

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE AGENDA
	Monday, November 4, 2019 at 6:00 PM Council Chambers, Victoria Hall, Cobourg

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday, November 4, 2019 at 6:00 PM in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II AGENDA ADDITIONS

1. Delegation, David Sheffield, Green Wood Coalition, regarding their strategy for enhanced outreach initiatives in Cobourg;
2. Delegation, Leslie Murray and Mark Galonski, YMCA Northumberland, requesting a letter of support for the YMCA Northumberland's Investing in Canada Infrastructure Program Application;
3. Delegation, Robert Rennie and Gary Kirton, regarding the growth of Pickleball in the Town of Cobourg;
4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding an exemption request for the Mayor for the Day Program;
5. Response to a Public Meeting held on November 4, 2019 regarding a proposed Zoning By-law Amendment for DePalma Lands;
6. Memo from the Manager of Roads and Sewers, regarding the awarding of the 2019 Wheel Loader Tender (CO-19-22 PWD); and
7. Closed Session item pursuant to section 239(1)(i) of the *Municipal Act, 2001*.

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

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

V DELEGATIONS

1. Richard Pope and Margret Bain, Willow Beach Field Naturalists, regarding a Natural Heritage Waterfront Park. 7 - 8
2. David Sheffield, Green Wood Coalition, regarding their strategy for enhanced outreach initiatives in Cobourg. 9 - 10
3. Leslie Murray and Mark Galonski, YMCA Northumberland, requesting a letter of support for the YMCA Northumberland's Investing in Canada Infrastructure Program Application. 11 - 44
4. Robert Rennie and Gary Kirton, regarding the growth of Pickleball in the Town of Cobourg. 45 - 46

VI DELEGATION ACTIONS

VII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from the Municipal Clerk/Manager of Legislative Services, regarding a Municipal Land Title Transfer - 232 University Avenue West, Cobourg. 47 - 66

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 transfer Part 11, 39R-849 to Suzanne Marie Jibb, property owner at 232 University Avenue, West, Cobourg.

2. Memo from the Municipal Clerk/Manager of Legislative Services, regarding a transfer and granting of an easement agreement with 62 King Street West, Cobourg (Bank of Montreal). 67 - 71

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute an agreement with BMO Bank of Montreal Branch, and the Town of Cobourg for an easement agreement to be registered on title from Covert Street over Parts 2, 3, 5, 6, 8, 10, 11 12 and 13 on Plan 39R-242 into the rear portion of the property known as 62 King Street West, Cobourg.

3. Memo from the Licensing Officer, regarding Valentine's Day Promotion for the Town of Cobourg Civil Marriage Ceremony Services. 72 - 76

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

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

4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding an exemption request for the Mayor for the Day Program. 77 - 79

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

FURTHER THAT Council accept and approve the application submitted from Rowan Tardik, Grade 5 Student, from C.R Gummow for the Mayor for the Day Program and permit an exemption to the requirements of Grade 7 to Grade 12 Student Eligibility; and

FURTHER THAT the Mayor for the Day Program be held on November 12, 2019; and

FURTHER THAT Council direct Staff to maintain the Mayor for the Day Program webpage on cobourg.ca and allow for the receipt of applications yearly for the 2020 Mayor for the Day Program.

VIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

1. Response to a Public Meeting held on November 4, 2019 regarding a proposed Zoning By-law Amendment for DePalma Lands.

Action Recommended: THAT Council endorse the comments of the Planning Department, acknowledge the Motion of support from the Planning and Development Advisory Committee and authorize preparation of the necessary amendments to the Zoning By-law (85-2003) for the property known municipally as part of the DePalma Lands for a 0.751 ha land parcel generally south of Highway 401, west of DePalma Drive, east of the Municipal boundary, and north of Elgin Street West, known municipally as part of the DePalma Lands to permit a 5,060 m² , four (4) storey hotel use on the Subject Lands.

OR

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

IX PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

1. Memo from the Secretary of the Transportation Advisory Committee, regarding the purchasing and installation of bicycle racks in the Town of Cobourg. 80

Action Recommended: THAT Council endorse the comments of the Transportation Advisory Committee and purchase ten (10) bicycle racks from the 2019 active transportation capital budget item at the cost of \$791.00 + HST per item, totalling \$8338.30, to be installed by Public Works at a billable amount of \$500.00, making a final total of \$9483.30; and

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

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

2. Memo from the Manager of Roads and Sewers, regarding the awarding of the 2019 Wheel Loader Tender (CO-19-22 PWD). 81 - 83

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

X PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

1. Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the proposal of a Natural Heritage Waterfront Park. 84

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

2. Memo from the Deputy Director of Community Services, regarding the Adult Fitness Park and Equipment for the Town of Cobourg. 85 - 90

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

FURTHER THAT Council consider outdoor fitness equipment during the 2020 Budget deliberations, as previously directed.

XI PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

1. Memo from the Secretary of the Accessibility Advisory Committee, regarding 91 - 95 the Elgin at Courthouse Road Transit Stop.

Action Recommended: THAT Council endorse the comments of the Accessibility Advisory Committee to improve the Elgin at Courthouse Road Transit Stop to be accessible.

XII ARTS, CULTURE AND TOURISM SERVICES

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

XIII UNFINISHED BUSINESS

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	Oct 15, 2019
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area. (Originally due October 15, 2019)	04-01-19	Public Works	Extended: Nov 25, 2019
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	Nov 4, 2019
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	Nov 4, 2019
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	Nov 25, 2019
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.	02-19-19	Legislative Department	Nov 25, 2019
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	Dec 2, 2019
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina.	09-03-19	Community Services	Apr 30, 2020

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

XIV COMMITTEE OF THE WHOLE OPEN FORUM

XV CLOSED SESSION

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

s. 239(2)(i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization:

1. Advancements coming on the policing/V13 accelerator.

XVI ADJOURNMENT



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

Delegation Request Form

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

1. GENERAL INFORMATION

Name of Delegate(s):

Richard Pope Margaret Bain

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:

Nov. 4 / 19

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

to present a proposal on behalf of Willow Beach Field Naturalists concerning the creation of a new Natural Heritage Waterfront Park

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)

we would like the Town to act on our proposal to protect the area as a natural park.

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

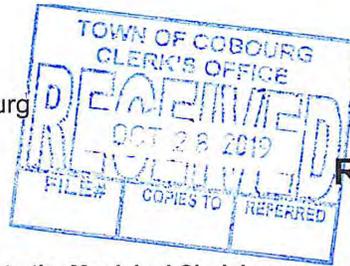
If selecting yes, please indicate the type of equipment needed for your presentation:

we have some photos on a memory stick & would like to show them on the overhead.

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



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



Delegation Request Form

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1. GENERAL INFORMATION

Name of Delegate(s):

DAVID SHEFFIELD

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

GREEN WOOD COALITION

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:

MONDAY, NOVEMBER 4, 2019

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

We wish to bring a brief to Council about Green Wood Coalition's street level, community outreach in Cobourg. Additionally we will outline our immediate strategy to increase the level of support for individuals living with homelessness, and reduce the health risks associated. A request for support to the Town of Cobourg for this immediate response will be included.

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)

We will request cooperation and support from the Town of Cobourg for an enhanced outreach initiative led by Green Wood Coalition and supported by partner agencies already working together in street-level collaboration. The proposed initiative would include provision of space, and shared expenses.

Have you appeared before the Town of Cobourg’s Council or its Committees or Boards in the past to discuss this issue?
 Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

If selecting yes, please indicate the type of equipment needed for your presentation:
 Please Select the Type of Equipment

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



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

Delegation Request Form

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1. GENERAL INFORMATION

Name of Delegate(s):

Leslie Murray

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

YMCA Northumberland

2. MEETING SELECTION

I wish to appear before:

Committee of the Whole Regular Council Advisory Committee or Local Board

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

Press to Select a Committee of Board

Meeting Date Requested:

November 4th, 2019

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

YMCA Northumberland wishes to obtain a letter from the Town of Cobourg in support of the need for expanded aquatics facilities, including a fully accessible warm/therapy pool to adequately meet the needs of Cobourg residents currently and into the future.

This need is demonstrated in the Cobourg Community Center and YMCA Northumberland Joint Facility Needs Assessment completed by MHBC and Raymond Consulting in February of 2017, which highlighted the following:

1. An expanded aquatics centre is warranted based on population growth projections and industry standard for population threshold to support an aquatics facility.
2. An expanded aquatics centre is in the top three recreation facilities residents would like to see offered in Cobourg, and both survey respondents and public engagement respondents indicated a desire for a new aquatics facility.
3. The median age of Cobourg residents is 49.6 years of age, with a significant percentage of the population aged 55 years or older, making aquatic exercise and swimming highly indicated for a large portion of the community.

Additionally, as a community surrounded by water, it is essential that adequate facilities are available to ensure the opportunity to learn to swim is available to all.

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)

YMCA Northumberland requests that the Town of Cobourg provide a letter in support of the need for expanded aquatics facilities to meet the current and future needs of Cobourg residents, which will be included in YMCA Northumberland's Investing in Canada Infrastructure Program application.

Attachments:

- Draft Letter of Support
- Cobourg Community Centre and YMCA Northumberland Joint Facility Needs Assessment (February 2017)

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

Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

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

Please Select the Type of Equipment

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

The Town of Cobourg and YMCA Northumberland share a commitment to providing programs, services and facilities that positively impact the health and well being of the people we serve. Additionally, the Town and the YMCA work in partnership to create safe and enriching recreational experiences and ultimately, build a healthy community. Through community consultation and professional needs assessments, the necessity to increase aquatic facilities in the Town of Cobourg has been demonstrated.

The population threshold for an aquatic facility is typically 20000 people. (*Guidelines for Developing Public Recreation Standards, Ontario Ministry of Culture and Recreation Sports and Fitness Division*) Currently, the residents of the Town of Cobourg are served by a single indoor pool operated by YMCA Northumberland for the majority of the year (constructed in 1980), and supplemented by a municipally owned outdoor (constructed 1967) pool operated by the YMCA during the months of July and August. With the population of Cobourg expected to reach 26000 by 2027, the need for expanded, year-round fully accessible state of the art aquatics facilities is evident.

As identified in the *Town of Cobourg Recreation Strategy and Implementation Plan (2016)*, residents identified a new aquatic facility as one of their top three recreational needs. Residents 50 plus years of age also identified a new swimming pool as one of the top three recreational assets that would promote increased physical activity levels. Residents surveyed through the *Cobourg Community Centre and YMCA Northumberland Joint Facility Needs Assessment (2017)* identified that the most common reason they leave Cobourg for recreation is to participate in aquatic programs in the neighbouring town of Port Hope, where the modern aquatic facility and therapy pool more closely meet their needs.

The median age of residents in Cobourg is 49.6 years of age, with a significant portion of the population aged 55 years or older. Aquatic programming is highly indicated for older adults and effective in improving balance and coordination, promoting improved aerobic fitness, muscular strength & endurance and flexibility. Use of a warm therapy pool is essential for exercise for many common chronic conditions including arthritis, osteoporosis and cardiovascular disease, and allows for rehabilitative programming for participants recovering from stroke, knee and hip surgery and back injury.

As a community surrounded by water, it is essential that residents have the opportunity to learn to swim. Each year, more than 3100 local children and youth participate in instructional swimming lessons at YMCA Northumberland, learning skills that could potentially save their lives. Additionally, over 700 grade three students participate in the Swim to Survive program at the YMCA free of charge, focused on drowning prevention and surviving aquatic emergencies. Many local youth and young adults participate in aquatics leadership courses and gain meaningful employment as lifeguards and swim instructors.

Evidence clearly indicates that accessible aquatic programs that target all age groups and socioeconomic populations play a critical role in promoting active, healthy and engaged communities, and that expanded aquatic facilities are required to meet the current and emerging health and recreational needs of the residents of the Town of Cobourg.

Cobourg Community Centre and YMCA Northumberland Joint Facility Needs Assessment

February, 2017

Prepared by:
MHBC Planning & Raymond Consulting



Authors

Pierre Chauvin, MA, MCIP, RPP, MHBC Planning
Kelly Martel, M.Pl, MHBC Planning
Raymond Osmond, Raymond Consulting

Acknowledgements

The authors would like to thank the contributions from the following Town and YMCA Staff:

Dean Hustwick, Director of Recreation and Culture, Town of Cobourg
Eunice Kirkpatrick, Executive Director, YMCA Northumberland
Mike Bunn, YMCA Northumberland

MHBC Planning
540 Bingemans Centre Drive, Suite 200, Kitchener, ON, N2B 2X9

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1.0 INTRODUCTION

1.1 Background

The Town of Cobourg and YMCA Northumberland have had a longstanding partnership where they have worked collaboratively to provide recreational programs and services to members of the community, at two different sites. More recently, the two organizations began contemplating the possibility of co-locating a new YMCA facility at the site of the Cobourg Community Centre (CCC).

In 2009, unanimous support from the Mayor and Council was received for the YMCA's application to the Federal/ Provincial Stimulus Fund, which would have allowed the YMCA and the Town to continue their partnership and construct a new YMCA Centre at the CCC. Ultimately, the funding was not granted at that time and, thus, the YMCA continues to operate at its current location. Although the stimulus funding was not received in 2009, many studies conducted since that time contemplated the potential future co-location of a YMCA facility with the CCC facility. In order to explore the next steps and the YMCA's potential role in the development of a new YMCA Centre which would adjoin the existing Cobourg Community Centre, the Town of Cobourg Council and the YMCA Northumberland's Board of Directors have approved a further investigation of the concept of building and operating a new YMCA facility at the site of the CCC.

In April 2015, unanimous support was received from Town Council and the YMCA Northumberland's Board of Directors to investigate the recreational needs of Cobourg's citizens in the future, including the feasibility of building and operating a YMCA Centre at the site of the CCC. As a result, the Town of Cobourg Council approved a multi-phased study to analyze recreational needs of residents and explore potential joint facility planning of the YMCA Centre and the CCC.

1.2 Purpose

In order to further investigate the possibility of a joint-facility located at the CCC Campus, and guide the process, an eight-member Project Coordinating Committee (PCC) was formed, consisting of Cobourg Town Council and staff, and YMCA Northumberland Board of Directors and staff. The PCC identified that there are many questions and concerns that must be addressed to the satisfaction of the community before any final decision can be made as to whether or not a joint-facility project should proceed. The PCC recommended that approving a formal feasibility study, beginning with a needs assessment, is the appropriate method of determining the feasibility of a joint facility. The consulting team of MacNaughton Hermsen Britton Clarkson (MHBC) Planning Ltd. and Raymond Consulting was retained by the Town of Cobourg and YMCA Northumberland to undertake this Needs Assessment.

The purpose of this Needs Assessment is to assist the Town of Cobourg and YMCA Northumberland to determine whether a new YMCA facility located on the grounds of the existing Cobourg Community Centre (CCC) makes sense and warrants investment and further investigation, to help meet the future needs of the community.

1.3 Study Process and Objectives

In order to assess the need for a joint facility at the current location of the CCC and arrive at a recommendation, the foundation of this Assessment is based upon background research and current trend analysis; public consultation with the community; and input from staff and stakeholder groups.

The Needs Assessment will achieve the following objectives:

1. Building on current studies, complete a review and analysis of the current needs and capacities of YMCA Northumberland and the Cobourg Community Centre to support current and future community programming;
2. Analyze and review projected population trends within the catchment area of the YMCA and CCC in order to determine the facility and resource needs of the community;
3. Engage residents and agency and stakeholder groups in the community in consultation to assist in identifying future recreational and programming needs of the community; current gaps in the system; facility improvement needs; and, opportunities for a joint-YMCA/CCC facility; and,
4. Prepare recommendations for the Town and the YMCA respecting the needs for a combined YMCA facility on the CCC Campus.

2.0 CONTEXT

2.1 Regional Context

The Town of Cobourg is located in Southern Ontario, halfway between Toronto and Kingston, within Northumberland County. The total population of the County, according to the 2011 Census, was 82,126.

The County of Northumberland is comprised of seven municipalities:

- Township of Alnwick/Haldimand;
- Municipality of Brighton;
- Town of Cobourg;
- Township of Cramahe;
- Township of Hamilton;
- Municipality of Port Hope; and,
- Municipality of Trent Hills

According to the 2011 Census of Canada, the median age of residents of the Town of Cobourg is 49.6 years old, which is higher than the County average (48.3) and significantly higher than the provincial (40.4) and national (40.6) median age. As families age and mature, average household sizes tend to decline. This is a trend experienced across the country. Given the average of the community, it is not unexpected that Cobourg's average household size of 2.2 people is lower than the County (2.4) average and also significantly smaller than the provincial (2.6) and national (2.5) averages. With an aging demographic, household incomes also tend to become more dependent on fixed incomes. As a result, this may have an influence on Cobourg's median after-tax household income of \$61,560, which is less than the county (\$65,239) and provincial (\$71,523) averages.

