



Committee of the Whole

Date: Monday July 20, 2020

Time: 2:30 P.M.

**Open Session Resume at 4:00 PM
(Summer Session)**

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

AGENDA

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

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

Inquiries & Accommodations

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

Alternate Format

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

Live Streaming Video

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

Public Participation

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

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

NOTE TO THE PUBLIC:

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

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE AGENDA
	Monday July 20, 2020 at 2:30 PM Electronic Participation – Zoom Video Conference

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday July 20, 2020 at 2:30 PM with Open Session to resume at 4:00 P.M through Electronic Participation, Zoom Video Conference Application.

I CALL TO ORDER

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

II CLOSED SESSION

1. THAT Council meet in Closed Session at 2:30 P.M. prior to the Open Session of Council at 4:00 P.M. in accordance with Section 239 (2) of the *Municipal Act, 2001*, regarding:

s. 239(2)(f) advice that is subject to Solicitor-Client Privilege, including communications necessary for that purpose.

1. Municipal Legal Opinion

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

1. Municipally Owned Land - Municipal Unopened Road Allowance.

III AGENDA ADDITIONS

1.
 1. Memo from the Municipal Clerk/Manager of Legislative Services regarding the proposed change in Agenda Meeting Software – eSCRIBE Meeting Management Solution for the Town of Cobourg; and
 2. Memo from the Director of Public Works, regarding masks and face coverings being strongly recommended on Town of Cobourg Transit.

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

IV DISCLOSURE OF PECUNIARY INTEREST

V PRESENTATIONS

1. Derek Paul, President and C.E.O, Lakefront Utilities Inc. and Adam Giddings, Director of Regulatory Compliance and Finance, regarding Customer Engagement Overview – Component of Electricity Application.

VI DELEGATIONS

1. Rick Miller, Chair, Marie Dressler Foundation, regarding a request to approve the waiver of all fees in connection with the Renovation of the Marie Dressler House. 7 - 20

VII DELEGATION ACTIONS

VIII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from the Municipal Clerk/Manager of Legislative Services regarding the proposed change in Agenda Meeting Software – eSCRIBE Meeting Management Solution for the Town of Cobourg. 21 - 41

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

FURTHER THAT Council direct and authorize the Mayor and Municipal Clerk to execute an agreement with eSCRIBE Software Limited for the provision of the eSCRIBE Transparency Bundle for the Town of Cobourg Meeting Management Software to be implemented and functional by October 1, 2020 in the amount of \$11,300 including HST as approved in the 2020 Operating Budget for the first year and \$10,300 for the second year and \$10,609 for the third year which includes a 3% adjustment each year; and

FURTHER THAT Council authorize an additional amount of \$4,925.00 to be funded from the Provincial Building Efficiencies Funding to be put towards the initialization and implementation of the eScribe Board Management Module and the eSCRIBE Public Comments and Delegation Request Mgmt Module, in order to better increase Council and Advisory Committee Meeting efficiency and transparency.

IX PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

1. Memo from the Municipal Clerk/Manager of Legislative Services, regarding Virtual Statutory Public Meetings under the Planning Act. 42 - 50

Action Recommended: THAT Council receive this report for information purposes; and

THAT Council authorize virtual statutory public meetings under the *Planning Act* to be held in order to satisfy the public consultation requirements of the Act, and Council approved Resolution No.478-19 regarding Public Notification, Engagement and Meeting Procedures for Planning Act Applications, to allow land use planning applications to be processed and decisions made; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to make the necessary amendments to the Town of Cobourg Procedural By-law 009-2020 Section 32.

2. Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-014 submitted by Bryan Armstrong on behalf of St. Andrew's Presbyterian Church, to permit a roof replacement for the property known municipally as 200 King Street West, Cobourg. 51 - 65

Action Recommended: THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-014 to permit a roof replacement for the property known municipally as 200 King Street West, Cobourg, subject to finalization of details with planning staff.

3. Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-015 submitted by Fabien Verdier on behalf of Reidrev Management Inc. to permit a roof replacement for the property known municipally as 2 King Street West & 239-243 Division Street, Cobourg. 66 - 78

Action Recommended: THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-015 to permit to replace the existing asphalt roof with a metal roof for the property known municipally as 2 King Street West & 239-243 Division Street, Cobourg, subject to finalization of details with planning staff.

4. Motion from the Secretary of Cobourg Heritage Advisory Committee regarding a motion of support from correspondence received by the Cobourg Heritage Advisory Committee to amend as an additional name to the the Municipal Naming Policy. 79 - 90

Action Recommended: THAT Council support the recommendation from the Cobourg Heritage Advisory Committee to support the request from a Cobourg Resident to have 'Jack Waghorn' added to the Municipal Naming Policy Naming Registry.

X PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

1. Memo from the Director of Public Works, regarding masks and face coverings being strongly recommended on Town of Cobourg Transit. 91 - 94

Action Recommended: THAT Council receive the report from the Director of Public Works for information purposes.

XI PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

1. Memo from the Secretary of the Parks and Recreation Advisory Committee, 95 regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting - Request for Legal Opinion.

Action Recommended: THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes.

2. Memo from the Secretary of the Parks and Recreation Advisory Committee, 96 regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting. - Aquatic Safety Audit Implementation.

Action Recommended: THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes.

3. Memo from the Secretary of the Parks and Recreation Advisory Committee, 97 regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting - Aquatic Safety Audit – Working Group.

Action Recommended: THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes.

XII PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

XIII ARTS, CULTURE AND TOURISM SERVICES

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

XIV UNFINISHED BUSINESS

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

1. **Municipal Council Unfinished/Outstanding Business Tracking Table**

98 -
105

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	September 14, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	September 14, 2020

Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	September 14, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	05-11-20	Community Services	N/A
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	September 14, 2020
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	September 14, 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A
Motion – Flood Reduction and Mitigation Strategy	04-27-20	Emergency Management	September 14, 2020
Diversity, Equity and Inclusion Policy	06-29-20	Legislative Services	August 24, 2020 December 7, 2020

XV COMMITTEE OF THE WHOLE OPEN FORUM

Open Forum provides an opportunity for the public to comment and ask questions on any matter of Municipal business. More details regarding Open Forum may be found under Section 33 of [Procedural By-Law](#).

Due to the nature of an electronic meeting, members of the public wishing to provide input regarding an agenda item must pre-register by Monday, July 20, 2020 at 4:00 p.m. The Municipal Clerks Office will contact all registrants with confirmation and details.

If you do not wish to participate in the meeting but would like to participate in the Open Forum, you may send an email to: clerk@cobourg.ca and the Municipal Clerks Office will circulate your email to Council and Staff and read the correspondence at the meeting.

If you require more information, please contact clerk@cobourg.ca or call -905-372-4301.

XVI ADJOURNMENT



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

Delegation Request Form

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

1. GENERAL INFORMATION

Name of Delegate(s): *RICK MILLER*

Group/Organization/Business Delegation Represents (if applicable):
MARIE DRESSLER FOUNDATION

2. MEETING SELECTION

I wish to appear before:

☐ Committee of the Whole ☒ Regular Council ☐ Advisory Committee or Local Board

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

Press to Select a Committee of Board

Meeting Date Requested: *JULY 27, 2020*

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

- TO PROVIDE AN UPDATE ON PROGRESS REGARDING THE CREATION OF "CANADIAN WOMEN IN FILM" MUSEUM
- TO REQUEST COUNCIL APPROVAL OF WAIVER OF TOWN'S FEES IN CONNECTION WITH RENOVATION OF MARIE DRESSLER HOUSE (BASED ON THE REGISTERED CHARITY STATUS OF MARIE DRESSLER FOUNDATION)

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

Recommendation to Council/Committee/Board:

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

WE REQUEST COUNCIL TO APPROVE WAIVER
OF FEES FOR BUILDING PERMIT AND FOR
OCCUPANCY PERMIT IN CONNECTION WITH
RENOVATIONS TO MARIE DRESSLER HOUSE,
212 KING ST. W., COBOURG. THE PROPERTY
IS OWNED BY TOWN OF COBOURG.

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

☒ Yes ☐ No

4. PRESENTATION MATERIAL

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

Do you have any equipment needs? ☒ Yes ☐ No

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

Please Select the Type of Equipment *PROJECTOR/COMPUTER WITH POWERPOINT*

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

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

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

5. **CONTACT INFORMATION**

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

[REDACTED]

Phone:

[REDACTED]

E-Mail:

[REDACTED]

6. **ACCESSIBILITY ACCOMODATION**

Do you require any accessibility accommodation? ☐ Yes ☒ No

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

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

RICK MILLER

Print Full Name



Signature

2020/07/03

Date (YYYY/MM/DD)

Municipal Clerk or Designate

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. All meetings are open to the public except where permitted to be closed to the public under legislative authority. Questions regarding the collection, use and disclosure of personal information contained in this Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at blarmer@cobourg.ca.

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
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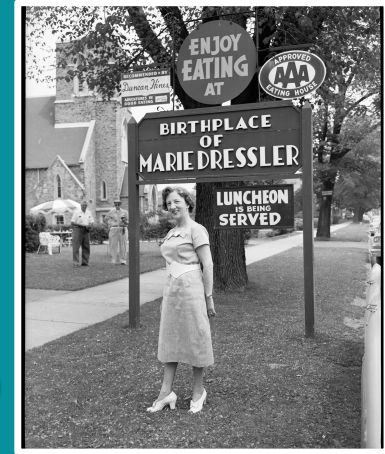
MARIE DRESSLER HOUSE FOREVER

Presentation to Cobourg Town Council by Rick Miller, Marie Dressler Foundation
July 20, 2020

**THE MARIE DRESSLER HOUSE
REVITALIZATION PROJECT**
will protect and celebrate the
180 years heritage of the House and
build a lasting legacy for years to come

About Marie Dressler House

- Built circa 1840, the House is of historical and cultural importance as the birthplace of Hollywood star, Marie Dressler
- Fire ravaged the building in 1989, but the building was rescued and renovated with funds raised by Marie Dressler Foundation
- Building title was assumed by the Town of Cobourg and the House was designated as a Heritage Property in 1990
- For more than 25 years, the Town of Cobourg used the House for office space for various departments



Lenah Field Fisher

Who Are We ?

- Marie Dressler Foundation, incorporated in 1990, is a registered charity under Canada Revenue Agency
- The Foundation is governed by a volunteer Board of Directors
- We are the owners and operators of Marie Dressler Museum
- Our fundraising events include the Vintage Film Festival, ReaRView DocFest, and Celebrate Marie Dressler events
- For the past 25 years the Foundation has supported graduating high school students across Northumberland County by awarding bursaries and funding other educational programs

The Revitalization Project

- Create permanent exhibitions for Mary Pickford and Norma Shearer who will join their friend Marie Dressler in her natal home
- Celebrate the powerful influence these Canadian women had in early Hollywood
- Create a platform to celebrate accomplishments of other Canadian women in film, past and present
- Create a visitor experience that is educational and inspirational
- Provide a “signpost” that shows the historical journey for women in film and connects with today’s efforts to achieve gender equity in front of and behind the camera

Occupancy History

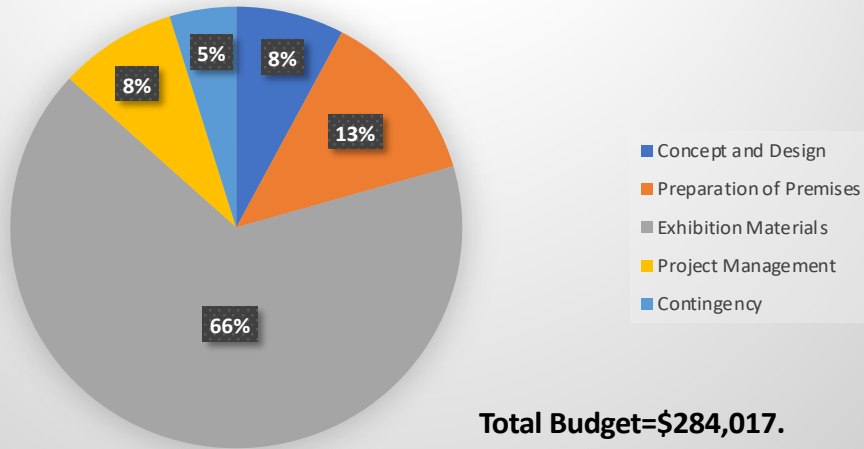
- A Lease Agreement was signed by the Town and the Foundation on August 11, 2015 for use of approx. 365 ft² until August 31, 2035 to operate Marie Dressler Museum;
- An Amending Agreement to the existing lease was signed by the Town and the Foundation on September 9, 2019, with the same term, for the use of the entire interior space in order to expand the existing Museum;
- Details of the proposed renovations were outlined by the Foundation in a letter dated October 18, 2019 to Town Council;
- On December 2, 2019 Town Council approved the Foundation's request to make interior renovations to Marie Dressler House.

Project Update

- The design of the new museum was completed in April 2020 and has been donated by the University of Toronto, Museum Studies program;
- Long term loan agreements for the use of Mary Pickford and Norma Shearer artifacts have been signed with all “collectors”;
- A major grant has already been received from *Heritage Canada*;
- The Foundation’s fundraising campaign continues;
- The Foundation is now ready to seek requisite approvals for the proposed interior renovations from Town of Cobourg Building Dept.

Project Budget

Canadian Women In Film Museum
Budget Categories



as at July 15, 2020

Funded	\$ 220,281
Not Yet Funded	\$ 63,736
Total Budget	\$ 284,017

Our Request

We request Town of Cobourg Council approve the waiver of applicable fees for:

- Town of Cobourg Building Permit, and
- Town of Cobourg Occupancy Permit (as applicable)

related to the interior renovations at Marie Dressler House and its use as a Museum;


- The subject fees*, based on currently published rate tables, for an area of 2,124 ft², are estimated at \$2,100. plus HST

* subject to verification by Town of Cobourg Building Department

Summary

- This project is an opportunity for Council to demonstrate publicly its commitment to the *Town of Cobourg Cultural Master Plan* by supporting the revitalization of a built-heritage asset which is owned by the Town;
- The Foundation is making a substantial investment to create the “Canadian Women In Film Museum” in the Town’s building;
- The tourism draw of this Museum, the only one of its kind in Canada, will be compelling
- This modest request for fee waivers does not set a precedent as Council has approved similar requests for building permit fee waivers for not-for-profit / charities based in Cobourg

Questions ?

