



THE CORPORATION OF THE TOWN OF COBOURG

Committee of the Whole

AGENDA

Tuesday September 4, 2018 at 4:00 PM

Council Chambers, Victoria Hall, Cobourg

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Tuesday September 4, 2018 at 4:00 PM in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II AGENDA ADDITIONS

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

1. Shannon Murphy Town of Cobourg Emergency Planner, introducing the Town of Cobourg Emergency Preparedness Ambassadors.

V DELEGATIONS

1. Robert Washburn, Local News Northumberland (Local News Project), regarding an update on the Local News Project for Northumberland County and launching of a new website.

VI DELEGATION ACTIONS

VII ECONOMIC DEVELOPMENT SERVICES

Chair, Mayor Brocanier - Economic Development Services Coordinator

VIII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Henderson - General Government Services Coordinator

1. Memo from the Treasurer/Director of Corporate Services, regarding the 4 - 9 Northam Industrial Park Financial Report - June 30, 2018.

Action Recommended: THAT Council receive the report from the Treasurer/Director of Corporate Services for information purposes.

IX PARKS AND RECREATION SERVICES

Chair, Councillor Darling - Parks and Recreation Services Coordinator

X PUBLIC WORKS SERVICES

Chair, Councillor Rowden - Public Works Services Coordinator

1. Memo from the Engineering and Public Transit Administrator, regarding the AIMS Web Functionality - Convenience Fees for the payment of Parking Ticket Payments and Parking Permit purchases. 10 - 11

Action Recommended: THAT Council authorize the collection of a two dollar (\$2.00) convenience fee for online parking ticket payments and parking permit purchases through the Town of Cobourg's municipal website to be collected by the Town of Cobourg's preferred credit card gateway company Moneris to assist in off-setting gateway credit card processing costs and to support the ongoing program software costs.

2. Letter from Dee Cox, Water Inspector, Ministry of the Environment, Conservation and Parks dated August 24, 2018 including the Cobourg Drinking Water System 2018-2019 Compliance Inspection Report (1-ID395). 12 - 34

Action Recommended: THAT Cobourg Drinking Water System Compliance Inspection Report be received for information purposes.

XI PROTECTION SERVICES

Chair, Councillor McCarthy- Protection Services Coordinator

XII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

1. Memo from the Director of Planning and Development, regarding an Application for Approval of a Pre-Servicing Agreement, New Amherst Community - Stage 2, Phase 2A New Amherst Ltd. 35 - 42

Action Recommended: THAT the attached By-law be endorsed and be presented to Council for adoption at a Regular Council meeting which:

i) authorizes the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement with New Amherst Ltd. for the proposed residential subdivision known as New Amherst Community -- Stage 2, Phase 2A, subject to the finalization of technical details by municipal staff and applicable agencies.

2. Memo from the Manager of Planning Services, regarding an Application for Approval of Amendments to the Town of Cobourg Official Plan and Zoning By-law Nickerson Drive and D'Arcy Street, 2020910 Ont. Ltd. (LeBlanc Enterprises). 43 - 77

Action Recommended: THAT Council receive the report from the Manager of Planning Services for information purposes; and

FURTHER THAT Council approve the amendments to the Town of Cobourg Official Plan and Zoning By-law for the Nickerson Woods subdivision as affixed to the Staff Report as APPENDIX "I" and APPENDIX "II".

3. Memo from Planner I - Development, regarding a Notice of Complete Application - Site Plan Approval: 96 University Avenue East, Cobourg, (Lands Immediately West of Victoria Retirement Living) Bruce MacNeill/Rollins Investments Inc. 78 - 80

Action Recommended: THAT Council receive the application for Site Plan Approval Application: 96 University Avenue East, Cobourg as submitted and refer to the Planning Department for a report.

XIII COMMUNITY SERVICES

Chair, Councillor Séguin- Community Services Coordinator

1. Memo from the Community Events Coordinator, regarding the 'Chili Cook-Off and Beer Garden organized by the Brown Bag Event Co. to take place at the Downtown Cobourg Harvest Festival. 81 - 82

Action Recommended: THAT Council approve the 'Chili Cook-Off and Beer Garden at the Downtown Cobourg Harvest Festival' taking place Saturday, September 29, 2018; and

FURTHER THAT Council declare the event as an event of Municipal Significance in the Town of Cobourg to obtain a 'Special Occasion Permit' to allow for the sale of alcohol at the Municipal Community Event.

2. Letter from Rick Riley, President of the Rotary Club of Cobourg and Mike McLellan, Chair, Waterfront Arts and Crafts Festival Committee, regarding Cobourg Rotary Club Waterfront Festival Arts and Crafts Show 2019 Midway location. 83 - 84

Action Recommended: THAT Council receive the correspondence from the Rotary Club of Cobourg for information purposes.

XIV 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. 079-2017.

1. 08-21-17 Traffic Study Lower Division Street/Esplanade Area (Public Works)
10-10-17 Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street
(Public Works)
08-21-17 MOU between YMCA Northumberland and the Town of Cobourg
(Parks and Recreation)
04-30-18 Public notification, meeting and engagement procedures pertaining to applications submitted under the *Planning Act*.

XV CLOSED SESSION

XVI ADJOURNMENT



To: Mayor and Members of Council
From: Ian D. Davey - Treasurer
Re: Northam Industrial Park
Financial Report - June 30, 2018
Date: August 15, 2018

The following report is a summary of the unaudited financial results for the first six months of 2018 for the operation of the Northam Industrial Park. The report consists of a balance sheet, an income statement and cashflow report.

BALANCE SHEET

The assets section is split between current assets of \$1,711,490 and fixed assets of \$17,937,576 . The bank balance includes an operating balance of \$483,956 and the capital reserve of \$1,000,000 which has not changed since it was established. Capital expenditures have been kept to a minimum through the first six months of the year with a total of \$125,780 having been spent. We anticipate that the capital expenditures for the balance of the year will be within budget. The budget for capital projects for 2018 was set at \$700,350. We expect the completion of the asset condition report within the next quarter which will form the basis for capital budgets for the next five to ten years.

The liabilities as of June 30, 2018 were \$468,656.

The mortgage balance has now been paid in full. The mortgage payments which had been \$104,352 will now be available to fund the asset management plan for the park.

INCOME STATEMENT

The income statement is presented in three columns including the 2017 actual results for the full year and the 2018 actual results to June 30, 2018 along with the budget for 2018 for the full year.

Operating revenues for the first six months are tracking slightly higher than budget and it is anticipated that this amount will be close to budget by the end of 2018.

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

It is anticipated that final results for Net Income before amortization will come in very close to \$2,700,000 or about \$65,000 above the budgeted amount.

CASHFLOW REPORT

The cashflow report is intended to provide a summary of the changes in the cash balance from the start of the fiscal year to the end of June 2018. The cash balance has increased by \$979,785 during the first six months of 2018 and is expected to continue to increase over the remainder of the year as we build reserves to the levels suggested in the soon to be completed asset management report.

ACTION REQUESTED

That this report be received for information purposes.



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

NORTHAM INDUSTRIAL PARK

BALANCE SHEET - AS AT JUNE 30, 2018

(UNAUDITED)

ASSETS	Jun 30 2018	Dec 31 2017
Current		
Bank	1,483,956	504,171
Accounts receivable	192,794	233,041
Prepaid Expenses	34,750	11,915
	-----	-----
	1,711,500	749,127
	-----	-----
Fixed		
Land	3,683,512	3,683,512
Buildings	10,205,027	10,205,027
Building improvements	13,362,397	13,236,617
Roadways, rail and parking lots	366,752	366,752
	-----	-----
	27,617,688	27,491,908
Accumulated amortization	-10,060,112	-9,680,112
	-----	-----
	17,557,576	17,811,796
	-----	-----
TOTAL ASSETS	19,269,076	18,560,923
	=====	=====
LIABILITIES		
Current		
Bank overdraft	0	0
Accounts payable	269,583	266,403
Tenant deposits and prepaid rent	199,072	131,720
Due to Town of Cobourg	0	0
	-----	-----
	468,655	398,123
	-----	-----
Mortgage payable	0	312,387
	-----	-----
TOTAL LIABILITIES	468,655	710,510
	-----	-----
EQUITY		
Capital reserve	1,000,000	1,000,000
Retained earnings	16,850,413	15,272,378
Current year earnings	950,008	1,819,035
Transfer to Town of Cobourg		-241,000
	-----	-----
Total Equity	18,800,421	17,850,413
	-----	-----
TOTAL LIABILITIES AND EQUITY	19,269,076	18,560,923
	=====	=====

NORTHAM INDUSTRIAL PARK

INCOME STATEMENT

For the SIX months ended June 30, 2018

(UNAUDITED)	2017 ACTUAL (12 MONTHS)	2018 ACTUAL (6 MONTHS)	2018 BUDGET (12 MONTHS)
REVENUE			
Base Rent	3,592,502	1,803,696	3,574,122
Realty Tax Recoveries	1,072,444	552,027	1,099,895
Vacancies	-373,208	-110,137	-208,594
Interest and other income	101,360	2,786	5,000
	4,393,098	2,248,372	4,470,423
OPERATING EXPENSES			
Insurance	44,473	21,562	46,254
Realty Taxes	1,102,378	577,642	1,155,284
Repairs & Maintenance	247,247	155,181	289,533
Utilities	138,043	76,567	117,647
Mortgage interest	20,767	1,232	1,232
	1,552,908	832,184	1,609,950
ADMINISTRATIVE EXPENSES			
Bad Debts	0	0	5,000
Leasing Commissions	49,752	5,125	8,426
Management Fees	148,867	72,351	151,378
Office & General Admin	44,849	8,704	28,100
Consulting & Prof fees	20,000	0	32,000
	263,468	86,180	224,904
NET OPERATING INCOME	2,576,722	1,330,008	2,635,569
AMORTIZATION	757,687	380,000	760,000
NET INCOME	1,819,035	950,008	1,875,569

NORTHAM INDUSTRIAL PARK

CASHFLOW REPORT - AS AT June 30, 2018

(UNAUDITED)	Jun 30 2018 ACTUAL	Dec 31 2017 ACTUAL
<u>Sources of cashflow:</u>		
Net income per budget report	950,008	1,819,035
Add non-cash item - amortization	380,000	757,687
Cash from operations	1,330,008	2,576,722
Reduction in accounts receivable	40,247	70,738
Reduction in prepaid expenses	0	0
Increase in accounts payable	70,532	0
Cash available	1,440,787	2,647,460
<u>Uses of cash</u>		
Increase in accounts receivable	0	0
Increase in prepaid expenses	-22,835	-779
Invested in fixed assets	-125,780	-486,992
Decrease in accounts payable	0	-195,956
Applied to mortgage principal	-312,387	-1,229,433
Transfer to Town of Cobourg	0	-241,000
Cash used during period	-461,002	-2,154,160
Net change in cash balance during period	979,785	493,300
Cash balance at start of year	504,171	10,871
Cash balance at end of period	1,483,956	504,171


NORTHAM
As at December 31, 2017

northam year end surplus 17

	Purchase	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	AS AT Dec 31/17
Net Income		1,191,800	1,216,663	1,285,032	1,398,188	1,550,817	1,665,222	1,729,350	1,729,060	1,766,711	1,610,222	1,844,181	1,736,295	1,278,813	1,091,174	1,819,035	22,912,563
Non-cash - Depreciation		294,919	602,996	619,459	639,510	629,815	615,149	628,743	626,138	684,125	708,967	698,507	715,383	720,878	737,837	757,687	9,680,113
Mortgage interest expense																	
Net income before depreciation																	32,592,676
Non-Expense Cash Items																	
Mortgage Advance	14,000,000																14,000,000
Mortgage Principal Repaid		-510,860	-649,144	-679,679	-725,220	-763,888	-804,970	-851,542	-895,424	-952,014	-1,002,402	-1,102,357	-1,146,439	-1,173,431	-1,200,810	-1,229,433	-13,687,613
Capital Outlays	-13,330,027	-1,591,738	-1,116,174	-748,226	-1,292,831	-314,140	-624,190	-1,213,526	-205,962	-2,149,341	-226,559	-758,974	-1,313,109	-337,458	-1,782,661	-486,993	-27,491,909
Cash Withdrawals by T of C					-50,000	-275,000	-300,000	-550,000	-850,000	-545,000	-720,000	-575,000	-652,750	-303,400	0	-241,000	-5,062,150
Annual Surplus (Deficit)	669,973	-615,879	54,341	476,586	-30,353	827,604	551,211	-256,975	403,812	-1,195,519	370,228	106,357	-660,620	185,402	-1,154,460	619,296	351,004
Prior period Surplus (Deficit)	0	669,973	54,094	108,435	585,021	554,668	1,382,272	1,933,483	1,676,508	2,080,320	884,801	1,255,029	1,361,386	700,766	886,168	-268,292	
Cash Available	669,973	54,094	108,435	585,021	554,668	1,382,272	1,933,483	1,676,508	2,080,320	884,801	1,255,029	1,361,386	700,766	886,168	-268,292	351,004	
Proof:																	
Bank Balance		71,598	604,205	778,423	1,025,146	1,747,517	2,172,014	1,566,474	2,118,236	1,705,313	1,037,671	1,051,465	1,192,874	994,306	10,871	504,171	
Excess of A/R over A/P (A/P over A/R)		-17,504	-495,770	-193,402	-470,478	-365,245	-238,531	110,034	-37,916	-820,512	217,358	309,921	-492,108	-108,138	-279,163	-153,167	
Cash Available		54,094	108,435	585,021	554,668	1,382,272	1,933,483	1,676,508	2,080,320	884,801	1,255,029	1,361,386	700,766	886,168	-268,292	351,004	

SUMMARY:

Profit before depreciation for first 15 years	32,592,676
Repayment of Mortgage Principal	-13,687,613
Capital outlays - reinvestment in the park	-14,161,882
Cash withdrawals by the Town of Cobourg	-5,062,150
SURPLUS CASH held in bank account	-318,969
OPENING CASH SURPLUS - Mar 4/03	669,973
NET CASH POSITION , Dec 31, 2016	351,004

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Renee Champagne Engineering and Public Transit Administrator	
DATE OF MEETING:	September 4, 2018	
TITLE / SUBJECT:	AIMS Web Functionality - Convenience Fees	
REPORT DATE:	August 17, 2018	File #:

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
That the Town of Cobourg collect a two dollar (\$2.00) convenience fee for online parking ticket payments and parking permit purchases through the Town of Cobourg's website. Fees will be collected by the Town's preferred credit card gateway company (Moneris).

4.0 ORIGIN
In 2016, Cobourg Municipal Council endorsed purchasing new parking software (AIMS) at a cost of \$56,360.72 USD for ticket and permit management.

During the 2018 budget process, approval was granted to purchase AIMS Enforcement API at a cost of \$5,000.00 USD. AIMS Enforcement API provides a real-time connection to third party pay-by-phone systems. HonkMobile provides its pay-by-phone parking application, management back-office, credit card processing and bilingual customer service.

5.0 BACKGROUND
In 2018, Council approved a capital budget request for AIMS Web Functionality

at a cost of \$20,000.00 USD which provides a self-service portal that provides the Town of Cobourg with online functionality which includes online ticket payments and online permit registration payment.

