



Regular Council

Date: Monday June 29, 2020

Time: 5:00 PM – **Open Session to begin at 6:00 P.M.**

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

AGENDA

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

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

Inquiries & Accommodations

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

Alternate Format

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

Live Streaming Video

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


Public Participation

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

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

NOTE TO THE PUBLIC:

Due to the COVID-19 Pandemic, Council Meetings will be conducted through Zoom Conference Applications. If you wish to register as a Delegation, please notify the Municipal Clerk by completing a Delegation of Request Form and once registered, further instructions will be provided. (By-law No.009-2019).

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL AGENDA
	Monday June 29, 2020 at 5:00 PM Electronic Participation – Zoom Video Conference

A Regular Council Meeting of the Cobourg Municipal Council will be held on Monday June 29, 2020 at 5:00 PM through Electronic Participation, Zoom Video Conference Application.

I CALL TO ORDER

The Mayor will provide an opening statement and advise the meeting is being lived streamed and audio/video recorded and shall form part of the record which will be retained according to the Town of Cobourg Retention By-law. For more information about the collection, please contact the Municipal Clerk's Office.

I CALL TO ORDER

II CLOSED SESSION

1. Closed Session Item

Action Recommended: THAT Council meet in Closed Session in accordance at 5:00 P.M. prior to the Regular Council Meeting pursuant to Section 239 (2) (f) of the *Municipal Act, 2001*, regarding:

s. 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

1. Legal Opinion, Municipal Property.

Open Session to Begin at 6:00 P.M

III MOMENT OF REFLECTION

IV ADDITIONS TO THE AGENDA

V DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

VI ADOPTION OF MINUTES OF THE PREVIOUS MEETING

1. Adoption of the June 8, 2020 Regular Council Meeting Minutes. 9 - 19

Action Recommended: THAT Council adopt the minutes of the Regular Council meeting held on Monday June 22, 2020.

VII PRESENTATIONS

1. Dean Pepper, Cobourg Police Board Chair and Paul VandeGraaf, Cobourg Police Chief, presenting the Cobourg Police Service's 2019 Annual Report. 20 - 71

VIII DELEGATIONS

1. Gail Rayment, Cobourg Resident, regarding the Re-opening of Victoria Park Beach. 72 - 75
2. Paul Pagnuelo, Cobourg Resident, regarding the Re-Opening of Victoria Beach. 76 - 78
3. Paul Pagnuelo, Cobourg Resident, regarding the Waterworks Radio Frequency Water Meter Replacement Program. 79 - 81
4. Bryan Lambert, Cobourg Resident, regarding the Waterworks Radio Frequency Water Meter Replacement Program. 82 - 85

IX DELEGATION ACTIONS

X REPORTS

General Government Services

1. Committee of the Whole meeting notes held on Monday June 22, 2020. 86 - 102

Action Recommended: THAT Council receive the notes of the Committee of the Whole meeting held on Monday June 22, 2020 for information purposes.

2. Memo from the Small Business Facilitator, regarding Lucas Point Business and Industrial Park Sale of Land. 103 - 116

Action Recommended: THAT Council approve acceptance of an offer received for the purchase of three (3) acres in the amount of \$40,000.00 per acre in the Lucas Point Business and Industrial Park by 12051184 Canada Inc. (Coba Steel Inc.); and

FURTHER THAT Council authorize and endorse the preparation of by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute a Commercial Purchase and Sale Agreement with 12051184 Canada Inc. (Coba Steel Inc.) for the purchase of sale of land in Lucas Point Business Industrial Park. (South Side Dodge Street, Cobourg).

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| 3. | Memo from the Municipal Clerk/Manager of Legislative Services, regarding an update on Courthouse Road, in relation to the Northumberland County Golden Plough Lodge (GPL) Development Project. | 117
126 | - |
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Action Recommended: 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 Indemnity Agreement between the Town of Cobourg and the County of Northumberland to indemnify and save harmless Cobourg from any claim, cost or demand from the Property Owners arising after the transfer of Courthouse Road to the County of Northumberland in connection with the Development.

Planning and Development Services

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|----|---|------------|---|
| 1. | Memo from Planner 1 - Heritage, regarding an Application for Approval of a Draft Plan of Subdivision– 377 William Street, Cobourg - R.W. Bruynson Inc. / Joshani Homes. | 127
132 | - |
|----|---|------------|---|

Action Recommended: THAT Council receive the Application of a Draft Plan of Subdivision– 377 William Street and refer the application to the Planning Department for a report; and

FURTHER THAT the notice requirements of the *Planning Act, RSO 1990*, as amended, and the Municipality be implemented, including the scheduling of a Statutory Public Meeting.

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| 2. | Memo from Planner 1 - Heritage, regarding an Application for Site Plan Approval – DePalma Drive Hotel, Cobourg - Fotenn Planning. | 133
139 | - |
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Action Recommended: THAT Council receive the Application for Site Plan Approval for the DePalma Drive Hotel, and refer the Application to the Planning Department for a report.

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|----|--|------------|---|
| 3. | Memo from Planner 1 - Heritage, regarding an Application for Approval of Draft Plan of Subdivision ‘CTC’ Lands (West of Canadian Tire) - Vandyk – West Park Village Limited. | 140
146 | - |
|----|--|------------|---|

Action Recommended: THAT Council receive the Application of a Draft Plan of Subdivision– ‘CTC’ Lands (west of Canadian Tire) and refer the application to the Planning Department for a report; and

FURTHER THAT the notice requirements of the *Planning Act, RSO 1990*, as amended, and the Municipality be implemented, including the scheduling of a Statutory Public Meeting.

Parks and Recreation Services

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|----|--|-----|---|
| 1. | Memo from the Director of Community Services, regarding the Operational Plan to Re-Open Cobourg Beach. | 147 | - |
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Action Recommended: THAT Council receive the report from the Director of Community Services; and
FURTHER THAT Council provide direction to Municipal Staff on whether to proceed with the opening of Cobourg Beach as outlined in the report.

XI MOTIONS

General Government Services

1. Motion from the Committee of the Whole regarding, the Radio Frequency Water Meter Replacement Program in the Town of Cobourg. 157

Public Works Services

1. Motion from the Committee of the Whole, regarding the increase the Town of Cobourg Route #2 Transit Service and the extension of free Transit in the Town of Cobourg. 158

Parks and Recreation Services

1. Motion from the Committee of the Whole, on the reopening of the Victoria Park Beach, Cobourg. 159 -
160
2. Motion from the Committee of the Whole regarding the award of the East Pier Design and Engineering Request for Proposal (RFP), (CO-20-06 CSD). 161
3. Motion from the Committee of the Whole, regarding an Equity and Inclusion Policy for the Town of Cobourg. 162 -
163

Arts, Culture and Tourism Services

1. Motion from the Committee of the Whole regarding, the closure of King Street from Spring Street to McGill Street for a Pedestrian Friendly Zone. 164 -
165

XII BYLAWS

General Government Services

1. By-law No.040-2020, being a by-law to authorize execution of a Sale of Land Agreement with 12051184 Canada Inc. (Coba Steel Inc.), and the Town of Cobourg. (South Side Dodge Street, Cobourg). 166 -
167

Action Recommended: THAT Council adopt By-law 040-2020, being a by-law to authorize the Mayor and Municipal Clerk to authorize execution of a Purchase and Sale Agreement with 12051184 Canada Inc. (Coba Steel Inc), and the Town of Cobourg.

2. By-law No.041-2020, being a by-law to enter into an Indemnification Agreement with the County of Northumberland, regarding the transfer of jurisdiction of Courthouse Road. 168 -
170

Action Recommended: THAT Council adopt By-law 041-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an Indemnification Agreement with the County of Northumberland and the Corporation of the Town of Cobourg in accordance with the terms and conditions as set out in the Indemnity Agreement.

Planning and Development Services

1. By-law No.042-2020, being a by-law to authorize the execution of a Cash-in-Lieu of Parking Agreement between the Town of Cobourg and Jenna Lee Fitzgerald, owner of George & Orange Taproom & Kitchen. 171

Action Recommended: THAT Council adopt By-law 042-2020, being a by-law to authorize the Mayor and Municipal Clerk to prepare and execute a cash-in-lieu of parking agreement between the Town of Cobourg and Jenna Lee Fitzgerald, owner of George & Orange Taproom & Kitchen for the property located at 67 Orange Street, Cobourg, pursuant to Section 40 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended

General Government Services

1. THAT the following bylaw(s) be passed:
 1. Bylaw 040-2020 being a by-law to authorize execution of a Sale of Land Agreement with 12051184 Canada Inc. (Coba Steel Inc.), and the Town of Cobourg. (South Side Dodge Street, Cobourg);
 2. Bylaw 041-2020 being a by-law to enter into a Indemnification Agreement with the County of Northumberland, regarding the transfer of jurisdiction of Courthouse Road; and
 3. Bylaw 042-2020 being a by-law to authorize the execution of a Cash-in-Lieu of Parking Agreement between the Town of Cobourg and Jenna Lee Fitzgerald, owner of George & Orange Taproom & Kitchen.

Action Recommended: THAT leave be granted to introduce bylaws 040-2020 to 042-2020 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

XIII PETITIONS

XIV COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

XV CORRESPONDENCE

XVI NOTICE OF MOTION

XVII 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

XVIII UNFINISHED BUSINESS

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

1. Municipal Council Unfinished/Outstanding Business Tracking Table

172 -
178


Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	September 14, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	September 14, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	September 14, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	05-11-20	Community Services	N/A
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	September 14, 2020
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	September 14, 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A
Motion – Flood Reduction and Mitigation Strategy	04-27-20	Emergency Management	September 14, 2020

XIX CONFIRMATORY BY-LAW

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|----|---|-----|---|
| 1. | Bylaw 043-2020, being a bylaw to confirm the proceedings of the Council Meeting of June 29, 2020. | 179 | - |
| | | 180 | |

Action Recommended: THAT leave be granted to introduce Bylaw 043-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on June 29, 2020 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

XX ADJOURNMENT

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL MEETING MINUTES
	<p>Tuesday, June 8, 2020</p> <p>Electronic Participation – Zoom Video Conferencing</p>

A Regular meeting of the Cobourg Municipal Council was held this evening at 6:00 P.M. through Electronic Participation through Zoom Video Conferencing, Cobourg with the following persons in attendance:

Members present:

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

Staff present:

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

CALL TO ORDER

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

MOMENT OF REFLECTION

ADDITIONS TO THE AGENDA

Notice of Motion, Councillor Emily Chorley and Councillor Adam Bureau, regarding and Equity and Inclusion Policy for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty

THAT matter be added to the Agenda.

232-20

Carried

DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

There were no Declarations of Interest Declared by Members.

ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the Tuesday May 19, 2020 Regular Council Minutes.

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

THAT Council adopt the minutes of the Regular Council meeting held on Tuesday, May 19, 2020.

233-20

Carried

Adoption of the May 21, 2020 Special Council Meeting Minutes

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

THAT Council adopt the minutes of the Special Council Meeting held on Thursday, May 21, 2020.

234-20

Carried

Adoption of the June 1, 2020 Special Council Meeting Minutes.

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

THAT Council adopt the minutes of the Special Council Meeting held on Monday, June 1, 2020.

235-20

Carried

PRESENTATIONS

DELEGATIONS

DELEGATION ACTIONS

REPORTS

General Government Services

Committee of the Whole meeting notes held on Monday June 1, 2020.

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

THAT Council receive the notes of the Committee of the Whole meeting held on Monday June 1, 2020 for information purposes.

236-18

Carried

Memo from the Senior Financial Analyst, regarding the Public Sector Accounting Board (PSAB) Excluded Expenses Report- Ont Regulation 284/09

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

THAT Council adopt the compliance report for expenses excluded from the 2020 budget outlined in the report as a requirement of the Ontario Regulation 284/09 passed under the *Municipal Act, 2001*.

237-18

Carried

Public Works Services

Memo from the Director of Public Works regarding the extension of free transit and parking within the Town of Cobourg.

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat

THAT Council extend free transit and parking until June 30, 2020.

238-18

Carried

Parks and Recreation Services

Memo from the Deputy Director of Community Services, regarding the Town of Cobourg Waterfront Operations Update.

Moved by Councillor Emily Chorley, Seconded by Councillor Aaron Burchat

THAT Council receive the report from the Deputy Director of Community Services for information purposes.

239-18

Carried

MOTIONS

General Government Services

Motion from the Committee of the Whole, regarding the awarding of the Victoria Hall Sandstone and Front Door Repair Tender.

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

WHEREAS at the Committee of the Whole Meeting on June 1, 2020 Council considered a memo from the Interim Chief Administrative Officer/Treasurer, regarding the Victoria Hall Sandstone and Front Door Repairs Tender;

NOW THEREFORE BE IT RESOLVED THAT Council award the Victoria Hall Sandstone and Front Doors Repair Tender CO-20-17-MNT to Colonial Building Restoration Ltd in the amount \$275,000 plus non-refundable HST in the amount of \$4,840 for a total of \$279,840.

240-20

Carried

Motion from the Committee of the Whole, regarding the Advisory Committees and Quasi-Judicial Boards participation through Electronic Meeting Software.

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

WHEREAS at the Committee of the Whole Meeting on June 1, 2020 Council considered a memo from Municipal Clerk/Manager of Legislative Services, regarding Advisory Committees and Quasi-Judicial Boards participation through Electronic Meetings;

NOW THEREFORE BE IT RESOLVED THAT Council allow all Advisory Committees and Quasi-Judicial Boards to be permitted to participate electronically via teleconferencing/videoconferencing pursuant to the recent amendments of the Town's Procedural By-law, when required through Council direction for input on a matter as an alternative way to engage and continue to perform advisory committee duties to assist in Municipal Council decision making during the COVID-19 Pandemic Public, Health Provincial and Local State of Emergency.

241-20

Carried

Planning and Development Services

Motion from the Committee of the Whole, regarding Request for Deferral of Building Permit Fees and Development Charges, Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc., 82 Munroe Street, Cobourg.

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on June 1, 2020 Council considered a memo from the Director of Planning and Development, regarding a Request for Deferral of Building Permit Fees and Development Charges, Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc., 82 Munroe Street, Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council approve the request by Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. for a five (5) year deferral of applicable Building Permit fees and Development Charges in the amount of \$436,233.95 for the 35-unit market and affordable rental building located at 82 Munroe Street, Cobourg; and

FURTHER THAT Council direct staff to prepare a report with a recommendation regarding the recent changes to the Development Charges Act (as amended by Bill 108, the More Homes, More Choice Act, 2019) for Council's consideration.

242-18

Carried

Motion from the Committee of the Whole, regarding Heritage Permit Approval of the Second Street Rainbow Crosswalk, Cobourg.

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on June 1, 2020 Council considered a memo from the Planner I - Heritage, regarding the Second Street Rainbow Crosswalk, Cobourg; and

WHEREAS Planning and Heritage staff has reviewed the proposed multi-colour rainbow crosswalk motif in celebration of Pride Month at the intersection of Second Street and King Street West within the Commercial Core Heritage Conservation District; and

WHEREAS Council has the authority to give its Consent to a Heritage Permit to allow this celebratory pedestrian crosswalk motif in the Commercial Core Heritage Conservation District;

NOW THEREFORE BE IT RESOLVED THAT Council approve Heritage Permit Application HP-2020- 010 as submitted by Laurie Wills on behalf of the Corporation of the Town of Cobourg; and

FURTHER THAT this approval apply on an ongoing annual basis unless otherwise terminated by Council.

243-18

Carried

Public Works Services

Motion from the Committee of the Whole, regarding approval and purchase of a Replacement Pump at the McGill Pumping Station.

Moved by Councillor Brian Darling, Seconded by Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on June 1, 2020 Council considered a memo from the Manager of Environmental Services, regarding the Pump Replacement at the McGill Pumping Station;

NOW THEREFORE BE IT RESOLVED THAT Council approve the purchase a new Xylem Pump at the McGill Pumping Station at a cost of \$86,834 including non-refundable HST to be funded by the approved 2020 Environmental Services Capital Budget.

244-18

Carried

Motion from the Committee of the Whole, regarding approval and installation of a new Makeup Air Unit in the Headworks Building at Water Pollution Control Plant #2.

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

WHEREAS at the Committee of the Whole Meeting on June 1, 2020 Council considered a memo from the Manager of Environmental Services, regarding a new Makeup Air Handling Unit in the Headworks Building at Water Pollution Control Plant #2 (WPCP2);

NOW THEREFORE BE IT RESOLVED THAT Council approve the purchase and installation of a new Makeup Air Unit in the Headworks Building at Plant #2 at a cost of \$65,465 including non-refundable HST, to be funded by the approved 2020 Capital Budget Environmental Services.

245-18

Carried

Parks and Recreation Services

Motion from the Committee of the Whole, regarding the cancellation of Summer Camps at the Cobourg Community Center (CCC).

Moved by Councillor Emily Chorley, Seconded by Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on June 1, 2020 Council considered a memo from the Deputy Director of Community Services, regarding Cobourg Community Center (CCC) Summer Camps;

NOW THEREFORE BE IT RESOLVED THAT Council authorize Municipal Staff to cancel all planned summer camps at the Cobourg Community Centre (CCC) originally planned for June 29, 2020 to September 4, 2020 due to the current COVID-19 Pandemic.

246-18

Carried

BYLAWS

Planning and Development Services

By-law 036-2020, being a By-law to authorize the execution of a Deferral Agreement with Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. and the Corporation of the Town of Cobourg. (82 Munroe Street, Cobourg).

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling

THAT Council adopt By-law 036-2020, being a by-law to authorize the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. and the Corporation of the Town of Cobourg to permit a five (5) year deferral of Development Charges from the date of occupancy in the amount of \$436,233.95 for the 35-unit market and affordable rental apartment building at 82 Munroe Street, Cobourg.

247-18

Carried

By-law 037-2020, being a By-law to authorize the execution of a Development Agreement with Trinity Northumberland Inc., Timbercreek Mortgage Servicing Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (1111 Elgin Street West, Cobourg).

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau,

THAT Council adopt By-law 037-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an agreement with Trinity Northumberland Inc., Timbercreek Mortgage Servicing Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the development of a 930 m2 free-standing multi-unit commercial building and associated driveway and parking lot modifications at 1111 Elgin Street West, Cobourg, ON.

248-18

Carried

By-law 038-2020, being a By-law to amend Zoning By-Law Number 85-2003 (1111 Elgin Street West, Cobourg).

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau

THAT Council adopt By-law 038-2020, being a by-law to amend Zoning By-Law No. 85-2003.

249-18

Carried

General Government Services

THAT the following bylaw(s) be passed:

1. Bylaw 036-2020 being a by-law to authorize the execution of a Deferral Agreement with Affordable Housing Solutions Corporation/82 Munroe Inc./2512464 Ontario Inc. and the Corporation of the Town of Cobourg. (82 Munroe Street, Cobourg);
2. Bylaw 037-2020 being a by-law to authorize the execution of a Development Agreement with Trinity Northumberland Inc., Timbercreek Mortgage Servicing Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (1111 Elgin Street West, Cobourg); and
3. Bylaw 038-2020 being a by-law to amend Zoning By-Law Number 85-2003 (1111 Elgin Street West, Cobourg).

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

THAT leave be granted to introduce bylaws 036-2020 to 038-2020 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

250-18

Carried

PETITIONS

COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

CORRESPONDENCE

Letter from National Defence Canada, regarding the introduction of the new Canadian Armed Forces Regional Liaison Officer (RLO) for the Severn East region Chief Warrant Officer (CWO) Dean Stokes.

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

THAT Council receive the correspondence for information purposes.

251-20

Carried

NOTICE OF MOTION

Notice of Motion, Councillor Adam Bureau, regarding Restaurant, Pubs and Coffee Shops Patio Extensions on the Municipal Sidewalk/Street Parking Spots in the Town of Cobourg.

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling

THAT Council refer the Notice of Motion to the June 22, 2020 Committee of the Whole meeting for consideration by Council.

252-20

Suspended

Moved by Councillor Aaron Burchat, Seconded by Councillor Nicole Beatty

THAT Council suspend the Rules of Order under the Town of Cobourg Procedural By-law. No.009-2019 to suspend provision 20.3 and to deal with a decision on the Notice of Motion at the current Regular Council Meeting.

253-20

Carried 2/3 Vote

Moved by Councillor Adam Bureau, Seconded by Councillor Nicole Beatty

WHEREAS the Provincial Government has shut down Restaurants, Pubs and Coffee shops for inside seating and only open for takeout; and

WHEREAS this will be very hard for them to be successful and employ staff and could possibly see our Restaurants, Pubs and Coffee shops close; and

WHEREAS this Council can show we support all businesses in Cobourg and this is one way Council can assist local businesses; and

FURTHER THAT Staff streamline the Outdoor Patio Permit Process and issue Permits in an expedited manner; and

FURTHER THAT Council direct staff to come back with a report, regarding Council's direction to allow for Restaurant, Pubs and Coffee shops Patio Extensions in the Town of Cobourg for Council's approval.

254-20

Carried

Notice of Motion, Councillor Emily Chorley and Councillor Adam Bureau, regarding and Equity and Inclusion Policy for the Town of Cobourg.

Moved by Councillor Emily Chorley, Seconded by Councillor Nicole Beatty

THAT Council refer the Notice of Motion to the June 22, 2020 Committee of the Whole meeting for consideration by Council.

255-20

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.

Municipal Council Unfinished/Outstanding Business Tracking Table

<u>Unfinished Business Item</u>	<u>Meeting Date</u>	<u>Department/Division</u>	<u>Deadline Date</u>
2020 Town of Cobourg Capital Budget Items Status	04-06-20	CAO	N/A
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	September 14, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSP).	02-12-19	Multiple Departments/ Organizations	September 14, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	September 14, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	05-11-20	Community Services	N/A
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	September 14, 2020
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	September 14, 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of	02-03-20	By-law Enforcement	N/A

the suggestions provided in the delegation.			
Motion – Flood Reduction and Mitigation Strategy	04-27-20	Emergency Management	September 14, 2020

CLOSED SESSION**CLOSED SESSION ACTION ITEM****CONFIRMATORY BY-LAW**

Bylaw 039-2020, being a bylaw to confirm the proceedings of the Council Meeting of June 8, 2020.

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

THAT leave be granted to introduce Bylaw 039-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on June 8, 2020 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

256-20

Carried

ADJOURNMENT

Moved by Councillor Aaron Burchat,

THAT the Meeting Adjourn. (7:37 P.M.)

257-20

Carried

Municipal Clerk

Mayor

COBOURG POLICE *SERVICE*



2019 ANNUAL REPORT

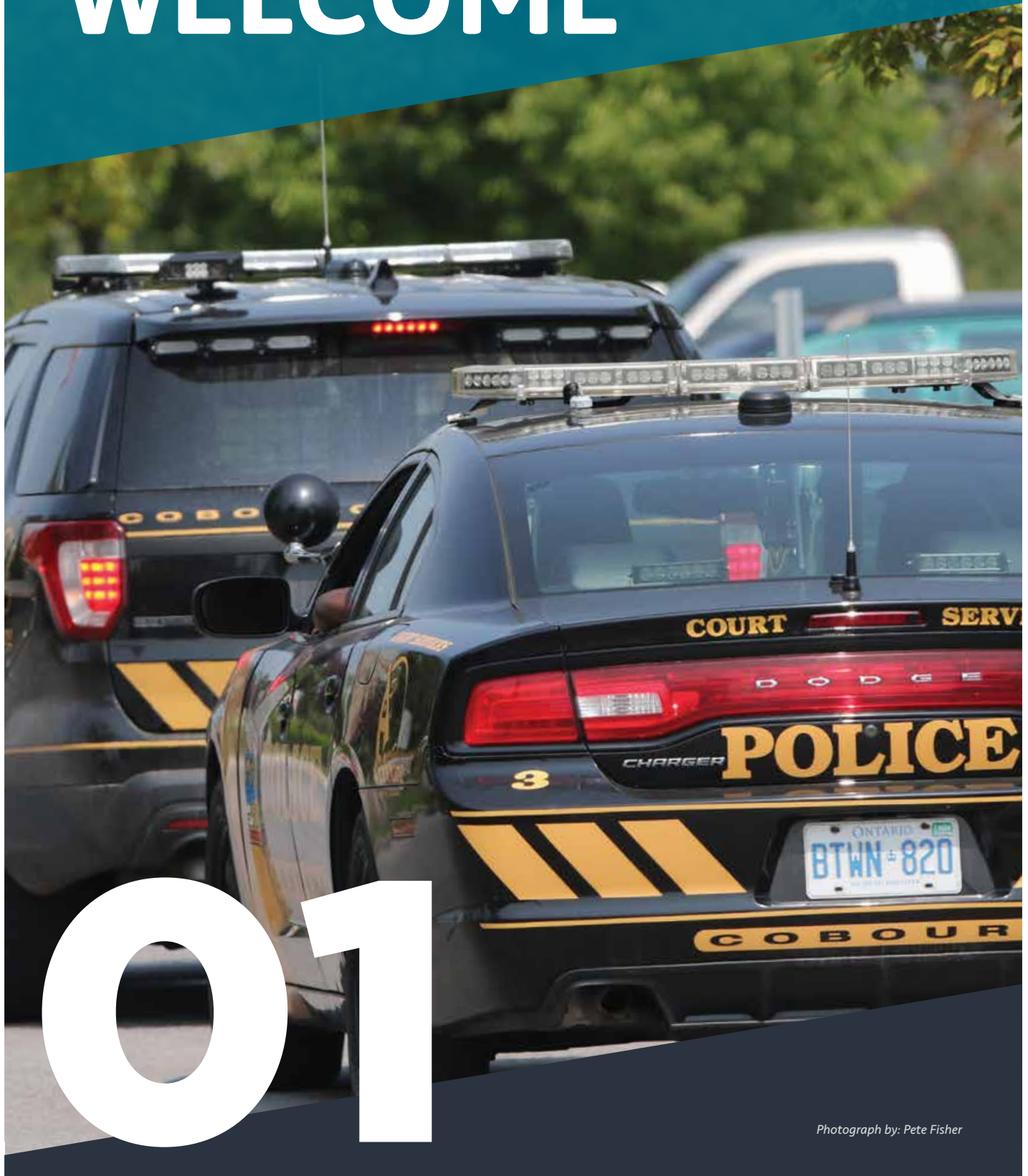
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WELCOME



Photograph by: Pete Fisher

MESSAGE FROM THE CHAIR

Dean Pepper



“As Chair of the Cobourg Police Services Board, I am pleased to reflect on the 2019 Annual Report of the Cobourg Police Service (CPS). Looking back, 2019 was a year of transition. During the year, The Police Services Board came together as a group with the additions of the new Provincial Appointees, Dr. R. Kerr and Mr. S. Graham. We said farewell to Chief of Police Kai Liu who retired from the Cobourg Police Service after a long career dedicated to policing and community development. The Board was thrilled to welcome a new Chief of Police, Paul VandeGraaf. Being promoted from our Deputy Chief, Paul brings a wealth of policing experience and I know he will continue to serve our community with dedication, compassion, integrity and professionalism.

Throughout 2019, the Board worked to fulfill its obligations under the Police Services Act of ensuring adequate and effective police services and providing good governance and strategic direction for the CPS. I want to thank each member of the Board for their commitment and contributions. Strengthening accountability and transparency was a key priority for the Board in 2019. The Board has begun an extensive review of all Policies, By-Laws and other documents. This updating of all records is progressing very well and will stage the Board for success in years to come.

This is an important time in policing. There have been many legislative changes proposed to modernize policing to ensure it reflects the needs, values and expectations of communities. Whether it is dealing with

new types of crimes or the shifting roles of governments, the landscape is ever changing and demands on today's police officers are growing. The Cobourg Police Service tiered policing model has truly made a tremendous impact on our service delivery. The use of intersecting Sworn officers, Special Constables, civilian members, Auxiliary Police members and other volunteers truly is the future for effective policing in Ontario. This innovation continues through our Corporate Services department. 2019 was another record year. Over 1.4 million criminal record checks were conducted ensuring volunteers could volunteer and potential employees could achieve their goals across Canada. The revenue generated by this team assess the cost of policing significantly for the citizens of Cobourg.

The efforts of all employees is to be applauded. Whether it is the re-focussed attention on drug enforcement, the customer service delivered at our front counter or all the hard work of the officer's day and night, Cobourg is well served!

This Annual Report highlights only a fraction of the work we do to make Cobourg a safe community in which to live, work and visit. When we look back at 2019, it was a year of accomplishments and challenges. I was encouraged to Chair such a committed Board, and I am proud of our considerable achievements in 2019. We've had a successful year. Together we will continue to develop innovative solutions that will guarantee the Police Service as a centre of innovation and excellence.”

MESSAGE FROM THE CHIEF

Paul VandeGraaf

“ I am pleased to present the Cobourg Police Service’s 2019 Annual Report. As I reflect on the past year, I am reminded of just how proud I am of the dedication demonstrated by our members each and every day. In 2019, our Service responded to 10,989 calls for service. This is the single highest call load in the history of the Cobourg Police Service. Our frontline officers are out every day and night, patrolling Cobourg and working in partnership with the community in crime prevention, law enforcement, and providing assistance to all those who need help. These efforts demonstrate how the entire Service is committed to the safety and security of the people of Cobourg and by extension, everyone in Northumberland County. This report highlights the excellent work our members do every day to meet the expectations of our citizens.

The 2019 Annual Report offers residents information about Criminal Code of Canada (CCC) offences for the Town. It will provide a snapshot and a better understanding of crime and non-crime trends. During 2019, we remained focused on exceeding the goals as outlined in our Strategic Business Plan. Police Services across the country are facing new challenges, and in 2019 we faced head on crime related to the ongoing opioid epidemic. The newly focussed and staffed Criminal Investigations Unit had a tremendous impact. There were 34 people charged with drug related offences. Approximately \$175,000.00 (street value) of assorted illegal drugs was seized, including fentanyl, cocaine (crack and powder), crystal methamphetamine and illegal marijuana. Complicating this issue were the various weapons seized during these investigations including: .45 caliber handgun, imitation firearms, Conductive Energy Weapon (Taser) and prohibited knives.



In 2019 we saw an increase of 27.7% in criminal code statistics and a 32.5% increase in drug-related incidents. In both instances the increase has been caused by increased enforcement and incidents reported. The commitment of our officers to ensuring effective investigations is reflected in both increases.

The most notable increases from 2019 are in the reported robberies, disturb the peace and theft from auto calls. Our focus in 2020 will be to identify crime prevention strategies to assist potential victims and ensure our investigators are equipped to reverse these trends.

Our continued partnership with Northumberland Hills Hospital, with the M-Heart program, has seen very positive impacts with our community. The collaboration of a crisis worker and a police officer as a team on patrol resulted in 2188 contacts with community members. Our wait times at the hospital have been greatly reduced and we have become far more effective in assisting those in our community who are suffering crisis.

Our crime prevention efforts are aimed at measurable success. Our Auxiliary members have enhanced the Crime Prevention Through Environmental Design (CPTED) audit program. Our staff now contact all victims of residential or business break and enters, offering the free audit to be conducted.

This audit is aimed specifically at reducing the victim impact of a break and enter and “hardening” the area to prevent future incidents. Our partnership with Rebound, specifically the new CUIP program (Cobourg Under 12 Intersectoral Partnership Program) had a very successful pilot project completing in 2019. This program, developed collaboratively by the Cobourg Police Service and Rebound Child & Youth Services Northumberland is designed to assist children who are under 12 work through personal difficulties and experiences that may be at home, at school or in the community. CUIP aims to help children get back on track and equip children and their families with the resources and supports needed to reach their fullest potential.