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT Committee of the Whole Meeting	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	Monday, July 20, 2020	
TITLE / SUBJECT:	Proposed Change in Agenda Meeting Software – eScribe.	
REPORT DATE:	April 23, 2020	File #:

1.0 STRATEGIC PLAN

This report addresses one (1) Council Strategic Plan Objective: Continue to explore communications priorities including social media and public engagement tools.

Town of Cobourg Municipal Council's Strategic Planning Mission Statement:

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

PROGRAMS	The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors
Strategic Actions	
<ol style="list-style-type: none"> 1. Develop an information technology strategic plan 2. Develop an integrated records management system 3. Implement a comprehensive management plan for all of the Town's assets 4. Explore the feasibility of enhanced sidewalk snow clearing including the clearing of arterial bike lanes and multi-use paths 5. Review and assess appropriateness of agreements with third party contracts 6. Continue to explore communications priorities including social media and public engagement tools 	
Desired Outcomes	
<ul style="list-style-type: none"> • People will be well informed, know what is going on in the Town and how to get information • The Town will be resilient and safe from cyber attacks • Information will be easier and faster to access through a variety of means • People will be informed with the facts • Information will be stored in a way that is accessible for present and future generations • Public trust and confidence in the Town's processes and procedures will be enhanced 	

2.0 PUBLIC ENGAGEMENT

The Legislative Services/Municipal Clerk's Department is an essential link between the General Public, Municipal Council, Municipal Staff and all other intergovernmental relations. As part of the Legislative Services mandate, our department helps to facilitate accountability, integrity and innovation in governance and deliver a variety of legislative, corporate and public services to residents in the community.

This Staff report outlines efficient and effective ways to engage the public with local government and its elected officials related to Municipal Council business and decisions in an more open, transparent and accessible way.

3.0 RECOMMENDATION

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

FURTHER THAT Council direct and authorize the Mayor and Municipal Clerk to execute an agreement with eSCRIBE Software Limited for the provision of the eSCRIBE Transparency Bundle for the Town of Cobourg Meeting Management Software to be implemented and functional by October 1, 2020 in the amount of \$11,300 including HST as approved in the 2020 Operating Budget for the first year and \$10,300 for the second year and \$10,609 for the third year which includes a 3% adjustment each year; and

FURTHER THAT Council authorize an additional amount of \$4,925.00 to be funded from the Provincial Building Efficiencies Funding to be put towards the initialization and implementation of the eScribe Board Management Module and the eSCRIBE Public Comments and Delegation Request Mgmt Module, in order to better increase Council and Advisory Committee Meeting efficiency and transparency.

4.0 ORIGIN AND LEGISLATION

As Council is aware, the Town of Cobourg holds multiple meetings per month, including Regular Council, Committee of the Whole, Coordinator Meetings, Advisory and Local Board Meetings, Quasi-Judicial and Public meetings. Over the years, staff have developed common report, agenda and minutes templates, correspondence, notices, reports, and other information, in various hard-copy and electronic formats, which are gathered by the Municipal Clerk and various Committee Secretaries responsible for preparing agendas each month. The agenda materials are eventually combined into a pdf format document which is distributed to Council/Committee members and staff, and posted on the Town of Cobourg Civic web/iCompass website.

The Municipal Clerk has been investigating meeting and agenda management systems to improve internal reporting, agenda and minute preparation processes, meeting controls, and document accessibility by Council and Committee members

and the public. The intention of the ongoing investigations of new and innovative systems is to uncover and create time savings for staff, and cost savings for the Municipal Clerk and the entire Corporation both with the cost of the system and the elimination of extra work and duplication of work by staff.

5.0 BACKGROUND

On November 5, 2012, the Town of Cobourg entered into an agreement with ICompass Meeting Management Solution in order to automate meetings, records and content management workflow in to one system and facilitates open governance through comprehensive and seamless access to information. In the last eight (8) years the Town has successfully implemented and managed an online agenda management system for the Town of Cobourg and in order to maintain a successful efficient and effective process it is time that Corporation look to improve the system either at a lower cost or at increased efficiency.

Agenda Management System:

There are several municipalities using an Electronic Agenda Management Provider to streamline and improve this process. An Electronic Agenda Management System is a software application that is used to electronically create meeting documents, route them for review and approval (workflow) and publish those documents to websites. An Electronic Agenda management System easily provides the opportunity to generate records from reports, and minutes from agendas, and Council directives or action items from the minutes for staff to complete. An electronic agenda management system essentially manages the documents from creation to archive for easy retrieval. It allows for a single source publishing meaning content is entered once into the report template and once entered it is used on multiple documents (agenda, motions) through to minute completion.

In an effort to reduce staff time and errors related to agenda preparations, the Clerk's Office wanted to improve the openness and transparency of agenda preparations, minute preparations and addendum procedures in order to improve the workflow process and eliminate inefficiencies and duplication of work. Staff has determined that it is now time to review and look for more efficiencies in the Meeting Management process and move to a platform that suits the needs of our municipality.

6.0 ANALYSIS

Since early 2017, the Municipal Clerk has been reviewing the challenges and benefits to iCompass/Civic Web which is the current Meeting Management Software for the Town of Cobourg. The challenges were growing, and concerns were rising over the efficiency of the services with iCompass, minutes and agendas and there was duplication in work while creating agendas and minutes, causing increase in staff time dedicated to the agenda process as opposed to having staff provide other service delivery duties and tasks also needing the attention of Staff.

As part of the Agenda meeting process, it is the responsibility of the Municipal Clerk's office to create, build and publish meeting agendas from start to finish including meeting minutes and follow-up. Most recently with the departure of the Records Management/Committee Coordinator the Municipal Clerk has been the main individual utilizing the system in its entirety which has resulted in many observations of areas needing increased efficiency and has determined that the accessible process through iCompass was increasing staff time in agenda and minutes preparation and is no longer meeting the current needs or expectations of the municipality.

Comparisons have been made to the processes and steps it takes to create and publish agendas. This was done through the LEAN management process based on the following methodologies:

1. Deliver value from your customer's (resident's) perspective;
2. Eliminate waste and redundancy (things that don't bring value to the end product); and
3. Continuous improvement.

Below are the steps that staff were undertaking in order to complete agendas and minutes with comparisons between the two products.

Step	iCompass Agenda	eScribe Agenda
1	Create meeting site	
2	Build agenda template by dragging in items from the tools menu	Create meeting site – templates already in place depending on meeting
3	Create heading/title and recommendations for each staff report, by-law, items for information etc.	Add staff reports, by-laws, items for consideration etc. in appropriate place on agenda – software will automatically populate names, recommendation, attachments etc (staff reports are prepared in eScribe and integrated into the agenda)
4	PDF all reports and attachments	CAO approves reports online and reports are attached to agenda automatically and pdfs are generated once attached.
5	Attach items individually per item (staff reports are create on the users individual computer and without a template)	Prepare draft agenda

6	Add recommendations manually by re-typing each into each item	Publish draft agenda & automatically linked to eSolutions online calendar & notice is delivered to recipients.
7	Prepare draft agenda	
8	Edit draft agenda to remove extra spaces or items not required	
9	Save and upload edited agenda to iCompass	
10	Prepare for publishing	
11	Send to staff for posting	

Step	iCompass - Minutes	eScribe – Minutes
1	Prepare minutes in hard copy as draft	Prepare minutes and amendments as the meeting is happening as well as auto populating resolution numbers
2	Manually insert movers and seconders and decisions made	Post-meeting – double check for corrections and errors
3	Post-meeting – start from the beginning of the meeting and manually populate each decision on each item	Prepare draft minutes and posted automatically through eSolutions meeting calendar
4	Manually populate an amendment to a motion and insert resolution numbers	
5	Prepare draft minutes	
6	Send minutes to staff for posting	

As you can see, there are several additional steps required by staff to prepare agendas and minutes. The benefit of eSCRIBE and the use of Staff Reports WorkFlow Management for report writers is that there is version control for reports and an audit trail of what was changed, by whom and when.

With iCompass, reports were prepared, provided to the reviewer(s) in hard copy or through multiple emails, then amended by the report author, reprinted and redistributed to the reviewers and finally the CAO for final sign off. With the workflow through eSCRIBE, there is less room for human error and control of the report by the report author.

Additionally, once a report is approved (with an audit trail) the report is added to the agenda with one click. Whereas through iCompass, the report was made into a PDF, with page numbers added, attachments combined, then added to the agenda. eSCRIBE performs all these actions in one click. The Town of Cobourg attempted to use the iCompass workflow report writing process, but again this module proved to be more work and confusing for Staff that providing a hard copy of the report from the author to the final reviewer was the simple process, but it was inefficient.

Although iCompass provides sufficient services, there has been an increase in costs of approximately \$3,000 over the years with the upgrading of the system to what Cobourg's needs are and what were originally agreed to in the original signing of the contract agreement. For example, including movers and seconders through the agenda preparation process, the ability to develop minutes from the agenda, the ability to participate and vote electronically, staff reports workflow, and the Live-Streaming of Council Meetings. Unable to solve the challenges with the existing product, staff realized that there is a need to change systems. When we looked at eSCRIBE, staff were pleased to discover that they already had what we needed, and all of these items were costly additions to the iCompass service.

eSCRIBE manages and stores information in various sites within Canada, which helps safeguard our archived meetings. It also provides for a more interactive interface with supporting content, such as dynamic maps, videos, and provide links to external sources. The additional functionality of eSCRIBE will continue Council's trend in recent years of fostering community engagement with the governance process and encourage transparency in the decision-making process.

The Municipal Clerk, has approached eSCRIBE, and agreed that the eSCRIBE Transparency Bundle was the best fit for Cobourg based on current practices, which includes modules for meeting management, report management, a participant portal, Internet publishing, and most notably for their location and their comprehensive digital strategic, which is in line with the Towns shift with our new Records Management Program to the future of Municipal Records Modernization.

The following is an outline of the modules included within the eSCRIBE System.

Meeting Manager

Meeting Manager, optimizes the creation of agendas, minutes and action lists while providing a flexible platform for adding further eSCRIBE functionality. Meeting Manager streamlines and automates tasks before, during, and after meetings, with customizable templates and user configurable workflows that allow for tailoring the system as needed.

Participant (Council Member) Portal

The Participant Portal provides elected officials with security-controlled access to meeting related information. Participants can browse upcoming meeting agendas and related reports; Download materials for offline review; Record comments, create follow-up notes and tasks; As well as search previous meetings.

Internet Publishing Plus

Helping drive greater transparency, the Internet Publishing Plus module will enable greater stakeholder engagement through the Town's existing website. Its WCAG 2.1 compliant design fully supports evolving accessibility requirements (AODA), while allowing content to be viewed optimally on any device. Content can be published with as little as one click, while integration with the future webcasting will include automated indexing and linking of video.

Webcasting Lite

Webcasting Lite provides a simple and cost-effective web streaming experience through YouTube to capture real-time and archival video from your council or boardrooms and streaming it live online through your website. The current way that Council Meetings are streamed and viewed by the public would remain unchanged.

Virtual Meeting Capabilities

Recent amendments to the *Municipal Act, 2001* and the *City of Toronto Act, 2006* now permit members of councils, local boards and committees at quorum to participate in open and closed meetings electronically during either a municipal or a provincial emergency. This has allowed for the ongoing business of municipal Council to continue without the need to meet in person, particularly given the requirements of physical distancing to curb the spread of the COVID-19 virus.

In response to the current new norm of physical distancing and virtual meetings eSCRIBE has a digital meeting management solution that could be looked at pending Council's decision of continuing meeting electronically, resuming physical meetings, or creating a hybrid model for the future. If Council were to return to in-person Council meetings within the current Council Chambers there would need to be an arrangement of physical desks to keep in line with physical distancing protocols with all of Council, Staff and member of the public attendance.

Unlike iCompass, eSCRIBE as a digital plan in place if needed which would allow for a hybrid model of Council Meetings through a combination of in-person and virtual attendance to still effectively manage Council meetings and all attendee in a efficient process.

Webcasting Plus

Bolstering transparency while simplifying web video workflows, Webcasting Plus provides a manageable solution for capturing archival video from council chambers and streaming it live online. (capacity of hybrid model). Featuring unlimited storage and live streaming of audio and video, the module is combined with Internet Publishing Plus to automatically index media with the meeting's agenda and minutes for both live and archived web viewing. If The Town of Cobourg would like the ability to livestream their council meetings directly on the Town's website as opposed to YouTube, whether they are in person or virtually, eSCRIBE has made available the Webcasting Plus option for the Town of Cobourg to consider. Attached to this report is the eSCRIBE Guide to the new norm for successful civic meetings.



Another advantage to Webcasting Plus is that the Town of Cobourg retains the rights to all Videos and archived videos that are streamed live and recorded which are stored within Canada. Currently through the YouTube model, the American company retains the rights to all our videos and they can use them as they wish and they are stored in an American cloud system.

Additional Benefits:

Utilization of Existing E-solutions Website:

With the introduction of the eSCRIBE Meeting Management Solution, the Town will no longer have two (2) separate websites. All Council Meetings and information related to the official records of meetings of Council including by-laws resolutions and minutes would be published and maintained on the Town of Cobourg Website only, there would be no need to transfer back and forth by Council, Staff and the public, resulting in Council Meetings becoming more transparent to the public and citizens of Cobourg. Council and Committee Meetings notices and published agendas would be automatically combined within the current Cobourg Website Calendar eliminating the duplication of calendars from two (2) different sites, further reducing the duplication of Staff time to manage to calenders and providing information on two (2) different websites.

Existing eSCRIBE Customers:

<ul style="list-style-type: none">• Peel Region<ul style="list-style-type: none">○ Mississauga○ Brampton○ Caledon• York Region<ul style="list-style-type: none">○ Markham○ Vaughan○ Richmond Hill○ Aurora○ Newmarket○ Georgina• Niagara Region<ul style="list-style-type: none">○ Thorold○ Lincoln○ West Lincoln○ Pelham○ Port Colbourne	<ul style="list-style-type: none">• Clarington• Sault Ste. Marie• Peterborough• Uxbridge• UC – Prescott and Russell• Carlton Place• Smith Falls• Sudbury• Guelph• Hamilton• Burlington• Cambridge• Township of Cramahe• Haldimand County
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Implementation Process:

The eSCRIBE implementation plan is formulated with consultation between the Town of Cobourg and the eSCRIBE Implementation Consultant upon the finalization of the agreement.

Below is a sample implementation schedule and may change depending on the modules selected and draft timelines.

