as the public roads are assumed for maintenance by the local municipality and shall advise all purchasers within the subdivision with an appropriate statement in all Offers and Agreements of Purchase and Sale of this requirement.
15. Prior to the final approval of the draft plan, the County of Northumberland is to be satisfied that appropriate clauses are contained within the Subdivision Agreement which require the owner to implement or cause to be implemented the recommendations and measures contained within the plans and reports required and approved by the County in accordance with Condition #14.
16. Prior to the commencement of any grading, construction on site, or final registration of the plan, whichever occurs first, the owner shall submit to the Ganaraska Region Conservation Authority (GRCA) reports, plans and/or other documentation which describes and confirms the following to the satisfaction of the GRCA:
  - (i) a revised Functional Servicing Report and Stormwater Management Report, including detailed engineering plans prepared by a qualified professional engineer supporting the detailed stormwater design which address a number of matters to the satisfaction of the GRCA, including but not limited to:
    - a detailed hydraulic analysis of the proposed outlet structures from the stormwater management (SWM) system(s);
    - revised hydrologic analysis including all design flow events, 2 to 100 year inclusive, routed through the SWM facilities;
    - a hydraulic gradeline analysis for the 5 year event and sewers oversized to ensure that flows are contained below the obvert of the pipe;
    - a 100 year hydraulic gradeline analysis to confirm that basement elevations are not surcharged, and an overland flow analysis that identifies sags, any sewer oversizing required, and confirmation that flows can be conveyed safely to the SWM facilities within the municipal rights-of-way;
    - confirmation that all flows from the proposed development will be treated by the SWM facilities;

- (ii) an Erosion and Siltation Control Report and Plan detailing the means by which erosion and sedimentation and their effects will be minimized and contained on the site during and after construction in accordance with Provincial Guidelines. The report will need to outline:
- the protection measures required;
  - the timing of the removal of devices tied to areas that have been stabilized;
  - details for temporary outlet structures, decommissioning and sediment removal/disposal protocols following MOE-EPA Guidelines; and,
  - all actions to be taken to prevent an increase in the concentration of solids in any water body as a result of on-site, or other related works, to comply with the Canada Fisheries Act;
- iii) Any other studies and/or drawings that the GRCA considers necessary to ensure the appropriate development of the subdivision lands in accordance with Provincial and GRCA policies and regulations.
17. That the owner agrees to pay all GRCA detailed technical review fees in accordance with the current GRCA Fee Schedule on a per phase basis, and further agree to obtain all necessary GRCA permits required under Ontario Regulation 168/06.
18. Prior to the final approval of the draft plan, the GRCA is to be satisfied that appropriate clauses are contained within the subdivision agreement which require the owner to implement or cause to be implemented the recommendations and measures contained within the reports, and any addenda thereto, including requirements for the owner to maintain all erosion and siltation control devices in good repair prior to and during the construction period, all in a manner satisfactory to the GRCA;
19. That prior to final approval of the draft plan, the owner shall provide a letter to the Town from the Ministry of Tourism, Culture and Sport indicating/acknowledging that all archaeological resource concerns have met licensing and resource conservation requirements.
20. Prior to the final approval of the draft plan, Lakefront Utility Services Inc. (LUSI) and Lakefront Utilities Inc. (LUI) shall confirm to the Town that satisfactory arrangements, financial and otherwise, have been made with LUSI and LUI for any facilities serving this draft plan of subdivision which are required to be installed. The owner shall agree in the subdivision agreement, in words satisfactory to LUSI and LUI, to implement the requirements of LUSI and LUI and to grant to LUSI and LUI any easements that may be required for electrical and/or water services.
21. Prior to the final approval of the draft plan, Enbridge Gas, operating as Union Gas, shall confirm to the Town that satisfactory arrangements, financial and otherwise, have been made with Enbridge/Union Gas for any gas facilities serving this draft plan of subdivision. The owner shall agree in the subdivision agreement, in words satisfactory to Enbridge/Union Gas, to grant to Enbridge/Union Gas any easements that may be required for gas utility services and/or infrastructure required to service the draft plan of subdivision.

22. That prior to final approval of the draft plan, the Town of Cobourg is to be advised in writing by Bell Canada how Condition #12 has been satisfied.
23. That prior to final approval of the draft plan, the Town of Cobourg is to be advised in writing by Canada Post how Condition #13 has been satisfied.
24. That prior to final approval of the draft plan, the Town of Cobourg is to be advised in writing by the County of Northumberland how Condition #'s 9, 14 and 15 have been satisfied.
25. That prior to final approval of the draft plan, the Town of Cobourg is to be advised in writing by the Ganaraska Conservation Authority how Condition #'s 4, 16, 17, and 18 have been satisfied.
26. That prior to final approval of the draft plan, the Town of Cobourg is to be advised in writing by the Ministry of Tourism, Culture and Sport how Condition # 19 has been satisfied.
27. That prior to final approval of the draft plan, the Town of Cobourg is to be satisfied in writing by the Lakefront Utility Services Inc. and Lakefront Utilities Inc. how Condition #20 has been satisfied.
28. That prior to final approval of the draft plan, the Town of Cobourg is to be satisfied in writing by Enbridge/Union Gas how Condition #21 has been satisfied.

#### **NOTES TO DRAFT APPROVAL**

1. It is the Applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Municipality, quoting the '14T' File Number.
2. We suggest that the Applicant make yourself familiar with Section 144 of the Land Titles Act and Subsection 78(10) of the Registry Act.  
  
Subsection 144(1) of the Land Titles Act requires that a plan of subdivision of land that is located in a land titles division be registered under the Land Titles Act. Exceptions to this provision are set out in Subsection 144(2).  
  
Subsection 78(10) of the Registry Act requires that a plan of subdivision of land that is located only in a registry division cannot be registered under the Registry Act unless that title of the Owner of the land has been certified under the Certification of Titles Act. Exceptions to this provision are set out in clauses {b} and {c} of subsection 78(10).
3. The Subdivision Agreement should be registered under Subsection 51(26) of the Planning Act, R.S.O. 1990, c.P.13 against the land to which it applies as notice to prospective purchasers.
4. A permit will be required under the Ganaraska Region Conservation Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ont. Reg. 168/06) prior to any development or site alteration on the subject property.

5. The Ganaraska Region Conservation Authority notes that temporary sediment control ponds must be capable of accommodating 125 cubic metres per hectare of contributing drainage area for a period of not less than 12 hours, or removing particle sizes down to 40 microns.
6. Clearances are required from the following agencies:

K. Thajer  
Ganaraska Region Conservation Authority  
P.O. Box 328  
Port Hope ON L1A 3W4

B. Gillispie  
County of Northumberland  
Waste Collection Services  
555 Courthouse Road  
Cobourg ON K9A 5J6

D. Campbell  
County of Northumberland  
Land Use Planning  
555 Courthouse Road  
Cobourg ON K9A 5J6

Janice Young  
Bell Canada  
Network Property Services  
F 13-100 Borough Drive  
Toronto ON M1P 4W2

Canada Post/Postes Canada  
Attn: Stephen McGraw  
Delivery Service Officer / Agent de Service a la Livraison  
P.O Box 8037 Ottawa T CSC  
Ottawa, ON K1G 3H6

