



# Committee of the Whole

**Date:** Monday April 6, 2020

**Time:** 6:00 PM

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

## AGENDA

### Inquiries & Accommodations

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

### Alternate Format

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

### Live Streaming Video

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

### Public Participation

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

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

### NOTE TO THE PUBLIC:

Do to the COVID-19 Pandemic, Council Meetings will be conducted through Zoom Conference Applications. If you wish to register as a Delegation, please notify the Municipal Clerk by completing a Delegation of Request Form and once registered, further instructions will be provided. For those wishing to take part in the Committee of the Whole Open Forum, please register in advance with the Municipal Clerk for further instruction through phone (905-372-4301) or email at [clerk@cobourg.ca](mailto:clerk@cobourg.ca).

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE AGENDA</b>
	<p>Monday April 6, 2020 at 6:00 PM</p> <p>Electronic Participation – Zoom Video Conference</p>

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday April 6, 2020 at 6:00 PM through Electronic Participation pursuant to Procedural By-law Amendment 021-2020.

**I CALL TO ORDER**

**II AGENDA ADDITIONS**

1. 1. Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval – 428-432 King Street East, Cobourg (at Brook Road North) King & Brook Inc., King & Brookeast Inc./N Architecture;
2. Memo from the Director of Public Works, regarding the proposed reduction in Transit Service for the Town of Cobourg; and
3. Memo from the Director of Public Works, regarding the Town of Cobourg Flood Mitigation and Sandbag Policy PW-OPS-1.

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

**III DISCLOSURE OF PECUNIARY INTEREST**

**IV PRESENTATIONS**

**V DELEGATIONS**

**VI DELEGATION ACTIONS**

**VII GENERAL GOVERNMENT SERVICES**

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Notice of Motion, Mayor Henderson, regarding a Cobourg Municipal Council 'Liaison' representative to sit on the Transition House Emergency Shelter Board of Directors.

Action Recommended: WHEREAS it would be vital to maintain and enhance open, communication with the Transition House Board.

NOW THEREFORE that Councillor Nicole Beatty be appointed as Cobourg Council's liaison representative with no voting privileges and attend monthly Board meetings or additional meetings as determined by the Board chair;

NOW THEREFORE it may be necessary to have an alternate Cobourg Council member attend Transition House Board meetings that Councillor Adam Bureau be appointed as the alternate with no-voting privileges;

NOW THEREFORE that the above Cobourg Councillors can update members of Cobourg Council, senior staff, media and the public through Council agenda, Section XVII Council Coordinator Announcements to ensure communications are being shared about relevant initiatives.

## VIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

1. Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval - Development Agreement: Dodge Street, Cobourg - Loadstar Trailers Inc. (1978327 Ontario Ltd.) 7 - 14

Action Recommended: THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with 1978327 Ontario Ltd. and Lakefront Utility Services Inc. for a new 1,784 sq m (19,203 sq ft) single storey light industrial/office building and a 112 sq m (1,205 sq ft) single storey accessory industrial building, subject to the finalization of details by municipal staff and applicable agencies.

2. Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval – 428-432 King Street East, Cobourg (at Brook Road North) King & Brook Inc., King & Brookeast Inc./N Architecture. 15 - 20

Action Recommended: THAT Council receive the Application for Site Plan Approval for 428-432 King Street East, Cobourg, and refer the Application to the Planning Department for a report.

3. Notice of Motion, Councillor Beatty, regarding Support for Ontario Conservation Authorities.

Action Recommended: WHEREAS the Town of Cobourg has recently declared a Climate Emergency;

AND WHEREAS Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years;

AND WHEREAS the Town of Cobourg is a beneficiary of the important work done by the Ganaraska Region Conservation Authority (GRCA);

AND WHEREAS the Town of Cobourg is a member of the GRCA, with representation on its Board of Directors;

AND WHEREAS under the direction of the Board of Directors, the GRCA provides programs and services addressing local priorities to the residents of Cobourg, including the regulation of development in river or stream valleys, wetlands, shorelines and hazardous lands and associated allowances, watershed management, watershed stewardship, flood and erosion management, environmental education, source water protection, outdoor education and recreation, and the preservation of terrestrial ecology and fisheries;

AND WHEREAS the province of Ontario is currently reviewing the mandate and operations of conservation authorities;

AND WHEREAS Conservation Authorities provide essential services to municipalities in their watersheds;

AND WHEREAS smaller municipalities do not have the capacity or the financial resources to employ staff with the technical expertise that conservation authorities provide,

THEREFORE IT BE RESOLVED THAT the Town of Cobourg supports Conservation Authorities and the continuation of the critical programs and services included in their mandate;

AND FURTHER THAT during the review and consultations by the Minister of Environment, Conservation and Parks, the province continue to allow local municipalities' designated representatives to determine which programs will be delivered and mandatory, along with the use of a Board-directed fair municipal levy as per current Regulation;

AND FURTHER THAT the Town of Cobourg encourages the Province of Ontario to continue to support Conservation Authorities in the ongoing review and prioritize the allocation of adequate funding to support the core mandate of Conservation Authorities, including the GRCA;

AND FURTHER THAT this resolution is forwarded to Premier Doug Ford, the Minister of the Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, MPP David Piccini, the Association of Municipalities of Ontario, Conservation Ontario, Ganaraska Region Conservation Authority, and all other Ontario municipalities.

## **IX PUBLIC WORKS SERVICES**

Chair, Councillor Darling - Public Works Services Coordinator

1. Memo from the Director of Public Works, regarding the proposed reduction in Transit Service for the Town of Cobourg. 21 - 23

Action Recommended: THAT Council approve a reduction in transit service to suit the current demand and delegate authority to the CAO to re-implement

regular transit services incrementally or fully when required, during the COVID-19 pandemic.