Phase 1

Stage	Description	Target Date (Tentative with Council Approval)
1	Project Kick-Off – Agreement Signed	July 24, 2020 Week One
2	Pre-Configuration – Meeting User and process information	Week 2
3	Configure eScribe Settings	Week 3-4
4	User Adoption – train and transition users to eScribe	Week 5-9
5	Live Meeting – first fully live meeting conducted using eScribe	Week 10

Phase 2

Stage	Description	Target Date
6	eScribe and Town assist with the roll out plan with other areas in the organization	October 1, 2020 Week 11 +
7	Roll-out complete, eScribe fully operational.	

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

The current budget for the iCompass Meeting Management System is \$5,600.00 for the Video Live Streaming function, and \$5,000.00 for the ICompass Meeting Management System for a total budget amount in 2020 of \$10,600.00.

Currently the Town of Cobourg has paid from July 2019 to July 2020 in the amount of \$11,616.40. The Town has just been invoiced for 11,964.89 for July 2020 to July 2021. If the switch is made to eSCRIBE that Town would provide 60 days' notice to iCompass and pay only what is remaining from July 2020 to October 1, 2020.

The initial cost of acquisition of the eSCRIBE system is \$10,000 plus HST and excluding the onetime \$1,000 set up and training fee. After the initial from start of implementation of ESCRIBE the annual fee for the three (3) year term will be \$10,000 yearly with a 3% increase each year. This is still approximately \$2,000 in savings then the current system.

Three Year Contract	eSCRIBE
Year 1	\$11,300
Year 2	\$10,300
Year 3	\$10,609

In addition to the main proposal costs there are some additional functions and advancements that eSCRIBE provides and can implement related to the agenda meeting management software such as:

- eSCRIBE Vote Manager & Request to Speak Mgmt
- eSCRIBE Public Comments & Delegation Request Mgmt
- eSCRIBE Approval Manager
- eSCRIBE Board Manager
- eSCRIBE Single Sign-on Modality for ADFS/Azure AD
- eSCRIBE eSolutions Connector (eSolutions may charge fees)

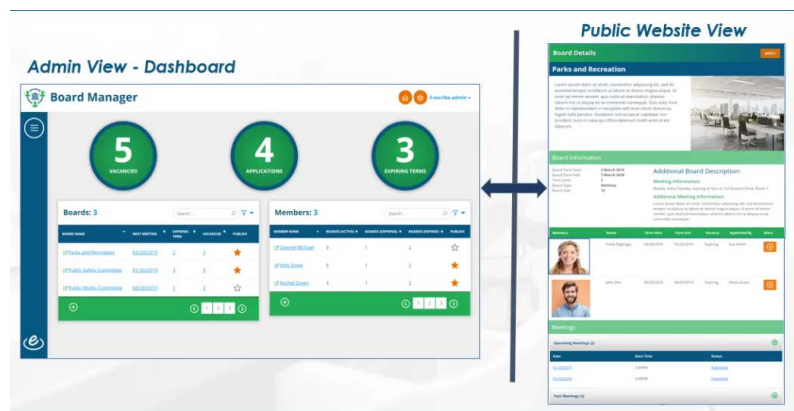
- eSCRIBE Laserfiche Connector
- eSCRIBE Notarius Connector

Below is a summary of the modules that the Legislative Services Department could benefit from with adding to the eSCRIBE System that would greatly improve meeting management and department efficiency.

1. eScribe Board Manager Module:

Fully integrated with eSCRIBE's comprehensive meeting management suite, Board Manager would allow the Town to easily manage and publish Advisory Committee and Local Board Agendas and members' details – in addition to vacancy applications and appointments – through an intuitive, responsive interface. In addition, the Board Manager associates committees with their corresponding meetings and attendees to provide efficient, end-to-end workflow support before, during and after each meeting.

Currently the Town utilizes iCompass to create and publish Advisory Committee and Local Board meeting agendas and minutes as well as coordinates with Communications Department to post and create Member Vacancies. With this module, there would be the enhanced ability to effectively manage and make Advisory Committees and other Local Boards more transparent and connected with the public and Council Members would see an increased efficiency in the way Committee Meetings are currently being operated. This module would allow the Town to manage Committees and Boards in one convenient online location and would allow the public to apply to Committees through the online website eliminating all paper applications. This module would also allow staff to easily track member appointments and track expiry dates automatically and not through a manual procedure which would greatly reduce staff time and eliminate any human error and provide up to date information to Council Members.



The additional cost for this module would be \$2,800, with an annual cost of \$1,450.

The Municipal Clerk is recommending that the Council direct Staff to implement this module in order to effectively manage the Town of Cobourg Advisory Committees. Funding for this update has not been budgeted, but if Council sees this as an increased efficiency then the funding could come from the remaining Building efficiencies funding in the amount of \$2,800.

2. eSCRIBE Public Comments and Delegation Request Mgmt

The Delegation Request Management (DRM) Module would allow the Town to efficiently manage citizen requests to speak at Council Meetings and Advisory Committee Meetings through an online form through the Town's Website. Currently this process is done through email directly to the Municipal Clerk which is time consuming and on occasion confusing for the delegate to research and find out how to register and who to start the process with. Through this module, citizens and organizations wishing to speak to Council can do so directly through the Council meeting Agenda.

The Public Comments portion of this module would allow for Council to receive comments from citizens before, during and/or after meetings which would add another level of engaging the public. This component of the module would be beneficial for the Open Forum Section of the Committee of the Whole Meeting Agenda, especially during the current virtual meeting set-up. Currently the Clerk monitors email prior to the start of the meeting in order to be sure that those wishing to comment during the Open Forum that they will be heard if they meet the timelines. If this module is in place it would make it easier on Staff and the public if they are wish to discuss or comment on a particular agenda item. If Council were to use this module in an alternative way, there would need to be amendments made to the current Procedural By-law for its use.



The additional cost for this module would be \$2,125, with an annual cost of \$1,450.

The Municipal Clerk is recommending that the Council direct Staff to implement this module in order to effectively manage Delegations and Public Comments prior, during and after Council and Advisory Committee Meetings. Funding for this update has not been budgeted, but if Council sees this as an increased efficiency then the funding could come from the remaining Building efficiencies funding in the amount of \$2,125.

Three Year Contract	eSCRIBE	eSCRIBE (\$ with additions)
Year 1	\$11,300	\$15,925 (\$12,900 for additional Modules + \$3,025 for one-time training an set-up)
Year 2	\$10,300	\$13,287
Year 3	\$10,609	\$13,685

Webcasting Plus:

Note (from page 7-8 Webcasting Plus): If Council decides to implement Webcasting plus, eSCRIBE is willing to provide both of these additional modules (Board Manager and Public Comment/Delegation Mgmt module) for free and a reduced rate for the Webcasting at \$9,000 each year for the three (3) year term.

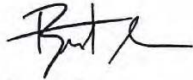
8.0 CONCLUSION

The Town of Cobourg and the Legislative Services Department is committed to continually meeting and/or exceeding expectations in terms of openness and transparency measures relating to the *Municipal Act* and is requesting council's support in switching from iCompass to eSCRIBE for our agenda management software with the addition of the new recommended modules in order to increase efficiencies and effectiveness of open, transparent and accessible local government pursuant Council's strategic plan and vision and mission statement.

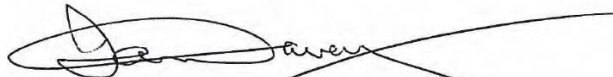
Municipal Council Mission

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

9.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



Brent Larmer
Municipal Clerk
Manager of Legislative Services



Ian Davey
Treasurer/Director of Corporate Services



Guide to the New Norm for Successful Civic Meetings

WHITE PAPER

Even as restrictions on in-person gatherings are eased with councils and boards start returning to meeting rooms, ongoing needs of maintaining physical distancing, accommodating vulnerable participants and preparing for future emergencies will continue to make hybrid meetings essential for modern democracy. To ensure continuity, efficiency, and effectiveness, the new norm must seamlessly integrate both virtual and physical meeting environments into a single, unified experience. This paper explores the key requirements for future civic meetings and approaches for successfully managing them.



The COVID-19 pandemic has caused rapid change in almost every facet of our lives, and has accelerated the acceptance of online or electronic alternatives for cornerstones of society that had continued to be dominated by in-person interaction. Doctor visits have given way to telemedicine; schools have shifted to remote learning; and worship has moved in greater numbers from church buildings to online streams. Day-to-day operations for most companies and organizations ground to a halt, subsequently replaced by remote working processes where possible.

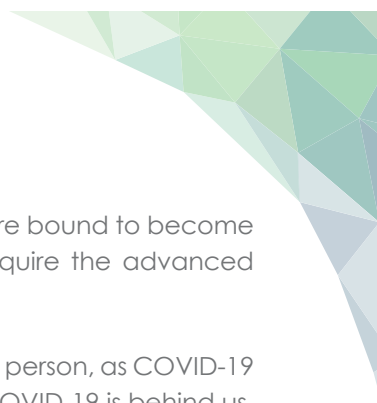
For municipal governments and other public sector organizations, one of the key functions most directly impacted by physical distancing restrictions has been their council and committee meetings. Such sessions are crucial in advanced democracies, leading meeting administrators and IT staff to quickly adopt web-based video conferencing solutions such as Zoom and Microsoft Teams.

In this necessary haste, however, the execution of these meetings on virtual platforms often fell out of sync with the organizations' established procedures and objectives. Continuity was lost as members split their focus between the meetings themselves and the technology learning curve. Public sector organizations that were on the cusp of modernizing their meetings – originally motivated by efficiency, resources savings and transparency – have been forced to accelerate their transition, while groups still rooted in paper-based processes scrambled to catch up simply to keep their governance functioning. Public sector organizations that had already embraced electronic meeting management and remote participation (where permitted) had a significant head start on their paper-burdened counterparts, but nobody was 100% prepared for the sudden, wholesale move to virtual meetings. Gaps were exposed in even the best-laid contingency plans.

The End of the Old Norm

While the COVID-19 crisis will eventually pass, its impact on traditional civic meeting practices will be ongoing. Follow-on waves of the pandemic may continue for many months, forcing additional periods of physical distancing restrictions. But even beyond that, the shift to remote civic meetings will not be entirely reversed.

Council and board members may return to meeting rooms in whole or in part, but their eyes have been opened to two striking realities. First, that their traditional dependence on in-room meeting processes is inherently vulnerable to emergency situations. But just as significantly, it has now been proven that "hybrid" meeting approaches spanning virtual and physical environments can successfully work. For example, near the end of May, Canadian Prime Minister Justin Trudeau told reporters that the hybrid model being used by Canadian Parliament – with some members physically-distanced within the House of Commons, and other representatives participating



remotely via video – was enabling it to keep working¹. Such approaches are bound to become even more effective as governments have time to refine them and acquire the advanced toolsets needed to efficiently manage them.

Organizations can no longer rely on all their members being able to meet in person, as COVID-19 has changed people's expectations and comfort levels. Even when the COVID-19 is behind us, people's awareness of health fragility has been heightened. Councilors with mild symptoms of a common cold may still be discouraged or precluded from attending in person, while members in vulnerable demographics may also prefer remote participation. At minimum, a hybrid approach to meetings will be needed to accommodate these members. Similarly, with respect to citizen engagement, the days of elderly constituents coming to a council meeting and using a shared microphone to present their views may be over – but they still must be able to participate, so must be accommodated by other means.

The pandemic has also expedited another ongoing trend within the public sector – the move from paper to electronic information formats. In our white paper *Digital Transformation: The Death of Paper in the Digital Age*, we talked about the changes across multiple information publishing eras, from Pre-paper (stone tablets and chisels), to the Paper Age, and now the Digital Age in which content is created, stored, delivered and consumed entirely electronically.

Organizations that were still in transition between paper and an all-digital world have new motivations to move away from physical media. (Of course, there were plenty of strong reasons to move from paper to electronic already). Just as contactless payment has become preferable to cash because of the risk of virus transmission on the physical surfaces, the passing around of paper-based documents for review, approval signatures and consumption raises health concerns.

At the same time, paper and pen seem woefully archaic and inflexible in the context of virtual and hybrid meetings. Distributing paper agendas to support meetings that are conducted electronically simply does not make sense. Public sector organizations will already require electronic tools to conduct the proceedings effectively – actively managing elements such as debate and voting – so handling meeting artefacts within the same platform will maximize efficiency and flexibility.

Even distributing documents in PDF format – which often is essentially used as electronic paper – may not be optimal in hybrid meeting and working models. Changes to the agenda order, late additions and deletions can still be cumbersome with PDFs, and ensuring each participant is working only from the latest version of a PDF can be close to impossible. Ideally, documents

¹ "Trudeau defends suspending regular House sittings, downplays chance of snap election", CTV News, May 27, 2020, <https://www.ctvnews.ca/politics/trudeau-defends-suspending-regular-house-sittings-downplays-chance-of-snap-election-1.4957370>



such as agendas and minutes must be handled dynamically and holistically in the same platform that manages the meeting itself.

The New Norm: Hybrid

Whether for individual accommodations or as a contingency for future emergencies, hybrid meetings must underpin the new norm. Legislative restrictions on remote meeting participation in certain jurisdictions are also likely to be adapted to accommodate these new needs on an ongoing basis even after emergency orders have expired.

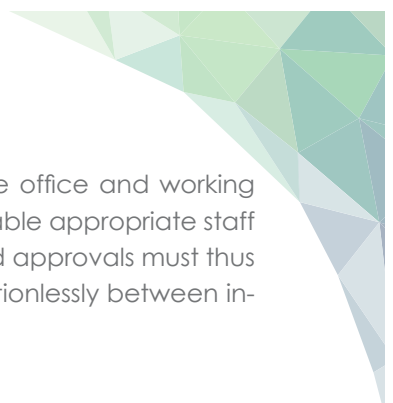
Organizations' default approaches to meeting formats will essentially break down into three camps:

- Physical, in-person meetings whenever possible, but immediately ready to switch to remote meetings if forced again by another emergency.
- Split participation to enable distancing within the physical environment, with part of the membership attending in meeting rooms and the remainder participating remotely. Members may be divided into groups that alternate or rotate between in-person and virtual attendance.
- Ad hoc, with in-person attendance the primary format but individual members choosing to participate remotely based on their preferences or personal circumstances (for example, vulnerability, self-isolation because of symptoms, or localized emergencies in his or her particular community).

Depending on the nature of a particular meeting, it might be held entirely in a virtual environment powered by software such as Microsoft Teams or Zoom, or entirely in meeting rooms with their own in-room meeting and AV technologies. Far more likely, however, is that most meetings will fall somewhere in between – one session may be split 50-50, another session may have 19 people in a room and one on Teams; the next meeting may be the opposite.