6.0 ANALYSIS

The current vendor for the Town of Cobourg's online parking ticket payment system collects a fee of \$1.95.

Staff have researched eight municipalities with regards to service/convenience fees for online ticket/permit payments. Fees ranged from \$1.00 to \$2.50 and found that it is common practice from one municipality to another where payments are accepted online.

Recent parking enforcement technology enhancements have allowed the opportunity to proficiently monitor parking, issue parking permits and provide additional parking payment options in the Town of Cobourg.

Charging a convenience fee for both parking ticket payments and permit sales will assist in off-setting gateway credit card processing costs and support software costs.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

None.

8.0 CONCLUSION

That the Town of Cobourg collect a two dollar (\$2.00) convenience fee for online parking ticket payments and parking permit purchases through the Town of Cobourg's website. Fees will be collected by the Town's preferred credit card gateway company (Moneris).

Approved By:

Laurie Wills, Deputy Director of Public Works
Stephen Peacock, Chief Administrative Officer

Department:

Public Works
CAO

Ministry of the Environment,
Conservation and Parks

Eastern Region
Peterborough District Office
300 Water Street
2nd Floor, South Tower
Peterborough ON K9J 3C7
Tel.: 705-755-4300 or 800-558-0595

Ministère de l'Environnement, de la
Protection de la nature et des Parcs

Région de l'Est
Bureau du district de Peterborough
300, rue Water
2^e étage, Tour Sud
Peterborough ON K9J 3C7
Tél.: 705-755-4300 ou 800-558-0595



August 24, 2018

Mr. Stephen Peacock
Chief Administrative Officer
Town of Cobourg
55 King Street
Cobourg, ON K9A 2M2

Dear Mr. Peacock:

**RE: Cobourg Drinking Water System
2018-2019 Compliance Inspection Report 1-ID395
MOE File: SI NO CO DA 540**

Please find attached the Ministry of the Environment's inspection report for the above facility. The report details the findings of the inspection that began on July 24, 2018.

The Appendix section of the inspection includes the Stakeholder Appendix A with links to key reference and guidance materials available on the Ministry of the Environment's and Climate Change (MOECC) website. Appendix B contains the inspection rating record and an updated risk methodology memo.

Please note the attached IRR methodology memo describing how the risk rating model has improved to better reflect the health related and administrative non-compliance found in an inspection report. IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report.

In the inspection report, any "*Actions Required*" are linked to incidents of non-compliance with regulatory requirements contained within the Act, a regulation, or site-specific approvals, licenses, permits, orders or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the ministry's Investigations and Enforcement Branch.

"*Recommended Actions*" convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the availability of information to consumers, and conformance with existing and emerging industrial standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

Please note, you will find in the report that bullets are shown in bold print and are the consistent and standard responses to the information gathered during the inspection. Statements shown in regular font provide additional site-specific details.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in "*Taking Care of Your Drinking Water: A guide for members of municipal council*" found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

Please note that as of June 29, 2018 the Ministry of the Environment and Climate Change's name has changed to the Ministry of the Environment, Conservation and Parks. This name change will take some time to be reflected in ministry materials and systems."

I would like to thank the staff for the assistance afforded to me during this compliance assessment. If you have any questions or concerns please contact myself or Jacqueline Fuller, Water Supervisor at 705-755-4328.

Yours truly,



Dee Cox
Water Inspector
Safe Drinking Water Branch
Ministry of Environment
Phone: (705) 755-4329

cc:

Larry Spyrka, Supervisor of Water Systems, Lakefront Utility Services Inc.
Dr. Lynn Noseworthy, Medical Officer of Health, Haliburton, Kawartha, Pine Ridge District Health Unit
Linda Laliberte, General Manager, Ganaraska Region Conservation Authority
Jacqueline Fuller, Supervisor, Peterborough District Office, MOE



Ontario

Ministry of the Environment, Conservation and Parks

COBOURG DRINKING WATER SYSTEM

Inspection Report

Site Number:	220000825
Inspection Number:	1-ID395
Date of Inspection:	Jul 24, 2018
Inspected By:	Dee Cox



TABLE OF CONTENTS

1. Drinking Water System Owners Information
2. Drinking Water System Inspection Report

Appendix:

- A. Stakeholders Appendix
- B. Inspection Rating Record

OWNER INFORMATION:

Company Name:	COBOURG, THE CORPORATION OF THE TOWN OF		
Street Number:	55	Unit Identifier:	
Street Name:	KING St W		
City:	COBOURG		
Province:	ON	Postal Code:	K9A 2M2

CONTACT INFORMATION

Type:	Owner	Name:	Stephen Peacock
Phone:	(905) 372-4301 x4100	Fax:	(905) 372-7421
Email:	speacock@cobourg.ca		
Title:	Chief Administrative Officer		

Type:	Operating Authority	Name:	Larry Spyrka
Phone:	(905) 372-2193	Fax:	(905) 372-2581
Email:	lspyrka@lusi.on.ca		
Title:	Supervisor of Water Systems, Lakefront Utility Services Inc.		

INSPECTION DETAILS:

Site Name:	COBOURG DRINKING WATER SYSTEM
Site Address:	6 D'ARCY ST COBOURG K9A 3Z4
County/District:	Cobourg
MECP District/Area Office:	Peterborough District
Health Unit:	HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT
Conservation Authority:	
MNR Office:	
Category:	Large Municipal Residential
Site Number:	220000825
Inspection Type:	Unannounced
Inspection Number:	1-ID395
Date of Inspection:	Jul 24, 2018
Date of Previous Inspection:	

COMPONENTS DESCRIPTION

Site (Name):	MOE DWS Mapping	Sub Type:	
Type:	DWS Mapping Point		

Site (Name):	RAW WATER - LAKE ONTARIO	Sub Type:	Surface Water
Type:	Source		
Comments:			

The Cobourg Water Treatment Plant obtains its raw water from Lake Ontario. The raw water inlet structure consists of a 1050 mm diameter steel intake pipe located approximately 850 metres south of the Water Treat Plant. It is protected by an outer hexagonal timber crib with additional protection provided through an inner hexagonal wall

constructed of concrete that surrounds the intake pipe. Coarse screening is provided by timbers that form a grid with 1525 mm x 200 mm openings. A zebra mussel control system is in place which consists of a 50 mm, schedule 80 PVC chlorine diffuser mounted at the mouth of the intake pipe. A 50 mm PE pipe contained within the raw water conduit allows chlorine gas to be pumped from the water treatment plant to the intake. Raw water flows by gravity through 856 metres of 1050 mm conduit from the intake structure to the plant's inlet well. The entire length of the raw water conduit is buried from the shore to the crib. The intake structure terminates with a 1050 mm gate valve that is manually operated from the low-lift pumping area of the Plant. The raw water passes through a stationary coarse screen constructed of 25 mm openings of #12 stainless steel mesh before entering the inlet well. Raw water then passes through a travelling screen consisting of 600 mm x 1524 mm 12 gauge wire screen with 9.5 mm openings at the entrance to the low lift well.

Site (Name): TREATED WATER – WATER TREATMENT PLANT
Type: Treated Water POE **Sub Type:** Treatment Facility
Comments:

The Cobourg Water Treatment Plant is a conventional treatment facility consisting of coagulation (alum), flocculation, clarification, filtration (activated carbon and silica) and disinfection (chlorination). Disinfection at the plant is provided through the injection of chlorine gas which is delivered to the plant in one ton cylinders and injected through one of four Wallace & Tiernan chlorinators. Chlorine may be added to the raw water at the intake (during the zebra mussel season) or at the influent wet well (17,500 L) during the rest of the year. Water from the influent wet well passes through a travelling screen before entering the low lift wet well (393,000 L). One of four vertical turbine pumps directs the water through a common 500 mm discharge header that leads to the solids contact clarifier. The discharge header incorporates a 300 mm magnetic flow meter, an aluminum sulphate injection point, as well as temperature, turbidity, and chlorine residual monitoring points. The Graver 'Reactivator' Upflow Clarifier consists of a circular tank (24.5 m diameter x 6.0 m deep) equipped with tube settlers, variable speed mixer, fixed weir, and automated sludge removal system. The Engineer's Report by KMK Consultants (Brampton, ON) reports the clarifier provides 112 minutes of detention time at the rated capacity of 36,368 m³/day. A 600 mm conduit directs the clarified water past a second on-line turbidity analyzer to a common inlet trough that leads to two rapid gravity filter units. The dual media filters contain 600 mm of granular activated carbon and 150 mm of silica sand media with a surface area of 53.1 m². Both filters are equipped with air scour assisted backwash that may be initiated automatically by preset head-loss, turbidity, or run-time parameters. Backwash cycles may also be manually initiated by the operators. Backwashes are provided on an alternating basis through one of two filter backwash pumps rated at 433 L/s at 9.1 m TDH. Filtered water is directed via separate 600 mm conduits (equipped with continuously operating turbidimeters) into the former chlorine contact chamber. Upgrades in 2003, converted the 566.4 m³ contact chamber into a backwash well, thus permitting use of unchlorinated water for backwashes (extending the life of the filter media and eliminating the requirement to dechlorinate backwash wastewater). Chlorine gas is injected into the filtered water at the outlet of the backwash well, prior to entering the dual celled, in-ground concrete contact tank. All in-plant chlorination is provided through chlorine gas delivered in one ton cylinders and discharged through a 32 mm line via one of four Wallace & Tiernan model V2000 chlorinators. The 34 m³ inlet chamber directs filtered water into two baffled contact cells (with a baffle factor of 0.7 and detention time of 51.0 minutes) via separate 750 mm inlet conduits. An overflow weir located on the centre partition connects the two 916 m³ cells, allowing a total contact volume of 1,840 m³. The flow from both cells passes over separate weirs and connects with a common 900 mm stainless steel conduit leading to the treated water reservoir. Each cell of the treated water reservoir measures 27.4 m x 24.4 m x 4.67 m providing a total volume of 6,244 m³. The two cells are interconnected with a 600 mm sluice gate permitting treated water to pass through both cells before entering the high lift wet well. An overflow weir permits excessive volumes of treated water to be directed into a sewer connection which leads to the supernatant pond, prior to discharge to Lake Ontario. Water passes from the clearwell through a 600 mm conduit to the 502.8 m³ concrete high lift wet well. Four vertical turbine high lift pumps connect to a 600 mm discharge header directing treated water into the distribution system. The high lift pumping gallery consists of: • one constant speed pump rated at 121 L/s at 67 m TDH, • one constant speed pump rated at 223 L/s at 67 m TDH, and • two VFD pumps rated at 227 L/s at 67 m TDH

Site (Name): DISTRIBUTION SYSTEM – PRESSURE ZONE 1 TOWER

Type: Other **Sub Type:** Reservoir

Comments:

The Cobourg Water Treatment Plant was constructed in 1971 to supply treated water to the Town of Cobourg which currently serves an estimated population of 18,000 persons. Treated water from the Cobourg WTP is also supplied to approximately 185 private residences of a "Stand Alone Distribution System" located in the southeastern portion of Hamilton Township. The distribution system serves two separate pressure zones and consists of 139 km of varying size and type of pipe, two elevated storage tanks and one pressure booster station. The elevated storage tank serving Pressure Zone 1 is located at 665 Victoria Street. It was constructed in 1985 and is comprised of steel and concrete. The tank has a useable storage volume of 1,360 m³. Upgrades completed upon the elevated storage tower in 2005, included installation of a rechlorination system, 300 mm bi-directional magnetic flow meter, pressure relief valve, overflow detection sensor and continuously operating chlorine residual analyzer. The rechlorination system (installed in a dedicated chemical storage/chlorination room) consists of a 60 L sodium hypochlorite storage tank, two duty and standby chemical metering pumps (each rated at 7.5 L/hr at a backpressure of 1,000 kPa) and a chlorine residual analyzer provided with SCADA output. The Zone 1 Tower is also equipped with a 20 kw standby generator which is tied into the alarm system and SCADA systems at the Cobourg Drinking Water System.

Site (Name): DISTRIBUTION SYSTEM – PRESSURE ZONE 2 TOWER

Type: Other **Sub Type:** Reservoir

Comments:

A second elevated storage tank serving Pressure Zone 2 (north and western portions of the Town of Cobourg) is located at 60 Strathy Road. The steel and concrete reservoir and rechlorination structure was constructed in 2000. The tank provides a useable storage volume of 3,734 m³ and includes a circulation pump (rated at 8.2 L/s at 8.2 m TDH) and an overflow conduit. The rechlorination system consists of a 200 L chemical storage tank, two chemical metering pumps (one duty and one standby) each rated at 5.3 L/hr at a backpressure of 500 kPa and a continuously operating free chlorine residual analyzer complete with SCADA output. The Zone 2 Tower is also equipped with a 35 kw standby generator which is tied into the alarm system and SCADA systems at the Cobourg Drinking Water System.

Site (Name): DISTRIBUTION SYSTEM – BOOSTER PUMPING STATION

Type: Other **Sub Type:** Pumphouse

Comments:

A pressure boosting station located at 9 Ewart Street is employed to draw treated water from Zone 1, boost distribution pressure and maintain water levels in the Zone 2 elevated storage tank. The pressure boosting station consists of a below grade flow meter chamber with a 200 mm magnetic flow meter and three split-case horizontal centrifugal pumps that connect to a common 450 mm diameter forcemain. Pump No.1 is rated at 152.0 L/s at 48.8 m TDH and Pumps No. 2 and 3 are rated at 76 L/s at 48.8 m TDH. The pumping station is equipped with a rechlorination system that consists of a 110 L day tank, two chemical metering pumps, and a continuously operating free chlorine residual analyzer complete with SCADA output. The two chemical feed pumps (one duty and one standby) have a rated capacity of 7.6 L/hr at a backpressure of 500 kPa. The pressure boosting station is provided with standby power that is delivered through a 230 kW diesel standby generator and connected to a 4,260 litre fuel tank that is located outside of the pumping station.

INSPECTION SUMMARY:

Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment and Climate Change (MOECC) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

An unannounced inspection of the Cobourg Drinking Water System (DWS) was conducted on July 24, 2018 by Provincial Officer Dee Cox. The inspection included the physical inspection of the works and a compliance assessment with all applicable legislation and legal documents.

Documents reviewed in association with this report included, but were not limited to:

1. Ministry of the Environment and Climate Change Drinking Water Works Permit (DWWP), No. 137-201, dated June 23, 2016.
2. Ministry of the Environment and Climate Change Municipal Drinking Water Licence (MDWL), No. 137-101, dated June 23, 2016.
3. Ministry of the Environment and Climate Change Permit To Take Water (PTTW) number 6423-8X8HF2, dated August 30, 2012.
4. Other documents maintained by the owner/operating authority for the period of June 29, 2017 through to July 24, 2018, were also reviewed in conjunction with this inspection.

The Cobourg Distribution System is owned by The Corporation of the Town of Cobourg and operated by Lakefront Utility Services Inc (LUSI) and was inspected as part of this inspection.