2. Memo from the Director of Public Works, regarding the Town of Cobourg Flood Mitigation and Sandbag Policy PW-OPS-1. 24 - 29

Action Recommended: THAT Council approve the proposed Flood Mitigation and Sandbag Policy for the Town of Cobourg attached to the Staff report as Appendix "A".

**X PARKS AND RECREATION SERVICES**

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

**XI PROTECTION SERVICES**

Chair, Councillor Burchat - Protection Services Coordinator

**XII ARTS, CULTURE AND TOURISM SERVICES**

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

**XIII UNFINISHED BUSINESS**

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

1.	Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
	Private Transportation Regulating By-law	01-27-20	Legislative Services	<b>Regular Council Meeting</b>
	Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. <b>(Originally due November 25, 2019)</b>	01-28-19	Legislative Department	<b>May 11, 2020</b>
	Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	<b>May 11, 2020</b>
	Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	<b>May 11, 2020</b>
	Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	<b>May 11, 2020</b>
	Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	<b>May 11, 2020</b>
	Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	<b>June 1, 2020</b>
	Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	<b>June 22, 2020</b>
	Report in response to the LUSI request regarding the Radio	01-06-20	CAO	<b>June 2020</b>

Frequency Water Meter Replacement Program.			
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A

**XIV** COMMITTEE OF THE WHOLE OPEN FORUM

**If you wish to participate in the Committee of the Whole Open Forum, please send an email to the Municipal Clerk at [clerk@cobourg.ca](mailto:clerk@cobourg.ca) prior to 6:00 P.M. on Monday April 6, 2020. If participating in the Forum please join the Zoom Application by registering an account and entering the Meeting ID: 937 501 654. Once entered the Municipal Clerk will invite you into the meeting once the Committee of the Whole Open Forum has begun for the opportunity to address Council. Reminder, Procedural By-law No.009-2019 meeting rules apply.**

**XV** CLOSED SESSION

1. THAT Council meet in Closed Session in accordance with Section 239 (2)(c) of the *Municipal Act, 2001*, regarding:

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

1. Municipal Property Lease Agreement of Municipal Space.

**XVI** ADJOURNMENT

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>COUNCIL REPORT</b>	
TO:	Mayor and Council members	
FROM: TITLE:	Glenn McGlashon, MCIP, RPP Director, Planning and Development Division	
DATE OF MEETING:	March 16, 2020.	
TITLE / SUBJECT:	Application for Site Plan Approval - Development Agreement: Dodge Street Loadstar Trailers Inc. (1978327 Ontario Ltd.)	
REPORT DATE:	March 16, 2020	File #: SPA-07-20

1.0 **STRATEGIC PLAN**

N/A

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 has adopted a practice which 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. The sign has been posted on the frontage of the subject property in accordance with this procedure.

Additionally, the Planning Department provided written notice of the Complete Site Plan Amendment Application to Council on August 12, 2019, and all Site Plan Applications are considered by Council in open session prior to final approval.

3.0 **RECOMMENDATION**

THAT the attached By-law be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Development Agreement with 1978327 Ontario Ltd. and Lakefront Utility Services Inc. for a new 1,784 sq m (19,203 sq ft) single storey light industrial/office building and a 112 sq m (1,205 sq ft) single storey accessory industrial building, subject to the finalization of details by municipal staff and applicable agencies.

4.0 **ORIGIN**

In August of 2019, the Planning Department received an application for Site Plan Approval from Andrew Smith Building Design on behalf of 1978327 Ontario Ltd. (o/a Loadstar Trailers Inc.) for the construction of a 1,784 sq m (19,203 sq ft) single storey light industrial/office building, plus a 112 sq m (1,205 sq ft) accessory industrial building, on the west side of Dodge Street, north of Thompson Street (see **Figure 1 Location Map**).

The subject property is 2.53 ha (6.2 ac) in lot area and is located within the Lucas Point Industrial Park in the Town of Cobourg. The property is currently owned by the Town of Cobourg but is subject to an Agreement of Purchase and Sale with 1978327 Ontario Ltd.. The Town of Cobourg has authorized Andrew Smith to serve as the agent for this application.

The application submission underwent a number of revisions over the course of several months, and the review of the latest plans by the municipal Development Review Team is now complete. Accordingly, the Site Plan Application is now in a position to be approved by Council.

5.0 **ANALYSIS**

The subject property is designated as Employment Area in the Town of Cobourg Official Plan (2017) and located in a Light Industrial Exception One (LM-1) Zone in the Town of Cobourg's Comprehensive Zoning By-law #85-2003.

The proposal is to develop the property with a new 1,784 sq m (19,203 sq ft) single storey light industrial/office building, plus a 112 sq m (1,205 sq ft) accessory industrial building, and associated parking and loading facilities (refer to **Figure 2 – Site Plan** and **Figure 3 Building Elevations** attached).

The following attachments are included for reference purposes:

**Figure 1 – Location Map**

**Figure 2 – Site Plan**

**Figure 3 – Building Elevations**

**Figure 4 – Agreement Authorization By-law**

As part of the development approvals process, in addition to the submission of detailed plans, the proponent completed the following technical report:

- Stormwater Management Report, prepared by Dobri Engineering Ltd.

The number and scope of detailed technical background materials required for a proposal will vary based on the unique development context applicable to an individual property or project. The information provided for the proponent's development proposal, as referenced above, was determined to be appropriate and comprehensive for this development proposal based on pre-submission assessments by the Planning Department and relevant commenting Departments/Agencies.