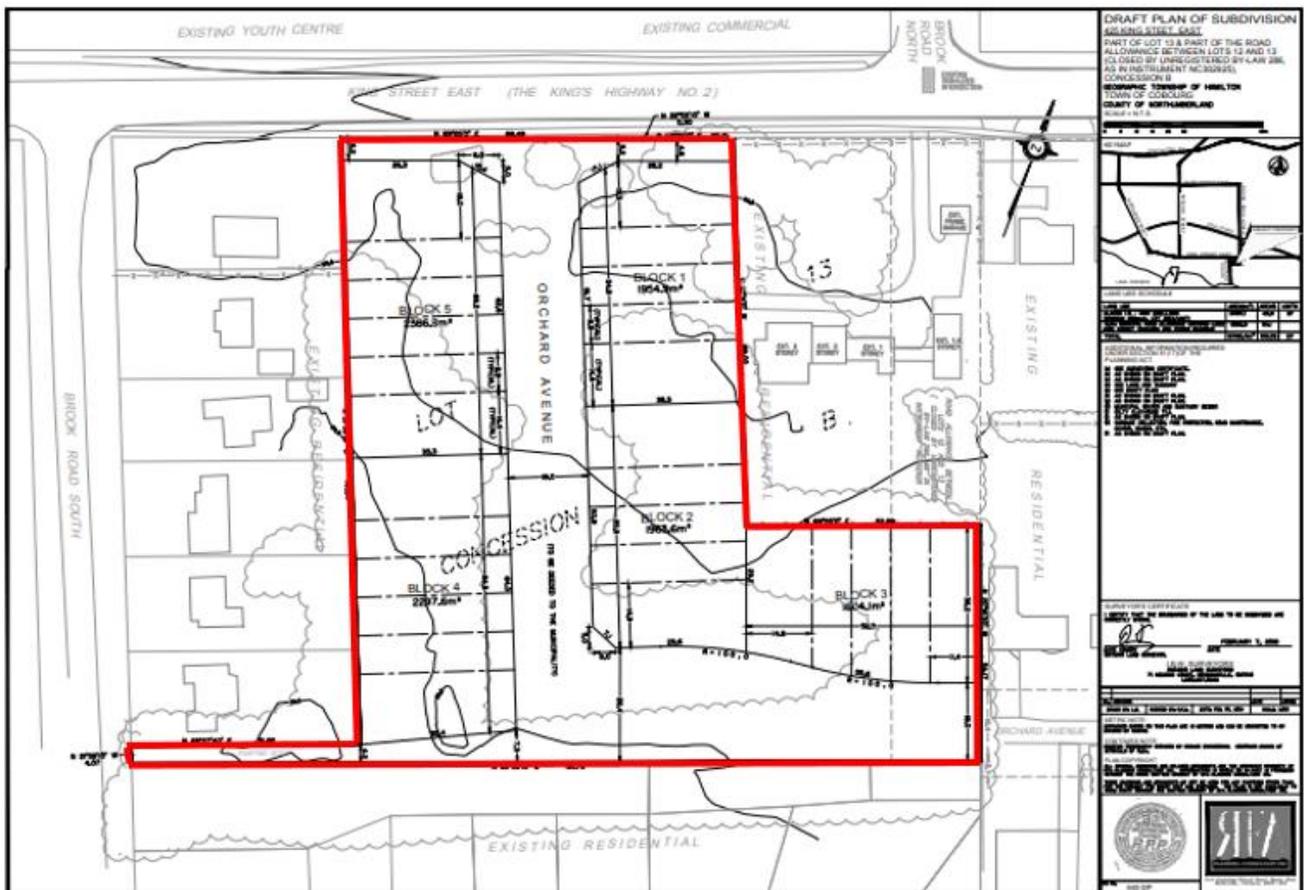
D. Paul, President  
Lakefront Utility Services Inc/Lakefront Utilities Inc.  
207 Division Street  
Cobourg, Ontario  
K9A 4L3

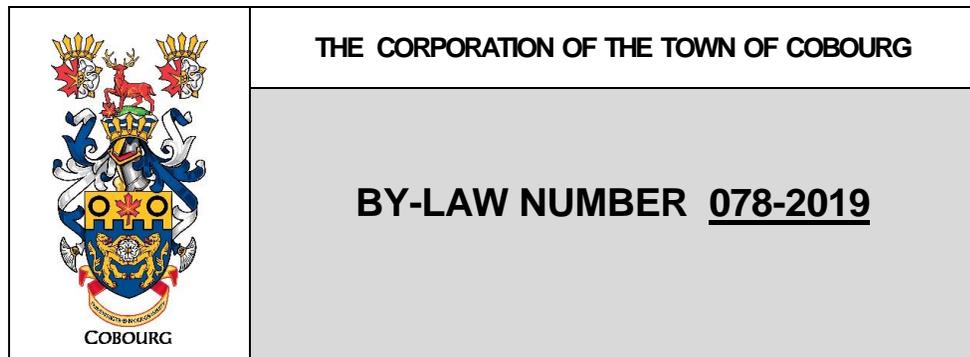
Ministry of Tourism, Culture and Sport - Archaeology  
Hearst Block, 9th Floor  
900 Bay Street  
Toronto, ON M7A 2E1

Mary Jane Patrick  
Enbridge Gas Inc., operating as Union Gas  
50 Keil Drive North  
Chatham, ON N7M 5M1

7. All measurements in subdivision plans and condominium final plans must be presented in metric units.
8. The final plan approved by the Town must be registered within 30 days or the Municipality may withdraw its approval under Subsection 51(59) of the Planning Act, R.S.O. c.P.13, 1990.
9. This draft approval shall be in force and effect until         , 2022.

**Figure 1**





**A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH HABITAT FOR HUMANITY OF NORTHUMBERLAND, LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG (22-24 UNIVERSITY AVENUE WEST)**

**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;

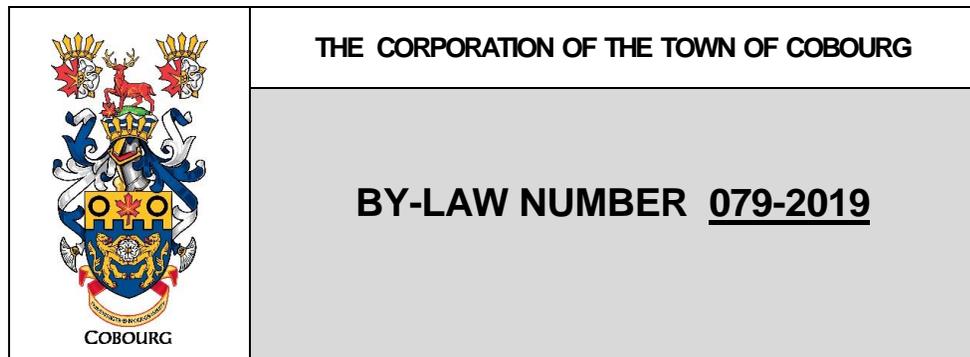
**NOW THEREFORE** the Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with Habitat for Humanity of Northumberland, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for a residential development consisting of four (4) dwelling units total at 22-24 University Avenue West, Cobourg, subject to the finalization of details and documentation 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.

