

	THE CORPORATION OF THE TOWN OF COBOURG
	Committee of the Whole AGENDA
	Tuesday February 20, 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 February 20, 2018 at 4:00 PM in the Council Chambers, Victoria Hall, Cobourg.

I AGENDA ADDITIONS

1. A Memo from the Chief Administration Officer, regarding the Development Charges Rebate Program, a letter from Miriam Mutton, Cobourg resident, regarding the 2018 Municipal Budget and the Kerr Street Lay-By Project and delegation from John Lee and Laurel Clarry, Phoenix Genesis, regarding the Downtown Cobourg Vitalization Plan 2017 (CIP), second intake reconsideration of 77 Albert Street, Cobourg and 38 Albert Street, Cobourg.

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

II DISCLOSURE OF PECUNIARY INTEREST

III PRESENTATIONS

1. Ashley Purdy, Communications Manager, Mike Vilneff, Cobourg Fire Chief and Gene Thompson, Deputy Fire Chief regarding 'This is Cobourg' featuring the Cobourg Fire Department.

IV DELEGATIONS

1. Robert Washburn, Professor in the Journalism Program at Loyalist College, 6 requesting waiver of the fees associated with the Concert Hall to hold a public meeting regarding the state of local news in West Northumberland.
2. John Lee and Laurel Clarry, Phoenix Genesis, regarding the Downtown Cobourg Vitalization Plan 2017 (CIP), second intake reconsideration of 77 Albert Street, Cobourg and 38 Albert Street, Cobourg.

V DELEGATION ACTIONS

VI ECONOMIC DEVELOPMENT SERVICES

Chair, Mayor Brocanier - Economic Development Services Coordinator

VII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Henderson - General Government Services Coordinator

1. Memo from the Chief Administration Officer, regarding the Development Charges Rebate Program. 7 - 9

Action Recommended: THAT Council authorize the submission of an Expression of Interest for the Ontario Ministry of Housing Development Charges Rebate Program; and

FURTHER THAT Council designate the County of Northumberland as program administrator and Service Manager; and

FURTHER THAT Council authorize Northumberland County as Service Manager to submit, on its behalf, an Expression of Interest to the Ontario Ministry of Housing (MHO); and

FURTHER THAT Council authorizes the County of Northumberland, as program Service Manager, to enter into a Transfer Payment Agreement with the Ontario Ministry of Housing (MHO) on the Town of Cobourg's behalf.

2. Memo from the Treasurer/Director of Corporate Services regarding the Cancellation, Reduction or Refund of Taxes, 2017 Final Report. 10 - 12

Action Recommended: THAT Council approve the reduction of property taxes in the amount of \$44,703.72 the balance to be shared with the County and School Boards on the following basis:

Town of Cobourg	\$(19,992.65);
County of Northumberland	\$(11,375.35);
Education	\$(11,938.74);
DBIA	\$(1,396.98).

3. Letter from Louise Fradet-Clark, Event Coordinator, Big Brothers Big Sisters of Northumberland, requesting that Municipal Council proclaim Saturday March 3, 2018 as 'Bowl for Kids' Sake Day' in the Town of Cobourg. 13 - 14

Action Recommended: THAT Council proclaim Saturday March 5, 2018 as 'Bowl for Kids' Sake Day' in the Town of Cobourg at the request of Big Brothers Big Sisters of Northumberland.

4. Memo from the Municipal Clerk/Manager of Legislative Services regarding the Advisory Committees of Council Policy and Procedure for the Town of Cobourg. 15 - 40

Action Recommended: THAT Council adopt the 'Advisory Committees of Council Policy and Procedure' to outline the roles and responsibilities of Committee Members, Municipal Council and Staff based on fair and equitable approach and process for the establishment and operation of advisory committees in the Town of Cobourg as outlined in the policy attached to this report as Appendix "A".

5. Letter from Adam Bureau, Chair of the Cobourg Downtown Business Improvement Area Board of Management, regarding a request for the waiver of rental fees for the Cobourg Market Building and Victoria Hall, Cobourg for DBIA public and private events. 41

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

FURTHER THAT Council grant OR respectfully deny the request for the waiver of rental fees for the Cobourg Market Building and Victoria Hall, Cobourg for DBIA public and private events.

VIII PARKS AND RECREATION SERVICES

Chair, Councillor Darling - Parks and Recreation Services Coordinator

1. Letter of resignation from Ken Jansen, Parks and Recreation Advisory Committee Member.

Action Recommended: THAT Council receive the letter of resignation with regret.

2. Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the renaming of the Langevin Headlands/Pier and the naming of the East Pier in the Town of Cobourg. 42

Action Recommended: THAT Council support the recommendation from the Parks and Recreation Advisory Committee that the Langevin Headland Pier follow the newly adopted Municipal Naming Policy process; and

FURTHER THAT the East Pier proceed through the Municipal Naming Policy application process; and

FURTHER THAT the renaming process and procedure be delayed until after the Waterfront Detailed Design Study is complete.

IX PUBLIC WORKS SERVICES

Chair, Councillor Rowden - Public Works Services Coordinator

1. Memo from the Engineering Technician, regarding a by-law to assume the Parkview Hills Phases one (1) and two (2) Ashland Drive and Parkview Hills Drive, Cobourg. 43 - 47

Action Recommended: THAT the by-law be endorsed and be presented to Council for adoption at a Regular Council Meeting.

2. Letter from Miriam Mutton, Cobourg resident, regarding the 2018 Municipal Budget and the Kerr Street Lay-By Project. 48 - 53

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

X PROTECTION SERVICES

Chair, Councillor McCarthy- Protection Services Coordinator

XI PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

1. Notice of Hearing of the Committee of Adjustment including Planning Staff Report: 54 - 74

File No: B-01/18, B-02/18, B-03/18 271 Clyde Street, Cobourg
(Clark Consulting Services) (Ewart).

Action Recommended: THAT Council receive the Notice of Hearing of the Committee of Adjustment and endorse the comments of the Planning Staff.

2. Motion from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 107 King Street West Cobourg (Khederzadeh, Sky Solar Holdings on behalf of the Town of Cobourg) (HP-2018-003). 75

Action Recommended: THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit (#HP-2018-003) as submitted by Hamidreza Khederzadeh of Sky Solar Holdings on behalf of the Town of Cobourg in partnership with Cobourg Police Service and Lakefront Utilities for the following scope of work at the Cobourg Police Station located at 107 King Street West, Cobourg:

1. A carport structure with two parking spaces with solar panels on the roof of the carport;
2. Two EV charging stations for vehicle charging;

Subject to the finalization of details by staff.

3. Memo for the Planner I, Heritage, regarding the Downtown Cobourg Vitalization Plan 2017 (CIP), second intake reconsideration of 77 Albert Street, Cobourg and 38 Albert Street, Cobourg. 76 - 84

Action Recommended: THAT Council respectfully deny the disbursement of financial incentives under the programs of the Downtown Cobourg Vitalization Plan (CIP) for 77 Albert Street, Cobourg and 38 Albert Street, Cobourg; and

FURTHER THAT the applicants consider submitting a new, detailed and complete application under the 2018 CIP intake process.

XII COMMUNITY SERVICES

Chair, Councillor Séguin- Community 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. 003-2016.

1. 06-05-17 Sidewalk installations Policy/Priority list (Public Works)
- 08-21-17 Traffic Study Lower Division Street/Esplanade Area (Public Works)
- 08-21-17 MOU between YMCA Northumberland and the Town of Cobourg
(Parks and Recreation)
- 10-02-17 West Pier Renaming (Parks and Recreation Committee)
- 10-10-17 Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street
(Public Works)
- 10-23-17 East Pier Renaming (Keeler) (Parks and Recreation Committee)
- 01-08-18 Barrier Free Parking Spaces Report (Public Works)
- 01-29-18 Lawn Bowling Request for Heritage Permit Permission (Planning)

XIV CLOSED SESSION

XV ADJOURNMENT

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

February 2, 2018

Re: Accommodation for the rental of the Concert Hall

Dear Mr. Peacock,

The faculty team in the Journalism Program at Loyalist College is requesting a waiver of the fees associated with the Concert Hall to hold a public meeting regarding the state of local news in West Northumberland. We would like to hold it in April on a Monday or Tuesday evening from 7 p.m. – 8:30 p.m.

The team is working with a group of local journalists, activists and citizens who expressed grave concerns about the future of local news in Northumberland following the sudden closure of Northumberland Today in December. We hope to have a constructive conversation with the public around the state of local news, successes and challenges facing the industry and what potential next steps could be taken to address concerns.

Loyalist College held a similar event in Belleville this past September, which was very successful. Over 100 people gather at the college, including politicians, community leaders and representatives from a host of community organizations, along with many members of the public. All local media outlets were present. There was a very positive exchange of ideas, concerns and comments. We continue to work with the community on developing approaches to strengthen local news coverage and support the news media.

Our goal is to do the same for West Northumberland. An event of such significance to the community should be held in the Concert Hall. We will be inviting the public, as well as contacting the various councils, community groups, service clubs, agencies, non-profits and, most importantly, the public within Northumberland West to join us. We also hope to record the event, as well as stream it live, to ensure we reach out to as many people as possible. We will also be using various tools to engage the public in advance and to follow up after the event.


Please support our efforts by providing a waiver of the fees and the appropriate staff to assist us in setting up the hall both physically and technically to achieve our best results.

The journalism faculty team appreciate your support and we look forward to working with the community as we move forward.

Thanks in advance.

Sincerely,

Robert Washburn

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Stephen Peacock, P.Eng. CAO	
DATE OF MEETING:	February 19, 2018	
TITLE / SUBJECT:	Development Charges Rebate Program	
REPORT DATE:	February 12, 2018	File #:

1.0 STRATEGIC PLAN

Objective #4- Managing sustainable growth and development

3.0 RECOMMENDATION

That Council Authorize the submission of an Expression of Interest for the Ontario Ministry of Housing Development Charges Rebate Program, and;

Further, that Council designate the County of Northumberland as program administrator and Service Manager, and;

Further, That Council authorize Northumberland County as Service Manager to submit, on its behalf, an Expression of Interest to the Ontario Ministry of Housing (MHO), and;

further, that Council authorizes the County of Northumberland, as program Service Manager, to enter into a Transfer Payment Agreement with MHO on the municipalities behalf.

5.0 BACKGROUND

On April 20/17, the Ontario government announced the Fair Housing Plan. One of the measures in this plan is the Development Charges Rebate(DCR) Program. Other initiatives include a mandatory new multi-residential property tax class which ensures that municipalities tax rental apartments at a similar rate as other residential properties. This memo is in regards to execution of the

Development Charges Rebate Program.

6.0 ANALYSIS

Under the DCR program up to \$125 million over 5 years or \$25 million/year, will be available to eligible municipalities. For a community to be eligible it must have a rental vacancy rate of 3% or less or be a community with high tenant population(20% or more of households). In Northumberland County Cobourg and Port Hope qualify for the program. Cobourg's numbers as of Oct 2017 are:

- apartment vacancy rate **1.3%**
 - tenants as a percentage of total residential **29.8%**
 - number of existing private apartments **931**
 - average rent: 1 bedroom-**\$868**, 2 bedroom- **\$1063**, 3 bedroom- **\$1402**
- *Source CMHC rental market survey*

Under the DCR program, municipalities have the flexibility to determine the rental housing projects which will receive funding. Funding will be based on local need and provincially mandated broad criteria which include:

- development must be consistent with Provincial Planning Policy
- Units receiving rebate must remain rental for a minimum of 20 years.
- starting rents cannot exceed 175% AMR(Average Market Rents) as published by CMHC(this number may be adjusted down by the local program administrator)

Under the Program municipalities have the flexibility to determine:

- The built form of rental housing developments eligible,
- unit size configuration based on local need,
- the amount of rebate available(partial or full)
- timing of rebate
- minimum rent as a percentage of AMR

In Northumberland, the County has the regional mandate for social services including housing. The County has recently completed a detailed housing strategy that identifies specific housing needs for the community. Cobourg and Port Hope staff have met with County representative to review the DCR Program. The County is very interested in the program as it relates directly to their housing strategy. With that in mind they have volunteered to administer the program as the designated Service Manager. As Service Manager they will develop, in consultation with the lower tiers, eligibility criteria for each municipality and processes to execute the program. Cobourg and Port Hope staff agree that a general county wide consistent approach carried out by County Social Services is in the best interest of their municipalities. As part of their duties, the County would submitted Expression of Interests for both Cobourg and Port Hope. The EOI submissions are required by March 2/18.

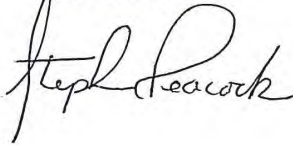
7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

This program will not impact the collection of full Development Charges so will not have a financial Impact on the Development Charges Reserve.

8.0 CONCLUSION

The Ontario Ministry of Housing through the Development Charges Rebate Program will be provide relief of DC costs for rental development to eligible municipalities. Administration of the program will be at the local level. For Cobourg and Port Hope it is preferable to have County Social Service manage this program and as such be designated the Service Manager. Municipalities through a resolution must provide direction to the Ministry of Housing that they wish to participate in the program and that they have designated an upper tier to carry out the project administration role.

Approved By:



Department:

CAO

T O W N
OF
C O B O U R G



MEMO
TOWN OF COBOURG
CORPORATE SERVICES
IAN D. DAVEY
TREASURER
(905) 372-4301 EXT 4201
idavey@cobourg.ca

To: Mayor and Members of Council
From: Ian D. Davey - Treasurer

Re: Cancellation, Reduction or Refund of Taxes - FINAL REPORT 2017
Date: January 26, 2018

ORIGIN

Finance Department property tax adjustments.

BACKGROUND

Section 357 of the Municipal Act, 2001 provides the authority for a local municipality to cancel, reduce or refund all or part of the taxes levied if one of the following events occurs:

* **As a result of a change event, the property is eligible to be reclassified in a different class of real property.**

* The property has become vacant land during the year.

* The property has become exempt because it has been acquired by the Crown or a municipality.

* A building on the land has been destroyed or damaged during the year.

* A mobile unit on the land has been removed from the municipality.

* An owner has been overcharged due to a gross or manifest error that is clerical or factual in nature.

* Repairs or renovations to the property prevented the normal use of the property for a period of at least three months during the year.

In addition, Ontario Regulation 325/01 provides for a rebate of property taxes for vacancies in Commercial and Industrial Buildings when the entire building or a portion thereof has been vacant and unused for a period of at least 90 consecutive days during the year.

Taxpayers may also appeal the assessment of their properties which can lead to a reduction in their tax liabilities. These appeals may be settled on an informal basis as Minutes of Settlement or on a formal basis to the Assessment Review Board. When the Town is notified of these decisions, a tax adjustment is made either by way of a credit or a refund.

Section 361 of the Municipal Act, 2001 provides that every municipality shall have a tax rebate program for eligible charities for the purposes of giving them relief from taxes on eligible property that they occupy. The rebate is calculated based on 40% of the total taxes on that portion of the property occupied by the eligible charity.

The Town of Cobourg also provides a Heritage Tax Incentive for properties within the Commercial Core Heritage District to encourage the renovation and restoration of these properties. The amount of the grant is equal to the amount of the annual increase in the municipal portion of the taxes for such properties that is a direct result of a reassessment due to an approved restoration project.

TAX ADJUSTMENTS

Included with this report is a spreadsheet providing the background calculations to support tax adjustments for several properties. The net result of these changes is a reduction in taxes in the amount of **\$44,703.72**

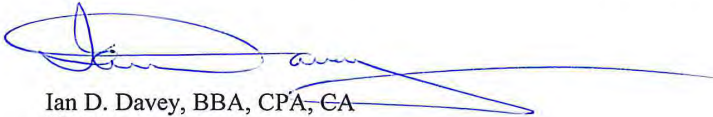
FINANCIAL IMPLICATIONS

The net reduction in taxes included with this report amounts to \$44,703.72. This balance is shared with the County, and School Boards on the following basis:

	Dec 31, 2017	Year To Date	2017 Budget
Town of Cobourg	\$ (19,992.65)	\$ (1,069,865.99)	\$(800,000)
County of Northumberland	\$ (11,375.35)	\$ (577,177.16)	
Education	\$ (11,938.74)	\$ (1,096,890.73)	
DBIA	\$ (1,396.98)	\$ (1,369.90)	

RECOMMENDATION

That council pass a motion to approve the reduction of property taxes in the amount of \$44,703.72.