Summary of Key Points:

The following are the key points associated with the proposal:

- The application is to develop the Subject Lands with a new 1,784 sq m (19,203 sq ft) single storey light industrial/office building fronting onto Dodge Street, plus a 112 sq m (1,205 sq ft) accessory industrial building, with associated employee parking, heavy truck loading areas and open yard storage.
- A total of twenty-three (23) asphalt surface parking spaces, including two (2) barrier free spaces, and two (2) loading spaces have been provided in accordance with the Zoning By-law #85-2003.
- The proposed building has been designed to meet the Ontario Building Code, Ontarians with Disabilities Act (2005), and the Zoning By-law, and meets municipal Accessibility Guidelines, including the provision of two (2) barrier-free parking spaces, and a concrete walkway/ramp access to the primary building entrance. The Accessibility Advisory Committee has reviewed the plans and expressed no concerns.
- The site grading will incorporate a linear stormwater management facility along the south limits of the Subject Lands to ensure that runoff is properly contained and treated before entering the municipal storm system. Opportunities for surface runoff infiltration towards the rear of the property will also be provided in order to help reduce the amount of stormwater leaving the site, as well as the demand on the municipal storm sewer system.
- Some open storage is planned for the west portion of the Subject Lands. In accordance with the Zoning By-law, the open storage area will be enclosed with a chain link fence and a vegetative buffer will be employed.

- The development will include landscaped buffers around the perimeter, particularly the front of the building to provide a pleasing streetscape and the rear property line to act as a screen for the open yard area. Approx. 22% of the site will be landscaped in compliance with the Zoning By-law.

6.0 **FINANCIAL IMPLICATIONS/BUDGET IMPACT**

There are no anticipated negative financial implications imposed on the municipality as a result of granting final approval of the Site Plan application. A municipal tree levy of \$3,501.00 and a cash-in-lieu of parkland levy of \$3,750.00 will be collected as a condition to the proposed development. Development Charges do not apply to industrial developments within the Existing Urban Area and Building Permit fees of approx. \$35,000.00 would apply for the development.

7.0 **CONCLUSION**

It is the opinion of the Planning Department that the application by Andrew Smith Building Design on behalf of 1978327 Ontario Ltd. (o/a Loadstar Trailers Inc.) to permit the development of a 1,784 sq m (19,203 sq ft) single storey light industrial/office building, plus a 112 sq m (1,205 sq ft) accessory industrial building, and associated parking, loading and storage facilities, meets all applicable policies and standards, subject to the finalization of details by planning staff and applicable agencies.

8.0 **POLICIES AFFECTING THIS PROPOSAL**

The policies that affect this proposal include the Official Plan, particularly the Employment Land Use policies, Community Design and Improvement policies, Municipal Infrastructure policies, and Development Application Submission policies of the Plan.

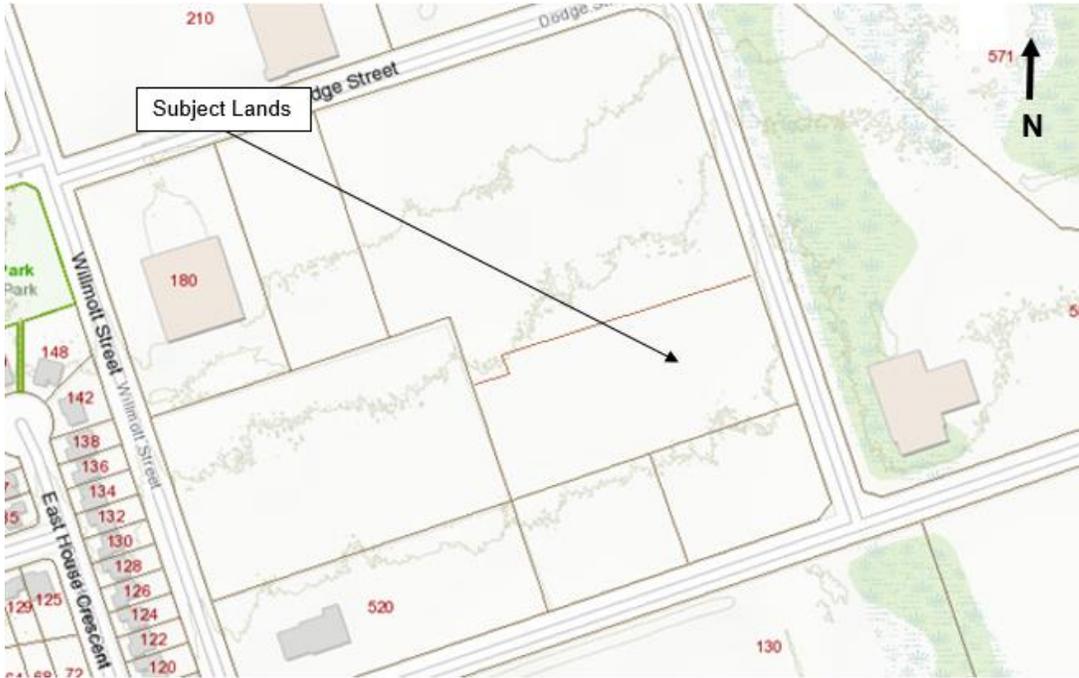
9.0 **COMMUNICATION RESULTS**

This Report is being presented to Council for approval of a By-law authorizing the Municipality to enter into a Development Agreement with the proponent. The applicant's agent has been notified of the relevant municipal procedures.