To maintain continuity, organizations must be prepared to accommodate anything on the spectrum in between. The ability to efficiently and effectively conduct hybrid meetings that seamlessly span both in-person and remote participation needs to become a core capability of their technology, processes, and planning, so they don't need to ramp back up again each time the need inevitably arises.

While the hybrid meetings themselves entail the most complexity because of their real-time nature, pre-meeting preparation has changed as well. Many physical work environments such as office buildings and municipal departments were not designed to respect physical distancing, and in fact the trend in recent years towards collaborative, shared spaces further exacerbates



the issues. Many organizations are now splitting their teams between the office and working from home – sometimes based on role, sometimes in rotating shifts – to enable appropriate staff spacing. Collaborative functions such as agenda creation, submission and approvals must thus also adopt hybrid working models that enable the documents to flow frictionlessly between in-office and remote staff.

Bridging Virtual and Physical Meeting Rooms

Conducting efficient and effective hybrid meetings is not as simple as just having all remote participants jump on a Zoom or Microsoft Teams call. The meetings will span both virtual and physical meeting rooms, and integrating the two environments requires more than just putting a webcam and large video conferencing display in the physical room. It is critical that participants in both realms be treated and managed equally. For example, remote participants cannot be treated as second class by their in-room counterparts simply because they are communicating on a screen instead of face to face.

For the virtual and physical domains to smoothly function together as a single meeting, a system is required to seamlessly manage both environments and their respective participants in real time. That solution should be able to actively manage everything from debate and voting to quorum and member presence. Request-to-speak queues should treat remote and in-room participants equally, while centralized microphone control should be available to limit council members talking over each other. Comprehensive electronic voting encompassing both remote and in-room voting devices is far more efficient and less error-prone than counting shows of hands seen in video conferencing windows. And if a remote member unexpectedly drops out, possibly because of network connectivity problems, ideally the system would account for his or her change of presence.

Of course, all of this must be made easy for the meeting administrator to manage. Rather than adding a new layer of complexity, the system bridging the two environments of a hybrid meeting must simplify their job, transparently becoming part of the fabric of the meeting.

Fortunately, the core technology needed to achieve these goals already exists. Top-tier electronic meeting management software is already known for creating significant efficiencies before, during and after municipal meetings and providing dynamic access to up-to-date information such as agendas. With a few enhancements, this same technology can extend these benefits further to holistically integrate virtual and physical meeting environments as one.

The core components of effective hybrid meetings can thus be summarized as the virtual environment, the physical environment, and the bridge that brings them together:

- *The Virtual:* the video conferencing system. This is the baseline for participants to communicate with each other. It will most commonly be browser- and app-based,



mainstream conferencing software such as Zoom, Microsoft Teams, WebEx and GoToMeeting. Which of these platforms you choose will likely depend on your budget, security requirements, expected number of participants, and factors unrelated to the civic meetings such as integration with your organization's other tools. Your municipality may have already standardized on one of these platforms for internal video communications, so it may be natural – and easier for your IT team – to use the same tool for your public meetings.

- *The Physical:* the in-person meeting room. Rooms may need to be redesigned or moved to larger spaces to accommodate physical distancing requirements, or may be used in their existing form with fewer in-person participants. These environments have their own in-room audio-visual (AV) technology components, whether independent microphones, speakers, cameras, and (for some of those already using electronic voting) voting terminals, or comprehensive discussion conferencing systems – combining advanced audio capabilities with electronic voting, camera tracking and more – such as those offered by Televic.
- *The Bridge:* the meeting management system (MMS). This platform is the glue that holds it all together, and in addition to addressing the above needs for blending the virtual and physical spaces into a unified experience, also enables the efficient hybrid workflows now needed for pre-meeting preparations (agenda creation, etc.) described earlier. The MMS not only integrates with the technologies powering the virtual and physical environments – as well as handling artefacts like agendas and minutes – but just as importantly manages procedures, members, and the session itself.

Even better, a robust meeting management system will offer tools to help move citizen participation online. Given the physical participation concerns outlined earlier in this paper, municipal organizations need digital channels that enable remote citizen engagement before, during and after the meeting. Last but not least, webcasting – already an important component in many organizations' transparency toolbox – becomes even more important in a physically-distanced world. Webcasts must expand beyond covering activities only within meeting rooms, to also incorporate video conferencing feeds from remote participants.



It is also important to choose the right technology vendor for each of these components. No vendor could have truly anticipated an event with the global scope and magnitude of the COVID-19 pandemic. The solution providers best equipped to help public sector organizations adapt their operations while maintaining efficiency and continuity are those that are not only forward-looking, but also nimble and customer focused.

Helping You Face the New Norm


At eSCRIBE, we have long been preparing for a future in which hybrid meetings would be a routine part of modern democracy. However, like everyone else, we did not foresee the speed and suddenness with which this change would be essentially forced upon our customers. We quickly adapted our roadmap to release new options like our Public Comments module to provide new paths for citizen engagement online, and we are accelerating development of enhanced functionality to further optimize remote and hybrid meetings. Upcoming integration between the eSCRIBE platform and web conferencing solutions including Zoom and Microsoft Teams will add microphone and camera control by meeting administrators or chairs, as well as presence management, while integration with hardware solutions from our partner Televic will provide similar toolsets for managing in-room attendees.

While the COVID-19 crisis will eventually be behind us, whether as the default practice or an emergency contingency, the need for hybrid civic meetings is here to stay. The good news is that they are not hard to achieve, and eSCRIBE is ready to help you navigate the new normal.

escribemeetings.com | info@escribemeetings.com | 1 (888) 420-9053
60 Centurian Drive, Suite 204 | Markham, ON L3R 9R2 | Canada



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 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor, Deputy Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk Manager of Legislative Services	
DATE OF MEETING:	July 20, 2020	
TITLE / SUBJECT:	Virtual Statutory Public Meetings under the Planning Act.	
REPORT DATE:	June 30, 2020	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

THAT Council receive this report for information purposes; and

THAT Council authorize virtual statutory public meetings under the Planning Act to be held in order to satisfy the public consultation requirements of the Act, and Council approved Resolution No.478-19 regarding Public Notification, Engagement and Meeting Procedures for Planning Act Applications, to allow land use planning applications to be processed and decisions made; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to make the necessary amendments to the Town of Cobourg Procedural By-law 009-2020 Section 32.

4.0 ORIGIN

In response to the COVID-19 pandemic, the Town of Cobourg has closed all Town facilities to protect the health and safety of our community and staff. The Town continues to provide many of its services in an alternative manner and still meet the needs of its citizens.

As the Town continues to provide land use planning services to aid in the economic recovery due to COVID-19, statutory public meetings pursuant to the Planning Act must occur in order to be able to move forward with decisions. The following is an overview of the key background events and facts:

- On March 17 2020, the Province of Ontario declared a Provincial Emergency through the authority granted through the *Emergency Management and Civil Protection Act* (EMCPA). As part of the Declaration of Emergency, the Province has utilized Section 7.0.2 (2) and (4) and put into place several emergency orders in order to help contain the spread of COVID-19.
- On March 19, 2020, the Province authorized the Municipal Emergency Act, 2020, that allowed municipal Councils, during a declared emergency, the ability to participate electronically in a meeting that is closed to the public, and for this participation to count toward quorum;
- On March 19, 2020 the Town of Cobourg declared an emergency under the Emergency Management and Civil Protection Act, due to the COVID-19 pandemic.
- On March 23, 2020, Council amended the Procedure By-law to allow for electronic Council participation during the declared emergency.
- The passing of Bill 189 and O.Reg. 149/20 suspended timelines under the Planning Act including decision making timelines by municipalities that if not met would otherwise give rights to appeal to LPAT. This legislation provides the discretion to allow those municipalities who want to proceed with planning applications to do so while allowing those that are not in a position to proceed to redirect efforts to dealing with the COVID emergency without risking appeals for missing deadlines. The timelines would return to normal once the provincial emergency ends.
- The provincial regulation allows the implementation of planning decisions if no appeal is filed, however, if an LPAT appeal to an application is made, the matter will remain suspended for the duration of the provincial emergency.
- As the Province moves forward in a staged process under the Provincial Framework for Re-opening to allow Ontario to emerge and recover from the COVID-19 outbreak, the Province ended the temporary suspension of the Planning Act timelines as of June 22nd, 2020.

5.0 BACKGROUND

In response to the COVID-19 pandemic, the Town of Cobourg committed to business continuity by ensuring that it can be adaptable and flexible by providing alternative and innovative service delivery. Accordingly, the Town's Planning Department and multi-departmental/agency Development Review Team has been and is fully operational albeit remotely. This includes continuing to receive new applications, evaluate existing applications and communicate/discuss results with applicants. Electronic submission guidelines have been developed and are posted on the Town's web site instructing applicants regarding new submissions including fee payments. Pre-consultation and discussion meetings are being conducted virtually.

The Town of Cobourg is working towards our economic recovery and determining when best to open the currently closed facilities. While the Town remains committed to responding to the emergency, it is also focusing on phased recovery efforts in line with Provincial and public health guidelines.

Municipal Staff is uncertain at this point in time when it would be able to resume Council meetings in our customary setting within Council Chambers of Town Hall. As such, it is recommended that public meetings as contemplated by the Planning Act be held virtually in order to proceed with planning applications for the foreseeable future.

6.0 ANALYSIS

The Ontario Planning Act requires statutory public meetings to occur before Council decisions on land use planning applications can be approved. The main purposes of these meetings are to engage the public in the planning process, to provide them with reasonable information to understand what is being proposed and how that proposal may impact them, to allow them to provide comments directly to Council and to crystalize rights related to appeals.

In order to qualify as a statutory public meeting under the Act, it is essential that the prescribed public meeting notice requirements are complied with and it is ensured that everyone who attends and wishes to make oral representation has a fair and reasonable opportunity to be heard. This is outlined in section 17 (19.2) and 34 (14.2) of the Planning Act noting that every person who attends a public meeting shall be given opportunity to make representations in respect of the proposed plan and/or By-law. At statutory public meetings, while members of the public can register as a delegate if they so choose, any member has the right to make an oral submission to Council without pre-registering. As such, the Chair will open the floor for any individual who wishes to speak to a proposed by-law. In addition to making oral submissions, members of the public can make their views known by means of written submissions which are provided to Council and become part of the public record. It is important to note that providing comments in writing and making oral representation at a meeting are

both equally valid methods of participating in the process and protecting the right to appeal.

The Planning Act does not specifically speak to whether statutory public meetings can be held virtually. Historically the language has connoted physical meetings and physical attendance, however, modern statutory interpretation requires that the public meeting provisions be interpreted in a purposeful manner. Statements made during the legislative debates of Bill 187 and 189, as well as the Province's commentary in the Bulletin on Bill 189 make clear that the Province is of the view the Planning Act public meeting requirements can be satisfied electronically if the right mix of technologies and procedures are utilized.

In addition, on April 17, 2020, the Ontario Ombudsman released a ruling on electronic meetings in relation to the Township of Russell. The Ombudsman urged all municipalities to do as much as possible to facilitate access by the public to any meetings held electronically during a declaration of emergency. This was the first time the Ombudsman conducted an investigation into a municipal meeting following the passage of the Municipal Emergency Act, 2020, which allows for additional flexibility in holding electronic meetings during an emergency, such as the COVID-19 pandemic. As a best practice, the Ombudsman recommends that municipalities should provide clear instructions in the agenda or meeting notice indicating how members of the public can access a meeting that is being conducted electronically.

The Ombudsman review and findings can be found at this link:

<https://www.ombudsman.on.ca/resources/reports-and-case-summaries/municipal-meetings/2020/township-of-russell>

There is no indication on what the proper procedure is to hold a statutory public meeting, such as those required to be held under the Planning Act. Many municipalities are beginning to hold statutory public meetings electronically, as there is nothing in the Planning Act that stipulates a public meeting must provide for physical or in person attendance.

In order to ensure that virtual public meetings could satisfy the requirements of the Planning Act, and with no mention or citation of a provision in the Planning Act, or a court or LPAT decision on point related to Virtual Planning Meetings, there can be no 100% certainty that a virtual public meeting will be found to meet the public meeting requirements pursuant to the Planning Act. However, it is likely that a court will find the statutory requirements have been met if the virtual public meeting reasonably satisfies all of the technical requirements of the Act; performs all the legal functions of an in person meeting as well or better than an in-person meeting and in particular provides an opportunity for anyone who wishes to speak to be heard and finally is accessible to the community.

The Legislative Services Staff and the Planning Staff is of the opinion that the Statutory Planning Act requirements can be met and that the necessary protocol and procedures can be put in place that work as closely as possible to resemble an in-person public meeting.

Virtual Statutory Planning Public Meetings:

The Town of Cobourg Clerk's Department has already successfully implemented electronic Council meetings to allow for electronic participation of delegations to occur at meetings. The Town has also successfully conducted one (1) Committee of Adjustment Hearing and also one (1) Advisory Committee meeting.

As a result of this report, the Legislative and Legal Services Division has developed further amendments to Procedure By-law 007-2019 in order to ensure public participation at statutory public meetings, as part of Council meetings held electronically during the current declared emergency.

Staff from Legislative Services, Information Technology (IT), Communications and Planning & Development have been working collaboratively to ensure that this can be built upon and further broadened to allow members of the public to actively participate in a live Council public meeting and be able to provide comments on an item without the need for pre-registering. The following outlines the approach proposed to be taken in order to achieve the intent of the legislation:

Prior to any Public Statutory Planning Meeting:

- Provide notice in accordance with the Planning Act and Municipal Public Notice Procedure for Planning Act Applications, including newspaper, mail-out, signage and website posting. The Town of Cobourg currently provides greater advance notice than what is required by the Act (at least 26 days' advance notice versus the prescribed 20 day notice pursuant to the Planning Act).
- Any notice of the public meeting will advise members of the public of the restrictions in attending in person Public Council meetings and ensure all the details of the planned meeting, including technologies to be used, guidance materials (i.e. electronic delegate meeting guide), timelines, web pages are provided.
- The notice will provide clear and concise instructions and steps required in order to participate.

- Allow for advance submissions via email or written letter or voice recording that can be counted as representations at the public meeting for the purposes of the Act.
- Submit comments in writing by filling out a Planning Meeting Delegation Request Form or by emailing clerk@cobourg.ca
- Register as a delegate to make an oral submission or electronic presentation: Requests to delegate to an Electronic Meeting in the course of an emergency shall be made by way of electronic submission of the Delegate Request form to the Clerk, submitted by 1:00 P.M. on the Friday before the Monday Electronic Meeting. Alternatively, in cases of connectivity issues, delegates may leave a voicemail at the following number 905-372-4301 ext. 4401 requesting assistance with submitting their delegation request.
- The Town will encourage the practice of registering to delegate in advance of the meeting, although it is not mandatory.