The Town of Cobourg is the largest of the seven municipalities in the County, with the next largest municipalities in the County being Port Hope, Trent Hills and Brighton. Over the next 20 years, it is anticipated that the Town will grow to a population of approximately 26,000 people, which represents approximately 26% of the County's projected population. Although it is anticipated that all other municipalities in the County will grow, Cobourg is expected to see the greatest proportion of the County's overall growth. The following table provides a summary of the current and projected populations for the municipalities within the County.

Municipality	2011 Population (Census of Canada)	2011 Population – Including % of County Population (Source: Northumberland County Official Plan)	Projected Population 2034 – Including % of County Population (Source: Northumberland County Official Plan)
Brighton	10,928	11,306 (13%)	12,556 (12%)
Trent Hills	12,604	13,040 (15%)	14,606 (14%)
Cobourg	18,519	19,160 (23%)	26,105 (26%)
Cramahe	6,073	6,283 (7%)	7,013 (7%)
Port Hope	16,214	16,775 (20%)	22,145 (22%)
Hamilton	10,702	11,072 (13%)	12,359 (12%)
Alnwick/Haldimand	6,617	6,846 (8%)	7,733 (8%)
County	81,657	84,482	102,517

2.2 Local Context

With a 2011 population of approximately 18,000, Cobourg is the largest of the seven municipalities within the County and is considered to be an 'urban hub' for the neighbouring communities, meaning that many of the municipalities in the County travel to the Town of Cobourg to work, play and access recreational facilities and services. As the above table indicates, Cobourg is expected to be the main growth area for the County.

A variety of parks and recreation facilities exist within Cobourg which are intended to serve a catchment area beyond the Town's geographical boundaries. These facilities include a community centre, recreation complex, marina, beach, yacht club, YMCA, and numerous public outdoor spaces (parks) of varying sizes. Given the position of the Town as an urban hub within the County, the catchment area for use of recreational facilities expands beyond the Town of Cobourg and provides services from neighbouring municipalities. Figure 1 shows the catchment area for facilities within the Town, using a 40 minute driving radius.

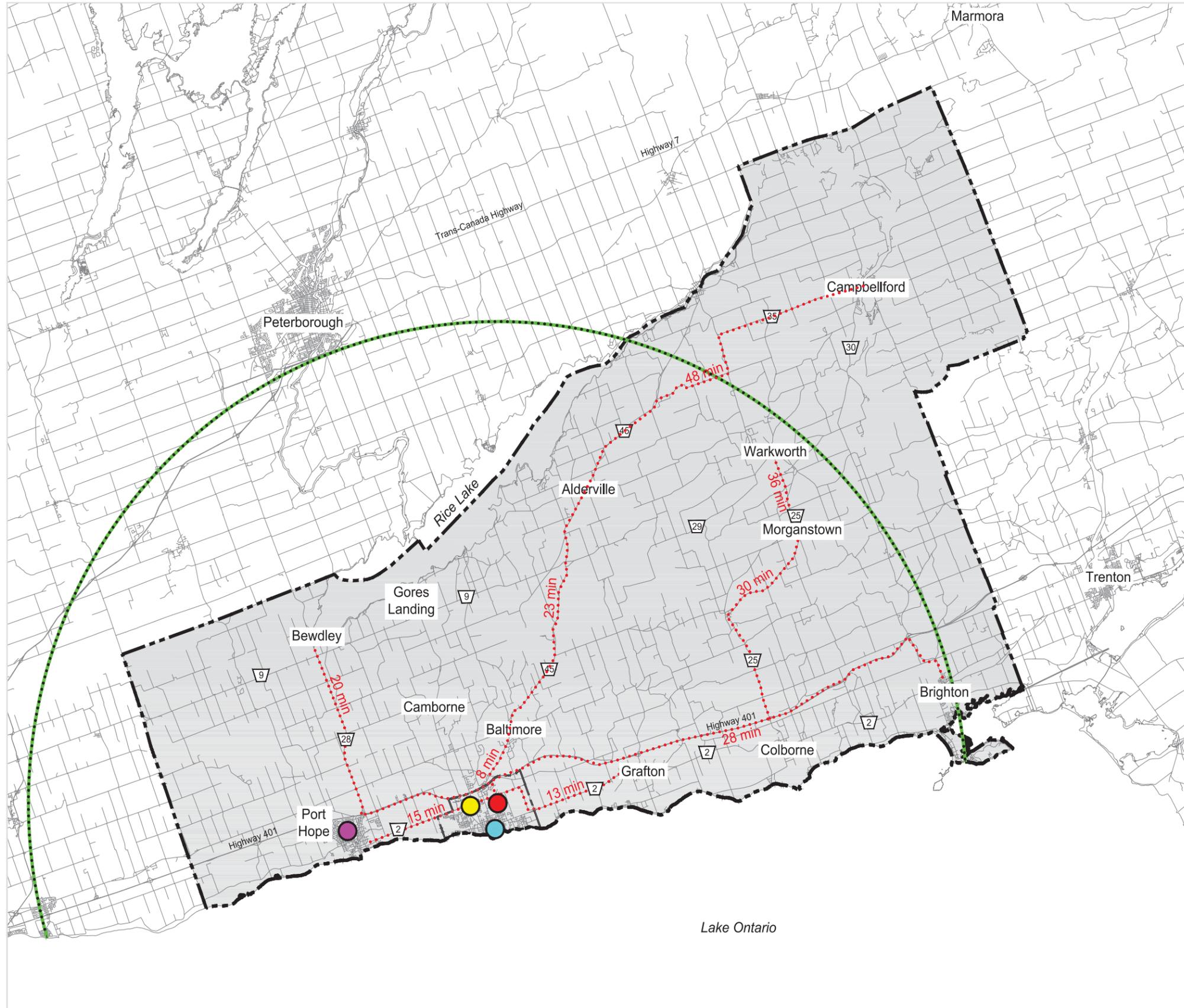


Figure 1
**Northumberland
 County Context Map**

Town of Cobourg
 County of Northumberland

- Legend**
- Cobourg Community Centre & Arena
 - Northumberland YMCA
 - Cobourg Centennial Pool
 - Jack Berger Sports Complex
 - ⋯ Driving Distance
 - 40 min Driving Radius from Cobourg Community Centre (approx.)
 - - - Northumberland County Municipal Boundary

DATE:	Nov. 8, 2016
FILE:	08109G
SCALE:	1:125,000 (24x36)
DRN:	CAC



K:\08109G-Cobourg Community Centre\NorthumberlandContextMap.dwg

MHBC PLANNING
 URBAN DESIGN
 & LANDSCAPE
 ARCHITECTURE

200-540 BINGEMANS CENTRE DR KITCHENER, ON, N2B 3K9
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3.0 BACKGROUND

Since 2009, several studies have been completed which have assessed the need and feasibility of providing a joint facility in the Town or contemplated a future joint facility. These plans, which are reviewed below, include the Cobourg Multi-Use Community Centre (CCC) Feasibility Study (2009) and the Cobourg Community Centre (CCC) Campus Master Plan (2014). Additionally, MHBC Planning and Raymond Consulting have recently completed on behalf of the Town (and under separate contract) a Recreation Strategy and Implementation Plan, which contains recommendations related to developing strategic partnerships that engage community groups, organizations and businesses that support the leveraging of resources in order to provide efficient programs, facilities and service delivery.

3.1 Cobourg Multi-Use Community Centre (CCC) Feasibility Study

The Cobourg Multi-Use Community Centre Feasibility study was completed in 2009 and assessed the need for indoor recreation facilities in the Town and the feasibility of providing these in a single, multi-purpose complex. The study found that indoor recreation facility requirements in the Town of Cobourg support development of a multi-use community centre. Short-term facility requirements include a twin pad arena, a gymnasium, multi-purpose program and meeting space, limited dedicated space for seniors, youth and a lawn bowling clubhouse, and an indoor walking/running track. Long-term facility needs may include a third ice pad and an aquatics centre. In particular, the report identifies that a full-facility aquatics centre should be planned after 2021.

The study reviewed a number of potential sites for locating the new facility and projected costs for the facility. The report recommended a future partnership in managing and operating non-arena components of the CCC be explored and provided a framework for partnership, including a cost analysis for a Town-YMCA Partnership and Municipally Operated CCC.

In order to understand the needs of the community, the study included a public engagement program, which consisted of a survey and a design charrette. The public engagement program provided primary input into understanding service and facility needs of the community and allowed community members to participate directly in developing a concept drawing for a multi-use community centre. Although the partnership/ joint-facility was out of scope for the design charrette, the concept and recommendations presented did not preclude the ability to add the YMCA to the campus in the future.

In 2011, the CCC was built at its current location on D'Arcy Street. The CCC includes many of the components identified in the 2009 Feasibility Study, with the exception of an aquatic centre and a third ice pad. The CCC remains the only major community centre in the Town of Cobourg and serves not only the Town, but the broader region in Northumberland County. Some of the main features of the facility includes a 2,000 seat spectator arena, a 400 seat recreation arena, an indoor track, a double gymnasium, 3 multi-purpose rooms, a board room, a senior's room, offices, and outdoor soccer and baseball fields.

3.2 Cobourg Community Centre (CCC) Campus Master Plan

The Cobourg Community Centre Campus Master Plan was completed in December 2014 in order to provide the Town with a strategic and operational CCC Campus development plan. The CCC Campus Master Plan includes an analysis of the existing facilities, including buildings, sports fields, parking areas, green space and stormwater management facilities, which comprise the CCC campus and provides recommendations for improving facilities to improve the experiences of users and enhance the diversity of uses available to residents and visitors.

The report includes a conceptual master plan, which identifies elements for re-organization of the CCC Campus and provides site specific recommendations for facility improvement. Recommendations include: pedestrian paths, maintaining options for a swimming pool addition, future outdoor recreation space, six (6) pickleball courts, outdoor walking loop, future therapeutic pool, and additional parking.

3.3 Town of Cobourg Recreation Strategy and Implementation Plan

In 2015, the Town of Cobourg received an Ontario Sport and Recreation Communities Fund grant through the Ontario Government and Ministry of Tourism, Culture and Sport to fund the development of a Recreation Strategy and Implementation Plan. The consulting team of MHBC and Raymond Consulting was retained by the Town to undertake the Recreation Strategy and Implementation Plan. The Recreation Strategy and Implementation Plan was endorsed by Town Council on December 5, 2016. The Recreation Strategy and Implementation Plan is intended to provide the Town of Cobourg with a long-term strategy to be used as a guide in developing recreational programs and strengthen the Town's existing sport and recreation program delivery structure as well as align it with the Canada Sport for Life model.

The Recreation Strategy and Implementation Plan was supported by a public engagement program, which included a public workshop, public meetings, input from stakeholders, staff and other recreation program service providers, and on-line survey. Note, some of the survey questions included public opinion associated the concept of relocating the YMCA to the CCC. A summary of the related survey responses is included Section 4 of this report.

Based on this research, the Strategy and Implementation Plan provides over thirty recommendations intended to help the Town's Recreation and Culture Division build capacity in programming, enhance diversity of opportunities for participants; establish a framework for identifying partnerships and provide training strategies for staff to increase technical and practical knowledge.

The report highlights that collaboration and partnerships are becoming increasingly important and prevalent in the recreation service delivery model and notes that municipalities are adopting a greater oversight role and providing leadership and support to nonprofit agencies and organizations. The report identifies that the service delivery model could be improved by pursuing partnership opportunities with community organizations and other service providers. Moreover, the Recreation Strategy and Implementation Plan includes several strategic recommendations and associated actions intended to assist the Town in enhancing collaboration and partnerships. One of the recommendations and action includes improving communications and fostering a collaborative and effective dialogue and partnership with YMCA Northumberland.

3.4 YMCA Relocation Options

Prior to undertaking this Needs Assessment, the YMCA Board of Directors has previously considered and analyzed different options to address their long-term facility needs. The options analyzed, included:

1. Partnering with the Town of Cobourg to building a new YMCA Centre at the CCC;
2. Renovating the existing YMCA Centre property;
3. Building a new YMCA Centre on the existing property;
4. Building a new YMCA Centre on a new property;
5. Partnering with Town of Cobourg to build a new YMCA Centre at the CCC, and renovate the existing YMCA Centre property; or,
6. Partnering with a private developer to build a new YMCA Centre.

Each option was carefully considered and assessed against various criteria, which included such matters as: locational considerations; fit with YMCA's vision; operational viability; maintaining ability to maintain a strong real estate portfolio; fundraising opportunities; and, likelihood to secure government funding. Each criteria was weighted based on the level importance, with locational and government funding considerations being weighted higher than all other criteria. Based on their internal evaluation, the YMCA concluded that the best option at this time was to further investigate a partnership with the Town of Cobourg to build a new YMCA Centre at the CCC.

4.0 PUBLIC WORKSHOP AND STAKEHOLDER CONSULTATION

4.1 Cobourg Recreation Strategy On-line Survey

As part of the 2016 Recreation Strategy and Implementation Plan, an on-line survey was conducted from February to April 2016 in order to obtain feedback regarding the community's current participation in leisure programs offered by various organizations within and outside of the Town of Cobourg. The survey also assessed: facility usage within the Town; barriers to participation; level of service provided by the Town with respect to recreational needs and programming; areas for improvement; and, perceptions and opinions on partnerships between the Town and community organizations. In total, the on-line survey yielded 530 responses to both multiple choice and open-ended questions.

The following is a brief summary of some of the results obtained from the multiple choice/ closed-ended questions:

- 68% of survey respondents indicated that they live in the Town of Cobourg while 32% live outside of Cobourg
- Those responding to the survey from outside of the Town of Cobourg indicated that they live in: Port Hope, Hamilton Township, Grafton, Baltimore, Brighton, Roseneath, Newcastle, Oshawa, Clarington and Colborne
- In terms of usage of recreational facilities, there was a nearly equal user split between the CCC (33%) and the YMCA (34%). 13% of respondents indicated that they use another facility within the Town of Cobourg (other than the CCC or the YMCA) and 12% indicated they use another facility outside of Cobourg. 5% of respondents do not use any facility for recreation and leisure programs
- 41% of respondents use recreational facilities 2-3 times per week
- 35% of respondents participate in recreation and leisure programs outside of Cobourg
- The most common recreational program respondents leave Cobourg for are hockey (12%), recreational swimming (12%) and swimming lessons (10%)
- Respondents most often leave Cobourg to attend programs in Port Hope (42%). Respondents also indicated that they leave Cobourg to attend programs in Baltimore (10%), Peterborough (7%), Grafton Arena (5%) and Northumberland Forest (5)
- An aquatic centre was identified as the one of top 3 new recreation/activities respondents would like to see offered in Cobourg
- Users of the Cobourg Community Centre indicated that parking, social areas and "other" facilities on the campus require improvements. In the case of "other", respondents either

indicated that soccer fields required improvements or that the CCC could be improved by adding a new pool

- 55% of respondents feel that there is a potential benefit to relocating the YMCA to the same location as the CCC

Open ended questions that were included in the on-line survey dealt with the subjects of partnership and the possibility of a joint CCC/YMCA facility. When asked to indicate whether respondents felt that there was a potential benefit to relocating the YMCA to the same location as the CCC, the results indicate that 55% of respondents felt that such relocation would be beneficial.

When asked to explain why a potential relocation of the YMCA to the CCC would be beneficial respondents generally provided the following responses.

- YMCA building is aging and needs to be replaced
- Combining the two facilities and what they each offer would provide a complete community centre
- New aquatic centre
- Would avoid program duplication
- CCC walking track would be a good addition to what the YMCA has to offer
- Would make better use of the CCC building
- Larger space for all
- Pooling of financial resources

Conversely, of those who felt that there would be no benefit (45% of respondents) to relocating the YMCA facility, the following reasons were cited:

- Loss of existing minimal CCC parking space
- Loss of CCC soccer field
- YMCA Membership fees too high
- Too much traffic in surrounding neighbourhood of the CCC
- Would be too crowded
- YMCA is centrally located, the CCC is not
- Difficulty unionizing the two organizations' staffing
- YMCA would lose its identity/ culture

When asked what respondents believed were some of the opportunities for a potential partnership between the Town and the YMCA, the following were the most common responses:

- New aquatic centre for the community (23%)
- One location for all health, wellness and recreational activities (19%)
- A centre with programming for people of all ages (19%)
- Youth/ teen program centre (16%)
- Local economy boost (16%)
- Other (7%)

Finally, respondents were asked to provide feedback on what they believed to be some considerations that need to be addressed to create a beneficial partnership between the CCC and the YMCA. Responses to this open-ended question generally included:

- Usage options (e.g. membership vs. pay-per use)

- Increased traffic to the area
- Parking issues
- Fee structure
- Peak usage times (overcrowding/bottlenecks)
- Program options complementary to existing offerings
- Municipal support- capital and operating
- Fields usage- soccer, baseball, etc.
- Delivery of Programs/ delegation of responsibilities
- YMCA delivery of existing CCC programs (non-rink related)

4.2 Town of Cobourg/YMCA Northumberland Joint-Facility Needs Assessment Community Workshop

On October 26, 2016, a community workshop was held in order to receive additional feedback from members of the community regarding the current status of facilities and programs within the Town and identify future facility and programming needs. In total, 31 participants attended the workshop.