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

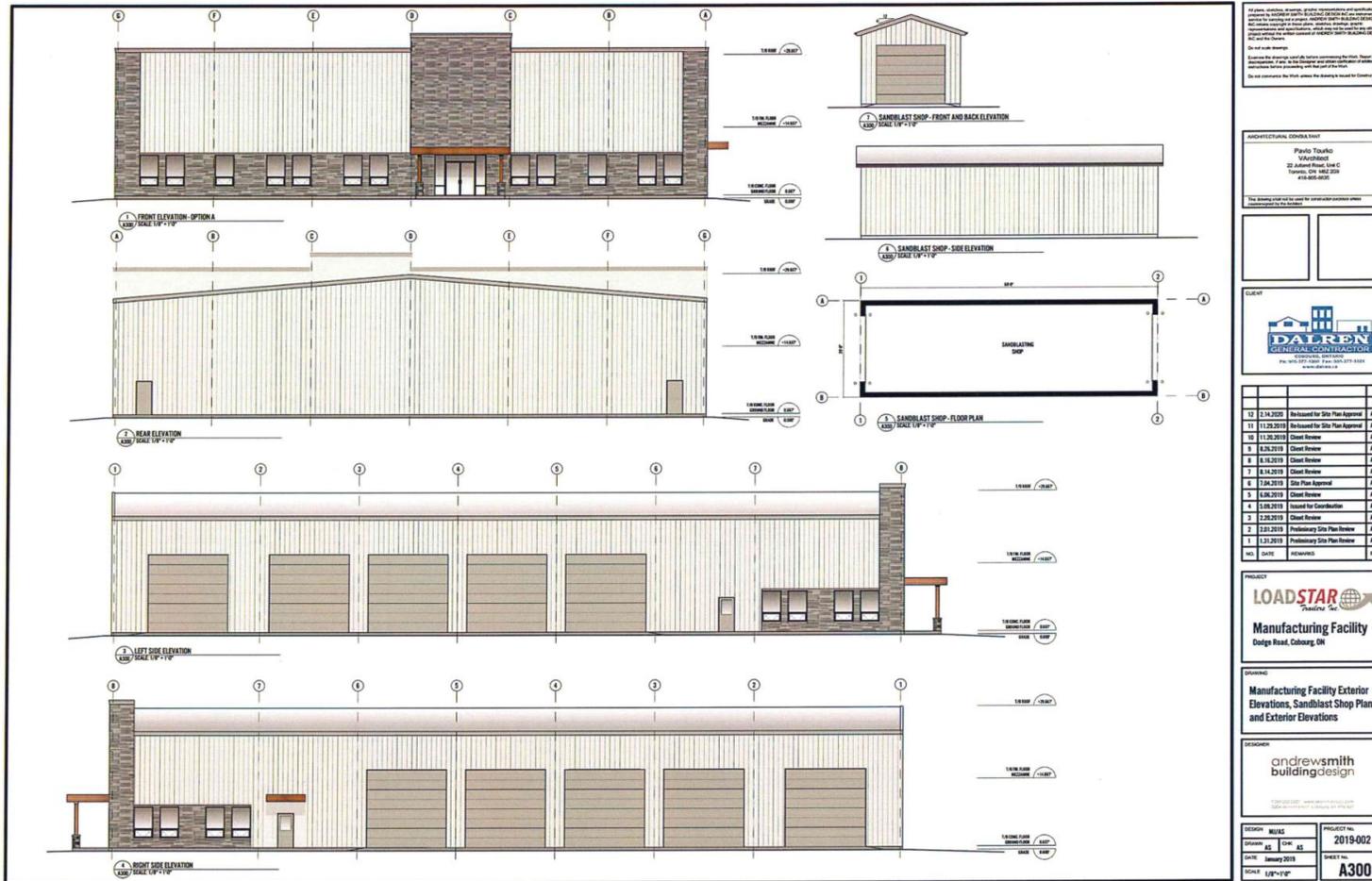


**FIGURE 1: LOCATION MAP**





**FIGURE 3: BUILDING ELEVATIONS**



All plans, elevations, drawings, general representations and specifications are subject to change without notice. The Architect shall not be responsible for any errors or omissions in the drawings or specifications. The Client shall be responsible for obtaining all necessary permits and approvals. The Architect shall not be responsible for any delays or costs incurred by the Client due to any changes or delays in the project. The Client shall be responsible for obtaining all necessary permits and approvals. The Architect shall not be responsible for any delays or costs incurred by the Client due to any changes or delays in the project.

ARCHITECTURAL CONSULTANT  
 (Firm Name)  
 22 Dundas Street East  
 Toronto, ON M5G 2G5  
 416-593-8000



NO.	DATE	DESCRIPTION	BY
12	2/14/2020	Revised for Site Plan Approval	AS
11	11/20/2019	Revised for Site Plan Approval	AS
10	11/20/2019	Client Review	AS
9	8/28/2019	Client Review	AS
8	8/14/2019	Client Review	AS
7	8/14/2019	Client Review	AS
6	7/24/2019	Site Plan Approval	AS
5	6/26/2019	Client Review	AS
4	5/28/2019	Issued for Construction	AS
3	2/28/2019	Client Review	AS
2	2/21/2019	Preliminary Site Plan Review	AS
1	1/23/2019	Preliminary Site Plan Review	AS
001	DATE	ISSUED FOR	BY

PROJECT  
**LOADSTAR**  
 Manufacturing Facility  
 Dodge Road, Cobourg, ON

WORKING  
 Manufacturing Facility Exterior Elevations, Sandblast Shop Plan and Exterior Elevations

DESIGNER  
**andrewsmith building design**

DESIGN: BULK  
 DRAWN: AS  
 DATE: January 2019  
 SCALE: 1/8"=1'-0"

PROJECT NO.: 2019-002  
 SHEET NO.: A300

**FIGURE 4: AGREEMENT AUTHORIZATION BY-LAW**

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

**A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH 1978327 ONTARIO LTD., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG. (WEST SIDE OF DODGE STREET – LUCAS POINT INDUSTRIAL PARK, COBOURG)**

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

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

1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with 1978327 Ontario Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the development of an industrial facility on the west side of Dodge Street (Lucas Point Industrial Park), Cobourg, ON.
2. THAT this By-law come into effect as of its final passing thereof and shall expire within two (2) years of the date of its final passing.