Read a first, second, third time and finally passed in Open Council on this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
MAYOR

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



**A BY-LAW TO AUTHORIZE THE EXECUTION OF A SEVERANCE AGREEMENT WITH ANTHONY JOHN RITCHIE AND CATHIE ANNETTE RITCHIE AND THE CORPORATION OF THE TOWN OF COBOURG (866 ONTARIO STREET).**

**WHEREAS** the Committee of Adjustment for the Town of Cobourg granted Consent to sever from the Subject lands one (1) new residential lot by virtue of application B-03-19 along with one (1) retained lot;

**AND WHEREAS** as a condition of the Consent, the Committee of Adjustment required the Owner to enter into an agreement with the Municipality in accordance with the provisions of the Planning Act, R. S. O. 1990, c. P. 13, as amended, and in particular Section 53(12) and 51(26) which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Subdivision of Land and Consent to Sever;

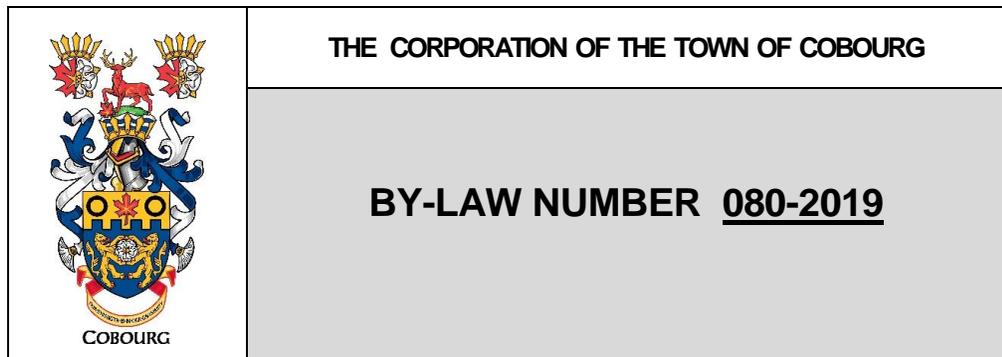
**NOW THEREFORE** the Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** the the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Severance Agreement with Anthony John Ritchie and Cathie Annette Ritchie Cobourg for the development of one (1) residential lot on the property known municipally as 866 Ontario Street, 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.

Read a first, second, third time and finally passed in Open Council on this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
MAYOR

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



**A BY-LAW TO AUTHORIZE THE EXECUTION OF A PET LICENSING SERVICES AGREEMENT BETWEEN DOCUPET INC., AND THE CORPORATION OF THE TOWN OF COBOURG.**

**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 Corporation of the Town of Cobourg and DocuPet Inc., wish to enter into a pet licensing agreement;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

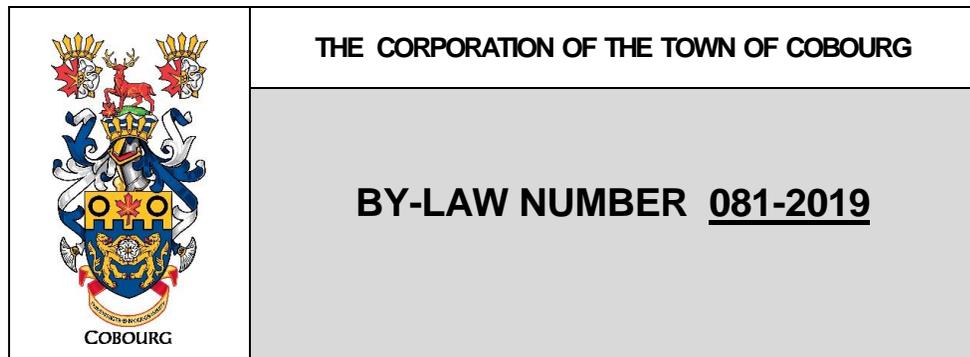
1. THAT the Corporation of the Town of Cobourg enter into a pet licensing agreement with DocuPet Inc, attached hereto as Schedule "A".
2. THAT the Mayor and the Clerk of the Corporation of the Town of Cobourg are hereby authorized and directed to execute the said agreement and all other documentation required on behalf of the Corporation

By-law read and passed in Open Council on this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
MAYOR

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

APPENDIX "A"  
AGREEMENT



**A BY-LAW TO AMEND THE FEES AND CHARGES BY-LAW (088-2017) OF THE TOWN OF COBOURG, TO ADOPT DOG TAG LICENSING FEES.**

**WHEREAS** pursuant to *Municipal Act S.O. 2001, c.25* Section 391 provides in part that a municipality may pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it and for the use of its property including property under its control;

**AND WHEREAS** Council authorized the preparation of a by-law to amend the Fees and Charges By-law (088-2017) to adopt revised Dog Tag Licensing Fees at the Committee of the Whole Meeting held on October 15, 2019;

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

1. **THAT** the Schedule 'A' of the Fees and Charges By-law No. 088-2017 be amended to adopt the revised fees and charges for the purchase of a Dog Tag to \$20.00 for a spayed/neutered animal and \$35.00 for a natural animal, and eliminate the March 1<sup>st</sup> early bird fee to remain consistent with the member municipalities within the Joint Animal Control Municipal Services Board (JACMSB).
2. **THAT** this by-law shall come into full force and effect upon the date of its passing.

Read and passed in Open Council on this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
MAYOR

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

**SCHEDULE 'A'**  
**BY-LAW 00-2019**  
**FEES SCHEDULE**

<b><u>DEPARTMENT/ITEM</u></b>	<b><u>Fees</u></b>
<b>General - Dog Tags – Victoria Hall</b>	
Spayed/Neutered	\$20.00
Natural	\$35.00

TO: HONORABLE MAYOR AND TOWN COUNCIL MEMBERS  
FROM: COBOURG DOWNTOWN BUSINESS IMPROVEMENT AREA (DBIA)  
DATE: OCTOBER 4, 2019  
SUBJECT: IMPLEMENTING A 1 HOUR GRACE PERIOD FOR PARKING DURING THE MONTH OF DECEMBER



Downtown  
Cobourg

To the Honorable Mayor and Town Council Members,

The Cobourg Downtown Business Improvement Area (DBIA) would like to request the implementation again a 1 hour grace period for parking during the holiday season starting on December 1 until December 31, 2019. We would like the by-law officers to observe a 1 hour grace period before issuing a parking ticket for a time-limited offence, e.g. overstaying at a parking meter or a pay-and-display parking zone. The grace period is intended to ensure fairness and integrity in parking enforcement operations, and serve as a courtesy to drivers during the holiday season.

Offering this 1 hour grace period at expired parking meters (applied to all metered parking areas and parking lots with a posted time limit) in downtown Cobourg during the holiday season would be a kind gesture from the Town of Cobourg and the Cobourg DBIA to customers and merchants. It would help encourage and promote shopping local during the holidays, and be beneficial to guests of the Art Gallery of Northumberland, Concert Hall and Victoria Hall.

Issuing a grace period at the expired meter and a friendly warning that also thanks customers for coming to the downtown area would turn a potential ticket and negative experience to a positive story they may share with others. In this regards, the Cobourg DBIA would like to make the extended grace period common public knowledge through highlighting these efforts on the town website.

As this has been a successful initiative for the past few years between the Town of Cobourg and the Cobourg DBIA, we would like Council to approve this program again for 2019.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Joan Greaves".

