



Committee of the Whole

Date: Monday June 22, 2020

Time: 6:00 PM

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

AGENDA

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 inquires 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 June 22, 2020 at 6:00 PM Electronic Participation – Zoom Video Conference

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday June 22, 2020 at 6:00 PM 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 AGENDA ADDITIONS

1. 1. Delegation, Todd Oberholtzer, the Ale House Restaurant, requesting the use of the Two (2) Parking Spaces in front of 240 and 246 Division Street to be used as an Outdoor Licensed Patio Extension;
2. Delegation, Bryan Lambert, Cobourg Resident, regarding the Waterworks' request for the Town of Cobourg to borrow \$2.3M to replace aging water meters;
3. Memo from the Director of Public Works, regarding the Approval to Increase the Town of Cobourg Route #2 Transit Service; and
4. Memo from the Secretary of the Downtown Business Improvement Area Board of Management (DBIA) regarding a recommendation to Council on the closure of King Street from Spring Street to McGill Street for a Pedestrian Friendly Zone.

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

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

1. Dean Pepper, Cobourg Police Board Chair and Paul VandeGraaf, Cobourg Police Chief, presenting the Cobourg Police Service's 2019 Annual Report. 8 - 59

V DELEGATIONS

1. Jenna Fitzgerald, George & Orange Restaurant, requesting an exemption to the parking provisions of the Zoning By-law pursuant to Section 6.1.3 of the Zoning By-law for a Restaurant Patio Extension. 60 - 62
2. Todd Oberholtzer, the Ale House Restaurant, requesting the use of the Two (2) Parking Spaces in front of 240 and 246 Division Street to be used as an Outdoor Licensed Patio Extension. 63 - 64
3. Bryan Lambert, Cobourg Resident, regarding the Waterworks' request for the Town of Cobourg to borrow \$2.3M to replace aging water meters. 65 - 66

VI DELEGATION ACTIONS

VII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Correspondence from Dereck Paul, President and CEO of Lakefront Utility Services Inc. (LUSI), regarding the Radio Frequency Water Meter Replacement Program. 67 - 80

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

FURTHER THAT Council provide direction on the request for Town of Cobourg Waterworks to borrow funds to complete the Radio Frequency Water Meter Replacement Program in the Town of Cobourg.

2. Memo from the Senior Financial Analyst, regarding the 2019 Remuneration & Expense: Council & Local Boards. 81 - 85

Action Recommended: THAT Council receive this report for information purposes pursuant to Section 284 (1) of the *Municipal Act, 2001* which requires that Council Remuneration and Expenses paid to each member of Council and its Local Boards be reported to Council for the previous year.

VIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

IX PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

1. Memo from the Director of Public Works, regarding the approval to Increase the Town of Cobourg Route #2 Transit Service and the extension of Fee Transit in the Town of Cobourg. 86 - 87

Action Recommended: THAT Council direct Staff to reinstate Cobourg Transit Bus Route #2 to match the current Route #1 Transit Bus operating hours and extend free transit until August 31, 2020.

X PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

1. Memo regarding the update on the Closure of Cobourg Victoria Beach, and review of possible options on the re-opening of the Cobourg Beach. 88 - 95

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

FURTHER THAT Council provide direction to Municipal Staff on one (1) of the following options listed and provided within the Staff Report.

2. Memo from the Director of Community Services, regarding the awarding of the East Pier Design and Engineering Request for Proposal (RFP), (CO-20-06 CSD). 96 - 100

Action Recommended: THAT Council award the East Pier Design and Engineering Request for Proposal contract to MBTW Group in the amount of \$189,895.00 + HST to provide design, engineering and other professional services for the repair and enhancement of the East Pier (CO-20-06 CSD).

3. Notice of Motion, Councillor Emily Chorley and Councillor Adam Bureau, regarding an Equity and Inclusion Policy.

Action Recommended: WHEREAS the Black Lives Matter movement has highlighted the need for a reaffirmed commitment to confronting racism and removing systemic barriers to equality;

AND WHEREAS fostering an inclusive and welcoming community is a key tenant of the Town of Cobourg's annual 'Pride Month';

AND WHEREAS municipal government can play a leading role in helping to achieve gender equality;

THEREFORE BE IT RESOLVED THAT Council instruct staff to draft an Equity and Inclusion Policy;

AND FURTHER THAT the policy specifically address the inclusion of indigenous peoples, women, racialized/visible minority groups, people with disabilities, newcomers to Canada, and LGBTQ communities;

AND FURTHER THAT the policy draws upon resources such as 'Advancing Equity and Inclusion: A Guide for Municipalities' and FCM's 'Diverse Voices Toolkit';

AND FURTHER THAT the policy includes annual commitments to equity and inclusion training for Town of Cobourg staff and volunteers, engagement of citizens and advisory committees, and communications on progress;

AND FURTHER THAT the draft policy be presented to Council for consideration by October 26th, 2020.

XI PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

1. Memo from the Municipal Clerk/Manager of Legislative Services regarding the potential introduction of a Physical Distancing By-law for the Corporation of the Town of Cobourg during the COVID-19 Pandemic. (Referred from the June 1, 2020 Committee of the Whole Meeting). 101 - 109

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

FURTHER THAT Council approve and provide direction to Staff to implement the proposed By-law to promote and regulate Physical Distancing within the Town of Cobourg in order to help prevent the spread COVID-19 to reinforce the importance of Physical Distancing as additional measure to protect the health and well-being of all residents within the Town of Cobourg.

XII ARTS, CULTURE AND TOURISM SERVICES

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

1. Memo from the Secretary of the Downtown Business Improvement Area Board of Management (DBIA) regarding a recommendation to Council on the closure of King Street from Spring Street to McGill Street for a Pedestrian Friendly Zone. 110

Action Recommended: THAT Council receive the recommendation from the Downtown Business Improvement Area Board of Management (DBIA) for information purposes; and

FURTHER THAT the recommendation be referred to Staff for a report.

XIII UNFINISHED BUSINESS

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

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

111 -
117

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
2020 Town of Cobourg Capital Budget Items Status	04-06-20	CAO	N/A
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

XIV 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, June 1, 2020 at 6:00 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.

XV CLOSED SESSION

1. Closed Session Items.

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

s. 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees:

1. Personnel Matter.

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

2. Offer to Purchase Municipal Land - Lucas Point Industrial Park.

s. 239(2)(b) Labour relations or employee negotiations:

3. CUPE Local 25 Negotiations.

XVI ADJOURNMENT

COBOURG POLICE **SERVICE**



2019 ANNUAL REPORT

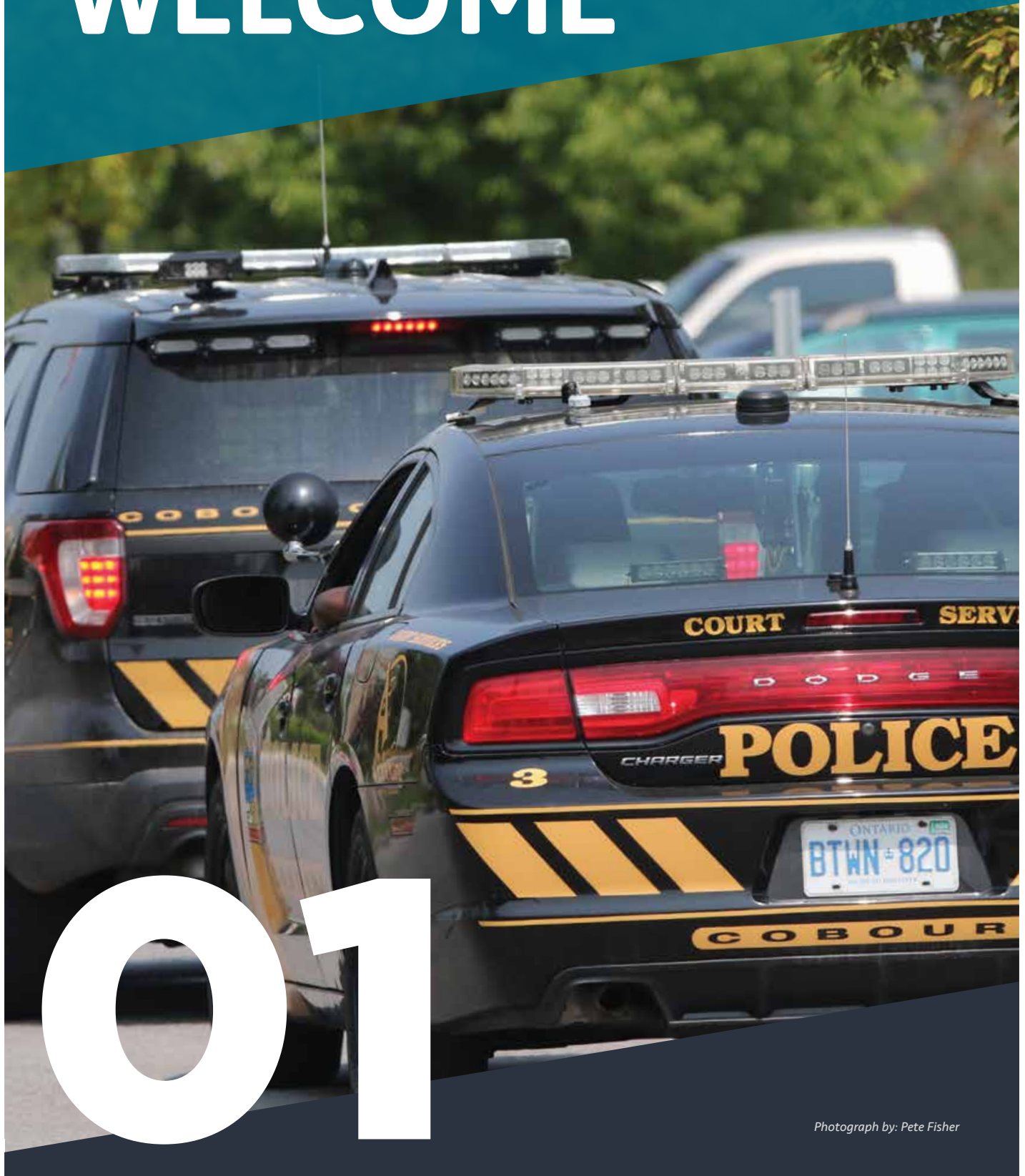
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WELCOME



Photograph by: Pete Fisher

MESSAGE FROM THE CHAIR

Dean Pepper



As Chair of the Cobourg Police Services Board, I am pleased to reflect on the 2019 Annual Report of the Cobourg Police Service (CPS). Looking back, 2019 was a year of transition. During the year, The Police Services Board came together as a group with the additions of the new Provincial Appointees, Dr. R. Kerr and Mr. S. Graham. We said farewell to Chief of Police Kai Liu who retired from the Cobourg Police Service after a long career dedicated to policing and community development. The Board was thrilled to welcome a new Chief of Police, Paul VandeGraaf. Being promoted from our Deputy Chief, Paul brings a wealth of policing experience and I know he will continue to serve our community with dedication, compassion, integrity and professionalism.

Throughout 2019, the Board worked to fulfill its obligations under the Police Services Act of ensuring adequate and effective police services and providing good governance and strategic direction for the CPS. I want to thank each member of the Board for their commitment and contributions. Strengthening accountability and transparency was a key priority for the Board in 2019. The Board has begun an extensive review of all Policies, By-Laws and other documents. This updating of all records is progressing very well and will stage the Board for success in years to come.

This is an important time in policing. There have been many legislative changes proposed to modernize policing to ensure it reflects the needs, values and expectations of communities. Whether it is dealing with

new types of crimes or the shifting roles of governments, the landscape is ever changing and demands on today's police officers are growing. The Cobourg Police Service tiered policing model has truly made a tremendous impact on our service delivery. The use of intersecting Sworn officers, Special Constables, civilian members, Auxiliary Police members and other volunteers truly is the future for effective policing in Ontario. This innovation continues through our Corporate Services department. 2019 was another record year. Over 1.4 million criminal record checks were conducted ensuring volunteers could volunteer and potential employees could achieve their goals across Canada. The revenue generated by this team assess the cost of policing significantly for the citizens of Cobourg.

The efforts of all employees is to be applauded. Whether it is the re-focused attention on drug enforcement, the customer service delivered at our front counter or all the hard work of the officer's day and night, Cobourg is well served!

This Annual Report highlights only a fraction of the work we do to make Cobourg a safe community in which to live, work and visit. When we look back at 2019, it was a year of accomplishments and challenges. I was encouraged to Chair such a committed Board, and I am proud of our considerable achievements in 2019. We've had a successful year. Together we will continue to develop innovative solutions that will guarantee the Police Service as a centre of innovation and excellence.

MESSAGE FROM THE CHIEF

Paul VandeGraaf

“ I am pleased to present the Cobourg Police Service’s 2019 Annual Report. As I reflect on the past year, I am reminded of just how proud I am of the dedication demonstrated by our members each and every day. In 2019, our Service responded to 10,989 calls for service. This is the single highest call load in the history of the Cobourg Police Service. Our frontline officers are out every day and night, patrolling Cobourg and working in partnership with the community in crime prevention, law enforcement, and providing assistance to all those who need help. These efforts demonstrate how the entire Service is committed to the safety and security of the people of Cobourg and by extension, everyone in Northumberland County. This report highlights the excellent work our members do every day to meet the expectations of our citizens.

The 2019 Annual Report offers residents information about Criminal Code of Canada (CCC) offences for the Town. It will provide a snapshot and a better understanding of crime and non-crime trends. During 2019, we remained focused on exceeding the goals as outlined in our Strategic Business Plan. Police Services across the country are facing new challenges, and in 2019 we faced head on crime related to the ongoing opioid epidemic. The newly focussed and staffed Criminal Investigations Unit had a tremendous impact. There were 34 people charged with drug related offences. Approximately \$175,000.00 (street value) of assorted illegal drugs was seized, including fentanyl, cocaine (crack and powder), crystal methamphetamine and illegal marijuana. Complicating this issue were the various weapons seized during these investigations including: .45 caliber handgun, imitation firearms, Conductive Energy Weapon (Taser) and prohibited knives.



In 2019 we saw an increase of 27.7% in criminal code statistics and a 32.5% increase in drug-related incidents. In both instances the increase has been caused by increased enforcement and incidents reported. The commitment of our officers to ensuring effective investigations is reflected in both increases.

The most notable increases from 2019 are in the reported robberies, disturb the peace and theft from auto calls. Our focus in 2020 will be to identify crime prevention strategies to assist potential victims and ensure our investigators are equipped to reverse these trends.

Our continued partnership with Northumberland Hills Hospital, with the M-Heart program, has seen very positive impacts with our community. The collaboration of a crisis worker and a police officer as a team on patrol resulted in 2188 contacts with community members. Our wait times at the hospital have been greatly reduced and we have become far more effective in assisting those in our community who are suffering crisis.

Our crime prevention efforts are aimed at measurable success. Our Auxiliary members have enhanced the Crime Prevention Through Environmental Design (CPTED) audit program. Our staff now contact all victims of residential or business break and enters, offering the free audit to be conducted.

This audit is aimed specifically at reducing the victim impact of a break and enter and “hardening” the area to prevent future incidents. Our partnership with Rebound, specifically the new CUIP program (Cobourg Under 12 Intersectoral Partnership Program) had a very successful pilot project completing in 2019. This program, developed collaboratively by the Cobourg Police Service and Rebound Child & Youth Services Northumberland is designed to assist children who are under 12 work through personal difficulties and experiences that may be at home, at school or in the community. CUIP aims to help children get back on track and equip children and their families with the resources and supports needed to reach their fullest potential.

Our partnership with Cornerstone Family Violence continues to grow in the expansion of the Stand Up Stay Strong Program. This program has the team

providing healthy relationship and self defense training for all students in Grade 9. The goal in these and the many initiatives not listed are measurable success in deterring crime, assisting victims and creating a safe and healthy community. Truly embracing a “tiered policing” response to our Police Service delivery ensures that the community is best served in it policing needs. I encourage everyone to come out and meet with our staff: Our volunteers (front desk and Auxiliary), our Special Constables, our Police Officers and last, but not least, our amazing civilian support team. In 2020 we will ensure that we are accessible to all members of our community both formally and informally.

Policing is always changing, but the one constant is the dedication and professionalism of our members. Our team is committed to doing our best every day to ensure the safety of our community.