Ian D. Davey, BBA, CPA, CA
Treasurer

taxcan09/17

TOWN OF COBOURG

WRITEOFFS December 31, 2017

ASSESSMENT REVIEW BOARD AND / OR
MINUTES OF SETTLEMENT

December 31, 2017

ROLL #	ADDRESS	REASON	TAX YEAR	ASSESSMENT CHANGE	TAX CHANGE	TOWN	COUNTY	EDUC	DBIA
000.040.02491	148 Third Street, Unit 77	Amended Property Assess	2017	GT (\$43,400)	-1,475.68	-556.03	-316.39	-603.26	0.00
000.040.02492	148 Third Street, Unit 78	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.040.02493	148 Third Street, Unit 79	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.040.02494	148 Third Street, Unit 80	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.040.02495	148 Third Street, Unit 81	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.040.02496	148 Third Street, Unit 82	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.040.02498	148 Third Street, Unit 85	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.040.02499	148 Third Street, Unit 86	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.040.02567	148 Third Street, Unit 87	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.040.02568	148 Third Street, Unit 88	Amended Property Assess	2017	GT (\$43,400)	-1,630.90	-556.03	-316.39	-603.26	-155.22
000.180.11000	711 Ontario Street	Minutes of Settlement	2017	IT (\$944,000) CT \$943,133	-46,059.46 32,068.32	-20,992.58 12,083.14	-11,945.28 6,875.63	-13,121.60 13,109.55	0.00 0.00
000.210.20310	1111 Elgin St W	Vacancy Rebate	2016	n/a	-2,288.48	-858.18	-487.45	-942.85	0.00
000.070.10000	439 Cottesmore Ave	Minutes of Settlement	2017	RT (\$13,750)	-207.03	-116.26	-66.16	-24.61	0.00
000.060.01200	429 William Street	Minutes of Settlement	2017	CT (\$161,000)	-5,474.30	-2,062.68	-1,173.72	-2,237.90	0.00
000.280.01750	0 DePalma Drive	Minutes of Settlement	2017	CT (\$69,950) CT (\$4,450)	-2,378.44 -16.75	-896.18 -9.41	-509.95 -5.35	-972.31 -1.99	0.00 0.00
000.180.15920	600 William Street	357 Application	2017	CT (\$123,340)	-4,193.80	-1,580.20	-899.17	-1,714.43	0.00
					-44,703.72	-19,992.65	-11,375.35	-11,938.74	-1,396.98
REALLOCATE CAPPING						0.00	0.00	0.00	
TOTAL FOR THIS REPORT					-44,703.72	-19,992.65	-11,375.35	-11,938.74	-1,396.98

Ashley Henderson

From: Louise Fradet <Louise.Fradet@bigbrothersbigsisters.ca>
Sent: Friday, January 19, 2018 11:49 AM
To: Ashley Henderson
Subject: Proclamation Request Submission to Town of Cobourg
Attachments: Save the Date BFKS North 2018 FV.pdf

To Whom It May Concern at the Town of Cobourg:

I am putting forth a request to have Saturday, March 3, 2018 proclaimed as Bowl for Kids Sake day in the Town of Cobourg. The Bowl for Kids Sake is a signature fundraising initiative in support of Bis Brothers Big Sisters of Northumberland. This is a charitable organization that assists youth and their families in our community.

The Bowl for Kids Sake event is taking place at Northshore Lanes on March 3rd from 1:00 to 4:00pm. We are counting on the businesses and individuals of our community to show their support on this day and throughout the 2018 Bowl for Kids Sake campaign.

The Big Brothers Big Sisters of Northumberland office is located 62 Swayne St. Cobourg, ON K9A1K5.

I have attached the Save The Date flyer for this event.

I am the contact for this event/campaign. My name is Louise Fradet-Clark and can reached vis this email, louise.fradet@bigbrothersbigsisters.ca or at 905-706-2159 directly.
Thank you for your consideration and I look forward to hearing back from you.

Louise

Louise Fradet-Clark
Event Coordinator
905-706-2159

Big Brothers Big Sisters of South-West Durham
Big Brothers Big Sisters of Northumberland
Pickering 905-831-3777 | Cobourg 289-252-1828

www.bigbrothersbigsisters.ca/swdurham www.bigbrothersbigsisters.ca/northumberland

Join Our Community: [Facebook](#) | [Twitter](#) | Be Inspired - [Click Here](#)

We're better together. *Start something* today that will last a lifetime.



Bowlforkidsake start something



Mark Your 2018 Calendar!!!

Bowl for Kids Sake is our signature campaign, our most successful fundraiser...and fun!

Our main event is taking place on:

Sat. March 3rd 1:00 - 4:00pm in Cobourg
(at Northshore Lanes)

By supporting Big Brothers Big Sisters of Northumberland, every dollar you raise* helps match kids with a mentor in the communities of the Northumberland region.

Research shows that children who have been mentored have higher self esteem and are more likely to stay in school—empowering them to succeed, give back and realize their true potential.

For more info or to register:

Tel: 905-706-2159


Email: Louise.Fradet@bigbrothersbigsisters.ca

Website: www.bigbrothersbigsisters.ca/northumberland



Big Brothers Big Sisters
of Northumberland

**We encourage each team to collect a minimum of \$500 in total pledges.
(Individuals raising \$125 or more will be entered into the Grand Prize draw,
1 ballot for every \$125 collected)*

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	February 20, 2018	
TITLE / SUBJECT:	Advisory Committees of Council Policy and Procedure	
REPORT DATE:	February 8, 2018	File #:

1.0 STRATEGIC PLAN
Not Applicable

2.0 PUBLIC ENGAGEMENT
The Town of Cobourg in 2017 conducted an Advisory Committee Survey to all members who currently volunteer on Advisory Committees and who have previously volunteered on Town of Cobourg Advisory Committees.

The results were distributed to each Advisory Committees as well as to the Legislative Services Department for consideration and discussion. An outcome from the survey was a request to conduct a review of the current Advisory Committee Policy and Procedures and provide additional training to Members of Committees.

The Municipal Clerk is currently providing training to Committee Members on meeting procedures and providing an overview of Advisory Committees responsibilities and purpose, and role in the Community and to Municipal Council.

3.0 RECOMMENDATION
THAT Council adopt the 'Advisory Committees of Council Policy and Procedure' to outline the roles and responsibilities of Committee Members, Municipal Council and Staff based on a fair and equitable approach and process for the establishment and operation of advisory committees in the Town of Cobourg as outlined in the policy as attached to this report as Appendix "A".

4.0 ORIGIN

The Town of Cobourg is reviewing existing protocols and consistently developing and updating policies and procedures across all Municipal Departments to coincide with changes in legislation and best practices.

5.0 BACKGROUND

The Advisory Committee Policy was last updated and approved by Council on January 11, 2016. As part of the regular review of Council policies staff is recommending a new Advisory Committee Policy and Procedure for the Town of Cobourg as presented and attached to this report.

On January 1, 2018, Municipal Council approved the Town of Cobourg Procedural By-law which includes provisions effecting Advisory Committees for the Town of Cobourg. These new updates need to be reflected within the Advisory Committee Policies and Procedures.

6.0 ANALYSIS

Town of Cobourg Advisory Committees are established by Municipal Council and can be statutory and non-statutory for the purpose of encouraging community and public participation on a variety of issues relevant to the Town of Cobourg. Each advisory committee plays an important role in the corporate decision making process by providing a means for elected representatives (Council) and municipal staff to receive the views, perspectives and advice from affected citizens on a number of matters affecting the inhabitants of Cobourg.

The draft Town of Cobourg Advisory Committee Policy and Procedures provides for a detailed overview of the process for the establishment and operation of Advisory Committees for the Town of Cobourg. The Advisory Committee of Council Policy and Procedure (the "Policy") is intended to address:

- the process for establishing and reviewing public Advisory Committees;
- Advisory Committee recruitment, selection, appointment and resignation processes;
- duties and conduct;
- operating procedures;
- reporting requirements; and
- media relations;

Once approved by Council, this policy will be distributed to every member who sits on an Advisory Committee in the Town of Cobourg and will act as a user guide/manual for each Member.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There is no financial or budget implication related to this report.

8.0 CONCLUSION

THAT Council adopt the 'Advisory Committees of Council Policy and Procedure' to outline the roles and responsibilities of Committee Members, Municipal Council and Staff based on fair and equitable approach and process for the establishment and operation of advisory committees in the Town of Cobourg as outlined in the policy as attached to this report as Appendix "A".

Approved By:

Department:



**THE CORPORATION OF
THE TOWN OF COBOURG**

**ADVISORY COMMITTEES
OF
MUNICIPAL COUNCIL
POLICIES and PROCEDURES**

As approved and reviewed by the Municipal Clerk

Approved By Council on:



Division: Council and Committee	Effective Date:
Department: Council	Approval Level: Council
Policy Title: Advisory Committees of Council Policy and Procedure - Administration	Section # 1-1 Policy # COUN-ADM1

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Division: Council and Committee	Effective Date:
Department: Council	Approval Level: Council
Policy Title: Advisory Committees of Council Policy and Procedure - Administration	Section # 1-1 Policy # COUN-ADM1

1. INTRODUCTION

Town of Cobourg Advisory Committees are established by Municipal Council and can be statutory and non-statutory for the purpose of encouraging community and public participation on a variety of issues relevant to the Town of Cobourg. Each advisory committee plays an important role in the corporate decision making process by providing a means for elected representatives (Council) and municipal staff to receive the views, perspectives and advice from affected citizens on a number of matters affecting the inhabitants of Cobourg. Advisory Committees report to Council through Council Coordinator's and through recommendations made at meetings. The nature of advisory committee recommendations to Council is purely advisory and not advocacy.

2. PURPOSE AND APPLICATION

This policy outlines a fair and equitable approach and process for the establishment and operation of Advisory Committees. The Advisory Committee of Council Policy and Procedure (the "Policy") is intended to address:

- the process for establishing and reviewing public Advisory Committees;
- advisory committee recruitment, selection, appointment and resignation processes;
- duties and conduct;
- operating procedures;
- reporting requirements; and
- media relations;

The Policy applies to the following Council approved Advisory Committees:

- Cobourg Accessibility Advisory Committee;
- Downtown Coalition Advisory Committee;
- Economic Development Advisory Committee;
- Environmental Active Transportation Advisory Committee;
- Cobourg Heritage Committee;
- Parks and Recreation Advisory Committee;
- Planning and Sustainability Advisory Committee; and
- Council Ad Hoc Committees established from time to time.



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Advisory Committees shall be compliant with this Policy, which respects the Town of Cobourg Procedural By-law regarding meeting processes. The Procedural By-law may be referenced directly by the Municipal Clerk through the Legislative Services Department should further clarification on meeting process be required. Changes or clarifications of policy or procedure shall be reflected in updates to the Policy, which may be supplemented by guidelines and training materials, as appropriate, by the Municipal Clerk.

3 ESTABLISHMENT OF AN ADVISORY COMMITTEE

All Advisory Committees within the Town of Cobourg are established by Municipal Council. The introduction and creation of a new advisory committee shall be supported with a draft terms of reference and suggested types of public consultation through the Municipal Clerk and the relevant departments and in consultation with the Council Coordinator.

4 TERMS OF REFERENCE

The Terms of Reference for all Advisory Committee shall be approved by Council and amendments can only be made with Council approval. The Policy addresses a number of areas, therefore the Terms of Reference for an Advisory Committee need only address the following:

a. Mandate

A description of the general purpose of the advisory committee, including areas of responsibility, taking into account any statutory requirements. Advisory Committee mandates shall not be altered by the Advisory Committee.

b. Goals and Objectives

A listing of the goals and objectives of the Advisory Committee, to be addressed in annual work plans with reference to specific strategies and actions.

c. Authority

Identifies the principles that shall guide the work of the Advisory Committee.



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d. Number of Members

Specify the number of members of the Advisory Committee and specific composition of members is applicable.

e. Frequency of Meetings

Indicate how often the Advisory Committee shall meet, e.g. monthly, any summer recess to be decided by the Advisory Committee on an annual basis.

5. FIRST MEETING OF THE COMMITTEE

The first regular meeting of an Advisory Committee shall be called by the Secretary who will conduct the election of the Chair and Vice-Chair by simple nomination and vote. Attention will be given to the orientation and training of members, clarifying the advisory Committee's mandate and any special needs.

6. REVIEW OF ADVISORY COMMITTEES

As early as possible in the new term of Council, Council shall review Advisory Committees that are in existence. The Municipal Clerk, in concert with the relevant department and the Secretary, shall provide a report to Council of all Advisory Committees, including, but not limited to, the following:

- A. A list of all Advisory Committees;
- B. Copies of Terms of References; and,
- C. Recommendations regarding Advisory Committees, for example, member orientation and training, facilitation needs of advisory committees, membership, etc.

7. MEMBERSHIP ADMINISTRATION

The following process applies to citizen members:

- a) The Municipal Clerk, in consultation with the appropriate department will advertise Advisory Committee vacancies, making note of the mandate of the advisory committee, a brief statement of duties of Advisory Committee members, term of office, qualifications of members, application process and contact information. This process applies to the creation of the Advisory Committee,



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annual appointments and the filling of vacancies. If less than two months have lapsed since the last advertisement and applications are on file, a new advertisement need not be placed.

- b) Applicants shall be required to complete and submit to the Municipal Clerk an application form, available from Municipal Clerk’s Office or the Town of Cobourg website. If the applicant cannot complete the application form for reason of disability, special provision by the Municipal Clerk shall be made.
- c) Applications shall be reviewed and appointments made by Council in November/ December of each year or as needed to fill vacancies.
- d) After appointments are made by Council resolution, the Municipal Clerk shall forward a letter to all applicants, informing them of Council’s decision.
- e) The appropriate department, in consultation with the Municipal Clerk, shall ensure that any new Advisory Committee members are provided appropriate orientation and training, regardless if the appointment was made part way through the appointment term.
- f) Members shall provide written notice of resignation to the Municipal Clerk, with a copy to the appropriate Advisory Committee Chair.
- g) Municipal Council may, with or without the advice of the Advisory Committee or the administration and with a supporting rationale, make changes to the Advisory Committee membership.

8. TERMS OF OFFICE

The Chair and Vice-Chair shall be elected to a one (1) year term in January of each year. The Chair may be re-elected for two (2) consecutive years, for a total of three (3) years.

If the Chair and/or Vice-Chair have reached their term limit for holding such office as outlined above and no other citizen appointee wishes to stand for election to either office, the Advisory Committee has the authority to extend the election term limit for the current Chair and/or Vice-Chair for one year should they be willing to be re-elected.



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Citizen members are appointed by resolution of Council, and shall serve at the pleasure of Council for the four (4) year term of Council. Committee Members may be appointed upon reapplication for consecutive terms to a total of six (6) years and may reapply after an absence of one year.

In order to maintain long-standing, contributing members, an Advisory Committee may ask Council for an exemption to the one (1) year mandated absence.

Advisory Committee members may only serve on one (1) Advisory Committee at a time.

8.1 ELECTIONS

The Secretary shall call the votes for the Selection of Chair.

The process as follows:

1. Secretary proceed with the Election of a Chair.
2. "Pursuant to Town of Cobourg Procedural By-law Section 35.11 each Advisory Committee shall choose from its Members a Committee Chair to serve in this position for the 2018 calendar year." (Secretary)
3. "I am now prepared to receive motions for the nomination of Chair" (Secretary)
4. "*Member moves a Name of a Member to be a Chair*" (Member)
5. "It has been moved by Member _____ that Member _____ be nominated as Chair of the Committee" (Secretary)
6. "Are there any other further Motions?" (Secretary)
7. (if no other motions) "Is it the pleasure of the Committee to adopt the motion" (Secretary)
8. I declare the motion carried and Member _____ is duly elected as the Chair of the Committee" (Secretary)

If there is more than one (1) person in the running for the Chair, the Committee will vote for each candidate with a Majority Vote prevailing. After the Vote is taken the secretary can declare the winner of the vote as the New Chair for the Committee. This process should also happen for the selection of the vice-chair.