Joan Greaves  
Chairperson of the DBIA Board of Management

CC: B. Larmer - Municipal Clerk  
T. Gainsforth - DBIA Coordinator



905-377-8024



201 Second St.  
Cobourg, ON  
K9A 3N7



[dbia@downtowncobourg.ca](mailto:dbia@downtowncobourg.ca)  
[www.downtowncobourg.ca](http://www.downtowncobourg.ca)



**The Corporation of the  
Town of Cobourg**

**Resolution**

---

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

**Resolution No.:**

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

**Council Date:**  
October 21, 2019

**WHEREAS** at the Regular Council Meeting on October 21, 2019 considered a letter from the Chair of the Board of Management of the Cobourg Downtown Business Improvement Area (DBIA), regarding the implementation of a one (1) hour grace period for parking during the month of December;

**NOW THEREFORE BE IT RESOLVED THAT** Council authorize a one (1) hour grace period for paid parking at metered and permitted parking spaces in the Town of Cobourg as requested by the Cobourg Downtown Business Improvement Area Board (DBIA) starting on December 1, 2019 until December 31, 2019 similar to the approved parking grace period approved by Council in 2016, 2017 and 2018.

<b>DOWNTOWN BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT</b>	
	DBIA Board of Management <b>MINUTES</b>
	Thursday September 5 <sup>th</sup> , 2019 at 8:30 AM Conference Room

A regular meeting of the DBIA Board of Management was held with the following members in attendance:

Councillor Adam Bureau  
Deputy Mayor Suzanne Seguin  
Joan Greaves  
Julie Dreyer  
Lou Trozzolo  
Rino Ferreri  
Tracey Gainforth - STAFF  
Kara Euale - Marketing and Events Manager - GUEST

**LIAISONS**

Kevin Ward - until 9:30 am

**REGRETS**

Amanda Da Silva  
Jenna Fitzgerald  
Julie McCuaig  
Chief Paul VandeGraaf - Liaison

**MINUTES PREPARED BY** Melissa Graham

**1. CALL TO ORDER**

The meeting was called to order at 8:32am by Chairperson J. Greaves.

**2. APPROVAL / ADDITIONS TO THE AGENDA**

2.1.0 Approval of the agenda

There were the following additions to the agenda.

- Event Budget
- Proposed event list
- Draft 2020 budget document.

**Moved by** Deputy Mayor Seguin: THAT the DBIA Board of Management approve the agenda as amended with the additions.

**Carried**

**3. DECLARATIONS OF INTEREST BY MEMBERS**

There was a declaration of interest by Councillor A. Bureau regarding the topic of "Filming in Downtown Cobourg".

**4. ADOPTION OF MINUTES**

4.1.0 Board meeting minutes dated August 8th, 2019

**Moved by** J. Dreyer: THAT the DBIA Board of Management approve the regular board meeting minutes dated August 8th, 2019 as presented. **DBIA\_068\_2019**

**Carried**

**5. PRESENTATIONS / DELEGATIONS**

5.1.0 Manager of Marketing and Events - Re: Downtown Filming  
Kara Euale - Manager of Marketing and Events made a presentation to the Board regarding filming in Downtown Cobourg. This matter was referred to General Government Services through Deputy Mayor Seguin. The presentation is provided for information purposes to the membership.

[DBIA - Filming in Cobourg September 5 2019](#)

**6. COMMUNICATIONS / CORRESPONDENCE**

6.1. Mail Chimp Correspondence

6.1.1. Filming Downtown Next Week: Sent August 23rd, 2019

6.1.2. Art Walk Postponement Media Release: Sent August 26th, 2019  
6.1.3. Harvest Festival 2019 Media Release: Sent August 29th, 2019

**Moved by** Deputy Mayor S. Seguin: THAT the DBIA Board of Management accept the MailChimp correspondence for information purposes. **DBIA\_069\_2019**

**Carried**

6.2. Municipal Clerk Correspondence

6.2.1. DBIA Levy

6.2.2. Appointment of Interim CAO

**Moved by** L. Trozzolo: THAT the DBIA Board of Management accept the Municipal Clerk correspondence for information purposes. **DBIA\_070\_2019**

**Carried**

**7. REPORTS**

7.1. Chairperson Report - J. Greaves

7.1.1. Resignation Letter from R. Ferreri

7.1.2. 2019 Annual General Meeting Date

7.1.3. 2019 Board of Management Christmas Party

- 7.1.4. Social Media Take-overs
- 7.1.5. Event Microgrants
- 7.1.6. Records Management Policy
- 7.1.7. Onboarding for New Board Members
- 7.1.8. Revenue generating swag
- 7.1.9. 2019 Santa Clause Parade

The following items were referred to the next scheduled meeting on October 3rd, 2019.

- 7.1.5. Event Microgrants
- 7.1.6. Records Management Policy
- 7.1.7. Onboarding for New Board Members
- 7.1.8. Revenue generating swag
- 7.1.9. 2019 Santa Clause Parade

**Moved by J. Dreyer:** THAT the DBIA Board of Management accepts with regret the resignation from the DBIA Board of Management from Rino Ferreri the Special Events Director and that a note of appreciation be sent to the member acknowledging his service to the community; and

**FURTHER THAT** the vacant position be advertised and a new member be recruited in accordance with the Downtown Business Improvement Area policies and procedures.

**FURTHER THAT** the Town of Cobourg Council be notified of the Board of Management vacancy **DBIA\_071\_2019**

**Carried**

Moved by L. Trozzolo: THAT the DBIA Board of Management select November 19th, 2019 at 6:30 pm for the 2019 Annual General Meeting (AGM) in the Market Hall.

FURTHER THAT the DBIA Board of Management direct the Chairperson with the assistance of the Recording Secretary and Events and Communications Coordinator to issue the AGM agenda with the 2020 Draft Budget in accordance with the DBIA policies and procedures. **DBIA\_072\_2019**

**Carried**

Moved by Councillor A. Bureau: THAT the DBIA Board of Management select December 1st, 2019 at 5:00 pm for the 2019 Board of Management Christmas Party,

FURTHER THAT the DBIA Board of Management direct the Events and Communications Coordinator to request quotes from local downtown restaurants to be considered at the next board of management meeting scheduled on October 3rd, 2019. **DBIA\_073\_2019**

**Carried**

Moved by Deputy Mayor S. Seguin: THAT the DBIA Board of Management approve that Events and Communications Coordinator in partnership with the Economic Development Department apply for the "Digital Main Street Service Squad" funding. **DBIA\_074\_2019**

**Carried**

7.2. Vice-Chair Report - J. Dreyer - No Report

7.3. Treasurer Report - L. Trozzolo

7.3.1. 2020 Draft Budget

With a few suggested edits to be made, the budget was referred for approval until October 3rd scheduled meeting.

[Income comparables Sept 2](#)

7.4. Marketing Report - A. da Silva

7.4.1. Marketing 2020 Budget Breakdown

7.4.2. Downtown Cobourg Toques

7.4.3. Radio Advertisement Special for Harvest Festival

7.4.0 Due to meeting timing, the marketing budget breakdown was referred to the meeting schedule on October 3rd, 2019.

**Moved by** R. Ferreri: THAT the DBIA Board of Management approve the total cost of \$3107.50 (including HST) for the purchasing of 500 "Downtown Cobourg toques" for the Christmas event giveaway. **DBIA\_075\_2019**

**Carried**

**Moved by** Councillor A. Bureau: THAT the DBIA Board of Management approve the cost of \$599 plus HST for 30 radio advertisements & promotions which include an interview for the promotion of Harvest Festival. **DBIA\_076\_2019**

**Carried**

7.5. Special Event Report - R. Ferreri

The addition of the special events report was referred to the next scheduled meeting on October 3rd, 2019 to further discuss the 2020 event budget and event breakdown.

7.6. Membership Report - J. Fitzgerald - No Report

7.1. Beautification & Maintenance Report - J. McCuaig

7.7.1. Christmas Magic Ad Hoc Committee Update

This item was referred to the next scheduled meeting on October 3rd, 2019.