During any Public Statutory Planning Meeting:

- The public meeting will be streamed live on the Town's YouTube channel to allow members of the public to observe the proceedings.
- During the course of the meeting, those members of the public who want to make an oral submission can call a dedicated phone number or can email clerk@cobourg.ca and they will be given step by step instructions on how to enter the meeting via telephone audio or via Zoom Meeting Link via computer, laptop or smartphone. It should be noted that those who register during the course of a live meeting will not have the ability to provide written submissions on screen or electronic presentations due to security screening concerns. Delegates who wish to provide an electronic presentation or written submission to Council must first register as a delegate as noted above. Any written submissions received would be forwarded to Council following the meeting.
- The dedicated phone number and email to make an oral submission will be provided on the Town's website, social media, and the Meeting Chair (Coordinator of Planning and Development Services) will advise the public at the beginning of the meeting and before the close of the public meeting that any members of the public can call the number or join the Zoom Meeting Link and will be instructed how they can provide their comments to Council via telephone audio or Video Conferencing and added to the delegate list. Registration information can also be made available on the live webcast of the meeting.

- When waiting to be called upon by the Chair, all delegates will have their audio on mute. The Clerk will also maintain participants audio and video to be sure the meeting is efficient.
- The Chair will allow for a short recess in order to ensure any member of the public can call in to make up for any delay in the live feed prior to the last call for delegations.
- Staff will maintain a log of anyone who contacts the Town wishing to speak and follow up with anyone who is “dropped” while trying to make contact with the Town or while seeking to speak.

After the Statutory Public Planning Meeting:

- Staff will conduct a review to determine if process adjustments need to be made and in particular whether there was anyone who for any reason wished to speak was unable to do so.
- Council decisions on an application subject to the Public Meeting will not be made on the same date as the meeting (other than to refer to staff for a report), but rather will be considered at a follow-up Council meeting, the date for which will depend on the nature and extent of public comments. Pursuant to the Planning Act, members of the public have further opportunity to submit written comments to Council and/or register as a delegation at a subsequent Council meeting at any time prior to Council’s decision.
- Council could also always defer its decision if it is of the opinion that all public comments have not been heard on a particular development application and/or require a second public meeting be held prior to any recommendation being made. As noted in Section 4.0 above, Council will need to be cognizant of the Planning Act procedural timelines.

Staff is working with our Town Communications Department to ensure that a fair, open, accessible and transparent approach is taken in order for the public to clearly understand how they can actively participate in electronic meetings. Also, for those with accessibility concerns, staff will work with the person in order to make the necessary accommodations so that they are able to effectively participate.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial implications related to this Staff Report. The Town of Cobourg has already purchased the Electronic Meeting Zoom Software and have successfully been utilizing this process for the last (4) four months.

8.0 CONCLUSION

Staff is confident that following the protocols and procedures as outlined in this report will meet the legislation under the *Planning Act* for statutory public meetings. It will allow for public meetings under the Act to commence virtually and in turn allow for the complete processing of land use planning applications to continue. Should Council approve of this recommendation, it is anticipated that the earliest statutory public meeting could occur in August, 2020.

It should be noted that the current Provincial Emergency Declaration is set to expire on June 15, 2020, unless it is extended by the Province which the government has consistently done many times before since March 2020. If the Declaration expires, then it is possible that the current ability to meet and conduct virtual meetings of Council will not be permitted and that in-person meetings may be possible with restrictions. The Town of Cobourg is currently still under a local State of Emergency, and if the provincial emergency is lifted while the Town's own declaration remains in place, this will still allow for Council to meet virtually in the wake of the Province lifting its own.

As of June 8, 2020 the Province has released Bill 195, Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 currently in first reading, provides the Governments Plan moving forward during the COVID-19 Pandemic and if passed would continue orders made under the *Emergency Management and Civil Protection Act* in relation to COVID-19. The Act, when proclaimed, would also terminate the COVID-19 declared emergency, if it has not already been terminated.

As circumstances surrounding the COVID-19 pandemic are constantly changing, procedures will need to be regularly monitored and adjusted where necessary.

Over the next weeks and months, Staff will be reviewing the current status of our in-person meeting location in Council Chambers to be sure that there is adequate space and processes are in place to meet provincial and public health guidelines to limit any potential spread of COVID-19, as this virus is still a threat to all Public Health and we want to be sure that Council, Staff and the Public are safe at all times and limiting any public gatherings in line with provincial regulations.

Additionally, as of June 8, 2020, the Provincial Government tabled legislation entitled COVID-19 Economic Recovery Act, 2020. This legislation has been introduced by the Honorable Minister Steve Clark, which provides reference to a provision within the legislation with a proposal that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. At the time of writing this report, the specific details have not yet been introduced.

9.0 POLICIES AFFECTING THE PROPOSAL Not Applicable

10.0 COMMUNICATION RESULTS
Not Applicable

11.0 AUTHORIZATION/SIGNATURES




Brent Larmer
Municipal Clerk/Manager of Legislative Services



Glenn McGlashon, MCIP, RPP
Director of Planning and Development



Ian Davey
Treasurer/Interim CAO

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Adriane Miller, Recording Secretary
MEETING DATE:	July 8, 2020
SUBJECT:	HP-2020-014 Roof Replacement – St. Andrew's Church – 200 King St. W


The following Motion was adopted at the July 8, 2020 Cobourg Heritage Advisory Committee Meeting:

Moved by Member K. Bagshaw

WHEREAS, Heritage and Planning staff has reviewed the proposed roof replacement at 200 King Street West and has determined that the proposal would constitute a compatible alteration to the heritage structure and would conform to the provisions of the West Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2020-014 as submitted by Bryan Armstrong on behalf of St. Andrew's Presbyterian Church to permit a roof replacement be approved, subject to the finalization of details with Planning and Heritage Staff.

CARRIED

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Cobourg Heritage Advisory Committee	
FROM:	Dave Johnson	
TITLE:	Planner I - Heritage	
DATE OF MEETING:	July 8 th , 2020	
TITLE / SUBJECT:	Roof Replacement – St. Andrew's Church – 200 King St. W	
REPORT DATE:	July 3 rd , 2020	File #: HP-2020-014

1.0 STRATEGIC PLAN

Places: The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.

2.0 PUBLIC ENGAGEMENT

The Cobourg Heritage Advisory Committee (CHC) operates in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

In general, the CHC is comprised of seven (7) members: one (1) member of Council and six (6) citizen members which reflect the diverse interests of the community.

The agenda for a CHC meeting is prepared and distributed to all committee members and is posted on the Municipal Website at least forty-eight (48) hours in advance of the scheduled meeting date, in an electronic format where possible.

Existing heritage legislation does not prescribe public notification or meetings for approval of alterations to designated properties, however the Cobourg Heritage Master Plan and implementing Heritage Conservation District Plans and associated regulations/guidelines underwent extensive public consultation and engagement prior to their approval. Review and approval of Heritage Permits by the Town are undertaken within the context of these documents.

The CHC also receives public delegations and communications/correspondence from citizens in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

3.0 RECOMMENDATION

WHEREAS, Heritage and Planning staff has reviewed the proposed roof replacement at 200 King Street West and has determined that the proposal would constitute a compatible alteration to the heritage structure and would conform to the provisions of the West Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2020-014 as submitted by Bryan Armstrong on behalf of St. Andrew's Presbyterian Church to permit a roof replacement be approved, subject to the finalization of details with Planning and Heritage Staff.

4.0 ORIGIN

An application for a Heritage Permit was received on May 7, 2020 from Bryan Armstrong on behalf of St. Andrew's Presbyterian Church to undertake a roof replacement at 200 King St. W, St. Andrew's Presbyterian Church

The subject property is located in the West Heritage Conservation District designated under Part V of the *Ontario Heritage Act*, and by By-law #27-90 as amended by By-law #118-91 and by By-law 044-2016.

In accordance with the *Ontario Heritage Act*, the 90-day deadline for Council to deal with the application is September 22, 2020 (calculated from the date the Ontario Heritage Act application timeline suspension was lifted by the Provincial Government).

Scope of Work

1. Install a new sloped metal roof over flat roof (see appendix A) – Colour to be Charcoal.
 - a. Product to be either VIC West Prestige (56072-Charcoal) or Westman Snaplok (8306 Charcoal)
2. Cladding/siding on the gable end to be steel – Charcoal
 - a. Product to be either VIC West DR36 or Westman style 936
3. Kaycan aluminum charcoal for soffits and trim – to match the roof and siding
4. Downspout for the south side located at the entrance and is not visible
5. A downspout from the east side of the front to drain water into the flower bed – existing
6. Downspout on north side is on the west side of the entrance and is not visible – it is connected to the existing 4" leader which connects to the rear yard catch basin. The eaves trough around the rear entrance will also drain into this downspout.

7. On the north side a new white downspout will drop down from the high roof over the chancel putting water into the new eaves trough.
8. On the east end of the north side a short charcoal downspout drops down to the eaves trough on the rear entrance.
9. In the middle of the gable end an access door (26" w x 48" h) will permit access to the attic. To be constructed as unobtrusive as possible.



Figure 1: Southside existing.



Figure 2: North side existing



Figure 3: Looking south to King St. W



Figure 4: Looking east



Figure 5: Looking north west



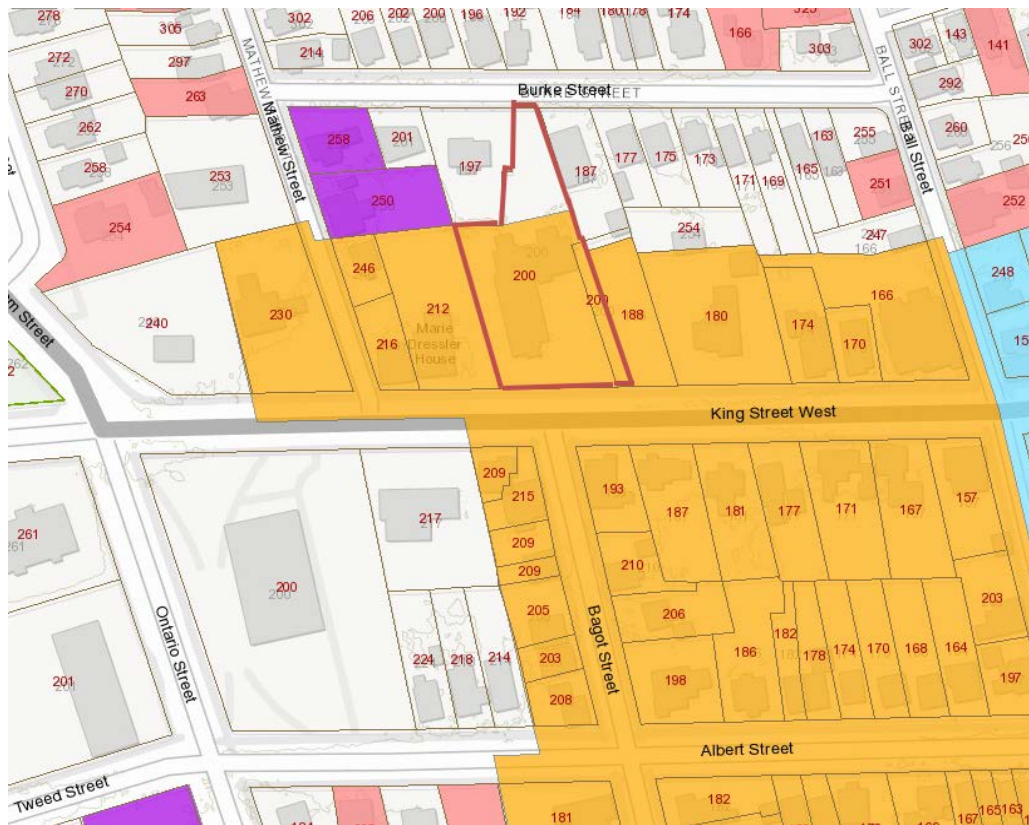
Figure 6: Looking north to Burke St.

5. BACKGROUND

- 0 The subject property is located 200 King Street West on the north side of King Street.

Geographic Context

Below: The subject property is shown outlined in red. The West Heritage Conservation District is indicated in orange. The Commercial Core Heritage Conservation District is indicated in blue, nearby properties designated under Part IV of the Ontario Heritage Act are shown shaded in purple. The properties shaded in pink are listed on the Municipal Heritage Register but are not formally designated.



Historical and Architecture Context

According to our files, the first Presbyterian activities in Cobourg began in 1817 by a Scottish preacher who had immigrated to Markham. Ten years later Andrew Jeffrey formed the parish of "The Kirk of Scotland". As there was no building, the people congregated in William Weller's carriage workshop. Under his successor, Rev. Matthew Miller, land at William and University Street was purchased and a simple rectangular stone kirk (church) with box pews was built about 200 people. Unfortunately, Miller never saw its completion having drowned when his horse and cutter broke through the ice on the Bay of Quinte. The congregation buried his body under where his pulpit was to stand in the new church. There were two factions of the Presbyterian Church - the Established Church of Scotland and the Free Church of Scotland. Due to differences, the factions split. The Established Church gained legal control of the church after filing a lawsuit. Unfortunately, the small congregation could not support the Old Kirk and the property was abandoned. The Free Presbyterians lost the lawsuit and were forced to vacate the Old Scotch Kirk. They built their church on King Street, completed in 1862, named St. Andrew's, which grew over the years. St. Andrew's faced another hardship when on the first Sunday of 1937 a fire, thought to have started in the

furnace room and fanned by strong winds consumed the building. The community worked together to raise money for the new building, including the sale for \$1 each of undamaged bricks from the old structure. By December of that same year the new church was opened, ready for re-dedication.

6.0 ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Heritage Conservation Districts designated under Part V of the *Ontario Heritage Act* were reviewed, and Heritage Conservation District Plans were prepared. The West Heritage Conservation District Plan was adopted by By-law 044-2016 on May 24th, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the West HCD. Policies are requirements that must be followed when undertaking alterations to buildings or changes to properties. Guidelines are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

The following section of this report provides excerpts from the West Heritage Conservation District Plan that are relevant to the evaluation of the proposed scope of work.