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9. ATTENDANCE

- a) After two (2) consecutive absences by an Advisory Committee member at regularly scheduled meetings, the following process should be followed:
- b) The secretary shall informally contact the absent member to determine if they plan to attend the next regularly scheduled meeting, noting any reasonable or compassionate circumstances which would prohibit their attendance.
- c) If no reasonable or compassionate response is given, the secretary shall inform the absent member that if they are absent from the next regular meeting (the third meeting), the Advisory Committee shall declare their seat vacant.
- d) If the secretary is unable to reach the absent member or if there were no reasonable or compassionate grounds for absences given at the time of preparing the agenda for the third meeting:
 - The secretary shall include the item "Absentee Member" on the agenda.
 - Upon consideration of the item, the secretary shall briefly identify the requirements of the Policy and the name of the absent member.
 - The Advisory Committee shall recommend to the Municipal Clerk the absent member's seat be declared vacant.
 - If removed, the Municipal Clerk shall initiate the Advisory Committee recruitment and selection process, as appropriate.

10. DUTIES AND CONDUCT

Advisory Committees work on behalf of Municipal Council for the members of the public. The Advisory Committee may consult with community stakeholders or engage in activities that puts members in direct contact with citizens and various organizations. Advisory Committee members shall reflect a professional and courteous manner when interacting with the public.



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Should a member of an Advisory Committee exhibit a pattern of inappropriate conduct, the advisory committee or the administration may request that Council rescind the member's appointment.

10.1 CHAIRS AND VICE-CHAIRS

I. The Chair each Advisory Committee is expected to:

- a) Preside over all Advisory Committee meetings and be responsible for the overall administration of the affairs of the advisory committee, ruling on any points of order;
- b) Aid in the preparation of agendas for meetings with staff;
- c) Facilitate the meeting and follow the Policy for Advisory Committees;
- d) Participate as an active and voting member, encouraging active participation by all advisory committee members;
- e) Call on the Vice-Chair to fill his/her place as Chair in order to take part in debate, until he/she resumes the Chair. Chairs are permitted to provide brief comments during discussion;
- f) Undertake any necessary work, including special projects and research; between meetings;
- g) Be the point of contact with Council and any media relations;
- h) Lead the preparation of the annual work plan submission/presentation to Council;
- i) Review the goals and objectives of the Advisory Committee;
- j) Recognize workload limitations of the Advisory Committee; and
- k) Attend any training session offered by the Town of Cobourg.



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II. The Vice-Chair of each Advisory Committee is expected to:

- a) Assume the duties of the Chair (see above) if the Chair is not present within the first ten (10) minutes of an Advisory Committee meeting;
- b) Attend any training session offered by the Town of Cobourg.

10.2 ADVISORY COMMITTEE MEMBERS

I. Advisory committee members (inclusive of the Chair and Vice-Chair) are expected to:

- a. Attend all scheduled and special Advisory Committee meetings, sending regrets otherwise;
- b. Understand their role and expectations, including relevant Town of Cobourg policies.
- c. Follow the agenda and stay focused on the topic at hand;
- d. Understand and follow the mandate of the advisory committee, including its relationship to Council;
- e. Understand and respect the role and expectations of all participants;
- f. If the Chair or Vice-Chair is not present within the first ten (10) minutes of an advisory committee meeting, the members present shall appoint, by consensus, another member as Acting Chair, who will preside for the duration of the meeting;
- g. Participate as an active and voting member, asking questions, and seeking clarification through the Chair;
- h. Undertake work necessary to implement the Council-approved work plan, or work as assigned by Council, including reading agendas, doing research, etc. between meetings;
- i. Develop and maintain a climate where mutual support, trust, respect, courtesy, teamwork and creativity are valued;



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- j. Maintain a high degree of professionalism, discharging all duties with honour and integrity in order that the member may merit the trust and confidence of the public, Council and staff;
- k. Respect the individual worth and dignity of other members and, at all times, work together to achieve a common vision for the community, utilizing the diverse knowledge, expertise and talents of all members to optimal advantage;
- l. Challenge ideas and not people, creating a climate where it is okay to disagree;
- m. Communicate directly, concisely and honestly, listening without interruption, and be open-minded, allowing a variety of opinions to be heard;
- n. Work effectively with the administration to provide excellent service to residents, recognizing the professional obligations of staff as an employee of the Town of Cobourg and not intervening in administrative practices;
- o. Refrain from criticizing individual members of staff in a way that casts aspersions on their professional competency and credibility;
- p. Respect that resolutions made shall reflect the majority view of the Advisory Committee;
- q. Respect that decisions of Council are final and accurately communicate the decisions of Council even if they disagree with the majority decision of the Advisory Committee;
- r. Defer to the Chair of the Advisory Committee as spokesperson;
- s. When in a public forum or when communicating with Council or Council Members, clearly identify that you are speaking as an independent citizen, unless otherwise designated by the Advisory Committee.
- t. Respect confidential information;
- u. Follow the Policy for Advisory Committees; and



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- v. Attend any training session for members

10.3 COUNCIL COORDINATOR MEMBERS

Council Members are appointed to Advisory Committees through the appointment of each Council Coordinator role at the start of the new Term of Council and expires at the end of the Council Term in accordance with the Council resolution. Each Council Member shall have an alternate to provide backup in the case that a Member is unavailable to attend a meeting.

10.4 SECRETARY

General

- a) Provide secretary services to Advisory Committees of Council;
- b) Call the first regular meeting of an Advisory Committee and conduct the election of the Chair and Vice-Chair; Understand the mandate of the Advisory Committee, including its relationship to Council;
- c) Understand the role of all participants;
- d) Implement attendance management in concert with the Chair;
- e) Regularly disclose all work in regard to Advisory Committees to their immediate supervisor; and
- f) Coordinate an annual training/orientation session for Advisory Committee members in January of each year.

Prior to Meetings

- a) Prepare Advisory Committee Agendas, including relevant resolutions (referrals) of Council, materials, etc. in cooperation with the Chair;



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- b) Electronically distribute agendas to all advisory committee members and Council members before a regularly scheduled meeting, and post to the Cobourg Civic Web website.
- c) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility for all (members to identify needs); and
- d) Arrange for attendance of invited guests at meetings, in conjunction with the Chair.

During Meetings

- a. Attend Advisory Committee meetings;
- b. Record when the meeting started and adjourned;
- c. Record the members present and absent;
- d. Determine if quorum is met;
- e. Take minutes, recording a summary of the discussion for each item, actions to be taken and recommendations, including the names of the movers of motions;
- f. Review and correct any errors in the minutes of previous meetings; and;
- g. Offer procedural and process advice to the Chair and the Committee Members.

After Meetings

- a. Finalize minutes for distribution;
- b. Electronically distribute Advisory Committee minutes to all members and post on the Municipal Civic Web website.
- c. Check with supervisor regarding any additional work requested by the advisory committee prior to undertaking;
- d. Liaise with the Municipal Clerk in instances where there are questions of procedure or administrative process;



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- e. Maintain advisory committee minutes, item numbers reports of the Chair, unfinished business and correspondence; and,
- f. Ensure any correspondence, comments from a municipal department and Council resolutions are followed up by the advisory committee in a timely manner.

10.5 SUPPORT STAFF TO ADVISORY COMMITTEES

Municipal support staff will attend meetings of the advisory committee, as necessary, relevant to their area of expertise to provide information and/or advice. The role of staff is to act as a resource to the Advisory Committee on a project by project basis and not to do the work of the Advisory Committee unless assigned to do so by their supervisor.

11. OPERATING PROCEDURES OF ADVISORY COMMITTEES

The following operating procedures apply to Advisory Committee.

11.1 QUORUM

Quorum shall be a simple majority of the total Advisory Committee members, including any vacancies. Non-quorum meetings shall not be permitted.

If there is no quorum within half an hour after the time appointed for the meeting, the Secretary shall take down the names of the members present, then the meeting shall adjourn until the next regular meeting of the Advisory Committee.

In the case that there is no quorum and there is a delegation or presentation from an individual or an Organization to be heard at the Advisory Committee meeting. The presentation should proceed as scheduled and the secretary should record notes of the delegation/presentation and report them back to next scheduled meeting of the Committee.



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11.2 AGENDAS

Meeting agendas should ensure consistency, completeness and accountability. The following components shall be included in Advisory Committee agendas, where specific subject items are included under each component:

- a. Call to Order;
- b. Approval/Additions to the Agenda;
- c. Adoption of the Minutes;
- d. Declarations of Pecuniary Interest by Members;
- e. Presentations/Delegations;
- f. Communications/Correspondence;
- g. Reports;
- h. Unfinished Business
- i. New Business;
- j. Closed Session (when needed)
- k. Adjournment

11.3 RECORD OF MEETINGS

Pursuant to Section 228 (1) (a) of the *Municipal Act* 2001, as amended, the Clerk shall provide a written record of meetings, **without note or comment**, including all resolutions, decisions and other proceedings of the Council or Committees. Minutes of each Committee shall explain and comment on what was discussed without note or comment by each Secretary.

11.3 OPEN AND CLOSED MEETINGS

All meetings of Advisory Committees shall be open to the public to ensure accountability and transparency.

Pursuant to the *Municipal Act* 2001, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) The security of the property of the municipality;
- b) Personal matters about an identifiable individual including municipal employees;



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- c) A proposed or pending acquisition or disposition of land by the municipality;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of the
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Before holding a meeting or part of a meeting that is closed to the public, a resolution shall be passed stating the fact that a closed meeting is to be held and giving the general nature of the matter to be considered at the closed meeting.

A meeting shall not be closed to the public during the taking of a vote unless it is for a procedural matter or for giving direction or instructions to employees or agents of the municipality, or persons retained by or under contract with the municipality.

It is strongly recommended that the Committee Secretary and Chair should contact the Municipal Clerk for advice and direction as to how to address closed session matters.



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12. BUSINESS CONDUCT OF THE ADVISORY COMMITTEE

Procedurally, the following applies to Advisory Committee meetings:

- a. The date, time and location of committee meetings shall be established by resolution of the committee and shall not conflict with any other Advisory Committee or Municipal Council meeting.
- b. The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the committee.
- c. Delegation and presentations are limited to ten (10) minutes, and those wishing to make a presentation using technological means must provide their presentation to the secretary no later than 12:00 noon on the business day immediately prior to the Advisory Committee meeting.
- d. Decisions of committees shall be by resolution. A simple majority vote of the committee members present shall be followed. Recorded votes shall not be permitted.
- e. The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any member to the committee from any ruling of the Chair.
- f. If the Chair desires to leave the Chair for the purpose of taking part in the debate or otherwise, he/she shall call on the Vice-Chair to fill his/her place until he/she resumes the Chair.
- g. Every member, previous to speaking to any motion, shall be recognized by the Chair or other presiding officer and shall respectfully address the Chair or other presiding officer.
- h. When two or more members wish to speak, the Chair shall name the member who, in his/her opinion, first raised his/her hand.



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- i. A member shall not:
- speak disrespectfully to or about another;
 - use offensive words or unparliamentary language during meetings;
 - disobey the procedures of the committee, or decision of the Chair or the committee on questions of order or practice or upon the interpretation of the Policy;
 - leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - interrupt a member while speaking except to raise a point of order.
- j. In case any member persists in a breach of the foregoing section after having been called to order by the Chair, he/she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample apology being made by the offender he/she may, by vote of the committee, be permitted forthwith to resume his/her seat.
- k. When a member desires to address the committee upon a matter that concerns the rights or privileges of the committee collectively or of himself/herself as a member thereof, he/she shall be permitted to raise such matter of privilege, and a matter of privilege shall take precedence over other matters.
- l. When a member desires to call attention to a violation of the rules of procedure, he/she shall ask leave of the Chair to raise a point of order and after leave is granted:
- He/she shall state the point of order with a concise explanation and resume his/her seat until the Chair shall have decided the point of order.
 - Unless a member immediately appeals to the committee, the decision of the Chair shall be final.
 - If the decision is appealed, the committee shall decide the question without debate and its decision shall be final.



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- m. When the Chair calls a member to order, he/she shall immediately sit down until the point of order is dealt with and he/she shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

13. MOTIONS

The following rules shall apply:

- a. Motions do not require to be seconded.
- b. The number of times of speaking to a motion shall not be limited.
- c. A member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.
- d. A motion to move a previous motion shall not be allowed.
- e. Any member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- f. When a resolution is under consideration, no motion shall be received other than a motion to:
 1. Adjourn, which motion is neither amendable nor debatable;
 2. Table, which motion is not debatable;
 3. Refer, which motion is debatable as to its merits only; or
 4. Amend.
- g. A motion to refer shall take precedence over any other amendment.
- h. Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another may be introduced, and when an amendment has been decided, another may be introduced.



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- i. The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.
- j. Nothing in this section shall prevent other proposed amendments being read for the information of the members.
- k. When the motion under consideration contains distinct propositions, upon the request of any member, the vote upon each proposition shall be taken separately.
- l. After the Chair commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub amendment.
- m. Every member present at a meeting when a vote is taken on a matter shall vote. If any member present persists in refusing to vote, he/she shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.
- n. Once Council has dispensed with Advisory Committee recommendation(s) and action(s), the Municipal Clerk shall forward a copy of Council's resolution(s) to the appropriate staff for distribution at the next regular advisory committee meeting.

14. ADJOURNMENT

A motion to adjourn the meeting or adjourn the debate shall be in order, except:

- a. When a member is in possession of the floor; or
- b. During the taking of a vote; but no second motion to adjourn the meeting or the debate shall be made until after some intermediate proceedings shall have taken place.



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15. ANNUAL REPORTING

In November of each year, the Advisory Committee shall prepare an annual work plan submission, which shall include a report on the year’s accomplishments, which than should be presented to Council.

16. COMMITTEE RECOGNITION

A reception will be held at the end of the second year of each four (4) year term of Council to show appreciation to all Committee Members serving during the current term of Council which will be hosted by the Cobourg Municipal Council.

17. COMMUNICATIONS

The actions and recommendations of Advisory Committees are subject to the policies and administrative practices of the Town of Cobourg, including provisions pertaining to the use of the corporate logo(s), letterhead, website, information pamphlets, media advertisements and the like. Advisory committees shall seek approval from Council for any change in advisory committee name or development of any substantive communication medium, for example the Municipal website.

When an Advisory Committee Member chooses to communicate through the media, which may include or involve interviews, editorials, writing of a regular column, etc. where they are identified as a member of a recognized Advisory Committee of the Town of Cobourg, the advisory committee member shall be expected to feature an appropriate and acceptable disclaimer stating, “the opinions reflected by the member are their own personal comments and are not endorsed nor representative of the advisory committee, the Town of Cobourg or Cobourg Municipal Council.

18. DEFINITIONS

“**Advisory Committee**” shall mean a committee created by Council to provide advice and technical expertise on major public issues and social trends, act as vehicles for public consultation on issues of municipal interest and make recommendations to Municipal Council.

“**Advisory Committee Member**” shall mean a citizen member appointed by Municipal Council.



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“**Chair**” shall mean the elected head of the advisory committee.

“**Conduct**” shall mean the way one acts or personal behaviour.

“**Council**” shall mean the Council of the Corporation of the Town of Cobourg.

“**Mandate**” shall mean the statement that describes the advisory committee’s purpose or responsibilities. The mandate shall align with Council’s strategic plan.

“**Privilege**” shall mean the raising of a question which concerns a member of an advisory committee, or the advisory committee collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of the advisory committee as a whole have been impugned.

“**Point of Order**” shall mean a statement made by a member of an advisory committee during a meeting drawing to the attention of the Chair a breach of the operating procedures.

“**Quorum**” shall mean the number of members required to be present at any meeting in order that business may be conducted, being a simple majority of the members of the advisory committee.

“**Respect**” shall mean the act of noticing with attention and consideration or courteous regard.

“**Terms of Reference**” shall mean the document that provides a general overview of the advisory committee, the content of which is prescribed by the Advisory Committee of Council Policy and Procedure.

“**Vice-Chair**” shall means the elected member of an advisory committee who assumes the duties of the Chair if the Chair is absent.

Scope

This policy shall apply to all Advisory, Local Boards, Ad Hoc Committees and Members appointed by the Cobourg Municipal Council.



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Administration

The Municipal Clerk and/or designate will assume overall responsibility for administration and communication of the Advisory Committee and Board policies and procedures in consultation with the Mayor, Deputy Mayor, Council Members/Service Coordinators and Senior Management.