”

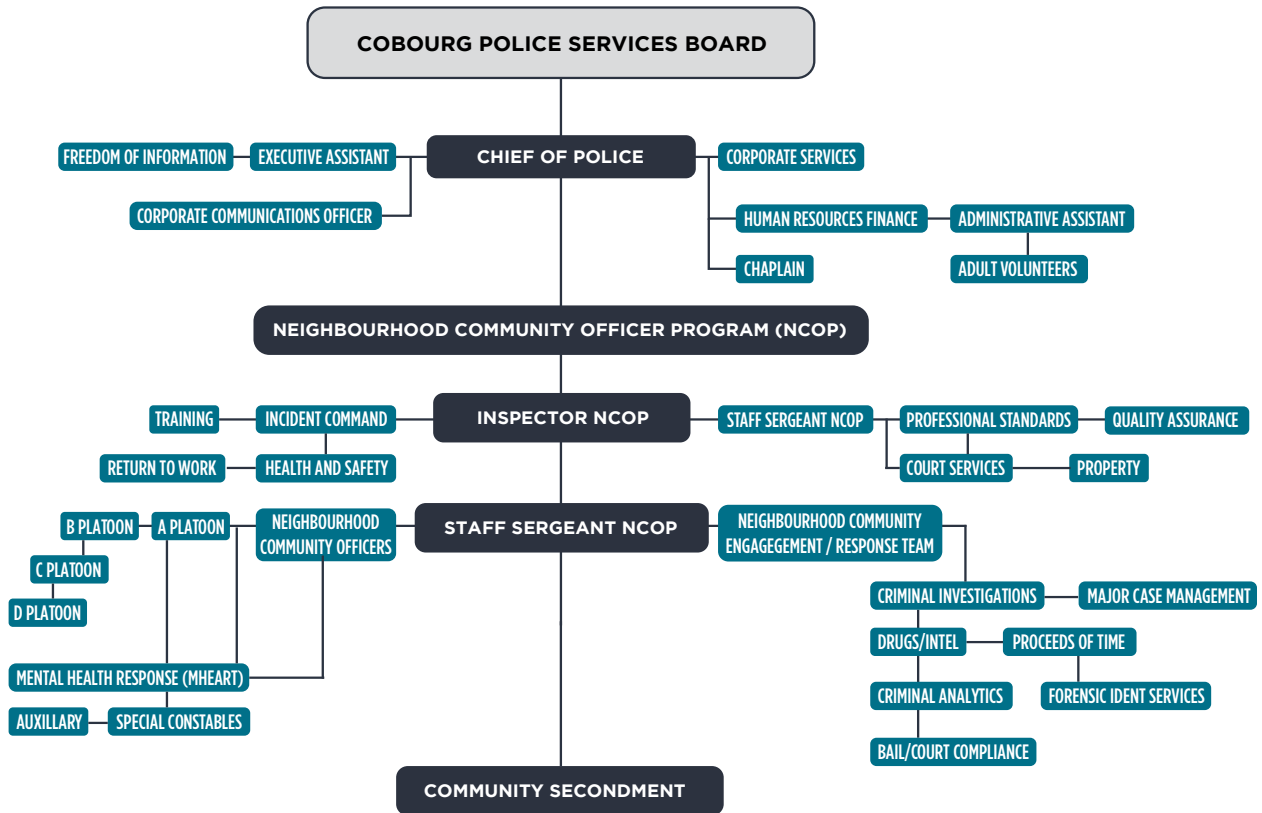
Photograph by: Pete Fisher



OUR TEAM



Cobourg Police members are responsible for policing a land area of **22.36km²** with a population density of **869.3 people per km²**.



SERVICE RECOGNITION AWARDS

25

**25 YEAR SERVICE WITH THE
COBOURG POLICE SERVICE**

Gina Wilson

Director, Corporate Services

20

**20 YEAR EXEMPLARY
SERVICE MEDAL**

Frank Francella

Constable

15

**15 YEAR SERVICE WITH THE
COBOURG POLICE SERVICE**

Jeff Sheils

Inspector

Lynne Sheils

Human Resources/Finance Manager

Sara Guerrera

CIR Administrative Clerk|

Team Leader

10

**10 YEAR SERVICE WITH THE
COBOURG POLICE SERVICE**

Mike Richardson

Sergeant

Vicky Darbyshire

Forensic Identification Specialist

Bryce Callacott

Special Constable

COBOURG POLICE SERVICE RECOGNIZED AS EMPLOYER WHO SUPPORTS RESERVISTS



Members of the Cobourg Police Service received an award in the emergency service category from the Canadian Forces Liaison Council (CFLC). From left are Jeff Westeinde, Deputy Chief Paul VandeGraaf, Chief Kai Liu, Corporal Amrit Gill and Brian Read. Westeinde and Read are the chair and vice-chair of the CFLC in Ontario. - Photo courtesy of Master Cpl. Kevin McMillan

The Cobourg Police Service has been recognized for supporting reservists and the mission of the Canadian Armed Forces Reserves. In February, Chief of Police Kai Liu received a letter advising him that the service was selected from a pool of about 100 nominations to receive the Employer Support Award.

Every two years, the Canadian Forces Liaison Council (CFLC) award employers and educators that have shown support to reservists. The service was nominated by Cobourg Police Const. Amrit Gill, who joined the service in March 2018 and is a member of the Hastings and Prince Edward Regiment – which requires mandatory training for its reservists.

He said that he was pleasantly surprised at how his new employer responded to these requirements, and felt they needed to be recognized for it.

“I was told that the Cobourg Police Service is fully supportive of its employees taking part in military training as well as any deployments,” Gill said, recalling a conversation that he had with Const. Shawn Labelle, a fellow member of the same regiment. “This made me feel extremely comfortable because it’s not always easy asking for time off, especially as someone who just recently started working for a new organization.”

Liu said that the police service’s relationship with the regiment has been long-standing and very positive. “We will continue to support our reservists and give them the flexibility they need to continue their work as a member of the reserve,” he said.

It was the “solid relationship” that the police chief and deputy chief have with the regiment, Gill said, that motivated him to make the nomination.

“Reservists lead both military and civilian lives, and they rely on the flexibility of their civilian bosses to fulfil their reserve duties,” said Brian Read, vice-chair of the CFLC in Ontario. “The Cobourg Police Service has been extremely supportive in granting Cpl. Gill time off in relation to his military work.” He said that the reserves wouldn’t be able to operate without this type of support.

An evening ceremony was held in Toronto on March 19, where Liu and Deputy Chief Paul VandeGraaf were presented with the award by CFLC Chair Jeff Westeinde and Read. The Hastings and Prince Edward Regiment is currently recruiting for new members.

March 21, 2019

Northumberland News

NEW HIRES/PROMOTIONS/ RESIGNATIONS/RETIREMENTS

NEW HIRES

Corporate Communications Coordinator	1
Constable	1
Special Constable	3
CIR Clerk	1
Administrative Assistant	1
Auxiliary Constable	7
Volunteers	5

PROMOTIONS

Chief	1
Sergeant	3
Auxiliary Sergeant	2

RESIGNATIONS

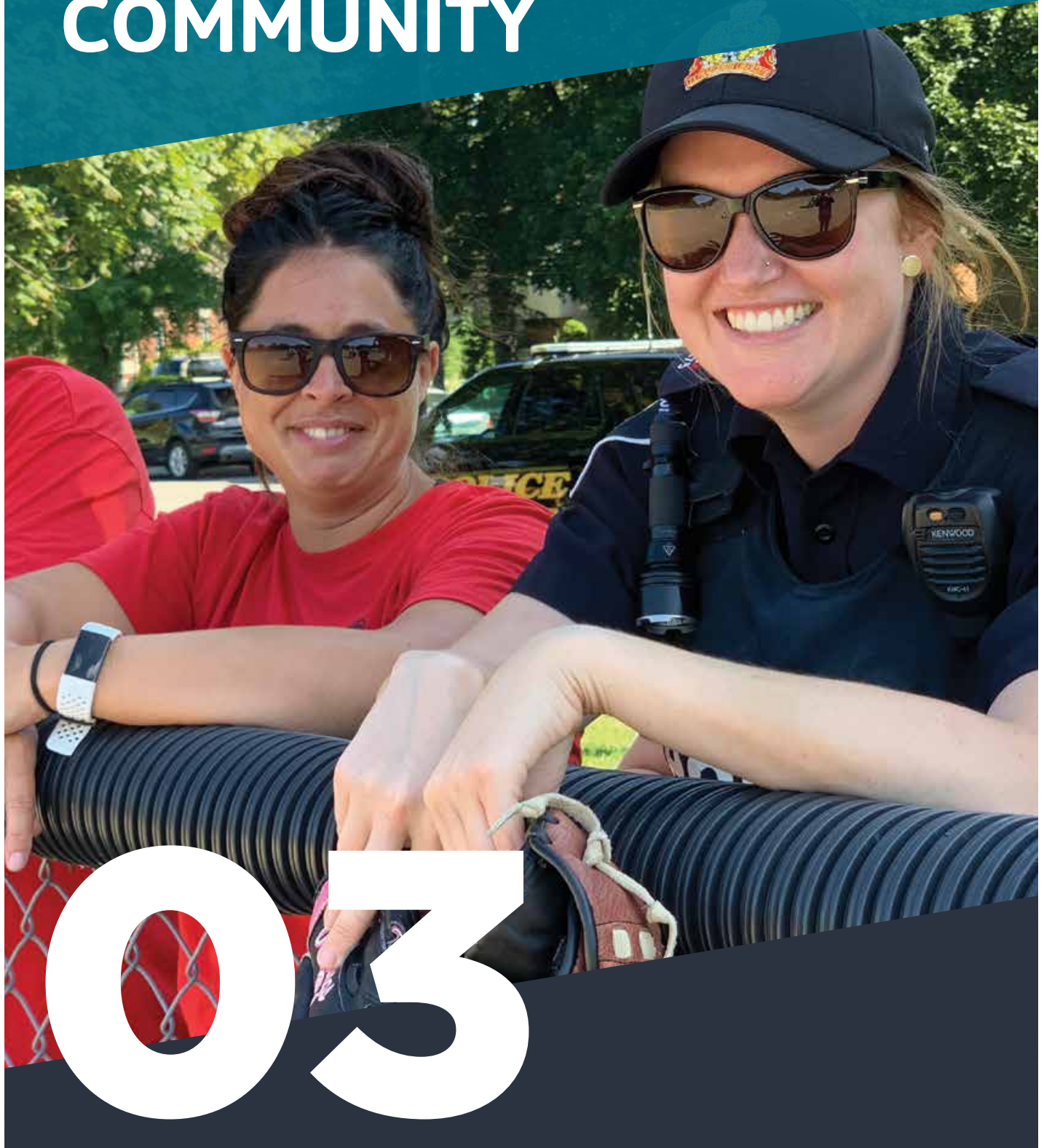
Corporate Communications Coordinator	1
Constable	2
Auxiliary Constable	2
Volunteers	3

RETIREMENTS

None



PART OF OUR COMMUNITY





**Police Service
Pipe Band**

CPS-Rebound Pilot Program Partnership



Cobourg Under 12 Intersectoral Partnership



BACKGROUND

Two years ago, Rebound Child & Youth Services and Cobourg Police Service embarked on a unique and innovative partnership, borne out of a mutual understanding of the importance of community-based, integrated and holistic early interventions for children under 12 years of age who are exhibiting aggressive, anti-social or criminogenic behaviors and/or perceived as at-risk.

After successfully securing a Safer & Vital Communities grant to fund such a partnership, these organizations developed the Cobourg Under 12 Intersectoral Partnership (CUIP), a two-year pilot program aimed at providing Cobourg's most at-risk children and their families with positive early interventions in order to develop skills, capacity and behaviors to reach their fullest potential at home and in the community. The program was developed with the ultimate goal of building family capacity and resilience and reducing risk factors by connecting families with the appropriate supports to meet their needs. From a service standpoint, the goal of the program has also been to provide opportunities for agencies and organizations from multiple community sectors to collaborate, communicate and reduce duplication of service in order to target their services in the most constructive ways possible.

PROGRAM HIGHLIGHTS

As indicated in the chart on page 15, the CUIP program received 15 referrals in 2019, which was consistent with projections. Of these, 10 children were deemed eligible for the program, based on age, residence and



Star Wars Movie Day!

demonstrated behaviors and risk factors. Over the course of 2019, the CUIP partnership completed a total of 53 family case conferences, and successfully discharged nine children. Two of these children moved to other communities, effectively ending the CUIP service, while the remaining 7 families reported feeling confident and obtaining stability.

Families involved in the CUIP program received information and access to services including counselling, access to specialized funding, home services, police support and transportation, food support, YMCA family memberships, referrals to appropriate external services, additional education support and communication, gift certificates and passes to events. Families received the support of Case Leads, who provide case management and ensure effective collaboration between service providers. Case leads have worked on behalf of the program with the generous support of Rebound Child and Youth Services,

Kinark Child and Family Services, Cornerstone Family Violence Prevention Centre, and Highland Shores Children's Aid Society. Children involved in this program enjoyed the support of multiple community partners both in and outside of Cobourg, with opportunities to attend day and sleepaway camps, recreational programming such as soccer, baseball, art and dance. Perhaps more than all of this, however, families received responsive, empathetic and non-judgemental support.

The partnership and communication that has occurred between Rebound and Cobourg Police Service over the course of this pilot has been vital to this program's success. With those families that have experienced frequent police involvement, Cobourg Police's positive pro-social role has been critical to allow children and their caregivers the opportunity to have positive encounters with law enforcement, to feel safer in their neighbourhoods, and have adults in community service roles they can trust. One child recently discharged from the program told his mother that he now sees police as his friends and protectors, despite having a very different opinion only a few months before. This positive outcome is a testament to this strong community partnership.

Here are a few comments the CUIP team has received from families exiting the program:

1. *CUIP helped work through a lot of struggles after being a victim of domestic violence. They helped point me in the direction to get the help I needed finally, as well as helped to get my children involved in some programs and camps that they never would have had access to.*
2. *I loved that even though the program was based around support for [one child], her siblings were very much included. And the support they provided me in dealing while going through some tough life challenges.*
3. *[My child] was given opportunities to join activities that helped build his self-esteem. [My husband] and I had to talk about how we both felt and learned to work together.*
4. *CUIP helped connect my child and family with healthy*

police interaction, and services, events, supports and funding in the community.

5. *I feel proud of my son now. I feel like he has a future and can change, and we can all get along and be a family. I see success in his future.*
6. *It is incredible. I'm so glad we have these supports. I was looking as far away as London and Ottawa for help with my child. I didn't know where to begin, or where to access support. I never thought we would be where we are today.*

The CUIP team has been overwhelmingly encouraged by the satisfaction levels and overall improvements in the lives of those families involved in the program. Although intended as a Cobourg pilot initially, the program received much attention and interest from individuals and organizations throughout Northumberland County. Bolstered by this interest, the Program Coordinator engaged school principals in a discussion about the relevance of this program for the children in the various other communities outside of Cobourg in which they work. Should a program of this nature be expanded throughout the County, school principals were confident that several dozen students within their catchments would benefit from the service.



Shop with a Cop, 2019

CUIP BY THE NUMBERS

Number of referrals	15
Referrals received from	School boards Caregivers NHH Mental Health Walk-in clinic Rebound Schools Cornerstone Cobourg Police Service
Number of eligible referrals (Cobourg, under 12, and demonstrating multiple risk factors)	10
Number of Referrals not accepted into the CUIP program and referred to other services	1
Number of withdrawals after referral	3
Number of Intersectoral Collaboration Team meetings	9
Number of Steering Committee Meetings	4
Number of Case Conferences	53
Number of clients who have exited the program	9
Number of children and families currently involved in the CUIP program as of March 1, 2020	5



SHOP WITH A COP 2019

Cobourg Police is proudly conducted 'Shop with a Cop' for the 2019 holiday season. This event provided a fun filled day for children in need, while creating positive relationships with law enforcement.

The purpose of this program is to foster and create positive connections between youth and law enforcement while providing children in need an opportunity to embrace the spirit of giving, through purchasing gifts for their family. It also provides gifts for children who may not typically be given gifts.

Deserving children were recommended for participation by police, school officials, and social service agencies. Uniformed officers, Special Constables and Auxiliary members volunteered their time to partner with a child from the community and help them shop for Christmas gifts for their family members. The children also chose something for themselves. Participants will have

received lunch, wrapped their gifts for family, and got to know our police members/team.

The Shop with a Cop program started in 2016 with eight children who were involved. In 2019, 13 children from the ages of five to 15 were partnered with Auxilliary officers, Special Constables and uniformed officers. The children started the evening being driven to Walmart in police vehicles and were provided \$200 for a shopping spree, buying gifts for their family and something for themselves.

Children that have a good relationship with police are less likely to get into trouble and more likely to seek help from police when they need it. This program breaks down barriers, while making the holidays brighter in the community by providing gifts to children and families in need.



POP UP POPSICLE STAND

During 2019 members of the Cobourg Police Service were encouraged to come up with events to further Community Engagement in the Town of Cobourg. Previously the Cobourg Police Service had visited Lemonade Stands and that was well received. In the Summer of 2019, Sergeant Janice MacDonald and Constable Janet Bertrand came up with idea of a Pop up Popsicle Stand. The idea was to purchase frozen popsicles and engage with young people in the area while they enjoy a popsicle.

The Pop up Popsicle plan was a huge success and

officers from other front line platoons soon took up the challenge and the Summer of 2019 became the year of the Pop up Police Popsicle Stand. Social media lit up and there were many requests to visit the various areas of the Town of Cobourg where young people were able to meet a police officer and enjoy a popsicle. Members of the Cobourg Police Service attended East Village, the Alexandria area, Westwood and the Beach area where multiple Police Vehicles were surrounded by young people enjoying themselves.



CAR SEAT CLINIC

The Cobourg Police Service Auxiliary members and our car seat clinics have received generous support from the General Manager at Canadian Tire in Cobourg. Our clinics currently operate out of Canadian Tire in donated service bays.



Over the course of the 9 clinics that were offered throughout 2019, 46 families were able to have their car seat installation inspected and approved, or corrected to ensure the safety of the children using them. As a result, a total of 58 car seats were inspected.

An important reason for these clinics is shown in the fact that 89% of car seats were found to be installed incorrectly on arrival and were fixed with our CPSAC trained technicians (CPSAC – The Child Passenger Safety Association of Canada).

As of the end of 2019, moving into 2020, our Auxiliary members have 2 active, certified CPSAC Car Seat Technicians, and are increasing training to have another auxiliary officer as a CPSAC instructor. The unit will also be exploring opportunities to partner with other agencies, as well as expanding the valuable work by assisting the community at the roadside with car seat inspections. This will provide the ability to provide guidance and/or correct improper installations right away.