4.2 Roofs

Policies

- a) *Decorative roof features and original/historic roofing materials, such as slate, wood shingles, and copper on sloped roofs, shall be retained and conserved. Replacement materials, if required, shall complement the original and/or historic materials.*
- b) *Many roofs within the District have asphalt shingles or metal, which may be replaced in kind.*

Guidelines

- c) *Vents, skylights and other new roof elements should be sympathetic in type and material and shall be located out of general view from the public realm.*
- d) *Roof drainage should be maintained and directed away from building foundations.*
- e) *The form, profile and details of original roof types should be maintained.*
- f) *The addition of solar panels or solar hot water heaters may be permitted on roofs, but shall not damage or remove heritage fabric. The installation of this type of equipment should be in the same plane as the roof (e.g., at the rear slope of a roof or on a flat or low pitched roof), and not visible from the street.*

g) *Chimneys can be important heritage attributes and should be retained wherever possible. Non-functioning chimneys should be retained, capped and re-pointed where they are considered a heritage attribute of the building.*

Discussion

Prior to Council's adoption of the West Heritage Conservation District (HCD) Plan in 2016, Heritage Permit applications were primarily evaluated against the Town of Cobourg's Heritage Conservation District Guidelines and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada. The West HCD Plan provides the same level of heritage conservation using best practices as expressed in the Standards and Guidelines for the Conservation of Historic Places in Canada, while continuing with a similar management of future change and potential new development within the West HCD as the previous HCD guidelines. The West HCD Plan is also consistent with the 2005 changes to the Ontario Heritage Act, the 2020 Provincial Policy Statement and the Ontario Heritage Toolkit.

Pre-consultation was conducted by Heritage and Planning Staff with the applicant in through winter 2019/20. It was noted that the existing flat roof of the east addition is in poor condition and leaks, and the applicants desire to replace the existing flat asphalt roof with a longer lasting sloped steel roof.

Roof (See Appendix A)

St. Andrew's Presbyterian Church at 200 King Street West propose to replace their ageing flat asphalt roof with a sloped steel roof in charcoal. The existing roof was partly installed in 1937 and partly in 1962. The owners note that the existing roof leaks frequently. The owners are proposing steel in order to add a protective element to the roof, and will be more resilient to environmental elements than the existing roof. There will be a small section of the east facing masonry wall that will be covered by the new sloped roof. Furthermore, other similar examples of this alteration have been undertaken at properties within the West HCD and at other Churches, see Figure 7 & 8 below of St. Paul's Anglican Church in Perrytown, ON.



Figure 7: St. Paul's Anglican Church in Perrytown, ON. Note: the main roof of St. Andrew's Church will not be changing



Figure 8: St. Paul's Anglican Church in Perrytown, ON. Note: the main roof of St. Andrew's Church will not be changing.

The proposed alteration has been evaluated against the *West HCD Plan*, specifically the policy relating to roofs (Section 4.2), and it has been determined that the new roof is an acceptable/sympathetic alteration. The roofline will now be sloped as a result of this alteration. No heritage features will be affected on the Church as a result of this application.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no foreseen financial implications on the Municipality as a result of this Heritage Permit application.

8.0 CONCLUSION

The proposed alteration/improvements through the replacement of the flat asphalt roof to a sloped charcoal metal roof does not affect any heritage features of the structure and meets the policies as set out in the *West HCD Plan* (section 4.2) of the *Heritage Master Plan* for Cobourg, subject to the finalization of details by Planning and Heritage staff.

10.0 AUTHORIZATION/SIGNATURES

Report prepared by:



Dave Johnson
Planner 1 – Heritage

Report Approved by:

Rob Franklin MCIP, RPP
Manager of Planning Services

Glenn McGlashon MCIP, RPP

Appendix A




St. Andrew's Presbyterian Church
View from northeast

andrewsmith
buildingdesign



St. Andrew's Presbyterian Church
View from southeast

andrewsmith
buildingdesign

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Adriane Miller, Recording Secretary
MEETING DATE:	July 8, 2020
SUBJECT:	HP-2020-0015 Roof Replacement - 2 King St. W & 239-243 Division St. Reidrev Management Inc./Verdier


The following Motion was adopted at the July 8, 2020 Cobourg Heritage Advisory Committee Meeting:

Moved by Member F.Pope

WHEREAS, Heritage and Planning staff has reviewed the proposed roof replacement for 2 King Street West & 239-243 Division Street and has concluded that the proposal to replace the existing asphalt roof with a metal roof would be compatible alteration to the heritage structure and would conform to the Commercial Core Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2020-015, submitted by Fabien Verdier on behalf of Reidrev Management Inc. – be approved to permit a roof replacement at 2 King Street West & 239-243 Division Street, subject to the finalization of details by Heritage and Planning staff.

CARRIED

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Cobourg Heritage Advisory Committee	
FROM:	Dave Johnson	
TITLE:	Planner I - Heritage	
DATE OF MEETING:	July 8, 2020	
TITLE / SUBJECT:	Roof Replacement - 2 King St. W & 239-243 Division St. Reidrev Management Inc./Verdier	
REPORT DATE:	July 3 rd , 2020	File #: HP-2020-015

1.0 STRATEGIC PLAN

Places: The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism.

2.0 PUBLIC ENGAGEMENT

The Cobourg Heritage Advisory Committee (CHC) operates in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

In general, the CHC is comprised of seven (7) members: one (1) member of Council and six (6) citizen members which reflect the diverse interests of the community.

The agenda for a CHC meeting is prepared and distributed to all committee members and is posted on the Municipal Website at least forty-eight (48) hours in advance of the scheduled meeting date, in an electronic format where possible.

Existing heritage legislation does not prescribe public notification or meetings for approval of alterations to designated properties, however the Cobourg Heritage Master Plan and implementing Heritage Conservation District Plans and associated regulations/guidelines underwent extensive public consultation and engagement prior to their approval. Review and approval of Heritage Permits by the Town are undertaken within the context of these documents.

The CHC also receives public delegations and communications/correspondence from citizens in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

3.0 RECOMMENDATION

WHEREAS, Heritage and Planning staff has reviewed the proposed roof replacement for 2 King Street West & 239-243 Division Street and has concluded that the proposal to replace the existing asphalt roof with a metal roof would be compatible alteration to the heritage structure and would conform to the Commercial Core Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2020-015, submitted by Fabien Verdier on behalf of Reidrev Management Inc. – be approved to permit a roof replacement at 2 King Street West & 239-243 Division Street, subject to the finalization of details by Heritage and Planning staff.

4.0 ORIGIN

An application for a Heritage Permit was received on May 24, 2020 from Fabien Verdier to undertake a roof replacement at 2 King Street West & 239-243 Division Street (occupied by Kawartha Credit Union & United Wireless).

The subject property is located in the Commercial Core Heritage Conservation District designated under Part V of the *Ontario Heritage Act*, and by By-law #27-90 as amended by By-law #118-91 and by By-law # 042-2016.

In accordance with the *Ontario Heritage Act*, the 90-day deadline for Council to deal with the application is September 22, 2020 (calculated from the date the Ontario Heritage Act application timeline suspension was lifted by the Provincial Government).

Scope of Work

Roof replacement

1. New metal roof and roofline vents over existing shingles – product from VIC West
 - a. Repairs to structure as necessary – trusses and sheathing are extremely warped
 - b. Metal vents and chimneys to remain.



Figure 1: Existing roof



Figure 2: Existing roof, looking south.



Figure 3: Existing roof – showing existing chimney/vent -- to remain



Figure 4: 2 King St. W & 239-243 Division St.



Figure 5: Division St. frontage of 239-243.



Figure 6: Showing the span of the roof at the subject property.

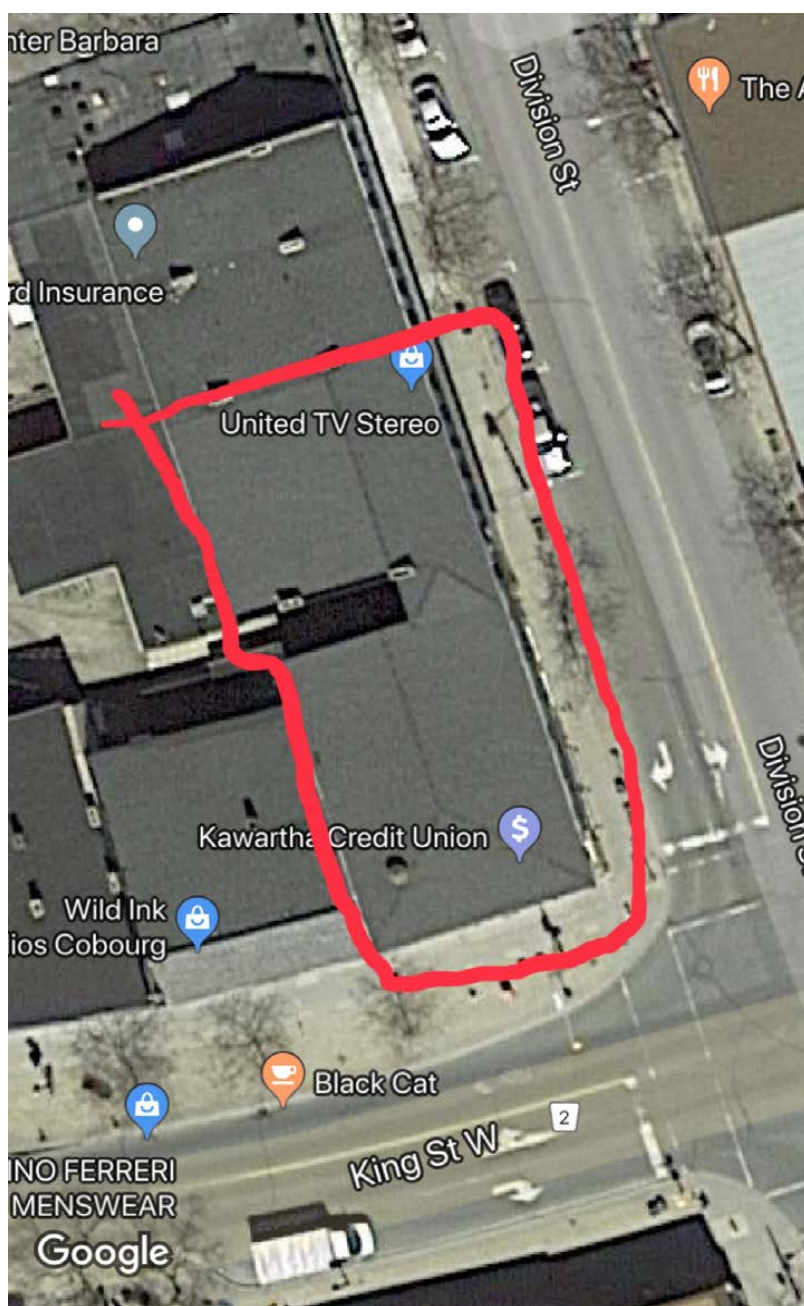


Figure 7: span of roof repairs (image: Google Earth)



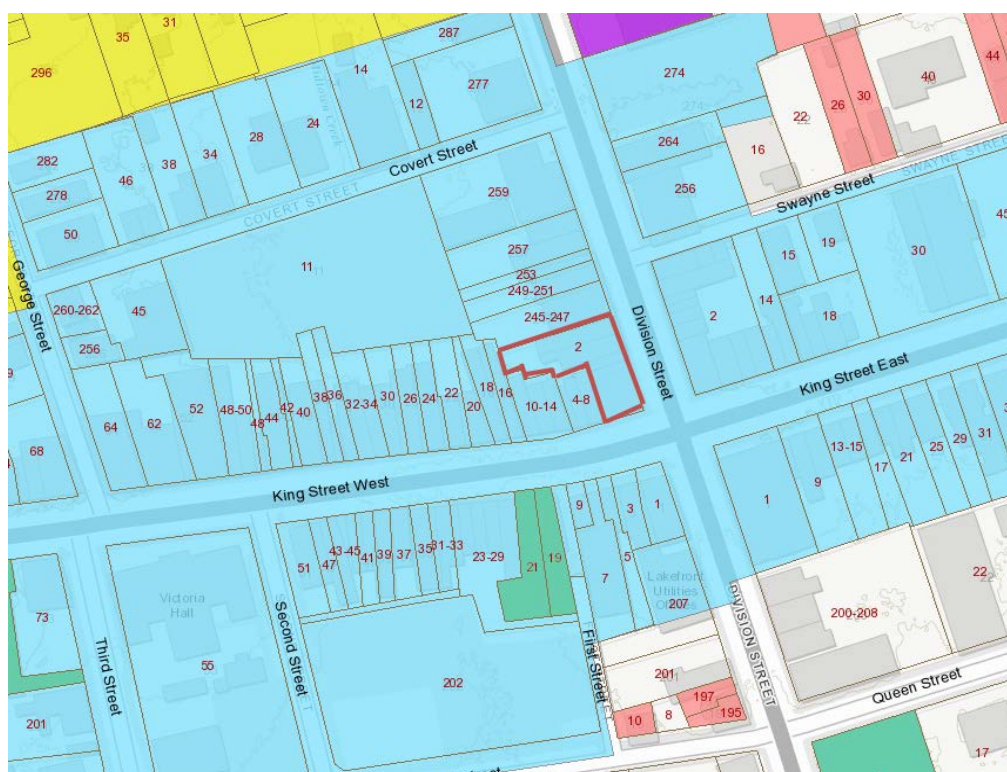
Figure 8: indicating the warping of the roof – to be repaired

5.0 BACKGROUND

The subject property is located at 2 King Street West and 239-243 Division on the north side of King Street and the west side of Division St. Victoria Hall is located to the west and is designated under the Commercial Core HCD.

Geographic Context

The subject property is located on the north west corner of King Street West and Division Street. Victoria Hall is located to the southwest of the subject property.



Above: The subject property is shown outlined in red within the context of the Commercial Core Heritage District (indicated in blue). The properties shaded in pink are listed on the Municipal Heritage Register but are not formally designated. Properties shaded in yellow are located in the nearby George Street Heritage Conservation District.

Historical and Architectural Context

2 King St. West

According to the LACAC property files, the building on the subject property is one of the earliest commercial buildings in Cobourg, reflecting a simple architectural style as compared with other buildings on the north side of King Street. It is a 3 storey red brick common bond structure. Rectangular in shape with a very low angled gable. There are two rows of five four paned flat windows with a central sash on the façade of the building and two rows of seven on the east side. The lugsills are concrete and plain underneath the windows. Above the windows are plain lintels radiating slightly, also made of concrete. The roofline is encased by a boxed cornice and decorated frieze, typical of commercial architecture. The ground floor of the building has been altered considerably to allow a great deal of window exposure. The most interesting feature of the building, still intact, is the doorway to the left face of the building. It is a flat panelled door with a flush blind above. One third of the door is panelled horizontally with the upper third of the glass. The doorway is supported by wooden ionic columns and a plain entablature.