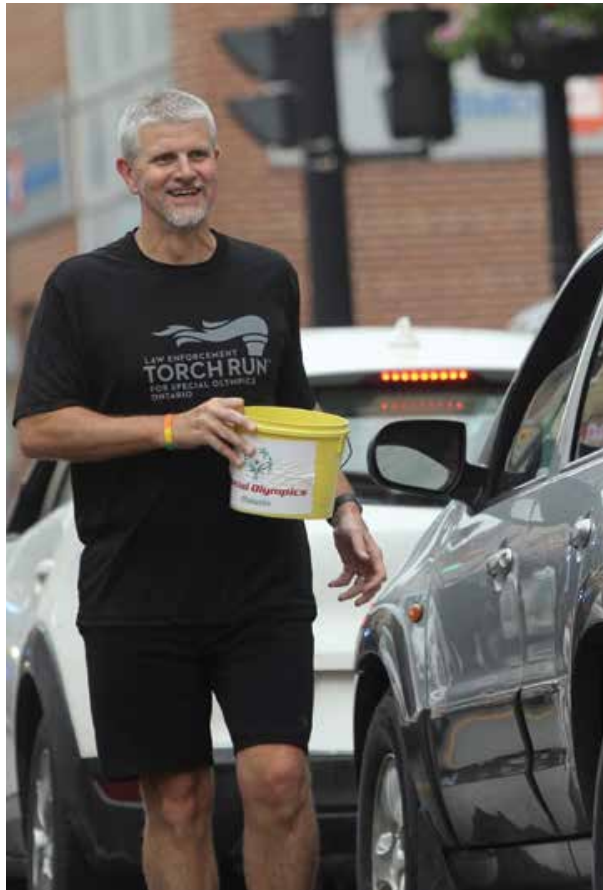
Our partnership with Cornerstone Family Violence continues to grow in the expansion of the Stand Up Stay Strong Program. This program has the team

providing healthy relationship and self defense training for all students in Grade 9. The goal in these and the many initiatives not listed are measurable success in deterring crime, assisting victims and creating a safe and healthy community. Truly embracing a “tiered policing” response to our Police Service delivery ensures that the community is best served in its policing needs. I encourage everyone to come out and meet with our staff: Our volunteers (front desk and Auxiliary), our Special Constables, our Police Officers and last, but not least, our amazing civilian support team. In 2020 we will ensure that we are accessible to all members of our community both formally and informally.

Policing is always changing, but the one constant is the dedication and professionalism of our members. Our team is committed to doing our best every day to ensure the safety of our community.

”

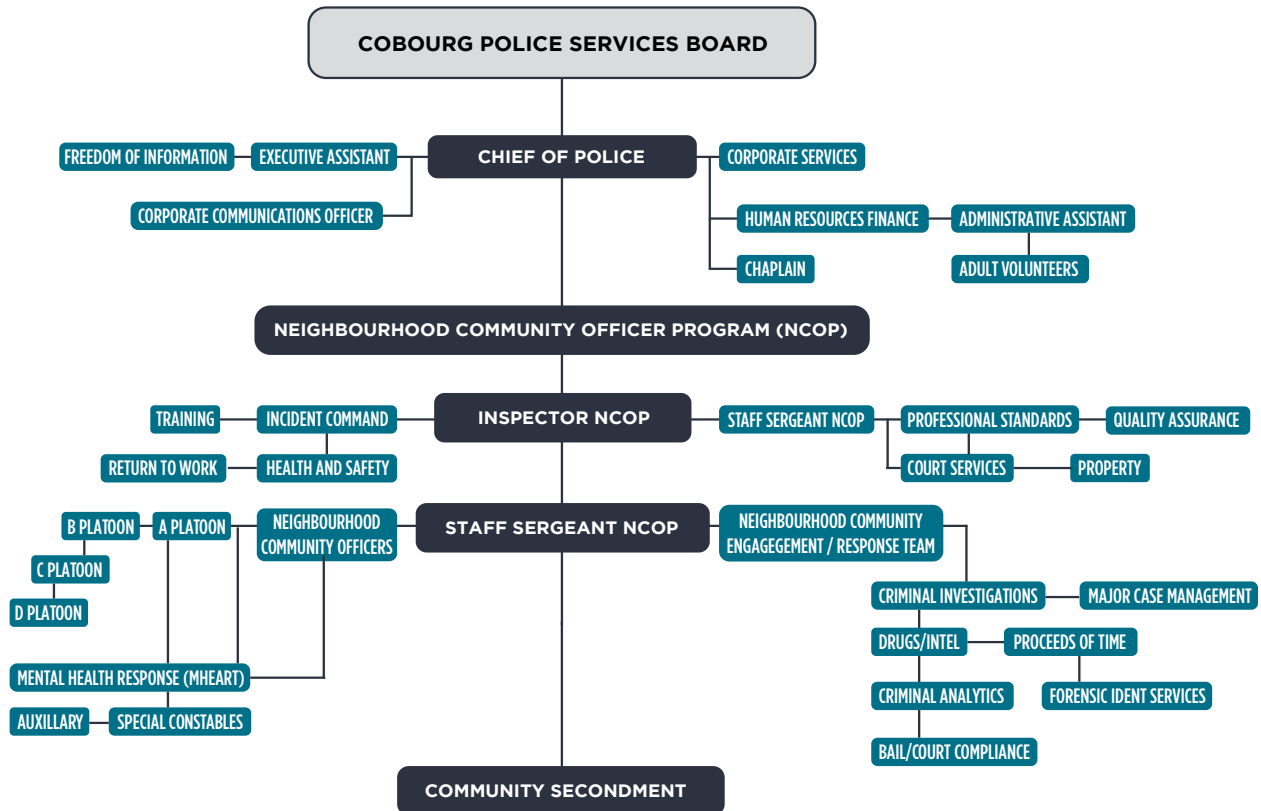
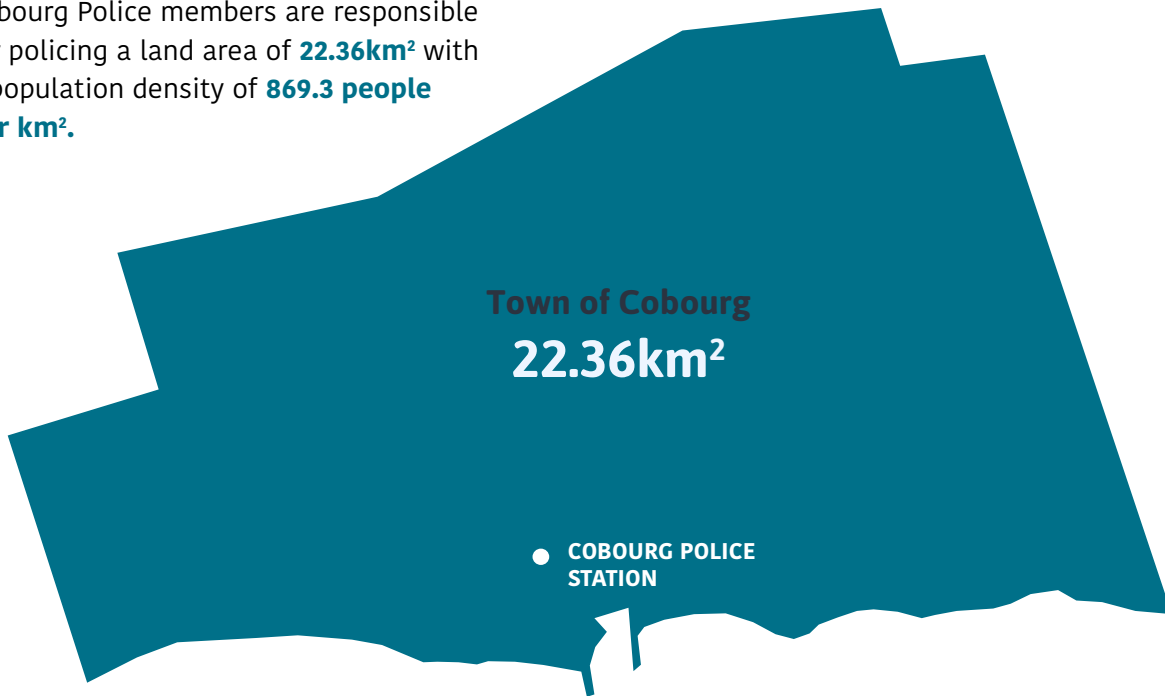
Photograph by: Pete Fisher



OUR TEAM



Cobourg Police members are responsible for policing a land area of **22.36km²** with a population density of **869.3 people per km²**.



SERVICE RECOGNITION AWARDS

25

**25 YEAR SERVICE WITH THE
COBOURG POLICE SERVICE**

Gina Wilson

Director, Corporate Services

20

**20 YEAR EXEMPLARY
SERVICE MEDAL**

Frank Francella

Constable

15

**15 YEAR SERVICE WITH THE
COBOURG POLICE SERVICE**

Jeff Sheils

Inspector

Lynne Sheils

Human Resources/Finance Manager

Sara Guerrera

CIR Administrative Clerk|

Team Leader

10

**10 YEAR SERVICE WITH THE
COBOURG POLICE SERVICE**

Mike Richardson

Sergeant

Vicky Darbyshire

Forensic Identification Specialist

Bryce Callacott

Special Constable

COBOURG POLICE SERVICE RECOGNIZED AS EMPLOYER WHO SUPPORTS RESERVISTS



Members of the Cobourg Police Service received an award in the emergency service category from the Canadian Forces Liaison Council (CFLC). From left are Jeff Westeinde, Deputy Chief Paul VandeGraaf, Chief Kai Liu, Corporal Amrit Gill and Brian Read. Westeinde and Read are the chair and vice-chair of the CFLC in Ontario. - Photo courtesy of Master Cpl. Kevin McMillan

The Cobourg Police Service has been recognized for supporting reservists and the mission of the Canadian Armed Forces Reserves. In February, Chief of Police Kai Liu received a letter advising him that the service was selected from a pool of about 100 nominations to receive the Employer Support Award.

Every two years, the Canadian Forces Liaison Council (CFLC) award employers and educators that have shown support to reservists. The service was nominated by Cobourg Police Const. Amrit Gill, who joined the service in March 2018 and is a member of the Hastings and Prince Edward Regiment – which requires mandatory training for its reservists.

He said that he was pleasantly surprised at how his new employer responded to these requirements, and felt they needed to be recognized for it.

“I was told that the Cobourg Police Service is fully supportive of its employees taking part in military training as well as any deployments,” Gill said, recalling a conversation that he had with Const. Shawn Labelle, a fellow member of the same regiment. “This made me feel extremely comfortable because it’s not always easy asking for time off, especially as someone who just recently started working for a new organization.”

Liu said that the police service’s relationship with the regiment has been long-standing and very positive. “We will continue to support our reservists and give them the flexibility they need to continue their work as a member of the reserve,” he said.

It was the “solid relationship” that the police chief and deputy chief have with the regiment, Gill said, that motivated him to make the nomination.

“Reservists lead both military and civilian lives, and they rely on the flexibility of their civilian bosses to fulfil their reserve duties,” said Brian Read, vice-chair of the CFLC in Ontario. “The Cobourg Police Service has been extremely supportive in granting Cpl. Gill time off in relation to his military work.” He said that the reserves wouldn’t be able to operate without this type of support.

An evening ceremony was held in Toronto on March 19, where Liu and Deputy Chief Paul VandeGraaf were presented with the award by CFLC Chair Jeff Westeinde and Read. The Hastings and Prince Edward Regiment is currently recruiting for new members.

March 21, 2019

Northumberland News

NEW HIRES/PROMOTIONS/ RESIGNATIONS/RETIREMENTS

NEW HIRES

Corporate Communications Coordinator	1
Constable	1
Special Constable	3
CIR Clerk	1
Administrative Assistant	1
Auxiliary Constable	7
Volunteers	5

PROMOTIONS

Chief	1
Sergeant	3
Auxiliary Sergeant	2

RESIGNATIONS

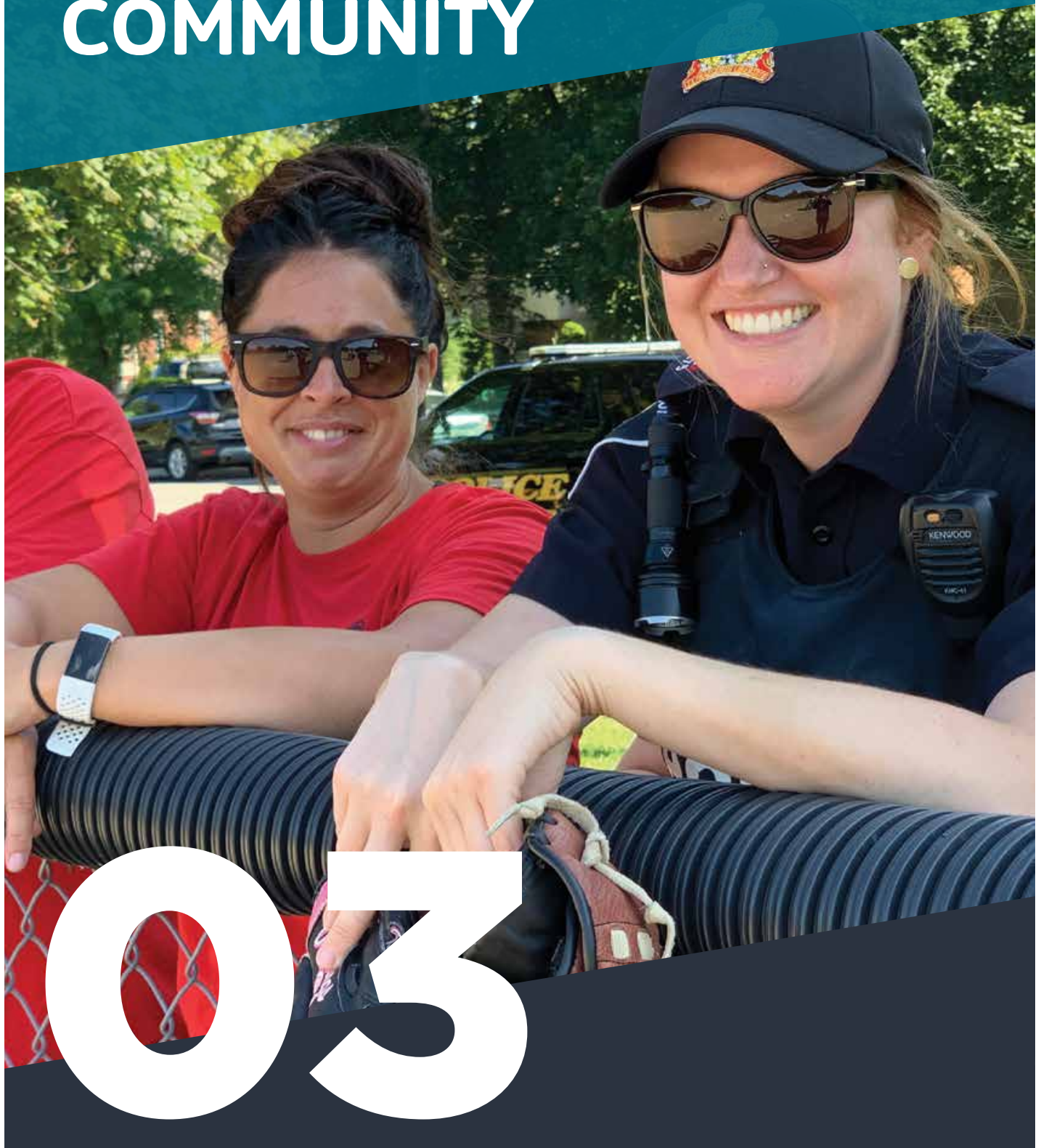
Corporate Communications Coordinator	1
Constable	2
Auxiliary Constable	2
Volunteers	3

RETIREMENTS

None



PART OF OUR COMMUNITY





**Police Service
Pipe Band**

CPS-Rebound Pilot Program Partnership



Cobourg Under 12 Intersectoral Partnership



BACKGROUND

Two years ago, Rebound Child & Youth Services and Cobourg Police Service embarked on a unique and innovative partnership, borne out of a mutual understanding of the importance of community-based, integrated and holistic early interventions for children under 12 years of age who are exhibiting aggressive, anti-social or criminogenic behaviors and/or perceived as at-risk.

After successfully securing a Safer & Vital Communities grant to fund such a partnership, these organizations developed the Cobourg Under 12 Intersectoral Partnership (CUIP), a two-year pilot program aimed at providing Cobourg's most at-risk children and their families with positive early interventions in order to develop skills, capacity and behaviors to reach their fullest potential at home and in the community. The program was developed with the ultimate goal of building family capacity and resilience and reducing risk factors by connecting families with the appropriate supports to meet their needs. From a service standpoint, the goal of the program has also been to provide opportunities for agencies and organizations from multiple community sectors to collaborate, communicate and reduce duplication of service in order to target their services in the most constructive ways possible.

PROGRAM HIGHLIGHTS

As indicated in the chart on page 15, the CUIP program received 15 referrals in 2019, which was consistent with projections. Of these, 10 children were deemed eligible for the program, based on age, residence and



Star Wars Movie Day!

demonstrated behaviors and risk factors. Over the course of 2019, the CUIP partnership completed a total of 53 family case conferences, and successfully discharged nine children. Two of these children moved to other communities, effectively ending the CUIP service, while the remaining 7 families reported feeling confident and obtaining stability.

Families involved in the CUIP program received information and access to services including counselling, access to specialized funding, home services, police support and transportation, food support, YMCA family memberships, referrals to appropriate external services, additional education support and communication, gift certificates and passes to events. Families received the support of Case Leads, who provide case management and ensure effective collaboration between service providers. Case leads have worked on behalf of the program with the generous support of Rebound Child and Youth Services,

Kinark Child and Family Services, Cornerstone Family Violence Prevention Centre, and Highland Shores Children's Aid Society. Children involved in this program enjoyed the support of multiple community partners both in and outside of Cobourg, with opportunities to attend day and sleepaway camps, recreational programming such as soccer, baseball, art and dance. Perhaps more than all of this, however, families received responsive, empathetic and non-judgemental support.

The partnership and communication that has occurred between Rebound and Cobourg Police Service over the course of this pilot has been vital to this program's success. With those families that have experienced frequent police involvement, Cobourg Police's positive pro-social role has been critical to allow children and their caregivers the opportunity to have positive encounters with law enforcement, to feel safer in their neighbourhoods, and have adults in community service roles they can trust. One child recently discharged from the program told his mother that he now sees police as his friends and protectors, despite having a very different opinion only a few months before. This positive outcome is a testament to this strong community partnership.

Here are a few comments the CUIP team has received from families exiting the program:

1. *CUIP helped work through a lot of struggles after being a victim of domestic violence. They helped point me in the direction to get the help I needed finally, as well as helped to get my children involved in some programs and camps that they never would have had access to.*
2. *I loved that even though the program was based around support for [one child], her siblings were very much included. And the support they provided me in dealing while going through some tough life challenges.*
3. *[My child] was given opportunities to join activities that helped build his self-esteem. [My husband] and I had to talk about how we both felt and learned to work together.*
4. *CUIP helped connect my child and family with healthy*

police interaction, and services, events, supports and funding in the community.

5. *I feel proud of my son now. I feel like he has a future and can change, and we can all get along and be a family. I see success in his future.*
6. *It is incredible. I'm so glad we have these supports. I was looking as far away as London and Ottawa for help with my child. I didn't know where to begin, or where to access support. I never thought we would be where we are today.*

The CUIP team has been overwhelmingly encouraged by the satisfaction levels and overall improvements in the lives of those families involved in the program. Although intended as a Cobourg pilot initially, the program received much attention and interest from individuals and organizations throughout Northumberland County. Bolstered by this interest, the Program Coordinator engaged school principals in a discussion about the relevance of this program for the children in the various other communities outside of Cobourg in which they work. Should a program of this nature be expanded throughout the County, school principals were confident that several dozen students within their catchments would benefit from the service.



Shop with a Cop, 2019

CUIP BY THE NUMBERS

Number of referrals	15
Referrals received from	School boards Caregivers NHH Mental Health Walk-in clinic Rebound Schools Cornerstone Cobourg Police Service
Number of eligible referrals (Cobourg, under 12, and demonstrating multiple risk factors)	10
Number of Referrals not accepted into the CUIP program and referred to other services	1
Number of withdrawals after referral	3
Number of Intersectoral Collaboration Team meetings	9
Number of Steering Committee Meetings	4
Number of Case Conferences	53
Number of clients who have exited the program	9
Number of children and families currently involved in the CUIP program as of March 1, 2020	5



SHOP WITH A COP 2019

Cobourg Police is proudly conducted 'Shop with a Cop' for the 2019 holiday season. This event provided a fun filled day for children in need, while creating positive relationships with law enforcement.

The purpose of this program is to foster and create positive connections between youth and law enforcement while providing children in need an opportunity to embrace the spirit of giving, through purchasing gifts for their family. It also provides gifts for children who may not typically be given gifts.

Deserving children were recommended for participation by police, school officials, and social service agencies. Uniformed officers, Special Constables and Auxiliary members volunteered their time to partner with a child from the community and help them shop for Christmas gifts for their family members. The children also chose something for themselves. Participants will have

received lunch, wrapped their gifts for family, and got to know our police members/team.

The Shop with a Cop program started in 2016 with eight children who were involved. In 2019, 13 children from the ages of five to 15 were partnered with Auxilliary officers, Special Constables and uniformed officers. The children started the evening being driven to Walmart in police vehicles and were provided \$200 for a shopping spree, buying gifts for their family and something for themselves.

Children that have a good relationship with police are less likely to get into trouble and more likely to seek help from police when they need it. This program breaks down barriers, while making the holidays brighter in the community by providing gifts to children and families in need.



POP UP POPSICLE STAND

During 2019 members of the Cobourg Police Service were encouraged to come up with events to further Community Engagement in the Town of Cobourg. Previously the Cobourg Police Service had visited Lemonade Stands and that was well received. In the Summer of 2019, Sergeant Janice MacDonald and Constable Janet Bertrand came up with idea of a Pop up Popsicle Stand. The idea was to purchase frozen popsicles and engage with young people in the area while they enjoy a popsicle.

The Pop up Popsicle plan was a huge success and

officers from other front line platoons soon took up the challenge and the Summer of 2019 became the year of the Pop up Police Popsicle Stand. Social media lit up and there were many requests to visit the various areas of the Town of Cobourg where young people were able to meet a police officer and enjoy a popsicle. Members of the Cobourg Police Service attended East Village, the Alexandria area, Westwood and the Beach area where multiple Police Vehicles were surrounded by young people enjoying themselves.



CAR SEAT CLINIC

The Cobourg Police Service Auxiliary members and our car seat clinics have received generous support from the General Manager at Canadian Tire in Cobourg. Our clinics currently operate out of Canadian Tire in donated service bays.



Over the course of the 9 clinics that were offered throughout 2019, 46 families were able to have their car seat installation inspected and approved, or corrected to ensure the safety of the children using them. As a result, a total of 58 car seats were inspected.

An important reason for these clinics is shown in the fact that 89% of car seats were found to be installed incorrectly on arrival and were fixed with our CPSAC trained technicians (CPSAC – The Child Passenger Safety Association of Canada).

As of the end of 2019, moving into 2020, our Auxiliary members have 2 active, certified CPSAC Car Seat Technicians, and are increasing training to have another auxiliary officer as a CPSAC instructor. The unit will also be exploring opportunities to partner with other agencies, as well as expanding the valuable work by assisting the community at the roadside with car seat inspections. This will provide the ability to provide guidance and/or correct improper installations right away.

STAND UP STAY STRONG

In conjunction with Cornerstone Family Violence Prevention Centre, the Special Constables with Cobourg Police have been engaging youth in our community through the program “Stand Up Stay Strong”. It is an interactive program offered to students at Cobourg Collegiate Institute that creates conversations on self-confidence, healthy relationships, consent, and safety planning. The objective of Stand Up Stay Strong is to educate youth on societal influences, that may impact their decision making when fulfilling healthy and meaningful relationships. The program is broken down into two components: In-Class and Physical Defense. Male and female students are divided into groups to promote active conversations that break down statistical problems for each gender. Female students are then provided the Physical Defense component, where they are educated on self-preservation skills, and how to effectively defend themselves during realistic encounters.

FEEDBACK

Following each session, Students are provided a feedback form to assist facilitators with program development or areas of improvement. A common consensus among students suggests that the program is informative, realistic and fun. Students believe the information is pertinent to their everyday experiences and feel as though the physical component could be useful to them.



EXPANSION AND DEVELOPMENT

In 2019 Stand Up Stay Strong was offered exclusively to Cobourg Collegiate Institute, leading into the 2020 school year we have began expanding the program to East Northumberland High School. Our strongest area of improvement comes from program development, this would include maintaining accurate information, and adjusting the content so it speaks to the students in a language they understand.

Stand Up Stay Strong has created a foundation for further programming to develop. In December of 2019 “Empowering Women through Self-Defence” was brought to the table as an interactive course for women. Empowering Women through Self-Defense is a separate program from Stand Up Stay Strong, but the core values and mission of each program run transparently. It was an extremely successful year for Stand Up Stay Strong, and we project 2020 to bring greater things.

RedMan Suit for Self- Defense Component



STAND UP STAY STRONG

STATISTICS

*Each class is an estimated 75-minute session, in 2019 we completed **11 sessions** providing a service provision of approximately **38.75 hours of programming**.*

For the 2019 school year we collectively provided Stand Up Stay Strong to the Grade 09 girls and boys, with the addition of Grade 12 girls. Here is the breakdown:

Grade 09 Boys: 1 Session with 21 Students
Grade 09 Girls: 6 Sessions with 119 Students
Grade 12 Girls: 4 Sessions with 70 Students

In total, we provided programming to 210 Students in 2019



HUMAN TRAFFICKING

In 2017 the Cobourg Police Service started a Human Trafficking unit in partnership with various community groups. The unit was started by Sergeant Janice MacDonald and Constable Danielle McKeen joined soon after. Sergeant MacDonald and Constable McKeen were successful in partnering with Cornerstone Family Services and obtained a grant where a facilitator was hired in 2018. The Grant amounted to just over \$41000. The Human Trafficking working group was formed and met regularly to discuss, educate and provide assistance to Human Trafficking Victims.

In 2019 Sergeant MacDonald and Constable McKeen participated in workshops and conferences. Of note, Constable McKeen and Sergeant MacDonald spoke at Cobourg Rotary in 2019 . This event was so well received

that Sergeant MacDonald and Constable McKeen were invited to and spoke at the Muskoka Regional Rotary Conference in October 2019.

In April, 2019 Sergeant Janice MacDonald and Constable Danielle McKeen were honoured by Sir Sandford Fleming College for Outstanding Police Officer Service for their work in fighting Human Trafficking.

Both Officers have worked alongside Police Agencies from around the world in Project Northern Spotlight and constantly communicate with other investigators around the country. They are recognized as experts in their field and are continually asked to educate and speak at various venues beyond the Town of Cobourg.



COMMUNITY IMPACT



04

Drug Recognition Evaluators (DRE)

Currently, the Cobourg Police Service has 2 fully trained Drug Recognition Evaluators. Over the course of 2019, full evaluations were done on five Individuals. Two evaluations were done related to Cobourg Police Incidents, and three evaluations were done to assist OPP.

A drug recognition expert or drug recognition evaluator (DRE) is a police Officer, trained to recognize impairment in drivers under the influence of drugs other than, or in addition to, alcohol.

Training takes place at the Ontario Police College and then a field Certification Week takes place in a location where individuals are assessed for their levels of impairment, by alcohol and/or drugs. The testers must identify the type of substances that cause the impairment to successfully complete their training.



CRIMINAL INVESTIGATIONS

The Cobourg police CIB were involved in numerous investigations and regularly assisted road officers.

- CIB Members completed over 73 Forensic interviews relating to ongoing investigations.
- CIB members were involved in nearly 2000 personnel hours of mobile and stationary surveillance relating to ongoing investigations most notably drugs.
- CIB Members in conjunction with Cornerstone Family Violence Centre organised a seminar called "Trauma Informed Policing: Understanding the Neurobiology of Trauma" training event on Thursday, May 9th with Dr. Lori Haskell.
- Members of the CIB arrested 45 people relating various investigations, laying more than 185 charges.
- CIB members completed numerous production orders, CDSA search warrants and arrest warrants.

CIB Members attended various training opportunities, intelligence meetings and workshops.

INVESTIGATIONS OF NOTE:

1

Stabbing - On 27th, during an argument in an apartment on King Street West, a male was stabbed and rushed to St. Mike's Hospital Trauma Centre to be treated for serious a stab wound to his chest. Through investigation a suspect was identified. On April 7th, a male was arrested and charged with assault cause bodily harm, and Fail to comply with probation. On November 7th, 2019, the accused was found guilty and sentenced to 293 days in jail.

2

A male was set to be released from prison after having served his sentence for Sexual offences and not bound by any conditions like a probation. Due to concerns that he may reoffend, Cobourg CIB began the process to have him placed on an 810.1 compelling him to abide by conditions that we felt would control and assist in monitoring his behaviour. On February 5th, 2019, this male agreed to enter into an 810 for a period of 2 years. On September 17th, this male was arrested by Port Hope Police for breaching this order by being around children at the Fair. He was subsequently found guilty and sentenced to a year of probation on top of the original order.

3

On October 3rd, 2019, the CIB commenced an investigation into the theft of two vehicles from a Division Street business. One of the vehicles was recovered in southern Ontario and the other here in Cobourg and transported to a towing company pound. A few days later unknown persons attended that tow yard and stole two vehicles including the recovered one, then lit several cars on fire causing substantial damage. Through investigation 2 people were identified and charged with numerous offences relating to both incidents. This case is currently before the court.

CIB Led Drug Arrests & Seizures

FEBRUARY 2019

One Female arrested on outstanding warrant. Found to be in possession of 12.6 grams of fentanyl and 19.8 grams of cocaine. Five criminal charges laid including two charges relating to possession for the purpose of trafficking schedule I substances.

*Potential street value of suspected drugs seized: **\$8280.00***



Two males arrested for trafficking in cocaine after members of Cobourg and Port Hope CIB observed and recorded a suspected hand to hand drug transaction. One male found to be in possession of approximately 6.63 ounces (185.75 grams) of suspected cocaine as well as a loaded .45 caliber handgun. Eleven Criminal charges laid including several for firearm and drug trafficking related offences. Also seized was \$140 in Canadian currency.

*Potential street value of suspected drugs seized: **\$18575.00***



MAY 2019

Two males arrested after police observed a suspected drug transaction at a known drug house. Members of CIB requested road officers to stop vehicle associated to the suspected drug traffickers. Investigation revealed the driver to have a Criminal Code driving prohibition. The driver was arrested, and a subsequent search led to the seizure of 8 grams of crystal methamphetamine and 30 grams of a suspected methamphetamine and fentanyl mixture. Seven Charges laid including several for drug trafficking related offences.

*Potential street value of suspected drugs seized: **\$15800.00***



As a result of the above-mentioned traffic stop, a CDSA search warrant was executed at the King Street West residence where the suspected drug transaction had occurred. Police seized a quantity of crystal methamphetamine as well as numerous items indicative of drug trafficking. One person was charged with three criminal offences. Items seized include digital scales, packaging material, \$145 Canadian currency and 1.5 grams of crystal methamphetamine.

*Potential street value of suspected drugs seized: **\$150.00***

A CDSA search warrant was executed at a King Street East residence resulting in the arrest of two people. Two people were charged for a total of six criminal offences including drug trafficking related offences. Police seized several digital scales, packaging material, \$185.35 in Canadian currency and a small amount of suspected cocaine.