7.8. Coordinator Report - T. Gainforth

A verbal update was given regarding the event meetings with R. Ferreri and the next steps of the DBIA events. Further discussion on the coordinator report and plan for 2020 will be on the next scheduled meeting on October 3rd, 2019.

7.9.0 Cobourg Police Service Report - Chief P. VandeGraaf - No Report

7.10.0 Northumberland Chamber of Commerce Report - K. Ward - No Report

**8. COUNCIL/COORDINATOR REPORT**

8.1. Deputy Mayor S. Seguin

8.1.1. Membership Survey: Impact of ~~filling~~ <sup>filling</sup> downtown

Further discussion on a membership survey will be discussed with the membership chair. Filming in Downtown Cobourg will also be discussed at the General Government meeting with town staff for the next steps.

8.2. Councillor A. Bureau

8.2.1. Strategic Planning Session - **Survey Questions and SWOT analysis are due to Kay Matthews by September 15th, 2019**

8.2.2. Art Walk and Impact on our Town partnerships

8.2.3. DBIA Website Updating

All items except the strategic plan were referred until the next scheduled meeting.

**Moved by** Councillor A. Bureau: THAT the DBIA approve \$3500 for the cost of a strategic planning session scheduled for October 8th, 2019. **DBIA\_077\_2019**  
**Carried**

## **9. UNFINISHED BUSINESS**

9.1.0 09/04/2018: Requested Pick Up/ Drop Off zones

9.2.0 12/04/2018: Winter Passport Program - Home for the Holidays

9.3.0 05/02/2019: MOU

## **10. NEW BUSINESS**

There was no new business added to the meeting.

## **11. CLOSED SESSION**

11.1. Closed Session

The closed session was referred to the next scheduled meeting on October 3rd, 2019.

## **12. ADJOURNMENT**

The meeting was adjourned at 10:35 a.m.

The next scheduled meeting is on October 3rd, 2019 at 8:30 am.

# Filming in the Town of Cobourg

Presented by:  
Kara Euale  
Manager, Marketing and Events  
Town of Cobourg

*Experience*  
**COBOURG**  
*Your* STORY BEGINS HERE!

# Town of Cobourg Filming Policy

- Town of Cobourg Filming Policy recognizes that the film industry can provide both direct and indirect economic and social benefits to the Town and community
- Policy sets out requirements which must be met, including payment of applicable fees
- Film permits and approvals coordinated by the “Tourism Coordinator” – Manager of Marketing and Events with coordination and approval required from:
  - Cobourg Police Service
  - Cobourg Fire Department
  - Public Works Division
  - Parks Department
  - DBIA (if applicable)
  - Victoria Hall Building and Maintenance Department (if applicable)



# 2019 Fee Schedule

SPECIAL EVENTS – Filming General Fees	
Applicable Fee's	Cost per item
Filming Application Fee	\$100
<b>Downtown Businesses</b>	<b>To be negotiated with owner</b>
On Site Staff Liaison	\$50.00/hour
Parking Lots	To be negotiated with Public Works
Residences	To be negotiated with owners. Surrounding Streets may be subject to additional costs if traffic is potentially disrupted.
Streets (Closures/Intermittent Traffic Stoppages)	\$500.00/day + Paid Duty Police (to be negotiated with Cobourg Police) + 20% administration fee (Minimum 4 hours)



# 2019 Fee Schedule

## SPECIAL EVENTS – Filming Waterfront/Victoria Park

Applicable Fee's	Cost per item
Bandshell	\$500.00/day
Beach	\$500.00/day
Marina	\$500.00/day
Piers	\$500.00/day
Trailer Park	\$500.00/day



# 2019 Fee Schedule

## SPECIAL EVENTS – Filming Victoria Hall

Applicable Fee's	Cost per item
Art Gallery	To be negotiated with the Director of the Art Gallery of Northumberland
Court Room	\$500.00/day
Council Chambers	\$500.00/day
Concert Hall & Dressing Rooms	\$500.00/day (weekdays) \$800.00/day (weekends)
Outside Grounds	\$500.00/day

# 2019 Fee Schedule

## SPECIAL EVENTS – Filming Parks

Applicable Fee's	Cost per item
Coverdale	\$500.00/day
Donegan	\$500.00/day
James Cockburn	\$500.00/day
Legion Fields Sports Complex	\$500.00/day
Sinclair Park	\$500.00/day
Victoria Park	\$500.00/day

\*Rental of Town properties may be subject to additional clean-up costs. Rental of Town owned properties may be subject to additional sundry costs. Any Town vehicle required will be assessed a fee. All staffing fees conform to a collective agreement. It should be noted that a filming permit will be processed so that all matters can be pre-determined and understood by all parties concerned.

# Financial Impact of Filming

- Local Restaurants & Bars
- Local Retail Businesses
- Local Hotels and Accommodations
- Local caterers and suppliers
- Security
- Location Application Fees & Municipal Permitting Fees
- Local employment opportunities e.g. Extras

*Experience*  
**COBOURG**  
*Your* STORY BEGINS HERE!

# Economic and Social Benefits of Filming

- **Buzz and excitement over filming in Cobourg**
  - Residents excited about potential of meeting film/television stars and celebrities
  - Opportunity to see hometown featured on the big/silver screen
  - Encourages earned media coverage – Global News & CBC Radio featured stories about Ginny and Georgia
- **Encourages Tourism – Bringing outside money to Cobourg**
  - People interested in visiting the set of their favourite TV show or Movie
    - Port Hope – IT Filming Location Walking Tour
    - Unionville - Gilmore Girls Fan Fest

*Experience*  
**COBOURG**  
*Your* STORY BEGINS HERE!

# Economic and Social Benefits of Filming – Port Hope

Impacts of Filming in Port Hope: 2018	
<b>\$1,320,000 total spending</b>	
Restaurants	\$10,000
Accommodations	\$350,000
Extras	\$180,000
Local Supplies	\$75,000
Location Costs	\$615,000
Security	\$90,000

*Experience*  
**COBOURG**  
*Your* STORY BEGINS HERE!

# Economic and Social Benefits of Filming– Gilmore Girls Fan Fest



# Economic and Social Benefits of Filming – Gilmore Girls Fan Fest

- Multi-generational drama was set in the fictional town of **Stars Hollow** in Connecticut. Pilot was originally shot on Main Street in Unionville, ON
- **Fan Fest:** two events planned for 2019: Kent Connecticut and Unionville, ON
  - 40 to 50 interactive events and activities happening throughout the weekend for fans and cast members
  - 13 members of the show's cast, crew will attend
  - Unionville Event – passes are \$275 per person
  - Started in 2016, the festival has sold out every year
  - Organizers are expecting about 1,200 people to attend in 2019

*Experience*  
**COBOURG**  
*Your* STORY BEGINS HERE!

# Questions & Discussion...

*Experience*  
**COBOURG**  
*Your* STORY BEGINS HERE!