Participants identified strengths, weaknesses, gaps and opportunities for improvement in the current recreational system as well as provided feedback on how a partnership between the YMCA and the CCC could address gaps in the recreational system.

Attendees were asked to respond to the following set of questions:

- In terms of indoor facilities and programs in the Town, what aspects of the recreational system are working for you (what do you like)?
- In terms of indoor facilities and programs in the Town, what aspects of the recreational system are not working for you (what's missing)?
- What current gaps in the community's recreational system would a potential partnership between the YMCA and the CCC address?
- What opportunities exist for the potential partnership of the YMCA and CCC facilities?
- What are the challenges to overcome with the potential partnership of the YMCA and CCC facilities?

Participants identified that both facilities currently provide programs that cater to all demographics of the Town (e.g. options for seniors' programming available at the CCC and youth programs and child care/child minding available at the YMCA). At each location, feedback suggests that the programs running seem to be full and are attracting a variety of users. While the discussion questions were geared toward identifying the current strengths of indoor recreational facilities, many of the respondents noted the importance of the outdoor facilities (e.g. walking trails, parks, community gardens).

The accessible hours offered by the YMCA and the access to pickleball facilities at the CCC were identified as strengths. Additionally, the level of program delivery and capacity to provide staff training available at the YMCA was highlighted as a strength and an opportunity that should be maintained for the future.

When asked about what aspects of the recreational system are not working, a prime concern identified included the current duplication of some services as a result of both facilities operating

(without any apparent communication between facilities). Affordability of a membership based service (particularly for those on a fixed income) and future fee structure emerged were also noted as potential concerns. At this point in the needs assessment, the lack of clarity regarding the fee structure to be applied should a partnership occur and how a joint-facility would be operationalized, were raised as issues.

Beyond operational measures related to fees and service delivery, feedback shows that those who currently access the YMCA facility have concerns with the quality of the physical building and note that improvements are required to address the aging facility (particularly the state of the change rooms, temperature of the pool, crowded space as membership grows). The ability for the current facility to modernize to achieve Accessibility for Ontarians with Disabilities (AODA) compliance was also noted as a concern/ gap.

Accessibility to both the YMCA and the CCC for people without private automobile transportation was also identified as a gap. It was also noted that travelling to both facilities to participate in various programs is inconvenient and parking availability at both facilities is inadequate. Furthermore, while the CCC is considered to be a community hub, participant feedback suggests that the CCC does not feel like a community hub and improvements are required in order to enhance the feeling of community at the building and among members.

When asked to prioritize facility improvements in the community, participants identified a pool/aquatic centre as well as a fitness room/centre as their top priorities.

In terms of program gaps, feedback received shows that residents feel that the focus on current recreation is heavily based on sports and should be reassessed to include more programming geared toward arts and culture, interest clubs, etc.

In response to questions related to how a potential partnership such as a joint-facility could address gaps in the current system, the following answers were provided:

- Updated/ modern facility
- Convenience of having one "one stop shop" recreation centre- a true hub
- Increased sense of community, which is evident at the YMCA, but requires improvement at the CCC
- Cross-population of programs
- Reduction in duplication of services, greater efficiencies
- Improved programming options and more accessible/ convenient programming hours
- Merging of philosophies and cross-training, collaboration, sharing skillsets and diversification/ expansion of knowledge
- New aquatic centre could be developed, which includes a therapy pool
- Future synergies (e.g. creating a centre of wellness/ community hub could allow for potentially private enterprise, such as medical offices, to co-locate nearby); and,
- Possible inclusion of a library branch to contribute to the community hub

Although the majority of the responses were positive and identified a variety of ways that a potential joint-facility could address current gaps, the challenges that would need to be overcome if a joint-facility were pursued include:

- Concerns with respect to loss of outdoor space (soccer fields) to accommodate a new building
- An increased strain on the already limited parking availability at the CCC

- How the current YMCA building would be repurposed and used moving forward, as it is still in working condition and uniquely located to environmental features which provide a good educational opportunity for children and youth programming
- Assessing cost of construction and distribution of responsibilities for the construction
- Identifying how organizations with differing operational models can blend cohesively (e.g. staffing environment, operational environments, differing values/ mandates)
- Determining a governance and management model/ MOU
- User cost; and,
- Addressing public resistance to the change/ convince public of benefits of a joint-facility

5.0 EXISTING FACILITIES

A number of existing community facilities operate in the Town of Cobourg (and its general geographic area) offering a variety of recreational and leisure programs and services to the community. The following is a brief review of some of the main facilities in the area.

5.1 Cobourg Community Centre (CCC)

The Cobourg Community Centre is located at 750 D'Arcy Street in Cobourg, Ontario. The facility was built in 2011 and hosts numerous events throughout the year, including hockey tournaments and concerts.

The CCC not only serves the Town, but the broader region of Northumberland County and includes a 2,000 seat spectator arena, a 400 seat recreation arena, an indoor track, a double gymnasium, 3 multi-purpose rooms, a board room, a senior's room, offices, and outdoor soccer and baseball fields.

Space is available for rent to permanent and occasional user groups and the general public for sport, recreational and cultural purposes, including birthday parties and workshops. A variety of sport and recreation programming, for adults, youth and seniors, provided by the Town of Cobourg, are also run through the CCC.

Currently, classes offered at the CCC through the Seniors Centre are operating at half to nearly full capacity and weekly attendance is on the rise. Programs offered for seniors include the following:

- **Fitness Programs:** Pickleball, Smart Fit, Yoga, Let's Get Physical, Active Bodies, Table Tennis, Line Dancing, Body Tone, Fun & Fit, Stretch it Out!, Muscle Mix, Tai Chi, Zumba, Circuit, Pilates, Badminton, Cardio Mix.
- **Recreation Programs:** Painting, Bridge, Wood Carving, Camera Club, Friendship Group, Scrabble, Rug Hooking, Shuffleboard, Euchre.

Youth and Adults Programs offered include the following:

- **Youth Dance:** Zumbini, Rock'N Tots, Creative Dance, Zumba Kids, Princess Ballerinas, Musical Theatre, Tween/ Teen Hip Hop, Rock'N Preschoolers, Jazz/Hip Hop
- **Adult Classes:** Fitness, Zumba, Yoga
- **Ice Programs:** Learn to Skate, Learn to Play Hockey, Private Lessons, Drop in/ Adjusted, Team Training, Girls Power Hockey, Body Checking Clinic, Pre-Season Prep
- **March Break Camps:** Crazy Camp, Extended Care, Hockey Development
- **Summer Camps:** Crazy Camp, Chef Camp, Into the Wild, Mad Science, Superhero Camp, Creative Camp, Messy Camp, Hockey Development

Although the CCC does not currently have a pool or aquatics facility, the design of the building and property does have the ability to physically accommodate an expansion to provide for an aquatics facility. In fact, as previously noted, the 2009 CCC Feasibility Study indicated that a full-facility aquatics centre should be planned by 2021.

Should the YMCA relocate to the CCC, an expansion/addition to the existing CCC facility is preferred over a stand-alone building on the property. An expanded building would benefit from structural linkages that promote operational efficiencies including: staff function, mechanical, technological and maintenance sustainability and self-sufficiency.

Any expansion would be subject to further investigation by architectural and/or structural engineering consultants as part of the next steps of the feasibility study. Based on our cursory assessment, the existing entrance and front façade of the building fronting D'Arcy Street would be the most logical area to retrofit/expand the CCC to include an aquatic centre. As part of the expansion, a multi-storey/multifunctional addition could also be designed overtop the existing CCC structure to provide additional programming/activity. The existing parking would also need to be relocated and expanded to accommodate the addition. Ultimately, the specific details with respect to the feasibility of any addition would be investigated as part of subsequent phases of the broader feasibility study including the long term active parkland needs.

5.2 YMCA Northumberland

YMCA Northumberland, Cobourg Health, Fitness and Aquatic Branch is located at 339 Elgin Street West in Cobourg, Ontario. The 2-storey multi-recreational facility was built in 1980 and expanded in 1998, and includes an indoor pool, gymnasium, fitness facilities, squash courts, change rooms, an Ontario Early Years Centre and a licensed child care centre. The facility is located on a property with an area of approximately 6.9 hectares (17 acres) and also includes two houses fronting Elgin Street. One house is currently rented and the other used for YMCA administrative offices.

Over the years, there have been numerous upgrades, renovations and additions to the facility in response to capacity constraints and growing membership. The YMCA facility contains the only indoor pool in the Town of Cobourg and provides recreational (e.g. lane swimming and family swimming) and structured (e.g. swimming lessons) swimming opportunities. As noted below, there are only two other aquatic facilities in the County that serve this region.

Programs available at the YMCA include the following:

- **Adult Recreational Programs:** Pickleball, Volleyball- indoor and outdoor, squash, hiking, snow shoeing, Adult Spanish lessons, ESL, Golf performance, YMCA Leadership Courses, First Aid and CPR
- **Fitness:** Chair Yoga, Restorative Yoga, Prime Time- Low Intensity Seniors Class, Latin Dance, Barre, Muscle-fit- Strength and conditioning class, TRX Circuit, Yoga, Yoga for Runners, Pilates, Cyclefit, Strong Body Extreme- Cardio and Strength Training Class, Yoga Pilates/ Fusion,
- **Aquatics:** Aquafit, Aquaflow, Yoga, Latin Dancing in the Pool, Power Fitness- strength training and cardio in the pool, Adult Swim Lessons, Bronze Medallion, Bronze Cross, National Lifeguard Service (NLS), Jr. Lifeguard, First aid and CPR advanced aquatic training, all swim lesson levels through YMCA Canada Swim Program, Swim Team

- **Youth Programs:** Ultimate Frisbee, Baseball, Road Hockey, Super Hero Training, Gymnastics, Cooking, Girl Empowerment, Boy Empowerment, Swim and Entertainment, Choose your own adventure, Family Zone, Drop-in Sports, Rock wall, Wrestling, Art Attack, Fun Factory, Kids in Motion, Youth Pickle ball, Youth Nights
- **Youth Fitness:** Youth Sport conditioning, Youth Yoga, Youth Hour, Teen Strength, Youth Access
- **Summer Camp:** Day Camp, Weekly Camp, Snap Camp, Extended Care, Fly Camp, Science Camp, Sports Camp, Culinary Camp, Art Camp, Outdoor Adventure Camp, Overnight Camps
- **Ontario Early Years and licensed Child Care programming**

The YMCA property and facility are well maintained, however, the facility is aging and will require upgrades over the next ten (10) years in order to address general maintenance, operational issues and growing demand. According to the YMCA's Property Condition Assessment Report completed in October 2014, expenditures of approximately \$1.9 million are required to the existing facility over the next ten years. Some of the main expenditures include replacing the gymnasium floor, accessibility improvements, replacing the gym divider curtain, up-grades/replacement of HVAC components, up-grades to the pool, renewing change rooms and replacing dwelling's septic systems or connections to municipal services.

5.3 YMCA Centennial Pool, Cobourg (Outdoor Pool)

The Town of Cobourg has one outdoor public pool, the YMCA Centennial pool, which is located at 42 Charles Street adjacent to Victoria Park and the Cobourg waterfront. The pool is owned by the Town of Cobourg and operated by YMCA Northumberland during its seasonal operation in the summer months. In addition to the pool facility, change rooms and a shade structure form part of the pool complex. The facility offers public swimming, swimming lessons and aquafit programs.

5.4 Jack Burger Arena Sports Complex (Port Hope)

As previously, noted a number of respondents to the community survey indicated they left Cobourg to satisfy their aquatic needs, predominantly in Port Hope at the Jack Burger Arena and Sports Complex. The Complex is located at 60 Highland Drive in Port Hope, Ontario. In 2015, the Complex received a \$6.4 million expansion and renovation, which included a new pool viewing area and change rooms; central customer service; elevator and accessible arena viewing; and other accessibility features (e.g. pool lifts).

The pool at the Complex is a 6-lane 25 metre pool, therapy pool and whirlpool. Swimming lessons are offered at the pool to adults, youth, children and seniors through the Red Cross and Lifesaving Society swim programs. A 1200 seat arena available for use by residents, sports teams and community groups is also located in the complex. Additionally, limited multipurpose space is available in the complex, where group fitness and other activities are held. Similar to the CCC, the Jack Burger Complex makes all of its facilities available for rental to individuals, community groups and organizations for meetings, parties, workshops and other events.

6.0 FACTORS AFFECTING THE NEEDS ASSESSMENT

6.1 Needs/ Gaps Analysis

A potential partnership between the Town of Cobourg and YMCA Northumberland could combine the expertise and resources of two community based operational models. This type of partnership is being increasingly recognized across the Country as a viable, innovative and best practice method of developing and delivering public infrastructure and recreation, sport, and social/cultural programming.

Based on the data from recent studies, strategic plans, public engagement through community focus groups, surveys and stakeholder input, the needs and expectations for recreation facilities, programs and services in Cobourg (and area) were identified. Through this process, an analysis of deficiencies/gaps and opportunities were developed. The following are some key considerations in assessing facility needs and gaps in the community:

- Survey respondents and public engagement results indicated a desire for a new aquatic centre and related amenities such as multi-purpose rooms and a fitness/conditioning centre;
- The population threshold required for an aquatic facility is typically approximately 20,000 people (Guidelines for Developing Public Recreation Facility Standards, Ontario Ministry of Culture and Recreation Sports and Fitness Division);
- The current aquatic facility at the YMCA is aging and is nearing the end of its life cycle;
- There is a community desire to eliminate duplication of services and creating a community hub (all under one roof);
- The existing outdoor YMCA Centennial pool, which is Town owned can only partially serve the community during summer months;
- The aquatic centre at the Jack Berger Sports Complex in Port Hope draws some of its user base from Cobourg as it provides a more modern facility for aquatic activities (6 lanes, 25 metres, able to support recreational and therapeutic activities).

Given projected population for the Town of Cobourg and the immediate catchment area of the existing YMCA aquatic facility, there is only capacity to support one aquatic facility in the Town of Cobourg. The existing and projected population of Town of Cobourg cannot sustain the development and operation of two separate aquatic centres.

Given the combined efforts of the YMCA and the Town, health and fitness objectives could be met through the potential development of a state-of-the-art aquatic and fitness centre along with programmable multi-purpose space. Building on the CS4L and the National Recreation Framework, there could be provision of drop-in and registered programs for all segments of the

population (i.e. all ages and abilities) that focus on introductory activities and basic skill and development that would be a core element of the new facility's operation.

As an integrated facility, revenues could be derived from a combination of membership fees, facility rentals, drop-in admissions and registered programs. Recent economic market analysis in other major regions of Canada involving YMCA and Municipal partnerships show that Municipalities are saving millions of dollars in operational and capital renewal costs by delivering services through these types of partnerships.

The Town of Cobourg and the YMCA have the advantage of planning based on a well-established database that provides a path to clear decision making for recreation facility development. There is a shift to data-driven decision making allowing organizations and municipalities to consider their changing needs and focusing more clearly on what they provide residents and how to become more targeted and effective. The aquatic and associated amenities to be considered as part of a "new generation" facility involving the new expanded CCC along with the YMCA should be based on holistic planning, financial self-sufficiency, cross/overlapping programming, generational changes, changing ethnic populations, healthcare, technology and best practices in facility design.

6.2 Trends/Benefits

Aquatic Trends

The design and programming of indoor aquatic facilities has changed considerably in the past 20-30 years. Traditional indoor pools built in the 70s and 80s were characterized by a single rectangular tank; few if any recreational features; limited deck space, natural lighting or interior landscaping; and modest amenities for the user. This changed dramatically and contemporary aquatic facilities have a wide range of design features to make them much more appealing to users and significantly expand their programming potential.

Aquatic facilities that are most popular today include a variety of aquatic components and opportunities (e.g., rectangular tank - 4 to 8 lanes; therapeutic pool; leisure components such as slide, lazy river, waterplay features; and teaching components - zero depth entry, teaching steps, and sufficient depth for all instructional levels). Such facilities are more versatile and used by a wider range of the population than more traditional lane facilities. Facilities that also combine other opportunities for conditioning and dry-land training (gyms, fitness centres), and a variety of other recreation features within the same building (meeting rooms, multi-purpose spaces) provide opportunities for cross programming and increase convenience for the users.

Contemporary facilities typically combine the training and competitive features of the traditional 25 metre rectangular tank with both leisure and therapeutic pools. The following is a brief summary of the different types of pools constructed in the industry:

- Leisure Pools: In the 1980's communities began to build free form pools referred to as leisure pools. These pools often had shallower water, fewer (if any) lanes, and larger decks to accommodate recreational use. They often incorporated fun-oriented apparatus such as slides, Tarzan ropes, ball hoops and nets, etc. Many leisure pools incorporated zero-depth entry through either a walkway access to a waist-deep pool area or a beach-like entry at one end. Leisure pools are attractive for recreational swimming, support activities such as aquafit programs that required fairly shallow (waist-deep) water, and are ideal for

early level instructional programs. They are less desirable for higher level instruction, do not always support lane swimming, and are not very appropriate for competitive use.