241 Division St.

According to the LACAC property files, 241 Division St. is a three storey orange brick, stretcher bond building. 241-243 Division Street's façade has since been painted. It has four pilasters, two with central ones with two long narrow eight panes. There are six on either side with twelve panes. There are have concrete lugsills below and an arched entablature. The frieze is box-like with stepped bricks underneath the cornice.

Character defining elements of the Commercial Core Heritage Conservation District include two to three storey buildings with commercial character, storefronts on the first storey and residential/commercial space on the second and third storeys. Storefronts have wide windows on the first storey, some with recessed entry doors. Windows on upper storeys are symmetrical fenestration, with segmental arches or rectangular openings, often with arched or decorative lintels, and basic sills. There is a dominant use of brick in a variety of natural colours, some have been painted and most include architectural details including keystones, hood molds and cornice details. Storefronts are typically continuation of brick, although quite a few are wood paneling construction of varying details. There is a continuous sign band throughout the downtown, some wider than others depending on the size of the storefront windows.

6.0 ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council in 2016 to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Heritage Conservation Districts designated under Part V of the *Ontario Heritage Act* were reviewed, and Heritage Conservation District Plans were prepared. The Commercial Core Heritage Conservation District Plan was adopted by By-law 043-2016 on May 24th, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the Commercial Core Heritage Conservation District. Policies are requirements that must be followed when undertaking alterations to buildings or changes to properties. Guidelines are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

The following section of this report provides excerpts from the Commercial Core Heritage Conservation District Plan that are relevant to the evaluation of the proposed scope of work.

4.3 Roofs

Policies

- a) *Original rooflines of buildings shall be maintained. Dormers and changes to rooflines may be permitted on a case by case basis where the proposed alteration is compatible with the character of the building.*
- b) *Decorative roof features and original/historic roofing materials, such as slate, wood shingles, and copper on sloped roofs, shall be retained and conserved. Replacement materials, if required, shall complement the original and/or historic materials.*

- c) *Ensure that vents, skylights and other new roof elements are placed out of view from the street and public rights-of-way.*
- d) *Roof drainage shall be maintained and directed away from building foundations.*

Guideline

- e) *The addition of solar panels may be permitted on roofs, but should not damage or remove heritage fabric. Solar panels should be installed in places that are generally out of view from the public realm.*

Discussion

Prior to Council's adoption of the Commercial Core Heritage Conservation District (HCD) Plan in 2016, Heritage Permit applications were primarily evaluated against the Town of Cobourg's Heritage Conservation District Guidelines and Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*. The Commercial Core Heritage Conservation District Plan provides the same level of heritage conservation using best practices as expressed in the *Standards and Guidelines for the Conservation of Historic Places in Canada*, while continuing with a similar management of future change and potential new development within the Commercial Core Heritage Conservation District Plan as the previous Heritage Conservation District guidelines. The Commercial Heritage Conservation District Plan is also consistent with the 2005 changes to the *Ontario Heritage Act*, the 2020 Provincial Policy Statement and the Ontario Heritage Toolkit.

Pre-consultation was conducted by Planning and Heritage Staff with the applicant in the winter of 2020. During the meeting it was noted the condition of the existing roof, and the applicants desire to replace the existing asphalt roof with a longer lasting steel roof.

Roof

The property owner of 2 King Street West and 241-243 Division St. propose to replace the aging asphalt roof with a steel roof similar in design to other metal roof replacements, such as above Buttermilk/Jakes (Colour TBA at time of writing). The owner is proposing steel in order to add a protective element to the roof, more resilient to environmental elements and adding a protective and durable layer for many years to come. The property owner notes that the current roof is leaking, the roof was replaced 15 years ago. Furthermore, other similar examples of this alteration have been undertaken at nearby properties in recent years.

The property owner is also willing to save the heritage metal vents on 2 King St. West as well as the chimneys on all the structures. It was noted that the heritage metal vents appear to be original, but do not appear in any of the documentation of the building.

The application notes that there will be roof vents installed as needed. It is noted that there are no working vents currently on the roof. It is staff's recommendation that low-profile ridge vents be utilized as this would not

impose significant impacts on the street or public realm and has been successfully utilized on other structures within the Commercial Core HCD.

The proposed alteration has been evaluated against the Commercial Core HCD Plan, specifically the policy relating to roofs (4.3), and it has been determined that the new roof is an acceptable/sympathetic alteration, subject to the finalization of colour and other design details by Heritage and Planning staff. The roofline is not proposed to be changed as a result of this alteration. The applicants have retained Oak Hills Roofing as the contractor to undertake the proposed alteration.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated financial implications on the Municipality as a result of the approval of this Heritage Permit application.

8.0 CONCLUSION

The proposed alteration/improvements through the replacement of the existing asphalt shingles to a metal roof, including the conservation of the existing chimneys and metal vents, meets the policies as set out in the Commercial Core Heritage Conservation District Plan (Section 4.3) and the goals of the Cobourg Heritage Master Plan, subject to the finalization of details by Heritage and Planning staff.

10.0 AUTHORIZATION/SIGNATURES

Report Prepared By:



Dave Johnson
Planner I - Heritage


Report Approved By:

Rob Franklin, MCIP, RPP
Manager, Planning



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



	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Adriane Miller, Recording Secretary
MEETING DATE:	July 8, 2020
SUBJECT:	Municipal Naming Policy Application

The following Motion was adopted at the July 8, 2020 Cobourg Heritage Advisory Committee Meeting:

Moved by Member C.Richards

WHEREAS, Heritage and Planning staff has reviewed the Municipal Naming Policy Application and subsequent rationale;

THEREFORE, it is recommended that the name JACK WAGHORN be formally added to the registry

CARRIED

APPENDIX "A"



COBOURG

APPLICATION
MUNICIPAL NAMING POLICY

Application # _____

Naming Application Form

A. APPLICANT INFORMATION:

NAME (Individual or Organization): SHARON WASHORN

ADDRESS: _____

PHONE #: _____ EMAIL: _____

B. INFORMATION REGARDING PROPOSED NAME

PROPOSED NAME: _____

Note, if the name submitted on this form relates to the commemorative naming of an individual who is alive, please provide the contact information for the individual below.

NAME: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

NAMING CRITERIA:

Applicable Criteria (select all applicable criteria) Policy Section 3.1

- ☐ Name gives a sense of place, continuity and belonging and celebrate the distinguishing characteristics and uniqueness of the Town of Cobourg
- ☐ Name promotes civic pride in the Town of Cobourg, acknowledge local heritage, history and recognize unique features and geography (such as names that relate to local history, places, and events, native wildlife and natural features or unique characteristics of a neighbourhood or area.)

*Personal Information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M56, as amended. Inquiries about the collection of personal information should be directed to the Municipal Clerk.

- ☐ The rationale associated with the use of particular names shall be understandable to the majority of Town of Cobourg residents.
- ☐ Names may recognize the contributions of organizations such as a partnerships with or without financial contributions.
- ☒ The nominated individual shall have demonstrated excellence courage or exceptional service to the citizens of the Town of Cobourg, the Province of Ontario, and/or Canada, including veterans of military conflicts.
- ☐ A direct relationship or association that existed between the place of residence of the community efforts undertaken by the individual and the property, building or element to be named.

C. RATIONALE

Please describe the rationale for the Nomination and attach any background information related to the criteria chosen above, which substantiates all claims made (include newspaper articles, certificates, awards, letter of reference, support or commendation, service records, pictures, etc).

Jack Waghorn of Cobourg enlisted in the Army in July 1940. He married in Sept. 1942 and was sent overseas very shortly thereafter. He was a member of the Hastings + Prince Edward Regiment 1st Canadian Brigade. He was killed in action Dec. 15/43 in the Battle of Ortona, the bloodiest battle of the Italian campaign. He was only 24 years old. Jack received several medals and his brigade received the Battle Honour "The Gully." His mother Mary (Burgess) Waghorn was a Silver Cross Mother.

Please note that all information provided in the rational section and or other information attached to this application form will form part of the Naming Application Form and will therefore be released to the public provided in a public agendas and minutes, committee discussions, meetings and reports which may go forward to Council.

D. NAME TO BE USED FOR:

- ☐ Park
- ☐ Facility/Building
- ☐ Street
- ☒ Any of the Above

☐ Other (Please describe):

Would it be possible to have a poppy on the sign. So it would be known he was a veteran

APPENDIX "A"

E. RENAMING: (Please note, before a renaming application is accepted, the nominator must have written permission from the family or next of kin – If this application results in a request to displace an existing commemorative name [person, persons, or family].)

Does the location currently have a name: ☐ YES

☐ NO

If yes, provide current name, details and rationale for the proposed renaming of this location:

F. ADDITIONAL INFORMATION:

At the time of WWII, sadly deceased soldiers were not repatriated. Jack's final resting place is in the Moro River Canadian War Cemetery in Ortona, Italy.

Nominator's Signature: Haron Waples

Date: Feb 20 / 2020

For Office Use Only

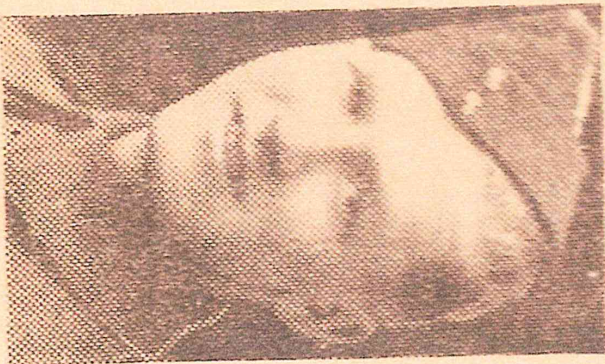
Received by _____

Date Received _____

Authorizing Signature: _____

*Personal Information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. M56, as amended. Inquiries about the collection of personal information should be directed to the Municipal Clerk.

Killed In Italy



PTE. JACK WAGHORN of Cobourg, was killed in action in Italy this month, according to word received by his next of kin. He was born and educated in Cobourg and went overseas in 1942. Pte. Waghorn, who was 24 years of age, was a member of the Hastings and Prince Edward Regiment.

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Miam

JACK WAIGHORN KILLED IN ACTION ON DECEMBER 15

Sad News Received by His Wife
In Toronto and Mother and
Sisters Here

Went Overseas in September, 1942

Mrs Marie Waighorn, who resides in Toronto, has received the sad news by official message from Ottawa, that her husband, Pte. Jack Waighorn, a well known Cobourg boy, was killed in action in Italy on Dec. 15.

Pte. Waighorn, a former employee for some time at C. P. Ralls' store, enlisted with the Midland Regiment three years ago, but later transferred to another unit. He went overseas on September 20, 1942, and was fighting in the Italian campaign. News of his death has been received with keen regret by his associates and many friends here and deep sympathy is felt with the bereaved family, while pride is felt by citizens generally in his bravery and devotion to duty. Cobourg honours his sacrifice, while its citizens are saddened by the news of his death.

Pte Waighorn is survived by his wife, before her marriage, Marie Porter of Toronto, his mother, Mrs Mary Waighorn residing on Chapel Street, a brother, Leonard in Peterborough, and another brother Merle with the Canadian Engineers overseas, and two sisters, Mrs Bert Medhurst, Chapel Street and Mrs Carl Newton, residing on Buck Street.

No C. 65204	Rank	Private	Name	WAGHORN, Jack
Unit	Hast. & P.E. Regt.	Date of death	15th Dec., 1945.	
Died at	Italy			
Cause	Killed in action			
Death occurred on strength of Forces HQ	405-W-7351		29-12-45	
N/K	Mrs. Marie H. Waghorn	Relationship	Widow	
Address	11 Sheath Avenue, Toronto 13, Ontario			
Remains buried in				
MR. 347137, 1/50000 Lanciano sheet 147/1, H&PE Cemetery	Cemetery			
near edge of escarpment North side of Moro Valley, Italy	Grave location			

OVER

DEATH CERT. TO N.K.

BURIAL REPORT TO APR 5 1945

RETURN TO BUR. OF STAT. NOV 18 1944

ROYAL MESSAGE DESP'D. FEB 2

CAN. MESSAGE DESP'D. 8-1-44

REBURIAL

Morro River Cemetery,
Ortona, Italy.

Grave 6, row F, plot 7.

HI & CR Form Despa. FEB 3 1947

Photographs

Despatched

JUN 14 1947

15-12-43
(O.C.L.-412)

AWARDS-CANADIAN ARMY (ACTIVE) M (1540)
(1532)

M. J. A.
1000-10-11 (2105)
M.C. 1972-43-28

WAGHORN, Jack

SURNAME (IN BLOCK LETTERS)

CHRISTIAN NAMES

C.65204

REG. NO.

Pte.

RANK ON
DISCHARGE

East.Ont.Regt.

C.A.S.F. UNIT

FILE NO. 405-W-7331

WAR SERVICE

BADGE

(CLASS)

NO.

DATE DESPATCHED:

ADDRESS:

CAMPAIGN MEDALS

REGISTRATION NUMBER AND DATE DESPATCHED

1939-45 Star

Italy Star

Defence Medal

War Medal 1939-45

C.V.S.M. & C.I.-sp

6261

20.10.44

(THE REVERSE TO BE USED FOR ESTATE PURPOSES)

MEDALS AND MEMORIALS—DECEASED PERSONNEL

(1) MEDALS
PERSON

ENTITLED TO

Mrs. Marie H. Waghorn - Widow

ADDRESS:

11 Sneath Ave.,
TORONTO 13, Ont.

(2) MEMORIAL CROSS

WIDOW

Mrs. Marie H. Waghorn,

ADDRESS:

11 Sneath Ave., Toronto 13, Ont.

(3) MEMORIAL CROSS

NOTHER

Mrs. Mary WAGHORN, (Auth: A2-70A)

ADDRESS:

21 Chapel St., COCCOURG, Ont.

REGISTRATION NO. DATE OF DESPATCH
MEMORIAL BAR

DATE DESP

REGN. NO. 7853

(2) DESP. FEB 10 1944
REGN NO. 4339

(3) DESP. FEB 28 1944
REGN NO. 4909

SERVICE AND CASUALTY FORM

PART I (For all ranks)

M.F.M. 4 (Part I)
A.F.P. 108 (Part I)
H.O. 5-39 (1700)
H.Q. 1172-45-18

Unit 1 M.D. R. C.A.S.F.