STAND UP STAY STRONG

In conjunction with Cornerstone Family Violence Prevention Centre, the Special Constables with Cobourg Police have been engaging youth in our community through the program “Stand Up Stay Strong”. It is an interactive program offered to students at Cobourg Collegiate Institute that creates conversations on self-confidence, healthy relationships, consent, and safety planning. The objective of Stand Up Stay Strong is to educate youth on societal influences, that may impact their decision making when fulfilling healthy and meaningful relationships. The program is broken down into two components: In-Class and Physical Defense. Male and female students are divided into groups to promote active conversations that break down statistical problems for each gender. Female students are then provided the Physical Defense component, where they are educated on self-preservation skills, and how to effectively defend themselves during realistic encounters.

FEEDBACK

Following each session, Students are provided a feedback form to assist facilitators with program development or areas of improvement. A common consensus among students suggests that the program is informative, realistic and fun. Students believe the information is pertinent to their everyday experiences and feel as though the physical component could be useful to them.



EXPANSION AND DEVELOPMENT

In 2019 Stand Up Stay Strong was offered exclusively to Cobourg Collegiate Institute, leading into the 2020 school year we have began expanding the program to East Northumberland High School. Our strongest area of improvement comes from program development, this would include maintaining accurate information, and adjusting the content so it speaks to the students in a language they understand.

Stand Up Stay Strong has created a foundation for further programming to develop. In December of 2019 “Empowering Women through Self-Defence” was brought to the table as an interactive course for women. Empowering Women through Self-Defence is a separate program from Stand Up Stay Strong, but the core values and mission of each program run transparently. It was an extremely successful year for Stand Up Stay Strong, and we project 2020 to bring greater things.

RedMan Suit for Self- Defense Component



STAND UP STAY STRONG

STATISTICS

*Each class is an estimated 75-minute session, in 2019 we completed **11 sessions** providing a service provision of approximately **38.75 hours of programming.***

For the 2019 school year we collectively provided Stand Up Stay Strong to the Grade 09 girls and boys, with the addition of Grade 12 girls. Here is the breakdown:

Grade 09 Boys: 1 Session with 21 Students
Grade 09 Girls: 6 Sessions with 119 Students
Grade 12 Girls: 4 Sessions with 70 Students

In total, we provided programming to 210 Students in 2019



HUMAN TRAFFICKING

In 2017 the Cobourg Police Service started a Human Trafficking unit in partnership with various community groups. The unit was started by Sergeant Janice MacDonald and Constable Danielle McKeen joined soon after. Sergeant MacDonald and Constable McKeen were successful in partnering with Cornerstone Family Services and obtained a grant where a facilitator was hired in 2018. The Grant amounted to just over \$41000. The Human Trafficking working group was formed and met regularly to discuss, educate and provide assistance to Human Trafficking Victims.

In 2019 Sergeant MacDonald and Constable McKeen participated in workshops and conferences. Of note, Constable McKeen and Sergeant MacDonald spoke at Cobourg Rotary in 2019 . This event was so well received

that Sergeant MacDonald and Constable McKeen were invited to and spoke at the Muskoka Regional Rotary Conference in October 2019.

In April, 2019 Sergeant Janice MacDonald and Constable Danielle McKeen were honoured by Sir Sandford Fleming College for Outstanding Police Officer Service for their work in fighting Human Trafficking.

Both Officers have worked alongside Police Agencies from around the world in Project Northern Spotlight and constantly communicate with other investigators around the country. They are recognized as experts in their field and are continually asked to educate and speak at various venues beyond the Town of Cobourg.



COMMUNITY IMPACT



04

Drug Recognition Evaluators (DRE)

Currently, the Cobourg Police Service has 2 fully trained Drug Recognition Evaluators. Over the course of 2019, full evaluations were done on five Individuals. Two evaluations were done related to Cobourg Police Incidents, and three evaluations were done to assist OPP.

A drug recognition expert or drug recognition evaluator (DRE) is a police Officer, trained to recognize impairment in drivers under the influence of drugs other than, or in addition to, alcohol.

Training takes place at the Ontario Police College and then a field Certification Week takes place in a location where individuals are assessed for their levels of impairment, by alcohol and/or drugs. The testers must identify the type of substances that cause the impairment to successfully complete their training.



CRIMINAL INVESTIGATIONS

The Cobourg police CIB were involved in numerous investigations and regularly assisted road officers.

- CIB Members completed over 73 Forensic interviews relating to ongoing investigations.
- CIB members were involved in nearly 2000 personnel hours of mobile and stationary surveillance relating to ongoing investigations most notably drugs.
- CIB Members in conjunction with Cornerstone Family Violence Centre organised a seminar called “Trauma Informed Policing: Understanding the Neurobiology of Trauma” training event on Thursday, May 9th with Dr. Lori Haskell.
- Members of the CIB arrested 45 people relating various investigations, laying more than 185 charges.
- CIB members completed numerous production orders, CDSA search warrants and arrest warrants.

CIB Members attended various training opportunities, intelligence meetings and workshops.

INVESTIGATIONS OF NOTE:

1

Stabbing - On 27th, during an argument in an apartment on King Street West, a male was stabbed and rushed to St. Mike’s Hospital Trauma Centre to be treated for serious a stab wound to his chest. Through investigation a suspect was identified. On April 7th, a male was arrested and charged with assault cause bodily harm, and Fail to comply with probation. On November 7th, 2019, the accused was found guilty and sentenced to 293 days in jail.

2

A male was set to be released from prison after having served his sentence for Sexual offences and not bound by any conditions like a probation. Due to concerns that he may reoffend, Cobourg CIB began the process to have him placed on an 810.1 compelling him to abide by conditions that we felt would control and assist in monitoring his behaviour. On February 5th, 2019, this male agreed to enter into an 810 for a period of 2 years. On September 17th, this male was arrested by Port Hope Police for breaching this order by being around children at the Fair. He was subsequently found guilty and sentenced to a year of probation on top of the original order.

3

On October 3rd, 2019, the CIB commenced an investigation into the theft of two vehicles from a Division Street business. One of the vehicles was recovered in southern Ontario and the other here in Cobourg and transported to a towing company pound. A few days later unknown persons attended that tow yard and stole two vehicles including the recovered one, then lit several cars on fire causing substantial damage. Through investigation 2 people were identified and charged with numerous offences relating to both incidents. This case is currently before the court.

CIB Led Drug Arrests & Seizures

FEBRUARY 2019

One Female arrested on outstanding warrant. Found to be in possession of 12.6 grams of fentanyl and 19.8 grams of cocaine. Five criminal charges laid including two charges relating to possession for the purpose of trafficking schedule I substances.

*Potential street value of suspected drugs seized: **\$8280.00***



Two males arrested for trafficking in cocaine after members of Cobourg and Port Hope CIB observed and recorded a suspected hand to hand drug transaction. One male found to be in possession of approximately 6.63 ounces (185.75 grams) of suspected cocaine as well as a loaded .45 caliber handgun. Eleven Criminal charges laid including several for firearm and drug trafficking related offences. Also seized was \$140 in Canadian currency.

*Potential street value of suspected drugs seized: **\$18575.00***



MAY 2019

Two males arrested after police observed a suspected drug transaction at a known drug house. Members of CIB requested road officers to stop vehicle associated to the suspected drug traffickers. Investigation revealed the driver to have a Criminal Code driving prohibition. The driver was arrested, and a subsequent search led to the seizure of 8 grams of crystal methamphetamine and 30 grams of a suspected methamphetamine and fentanyl mixture. Seven Charges laid including several for drug trafficking related offences.

*Potential street value of suspected drugs seized: **\$15800.00***



As a result of the above-mentioned traffic stop, a CDSA search warrant was executed at the King Street West residence where the suspected drug transaction had occurred. Police seized a quantity of crystal methamphetamine as well as numerous items indicative of drug trafficking. One person was charged with three criminal offences. Items seized include digital scales, packaging material, \$145 Canadian currency and 1.5 grams of crystal methamphetamine.

*Potential street value of suspected drugs seized: **\$150.00***

A CDSA search warrant was executed at a King Street East residence resulting in the arrest of two people. Two people were charged for a total of six criminal offences including drug trafficking related offences. Police seized several digital scales, packaging material, \$185.35 in Canadian currency and a small amount of suspected cocaine.

*Potential street value of suspected drugs seized: **\$40.00***

JULY 2019

A CDSA search warrant was executed at a King Street East residence resulting in the arrest of four people who were charged with 14 criminal offences, the majority of which were related to drug trafficking offences. Police seized a digital scale, packaging material, \$1045.00 in Canadian currency, and a quantity of suspected crack cocaine and fentanyl.

Potential street value of suspected drugs seized: **\$540.00**



AUGUST 2019

A CDSA search warrant was executed at a George Street residence resulting in the arrest of a male and female who were charged with a total of ten criminal charges, the majority of which were related to drug trafficking offences. Police seized numerous items including digital scales, packaging material, a prohibited knife, bear mace, \$3160.00 in Canadian currency, 8.36 kilograms of illegal marijuana, and 30.8 grams of pharmaceutical grade, white fentanyl.

Potential street value of suspected drugs seized:
\$99069.00



A CDSA search warrant was executed at a Sutherland Crescent residence. No drugs were located during the search; however, one male was arrested for two weapons related offences after being found in possession of a prohibited knife.



NOVEMBER 2019

A CDSA search warrant was executed at a James Street residence resulting in the arrest of four people who were charged with 15 criminal offences, the majority of which were related to drug possession and trafficking offences. Police seized two imitation firearms, a CEW (taser), 2.34 grams of suspected fentanyl, 41.5 grams of suspected cocaine, .28 grams of crack cocaine and .24 grams of methamphetamine as well as numerous items utilized by drug traffickers.

Potential street value of suspected drugs seized:
\$5372.00



A Search warrant was executed at a Hibernia Street residence, resulting in the arrest of seven people who were charged with 29 criminal offences, the majority of which were related to drug trafficking and weapons offences. Police seized prohibited knives, 8.94 grams of suspected cocaine, 7.04 grams of suspected methamphetamine and \$1449.70 Canadian currency.

Potential street value of suspected drugs seized: **\$1640.00**



A CDSA search warrant was executed at a John Street residence resulting in the arrest of four people who were charged with seven criminal offences.

Police seized a quantity of cocaine and methamphetamine with a potential street value of: **\$260.00**



DECEMBER 2019

A CDSA search warrant was executed at a Division Street address resulting in the arrest of two people who were charged with ten criminal offences. Police seized approximately 32.05 grams of fentanyl, 83.06 grams of cocaine, \$891.30 in Canadian and American currency, digital scales, packaging material, a prohibited knife, and a steel knuckle sheath with large metal spikes affixed to the knuckle portion.

Potential street value of suspected drugs seized:

\$24361.00



A search warrant was executed at a Margaret Street residence in the Town of Campbellford resulting in the arrest of two people who were charged with four criminal offences relating to drug and weapons possession. Police seized an imitation firearm, several rounds of ammunition and approximately 18 grams of suspected cocaine.

Potential street value of suspected drugs seized:

\$1800.00



OVERVIEW OF 2019 CIB LED DRUG/ WEAPONS SEIZURES

Number of People Charged: **34**

Drugs, Weapons, and Money seized: **107.99 grams of suspected fentanyl**

Note - Fentanyl is generally sold by the .05g - .1g increments. These amounts are enough to cause a lethal drug overdose. 107.99 grams of fentanyl is between 1079 and 2159 individual sales of fentanyl.

364.23 grams of suspected cocaine (crack and powder)

17.13 grams of suspected crystal methamphetamine

8366 grams of illegal marijuana

\$6831.00 in currency believed to be obtained from the commission of a criminal offence.

1 x Loaded .45 caliber handgun

3 x Imitation Firearms

1 x Box of Prohibited ammunition

1 x Credit Card knife

1 x Bear mace

1 x Conductive Energy Weapon (Taser)

4 x Prohibited knives

POTENTIAL STREET VALUE OF SUSPECTED DRUGS SEIZED

\$175,627

UNIFORM RESPONSE

Under the direction of Chief of Police Paul VandeGraaf, the Cobourg Police Service has 36 sworn Police Constables. These front-line uniform members are responsible for community engagement, traffic safety education and enforcement, emergency and non-emergency response to calls for service from the community.

CALL FOR SERVICES

Officers responded to **10912** calls for service, by front line members or by after the fact responses, in 2019.

These occurrences consisted of calls such as:

Domestic disputes, Assaults, Robberies, Weapons calls, Sexual Assaults, Mental Health Act, Police Assistance, Police Information, Motor Vehicle Collisions, Property Reports, Frauds (under \$5,000 and over \$5000), Ambulance Assist, Prisoner Escorts, Prisoner Guarding, Bail Violations, Community Services, Thefts (under \$5000 / over \$5000), Trespass to Property Act, Foot Patrols etc.

Our uniform members are actively engaged with our community through Selected Traffic Enforcement Programs (S.T.E.P.), Reduce Impaired Driving Everywhere (R.I.D.E.) programs throughout the year, Operation Impact and multiple directed patrols around Cobourg, that educate and enforce around specific traffic laws that have great impact on the safety of the driving public.

Members are actively visible in supporting important federal and provincial campaigns around Anti-Bullying, preventing Violence Against Women, Autism Awareness and Child Abuse Prevention. As well, Cobourg Police Service members are able to support our varied community members through attendance at schools through the Breakfast Club program, or with monthly campaigns and presentations for causes such as Fraud Prevention, Human Trafficking Awareness, Sexual Assault Awareness, Crime Prevention and Special Olympics.

The uniform officers work on four platoons, composed of three to four Constables per platoon with a Sergeant or Acting Sergeant for direct supervision. These officers have a multitude of training with specializations in Drug

Recognition, Breath Technicians, Standard Field Sobriety testing or even containment team capabilities. The platoons work a 12-hour day/night shift rotation and are responsible for all calls for service in the Town of Cobourg.

A team of criminal investigators provide in-depth assistance when an incident will take an extended period of time to investigate, or more resources are required to continue the investigation. This team actively investigates serious criminal cases such as frauds, drugs, assaults causing bodily harm and human trafficking, or sudden deaths as examples.

As well, a Forensic Identification technician provides expert assistance with sudden death examinations, evidence collection, and drug investigations. Several Special Constables are trained to serve as Scenes of Crime members to assist in collecting valuable evidence such as video and photographic evidence or even fingerprints.



Photograph by: Pete Fisher

UNIFORM RESPONSE EVENTS

Front line officers patrol participate in a multitude of events throughout the year, with events of note including the following:

Mayor's Leve	Waterfront Festival
Winter Pub Crawl	Cobourg Ribfest
Ultimate Frisbee	YIPI's invade Cobourg
Tall Ship	Downtown Halloween
DBIA Girls Night Out	Sandcastle Festival
Police Week	Crime Prevention Week
Law Enforcement Torch Run	Operation Red Nose
Cops For Cancer	Santa Clause Parade
Run To Remember	Christmas Magic
Canadian Police and Peace Officers Memorial	Cram A Cruiser
Highland Games	Family Skate Day
High School Prom Parades	First Night
DBIA Busker Parade	Remembrance Day and the overnight vigil by cadets
Venture 13 First Anniversary	Country Wild Festival
	Walk a Mile in Her Shoes



SPECIAL CONSTABLE

Under the direction of Chief VandeGraaf, Cobourg Police has developed a strong and successful Tiered Policing Program. Cobourg Police's Tiered Policing Program consists of roughly **15 Auxiliary Officers, 20 Special Constables and 33 Police Constables**. Our Special Constable platoon consists of members from various backgrounds including teaching, hospitality, security, landscaping etc. Within the last year, our Special Constables have advanced into positions with the Royal Canadian Mounted Police, the Canadian Border Services Agency, Ottawa Carleton Transportation Commission and two have become Police Constables within the Cobourg Police Service itself. The Special Constable Platoon keeps busy between their duties at the Ontario Court of Justice, managing the front counter at the Police Station, community events, downtown foot patrols, and various initiatives as noted below.

EVENTS

Special Constables attend various town events throughout the year including (but not limited to): First Night, Coldest Night of the Year Walk, Pub Crawl, Cops for Cancer, Bowl for Kids Sake, Cobourg Water Front Festival, Canada Day Parade, Food and Music Festival, Country Wild Music Festival, Cobourg Sidewalk Sale, Rib fest, Sand Castle Festival, Boat Launch, Dragon Boat Racing, Harvest Festival, Kilometers for Kids, Touch a Truck, Walk a Mile, Cram-a-Cruiser, Festive R.I.D.E Program, Santa Claus Parade, Shop with a Cop, and Christmas Magic.



INITIATIVES

In 2019 our Special Constables were part of new initiatives and programs such as the Stand Up Stay Strong Program led by one of our very own Special Constables to help teach and promote self-defense techniques to our youth within the community.

A pilot project was created for a Shoplift Diversion program for first time offenders. This program was piloted with the Tiered Policing Model in mind to help ease the call load for our front-line officers, where reasonable to do so.

Additionally, attending local lemonade stands held by the youth within our community started in 2018 and continued again in the summer of 2019, with our Special Constables and Police Constables as their number one customer!



CALL FOR SERVICES

2019 was a large call year for our Special Constables as their roles and responsibilities have grown while working the front counter shift at the Police Station and attending more events within the community. In 2019, **2469** occurrences were generated by Special Constables alone. These occurrences consisted of; calls for Scenes of Crime Officers, Police Assistance, Police Information, Motor Vehicle Collisions, Property Reports, Frauds (under \$5,000 without known suspects / surveillance), Ambulance Assist, Prisoner Escorts, Prisoner Guarding, Bail Violations, Community Services, Thefts (under \$5,000 without known suspects / surveillance), Trespass to Property Act, Foot Patrols etc.

ADDITIONAL HIRES / CRUISERS

In 2019 the Cobourg Police Service hired seven new Special Constables to bring the platoon to 20 Special Constables, as the needs surrounding the security of the Ontario Court of Justice and the roles within the Cobourg Police Service continued to increase. In addition to the new hires, and in the process of promoting the Tiered Policing Model and Special Constables, our two Special Constable marked cruisers were wrapped with Special Constable identifiers as seen below.