The following stations were visited as part of this inspection:

- Ewart Street Pumping Station
- Zone 1 Elevated System Storage
- Zone 2 Elevated System Storage

Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

Condition 2.0 of schedule C of the MDWL No. 137-101 requires continuous flow measurement and recording to be

Capacity Assessment

taken for flow rate and daily volume of treated water flowing to the distribution system, as well as the flow rate and daily volume of water that flows into the treatment system.

At the time of the inspection, the Cobourg DWS was equipped with the necessary flow monitoring devices to meet this compliance item in the MDWL.

- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

The maximum allowable daily volume of treated water that flows from the treatment subsystem to the distribution system identified in Condition 1.1 of schedule C of the MDWL is 36,368 m³/day.

In addition, the PTTW No 6423-8X8HF2 limits water takings to 31,177 L/minute, to total daily water taking of 31,822,000 L/day.

A review of the maximum flow rates provided from LUSI revealed a maximum treated water of flow of 15,004 m³ on May 24, 2018. This represents approximately 47.15% of the rated capacity. Flow records indicates that the daily flow rates were not exceeded during the inspection period.

Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**

The following sites in Cobourg Drinking Water System were visited on July 24, 2018. All equipment appeared to be installed in accordance with Schedule A of the DWWP.

- Cobourg Water Treatment Plant
- Ewart Street Pumping Station
- Zone 1 Elevated System Storage
- Zone 2 Elevated System Storage

- **The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.**

During the inspection review period one (1) form 1 form was created and reviewed.

- **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**

During the inspection review period six (6) form 2 forms were completed and reviewed.

- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**

The Cobourg DWS obtains water from Lake Ontario. The Cobourg DWS provides conventional treatment consisting of coagulation, flocculation, sedimentation and filtration.

The treatment facility is required to achieve an overall performance that provides at a minimum 4-log removal or inactivation of viruses, 3-log removal inactivation of Giardia cysts and 2-log removal or inactivation of Cryptosporidium oocysts, in accordance with Procedure for Disinfection of Drinking Water in Ontario. At least 0.5+ log removal or inactivation of Giardia cysts and 2+log inactivation of viruses must be provided through the disinfection portion of the overall treatment process. The conventional filtration process must meet the performance criterion for filtered water turbidity of less or equal to 0.3 NTU in 95% of the measurements each month, and a chemical coagulant must be used at all times when the treatment plant is in operation.

High and low alarms set points are set for raw water turbidity, raw water flows, filter turbidity for each of the two filters and the contact chamber Effluent CL2 residual to alert operators of abnormal conditions at any time.

Treatment Processes

At the time of the inspection, the low chlorine alarm at the contact chamber effluent was set at 1.05 mg/L. If the residual drops below the set point, an alarm is activated through SCADA and an operator will respond. The system also has a critical low chlorine residual alarm set point at 1.00 mg/L, this alarm will initiate an automatic shut down of the system to prevent improperly disinfected water from entering the distribution system.

A review of operational records, including flow rates, filter effluent turbidities, chlorine residuals, and logbook entries suggests that the system was operated in a manner that achieved the design capabilities required under the Procedure for Disinfection of Drinking Water in Ontario and O.Reg 170/03.

- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**

Distribution chlorine residuals were measured by operation staff at various locations in the distribution system each day using a hand held unit. Free and total chlorine residual test results were recorded in the 'Daily Operational Checks' daily log sheets.

In addition, free and total chlorine residuals were measured during microbiological sample collection and recorded in the laboratory chain of custody forms.

The daily log sheets and laboratory certificates of analysis were reviewed for the inspection period.

Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**

The primary disinfection free chlorine residual is continuously measured by a chlorine analyzer installed at the end of chlorine contact cells.

- **Continuous monitoring of each filter effluent line was being performed for turbidity.**

Filter performance for the 2 rapid gravity filter-absorber units at the Cobourg DWS are monitored continuously via SCADA system.

- **The secondary disinfectant residual was measured as required for the distribution system.**

Records confirmed that water treatment equipment that provides chlorination for secondary disinfection purposes was operated in a manner to fulfill the requirements under clause 1-2(2)4 of Schedule 1, O.Reg.170/03. Free chlorine residuals measured in treated water leaving the Cobourg WTP always maintained a free chlorine residual over 0.05 mg/L. Distribution system free chlorine residuals were continuously measured by the on-line analyzers located at the Ewart Street Booster Pumping Station, Zone 1 and Zone 2 Elevated tanks and recorded on the SCADA system.

- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**

The operators in charge conduct visual inspections of the treatment facility once daily including weekends and statutory holidays. Plant inspections include monitoring the operations via SCADA. Trends are printed daily from the Programmable Logic Controller (PLC) and are reviewed and signed by operators. Site visits are recorded in the daily log book.

- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**

Treatment Process Monitoring

Three on-line chlorine analyzers installed at the distribution system facilities were set with minimum alarms set at 0.5 mg/L (Zone 1 and 2 elevated tanks) and 0.75 mg/L (booster pumping station). The maximum turbidity alarm is set at 0.3 NTU, which will also trigger an automatic filter shut-down.

- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**

Schedule 6-5 of O.Reg. 170/03 outlines the minimum testing and recording frequency for both chlorine and turbidity monitoring. The minimum testing and recording for primary disinfection chlorine monitoring is every 5 minutes while the minimum testing and recording for filter effluent turbidity is every 15 minutes.

Chlorine residual data is recorded continuously, approximately every 2 second to the Programmable Logic Controller (PLC) and every 30 seconds to the SCADA system exceeding the minimum frequency specified in the table of O.Reg 170/03 schedule 6.

- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

During the inspection period, the pre and post chlorine residual analysers along with the filter effluent turbidity meters were verified and calibrated on a regular basis.

The free chlorine analyser is verified against a hand held HACH colourimeter unit daily. It was adjusted as required in response to the verification. Staff advised the hand held HACH chlorine analysers were verified against secondary standards at least once every 60 days.

Analyser and hand held units are calibrated by a third party company annual. Records of the service checks and calibrations were maintained.

Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**

At the time of the inspection, review of the Operations and Maintenance Manuals were available at the site. The Manuals appeared to contain up to date information for the safe, efficient operation of the drinking water system. All operators have access to this information to assist in the operation of the drinking water system.

- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**

Section 16 of the MDWL require that the operations and maintenance manual(s) be up-to-date, maintained and available for reference by persons responsible for the operation or maintenance of the drinking water system. The MDWL also requires that the manual(s) include at a minimum, the requirements of both the MDWL and DWWP, procedures for monitoring and recording in-process parameters, procedures for the operation and maintenance of the monitoring equipment, contingency plans and procedures and a process for dealing with complaints related to the drinking water system.

The operations and maintenance manual(s) was reviewed and met the requirements of Section 16 of the MDWL at the time of the inspection.

Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

Logbooks

A review of records indicated that manual chlorine residual and turbidity tests undertaken during the inspection review period were conducted by certified operators.

Security

- **The owner had provided security measures to protect components of the drinking water system.**

At the time of the physical inspection on July 24, 2018, the Cobourg Water treatment facility, Zone 1 and Zone 2 Elevated storage was fully fenced and gated.

Security cameras have recently been installed and a third party security company has been hired.

Certification and Training

- **The overall responsible operator had been designated for each subsystem.**

A review of operators certificates provided and displayed at the treatment facility indicated that all operators identified in the log books were designated for the Water Treatment and Distribution System.

- **Operators in charge had been designated for all subsystems which comprised the drinking-water system.**
- **All operators possessed the required certification.**

The Cobourg Drinking Water System is classified as a Class 3 Water Treatment and a Class 3 Water Distribution. Operator licenses and Certificate records were available for review.

- **Only certified operators made adjustments to the treatment equipment.**

Water Quality Monitoring

- **All microbiological water quality monitoring requirements for distribution samples were being met.**

The Cobourg DWS serves a reported population of 18,000, the drinking water system is required to take a minimum of twenty-six (26) samples in the distribution system every month. During the inspection period the owner/operating authority took between twenty-eight (28) and thirty-five (35) samples per month. More than 50% of the samples taken were analysed for HPC.

The facility met this requirement.

- **All microbiological water quality monitoring requirements for treated samples were being met.**

Water samples were collected on a weekly basis at the treated water sample tap and analyzed for the prescribed bacteriological parameters, as per O.Reg 170/03 section 10-3.

- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

The Cobourg DWS obtains water from Lake Ontario. Schedule 13-2 requires the owner/operating authority of the drinking water system to ensure that at least one treated water sample is taken every twelve (12) months and tested for inorganic parameters set out in Schedule 23, if the system obtains water from a raw water source that is surface water.

Treated water samples were taken on January 15, 2018 and tested for inorganic parameters set out in Schedule 23. The collected samples reviewed were below the ODWQS.

- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

Water Quality Monitoring

The Cobourg DWS obtains water from Lake Ontario. Ontario Regulation 170/03, Schedule 13-4 requires that the owner/operating authority of the drinking water system to ensure that at least one treated water sample is taken every twelve (12) months and tested for organic parameters set out in Schedule 24, if the system obtains water from a raw water source that is surface water.

Treated water samples were taken on January 15, 2018 and tested for organic parameters set out in Schedule 24. The collected samples reviewed were below the ODWQS.

- **All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.**

O.Reg. 170/03, Schedule 13-6.1, requires the owner of the drinking water system that provides chlorination, to ensure that at least one distribution sample is taken in each calendar quarter, from a point in the distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids (HAAs).

Quarterly samples from the distribution were taken and tested for HAAs. Sample dates for the inspection period were November 13, 2017, January 15, April 16 and July 30, 2018.

- **All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.**

O.Reg. 170/03, Schedule 13-6, requires the owner of the drinking water system that provides chlorination, to ensure that at least one distribution sample is taken every three (3) months from a point in the distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of trihalomethanes (THMs).

Quarterly samples from the distribution were taken and tested for THMs. Sample dates for the inspection period were November 13, 2017, January 15, April 16 and July 30, 2018.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

O.Reg. 170/03, Schedule 13-7, requires the owner/operating authority of the drinking water system to ensure that at least one water sample is taken every three (3) months and tested for nitrates and nitrites in the treated water. Nitrates and Nitrites were collected on a quarterly basis on November 13, 2017, January 15, April 16 and July 30, 2018.

The concentration of nitrate and nitrites in all collected samples was below the ODWQS.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

O.Reg. 170/03, Schedule 13-8, requires the owner/operating authority of the drinking water system to ensure that at least one water sample is taken every sixty (60) months in the treated water and tested for sodium.

A treated water sample was taken on January 12, 2015 and tested for sodium.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

O.Reg. 170/03, Schedule 13-9, requires the owner/operating authority of the drinking water system to ensure that at least one water sample is taken every sixty (60) months in the treated water and tested for fluoride.

A treated water sample was taken on January 12, 2015 and tested for fluoride.

- **All water quality monitoring requirements imposed by the Municipal Drinking Water Licence and Drinking Water Works Permit were being met.**

Condition 4.4 of Schedule C of the MDWL requires the owner/operating authority to collect a monthly composite sample of the process wastewater for suspended solids analysis at the point of discharge to Lake Ontario.

Records reviewed showed compliance with this condition.

Water Quality Monitoring

- **Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.**

Certificates of analysis for microbiological analysis collected on the treated water and in the distribution system of the Cobourg DWS for the inspection period were reviewed. Review of the documentation showed that free and total chlorine residuals were measured and recorded at the time of each sample taken.

Water Quality Assessment

- **Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).**

Reporting & Corrective Actions

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**

Two adverse water quality incident (AWQI) were reported to the MOECC for the inspection period. AWQI 139374 reported on May 17, 2018, the Health Unit issued a Boiled Water Advisory due to a watermain break. Bacteriological samples were taken and met ODWQS. AWQI 139477 reported on May 25, 2018, chlorine sample taken right after a routine water flushing causing a zero residual. Re-sample taken was 0.83 mg/L.

- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**

NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

SIGNATURES

Inspected By:

Dee Cox

Signature: (Provincial Officer)



Reviewed & Approved By:

Jackie Fuller

BRAD JACKSON ON BEHALF
OF JACKIE FULLER

Review & Approval Date:

Signature: (Supervisor)



Aug 24, 2018

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



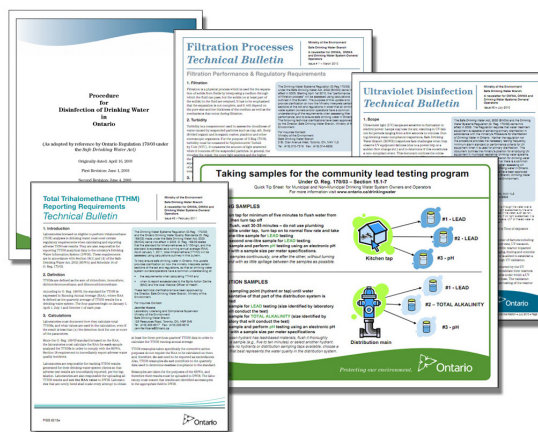
APPENDIX A
STAKEHOLDER APPENDIX

Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Public Information Centre if you need assistance or have questions at 1-800-565-4923/416-325-4000 or picemail.moe@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater and email drinking.water@ontario.ca to subscribe to drinking water news.



PUBLICATION TITLE	PUBLICATION NUMBER
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	7889e01
FORMS: Drinking Water System Profile Information, Laboratory Services Notification, Adverse Test Result Notification Form	7419e, 5387e, 4444e
Procedure for Disinfection of Drinking Water in Ontario	4448e01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	7152e
Total Trihalomethane (TTHM) Reporting Requirements Technical Bulletin (February 2011)	8215e
Filtration Processes Technical Bulletin	7467
Ultraviolet Disinfection Technical Bulletin	7685
Guide for Applying for Drinking Water Works Permit Amendments, Licence Amendments, Licence Renewals and New System Applications	7014e01
Certification Guide for Operators and Water Quality Analysts	
Guide to Drinking Water Operator Training Requirements	9802e
Taking Samples for the Community Lead Testing Program	6560e01
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	7423e
Guide: Requesting Regulatory Relief from Lead Sampling Requirements	6610
Drinking Water System Contact List	7128e
Technical Support Document for Ontario Drinking Water Quality Standards	4449e01

ontario.ca/drinkingwater

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment.

Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le Centre d'information au public au 1 800 565-4923 ou au 416 325-4000, ou encore à picemail.moe@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable ou envoyez un courriel à drinking.water@ontario.ca pour suivre l'information sur l'eau potable.