*Potential street value of suspected drugs seized: **\$40.00***

JULY 2019

A CDSA search warrant was executed at a King Street East residence resulting in the arrest of four people who were charged with 14 criminal offences, the majority of which were related to drug trafficking offences. Police seized a digital scale, packaging material, \$1045.00 in Canadian currency, and a quantity of suspected crack cocaine and fentanyl.

Potential street value of suspected drugs seized: **\$540.00**



AUGUST 2019

A CDSA search warrant was executed at a George Street residence resulting in the arrest of a male and female who were charged with a total of ten criminal charges, the majority of which were related to drug trafficking offences. Police seized numerous items including digital scales, packaging material, a prohibited knife, bear mace, \$3160.00 in Canadian currency, 8.36 kilograms of illegal marijuana, and 30.8 grams of pharmaceutical grade, white fentanyl.

Potential street value of suspected drugs seized:
\$99069.00



A CDSA search warrant was executed at a Sutherland Crescent residence. No drugs were located during the search; however, one male was arrested for two weapons related offences after being found in possession of a prohibited knife.



NOVEMBER 2019

A CDSA search warrant was executed at a James Street residence resulting in the arrest of four people who were charged with 15 criminal offences, the majority of which were related to drug possession and trafficking offences. Police seized two imitation firearms, a CEW (taser), 2.34 grams of suspected fentanyl, 41.5 grams of suspected cocaine, .28 grams of crack cocaine and .24 grams of methamphetamine as well as numerous items utilized by drug traffickers.

Potential street value of suspected drugs seized:
\$5372.00



A Search warrant was executed at a Hibernia Street residence, resulting in the arrest of seven people who were charged with 29 criminal offences, the majority of which were related to drug trafficking and weapons offences. Police seized prohibited knives, 8.94 grams of suspected cocaine, 7.04 grams of suspected methamphetamine and \$1449.70 Canadian currency.

Potential street value of suspected drugs seized: **\$1640.00**



A CDSA search warrant was executed at a John Street residence resulting in the arrest of four people who were charged with seven criminal offences.

Police seized a quantity of cocaine and methamphetamine with a potential street value of: **\$260.00**



DECEMBER 2019

A CDSA search warrant was executed at a Division Street address resulting in the arrest of two people who were charged with ten criminal offences. Police seized approximately 32.05 grams of fentanyl, 83.06 grams of cocaine, \$891.30 in Canadian and American currency, digital scales, packaging material, a prohibited knife, and a steel knuckle sheath with large metal spikes affixed to the knuckle portion.

Potential street value of suspected drugs seized:

\$24361.00



A search warrant was executed at a Margaret Street residence in the Town of Campbellford resulting in the arrest of two people who were charged with four criminal offences relating to drug and weapons possession. Police seized an imitation firearm, several rounds of ammunition and approximately 18 grams of suspected cocaine.

Potential street value of suspected drugs seized:

\$1800.00



OVERVIEW OF 2019 CIB LED DRUG/ WEAPONS SEIZURES

Number of People Charged: **34**

Drugs, Weapons, and Money seized: **107.99 grams of suspected fentanyl**

Note – Fentanyl is generally sold by the .05g - .1g increments. These amounts are enough to cause a lethal drug overdose. 107.99 grams of fentanyl is between 1079 and 2159 individual sales of fentanyl.

364.23 grams of suspected cocaine (crack and powder)

17.13 grams of suspected crystal methamphetamine

8366 grams of illegal marijuana

\$6831.00 in currency believed to be obtained from the commission of a criminal offence.

1 x Loaded .45 caliber handgun

3 x Imitation Firearms

1 x Box of Prohibited ammunition

1 x Credit Card knife

1 x Bear mace

1 x Conductive Energy Weapon (Taser)

4 x Prohibited knives

POTENTIAL STREET VALUE OF SUSPECTED DRUGS SEIZED

\$175,627

UNIFORM RESPONSE

Under the direction of Chief of Police Paul VandeGraaf, the Cobourg Police Service has 36 sworn Police Constables. These front-line uniform members are responsible for community engagement, traffic safety education and enforcement, emergency and non-emergency response to calls for service from the community.

CALL FOR SERVICES

Officers responded to **10912** calls for service, by front line members or by after the fact responses, in 2019.

These occurrences consisted of calls such as:

Domestic disputes, Assaults, Robberies, Weapons calls, Sexual Assaults, Mental Health Act, Police Assistance, Police Information, Motor Vehicle Collisions, Property Reports, Frauds (under \$5,000 and over \$5000), Ambulance Assist, Prisoner Escorts, Prisoner Guarding, Bail Violations, Community Services, Thefts (under \$5000 / over \$5000), Trespass to Property Act, Foot Patrols etc.

Our uniform members are actively engaged with our community through Selected Traffic Enforcement Programs (S.T.E.P.), Reduce Impaired Driving Everywhere (R.I.D.E.) programs throughout the year, Operation Impact and multiple directed patrols around Cobourg, that educate and enforce around specific traffic laws that have great impact on the safety of the driving public.

Members are actively visible in supporting important federal and provincial campaigns around Anti-Bullying, preventing Violence Against Women, Autism Awareness and Child Abuse Prevention. As well, Cobourg Police Service members are able to support our varied community members through attendance at schools through the Breakfast Club program, or with monthly campaigns and presentations for causes such as Fraud Prevention, Human Trafficking Awareness, Sexual Assault Awareness, Crime Prevention and Special Olympics.

The uniform officers work on four platoons, composed of three to four Constables per platoon with a Sergeant or Acting Sergeant for direct supervision. These officers have a multitude of training with specializations in Drug

Recognition, Breath Technicians, Standard Field Sobriety testing or even containment team capabilities. The platoons work a 12-hour day/night shift rotation and are responsible for all calls for service in the Town of Cobourg.

A team of criminal investigators provide in-depth assistance when an incident will take an extended period of time to investigate, or more resources are required to continue the investigation. This team actively investigates serious criminal cases such as frauds, drugs, assaults causing bodily harm and human trafficking, or sudden deaths as examples.

As well, a Forensic Identification technician provides expert assistance with sudden death examinations, evidence collection, and drug investigations. Several Special Constables are trained to serve as Scenes of Crime members to assist in collecting valuable evidence such as video and photographic evidence or even fingerprints.



Photograph by: Pete Fisher

UNIFORM RESPONSE EVENTS

Front line officers patrol participate in a multitude of events throughout the year, with events of note including the following:

Mayor's Leve	Waterfront Festival
Winter Pub Crawl	Cobourg Ribfest
Ultimate Frisbee	YIPI's invade Cobourg
Tall Ship	Downtown Halloween
DBIA Girls Night Out	Sandcastle Festival
Police Week	Crime Prevention Week
Law Enforcement Torch Run	Operation Red Nose
Cops For Cancer	Santa Clause Parade
Run To Remember	Christmas Magic
Canadian Police and Peace Officers Memorial	Cram A Cruiser
Highland Games	Family Skate Day
High School Prom Parades	First Night
DBIA Busker Parade	Remembrance Day and the overnight vigil by cadets
Venture 13 First Anniversary	Country Wild Festival
	Walk a Mile in Her Shoes



SPECIAL CONSTABLE

Under the direction of Chief VandeGraaf, Cobourg Police has developed a strong and successful Tiered Policing Program. Cobourg Police's Tiered Policing Program consists of roughly **15 Auxiliary Officers, 20 Special Constables and 33 Police Constables**. Our Special Constable platoon consists of members from various backgrounds including teaching, hospitality, security, landscaping etc. Within the last year, our Special Constables have advanced into positions with the Royal Canadian Mounted Police, the Canadian Border Services Agency, Ottawa Carleton Transportation Commission and two have become Police Constables within the Cobourg Police Service itself. The Special Constable Platoon keeps busy between their duties at the Ontario Court of Justice, managing the front counter at the Police Station, community events, downtown foot patrols, and various initiatives as noted below.

EVENTS

Special Constables attend various town events throughout the year including (but not limited to): First Night, Coldest Night of the Year Walk, Pub Crawl, Cops for Cancer, Bowl for Kids Sake, Cobourg Water Front Festival, Canada Day Parade, Food and Music Festival, Country Wild Music Festival, Cobourg Sidewalk Sale, Rib fest, Sand Castle Festival, Boat Launch, Dragon Boat Racing, Harvest Festival, Kilometers for Kids, Touch a Truck, Walk a Mile, Cram-a-Cruiser, Festive R.I.D.E Program, Santa Claus Parade, Shop with a Cop, and Christmas Magic.



INITIATIVES

In 2019 our Special Constables were part of new initiatives and programs such as the Stand Up Stay Strong Program led by one of our very own Special Constables to help teach and promote self-defense techniques to our youth within the community.

A pilot project was created for a Shoplift Diversion program for first time offenders. This program was piloted with the Tiered Policing Model in mind to help ease the call load for our front-line officers, where reasonable to do so.

Additionally, attending local lemonade stands held by the youth within our community started in 2018 and continued again in the summer of 2019, with our Special Constables and Police Constables as their number one customer!



CALL FOR SERVICES

2019 was a large call year for our Special Constables as their roles and responsibilities have grown while working the front counter shift at the Police Station and attending more events within the community. In 2019, **2469** occurrences were generated by Special Constables alone. These occurrences consisted of; calls for Scenes of Crime Officers, Police Assistance, Police Information, Motor Vehicle Collisions, Property Reports, Frauds (under \$5,000 without known suspects / surveillance), Ambulance Assist, Prisoner Escorts, Prisoner Guarding, Bail Violations, Community Services, Thefts (under \$5,000 without known suspects / surveillance), Trespass to Property Act, Foot Patrols etc.

ADDITIONAL HIRES / CRUISERS

In 2019 the Cobourg Police Service hired seven new Special Constables to bring the platoon to 20 Special Constables, as the needs surrounding the security of the Ontario Court of Justice and the roles within the Cobourg Police Service continued to increase. In addition to the new hires, and in the process of promoting the Tiered Policing Model and Special Constables, our two Special Constable marked cruisers were wrapped with Special Constable identifiers as seen below.

In conclusion, under the direction of Chief VandeGraaf, Cobourg Police has developed a strong and successful Tiered Policing Program with the inclusion of Special Constables and their expanding roles. 2019 was a great year of development for the Cobourg Police Service.



AUXILIARY

The current Auxiliary Unit was re launched in 2018 with the deployment of the recruit class in May 2018. This annual report covers the period January 1, 2019 - December 31, 2019.

RECRUITMENT:

In early 2019 another recruit class was held. We graduated 5 male and 2 female Auxiliary officers at the beginning of June 2019.

RESIGNATIONS:

During 2019 we had 7 Auxiliary officers resign from the program. We provide a breakdown as shown below.



It should be noted that Auxiliary officers who become Special Constables and wish to remain with the program are allowed to do so. Currently we have one Auxiliary who is also a Special Constable.



CURRENT STRUCTURE:

With the increased number of officers and Auxiliary demands a promotional process was undertaken with the objective of promoting 2 Sergeants and creating 2 platoons.

AUXILIARY UNIT BREAKDOWN	
RANK	AS OF DECEMBER 31, 2019
Superintendent	1
Sergeants	2
Police Constables	9

TRAINING:

- 1 With Auxiliaries trained as car seat technicians, regular clinics are run out of Canadian Tire and these clinics are well attended.
- 2 As one of our Auxiliary officers is a certified first aid instructor, we have recertified all our Auxiliary officers. We will be providing all members first aid re certification starting in 2020.
- 3 All our officers have been provided Segway training.
- 4 One highlight was providing training from external instructors on de-escalation techniques. To ensure in service training modules were relevant we canvassed our officers requesting their input. We were able to accommodate all their requests.

HIGHLIGHTS:

We are providing the following list of some of the activities undertaken by our Auxiliary officers:

- 1 To enhance our CPTED Audit program, we started by following up with B&E victims offering them a CPTED audit. Victims were very receptive to our follow up and appreciated the audits provided.
- 2 With the number of events at the waterfront, demands for Auxiliary personnel was heavy. During our foot patrols at the waterfront, we teamed up with By Law and assisted them in enforcing the relevant By Laws.
- 3 Crime prevention initiatives (CPTED, Lock it or Lose it, Kids Prints and Know Your Neighbour) were delivered throughout the year with displays at community events and displays at Canadian Tire.
- 4 Our officers took part in our RIDE program and other traffic enforcement initiatives.
- 5 Attendance of our officers at many public events.

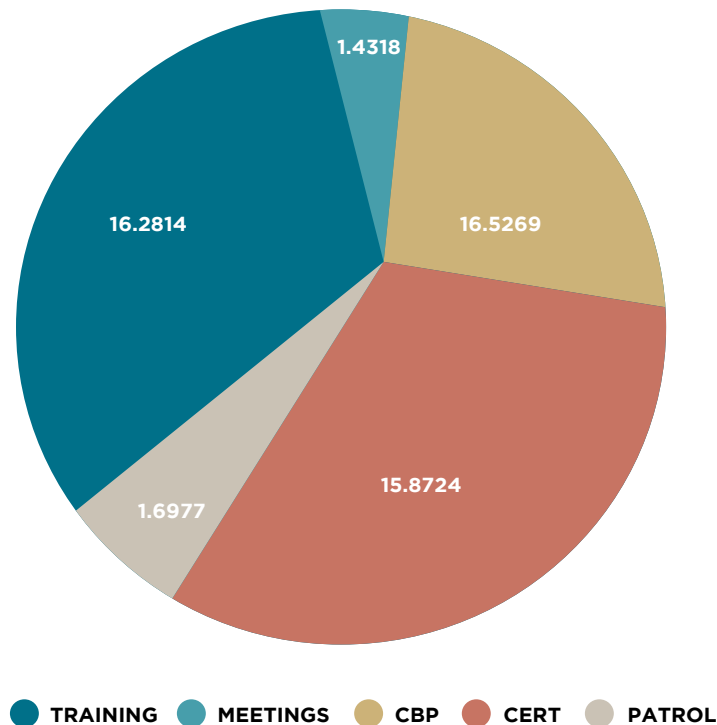
FUTURE INITIATIVES:

- 1** Collection of CCTV information and night listing update on businesses in Cobourg.
- 2** Development of an Auxiliary Response Team (AXRT) modeled after the TPS one. Officers in this unit will receive additional training and will be available to CIB to assist with canvasses and be available to assist in searches.
- 3** In discussions with PC Labelle, we are exploring the use of Auxiliary officers in support of the tactical unit training (ie actors, perimeter security and site security).
- 4** CPTED certification course for all Auxiliary officers not currently certified. This will ensure we have adequately trained officers to conduct CPTED audit requests in a timely manner.
- 5** The re-design of our CPTED worksheets and report with the objective of moving them to an electronic platform. This will result in a more efficient audit process.
- 6** Firearm familiarization.
- 7** Recruitment of additional Auxiliary officers.
- 8** Promotional process with the objective of promoting an Auxiliary Staff Sergeant and another Auxiliary Sergeant as we will be creating another platoon.
- 9** Implementing Scenario based training for our officers.
- 10** Prepare a car seat kit and contact car dealers on proper installation of car seats. Also presentation to new parents through Hospital and clinics.
- 11** Take part in Operation Impact re car seat inspection.



AUXILIARY TOTAL HOURS AS A PERCENT BY CATEGORY

(ACTIVE & RESIGNED) JAN. 1 - DEC. 31 2019



During 2019
we received requests for a total of
576 Auxiliary officers
and they contributed
4885 volunteer hours

VOLUNTEERS

Our team of Cobourg Police Volunteers are essential to the daily success and operation of the Cobourg Police Service. They are the first point of contact when individuals come through the door. The Cobourg Police Volunteers assist the Cobourg Police Service in maintaining a professional front counter experience while focusing on the following areas:

- ♦ **Customer Service**
 - ◇ General Inquires in person and over the telephone
 - ◇ Accepting and assisting with Police Check Applications
 - ◇ Accepting and processing payments as required
- ♦ **Confidentiality**
- ♦ **Knowledge**
 - ◇ Assisting with completing forms/applications accurately
 - ◇ Ensuring inquiries are directed to the appropriate personnel and departments
- ♦ **Professionalism**

Cobourg Police Volunteers come in on scheduled shifts, that best suit their day to day lives, and volunteer as much or as little as they would like. In 2019 we did a large hire of Cobourg Police Volunteers which gave us daily coverage that we did not previously have, from volunteers, and combined they worked approximately 1500 hours in 2019 alone.

You will sometimes see our volunteers out and about at community events promoting the Cobourg Police Service Volunteer Program and we are always grateful for all applications that we receive. Applications can be found online at www.cobourgpolicesservice.com or picked up, in person, at the front counter.



MHeart

The Cobourg Police Service collaborates with Northumberland Hills Hospital, Ontario Provincial Police and the Port Hope Police in the MHEART (Mental Health Engagement and Response Team) program.

MHEART plays an increasingly integral part in the Mental Health Response program of the Cobourg Police Service. When police apprehend an individual and transport to the hospital under the Mental Health Act, during hours that MHEART is on duty, they will be met by the MHEART team. This team is a partnership between the Mental Health Response Officer, Constable Nick Moeller and a Social Worker from Northumberland Hills Hospital.

The benefit of having our own social worker available is that we are not waiting on the availability of the crisis worker assigned to the emergency department. Depending on the day, hospital staff could be 2 or 3 patients away from seeing an individual brought in by police.

At this time the social worker is able to consult with the physician, providing collateral information as to what brought the patient to the hospital, their mental

health symptoms, concerns and if further assessment is required through Peterborough Regional Health Centre (PRHC).

This can result in reduced time in the hospital for officers, returning them to front line duties. Since the program has been implemented, the cooperative efforts have resulted in officer wait time at the hospital being reduced to almost an hour and ten minutes.

If the decision is made to discharge the patient without further assessments, they can be referred to the community support best suited for the individual's needs. The social worker can provide liaison services in these cases, and in a great amount of the time, the individual(s) are referred back to the MHEART program to assist with navigating through the individual's crisis.

In 2019, the MHEART team interacted with individuals **2188** different times. This averaged about **11.5** mental health contacts per day. While there were opportunities to assist the same person on different occasions throughout the year, **257** individuals were engaged with services for the first time.



YOUTH IN POLICING INITIATIVE STUDENTS (YIPI)

The Cobourg Police Service and the Cobourg Police Services Board in partnership with the Ontario Ministry of Children & Youth Services provides for part-time after school employment during the school year. In the summer, the Youth in Policing Initiative is able to employ students full-time for those months.

The YIPI program provides valuable opportunities to build self confidence for the participants, and it strengthens the relationship between youth, the community and police. It enables youth to acquire an understanding of some aspects of municipal and provincial governments, as well as policing to encourage them to consider

policing as a future career. The program develops and promotes community service with the program participants. It develops capabilities of the students to establish mentors and role models beyond the YIPI program, while providing a safe and positive work environment for youths

Our YIPI students assist in a multitude of events: Waterfront Festival, Sandcastle Festival, Volleyball Tournaments, Sandbanks Provincial Park, Ribfest, Sidewalk Sales and further attend at local Senior residences to assist in programming provide valuable companionship pieces.



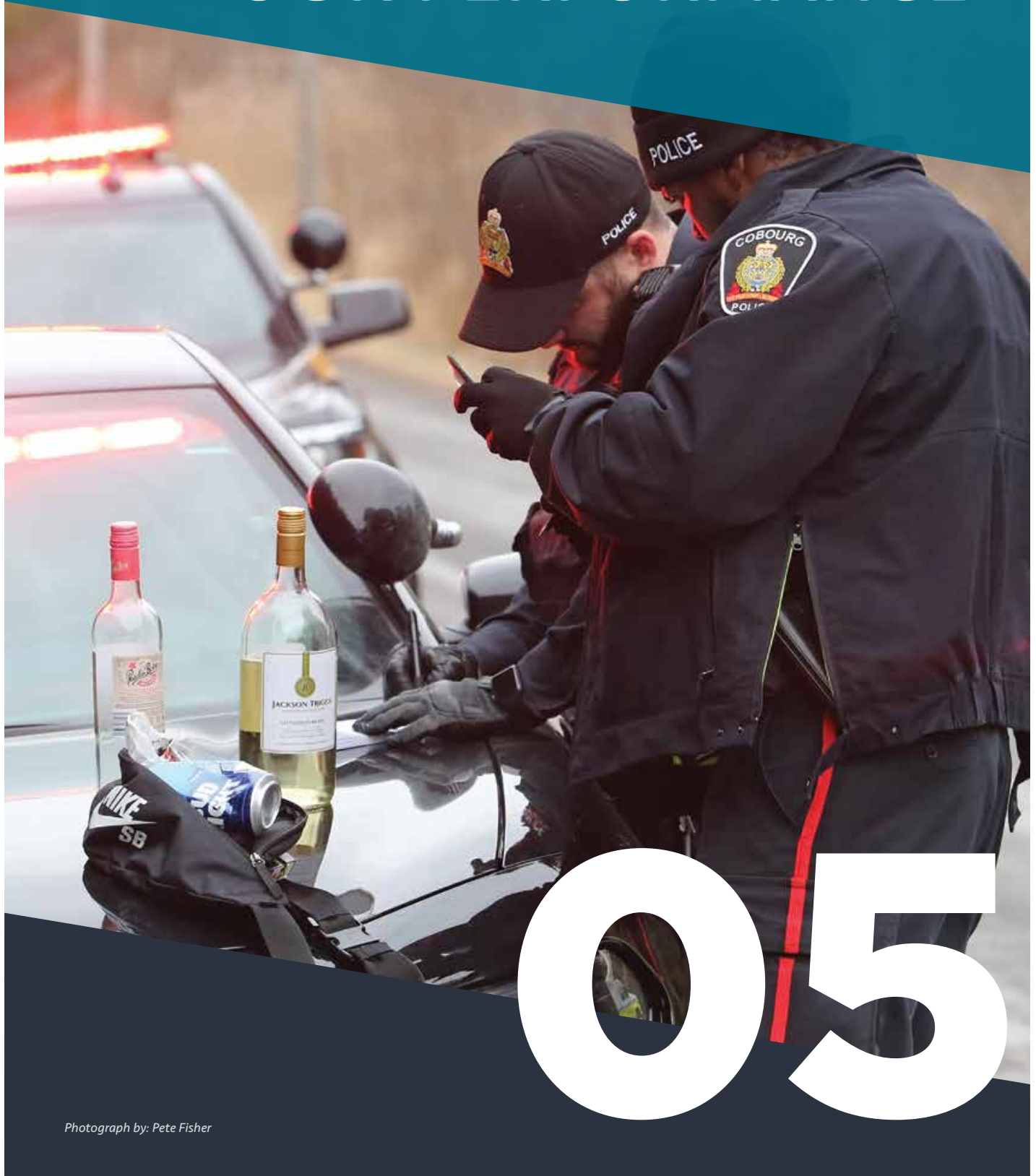
YIPI EVENTS

YIPI's participate in a multitude of events throughout the year, with events of note including the following:

Beach Trailer/Monitoring
Safety Village (downtown festivals, daycare and school bazaars)
Waterfront Set up/Takedown & Canada Day (Parade)
Trip to Sandbanks (Safety Village and tour of park)
Ripple Effect (Large Scale YIPI gathering)
YIPI's Invade Cobourg (Cancelled due to weather)
Peel Regional Visit (Station tour and guest speakers)
Ribfest set up and takedown
Vari Garden Party (Socialize as well as help around the grounds)
V13 Toronto trips
First Aid Training
Recognition Night (Coat Check)
Old Folks Homes (Socialize, help serve)
Cram a cruiser – Christmas time Etc.
Salvation Army (Outreach and food cupboard)
Library Events (Silent Auction, Survey week)
Halloween set up in basement
Christmas Parade
Big brothers big sisters foundation (Activities with younger groups of kids)



OUR PERFORMANCE



Photograph by: Pete Fisher

TARGETED OUTCOMES



REDUCE CRIME AND VICTIMIZATION



REDUCE FEAR AND ENHANCE PERSONAL SECURITY



USE FORCE AND AUTHORITY
FAIRLY, EFFICIENTLY, AND EFFECTIVELY



ENSURE QUALITY OF SERVICE AND CUSTOMER SATISFACTION



CALL OFFENDERS TO ACCOUNT



ENSURE CIVILITY IN PUBLIC SPACES THROUGH
NEIGHBOURHOOD PROBLEM SOLVING



USE FINANCIAL RESOURCES FAIRLY,
EFFICIENTLY AND EFFECTIVELY



MEMBER ENGAGEMENT

**CALLS FOR SERVICE
GENERATED IN 2019**

11391

**1.5 calls of every 10 (15%) resulted
in a criminal charge being laid.**

CRIME STATISTICS for 2019

ACTUAL OCCURENCES	2019	CHARGED/CLEARED OTHERWISE UNSOLVED*		% SOLVED	% UNSOLVED
SEXUAL ASSAULT**	25	18	7	72.0%	28.0%
AGGRAVATED ASSAULT	2	1	1	50.0%	50.0%
ASSAULT WEAPON/BODILY HARM	22	21	1	95.5%	4.5%
ASSAULT LEVEL 1	209	186	23	89.0%	11.0%
ASSAULT POLICE OFFICER	12	12	0	100.0%	0.0%
ROBBERY	11	2	9	18.2%	81.8%
CRIMINAL HARASSMENT	22	12	10	54.5%	45.5%
UTTER THREATS	55	34	21	61.8%	38.2%
OFFENSIVE WEAPONS	0	0	0	0.0%	0.0%
DISTURB THE PEACE	105	39	66	37.1%	62.9%
OTH. CRIMINAL CODE	14	11	3	78.6%	21.4%
DRUG VIOLATIONS	40	41	0	102.5%***	0.0%
BREAK AND ENTER	57	14	43	24.6%	75.4%
THEFT OVER	5	0	5	0.0%	0.0%
THEFT OF MOTOR VEHICLE	24	10	14	41.7%	58.3%
THEFT UNDER	316	134	182	42.4%	57.6%
THEFT FROM MOTOR VEHICLE	247	14	233	5.7%	94.3%
POSSESSION OF STOLEN PROPERTY	3	2	1	66.7%	33.3%
FRAUD	149	43	106	28.9%	71.1%
COUNTERFEIT MONEY	0	0	0	0.0%	0.0%
MISCHIEF TO PROPERTY	177	28	149	15.8%	84.2%
GRAFFITI	15	4	11	26.7%	73.3%
BREACH PROBATION	111	108	3	97.3%	2.7%
BAIL VIOLATIONS	79	72	7	91.1%	8.9%
MUNICIPAL BY-LAWS	92				
CALLS FOR SERVICE	10912				
COLLISIONS	431				
ARRESTS	679				
PROVINCIAL/MUNICIPAL OFFENCES					

* UNSOLVED INCLUDES INSUFFICIENT EVIDENCE TO PROCEED, VICTIM/COMPLAINANT DECLINES TO PROCEED (NO CSC IDENTIFIED)

** SEXUAL ASSAULT INCLUDES AGGRAVATED SEXUAL ASSAULT, SEXUAL ASSAULT AND SEXUAL INTERFERENCE

*** WHEN A MATTER IS SOLVED FROM THE YEAR BEFORE, IT PUTS THE CLEARANCE RATE ABOVE 100%

2019 CRIME STATISTICS

COMPARED TO 2018

ACTUAL OCCURENCES

ACTUAL OCCURENCES +

ACTUAL OCCURENCES -

SEXUAL ASSAULT**		-16.7%
AGGRAVATED ASSAULT	100.0%	
ASSAULT WEAPON/BODILY HARM		-8.33%
ASSAULT LEVEL 1		-1.90%
ASSAULT POLICE OFFICER	100.0%	
ROBBERY	120.0%	
CRIMINAL HARASSMENT	10.0%	
UTTER THREATS	10.0%	
OFFENSIVE WEAPONS		-100%
DISTURB THE PEACE	29.6%	
OTH. CRIMINAL CODE	16.7%	
DRUG VIOLATIONS	53.8%	
BREAK AND ENTER	16.3%	
THEFT OVER		-58.33%
THEFT OF MOTOR VEHICLE	9.1%	
THEFT UNDER	17.9%	
THEFT FROM MOTOR VEHICLE	84.3%	
POSSESSION OF STOLEN PROPERTY	50.0%	
FRAUD		-19.46%
COUNTERFEIT MONEY		-100.0%
MISCHIEF TO PROPERTY	34.1%	
GRAFFITI		-11.46%
BREACH PROBATION	76.2%	
BAIL VIOLATIONS		-8.14%
MUNICIPAL BY-LAWS		-11.54%
CALLS FOR SERVICE	5.3%	
COLLISIONS		-0.9%
ARRESTS	49.6%	
PROVINCIAL/MUNICIPAL OFFENCES		



PROFESSIONAL STANDARDS

TOTAL # OF COMPLAINTS RECEIVED	COMPLAINTS RECEIVED FROM PUBLIC	CONDUCT COMPLAINTS RESULTING IN DISCIPLINE	CONDUCT COMPLAINTS RESOLVED
2018: 11	2018: 5	2018: 1	2018: 10
2019: 12	2019: 7	2019: 2	2019: 12

The Cobourg Police Service takes the investigation of complaints very seriously, fully understanding the impact that police conduct and policies can have on members of our community. We emphasize the value of providing courteous, respectful and effective service to Cobourg and area residents.

One of the ways we seek to earn public trust is by ensuring we have levels of oversight that hold our service and members accountable. As delegated by the Chief of Police, our Professional Standards Section (PSS) has the authority to investigate and facilitate resolution of internally generated complaints (Chief's complaints) and public complaints generated through the Office of the Independent Police Review Director (OIPRD). The PSS has taken an active role in educating supervisors in resolving complaints. This allows for a better dialogue between complainants and supervisors and promotes a quicker alternative to resolving issues that arise in the course of daily operations.






Each type of complaint is classified according to the type of allegation that was made. In a situation where an officer is facing more than one allegation, the complaint is classified using the most serious allegation. The classification provides an idea of the types of situations that generate complaint investigations.

In total 12 complaints were filed in 2019, representing a slight increase from 2018 (+1). There was a slight decrease in the number of Chief's complaints (-1) accompanied by an increase in the number of public complaints (+2) in 2019. Improper conduct includes a broad range of allegations ranging from inappropriate actions such as unauthorized search and seizure, poor judgment, at fault motor vehicle collisions, abuse of authority, breach of confidentiality, and insubordination. In 2019, complaints of improper conduct decreased by one incident from 2018. Further information on all PSS activities and how to make a complaint can be accessed at www.cobourgpolicesservice.com.

COMPLAINTS RECEIVED 2018 - 2019

SERVICE COMPLAINTS	PUBLIC COMPLAINTS	CHIEF'S COMPLAINTS	TOTAL
2018: 1 2019: 0  -1	2018: 5 2019: 7  +2	2018: 6 2019: 5  -1	2018: 11 2019: 12  +1

COMPLAINTS RECEIVED BY CATEGORY 2018 - 2019

IMPROPER CONDUCT	EXCESSIVE FORCE	NEGLECT OF DUTY	POLICE/SERVICE	TOTAL
2018: 6 2019: 5  -1	2018: 0 2019: 1  +1	2018: 4 2019: 7  +3	2018: 1 2019: 0  -1	2018: 11 2019: 12  +1

POLICE INTERVENTION REQUIRING FORCE

APPLICATION OF FORCE

2018: 16

2019: 19



USE-OF-FORCE REPORTS

2018: 12

2019: 17



In the course of their duties, police officers may face situations that require using force to ensure the safety of the public, as well as their own. The authority to use force is established in provincial legislation, as are standards related to approved weapons, training and reporting.