In conclusion, under the direction of Chief VandeGraaf, Cobourg Police has developed a strong and successful Tiered Policing Program with the inclusion of Special Constables and their expanding roles. 2019 was a great year of development for the Cobourg Police Service.



AUXILIARY

The current Auxiliary Unit was re launched in 2018 with the deployment of the recruit class in May 2018. This annual report covers the period January 1, 2019 - December 31, 2019.

RECRUITMENT:

In early 2019 another recruit class was held. We graduated 5 male and 2 female Auxiliary officers at the beginning of June 2019.

RESIGNATIONS:

During 2019 we had 7 Auxiliary officers resign from the program. We provide a breakdown as shown below.



It should be noted that Auxiliary officers who become Special Constables and wish to remain with the program are allowed to do so. Currently we have one Auxiliary who is also a Special Constable.



CURRENT STRUCTURE:

With the increased number of officers and Auxiliary demands a promotional process was undertaken with the objective of promoting 2 Sergeants and creating 2 platoons.

AUXILIARY UNIT BREAKDOWN	
RANK	AS OF DECEMBER 31, 2019
Superintendent	1
Sergeants	2
Police Constables	9

TRAINING:

- 1 With Auxiliaries trained as car seat technicians, regular clinics are run out of Canadian Tire and these clinics are well attended.
- 2 As one of our Auxiliary officers is a certified first aid instructor, we have recertified all our Auxiliary officers. We will be providing all members first aid re certification starting in 2020.
- 3 All our officers have been provided Segway training.
- 4 One highlight was providing training from external instructors on de-escalation techniques. To ensure in service training modules were relevant we canvassed our officers requesting their input. We were able to accommodate all their requests.

HIGHLIGHTS:

We are providing the following list of some of the activities undertaken by our Auxiliary officers:

- 1 To enhance our CPTED Audit program, we started by following up with B&E victims offering them a CPTED audit. Victims were very receptive to our follow up and appreciated the audits provided.
- 2 With the number of events at the waterfront, demands for Auxiliary personnel was heavy. During our foot patrols at the waterfront, we teamed up with By Law and assisted them in enforcing the relevant By Laws.
- 3 Crime prevention initiatives (CPTED, Lock it or Lose it, Kids Prints and Know Your Neighbour) were delivered throughout the year with displays at community events and displays at Canadian Tire.
- 4 Our officers took part in our RIDE program and other traffic enforcement initiatives.
- 5 Attendance of our officers at many public events.

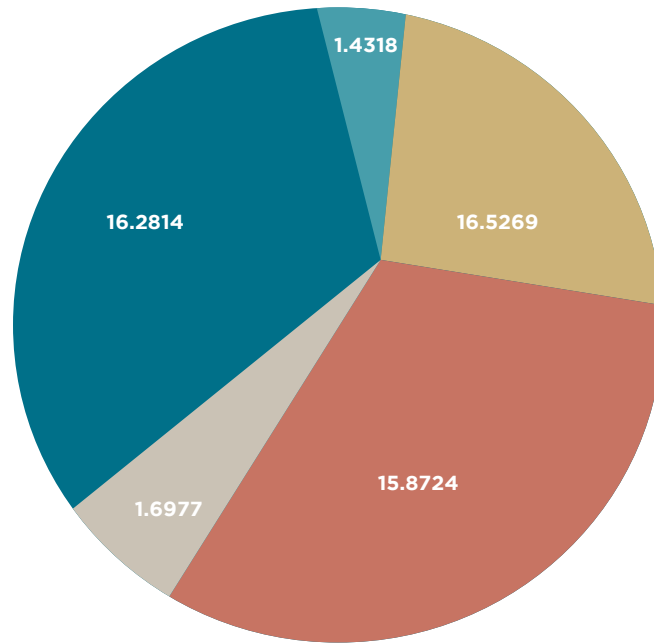
FUTURE INITIATIVES:

- 1** Collection of CCTV information and night listing update on businesses in Cobourg.
- 2** Development of an Auxiliary Response Team (AXRT) modeled after the TPS one. Officers in this unit will receive additional training and will be available to CIB to assist with canvasses and be available to assist in searches.
- 3** In discussions with PC Labelle, we are exploring the use of Auxiliary officers in support of the tactical unit training (ie actors, perimeter security and site security).
- 4** CPTED certification course for all Auxiliary officers not currently certified. This will ensure we have adequately trained officers to conduct CPTED audit requests in a timely manner.
- 5** The re-design of our CPTED worksheets and report with the objective of moving them to an electronic platform. This will result in a more efficient audit process.
- 6** Firearm familiarization.
- 7** Recruitment of additional Auxiliary officers.
- 8** Promotional process with the objective of promoting an Auxiliary Staff Sergeant and another Auxiliary Sergeant as we will be creating another platoon.
- 9** Implementing Scenario based training for our officers.
- 10** Prepare a car seat kit and contact car dealers on proper installation of car seats. Also presentation to new parents through Hospital and clinics.
- 11** Take part in Operation Impact re car seat inspection.



AUXILIARY TOTAL HOURS AS A PERCENT BY CATEGORY

(ACTIVE & RESIGNED) JAN. 1 - DEC. 31 2019



● TRAINING ● MEETINGS ● CBP ● CERT ● PATROL

During 2019
we received requests for a total of
576 Auxiliary officers
and they contributed
4885 volunteer hours

VOLUNTEERS

Our team of Cobourg Police Volunteers are essential to the daily success and operation of the Cobourg Police Service. They are the first point of contact when individuals come through the door. The Cobourg Police Volunteers assist the Cobourg Police Service in maintaining a professional front counter experience while focusing on the following areas:

- ◆ **Customer Service**
 - ◇ General Inquires in person and over the telephone
 - ◇ Accepting and assisting with Police Check Applications
 - ◇ Accepting and processing payments as required
- ◆ **Confidentiality**
- ◆ **Knowledge**
 - ◇ Assisting with completing forms/applications accurately
 - ◇ Ensuring inquiries are directed to the appropriate personnel and departments
- ◆ **Professionalism**

Cobourg Police Volunteers come in on scheduled shifts, that best suit their day to day lives, and volunteer as much or as little as they would like. In 2019 we did a large hire of Cobourg Police Volunteers which gave us daily coverage that we did not previously have, from volunteers, and combined they worked approximately 1500 hours in 2019 alone.

You will sometimes see our volunteers out and about at community events promoting the Cobourg Police Service Volunteer Program and we are always grateful for all applications that we receive. Applications can be found online at www.cobourgpolicesservice.com or picked up, in person, at the front counter.



MHeart

The Cobourg Police Service collaborates with Northumberland Hills Hospital, Ontario Provincial Police and the Port Hope Police in the MHEART (Mental Health Engagement and Response Team) program.

MHEART plays an increasingly integral part in the Mental Health Response program of the Cobourg Police Service. When police apprehend an individual and transport to the hospital under the Mental Health Act, during hours that MHEART is on duty, they will be met by the MHEART team. This team is a partnership between the Mental Health Response Officer, Constable Nick Moeller and a Social Worker from Northumberland Hills Hospital.

The benefit of having our own social worker available is that we are not waiting on the availability of the crisis worker assigned to the emergency department. Depending on the day, hospital staff could be 2 or 3 patients away from seeing an individual brought in by police.

At this time the social worker is able to consult with the physician, providing collateral information as to what brought the patient to the hospital, their mental

health symptoms, concerns and if further assessment is required through Peterborough Regional Health Centre (PRHC).

This can result in reduced time in the hospital for officers, returning them to front line duties. Since the program has been implemented, the cooperative efforts have resulted in officer wait time at the hospital being reduced to almost an hour and ten minutes.

If the decision is made to discharge the patient without further assessments, they can be referred to the community support best suited for the individual's needs. The social worker can provide liaison services in these cases, and in a great amount of the time, the individual(s) are referred back to the MHEART program to assist with navigating through the individual's crisis.

In 2019, the MHEART team interacted with individuals **2188** different times. This averaged about **11.5** mental health contacts per day. While there were opportunities to assist the same person on different occasions throughout the year, **257** individuals were engaged with services for the first time.



YOUTH IN POLICING INITIATIVE STUDENTS (YIPI)

The Cobourg Police Service and the Cobourg Police Services Board in partnership with the Ontario Ministry of Children & Youth Services provides for part-time after school employment during the school year. In the summer, the Youth in Policing Initiative is able to employ students full-time for those months.

The YIPI program provides valuable opportunities to build self confidence for the participants, and it strengthens the relationship between youth, the community and police. It enables youth to acquire an understanding of some aspects of municipal and provincial governments, as well as policing to encourage them to consider

policing as a future career. The program develops and promotes community service with the program participants. It develops capabilities of the students to establish mentors and role models beyond the YIPI program, while providing a safe and positive work environment for youths

Our YIPI students assist in a multitude of events: Waterfront Festival, Sandcastle Festival, Volleyball Tournaments, Sandbanks Provincial Park, Ribfest, Sidewalk Sales and further attend at local Senior residences to assist in programming provide valuable companionship pieces.



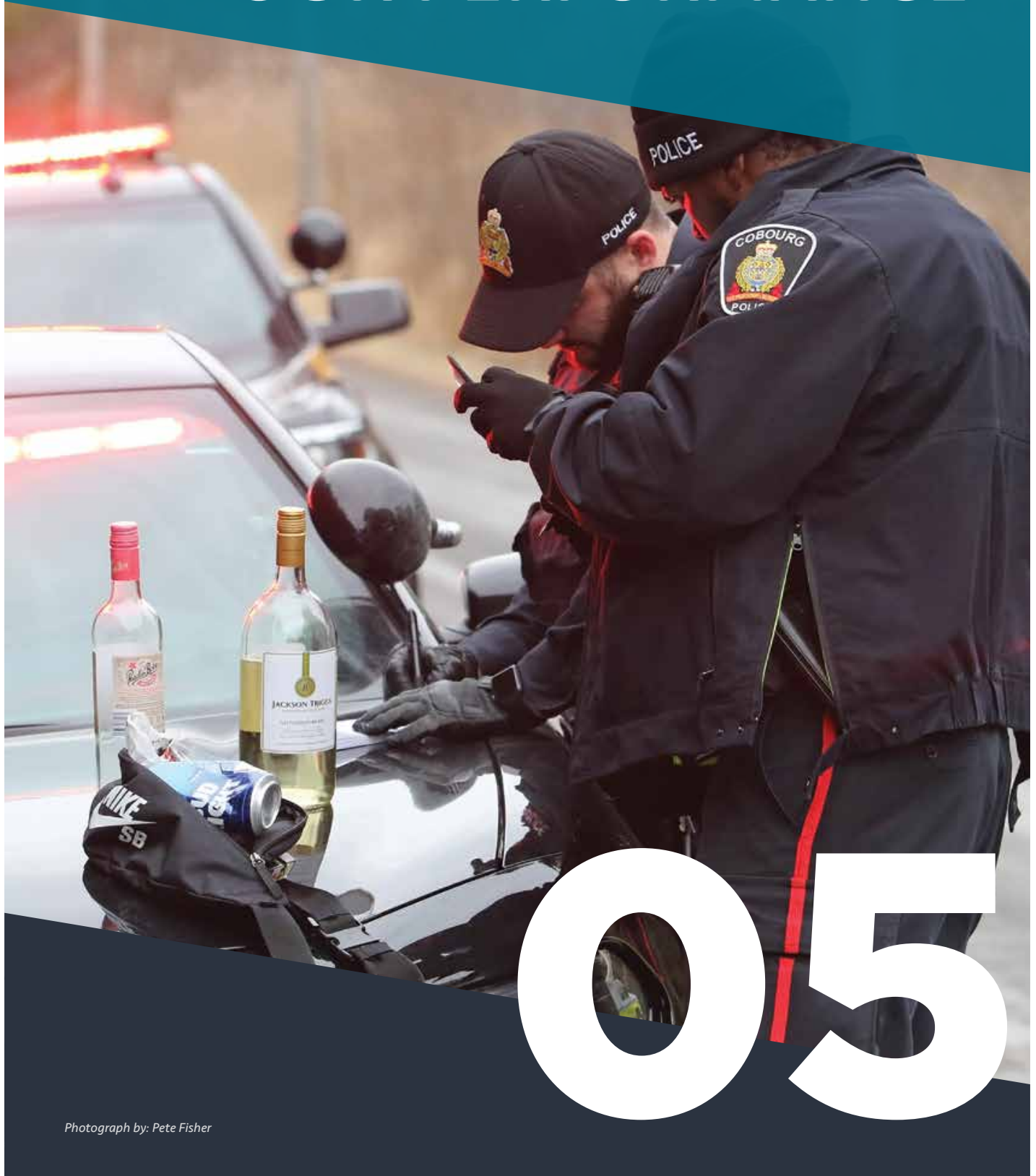
YIPI EVENTS

YIPI's participate in a multitude of events throughout the year, with events of note including the following:

Beach Trailer/Monitoring
Safety Village (downtown festivals, daycare and school bazaars)
Waterfront Set up/Takedown & Canada Day (Parade)
Trip to Sandbanks (Safety Village and tour of park)
Ripple Effect (Large Scale YIPI gathering)
YIPI's Invade Cobourg (Cancelled due to weather)
Peel Regional Visit (Station tour and guest speakers)
Ribfest set up and takedown
Vari Garden Party (Socialize as well as help around the grounds)
V13 Toronto trips
First Aid Training
Recognition Night (Coat Check)
Old Folks Homes (Socialize, help serve)
Cram a cruiser – Christmas time Etc.
Salvation Army (Outreach and food cupboard)
Library Events (Silent Auction, Survey week)
Halloween set up in basement
Christmas Parade
Big brothers big sisters foundation (Activities with younger groups of kids)



OUR PERFORMANCE



Photograph by: Pete Fisher

TARGETED OUTCOMES



REDUCE CRIME AND VICTIMIZATION



REDUCE FEAR AND ENHANCE PERSONAL SECURITY



USE FORCE AND AUTHORITY
FAIRLY, EFFICIENTLY, AND EFFECTIVELY



ENSURE QUALITY OF SERVICE AND CUSTOMER SATISFACTION



CALL OFFENDERS TO ACCOUNT



ENSURE CIVILITY IN PUBLIC SPACES THROUGH
NEIGHBOURHOOD PROBLEM SOLVING



USE FINANCIAL RESOURCES FAIRLY,
EFFICIENTLY AND EFFECTIVELY



MEMBER ENGAGEMENT

CALLS FOR SERVICE
GENERATED IN 2019

11391

1.5 calls of every 10 (15%) resulted
in a criminal charge being laid.

CRIME STATISTICS for 2019

ACTUAL OCCURENCES	2019	CHARGED/CLEARED OTHERWISE UNSOLVED*		% SOLVED	% UNSOLVED
SEXUAL ASSAULT**	25	18	7	72.0%	28.0%
AGGRAVATED ASSAULT	2	1	1	50.0%	50.0%
ASSAULT WEAPON/BODILY HARM	22	21	1	95.5%	4.5%
ASSAULT LEVEL 1	209	186	23	89.0%	11.0%
ASSAULT POLICE OFFICER	12	12	0	100.0%	0.0%
ROBBERY	11	2	9	18.2%	81.8%
CRIMINAL HARASSMENT	22	12	10	54.5%	45.5%
UTTER THREATS	55	34	21	61.8%	38.2%
OFFENSIVE WEAPONS	0	0	0	0.0%	0.0%
DISTURB THE PEACE	105	39	66	37.1%	62.9%
OTH. CRIMINAL CODE	14	11	3	78.6%	21.4%
DRUG VIOLATIONS	40	41	0	102.5%***	0.0%
BREAK AND ENTER	57	14	43	24.6%	75.4%
THEFT OVER	5	0	5	0.0%	0.0%
THEFT OF MOTOR VEHICLE	24	10	14	41.7%	58.3%
THEFT UNDER	316	134	182	42.4%	57.6%
THEFT FROM MOTOR VEHICLE	247	14	233	5.7%	94.3%
POSSESSION OF STOLEN PROPERTY	3	2	1	66.7%	33.3%
FRAUD	149	43	106	28.9%	71.1%
COUNTERFEIT MONEY	0	0	0	0.0%	0.0%
MISCHIEF TO PROPERTY	177	28	149	15.8%	84.2%
GRAFFITI	15	4	11	26.7%	73.3%
BREACH PROBATION	111	108	3	97.3%	2.7%
BAIL VIOLATIONS	79	72	7	91.1%	8.9%
MUNICIPAL BY-LAWS	92				
CALLS FOR SERVICE	10912				
COLLISIONS	431				
ARRESTS	679				
PROVINCIAL/MUNICIPAL OFFENCES					

* UNSOLVED INCLUDES INSUFFICIENT EVIDENCE TO PROCEED, VICTIM/COMPLAINANT DECLINES TO PROCEED (NO CSC IDENTIFIED)

** SEXUAL ASSAULT INCLUDES AGGRAVATED SEXUAL ASSAULT, SEXUAL ASSAULT AND SEXUAL INTERFERENCE

*** WHEN A MATTER IS SOLVED FROM THE YEAR BEFORE, IT PUTS THE CLEARANCE RATE ABOVE 100%

2019 CRIME STATISTICS

COMPARED TO 2018

ACTUAL OCCURENCES

ACTUAL OCCURENCES +

ACTUAL OCCURENCES -

SEXUAL ASSAULT**		-16.7%
AGGRAVATED ASSAULT	100.0%	
ASSAULT WEAPON/BODILY HARM		-8.33%
ASSAULT LEVEL 1		-1.90%
ASSAULT POLICE OFFICER	100.0%	
ROBBERY	120.0%	
CRIMINAL HARASSMENT	10.0%	
UTTER THREATS	10.0%	
OFFENSIVE WEAPONS		-100%
DISTURB THE PEACE	29.6%	
OTH. CRIMINAL CODE	16.7%	
DRUG VIOLATIONS	53.8%	
BREAK AND ENTER	16.3%	
THEFT OVER		-58.33%
THEFT OF MOTOR VEHICLE	9.1%	
THEFT UNDER	17.9%	
THEFT FROM MOTOR VEHICLE	84.3%	
POSSESSION OF STOLEN PROPERTY	50.0%	
FRAUD		-19.46%
COUNTERFEIT MONEY		-100.0%
MISCHIEF TO PROPERTY	34.1%	
GRAFFITI		-11.46%
BREACH PROBATION	76.2%	
BAIL VIOLATIONS		-8.14%
MUNICIPAL BY-LAWS		-11.54%
CALLS FOR SERVICE	5.3%	
COLLISIONS		-0.9%
ARRESTS	49.6%	
PROVINCIAL/MUNICIPAL OFFENCES		



PROFESSIONAL STANDARDS

TOTAL # OF COMPLAINTS RECEIVED	COMPLAINTS RECEIVED FROM PUBLIC	CONDUCT COMPLAINTS RESULTING IN DISCIPLINE	CONDUCT COMPLAINTS RESOLVED
2018: 11	2018: 5	2018: 1	2018: 10
2019: 12	2019: 7	2019: 2	2019: 12

The Cobourg Police Service takes the investigation of complaints very seriously, fully understanding the impact that police conduct and policies can have on members of our community. We emphasize the value of providing courteous, respectful and effective service to Cobourg and area residents.