Cross Reference

Policy #

Procedure #

Resolution #:	Revision Description:	Signature/ Municipal Clerk:	Council Approval Date:



TO: HONORABLE MAYOR AND TOWN COUNCIL MEMBERS
FROM: COBOURG DOWNTOWN BUSINESS IMPROVEMENT AREA (DBIA)
DATE: FEBRUARY 13, 2018

SUBJECT: REQUEST FOR WAIVER OF RENTAL FEES FOR THE MARKET BUILDING AND TOWN HALL

The Cobourg Downtown Business Improvement Area (DBIA) would like to ask for the rental fee of the Market Building to be waived for the 5 days a year we use the building as a part of our events. Our local board currently has free use of the building for sub-committee, board and AGMs. As an extension of our agreement and office space, we kindly ask that the following event dates have the rental fee waived:

- Girl's Night Out (Friday, May 11, 2018) Public Event (Market Building) Cost: \$169.50
- Busker & Art Festival (Saturday, June 9, 2018) Private Event (Town Hall) Cost: \$56.50
- Food & Music Festival (Saturday, July 7, 2018) Private Event (Market Building) Cost: \$169.50
- Christmas Event (Friday, November 23 and Saturday, November 24) Public Event (Market Building) Cost: \$339.00

Note: All dates are currently booked with the Town of Cobourg for 2018.

The DBIA shall be responsible for set up and tear down of usage in the Market Building. Being considerate of the Farmer's Market on Saturday's, we would have our rental agreement start after. The nature of the event rentals are included below.

Girl's Night Out we are using the building prior to the event to gather our materials from the upstairs office. Currently, the booking is scheduled for 5PM because of the senior's programs that run out of the Market Building. The Market Building would be used during the event to host local vendors and members that are not located on King Street. We would have volunteers to enforce occupancy limits and encourage flow of traffic to King Street.

As per General Provisions of the attached Itinerant Vendors By-law 005-2012, Section 3.13, the selling of goods of any kind is restricted on public property without prior authorization from Town Council. In addition to requesting for waiver of rental fee for the Market Building, we would like to ask your permission to host a vendor market in the building for Girl's Night Out on Friday, May 11, 2018.

As outlined in contracts with our international buskers, they require a green room away from the crowds to rest between performances. Access would be granted only to our international buskers and would be monitored by an event volunteer. Currently, the Town Hall is booked as we need a space for the duration of the event (as the Market Building is booked by the Farmer's Market.) We ask that in this case, the fee for the room in Town Hall be waived.

Similar to the Busker Festival, our musicians for the Food and Music Festival require a green room away from the crowds. Their hospitality agreements ask for a room to prepare for the performance and relax afterwards with the other bands.

Lastly, working with the Town of Cobourg to expand Christmas Magic in downtown, we would like to use the Market Building to host local vendors and family friendly activities. Jackie Chapman Davis has currently booked both dates for joint use, and in future we would like to keep this rental agreement going for this event.

We believe the request for waiver of rental fees for the Market Building and Town Hall should be considered because of our working relationship with the Town of Cobourg and Cobourg Tourism, our organization's established history of service to the community, the minimal financial impact on the Municipality, the availability of the facility requested, and the benefit of our events to the community.

The \$734.50 saved would be redistributed towards our permits, ESA fees, vendor Criminal Record checks, garbage removal and security for our events in order to run them safely and in accordance with the Town of Cobourg bylaws.

Thank you for your time and consideration.


Sincerely,

Adam Bureau
Chair of the DBIA Board of Management

201 Second St., Cobourg, ON K9A 3N7

905-377-8024

dbia@downtowncobourg.ca

	RECREATION AND CULTURE DIVISION MEMORANDUM
	PARKS & RECREATION ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk
FROM:	Jodi Ware-Simpson, Secretary
DATE OF MEETING:	January 17, 2018
REPORT TITLE/SUBJECT:	Motion to Council Regarding Renaming of Langevin Headlands/Pier and East Pier

The following motion was adopted at the January 17, 2018 meeting of the Parks and Recreation Advisory Committee:


Moved by Member Meester: THAT the Parks and Recreation Advisory Committee receive the delegations from Meghan Sheffield and Nicole Beatty, Cobourg residents, and Wally Keeler, Cobourg resident, as referred by Cobourg Council; and

FURTHER THAT the Parks and Recreation Advisory Committee recommends that the Langevin Headland/Pier follow the newly adopted Municipal Naming Policy and

FURTHER THAT the Parks and Recreation Advisory Committee recommends that the East Pier proceed through the Municipal Naming Policy; and

FURTHER THAT the renaming process be delayed until after the Waterfront Detailed Design Study is complete.

Carried

	THE CORPORATION OF THE TOWN OF COBOURG REPORT	
	REGULAR COUNCIL REPORT	
TO:	Mayor and Council Members	
FROM:	Neil Stewart, CET, Engineering Technician	
DATE OF MEETING:	January 29, 2018	
REPORT TITLE/SUBJECT:	Parkview Hills Phases 1 and 2 Assumption, Town of Cobourg	
REPORT #:		File #

1.0 RECOMMENDATION

That Council authorizes the Engineering Department to draft a By-law to assume Ashland Drive and Parkview Hills Drive, 39M-853 as detailed on the attached drawing.

2.0 ORIGIN

Engineering Department.

3.0 BACKGROUND

In the Parkview Hills Subdivision Phases 1 and 2 have completed; the phases are detailed on the attachment.

As part of the subdivision agreement, when a municipality assumes a subdivision Council must be aware that all works have been completed and the developer has completed all scheduled tasks. All work is now complete and all maintenance periods have expired. Any noted deficiencies have been rectified.

4.0 FINANCIAL IMPLICATION

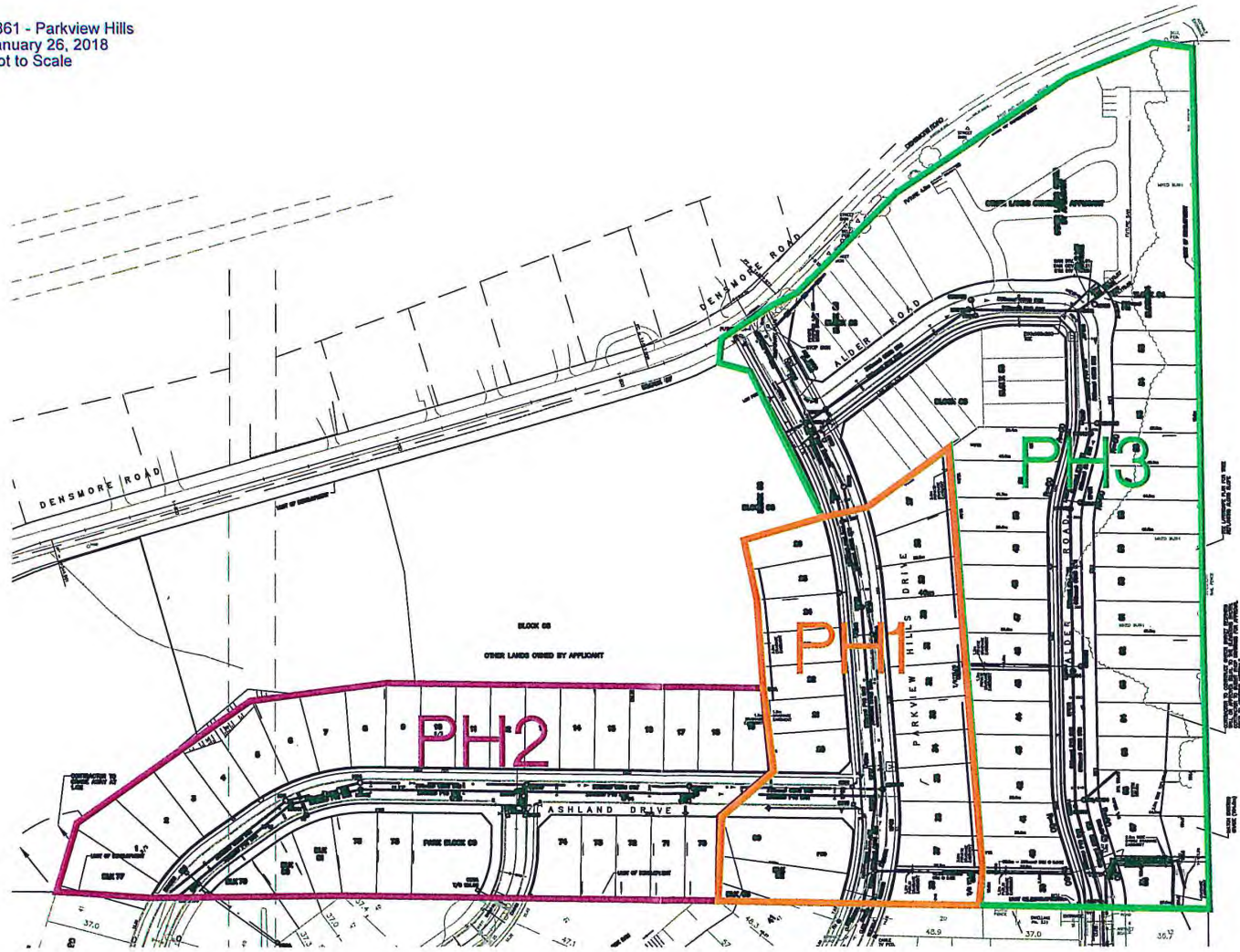
None.

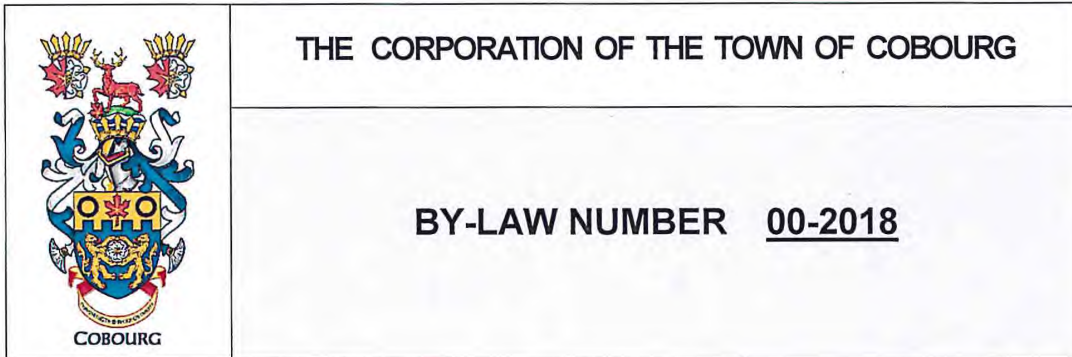
5.0 CONCLUSION

That Council authorizes the Engineering Department to draft a By-law to assume Ashland Drive and Parkview Hills Drive, 39M-853 as detailed on the attached drawing.

Title:	Signing Official:	Signature:	Date:
Engineering Technician	N. Stewart		
Director	B. Thrasher		
CAO	S. Peacock		

1861 - Parkview Hills
January 26, 2018
Not to Scale





A BY-LAW TO ASSUME MUNICIPAL SERVICES, INFRASTRUCTURE IN THE PARKVIEW HILLS SUBDIVISION, STAGE 2 (NORTH) PHASES 1 AND 2 REGISTERED PLAN 39M-853.

WHEREAS the Subdivision Agreement between the Corporation of the Town of Cobourg and 2020910 Ontario Ltd. provides for the installation of certain public services.

AND WHEREAS the Director of Public Works has received certification that the services and infrastructure in Registered Plan 39M-853 Parkview Hills Subdivision, Stage 2 (North) Phase 1 and 2 have been constructed and installed in accordance with Municipal specifications.

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg ENACTS AS FOLLOWS:

1. **THAT** the services in Registered Plan 39M-853, Parkview Hills Subdivision, Stage 2 (North) Phase 1 and 2 more particularly described in the Subdivision Agreement between The Corporation of the Town of Cobourg and 2020910 Ontario Ltd. dated April 25th, 2008 on the following; Ashland Drive, Ivey Crescent and Parkview Hills Drive hereby assumed as public services as identified on Schedule "A" attached to this By-law.

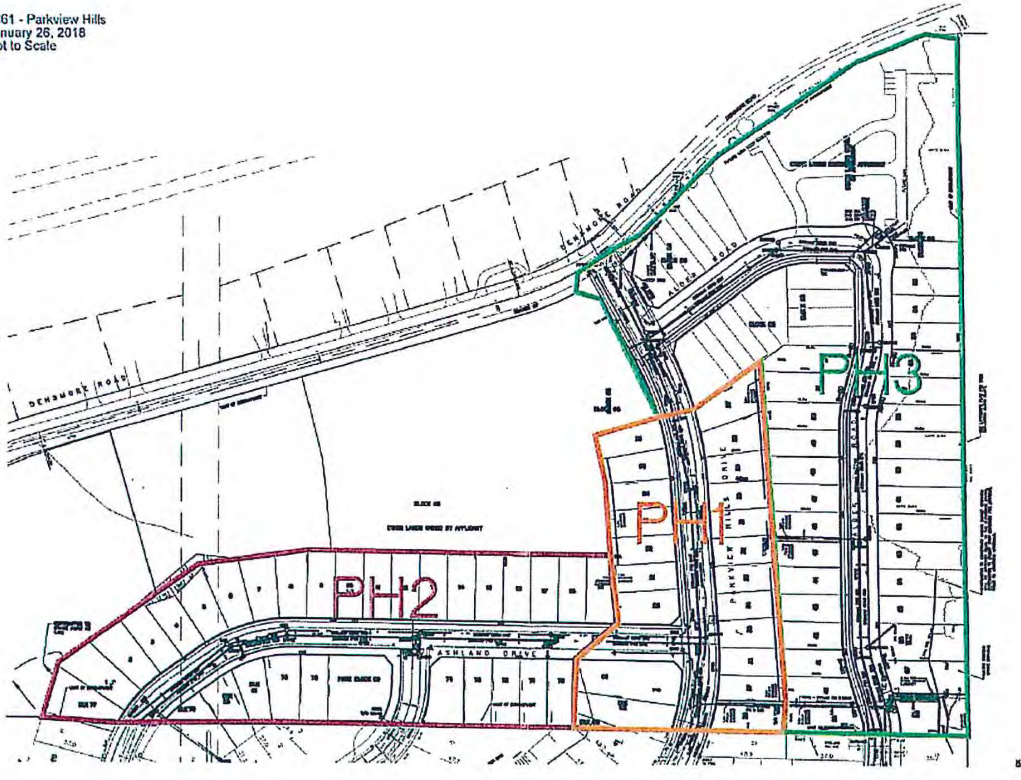
READ in Open Council this 20th day of February, 2018.

DEPUTY MAYOR

MUNICIPAL CLERK

Schedule "A"
BY-LAW NO.00-2018

1961 - Parkview Hills
January 28, 2018
Not to Scale



Mayor Brocanier and Members of Cobourg Council
c/o Mr. Brent Larmer, Town Clerk
The Corporation of the Town of Cobourg
55 King Street West
Cobourg, Ontario K9A 2M2

January 28, 2018

by email
2 page letter with 4 1-page attachments

Dear Mr. Mayor and Members of Council:

RE: **Town Budget 2018**
Proposed Kerr Street Lay-by Project for Private Use Parking Spaces

To open, I would like to acknowledge the process to date. Council is to be commended for enabling dialogue on the subject, including public engagement by Council with citizens who brought forward their concern and ideas; and, for Council deliberations in public and made accessible through various ways including public meetings, published minutes and on-line video. And, I would also like to acknowledge the efforts of Town staff for informative detailed reports and their timely response to my enquiries.

Recent deliberations by Council resulted in direction (see attached Council meeting minutes excerpts) to use money (total \$25,000) from development charges (\$12,500) and the 2018 tax levy (\$12,500) to fund the cost of construction of a parking lay-by project on an unassumed section of Kerr Street. The purpose of the project is to serve the needs of property owners of fifteen townhouses known as Northumberland Common Elements Condominium Corporation #84 (NCECC84).

In light of facts, including an unfinished street and a still active development file, why is this project a priority as a public expense? This project sets a precedent. This project prompts a need for a priority list for neighbourhood improvements, similar to the Council request for a priority list for sidewalk projects.

Why is this project necessary? Why is the general taxpayer responsible to pay for any part of this project? And, why has the project been identified as a capital project for 2018?

I believe that Council did the right thing by permitting parking on the street temporarily and while this section of Kerr Street remains an unassumed arterial roadway. I wish Council had stopped there.