Officers are instructed to use only the amount of force necessary to bring an incident under control, make an arrest, or protect themselves or others. In an event where use of force may be used, the officer selects what they feel to be an appropriate and reasonable response based on the situation, including factors such as the subject's behaviour, their own perceptions, and tactical considerations.

Annual use-of-force training for officers is mandated by the Province. It provides officers with the skills to assess, plan and act accordingly to resolve situations they encounter. Good communication and de-escalation techniques are at the forefront of every encounter with the public. In 2018, the Cobourg Police Service continued their partnership with the Durham Regional Police Service in providing Use-of-Force Training. The foundation of this program involves communication and de-escalation. All new recruits and experienced officer are provided with this foundational program which consists of classroom and scenario training with live role players. Additionally, as part of annual block training, officers receive both academic and scenario training based on the concepts of incident management and its connection to de-escalating incidents.

Officers are required to submit a use-of-force report whenever they draw a handgun in the presence of a member of the public, point a firearm at a person, discharge a firearm, when a weapon other than a firearm is used on another person, or where physical force has been used on another person that results in an injury requiring medical attention. A use-of-force report is also required when a Conducted Energy Weapon (CEW) is used in probe mode, three-point contact, stun mode and when the CEW is used as a demonstrated force presence (overt display of the CEW with the intent to achieve compliance).

A single use-of-force report may include more than one application of force. For example, last year 12 use-of-force reports were submitted, with 16 applications of force. During their assessment of the situation and subsequent response, the attending officer may have to transition to a higher or lower level of force as the situation unfolds, therefore some use of force reports may cover more than one of the criteria requiring a use of force report to be submitted. One use of force report would then cover all use of force options exercised in a single incident. On the other hand, specialized teams (Tactical Teams) may submit a single report on behalf

of all members involved. Furthermore, a single incident responded to by multiple officers may result in more than one report being submitted.

In 2019 there was a decrease in the number of situations where firearms were drawn (-2). However, situations where firearms were pointed (+4). There were 2 reports involving the discharge of firearms, up two incidents from zero the previous year to two in 2019 in both circumstances where a firearm was discharged to destroy an animal that was potentially dangerous or so badly injured that humanity dictates it's suffering to be ended. There was no incident(s) of a firearm being discharged on a person.

There were no Use-of-force reports involving Carbine usage in 2019. Aerosol spray and impact weapons (soft and hard) are used to assist in gaining control of individuals resisting arrest and in situations where the safety of the officer or a member of the public is at risk. In 201, aerosol weapons were not deployed. The use of both impact weapons hard and soft remained consistent from 2018 to 2019 with no usages.

Physical techniques used to control a subject that do not involve the use of a weapon, are categorized as an empty hand technique - hard or soft. Soft techniques have a lower probability of causing injuries and can include restraining techniques, joint locks and non-resistant handcuffing. Hard techniques have a higher probability of causing injury and may include empty hand strikes such as a punch or a kick. Empty hand hard was used a total of two times, remaining consistent with usage in 2018. The use of empty hand soft technique was reported in 4 instances, an increase of 2 cases from 2018.

Did You Know?

Less than one percent of all calls attended by the CPS require the use of force. In fact, most calls are resolved solely with officer presence and communication. Effective communication and de-escalation continue to be at the foundation of police-public interactions.



CONDUCTED ENERGY WEAPONS (CEW)

The Cobourg Police Service has been equipped with conducted energy weapons (CEW) since 2005 after the Ministry approved the use of weapons by members of containment teams and front-line supervisors. Policy changes implemented by the Ontario Government (2014) made it possible to provide each officer with their own Taser (CEW). All officers are trained and qualified before being issued their CEW, and are required to be qualified annually.

The CEW usage is broken down by method of deployment, including:

1. Demonstrated force presence (any situation where

the CEW changed the outcome of the call for service);

2. Drive stun mode;

3. Probe deployment mode; or

4. Three-point contact.

In 2019, CEWs were used in 6 incidents. Two-thirds of these deployments involved demonstrated force presence (4) where the CEW was pointed but not used, no incidents of probe deployment (0), and one-third drive stun and contact (2). This illustrates officers are leveraging this option to de-escalate calls and gain control of the situation without further use of force.

PROVINCIAL OFFENCE NOTICES

In 2019, 1082 Provincial Offence Notices were issued by officers of the Cobourg Police Service. The primary categories of offences are identified below.

STATISTICS BY CATEGORY:

Moving Violations: **589 Offence Notices**

Moving can be defined as any PON ticket written while a vehicle was in motion. The ticket could be relating but not limited to: Speeding, Failing to Stop, Hand-Held Communication devices, Seatbelt or any other driving related offence that relates specifically to the vehicle while in motion or the driver's actions.

Documentation Violations: **248 Offence Notices**

Documentation violations result from the driver of a vehicle being unable to provide the proper documentation at the time of request from the Cobourg Police Officer. These tickets could be related to but not limited to: Expired or No Insurance, Driver License, Ownership, Validation stickers or any other documentation that could pertain to the individual driving or documentation pertaining to the vehicle.

Bylaw/Parking Violations: **74 Offence Notices**

Bylaw/Parking can be defined as any PON ticket/By-Law ticket written to an individual in the Town of Cobourg violating any towns by-laws. The town by-laws can be located at <https://www.cobourg.ca/en/town-ha11/Bylaws.aspx>.

Equipment Violations: **54 Offence Notices**

Equipment violations can be any ticket related to equipment malfunctioned or not in proper working

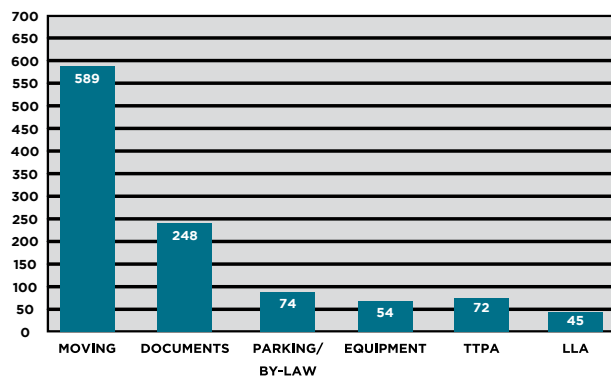
condition at the time of the ticket. These tickets could be related to, but not limited to: broken headlights and or signals, broken windshields, improper exhausts or any tickets pertaining to the improper use/working condition of a vehicle.

Trespass To Property Act (TPA): **72 Offence Notices**

TPA tickets can be defined as any ticket related to the Trespass to Property Act, where an individual(s) enter premises when that entry is prohibited, or when they engage in an activity that is prohibited.

Liquor Licence Act (LLA): **45 Offence Notices**

LLA tickets can be defined as tickets that are issued when there is a violation of the Liquor Licence Act. Examples would be having open alcohol in public places, delivering liquor for a fee without proper licenses, consumption of alcohol in a public place or being intoxicated in a public place.



Provincial Offence Notices:

MOVING	DOCUMENTS	BY-LAW/ PARKING	EQUIPMENT	TRESSPASS	LIQUOR
589	248	74	54	72	45

REGULATED INTERACTIONS

Number of Attempted Collections (incidents)	Number of Individuals from Whom Information was Collected
2018: 0 2019: 0	2018: 0 2019: 0

In March 2016, the Ontario Government introduced Regulation 58/16, under the Police Services Act entitled “Collection of Identifying Information in Certain Circumstances – Prohibition and Duties”, and commonly referred as the “Street Check Regulation”. This new Regulation provides for voluntary police-public interactions, which are designed to ensure that the regulated interactions are without bias or discrimination. It also establishes rules for data collection, retention, access and management, training, and policy and procedures with audit and public reporting requirements.

The new Regulation applies when police are attempting to collect identifying information from an individual, they do not know during a ‘face-to-face’ interaction. The Regulation does not apply when an officer is conducting an investigation into an offence that is reasonably suspected to have been committed or will be committed, or in other circumstances that are specifically outlined in the regulation. The Regulation prohibits attempts to collect identifying information about an individual in ‘face-to-face’ encounters which are arbitrary or where any part of the reason for the attempt is that the officer perceives the individual to be within a “particular racialized group” unless certain other and legitimate conditions exist.

The Cobourg Police Service is in compliance with the prohibition and stands against such practices. We have worked alongside police members and provincial partners to ensure compliance with the new legislative requirements and have completed mandatory training.

The new procedures were launched at the Cobourg Police Service on February 6, 2017.

In 2019, no (0) attempted “Regulated Interactions” were recorded. Given that no attempts to collect identifying information were attempted it is difficult to identify any real patterns or conclusions. Therefore, there is no identifiable “disproportionate” pattern regarding sex, age, race or location. For a second year, the number of regulated interactions is zero (0); however, it appears to be consistent across the province.

On June 7, 2017, the Government of Ontario appointed the Honourable Justice Michael Tulloch of the Ontario Court of Appeal to lead an independent review of the implementation of the Regulation. Following lengthy consultation efforts with police and community stakeholders across the Province, Justice Tulloch released his report with recommendations on December 31, 2018.

The Cobourg Police Service will continue working with provincial partners and Ontario Association of Chiefs of Police (OACP) Special Working Group to review Justice Tulloch’s report and gain greater insight into the implementation benefits and challenges of the new legislation and any changes the review may offer. In the meantime, the Cobourg Police Service will maintain close monitoring, training and supports, so officers can engage in regulated interactions.

FORENSIC IDENTIFICATION SERVICES (FIS) / SCENES OF CRIME

The Cobourg Police Service's trailblazing Tiered Policing model has continued to have a dynamic and very positive impact directly on the Service's crime scene investigation capability in 2019.

During the past year, the Service's team of 4 Special Constables that are currently trained and qualified as Scenes of Crime Officers (SOCO) received further training in photography and processing crime scenes and the Forensic Identification Services Officer (FIS) successfully completed specialized courses in Basic Blood Pattern Recognition and Death Investigation.

The Forensic / Scenes of Crime field includes finger printing, physical comparisons, forensic photography, digital imaging, and gathering admissible evidence from crime scene techniques. The specialized equipment required for the forensic laboratory work and computer fingerprint analysis has continued to be made available through the ground-breaking partnership with Peterborough Police Service's Forensic Ident Unit, which also offers a beneficial shared support system for both Services in relation to major cases.

Due to the success and development of the work being carried out, Cobourg Police's Forensic Identification Officer became the On Call FIS Officer and forensic consultant for our Policing neighbours, Port Hope Police Service at the end of 2019, who in return offer the local availability of a compact, new laboratory and forensic equipment for non-major cases. This further demonstrates and cements the excellent supportive and productive partnership between the two Services, with a real commitment to joining forces to maximize the benefits of available resources for all parties.

During 2019, the FIS and SOCO team attended, recorded, examined and collected evidence from over 245 incidents, from community concerns such as graffiti to major scenes of arson and serious assault. A significant



Photograph by: Pete Fisher

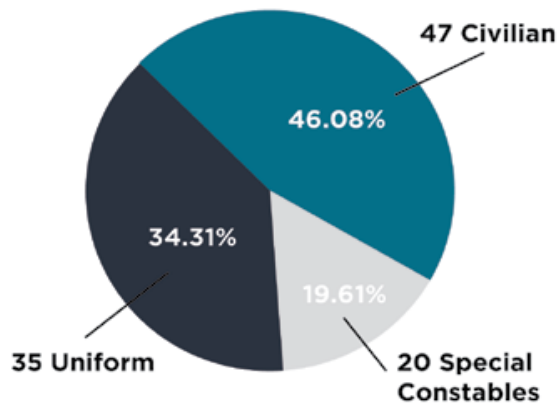
number of these incidents involved multiple scenes, individuals and vehicles which often involve meticulously pain-staking and time consuming tasks during often unsociable hours and inclement weather conditions.

Recent successes of this committed developing department has also included assisting the Criminal Investigation Branch in the seizing, recording, processing, continuity and analysis of drug offence related evidence during search warrants that were executed under the Controlled Drugs and Substances Act in 2019 – this work has led to the successful convictions (including one Superior Court trial matter involving drugs with a street value of over \$50,000), of numerous accused for drug trafficking , possession and firearms offences, helping to remove a substantial amount of these items that are of serious concern to the health and safety of the community, off the streets.

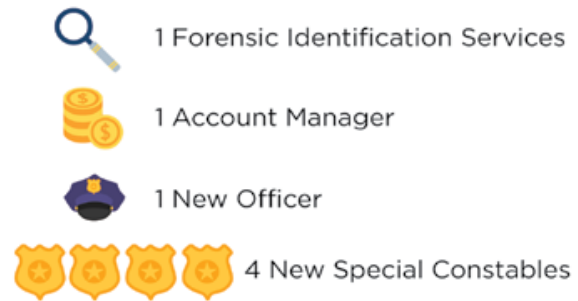


FINANCIAL REPORT

2019 Deployed Police Personnel

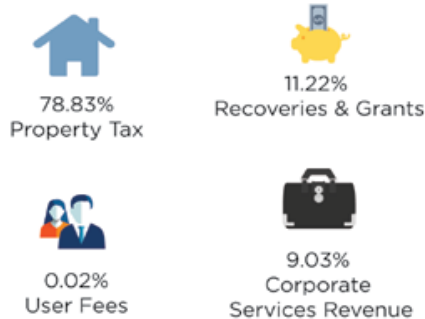


What the 2019 Operating Budget Includes



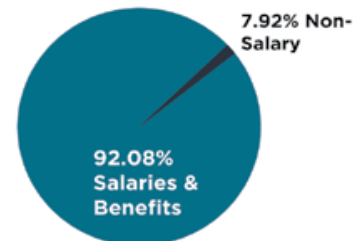
MHEART Partnership
Cornerstone Partnership
Rebound Child and Youth Services Partnership
Pay Equity Review Completed

Where the Money Comes From



2019 Operating
Gross \$7,056,462
Net \$5,562,486

Where the Money Goes

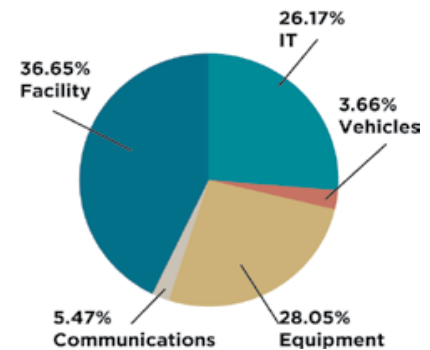


Where the Money Comes From



2019 Capital Budget
Gross \$955,150
Net \$25,000

Where the Money Goes





COBOURG POLICE **SERVICE**

Cobourg Police Service
107 King Street West
Cobourg, ON
K9A 2M4

905-372-6821
info@cobourgpolicenice.com
www.cobourgpoliceniceservice.com





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

Delegation Request Form

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

1. GENERAL INFORMATION

Name of Delegate(s):

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:

Meeting Date Requested:

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)

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

Recommendation to Council/Committee/Board:

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

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.

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

5. CONTACT INFORMATION

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

Phone:

E-Mail:

6. ACCESSIBILITY ACCOMODATION

Do you require any accessibility accommodation? ☐ Yes ☐ No

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

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

Print Full Name

Signature

Date (YYYY/MM/DD)

Municipal Clerk or Designate

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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.

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Legislative Services Department
55 King Street West
Cobourg, ON K9A 2M2

Delegation Request Form

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1. GENERAL INFORMATION

Name of Delegate(s):

Paul Pagnuelo

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

N/A - Resident

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:

June 29, 2020

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

Review Council's discussion points at the June 22, 2020 COW meeting on the topic of re-opening the beach, analysis of what has changed, and provide recommended direction as an interested and concerned resident.

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

Recommendation to Council/Committee/Board:

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

Limit re-opening, if any, to residents only. Conduct extensive consultation with residents this year to determine what their vision is in regard to this significant town asset.

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

☐ Yes ☒ No

4. PRESENTATION MATERIAL

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

Do you have any equipment needs? ☐ Yes ☒ No

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

Please Select the Type of Equipment

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

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5. CONTACT INFORMATION

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

[REDACTED]

Phone:

[REDACTED]

E-Mail:

[REDACTED]

6. ACCESSIBILITY ACCOMODATION

Do you require any accessibility accommodation? ☐ Yes ☒ No

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

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

Paul Pagnuelo

Print Full Name

Signature

[REDACTED]

2020/06/26

Date (YYYY/MM/DD)

Municipal Clerk or Designate

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1. GENERAL INFORMATION

Name of Delegate(s):

Paul Pagnuelo

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

N/A - Resident

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:

June 29, 2020

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

Review and comment on Council's discussion points at the June 22, 2020 COW meeting on the topic of the Radio Frequency Water Meter Replacement Program.

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
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Recommendation to Council/Committee/Board:

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

With the Watson update due in January 2021, prudence should dictate that approval of the financing of 4,000 meters be deferred until that time. In the interim, the proposal by the Deputy Mayor at the June 22nd meeting should be approved.

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

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

[REDACTED]

Phone:

[REDACTED]

E-Mail:

[REDACTED]

6. ACCESSIBILITY ACCOMMODATION

Do you require any accessibility accommodation? ☐ Yes ☒ No

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

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Paul Pagnuelo

Print Full Name

[REDACTED]

2020/06/26

Date (YYYY/MM/DD)

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Recommendation to Council/Committee/Board:

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Print Full Name

Signature

Date (YYYY/MM/DD)

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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 | clerk@cobourg.ca

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE MEETING REPORT
	Monday June 22, 2020 Electronic Participation, Zoom Video-Conferencing

The Cobourg Municipal Council's Committee of the Whole met this evening at 6:02 p.m. through Electronic Participation, via Zoom Application Video Conferencing with the following persons in attendance:

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

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

CALL TO ORDER

The Mayor will provide an opening statement and advise the meeting is being lived streamed and audio/video recorded and shall form part of the record which will be retained according to the Town of Cobourg Retention By-law. For more information about the collection, please contact the Municipal Clerk's Office.

Mayor Henderson called the meeting to Order at 6:02 P.M.

AGENDA ADDITIONS

1. Delegation, Todd Oberholtzer, the Ale House Restaurant, requesting the use of the Two (2) Parking Spaces in front of 240 and 246 Division Street to be used as an Outdoor Licensed Patio Extension;
2. Delegation, Bryan Lambert, Cobourg Resident, regarding the Waterworks' request for the Town of Cobourg to borrow \$2.3M to replace aging water meters;

3. Memo from the Director of Public Works, regarding the Approval to Increase the Town of Cobourg Route #2 Transit Service; and
4. Memo from the Secretary of the Downtown Business Improvement Area Board of Management (DBIA) regarding a recommendation to Council on the closure of King Street from Spring Street to McGill Street for a Pedestrian Friendly Zone.

Moved by Deputy Mayor Suzanne Séguin,

THAT the matters be added to the Agenda.

Carried

DISCLOSURE OF PECUNIARY INTEREST

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

PRESENTATIONS

DELEGATIONS

Jenna Fitzgerald, George & Orange Restaurant, requesting an exemption to the parking provisions of the Zoning By-law pursuant to Section 6.1.3 of the Zoning By-law for a Restaurant Patio Extension.

Jenna Fitzgerald, George & Orange Restaurant, attended the meeting via Zoom Video Conference to discuss the request for an exemption to the parking provisions of the Zoning By-law pursuant to Section 6.1.3 of the Zoning By-law for a Restaurant Patio Extension to increase capacity to the Licensed Patio.

After a question and answer period, J. Fitzgerald was excused from the meeting (6:09 P.M)

Todd Oberholtzer, the Ale House Restaurant, requesting the use of the Two (2) Parking Spaces in front of 240 and 246 Division Street to be used as a Outdoor Licensed Patio Extension.

Todd Oberholtzer, the Ale House Restaurant attended the meeting via Zoom Video Conference to discuss the request to have an outdoor patio permitted in the two (2) parking stalls located in front of the Restaurant to increase capacity to the Licensed Patio on Division Street, Cobourg.

After a question and answer period, T. Oberholtzer was excused from the meeting (6:12 P.M).

Bryan Lambert, Cobourg Resident, regarding the Waterworks' request for the Town of Cobourg to borrow \$2.3M to replace aging water meters.

B. Lambert, attended the meeting via Zoom Video Conference to discuss the Waterworks' request for the Town of Cobourg to borrow \$2.3M to replace aging water meters.

After a question and answer period, B. Lambert was excused from the meeting (6:24 P.M)

DELEGATION ACTIONS

Delegation Action, Jenna Fitzgerald, George & Orange Restaurant, requesting an exemption to the parking provisions of the Zoning By-law pursuant to Section 6.1.3 of the Zoning By-law for a Restaurant Patio Extension.

Moved by Councillor Nicole Beatty,

THAT Council receive Jenna Fitzgerald of George and Orange, delegation for information purposes; and

FURTHER THAT Council provide George and Orange with an exemption to the parking provisions of the Zoning By-law pursuant to Section 6.1.3 of the Zoning By-law and Section 40 of the Planning Act, together with an agreement specifying the terms and conditions and monetary compensation of a minimum of \$1.00 associated with the temporary exemption.

Carried

Delegation Action, Todd Oberholtzer, the Ale House Restaurant, requesting the use of the Two (2) Parking Spaces in front of 240 and 246 Division Street to be used as a Outdoor Licensed Patio Extension.

Moved by Councillor Aaron Burchat, Seconded by THAT Council receive the delegation from T. Oberholtzer, for information purposes; and

FURTHER THAT Council refer the request to Staff for options with the proponent to allow for an Outdoor patio to be permitted on the portion of two (2) parking spaces at 240 - 246 Division Street, Cobourg.

Carried

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

Correspondence from Dereck Paul, President and CEO of Lakefront Utility Services Inc. (LUSI), regarding the Radio Frequency Water Meter Replacement Program.

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive the correspondence for information purposes; and

FURTHER THAT Council provide direction on the request for Town of Cobourg Waterworks to borrow funds to complete the Radio Frequency Water Meter Replacement Program in the Town of Cobourg; and

WHEREAS a report was presented to the Committee of the Whole meeting on January 6, 2020 from Lakefront Utility Services Inc. (LUSI) who operate the Waterworks of the Town of Cobourg under an agreement with the Town of Cobourg.

AND WHEREAS three possible options for the replacement of water meters were presented:

Option #1 – Continue Current Path of replacing 1,000 residential meters annually and \$75,000 of commercial meters changed for a total cost of \$480,248 to be done in 2021;

Option #2 – Completion of the RF Project in 2020 by changing all 4,000 remaining residential meters and 309 commercial meters in 2020, plus installing the AMI System at a cost of \$2,297,052; and

Option #3 – 50% Installation in 2020 by changing 2,000 of the remaining residential meters in 2020 plus 309 commercial meters for a cost of \$884,818.

AND WHEREAS Council received a report from Ian Davey, Treasurer/Director of Corporate Services on June 1, 2020 indicating that the cost of servicing this potential new debt of \$2.3 million for Option #2 would be included in the calculation of water rates with no impact on the Town of Cobourg operating budget for property tax concerns;

THEREFORE BE IT RESOLVED THAT given the yet unknown and full financial impact of the COVID-19 pandemic for the Town of Cobourg, and considering our residential and commercial customers who have suffered losses, Council instruct the Interim CAO to implement Option #1 to Continue the Current Path of replacing 1,000 residential meters annually and \$75,000 of commercial meters changed for a total cost of \$480,248 to be done in 2021 and paid for by the Waterworks Capital Budget.

AND THAT once the water rates study currently underway by Watson and Associates is complete and the actual impact of any debt servicing costs is built into a new rates schedule for resident and commercial customers is known, that Option #2 be considered for the 2022 budget deliberations commencing in September 2021.

Amended

Moved by Councillor Brian Darling,

Motion to Amend: THAT the main motion be replaced with the following wording:

THAT Council direct LUSI to proceed with Option #2 for completion of the RF Water Meter Replacement Project for the change-out of 4,000 remaining residential water meters and 309 Commercial meters in 2020 plus installing the Advanced Metering Infrastructure (AMI) network system at an approximate cost of \$2.3 million dollars.

Carried

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive the correspondence for information purposes; and

THAT Council direct LUSI to proceed with Option #2 for completion of the RF Water Meter Replacement Project for the change-out of 4,000 remaining residential water meters and 309 Commercial meters in 2020 plus installing the Advanced Metering Infrastructure (AMI) network system at an approximate cost of \$2.3 million dollars.

Carried

Memo from the Senior Financial Analyst, regarding the 2019 Remuneration & Expense: Council & Local Boards.

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive this report for information purposes pursuant to Section 284 (1) of the *Municipal Act, 2001* which requires that Council Remuneration and Expenses paid to each member of Council and its Local Boards be reported to Council for the previous year.

Carried

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

Memo from the Director of Public Works, regarding the approval to Increase the Town of Cobourg Route #2 Transit Service and the extension of Fee Transit in the Town of Cobourg.

Moved by Councillor Brian Darling,

THAT Council direct Staff to reinstate Cobourg Transit Bus Route #2 to match the current Route #1 Transit Bus operating hours and extend free transit until August 31, 2020.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

Memo regarding the update on the Closure of Cobourg Victoria Beach, and review of possible options on the reopening of the Cobourg Beach.

Moved by Councillor Emily Chorley,

WHEREAS on June 1, 2020 Council approved the closure of Victoria Park Beach and requested a Staff Report with options for “how the Town could reopen the beach with restricted use;”

AND WHEREAS the municipality has since been authorized to move to Stage 2 in the Ontario Government’s reopening plan, which came into effect on June 12, 2020;

AND WHEREAS all 19 confirmed cases of Covid-19 in Northumberland County have been deemed ‘resolved’ by the HKPR District Health Unit as of June 22, 2020;

AND WHEREAS protecting the health and wellbeing of Cobourg residents is a key objective of the Town’s Strategic Plan and emergency response to the pandemic;

THEREFORE BE IT RESOLVED THAT Council confirms the closure of Victoria Park Beach to normal activity, but instructs Staff to prepare for a trial system of *restricted* access as follows:

1. The fence around Victoria Park Beach will remain in place with gated access points;
2. A limited number of beach passes for use during designated hours will be made available free-of-charge and on a first-come first-served basis via an online booking system;
3. The beach passes will only be valid for a specific date and time – such as a morning pass (from 9am-12pm) and an afternoon pass (from 1pm-4pm);
4. A changeover period between time slots will allow for a smooth transition and rigorous sanitizing of hard surfaces;
5. The number of beach passes made available will be determined based on physical distancing requirements and in consultation with the Town’s Emergency Planner and the HKPR District Health Unit;
6. Outside of Council-approved hours for the use of beach passes, public access to the beach will be strictly prohibited;
7. Given the reduced number of individuals permitted on the beach, lifeguards will not be deployed and beach pass applicants must agree to use the beach at their own risk;

8. Beach pass applicants must also answer health screening questions and agree to abide by physical distancing rules and Provincial Emergency Orders;
9. The accessible beach mat will be installed; and
10. Beach passes will be made available on a trial basis on weekdays only (Monday to Friday), beginning on July 6, 2020 (unless Council deems otherwise due to a change of circumstance);

AND FURTHER THAT the Town of Cobourg continues to communicate that Victoria Park Beach is closed except for those with a valid pass;

AND FURTHER THAT the implementation of this trial period be reviewed by Council at the Committee of the Whole meeting on July 20, 2020.

Amended

Moved by Councillor Nicole Beatty,

Motion to Amend:

THAT Council amend the action recommended to include the following in the therefore statement:

THEREFORE BE IT RESOLVED THAT Council confirms the closure of Victoria Park Beach to normal activity, but instructs Staff to prepare for a trial system of a safe and gradual reopening with *restricted access and limited capacity* as follows:

Carried

Moved by Councillor Nicole Beatty, Seconded by

Motion to Amend:

THAT Council amend the main motion to include the following wording under provision #2:

A limited number of beach passes for use by all members of the public during designated hours will be made available free-of-charge and on a first-come first-served basis via an online booking system

Carried

Moved by Councillor Nicole Beatty,

Motion to Amend:

THAT Council amend the main motion to include the following wording under provision #3:

The beach passes will only be valid for a specific date and time - Opening times to be determined by Council after receiving a Staff Report for Council consideration.

Carried

Moved by Councillor Nicole Beatty,

Motion to Amend:

THAT Council amend the main motion to include the following wording under provision #4:

Access gates will be managed by summer staff or a security company who will be responsible for checking pre-booked beach passes.

Carried

Moved by Councillor Nicole Beatty,

Motion to Amend:

THAT Council amend the main motion to delete and include the following wording under provision #8:

The appropriate number of lifeguards will be hired for the rest of the summer season to reflect operating hours.

Carried

Moved by Councillor Nicole Beatty,

Motion to Amend:

THAT Council amend the main motion to include the following wording under provision #10:

The accessible beach mat will be installed with one entry gate being an accessible entrance.

Carried

Moved by Councillor Nicole Beatty,

Motion to Amend:

THAT Council amend the main motion to include the following wording under provision #11:

Beach passes will be made available on a trial basis seven (7) days a week (Monday to Sunday, beginning on July 6, 2020 (unless Council deems otherwise due to a change of circumstance).

Carried

Moved by Councillor Nicole Beatty,

Motion to Amend:

THAT Council amend the main motion to include the following additional wording:

AND FURTHER That staff draft a Beach Regulating By-law for council's approval at the June 29th Regular Council.

Carried

Moved by Mayor John Henderson,

Motion to Amend:

THAT Council amend the main motion to include the following amendment to the meeting date:

FURTHER THAT the implementation of this trial period be reviewed by Council at the Committee of the Whole meeting on August 24, 2020.

Carried

Moved by Councillor Emily Chorley,

WHEREAS on June 1, 2020 Council approved the closure of Victoria Park Beach and requested a Staff Report with options for "how the Town could reopen the beach with restricted use;"

AND WHEREAS the municipality has since been authorized to move to Stage 2 in the Ontario Government's reopening plan, which came into effect on June 12, 2020;

AND WHEREAS all 19 confirmed cases of Covid-19 in Northumberland County have been deemed 'resolved' by the HKPR District Health Unit as of June 22, 2020;

AND WHEREAS protecting the health and wellbeing of Cobourg residents is a key objective of the Town's Strategic Plan and emergency response to the pandemic;

THEREFORE BE IT RESOLVED THAT Council confirms the closure of Victoria Park Beach to normal activity, but instructs Staff to prepare for a trial system of a safe and gradual reopening with restricted access and limited capacity as follows:

1. The fence around Victoria Park Beach will remain in place with gated access points;
2. A limited number of beach passes for use by all members of the public during designated hours will be made available free-of-charge and on a first-come first-served basis via an online booking system;
3. The beach passes will only be valid for a specific date and time, Opening times to be determined by Council after receiving a Staff Report for Council consideration.
4. Access gates will be managed by summer staff or a security company who will be responsible for checking pre-booked beach passes.
5. A changeover period between time slots will allow for a smooth transition and rigorous sanitizing of hard surfaces;
6. The number of beach passes made available will be determined based on physical distancing requirements and in consultation with the Town's Emergency Planner and the HKPR District Health Unit;
7. Outside of Council-approved hours for the use of beach passes, public access to the beach will be strictly prohibited;
8. The appropriate number of lifeguards will be hired for the rest of the summer season to reflect operating hours;
9. Beach pass applicants must also answer health screening questions and agree to abide by physical distancing rules and Provincial Emergency Orders;
10. The accessible beach mat will be installed with one entry gate being an accessible entrance; and
11. Beach passes will be made available on a trial basis seven (7) days a week (Monday to Sunday, beginning on July 6, 2020 (unless Council deems otherwise due to a change of circumstance);

AND FURTHER THAT staff draft a Beach Regulating By-law for council's approval at the June 29th Regular Council;

AND FURTHER THAT the Town of Cobourg continues to communicate that Victoria Park Beach is closed except for those with a valid pass;

AND FURTHER THAT the implementation of this trial period be reviewed by Council at the Committee of the Whole meeting on August 24, 2020.