READ a first, second and third time and finally passed in Open Council this 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
MAYOR

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

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**1** DEV Site Plan Agreement 1978327 Ontario Ltd., West Side of Dodge Street – Lucas Point Industrial Park By-law No. -2020

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>COMMITTEE OF THE WHOLE STAFF REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Glenn McGlashon, MCIP, RPP Director of Planning & Development	
DATE OF MEETING:	April 6, 2020	
TITLE / SUBJECT:	Application Site Plan Approval – 428-432 King Street East (at Brook Road North) King & Brook Inc., King & Brookeast Inc./N Architecture	
REPORT DATE:	March 28, 2020.	File #: SPA-04-20

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

N/A

2.0 RECOMMENDATION

The following actions are recommended:

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

3.0 PUBLIC ENGAGEMENT

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

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the Subject Lands, in an area visible from the public realm, notifying the public that an application for Site Plan approval has been submitted to the Municipality. The sign includes general information about the proposal, a site plan, and contact information where further information can be obtained by the public. Refer to **Schedule “B”** Notice Sign attached.

Additionally, the Planning Department provides written notice of complete Site Plan Applications to Council. Finally, information relating to the Site Plan Application is posted on the municipal website under the Planning Applications page (Planning & Development).

#### 4.0 ORIGIN AND LEGISLATION

In March, 2020, the Planning Department received an application for Site Plan approval from N Architecture on behalf of King & Brook Inc. and King & Brookeast Inc. for a 0.8 ha (2.0 ac) parcel of land at the north-east corner of King Street East and Brook Road North, known municipally as 428-432 King Street East. Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the Ontario *Planning Act* and the Cobourg Official Plan and is in a position to be formally received by Council.

#### 5.0 BACKGROUND

The property known as 428-432 King Street East is a 0.8 ha (2.0 ac) parcel of land, with 97.5 m frontage on King Street East. The site is currently vacant. See **Schedule “A”** Key Map.

The Subject Lands are designated “Mixed Use Area” in the Town of Cobourg Official Plan (2017), and zoned “District Commercial (DC) Zone” in the Comprehensive Zoning By-law No. 85-2003.

In 2014, the owner obtained Site Plan Approval from the Municipality for the development of a 1,151 m<sup>2</sup> (12,391 ft<sup>2</sup>) commercial complex consisting of a gas bar, convenience store, drive-thru restaurant and service commercial space in three (3) single storey, stand-alone buildings. The owner did not commence any development on the subject property.

The owner has submitted a new application for Site Plan Approval which proposes a multi-unit commercial development consisting of four (4) single storey, stand-alone buildings with a total gross floor area of 1,237 m<sup>2</sup>, as follows: Building A1: 185 m<sup>2</sup> convenience/gas bar; Building B1: 254 m<sup>2</sup> drive-thru restaurant; Building B2: 464 m<sup>2</sup> service commercial; Building B3: 334 m<sup>2</sup> drive-thru restaurants. With respect to access and circulation, one driveway is proposed from King Street East, and one driveway is proposed from Brook Road North. See **Schedule “C”** Site Plan (note that the site plan design may change prior to final approval).

#### 6.0 ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this time. The application package has been circulated to the Development Review Team and applicable

agencies/committees for review and comment prior to final approval by the Municipality.

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

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. The Owner has submitted the requisite \$8,500.00 in application fees and deposits.

8.0 CONCLUSION

The application package has been circulated to the Development Review Team and applicable agencies for review and comments prior to final approval by the Municipality.

9.0 POLICIES AFFECTING THE PROPOSAL

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

10.0 COMMUNICATION RESULTS

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

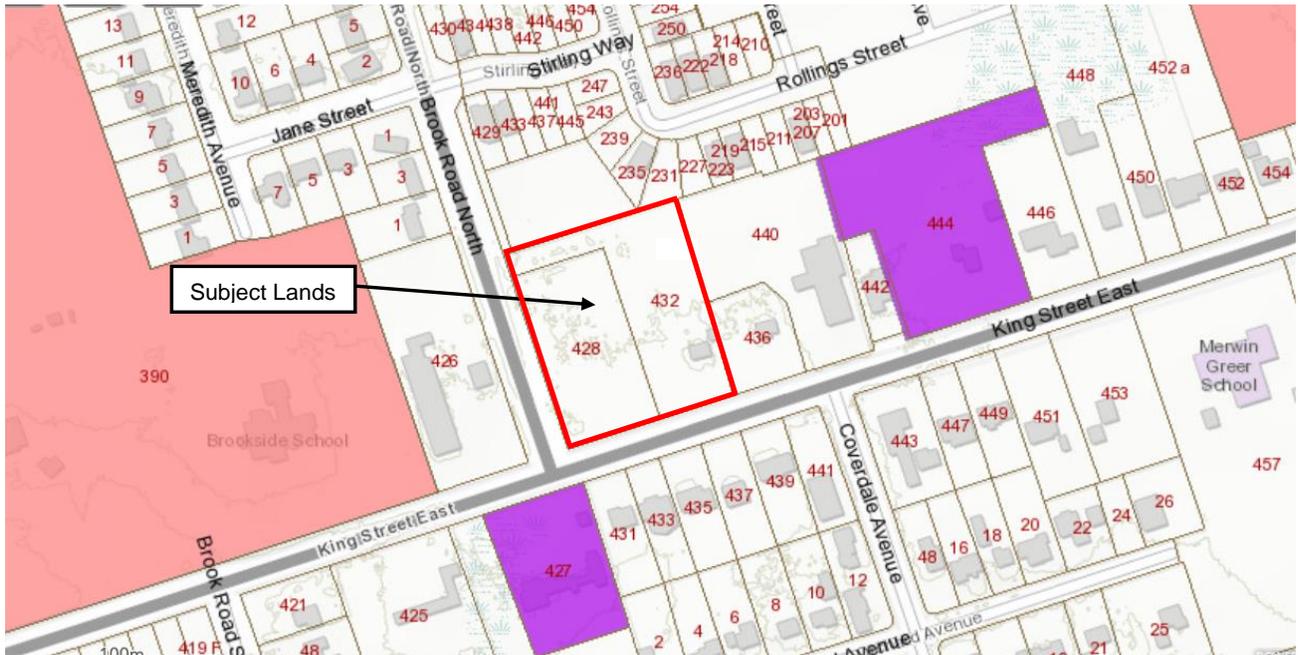
Please contact the Planning Department if you have any questions or concerns.