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Prendre soin de votre eau potable – Un guide destiné aux membres des conseils municipaux	7889f01
Renseignements sur le profil du réseau d'eau potable, Avis de demande de services de laboratoire, Formulaire de communication de résultats d'analyse insatisfaisants et du règlement des problèmes	7419f, 5387f, 4444f
Marche à suivre pour désinfecter l'eau potable en Ontario	4448f01
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids (en anglais seulement)	7152e
Total Trihalomethane (TTHM) Reporting Requirements: Technical Bulletin (février 2011) (en anglais seulement)	8215e
Filtration Processes Technical Bulletin (en anglais seulement)	7467
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	7685
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable, de modification du permis de réseau municipal d'eau potable, de renouvellement du permis de réseau municipal d'eau potable et de permis pour un nouveau réseau	7014f01
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802f
Prélèvement d'échantillons dans le cadre du programme d'analyse de la teneur en plomb de l'eau dans les collectivités	6560f01
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	7423f
Guide: Requesting Regulatory Relief from Lead Sampling Requirements (en anglais seulement)	6610
Liste des personnes-ressources du réseau d'eau potable	7128f
Document d'aide technique pour les normes, directives et objectifs associés à la qualité de l'eau potable en Ontario	4449f01

ontario.ca/eaupotable



APPENDIX B
INSPECTION RATING RECORD

DWS Name: COBOURG DRINKING WATER SYSTEM
DWS Number: 220000825
DWS Owner: Cobourg, The Corporation Of The Town Of
Municipal Location: Cobourg

Regulation: O.REG 170/03

Category: Large Municipal Residential System

Type Of Inspection: Focused

Inspection Date: July 24, 2018

Ministry Office: Peterborough District

Maximum Question Rating: 480

Inspection Module	Non-Compliance Rating
Capacity Assessment	0 / 30
Treatment Processes	0 / 64
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 124
Reporting & Corrective Actions	0 / 45
Treatment Process Monitoring	0 / 133
TOTAL	0 / 480

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

DWS Name: COBOURG DRINKING WATER SYSTEM
DWS Number: 220000825
DWS Owner: Cobourg, The Corporation Of The Town Of
Municipal Location: Cobourg

Regulation: O.REG 170/03

Category: Large Municipal Residential System

Type Of Inspection: Focused

Inspection Date: July 24, 2018

Ministry Office: Peterborough District

Maximum Question Rating: 480

Inspection Risk Rating	0.00%
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FINAL INSPECTION RATING:	100.00%
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	THE CORPORATION OF THE TOWN OF COBOURG REPORT	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council Members	
FROM:	Glenn J. McGlashon, MCIP, RPP Director of Planning & Development	
DATE OF MEETING:	September 4, 2018	
SUBJECT:	Application for Approval of a Pre-Servicing Agreement New Amherst Community -- Stage 2, Phase 2A New Amherst Ltd.	
DATE OF REPORT:	August 22, 2018	File # Z-10-17SUB

1.0 STRATEGIC PLAN

Objective #4: Managing Sustainable Growth and Development

2.0 PUBLIC ENGAGEMENT

An application for approval of a Draft Plan of Subdivision was submitted by D.M. Wills Associates Ltd. on behalf of New Amherst Ltd. in 2017 for the Subject Lands. The Municipality followed the statutory notice requirements of the Planning Act R.S.O 1990, c.P. 13, as amended, with respect to this application, including the scheduling of a Public Meeting. A Public Meeting of Council regarding the overall Draft Plan of Subdivision was held in 2013. Based on all information available, Cobourg Municipal Council granted draft plan approval with conditions for New Amherst Stage 2, Phase 2 on April 3, 2017. A Notice of Decision, which included the Conditions of Approval of the Draft Plan of Subdivision, was circulated to applicable persons/agencies in accordance with the requirements of the Planning Act.

3.0 RECOMMENDATION

It is recommended that the By-law which authorizes the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement with New Amherst Ltd. for the proposed residential subdivision known as New Amherst Community -- Stage 2, Phase 2A be endorsed and presented to Council for final approval, subject to the finalization of technical details by municipal staff and applicable agencies.

3.0 ORIGIN

In April of 2017, Cobourg Municipal Council granted draft approval of a plan of subdivision for the development known as New Amherst Community – Stage 2, Phase 2, consisting of a mix of single detached and multiple residential dwellings totaling up to 296 units (the “Subject Lands”). Phase 2 is proposed to be divided into two (2) sub-phases, with approx. 123 dwelling units in Phase 2A (refer to **Figure 1 – Location Map/Phasing Plan**).

The applicant has submitted detailed technical engineering drawings and background reports to clear the conditions of Draft Plan of Subdivision approval. The intent is to enter into a *Pre-Servicing Agreement only* at this time to govern the installation of underground infrastructure and required erosion and sedimentation controls both internal and external to the Subject Lands. A further municipal staff report will be provided to Council to authorize the execution of a Subdivision Agreement and registration of the Plan of Subdivision once the financial details associated with a private Cost-Sharing Agreement between New Amherst Ltd. and VANDYK West Park Village Ltd. (as administered by a 3rd part Trustee) are fulfilled and all applicable technical clearances and conditions are secured.

The Development Review Team has reviewed the submitted information and plans, and subject to the finalization of technical details, the Pre-Servicing Agreement is in a position to be executed.

3.0 ANALYSIS

The following attachments are included for reference purposes:

- **Figure 1 – Location Map/Phasing Plan**
- **Figure 2 – Subdivision Plan**
- **Figure 3 – By-law**

Summary of Key Points:

The following are the key points associated with the proposal:

- Stage 2, Phase 2A of the New Amherst Community is located on a vacant parcel of land located to the south of the existing New Amherst Community & north of the Kerr Street extension, east of New Amherst Boulevard and west of West Park Village (see **Figure 1**);
- The Subject Lands are located within the New Amherst Community Secondary Plan, which reflects a comprehensive master planned community based on the principles of “new urbanism” (neighbourhood oriented, pedestrian-friendly, compact, connected, high quality design).

The proposed development satisfies the key objectives of the Secondary Plan, including the establishment of walkable, complete neighbourhoods, the implementation of orderly, staged development patterns and the integration of the community with existing and future development.

- Phase 2A consists of a mix of 75 single detached and 48 multiple residential dwelling units with a total unit count of 123 units;
- Draft approval of Phase 2 by Council in 2017 was contingent on New Amherst Ltd. fulfilling a number of conditions, including satisfying the technical requirements of all municipal departments and agencies, including the Ganaraska Region Conservation Authority (GRCA), County of Northumberland, Lakefront Utility Services Inc. (LUSI), Canadian Pacific Railway, Bell Canada, Union Gas and Canada Post;
- The detailed engineering drawings have been reviewed by the municipal Development Review Team and agencies and the development is now in a position for *pre-servicing approval* via a Pre-Servicing Agreement, subject to the finalization of requisite technical details and paperwork by municipal staff;
- New Amherst Ltd. has commenced site clearing, earthworks, and grading on Stage 2, Phase 2 and will be required to install and maintain proper erosion, sedimentation and stormwater management controls both internal and external to the Subject Lands as part of the pre-servicing in accordance with Town and GRCA requirements;
- The Pre-Servicing Agreement will incorporate detailed engineering drawings, works cost estimates, insurance provisions, regulations for construction and other relevant terms and conditions specific to the installation of infrastructure and erosion/sedimentation/stormwater management controls for Stage 2, Phase 2A and for the New Amherst Community in general to the satisfaction of the Public Works Department and the GRCA;
- Once pre-servicing has been completed and all clearances, conditions, financial securities and requisite paperwork have been secured to the satisfaction of the Municipality, GRCA, and other partner review agencies, the Owner will be required to approach Council and obtain approval of a Subdivision Agreement and the registration of the Plan of Subdivision;
- Cost-sharing arrangements between New Amherst Ltd. and Vandyk West Park Village Ltd. and for the construction of various benefitting services between the Parties' respective developments are encapsulated within a master Cost Sharing Agreement (CSA), which is administered by an

appointed 3rd party Trustee in accordance with the existing Subdivision Agreements and conditions of draft plan approval;

- The Subject Lands are designated “Neighbourhood General” and “Neighbourhood Centre” in the New Amherst Community Secondary Plan and zoned ‘Neighbourhood Residential 1 (NR1) Zone’, ‘Neighbourhood Residential 2 (NR2) Zone’ and ‘Neighbourhood Mixed Use (NMU) Zone’ in the Comprehensive Zoning By-law and the proposal conforms to all Provincial and Municipal policies, standards and guidelines.

4.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the approval of the Pre-Servicing Agreement. New Amherst Ltd. has submitted the required Subdivision application fee and deposit of \$8,900.00 and will be responsible for all costs associated with the conveyance, construction, security, insurance, registrations and maintenance of all infrastructure within the development in accordance with normal subdivision procedures and engineering standards. In accordance with the Town’s approved standard form of Pre-Servicing Agreement, the installation of infrastructure and under pre-servicing (prior to the registration of a Subdivision Agreement and final Plan of Subdivision) is at the Owner’s sole risk, and the Municipality is absolved from all risk, claims, costs and liability associated with the installation.

5.0 CONCLUSION

It is the opinion of the Planning Department that the request submitted by D. M. Wills Associates on behalf of New Amherst Ltd. for approval of a Pre-Servicing Agreement for the lands generally located north of Kerr Street, between Wilkins Gate and New Amherst Boulevard, known as New Amherst Stage 2, Phase 2A, satisfies the requirements of the Municipality, GRCA and partner review agencies to permit the construction of the necessary underground infrastructure for the phase, subject to the finalization of technical details by municipal staff. A further municipal staff report will be provided to Council to authorize the execution of a Subdivision Agreement and the registration of the Plan of Subdivision once the financial details associated with a private Cost-Sharing Agreement between New Amherst Ltd. and VANDYK West Park Village Limited and all other technical details are fulfilled to the satisfaction of the Municipality and partner review agencies.

Yours very truly,
THE CORPORATION OF THE TOWN OF COBOURG



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



Approved by:
CAO
Director of Public Works

Figure 1
Location Map/Phasing Plan



Figure 2
Subdivision Plan

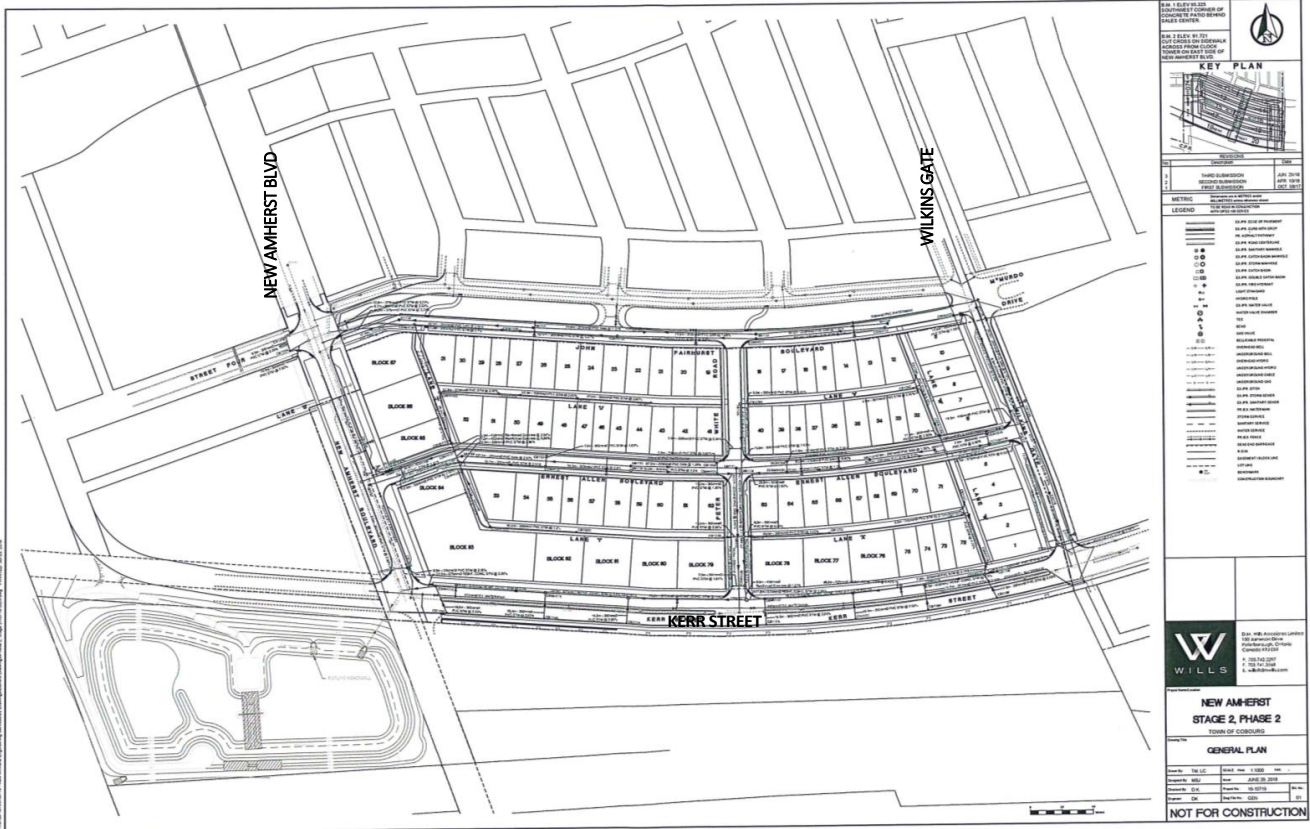



Figure 3
By-law

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER _____-2018

A BY-LAW TO AUTHORIZE THE EXECUTION OF A PRE-SERVICING AGREEMENT WITH NEW AMHERST LTD. AND THE CORPORATION OF THE TOWN OF COBOURG (NEW AMHERST STAGE 2, PHASE 2A, COBOURG).

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

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


1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Pre-Servicing Agreement with New Amherst Ltd. for a residential subdivision development known as New Amherst Stage 2 Phase 2A, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law shall come into force and effect upon final passing hereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this _____ day of _____, 2018.

MAYOR

MUNICIPAL CLERK

1 | New Amherst Stage 2 Phase 2A (New Amherst Ltd.) By-law No. _____-2018

	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council Members	
FROM:	Rob Franklin Manager of Planning Services	
DATE OF MEETING:	September 4, 2018	
REPORT TITLE/SUBJECT:	Application for Approval of Amendments to the Official Plan, Zoning By-law Nickerson and D'Arcy Streets 2020910 Ont. Ltd. (LeBlanc Enterprises)	
DATE OF REPORT:	August 23, 2018	OPA-01-14, Z-11-14, Z-11-14SUB

1.0 RECOMMENDATION

That Council receive this Report for information purposes and, further, that Council approve the amendments to the Official Plan and Zoning By-law for the Nickerson Woods subdivision as affixed to this Report as **APPENDIX "I"** and **APPENDIX "II"**.

2.0 PUBLIC CONSULTATION/ENGAGEMENT

A Public Meeting was convened by Cobourg Municipal Council on June 25, 2018. Notification to the public was implemented in accordance with the provisions of the Planning Act, R.S.O. 1990, c.P. 13, as amended, including publishing a notice in the Northumberland News, circulating a notice to landowners within 120 m of the subject lands, and posting a notice on the municipal website.

At the Public Meeting, submissions were received from several members of the public, plus one written submission was received after the Public Meeting. One (1) submission was in support but had a number of questions and comments with four (4) presentations in opposition. There were also two (2) additional written submissions in opposition and one (1) with questions/comments. Most of the submissions and questions are technical in nature and will be accommodated within the future draft plan of subdivision conditions and subsequent subdivision agreement.

All the parties who have presented or submitted comments or letters will be provided with a copy of this report and will be notified of the upcoming meeting of Council once the agenda is posted.