Carried

Memo from the Director of Community Services, regarding the awarding of the East Pier Design and Engineering Request for Proposal (RFP), (CO-20-06 CSD).

Moved by Councillor Emily Chorley,

THAT Council award the East Pier Design and Engineering Request for Proposal contract to MBTW Group in the amount of \$189,895.00 + HST to provide design, engineering and other professional services for the repair and enhancement of the East Pier (CO-20-06 CSD).

Carried

Notice of Motion, Councillor Emily Chorley and Councillor Adam Bureau, regarding an Equity and Inclusion Policy.

Moved by Councillor Emily Chorley,

WHEREAS the Black Lives Matter movement has highlighted the need for a reaffirmed commitment to confronting racism and removing systemic barriers to equality;

AND WHEREAS fostering an inclusive and welcoming community is a key tenant of the Town of Cobourg's annual 'Pride Month';

AND WHEREAS municipal government can play a leading role in helping to achieve gender equality;

THEREFORE BE IT RESOLVED THAT Council instruct staff to draft an Equity and Inclusion Policy;

AND FURTHER THAT the policy specifically address the inclusion of indigenous peoples, women, racialized/visible minority groups, people with disabilities, newcomers to Canada, and LGBTQ communities;

AND FURTHER THAT the policy draws upon resources such as 'Advancing Equity and Inclusion: A Guide for Municipalities' and FCM's 'Diverse Voices Toolkit';

AND FURTHER THAT the policy includes annual commitments to equity and inclusion training for Town of Cobourg staff and volunteers, engagement of citizens and advisory committees, and communications on progress;

AND FURTHER THAT the draft policy be presented to Council for consideration by October 26th, 2020.

Amended

Moved by Councillor Nicole Beatty,

Motion to Amend:

THAT the main motion be amended to be read as followed:

WHEREAS the Black Lives Matter movement has highlighted the need for a reaffirmed commitment to confronting racism and removing systemic barriers to equality;

AND WHEREAS fostering an inclusive and welcoming community is a key tenant of the Town of Cobourg's annual 'Pride Month';

AND WHEREAS municipal government can play a leading role in helping to achieve gender equality;

THEREFORE BE IT RESOLVED THAT Council instruct staff to draft an Equity and Inclusion Policy;

AND FURTHER THAT the policy specifically address the inclusion of Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the 2SLGBTQIAP+ community and other visible minorities;

AND FURTHER THAT the policy draws upon resources such as 'Advancing Equity and Inclusion: A Guide for Municipalities' and FCM's 'Diverse Voices Toolkit';

AND FURTHER THAT the policy includes annual commitments to equity and inclusion training for Town of Cobourg staff, volunteers and Members of Council, engagement of citizens and advisory committees, and communications on progress;

AND FURTHER THAT Council direct staff to form an Ad Hoc Committee or a suitable alternative with a terms of reference or terms of engagement consisting of citizen members from these diverse minority populations in order to provide input on the development of the Equity and Inclusion Policy, due back to Council on August 24, 2020 Meeting.

AND FURTHER THAT the draft policy be presented to Council for consideration by December 7th, 2020.

Carried

Moved by Councillor Emily Chorley:

WHEREAS the Black Lives Matter movement has highlighted the need for a reaffirmed commitment to confronting racism and removing systemic barriers to equality;

AND WHEREAS fostering an inclusive and welcoming community is a key tenant of the Town of Cobourg's annual 'Pride Month';

AND WHEREAS municipal government can play a leading role in helping to achieve gender equality;

THEREFORE BE IT RESOLVED THAT Council instruct staff to draft an Equity and Inclusion Policy;

AND FURTHER THAT the policy specifically address the inclusion of Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as pansexual, questioning, non-binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities;

AND FURTHER THAT the policy draws upon resources such as 'Advancing Equity and Inclusion: A Guide for Municipalities' and FCM's 'Diverse Voices Toolkit';

AND FURTHER THAT the policy includes annual commitments to equity and inclusion training for Town of Cobourg staff, volunteers and Members of Council, engagement of citizens and advisory committees, and communications on progress;

AND FURTHER THAT Council direct staff to form an Ad Hoc Committee or a suitable alternative with a terms of reference or terms of engagement consisting of citizen members from these diverse minority populations in order to provide input on the development of the Equity and Inclusion Policy, due back to Council on August 24, 2020 Meeting.

AND FURTHER THAT the draft policy be presented to Council for consideration by December 7th, 2020.

Carried

PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

Memo from the Municipal Clerk/Manager of Legislative Services regarding the potential introduction of a Physical Distancing By-law for the Corporation of the Town of Cobourg during the COVID-19 Pandemic. (Referred from the June 1, 2020 Committee of the Whole Meeting).

Moved by Councillor Aaron Burchat,

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

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

Referred

Moved by Councillor Adam Bureau,

Motion to Refer:

THAT Council refer the memo from the Municipal Clerk/Manager of Legislative Services regarding the potential introduction of a Physical Distancing By-law for the Corporation of the Town of Cobourg during the COVID-19 Pandemic to the October 5, 2020 Committee of the Whole Meeting or to be brought further earlier to Council by Staff if necessary.

Carried

ARTS, CULTURE AND TOURISM SERVICES

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

Memo from the Secretary of the Downtown Business Improvement Area Board of Management (DBIA) regarding a recommendation to Council on the closure of King Street from Spring Street to McGill Street for a Pedestrian Friendly Zone.

Moved by Councillor Adam Bureau,

WHEREAS Moved by S. Seguin: THAT the DBIA Board of Management recommend to Council that King Street be closed from Spring Street to McGill Street for four (4) trial weekends with dates of ; July 17th – July 19th; July 31st – August 3rd; August 21st – August 23rd , September 4th- September 7th.

WHEREAS The Restaurant's bars and Coffee shops have had terrible hardships since COVID 19 due to the provincial shutdown and

WHEREAS The Downtown Business Improvement Area Board wanted to help all members of the downtown by making King St. A pedestrian only street to expand patios on King street for 4 trial Weekends in July and August and September 2020 and

WHEREAS the King Street road closure will commence on each selected Friday at 9:00am with the road reopening on each selected Sunday (or holiday Monday) at 10:00pm, and

WHEREAS The DBIA Board of Management recognize that this road closer is not an event and rather a pedestrian friendly area to showcase and assist our DBIA membership and

WHEREAS the road closure will follow Fire, Police, emergency, and liquor requirements set out by the Municipality and

WHEREAS the DBIA will apply for the Patio extensions for each place and

WHEREAS The DBIA will pay for fencing and Tables for the Restaurants, Bars and Coffee shops so they can have extra seating to help make ends meet and

WHEREAS The DBIA Board of Management will hire a Security guard from 11:00am – 6:00pm each date of road closure to promote physical distancing and educate where applicable,

NOW BE IT RESOLVED THAT Council approve the recommendations that the DBIA board of Management's pedestrian friendly trail weekends; and

FURTHER THAT Council approve all Licensed Establishments located within the DBIA parameters to be permitted to apply for a temporary patio extension on King Street as part of the Pedestrian Friendly Zone approved Road Closure.

Carried

UNFINISHED BUSINESS

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

Municipal Council Unfinished/Outstanding Business Tracking Table

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
2020 Town of Cobourg Capital Budget Items Status	04-06-20	CAO	N/A
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.(Originally due November 25, 2019)	01-28-19	Legislative Department	September 14, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	September 14, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	September 14, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	05-11-20	Community Services	N/A
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	September 14, 2020

Committee of the Whole Meeting Report**JUNE 22, 2020**

Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	September 14, 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A
Motion – Flood Reduction and Mitigation Strategy	04-27-20	Emergency Management	September 14, 2020

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

Moved by Deputy Mayor Suzanne Séguin,

THAT Council meet in Closed Session in accordance with Section 239 (2) 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.

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

2. Offer to Purchase Municipal Land - Lucas Point Industrial Park.

s. 239(2)(d) Labour relations or employee negotiations:

3. CUPE Local 25 Negotiations.

Municipal Council entered Closed Session at 10:01 P.M. and returned in Open Session at 10:40 P.M.

Carried


ADJOURNMENT

Moved by Councillor Adam Bureau,

THAT the Meeting Adjourn (10:40 P.M.)

Carried

Municipal Clerk

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Melissa Graham	
TITLE:	Small Business Facilitator	
DATE OF MEETING:	June 29, 2020	
TITLE / SUBJECT:	12051184 Canada Inc. (Coba Steel Inc.) Land Sale	
REPORT DATE:	Original Report Date: May 29, 2020	File #: M04 COMPLAINTS, COMMENDATIONS & INQUIRIES – 12051184 (COBA STEEL INC.)

1.0 STRATEGIC PLAN

PROSPERITY PILLAR

The Town plans for, markets and develops assets for economic growth and financial security.

2.0 PUBLIC ENGAGEMENT

Lucas Point Business & Industrial Park Lands are municipally-owned, serviced lands which have been available for sale to proponents of light industrial and similar business uses since the 1980's. Development is subject to Site Plan Approval by Cobourg Municipal Council, which includes the installation of a development sign on the property and staff reports to Council.

3.0 RECOMMENDATION

THAT Council accept the offer to purchase of approximately 3-acres of industrial land in the Lucas Point Business & Industrial Park on the south east corner of Dodge Street from 12051184 Canada Inc. (Coba Steel Inc.)

4.0 ORIGIN

The Economic Development Department received an offer to purchase of approximately 3-acres of industrial land from 12051184 (Coba Steel Inc.). Coba Steel Inc. is a full service rebar fabrication company. They will provide customized estimates, details, fabricates and delivery of Rebar to site.

5.0 BACKGROUND

An offer was received by the Economic Development Department from Mr. Adbur Rahim to purchase approximately 3-acres of industrial property to construct a 2638.75 sq metres building for its rebar production facility. The requested 3-acres will provide adequate room to develop the required building for their proposed operation, while creating positions for approximately 20-30 employees that will be available to residents of the Town of Cobourg or neighbouring communities.

The aerial photo attached depicts the section of land the company is interested in (outlined in purple). This configuration will also keep the property lines abutting pending property and property lines abutting Loadstar Trailers, while fronting east on Dodge Street.

It should be noted that in accordance with the Town's Purchase Offer Agreement, the sale of the property will not close until Site Plan Approval has been provided by the Town of Cobourg.

6.0 ANALYSIS

The Town's Planning Department staff has been consulted with regard to the location of the property and building and agree in principle, based upon the information provided by the proponent, that the Dodge Street location is suitable for the proposed use, taking into account future development of this particular parcel of land within the park and subject to the finalization of development details including but not limited to: site servicing and grading; building siting and coverage; site access, parking, loading/service and truck movements; and landscaping. It is further planning staff's opinion that the proposed land use, as described by the proponent, is of a light industrial nature and will fit within the permitted uses of the Light Industrial (LM) zoning for this property. The parcel is located on the south side of Dodge Street, fronting North, as depicted in the attached aerial map.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

An offer has been received in the amount of \$40,000.00 per acre. A deposit of \$5,000.00 has been provided to the Town of Cobourg.

8.0 CONCLUSION

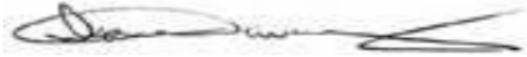
It is the opinion of municipal staff that the offer to purchase submitted by 12051184 Canada Inc. (Coba Steel Inc.) for approximately 3-acres of industrial land in the Lucas Point Business & Industrial Park on the south side of Dodge Street, east of Willmott Street as depicted on map attached, is appropriate subject to the finalization of details by municipal staff and Site Plan Approval by Cobourg Municipal Council.

11.0 ATTACHMENTS

#1 – Coba Steel Inc. Aerial map

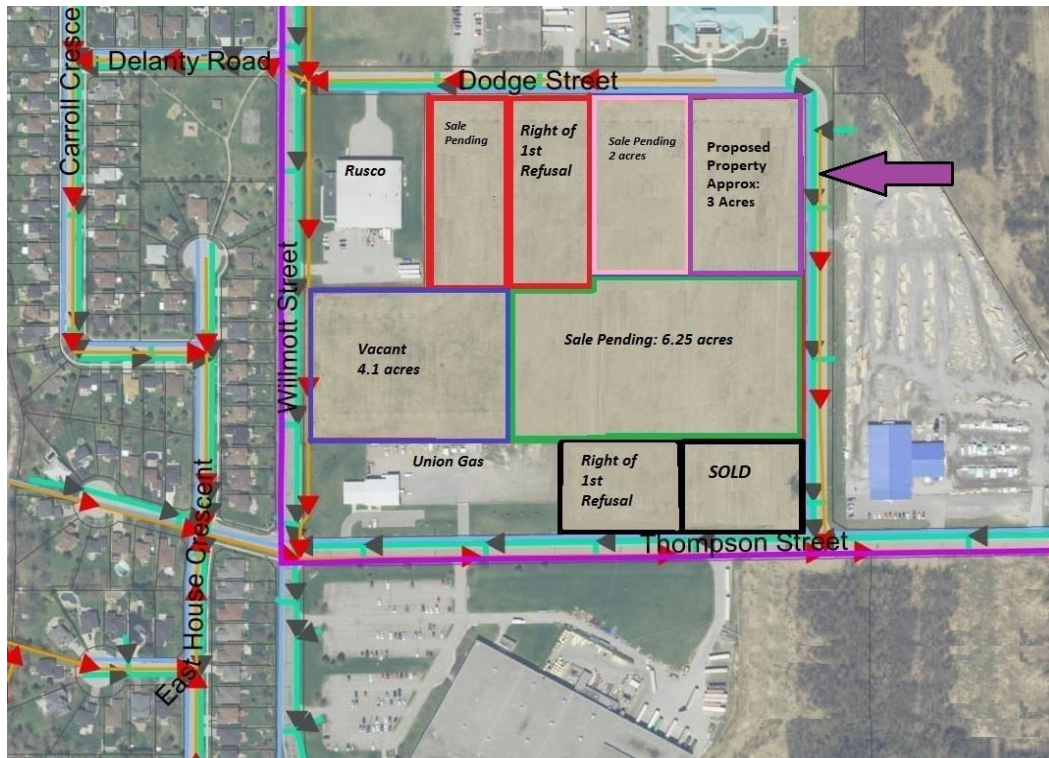
#2 – Executive Summary from owner of Coba Steel Inc.

12.0 AUTHORIZATION/SIGNATURES

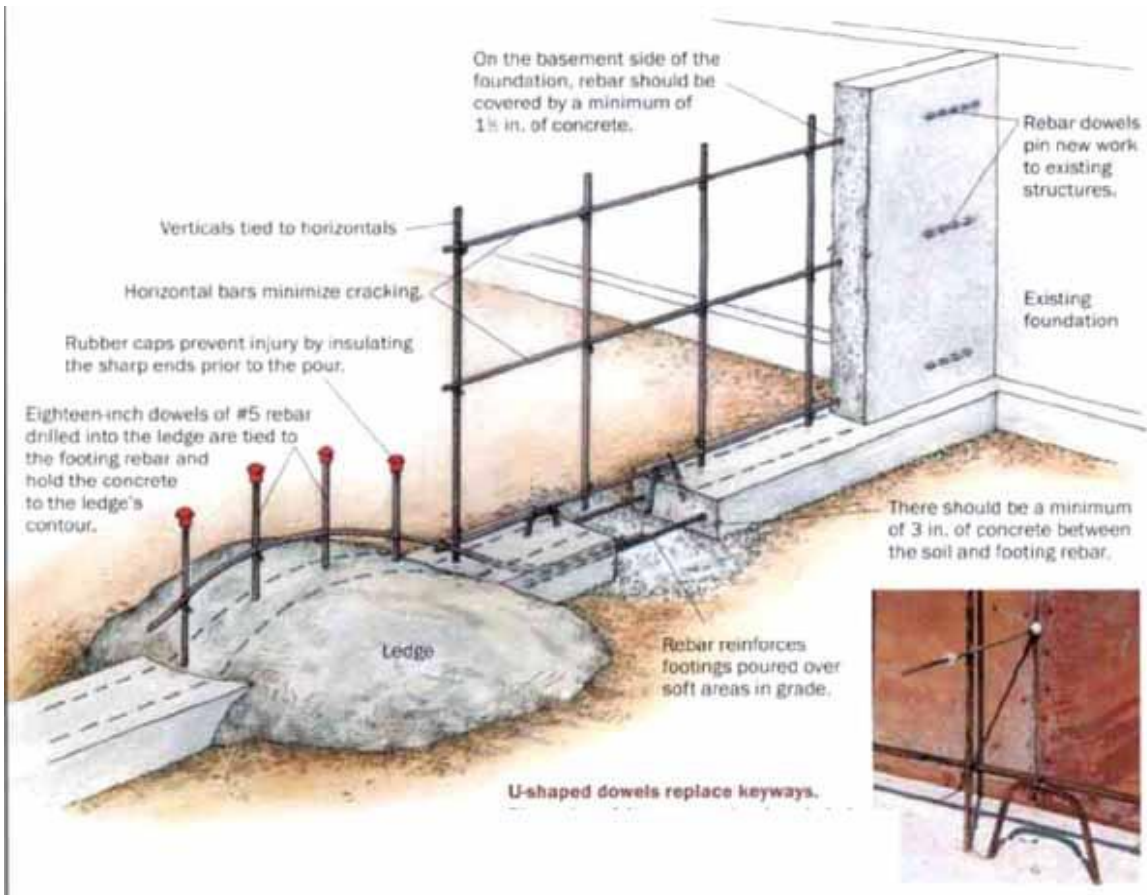
A handwritten signature in dark ink, appearing to read 'Ian Davey', written over a horizontal line.

Ian Davey
Treasurer/Director of Corporate Services

ATTACHMENT #1



ATTACHMENT #2



COBAR

Rebar Fabrication Company

Abdur Rahim, Owner

February 7, 2020

Executive summary

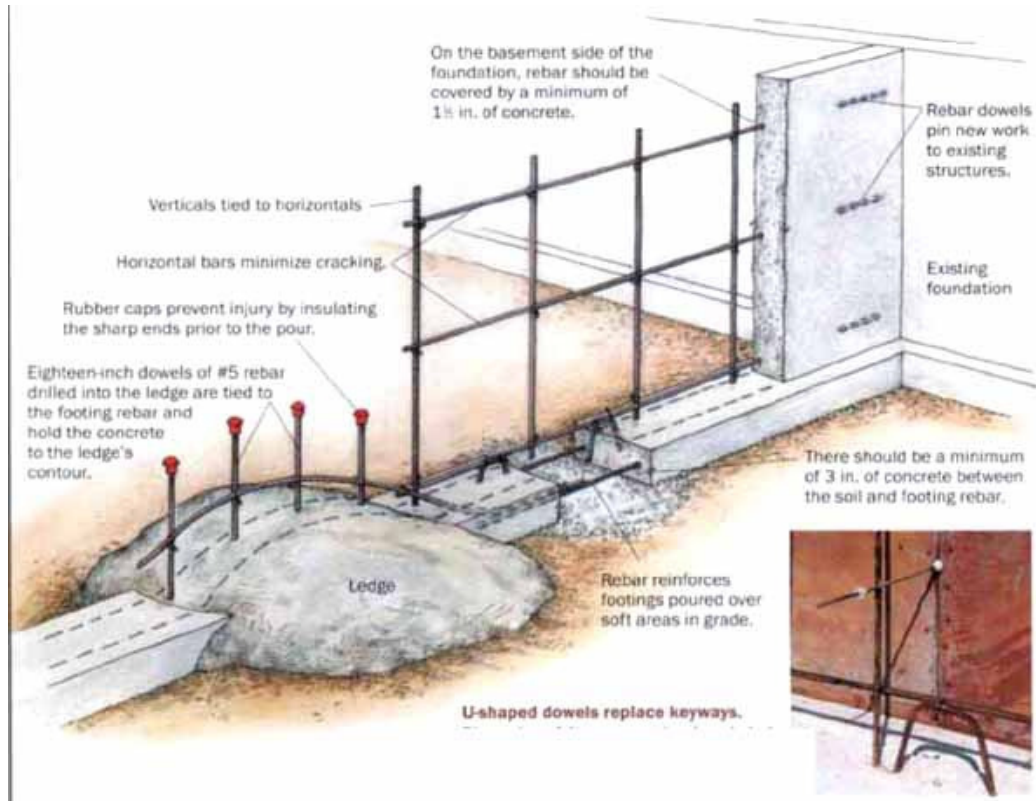
Most people are familiar with reinforcing steel, commonly called "Rebar". It is used in bridges, buildings, skyscrapers, homes, warehouses, and foundations to increase the strength of a concrete structure. The combination of concrete and steel permits low cost and high speeds of construction making it an attractive material for owners, architect and engineers.

Bars are produced by Steel Mills in straight form or in coil, different grade and different diameter. Fabrication of Rebar consists of cutting to length and required bending into various shapes to accommodate the stresses in the project design. The preparation of field placing drawings from engineering drawings and bar lists termed is *detailing*. Detailing is done by detailer at the shop.

COBAR is a full service rebar fabrication company. We will estimate, details, fabricate and delivers Rebar to the site.

Our customers are mainly local contractor, General contractors and Condo Developer in GTA. There will be few owner who may build concrete structure.

Although there is couple of existing company fabricating rebar, there capacity reach its peak. They are operating multiple shift. As population is increasing rapidly there are more construction is coming. COBAR will meet this extra demand.



Finance & Employment summary

At the beginning Cobar will set up the Plant for processing 200 Ton/ week. To process 200 Ton/week minimum operator required 6. There will be minimum 1 administrative staff required to check credit, receive order and coordinate delivery. Initially one accountant will be engaged part time basis. To deliver the processed material Cobar will initially use local trucking company. Then employ one driver when it runs at its full capacity.

There will be one Estimator and rebar Detailer required. Owner will serve the both posts initially.

He will also help administrative staff.

Based on this

Year one: (assuming plant will run at its half capacity)

- Projected Revenue: \$1250000
- Projected Expenses: \$1079000
- Projected Net Income: \$171,000

Year two will be same as year one.

After that based on demand capacity will increase to 500 Ton/Week. At that capacity minimum 15-20 operators required. There will be 3-4 administrative staff required. 4-5 Estimator and Detailer will hire too. A general manager may oversee the whole operation.

Company Description

Mission Statement

Once the engineering plans have come together into a sensible whole, the rebar fabricator cuts, bends, and finishes the ends of each bar to specification with power equipment. Since bending steel alters its strength at the bend, it must be done very carefully to meet code requirements.

Principal Members

Abdur Rahim-owner, detailer, estimator

Merina Sharmin- owner, detailer

Legal structure

COBAR is Incorporated.

Market research

Industry

Steel Rebar Market is expected to reach USD 170 billion by 2024 according to new research report by GLOBAL Market Insights. Public Infrastructure application estimated to hold over 60% market share in 2016. Rising demand from real estate projects due to increased population will support product penetration.

Industrial sector expansion supported by positive Government policies will propel product penetration. Upsurge in public & private investment to strengthen existing industrial infrastructure and setting up new production facilities will drive steel rebar market growth.

Deformed steel rebar market is expected to witness growth over 4.5% up to 2024. Strong application outlook for constructing bridges, roads, floor slabs and columns will propel segment growth. Key properties such as better corrosion resistance, high durability and tensile strength are stimulating product demand.

Electric arc furnace estimated to surpass 180 million tons by 2024. Rising awareness associated with waste generation & disposal during processing likely to propel electric arc furnace process adoption rate. Factors such as quality control, low cost processing and environmental concern are expected to propel market growth.

Key industry players in Ontario are ArcelorMittal, Gerdau. Ontario construction is growing. There are many new condo, plaza, infrastructure project coming all over Canada and particularly in Ontario. There is no significant rebar company came in last 30 years.

There are only 6 large company Fabricating rebar in Ontario namely Gilbert Steel, Salit Steel, Harrisrebar, Man steel, AGF & Canada Wide.. Most of them running double shift.

Detailed Description of customers

The two groups that the company plans to market to are General Contractor and Condo developer. They have project and they have schedule. They value accuracy and on time delivery. We will position ourselves to achieve both goals.

Company Advantages

Cobar has the following advantages compared to competitors:

- Modern and Latest CNC Machinery
- Planned and new enclosed working environment.
- Owner is professional Engineer
- Owners desire to deliver On time and accurate.

Regulations

The Reinforcing Steel Institute of Canada (RSIC), formerly known as the Reinforcing Steel Institute of Ontario (RSIO), is an association representing the collective voice of its members across the country. The Institute's main purpose is to help promote the benefits of reinforced concrete as the most effective and efficient construction method.

COBAR will fabricate all rebar as per RSIC guideline.

Service Line

Product/Service

COBAR will sell fabricated Rebar as per CSIC and RSIC guideline. Estimation will be by ASA ESTIMATE. ASA is most advance estimation software in the market. Detailing will be done by Rebar Cad. Rebar Cad is most popular bar listing and detailing software. Fabrication will be done by most modern CNC Power Equipment.

Revenue Model

Currently Straight rebar price is +/- \$1000 /ton. To process 1 Ton, it will cost \$200-\$300 which include rent for space, administration, production. Current market price for processed rebar is \$1400.00/ton. 2 production worker by using semi automatic cutting and bending machine can process 10 ton / day. Assume weekly production will be 50 Ton. Assume weekly profit will be \$5000.

Marketing and Sales

Growth strategy

To grow the company COBAR will do the following

- Estimate accurately and price competitively
- As business grows reach all contractor and developer through email, social media and cold calling.


Communicate with the customer

COBAR will communicate with its customer by:

- providing contact information on company website
- providing an email newsletter with company's facility and capacity
- Using targeted Google and face book advertisements.

How to sell

We will directly contacted to the customer and estimate and give competitive price. We will become member of RSIC. Also we will become member of Toronto construction association. Regularly Bid

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor, Deputy Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk Manager of Legislative Services	
DATE OF MEETING:	June 29, 2020	
TITLE / SUBJECT:	Transfer of Jurisdiction - Courthouse Road to the County of Northumberland – Golden Plough Lodge Redevelopment Project.	
REPORT DATE:	June 25, 2020	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

THAT Council receive this 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 Indemnity Agreement between the Town of Cobourg and the County of Northumberland to indemnify and save harmless Cobourg from any claim, cost or demand from the Neighbours arising after the transfer of Courthouse Road to the County of Northumberland in connection with the Development.

4.0 ORIGIN

Pursuant to Section 52 of the *Municipal Act, 2001*, an upper-tier Municipality may add a lower-tier highway, including a boundary line highway to its highway system from any of its lower-tier municipalities. Courthouse Road is currently under the jurisdiction of the Town of Cobourg as a lower-tier highway, this

section of the *Municipal Act, 2001* will be used to transfer the ownership of the existing highway to the County.

5.0 BACKGROUND

The Town of Cobourg has been working directly with the County of Northumberland regarding the formal transfer of Courthouse Road to the County to allow for the development and the design of the new Golden Plough Lodge Long Term Care Facility.

The Golden Plough Lodge (GPL) design requires most of Courthouse Road to be closed in order to accommodate the new facility and to allow for necessary changes to this road to create the desired campus-feel for the site and to mitigate the potential disruptions caused by through-traffic.

The County is working with Salter Pilon Architecture and their team of consultants to ensure that proper access is provided to all stakeholders affected by the proposed changes to Courthouse Road. There are currently four (4) properties that would be affected by the eventual closure of Courthouse Road as outlined in Attachment "B" to this report.

In the Fall of 2017, the County of Northumberland held initial meetings with the adjacent landowners on Courthouse Road to discuss the construction plans for the Golden Plough Lodge Redevelopment Project (GPLRP) and how the plans would affect Courthouse Road and the adjacent properties.

On August 9th and 16th, 2019, follow-up meetings were held by the County with each property owner to discuss the finalized GPLRP site plan and provide updated information and review of the GPLRP. In early 2020, the County of Northumberland had reached out to each property owner with support agreements for the potential closure of Courthouse Road. To date as far as the Town of Cobourg is aware there is one (1) property owner that still has comments and concerns with the Closure of Courthouse Road.

6.0 ANALYSIS

In general, the Municipal Act (the "Act") permits the transfer of road jurisdiction from lower tier to upper tier municipalities and vice versa pursuant to Section 52 (1) and 52 (4), meaning that an Upper-Tier municipality, in this case being the County of Northumberland, at any time may add a lower-tier highway to its highway system from any of its member lower-tier municipalities. The process for this transfer of jurisdiction would be the passing of a by-law at the County Council level and sending notice to the Municipal Clerk for correspondence to Cobourg Municipal Council that the transfer has occurred.

Included in the transfer can be the various transportation services that are provided in a right-of-way. In the case of transferring Courthouse Road from the Town of Cobourg to the County of Northumberland, the County would automatically be made a party to any agreement regarding the roadway and in

turn would assume any legal obligations and liabilities related to it. Additionally, the County would assume any existing debts relating to the road, along with the sidewalks, paths and street lights within the right-of-way which are considered as part of the road.

It is recommended that the County of Northumberland conduct a title search of the ROW and identify the nature of any existing agreements on the road to determine the level of legal and financial responsibility and risk being assumed by the County, prior to its assumption of jurisdiction. The Town of Cobourg will provide an operations and maintenance file in order to summarize the current condition of the Municipal Highway in order to demonstrate the history and all applicable records and maintenance including boulevards, sidewalks and surfaces. The purpose is to package the information to be given to the County to protect the Town against liability from historical maintenance issues and allegations of non-disclosure.

Attached to this report is an Indemnity Agreement that the County has provided to the Town of Cobourg which they have agreed to indemnify and save harmless Cobourg from any claim cost or demand arising from the transfer of Courthouse Road, and Staff is recommending that Council authorize through By-law to enter into the Indemnity Agreement with the County of Northumberland prior to the transfer. Once transferred, the County would be responsible for any closures, agreements, claims and maintenance obligations associated with the roadway.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial implications related to this report. Pursuant to Section 53 (b) of the *Municipal Act, 2001*, if jurisdiction over the highway has been transferred from a lower-tier municipality to its upper-tier municipality, the upper-tier municipality shall pay to the lower-tier municipality, before the due date, all amounts becoming due upon any debt of the lower-tier municipality in respect of the highway. Thus the transfer and any legal cost associated with this file and transfer of jurisdiction would be at the cost of the County of Northumberland.