- **Therapeutic Pools:** Therapeutic pools have enhanced accessibility for those who cannot walk into the water regardless of how deep the initial entry point and the water is warmer (approximately 30-32 degrees Celsius). These pools accommodate therapeutic use by older adults and people with disabilities, as well as parent and tot users and very young swimmers. They are also used for true therapy programs for people with arthritis, fibromyalgia, initial post cardiac care, etc.
- **Hybrid Pools:** Today most communities build hybrid pools to accommodate the best features of traditional, leisure and therapeutic pools. Ideally, these facilities have two tanks so temperatures can be maintained at different levels providing opportunities to maintain a lower temperature in the pool designed to support lane/fitness swim, higher level lessons, and competitive activities; while a higher temperature in a separate tank supports therapeutic activities, aquafit, instruction for young children, and recreational activities. Where the pool is a single tank it is more likely to include 4 to 8, 25 metre lanes to accommodate fitness, competition, and higher level instruction along with a leisure "pod" with zero-depth entry and recreational/fun components.

Aquatic/Fitness Facility Design

There is no ideal design for any particular aquatic facility. However, a design has to reflect the community's needs based on feedback from current facility users and future trends and data impacting the future community of Cobourg and environs. Based on our review of the needs in the community and the feedback that has been received to-date, the following summarizes some of the main components that should be considered in a new aquatic facility in Cobourg.

Program Spaces:

A 25 meter (6-8 lanes) pool and warm temperature training pool with moveable or side slope floor, and an interior splash play area. Together these aquatic amenities would offer:

- Lane swimming
- Swimming lessons
- Aqua fitness/Aqua-Aerobics
- Parent and tot classes
- Open swim and family swim time
- Lifeguard NLS courses etc.
- Family and children fun time

It should also accommodate change rooms for Males, Females, and Universal/family space. Some YMCAs also offer membership 'plus' change room facilities that include additional amenities, which members pay an increase in fee to use.

In order to capitalize on cross-programming opportunities with an aquatic facility, the facility should also consider accommodating a number of program studio spaces, which could include the following activities (depending on community consultation).

- Yoga
- Pilates

- Dance (Arriba/Zumba, etc.)
- Bootcamp
- Cyclefit
- Kettlebell
- CardioFit
- MuscleFit
- Conditioning & weight room that will provide:
 - Weight Machines
 - Free Weights
 - Functional Training Equipment
 - Stretching Spaces/Quiet Areas

Within the various spaces a number of older adult, adult, family and teen programming can be delivered for the community. Potentially these could include:

- Martial Arts
- Skills based sports & games programs
- Dance
- Family Yoga
- Family Gym Time
- Intergenerational Programming
- Youth Zone/Child minding space
- Senior Zone
- Youth Leadership Programming
- Volunteer and Leadership Programs
- Social Clubs
- YMCA Certification Courses – Fitness, Personal Training, CPR, Cyclefit etc.

Any expansion will need to incorporate the existing spaces such as the gymnasium, walking track, multi-purpose rooms, seniors and youth spaces. The expanded facility should be designed to create social nodes within lobbies, connecting/adjoining spaces, conditioning area and within senior and youth environments.

Benefits

The possible benefits of the YMCA's involvement, relative to municipally owned and operated facilities include the following:

- The YMCA is fully qualified and has a good deal of experience locally and nationally with the operation of aquatic, fitness and multipurpose programming space. Particularly in situations where the municipality is not currently operating indoor pools, this is often seen as an advantage.
- In addition to its experience as a facility operator and programmer, the YMCA has been actively involved in many initiatives locally and nationally that contribute to wellness, healthy and active lifestyles. These initiatives could complement those of the municipality.
- The YMCA also brings to the community expertise and involvement in a broad range of non-recreational, socially focused programs (e.g., employment assistance, youth-at-risk, new Canadians, volunteer development, etc.). While not directly connected to the core

facilities and programs at the recreation centre, these are complementary services. In communities where other providers may not be offering these services, or may be limited in the scope of their programming, having the YMCA as a new partner can be a significant advantage.

- The YMCA is the largest provider of Not-for-Profit child care in Canada, and accommodating such a program space at the CCC could compliment adult, family and inter-generational activities and enhance social programming content.
- The YMCA may support capital costs (depending on the terms of a partnership arrangement, which may only involve equipment/furnishings etc. through community engagement and fundraising efforts).
- It should also be noted that YMCA-municipal partnerships, and specifically formal agreements whereby the YMCA operates municipally owned facilities, are increasingly common in Canada and have proven to be very successful arrangements for many communities. This is a proven model with a number of established precedents.

The comments above concerning non-recreational, socially focused programming is extremely important as this is a major strength of the YMCA and a significant attraction, particularly for smaller communities where agencies offering these services may not be available. Generally what we have heard from public, staff and community stakeholders is that the YMCA is very engaged in the social fabric of Cobourg and surrounding areas it serves, and would play a much broader role in non-recreational programs if space were available.

In our view, this should be a significant part of the partnership. If the municipality is prepared to provide a home for the YMCA by assuming infrastructure costs, the YMCA would provide the operational expertise as well as provide greater opportunity and access to YMCA community based programs and services that foster a sense of social responsibility; and deliver lasting social and personal change.

6.3 Impact of Location

While recent studies have investigated recreational and social needs in the Cobourg and surrounding area, it is primarily based on the assumption that required facilities will be provided at the Cobourg Community Centre. While some respondents may have differing opinions on a partnership between the YMCA and the Town, and the possible negative impacts relocating the YMCA to the CCC would have, we would suggest that the possible relocation would have a positive impact for the following reasons:

- The CCC was developed as a regional recreational facility. It is ideally situated on the eastern part of the Town and well located relative to growing regional markets.
- The community and stakeholder surveys and focus groups support the CCC as a possible location for the YMCA and expanded services for the region.
- A large percentage of respondents believe that future recreational, sport and social spaces should be developed as multi-functional and serve as many people as possible on a "one stop shop" or community "hub" type basis.

- The current situation in Cobourg is being pursued in virtually every major regional market in Canada as most municipalities reorganize from the old stand-alone facility model to a multi-purpose complex model of development.
- There is a major trend in North America and beyond to develop facilities and enhance programs and services that are sustainable through collaborations, partnerships, consortiums and joint use arrangements.
- The CCC Multi-Use Community Centre Feasibility Study of 2009 clearly identified the need to consider the development of an aquatic facility at the CCC.

6.4 Service Area Population

For the purposes of this study, we have assumed a general catchment area that is within a 40 minute drive. Figure 1 of this report, illustrates the projected catchment area relative to the three existing aquatic facilities in the area and the CCC. A 40 minute drive is generally equivalent to approximately a 35 kilometer radius. In our experience, this is generally the maximum distance people will drive to attend an aquatic program/facility. This is corroborated by the YMCA's membership data, which includes members from as far as Brighton, Campbellcroft, Castleton, Harwood, Roseneath and Warkworth (even though the majority of the YMCA's membership is from Cobourg and Port Hope).

This catchment area is generally equivalent to the area of Northumberland County. As previously noted, the County has a 2011 population of 82,126, which is projected to increase to 102,517 people by the year 2034. The majority of the projected population growth is expected to occur in Cobourg and Port Hope, which are projected to have a combined population of approximately 48,250 by 2034.

In addition to the aquatic facilities in Cobourg and Port Hope, it is expected that facilities such as the Peterborough Sport and Wellness Centre and the YMCA in Trenton would attract residents in the outlying areas of Northumberland County. Consequently, the demand for an aquatic centre in Northumberland County is generally assumed to be predominantly driven by the two largest urban centres of the County (Cobourg and Port Hope) while serving the immediate areas of Grafton, Baltimore and Camborne.

As previously noted, a population threshold of approximately 20,000 people is typically used in the industry as the basis to support an aquatic facility. Given the projected population of the main catchment area, it is anticipated that two aquatic facilities in the geographic area would be sufficient to meet projected needs. This would include the existing aquatic facilities in Port Hope and at YMCA Northumberland.

6.5 Benefits of Multipurpose Recreation Complexes

If the CCC is expanded, either with new facilities or with replacements for existing facilities in the community, the development will be consistent with trends in Ontario and throughout Canada.

Many communities are decommissioning older recreation infrastructure and moving from stand-alone single purpose facilities to large centralized recreation complexes. In Ontario, recent developments in London, Brampton and Vaughan are examples where facilities are being developed in partnership. This is happening throughout Canada because of the benefits of

multipurpose recreation complexes along with the benefits of shared expertise, financial sustainability and commitment to overall community health.

Multiuse complexes will generally increase the use of recreation facilities and, more importantly, frequently attract new users. In addition, because all facilities are under one roof – these complexes can make a significant contribution to a wide range of social objectives including higher levels of community cohesion and social interaction; inter-generational contact; and, opportunities for shared program delivery.

A recent trend in recreation and cultural infrastructure is to create facilities, which are highly social in nature and that can act as social gathering “hubs” within a neighbourhood or broader community. In active spaces such as aquatic facilities, fitness/conditioning centres, and walking/running tracks, social interaction can be encouraged through the layout and design of these areas and adjacent support amenities (e.g. change rooms, stretching areas, information desks).

Unlike stand-alone facilities, multi-component recreation centres provide many opportunities for cross-programming (e.g. a gym and swim program) or concurrent programming (e.g. a single location where family members can simultaneously participate in programs of interest). Consequently, the Town is currently in a position to expand its program base in both different areas of interest and service combinations. In addition, the use of large multi-component recreation centres can support a full range of ancillary facilities and amenities such as food service, child-care/child-minding, and facilities for those with special needs; etc.

Multiuse complexes create unique opportunities for more cost effective service delivery. Staff can be more efficiently deployed and administrative, security and customer service duties frequently can be shared. Equipment can be shared between facilities resulting in lower overall operating costs and economies of scale can be utilized to negotiate better arrangements for service contracts, insurance, etc. Finally, much higher levels of use can be anticipated yielding higher program revenues and attracting more sponsors and advertisers.

It is not within the scope of this study to investigate or quantify these benefits. The financial implications will be explored further if a feasibility study and business plan is prepared following this Needs Assessment. While we have not quantified these benefits for the Cobourg area, they have been demonstrated elsewhere and should be anticipated with a Cobourg Community Centre expansion.

While a municipal recreation service delivery model is built on a user fee and free/low cost program delivery model, the YMCA is membership based. The YMCA operates in this manner largely because it relies only on operating revenues and donations to be sustainable. All revenues generated by a YMCA for memberships and programming will remain with the YMCA. In return, the YMCA generally assumes all operational and lifecycle maintenance costs for their portion of a facility partnership. All comparative data suggests that with a long term lease arrangement, a municipality can save substantial dollars in operating and asset lifecycle costs.

In the case of a Town of Cobourg and YMCA partnership, the Town could be responsible for the operating and life cycle maintenance costs for the arena’s and existing recreation spaces with all expanded spaces being the responsibility of the YMCA. In contrast, in a traditional build, the Town would pay for all of the ongoing annual costs of operating the facilities, including labour, maintenance, utilities and asset lifecycle costs.

Obviously, there would have to be a negotiated arrangement for a portion of cost associated with shared use spaces, i.e. gymnasium, changerooms etc. Such a facility partnership could result in a significantly reduced operating impact to the Town and proportionately to the YMCA. Examples of some of these operating efficiencies will include:

- Staff efficiencies, cross-training opportunities, human resource expertise.
- Lower utility cost under one roof i.e. energy, maintenance, and technological economies.
- Sharing of spaces, less duplication
- Customer service efficiencies
- Procurement economies/savings
- Lifecycle cost efficiencies and reduction
- Cross-programming revenue generation
- Training expertise and cost
- Enhance service to community residents, user groups and agencies
- Expanded programs to meet broader community need in health, education, recreation and sport at one location

It is also noted that the CCC is equipped with a state of the art ECOchill refrigeration system which can reduce energy expenses in excess 35% compared to a traditional ice plant. The ECOchill plant will decrease the energy expense associated with heating pool water as well as water used in showers, space heat and air conditioning in the summer season. This is an ongoing source of reclaimed heat that would otherwise be surplus to the needs of the CCC into the future.

6.6 The Operation, Management and Financing of New or Expanded Facilities

YMCA - Municipal Operating Agreements

When YMCAs and municipalities develop facilities together, formal agreements need to be in place establishing each partner's responsibilities, financial obligations, and rights to receive services. The purpose of an operating agreement is to ensure, to the greatest extent possible, every operating eventuality is anticipated and a course of action is agreed to in advance so as not to jeopardize the success of the facility once it is operating. A good agreement covers a wide range of topics including many that will not be relevant until many years in the future (e.g. responsibilities for capital conservation). These formal agreements are significant to the ongoing success of the project because they provide direction on issues that are likely to emerge in the future and, therefore, avoid unanticipated demands that can threaten the viability of the partnership.

In Nova Scotia, the YMCA of Pictou County recently entered into a partnership with the municipal owners of the new Wellness Centre in a situation that is similar to that of Cobourg. In Pictou County, the YMCA closed an older, existing facility and relocated to a large multipurpose recreation complex where they are the operators of municipally owned aquatic and fitness facilities. In their agreement, all capital cost for the facility are the responsibility of the municipality. The municipality provided upfront funding for pool and fitness equipment, but those capital costs are being recouped in a 25 year lease arrangement. The YMCA contributes to operating costs based on its share of the total square footage of the complex. The revenues to offset these costs are secured through membership fees and other sources, typical for YMCAs.

This example emphasizes that there is no standard model for these types of agreements. The agreement, therefore, must carefully reflect the specific needs and characteristics of the community, the proposed facility and the partners. The details emerge through negotiation and ultimately must be acceptable to both parties. Obligations specified in the partnership agreements are negotiated on a case by case basis and vary. The nature of the facilities, services, and market vary and this results in very different financial scenarios. The likely financial scenario associated with a municipal-YMCA partnership in Cobourg can only be determined with a detailed feasibility study and cost-sharing negotiations between the YMCA and the municipality.

Given the foregoing, the following issues would be relevant to a partnership agreement with the YMCA for the operation of a municipally owned health, fitness & aquatic (HFA) facility:

- Each party's contribution to capital and operating costs; limits to contributions; availability of ongoing municipal subsidy; access to reserves and grants from senior levels of government; and, ownership of surpluses, if any, etc.
- The ownership of the facility and long-term responsibilities for capital conservation and facility and equipment renewal.
- The establishment of a governance committee and the associated terms of reference, the reporting relationship to the owners and funders, etc.
- Programming model, including the types of programs offered and service priorities.
- Agreement on key policy positions that will affect the operation of the facility and its financial performance (e.g. facility allocation priorities, including the relative priority assigned to community recreational uses, sport tourism, other community economic development activities, user fee and pricing policies, etc.). There may also be a need to reconcile conflicting positions in the existing policies of the partners.
- Marketing protocols concerning the name of the facility, signage, representation in ads, etc.
- Procedures for performance measurement and ongoing service evaluation.
- The financial and other arrangements that would govern a party when abandoning the partnership.
- Arrangements governing community access both for YMCA members and non-members.
- Market exclusions and restrictions – some agreements specify that one party cannot compete with another in a manner that would restrict revenues (e.g. the local municipality would not provide programs comparable to those offered by the YMCA if this jeopardized revenue streams necessary for the operation of the facility without municipal subsidy).
- The role of the YMCA and the other partners in fundraising and the ownership of fundraising revenues, both prior to construction and on an on-going basis.

While presumably everything is open to negotiation, the YMCA would typically not participate in a significant way to financing capital in these arrangements. The YMCA will participate in fundraising and may make a sizeable capital contribution to the purchase of equipment for the pool, a fitness facility and multi-purpose activity spaces. However, all capital costs, after fundraising and grants from senior levels of government, would typically be a municipal responsibility.

In addition, as the building's owner, the municipality would likely be expected to assume full responsibility for capital conservation costs, including the repair and replacement of all equipment and the maintenance of built infrastructure and major building components. In partnership agreements between municipalities and the YMCA, where the municipality is the owner, the YMCA generally does not contribute fully to capital conservation costs. However, the YMCA might contribute to some portion of capital conservation costs, reflecting the fact that YMCA members

are contributing to the “wear and tear” of building components and the YMCA would typically represent these costs in their membership fee structures.

However, as noted, these items vary significantly from one agreement to the next and are subject to negotiation between the owner and the YMCA.

Our review of partnership case studies suggests that the concept is a reasonable option for creating cost-effective solutions to both capital and operating challenges confronting certain recreation systems. However, partnerships are not a cure-all for all the problems currently facing the public leisure sector. Too often, expectations are beyond the capacity of a partnership to deliver and consequently the relationship is eventually perceived as unsuccessful. Also, a partnership must be mutually beneficial and there will inevitably be “give-and-take” in terms of the project outputs. It is therefore advisable to establish clear and attainable objectives at the outset of the project and to tie the expectations of senior officials directly to the likely results of the relationship.