3.0 ORIGIN

Following the Public Meeting on June 25, 2018, Council authorized the preparation of the amendments to the Official Plan, Zoning By-law and draft plan of subdivision conditions for the Nickerson Woods Subdivision, as submitted by RFA Planning on behalf of 2020910 Ontario Ltd. (LeBlanc Enterprises).

4.0 ANALYSIS

The proposed amendments to the Official Plan and Zoning By-law outlined in the staff Planning Report, dated June 13, 2018, were considered by the Planning & Sustainability Advisory Committee (PSAC) and Council prior to and during the Public Meeting respectively. At the subsequent Committee of the Whole meeting, Council moved that the amendments and draft conditions be brought forward to Council for approval. The amendments shown in **APPENDIX "I"** and **APPENDIX "II"** attached hereto have been prepared in support of the application.

In accordance with Council's direction and the aforementioned policies, a detailed set of draft plan conditions will be prepared for the development following consultation with municipal staff and external agencies if/when the Official Plan Amendment is approved. Draft approval of a Plan of Subdivision and corresponding conditions cannot be granted until the amendment to the Official Plan is in effect.

As indicated above, many of the resident submissions/questions arising out of the Public Meeting were technical in nature and relate more to the detailed design of the project. A review of specific questions and comments has been conducted by the applicant's consulting team and summarized in the RFA Planning Memo as attached in **APPENDIX "III"**. It is not the intent of this Planning Report to duplicate the analysis and/or commentary provided by RFA Planning in their report, however the following is a summary of additional specific public submissions and responses thereto that should be read in conjunction with the RFA Planning Memo:

- The 30 m buffer from Midtown Creek must be publicly held to protect the environment and meet policy.

Response: It is my opinion that this is a misunderstanding of provincial policy. The land is not being severed from the Nickerson Woods and is already privately owned. GRCA and provincial policies are intended to protect these buffer lands and restrict development on them, but do not require these lands be publically owned, nor has there been any requirement imposed by the relevant municipal Departments or GRCA to transfer the lands to a public body.

- Questions regarding stormwater management and grading that could not be enforced at Denton Drive.

Response: The Denton Drive development was designed and approved approx. 15 years ago and provincial and municipal policies, procedures and design standards have changed considerably over that time. Specific conditions will be imposed as part of the draft plan of subdivision approval conditions, Subdivision Agreement and condominium documents to address the construction and long-term maintenance of grading, drainage and stormwater management measures. Extensive work has been completed to date in support the application by the consultant team and reviewed by the Municipality and GRCA. Further detailed plans and supporting documentation will be required prior to final approval by Council and before development occurs, along with provisions for long-term maintenance and performance for use by the future condominium corporation. In addition to regular maintenance provisions, there will be clauses imposed to address emergency remedial work, if required, to protect neighbours and the Municipality in the event of a default or inaction relating to these and other site works. Conditions will be drafted into a Subdivision Agreement, a legally-enforceable contract which is binding on successive landowners, to ensure future works meet the approved design and are maintained to the satisfaction of the Town and GRCA.

- Questions regarding the infill lot on the west-side of D'Arcy Street

Response: As identified in the Planning Report dated June 13, 2018, an Environmental Impact Study (EIS) and addenda were conducted by Michalski Nielsen Associates and reviewed by GRCA. This was required per Official Plan policy to support the application to change the Environmental Conservation Area designation on these lands. In their December 3, 2015 correspondence, the GRCA notes that, under their jurisdiction and mandate, they did not object to the rezoning or re-designation of the lands based on the supporting EIS. The vegetation on this lot is successional and the EIS has deemed it to be not significant from an ecological or natural heritage perspective and that development will not adversely impact sensitive features associated with the Nickerson Woods, subject to a number of conditions. The 30m

buffer of the creek is being protected, and a landscaping plan will be required for this lot to provide appropriate screening and buffering measures for the existing homes and the creek corridor. This is a technical implementation matter that will be included in the conditions of draft plan approval and the Subdivision Agreement.

In summary, the proposal to approve amendments to the Official Plan and Zoning By-law is consistent with Provincial Policy as reflected in the 2014 Provincial Policy Statement (PPS) and the 2017 Growth Plan for the Greater Golden Horseshoe (Growth Plan), conforms to the County of Northumberland and Cobourg Official Plans, satisfies the technical requirements of the Municipality and agencies, and represents good planning. The draft plan of subdivision consisting of 23 dwelling units on freehold lots accessed by a condominium laneway and a single residential infill lot (plus assorted park, and road dedication blocks) represents an appropriate, orderly development scheme. Conditions of Draft Plan of Subdivision approval will be prepared for Council approval if/when the Official Plan Amendment is in effect to ensure that all technical requirements of the Municipality and external partner agencies are fulfilled through the submission of detailed engineering and landscape plans and other supporting documentation.

5.0 FINANCIAL IMPLICATIONS

The proponent submitted the requisite \$10,440.00 in planning fees and deposits for the processing of the subject applications and is responsible for all additional costs incurred by the Municipality. Thus, there are no anticipated negative financial implications on the Municipality associated with approval of the Zoning By-law and Official Plan Amendments.

Prior to final approval of the development by Council, the proponent will be required to submit detailed drawings, reports and relevant fees in order to clear conditions of draft plan approval as part of the subdivision clearance application process. Implementation of the subdivision will be at the cost of the proponent subject to the provision of the Planning Act, Development Charges Act and other applicable legislation. The proponent will be required to post appropriate financial performance security to ensure that the infrastructure is constructed and installed to municipal and GRCA standards.

6.0 CONCLUSIONS

The proposal to approve the amendments to the Official Plan and Zoning By-law for the LeBlanc Nickerson Woods subdivision would facilitate a desirable and orderly development pattern for the Municipality and meet all applicable

provincial, county and municipal policies and standards, and represents good planning.

Respectfully submitted,
Rob Franklin, Manager of Planning Services



**AMENDMENT NO. 77
TO THE OFFICIAL PLAN
OF THE
TOWN OF COBOURG**

**Subject: Amendment to the Elgin-Densmore Secondary Plan
Extension of D'Arcy Street, 2020910 Ontario Ltd. (LeBlanc Enterprises)**

**The following text and schedules constitute
Amendment No. 77 to the Official Plan
of the Town of Cobourg**

August 2018

THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NO. ____-2018

A BY-LAW TO ADOPT AMENDMENT NO. 77 TO THE OFFICIAL PLAN OF THE
COBOURG PLANNING AREA (Elgin-Densmore Secondary Plan
Extension of D'Arcy Street, 2020910 Ontario Ltd.)

The municipal Council of the Corporation of the Town of Cobourg, in accordance with the provisions of Sections 17 and 22 of the Planning Act, R.S.O. 1990 as amended, hereby enact as follows:

- 1) AMENDMENT NO. 77 to the Official Plan of the Town of Cobourg is hereby adopted;
- 2) THIS By-law will come into force and take effect upon final approval in accordance with the requirements of the Planning Act, R.S.O. 1990, c.P. 13 as amended.

Passed on this day of , 2018.

Mayor

Municipal Clerk

Certified that this is a true copy of By-law ____ - 2018 as enacted and passed by the Council of the Corporation of the Town of Cobourg on , 2018.

Municipal Clerk

**AMENDMENT NO. 77
TO THE OFFICIAL PLAN OF
THE CORPORATION OF THE TOWN OF COBOURG**

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Statement of Components

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- I-1 Purpose
- I-2 Location
- I-3 Basis

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- II-3 Implementation and Interpretation

PART III The Appendices

THE STATEMENT OF COMPONENTS

PART I – THE PREAMBLE does not constitute part of the Amendment.

PART II – THE AMENDMENT consisting of the attached schedules and text constitutes Amendment No. 77 to the Official Plan of the Town of Cobourg.

PART III – THE APPENDICES do not constitute part of this Amendment. The appendices contain supporting information and background reports which form part of the basis for the Amendment.

PART I – THE PREAMBLE

PART I – THE PREAMBLE

1. PURPOSE

The purpose of this Amendment is to refine the basis for the development of the extension of D’Arcy Street for the 2020910 Ontario Ltd. (LeBlanc Enterprises) site (the “Site”), within the Elgin-Densmore Secondary Plan, to reflect a development proposal for the Site.

2. LOCATION

The Site is located at the north end of D’Arcy Street, north of Elgin Street in the southeastern quadrant of the Elgin-Densmore Secondary Plan, and is comprised of 2.1 hectares of land. The Site can be described as having east and west components, bisected by D’Arcy Street. The west component is an infill lot proposed to accommodate a single detached dwelling, as well as the turnaround for D’Arcy Street. The east component is a proposed subdivision for 23 single detached dwellings on freehold lots accessed by a condominium road. The Midtown Creek and Nickerson Woods are north of the Site, and an existing residential subdivision is to the south of the Site on Nickerson Drive.

3. BASIS

The Site is wholly located within the built boundary of the urban settlement area of Cobourg and subject to the policies of the Elgin-Densmore Secondary Plan, which forms part of the Town of Cobourg Official Plan. The Secondary Plan provides the basis for the development of the Parkview Hills Community. The Site is one of the last blocks to be developed within the Secondary Plan area.

In support of the development proposal, updated technical studies were prepared, including:

- Planning Report
- Environmental Impact Study
- Functional Servicing Report
- Stormwater Management Report
- Traffic Impact Study
- Tree Report
- Stage 1&2 Archaeological Assessment

The application and supporting background documentation was reviewed in detail, and it was concluded that the proposed amendment is appropriate, desirable and represents good planning for the following reasons:

- i) The proposal will satisfy the key directives of the Planning Act, Provincial Policy Statement, Places To Grow Growth Plan, County of Northumberland Growth Management Strategy, the County Official Plan and the Cobourg Official Plan, most notably relating to the provision of a full range of housing in an urban, serviced and built-up area of the municipality at a density that will maintain and enhance the character of the existing residential area; utilize existing infrastructure, and provide high quality urban design as part of a complete neighbourhood.
- ii) The proposal conforms to the policies of the Official Plan, Elgin-Densmore Secondary Plan and Urban and Landscape Design Guidelines with respect to community design, sustainability, natural heritage protection, stormwater management and municipal infrastructure. The proposal would form a logical, compatible extension of the existing built form in the Nickerson Drive area. It is in close proximity to existing arterial roads, community facilities and open space trail network, and will support transit, recreation and active modes of transportation.
- iii) The small area of land subject to the OPA at the west end of the site, was placed in an overlay designation of “Lands to be Retained in Private Ownership” and “Environmental Conservation Area”. It is proposed that it be re-designated to ‘Special Residential’ in keeping with the balance of the Site. At that time of the designation in the early 1990’s, the lands subject to the OPA were devoid of vegetation but located within the Midtown Creek floodplain as defined at the time by the Ganaraska Region Conservation Authority (GRCA). Today, it contains early successional trees and was reviewed by the Authority for floodplain characteristics and flood flows using digital Lidar mapping that updated the natural hazard limit for the Midtown Creek. As a result, these lands are no longer within the floodplain of the Midtown Creek and are not deemed as a flood hazard area by the Conservation Authority.
- iv) An Environmental Impact Study (EIS) was prepared by the applicant’s consultant, to address Section 12.13 of the Secondary Plan in order to demonstrate that there will be no negative impacts or disruptions to natural systems. The EIS prepared by Michalski Nielsen indicates that the land does not contain any sensitive species or significant habitat that requires protection, and that appropriate regard has been considered for the protection of on-site and off-site natural features associated with the riparian corridor of Midtown Creek and that the proposed development will not pose

adverse impacts on Nickerson's Woods. There are no changes to the Town-owned Nickerson Woods lands. The Conservation Authority acting as the Town's review agency has confirmed that the EIS conforms to all relevant planning policy, and that the proposal is satisfactory, subject to conditions of draft approval and detailed design.

- v) The EIS offers a number of detailed recommendations that can be implemented through the Subdivision Agreement with the Town. All building envelopes will be setback a minimum of 30 metres from the top of bank of the Midtown Creek, as requested by the Conservation Authority.

This amendment has been prepared in accordance with these conclusions.

PART II – THE AMENDMENT

PART II – THE AMENDMENT

1. Introduction

All of this part of the document entitled Part II – The Amendment consisting of the following text and attached schedule designated Schedule “1” constitutes Amendment No. 77 to the Official Plan of the Town of Cobourg.

2. Details of the Amendment

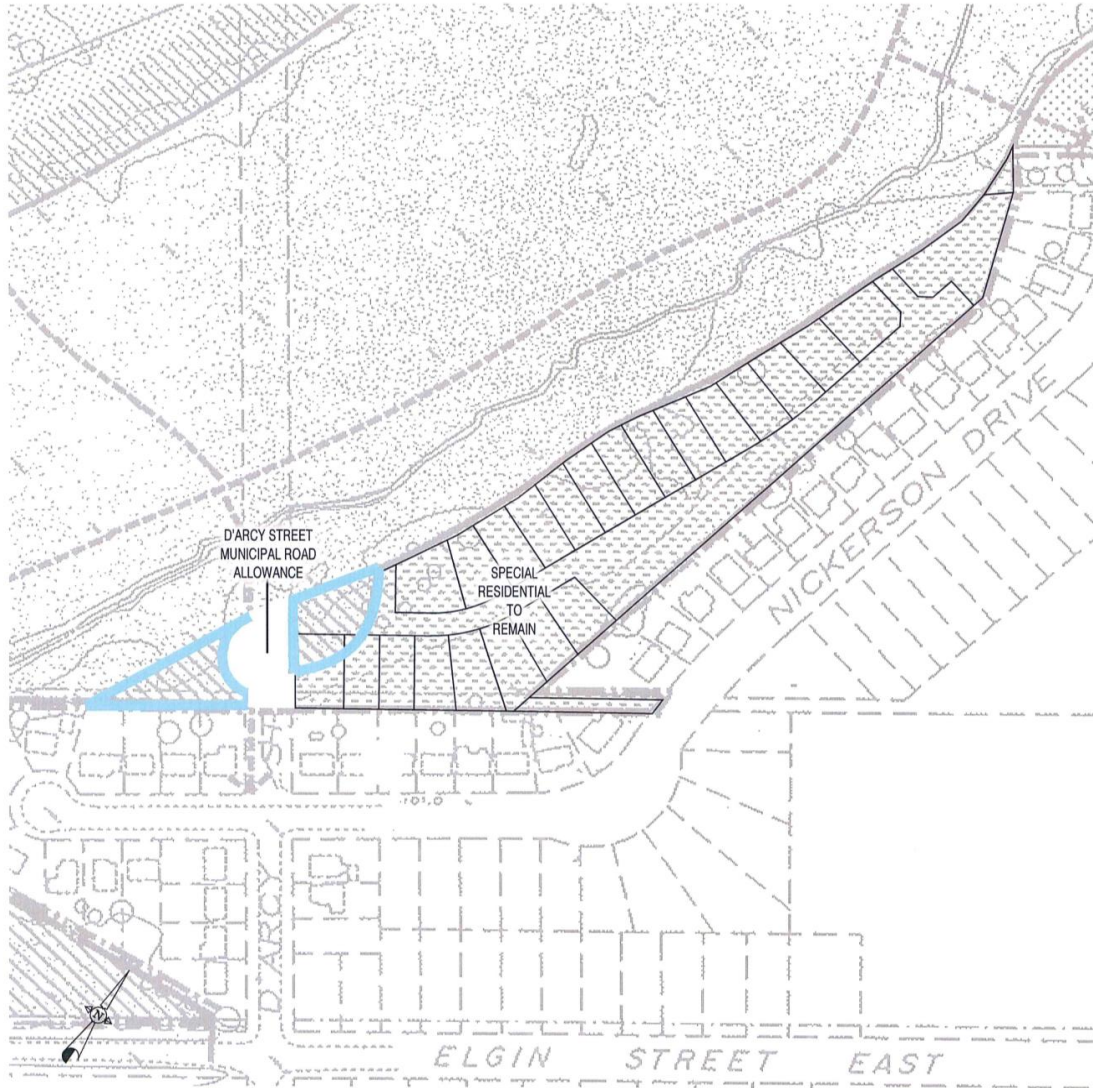
The Official Plan of the Town of Cobourg is hereby amended as follows:

- 2.1 By amending Schedule ‘H’ to the Elgin-Densmore Secondary Plan, Cobourg Official Plan from “Environmental Conservation Area” and “Lands to be Retained in Private Ownership” to “Special Residential”.