8.0 CONCLUSION

In summary, Section 52 of the *Municipal Act, 2001* is very clear that at any time, if an Upper Tier Municipality wishes to add a Lower-tier highway to its road system, the Upper-Tier has full authority to do so without the consent or approval from the Lower-Tier Municipality. In this case, the County of Northumberland has demonstrated the intention to assume Courthouse Road as a result of the Golden Plough Lodge redevelopment. Municipal Council should expect to receive notice in the next few weeks that Courthouse Road is no longer part of the Town of Cobourg Highway System.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

10.0 COMMUNICATION RESULTS
Not Applicable

12.0 AUTHORIZATION/SIGNATURES



Brent Larmer
Municipal Clerk/Manager of Legislative Services

Ian Davey
Treasurer/Interim CAO

By Law No 34497

I certify that the within instrument is duly
entered, registered and microfilmed in the Registry
Office for the Registry Division of the West Riding
of the County of Northumberland.....

for the 1215 P
at 1215 o'clock P M. of the 11th
day of July A.D. 1963
Number 34497

A. H. Kaye REGISTRAR

THIS INSTRUMENT
IS THE PROPERTY OF THE
REGISTRY OFFICE FOR THE
REGISTRY DIVISION OF
WEST NORTHUMBERLAND.
COBOURG

✓
B 5 1/2 - 21-1 - P 5

REGISTERED

BY-LAW NO. 2342

OF THE CORPORATION OF THE TOWN OF COBOURG

A BY-LAW TO EXPROPRIATE CERTAIN LAND IN THE TOWNSHIP OF HAMILTON, IN THE COUNTY OF NORTHUMBERLAND, BEING PART OF LOT TWENTY-ONE (21) IN THE FIRST CONCESSION OF THE TOWNSHIP OF HAMILTON (NOW IN THE TOWN OF COBOURG)

WHEREAS the lands hereinafter described are required for the purpose of the Corporation of the Town of Cobourg for the construction of a new road allowance from Elgin Street to Court House Road because Court House Road is to be closed at Burnham Street.

THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG, pursuant to the provision of the Municipal Act, enacts as a By-Law of the Corporation of the Town of Cobourg as follows:

1. The land, as more particularly described in Schedule "A" to this By-Law, which is hereby declared to be and form part of this By-Law, is hereby expropriated.
2. The said land so described is owned by Edith Mae Waite, of the Town of Cobourg, in the County of Northumberland.
3. If the compensation to be paid for the said land is not fixed by agreement with the owner thereof, the amount of such compensation shall be fixed by His Honour Judge Moore Armstrong Miller.
4. If an arbitration is required to determine the amount of the said compensation payable to the said owner, His Honour Judge Moore Armstrong Miller, Judge of the County Court of the United Counties of Northumberland and Durham, shall be the sole arbitrator of such arbitration.

GIVEN the FIRST, SECOND and FINAL READING this 9th day of July, A.D. 1962.

J.A. Heenan
Mayor

J.B. Ewart
Clerk-Comptroller

I, J.B. Ewart, Clerk of the Corporation of the Town of Cobourg do hereby certify that this is a true copy of By-Law No. 2342 having had its first, second and third readings in open Council on the 9th day of July, 1962.


Clerk

SCHEDULE "A" TO BY-LAW NO. 2342
OF THE CORPORATION OF THE TOWN OF COBOURG

ALL AND SINGULAR that certain parcel or tract of land and premises, situate, lying and being in the Town of Cobourg, in the County of Northumberland and in the Province of Ontario, being composed of part of Lot Twenty-one in the First Concession of the Township of Hamilton, now a part and portion of the Town of Cobourg, which said parcel or tract of land is butted and bounded or may be otherwise known as follows: that is to say:-

COMMENCING at the South-east angle of said lot;

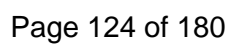
THENCE South seventy-four degrees west six chains and seventy-five links to the place of beginning;

THENCE North sixteen degrees west five chains more or less to the travelled road from York, now Toronto to Kingston;

THENCE South fifty-four degrees thirty minutes west along the south side of said road one chain thirty links more or less to where a post has been planted at the north-west angle of a lot conveyed by Zacheus Burnham to Lewis Stiles by deed bearing date 1823;

THENCE South sixteen degrees east four chains fifty links more or less to where a post has been planted at the South-west angle of said lot;

THENCE North seventy-four degrees east one chain thirty links more or less to the place of beginning; containing by admeasurement three quarters of an acre be the same or less, being lot Four, Block "A" according to the Registered Plan of the Town of Cobourg.



METRIC NOTE:
DIMENSIONS SHOWN HEREON ARE IN METRES AND CAN BE
CONVERTED TO FEET BY DIVIDING BY 0.3048.

PLAN OF SURVEY OF
LOTS 1, 2, 7 AND 8
PART OF LOTS 3, 9, 10 AND 11
PART ROAD KNOWN AS COURT HOUSE ROAD
PART OF BLOCK A, CADDY PLAN
(FORMERLY PART OF THE EAST HALF OF LOT 21,
CONCESSION 1, TOWNSHIP OF HAMILTON)
AND PART OF THE WEST HALF OF LOT 21,
(FORMERLY PART OF THE WEST HALF OF LOT 21,
CONCESSION 1, TOWNSHIP OF HAMILTON)

TOWN OF COBURG

COUNTY OF NORTHUMBERLAND
CULHAM SURVEYING LTD.
ONTARIO LAND SURVEYORS
1999

SCALE: 1 : 1000

I REQUIRE THIS PLAN TO BE
DEPOSITED UNDER THE
REGISTRY ACT

PLAN 39R-8663
RECEIVED AND DEPOSITED

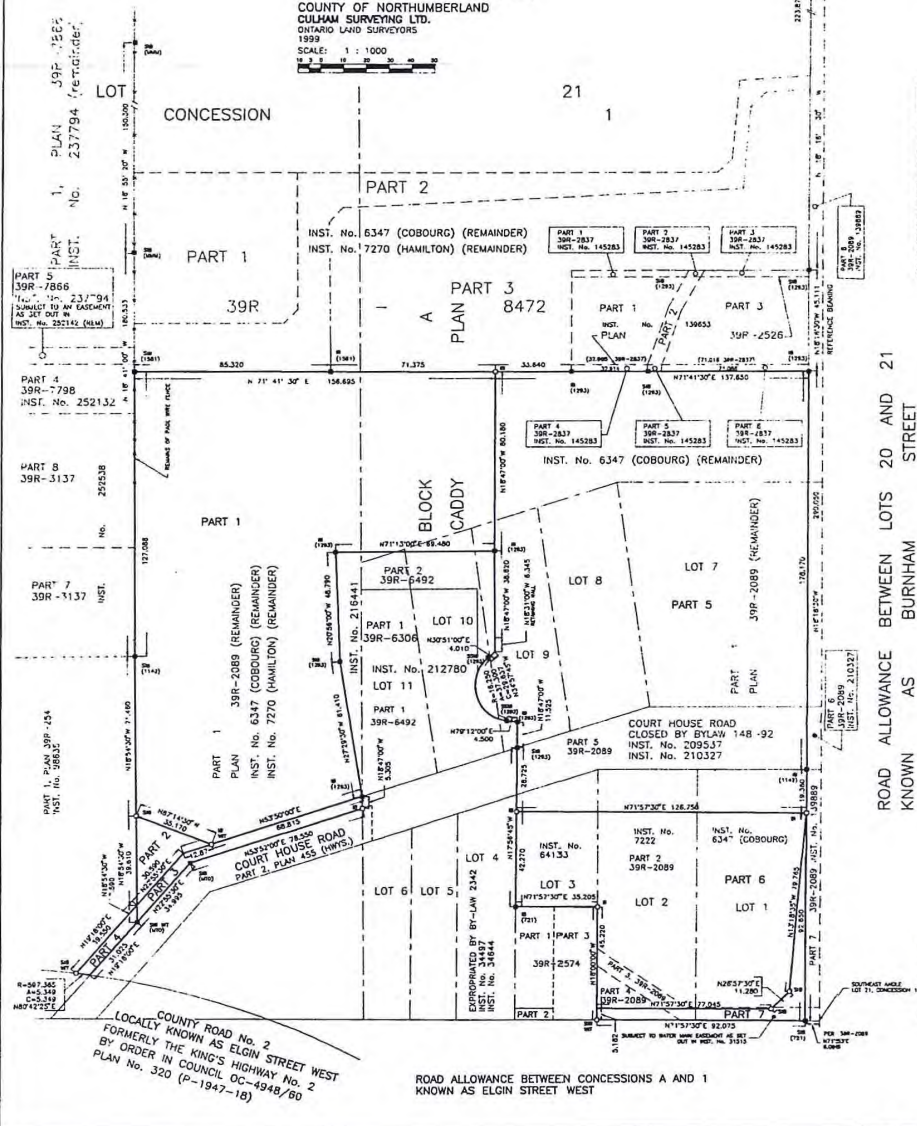
DATE: 03/11/99

DATE: March 11, 1999

W. E. Culham, O.L.S.

Belman Fogel
LAND REGISTRY FOR
THE LAND REGISTRY DIVISION
OF NORTHUMBERLAND (No. 39)

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION
WITHIN THE MEANING OF THE PLANNING ACT.



SCHEDULE

PART	DESCRIPTION	INST. NO.	AREA
1	PART OF THE WEST HALF OF LOT 21, CON. 1	7220 H.M.	2.381 H.A.
2	PART OF LOTS 8, 9 & 11 AND PART OF BLOCK A (FORMERLY EAST HALF OF LOT 21) CADDY PLAN	6347 CON.	548.2 H.A.
3	PART OF THE WEST HALF OF LOT 21, CON. 1	7220 H.M.	570.9 H.A.
4	PART OF BLOCK A	6347 CON.	162.8 H.A.
5	PART OF LOTS 1, 2, 3, 9 & 10 AND PART OF COURT HOUSE ROAD CLOSD BY BY-LAW 148-92	210327 H.M.	2.877 H.A.
6	PART OF LOTS 1, 2 & 3	6347 CON.	9150.2 H.A.
7	PART OF LOTS 1 & 2	6347 CON.	240.5 H.A.

PARTS 8 AND 9 SUBJECT TO A WATER MAIN EASEMENT AS SET OUT IN INST. No. 21515.

BEARING NOTE

BEARINGS SHOWN HEREON ARE ASTROMERIC AND ARE DERIVED FROM THE WESTERN LIMIT OF BURNHAM STREET SHOWN AS HAVING A BEARING OF N16°13'00"E ON 1/4" PLAN 39R-2338.

LEGEND

DEMOTES
SURVEY MONUMENT FOUND
SURVEY MONUMENT PLANTED
WITNESS MONUMENT
STANDARD IRON BAR
SAFETY STANDARD IRON BAR
IRON BAR

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.
2. THE SURVEY WAS COMPLETED ON THE 12th DAY OF JANUARY, 1999.

DATE: 03/11/99

W. E. Culham
ONTARIO LAND SURVEYOR

CULHAM SURVEYING LTD.
ONTARIO LAND SURVEYORS
18 SPENCER STREET WEST, COBURN, ONTARIO, CAN. N2G 2G2
TEL: (905) 375-7810 FAX: (905) 375-7878
CHECKED: W.E.C. JUNE NO.: 95-058
FILE NAME: 89R-8663-PLAN-1 PLOTTED: AUGUST 12, 1999
PLOT SCALE: MET: 1:1000 UPDATED:

METRIC NOTE:

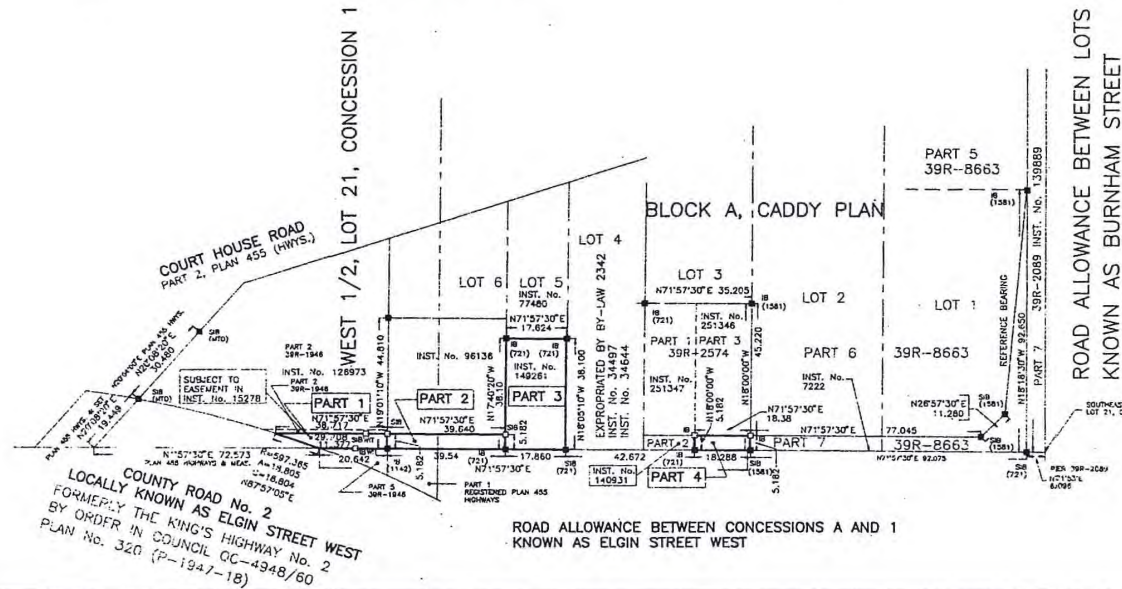
DISTANCES SHOWN HEREON ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

PLAN OF SURVEY OF
PART OF LOTS 3, 5, AND 6
BLOCK A, CADDY PLAN
(FORMERLY PART OF THE EAST HALF OF LOT 21,
CONCESSION 1, TOWNSHIP OF HAMILTON)
AND PART OF THE WEST HALF OF LOT 21, CONCESSION 1
(FORMERLY PART OF THE WEST HALF OF LOT 21,
CONCESSION 1, TOWNSHIP OF HAMILTON)

TOWN OF COBOURG

COUNTY OF NORTHUMBERLAND
CULHAM SURVEYING LTD.
ONTARIO LAND SURVEYORS
1999

SCALE: 1 : 1000



I REQUIRE THIS PLAN TO BE
DEPOSITED UNDER THE
REGISTRY ACT

DATE: 11/06/99

PLAN 39R-8932

RECEIVED AND DEPOSITED

DATE: Nov-9/99

W. T. CULHAM, C.L.S.
LAND REGISTRAR FOR
THE LAND REGISTRY DIVISION
OF NORTHUMBERLAND (No. 39)

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION
WITHIN THE MEANING OF THE PLANNING ACT.

SCHEDULE

PART	DESCRIPTION	INST. No.	AREA
1	PART OF THE WEST HALF OF LOT 21, CON. 1	126973	153.8 sq. m.
2	PART OF THE WEST HALF OF LOT 21, CON. 1 AND PART OF LOT 6, BLOCK A, CADDY PLAN	96136	205.4 sq. m.
3	PART OF LOT 5, BLOCK A, CADDY PLAN	149251	675.9 sq. m.
4	PART OF LOT 3, BLOCK A, CADDY PLAN	251346	94.8 sq. m.

PART 1 IS SUBJECT TO AN EASEMENT AS SET OUT IN INST. No. 15278

BEARING NOTE

BEARINGS SHOWN HEREON ARE ASTRONOMIC AND ARE DERIVED FROM
THE WESTERN LIMIT OF BURNHAM STREET SHOWN AS HAVING
HAVING A BEARING OF N18°10'30"W ON PLAN 39R-8663.

LEGEND

SYMBOL	DENOTES
■	SURVEY MONUMENT FOUND
●	SURVEY MONUMENT PLANTED
+	WITNESS MONUMENT
□	STANDARD IRON BAR
○	SHORT STANDARD IRON BAR
⊥	IRON BAR

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE
WITH THE SURVEYORS ACT, THE SURVEYORS ACT AND THE REGISTRY ACT AND
THE REGULATIONS MADE THEREUNDER.

2. THE SURVEY WAS COMPLETED ON THE 24th DAY
OF OCTOBER, 1999.


DATE: 11/06/99

W. T. CULHAM
DEPUTY LAND SURVEYOR

CULHAM SURVEYING LTD.
ONTARIO LAND SURVEYORS
19 SPENCER STREET WEST, COBOURG, ONTARIO, K9A 2G2
TEL: (905) 372-7810 FAX: (905) 372-6776

CHECKED: W.T.C. JOB No.: 99-134

FILE NAME: 89R-134A.DWG PLOTTED: NOV. 1, 1999
PLOT SCALE: MET: 1:1000 UPDATED:

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COUNCIL MEMORANDUM	
TO:	Mayor and Council	
FROM: TITLE:	Dave Johnson Planner 1 - Heritage	
DATE OF MEETING:	June 29 th , 2020	
TITLE / SUBJECT:	Application for Approval of a Draft Plan of Subdivision– 377 William Street R.W. Bruynson Inc. / Joshani Homes	
REPORT DATE:	June 25 th , 2020.	File #: SU-2020-002

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; and,
- b) That the notice requirements of the *Planning Act, RSO 1990*, as amended, and the Municipality be implemented, including the scheduling of a Public Meeting.

3.0 **PUBLIC ENGAGEMENT**

Section 51 (20) of the Planning Act, RSO 1990, c.P.13, as amended prescribes statutory notice requirements for a complete Draft Plan of Subdivision application, and for the scheduling of a public meeting.

Notice of a complete plan of subdivision application and notice of a public meeting can be provided together. The Municipality is required to give notice by *either*:

- a) publication in a newspaper that is of sufficient circulation in the area which the application applies; or

b) personal or ordinary service mail to every land owner within 120 metres of the subject land, and by posting a notice, clearly visible from a public highway or other place the public has access on the subject land, or a location chosen by the municipality.

The Municipality's notification procedures for complete applications and public meetings include both a) and b) above, including the posting of a sign on the frontage of the property, which meet and exceed the notice requirements prescribed by the *Planning Act*. In addition, the Town provides this Report to Council for information purposes in open session and posts relevant information regarding the development on its Planning Applications page of the municipal website (Planning & Development).

4.0 **ORIGIN AND LEGISLATION**

On April 15th, 2020, the Planning Department received the final documentation required for an application for approval of a draft plan of subdivision from R.W. Bruynson Inc. on behalf of Joshani Homes for a 0.67 ha (1.65 ac) parcel, known as 377 William Street. 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. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete application within 120 days after its receipt by Council, the Owner may appeal the application to the Local Planning Appeal Tribunal (LPAT).

5.0 **BACKGROUND**

The property known as 377 William Street is a 0.67 ha (1.65 ac) parcel, with approximately 40.1 m (131.6 ft) of frontage along William Street. The site has been vacant for many years, and was previously improved by an automotive service station, which has been removed, decontaminated and certified. See **Schedule "A"** Key Map.

The Subject Lands are designated as "Residential" and "Mixed Use Corridor" in the Town of Cobourg Official Plan (2017), and zoned "Residential 3 Exception 21 [R3-21] Zone" and "Multi-Residential 4 Exception 10 [R4-10] Zone" in the Comprehensive Zoning By-law No. 85-2003. A Minor Variance was approved by the Committee of Adjustment in February of 2019 to permit relief from various R4-10 Zone provisions, including setbacks, lot coverage and townhouse block lengths.

The application proposes ten (10) new 1½ storey freehold townhouse lots and four (4) 1½ storey freehold semi-detached lots fronting onto a private common element condominium laneway. The existing R3-21 Zone and R4-10 Zone, as amended, permits the proposed land use, and therefore, a zoning by-law

amendment is not required. See **Schedule “B”** Development Concept Site Plan.

The following attachments are provided for reference purposes:

Schedule “A” Key Map

Schedule “B” Development Concept Site Plan

The following plans and reports have been submitted in support of the application:

- Draft Plan of Subdivision, R.W. Bruynson Inc., March 2020
- Development Site Plan, R.W. Bruynson, March 2020
- Urban Design and Sustainability Report, R.W Bruynson Inc, March 2020
- Landscape Plan, Miriam Mutton, May 2019.
- Traffic Impact Brief, CANDEVCON Limited, March 2020
- Functional Servicing and Stormwater Management Report, CANDEVCON Limited., April 2020
- Storm Water Management Brief, CANDEVCON Limited, November 2019
- Arborist Report, Tree Inventory and Protection Plan, James Guthrie Certified Arborist, April 2019
- Geotechnical Investigation, Soil Engineers Ltd., July 2019
- Environmental Report, Record of Site Condition, 2007
- Noise Feasibility Study, HGC Engineering, March 2020
- Photometric Plan, Datom Group LTD Electrical Engineers, May 2019
- Hydro Distribution Plan, Datom Group LTD Electrical Engineers, May 2019
- Erosion and Sediment Control Plan, CANDEVCON Limited, April 2019
- Outfall Easement Plan, CANDEVCON Limited, April 2019
- Sanitary Sewer Design Matrix, CANDEVCON Limited, November 2019
- Drainage Plan, CANDEVCON Limited, April 2019
- Grading Plan, CANDEVCON Limited, April 2019
- Site Servicing Plan, CANDEVCON Limited, April 2019
- Storm Sewer Design Matrix, CANDEVCON Limited, November 2019

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. Formal public notifications of the applications and future public meeting will be provided in accordance with *Planning Act* regulations and municipal notification procedures.

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 \$8,200.00 in application fees and deposits.

8.0 **CONCLUSION**

The application package and supporting information is deemed complete and is being circulated to the Development Review Team and applicable agencies/committees 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 Provincial Policy Statement (PPS), A Place To Grow Growth Plan, County Official Plan and the Cobourg Official Plan.

10.0 **COMMUNICATION RESULTS**

This Report is intended to: advise Council and the public of the receipt of the application; and, to recommend that Council formally receive the application, refer the application to the Planning Department for a report, and implement the public notification requirements of the *Planning Act* and Municipality, including the scheduling of a Public Meeting.

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

Report Prepared by:



Dave Johnson
Planner 1 – Heritage

Report Approved by:



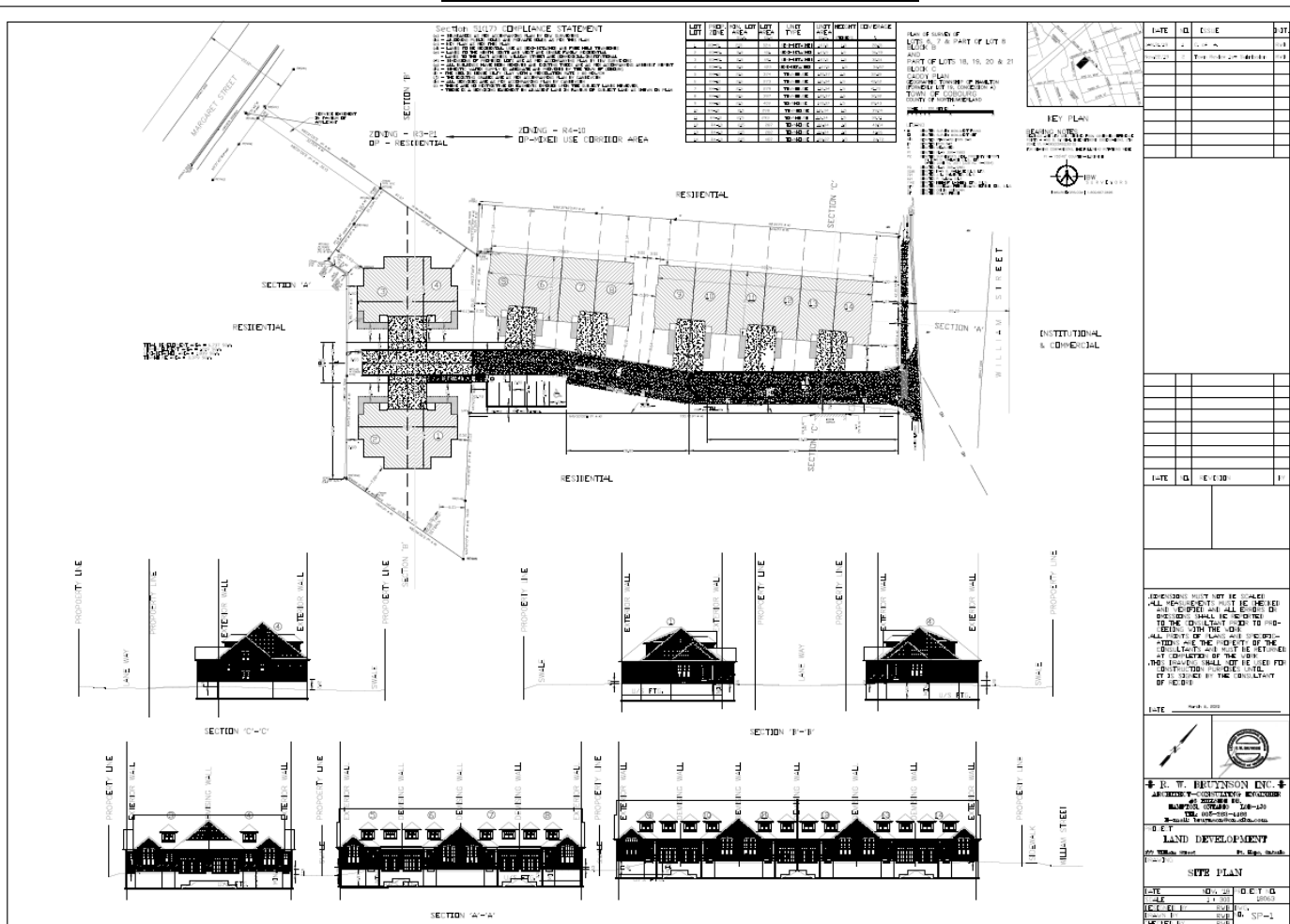
Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development




SCHEDULE 'A'
KEY MAP



SCHEDULE "B"
DEVELOPMENT CONCEPT SITE PLAN



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COUNCIL STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Dave Johnson Planner 1 - Heritage	
DATE OF MEETING:	June 29, 2020.	
TITLE / SUBJECT:	Application Site Plan Approval – DePalma Drive Hotel Fotenn Planning.	
REPORT DATE:	June 25 th , 2020	File #: SPA-05-20

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 information in regard to the proposal, and a contact number for the Town of Cobourg Planning Department, where plans can be made available for the public to view. The sign is being prepared and will be erected on-site within 10 business days.

Additionally, the Planning Department provides written notice of complete Site Plan Applications to Council for information purposes, 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 June 2020, the Planning Department received an application for Site Plan approval from Fotenn Planning on behalf of Aniz Kheraj (purchaser) for a 7,496 m² vacant parcel of land on an extension of DePalma Drive, located just west of the Home Depot. 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. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete application within 30 days after its receipt by Council, the Owner may appeal the application to the Local Planning Appeal Tribunal (LPAT).

5.0 BACKGROUND

The property is 7,496 m² in area, with 90 m frontage along DePalma Drive. The Subject Lands are currently vacant. See **Schedule “A”** Key Map.

The Subject Lands are designated “Employment Area” in the Official Plan (2017) and “Business Park Exception 9 Holding (BP-9 [H]) Zone” in the Comprehensive Zoning By-law #85-2003.

The development proposal consists of a new four (4) storey, 5,060 sq m (54,493 sq.ft.) hotel building containing eighty-two (82) suites, with parking for 98 vehicles. See **Schedule “B”** Site Plan and **Schedule “C”** Building Elevations (note that the site plan and building design may change prior to final approval consideration by Council).

The following plans and reports have been submitted in support of the application:

- Architectural Site Plans, Floor Plans, Elevation Drawings, Chamberlain Architects, Constructors, Managers, June 2020;
- Engineering Plans, Engage Engineering, June 2020;
- Stormwater Management Report, Engage Engineering, May 2020;
- Landscape Plans, Wentworth Landscapes, June 2020;
- Electrical Site Plan, Jain Consultants, June 2020.

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.

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 \$9,250.00 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 Employment Area designation and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

This Report is intended to advise Council and the public 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:

A handwritten signature in blue ink that reads "Dave Johnson". The signature is stylized with a large "D" and a cursive "Johnson".

Dave Johnson
Planner 1 – Heritage

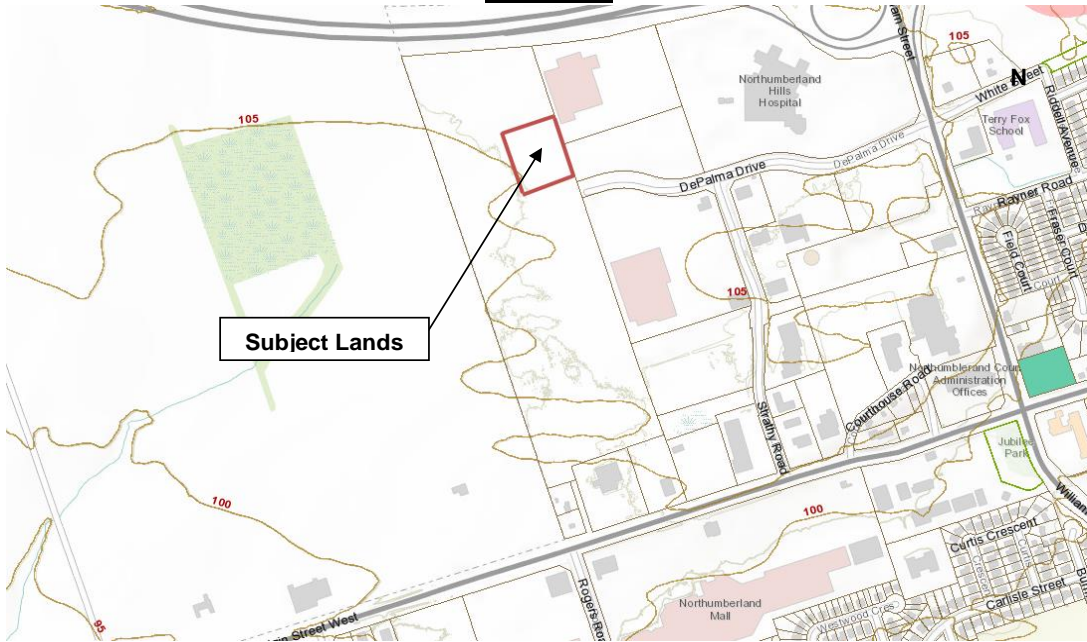
Report Approved By:



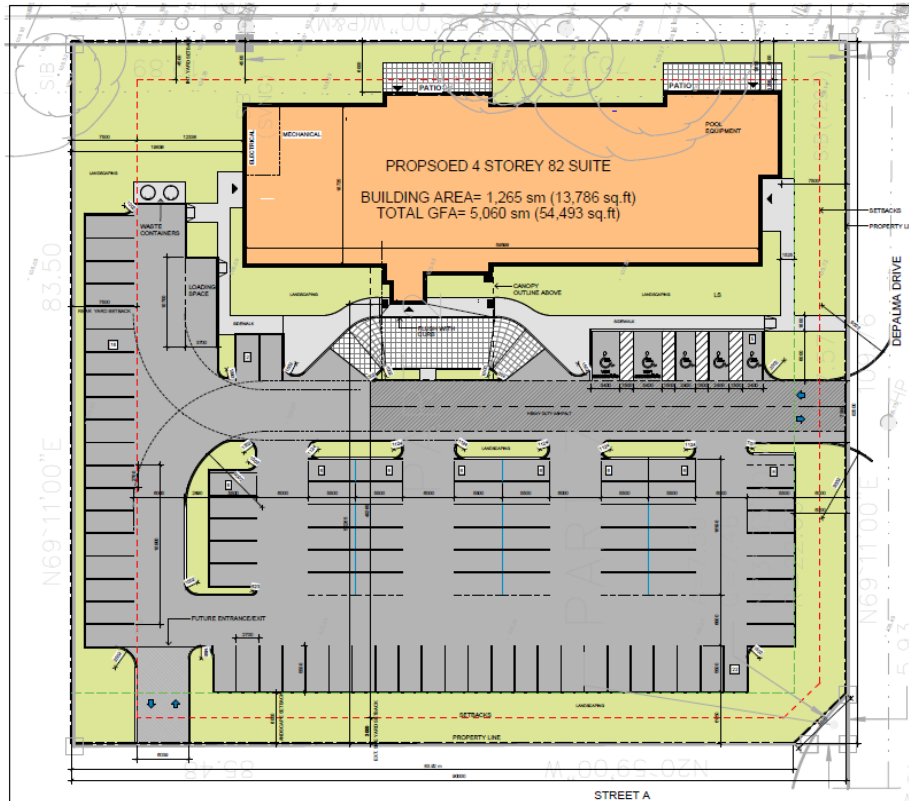
Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



SCHEDULE 'A'
KEY MAP



SCHEDULE "B"
SITE PLAN

[illegible]

PROVIDED PARKING		
TYPE	DESCRIPTION	COUNT
ACCESSIBLE PARKING - TYPE 1	1 Spaces	3
ACCESSIBLE PARKING - TYPE 2	4 Spaces	5
TOTAL PROVIDED	5 Spaces	8

SITE STATISTICS				
DESCRIPTION	AREA SQ. FT.	AREA SQ. YD.	PERCENT	
BUILDING AREAS				
ROOF	1254.52 sq. ft.	13000.00 ft.	10.3%	
	1254.52 sq. ft.	13000.00 ft.		
ADULTAGE	5585.27 sq. ft.	59507.00 ft.	48.2%	
CHILD	1427.52 sq. ft.	15000.00 ft.	11.5%	
INDOORLY	748.55 sq. ft.	7710.00 ft.	6.2%	
	5860.14 sq. ft.	61857.00 ft.	52.1%	
SOFT LANDSCAPE				
ADULTAGE	2523.44 sq. ft.	26563.00 ft.	21.3%	
CHILD	7488.14 sq. ft.	80770.00 ft.	65.0%	

Chamberlain Architects
Constructors
Managers

Chamberlain Architect
Services Limited
4671 Palladium Way (Unit 1)
Burlington, Ontario L7R 0B9
CANADA
Phone: 905.631.7777
www.chamberlainPC.com

NO.	ISSUE NO.	DATE
1	2017-01-01	2017-01-01

These are the main differences and must be read in this order and then apply the appropriate rule. **Consensus** is the only strategy that is **correct** on all configurations of the set of inputs, and **consensus** is the only algorithm that is **correct** on all configurations of the set of inputs, and **consensus** is the only algorithm that is **correct** on all configurations of the set of inputs.