	<b>ACTUAL JAN 01,2019 to AUG 22,2019</b>	<b>actual Aug,23,2018 to DEC 31,2018</b>	Acculative total	2019 budget	draft budget 2020	
<b>REVENUE</b>						
<b>Income</b>						
Town of Cobourg Tax Levy	118,600.00	57,200.00	175,800.00	180,000.00	185,000.00	town levy
Town of Cobourg - Wage Subsidy	0.00	15,860.00	15,860.00	12,500.00	12,500.00	Wage subsidy
Vendor revenue	2,900.00	1,695.00	4,595.00		6,000.00	Events charges
Expense Reimbursement	565.00	0.00	565.00	4,050.00	4,050.00	student reimbursement
Fundraising and Sponsorship	8,000.00	0.00	8,000.00	11,000.00	11,000.00	Sponserhip
<b>Net Income</b>	<b>130,065.00</b>	<b>74,755.00</b>	<b>204,820.00</b>		<b>218,550.00</b>	
<b>TOTAL REVENUE</b>	<b>130,065.00</b>	<b>74,755.00</b>	<b>204,820.00</b>	<b>207,550.00</b>	<b>218,550.00</b>	
<b>EXPENSE</b>						
<b>Payroll Expenses</b>						
Salaries	22,491.33	22,197.60	44,688.93	38,000.00	54,500.00	Staff
Temp Staff	172.00	1,586.00	1,758.00	15,600.00	4,050.00	Summer student
EI Expense	515.70	525.62	1,041.32	1,084.00	1,200.00	
CPP Expense	1,010.04	992.92	2,002.96	2,665.00	2,500.00	
WSIB Expense	112.46	159.76	272.22	375.00	450.00	
<b>Total Payroll Expense</b>	<b>24,301.53</b>	<b>25,461.90</b>	<b>49,763.43</b>	<b>57,724.00</b>	<b>62,700.00</b>	
<b>General &amp; Administrative Expenses</b>						
Amortization Expense	0.00	2,742.90	2,742.90		1,300.00	electrical panel
Accounting & Legal	5,396.21	1,040.00	6,436.21	7,200.00	8,500.00	KPMG Bookkeeper
Miscellaneous	45.20	102.87	148.07		500.00	
Courier & Postage	0.00	0.00		500.00	500.00	
Subscriptions, Fees & Memberships	276.69	476.88	753.57	2,400.00	3,500.00	OOBIAA&Chamber
Interest & Penalties (Gov't)	724.51	0.00	724.51			

Interest & Bank Charges	325.53	763.20	1,088.73	2,400.00	1,200.00	Bank expenses
Office Expenses	2,169.33	723.26	2,892.59	1,500.00	3,500.00	Equipment upgrade
I.T. Expenses	694.26	310.28	1,004.54		1,000.00	adobe spotify
Strategic Planning	0.00	0.00	0.00	1,000.00	5,000.00	
Meetings and Board Development	1,265.29	531.69	1,796.98	2,000.00	2,000.00	
<b>Total General &amp; Admin. Expenses</b>	<b>10,897.02</b>	<b>6,691.08</b>	<b>17,588.10</b>	<b>17,000.00</b>	<b>27,000.00</b>	
<b>Facilities</b>						
Rent	0.00	0.00				
Telephone/Cell/Internet	970.08	1,282.06		1,500.00	2,500.00	cell phone charges
<b>Total Facilities</b>	<b>970.08</b>	<b>1,282.06</b>		<b>1,500.00</b>	<b>2,500.00</b>	
<b>Special Events and Marketing</b>						
Staff and Volunteer Development	2,314.19	0.00	2,314.19	800.00	2,500.00	Training
Promotions	200.00	30.53	230.53		250.00	
Advertising - Print	932.22	0.00	932.22	5,000.00	5,000.00	Marketing
Marketing/Social media	1,652.28	-1,928.77	-276.49	15,000.00	1,500.00	Marketing
Advertising - Radio	1,017.60	813.06	1,830.66	5,000.00	8,000.00	Marketing
Special Events	10,111.73	10,957.97	21,069.70	20,000.00	25,000.00	Events
Entertainment	15,784.37	909.64	16,694.01	8,000.00	18,500.00	Events
Event Rentals / Supplies	8,842.66	7,374.32	16,216.98	19,000.00	21,000.00	Events
Marketing Materials	1,485.77	646.72	2,132.49		2,000.00	Posters
Downtown Event Sponsorship	0.00	5,000.00	5,000.00	3,500.00	5,000.00	Santa& BAA awards
<b>Total Special Events and Marketing</b>	<b>42,340.82</b>	<b>23,853.47</b>	<b>66,194.29</b>	<b>76,300.00</b>	<b>88,750.00</b>	
<b>Beautification and Maintenance</b>						
Supplies	0.00	6.08	6.08	1,200.00	900.00	conds bags, others
Seasonal Decor/Flowers	0.00	6,701.50	6,701.50	9,000.00	5,000.00	contract with Town
Seasonal Decor/ Xmas Lights	0.00	9,312.76	9,312.76	5,500.00	9,000.00	contract with Town
Seasonal Decor/ Flags	4,893.63	0.00	4,893.63	9,900.00	1,200.00	Flags ,banners replaced
Maintenance & Repair	1,176.29	5,088.00	6,264.29	5,100.00	6,000.00	Event help & others
Utilities - Outside Decor (Hydro)	411.94	227.49	639.43	1,900.00	1,000.00	hydro for x lights
Special Project (Falconhurst)	1,992.82	770.00	2,762.82	12,500.00	6,000.00	conyctacted

<b>Total Beautification and Maint</b>	8,474.68	22,105.83	30,580.51	45,100.00	<b>29,100.00</b>	
<b>Business Dev/Member Services</b>						
Annual General Meeting Costs	152.64	314.83	467.47	500.00	500.00	Agm
Member Package	0.00	234.45	234.45	2,400.00	250.00	letters
Member Relations & Presentations	0.00	0.00	0.00		2,500.00	membership
Website Development	0.00	1,812.95	1,812.95	1,200.00		
Website Hosting	984.53	0.00	984.53	303.10	350.00	annual fee
<b>Total Business Dev/ Member Service:</b>	<b>1,137.17</b>	<b>2,362.23</b>	<b>3,499.40</b>	<b>4,403.10</b>	<b>3,600.00</b>	
<b>TOTAL EXPENSE</b>	<b>88,121.30</b>	<b>81,756.57</b>	<b>167,625.73</b>	<b>203,527.10</b>	<b>213,650.00</b>	
<b>NET INCOME</b>	<b>41,943.70</b>	<b>-7,001.57</b>	<b>37,194.27</b>		<b>4,900.00</b>	reserve

Generated On: Sep 01, 2019

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>PARKS &amp; RECREATION ADVISORY COMMITTEE MEETING MINUTES</b>
	September 10, 2019 1:00pm Victoria Hall, Conference Room

A regular meeting of the Cobourg Parks and Recreation Advisory Committee was held at 1:00pm at Victoria Hall in the Conference Room with the following in attendance:

**Committee Members:**

Councillor Emily Chorley  
Beth Bellaire, Chair  
Dora Body  
James McGrath  
Richard Pope  
Patricia Whitney

**Absent:**

Fred Forfait  
Dean Hustwick, Director

**Staff:**

Teresa Behan, Deputy Director  
Jodi Ware-Simpson, Administrative Assistant

**1. CALL TO ORDER**

The meeting was called to order at 1:02pm

**2. APPROVAL / ADDITIONS TO THE AGENDA**

2.1 Approval of the Agenda

Moved by Member Body: THAT the Parks and Recreation Advisory Committee approve the agenda dated September 10, 2019 as presented

**Carried**

**3. ADOPTION OF MINUTES**

3.1 Approval of the Regular Meeting Minutes Dated August 6, 2019

Moved by Member Body: THAT the Parks and Recreation Advisory Committee approve the meeting minutes from August 4, 2019 as presented.