The following is a business plan approach to acquiring information necessary in making a decision(s) to moving forward with a partnership and determining the scope of the feasibility study.

Business Plan

- Preparation of a staffing model
- Identification of policies governing fees; facility allocation; and any other considerations affecting expenditures and revenues
- Programming plan – a detailed description of how the aquatic facility would be used; predicted programs (number and type) and number of participants; membership (if applicable), etc. in sufficient detail to predict revenues
- Identification of other revenue sources
- Detailed description of expenditures
- Identification of factors affecting ongoing expenditures and revenues
- Identification of net operating costs and budget in year one
- Assumptions concerning changes in revenues and expenditures to create a 5 year financial projection

Management and Implementation

- Detailed implementation plan to proceed to design and development
- Negotiation of formal agreement with the YMCA if applicable
- Implications for municipal management and operations (staffing; reporting relationships; governance; budgeting, etc.)

Once Council and the YMCA Board of Directors have reviewed the Needs Assessment, they will have to decide whether to proceed to the feasibility study stage. The completion of a business plan will have implications for the scope and cost of the feasibility study. It is also noted that a feasibility study will provide a conceptual design and analyze the relationships between the various facility components, both existing and new expanded spaces.

7.0 SUMMARY/NEXT STEPS

The purpose of this report was not to determine if a new indoor aquatic centre is feasible in Cobourg or Northumberland County. This Needs Assessment is intended as the first step to determine the feasibility of a joint facility. That next phases of the broader feasibility study will require an assessment of the site and building considerations, capital costs and funding sources, staffing and utilities/operations.

Based on the public input and stakeholder process along with a review of all recent background studies, it is concluded that a new indoor aquatic centre and associated amenities would deliver a wide range of benefits to the community and is an extremely desirable part of any municipality's recreation infrastructure. Our assessment indicates that the most significant recreational facility need in the Cobourg area is an aquatic centre and related amenities such as multi-purpose rooms and a fitness/conditioning centre. It is also further concluded that given the projected population base and future demographic changes of the geographic area the development of an aquatic facility solely by the Town or the replacement of the existing YMCA facility at the current YMCA site would not be recommended and that two indoor aquatic facilities in the Town of Cobourg would not be sustainable nor practical from a future operational perspective.

As a result, a partnership between the YMCA and the Town (based on current best practices and national and Ontario trends) is considered the most viable option for future success, sustainability and ultimately self-sufficiency.

Aquatic centres are very expensive to build and operate and for many communities with a population similar to Cobourg, operating a pool can be financially challenging. Partnerships with other providers can improve the financial viability, particularly in small markets. However, municipal taxpayers would still be expected to contribute to the facility. While financial projections in the absence of a feasibility study are speculative, it is possible to conclude that the minimum capital cost for an indoor aquatic centre with two pool tanks including a 25 metre rectangle and small therapy pool would be in the range of \$25 million (excluding land and other costs).

YMCA Northumberland, Cobourg HFA Branch currently operates from its facility on 339 Elgin Street, and has been serving the community of Cobourg and surrounding areas for decades. The facility has experienced many renovations, space re-purposing, and restructuring of many program activity spaces over the years. Our assessment process indicates that the current YMCA is near the end of its life cycle and if a decision were made to invest into its repurposing and or expansion to accommodate current and future growth it would be extremely challenging. Furthermore, based on today's trends and best practices, this approach would be the least viable for long term sustainability.

In summary, the purpose of this Needs Assessment was to assist the Town of Cobourg and YMCA Northumberland to determine whether a new YMCA facility located on the grounds of the existing Cobourg Community Centre (CCC) makes sense and warrants investment, to help meet the future needs of the community. Based on our analysis, it is our opinion that there is merit for the Town and the YMCA to proceed to the next step of the feasibility study process including a business plan.



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

3 PAGES

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): ROBERT RENNIE / GARY KIRSON

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

2. MEETING SELECTION

I wish to appear before:

Committee of the Whole Regular Council Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:
Press to Select a Committee of Board

Meeting Date Requested: NOV. 4, 2019 @ 18:00 HRS.

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)

PICKLEBALL IS THE FASTEST GROWING SPORT IN NORTH AMERICA. IT ATTRACTS PLAYERS OF ALL AGES. TOWNS, RV PARKS AND EVEN CRUISE SHIPS ARE FAST EQUIPPING THEMSELVES TO ATTRACT ACTIVE PLAYERS. ONCE ATTRACTED BY TOWNS, MANY MOVE TO ENJOY THE ACTIVE LIFESTYLE. COBOURG TOOK THE INITIATIVE ~7 YEARS AGO TO PROVIDE MULTI-PURPOSE COURTS AT CEC. RESPONSE OVER THE PAST YEARS HAS BEEN OVERWHELMING, TO THE POINT WE ARE WELL BEYOND THE POINT OF SATURATION. OUR 2 DELEGATES ARE WELL EXPERIENCED IN THIS GROWTH AND WISH TO OFFER A BUDGET-FRIENDLY ACTION PLAN.

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)

FOR THE TOWN TO ENJOY THE REVENUE AND GROWTH,
 NOT TO MENTION BENEFITS TO HEALTH AND LIFESTYLE,
 A FEW THINGS ARE NEEDED;

- 1) ENGAGE PEOPLE SUCH AS ROB AND GARY, TO MORE FULLY DEVELOP AN ACTION PLAN.
- 2) CREATE MULTI-PURPOSE COURTS ON ALL 3 COURTS AT COVERDALE (DELANEY PARK)
- 3) RE-EVALUATE THE 2014 RECOMMENDATION TO BUILD 4 NEW OUTDOOR COURTS AT C.C.C.

FINALLY --- PREPARE FOR 2020 TOURNAMENTS,
 IT'S A UNIQUE OPPORTUNITY.

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.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT Committee of the Whole Meeting	
TO:	Mayor, Deputy Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk Manager of Legislative Services	
DATE OF MEETING:	November 4, 2019	
TITLE / SUBJECT:	Municipal Title Transfer- 232 University Avenue West, Cobourg.	
REPORT DATE:	October 23, 2019	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

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 for the transfer of Part 11, 39R-849 to Suzanne Marie Jibb, property owner at 232 University Avenue, West, Cobourg.

4.0 ORIGIN

The Town of Cobourg has been approached by a law firm Irvine Lester & Low, Barristers and Solicitors, on behalf of a client to correct a land titles issue as a result of a pending sale of land transaction with a property located at 232 University Avenue West, Cobourg.

There is a piece of property at the rear of the 232 University land parcel, which is designated as Part 11 on plan 39R-849. This property has a PIN of 51095-0515 and is an (R) PIN, meaning that there is a conflict of ownership. Before any sale is completed, the land title needs to be corrected before any registration/transaction is completed.

Part 11 formed part of a road allowance on the original Caddy Plan. The road in question is not named and lies between Furnace Street and Seminary Street (University Avenue).

5.0 BACKGROUND

On November 14th, 1945, the Town of Cobourg closed an unopened road allowance on Caddy Plan of the Town of Cobourg as dividing Block 'S' which lied between Furnace Street and University Avenue known as By-law No.1779.

Starting in 1980, the Town of Cobourg through the passing of several Municipal By-laws from 1980 to 1983 most of the pieces of the road were transferred to the adjoining land owners of Furnace and University Avenue. (By-laws and Plan of Survey attached).

6.0 ANALYSIS

The Town of Cobourg and the Land Owner would like to correct this and in order to do so, a transfer or quit claim is required from the Town of Cobourg for the property in question.

The parcel in question is known legally as PT UNNAMED ST BLK S PL CADDY COBOURG PT 11 39R849; COBOURG, has been occupied for years by the owner(s) of 232 University Avenue West. There is a deed from 1980 which suggests that it at one time formed part of the property to the north, but the more recent deeds for that property do not include it. As this is a concern for the Owner, the solicitor acting for the client will be receiving a similar transfer from the adjacent owner.

As part of the Town's due diligence, the author of the report has been satisfied that the roadway as described and approved through By-law No 1779 has been closed including Part 11. The only part that is missing is the official transfer of Part 11 to the adjoining owner.

Additionally, the Town of Cobourg has asked for a signed statutory declaration of possession from the current owner, for the Town of Cobourg to be satisfied with confirmed possession of the parcel.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no Financial Implications or Budget impacts related to the Staff Report. The Property Owner located at 232 University Avenue West, will be responsible for the full costs of the transaction.

8.0 CONCLUSION

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 for the transfer of Part 11, 39R-849 to Suzanne Marie Jibb, property owner at 232 University Avenue, West, Cobourg.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

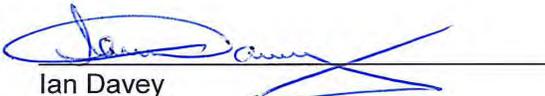
10.0 COMMUNICATION RESULTS

Not Applicable

12.0 AUTHORIZATION/SIGNATURES



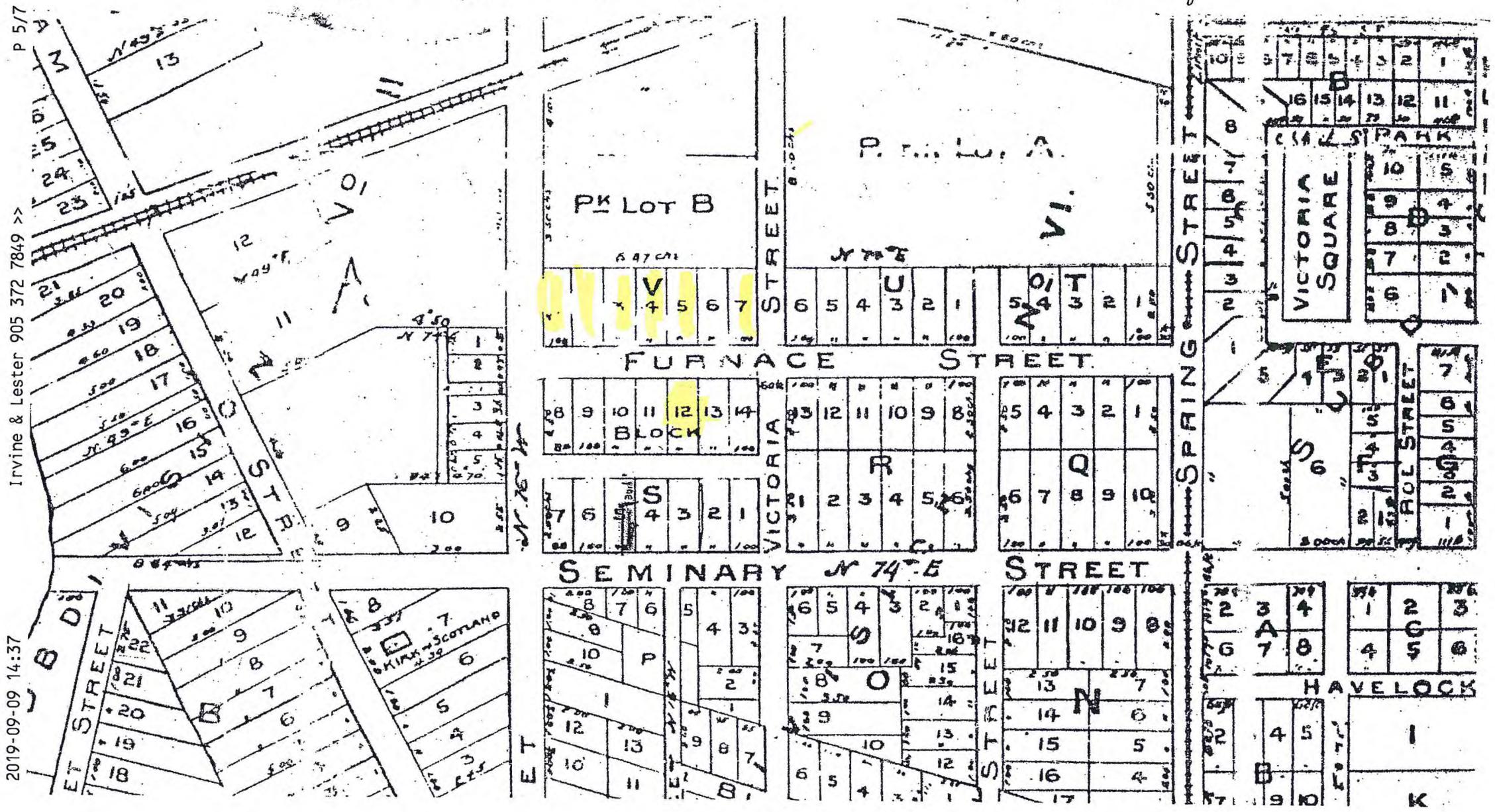
Brent Larmer
Municipal Clerk/Manager of Legislative Services



Ian Davey
Treasurer/Interim CAO

Lot 5 - 66' x 165 ft

Caddy



P 5/7

Irvine & Lester 905 372 7849 >>

2019-09-09 14:37

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 3-82

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO ROSELLA UNA COYLE (240 UNIVERSITY AVENUE, WEST).

WHEREAS The Municipal Act, R.S.O. 1980, Chapter 302, Section 298(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

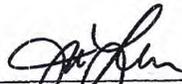
AND WHEREAS the Cobourg Municipal Council enacted by-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

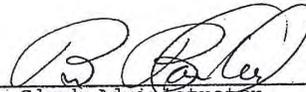
AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 24 University Avenue, West;

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

1. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land fo. Part 8 on Plan 39R-849, save and except Part 1 on Plan 39R-1403, to Rosella Una Coyle in the consideration of two hundred and thirty-eight dollars and forty-one cents (\$238.41).

READ a first, second and third time and finally passed in Open Council this 4th day of January, 1982.


Mayor


Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG:

BY-LAW NUMBER 26-80

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO CLIFFORD GERALD AND MARION HAZEL JENKINS (238 UNIVERSITY AVENUE, WEST)..

WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284, Section 443(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway:

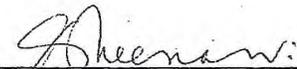
AND WHEREAS the Cobourg Municipal Council enacted By-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 238 University Avenue, West;

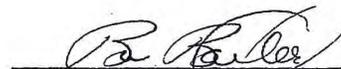
NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 9 on Plan 39R-849 to Clifford Gerald Jenkins and Marion Hazel Jenkins in the consideration of one hundred and sixty-five dollars and fifty-six cents (\$165.56).

READ a first, second and third time and finally passed in Open Council this- 14th day of April, 1980..



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 42-80

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO MIKOLAJ AND JOZEFA F'ROKOPCHYK (228 UNIVERSITY AVENUE, WEST).

WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284, Section 443(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

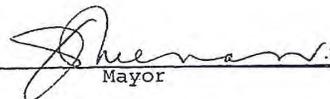
AND WHEREAS the Cobourg Municipal Council enacted Ely-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 228 University Avenue, West;

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

- L. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 12 on Plan 39R-849 to Mikolaj Prokopchuk and Jozefa Prokopchuk in the consideration of four hundred and fifty-six dollars and ninety-five cents (\$456.95)

READ a first, second and third time and finally passed in Open Council this 12th day of May, 1980.



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 89-83

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO BRIAN WAYNE HEELEY AND MAUREEN ELENA HEELEY (214-216 UNIVERSITY AVENUE WEST, JOBOURG).

WHEREAS The Municipal Act, R.S.O. 1980, Chapter 302, Section 298(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

AND WHEREAS the Cobourg Municipal Council enacted By-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 214-216 University Avenue West;

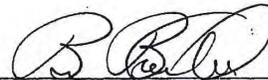
NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and the Clerk of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 13 on Plan 39R-849 to Brian Wayne Heeley and Maureen Elena Heeley in the consideration of four hundred and seventy dollars (\$470.00).

READ a first, second and third time and finally passed in Open Council this 12th day of December, 1983.



Mayor



Clerk

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 32-80

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO EDWARD ANTHONY BURNS,
/JAMES BERNARD BURNS AND ISOBEL O'BRIEN (206 UNIVERSITY AVENUE,
WEST).

WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284,
Section 443(1)(d) provides that the council of every municipality
/may pass by-laws for leasing or selling the soil and freehold of
a stopped-up highway or part of a highway;

AND WHEREAS the Cobourg Municipal Council enacted
By-law Number 1779 on the 14th day of November, 1945 to stop up
part of an unopened road allowance between Furnace Street and
University Avenue;

AND WHEREAS a request has been received from the owner
of the abutting property to acquire land lying at the rear of
206 University Avenue, West;

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

1. THAT the Mayor and the Clerk-Administrator of the
Corporation are hereby authorized and instructed to
execute on behalf of the Corporation a Deed of Land for
Part 15 on Plan 39R-849 to Edward Anthony Burns, James
Bernard Burns and Isobel O'Brien in the consideration
of one hundred and nineteen dollars and twenty-one
cents (\$119.21).

READ a first, second and third time and finally passed in Open
/Council this 28th day of April, 1980.