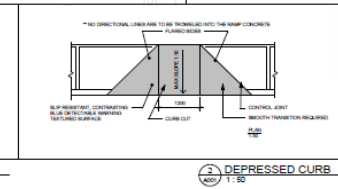
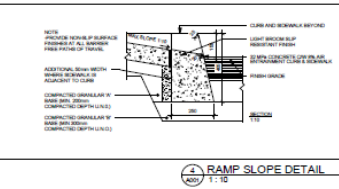
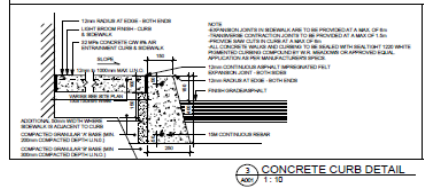
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DEPALMA DRIVE,
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


SITE PLAN

START DATE	2020-03-20
DESIGN BY	GP + MOR
CHECKED BY	SM
SCALE	As Indicated
PROJECT NO.	119007

A001



SITE PLAN LEGEND

	INTERSECTION		WALK
	LANDSCAPE NETWORK LINE		STREETWAY
	PROPOSED NETWORK LINE		DESIGNATED HANDICAPPED ACCESSIBLE ROUTE
	PROPOSED LINE		TRAFFIC DIRECTION
	BARBER CONNECTION		PROPOSED PARKING SPACE (P) AND BUS STOP (R)
	LIGHT STANDARDS		WET PAVED SURFACED (HATCH) ASPHALT
	LIGHT STANDARDS BUILT-UP ON BASEMENT (B) WITH LIGHT STANDARDS (L)		LANDSCAPE BED AREA
	DESIGNATED CLASH		CONCRETE ROADSURF
	NO-PARKING SIGN FOR BUS STOP		PERMANENTLY OCCUPIED

GENERAL NOTES:
 1. ALL CURBS, DRIVEWAYS AND INTERSECTIONS SHALL BE FLARED 4:1.
 2. ALL NEW DRIVEWAYS ON THE PROJECT TO BE INDICATED BY A RED CURB LINE.
 3. ALL DRIVEWAYS TO BE INDICATED BY A RED LINE TO THE DRIVEWAY TO THE DRIVEWAY.

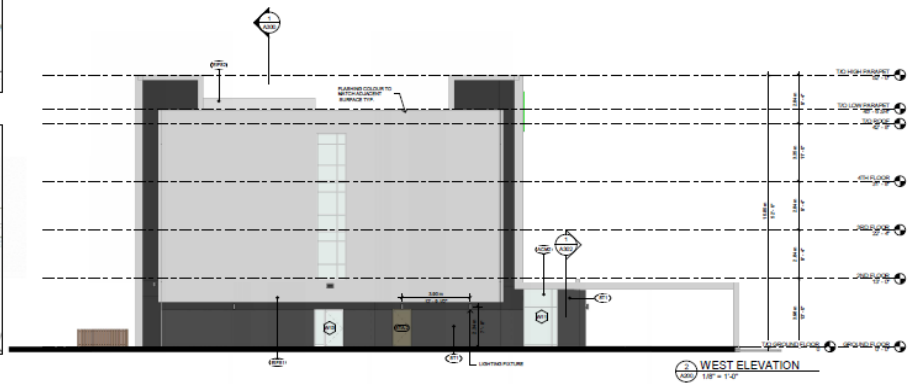
SCHEDULE "C" **BUILDING ELEVATIONS**



3D View - SOUTH WEST I



3D View - SOUTH WEST II



Chamberlain Architects
Architects
Consultants
Engineers


Chamberlain Architects
Barrie, Ontario
4075 Trafalgar Way, Unit 10
Barrie, Ontario L4N 5B9
Canada
Phone: 416-831-7777
www.chamberlain-arch.com

Holiday Inn Express & Suites
4 STOREY - 82 ROOMS
DEPALMA DRIVE, COBURN, ONTARIO

EXTERIOR ELEVATION I

DATE: JANUARY 2019
DRAWN BY: SM
CHECKED BY: SM
SCALE: As Indicated
PROJECT NO: 119007

A200

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COUNCIL MEMORANDUM	
TO:	Mayor and Council	
FROM:	Dave Johnson	
TITLE:	Planner I - Heritage	
DATE OF MEETING:	June 29 th , 2020	
TITLE / SUBJECT:	Application for Approval of Draft Plan of Subdivision 'CTC' Lands (west of Canadian Tire) Vandyk – West Park Village Limited	
REPORT DATE:	June 25 th , 2020	File #: SU-2020-003

1.0 **STRATEGIC PLAN**

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; and,
- b) That the notice requirements of the *Planning Act, RSO 1990*, as amended, and the Municipality be implemented, including the scheduling of a Public Meeting.

3.0 **PUBLIC ENGAGEMENT**

Applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Site Plan Approval were originally submitted by VANDYK Development Group in 2013 for the Subject Lands.

The Municipality followed the Statutory notice requirements of the Planning Act R.S.O 1990, c.P. 13, as amended, with respect to these applications, including the scheduling of a Public Meeting. A Public Meeting of Council regarding the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision was held in June 2014. Based on all information available, Cobourg Municipal Council approved the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision Conditions as proposed in July 2014. In July of 2019, the conditions of draft plan approval for the subdivision expired

and, thus, a new application for approval of a Draft Plan of Subdivision is required.

Section 51 (20) of the Planning Act, RSO 1990, c.P.13, as amended, prescribes Statutory notice requirements for a complete Draft Plan of Subdivision application, and for the scheduling of a public meeting. Notice of a complete plan of subdivision application and notice of a public meeting can be provided together. The Municipality is required to give notice by *either*:

- a) publication in a newspaper that is of sufficient circulation in the area which the application applies; *or*
- b) personal or ordinary service mail to every land owner within 120 metres of the subject land, and by posting a notice, clearly visible from a public highway or other place the public has access on the subject land, or a location chosen by the municipality.

The Municipality's notification procedures for complete applications and public meetings include both a) and b) above, including the posting of a sign on the frontage of the property, which meet and exceed the notice requirements prescribed by the *Planning Act*. In addition, the Town provides this Report to Council for information purposes in open session and posts relevant information regarding the development on its Planning Applications page of the municipal website (Planning & Development).

4.0 **ORIGIN AND LEGISLATION**

An application for Approval of Draft Plan of Subdivision was submitted by Justin Mamone, Senior Development Manager of Vandyk Group of Companies, in May 2020. The Subject Lands are 3.7 ha in area, and are located generally west of the Canadian Tire commercial property at 1125 Elgin Street West. Refer to **Schedule A** Key Map. 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. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete application within 120 days after its receipt by Council, the Owner may appeal the application to the Local Planning Appeal Tribunal (LPAT).

5.0 **BACKGROUND**

The applicant is proposing a residential and commercial subdivision development. The Subject Lands are designated "Neighbourhood General" and "Service Commercial" in the New Amherst Community Secondary Plan and zoned "Neighbourhood Residential 2 Exception 1 Holding [NR2-1(H)] Zone" and "District Commercial Exception 27 Holding [DC-27(H)] Zone" in the Comprehensive Zoning By-law 85-2003. The existing NR2-1 Zone and DC-27

Zone permits the proposed land use and therefore a zoning by-law amendment is not required.

As indicated in Section 3.0 above, applications for Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision were approved by Council in 2014. In July of 2019, the conditions of draft plan approval for the subdivision expired and, thus, a new application for approval of a Draft Plan of Subdivision is required.

The proposed Plan of Subdivision consists of two separate land uses. A service commercial development along the Elgin Street West/County Rd #2 frontage, and a residential development immediately south. The commercial development on the northerly 0.7 ha. Block will consist of three (3) stand-alone commercial buildings with a total GFA of up to 1,400 m² (15,000 ft²), along with associated parking and primary vehicular access will be from Elgin Street West – this portion of the development has already received Site Plan Approval from Council. The residential subdivision will occupy the remaining 3.0 ha of land, and will consist of sixty-two (62) townhouse dwelling units and ten (10) semi-detached dwelling units, as well as a central community parkette, fronting onto a municipal roadway loop. The residential area will be accessed from an extension of Greenly Drive. Refer to **Schedule B** Draft Plan of Subdivision.

The following attachments are included for reference purposes:

Schedule A Key Map

Schedule B Draft Plan of Subdivision

Schedule C Commercial Site Plan (approved, included for reference purposes)

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

- Planning & Urban Design Rationale Report, BATORY Urban Planning and Project Management, May 2020;
- Public Consultation Strategy, BATORY Urban Planning and Project Management, May 2020;
- Stormwater Management Report, Masongsong Associates Engineering Ltd., May 2020;
- Traffic Impact Study (Updated), Trans-Plan Transportation Engineering, April 2020;
- Environmental Noise Analysis, Valcoustics Canada Ltd., April 2020;
- Draft Plan of Subdivision, IBW Surveyors, May 2020.

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. Formal public notifications of the applications and future public meeting will be provided in accordance with *Planning Act* regulations and municipal notification procedures.

7.0 **FINANCIAL IMPLICATIONS/BUDGET IMPACT**

There are no anticipated negative financial implications imposed on the Municipality as a result of this application. The applicant has submitted the requisite \$10,045.00 in application fees and deposit.

8.0 **CONCLUSION**

The application package and supporting information is deemed complete and is being circulated to the Development Review Team and applicable agencies/committees 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 Provincial Policy Statement (PPS), A Place To Grow Growth Plan, County Official Plan and the Cobourg Official Plan.

10.0 **COMMUNICATION RESULTS**

This Report is intended to: advise Council and the public of the receipt of the application; and, to recommend that Council formally receive the application, refer the application to the Planning Department for a report, and implement the public notification requirements of the *Planning Act* and Municipality, including the scheduling of a Public Meeting.

Report Prepared by:



Dave Johnson
Planner 1 – Heritage

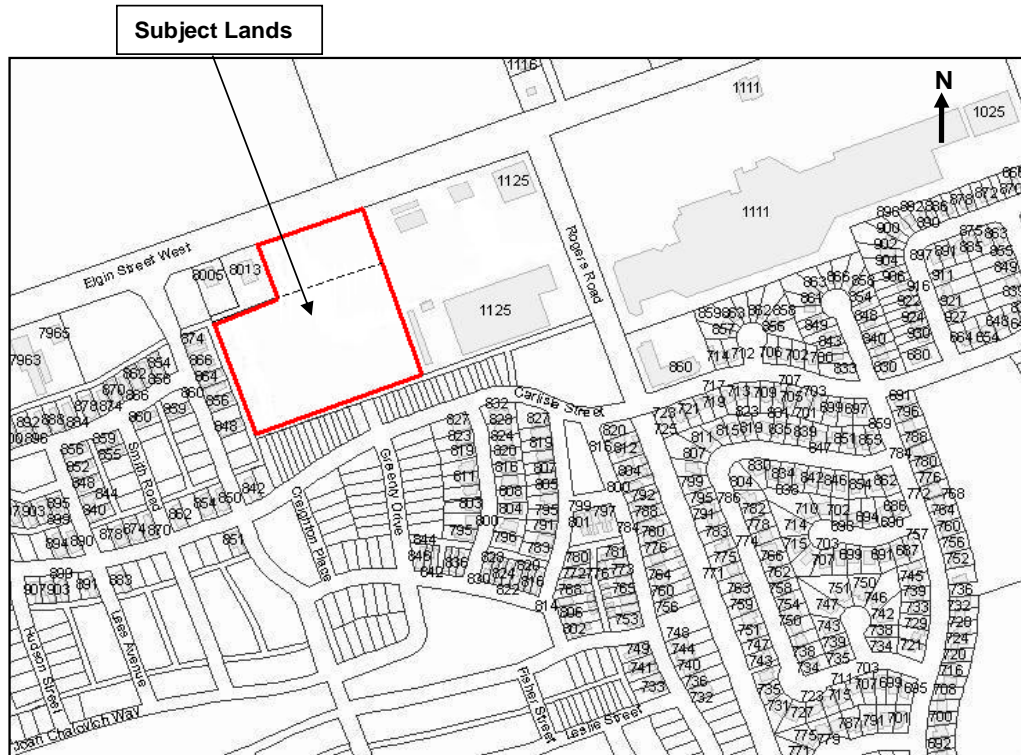
Report Approved by:



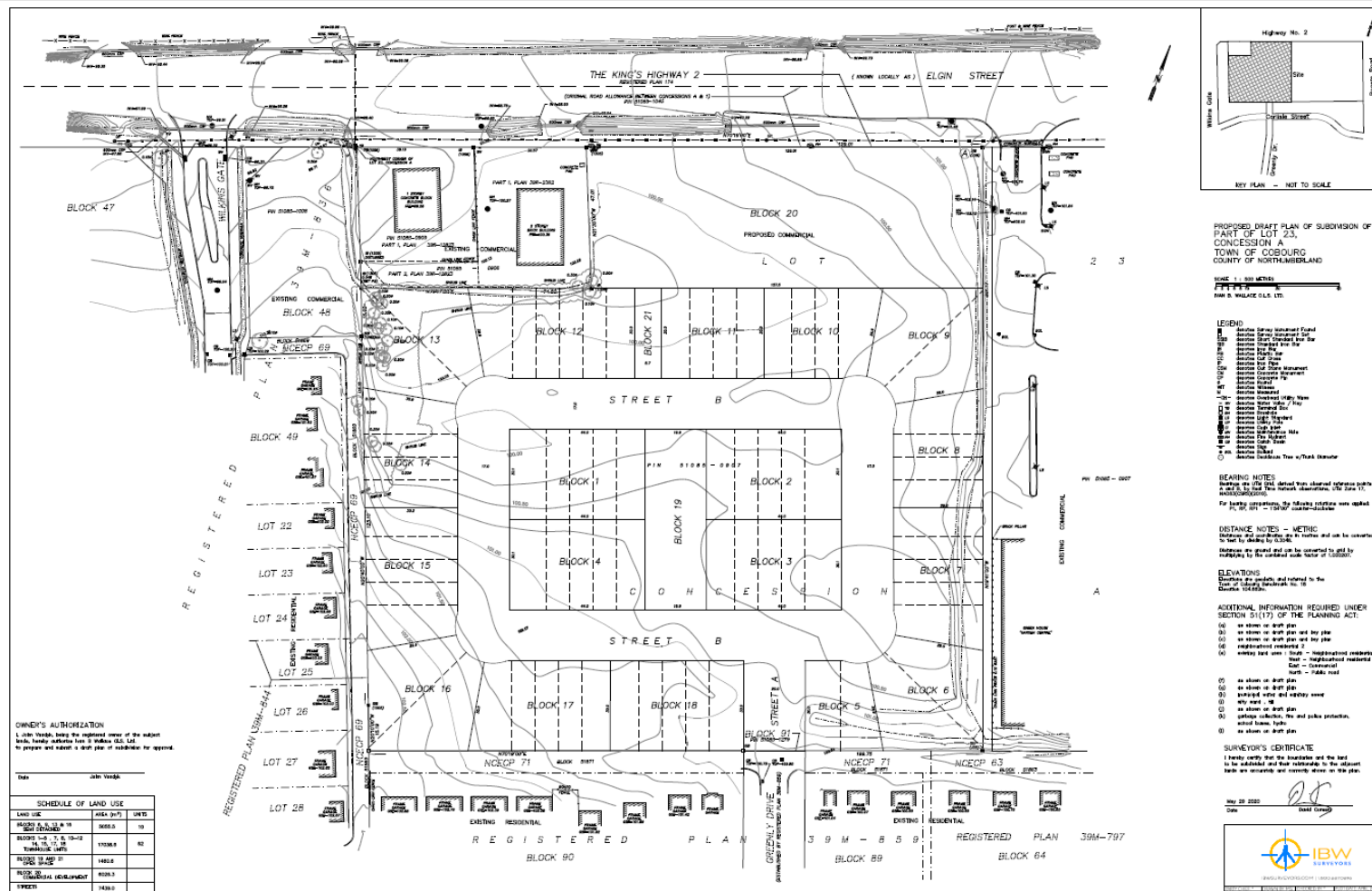
Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



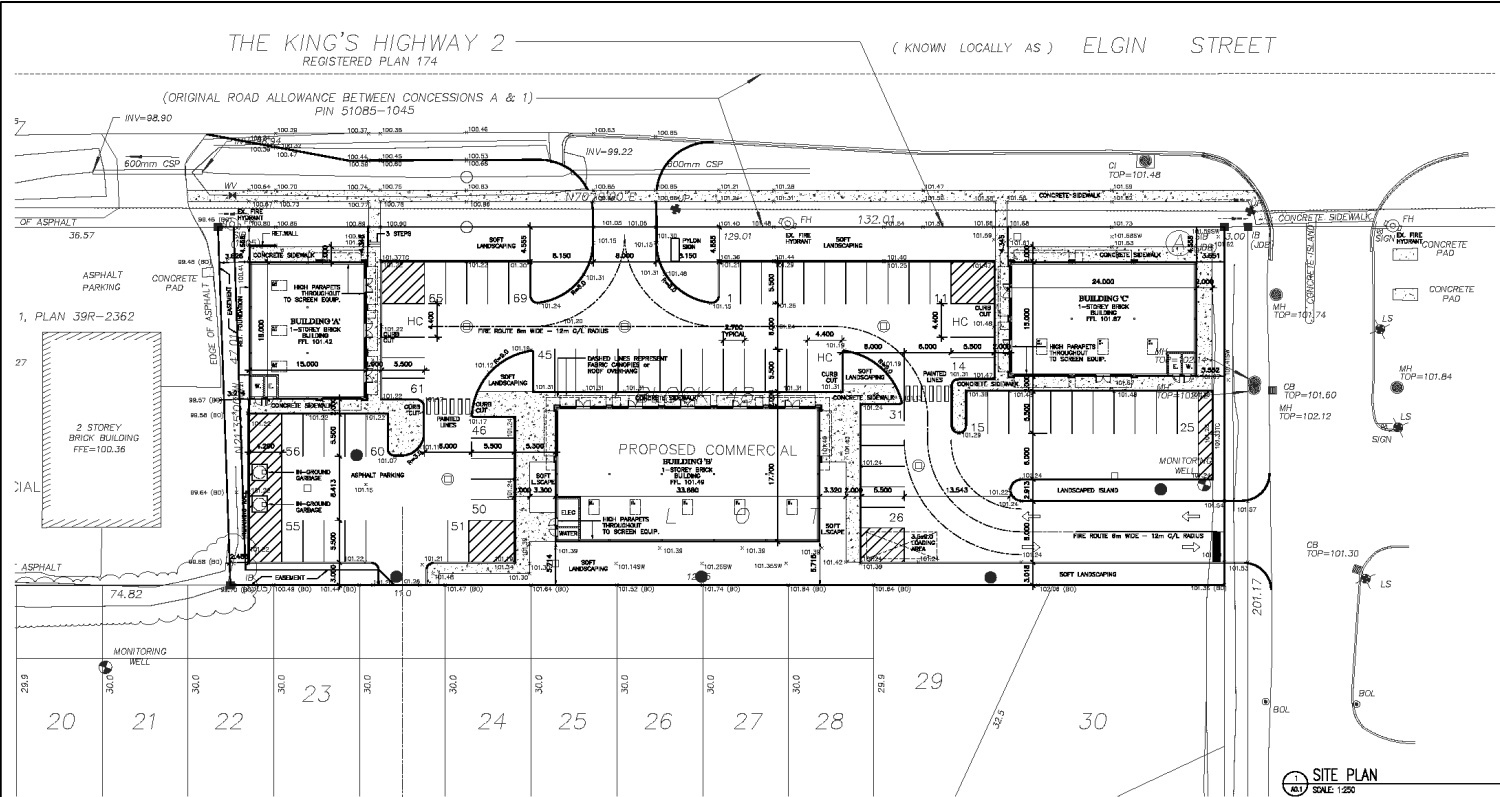
SCHEDULE A: KEY MAP



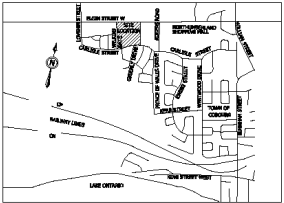
SCHEDULE B: DRAFT PLAN OF SUBDIVISION




SCHEDULE C: Commercial Site Plan (for reference purposes)



1. LEGAL DESCRIPTION		4. BUILDING AREAS	
PART OF LOT 23 CONCESSION A TOWN OF CHESHAM COUNTY OF HURON		OWNER: VANDYK GROUP 1844 TOWN OF CHESHAM RESIDENTIAL 20 LK ON 1844 TOWN OF CHESHAM FAC. (SQ. FT.) 823-4814	
1700 ELGIN STREET WEST		ZONING: FLE D.P.: ---	
2. COVERAGE		5. PARKING	
SITE/LOT AREA	6,023.0 SQM 0.00 HA	1,182.0 SQM & 0.5/1.00	PARKING REQUIRED: 88
BUILDING AREA	1,230.0 SQM	20.8 (COVERAGE)	PARKING PROVIDED: 88
PAVED AREA	1,886.0 SQM	44.8	NOTES: INCLUDES 2 ACCESSIBLE (NO) SPACES AT SURFACE. ONE (1) REMOVED DRIVEWAY AREA FORMER AT SURFACE.
LANDSCAPED AREA	1,872.0 SQM	41.8	
(EXCLUDED) AREA			
3. SETBACKS/YARDS		6. OBC CLASSIFICATION	
FRONT (M)	4.0	BLDG A GROUP C 1-STORY FACES 1 STREET	OBC 3.2.2.1 NOT SPREAD/STED
REAR (M)	2.0	BLDG B GROUP C 1-STORY FACES 1 STREET	OBC 3.2.2.1 NOT SPREAD/STED
SIDE (M)	2.0	BLDG C GROUP C 1-STORY FACES 1 STREET	OBC 3.2.2.1 NOT SPREAD/STED



Revisions:			
No.	Date:	Particular:	By:
1	20.05.13	ISSUED FOR APPLICATION	PML
Drawing Issues:			
Date:	Particular:	By:	
	Issued for Design Approval		
	Issued for Development Permit		
	Issued for Planning		
	Issued for Tender		
	Issued for Construction		
	Issued for As-Built Drawings		
Design and construction of buildings and services for the property of Romanov Romanov Architects Inc. for the purpose of the site plan shown on this drawing. The preparation of this drawing is the responsibility of Romanov Romanov Architects Inc. and shall remain their property. All rights are reserved. The drawing shall not be used for any other purpose without the written consent of Romanov Romanov Architects Inc. The drawing is to be used for information only and shall not be used for any other purpose without the written consent of Romanov Romanov Architects Inc. The drawing is to be used for information only and shall not be used for any other purpose without the written consent of Romanov Romanov Architects Inc.			
Scale:			
278 KENNEDY STREET, TORONTO, ONTARIO M5T 1K5 416-593-7676, 416-593-7677, 416-593-7678			
Project: CT COMMERCIAL LANDS by VANDYK 1700 ELGIN STREET WEST COBOURG ONT			
Sheet Title: SITE PLAN 1:250			
Design:	Drawn:	Approved:	
PML	PML	PML	
Comm. No:	Sheet No:		
13113	A0.1		

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor John Henderson and Members of Council	
FROM:	Dean Hustwick, Director of Community Services	
DATE OF MEETING:	June 29, 2020	
TITLE / SUBJECT:	Operational Plan to Re-Open Cobourg Beach	
REPORT DATE:	June 25, 2020	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

2.0 RECOMMENDATION

THAT Council receive the report from the Director of Community Services; and

FURTHER THAT Council provide direction to Municipal Staff on whether to proceed with the opening of Cobourg Beach as outlined in the report.

4.0 ORIGIN

At the Committee of the Whole meeting on June 22, 2020, the following resolution was carried:

WHEREAS on June 1, 2020 Council approved the closure of Victoria Park Beach and requested a Staff Report with options for "how the Town could reopen the beach with restricted use;"

AND WHEREAS the municipality has since been authorized to move to Stage 2 in the Ontario Government's reopening plan, which came into effect on June 12, 2020;

AND WHEREAS all 19 confirmed cases of Covid-19 in Northumberland County have been deemed 'resolved' by the HKPR District Health Unit as of June 22, 2020;

AND WHEREAS protecting the health and wellbeing of Cobourg residents is a key objective of the Town's Strategic Plan and emergency response to the pandemic;

THEREFORE BE IT RESOLVED THAT Council confirms the closure of Victoria Park Beach to normal activity, but instructs Staff to prepare for a trial system of a safe and gradual reopening with restricted access and limited capacity as follows:

- 1. The fence around Victoria Park Beach will remain in place with gated access points;*
- 2. A limited number of beach passes for use by all members of the public during designated hours will be made available free-of-charge and on a first-come first-served basis via an online booking system;*
- 3. The beach passes will only be valid for a specific date and time, Opening times to be determined by Council after receiving a Staff Report for Council consideration.*
- 4. Access gates will be managed by summer staff or a security company who will be responsible for checking pre-booked beach passes.*
- 5. A changeover period between time slots will allow for a smooth transition and rigorous sanitizing of hard surfaces;*
- 6. The number of beach passes made available will be determined based on physical distancing requirements and in consultation with the Town's Emergency Planner and the HKPR District Health Unit;*
- 7. Outside of Council-approved hours for the use of beach passes, public access to the beach will be strictly prohibited;*
- 8. The appropriate number of lifeguards will be hired for the rest of the summer season to reflect operating hours.*
- 9. Beach pass applicants must also answer health screening questions and agree to abide by physical distancing rules and Provincial Emergency Orders;*
- 10. The accessible beach mat will be installed with one entry gate being an accessible entrance; and*
- 11. Beach passes will be made available on a trial basis seven (7) days a week (Monday to Sunday, beginning on July 6, 2020*

(unless Council deems otherwise due to a change of circumstance);

AND FURTHER That staff draft a Beach Regulating By-law for council's approval at the June 29th Regular Council;

AND FURTHER THAT the Town of Cobourg continues to communicate that Victoria Park Beach is closed except for those with a valid pass;

AND FURTHER THAT the implementation of this trial period be reviewed by Council at the Committee of the Whole meeting on August 24, 2020.

5.0 BACKGROUND

On May 11, 2020 Municipal Council received a report from the Municipal Clerk/Manager of Legislative Services regarding the option for Council to make a decision on the closing of Cobourg Beach.

On May 11, 2020 Municipal Council referred the decision to the Monday June 1, 2020 Committee of the Whole Meeting to be brought back for discussion by Council.

On Monday June 1, 2020 Municipal Council held a Special Meeting of Council to discuss the May 11, 2020 Staff Report regarding the potential closure for Cobourg Beach and approved the following Resolution:

WHEREAS Council received the report referred from the May 11, 2020 Committee of the Whole Meeting and the Second Report on By-law Enforcement Statistics for information purposes; and

FURTHER THAT Council direct Staff to implement the closure of Victoria Beach until August 31, 2020 and install metal fencing, barriers with emergency access points as necessary and continue with increased enforcement at the Waterfront area in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units; and

FURTHER THAT the Staff provide a further report to Council at the Monday June 22, 2020 Committee of the Whole Meeting with any statistics of Waterfront area activities and any other areas of concern that arise due to the beach closure, and in addition include in the report how the Town could reopen the beach with restricted use, along with the costing estimates associated with the reopening of the Beach for Council approval; and

FURTHER THAT portable washrooms, including accessible units, be set up with the number to be determined by the EOC and for the washrooms be cleaned/maintained twice daily; and

FURTHER THAT clear signage indicating the Cobourg Beach is closed will be posted at the Highway 401, pending Ministry of Transportation approval, on all Arterial Roads entering Cobourg, on all major approaches to Victoria Park Waterfront and on Cobourg Beach itself.

As of Thursday June 4, 2020, Municipal Staff officially completed and executed Municipal Council's direction and closed Victoria Beach to all public access.

6.0 ANALYSIS

Town of Cobourg staff have collaborated across Divisions to develop a preliminary plan to implement Council's decision to re-open Cobourg Beach by July 06, 2020. However, additional time may be required to implement this plan after Council makes a final decision on June 29, 2020. The operational model outlined below is intended to provide Council with a general understanding of how the beach can operate based on Council's direction along with related costs. The details of this model will continue to be worked out and refined by staff after the June 29th Council meeting and incorporated into an operational procedures document.

Operating Hours

Council has asked that the beach be open seven days a week (Monday to Sunday).

It is recommended that instead of closing the beach at 6:00 p.m., when it may still be sunny, warm and busy, that it remain open until 7:00 or 8:00 p.m. after the regular dinner time when there may be fewer people remaining on the beach that would need to be asked to leave (the model currently is based on 8:00 p.m.). The easier it is to clear and close the beach, the fewer the conflicts that would be expected that would require additional assistance from By-Law Enforcement and the Cobourg Police. Longer hours may also accommodate more people wishing to access the beach after the busy periods.

The Lifeguards will use their megaphones to provide beach patrons with notifications of beach closure at the end of each day and beach and enforcement staff will facilitate the clearing and closure of the beach.

Access Points (Entrances/Exits)

To simplify the management of capacity and to limit the staffing requirements, a single entrance is planned at the main pergola near the canteen building. Potentially two exits will be established (near the sensory garden/beach ramp and/or at the Division Street pergola. Several emergency access points will also be maintained.

Because the beach canteen will not be operating, there will be no food and beverage or other products or services available at the beach. Therefore, in and out privileges may be required to allow people to leave the beach area for shade/cooling, to purchase food and beverages, to access personal supplies, etc, although some concerns with this have been raised by emergency services.