**Carried**

**4. DECLARATIONS OF INTEREST BY MEMBERS**

None

**5. PRESENTATIONS / DELEGATIONS**

5.1 Ted Williams - Beach Parking For Cobourg Residents

Ted Williams made a presentation regarding beach parking for Cobourg residents. The Deputy Director advised him that he could also make a presentation/delegation at a Transportation Advisory Committee meeting. She also advised that Public Works looks after the parking lots, the Clerks department is responsible for parking passes and Community Services looks after the beach.

It was agreed by the Committee that we should invite Laurie Wills, Director of Public Works to the next meeting to discuss future ideas for parking, increasing rates and the revenue from parking lots.

**ACTION:** The Secretary will contact the Director of Public Works to ask her to attend the meeting on October 1.

Moved by Richard Pope: THAT the delegation from Ted Williams regarding beach parking for residents be accepted for information purposes.

**Carried**

**6. COMMUNICATIONS / CORRESPONDENCE**

6.1 A. Hudson Letter Suggestion

Astrid Hudson submitted a letter regarding a Seniors Advisory Committee and suggestion Box.

The Deputy Director advised that there was previously a Seniors Advisory Committee but it was disbanded by Council in 2014. There was also a suggestion box but it was removed because it wasn't being used.

A survey is available on line at [www.cobourg.ca/en/Cobourg-Community-Centre.aspx](http://www.cobourg.ca/en/Cobourg-Community-Centre.aspx) Councillor Chorley suggested that we add a question to the survey "Do you feel that a Seniors Advisory Committee is needed?"

**ACTION:** The Secretary will ask Krista Williams to add the question to the survey.  
Update: Complete (09/11/19)

**ACTION:** The Chair will send Astrid Hudson an email.  
Update: Complete (09/17/19)

Moved by Member Body: THAT the letter from Astrid Hudson be received for information purposes.

**Carried**

**7. REPORTS**

**8. UNFINISHED BUSINESS**

8.1 Parks & Recreation Advisory Committee 2020 Work Plan  
Reviewed the work plan and discussed any changes required.  
The Chair will make necessary changes and send out to the Committee.

8.2 Parks & Recreation Advisory Committee Annual Report Template  
Reviewed the annual report and discussed required changes.  
The Chair will make the necessary changes and send to the Committee.

Moved by Member Body: THAT the Committee accept the Parks & Recreation Advisory Committee Annual Report and Work Plan with changes.

**Carried**

**9. NEW BUSINESS**

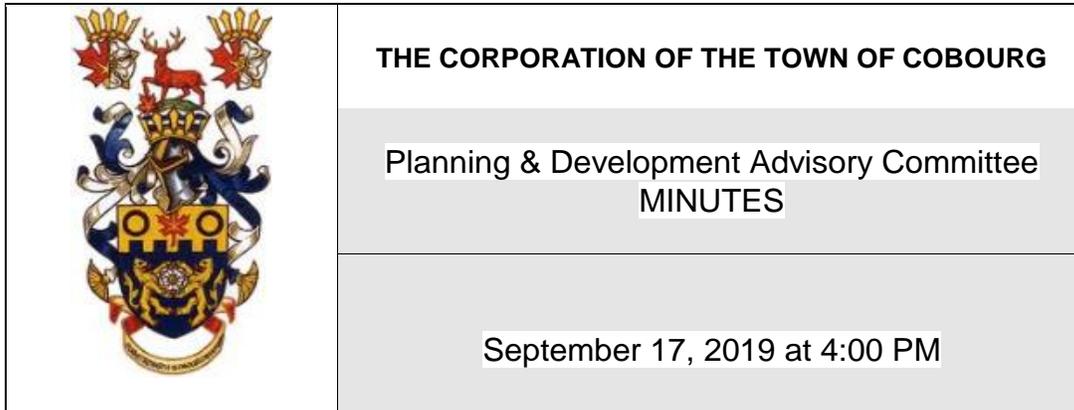
Add to the next agenda:  
Waterfront Trail  
Update on Coeey Park

**10. ADJOURNMENT**

The meeting was adjourned at 2:30pm.

**11. NEXT MEETING**

October 1, 2019



A regular meeting of the Cobourg Planning & Development Advisory Committee was held on September 17, 2019 at 4:00 PM in the Committee Room, Victoria Hall.

The following members were in attendance:

Rick Stinson - Vice Chair  
 Nicole Beatty, Councillor  
 Alistair Commins  
 Don Wilcox  
 Kristina Nairn

The following staff were present:

Glenn McGlashon, Director of Planning and Development Services  
 Adriane Miller, Recording Secretary

Regrets:

Jim Doubt - Chair  
 George Kamphorst

### **CALL TO ORDER**

The meeting was called to order by the chair at 4:00PM

### **DECLARATIONS OF INTEREST BY MEMBERS**

No declarations by members were made

### **APPROVAL/ADDITIONS TO THE AGENDA**

No additions to the agenda were made

Moved by N.Beatty Approval of the agenda

**Carried**

**Planning & Development Advisory Committee  
Meeting Minutes**

**SEPTEMBER 17, 2019**

**ADOPTION OF MINUTES**

Approval of the August 27, 2019 meeting minutes

Moved by K.Nairn "That the minutes of the August 27, 2019 meeting be approved as written"

**Carried**

**DELEGATIONS**

Richard Pope and Margaret Bain  
A Natural Heritage Waterfront Park for Cobourg

Presentation received as information

ACTION: Members to prepare a draft motion in support of the delegation for the October 8, committee meeting

**REPORTS**

425 and 425A King Street East - Z-03-18SUB

Moved by Member A. Commins

**THAT** Council be advised that the Planning and Development Advisory Committee has duly considered the application by RFA Planning Consultant Inc. on behalf of Mason Homes for approval a Draft Plan of Subdivision for the 27 unit residential townhouse development located on a 1.58 ha parcel of vacant land on the south side of King Street East, east of Brook Road South, and further that the Planning and Development Advisory Committee endorses the conclusions of the Planning Report.

**Carried**

**NEW BUSINESS**

Affordable & Rental Housing Community Improvement Plan (Town Wide)-  
Update from Staff and Notice of Public Meeting

The Request for Proposal (RFP) was awarded to MHBC at the September 9, 2019 Council meeting. The staff report and recommendation to Council is available on the Cobourg website.

MHBC will attend the October 8, 2019 PDAC Committee meeting to provide an overview of the work plan, timelines and introductions to their team members.

**Planning & Development Advisory Committee  
Meeting Minutes**

**SEPTEMBER 17, 2019**

**2019 Downtown Cobourg Vitalization Community Improvement Plan (CIP)  
Update**

Staff recommendation report for the CIP 2019 intake program will go to Committee of the Whole on September 23, 2019. Twelve (12) applications received in total.