And, this is why ...

1. The proposed project is premature.

Development of area neighbourhoods is in progress. NCECC84 has potential to improve both parking capacity and accessibility on its own site. Kerr Street, intended to function as an arterial, is incomplete.

2. The Town exercised due diligence with respect to accessibility.

Development has a municipal review process. A visit to the area reveals a new continuous sidewalk connecting this development with other neighbourhoods, and a boulevard for snow storage. Vehicular access to and from the townhouses is unencumbered, the dividing centre median perforated, permitting travel in both directions along Kerr Street. And, as part of integration with community planning, design and construction drawings (including servicing and grading plans) are subject to municipal review.

3. Accessibility on private property is the responsibility of the owner.

Base plan information shows that existing site conditions included existing grades which dropped over 2 metres towards the pond. This was not a flat site from the start.

At the October 2, 2017, presentation to Council the townhouse owners wanted to ensure accessibility for townhouse residents on the south side of Kerr Street. The delegates also mentioned that 12 of the 15 units were purchased before July 2014.

According to the Town Planning Department public records, a comprehensive engineering package including grading and servicing plans for all of West Park Village Phase 4 and the subject townhouses (WPVPh4D), were approved by the Town June of 2012 and registered on title in July of 2012. Information from Vandyk, the developer, confirms that Agreements of Purchase and Sale for the subject townhouses were entered into with the purchasers in October 2013. There are other details available with regard to timelines and review for compliance with approved development plans.

It is my understanding that certain documents are not yet available, such as the as-built site and grading plans for this development. These may confirm that it is possible to accommodate additional parking and improved amenities for accessibility on site. For example, each townhouse unit was designed with one parking space inside a private garage and one private parking space in front of the garage. In the Google aerial photo (see attachment) notice that many units already have as many as three parking spaces and, if extra parking is a priority, dimensions on the design drawings show that a fourth parking space for most units is also feasible. In addition, there may be room for a lay-by of several car lengths on commonly held lands along one or both of the ingress (see attached photo) and egress driveways. Or, a walkway added along both driveways to connect parking at rear with the front of the townhouses.

In closing, I ask Council make a request. A few months ago, Council asked for a listing of priority sidewalk projects to assist in decision making. Before making this Kerr Street parking lay-by project a priority in the 2018 budget, please define Cobourg's priority list for projects to address neighbourhood improvements including improvements to public lands and public amenities in the street.

Sincerely,

Miriam Mutton

Attachments: Kerr Street aerial photo showing Townhouses of NCECC84 and existing parking layout
Photo (Jan. 27, 2018) Kerr Street at front of townhouses, with street parking & snow storage
Photo (Jan. 27, 2018) ingress driveway on common lands
Minutes Excerpts: Council Meeting December 11, 2017 & Special Meeting (Budget) January 18, 2018

Excerpt from Regular Council Meeting Minutes DECEMBER 11, 2017

Motion from the Committee of the Whole regarding a request for parking along 851-881 Kerr Street, Cobourg.

Moved by Councillor Rowden, seconded by Councillor Darling:

WHEREAS the Committee of the Whole considered a memo from the Director of Public Works regarding an on-street parking request from Northumberland Common Elements Condominium Corp #84, 851-881 Kerr Street, Cobourg;

NOW THEREFORE IT BE RESOLVED THAT Council receive the staff report outlining options for lay-by parking at 851 — 881 Kerr Street, Cobourg for consideration; and

FURTHER THAT the report be referred to the 2018 Budget deliberations and a report be brought to Council for deliberation.

FURTHER THAT the option to construct the lay-by with the existing sidewalk remaining in place at an estimated cost of \$25,000.00 be approved, conditional on agreement by the owners of the Townhouses to pay 2/3 of the cost;

FURTHER THAT if this construction is approved the time of construction should be when the Town assumes this section of Kerr Street, Cobourg.

Moved by Councillor Darling, seconded by Councillor Burchat:

THAT the motion be amended to remove "conditional upon agreement by the owners of the townhouses to pay 2/3rds of the cost" and replace it with: "that the Town assume the cost of the construction to funded 50% from Development Charges and 50% from the Capital Budget".

464-17 Carried

Moved by Councillor McCarthy, seconded by Councillor Burchat:

THAT the motion be amended to add: that on street parking in front of the townhouses located at 851-881 Kerr Street be permitted until such time as the lay-by construction is completed.

465-17 Carried

Moved by Councillor Rowden, seconded by Councillor Darling:

WHEREAS the Committee of the Whole considered a memo from the Director of Public Works regarding an on-street parking request from Northumberland Common Elements Condominium Corp #84, 851-881 Kerr Street, Cobourg;

NOW THEREFORE IT BE RESOLVED THAT Council receive the staff report outlining options for lay-by parking at 851 — 881 Kerr Street, Cobourg for consideration; and FURTHER THAT the report be referred to the 2018 Budget deliberations and a report be brought to Council for deliberation; and

FURTHER THAT the option to construct a parking lay-by with the existing sidewalk remaining in place at an estimated cost of \$25,000 be approved; and

FURTHER THAT if this construction is approved, the time of construction shall be when the Town assumes this section of Kerr Street; and

FURTHER THAT the Town assume the cost of the construction to funded 50% from Development Charges and 50% from the Capital Budget; and

FURTHER THAT on street parking in front of the townhouses located at 851-881 Kerr Street be permitted until such time as the lay-by construction is completed.

466-17 Carried

Excerpt from Special Council Meeting Minutes JANUARY 18, 2018 (Budget)

Moved by Councillor Rowden: THAT \$25,000.00 be added to the 2018 Public Works Capital Budget as approved by Council Motion 464-17 on December 11th, 2017 to construct a parking lay-by with the existing sidewalk remaining in place to be funded by \$12,500.00 from Development Charges and \$12,500.00 from the Tax Levy.

Carried

11/10/2017

Cobourg - Google Maps

Google Maps Cobourg



Imagery ©2017 Google, Map data ©2017 Google 10 m







Corporation of the Town of Cobourg

NOTICE OF HEARING OF THE COMMITTEE OF ADJUSTMENT

SUBJECT LANDS: 271 Clyde Street FILE NO: B-01/18, B-02/18, B-03/18

The Town of Cobourg Committee of Adjustment has received applications from Robert K. Clark, Clark Consulting Services on behalf of Jana Ewart for Consent to convey three new lots from the property known municipally as 271 Clyde Street, as well as to create an access and servicing easement, approximately 5.0 m in width, over proposed Severed Parcels #2 and #3, together with Parcel #1, in accordance with Section 53 of the Planning Act, R.S.O. 1990, c.P. 13, as amended. Please see the key map below.

- Severed Parcel #1 (B-01/18): Approx. 1053.8 m² (0.26 ac) with 20.73 m (68 ft) of frontage on Clyde Street, together with an easement over Severed Parcels #2 and #3.
Severed Parcel #2 (B-02/18): Approx. 1053.4 m² (0.26 ac) with 20.73 m (68 ft) of frontage on Clyde Street, subject to an easement to be created in favour of Severed Parcel #1, together with an easement over Severed Parcel #3.
Severed Parcel #3 (B-03/18): Approx. 1053 m² (0.26 ac) with 20.73 m (6 ft) of frontage on Clyde Street, subject to an easement to be created in favour of Severed Parcel #1 and #2.
Retained Parcel: Approximately 1052.3 m² (0.26 ac) with 20.73m (6 ft) of frontage on Clyde Street.

If you have comments or questions, signed written submissions will be accepted by the Secretary-Treasurer, prior to or during the hearing. Such written submissions will be available for inspection at the hearing by any interested person.

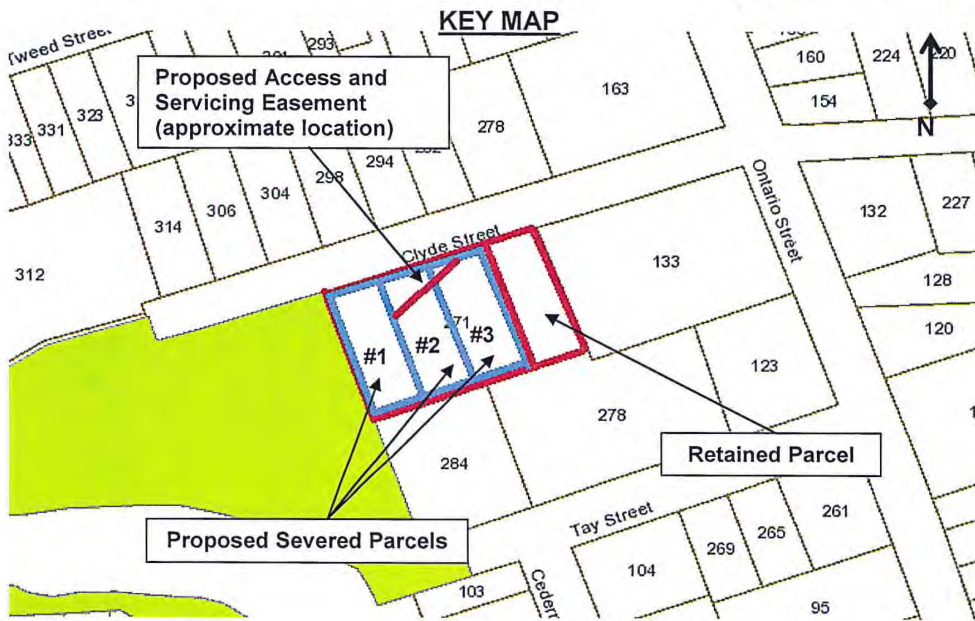
If a person or public body that files an appeal of a decision of the Town of Cobourg Committee of Adjustment in respect of the proposed consent does not make written submissions to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Municipal Board may dismiss the appeal.

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consent, you must make a written submission to the Town of Cobourg Committee of Adjustment, care of the Secretary-Treasurer at the address listed below.

Hearings will be held by the Committee of Adjustment February 21st, 2018 in Victoria Hall, 55 King Street West, 3rd Floor Committee Room at 4:00 p.m. Please note if a party who is notified does not attend the hearing, the Committee can proceed and the party is not entitled to any further notice.

For more information about this matter, please contact the Town of Cobourg Planning Department at 905-372-1005.

DATED at Cobourg this 1st day of February, 2018 Adriane Miller, Secretary-Treasurer
ZONE: Residential Three sp. 77 [R3 sp.77 (H)] Zone and Residential Three Holding [R3 (H)] Zone
Committee of Adjustment
55 King Street West
Cobourg, Ontario K9A 2M2



	THE CORPORATION OF THE TOWN OF COBOURG	
	PLANNING REPORT	
TO:	Committee of Adjustment	
FROM:	Desta McAdam Planner I - Development	
DATE OF MEETING:	February 21 st , 2018.	
REPORT TITLE/SUBJECT:	Applications for Consent (Three New Lots with Access & Servicing Easement) 271 Clyde Street Robert K. Clark, Clark Consulting Services / Jana Ewart	
REPORT DATE:	February 15 th , 2018.	FILE NO: B-01/18, B-02/18, B-03/18

1.0 RECOMMENDATION

The following actions are recommended:

That the requested consents for the conveyance of three new lots and an access and servicing easement from the lands known as 271 Clyde Street be granted by the Committee of Adjustment subject to the following conditions:

- i. That 5% of the value of the land be paid as cash-in-lieu of parkland to the Municipality;
- ii. That a Subdivision Agreement be registered over the Subject Lands to address matters including but not limited to: water and sanitary servicing design, site grading, building and landscape design, fencing/buffering considerations, tree identification and protection, Special Policy Area and floodplain protection, and approval of a private sanitary sewer maintenance agreement;
- iii. All conditions are subject to the approval of the Town of Cobourg, but at no cost to the municipality.

2.0 PUBLIC ENGAGEMENT

Section 45 (5) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, prescribes statutory notice requirements for consent applications. The Planning

Act requires that at least fourteen (14) days before the day of the hearing, notice shall be given by either

- a) personal service or ordinary service mail to every land owner within a 60 m radius of the area to which the application applies; or
- b) publication in a newspaper that is of sufficient circulation in the area which the application applies.

The statutory notice requirements of the Planning Act have been fulfilled for this application. The notice of application is also posted on the Town of Cobourg website.

3.0 ORIGIN

The property known as 271 Clyde Street is a large, 0.42 ha (1.04 ac) vacant land parcel with 82.92 m (272 ft) frontage along Clyde Street. See **Schedule "A"** Key Map.

In 2017, the subject property was successfully re-zoned to permit a low-density residential land use for the property. At the Zoning By-law Amendment stage, the Planning Justification Report submitted by Clark Consulting Services, hereby referred to as the CCS Planning Report (re-submitted for purposes of the Consent applications), established the applicant's intent to sever the property into a total of four (4) residential building lots and establish an easement in perpetuity for access and servicing considerations.

At the Zoning By-law Amendment stage, it was understood that the proposed land severance and easement applications must be considered under a separate planning process (i.e. Committee of Adjustment). To acknowledge the need for future planning approvals over the subject property, and to acknowledge the requirement for more detailed plans and information regarding the development proposal, a Holding (H) Symbol was placed over the zoning of the subject property in the amending by-law for the subject property. The amending By-law further stipulates that the Holding (H) Symbol shall not be removed until the Owner(s) has received approval of all applicable plans, drawings, and other related documentation by the Municipality, and a Subdivision Agreement has been entered into pursuant to the Planning Act, R.S.O. 1990, c.P. 13, as amended.

In accordance with the Zoning By-law Amendment application, the applicant is now proposing to sever three (3) new lots from the property known municipally as 271 Clyde Street, to create a total of four (4) residential building lots (three severed parcels, plus one retained parcel). The application also considers the creation of an access and servicing easement, approximately 5.0 m in width, over proposed Severed Parcels #2 and #3, together with Parcel #1.

Specifically, the applicant is proposing the following:

Severed Parcel #1 (B-01/18): Approx. 1053.8 m² (0.26 ac) with 20.73 m (68 ft) of frontage on Clyde Street, together with an easement over Severed Parcels #2 and #3.

Severed Parcel #2 (B-02/18): Approx. 1053.4 m² (0.26 ac) with 20.73 m (68 ft) of frontage on Clyde Street, subject to an easement to be created in favour of Severed Parcel #1, together with an easement over Severed Parcel #3.

Severed Parcel #3 (B-03/18): Approx. 1053 m² (0.26 ac) with 20.73 m (6 ft) of frontage on Clyde Street, subject to an easement to be created in favour of Severed Parcel #1 and #2.

Retained Parcel: Approximately 1052.3 m² (0.26 ac) with 20.73m (6 ft) of frontage on Clyde Street.

See **Schedule “B”** Consent Sketch and **Schedule “C”** Development Concept Plan.

4.0 ANALYSIS

In the analysis of this application a number of points have been reviewed:

1. Provincial Policy Statement (PPS) & Places to Grow Act

The Planning Act R.S.O. 1990, c.P.13, requires that decisions of local approval authorities shall be consistent with matters of Provincial Interest in carrying out decisions on applications such as a consents and/or minor variances. Items of Provincial Interest are outlined in the Provincial Policy Statement (PPS) and Places to Grow Act and include:

- promoting efficient, cost-effective and financially sustainable development and land use patterns;
- ensuring that sufficient land is designated and approved to accommodate projected residential growth;
- ensuring that an appropriate range of housing types and densities are provided to meet the requirements of current and future residents;
- ensuring that necessary infrastructure and public service facilities are or will be available to meet projected needs;
- promoting land use patterns and densities which are transit-supportive;
- avoiding development and land use patterns which may cause environmental and/or public health and safety concerns;
- conserving significant built heritage resources.

The proposal is to convey three new low-density residential infill lots from 271 Clyde Street, and to create an easement in perpetuity over Severed Parcels #2 and #3, together with Severed Parcel #1 to serve as an access and servicing easement for the new lots.

The proposed consents will facilitate the envisioned low-density residential use of a currently underutilized, vacant land parcel, proximal to municipal services. The proposals respond to the provincial priority for intensification and promotion of creation of efficient land use patterns. With consideration to the established residential neighbourhood context along the north side of Clyde Street, the proposed consents would constitute an appropriate and compatible development of the subject property.