Regimental Number 645204

1. Surname..... WACHEN
2. Christian Names..... ERIC
3. *Substantive Rank and Appointment..... PIR
- *Acting Temporary or Local Rank

giving date

*To be entered in pencil to facilitate alteration.

4. Place of birth..... SMITH GARENT. WBSK
5. Date of birth as declared on attestation..... 2-4-19
- (A).....
6. Date of enlistment..... 30-7-31
7. Place of enlistment..... CANADA
8. Residence at time of enlistment..... CANADA
9. (B) Special conditions (if any) of enlistment or rate of pay.....

10. (C) Any subsequent variations of conditions of service.....

11. Religion..... UNITED
12. If married, state date..... N/A
13. Trade on enlistment..... BUTCHER
14. Corps, trade and grade.....
15. (D) Qualifications.....
16. (E) Miscellaneous entries..... 2 YEARS COMMERCIAL

(17) Regiment or Corps

Unit (Bathn, etc)

1 M.D. R. C.A.S.F.

155 BATT

(18) Medical

Category

Date

Authority

A

30-7-31

MED. BR.

(19) Next of kin (entries to be made in pencil)

Wm. H. Wachen (uncle)

111 St. Catharines, Toronto, Can.


(20) E

(21) E

(22) E

NOTES—

- (A) Here enter particulars of any subsequent claim as to actual age after verification of birth certificate.
- (B) Whether for home service only, enlisted at special rates of pay, etc.
- (C) If to be retained on home service, period if specified to be stated; also authority and on what grounds: see (A) above.
- (D) Signaller, Farrier, etc.
- (E) Instructions regarding allotment of these sub-heads will be made as may be necessary after mobilization.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Laurie Wills	
TITLE:	Director of Public Works	
DATE OF MEETING:	July 20, 2020	
TITLE / SUBJECT:	Masks Strongly Recommended on Cobourg Transit	
REPORT DATE:	July 15, 2020	File #:

1.0 STRATEGIC PLAN

NA

2.0 PUBLIC ENGAGEMENT

NA

3.0 RECOMMENDATION

THAT Council receive for information purposes.

4.0 ORIGIN

Local Health Unit Requirement for Mask Use in Commercial Establishments

5.0 BACKGROUND

On July 7, 2020 the Haliburton, Kawartha, Pine Ridge District Health Unit (HKPRHU) issued a media release indicating that masks would be required to be worn in all commercial establishments effective July 13, 2020 and shall remain in effect while the province is under Emergency Order or until such time that the local Medical Officer of Health (MOH) lifts the requirement. A template was provided for business owners to prepare a policy for their establishments.

6.0 ANALYSIS

Upon receiving notification of the Order, Town staff inquired with the HKPRHU about whether or not transit specifically was included in the definition of a commercial establishment. The HKPRHU did not confirm that transit was to be

included under the Order. Other health units in Ontario who have also issued a mandatory mask directive have specified that transit is to be included ie. Kingston.

Due to there not being a specific requirement in the HKPRHU Order for the use of masks on Transit, a requirement would have to be approved through By-law. In an effort to encourage the use of masks immediately on transit, Staff proceeded to implement a policy that strongly recommends the use of masks on transit.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Staff have prepared a policy for strongly recommending the use of masks utilizing the draft template provided by HKPRHU (attached). The policy as well as a notification letter has been printed and mailed to ~300 Wheels members as well as emailed to long term health care facilities where Wheels members reside. Posters have been prepared, laminated and displayed on all 27 transit shelters and a media release has been issued.

Should Council decide to mandate the use of masks on transit, the aforementioned staff time and materials will be required to be repeated.

8.0 CONCLUSION

THAT Council receive for information purposes.

12.0 AUTHORIZATION/SIGNATURES

Approved By:

Ian Davey, Treasurer/Director of Corporate Services

Department:

Finance



THE CORPORATION OF THE TOWN OF COBOURG

PUBLIC WORKS DIVISION
740 DIVISION STREET
BLDG #7, NORTHAM INDUSTRIAL PARK
COBOURG, ON, K9A 0H6

Engineering Department
Telephone: (905) 372-4555
Toll Free: 1-888-972-4301
Fax: (905) 372-0009

File No.

POLICY – Face Covering Recommendation for Cobourg Transit

This policy has been written to continue to safeguard the community against COVID-19 and ensure alignment with the Emergency Management and Civil Protection Act (EMCPA) Ontario Regulation 263/20 s.4(2).

Effective July 13, 2020, all commercial establishments currently operating during Stage 2 have been instructed by the Haliburton Kawartha Pine Ridge District Health Unit (HKPR) local Medical Officer of Health that non-medical masks or face coverings must be worn inside the premises at all times.

Cobourg Transit recognizes our role in reducing the spread of COVID-19 in our community.

Effective Immediately:

Cobourg Transit strongly recommends anyone entering our vehicles to wear a non-medical mask or face covering.

The non-medical mask or face covering must be worn while inside the vehicles, unless it is reasonably required to temporarily remove the face covering for services provided by Cobourg Transit.

All persons will be notified of this requirement through signage posted in the vehicles, transit shelters, the Town of Cobourg website, social media, and mail outs to current WHEELS members.

This policy will be enacted and enforced in 'good faith' by Century Transportation drivers and Town of Cobourg staff and is an opportunity to educate passengers and customers about the use of non-medical masks or face coverings while indoors as a community safety measure.

Exceptions

Some people may not be able to tolerate wearing a mask. Town of Cobourg staff and Century Transportation drivers will exempt a person from wearing a non-medical mask or face covering on the premises or in the vehicles if the person is:

- the person is a child under the age of two years; or a child under the age of five years chronologically or developmentally and cannot be persuaded to wear a face covering by their caregiver;
- the person has a medical condition rendering them unable to wear a non-medical mask or face covering safely;
- the person cannot apply or remove a non-medical mask or face covering without assistance;

For more information visit Cobourg.ca, 'like' us on Facebook, follow us on Twitter and watch us on YouTube.



/townofcobourg



@townofcobourg



TownCobourg



Town of Cobourg



THE CORPORATION OF THE TOWN OF COBOURG

PUBLIC WORKS DIVISION
740 DIVISION STREET
BLDG #7, NORTHAM INDUSTRIAL PARK
COBOURG, ON, K9A 0H6

Engineering Department
Telephone: (905) 372-4555
Toll Free: 1-888-972-4301
Fax: (905) 372-0009

File No.

- the person cannot wear a non-medical mask or face covering or cannot cover their face in a way that would appropriately control the source of droplets for reasons of religion or other protections under the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19, as amended;

Role of Staff/Drivers

All staff/drivers will be trained on the new policy regarding face covering requirements.

All staff/drivers will be required to wear a non-medical mask or face covering while driving and working in the space that services the public unless they meet exemptions outlined above OR is within or behind a physical barrier (plexiglass).

Staff/drivers will do their best to limit entry of any person not wearing a non-medical mask or face covering. Efforts may include:

- Giving a verbal reminder upon entry that the customer is strongly recommended to wear a face covering by the HKPR local Medical Officer of Health.
- For customers in the premises seen removing their face covering for extended periods of time, giving a verbal reminder of the strong recommendation to wear a face covering by the local Medical Officer of Health for HKPR.
- If a customer refuses to put on a face covering and refuses to leave the premises or vehicles, staff/drivers are not required to engage further; there is no need to turn away or remove a customer to achieve the best effort standard

This policy remains in effect until such time as, at a minimum, instructions for mandatory masks in commercial establishments are modified or revoked by the Medical Officer of Health for HKPR.

We appreciate your understanding along with your best efforts to encourage compliance.

On behalf of the Cobourg Transit,

Laurie Wills, Director Public Works
July 14, 2020

For more information visit Cobourg.ca, 'like' us on Facebook, follow us on Twitter and watch us on YouTube.



	THE CORPORATION OF THE TOWN OF COBOURG
	PARKS AND RECREATION ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Jodi Ware-Simpson, Recording Secretary
MEETING DATE:	July 7, 2020
SUBJECT:	Motion to Council Regarding The Aquatic Safety Audit – Legal Opinion


The following motion was approved at the July 7, 2020 meeting of the Parks and Recreation Advisory Committee:

Moved by Member Whitney:

WHEREAS it is not clear whether the Town has jurisdiction to control activities on the water, it is recommended THAT a definitive legal opinion from an independent legal counsel with expertise in riparian rights be obtained prior to any further attempt to regulate on water activities

AND further to release the original opinion.

CARRIED

	THE CORPORATION OF THE TOWN OF COBOURG
	PARKS AND RECREATION ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Jodi Ware-Simpson, Recording Secretary
MEETING DATE:	July 7, 2020
SUBJECT:	Motion to Council Regarding The Aquatic Safety Audit Implementation


The following motion was approved at the July 7, 2020 meeting of the Parks and Recreation Advisory Committee:

Moved by Member Mutton:

THAT the Parks and Recreation Advisory Committee recommends that Council instructs staff to implement select recommendations from the Aquatic Safety Audit as follows:

#1, 2, 12, 13 and 15.

CARRIED

	THE CORPORATION OF THE TOWN OF COBOURG
	PARKS AND RECREATION ADVISORY COMMITTEE
TO:	Brent Larmer, Municipal Clerk/Manager of Legislative Services
FROM:	Jodi Ware-Simpson, Recording Secretary
MEETING DATE:	July 7, 2020
SUBJECT:	Motion to Council Regarding The Aquatic Safety Audit – Working Group

The following motion was approved at the July 7, 2020 meeting of the Parks and Recreation Advisory Committee:

Moved by Member Pope:

THAT in order to create a consolidated safety procedure and emergency manual the Parks and Recreation Advisory Committee recommends that a joint working group is formed with one (1) member from each user group and appropriate staff; and charging said group with writing such a procedure manual and submitting to Council and the Parks and Recreation Advisory Committee.

The user groups will include:

- Survivor Thrivers
- Cobourg Yacht Club
- Cobourg Dragon Boat & Canoe Club
- Coast Guard
- Learn to Sail
- Green Canoe
- Northumberland YMCA

CARRIED

Page 1 of 1



Unfinished Business Listing Council Motions/Staff Direction As of July 20, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

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



Unfinished Business Listing Council Motions/Staff Direction As of July 20, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

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



Unfinished Business Listing Council Motions/Staff Direction As of July 20, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

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



**Unfinished Business Listing
Council Motions/Staff Direction
As of July 20, 2020**

● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-06	Council Meeting Link		
Motion - Private Transportation Regulating By-law Department/Division Responsible: Legislative Services	Minutes: THAT Council authorize Staff to incorporate regulations through by- law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating Bylaw'; and FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg;	Regular Council Meeting	



Unfinished Business Listing Council Motions/Staff Direction As of July 20, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-06	Council Meeting Link		
Motion - Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination. Department/Division Responsible: Legislative Services	Minutes: THAT Council direct the Municipal Clerk to provide a report to Council within the two (2) year notice period and prior to the exiting of the agreement to explain and provide an overview on the proposed operational model by the Town's By-law Enforcement Department in order to provide all Animal Control Enforcement internally for the residents of the Town of Cobourg.	2021-2022	
Meeting 2020-01-06	Council Meeting Link		
Motion – Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation. Department/Division Responsible: Legislative Services	Minutes: Judy Sherwin, Cobourg Resident, regarding parking meters, violations and fines in the Town of Cobourg. THAT Council refer the delegation to Staff for a report back to Council or the feasibility of the suggestions provided in the delegation.	N/A	



Unfinished Business Listing Council Motions/Staff Direction As of July 20, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-04-27	Council Meeting Link		
Motion – Flood Reduction and Mitigation Strategy Department/Division Responsible: Chief Administrative Officer/ Treasurer	Minutes: WHEREAS at the Committee of the Whole Meeting on April 20, 2020, Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Nicole Beatty, regarding a Flood Mitigation and Response Plan for the Town of Cobourg; and THEREFORE IT BE RESOLVED THAT the Town of Cobourg Council directs staff to draft a Flood Mitigation and Response Plan, in consultation with the Ganaraska Region Conservation Authority (GRCA) and other relevant agencies, for Council's consideration as soon as possible and no later than September 14, 2020.	09/14/2020	
Meeting 2020-05-11	Council Meeting Link		
Motion - the Aquatic Safety Audit Report for the Town of Cobourg Harbour Department/Division Responsible: Community Services	Minutes: THAT Council receive the memo from the Director of Community Services, dated April 30, 2020, for information purposes; AND FURTHER THAT Council direct the staff memo, all delegation submissions, and the Lifesaving Society's Aquatic Safety Audit to the Parks & Recreation Advisory Committee for an assessment of each safety recommendation	N/A	



**Unfinished Business Listing
Council Motions/Staff Direction
As of July 20, 2020**

● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-06-29	Council Meeting Link		
Motion - Diversity, Equity and Inclusion Policy for the Town of Cobourg Department/Division Responsible: Legislative Services	<p>Minutes:</p> <p>WHEREAS at the Committee of the Whole Meeting on June 22, 2020 Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Adam Bureau, regarding an Equity and Inclusion Policy for the Town of Cobourg; and</p> <p>WHEREAS the Black Lives Matter movement has highlighted the need for a reaffirmed commitment to confronting racism and removing systemic barriers to equality; and</p> <p>WHEREAS fostering an inclusive and welcoming community is a key tenant of the Town of Cobourg's annual 'Pride Month'; and</p> <p>WHEREAS municipal government can play a leading role in helping to achieve gender equality;</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to draft an Equity and Inclusion Policy; and</p> <p>FURTHER THAT the policy specifically address the inclusion of Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as pansexual, questioning, non-binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities; and</p>	08/27/2020 12/07/2020	



**Unfinished Business Listing
Council Motions/Staff Direction
As of July 20, 2020**

	<p>FURTHER THAT the policy draws upon resources such as 'Advancing Equity and Inclusion: A Guide for Municipalities' and FCM's 'Diverse Voices Toolkit'; and</p> <p>FURTHER THAT the policy includes annual commitments to equity and inclusion training for Town of Cobourg staff, volunteers and Members of Council, engagement of citizens and advisory committees, and communications on progress; and</p> <p>FURTHER THAT Council direct staff to form an Ad Hoc Committee or a suitable alternative with a terms of reference or terms of engagement consisting of citizen members from these diverse minority populations in order to provide input on the development of the Equity and Inclusion Policy, due back to Council on August 24, 2020 Meeting; and</p> <p>FURTHER THAT the draft policy be presented to Council for consideration by December 7th, 2020.</p>		
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