**UNFINISHED BUSINESS**

**2020 Advisory Committee Work Plan- DRAFT**

Report to be finalized and sent to the Clerk's Department on Monday September 30, 2019

Committee members to forward any comments and or changes to the Recording Secretary and Chair

**Tannery District Sustainable Master Plan**

PDAC review of draft amendments and draft master plan November 2019  
Anticipated adoption by Council mid 2020

**CURRENT APPLICATIONS**

Z-06-19 DePalma Developments- November 4, 2019 Public Meeting

Z-07-19 Northumberland Shopping Centre - November 24, 2019 Public Meeting

**ADJOURNMENT**

Meeting was adjourned at 5:45PM

**FUTURE MEETINGS**

Tuesday October 8, 2019 at 4:00PM Victoria Hall, Committee Room

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES</b>
	September 18, 2019 Conference Room

The regular meeting of the Cobourg Accessibility Advisory Committee was held at 10:00 a.m. at the Conference Room, Victoria Hall with the following persons in attendance:

**PRESENT**

Kathryn Richards, Chair  
 Troy Mills, Vice Chair  
 Beth Sheffield  
 Estelle Morrill  
 Jerry Ford  
 Sue Caron  
 A. Burchat, Councillor  
 Desta McAdam, Secretary

Guests:

R. Bonneau, Committee Coordinator  
 G. McGlashon, Director of Planning & Development  
 D. Leeming, Planning Partnership

**ABSENT:**

L. Wills, Director of Public Works & Engineering

**CALL TO ORDER**

K. Richards called the meeting to order at 10:05 a.m.

**APPROVAL / ADDITIONS TO THE AGENDA**

Agenda was approved as amended.

**DECLARATIONS OF INTEREST BY MEMBERS**

N/A

## **ADOPTION OF MINUTES**

Approval of Minutes from the July 17th, 2019 Meeting.

Moved by K. Richards: That the Minutes dated July 17th, 2019 be adopted.

**Carried**

## **PRESENTATIONS / DELEGATIONS**

Villages of Central Park – D. Leeming, Planning Partnership & G. McGlashon, Director of Planning & Development

- D. Leeming provided a presentation regarding the detailed plan submission for Villages of Central Park, Phase 1.
- The Committee discussed general questions relating to the accessibility of the subdivision, including building accessibility, municipal transit connections, pedestrian sidewalks and trails.
- Other questions regarding partnerships with affordable.

## **COMMUNICATIONS / CORRESPONDENCE**

Notice of Innovative Accessibility Projects Showcase

- The Committee received the notice.

Staff Report Re: Annual Report and Work Plan

- The Committee received the report.

## **REPORTS**

N/A

## **UNFINISHED BUSINESS**

Accessibility Budget Allocation

- Pedestrian Signal at Burnham St/William St and Elgin St W intersection

Moved by K. Richards: THAT the Accessibility Advisory supports the use of the 2019 Accessibility budget to cost-share with Northumberland County for the provision of an AODA compliant pedestrian signal upgrade at the Burnham Street, William Street and Elgin St W intersection. Further details on AODA compliance are requested for the Committee's information.

**Carried**

Accessible Taxi

- Discussion deferred.

Victoria Hall Accessibility Audit Planning

- Discussion deferred.

Cobourg Police Services Building

- Discussion deferred.

Accessible Transit Extended Hours

- Discussion deferred.

**NEW BUSINESS**

Site Plan Review: 311-325 University Ave W & 387 William St, Response to AAC Comments

- Applicant response to AAC Comments was discussed with Committee.

Site Plan Review: 165 Division Street, Cobourg Search and Rescue Station

- Discussion deferred.

Annual Report and 2020 Work Plan

- The Committee members discussed items to include within the 2019 Annual Report and 2020 Work Plan;
- It was determined a second meeting to finalize the Work Plan would be required.

Sidewalk Priority Plan

Moved by E. Morrill: THAT That the Accessibility Committee endorses the Sidewalk Priority Plan and List dated September 12, 2019.

**Carried**

**ADJOURNMENT**

K. Richards adjourned the meeting at 12:11 p.m.

A Special Meeting of the Accessibility Advisory Committee will be held at **1:00 p.m., Wednesday, September 25, 2019** in the 1st Floor Conference Room, Victoria Hall, Cobourg.

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES</b>
	September 25, 2019 Conference Room

A Special Meeting of the Cobourg Accessibility Advisory Committee was held at 1:00 p.m. in the Conference Room, Victoria Hall with the following persons in attendance:

**PRESENT**

Kathryn Richards, Chair  
Troy Mills, Vice Chair  
Beth Sheffield  
Jerry Ford  
Sue Caron  
Aaron Burchat, Councillor  
Laurie Wills, Director of Public Works & Engineering  
Desta McAdam, Secretary

Guests:

R. Bonneau, Committee Coordinator

**ABSENT:**

Estelle Morrill

**CALL TO ORDER**

K. Richards called the meeting to order at 1:03 p.m.

**APPROVAL / ADDITIONS TO THE AGENDA**

The agenda was approved as presented.

**DECLARATIONS OF INTEREST BY MEMBERS**

N/A

**NEW BUSINESS**

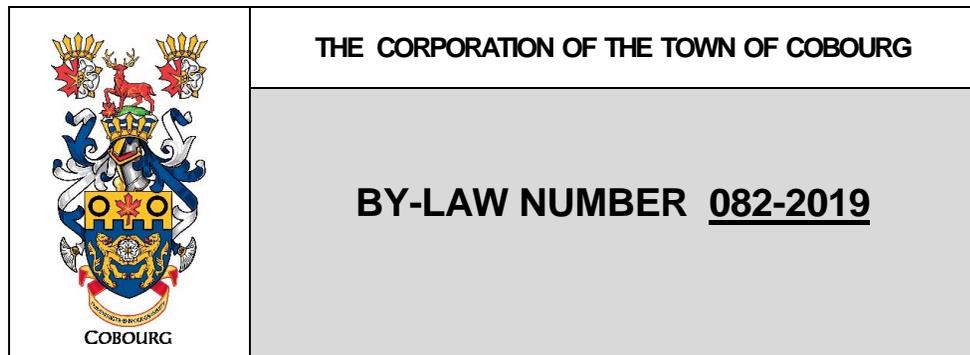
2020 Work Plan

- The Committee discussed items to add to the 2020 Work Plan.

**ADJOURNMENT**

K. Richards adjourned the meeting at 2:50 p.m.

The next regularly scheduled meeting will be **10:00 a.m., Wednesday, October 16, 2019** in the 1st Floor Conference Room, Victoria Hall, Cobourg.



**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 OCTOBER 21, 2019.**

**WHEREAS** Section 5(1) of the Municipal Act, 2001, as amended, provides that the powers of a Municipality shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the Municipal Act, 2001, as amended, provides Municipal power, including the Municipality's capacity, rights, powers and privileges under Section 8, shall be exercised by by-law, unless the Municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Corporation of the Town of Cobourg adopted By-law No. 009-2019, establishing the rules of order and procedure, which provided for the enactment of a Confirmatory By-law at the end of each Regular Council Meeting to confirm the recommendations and actions approved at that meeting;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobourg at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the actions of the Council of the Town of Cobourg at its Regular meeting held on October 21, 2019, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
2. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Regular meeting on October 21, 2019;
3. **THAT** this by-law, to the extent to which it provides authority for or constitutes the exercise of power for an undertaking, work, project, scheme, act, matter or thing which requires additional approval to that of Council, shall not take effect until the additional approval has been obtained;
4. **THAT** any member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this by-law as it applies to such action or proceeding;

5. **THAT** the Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its October 21, 2019 Regular Council proceedings;
6. **THAT** the Mayor and Clerk, or the Treasurer and Chief Administrator Officer, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents;
7. **THAT** this by-law shall come into full force on the day it is passed.

Read a first, second, third time and finally passed in Open Council on this 21<sup>st</sup> day of October, 2019.

\_\_\_\_\_  
MAYOR

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