With respect to environmental matters, the western portion of the subject property is located within a Special Policy Area. The Special Policy Area is an overlay designation in both the Zoning By-law and Official Plan, and this area applies to areas within the Town that have historically existed in the floodplain, and where site specific policies apply in order to address the property's location within the floodplain. These Special Policy Areas are also regulated by the Ganaraska Region Conservation Authority (GRCA). In this case, the Special Policy 77 Zone overlay requires a minimum flood protection level of 77 metres above sea level for any building openings (ie. windows, doors). See excerpt from the Official Plan below outlining the limits of the Special Policy Area.



Town of Cobourg Official Plan (2017), Land Use Plan Excerpt

The CCS Planning Report provided by the proponent considers the natural hazard affecting the subject property, and notes that the 77m elevation identified in the existing Zoning By-law results in a minimal depth of flood water on Clyde Street, which decreases easterly.

The CCS Planning Report further evaluates the property against the more recent (2013) floodplain mapping for the subject property which has yet to come into effect in the Zoning By-law. The new mapping indicates that the minimum flood protection level will change to 78.6 metres above sea level for the subject property. The two most westerly proposed residential lots would be most affected by this new floodplain elevation. See and **Schedule "C"** Development Concept Plan, showing the existing and new (not yet in effect) floodplain lines.

Further to this, the CCS Report confirms that there is a buildable area on each of the four proposed residential lots, using the higher, 78.6 m, minimum opening elevation requirement. See **Schedule "D"** Residential Cross Section showing the buildable area on proposed westerly lot (Severed Parcel #1). The Cross Section also demonstrates the change in ground level elevation between Clyde Street and the future residence.

To respond to the lower elevation of Clyde Street, as shown in the Residential Cross Section, and to ensure that the future properties within the flood prone area of the existing subject property will be accessible in a significant storm event (i.e. Clyde Street floods and the driveway is not accessible), an emergency access easement was proposed so that an alternative driveway or similar dedicated overland route could be established to reach the most westerly lot (Severed Parcel #1).

Accordingly, the applicant has proposed an emergency access easement which will be approximately 5 m in the width, commencing at the front lot line of Severed Parcel #3. The easement area will consist of a surface designed to support vehicular travel, and shall remain unobstructed. Currently, the exact, size and location of the easement is still conceptual, and will be subject to the approval of the Ganaraska Region Conservation Authority. During the Zoning By-law Amendment process, the GRCA indicated that they have no objections to the proposed development concept.

The CCS Report also addresses existing municipal servicing limitations on Clyde Street. Specifically, Clyde Street is currently under-serviced by water, and Clyde Street is not serviced with Municipal Sanitary Services. With respect to water, after consulting with Lakefront Utilities, the applicant has proposed to upgrade the existing water service along Clyde Street from a 2 inch service line, to a new 6 inch diameter waterline. The new waterline will be extended from Ontario Street along Clyde Street to provide an individual connection to each future lot. The line will also service at least one new fire hydrant along

Clyde Street, which will increase the public safety of the current and future residents of Clyde Street.

During the Zoning By-law Amendment process, Lakefront Utility Services Inc. commented that they were satisfied with the proposed upgrade in water service, and provided technical comments to support the future production of detailed engineering drawings.

With respect to sanitary servicing, the CCS Planning Report discussed that each of the future four (4) new lots would be serviced by a sewage pump consisting of a grinder pump with a small storage tank. Sewage lines will be installed extending from each sewage pump to a manhole located at the intersection of Clyde Street and Ontario Street. Here, the lines would connect to the existing municipal sanitary service on Ontario Street.

It was acknowledged that the sewage lines will be located within the same proposed easement area and the emergency access driveway. See **Schedule "C"** Development Concept Plan. It will also be clearly established that each new residential unit is responsible for their individual pump as well as the private sewer line between the dwelling unit and the manhole terminus.

During the Zoning By-law Amendment process, the Public Works Department reviewed the proposed sanitary servicing arrangement, and from a conceptual basis, they had no concerns with the proposal. The private sanitary service ownership and maintenance responsibilities should be encapsulated in a sewer maintenance agreement, which would be required under the Subdivision Agreement and approved by the Municipal Engineer. The location of the sanitary lines within the easement area will ensure that the property owners have legal access to their individual sanitary line.

The expert authorities, including the GRCA, Lakefront Utility Services Inc., and the Town of Cobourg Public Works Department, have expressed no objections at this time regarding the proposed development concept, which includes the proposed severance of three new lots and the establishment of an easement for servicing and access. However, it is clearly evident that more details and information are required before the proposed new lots should be conveyed and developed for the envisioned low-density residential land use.

In keeping with the requirements of the Holding (H) Symbol applicable to the zoning of the subject property, including the requirement for the registration of a Subdivision Agreement against the subject property, it is my opinion that as a condition of approval for the proposed consents, that the Owner(s) of the subject property be required to enter into a Subdivision Agreement with the Municipality to address matters including but not limited to water and sanitary servicing design, site grading, building and landscape design, tree identification and protection, Special Policy Area and floodplain protection, and approval of a private sanitary sewer maintenance agreement.

The requirement for the Subdivision Agreement will provide the Municipality and commenting agencies with the opportunity to comprehensively review all aspects of the proposed development of the subject property. The Subdivision Agreement will be a formal agreement between the Owner of the subject property, the Town and Lakefront Utility Services, and will be registered over the whole of the subject property.

Based on the requirement for the Owner to enter into a Subdivision Agreement with the municipality to address matters including but not limited to water and sanitary servicing design, site grading, building and landscape design, tree identification and protection, Special Policy Area and floodplain protection, and approval of a private sanitary sewer maintenance agreement, it is my opinion that the proposed consents, including the proposed access and servicing easement is consistent with the PPS and Places to Grow Act.

2. Northumberland County Official Plan

The Official Plan for the County of Northumberland was approved by the Ontario Municipal Board on November 23, 2016 and is now in full force and effect. The purpose of this upper-tier Official Plan is to provide a policy basis for managing growth and change that will support and emphasize the County's unique character, diversity, civic identity, urban and rural lifestyles and natural and cultural heritage and to do so in a way that has the greatest positive impact on the quality of life in the County.

The subject lands are located within the Built Boundary of the Urban Area, as designated in the County Official Plan. The County OP aims to focus growth in Urban Areas, and to support the establishment of complete communities. The policies contained within the County Official Plan encourage the provision of a range of housing types to accommodate persons with diverse social and economic needs, and support opportunities for various forms of residential intensification, where appropriate.

Based on a review of the applicable policies of the County Official Plan, it is my opinion that the proposal is consistent with the County OP.

3. Official Plan

The subject lands are designated "Residential Area" and "Special Policy Area" in the Official Plan (2017). The Residential Area designation recognizes established residential areas and ensures that new uses are generally compatible with the existing character and density of these areas.

Applications for development approvals shall be evaluated in conformity with the following specific policies provided for Stable Residential Areas in the Official Plan:

i) Scale of development respects the height, massing and density of adjacent buildings and is appropriate for the site;

The R3 zoning of the subject property will grant the same building height and lot coverage permissions for the proposed new lots as the low density residential properties on the north side of Clyde Street, adjacent to the subject property. Given that the proposed height, massing and density permissions for new lots would be consistent with the existing residential properties to the north and south of the subject lands, the proposed consents would represent a compatible fit with these existing low density uses.

ii) respects the nature of the streetscape as defined by such elements as landscaped areas, and the relationship between the public street, front yards and primary entrances to buildings;

The new lot sizes will be approximately 20.73 m (68 ft) by 50.8 m (166.7 ft) with total lot areas of around 1,053 m² (.26 ac). The proposed residential lots are generously sized, and would accommodate a pleasant streetscape along Clyde Street, consistent with what is already established in the immediate neighbourhood. The development of the new lots should also be designed to respond to the Town's Urban and Landscape Design Guidelines, which promote an interesting, interactive streetscape.

iii) respects the relationship between the rear wall of buildings and rear yard open spaces;

Based on the proposed lot dimensions referenced above, a considerably large rear yard area can easily be established on each of the future residential properties. Given that the proposed building footprints are only conceptual at this time, it should be noted that the R3 zone category regulations consider an appropriate rear yard area; a rear yard of no less than 7 m (23ft) will be required for the future residential properties, as per the R3 Zone regulations.

iv) siting of buildings in relation to abutting properties ensures that there will be no significant negative impacts with respect to privacy and shadowing and appropriate buffering can be provided;

Currently, the only building on the south side of Clyde Street is a two-storey condominium building. The residential units in the condominium building are already well buffered from the subject property by both the building's parking lot and indoor pool area. During the Zoning By-law Amendment process, a request was made from the President of the condominium development at 163 Ontario Street that a fence be required along the shared lot line between 163 Ontario Street and 271 Clyde Street. This specific request has not been included as a recommended condition of approval of the proposed Consents. It is my opinion that this request can be considered by municipal staff through the

detailed Subdivision Agreement process, and if considered appropriate and necessary, the request could be incorporated into the provisions of the Subdivision Agreement. The abutting condominium corporation may also seek to address Cobourg Municipal Council to consider the fence issue prior to final approval of the development.

The dwellings on the north of Clyde Street will be well-buffered from the new residential properties by virtue of their separation via a roadway and the respective front yard areas. The two single detached residential dwellings immediately south of the subject property on Tay Street will be separated by the rear yard area of the subject property, and the significantly sized, well-vegetated rear yard areas belonging to the properties along Tay Street. See the aerial photo of the subject property and immediate surrounding properties in **Schedule “E”** Site and Neighbourhood Photos.

v) conforms with density provisions of Section 3.4.3.3;

The proposed new lots would conform to the density provisions of the applicable R3 zone category.

vi) conforms with the policies of Section 5.5 Cultural Heritage Preservation and preserves designated and listed cultural heritage buildings and structures, and where located adjacent to such buildings and structures is designed to be compatible;

The property is not improved with or adjacent to any identified cultural heritage resources.

vii) respects the residential lotting pattern in the immediate surrounding area;

The proposal will facilitate the creation of a total four (4) low-density residential lots, which essentially mirrors the established land use pattern along the north side of Clyde Street, and would integrate well with the general, established residential neighbourhood lotting pattern on Clyde Street.

viii) Town is satisfied with the proposed grading, drainage and stormwater management and, in particular that there is no impact on adjacent properties;

The Town is satisfied that conceptually the proposed low-density residential development can be accommodated on the subject property. Detailed engineering drawings and applicable reports which demonstrate how the site will meet the Engineering Standards, including accommodating site drainage and stormwater, would be required in the future as part of the Subdivision Agreement process, and prior to the conveyance of the new lots.

ix) development has direct access from a public or condominium road;

The proposed lots will be accessed via individual driveways from Clyde Street, a municipally maintained and assumed road. The new lots will also be served by a private, emergency access route in case of a major flood event.

x) alignment of any proposed street with existing streets promotes acceptable traffic circulation;

There are no new streets proposed as part of this application, and traffic circulation along Clyde Street would not be significantly impacted by the proposed four new low-density residential properties.

xi) any proposed street are adequate to accommodate municipal services;

There are no new streets proposed as part of this application.

xii) protection of trees and other natural features identified as significant to the Town in consultation with the Ministry of Natural Resources and/or the Conservation Authority;

The proponent submitted a Tree Analysis for consideration as part of the Zoning By-law Amendment application, and the CCS Planning Report confirmed that with the exception of the trees existing along the frontage of the subject property, the proposed development will not require the removal of the other identified tree resources. Tree protection will be considered when detailed development plans are submitted in the future, and approved to the satisfaction of the Municipality as part of the Subdivision Agreement process.

xiii) does not hamper or prevent orderly development of adjacent properties;

There is no indication that the proposed consents would hamper or prevent the development of adjacent properties. The subject property is a suitable residential infill site.

xiv) garages are designed so that they are not the dominant feature in the streetscape;

Architectural design will be considered when detailed development plans are submitted in the future, and approved to the satisfaction of the Municipality as part of the Subdivision Agreement process,

Based upon a review of the information submitted with the application, it is my opinion that the proposed consents will not adversely impact the low-density residential properties on the north side of Clyde Street or Tay Street to the south, or the abutting medium density property to the east. The proposed new lots constitute a continuation of the existing low-density land use pattern

established along the north side of Clyde Street, and greater surrounding neighbourhood (with the exception of 133 Ontario St.) and would therefore, integrate harmoniously with the established residential neighbourhood.

Upon review of the subject property, and the applicable policy framework in the Official Plan (2017), including the consent policies, it is my opinion that the proposal is consistent with the general policies of the Residential Area designation, and maintains the general intent and purpose of the consent policies of the Official Plan. Matters relating to site development and design, including but not limited to landscaping, site grading, and site servicing will be addressed in the detailed engineering design stage, and confirmed prior to the removal of the Holding (H) and through the requirement for the registration of a Subdivision Agreement against the subject property, prior to the conveyance of the proposed new lots.

Given the above discussion, it is my opinion that the proposed consent maintains the general intent of the Official Plan.

Urban and Landscape Design Guidelines

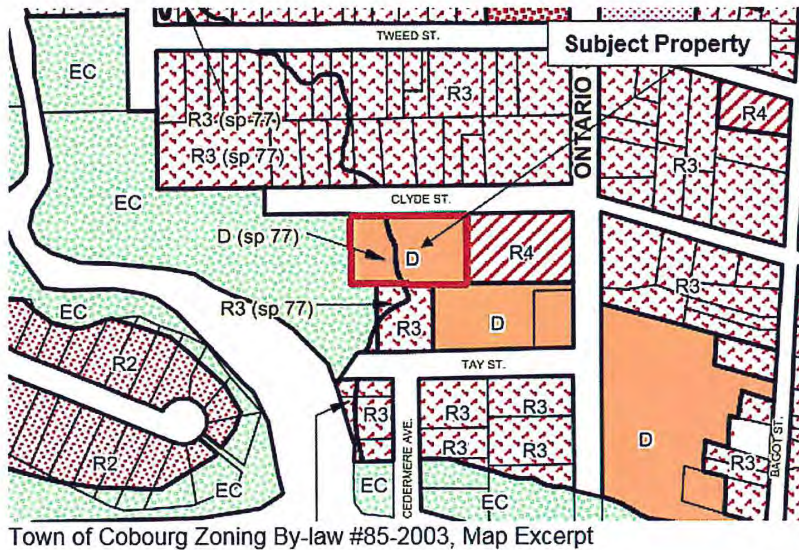
The Cobourg Urban and Landscape Design Guidelines (“the Design Guidelines”) were adopted by Council in September 2010 and are now in effect within the context of the existing, approved Official Plan. The general design policies in the existing, approved OP should be read together with the Design Guidelines when evaluating development applications, including minor variance applications.

In general terms, the trend in urban design has been to build compact, pedestrian friendly communities with less emphasis on private vehicles. Buildings are designed to face the street, porches are encouraged, and the streets themselves are often designed to be narrower than most post-war streets. These measures tend to improve the pedestrian experience and slow down traffic.

The Holding (H) symbol, in addition to the requirement for a Subdivision Agreement provides the municipality the opportunity to require more detailed development plans in the future and further assure that the proposed lots consider and respond to the Town’s Urban and Landscape Design Guidelines.

4. Zoning By-law

The subject property is located in a Residential Three Special Policy 77 Holding [R3 sp.77 (H)] and Residential Three Holding [R3 (H)] Zone, on the western portion of the property, closest to Peace Park and Cobourg Creek, in the Town of Cobourg’s Comprehensive Zoning By-law 85-2003. See Zoning By-law Excerpt below (The referenced “D” Zone has changed to “R3 (H)” Zone).



The proposed lots as shown in **Schedule “B”** Consent Sketch would meet the lot size and frontage requirements of the R3 Zone. The proposed future lots are also very responsive to the existing neighbourhood context, which consists of lots with frontages ranging from 49 ft to 66 ft. Accordingly, it is my opinion that the proposal strongly considers the existing land uses surrounding the subject property, and that the proposed consents are appropriate for the development of the subject property.

From a planning standpoint, the proposed consents would facilitate a land use and future development forms that are appropriate and compatible with the neighbourhood, and therefore, the proposal represents an appropriate use of land that is currently underutilized.

Given the above discussion, it is my opinion that the proposed consents would comply with the Zoning By-law.

5. Section 51 (24) of the Planning Act

The proposed consents will not create a traffic hazard or perpetuate an existing traffic problem. Each new lot will be accessed via a private driveway, and the influx of new residents facilitated by the creation of three new low-density residential lots will not trigger any concern from a traffic perspective.