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 35-80

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO JACK P. AND KELLY ROSE VOLLERING (211 FURNACE STREET).

WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284, Section 443(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

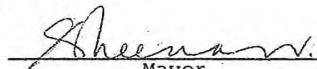
AND WHEREAS the Cobourg Municipal Council enacted by-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 211 Furnace Street;

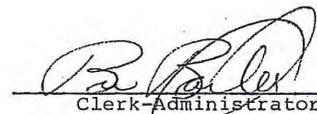
NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 2 on Plan 39R-849 to Jack P. Vollering and Kelly Rose Vollering in the consideration of one hundred and fifty-eight dollars and ninety-four cents (\$158.94).

READ a first, second and third time and finally passed in Open Council this 28th day of April, 1980.



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 36-80

/A BY-LAW TO AUTHORIZE THE SALE OF LAND TO EMERSON IILIF AND JEAN DELLA ABRAHAM (221 FURNACE STREET).

I

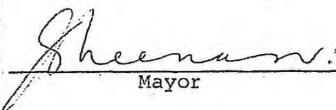
WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284, Section 443(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

AND WHEREAS the Cobourg Municipal Council enacted By-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road' allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 221 Furnace Street;

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

1. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 3 on Plan 39R-849 to Emerson Iilif Abraham and Jean Della Abraham in the consideration of one hundred and seventy-two dollars and nineteen cents (\$172.19).



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER _____

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO LESLIE J. AND MABEL ANNIE VANSLYKE (225 FURNACE STREET).

WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284, Section 443(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

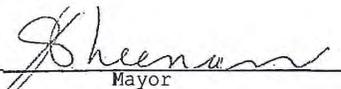
AND WHEREAS the Cobourg Municipal Council enacted By-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 225 Furnace Street;

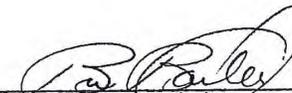
NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 4 on Plan 39R-849 to Leslie J. Vanslyke and Mabel Annie Vanslyke in the consideration of thirty-three dollars and eleven cents (\$33.11).

READ a first, second and third time and finally passed in Open Council this 28th day of April, 1980.



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 64-80

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO MARGARET ELIZABETH FLINT (229 Furnace Street).

WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284, Section 443(1)(d) provides that the council of every municipality may pass by-laws for leasing, or selling the soil and freehold of a stopped-up highway or part of a highway;

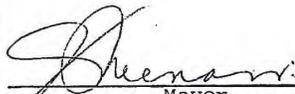
AND WHEREAS the Cobourg Municipal Council enacted By-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 229 Furnace Street;

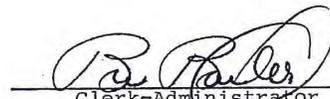
NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 5 on Plan 39R-849 to Margaret Elizabeth Flint in the consideration of one hundred and ninety-eight dollars and sixty-eight cents (\$198.68).

READ a first, second and third time and finally passed in Open Council this 28th day of July, 1980.



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 41-80

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO HARVEY LLOYD AND JUDITH ANNE COOPER (237 FURNACE STREET).

WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284, Section 443(1) (d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

AND WHEREAS the Cobourg Municipal Council enacted by-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 137 Furnace Street;

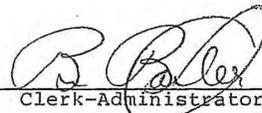
NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

- L. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 7 on Plan 39R-849 to Harvey Lloyd Cooper and Judith Anne Cooper in the consideration of one hundred and twelve dollars and fifty-eight cents (\$112.58).

READ a first, second and third time and finally passed in Open Council this 12th day of May, 1980.



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 34-80

BY-LAW TO AUTHORIZE THE SALE OF LAND TO JOHN KENNETH AND EDNA MARIE WALDIE (431 VICTORIA STREET).

WHEREAS The Municipal Act, R.S.O. 1970, Chapter 284, section 443(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

AND WHEREAS the Cobourg Municipal Council enacted By-law Number 1779 on the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 31 Victoria Street;

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

THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 1 on Plan 39R-849 to John Kenneth Waldie and Edna Marie Waldie in the consideration of eighty-six dollars and nine cents (\$86.09).

READ a first, second and third time and finally passed in Open Council this 28th day of April, 1980.



Mayor



Clerk-Administrator

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 1-82

A BY-LAW TO AUTHORIZE THE SALE OF LAND TO JOHN KENNETH AND EDNA MARIE WALDIE (431 VICTORIA STREET).

WHEREAS The Municipal Act, R.S.O. 1980, Chapter 302, Section 298(1)(d) provides that the council of every municipality may pass by-laws for leasing or selling the soil and freehold of a stopped-up highway or part of a highway;

AND WHEREAS the Cobourg Municipal Council enacted By-law Number 1779 on 'the 14th day of November, 1945 to stop up part of an unopened road allowance between Furnace Street and University Avenue;

AND WHEREAS a request has been received from the owner of the abutting property to acquire land lying at the rear of 431 Victoria Street;

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

1. THAT the Mayor and the Clerk-Administrator of the Corporation are hereby authorized and instructed to execute on behalf of the Corporation a Deed of Land for Part 14 on Plan 39R-849 to John Kenneth Waldie and Edna Marie Waldie in the consideration of two hundred and seventy-one dollars and fifty-two cents (\$271.52).

READ a first, second and third time and finally passed in Open Council this 4th day of January, 1982.


Mayor


Clerk-Administrator

BY-LAW NO. 1779

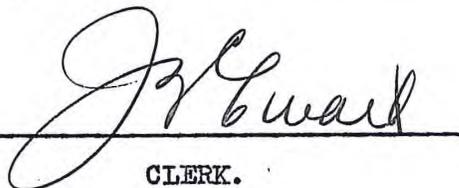
A BY-LAW for stopping up that part of an unnamed and unopened Road Allowance shown on Caddy's Plan of the Town of Cobourg as dividing Block "S" which said Block lies between Furnace Street and University Avenue, and for selling a portion of the soil and freehold thereof to Rev. Samuel D. France, of the said Town of Cobourg pursuant to Section 495 of The Municipal Act.

PASSED NOVEMBER 14th 1945.

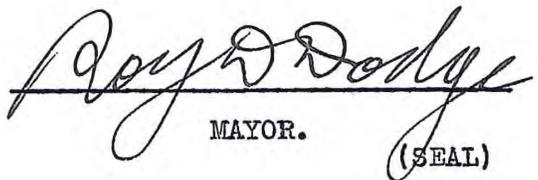
THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG
ENACTS AS FOLLOWS:-

1. That pursuant to Notice duly published in the Cobourg World and Sentinel Star Newspapers, and ~~posted~~ pursuant to the provisions of Section 498 of The Municipal Act and the authority vested in the Council of the Municipality pursuant to Section 495 of the said Act, that part of the unnamed and unopened Road Allowance shown on Caddy's Plan of the Town of Cobourg as dividing Block "S" which said Block lies between Furnace Street and University Avenue, and being part of Township Lot Number Eighteen (18) in Concession "A" of the Township of Hamilton now within the limits of the said Town of Cobourg be and the same is hereby stopped up.
2. That the soil and freehold of that part of the aforesaid unnamed and unopened Road Allowance described in the preceding clause hereof and comprising all the said Road Allowance lying immediately adjacent on the South to Town Lot Eight (8) in Block "S", be sold and conveyed to the said Rev. Samuel D. France, of the said Town of Cobourg.

3. That the Mayor and Clerk be and they are hereby authorized in consideration of the previous purchase of said Town Lot Eight (8) at Tax Sale proceedings by the said Rev. Samuel D. France, and in order to clear up title to the land heretofore purchased at the said Tax Sale proceedings to execute on behalf of the Town of Cobourg a Deed to the said Rev. Samuel D. France of that part of the said unopened Road Allowance lying South of said Town Lot Number Eight (8) and affix the corporate seal thereto.



CLERK.

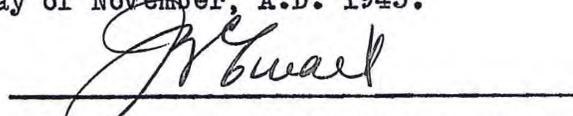


MAYOR.

(SEAL)

I certify that the above is a true copy of BY-LAW No. 1779 passed by the Town Council of the Town of Cobourg on the Fourteenth day of November, A.D. 1945.

DATED this *Fourteenth* day of November, A.D. 1945.



CLERK OF THE CORPORATION OF THE TOWN OF COBOURG.

PUBLIC NOTICE

CORPORATION OF THE TOWN OF COBOURG

CLOSING OF AN UNNAMED AND UNOPENED ROAD ALLOWANCE SHOWN ON CADDY'S PLAN OF THE TOWN OF COBOURG AS DIVIDING BLOCK "S" WHICH SAID BLOCK LIES BETWEEN FURNACE STREET AND UNIVERSITY AVENUE, AND TO AUTHORIZE A CONVEYANCE THEREOF TO THE ABUTTING OWNERS

Notice is hereby given that the Council of the Corporation of the Town of Cobourg proposes, after the 15th day of November, being the date of the last publication of this notice, to pass a by-law to stop up and close the said unopened and unnamed street and to authorize a conveyance thereof to the abutting owners.

The proposed by-law and plan, showing the lands to be affected, may be seen at my office in Victoria Hall.

The Council will hear in person, or by his or her Agent, Counsel, or Solicitor, any person who claims that his or her lands will be prejudicially affected by the said by-law and who applies to be heard.

Dated this 22nd day of October, 1945.

Aw28 JOHN B. EWART,
Town Clerk.

BY-LAW NO. 1779

A BY-LAW for stopping up that part of an unnamed and unopened Road Allowance shown on Caddy's Plan of the Town of Cobourg as dividing Block "S" which said Block lies between Furnace Street and University Avenue, and for selling a portion of the soil and freehold thereof to Rev. Samuel D. France, of the said Town of Cobourg pursuant to Section 495 of the Municipal Act.

I certify that the within Instrument is duly entered and registered in the Registry Office for the Registry Division of the West Riding of the County of Northumberland, in Book _____ for the Sown of Cobourg at 3:00 o'clock P.M. of the 16 day of Nov. 1945 Number 88

F. J. Slade Registrar

- A. R. WILLMOTT, K.C. -
- TOWN SOLICITOR -

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor, Deputy Mayor and Members of Council	
FROM: TITLE:	Brent Larmer Municipal Clerk Manager of Legislative Services	
DATE OF MEETING:	November 4, 2019	
TITLE / SUBJECT:	Transfer and Grant of Easement Bank of Montreal Branch, 62 King St. West, Cobourg, Ontario	
REPORT DATE:	October 24, 2019	File #:

1.0 STRATEGIC PLAN

Not Applicable.

2.0 PUBLIC ENGAGEMENT

Not Applicable.

3.0 RECOMMENDATION

THAT Council receive the report for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute an agreement with BMO Bank of Montreal Branch, and the Town of Cobourg for an easement agreement to be registered on title from Covert Street over Parts 2, 3, 5, 6, 8, 10, 11 12 and 13 on Plan 39R-242 into the rear portion of the property known as 62 King Street West, Cobourg.

4.0 ORIGIN/BACKGROUND

The Town of Cobourg has been approached by a law firm Mcmillan LLP, on behalf of a client Bank of Montreal (BMO) as a result of a land transaction in 2018 which provided for a leaseback of the property to BMO who will still occupy the building. The current property does not currently have the benefit of a registered easement from covert street to the rear portion of the property.

5.0 ANALYSIS

After checking Plan 39R-242, Google Maps and conducting a site inspection, the building encroachments shown on the Plan have been removed and no longer exist. The Parts (of the right-of-way, on Plan 39R-242) depict the travelled portion of a vehicular driveway loop around the municipal parking lot (east, south and west sides of the parking lot).

Assuming that the Bank can provide a declaration as to the history of its use of the right of way to date it would seem that there would be little likelihood of other users of the right of way complaining about sharing this access.

The Town plans to build a multi-story parking garage on the municipal parking lot at some point in the future, but with preliminary observations by the Staff, it can be demonstrated that the aforementioned driveway right-of-way loop will still need to exist in some capacity to access the rear of the King Street properties. There would appear to be ample room on the primary parking lot to erect such a structure with the driveway loop more or less intact, however without a preliminary design it is difficult to confirm the particulars of the space that will be needed.

It does appear that the lands over which a right of way are now being requested are already subject to at least one right of way in favour of another party. It can be confirmed that the review of title listed two abutting owners who have a registered right of way over the whole of the easement lands and two more who claim an easement over parts 2 and 3 on the R Plan. Therefore, if the plans for a future parking facility impinged on the right of way, consent or a release of easement would already be required from the owners who already have rights of way.

Therefore, there is no legal reason prohibiting the grant of the right of way to the owner of the BMO branch property.

6.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no Financial Implications or Budget impacts related to the Staff Report. The Property Owner located at 62 King Street West, will be responsible for the full costs of the transaction including the payment of all Town of Cobourg legal fees associated with the transaction.

7.0 CONCLUSION

THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute an agreement with BMO Bank of Montreal Branch, and the Town of Cobourg for an easement agreement to be registered on title from Covert Street into the rear portion of the property known as 52 King Street West, Cobourg.

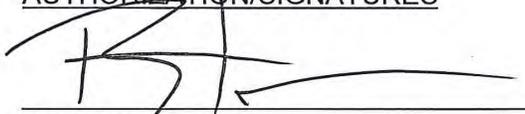
8.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable.

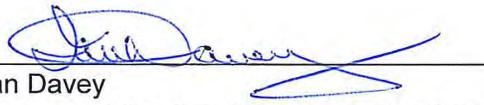
9.0 COMMUNICATION RESULTS

Not Applicable.

10.0 AUTHORIZATION/SIGNATURES



Brent Larmer
Municipal Clerk/Manager of Legislative Services



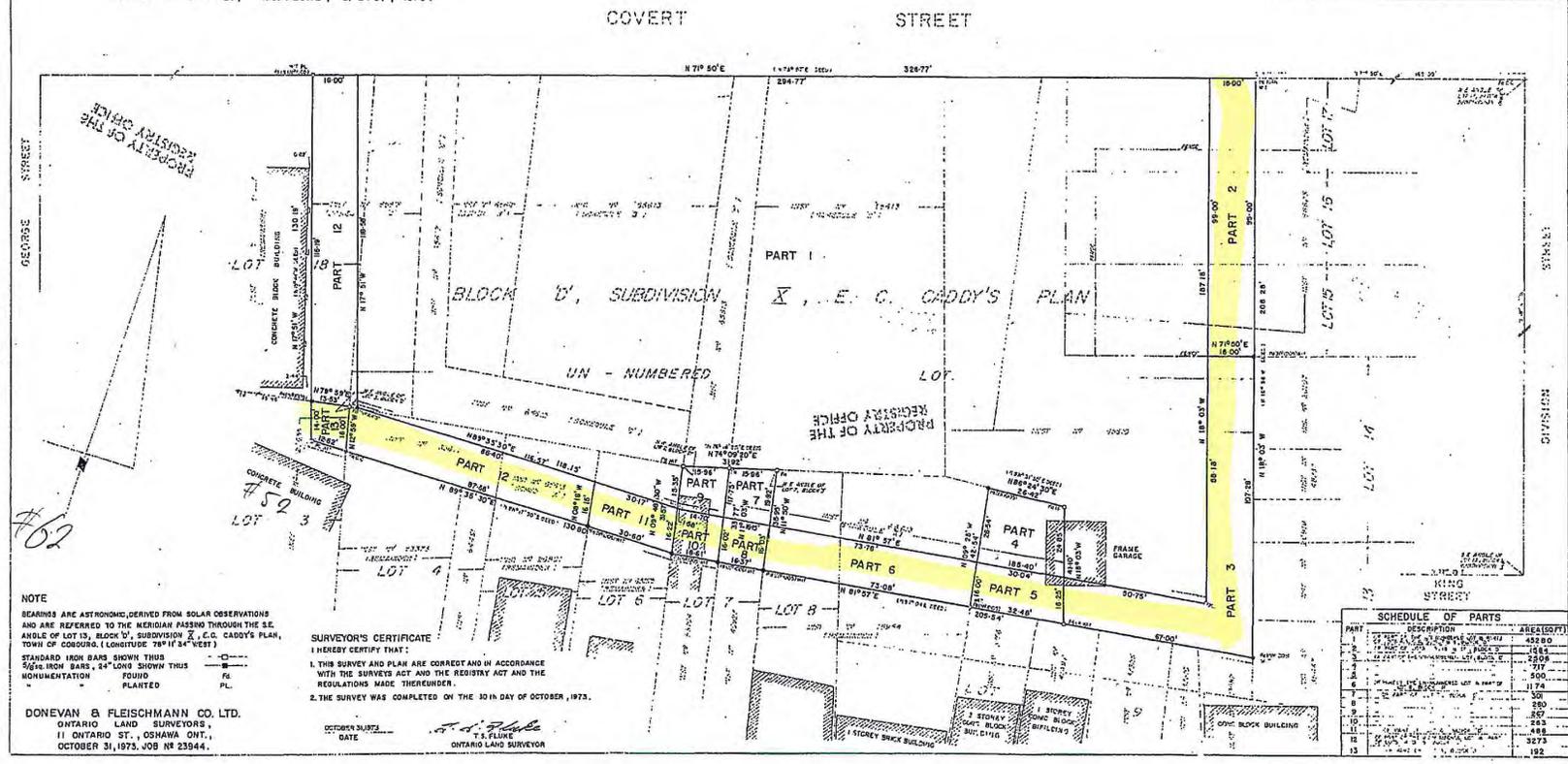
Ian Davey
Treasurer/Director of Corporate Services

PLAN OF SURVEY
 OF PARTS OF THE UN-NUMBERED LOT, SOUTH OF COVERT STREET,
 AND PARTS OF LOTS 3, 4, 5, 6, 7, 8, 15, 16, 17 AND 18, BLOCK 'D',
 SUBDIVISION X, ALL ACCORDING TO E.C. CADDY'S PLAN, AS LAID OUT ON
 PART OF LOT 17, CONCESSION 'A', TOWNSHIP OF HAMILTON, NOW IN THE
 TOWN OF COBOURG
 COUNTY OF NORTHUMBERLAND
 SCALE - 1" = 20', T.S. FLUKE, O.L.S., 1973.