One of the ways we seek to earn public trust is by ensuring we have levels of oversight that hold our service and members accountable. As delegated by the Chief of Police, our Professional Standards Section (PSS) has the authority to investigate and facilitate resolution of internally generated complaints (Chief's complaints) and public complaints generated through the Office of the Independent Police Review Director (OIPRD). The PSS has taken an active role in educating supervisors in resolving complaints. This allows for a better dialogue between complainants and supervisors and promotes a quicker alternative to resolving issues that arise in the course of daily operations.






Each type of complaint is classified according to the type of allegation that was made. In a situation where an officer is facing more than one allegation, the complaint is classified using the most serious allegation. The classification provides an idea of the types of situations that generate complaint investigations.

In total 12 complaints were filed in 2019, representing a slight increase from 2018 (+1). There was a slight decrease in the number of Chief's complaints (-1) accompanied by an increase in the number of public complaints (+2) in 2019. Improper conduct includes a broad range of allegations ranging from inappropriate actions such as unauthorized search and seizure, poor judgment, at fault motor vehicle collisions, abuse of authority, breach of confidentiality, and insubordination. In 2019, complaints of improper conduct decreased by one incident from 2018. Further information on all PSS activities and how to make a complaint can be accessed at www.cobourgpolicesservice.com.

COMPLAINTS RECEIVED 2018 - 2019

SERVICE COMPLAINTS	PUBLIC COMPLAINTS	CHIEF'S COMPLAINTS	TOTAL
2018: 1 2019: 0 	2018: 5 2019: 7 	2018: 6 2019: 5 	2018: 11 2019: 12 

COMPLAINTS RECEIVED BY CATEGORY 2018 - 2019

IMPROPER CONDUCT	EXCESSIVE FORCE	NEGLECT OF DUTY	POLICE/SERVICE	TOTAL
2018: 6 2019: 5 	2018: 0 2019: 1 	2018: 4 2019: 7 	2018: 1 2019: 0 	2018: 11 2019: 12 

POLICE INTERVENTION REQUIRING FORCE

APPLICATION OF FORCE

2018: 16

2019: 19



USE-OF-FORCE REPORTS

2018: 12

2019: 17



In the course of their duties, police officers may face situations that require using force to ensure the safety of the public, as well as their own. The authority to use force is established in provincial legislation, as are standards related to approved weapons, training and reporting.

Officers are instructed to use only the amount of force necessary to bring an incident under control, make an arrest, or protect themselves or others. In an event where use of force may be used, the officer selects what they feel to be an appropriate and reasonable response based on the situation, including factors such as the subject's behaviour, their own perceptions, and tactical considerations.

Annual use-of-force training for officers is mandated by the Province. It provides officers with the skills to assess, plan and act accordingly to resolve situations they encounter. Good communication and de-escalation techniques are at the forefront of every encounter with the public. In 2018, the Cobourg Police Service continued their partnership with the Durham Regional Police Service in providing Use-of-Force Training. The foundation of this program involves communication and de-escalation. All new recruits and experienced officer are provided with this foundational program which consists of classroom and scenario training with live role players. Additionally, as part of annual block training, officers receive both academic and scenario training based on the concepts of incident management and its connection to de-escalating incidents.

Officers are required to submit a use-of-force report whenever they draw a handgun in the presence of a member of the public, point a firearm at a person, discharge a firearm, when a weapon other than a firearm is used on another person, or where physical force has been used on another person that results in an injury requiring medical attention. A use-of-force report is also required when a Conducted Energy Weapon (CEW) is used in probe mode, three-point contact, stun mode and when the CEW is used as a demonstrated force presence (overt display of the CEW with the intent to achieve compliance).

A single use-of-force report may include more than one application of force. For example, last year 12 use-of-force reports were submitted, with 16 applications of force. During their assessment of the situation and subsequent response, the attending officer may have to transition to a higher or lower level of force as the situation unfolds, therefore some use of force reports may cover more than one of the criteria requiring a use of force report to be submitted. One use of force report would then cover all use of force options exercised in a single incident. On the other hand, specialized teams (Tactical Teams) may submit a single report on behalf

of all members involved. Furthermore, a single incident responded to by multiple officers may result in more than one report being submitted.

In 2019 there was a decrease in the number of situations where firearms were drawn (-2). However, situations where firearms were pointed (+4). There were 2 reports involving the discharge of firearms, up two incidents from zero the previous year to two in 2019 in both circumstances where a firearm was discharged to destroy an animal that was potentially dangerous or so badly injured that humanity dictates it's suffering to be ended. There was no incident(s) of a firearm being discharged on a person.

There were no Use-of-force reports involving Carbine usage in 2019. Aerosol spray and impact weapons (soft and hard) are used to assist in gaining control of individuals resisting arrest and in situations where the safety of the officer or a member of the public is at risk. In 201, aerosol weapons were not deployed. The use of both impact weapons hard and soft remained consistent from 2018 to 2019 with no usages.

Physical techniques used to control a subject that do not involve the use of a weapon, are categorized as an empty hand technique - hard or soft. Soft techniques have a lower probability of causing injuries and can include restraining techniques, joint locks and non-resistant handcuffing. Hard techniques have a higher probability of causing injury and may include empty hand strikes such as a punch or a kick. Empty hand hard was used a total of two times, remaining consistent with usage in 2018. The use of empty hand soft technique was reported in 4 instances, an increase of 2 cases from 2018.

Did You Know?

Less than one percent of all calls attended by the CPS require the use of force. In fact, most calls are resolved solely with officer presence and communication. Effective communication and de-escalation continue to be at the foundation of police-public interactions.

CONDUCTED ENERGY WEAPONS (CEW)

The Cobourg Police Service has been equipped with conducted energy weapons (CEW) since 2005 after the Ministry approved the use of weapons by members of containment teams and front-line supervisors. Policy changes implemented by the Ontario Government (2014) made it possible to provide each officer with their own Taser (CEW). All officers are trained and qualified before being issued their CEW, and are required to be qualified annually.

The CEW usage is broken down by method of deployment, including:

1. Demonstrated force presence (any situation where

the CEW changed the outcome of the call for service);

2. Drive stun mode;
3. Probe deployment mode; or
4. Three-point contact.

In 2019, CEWs were used in 6 incidents. Two-thirds of these deployments involved demonstrated force presence (4) where the CEW was pointed but not used, no incidents of probe deployment (0), and one-third drive stun and contact (2). This illustrates officers are leveraging this option to de-escalate calls and gain control of the situation without further use of force.

PROVINCIAL OFFENCE NOTICES

In 2019, 1082 Provincial Offence Notices were issued by officers of the Cobourg Police Service. The primary categories of offences are identified below.

STATISTICS BY CATEGORY:

Moving Violations: **589 Offence Notices**

Moving can be defined as any PON ticket written while a vehicle was in motion. The ticket could be relating but not limited to: Speeding, Failing to Stop, Hand-Held Communication devices, Seatbelt or any other driving related offence that relates specifically to the vehicle while in motion or the driver's actions.

Documentation Violations: **248 Offence Notices**

Documentation violations result from the driver of a vehicle being unable to provide the proper documentation at the time of request from the Cobourg Police Officer. These tickets could be related to but not limited to: Expired or No Insurance, Driver License, Ownership, Validation stickers or any other documentation that could pertain to the individual driving or documentation pertaining to the vehicle.

Bylaw/Parking Violations: **74 Offence Notices**

Bylaw/Parking can be defined as any PON ticket/By-Law ticket written to an individual in the Town of Cobourg violating any towns by-laws. The town by-laws can be located at <https://www.cobourg.ca/en/town-ha11/Bylaws.aspx>.

Equipment Violations: **54 Offence Notices**

Equipment violations can be any ticket related to equipment malfunctioned or not in proper working

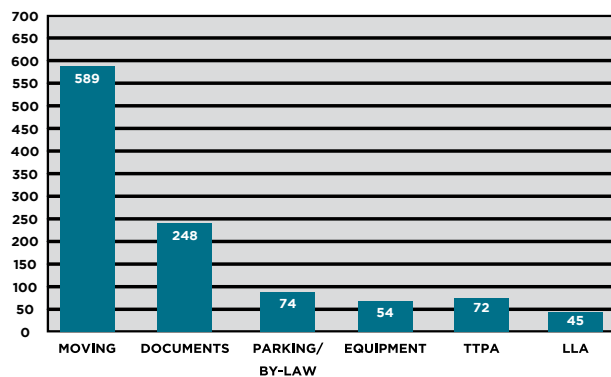
condition at the time of the ticket. These tickets could be related to, but not limited to: broken headlights and or signals, broken windshields, improper exhausts or any tickets pertaining to the improper use/working condition of a vehicle.

Trespass To Property Act (TPPA): **72 Offence Notices**

TPPA tickets can be defined as any ticket related to the Trespass to Property Act, where an individual(s) enter premises when that entry is prohibited, or when they engage in an activity that is prohibited.

Liquor Licence Act (LLA): **45 Offence Notices**

LLA tickets can be defined as tickets that are issued when there is a violation of the Liquor Licence Act. Examples would be having open alcohol in public places, delivering liquor for a fee without proper licenses, consumption of alcohol in a public place or being intoxicated in a public place.



Provincial Offence Notices:

MOVING	DOCUMENTS	BY-LAW/ PARKING	EQUIPMENT	TRESSPASS	LIQUOR
589	248	74	54	72	45

REGULATED INTERACTIONS

Number of Attempted Collections (incidents)	Number of Individuals from Whom Information was Collected
2018: 0 2019: 0	2018: 0 2019: 0

In March 2016, the Ontario Government introduced Regulation 58/16, under the Police Services Act entitled “Collection of Identifying Information in Certain Circumstances – Prohibition and Duties”, and commonly referred as the “Street Check Regulation”. This new Regulation provides for voluntary police-public interactions, which are designed to ensure that the regulated interactions are without bias or discrimination. It also establishes rules for data collection, retention, access and management, training, and policy and procedures with audit and public reporting requirements.

The new Regulation applies when police are attempting to collect identifying information from an individual, they do not know during a ‘face-to-face’ interaction. The Regulation does not apply when an officer is conducting an investigation into an offence that is reasonably suspected to have been committed or will be committed, or in other circumstances that are specifically outlined in the regulation. The Regulation prohibits attempts to collect identifying information about an individual in ‘face-to-face’ encounters which are arbitrary or where any part of the reason for the attempt is that the officer perceives the individual to be within a “particular racialized group” unless certain other and legitimate conditions exist.

The Cobourg Police Service is in compliance with the prohibition and stands against such practices. We have worked alongside police members and provincial partners to ensure compliance with the new legislative requirements and have completed mandatory training.

The new procedures were launched at the Cobourg Police Service on February 6, 2017.

In 2019, no (0) attempted “Regulated Interactions” were recorded. Given that no attempts to collect identifying information were attempted it is difficult to identify any real patterns or conclusions. Therefore, there is no identifiable “disproportionate” pattern regarding sex, age, race or location. For a second year, the number of regulated interactions is zero (0); however, it appears to be consistent across the province.

On June 7, 2017, the Government of Ontario appointed the Honourable Justice Michael Tulloch of the Ontario Court of Appeal to lead an independent review of the implementation of the Regulation. Following lengthy consultation efforts with police and community stakeholders across the Province, Justice Tulloch released his report with recommendations on December 31, 2018.

The Cobourg Police Service will continue working with provincial partners and Ontario Association of Chiefs of Police (OACP) Special Working Group to review Justice Tulloch’s report and gain greater insight into the implementation benefits and challenges of the new legislation and any changes the review may offer. In the meantime, the Cobourg Police Service will maintain close monitoring, training and supports, so officers can engage in regulated interactions.

FORENSIC IDENTIFICATION SERVICES (FIS) / SCENES OF CRIME

The Cobourg Police Service's trailblazing Tiered Policing model has continued to have a dynamic and very positive impact directly on the Service's crime scene investigation capability in 2019.

During the past year, the Service's team of 4 Special Constables that are currently trained and qualified as Scenes of Crime Officers (SOCO) received further training in photography and processing crime scenes and the Forensic Identification Services Officer (FIS) successfully completed specialized courses in Basic Blood Pattern Recognition and Death Investigation.

The Forensic / Scenes of Crime field includes finger printing, physical comparisons, forensic photography, digital imaging, and gathering admissible evidence from crime scene techniques. The specialized equipment required for the forensic laboratory work and computer fingerprint analysis has continued to be made available through the ground-breaking partnership with Peterborough Police Service's Forensic Ident Unit, which also offers a beneficial shared support system for both Services in relation to major cases.

Due to the success and development of the work being carried out, Cobourg Police's Forensic Identification Officer became the On Call FIS Officer and forensic consultant for our Policing neighbours, Port Hope Police Service at the end of 2019, who in return offer the local availability of a compact, new laboratory and forensic equipment for non-major cases. This further demonstrates and cements the excellent supportive and productive partnership between the two Services, with a real commitment to joining forces to maximize the benefits of available resources for all parties.

During 2019, the FIS and SOCO team attended, recorded, examined and collected evidence from over 245 incidents, from community concerns such as graffiti to major scenes of arson and serious assault. A significant



Photograph by: Pete Fisher

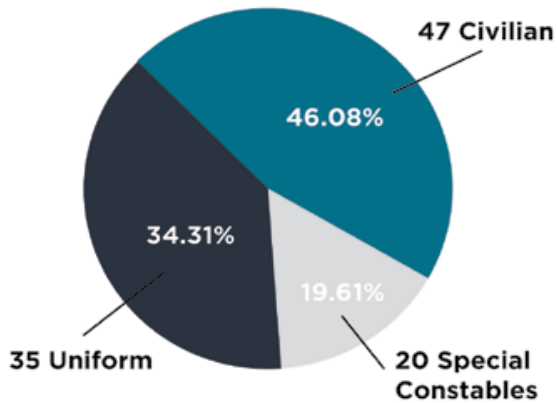
number of these incidents involved multiple scenes, individuals and vehicles which often involve meticulously pain-staking and time consuming tasks during often unsociable hours and inclement weather conditions.

Recent successes of this committed developing department has also included assisting the Criminal Investigation Branch in the seizing, recording, processing, continuity and analysis of drug offence related evidence during search warrants that were executed under the Controlled Drugs and Substances Act in 2019 – this work has led to the successful convictions (including one Superior Court trial matter involving drugs with a street value of over \$50,000), of numerous accused for drug trafficking , possession and firearms offences, helping to remove a substantial amount of these items that are of serious concern to the health and safety of the community, off the streets.







FINANCIAL REPORT

2019 Deployed Police Personnel



What the 2019 Operating Budget Includes

-  1 Forensic Identification Services
-  1 Account Manager
-  1 New Officer
-  4 New Special Constables

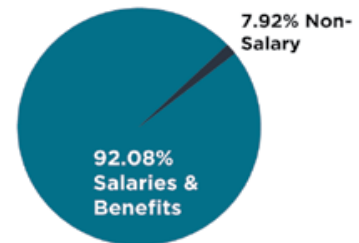
MHEART Partnership
 Cornerstone Partnership
 Rebound Child and Youth Services Partnership
 Pay Equity Review Completed

Where the Money Comes From



2019 Operating
Gross \$7,056,462
Net \$5,562,486

Where the Money Goes

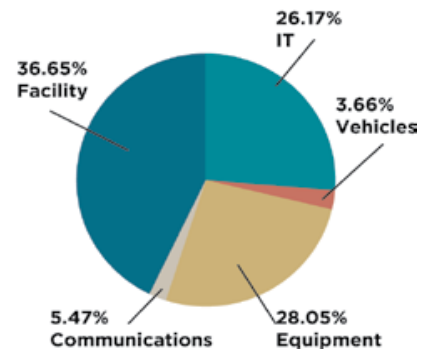


Where the Money Comes From



2019 Capital Budget
Gross \$955,150
Net \$25,000

Where the Money Goes





COBOURG POLICE **SERVICE**

Cobourg Police Service
107 King Street West
Cobourg, ON
K9A 2M4

905-372-6821
info@cobourgpolic.com
www.cobourgpolic.service.com





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): Jenna Fitzgerald
Group/Organization/Business Delegation Represents (if applicable): George & Orange
2. MEETING SELECTION
I wish to appear before: <input checked="" type="checkbox"/> Committee of the Whole <input type="checkbox"/> Regular Council <input type="checkbox"/> 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: June 22, 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) I, Jenna Fitzgerald am asking for Council to consider an exemption to the parking provision of the Zoning By-Law pursuant to Section 6.1.3 of the Zoning By-Law and Section 40 of the Planning Act to accommodate the proposed temporary patio expansion located at 67 Orange Street. (Attached)

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)

That Council approve the exemption to the parking provision of the Zoning By-Law pursuant to Section 6.1.3 of the Zoning By-law and Section 40 of the Planning Act to accommodate the proposed temporary patio expansion located at 67 Orange Street.