The proposed consents do not appear to pose any negative impacts to surrounding land uses.

The proposed consents would be appropriate for the future development of the subject property, and the proposed easement will address two key matters:

- **Special Policy Area:** The western portion of the subject property is located within a Special Policy Area, meaning that it is located within a floodplain. It was determined that in the event of a major storm, the future driveways of the proposed new lots would be inaccessible, due to a lower ground elevation along Clyde Street. To ensure that the future properties within the flood prone area of the existing subject property are accessible in a significant storm event, an emergency access easement spanning across the front yards of the new lots (where the ground level elevation is higher) was proposed.
- **Municipal Servicing:** Clyde Street, although located within the Town's urban serviced area, is not serviced with municipal sanitary services. In consultation with the Town's Public Works Department, the applicant proposed a sanitary servicing arrangement consisting of individual sanitary sewer connections extending from the new residential dwellings to the existing sanitary services along Ontario Street. Given that the individual sanitary lines of the new lots would have to cross private property to extend to the municipal infrastructure, an easement would be required to ensure that each property owner has access and maintenance rights to their privately owned sanitary service line.

The Ganaraska Region Conservation Authority (GRCA) have provided the following comment:

Applications B-01-02-03/18 have been reviewed and given due consideration. With regard to matters under the jurisdiction and mandate of the Conservation Authority, there is no objection to the approval of these applications.

Please note that the subject lands are regulated by the GRCA under this Authority's Development, Interference with Wetlands, Alteration to Shorelines and Watercourses Regulation (Ontario Regulation 168/06). Permits will be required from this Authority prior to any future development, construction or site alteration on the subject lands.

The subject lands are also located within the regional storm floodplain, associated with Cobourg Creek, and within a designated Special Policy Area, the criteria for which are contained in the Town of Cobourg Official Plan.

Other Agency, board and commission comments are expected by February 21st, 2018. The Committee will be informed of any comments submitted on or before this date.

Given the above discussion, I am of the opinion that the proposed new lot conveyance is reasonable and desirable for the ongoing use of the subject property.

5.0 CONCLUSIONS

1. The proposed consents do not conflict with items of Provincial Interest in the Provincial Policy Statement and the Places to Grow Act.
2. The proposed consents would appear to maintain the general intent and purpose of the Official Plan.
3. The proposed consents would appear to maintain the general intent and purpose of the Zoning By-law.
4. The proposed consents would be desirable and allow for the appropriate development of the subject lands.

6.0 RECOMMENDED CONDITIONS IF APPLICATION APPROVED

1. That 5% of the value of the land be paid as cash-in-lieu of parkland to the Municipality;
2. That a Subdivision Agreement be registered over the Subject Lands to address matters including but not limited to: water and sanitary servicing design, site grading, building and landscape design, fencing/buffering considerations, tree identification and protection, Special Policy Area and floodplain protection, and approval of a private sanitary sewer maintenance agreement;
3. All conditions are subject to the approval of the Town of Cobourg, but at no cost to the municipality.

Approved by:

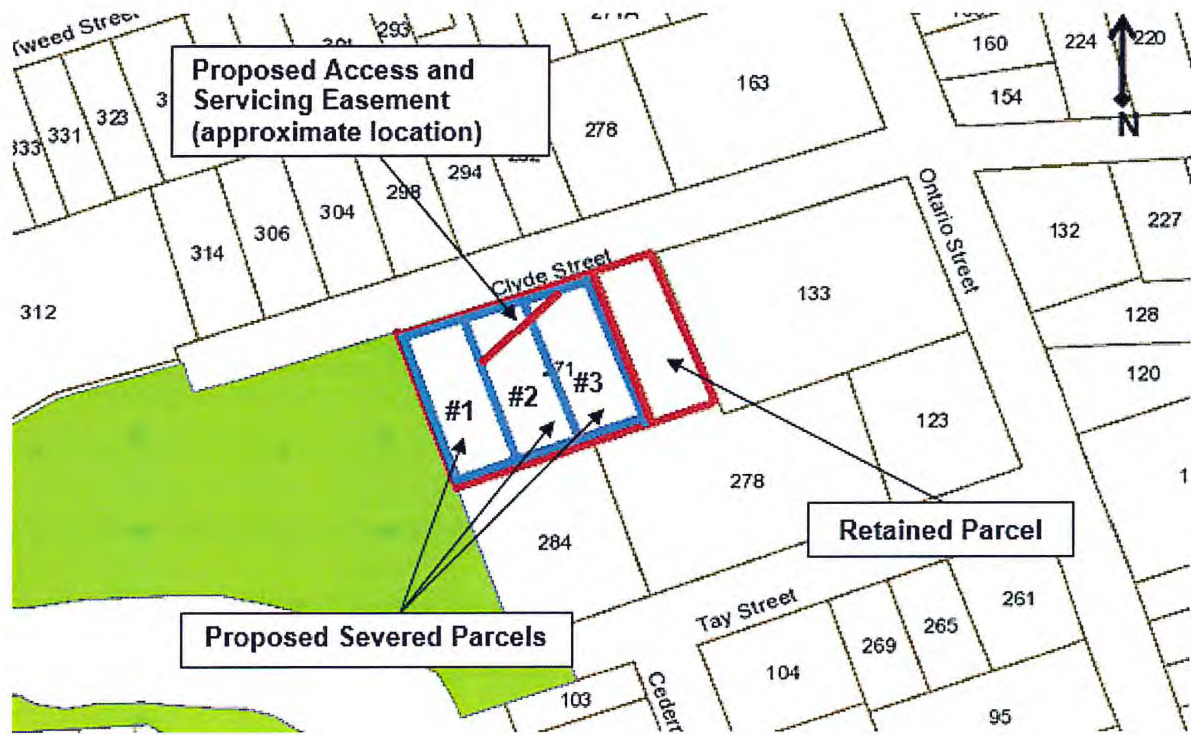

Desta McAdam, Planner I – Development


Glenn McGlashon, Director of Planning & Development


Rob Franklin, Manager of Planning Services

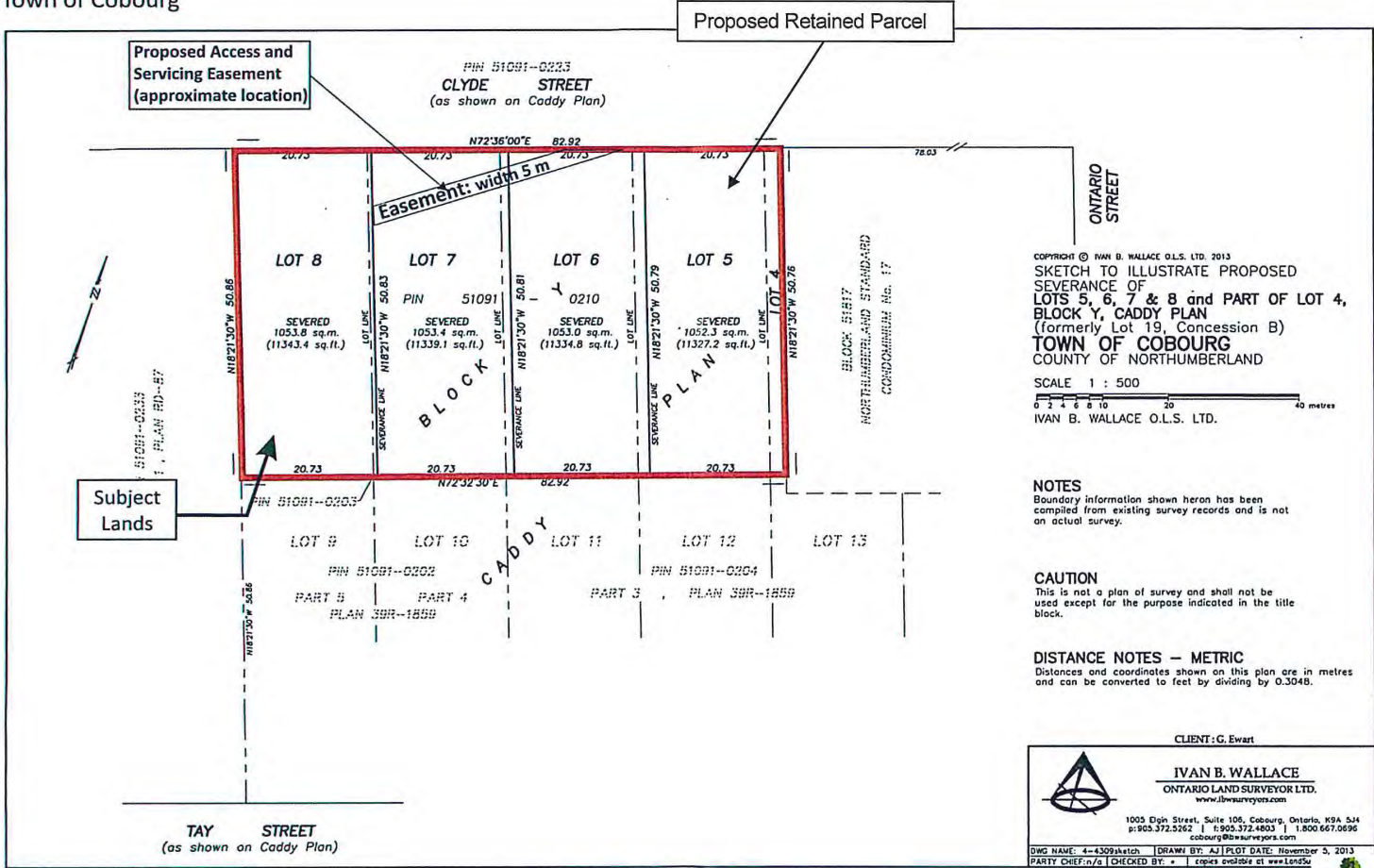


SCHEDULE "A"
KEY MAP



**SCHEDULE "B"
CONSENT SKETCH**

Figure 2 - Consent Sketch
271 Clyde Street
Town of Cobourg



COPYRIGHT © IVAN B. WALLACE O.L.S. LTD. 2013
SKETCH TO ILLUSTRATE PROPOSED SEVERANCE OF LOTS 5, 6, 7 & 8 and PART OF LOT 4, BLOCK Y, CADDY PLAN (formerly Lot 19, Concession B) TOWN OF COBOURG COUNTY OF NORTHUMBERLAND
SCALE 1 : 500
0 2 4 6 8 10 20 40 metres
IVAN B. WALLACE O.L.S. LTD.

NOTES
Boundary information shown hereon has been compiled from existing survey records and is not on an actual survey.

CAUTION
This is not a plan of survey and shall not be used except for the purpose indicated in the title block.

DISTANCE NOTES – METRIC
Distances and coordinates shown on this plan are in metres and can be converted to feet by dividing by 0.3048.

CLIENT: G. Ewart


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p: 905.372.2392 | f: 905.372.4803 | 1.800.667.0596
cobourg@ivanwallace.com
DWG NAME: 4-4309sketch | DRAWN BY: AJ | PLOT DATE: November 5, 2013
PARTY CHIEF: m/g | CHECKED BY: * | copies available at www.Land5.com

**SCHEDULE "C"
DEVELOPMENT CONCEPT PLAN**

Figure 7 - Detailed Concept Plan
271 Clyde Street
Town of Cobourg

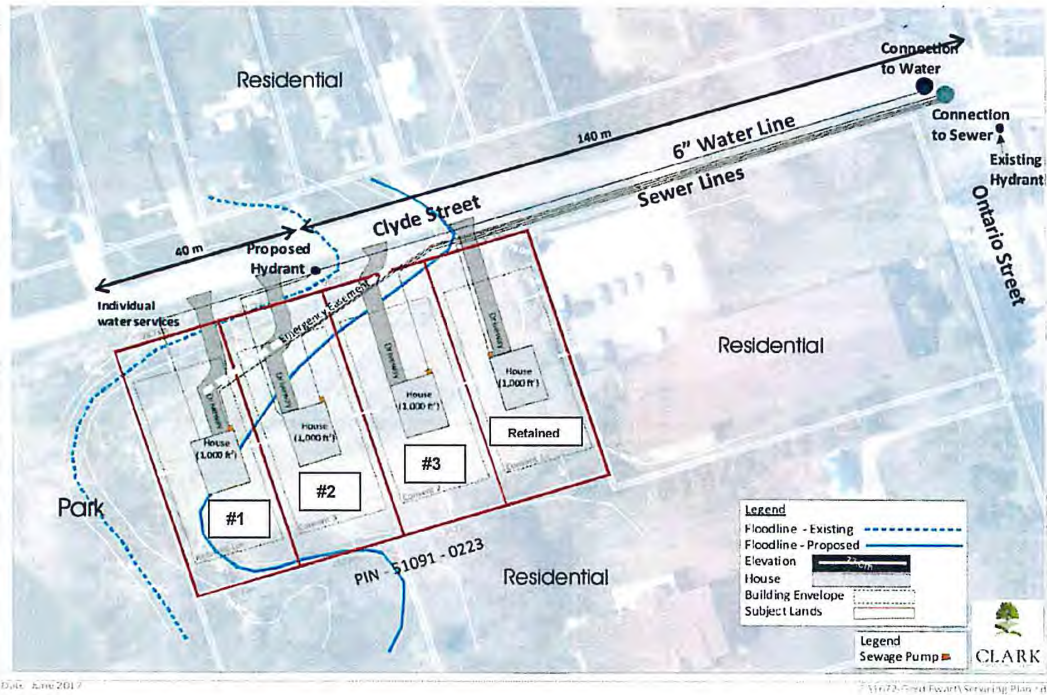


Figure 7

SCHEDULE "D"
RESIDENTIAL CROSS SECTION

Figure 3 - Cross Section of Western Proposed Lot
271 Clyde Street
CCS Project 1672

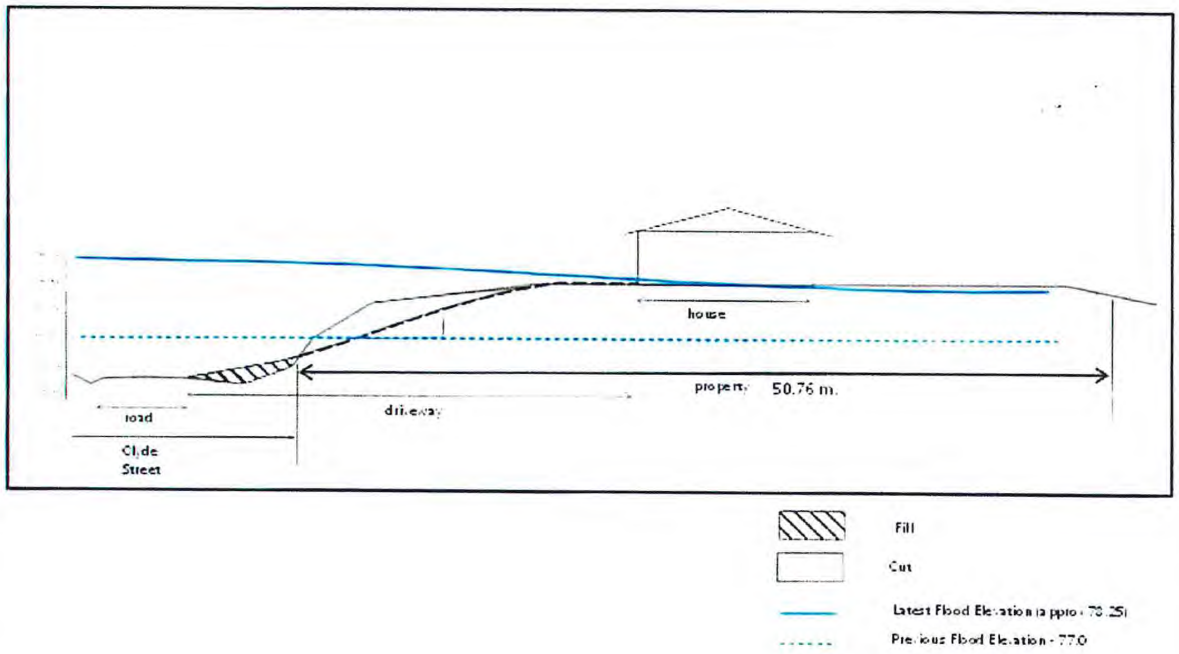


Figure 8

Planning Justification
Clyde Street Consent Applications - Town of Cobourg

SCHEDULE "E"
SITE AND NEIGHBOURHOOD PHOTOS



Google Satellite Image Capture: aerial photo of subject property and surrounding neighbourhood
Google Map Data, 2017.