3. Implementation and Interpretation

The implementation and interpretation of this amendment shall be in accordance with the respective policies of the Official Plan of the Town of Cobourg.

Schedule I to OPA 77



LEGAL DESCRIPTION:
 PARTS 5, 6, & 7, PLAN 39R-8760
 PART OF BLOCKS A & B
 REGISTERED PLAN 227
 TOWN OF COBOURG
 COUNTY OF NORTHUMBERLAND

LEGEND:

-  LANDS TO BE RE-DESIGNATED TO "SPECIAL RESIDENTIAL"
-  PROPOSED LOT FABRIC

Schedule 1
OFFICIAL PLAN AMENDMENT 77
 LEBLANC ENTERPRISES

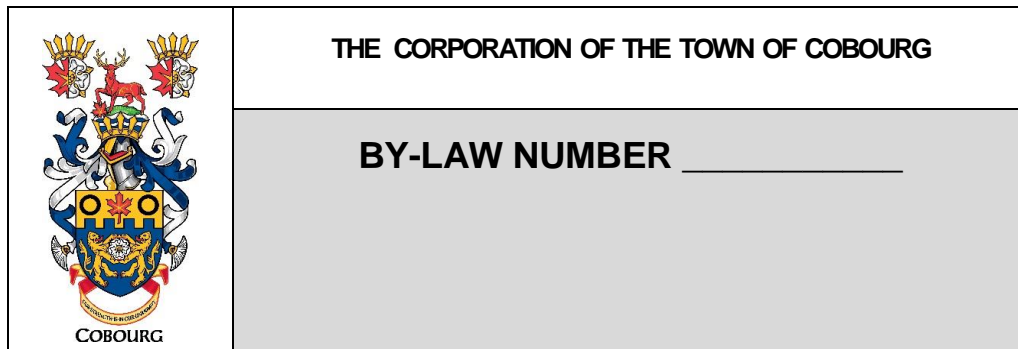


MAP CREATED USING DATA PROVIDED BY TOWN OF COBOURG OFFICIAL PLAN SCHEDULE "H" FOR THE ELGIN-DENSMORE SECONDARY PLANNING AREA.

PART III – THE APPENDICES

The Planning Report, dated June 19, 2018, and the following reports and other supporting documentation associated with Application File OPA-01-14 and the proposed Amendment are held in the offices of the Planning Department, Victoria Hall, 55 King Street West, Cobourg, Ontario, K9A 2M2 during regular office hours.

- Planning & Sustainability and Urban Design Report, prepared by RFA Planning Consultant Inc., updated March, 2018;
- Environmental Impact Study, prepared by Michalski Nielsen Associates Limited, updated April 2018;
- Functional Servicing Report, prepared by D.M Wills Associates Limited, updated March, 2018;
- Traffic Impact Study, DM Wills Associates Limited, April 2014;
- Stormwater Management Report, Greenland Consulting, updated November 2017;
- Tree Report prepared by Cressman Tree Maintenance and Landscaping, updated February 2018;
- Stage 1/2 Archaeological Assessment, Ground Truth Archaeology, September 2013.



A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (Extension of D’Arcy Street at Nickerson Drive).

WHEREAS the Council of the Corporation of the Town of Cobourg held a Public Meeting in accordance with the Planning Act, R.S.O. 1990, c.P. 13, as amended, on the 25th day of June, 2018 regarding an application by 2020910 Ontario Ltd. (LeBlanc Enterprises) to re-zone the 2.1ha (4.95 ac) parcel of land on the extension of D’Arcy Street, north of Nickerson Drive (hereinafter referred to as the “Subject Lands”) to permit a subdivision for 23 single detached dwellings on freehold lots accessed by a condominium road, plus one additional residential lot of record;

AND WHEREAS a number of public submissions regarding the application were received by the Council of the Corporation of the Town of Cobourg prior to, during and after the Public Meeting;

AND WHEREAS the Council of the Corporation of the Town of Cobourg referred the subject matter to the Planning Department for a report;

AND WHEREAS the Council of the Corporation of the Town of Cobourg considered a report from the Manager of Planning Services at a meeting of the Committee of the Whole on the 4th day of September, 2018;

AND WHEREAS the Council of the Corporation of the Town of Cobourg duly considered all public submissions, the Manager’s report and all other relevant information surrounding the subject matter, and deems it advisable to amend By-Law Number 85-2003, as amended;

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

1. That By-law No. 85-2003, Section 8.2 is hereby amended by adding the following new subsection 8.2.16:

8.2.16 Residential 2 Exception 16 (R2-16) – Extension of D’Arcy Street, North of Nickerson Drive

8.2.16.1 Defined Area

R2-16, as shown on Schedule A, Map 13 to this By-law.

8.2.16.2 Permitted Uses

A residential use and accessory use

8.2.16.3 Permitted Buildings and Structures

The buildings and structures permitted in Section 8.1.3

8.2.15.4 Regulations for Uses in the R2-16 Zone

Notwithstanding the regulations of Section 8.1, the uses in the R2-16 Zone shall be developed in accordance with the following special provisions:

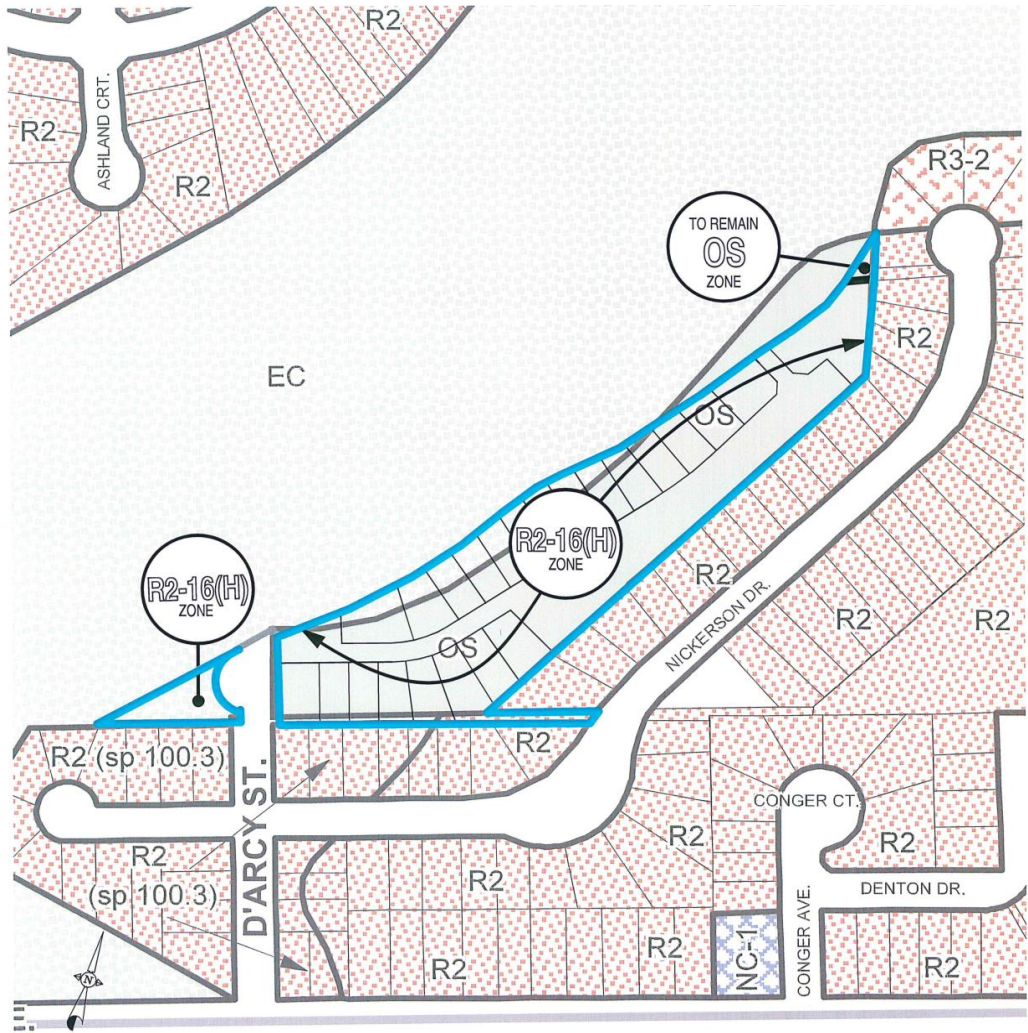
- (i) Building Height shall be a maximum of 1 storey.
 - (ii) Minimum setback of all buildings and structures from the top of bank of the Midtown Creek is 30 metres.
 - (iii) All other provisions of Section 8.1 shall apply to the lands zoned R2-16 Zone.
2. That Schedule 'A', Map 13, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of the lands as illustrated on Schedule "B" attached hereto from "EC Environmental Constraint Zone" and "Open Space (OS) Zone" to "Residential Two Exception 16 Holding [R2-16(H)] Zone".
3. The Holding (H) Symbol shall not be removed by Cobourg Municipal Council until the Owner(s) has received approval of all applicable plans, drawings, and other related documentation by the Municipality, and after a Subdivision Agreement has been entered into pursuant to the subdivision provisions of the Planning Act, R.S.O. 1990, c.P. 13, as amended. The Agreement shall address technical matters both internal and external to the Subject Lands, including but not limited to: plans and/or other documentation pertaining to the draft plan, landscape and urban design; vehicular access, visitor parking, site circulation, pedestrian connections and access; infrastructure and servicing; fencing and buffering; and, performance measures (re: financial securities and regulations for construction and use), all to the satisfaction of the Municipality.
4. That Schedule "B" attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
5. THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

READ and passed in Open Council this day of September, 2018.

MAYOR

MUNICIPAL CLERK

SCHEDULE "B"



LEGAL DESCRIPTION:
 PARTS 5, 6, & 7, PLAN 39R-8760
 PART OF BLOCKS A & B
 REGISTERED PLAN 227
 TOWN OF COBOURG
 COUNTY OF NORTHUMBERLAND

LEGEND:
 FROM "EC" & "OS" ZONES
 TO R2-16 ZONE

SCHEDULE "B"
ZONING BY-LAW AMENDMENT
 LEBLANC ENTERPRISES



MAP CREATED USING DATA PROVIDED BY MAP 13 OF
 THE TOWN OF COBOURG ZONING BY-LAW 95-2003.



Memo

To: Glenn J. McGlashon, MCIP, RPP; Director - Planning & Development Division; Town of Cobourg

From: Ruth Ferguson Aulhouse, MCIP, RPP; President, RFA Planning Consultant Inc.

Cc: Al LeBlanc, LeBlanc Enterprises

Date: August 23, 2018

Re: Response Questions - Nickerson Woods – Official Plan & Zoning By-Law Amendments and the Draft Plan Approval of Subdivision/Condominium (LeBlanc Enterprises)

On behalf of LeBlanc Enterprises, please accept this memorandum of response to the questions arising from the Public Meeting on June 25, 2018 and the subsequent submission from Kelly L. Stewart of July 24th regarding the above noted-development applications. The questions have been answered in the order they appear in the letter from Kelly L. Stewart and then the subsequent written comments or questions from other members of the public have been responded to.

The responses below are intended to provide a brief summary overview only and are not intended to be exhaustive. Reference should be made to the technical reports that have been prepared and submitted by the consultant team with the planning applications to the Town of Cobourg.

Please find listed below the questions, followed by the responses prepared by the applicable consultant team members in italics:

Questions or Comments from Kelly L. Stewart :

1. Given the repeatedly expressed concerns to the Town of Cobourg, what strategies, plans or policies are in place to protect life and property of the flood

211 Dundas Street East, Suite 202, Belleville, Ontario K8N 1E2

613.966.9070 www.rfaplanningconsultant.ca



susceptible land of Nickerson Drive should flooding occur as a result of the new development and/or potential failure of the proposed SWM system?

Response: The proposed SWM system also provides SWM measures for the back of the existing lots on Nickerson Drive. There are two overflows from the SWM system that ensure underground drainage system will drain to 100.15 m which is lower than any rear yard ditch elevation for the entire existing development. Should this outlet get plugged there is a second continuous drainage path that outlets to D'Arcy Street and to the north away from existing development. The Town will require an inspection and maintenance protocol to be adopted for the SWM system. During the detailed design process this protocol and schedule of inspections will be set in place prior to any construction proceeding.

2. What protection and/or legal recourse do the residents of Nickerson Drive have should the proposed development be approved by the Town? Who will be held liable and/or responsible for property damage(s) related to flooding caused by the development given our due diligence and repeated expression of concern? The developer? The Town? The Condominium Corp?

Response: The developer will enter into a Subdivision Agreement with the Town of Cobourg that will include the approved engineering plans and securities for the construction of the proposed works. A common element condominium will be registered; it will have documentation in its declarations and by-laws that will set out the maintenance of the common shared services and facilities over time, together with a reserve fund for repairs and/or replacement of the shared facilities. The position of the engineer is that the flooding situation should improve for the residents of Nickerson Drive through the provision of an overland flow outlet that currently does not exist, and that the new subdivision will not exasperate the current flooding situation.

3. The idea of SWM is to protect properties and the natural heritage of the ECA and Midtown Creek – not cause it harm or, worst-case scenario, dry up the creek. What overall impacts will the proposed SWM system have on the existing dwellings/properties of Nickerson Drive and the already developmentally stressed Midtown Creek and ECA?

Response: The proposed SWM design includes features that have become the recommended approach to drainage design in recent years and are supported by the Ministry of the Environment Conservation Parks (MOECP) and all Conservation Authorities. The design ensures that the proposed development and the drainage from the existing Nickerson lots will be properly introduced into the subsurface to support the vegetative buffer along Midtown Creek. The allowable release rate for flows meets the targets

recommended for all development in studies that were previously approved for the Midtown Creek watershed. This also included providing the control that should have been done for the existing development on Nickerson Drive but wasn't, as policies did not exist at the time.

4. How will the installation of the proposed SWM system impact the already stressed Cold Water Creek? The good, the bad and the ugly.