Every individual admitted to the beach will be issued a wristband (and possibly also a hand stamp) to accommodate in and out privileges, if that is ultimately permitted, and to identify anyone who may have accessed the beach without a ticket. Wristbands/stamps will change each day to reduce the risk of imitation products.

Beach Capacity

Cobourg Beach is approximately 39,000 square metres. If you subtract approximately 10,000 square metres for walkways and set-backs, that leaves approximately 29,000 sq m. Based on various scenarios of party sizes and spacing between parties, the beach can safely handle between approximately 1,200 and 3,200 people at any given time. This does not include the number of additional people that could be accommodated through the stand-by process after people leave the beach for the day.

In the first stage of this trial program, staff will use a target maximum capacity of 1,500 people and will re-assess that number on a daily basis and adjust as appropriate.

Lifeguards

The YMCA has prepared a preliminary plan and budget to provide a reduced level of lifeguarding services for July and August based on reduced capacity. The lifeguard towers will be moved closer to the water's edge to provide the guards with better views of swimmers without having to patrol amongst the patrons (for physical distancing precautions for the guards). The Town may install rope barriers between the towers (with designated access points) to create a set back from the water's edge to separate sunbathers from swimmers/walkers.

Reservation Process

Monday - Thursday

User demand for the beach Monday to Thursday is generally much lower than on weekends and fluctuates considerably during the day with people often staying for shorter periods. Therefore, staff would like to begin this trial period by managing beach capacity on a first-come, first-served basis from Monday to Thursday. People will be allowed to enter the access gate until the maximum number is reached. As people leave, additional individuals will be allowed to

enter from the stand-by line, which will be monitored to ensure physical distancing.

If demand during the week is high causing long line-ups, the reservation system may be implemented for every day of the week.

Friday - Sunday

With the higher demand on weekends combined with the maximum capacity being applied, particularly in the first phase of this trial program, reservations will be necessary to avoid excessively long line ups.

On-Line - In order to be ready to implement this program by July 06, an existing ticketing program must be used rather than a customized system. Staff believe the Concert Hall's ticketing system, Arts Manager, will be capable of handling this type of reservation system with some modifications. This system requires patrons to input some basic personal information (which could help with contact tracing if required) and allows them either to print their own tickets or to receive electronic tickets. Patrons would then need to produce either paper or electronic tickets at the entrance to the beach where staff would use hand-held devices to read the bar codes to ensure only patrons with valid tickets are allowed access.

As the Town has only two hand held bar code readers (not intended for full-day use) additional units would need to be purchased. Furthermore, since there is no WiFi at the beach devices would need to be cellular activated. Staff believe the software/servers were designed to handle approximately 100 reservations an hour but unsure whether it could handle a significant increase to this volume (people may simply have to wait – needs further investigation).

Telephone – Council requested that patrons be allowed to obtain tickets by telephone because not everyone has access to the Internet. Currently, one staff member is staffing the Town's new COVID-19 hotline and one Community Services Division employee is staffing the Division's various telephone lines, which receive dozens of calls a day. In order to establish telephone reservations for the beach, an additional employee will be re-assigned to a specific telephone number for this purpose and who will have access to the ticketing system. Tickets for these patrons will be printed and delivered on the appropriate date to the beach entrance staff who will require the patrons to show identification.

The call volume could be very high requiring additional resources to be added shortly after start-up. As all full-time staff are already carrying out their regular duties, additional duties related to COVID-19 or re-assigned duties to cover the shortfall in part-time or seasonal employees, there is very little capacity within the organization to further re-assign staff to this telephone line. Therefore, additional summer students may need to be hired to answer the calls (patron

information would then need to be passed to an employee with access to the ticketing system for data entry and ticket printing).

Stand-By Tickets – Some days, particularly Fridays, and evenings may have lower demand for reserved tickets. It is also expected that people unfamiliar with the beach limitations and the reservation system will attend the beach expecting to be able to enjoy it for a period of time. To accommodate people who did not make reservations and those simply wanting to walk through, and to reduce potential conflict at the entrance gate, it is proposed that a stand-by line be facilitated. A percentage of the daily tickets (e.g., 10 – 20%) can be held back from reservations for same-day stand-by patrons. This is a frequently used practice by popular tourism attractions around the world. Staff will use hand-held devices to register stand-by patrons and issue electronic tickets. This process may also be followed to accommodate additional capacity due to the early departure of patrons.

Staffing Model

Beach

- Staff will be required 30 minutes before opening and after closing
- Estimated staffing requirements during operating hours (8 staff at all times):
 - 1 Entrance: 4 staff
 - 2 staff to scan tickets and issue bracelets
 - 2 staff to:
 - monitor lineups for physical distancing
 - review health questions
 - process stand-by tickets
 - 2 Exits: 2 staff (1 at each exit)
 - 2 staff as relief floaters and to facilitate physical distancing on the beach
 - 1 security guard on duty during operating hours to assist with the enforcement of the rules, reduce potential conflict and to deal with actual conflicts

Ticket Sales

- Arts Manager – ½ time FTE to manage database/system
- Telephone – 1 minimum (possibly more)

Enforcement

- Bylaw Staff and Cobourg Police Service

Health and Safety

- Staff will be issued Personal Protective Equipment (PPE) according to Town COVID-19 procedures

- Beach entrance will have desks with plexiglass barriers installed for health questions, ticket processing and bracelet distribution

Washroom Facilities

The Town has a contract with a private company to operate and clean the beach washroom facilities within the canteen building. This contractor has developed COVID-19 procedures and has the staff to manage this contract for July and August. Every other sink, toilet stall and urinal would be closed and the contractor would continue to clean throughout the day by alternating the closing of two washrooms on each side. Additional port-a-potties may be required. This facility will also be available for other park patrons including those simply walking through the waterfront area.

Alternatively, port-a-potties can be rented and installed on the eastern end of the beach that will include a portable sink facility and two cleanings a day. A private company is able and ready to provide these facilities.

A third option is a combination of opening the washroom facility and installing a limited number of port-a-potties on the beach to reduce the need for patrons to leave the fenced area.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The following expenses have been estimated very quickly since the Council meeting on June 22 and will be refined based on further direction from Council on June 29. As outlined in the chart below, the total estimated costs of opening the beach from July 06 to August 31 may range from a low of approximately \$219,000 to a high of \$377,000. The details of these estimated costs follow the chart.

Financial Impact Schedule

Expense	Low-Cost Scenario	High-Cost Scenario
Staffing	\$115,000	\$130,000**
Lifeguards	\$52,000	\$105,000
Washrooms	\$30,000	\$80,000
Wristbands	\$11,000	\$21,000
Communications/IT	\$6,000	\$36,000
Miscellaneous	\$5,000	\$5,000
Preliminary Estimated Total	\$219,000	\$377,000

**All expenses are preliminary estimates*

***Recommended option*

Staffing = \$115,000 - \$130,000

- **Students with 1 Security Guard = \$115,000** (approximate – public institutions are not eligible for the Canadian Emergency Wage Subsidy)

- Managers/supervisors = no additional cost but managers would need to be re-assigned from regular duties
- 8 students per shift, seven days a week, 8 weeks
- 1 security guard per shift, seven days a week, 8 weeks
- Additional students could be required to assist with telephone reservations
- Staff and the union have concerns with the use of students for this type of role that may very well involve angry/hostile patrons and potential conflict, therefore, 1 security guard has been added
- **Private Security Company = \$130,000 (Recommended)**
 - 1 supervisor and 7 security guards per week = approx. \$16,000 X 8 weeks = \$128,000
 - August 3 statutory holiday = \$3,000 extra (approximately)

Lifeguards = \$52,000 - \$105,000

The YMCA is revising its plans and procedures to provide lifeguard services for Cobourg Beach from July 06 – August 31 based on the new limitations (including all mandatory training). The proposed budget for this service is for \$105,000. If the YMCA receives the Canadian Emergency Wage Subsidy, which it is expected to receive, this cost would be reduced to approximately \$52,000.

Washrooms = \$30,000 – \$80,000

- **Option 1: Beach Washroom Facilities = \$30,000** (approximate – additional port-a-potties could be required which would increase this cost)
 - May require access point and fencing to be moved north to encompass the building if no in/out privileges allowed – current thinking is bracelets will accommodate in/out privileges
- **Option 2: Port-a-Potties = \$80,000** (approximate)
 - 16 units – could potentially reduce
 - Approximate Cost for July/August: \$80,000

Wristbands = \$11,000 - \$21,000

- July 06 – August 31 = 57 Days
- \$50 per 500 plus tax and shipping
- 1,500 per day + 20% Stand-By = 1,800 X 57 Days
- 2,500 per day + 20% Stand-By = 3,000 X 57 Days
- 3,000 per day + 20% Stand-By = 3,600 X 57 Days

Communications/IT = \$6,000 - \$36,000

- Radio sets
- Additional hand held devices for processing tickets

- Improved communications between entrance/exits for mobile counting of beach patrons would likely require installation of WiFi for an estimated \$30,000

Miscellaneous - \$5,000

- Signage = \$1,500
- Tables/chairs with plexiglass barriers = \$1,500
- PPE and cleaning supplies = \$1,000
- Miscellaneous = \$1,000

If Council decides to open the beach, there is an estimated \$102,000 remaining in the Aquatics/Lifeguards budget and approximately \$35,000 remaining in the Beach Washrooms budget, based on the savings projections outlined during the May 21 Budget Update meeting with Council, that could be used to offset a portion of these costs.

8.0 CONCLUSION

Based on Council direction provided at the Committee of the Whole on June 22, 2020, staff continues to develop an operating model with the goal of opening Cobourg Beach by July 06, 2020. Staff will revise its approach based on any further direction Council chooses to provide to staff.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

10.0 COMMUNICATION RESULTS

The Town's Communications and Marketing and Events Departments will promote on municipal websites and social media accounts that Cobourg Beach is re-opening with the new restrictions and procedures outlined in this report.

Title:	Signing Official:	Signature:	Date:
Director of Community Services	D. Hustwick	Electronic	June 25, 2020
Chief Administrative Officer (Interim)	I. Davey	Electronic	June 26, 2020



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____

Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

June 29, 2020

WHEREAS at the Committee of the Whole Meeting on June 22, 2020, Municipal Council considered correspondence from Dereck Paul, President and CEO of Lakefront Utility Services Inc. (LUSI), regarding the Radio Frequency Water Meter Replacement Program;

NOW THEREFORE BE IT RESOLVED THAT Council approve Waterworks to borrow the amount of \$2.3 million dollars for the completion of the Water Radio Frequency Meter Changeout/Renewal Project, for both the 4,000 remaining residential and the 309 commercial customer's water meters, and to establish an Advanced Metering Infrastructure (AM!) network for effective and efficient meter reading and savings.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 29, 2020

WHEREAS at the Committee of the Whole Meeting on June 22, 2020, Municipal Council considered a memo from the Director of Public Works, regarding the approval to Increase the Town of Cobourg Route #2 Transit Service and the extension of Free Transit in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to reinstate Cobourg Transit Bus Route #2 to match the current Route #1 Transit Bus operating hours and extend Free Public Transit in the Town of Cobourg until August 31, 2020.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 29, 2020

WHEREAS at the Committee of the Whole Meeting on June 22, 2020 Council considered a memo from Municipal Staff regarding the update on the Closure of Cobourg Victoria Beach, and review of possible options on the reopening of the Cobourg Beach; and

WHEREAS on June 1, 2020 Council approved the closure of Victoria Park Beach and requested a Staff Report with options for “how the Town could reopen the beach with restricted use;” and

WHEREAS the municipality has since been authorized to move to Stage 2 in the Ontario Government’s reopening plan, which came into effect on June 12, 2020; and

WHEREAS all 19 confirmed cases of Covid-19 in Northumberland County have been deemed ‘resolved’ by the HKPR District Health Unit as of June 22, 2020; and

WHEREAS protecting the health and wellbeing of Cobourg residents is a key objective of the Town’s Strategic Plan and emergency response to the pandemic;

NOW THEREFORE BE IT RESOLVED THAT Council confirms the closure of Victoria Park Beach to normal activity, but instructs Staff to prepare for a trial system of a safe and gradual reopening with restricted access and limited capacity as follows:

1. The fence around Victoria Park Beach will remain in place with gated access points;
2. A limited number of beach passes for use by all members of the public during designated hours will be made available free-of-charge and on a first-come first-served basis via an online booking system;
3. The beach passes will only be valid for a specific date and time, Opening times to be determined by Council after receiving a Staff Report for Council consideration.
4. Access gates will be managed by summer staff or a security company who will be responsible for checking pre-booked beach passes.
5. A changeover period between time slots will allow for a smooth transition and rigorous sanitizing of hard surfaces;

6. The number of beach passes made available will be determined based on physical distancing requirements and in consultation with the Town's Emergency Planner and the HKPR District Health Unit;
7. Outside of Council-approved hours for the use of beach passes, public access to the beach will be strictly prohibited;
8. The appropriate number of lifeguards will be hired for the rest of the summer season to reflect operating hours;
9. Beach pass applicants must also answer health screening questions and agree to abide by physical distancing rules and Provincial Emergency Orders;
10. The accessible beach mat will be installed with one entry gate being an accessible entrance; and
11. Beach passes will be made available on a trial basis seven (7) days a week (Monday to Sunday, beginning on July 6, 2020 (unless Council deems otherwise due to a change of circumstance));

AND FURTHER THAT staff draft a Beach Regulating By-law for council's approval at the June 29th Regular Council; and

FURTHER THAT the Town of Cobourg continues to communicate that Victoria Park Beach is closed except for those with a valid pass; and

FURTHER THAT the implementation of this trial period be reviewed by Council at the Committee of the Whole meeting on August 24, 2020.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 29, 2020

WHEREAS at the Committee of the Whole Meeting on June 22, 2020 Council considered a memo from Director of Community Services, regarding the awarding of the East Pier Design and Engineering Request for Proposal (RFP), (CO-20-06 CSD);

NOW THEREFORE BE IT RESOLVED THAT Council award the East Pier Design and Engineering Request for Proposal (RFP) contract to MBTW Group in the amount of \$189,895.00 + HST to provide design, engineering and other professional services for the repair and enhancement of the East Pier. (CO-20-06 CSD).



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 29, 2020

WHEREAS at the Committee of the Whole Meeting on June 22, 2020 Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Adam Bureau, regarding an Equity and Inclusion Policy for the Town of Cobourg; and

WHEREAS the Black Lives Matter movement has highlighted the need for a reaffirmed commitment to confronting racism and removing systemic barriers to equality; and

WHEREAS fostering an inclusive and welcoming community is a key tenant of the Town of Cobourg's annual 'Pride Month'; and

WHEREAS municipal government can play a leading role in helping to achieve gender equality;

NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to draft an Equity and Inclusion Policy; and

FURTHER THAT the policy specifically address the inclusion of Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as pansexual, questioning, non-binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities; and

FURTHER THAT the policy draws upon resources such as 'Advancing Equity and Inclusion: A Guide for Municipalities' and FCM's 'Diverse Voices Toolkit'; and

FURTHER THAT the policy includes annual commitments to equity and inclusion training for Town of Cobourg staff, volunteers and Members of Council, engagement of citizens and advisory committees, and communications on progress; and

FURTHER THAT Council direct staff to form an Ad Hoc Committee or a suitable alternative with a terms of reference or terms of engagement consisting of citizen members from these diverse minority populations in order to provide input on the development of the Equity and Inclusion Policy, due back to Council on August 24, 2020 Meeting; and

FURTHER THAT the draft policy be presented to Council for consideration by December 7th, 2020.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 29, 2020

WHEREAS at the Committee of the Whole Meeting on June 22, 2020, Municipal Council considered a memo from the Secretary of the Downtown Business Improvement Area Board of Management (DBIA) regarding a recommendation to Council on the closure of King Street from Spring Street to McGill Street for a Pedestrian Friendly Zone; and

WHEREAS Moved by S. Seguin: THAT the DBIA Board of Management recommend to Council that King Street be closed from Spring Street to McGill Street for four (4) trial weekends with dates of ; July 17th – July 19th; July 31st – August 3rd; August 21st – August 23rd , September 4th- September 7th; and

WHEREAS the Restaurants, Bars and Coffee shops have had terrible hardships since the beginning of COVID 19 due to the provincial shutdown; and

WHEREAS the Downtown Business Improvement Area Board (DBIA) wanted to help all members of the downtown by making King St. a pedestrian only street to expand patios onto King street for four (4) trial Weekends in July, August and September 2020; and

WHEREAS the King Street road closure will commence on each selected Friday at 9:00am with the road reopening on each selected Sunday (or holiday Monday) at 10:00pm; and

WHEREAS the DBIA Board of Management recognizes that this road closer is not an event and rather a pedestrian friendly area to showcase and assist our DBIA membership; and

WHEREAS the road closure will follow Fire, Police, Emergency, and liquor license requirements set out by the Municipality and the Province of Ontario; and


WHEREAS the DBIA will apply for the Patio extensions for each place; and

WHEREAS the DBIA will pay for barriers and tables for the Restaurants, Bars and Coffee shops so they can have extra seating to help make ends meet; and

WHEREAS the DBIA Board of Management will hire a Security Guard from 11:00am – 6:00pm each date of the road closure to promote physical distancing and educate the public where applicable;

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendations of the DBIA Board of Management Pedestrian Friendly Trial Weekends; and

FURTHER THAT Council approve all Licensed Establishments located within the DBIA parameters to be permitted to apply for a temporary patio extension on King Street as part of the Pedestrian Friendly Zone approved Road Closure.

	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>040-2019</u>

A BY-LAW TO ENTER INTO AN AGREEMENT WITH 12051184 CANADA INC. (COBA STEEL INC.) AND THE CORPORATION OF THE TOWN OF COBOURG (DODGE STREET, COBOURG).

WHEREAS Section 9 of the *Municipal Act, 2001* S.O. c. 25, as amended (herein referred to as the “Municipal Act”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS pursuant to the General Powers contained in Part II of the Municipal Act, the Council of every Municipality has the authority to sell land;

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

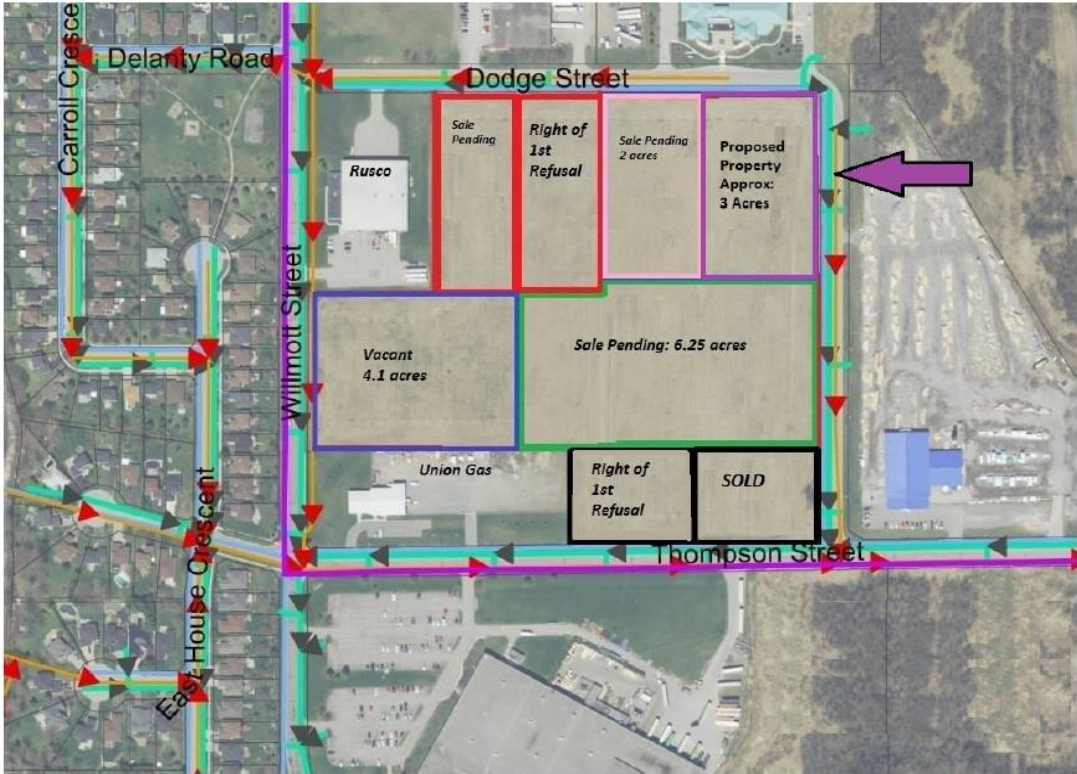
1. THAT the Mayor and Municipal Clerk are hereby authorized and directed to execute on behalf of the Corporation a Sale of Land Agreement with 12051184 Canada Inc (Coba Steel Inc.) for 3-acres of industrial land in the Lucas Point Business and Industrial Park, at Dodge Street, Cobourg, as generally described in Schedule “A” including any required extensions or minor amendments to the Agreement of Sale and all other necessary or ancillary documentation for the purpose of completing such transaction to carry out the purpose of this By-law.
2. THAT this By-law shall come into force and effect upon the date of passing.


By-law read and passed in Open Council on this 29th day of June, 2020.

MAYOR

MUNICIPAL CLERK

SCHEDULE "A"



	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>041-2020</u></p>

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN INDEMNIFICATION AGREEMENT WITH THE COUNTY OF NORTHUMBERLAND AND THE CORPORATION OF THE TOWN OF COBOURG FOR THE TRANSFER OF JURISDICTION OF COURTHOUSE ROAD.

WHEREAS section 8(1) of the *Municipal Act, 2001* shall be interpreted broadly as to confer broad authority on the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

WHEREAS Section 9 of the *Municipal Act, 2001*, states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the request for an Indemnity Agreement as attached to this By-law as Appendix “A” for Part of PIN 51085-0902 (LT) – FIRSTLY LT 4 PL CADDY (FORMERLY LT 21 CON 1 HAMILTON) COBOURG; UNNAMED ST PL CADDY COBOURG ABUTTING PT 1 39R6492; PT LT 21 CON 1 HAMILTON PT 1 CB148196; SECONDLY PT LT 5 PL CADDY (FORMERLY LT 21 CON 1 HAMILTON) COBOURG PT 3 39R8932 EXCEPT PT 2 39R10039 (AKA COURT HOUSE RD); HAMILTON; know municipally as Courthouse Road Cobourg, Ontario ("**Courthouse Road**"), to the County of Northumberland for the purpose of developing the land for the Golden Plough Redevelopment Project;

AND WHEREAS the County has agreed to indemnify and save harmless Cobourg from any claim, cost or demand from the Neighbours arising after the transfer of Courthouse Road to the County in connection with the Development;

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

- 1. THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an Indemnification Agreement with the County of Northumberland and the Corporation of the Town of Cobourg in accordance with the terms and conditions as set out in the Indemnity Agreement attached to this By-law as Appendix “A”.
- 2. THAT** this by-law shall take effect upon the date of passing.

READ and passed in Open Council this 29th day of June, 2020.


MAYOR

MUNICIPAL CLERK

SCHEDULE “A”

INDEMNITY AGREEMENT

“Attached”

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>042-2020</u></p>

A BY-LAW TO AUTHORIZE THE EXECUTION OF A CASH-IN-LIEU OF PARKING AGREEMENT BETWEEN THE TOWN OF COBOURG AND JENNA LEE FITZGERALD, OWNER OF GEORGE & ORANGE TAPROOM & KITCHEN. (67 Orange Street, Cobourg).

WHEREAS Jenna Lee Fitzgerald, Owner of George and Orange Taproom & Kitchen, has applies to Municipal Council to permit the lands described as CON A, PT LT 17, BLK E, SUBD 10, PT LT 21, known municipally as 67 Orange Street, Town of Cobourg for an extension of an Outdoor Licensed Patio and has applied to the Town for an exemption form the requirement to provide parking pursuant to the Town’s Zoning By-law; and

WHEREAS the lands are subject to the Town’s Cash in Lieu of Parking Policy pursuant to Section 40 of the Planning Act, R.S.O. 1990 Chapter P.13, as amended; and

WHEREAS the Council of the Town of Cobourg deems it necessary and expedient to enter into a cash-in-lieu of parking agreement between the Town of Cobourg and Jenna Lee Fitzgerald for the lands described as CON A, PT LT 17, BLK E, SUBD 10, PT LT 21, known municipally as 67 Orange Street, Town of Cobourg;

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

- 1. THAT** the Mayor and Municipal Clerk are hereby authorized and directed to prepare and execute a cash-in-lieu of parking agreement between the Town of Cobourg and Jenna Lee Fitzgerald, George and Orange Taproom & Kitchen, together with any and all mortgagees that may be on title at the point of execution of the agreement for the lands described as CON A, PT LT 17, BLK E, SUBD 10, PT LT 21, known municipally as 67 Orange Street, Cobourg.
- 2. THAT** this by-law shall take effect upon the date of passing and shall be in effect until date of expiry which shall be January 1, 2021 at 3:00 A.M.

READ and passed in Open Council this 29th day of June, 2020.

MAYOR

MUNICIPAL CLERK



Unfinished Business Listing Council Motions/Staff Direction As of June 8, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2019-01-28	Council Meeting Link		
Motion - Social Planning and/or Community Development Advisory Committee. Department/Division Responsible: Legislative Services/ Planning & Development	Minutes: FURTHER THAT Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.	09/14/2020	50%
Meeting 2019-05-13	Council Meeting Link		
Motion – Traditional land acknowledgement statement to be read at the beginning of all Municipal Council Meetings. Department/Division Responsible: Legislative Services	Minutes: THAT Council adopt a traditional land acknowledgement statement to be read at the beginning of its meetings; and FURTHER THAT Council direct Staff to consult with Alderville First Nations to draft a traditional land acknowledgement statement that reflects the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Ojibway/Chippewa peoples, as well as this territory that is covered by the Williams Treaty.	09/14/2020	50%



**Unfinished Business Listing
Council Motions/Staff Direction
As of June 8, 2020**

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2019-09-23	Council Meeting Link		
Motion - Long Service Recognition Policy Department/Division Responsible: Human Resources	Minutes: THAT Council refer Policy #HR-AP-A18 – Long Service Recognition Policy to General Government Services for revisions and to be brought back to Council at a later date.	N/A	80%
Meeting 2019-12-02	Council Meeting Link		
Motion - Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB). Department/Division Responsible: Multiple Departments/ Organizations	Minutes: THAT Council discuss the delegation with Northumberland County; and FURTHER THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and FURTHER THAT Council request that the Cobourg Police Service Board provide information on the level of crime and disruption in the immediate area of Transition House; and FURTHER THAT Council request information of Northumberland County regarding the recent change of operation of Transition House and any alternative options for low barrier housing in the Cobourg area; and FURTHER THAT Council request that all information is returned to Council by February 18, 2020	05/11/2020	30%



Unfinished Business Listing Council Motions/Staff Direction As of June 8, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-27	Council Meeting Link		
<p>Motion - unfinished business item 'Wheels Transit Options for Boarding/Disembarking'. Report and Accessible Transit Service Policy.</p> <p>Department/Division Responsible:</p> <p>Legislative Service/ Public Works</p>	<p>Minutes:</p> <p>FURTHER THAT Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and</p> <p>FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.</p>	09/14/2020	
Meeting 2020-01-27	Council Meeting Link		
<p>Motion – Staff Report on Innisfil Ridesharing Transit Model</p> <p>Department/Division Responsible:</p> <p>Legislative Services</p>	<p>Minutes:</p> <p>FURTHER THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.</p>	09/14/2020	



**Unfinished Business Listing
Council Motions/Staff Direction
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● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-06	Council Meeting Link		
Motion - Private Transportation Regulating By-law Department/Division Responsible: Legislative Services	Minutes: THAT Council authorize Staff to incorporate regulations through by-law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating Bylaw'; and FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg;	Regular Council Meeting	



Unfinished Business Listing Council Motions/Staff Direction As of June 8, 2020

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



Unfinished Business Listing Council Motions/Staff Direction As of June 8, 2020

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 On Track
 Behind
 Overdue
 Complete


Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-04-27	Council Meeting Link		
Motion – Flood Reduction and Mitigation Strategy Department/Division Responsible: Chief Administrative Officer/ Treasurer	Minutes: WHEREAS at the Committee of the Whole Meeting on April 20, 2020, Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Nicole Beatty, regarding a Flood Mitigation and Response Plan for the Town of Cobourg; and THEREFORE IT BE RESOLVED THAT the Town of Cobourg Council directs staff to draft a Flood Mitigation and Response Plan, in consultation with the Ganaraska Region Conservation Authority (GRCA) and other relevant agencies, for Council's consideration as soon as possible and no later than September 14, 2020.	09/14/2020	
Meeting 2020-05-11	Council Meeting Link		
Motion - the Aquatic Safety Audit Report for the Town of Cobourg Harbour Department/Division Responsible: Community Services	Minutes: THAT Council receive the memo from the Director of Community Services, dated April 30, 2020, for information purposes; AND FURTHER THAT Council direct the staff memo, all delegation submissions, and the Lifesaving Society's Aquatic Safety Audit to the Parks & Recreation Advisory Committee for an assessment of each safety recommendation	N/A	



**Unfinished Business Listing
Council Motions/Staff Direction
As of June 8, 2020**

● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-05-11	Council Meeting Link		
Motion – Victoria Park Beach Department/Division Responsible: Various	Minutes: FURTHER THAT Council direct Staff to implement the closure of Victoria Beach until August 31, 2020 and install metal fencing, barriers with emergency access points as necessary and continue with increased enforcement at the Waterfront area in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units; and FURTHER THAT the Staff provide a further report to Council at the Monday June 22, 2020 Committee of the Whole Meeting with any statistics of Waterfront area activities and any other areas of concern that arise due to the beach closure, and in addition include in the report how the Town could reopen the beach with restricted use, along with the costing estimates associated with the reopening of the Beach for Council approval; and FURTHER THAT portable washrooms, including accessible units, be set up with the number to be determined by the EOC and for the washrooms be cleaned/maintained twice daily; and FURTHER THAT clear signage indicating the Cobourg Beach is closed will be posted at the Highway 401, pending Ministry of Transportation approval, on all Arterial Roads entering Cobourg, on all major approaches to Victoria Park Waterfront and on Cobourg Beach itself.	06/22/2020	

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>043-2020</u>

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 JUNE 29, 2020.

WHEREAS Section 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a Municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, provides Municipal power, including the Municipality's capacity, rights, powers and privileges under Section 8, shall be exercised by by-law, unless the Municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of the Town of Cobourg adopted By-law No. 009-2019, establishing the rules of order and procedure, which provided for the enactment of a Confirmatory By-law at the end of each Regular Council Meeting to confirm the recommendations and actions approved at that meeting;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobourg at this meeting be confirmed and adopted by by-law;

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

- 1. THAT** the actions of the Council of the Town of Cobourg at its Regular meeting held on June 29, 2020, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
- 2. THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Regular meeting on June 29, 2020;
- 3. THAT** this by-law, to the extent to which it provides authority for or constitutes the exercise of power for an undertaking, work, project, scheme, act, matter or thing which requires additional approval to that of Council, shall not take effect until the additional approval has been obtained;
- 4. THAT** any member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this by-law as it applies to such action or proceeding;

- 5. **THAT** the Interim Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its June 29, 2020 Regular Council proceedings;
- 6. **THAT** the Mayor and Municipal Clerk, or the Treasurer/Interim Chief Administrator Officer, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents;
- 7. **THAT** this by-law shall come into full force on the day it is passed.

Read and finally passed in Open Council on this 29th day of June, 2020.

MAYOR

MUNICIPAL CLERK