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

Yes No

4. PRESENTATION MATERIAL

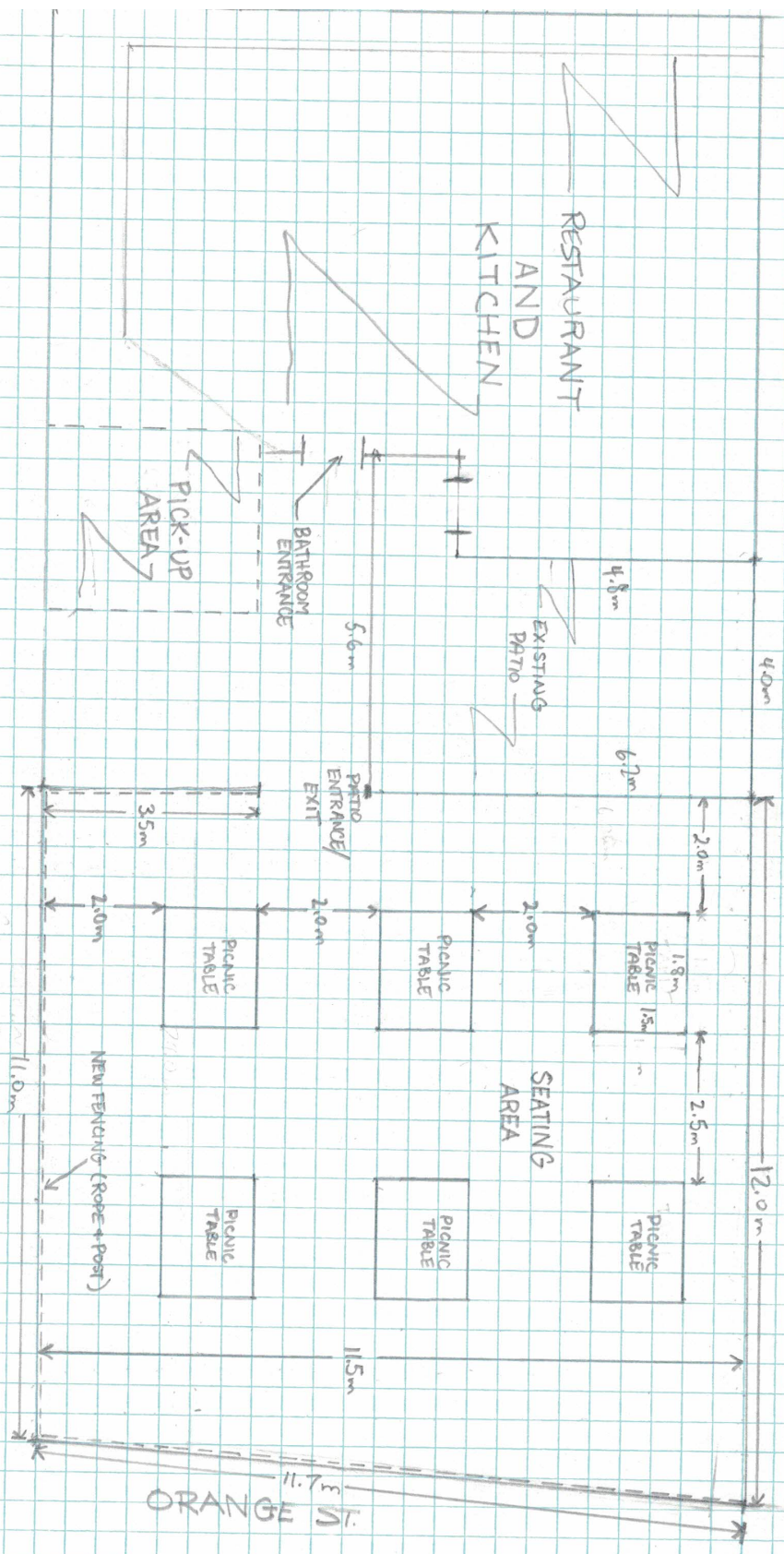
Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

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

Please Select the Type of Equipment

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



GEORGE STREET

GEORGE & ORANGE	
TEMPORARY PATIO EXTENSION	
67 ORANGE ST	
06/15/20	SCALE: 1cm = 1m



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

Delegation Request Form

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1. GENERAL INFORMATION

Name of Delegate(s):

TODD OBERHOLTZER

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

9845330 CANADA LIMITED O/A THE ACE HOUSE

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:

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)

THE USE OF TWO (2) PARKING SPOTS FOR
 A TEMPORARY PATIO

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)

I WOULD LIKE COUNCIL TO PERMIT
THE ALE HOUSE TO USE THE TWO (2)
PARKING SPOTS ON THE STREET LOCATED
BETWEEN 240 & 246 DIVISION ST. TO BE
USED AS A RESTAURANT PATIO (LICENSED)

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

Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

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

Please Select the Type of Equipment

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



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

Delegation Request Form

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1. GENERAL INFORMATION

Name of Delegate(s):

Bryan Lambert

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

2. MEETING SELECTION

I wish to appear before:

Committee of the Whole Regular Council Advisory Committee or Local Board

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

Press to Select a Committee of Board

Meeting Date Requested:

June 22, 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)

Follow up on the Jan 6, 2020 commitment made by LUSI president Derek Paul to Cllr Darling and Council Questions and comments regarding the effect of this \$2.3M loan on future water rates.

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)

Defer consideration of this request until Waterworks has provided council with analysis on the effect of this loan on future water rate increases. Wait for the Watson report.

Require LUSI to honour its commitment to CLR Darling and Council, made on Jan 6,2020

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

Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

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

Please Select the Type of Equipment

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



**Lakefront
Utility
Services
Inc.**

207 Division Street, Box 577, Cobourg, Ontario K9A 3P6 • www.lusi.on.ca • Tel: (905) 372-2193 • Fax: (905) 372-2581

June 10th, 2020

The Corporation of the Town of Cobourg
Victoria Hall
55 King Street West
Cobourg, ON. K9A 2M2

Attention: Mr. Brent Larmer, Municipal Clerk

RE: RADIO FREQUENCY WATER METER REPLACEMENT PROGRAM
REQUEST TO THE CORPORATION OF THE TOWN OF COBOURG

Dear Mr. Larmer:

Subsequent to Lakefront Utility Services Inc. (LUSI) letter dated November 20th, 2019 and the request to Council for approval for Town of Cobourg Waterworks to borrow funds to complete the Radio Frequency Water Meter Replacement Program in the Town of Cobourg, the Interim CAO provided a memo to Council dated June 1st, 2020. The Interim CAO advised that the requested debt would not inhibit the Municipality's ability to borrow funds should the need arise for future capital works, and that there would be no cost added to property taxes as both the water and wastewater systems are fully user pay.

Waterworks, on behalf of LUSI, stand by the original report presented to Council on January 6th, 2020, and would like to reiterate the benefits of completing the project:

1. The new meters would allow for enhanced engagement and communication with customers, identifying real-time water leaks and generating an automatic phone call to alert the customer.
2. Approximately 50% of old end-of-life meters have already been changed out. Changing the remainder will create efficiencies to bill ALL accounts once per month, improving accounts receivable management and cash flow.
3. The cost of manually reading 50% of the meters by the contractor is the same as reading 100% of the meters, thus changing out the remainder would generate meter reading savings of over \$65,000 annually.
4. The meter vendor would provide a volume discount of approximately \$184,000 to complete the project in full.
5. Meter accuracy decreases with age and the new meters would generate increased revenue;
6. Changing the old meters is inevitable as they are now obsolete (some manufactured in 1975).

7. There are no parts available to "refurbish" 45-year old meters, and no business case for project effort and cost for a "refurbishment".
8. In the current environment of a pandemic, RF meters are safer than a manual read.

Waterworks had planned to complete this initiative in 2020 for immediate cost savings and would like to organize vendors and staff if this project is to proceed. A resolution is required from Council prior to approaching the lending institution for a loan to complete the balance of this project. \$1,769,637 is required to purchase and deploy the meters, and \$527,415 for the Advance Metering Infrastructure (AMI) deployment, for a total of \$2,297,052.

Further, management is in the process of updating the Water Rate Study for rates effective January 1, 2021, and the resolution will impact the treatment of RF water meters in this rate study, either:

1. Incorporating future debt repayments; or
2. Replacement of the remaining residential and commercial meters, including the AMI system, over a 5-year period (excluding the volume discount)

I look forward to Council's response.

Yours truly,



Dereck C. Paul,
President & CEO



Lakefront
Utility
Services
Inc.

207 Division St., P.O. Box 577, Cobourg, ON K9A 4L3 • www.lusi.on.ca • Tel.: (905) 372-2193 • Fax: (905) 372-2581

November 20th, 2019

The Corporation of the Town of Cobourg
Victoria Hall
55 King Street West
Cobourg, ON K9A 2M2

Attention: Mr. Brent Larmer, Municipal Clerk

RE: Radio Frequency Water Meter Replacement Program
Request to the Corporation of the Town of Cobourg

Please find attached the background information (Radio Frequency Water Meter Analysis) for Council review as part of a Waterworks request to borrow funds from the Town of Cobourg to complete the Radio Frequency Water Meter Replacement Program in the Town of Cobourg.

This project, to change out aging water meters, was initiated three years ago, however, it was deferred in 2019 due to unexpected capital expenditures for the Strathy Road Water Tower Rehabilitation Project.

The Lakefront Utility Services (LUSI) Board discussed completing the project, based on the benefits identified in the background material provided, and passed the following resolution (#2018-56) on December 13th, 2018 to request funding from the Town of Cobourg.

LUSI Resolution #2018-56

Moved by Marc Coombs

Seconded by Bill Pyatt

BE IT RESOLVED THAT the Board approve the completion of the RF Water Meter Replacement Program, Option #2 as presented, contingent upon financing. **CARRIED**

../2

REQUEST TO THE CORPORATION OF THE TOWN OF COBOURG

The Board of Lakefront Utility Services Inc. requests the Corporation of the Town of Cobourg to consider, and provide a decision on, the recommendation approved at the LUSI Board meeting of December 13th, 2018:

Recommendation to LUSI Board (Option #2):

That Council approve Waterworks borrow the amount of \$2.3 million dollars for the completion of the Water Radio Frequency Meter Changeout/Renewal Project, for both residential and commercial customers, and to establish an Advanced Metering Infrastructure (AMI) network for effective and efficient meter reading and savings.

Please advise if you require any additional information. Lakefront would be pleased to answer any questions Council may have in advance of the Council meeting.

Yours truly,

A handwritten signature in blue ink, consisting of a large, stylized 'D' and 'P' that are interconnected. The signature is written over the text 'Yours truly,'.

Dereck C. Paul,
President & CEO



**Lakefront
Utility
Services
Inc.**

Date: December 13th, 2018

Resolution # 2018-56

Subject: Radio Frequency Water Meter Replacement Program

Moved by: MARC COOMBS
Name

M Coombs
Signature

Seconded by: Bill Flynn
Name

Bill Flynn
Signature

BE IT RESOLVED THAT:

The Board approve the completion of the RF Water Meter Replacement Program,
Option #2 as presented, contingent upon financing.

Approved ✓

Not Approved _____

Chairman [Signature]

Brent Larmer

From: Susan Spicer <SSpicer@lusi.on.ca>
Sent: November 18, 2019 4:24 PM
To: Brent Larmer
Cc: Ian Davey; Dereck Paul; Adam Giddings
Subject: Water Radio Frequency Meter Replacement Program
Attachments: Water RF Meter Analysis - Request to borrow funds for Project completion - November-18-2019.pdf

Good afternoon Brent,

Please find attached a document with background information for Council to review as part of a Waterworks request to borrow \$2.3M from the Town to complete an initiative related to changing out aging water meters in the Town of Cobourg.

This project started three years ago but was put on hold in 2019 due to higher than normal capital expenditures (Strathy Road Water Tower). The LUSI board discussed completing the project based on the benefits identified in the background material and passed a resolution on December 13th, 2018 (#2018-56) to request funding from the Town. Our request therefore is:

REQUEST TO THE CORPORATION OF THE TOWN OF COBOURG

The Board of Lakefront Utility Services Inc. (LUSI) requests the Corporation of the Town of Cobourg to consider, and provide a decision on, the recommendation approved at the LUSI Board meeting of December 13th, 2018:

- 1. That Council approve Waterworks borrow the amount of \$2.3 million dollars for the completion of the Water Radio Frequency Meter Changeout/Renewal Project, for both residential and commercial customers, and to establish an Advanced Metering Infrastructure (AMI) network for effective and efficient meter reading and savings.**

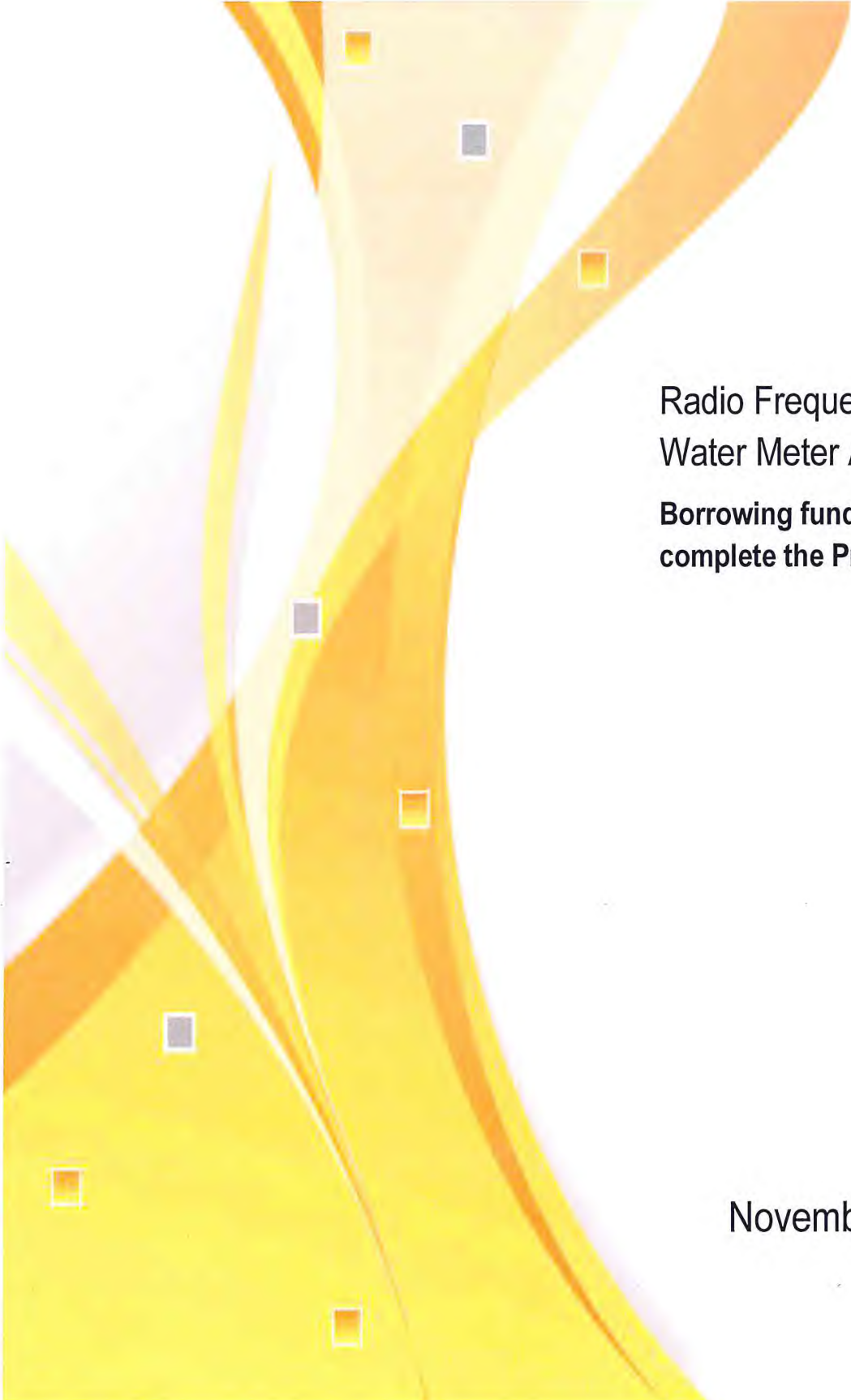
Please advise Brent if you require any additional information from us.

Also, as you prepare the Council agenda and share with them, please convey that LUSI will be more than happy to discuss any questions they may have in advance of the Council meeting.