Response: Refer to # 3 above.

5. Is the proposed SWM system currently in use anywhere in the Town of Cobourg? If so, where? Has this system been used in any residential applications within the Town?

Response: These SWM systems are being installed all over Ontario in areas where the soils can support this method.

6. What is the proposed maintenance and frequency of maintenance on the identified SWM system? How will this be managed and/or monitored and by whom? Will or does the Town of Cobourg plan to have any oversight and/or involvement with the SWM system maintenance?

Response: The proposed method and frequency of maintenance will follow a combination of suggested practices by both the manufacturer and as recommended by current manuals for low impact development features prepared by the Credit Valley Conservation Authority.

The maintenance program will be undertaken according to an approved protocol and schedule by a third party contractor employed by the condominium corporation, reporting to the Town/GRCA and regulated through the condominium documents and Subdivision Agreement (all of which are approved and monitored by the Town/GRCA).

7. What is the end-of-life cycle of the proposed SWM system? How many years of operation is expected before replacement? What does repair and/or replacement involve? What are the impacts?

Response: As noted in #6 above the operation and maintenance of the SWM will be approved by the Town and GRCA. Most literature will not place a definitive end-of-life cycle timeline to these SWM measures. It will depend on the underlying soil conditions, frequency of maintenance, debris from other sources, etc. The frequency and cycle of maintenance will be provided in the detailed design documents. The proposed infiltration devices will function for a long time. The remediation of the bioretention media is only excavation and replacement of the top 1m of material; the underground storage life span

would be significantly longer and is comparable to any other forms of underground sewer collection systems.

The storage system would still operate regardless of the functioning of the infiltration system and continue to release flows to Midtown Creek at the target levels.

8. What is the end-of-life cycle plan? What impact and disruption will it have to Nickerson homeowners, their properties and the surrounding creek/environment?

Response: Normal maintenance would encompass replacing the swale system or bioretention cell along the laneway that would involve removing the vegetation and stone bed and replacing a layer of native soil with a porous material and then reinstating the stone bed and vegetation. Inspection and flushing of the header pipes for the storage chambers should minimize the need to replace the stone bed under the storage chamber system.

9. What is the proposed grading elevation of the new SWM system? Will there be an increase in fill/grading to accommodate the SWM slope/fall? If so, how will the raise and/or slope in grading affect the existing dwellings of Nickerson Drive? Does this increase the potential or likelihood of flooding on Nickerson Drive?

Response: Any grade changes help provide cover for the underground system. There will be a continuous ditch/swale system that will enable flows to always leave the property whereas there is no such system at present.

10. The Final Stormwater Management Study (Nov. 2017, pg. 13) speaks to the Hybrid Bioswale Feature and how it will infiltrate the flows generated from smaller rainfall events in order to help maintain the water balance for the area (Reference: Flows from east to west for the new development plus the flows from the rear lots of the existing development on Nickerson Drive).

What constitutes a SMALLER rainfall event? How will the same bioswale feature infiltrate the flows generated from LARGER rainfall events?

Response: All rainfall events less than 10 mm will be infiltrated. This is approximately 80% of all events annually. For larger events, the bioswale will have flows continue along the surface to be collected in the underground storage system.

11. “The depth and width of the stone bed in the bioswale has been sized to ensure the stone bed is located ABOVE the water table. The conceptual infiltration

trench will have a total depth of 0.6 m and width of 0.6 m. The trench will be filled with 50 mm clear stone. The available storage in the bioswale will account for 28.8 m³ of the total storage required for Areas 1 and 2.”

“The stone bed below the swale will be positioned as high above the HIGH GROUNDWATER table elevation as possible. There may be times during the year that the infiltration trench may not be 1.0 metre above the groundwater table, therefore the exfiltration rate has not been factored into any computation used to determine the SWM storage requirements or the water balance.”

In layman’s terms, what does this mean?

Response: Although the bioswale will always store and allow water to percolate to the subsurface, additional storage was provided in the underground storage system in the park notwithstanding any inherent storage in the bioswale.

12. “The bio-retention feature in west end of the park in Block 25 will capture runoff from the bioswale and consist of a small cell that connects to the header system for the Storm Tech chambers. The storage in the bioretention feature has not been factored into the sizing of the SWM features.”

In layman’s terms, what does this mean? At what point in the planning and approval processes will the sizing of the SWM features become factored?

Response: The bioretention cell that receives any surface drainage prior to it entering the underground tanks will store some water as it functions, but this was not used in the analysis to size the tanks in order to meet the targets for discharge to Midtown Creek and represents a conservative design. The SWM infrastructure is subject to more detailed design as part of the conditions of draft plan approval and prior to final approval of the Subdivision Agreement and plan of subdivision.

13. How will the perforated drain pipes throughout the design of the SWM system perform in the winter months? What happens to the drainage, retention and storage of accumulating water if these perforated pipes freeze?

Response: The perforated pipes will be placed below frost depth. There will be several pipes. If they were to freeze, there are two overflow methods to get water into the storm sewer. One is in the bioretention cell and the second would direct flows to the ditch and inlet near Lot 16. There is also a third inlet in the ditch system between Lot 21 and 22.

14. “The potential footprint of the SWM features extends approximately 10 m beyond the property boundary with Lot 1. The draft plan will adjust this lot line to reflect the change.” What does this mean? Does this have any impact to the 30 m setback from Midtown Creek?

Response: The footprint reduces the west side of the Lot 1. It does not go into the 30 m buffer. This change has already been made to the draft plan.

15. “The weir is also positioned higher than the 100 year flood elevation in the creek (100.08 m).” What is the 10 year event and/or flood elevation?

Response: The weir forms the outlet to ensure that the underground system can safely drain even if there is a 100 year flood in the creek. The 10 year event would be a much lower elevation and not impact the functioning of the underground system either.

16. The Final Stormwater Management Study (Nov. 2017) states, “It has been assumed that this location can be graded with a small swale that will be diffused into the buffer for the creek.”

The Geo-Logic letter dated May 25, 2015 to Leblanc Enterprises speaks to the subsurface investigation performed at the proposed development site. “The testing was carried out in spring conditions with the water table at 1.15 m to 1.6 m depth. It was concluded that the site soils are conducive to infiltration techniques for storm water management provided some grade raise over the site area occurs.”

The GHD Limited letter dated July 7, 2016 to Mr. Leblanc (Re. Supplementary Hydrogeological Testing Proposed Storm Water Management Facility Nickerson Woods Subdivision, Cobourg), stated that the K values from the slug test completed at BH-102 did not correspond to typical values that would be expected for fine sand. As such, additional testing was conducted on the same date.” The GHD letter concluded that, “Of the two (2) areas tested, it is our opinion that the area corresponding to BH-101 is more suitable for constructing the proposed storm water facility.”

This raises the obvious questions around grading, specifically the raise in grading elevation and its potential impact on flooding and runoff to Midtown Creek:

How much increase to grade/slope will occur? How will the elevated change in grade and slope impact the existing neighbourhood on Nickerson Drive, Midtown Creek and the 30 m setback?

Response: DM Wills has prepared a cross-section to illustrate the generalized proposed grading plan. Grading will be limited by the requirements to flood-protect new homes; flood-protect existing homes; match existing grades at the property lines; minimize the use of retaining walls; and preserving existing on-site trees. Therefore grading will be minimized, as generally depicted on the cross-section.

17. “After the site is in full operation it is important that regular maintenance and performance inspection occur for the LID features. It is suggested that seasonal inspection occur for the first two years after construction, after which annual inspection should be appropriate. Additional inspection should also occur after every major storm event.”

Pg. 22 of the Final Stormwater Management Study (Nov. 2017) concludes that, the seasonal inspections and reporting for annual inspections can be included as part of the condominium responsibility to the Town and registered with the agreements on title. These measures ensure:

- Reduced flows directly to Midtown Creek
- Lower flows to watercourse at the north property boundary
- Reduced flows from the lots backing on the south property line
- Increased infiltration for the water balance compared to existing conditions.

What are the Town of Cobourg’s intentions with respect to the above identified recommendation of the Condominium Corporation taking ownership and responsibility for the inspections?

Does this mean that the Town absolves themselves of any interest and/or responsibility? If so, does this also mean that the existing residents of Nickerson Drive will be forced to deal exclusively with the Condominium Corporation in the event of any SWM issues?

Response: Typically, the inspections are done by a third party that has the necessary expertise to complete and certify the work. The method of reporting and frequency of this schedule would be identified within a defined maintenance program to the satisfaction of the Town/GRCA as specified in the Subdivision Agreement and in the condominium documents.

18. What is the “minimum acceptable width” of a public road allowance in the Town of Cobourg? Where are these “minimum acceptable width” streets located (Re. New Amherst, etc.)?

Response - It is our understanding that some of the road allowances in New Amherst are 17-metres in width, although more typically, the width for a local

public road allowance is 18-20 metres in width.

19. Where is public parking for the proposed trailhead at the D'Arcy Extension?

Response – The need for the provision of public parking within the municipal road allowance will be determined by the Town. Many visitors to the park would arrive or pass through on foot or by bike, and would not require car parking.

20. What is the necessity of the above identified lot encroachments on the 30 metre setback of Midtown Creek?

Response – The delineation of the EC Nickerson Woods property boundary was determined during the time that the 20.5 hectares was deeded to the Town; the encroachments of the 30-metre building setback into the subdivision are minimal and infrequent.

21. What “Special Landscaping Provisions” are proposed to be established for Lots 1, 2 and 15 where the 30-m setback encroaches into the rear/side yards of the lots?

Response – There are minimal encroachments into the rear yards of these specific lots; all buildings will be setback 30-metres from the Top of Bank of Midtown Creek. Landscape plans will be required and prepared as a condition of draft plan approval.

22. Will the proposed Homeowner Stewardship Manual be a part of the Draft Plan submission and Subdivision approval process? Will the neighbouring residents have an opportunity to comment and/or provide feedback and input on the Manual to Leblanc Enterprises and the Town?

Response – Yes; No, stewardship manuals and homeowners guides are not typically circulated to adjacent residents for comment, however they will form part of the application process for final subdivision review and clearance, and thus will be available for public viewing along with all other documentation.

23. How will the proposed Homeowner Stewardship Manual address the split rail fence concerns and/or encroachment of the 30-m setback from Midtown Creek?

Response - Stewardship is an appropriate means of educating landowners on the sensitivity of lands adjacent to their property. The proposed split rail fence demarcates the limits of rear yards, providing landowners (and their neighbours) with a clear indicator of these limits. While there may be some landowners who would have a desire to push their backyard beyond these

limits, our experience is that by providing information on why it is important to protect this area, by establishing easily identified limits (split rail fence), and with watchful neighbours, the majority of people will abide by the rules. The proposed public pedestrian trail to the rear of these limits will also discourage encroachment into the protected area (including because property owners will wish to maintain intervening vegetation for privacy purposes).

24. What measures, other than the Homeowner Stewardship Manual, will be put in place to protect the ECA and Midtown Creek from encroachment and dumping of yard waste etc.?

Response - As noted above, the provision of educational material, having clearly defined rear yard limits (as achieved by a split rail fence) and having watchful neighbours are all good deterrents. The Condominium Corporation and/or Town can provide enforcement if such measures are insufficient through enforcement of their by-laws

25. How will the preservation of the 30-metre natural buffer from the edge of Midtown Creek be enforced by the developer, the Town and/or the Condominium Corporation?

Response – The amending zoning by-law will require a 30-metre setback from the top of bank of Midtown Creek for all buildings and structures in the subdivision, and the Subdivision Agreement registered on title (and binding on successive landowners) will contain special provisions regarding the establishment of protection zones, stewardship of natural heritage systems/setbacks and penalties for encroachment/disturbance.

26. Will condominium landowners be allowed to remove and/or replace the split rail fence? Owners with children and/or pets, such as dogs, may want to erect alternative property fencing to the proposed split rail fence demarcating the 30-m setback from Midtown Creek.

Response - Privacy fencing is not required in the rear yard areas, although may be desired by individual landowners. Privacy or chain link fencing are viable alternatives to a split rail fence; however, these may not provide an aesthetic that is desirable to all landowners, and are not deemed necessary measures to protect against rear yard encroachment. The details of the fencing and landscaping will be determined during the detailed urban design plans prepared a condition of draft plan approval.

27. What authority will the Town of Cobourg have to enforce encroachment of the 30-m setback and Environmental Conservation Area? Will there be any penalties

and/or consequences outlined in the Homeowner Stewardship Manual to deter condominium landowners from violating this? What are they?

Response – As per #25 above, the Town will have the remedy to enforce its Zoning By-law and Subdivision Agreement against any encroachments of the 30-metre setback from the top of bank; the urban design plan will form part of the subdivision agreement and be registered on title against the subdivision and condominium. The EC Area is public property and encroachments onto this area would be enforced by the Town in accordance with relevant by-laws governing illegal dumping, damage to public lands and/or trespassing.

28. How is the proposed visitor parking, which backs on to Nickerson Lot #31, buffered from the existing residence(s)? It appears that the proposed parking spaces butt up to the existing property line with no vegetation buffer. The proposed parking lot (as positioned and depicted on the Draft Plan) will greatly impact and disturb the living room addition of the homeowners at 365 Nickerson Drive.

Response – In this general vicinity, there are existing trees to be protected and new trees proposed to be planted. In some instances there is existing fencing provided along the shared lot line. Where additional fencing and/or landscaping is desired, this will be provided as part of the detailed design plans prepared as a condition of draft plan approval.

29. What is the distance between the proposed Visitor Parking Lot and the property line of Lot #31?

Response – 1.0 metre at the closest point

30. Does the proposed Draft Plans for Subdivision include raised bungalows?

Response – The developer of the subdivision, LeBlanc Enterprises, will also be the builder, and he has agreed to build only bungalows in the subdivision. The detailed building plans for the homes will be reviewed by the Town as part of the Building Permit approval process.

31. Will the bungalows have basements and/or walkout basements? If so, how do raised bungalows, basements and walkout basements affect elevation, grade and sightlines portrayed in the current Draft Plans?

Response – The builder does intend to provide basements in the bungalows; refer to the response in #16. The cross-section prepared to illustrate the generalized proposed grading plan illustrates the view plane from existing

homes on Nickerson Drive; the sightline to the Nickerson Woods will be maintained with the bungalow dwelling units.

32. Was the above information omitted from the Consolidation of the Cobourg Official Plan (Revised May 2010)? If so, why?

Response – It is our understanding that the GRCA revised the Flood mapping for Midtown Creek in 2005-2008. These changes were incorporated into the 2017 Official Plan for most other lands in the Town located outside of the Elgin-Densmore Secondary Plan.

33. With the high ground water/flood plain in the vicinity of Nickerson Drive, how will the raise in grading to accommodate the proposed development, guarantee no flood-impact to the existing properties?
34. What is the specific change in grade from the proposed development to the existing development? How will the proposed change in grading of the new development impact building and/or street elevations?
35. Is the grading raised and sloped towards the existing Nickerson dwellings and/or Midtown Creek and/or ECA? What are the impacts to each?
36. What specific impacts will grading and slope have on flooding to the existing homes on Nickerson Drive? Will grading increase the potential for flooding in an already flood prone zone?