"CAUTION" THIS PLAN IS NOT A PLAN OF SUBDIVISION
 WITHIN THE MEANING OF SECTIONS 29, 32 OR 33 OF
 THE PLANNING ACT.

88
 COBOURG

I REQUIRE THIS PLAN TO BE
 DEPOSITED UNDER PART 2
 OF THE REGISTRY ACT
 DATE NOVEMBER 12, 1973
 RECEIVED AND DEPOSITED AS
 PLAN 39R-242
 DATE NOVEMBER 12, 1973
 D.I. STEWART
 LAND REGISTRAR FOR
 THE REGISTRY DIVISION OF
 NORTHUMBERLAND COUNTY WEST
 (10/31)



NOTE
 BEARINGS ARE ASTROMERIC, DERIVED FROM SOLAR OBSERVATIONS
 AND ARE REFERRED TO THE MERIDIAN PASSING THROUGH THE S.E.
 ANGLE OF LOT 15, BLOCK 'D', SUBDIVISION X, E.C. CADDY'S PLAN,
 TOWN OF COBOURG, LONGITUDE 78° 11' 40" WEST.
 STANDARD IRON BARS SHOWN THUS 5/8" IRON BARS, 24" LONG SHOWN THUS MONUMENTATION FOUND PLANTED

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE
 WITH THE SURVEY ACT AND THE REGISTRY ACT AND THE
 REGULATIONS MADE THEREUNDER.
 2. THE SURVEY WAS COMPLETED ON THE 30th DAY OF OCTOBER, 1973.

DONEVAN & FLEISCHMANN CO. LTD.
 ONTARIO LAND SURVEYORS,
 11 ONTARIO ST., OSHAWA ONT.,
 OCTOBER 31, 1973, JOB NO 23944.

OCTOBER SURVEY DATE
 T.S. FLUKE
 ONTARIO LAND SURVEYOR

PART	DESCRIPTION	AREA(SQ FT)
1	CONCRETE BLOCK BUILDING	452.80
2	CONCRETE BLOCK BUILDING	148.6
3	CONCRETE BLOCK BUILDING	250.0
4	CONCRETE BLOCK BUILDING	717
5	CONCRETE BLOCK BUILDING	500
6	CONCRETE BLOCK BUILDING	1174
7	CONCRETE BLOCK BUILDING	300
8	CONCRETE BLOCK BUILDING	850
9	CONCRETE BLOCK BUILDING	257
10	CONCRETE BLOCK BUILDING	243
11	CONCRETE BLOCK BUILDING	488
12	CONCRETE BLOCK BUILDING	317.5
13	CONCRETE BLOCK BUILDING	182

Google Maps x Building and Planning x Public Works: Sewers and Surfa... x Cityworks x | +

townofcobourg.maps.arcgis.com/apps/webappviewer/index.html?id=825ed3205eb64b38b3cb465552600021

Apps TownCobourg - Yo... Imported From IE Google Maps Yahoo Building and Planni... Public Works: Sewe... 93.3 myFM Cityworks Student Transporta... CR Gummow (@crg... Desktops & All-in-... SchoolCashOnline.c... Other bookmarks

Building and Planning

By Cobourg Geomatics

Find address or place

Orange Street
COVERT STREET
COVERT STREET
COVERT STREET
Swayne Street
Dilson Street
King Street East
King Street West
King Street West
Third Street
Second Street
Hendry Arcade and Building
62
20m
43° 41' 78.1694322 Degrees
Town of Cobourg, Province of Ontario, Ontario MNR, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA, AAFC, NRC
All rights reserved

11:07 AM
24/10/2019

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Angela Stewart Licensing Officer	
DATE OF MEETING:	November 4, 2019	
TITLE / SUBJECT:	Valentine's Day Promotion for Town of Cobourg Civil Marriage Ceremony Services	
REPORT DATE:	October 23, 2019	File #:

1.0 STRATEGIC PLAN

N/A.

2.0 PUBLIC ENGAGEMENT

Town of Cobourg can utilize our web site and social media platforms to inform citizens about civil marriage ceremony services offered by the Legislative Services Department of the Town of Cobourg. Our Communications Department can greatly assist with the promotion of these services.

3.0 RECOMMENDATION

The Town of Cobourg reduce the civil marriage ceremony fee of \$300 to \$140 for one day, Valentine's Day (Friday, February 14, 2020), for civil marriage ceremonies offered by the Town of Cobourg's Legislative Services Department. This fee would include a half hour Court Room Rental instead of the usual hour long Court Room Rental, enabling Legislative Services to conduct more civil marriage ceremonies that day.

In addition, to further promote Town of Cobourg civil marriage ceremony services, that the Town of Cobourg waive the fees for one civil marriage ceremony to be conducted on Friday, February 14, 2020 (Valentine's Day). The specific ceremony will be determined by a Social Media giveaway executed by our Communications Department.

4.0 ORIGIN

As Valentine's Day, February 14, 2020, occurs on a Friday, and in an attempt to promote our Friday afternoon civil marriage ceremony services, Legislative Services suggests offering special civil marriage ceremony services on this traditional day of love.

5.0 BACKGROUND

In September 2004, the Marriage Act (O.Reg 285/04) was amended to authorize Clerks of local municipalities, and the Clerk's designates, to perform civil marriages, (Subsection 228(4) of the Municipal Act) and to set fees to recover the cost of providing this service. The current set fee as per the Town of Cobourg Fee Schedule is \$300.

Previously only judges and Justices of the Peace were allowed to solemnize civil marriages. In an effort to increase access to civil marriages in Ontario, the provincial government amended this regulation as they recognized Municipal Clerks as accountable public servants with knowledge of marriage licenses and the administrative procedures, making them effective officiants.

As per attached Bylaw 083-2019 (Appendix A), the Town of Cobourg Legislative Services Department offers Civil Wedding Ceremony Services, Friday afternoons in the Victoria Hall Court Room at fee of \$300 per ceremony. After the twenty minute ceremony, the couple are offered the Victoria Hall Court Room for the remainder of the hour for pictures and celebrations.

Legislative Services has been offering civil marriage ceremony services on Friday afternoons for more than a decade now. For the last few years, Legislative Services has conducted over 50 civil marriage ceremonies per year on average, generating more than \$15,000 in revenues annually.

For the year 2015, over 58 civil marriage ceremonies were conducted by Legislative Services, creating revenues of almost \$17,500. The year 2016, saw a slight dip as only 45 ceremonies were conducted, resulting in almost \$13,500 in revenues. Years 2017 and 2018 revealed a respective 52 and 53 civil marriage ceremonies, and \$15,600 and almost \$16,000 in annual revenues. For the current year 2019, Legislative Services Department has already surpassed 50 civil marriage ceremonies with over \$15,000 in revenue to date.

Legislative Services wishes to increase the general awareness of, and thus, annual revenues of, civil marriage ceremonies by promoting special Valentine's Day civil wedding ceremony services offered on February 14, 2020, by the Town of Cobourg Legislative Services Department.

6.0 ANALYSIS

This special promotion should promote Town of Cobourg Legislative Services Department's civil marriage ceremony services, while celebrating Valentine's Day. The 14 Ceremonies ties in with the 14th day as does the fee of \$140. This promotion can be delivered at no cost to the Town of Cobourg with all expenses recovered from civil marriage ceremonies fees paid to the Town.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The financial implications would only have an immediate effect on one day, Friday, February 14, 2020 (Valentine's Day). Implementing this Valentine's Day promotion could result in more than doubling the potential revenue from \$300 to \$1820. This promotion would also result in providing general awareness of the civil marriage ceremonies offered by the Town of Cobourg Legislative Services Department, thus creating potential future revenues.

As per the current fee schedule, Legislative Services would be able to offer three civil marriage ceremonies at a fee of \$300 per ceremony. The potential revenue for the day would be \$900 (3 ceremonies x \$300 each).

Legislative Services is proposing offering fourteen (14) civil marriage ceremonies at a fee of \$140 per ceremony for potential revenue of \$1960 (14 ceremonies x \$140 each).

Legislative Services is also proposing offering one civil marriage ceremony free of cost in a promotional giveaway at a cost of \$140.

Should Council endorse both these suggestions, the potential revenue for the one day, Friday, February 14, 2020 (Valentine's Day), would be \$1820 (14 ceremonies @ \$140 less one give away @ \$140 = \$1820.00).

Additional expenses could include decorations for the Court Room and promotional materials for the wedded couples. These additional expenses would be covered by the revenue generated by the civil marriage ceremonies.

8.0 CONCLUSION

This special Valentine's Day civil marriage ceremony services promotion will result in additional awareness of civil marriage ceremony services offered by the Town of Cobourg's Legislative Services Department and provide potential future revenue for the Town of Cobourg.

9.0 ATTACHMENTS

Appendix A – Bylaw 083-2019

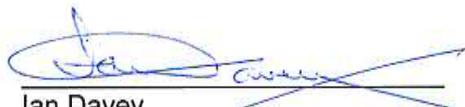
10.0 AUTHORIZATION/SIGNATURES



Angela Stewart
Licensing Officer

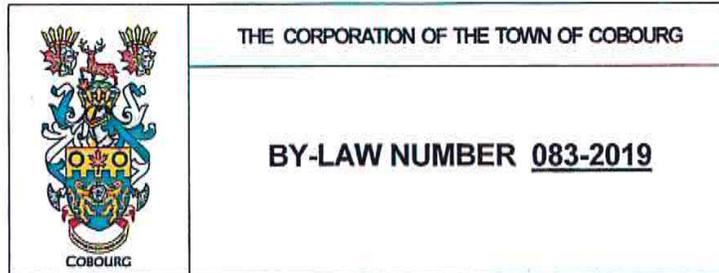


Brent Larmer
Municipal Clerk/
Manager of Legislative Services



Ian Davey
Interim Chief Administration Officer
Treasurer/Director of Corporate Services

Appendix A



A BY-LAW TO AUTHORIZE CIVIL MARRIAGE SOLEMNIZATION SERVICES AND TO APPOINT MARRIAGE OFFICIANTS FOR THE CORPORATION OF THE TOWN OF COBOURG.

WHEREAS on September 24, 2004, the Minister of Consumer and Business Services announced that changes to the regulations under the *Marriage Act* through Ontario Regulation 285/04 authorizing clerks of "local municipalities" to perform civil marriages;

AND WHEREAS through the passage of an appropriate resolution or by-law "local municipalities" have the option to offer civil marriages as a municipal service if they so choose and to set fees to recover the cost of providing this service;

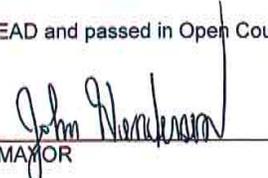
AND WHEREAS in municipal clerks may delegate their authority to solemnize marriages pursuant to Section 224 (4) of the *Municipal Act* which states that the clerk may delegate in writing to any person, other than a member of council, any of the clerk's powers and duties under this an any other Act;

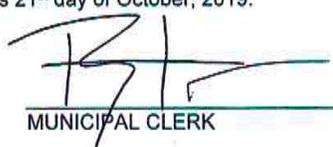
AND WHEREAS pursuant to Regulation 285/04 made under the *Marriage Act* now designates Municipal Clerks as a class of persons authorized to solemnize marriages in Ontario and pursuant to Regulation 738 subsection 24 (1) Regulation of the Revised Regulations of Ontario, 1990 as amended states that for the purposes of subsection of 24 (1) of the Act, the clerk of a local municipality is authorized to solemnize marriages under the authority of a Marriage Licence;

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

1. **THAT** the Council of the Town of Cobourg does hereby direct that civil marriage solemnization service be continued;
2. **THAT** Brent Larmer, Municipal Clerk and Municipal Staff designates Angela Stewart and Julie Behan-Jones be authorized as Marriage Officiants to perform civil marriage solemnization services on behalf of the Corporation of the Town of Cobourg pursuant to Ontario Regulation 285/04 made under the *Municipal Act*.
3. **THAT** By-law No.084-2017 is hereby repealed.
4. **THAT** this By-law shall come into full force and effect on the date of passing.

READ and passed in Open Council this 21st day of October, 2019.


MAYOR


MUNICIPAL CLERK

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services
DATE OF MEETING:	November 4, 2019
TITLE / SUBJECT:	Mayor for the Day Program Exemption Request
REPORT DATE:	September 29, 2019

1.0 STRATEGIC PLAN

Partnerships #5: Facilitate meaningful collaborations with Cobourg citizens.
 People (Desired Outcome): Cobourg's youth participate in community activities and events.

2.0 PUBLIC ENGAGEMENT

Not Applicable.

3.0 RECOMMENDATION

THAT Council receive the Report for information purposes; and

FURTHER THAT Council accept and approve the application submitted from Rowan Tardik Grade 5 Student, from C.R Gummow for the Mayor for the Day Program and allow for an exemption to the requirements of Grade 7 to Grade 12 Student eligibility; and

FURTHER THAT the Mayor for the Day Program be held on November 12, 2019; and

FURTHER THAT Council direct Staff to maintain the Mayor for the Day Program Webpage on Cobourg.ca and allow for the receipt of Applications yearly for the 2020 Mayor for the Day Program.

4.0 ORIGIN AND LEGISLATION

The Ministry of Municipal Affairs and Housing, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), and the Association of Municipalities of Ontario (AMO) partnered together in 2008 to develop Local

Government Week to celebrate the key role that local governments play in helping define the priorities, amenities and physical make-up of communities. As part of Local Government Week, the Town of Cobourg offers an opportunity for students of local schools to participate in a contest to act as Mayor for the day.

5.0 BACKGROUND

The Mayor for the Day Program is a Town of Cobourg initiative that encourages young people to think about public service and future community leadership. The program consists of a contest that allows students from grades seven (7) through ten (10) to submit ideas on how to make our community a better place to live, with the focus of increasing student interest and awareness in local government activities.

All submissions received as part of the contest have ordinarily been reviewed by the Mayor who makes a final selection on a student to act as Mayor for the day. The responsibilities for the one-time Mayor for the day position have included in the past, attending a Regular Council Meeting and having the opportunity to rename Second Street in Cobourg. The Mayor also arranges a class visit for the contest winner, which is typically accompanied with lunch to answer questions on municipal government.

6.0 ANALYSIS

At the September 9, 2019 Regular Council Meeting, Municipal Council approved the Mayor for the Day Guidelines which is a comprehensive guideline for the Mayor for the Day Program. Through adoption of these Guidelines, Council has provided municipal staff with a uniform process on how to conduct the Mayor for the Day contest, including who to solicit nominations from, and how the winner is selected and awarded by the Town of Cobourg. These guidelines provide students with a clear understanding on the Program and how to apply.

The 2019 Mayor for the Day Program was advertised through our local newspaper and municipal website to solicit submissions from students. The Mayor's Office contacted and communicated the Mayor for the Day Program to all Principals at all Town of Cobourg Primary and Secondary Schools and also invited students to submit applications to participate.

On the deadline for receiving applications for the Mayor for the Day Program, the Town received only one submission for the program. The submission is from a Grade 5 Student, which currently does not fall within the program requirements for eligibility.

This Grade 5 Student student took the time to submit an application and provide their interest in becoming the Mayor for the Day in the Town of Cobourg. Municipal Staff are recommending that Council provide an exemption on the eligibility requirements and award the Mayor for the Day Contest to Rowan Tardik.

Municipal Staff is also recommending that the website remain open to maintain the ability to receive applications for the Mayor for the Day Program year round. This will allow for the Town to solicit applications on an ongoing basis to attract additional interested applicants. Staff believe that the reason the Town did not receive more than one (1) submission could be a result of the timing of the contest which is at the beginning of the School Year when students are starting to adjust to their new schedules after the summer break. This change which would be to receive applications on an on-going basis will help to receive more interest in the program.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Not Applicable.