Kind Regards,
Dereck

Dereck C. Paul
President & CEO
Lakefront Utility Services Inc.
207 Division St. Box 577
Cobourg, ON. K9A 4L3
Office: 905-372-2193 Ext. 5226
<https://www.lakefrontutilities.com/>





Radio Frequency
Water Meter Analysis
**Borrowing funds to
complete the Project**

November 2019

Background Information

Residential Meters

Over the last three years, Waterworks has been upgrading its decades aged water meters throughout the Town of Cobourg with updated remote reading meters. The new meters are more accurate and being able to read them remotely, reduces meter reading costs. To date, half of the meters were replaced and there are currently approximately 4,000 residential meters remaining to be replaced. The pricing to continue with the current replacement schedule of 1,000 meters per year is as follows:

Item	Task	Item Description	Quantity	Unit Price (each)	Project Cost
1	Residential Meters	Supply and replace Neptune T-10 E-Coder R900i transmitter - 5/8 or 5/8 x 3/4	1,000	\$386	\$385,950
2	Contingency	Miscellaneous items - 5%			\$19,298
Project Total					\$405,248

The costs to change out all of the remaining 4,000 meters is as follows:

Item	Task	Item Description	Quantity	Unit Price (each)	Project Cost
1	Residential Meters	Supply and replace Neptune T-10 E-Coder R900i transmitter - 5/8 or 5/8 x 3/4	4,000	\$340	\$1,360,000
2	Contingency	Miscellaneous items - 5%			\$68,000
Project Total					\$1,428,000

Completing the project all at once would yield a discount of approximately \$193,000.

In addition, the current in use decades aged meters (ARB meters), meter reading **device** and **register** has become obsolete. The ARB register and reader were manufactured from 1975-1992. Since that time, the vendor, Neptune, has strived to keep the functionality of the system for our customers. However, after nearly 43 years of maintaining the system, it is no longer possible for Neptune to get the parts required to adequately maintain and support the ARB reading devices. Waterworks currently have two of these reading devices, albeit with many replacement parts, to sustain meter reading, but perhaps for not very much longer. These devices have been in service for Waterworks for more than 25+ years. Usually utilities would normally change out the meters at this point due to its decline in accuracy.

Commercial Meters

Neptune Technology Group (Neptune) has been targeting the largest revenue gain meters within Lakefront. The costs to continue with the large meter project in 2020 is as follows:

Item	Task	Item Description	Quantity	Unit Price (each)	Project Cost
1	Commercial Meters	Supply and replace larger meter for targeted accounts			\$75,000

To change out all remaining larger meters in 2020 is as follows:

Item	Task	Item Description	Quantity	Unit Price (each)	Project Cost
1	Commercial Meters	Supply and replace Neptune T-10 E-Coder R900i transmitter - 1"	35	\$483	\$16,896
2	Commercial Meters	Supply and replace Neptune T-10 E-Coder R900i transmitter - 1.5"	32	\$1,197	\$38,313
3	Commercial Meters	Supply and replace Neptune T-10 E-Coder R900i transmitter - 2"	91	\$1,312	\$119,392
4	Commercial Meters	Supply and replace Neptune TruFlo and E-Coder R900i transmitter - 3"	10	\$5,270	\$52,703
5	Commercial Meters	Supply and replace Neptune TruFlo and E-Coder R900i transmitter - 4"	7	\$6,844	\$47,908
6	Commercial Meters	UME replacement Neptune TruFlo UME R900i transmitter - 3"	5	\$3,007	\$15,035
7	Commercial Meters	UME replacement Neptune TruFlo UME R900i transmitter - 4"	2	\$3,470	\$6,940
8	Commercial Meters	Supply and replace Neptune TruFlo and E-Coder R900i transmitter - 1" - 3"	127	\$350	\$44,450
Project Total					\$341,637

AMI Fixed Network Program

The costs associated with Neptune installing an AMI network as per the propagation study would be dependent on site surveys and additional suitable sites.

Year 1 Pricing				
Item	Task	Quantity	Unit Price (each)	Project Cost
1	Network Deployment	1		\$459,000
2	System Implementation and Training	1		\$16,250
3	Software Hosting and Licence	1		\$22,165
4	Gateway System Service Provider	12	\$2,500	\$30,000
Project Total				\$527,415

Further, the year 2 and on-going pricing for the AMI network is as follows:

Year 2 Pricing and On-Going Pricing				
Item	Task	Quantity	Unit Price (each)	Project Cost
1	Software Hosting and Licence	1		\$22,165
2	Gateway System Service Provider	12	\$2,500	\$30,000
Project Total				\$52,165

Option #1 – Continue Current Path

Option #1 is the current method being utilized by Waterworks. That is, 1,000 residential meters are changed out annually and \$75,000 of commercial meters are changed based on the largest revenue gain meters with Lakefront's service territory.

The costs for 2021 (Waterworks capital budget is fully allocated for 2020) to continue the current path is:

Project	Amount
Residential	\$405,248
Commercial	\$75,000
Total Costs	\$480,248

As meters age, the overall accuracy of the meters can decrease significantly. For large commercial accounts with high usage, the decrease in accuracy can significantly impact revenue. In August 2017, Neptune analyzed the commercial customer database to estimate potential revenue gain, based on an examination of meter age, size, type, and consumption trends. The potential revenue gain based on meter size and average accuracy, is as follows:

Meter Age (Years)	Average Accuracy	Potential Revenue Gain	No. Accounts	Potential Revenue Gain per Meter
< 5 Years	99.66%	\$3,237.18	48	\$67.44
5 to 9 Years	98.14%	\$3,507.78	36	\$97.44
10 to 14 Years	96.00%	\$19,113.74	62	\$308.29
15 to 19 Years	93.99%	\$11,650.36	41	\$284.16
20 to 24 Years	91.32%	\$12,361.46	30	\$412.05
25 to 29 Years	88.47%	\$33,689.23	52	\$647.87
30+ Years	84.91%	\$41,095.37	53	\$775.38

Based on the remaining commercial meters of 309 and an average potential revenue gain per meter of \$370, the replacement of \$75,000 of commercial meters (or approximately 68 meters) would result in savings of approximately \$25,125.

In 2019, there were significant capital projects including the refurbishment of the water tower, the change from electric to gas at the water treatment plant, and completion of the polymer system. Consequently, Waterworks is unlikely to pursue option #1 in 2020 as its capital budget is fully allocated to projects in collaboration with Town of Cobourg wastewater. If considered for 2020, it is likely that the funds required would have to be withdrawn from the reserve. Option #1 would therefore have to essentially resume in 2021. There is a risk therefore that we would have issues with reading the existing old meters due to the impending ARB devices failure.

Option #2 – Completion of the RF Project in 2020

Option #2 is the complete installation of the remaining 4,000 residential meters and 309 commercial meters in 2020. The installation of all remaining meters of 2020 is as follows:

Project	Amount
Residential	\$1,428,000
Commercial	\$341,637
AMI System	\$527,415
Total Costs	\$2,297,052

Option #2 does not consider utilization of any of the Waterworks current reserve funds. Consequently, Waterworks would be required to fund the \$2,297,052 with debt. Assuming a payback period of 15 years and an annual interest rate of 4%, the repayment of debt is the following:

Year	Principal	Interest	Total
2020	\$126,293	\$64,992	\$191,286
2021	\$130,226	\$61,060	\$191,286
2022	\$134,280	\$57,005	\$191,286
2023	\$138,461	\$52,824	\$191,286
2024	\$142,772	\$48,513	\$191,286

The increase in debt would result in an increase in interest expense and an increase in cash outflow resulting from principal and interest repayments.

The increase in debt repayments are offset by an expected decrease in meter reading costs. Waterworks has paid our current meter reading contractor, Olameter, meter reading costs for Cobourg of \$65,082 in 2017 and \$60,485 in 2018. Consequently, the additional costs associated with debt would be offset by the reduction of meter reading costs of approximately \$65,000.

In addition to meter reading savings, management anticipates savings resulting from a decrease in service orders associated with meter reading checks. As indicated in the table below, there is an average of 206 meters reading checks each month resulting from meter reading errors, no access to the meter, and meter blocked. The meter reading checks are performed by Waterworks staff and result in additional costs of approximately \$5,000, and disruption of work.

Row Labels	1	2	3	4	21	77	99	22	66	Grand Total
January 2018	34	16	33	21	31	42	2	10	9	198
February 2018	60	55	55	32	35	42	9	18		306
March 2018	46	12	26		53	69	7	16	5	234
April 2018	48	91	24	25	22	38	4	14		266
May 2018	41	7	22	9	21	26	3	13	1	143
June 2018	29	4	24	21	28	21	5	14		146
July 2018	46	3	27	31	30	37	4	21	32	231
August 2018	36	4	22	30	57	37	1			187
September 2018	40	2	18	20	27	29	3		1	140
Grand Total	380	194	251	189	304	341	38	106	48	1,851

For example, Cycle 2 consists of 2,360 meters. At December 31, 2016, 60% of the meters were converted to RF meters and by September 30, 2018, 99% of the meters in cycle 2 were converted to RF meters. Conversely, the check reads for cycle 2 decreased from an average of 44 for the period January to April, to an average of 4 for the period May to September.

Similar to Option #1, there will be significant revenue savings if all the remaining commercial meters were replaced with RF meters.

Meter Age (Years)	Average Accuracy	Potential Revenue Gain	No. Accounts	Potential Revenue Gain per Meter
< 5 Years	99.66%	\$3,237.18	48	\$67.44
5 to 9 Years	98.14%	\$3,507.78	36	\$97.44
10 to 14 Years	96.00%	\$19,113.74	62	\$308.29
15 to 19 Years	93.99%	\$11,650.36	41	\$284.16
20 to 24 Years	91.32%	\$12,361.46	30	\$412.05
25 to 29 Years	88.47%	\$33,689.23	52	\$647.87
30+ Years	84.91%	\$41,095.37	53	\$775.38

Based on the remaining commercial meters of 309 and an average potential revenue gain per meter of \$370, the replacement of all commercial meters would result in additional revenue of \$114,446.

Option #3 – 50% Installation in 2020

Option #3 involves installation of 50% of the 4,000 remaining meters in 2020. The installation would cost \$884,818, as follows:

Project	Amount
Residential	\$714,000
Commercial	\$170,818
Total Costs	\$884,818

Option #3 proposes that the total of costs of \$884,818 will be funded by utilizing the current reserve of approximately \$1,000,000 and repayment of the borrowed funds would be repaid to the reserve following 2020. Utilizing the majority of Waterworks reserve would leave the company exposed, as there would be no reserve to account for any significant unforeseen expenditures. A repayment period of five years, beginning in 2021, would result in an annual repayment of \$176,964.

Similar to option #2, there will be significant revenue savings if 50% of the remaining meters were replaced with RF meters. Based on the remaining commercial meters of 309 and an average potential revenue gain per meter of \$370, the replacement of 50% commercial meters would result in additional revenue of \$57,223.

Further, if 50% of the remaining meters were replaced with RF meters, Waterworks would save approximately \$33,000 in meter reading costs. It's unlikely that Olameter would continue reading the remaining 2,000 water meters in Cobourg as it would not be financially viable. However, Waterworks could subcontract the remaining 2,000 meter readings to another third party.

Recommendation

The three options presented above are summarized as follows:

Particulars	Option #1	Option #2	Option #3
	Current Path	Completion	50% Install
Capital and OM&A			
Total Costs	\$480,248	\$2,297,052	\$884,818
Year 2 and Ongoing Pricing	\$0	\$52,165	\$0
Funding			
Debt	\$0	\$2,297,052	\$0
Debt Repayment	\$0	\$191,286	\$0
Reserve Utilized	\$480,248	\$0	\$884,818
Reserve Repayment	\$96,050	\$0	\$176,964
Revenue/Savings			
Large Meter Revenue	\$25,125	\$114,446	\$57,223
Meter Reading Savings	\$0	\$65,000	\$33,000


Option #2 and option #3 include an analysis of additional revenue resulting the replacement of commercial meters and a reduction in meter reading costs. However, both options also include a repayment requirement (debt vs reserve).

Particulars	Option #2	Option #3
	Completion	50% Install
Large Meter Revenue	\$114,446	\$57,223
Meter Reading Savings	\$65,000	\$33,000
Total Savings	\$179,446	\$90,223
Debt Repayment	(\$191,286)	\$0
Reserve Repayment	\$0	(\$176,964)
Total Costs	(\$191,286)	(\$176,964)
Net Savings (Costs)	(\$11,840)	(\$86,741)

As indicated above, option #2 includes a larger repayment requirement but there is also the potential for significant revenue savings with the replacement of the remaining commercial meters. The majority of future debt repayments will be offset by the additional large meter revenue and meter reading savings, therefore there will be minimal impact on future budgets. Although there is a slight net cost of \$11,840 the increase in large meter revenue is conservative and the actual increase in revenue is expected to be more than \$114,446. Further, the water rate study will be updated in 2020 and the net cost of \$11,840 can be incorporated into the updated water rate study.

Further, option #3 anticipates utilization of \$884,818 of the approximately \$1,000,000 reserve. There is some concern that utilizing approximately 88% of the reserve would not leave sufficient funds available for potential budget increases capital or OM&A expenditures.

For the reasons set out above, management recommended option #2 to the LUSI board who has approved this recommendation for Council's approval.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Jennifer Heslinga Senior Financial Analyst	
DATE OF MEETING:	June 8, 2020	
TITLE / SUBJECT:	2019 Remuneration & Expense: Council & Local Boards	
REPORT DATE:	June 8, 2020	File #:

3.0 RECOMMENDATION

Whereas Section 284 (1) of the Municipal Act requires that Council remuneration and expenses paid to each member of Council be provided for the previous year;

THAT Council receive this report for information purposes.

4.0 ORIGIN

Section 284(1) of the Municipal Act requires the Treasurer of a municipality to provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- a. each member of council in respect of his or her services as a member of the council or any other body, including a local board to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;
- b. each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a)
- c. each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

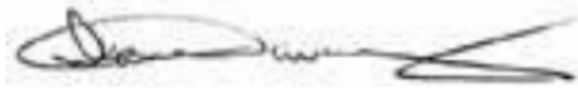
5.0 BACKGROUND

The authorization to provide for paying remuneration to the members of council is provided in By-Law 078-2015 as amended by By-Law 037-2018.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

All amounts recorded are within the limits of the 2019 approved operating budget.

12.0 AUTHORIZATION/SIGNATURES



Ian Davey
Treasurer/Director of Corporate Services

Approved By:

Ian Davey, Treasurer/Director of Corporate Services

Department:

Finance



THE CORPORATION OF THE TOWN OF COBOURG

COUNCIL & LOCAL BOARDS PAID BY THE TOWN OF COBOURG

SUMMARY OF REMUNERATION & EXPENSES BY INDIVIDUAL- 2019

	TOWN COUNCIL	POLICE SERVICE BOARD	COMMITTEE OF ADJUSTMENT	TOWN OF COBOURG HOLDINGS	NORTHUMBERLAND COUNTY	GANARASKA REGION CONSERVATION AUTHORITY	HEALTH UNIT	TOTAL
N. Beatty	\$ 27,058.97					\$ 454.58		\$ 27,513.55
A. Burchat	\$ 23,649.48	\$ 6,135.73						\$ 29,785.21
A. Bureau	\$ 23,557.38							\$ 23,557.38
E. Chorley	\$ 25,425.56							\$ 25,425.56
B. Darling	\$ 23,649.52					\$ 425.40		\$ 24,074.92
P. Delanty			\$ 2,180.32					\$ 2,180.32
S. Graham		\$ 6,223.53						\$ 6,223.53
B. Gutteridge			\$ 750.00					\$ 750.00
J. Henderson	\$ 42,818.91	\$ 7,100.54		\$ 3,500.00	\$ 23,556.49		\$ 286.64	\$ 77,262.58
A. Hudson			\$ 2,048.15					\$ 2,048.15
R. Kerr		\$ 8,402.57						\$ 8,402.57
B. Marr			\$ 850.00					\$ 850.00
D. Pepper		\$ 12,812.36						\$ 12,812.36
S. Seguin	\$ 31,448.83				\$ 303.66			\$ 31,752.49
A. Smelko			\$ 750.00					\$ 750.00
	<u>\$ 197,608.65</u>	<u>\$ 40,674.73</u>	<u>\$ 6,578.47</u>	<u>\$ 3,500.00</u>	<u>\$ 23,860.15</u>	<u>\$ 879.98</u>	<u>\$ 286.64</u>	<u>\$ 273,388.62</u>



THE CORPORATION OF THE TOWN OF COBOURG
 COUNCIL & LOCAL BOARDS PAID BY THE TOWN OF COBOURG
 STATEMENT OF REMUNERATION & EXPENSES - 2019

<u>COUNCIL:</u>	Section 1 Regular <u>Remuneration</u>	Section 2.1 Loss of <u>Wages</u>	Section 2.4 Labour <u>Negotiations</u>	<u>Expenses</u>
N. Beatty	\$ 23,659.94			\$ 3,399.03
A. Burchat	\$ 23,649.48			\$ -
A. Bureau	\$ 23,557.38			\$ -
E. Chorley	\$ 23,557.38			\$ 1,868.18
B. Darling	\$ 23,649.52			\$ -
J. Henderson	\$ 41,885.88			\$ 933.03
S. Seguin	\$ 28,019.48			\$ 3,429.35
	<u>\$ 187,979.06</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,629.59</u>

POLICE SERVICE BOARD:

<u>Member:</u>	<u>Remuneration</u>	<u>Expenses</u>
A. Burchat	\$ 6,135.73	\$ -
S. Graham	\$ 5,172.93	\$ 1,050.60
J. Henderson	\$ 6,135.73	\$ 964.81
R. Kerr	\$ 5,730.27	\$ 2,672.30
D. Pepper	\$ 8,304.00	\$ 4,508.36
	<u>\$ 31,478.66</u>	<u>\$ 9,196.07</u>

COMMITTEE OF ADJUSTMENT:

<u>Member:</u>	<u>Remuneration</u>	<u>Expenses</u>
P. Delanty	\$ 750.00	\$ 1,430.32
B. Gutteridge	\$ 750.00	\$ -
A. Hudson	\$ 750.00	\$ 1,298.15
B. Marr	\$ 850.00	\$ -
A. Smelko	\$ 750.00	\$ -
	<u>\$ 3,850.00</u>	<u>\$ 2,728.47</u>

TOWN OF COBOURG HOLDINGS INC:

(Lakefront Utilities)

<u>Member:</u>	<u>Remuneration</u>	<u>Expenses</u>
J. Henderson	<u>\$ 3,500.00</u>	<u>\$ -</u>

(Representative of Cobourg Municipal Council)

NORTHUMBERLAND COUNTY:

<u>Member:</u>	<u>Remuneration</u>	<u>Expenses</u>
J. Henderson	\$ 21,685.35	\$ 1,871.14
S. Seguin	\$ 300.00	\$ 3.66
	<u>\$ 21,985.35</u>	<u>\$ 1,874.80</u>

(As previously reported by the County of Northumberland, March 2020)

GANARASKA REGION CONSERVATION AUTHORITY:


<u>Member:</u>	<u>Remuneration</u>	<u>Expenses</u>
N. Beatty	\$ 385.00	\$ 69.58
B. Darling	\$ 330.00	\$ 95.40
	<u>\$ 715.00</u>	<u>\$ 164.98</u>

(Representative of Cobourg Municipal Council)

HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT:

<u>Member:</u>	<u>Remuneration</u>	<u>Expenses</u>
J. Henderson	<u>\$ 118.00</u>	<u>\$ 168.64</u>

(Representative of Northumberland County Council)

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Director of Public Works	
DATE OF MEETING:	June 22, 2020	
TITLE / SUBJECT:	Approval to Increase Route 2 Transit Service	
REPORT DATE:	June 17, 2020	File #:

1.0 STRATEGIC PLAN
NA

2.0 PUBLIC ENGAGEMENT
NA

3.0 RECOMMENDATION
THAT Council direct Staff to reinstate transit Route 2 to match current Route 1 operating hours and extend free transit until August 31, 2020.