**Report Prepared by:**



Glenn McGlashon, MCIP, RPP  
Director of Planning & Development

**SCHEDULE 'A'**  
**KEY MAP**



**SCHEDULE "B"  
NOTICE SIGN**

# Public Notice



## SITE PLAN APPLICATION

### Applicant

King & Brook Inc. and King & Brookeast Inc.

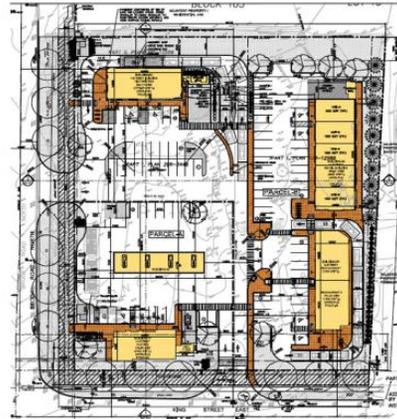
### Site Location

428-432 King Street East, Cobourg

### Proposal

An application for development of four (4) single storey commercial buildings with nine (9) units has been submitted to the Town of Cobourg.

- Four (4) commercial buildings.
- Nine (9) units, including a gas bar, convenience store and two (2) drive thru restaurants.



428-432 King Street East, Cobourg



This is a technical process. There is no Public Meeting proposed for this application.

## LEARN MORE:

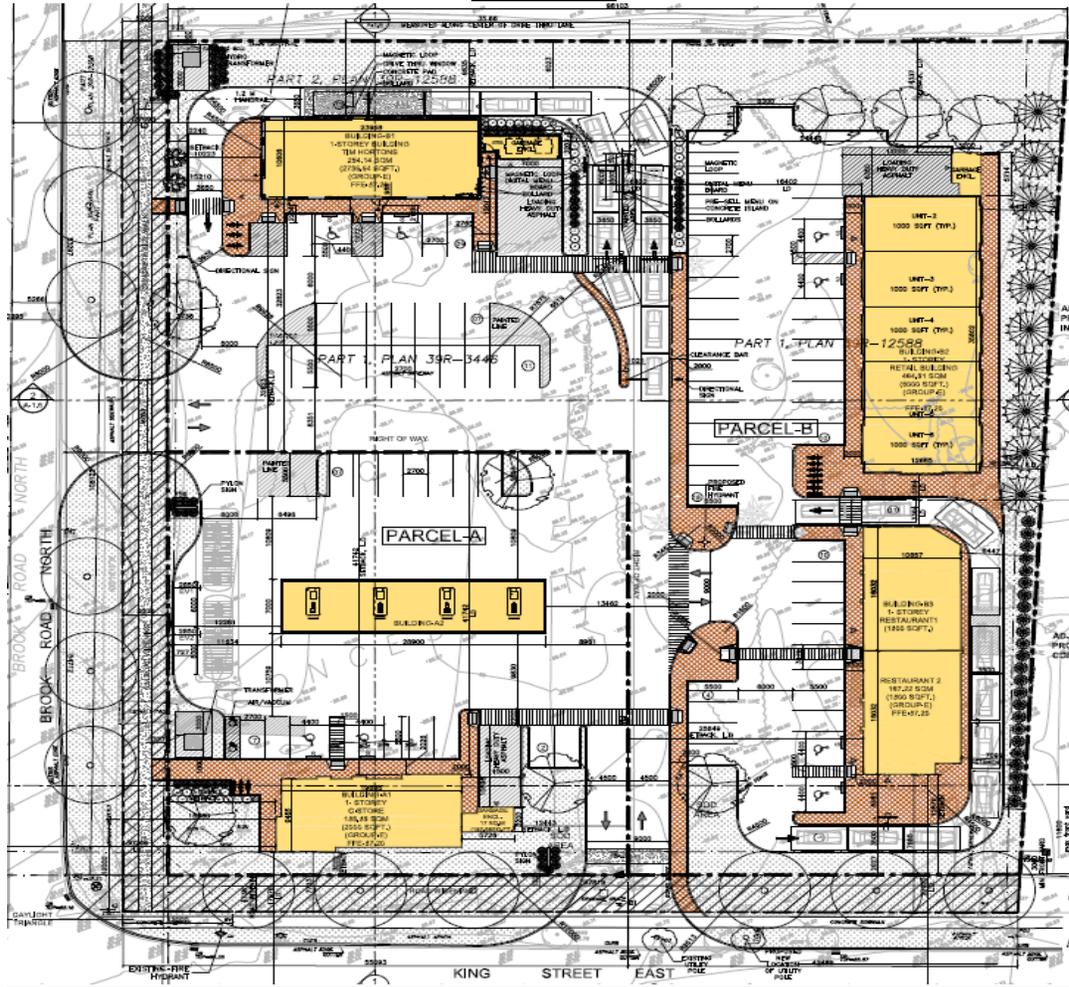


**Contact a Planner**  
Building & Planning Department  
Town of Cobourg

(905) 372-1005  
planninginfo@cobourg.ca

[cobourg.ca](http://cobourg.ca)