8.0 CONCLUSION

The Mayor for the Day Program has been routinely offered by the Town of Cobourg, in conjunction with Local Government Week which occurs in October of every year. The Program allows the Town to directly engage its student to encourage awareness about municipal affairs. By formalizing the Program, it will provide Council the opportunity to consider the contest application, and make appropriate changes, while also providing guidance to staff and interested applicants on how the program functions.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable.

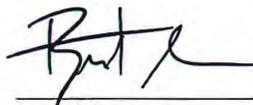
10.0 COMMUNICATION RESULTS

Mayor's Office
55 King Street West, Cobourg ON K9A 2M2
Telephone: (905) 372-4301
E-Mail: tgalea@cobourg.ca

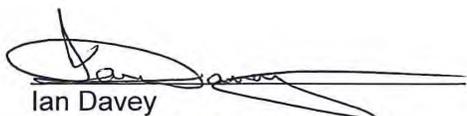
11.0 ATTACHMENTS

Mayor for the Day Program Guidelines Appendix 'A'.

12.0 AUTHORIZATION ACKNOWLEDGMENT



Brent Larmer
Municipal Clerk/
Manager of Legislative Services



Ian Davey
Treasurer/Interim CAO

	THE CORPORATION OF THE TOWN OF COBOURG
	TRANSPORTATION ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Bobby-Jo Preston, Secretary
MEETING DATE:	October 24, 2019
SUBJECT:	Bicycle Rack Purchase for Active Transportation

The following Motion was adopted at the October 24, 2019 Transportation Advisory Committee (TAC) Meeting:

Moved by Member Meester:

WHEREAS the Town of Cobourg's 2019 – 2022 Strategic Plan supports and cares for the social and physical wellbeing of its citizens;

AND WHEREAS bicycle racks promote active transportation and encourage growth and accessibility in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT the Transportation Advisory Committee request the purchase and installation of ten (10) bicycle racks at the cost of \$791.00 + HST per item, totalling \$8338.30, to be installed by Public Works at a billable amount of \$500.00, making a final total of \$9483.30; and

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

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

CARRIED

Page 1 of 1

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Ted Sokay Manager, Roads and Sewers	
DATE OF MEETING:	November 4, 2019	
TITLE / SUBJECT:	Wheel Loader CO-19-22 PWD	
REPORT DATE:	October 28, 2019	File #:

1.0 STRATEGIC PLAN

N/A

2.0 PUBLIC ENGAGEMENT

N/A

3.0 RECOMMENDATION

That the purchase for a 2019 Demo Wheel Loader be awarded to Strongco Limited Partnership in the amount of \$172,000.00, plus non-refundable HST for a total of \$175,027.20.

4.0 ORIGIN

This wheel loader will replace a 2007 wheel loader which was scheduled for replacement in accordance with the Vehicle Replacement By-law. The approved 2019 capital budget allocation for this purchase is \$255,000.00.

5.0 BACKGROUND

Vehicles/Equipment in the Public Works fleet are replaced in accordance with the Vehicle Replacement By-Law. Currently large vehicles/equipment like the wheel loader are scheduled for replacement after 20 years, with an appraisal by a qualified mechanic that the unit has in fact reached a stage where continued repairs are no longer feasible.

As per by-law #078-2014, the wheel loader is due for replacement after 20 years (2028) which has proven to be too long. This is a crucial piece of machinery for both Public Works and Parks. Until now the Town has had 2 loaders in its fleet, the older surplus loader was taken out of service in the Fall of 2018 as it was no longer safe to operate or economical to repair. For the winter season of 2018-2019 Public Works rented a loader due to the failure of the older unit. The 2007 loader will now become the surplus loader. The replacement useful life of the wheel loader will be adjusted from 20 years to 12 years due to the harsh environment these loaders operate in i.e. stock piling salt, loading trucks with salt, moving sand on the beach etc.

6.0 ANALYSIS

A tender was issued for a new or demo 2019 wheel loader and seven bids were received by the deadline. The tenders were publicly opened on Tuesday, October 8, 2019 and the results were:

Strongco Limited Partnership – 2019 Demo	\$172,000.00 + HST
Hartington Equipment - New	\$190,537.00 + HST
John’s Equipment Sales & Service - New	\$191,120.00 + HST
Bob Mark New Holland - New	\$193,400.00 + HST
John’s Equipment Sales & Service - New	\$200,760.00 + HST
Nortrax Canada Inc. - New	\$240,000.00 + HST
Tormont Cat - New	\$275,145.00 + HST

All tenders were reviewed for accuracy and compliance. The low bid as submitted by Strongco Limited Partnership for a 2019 Demo with 426 hours meets or exceeds the tender specifications in all regards. There is a full 2 year or 3000 hour warranty coverage provided with the 2019 Demo unit.

There were three optional extras requested in the tender, automatic greasing system, front end loader weigh scales and a snow blade. After reviewing the optional extras from all bids it was determined that substantial savings could be realized if we were to purchase these extras directly from each individual supplier and not a third party. Purchasing the optional extras directly from the individual suppliers would still keep the total purchase under budget.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The approved 2019 capital budget for this purchase is \$255,000.00.

8.0 CONCLUSION

It is recommended that the bid for a 2019 Demo Wheel Loader, in the amount of \$175,027.20, non-refundable HST included, submitted by Strongco Limited Partnership, be approved.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A

10.0 COMMUNICATION RESULTS

N/A

12.0 AUTHORIZATION/SIGNATURES

	COMMUNITY SERVICES DIVISION MEMORANDUM	
	PARKS & RECREATION ADVISORY COMMITTEE	
TO:	Brent Larmer, Municipal Clerk	
FROM:	Jodi Ware-Simpson, Secretary	
DATE OF MEETING:	October 15, 2019	
REPORT TITLE/SUBJECT:	Motion to Council Regarding the Proposal of a Natural Heritage Waterfront Park	

The following motion was approved at the October 1, 2019 meeting of the Parks and Recreation Advisory Committee:

Moved by Member Whitney:

THAT the Parks and Recreation Advisory Committee supports the concept of a Natural Heritage Waterfront Park including the Ecology Garden, West Beach, West Headland and West Harbour.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor John Henderson and Members of Council
FROM: TITLE:	Teresa Behan Deputy Director, Community Services Division
DATE OF MEETING:	November 4, 2019
TITLE / SUBJECT:	Outdoor Fitness Equipment
REPORT DATE:	October 25, 2019 (revised)

1.0 STRATEGIC PLAN

Pillar: People - Encourage Healthy Lifestyles across all age groups by promoting and raising awareness about public health and active transportation.

2.0 PUBLIC ENGAGEMENT

Extensive public engagement was carried out as part of the Waterfront User Needs Assessment and Detailed Design (Waterfront Plan). Outdoor fitness equipment is included in the Waterfront Plan as Priority #31.

Neither outdoor fitness equipment nor the other recommended improvements to Victoria Park have undergone any recent public engagement.

3.0 RECOMMENDATION

THAT Council receives the report from the Deputy Director of Community Services for information purposes; and

FURTHER THAT Council considers outdoor fitness equipment during the 2020 Budget deliberations as previously directed.

4.0 ORIGIN

Mr. Keith Oliver presented to Council on June 10, 2019. As part of that delegation, Staff were asked to report back to Council by October 15, 2019. A copy of that motion is as follows:

“Moved by Councillor Emily Chorley, Seconded by Deputy Mayor Suzanne Séguin THAT Council receives the delegation from Cobourg citizen Keith Oliver for information purposes; and

FURTHER THAT Council direct staff to work with Keith Oliver to submit a funding application under the New Horizons for Seniors Program if possible by June 21, 2019; and

FURTHER THAT Council considers the proposed Adult Fitness Park as part of the 2020 budget deliberations; and

FURTHER THAT Council direct staff to deliver a report to Council by October 15, 2019 that outlines:

- the estimated cost of installing and maintaining an Adult Fitness Park in Cobourg;*
- recommended locations for an Adult Fitness Park;*
- information about safety regulations and the safety record of Adult Fitness Park equipment in Ontario;*
- relevant usage information/statistics regarding Adult Fitness Parks in other Ontario communities; and*
- additional funding opportunities from government/community improvement programs and any relevant deadlines for application.*

201-19 Carried

5.0 BACKGROUND

Outdoor fitness by definition (Wikipedia) consists of exercise undertaken outside a building for the purpose of improving physical fitness. It contrasts with exercise undertaken inside a gym or health club for the same purpose. The activity may be undertaken in a park, in the wilderness, or other outdoor location. The popularity of outdoor fitness grew rapidly in the second-half of the twentieth century.

As part of the Waterfront Plan, 2018, outdoor fitness equipment was scheduled in Phase 2 of the Victoria Park changes to coincide with a major redevelopment of the playground, walkways, concession and washrooms. Adult fitness parks were not mentioned in the Parks Master Plan, 2013.

Keith Oliver has attended Council meetings in the past and Council directed staff to work with Mr. Oliver on his proposal. Numerous meetings and discussions have taken place to review his ideas regarding a proposed fitness park in the Town of Cobourg.

As directed, staff completed the New Horizons grant application for the amount of \$25,000. This application was due by June 21, 2019, and the Town should receive word on the outcome of this application by this winter.

Mr. Oliver has started his own working group to work on his proposed Adult Fitness Park. The members (five people) consist of local citizens including a physiotherapist and a local fitness trainer.

The working group has completed eleven site visits to various adult fitness park locations.

Community Services staff have also reviewed existing adult fitness parks and have consulted with colleagues for best practices and other relevant information, including:

<u>CITY</u>	<u>COST</u>	<u>NUMBER OF PIECES</u>	<u>SAFETY ISSUES</u>	<u>USAGE</u>	<u>PROGRAMS</u>	<u>FOUNDATION</u>	<u>YEAR INSTALLED</u>
PETERBOROUGH	\$65,000	21				Concrete	May 2018
WHITBY	\$34,000	10				Soft Woodchip	2012
PORT HOPE	\$33,902	6	No Issues	Well used by seniors and TCS Students	Yes	Engineered Wood Fibre	2017
SMITH FALLS	\$65,914	12	No issues	Mostly seniors	No yet	Concrete	June 27, 2019
TWEED	Supported by new Horizon Seniors Program						July 3, 2019
PORT PERRY	\$80,000	13				Concrete	August 2018
TRENT HILLS		4	Kids using unsafely	Not well used anymore	Tried but not well received (outside group)		2010
NIAGARA FALLS	New pieces added yearly	Varies depending on locations	Unknown			Artificial turf	2018 - 2019
ELMIRA	Unknown	10				Rubber	2014

Blank fields are because the municipalities contacted were not able to provide the requested information.

6.0 ANALYSIS

The Waterfront Plan includes a recommendation for outdoor fitness equipment as Project 5.10, Priority #31 out of 80 Priorities and grouped in Project #19 in the Victoria Park Beach Phase 2 scheduled for year 18 in the 24-year implementation schedule. The ultimate priorities, implementation schedule and funding is at the discretion of Council. Staff could also assess the implications of moving Project #19 up the list of priorities.

If Council approves the installation of outdoor fitness equipment in 2020, careful consideration of the final location will be required to prevent potential conflicts with both community events as well as more significant improvements in the future, including the children's playground and waterpark, change rooms, washrooms and the concession.

To avoid potential conflicts, the Adult Fitness Park could be located near the Lawn Bowling facility in Victoria Park as long as the bowlers do not view it as a distraction (further consultation would be required). Alternatively, it could be located in another park or, depending on the final budget, pieces of equipment could be grouped in several neighbourhoods around the community to increase accessibility, which is what some municipalities are doing. Parks that could accommodate adult fitness stations are:

- Fitzhugh Park
- James Tracey Park
- Westwood Park
- Morley Cane Park
- Donnegan Park
- Millennial Park (West Park Village)

If the project is approved and funded by Council, staff can investigate further to determine the most appropriate location(s) unless Council has a preference.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The Waterfront Plan included \$90,000 (2018 dollars) for outdoor fitness equipment in year 18 of the implementation plan as part of a broader redevelopment of the current playground, water play and concession area of Victoria Park. That amount included \$40,000 for fitness equipment (based on the assumption that the remaining costs would be covered by fundraising/donations), \$40,000 for surfacing and \$10,000 for seating.

Each fitness piece averages in cost, \$ 3,500.00 to purchase plus installation and signage.

At the direction of Council, the Community Services Division completed a grant application under the New Horizons for seniors community grant. Successful applicants of this grant will be notified by this winter, with a project start date of no earlier than March 31, 2020.

Mr. Oliver's working group has approached local businesses and apparently has secured some donations.

If approved by Council, final designs and costs will need to be determined. If directed by Council, the Community Services Division will also support Mr. Oliver's working group to apply for other potential grants, as long as they don't conflict with more significant municipal funding priorities. Mr. Oliver would like Council to support a grant application for the Investing in Canada Infrastructure program in place of the Victoria Square project. At its October 21, 2019 meeting, Council approved two applications to this funding program for Harbour infrastructure and Victoria Square. Staff will continue to search grant opportunities.

In order to facilitate Council's initial support for Mr. Oliver's proposal, the Community Services Division will include in its 2020 Capital Budget requests \$90,000 for an Adult Fitness Park for Council's consideration. This amount will cover:

- up to 20 standalone fitness pieces;
- installation;
- proper bases as per industry standards; and
- signs.

Once installed, the adult playground will be inspected monthly along with other playground equipment throughout the community. Depending on the units purchased, they may need to have regular maintenance (e.g. oil moving parts, replace worn parts, etc.). Adult fitness parks are relatively new in Ontario and there is very little detailed information about maintenance requirements and related costs, accidents or product lifecycle.

8.0 CONCLUSION

Town staff will continue to support this initiative subject to Council direction.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A

9.0 COMMUNICATION RESULTS

Earlier this year, Council instructed staff to utilize the Town's new engagement tool (EngageCobourg.ca or Bang the Table) to solicit additional public input on several initiatives, including the waterfront (East Pier and Campground), Cultural Master Plan and taxi services. The Town could seek further public engagement on outdoor fitness equipment or simply consider it as part of the 2020 Budget Deliberations, which is recommended by staff.

Title:	Signing Official:
Deputy Director	T. Behan
Director of Community Services	D. Hustwick
Chief Administrative Officer (Interim)	I. Davey

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG ACCESSIBILITY ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Desta McAdam, Senior Planner – Development/ Recording Secretary
MEETING DATE:	November 4 th , 2019.
SUBJECT:	Elgin at Courthouse Road Transit Stop

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

Moved by Member T. Mills

WHEREAS, The Cobourg Accessibility Advisory Committee has reviewed the attached correspondence from a concerned citizen of Cobourg;

THEREFORE, the Accessibility Committee endorses the comments in the letter that the current bus stop on Courthouse Road (at Elgin St. W.) is not accessible for wheelchair users. Further, the AAC recommends that improvements be made to make this stop location accessible.

CARRIED

Robyn Bonneau

From: Desta McAdam
Sent: Wednesday, October 23, 2019 2:43 PM
To: Robyn Bonneau; Brent Larmer
Subject: FW: Northumberland County Building Bus Stop
Attachments: 2.jpg; 1.jpg

Hi again Robyn and Brent,

Please be advised of the below correspondence item relating the previously sent Motion from the Accessibility Advisory Committee.

Thank you,
Desta

From: Karl vom Dorff
Sent: October 12, 2019 3:17 PM
To: Desta McAdam <dmcadam@cobourg.ca>;
Subject: Northumberland County Building Bus Stop

Dear Accessibility Committee for the Town of Cobourg,

I am a Cobourg resident (and Northumberland Accessibility Advisory Committee member), and recently tried out our public transport system from Albert St. to the County building on Elgin Street for the first time. I am 100% wheelchair dependent. I was quite please with the bus service itself, however I would appreciate it if your committee would take a suggestion into consideration.

The current bus stop at the South end of Courthouse Rd. isn't a wheelchair friendly stop IMHO. The bus driver recommended that using this stop was better for wheelchair users, as the North stop on Courthouse Rd. is very steep. It's incompatible for wheelchair users - I agree.

The bus driver stopped at the Southern bus stop to let me out, with the ramp's lift over the curb, and in the grass. Had I not been in my power wheelchair, I wouldn't have been able to negotiate the grass stop location.

I am therefore suggesting that the Town move the stop to the County Building's driveway entrance where it's paved and moderately level to serve all of Cobourg's tax paying disabled residents more equitably (and avoid liability issues).

I am sure the Town of Cobourg and the county realize the importance of disabled residents being afforded access to this building by means of public transportation! I am offering the opinion, as a disabled resident, that the current bus stop location doesn't serve its community well.

I would be pleased if the chair of the committee could bring this up at your next meeting and informed of the resultant discussion/decisions of this Agenda item.

Respectfully,

P.S - having to ask the bus driver to stop further ahead probably isn't a suitable resolution for vocally impaired residents.

--

Karl vom Dorff | BSc. H