Google Streetview Image Capture (Sept 2014): looking south from northeast corner of the subject property
Google Map Data, 2017.

	PLANNING & DEVELOPMENT DEPARTMENT <i>MEMORANDUM</i>
	COBOURG HERITAGE ADVISORY COMMITTEE
TO:	Brent Larmer- Municipal Clerk /Manager of Legislative Services
FROM:	Adriane Miller, Secretary
DATE:	February 8, 2018
SUBJECT:	HP-2018-003 107 King Street West


The following motion was adopted at the February 07, 2018 meeting of the Cobourg Heritage Advisory Committee (CHC):

"WHEREAS, the Cobourg Heritage Advisory Committee (CHC) has reviewed the proposal for a solar panel carport located at 107 King Street West

IT IS RECOMMENDED THAT Heritage Permit #HP-2018-003, as submitted by Hamidreza Khederzadeh of Sky Solar Holdings, on behalf of the Town of Cobourg in partnership with Cobourg Police Service and Lakefront Utilities for the following scope of work at the Cobourg Police Station at 107 King St. W, be approved subject to the finalization of details by staff"

1. A carport structure with two parking spots with solar panels on the roof of the carport;
2. Two EV charging stations for vehicle charging

Carried

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Dave Johnson Planner I - Heritage	
DATE OF MEETING:	February 20 th , 2018	
TITLE / SUBJECT:	Downtown Cobourg Community Improvement Plan: 2017 Second Intake – Reconsideration of two applications	
REPORT DATE:	February 7, 2018	File #:

1.0 STRATEGIC PLAN

Objective #2: Support the preservation and enhancement of the Town's arts, culture and heritage.

Objective #3: Promoting diverse economic development opportunities.

2.0 PUBLIC ENGAGEMENT

In 2015, in conjunction with the Downtown Cobourg Vitalization Master Plan (DMP) process, the Town embarked on the preparation of a Downtown Cobourg Vitalization Community Improvement Plan (CIP). The CIP is intended to provide a comprehensive tool kit of financial incentive programs specifically designed to address the community improvement needs in Downtown Cobourg and, over time, will help achieve the Vision for Downtown Cobourg as outlined in the Downtown Cobourg Vitalization Action Plan (DVAP) and the DMP.

On March 21, 2016, following a comprehensive background review and public engagement process, Cobourg Municipal Council adopted the Downtown Cobourg Vitalization CIP in accordance with Section 28 of the Planning Act, RSO 1990, c.P.13, as amended.

An Implementation Plan for 2017 was outlined in a report to Council in February, 2017. A multi-media communication plan for the 2017 CIP intake program was implemented by staff, including the preparation of a brochure summarizing the CIP that was mailed to all property owners within the eligible CIP study area, presence on the municipal website, as well as regular advertisements in the Town's weekly ad block.

3.0 RECOMMENDATION

WHEREAS ten (10) applications for financial support under the Downtown Cobourg Vitalization Community Improvement Plan (CIP) were received during the second, "Summer" intake period of 2017;

AND WHEREAS on August 21, 2017 Council authorized financial support for six (6) projects, and further authorized the CIP evaluation committee to reconvene where necessary to reconsider those applications that were submitted under the Summer 2017 intake but were not recommended for financial support on a case-by-case basis and subject to available funding per the 2017 Municipal Budget;

AND WHEREAS updated information regarding two (2) applications made under the Summer 2017 intake was submitted to the CIP evaluation committee on November 23, 2017;

AND WHEREAS the CIP evaluation committee has concluded that the information contained in the two (2) applications was insufficient to warrant a recommendation of financial support under the Downtown Cobourg Vitalization CIP;

NOW THEREFORE IT IS RECOMMENDED THAT Council deny the disbursement of financial incentives under the programs of the Downtown Cobourg Vitalization CIP for 77 Albert Street and 38 Albert Street;

AND IT IS FURTHER RECOMMENDED THAT the applicants consider submitting a new, detailed and complete application under the 2018 CIP intake process.

4.0 ORIGIN

The purpose of this report is to advise Council of the updated applications for financial support under the Downtown Cobourg Vitalization Community Improvement Plan (CIP) which were received following the second, or "Summer", 2017 intake period, and to provide recommendations regarding the allocation of funds.

5.0 BACKGROUND

The Downtown Cobourg Vitalization CIP was prepared in concert with the Downtown Cobourg Master Plan (DMP), and is intended to complement, support and be implemented in conjunction with the DMP. The CIP is called the Downtown Cobourg "Vitalization" CIP because it has been expressly developed and refined to help achieve the Vision and support the strategies and recommended actions contained in the Cobourg Downtown Vitalization Action Plan (DVAP).

In 2013, a survey of Cobourg and area residents undertaken as part of the DVAP strongly indicated that respondents wanted an improvement in the appearance of the buildings in Downtown Cobourg. The need to improve the poor appearance of building exteriors, back lanes and parking lots was highlighted by more than 80% of respondents – topping the list of concerns. Furthermore, the negative appearance of Downtown Cobourg accounted for a significant majority of unsolicited comments offered by residents. The survey also identified the following additional desired stores or services: mid-scale family restaurants, up-scale restaurants, food retailer, ladies & children's clothing & accessory shops, up-scale coffee shop, specialty stores, and businesses with unique cultural & artisan experiences.

On March 21, 2016, Cobourg Municipal Council adopted the Downtown Cobourg Vitalization CIP in accordance with Section 28 of the Planning Act, RSO 1990, c.P.13, as amended. The Downtown Cobourg Vitalization CIP provides a comprehensive tool kit of financial incentive programs specifically designed to address the community improvement needs in Downtown Cobourg and, over time, will help achieve the Vision for Downtown Cobourg as outlined in the DVAP and the DMP. These financial incentive programs are designed to encourage private sector investment, rehabilitation, adaptive reuse, redevelopment, and construction activity in Downtown Cobourg.

The incentives contained within the Downtown Cobourg Vitalization CIP include grants and/or loans for work proposed under the following programs:

- Study Grant Program – costs for urban design study, heritage impact assessment, feasibility study and/or architectural/engineering studies and drawings;
- Façade Improvement Grant/Loan Program – costs for eligible façade and storefront improvement/restoration works;
- Building Improvement Grant/Loan Program – costs associated with eligible building improvement/restoration works;
- Residential Grant/Loan Program – costs associated with the creation/rehabilitation of residential space;
- Vitalization Tax Increment Grant Program – offsets any significant increase in municipal assessment and property taxes derived from a project(s);
- Brownfields Tax Assistance Program – cancellation of property taxes during rehabilitation and redevelopment periods on eligible brownfield properties;
- Vitalization Development Charge Grant Program – reduces or cancels development charges for eligible large-scale residential, commercial and mixed use vitalization projects; and,
- Fees Grant Program – application fees reduced or waived on specified development applications and permits for the renovation, rehabilitation and/or redevelopment of existing buildings.

Each program contains eligibility criteria for applicants to apply for and receive funding from Council, including for addressing such matters as improvements for barrier-free accessibility, energy efficiency retrofits and HVAC systems, fire protection systems, weatherproofing, residential intensification, brownfields, and structural and non-structural building upgrades. The programs can be used individually or “stacked” together for a particular project(s), just like tools in a toolbox.

Council approved \$50,000.00 in the 2016 Municipal Budget for the implementation of the grant incentive programs of the Downtown Cobourg Vitalization CIP, with the funds allocated from the Holdco dividend. Given that the CIP was not in effect until late March of 2016, applications were accepted and reviewed by municipal staff on a case-by-case trial basis for the duration of 2016. A total of five projects were approved by Council, with total grants in the amount of \$54,696.13 and total secured repayable loans in the amount of \$51,886.00.

After the successful initial implementation of the CIP in 2016, Council approved \$150,000.00 in the 2017 Municipal Budget (via the Holdco Dividend) to continue supporting the financial incentive programs.

Applications were received by the Planning Department twice in the calendar year. The first “Spring” intake closed on Thursday April 13th at 4:30 p.m. A total of five projects were approved by Council on May 15th, with total grants in the amount of \$47,257.00 and total secured repayable loans in the amount of \$12,175.00 for a total expenditure of \$49,459.60 (including interest charges).

The second “Summer” intake closed on Friday July 21st at 4:30 p.m. Ten (10) applications were received during the second and final intake period for 2017. On July 28th, 2017, a Downtown CIP evaluation committee consisting of the C.A.O., the Director of Finance, the Director of Planning and Development, the Heritage Planner, the Chair of the Downtown Coalition, the President & C.E.O of the Northumberland Central Chamber of Commerce, and the Vice-Chair of the Cobourg Heritage Advisory Committee met to review the applications.

At its meeting of August 21, 2017, Council authorized the disbursement of \$36,193.67 for six (6) of the ten (10) applications. Of the four (4) applications that were not recommended, one (1) was ineligible to receive funding under the program, one (1) did not meet the minimum score to be recommended for funding, and two (2) applications (77 Albert Street & 38 Covert Street) were deemed by the CIP evaluation committee to be erroneous, incomplete and/or premature. Council further authorized that the evaluation committee reconvene where necessary to re-consider those applications that were submitted under the Summer 2017 intake but were not being recommended for support at the time, subject to available funding. A total of \$64,346.73 remains

available under the 2017 Municipal Budget.

The owners of 77 Albert St. and 38 Covert were advised of Councils decision and of the deficiencies in the applications. Subsequently, the owners resubmitted quotes for reconsideration on November 23, 2017. The CIP evaluation committee, consisting of the C.A.O, the Director of Finance, the Heritage Planner, the Chair of the Downtown Coalition, and the former Vice-Chair of the Cobourg Heritage Advisory Committee, reconvened on February 6th, 2018 to thoroughly review the resubmission of quotes.

The CIP evaluation committee utilized an application evaluation matrix with a weighted scoring system that considered the following criteria:

- Grant/Loan Cost Leverage – the ratio of the applicant’s contribution to the Town of Cobourg’s grant/loan funds requested;
- Visual Impact – significance of the improvement to the building/property as is visible from the public realm;
- Impact on Target Business Attraction – where a project involves bringing one of the following new businesses or services to the downtown: mid-scale family restaurant, up-scale restaurant, food retailer, ladies & children’s clothing & accessory shops, up-scale coffee shop/cyber café, specialty store, business with unique cultural & artisan experience;
- Heritage Conservation Impact – where a project involves a designated heritage property, the application of best practices of heritage building stewardship;
- Residential Square Footage – the percentage of the total gross floor area of a building that is residential space being rehabilitated/converted/upgraded/created;
- Business Square Footage – the percentage of the total gross floor area of a building that is commercial/business space being rehabilitated/converted/upgraded/created.
- Structural Integrity Impact – where a project addresses significant structural/engineering issues with a building.

6.0 ANALYSIS

The following section summarizes each of the re-submitted applications, and includes a recommendation of the allocation of financial support for each proposal.

77 ALBERT STREET

FINANCIAL SUPPORT RECOMMENDED:	None at this time
Total cost of project before HST (as per quote submitted):	Approx. \$47,916.72
Owner:	1226577 Ontario Ltd.
Existing use(s) of building/property:	Commercial (Jailhouse Inn and Tavern)

Heritage status:	located in a Heritage Conservation District (designated under Part V of the <i>Ontario Heritage Act</i>)
-------------------------	---

Summary of scope of work:

- Remove and replace 33 non-historic aluminum windows, blueskin all openings, install new vinyl windows, insulate all gaps with foam, caulking and reset interior trim



Above: 77 Albert St., as seen from Albert St. looking south



Above: 77 Albert St. as seen from Third St. looking west.

The applicant has requested CIP funding for the replacement of windows and the removal and replacement of two verandah roofs. The applicant has an approved Heritage Permit #HP-2017-033 for verandah roof replacement and Heritage Permit # HP-2017-35 for the replacement of windows at the subject property.

As of the date of this report, the Fire Department has indicated that there is no current concern with regards to a residential unit that was identified as being present in the subject building during the review of a previous application for CIP funding received during the Spring 2017 intake.

Following its evaluation, the CIP evaluation committee concluded that the subject application had a number of deficiencies, errors and inconsistencies, and as such recommends denial of CIP funding for the 2017 period for the following reasons:

- There are no detailed quotes of windows or receipt of purchased windows included with the application;
- Incorrect/inconsistent information supplied with the application;
- The evaluation committee requests information from the applicant to demonstrate the qualifications of its contractor;
- The contractor's HST BN# is incorrect and/or non-existent;
- Recommend submitting a new, complete application for 2018 intake.

38 COVERT STREET

FINANCIAL SUPPORT RECOMMENDED:	None at this time
Total cost of project before HST (as per quote submitted):	Approx. \$80,547.30
Owner:	2128317 Ontario Ltd.
Existing use(s) of building/property:	Commercial (Cat and Fiddle pub)
Heritage status:	located in a Heritage Conservation District (designated under Part V of the <i>Ontario Heritage Act</i>)

Summary of scope of work:

- Restucco the exterior of the Cat and Fiddle building with E.I.F.S.
- Addition of cornerstones and additional architectural features
- Installation of new windows on both levels at the front and sides of the building
- Reinstallation of the 'eyebrow' that formerly existed over the bay window at the front of the building



Above: The Cat and Fiddle Pub

The quote provided with the application indicates the intention to install an Exterior Insulation and Finish System (E.I.F.S.) as an exterior cladding on the building. The Commercial Core Heritage Conservation District Plan specifically discourages the application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, acrylic stucco, and E.I.F.S. on building facades facing the public realm. Because the building was determined to be a non-heritage, concrete block structure in an area comprised of mixed building typologies, it was concluded that the proposed work would not detract from the heritage attributes of the District or streetscape and a Heritage Permit #HP-2017-034 was approved by Council on October 10, 2017.

The owners of the property have also requested “a grant for any studies that may be required by the Town”. The application included a cover letter that contemplates the construction of main level accessible washrooms, and the possible future construction of residential rental units on the property. The requirement for further studies is typically identified during the pre-consultation process prior to the submission of a development application. No pre-consultation has been requested to date to formally discuss the scope of work or the feasibility of developing the property. Beyond the cover letter, there was no further submission material relating to these proposed future plans included in the application for CIP funds.

Following its evaluation of the subject application, the CIP evaluation committee concluded that the application had a number of deficiencies, errors and inconsistencies, and as such recommends denial of CIP funding for the 2017 period for the following reasons:

- Incorrect arithmetic;
- Discrepancies in quote from Home Depot relative to contractor quote for windows;
- Home Depot window quote appeared to be stale-dated (pricing valid through 23-08-2017);
- The contractor’s HST BN# incorrect and/or non-existent;
- The evaluation committee requests information from the applicant to demonstrate the qualifications of its contractor;
- Insufficient information to assess future construction or intensification of the building relative to study grants requested;
- Recommend submitting a new application for 2018 intake.

DISCUSSION

The CIP evaluation committee was authorized by Council to reconvene on a case-by-case basis to consider any of the Summer 2017 intake applications that were not recommended for funding, in the event further information is received

before the end of 2017. The applicants for 77 Albert St. and 38 Covert St. submitted their updated quotes on November 23, 2017. No new applications were accepted during this period -- this was only an opportunity for the unsuccessful applicants to provide outstanding information in support of the reconsideration of their respective proposals.

The CIP evaluation committee reconvened on February 6th, 2018 to review the updated quotes submitted by the applicant, and concluded that the information supplied was insufficient to warrant a recommendation of CIP funds at this time. Given that it is now February of 2018 and that \$150,000.00 has been allocated to the Downtown Cobourg Vitalization CIP fund in the 2018 Municipal Budget, it is recommended that the applicants consider submitting a new, detailed and complete application during the upcoming 2018 CIP intake process.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

None

8.0 CONCLUSION

In summary, based on the information supplied, the CIP evaluation committee recommends denying financial support under the programs of the Downtown Cobourg Vitalization CIP to two (2) projects that were submitted for reconsideration on November 23, 2017. The applicants may re-apply under the 2018 Downtown CIP program.

10.0 AUTHORIZATION/SIGNATURES

Approved By:

Stephen Peacock, P. Eng
Glenn J. McGlashon, MCIP, RPP
Ian Davey, BBA, CPA, CA

Department:

CAO
Planning & Development
Finance