Response to Questions 33-36 – The external drainage from the rear yards of the existing development on Nickerson Drive has been accounted for and processed with the SWM and grading measures proposed for the new subdivision. The elevations will be the same along the property boundary with the existing residential development. The existing development on Nickerson Drive (Lots 27 to 40) will have the rear yard drainage captured in a combination bio-swale and bio-retention feature that will remove runoff up to the 100-year rainfall event. Lots 26 to 16 (existing on Nickerson Drive) will be captured via rear yard swales and directed to the rear lot catch basins that are connected to a storm sewer.

The topography of the proposed development is flat, with a gentle rise from D’Arcy Street to the east site limit. The finished grade elevations at the proposed houses will be approximately 2 to 2.5 feet above the road elevation. The response to these questions was addressed in previous responses in 2016 and also above in response #16.

Questions or Comments from Miriam Mutton :

37. How will the Town administer the common element of this area as a condominium project which includes infrastructure involving drainage from adjacent existing residences?

Response: A Subdivision Agreement with the Town of Cobourg will set out the site works to be completed by the developer and will require that all permits be obtained from the appropriate approval authorities. All construction will be in accordance with terms of the Agreement and the approved plans. As per previous responses, a clearly-defined maintenance protocol will be required as part of the detailed subdivision review process and encapsulated within the Subdivision Agreement and condominium documents to address regular inspection and maintenance of all on-site infrastructure and drainage facilities by the condominium corporation to the satisfaction of the Town/GRCA.

38. At what point in the development is the servicing, including SWM infrastructure in place and functional?

Response: All servicing and SWM infrastructure will be in place prior to occupancy of the dwelling units. Prior to any construction, there will be erosion and sediment control measures in place which will be monitored and maintained throughout construction.

39. Would common element Block 25 with all SWM features be built at start of development?

Response: Refer to #38 above.

40. How high above the existing grade will the finished floor of the main level of the proposed bungalows be?

Response: Refer to #16 above.

41. What is the life span of the proposed water storage tank system?

Response: Refer to #7 & 8 above.

42. Where is the fill coming from?

Response: All imported fill will meet the requirements of Cobourg By-Law 035-2012 to Control the Dumping of Fill and the Removal of Fill

43. How will dust and run-off be controlled throughout the construction period?

Response: The method whereby the control of dust and run-off throughout construction is established by the Subdivision Agreement with the Town; prior to any construction, there will be erosion and sediment control measures in place. The erosion control measures are standardized by Southern Ontario Conservation Authorities. These will be finalized during detailed design but will consist of a minimum of silt fence along the boundary of the 30 metre setback.

44. How will existing drainage patterns from the existing homes on Nickerson Drive be maintained during construction?

Response: An intercept swale directing surface flows to the temporary erosion and sediment control features will provide drainage during construction and protection for other work being completed until the SWM measures are installed.

45. Why are basements part of building design and not habitable roofs, in this case near a stream and concerns for flooding and SWM, a bunga-loft design to facilitate aging in place and also growing families.

Response: The developer agreed to limit the dwellings to bungalow designs in response to concerns from the adjoining residents on Nickerson Drive.

46. Can existing protected trees on site truly be saved with so much fill?

Response: Detailed grading and landscaping/tree protection plans will be prepared to ensure that existing trees to be retained are properly protected; these plans will be approved by the Town as part of the Subdivision Agreement.

47. Does Bell permit woody plants like shrubs and trees to be planted on its easements?

Response: The engineer has spoken with a representative from Bell; they advised that shrubs and tree screens are not a problem provided the species are short enough they don't impact the overhead wires and, where applicable, underground facilities.

48. A cedar rail fence is not practical; a home owner may wish to fence their back yard if they have children or pets. Perhaps a farm style wire fence with cedar or metal posts could be used to delineate the boundary with the natural area. This type of fence is almost transparent so that the view beyond can still be enjoyed.

Response: The design of the fencing will be determined during the detailed design stage, as a condition of draft plan approval. Thank-you for your suggestion to use a farm style fence. Refer to response #26.

49. The parkland dedication, perimeter fence delineating the boundary between protected natural area and private lands and the new mulch trail are all completed at the start of work and maintained by the developer until development is complete.

Response: The schedule for the works on public lands will be determined by the Town in the Subdivision Agreement; there will be security provided by the developer and held by the Town that will not be released until a satisfactory maintenance period for these works has transpired.

50. I request that it be a priority for the Town to complete the park trail connection between this neighbourhood and Chris Garrett Park.

Response: This future work would be determined by the municipality.

51. How will the municipality and /or agencies with jurisdiction e.g. GRCA, enforce the Home Owners Condominium Stewardship Manual over time? For example, if a home owner decides to fill in the drainage ditch at the back of their lot ... who steps in to repair it? And, who will ensure qualified administration of the condominium agreement pertaining to common element infrastructure?

Response: The Town will have jurisdiction, as they would have for any other subdivision, to ensure that drainage swales are protected from alteration by residents over time. The Condominium and its administration is governed by the laws of the Province of Ontario.

52. Could the required turnaround at the top have a woodland pocket in it, an island of green around which service, emergency vehicles and general traffic could manoeuvre.

Response: We would support this concept of a woodland pocket within the cul-de-sac at the north limit of D’Arcy Street; however grading and fire turning movements may preclude a landscaped island in the cul-de-sac.

53. A private condominium lane was deemed preferable in this case and is the ideal scenario. There may need to be an easement for access in the event the Town must take action in the interest of public health and safety, not unlike the other utility easements in this project.

Response: There will be an easement provided over the condominium to provide access to the utility providers to services within the subdivision. Any

other details regarding municipal access will be provided for the in the Subdivision Agreement.

Other questions from the public not addressed in the comments above:

54. Shift the visitor parking from opposite Lots 10 and 11 in the subdivision further south-west so that this parking does not abut our back yards.

Response: We were asked by Town staff to distribute the visitor parking through the site e.g. not all placed at the subdivision entrance visitor parking area. This parking across from Lots 10 and 11 is proposed to be buffered with existing and new trees, and using permeable landscape pavers. Additional buffering can be added as part of the final landscaping plan. Because of underground storage for the SWM system, the existing location for these visitor parking spaces is the most optimal one; shifting these further south-west, would displace some of the park storage.

55. Is noise control during construction covered by By-law 011-2011?

Response: The Subdivision Agreement will outline the noise and other controls by the Town during construction. The Town's Noise By-law also regulates construction and other noise sources.

56. Environmental land should be preserved and not developed.


Response: The site does not form part of the Town's environmental conservation lands consisting of the Nickerson Woods and the Midtown Creek and associated floodplain. The GRCA has agreed that there are no environmental constraints or sensitive environmental habitat on the subject lands.

This concludes our overview and response to the public comments and questions. If you have require anything further, please do not hesitate to contact me.

Yours truly,



Ruth Ferguson Aulhouse, MCIP, RPP, President
RFA Planning Consultant Inc.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam Planner I - Development	
DATE OF MEETING:	Tuesday, September 4 th , 2018.	
TITLE / SUBJECT:	Notice of Complete Application - Site Plan Approval: 96 University Avenue East (Lands Immediately West of Victoria Retirement Living) Bruce MacNeill/Rollins Investments Inc.	
REPORT DATE:	August 28 th , 2018	File #: SPA-01-18

1.0 STRATEGIC PLAN

Objective #4: Managing Sustainable Growth and Development

2.0 PUBLIC ENGAGEMENT

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

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

Additionally, the Planning Department provides written notice of complete Site Plan Applications to Council, and all Site Plan Applications are considered by Council in open session prior to final approval. The Planning Department will also be notifying those persons who made requests to be notified of any development applications involving the Subject Property.

3.0 RECOMMENDATION

The following actions are recommended:

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

4.0 ORIGIN

The Planning Department has received an application for Site Plan Approval from Bruce MacNeill on behalf of Rollins Investments Inc. for the vacant lands, immediately west of 100 University Avenue East (Victoria Retirement Living), now known as 96 University Avenue East (see Key Map below).

In accordance with the Planning Act, if the Municipality fails to approve the application within thirty (30) days after its submission, the Owner may refer the application to the Local Planning Appeal Tribunal (LPAT).

5.0 BACKGROUND

The Subject Property is designated as High Density Residential Area in the Town of Cobourg Official Plan (2017) and located in a High Density Residential Exception Eleven (R5-11) Zone in the Town of Cobourg's Comprehensive Zoning By-law #85-2003. The Subject Property is part of the Cobourg East Heritage Conservation District and is therefore designated under Part V of the Ontario Heritage Act.

The Subject Property has a lot area of 5,262 m² (1.3 ac), with frontage along Spencer Street East and University Avenue East. Provisional consent to sever the Subject Property from 100 University Avenue East, Victoria Retirement Living (former Victoria College property), was granted by the Committee of Adjustment in January 2018. Presently, the land is vacant, and has been used as ancillary parking for Victoria Retirement Living.

The applicant is proposing a multiple residential condominium development consisting of four (4) single storey, multi-unit buildings with a total of ten (10) dwelling units on the Subject Property, similar in design to the Ryerson Commons condominium complex. Vehicular access to the property is proposed from Spencer Street East.

6.0 ANALYSIS

This memo is for the purposes of notification of a complete application only, and there is no staff analysis of the application at this time. Once the plans and reports have been reviewed by the Development Review Team, a staff report will be brought back to Council for consideration of approval.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

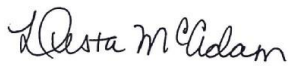
There are no anticipated negative financial implications imposed on the Municipality as a result of the Site Plan Application. The Owner has submitted the requisite \$5,000.00 application fee and deposit.

8.0 CONCLUSION

The plans are currently being reviewed by the Development Review Team before being brought back to Council for final approval.

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


Respectfully submitted,



Destina McAdam
Planner I – Development

KEY MAP



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Jackie Chapman Davis Community Events Coordinator	
DATE OF MEETING:	September 4, 2018	
TITLE / SUBJECT:	Chili Cook-Off and Beer Garden: Downtown Cobourg Harvest Festival	
REPORT DATE:	August 21, 2018	File #:

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
That Council approve the Chili Cook-Off and Beer Garden at the Downtown Cobourg Harvest Festival taking place Saturday, September 29, 2018 and issue a letter of significance to acquire a Special Occasion Permit.

4.0 ORIGIN
Municipal Event Application

5.0 BACKGROUND
Brown Bag Event Co. will host a Chili Cook-Off and Beer Garden approved by the Board of the Cobourg DBIA during the Downtown Cobourg Harvest Festival on Saturday, September 29, 2018.

6.0 ANALYSIS
The Brown Bag Event Co. Chili Cook-Off and Beer Garden will be open to the public on Second Street from 12:00 p.m. to 4:00 p.m. Second Street will be fenced as per Special Occasion Permit and Cobourg Police Service guidelines.

Up to six (6) vendors from local restaurants will prepare chili at the event starting as early as 8:00 a.m. Local craft breweries will also be on-site to sell and serve their beer under a Special Occasion Permit from the AGCO. Guests will buy a 'chili-pass' which will be available online prior to the event or at the gate while quantities last and will be permitted to sample one (1) chili from each vendor. The cook-off winner will be announced at 4:00 p.m. Fencing will be cleared away in order for Second Street to open at 8:00 p.m.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

No financial implications for the Town.

8.0 CONCLUSION

That Council approve the Chili Cook-Off and Beer Garden at the Downtown Cobourg Harvest Festival taking place on Saturday, September 29, 2018 and issue a letter of significance to acquire a Special Occasion Permit.

Approved By:

Dean Hustwick, Director of Recreation and
Culture
Stephen Peacock, Chief Administrative Officer

Department:

Parks
CAO



Rotary Club of Cobourg

Charter Number 997 District 7070
P.O. BOX 882 COBOURG, ONTARIO K9A 4S3
Meetings Friday, 12:10, Best Western Cobourg Motor Inn



**The Corporation of the Town of Cobourg
56 King St. West,
Cobourg, Ontario
K9A 2M2**

August 22nd, 2018

Attention: His Worship Mayor Brocanier and Members of Council

Dear Ladies and Gentlemen:

***Re: Cobourg Rotary Club Waterfront Festival Arts & Crafts Show, 2019
And Re: The Midway***

We are writing to seek Council's approval to our operating the Midway on the Town Pier again for the 2019 Waterfront Festival.

Located on the Pier, the Midway adds to the excitement and energy of our Town's event and our Arts & Crafts Show in particular. It's visibility on the Pier gives a focal point to our Show and to the downtown Festival activities generally, without imposing itself either visually or audibly on anyone. The Pier is the ideal location for the Midway!

The Midway has been an integral part of our Club's Waterfront Festival Arts & Crafts Show. It has become an essential part of our fundraising efforts. All funds the Rotary Club of Cobourg raises go back into the community both locally and internationally. You are no doubt aware of the contributions that our Club has made over the years to the hospital of \$800,000.00, the CCC of \$300,000.00, the Library of \$100,000.00, and this year we have pledged \$300,000.00 to the Hospice project. In addition, there are numerous smaller contributions to the community that are made each year. None of these contributions would be possible without the success of our major projects such as Ribfest and our Waterfront Festival Arts & Crafts Show. We need the Midway back at the Pier in order to realize the funds that we need to raise from our Arts & Crafts Show to meet our pledges.

We understand that the Town was concerned that the Pier might not have been safe for use in 2018 but has undertaken studies to determine that issue. We understand that if there are repairs needed they will be done immediately but if not resolved in time for our 2019 Show with any needed repairs completed, the Town will not approve our Midway on the Pier for 2019.

If that is the situation come the 2019 Festival time, we then request approval to again have the Midway in Victoria Park. However, in that case, we need more space. We request that the foot print for the Midway be increased in that location to extend as far north and west to the tree line and east side of the band shell. This is both for safety reasons and for appropriate configuration of rides and other Midway activities. This will extend into some of the area usually occupied by the Lions Club as configured last year, but the Lion's area should nonetheless be easily reconfigured to accommodate their needs and our request.

The Rotary Club of Cobourg will be celebrating in a few short years, the 100th anniversary of our Charter from Rotary International. We are excited to start planning for that celebration with our community. We anticipate that our involvement in the 2021 Waterfront Festival will be a big part of that celebration. We will need the Midway on the Pier to do proper justice to our celebrations.

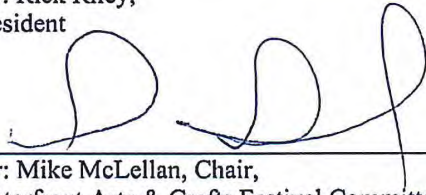
The Rotary Club of Cobourg appreciates working with the Town for the betterment of our community and the world at large. Thank you for your kind courtesy in considering our Club's needs in its fundraising efforts through the Waterfront Festival Arts & Crafts Show and Midway. If you have enquiries for more specifics, we would be pleased to arrange to have Club members from our Waterfront Committee meet with you and your staff to discuss our needs in more detail.

Yours very truly,

Rotary Club of Cobourg



Per: Rick Riley,
President



Per: Mike McLellan, Chair,
Waterfront Arts & Crafts Festival Committee