**SCHEDULE "C"**  
**SITE PLAN**



 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Director of Public Works	
DATE OF MEETING:	April 6, 2020	
TITLE / SUBJECT:	Proposed Reduction in Transit Service	
REPORT DATE:	April 1, 2020	File #:

1.0 STRATEGIC PLAN  
NA

2.0 PUBLIC ENGAGEMENT  
Staff have been engaged with Ontario Public Transit Association who have been keeping a line of communication open between all municipal transit operations regarding their individual responses to the COVID-19 crisis.

3.0 RECOMMENDATION  
THAT Council approve a reduction in transit service to suit the current demand and delegate authority to the CAO to re-implement regular transit services incrementally or fully when required, during the COVID-19 crisis.

4.0 ORIGIN  
COVID-19 crisis.

5.0 BACKGROUND  
Transit has been defined as an essential business during the COVID-19 crisis and our buses are running to transport medical staff, and other essential workers where they need to go and those who need to access those services. Ridership has been substantially reduced which during this crisis is actually the most encouraging sign that the public are listening and understanding the importance of staying home during this critical time.

Due to the reduced ridership, transit systems across Ontario have been modifying their hours of service and routes to reduce costs and reduce exposure to front line bus operators. Many transit systems have moved to a free service to allow for rear door boarding and to eliminate contact with drivers. Some services have been eliminated entirely to encourage the public to stay home (Deseronto/Windsor).

6.0 ANALYSIS

Since March 14th, 2020 conventional ridership has been reduced by an average of 50% Monday to Saturday and over 90% on Sundays. Based on hours of demand, Staff are proposing a reduction in service to further protect drivers and riders from being unnecessarily exposed and to discourage riders from using transit for purposes other than essential work, medical appointments, or pharmacy/grocery supplies. The proposed hours will meet the demand of those using transit to commute to work and when essential businesses are open.

**Conventional:**

	Existing Schedule / Hrs		Proposed Schedule / Hrs	
Monday to Friday	6:15 AM-7:45 PM	13.5 hrs	7:00 AM-5:30 P.M	10.5 hrs
Saturday	8:15 AM-6:45 PM	10.5 hrs	8:30-4:30	8 hrs
Sunday	8:45 AM-3:45 PM	7 hrs	0 hrs	0 hrs

Since March 14, 2020 Wheels ridership has dropped by over 85% Monday to Saturday and over 90% on Sunday. Daily ridership is averaging at 3 when it is typically 24. Wheels must continue to operate at an early hour in the morning for dialysis patients and the last drop off for dialysis patients is 4:30.

**Wheels:**

	Existing Schedule / Hrs		Proposed Schedule / Hrs	
Monday to Friday	6:15 AM-10:00 PM	15.75 hrs	6:45 AM-5:30 PM	10.75 hrs
Saturday	8:15 AM-6:45 PM	10.5 hrs	8:30 AM-4:30 PM	8 hrs
Sunday	8:45 AM-3:45 PM	7 hrs	0 hrs	0 hrs

It should be noted that Wheels is not an on demand service. Bookings must be made the day before usage.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

**Option A:** The proposed reduction in hours above will be a savings of \$5,400/week if both routes are kept operational.

**Option B:** The proposed reduction in hours above will be a savings of \$7,300/week if Route 1 is kept operational and Route 2 is reduced further to only operate between 7-10am and 3:30-5:30pm Monday to Friday.

**Option C:** The proposed reduction in hours above will be a savings of \$9,600/week if both routes are combined into one hour long comprehensive route. Staff will coordinate with the transit operator to ensure that the single route includes the high demand areas and meets the needs of our community within good reason.

Option C will require test driving to ensure a new route can be serviced in one hour and so that we can prepare a schedule for riders to know when service will be provided at each stop.

For any change in service, notices will be prepared and posted on shelters, a media release will be prepared, the website will be updated and unused bus stops will be bagged, if necessary.

There will be no transit service on Good Friday. The chosen Option, if any, is intended to be implemented for service on Monday April 13, 2020.

With the ongoing changes during the COVID-19 crisis, should demand not be met by the chosen Option, a delegation of authority to the CAO would allow Staff to increase services incrementally as needed to meet the changing demand. Service would not be further reduced without Council approval.

At this time, Staff are recommending Option B as an interim measure to reduce operating costs and to further protect drivers and riders from unnecessary exposure. A route for Option C will also be finalized should demand continue to decline so that Staff can be prepared to implement Option C on short notice.

8.0 CONCLUSION

THAT Council approve a reduction in transit service to suit the current demand and delegate authority to the CAO to re-implement regular transit services incrementally or fully when required, during the COVID-19 crisis.

12.0 AUTHORIZATION/SIGNATURES

Ian Davey, Treasurer/Director of Corporate Finance  
Services/ Interim CAO



# CORPORATION OF THE TOWN OF COBOURG

**Division:** Public Works Services

**Effective Date:**

**Department:** Public Works

**Approval Level:** Council

**Policy Title:** Flood Mitigation and Sandbag Policy

**Section #** 4-2  
**Policy #** PW-OPS-1

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## Purpose

The purpose of this policy is to identify the process under which municipal staff will mitigate flooding on Municipal property so as not to adversely impact adjacent private properties.

## Policy

### **1.0 ESTABLISHED PROCEDURE**

1.01 Responsibility of the Town of Cobourg (Public Works Departments, Administration, etc.) in connection with flooding:

- Develop, maintain and disseminate information to residents and business owners within the municipality and provide regular updates to stakeholders described in the policy.
- Take the necessary precautions to remove ice and snow from at risk areas and open all culverts and drains to reduce the chance of road washouts.
- Where possible, address problem beaver dams that may release and cause road washout.
- Patrol roads in at risk areas during spring melt and heavy rain events, take necessary maintenance precautions, and do necessary repairs. May include weekend patrolling at the discretion of the Director of Public Works or designate
- Check bridges and remove debris and ice if blockages exist.
- If roads become flooded, close such roads safely and provide public notification.
- Keep municipal office informed as to road conditions.
- Advise property owners of local businesses that may supply sandbags and sand.

### **1.02 Responsibility of Fire Department & Emergency Medical Services (EMS):**

- Assist with and facilitate when appropriate, the evacuation of persons in areas that threaten life safety, health and wellbeing.



# CORPORATION OF THE TOWN OF COBOURG

Division: Public Works Services

Effective Date:

Department: Public Works

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Policy Title: Flood Mitigation and Sandbag Policy

Section # 4-2  
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### 1.03 Responsibility of the Mayor:

- Declare a state of emergency through Municipal Emergency Control Group as necessary and in consultation with the Municipal Emergency Control Group.

### 1.04 Responsibility of Northumberland County:

- Support Member Municipalities and this policy during flooding events.

### 1.05 Responsibility of Resident(s) and Property Owner(s):

- Mitigate flooding on private property.
- Obtain sand and sandbags for use on private property.
- Obtain instructional information from Municipal website to build sandbag wall.
- Proper disposal of sand and sandbags at an appropriate waste management facility

### Scope

This policy applies to responsibilities of the municipal departments during flooding events. This policy **does not apply** to a “declared emergency” when the Municipality will operate under the approved Emergency Plan.

### Cross Reference

Policy #

Procedure #

Resolution #	Revision Description:	Signature/Municipal Clerk: _____	Council Approval Date:
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 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Director of Public Works	
DATE OF MEETING:	April 6, 2020	
TITLE / SUBJECT:	Flood Mitigation and Sandbag Policy	
REPORT DATE:	April 1, 2020	File #:

1.0 STRATEGIC PLAN  
NA

2.0 PUBLIC ENGAGEMENT  
NA

3.0 RECOMMENDATION  
THAT Council approve the proposed Flood Mitigation and Sandbag Policy.

4.0 ORIGIN  
Nuisance spring flooding and high lake levels.

5.0 BACKGROUND  
A policy is necessary to clarify who is responsible for what mitigation measures during flooding events.

6.0 ANALYSIS  
The Northumberland County Inter-Municipal Public Works Committee meets quarterly to discuss shared services and concerns among all lower tiers and the County. A sub-committee was formed to create a flood mitigation and sandbagging policy for all parties to adopt so that the message could be consistent across the County. The attached policy is the final version that the County intends to bring before Council in May.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT  
NA

8.0 CONCLUSION  
THAT Council approve the proposed Flood Mitigation and Sandbag Policy.

9.0 POLICIES AFFECTING THE PROPOSAL  
NA

10.0 COMMUNICATION RESULTS  
NA

12.0 AUTHORIZATION/SIGNATURES

## **1. POLICY STATEMENT**

The purpose of this policy is to identify the process under which municipal staff will mitigate flooding on Municipal property so as not to adversely impact adjacent private properties.

## **2. SCOPE**

This policy applies to responsibilities of the municipal departments during flooding events. This policy **does not apply** to a “declared emergency” when the Municipality will operate under the approved Emergency Plan.

## **3. PROCEDURE**

3.01 Responsibility of Member Municipalities (Public Works Departments, Administration, etc.) in connection with flooding:

- Develop, maintain and disseminate information to residents and business owners within the municipality and provide regular updates to stakeholders described in the policy.
- Take the necessary precautions to remove ice and snow from at risk areas and open all culverts and drains to reduce the chance of road washouts.
- Where possible, address problem beaver dams that may release and cause road washout.
- Patrol roads in at risk areas during spring melt and heavy rain events, take necessary maintenance precautions, and do necessary repairs. May include weekend patrolling at the discretion of the Director of Public Works or designate
- Check bridges and remove debris and ice if blockages exist.
- If roads become flooded, close such roads safely and provide public notification.
- Keep municipal office informed as to road conditions.
- Advise property owners of local businesses that may supply sandbags and sand.

3.02 Responsibility of Fire Department & Emergency Medical Services (EMS):

- Assist with and facilitate when appropriate, the evacuation of persons in areas that threaten life safety, health and wellbeing.

3.03 Responsibility of the Mayor/Warden:

- Declare a state of emergency through Municipal Emergency Control Group.

3.04 Responsibility of Northumberland County:

- Support Member Municipalities and this policy during flooding events.

3.05 Responsibility of Resident(s) and Property Owner(s):

- Mitigate flooding on private property.
- Obtain sand and sandbags for use on private property.
- Obtain instructional information from Municipal website to build sandbag wall.
- Proper disposal of sand and sandbags at an appropriate waste management facility

Resources:

- Lower Trent Conservation 2018 Flood Contingency Plan
- <https://youtu.be/oVQA-TPqtEQ> (how to build a proper sandbag wall – Canadian Armed Forces)