4.0 ORIGIN
April 14, 2020 Council Resolution.

5.0 BACKGROUND
On April 14, 2020 Council approved a reduction in transit service (Option B) to better suit the demand of the community, help stop the spread of COVID 19, and save on operational costs.

Option B included reduced service for Route 1 and a further reduced service for Route 2 whereby Monday to Friday hours were split between 7:15-9:45am and 3:30-5:45pm.

6.0 ANALYSIS
Upon moving into Phase 2 of Ontario's Reopening plan, many more

businesses are opening up and as such, the demand for public transit is expected to increase. Staff are proposing to increase service to Option A of the April 6, 2020 Committee of the Whole report to Council as follows:

Conventional (Route 1 and 2):

	Proposed Schedule	Hours
Monday to Friday	7:15-5:45 pm	10.5
Saturday	8:30-3:45 pm	7
Sunday	0	0

Route 1 will stay the same as it currently is, and Route 2 will match the exact same hours.

Wheels:

	Proposed Schedule	Hours
Monday to Friday	6:45-5:30 pm	10.75
Saturday	8:30-4:30 pm	8
Sunday	0	0

Wheels service shall remain as it currently is operating.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The savings realized while operating Option B was \$7,400/week and with Option A savings will be reduced to \$5,400/week.

The transit operator will require a minimum of 2 weeks notice in order to increase service to Option A. The anticipated start date of this new schedule upon receiving Council approval will be July 13, 2020.

8.0 CONCLUSION

THAT Council direct Staff to reinstate transit Route 2 to match current Route 1 operating hours and extend free transit until August 31, 2020.


12.0 AUTHORIZATION/SIGNATURES

Approved By:

Ian Davey, Treasurer/Director of Corporate Services

Department:

Finance

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor, Deputy Mayor and Councillors	
FROM:	Brent Larmer, Municipal Clerk/Manager of Legislative Services; Laurie Wills, Director of Public Works; Dean Hustwick, Director of Community Services.	
DATE OF MEETING:	June 22, 2020	
TITLE / SUBJECT:	Update on the Closure of Cobourg Victoria Beach, and review of possible options on the reopening of the beach in 2020	
REPORT DATE:	June 8, 2020	File #:

1.0 STRATEGIC PLAN
Not Applicable

2.0 PUBLIC ENGAGEMENT
Not Applicable

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

FURTHER THAT Council provide direction to Municipal Staff on one (1) of the following options listed and provided within the Staff Report.

4.0 ORIGIN
 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.

5.0 BACKGROUND

On May 11, 2020 Municipal Council received a report from the Municipal Clerk/Manager of Legislative Services regarding the option for Council to make a decision on the closing of Victoria Beach to all persons in order to prevent the amount of the people utilizing the Beach both from in-town and out-of-town to help stop any potential community spread of COVID-19.

On May 11, 2020 Municipal Council referred the decision to the Monday June 1, 2020 Committee of the Whole Meeting to be brought back for discussion by Council.

On Monday June 1, 2020 Municipal Council held a Special Meeting of Council to discuss the May 11, 2020 Staff Report regarding the potential closure for Victoria Beach. At the Council Meeting, Municipal Council received a presentation from Dr. Lynn Noseworthy, Local Medical Officer of Health, Haliburton, Kawartha, Pine Ridge District Health Unit (HKPRDHU), providing comment and Health Unit perspective on the Town of Cobourg Victoria Beach.

In addition to the presentation from the Medical Officer of Health, the Town received five (5) formal delegations, and twenty-six (26) pieces of Correspondence which were attached to the Agenda which Municipal Council considered for information purposes. As a result of the meeting, Council approved the following Resolution:

WHEREAS Council received the report referred from the May 11, 2020 Committee of the Whole Meeting and the Second Report on By-law Enforcement Statistics for information purposes; and

FURTHER THAT Council direct Staff to implement the closure of Victoria Beach until August 31, 2020 and install metal fencing, barriers with emergency access points as necessary and continue with increased enforcement at the Waterfront area in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units; and

FURTHER THAT the Staff provide a further report to Council at the Monday June 22, 2020 Committee of the Whole Meeting with any statistics of Waterfront area activities and any other areas of concern that arise due to the beach closure, and in addition include in the report how the Town could reopen the beach with

restricted use, along with the costing estimates associated with the reopening of the Beach for Council approval; and

FURTHER THAT portable washrooms, including accessible units, be set up with the number to be determined by the EOC and for the washrooms be cleaned/maintained twice daily; and

FURTHER THAT clear signage indicating the Cobourg Beach is closed will be posted at the Highway 401, pending Ministry of Transportation approval, on all Arterial Roads entering Cobourg, on all major approaches to Victoria Park Waterfront and on Cobourg Beach itself.

6.0 ANALYSIS

The Province on Ontario, during the Provincial Declared State of Emergency has utilized Section 7.0.2 (2) and (4) and put into place several emergency orders. Provincial Order 104/20 Closure of Outdoor Recreational Amenities, provided mandatory closures for certain recreational facilities, structures and amenities and the Regulation has been amended once as part of the Provinces Framework for reopening Ontario, but, open spaces such as municipal parks and municipal beaches have continued to be exempted under the provincial legislation.

As such, Beaches, like other recreational areas, are permitted to open, however are subject to the restrictions set out in O. Reg 104/20, Closure of Outdoor Recreational Amenities. This does not preclude a municipality from completely closing a beach under its own existing authority which Cobourg Municipal Council has done with the passing of the June 1, 2020 Resolution an closing the beach until August 31, 2020.

On June 8th 2020, Premier Doug Ford announced that the Haliburton, Kawartha, Pine Ridge District Health Unit, will enter Stage 2 of the provinces reopening Plan on June 12, 2020, allowing for certain business and services to reopen with proper Health and Safety Measures in Place. As outlined within the Provinces Stage 2 Reopening Material:

- Beach access at Ontario Parks will be permitted as part of Ontario Parks' gradual reopening, although measures including limited capacity will be taken at some parks to enable physical distancing.

As part of the June 1, 2020 Special Council Meeting, Council directed Staff to prepare a Staff Report to be brought forward to the June 22, 2020 Committee of the Whole Council Meeting outlining options for consideration regarding the reopening of Victoria Beach in the future during current COVID-19 Pandemic. It should be noted that any option to the reopening of the Beach should be in consultation with the local Public Health Unit.

Current Situation with the Closure of Victoria Beach:

As of Thursday June 4, 2020, Municipal Staff officially completed and executed Municipal Council's direction and closed Victoria Beach to all public access. Prior to the official closing the Town of Cobourg Victoria Beach Enforcement Officers immediately after Council's decision provided education and removed any individuals on the Beach and provided information on the decision. The following is a list of what has been completed to date regarding the official closing of Victoria Beach.

a) Fencing

The Town's Parks Staff installed approximately 2000 feet of metal fencing around the parameter of the Cobourg Beach and provided three (3) Emergency exits and entrances for emergency services personnel.

b) Signage

As part of the Municipal Council motion, Town Staff installed roadway signage which has been installed along major entry/exit roadways within the Town of Cobourg to ensure traffic coming from the east and west would see it. Five (5) large 4x8' signs were erected with the verbiage 'Cobourg Beach CLOSED – Entry Prohibited'. The Town used the existing Winter Parking restrictions signs as a surface to place the Beach Closed Signage.

Beach Signage: A large portable street sign has been set up at the entryway into the beach indicating that the beach is closed and entry is prohibited.

Fence Signage: The Town has affixed approximately 25 2x4' signs to the Victoria Beach beach fence directly stating that the Beach is Closed and Entry is Prohibited. This signage is pursuant to the *Trespass to Property Act*, and provides a means of enforcement if By-law Enforcement or the Cobourg Police do find individuals past the fencing and using the Beach when it is closed.

c) Public Notice/Communication

a) **Press Release:** A press release was issued on June 2, 2020 to all local media, Council, Directors, Managers and affiliated stakeholders titled: [Municipal Council Vote Unanimously to Close Victoria Beach until August 31, 2020.](#)

b) **Website:** The Town of Cobourg's municipal website was updated on several webpages including:

- a. Homepage Banner
- b. Community News section
- c. Council & Mayor webpage
- d. COVID-19 Webpages under 'News & Updates'

- c) **Social Media:** The Town of Cobourg's social media accounts, including Facebook, Twitter and Instagram were heavily utilized with repeated posts and reminders targeting both local, Northumberland County and the GTA. Media outlets were tagged including CTV News, Global News, CHEX News, BlogTO and more.
- d) **Social Media Ad Campaign:** An ad campaign was created and geo-targeted visitors from the west and east to ensure the beach closure message was getting out.
- e) **Print Media/Weekly Ad Block:** The Town of Cobourg's weekly ad block within the Northumberland News has consistently included notices of the Beach Closure since the announcement took place.
- f) **Media Interviews:** Interviews with local and national media outlets were scheduled to cover the Beach Closure including photo opportunities of the fencing and signage going up. Outlets that covered our news spanned the entire Eastern Region including: Global News, BlogTO, Northumberland News, Today's Northumberland, MBC Radio (myFM), The Kingston Standard, Toronto Sun, Peterborough Standard, Niagara This Week, etc.
- g) **Mayor Communications:** Weekly editorials within Northumberland News, broadcast interviews with YourTV (TVCOGECO) and MBC Radio (myFM) and Municipal Council meetings have included the Victoria Beach closure news.
- d) **Monitoring/Enforcement**
The Town of Cobourg By-Law Enforcement Department has been monitoring the Waterfront Area on a daily basis from 8:30 A.M. until 7:00 P.M. daily. There has been no major concerns and no persons have been found to be beyond the fence. We have seen a minor increase in the use of Victoria Park as well as an increase on the West Beach, but no major issues outside the regular scope of enforcement to report.

Future Options for Victoria Beach:

Option #1: Remain with Status Quo – Keep Beach Closed until August 31, 2020.

This option has already been completed and will remain in effect until August 31, 2020 or when Council provides direction to Staff on the reopening of Victoria Beach. With this option the fencing will remain in place with a monthly rental fee

at a cost of \$1,400 per month. The beach will still be required to receive maintenance, debris pick-up and consistent grooming and leveling.

Option #2: Open Victoria Beach for Full Public Access.

a) Overview of Option

This option would include allowing typical summer usage on the Cobourg Beach with physical distancing recommendations in place as outlined and recommended by Public Health Agencies. For this option the fencing and closed beach signs would be removed and signage outlining physical distancing would be installed.

b) Public Health Measures

For this option, Municipal Staff would strongly recommend the introduction of a 'Physical Distancing By-law' which could be restricted to the beach and perhaps West Beach and Victoria Park in case of more congregating due to eased restrictions around the beach use. Municipal Enforcement and Cobourg Police could use this as a tool to enforce distancing and help to reduce any potential spread of the virus. Council should consider implementing physical sectioning of the beach for dedicated use per household and by individuals to help further separate individuals by distancing them apart six feet (two meters), similar to what was suggested by the Heath Unit's presentation to Council on June 1, 2020.

c) Staffing/Enforcement

By-law enforcement would need to patrol the beach full-time in order to ensure people are keeping to their designated areas and keeping people separated in the water and not congregating on walkways. Council would need to consider the option of hiring the Lifeguards for the remainder of the beach season.

d) Timeline:

Without a Physical Distancing By-law, this Option would take Municipal Staff One (1) week to implement from the date of Council decision subject to the review of all other ongoing projects and work currently ongoing. The timeline or ability to hire lifeguards back on short notice is unknown.

Should Council choose to implement a 'Physical Distancing By-law' to help support this this Option, it would take Municipal Staff a few weeks to make sure that the By-law is in line with Council direction and signed off by legal. In addition, this By-law would require the introduction of set fines as a result of an approved 'Physical Distancing By-law' and this process can take significant time to process and the Set Fine Schedule would need to be approved by the Senior Regional Justice at the Ministry of the Attorney General.

Option #3: Open Victoria Beach with Controlled Public Access and Municipal Regulating By-law:

a) Overview of Option

This option would include access to the Cobourg Beach with limitations (closed for sitting, standing or gathering) limitations can be implemented through permitting only some activities, for example; closed for sitting, standing or gathering. This could allow beach access but exclude gatherings and control needs to manage space. The fence can remain with designated access points. By-law Enforcement requirements would be full-time to ensure that the beach population is kept at a limited capacity.

This option should include a Beach Regulating By-law in response to a COVID-19 restricted use of the area. A proposed by-law could include, hours/days of use, restrictions on activities, capacity, physical distancing, fees for use, e.t.c.

b) Public Health Measures

This option would allow limited use of the Beach area, such as restricting activities that promote social gathering and those activities that could interfere with physical distancing recommendations. In addition this option should include limiting access points such as the existing fencing and gates as well as implementing protocols regarding the direction of the flow of bathers on the Beach and within the surrounding area.

c) Staffing/Enforcement:

To effectively achieve this option, there would need to be the availability of a minimum of four (4) staff at any given time seven (7) days a week to monitor one entry and the three (3) exits to keep track of capacity. In addition By-law enforcement would be need to patrol the beach full-time in order to keep people in designated areas and keep people separated in the water and ensure people are not congregating on walkways as well as enforcing any potential regulations that may be passed through By-law. Council would need to consider the option of hiring the Lifeguards for the remainder of the beach season.

d) Timeline:

This Option would take Municipal Staff approximately three (3) weeks to implement and draft the applicable By-laws and organize staffing needed to reopen Victoria Beach involving a regulated usage model. In addition, if the By-law includes the implementation of Set Fines as a result of an approved 'Beach Regulating By-law', this process can

take significant time to process and the fee schedule has to be approved by both the Ministry of the Attorney General and a judge.

If Council were to choose Option 3, Staff would prepare an additional Staff Report outlining a detailed operational plan as well as a draft Beach Regulating By-law to enforce any rules or regulations that Council provides direction to be implemented.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial implications related to this updated report. There will be costs associated with Option #2 if Lifeguards are to be hired and all costs associated with Option 3 to still be determined.

8.0 CONCLUSION

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

FURTHER THAT Council provide direction to Municipal Staff on one (1) of the following options listed and provided within the Staff Report.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

10.0 COMMUNICATION RESULTS


The Town of Cobourg Communications Department will utilize all forms of Communication to provide notice to the public through the Town's Website and also the Town's Social Media Accounts. Depending on the Council's decision with the possibility of reopening the Cobourg Beach, the Town will create a Communications Plan in order to reach the most amount of people as possible.

11.0 ATTACHMENTS

12.0 AUTHORIZATION/SIGNATURES



Ian Davey
Treasurer/Director of Corporate Services

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor John Henderson and Members of Council	
FROM: TITLE:	Dean Hustwick Director, Community Services	
DATE OF MEETING:	June 22, 2020	
TITLE / SUBJECT:	RFP Results for the East Pier Design and Engineering	
REPORT DATE:	June 11, 2020	File #:

1.0 STRATEGIC PLAN

The Town of Cobourg Strategic Plan Components (2019 – 2022) includes the following Strategic Actions:

- *Invest in programs, services and infrastructure to make Cobourg more accessible*
- *Repair and rejuvenate the East Pier*

2.0 PUBLIC ENGAGEMENT

The Waterfront User Needs Assessment and Detailed Design (Waterfront Plan) included extensive public engagement in 2017 and 2018, including surveys, stakeholder meetings and public meetings.

In 2019, staff carried out six weeks of additional online engagement on the recommendations of the Waterfront Plan related to the East Pier and the Campground that ran from August 12 to September 23 and included an open house on September 12.

3.0 RECOMMENDATION

That the proposal submitted by MBTW Group in the amount of \$189,895.00 + HST be approved to provide design, engineering and other professional services for the repair and enhancement of the East Pier (CO-20-06 CSD). The funds are to be debentured and were approved in the Town's 2020 Capital Budget.

4.0 ORIGIN

At the regular meeting of Cobourg Council on October 21, 2019, the following motion was passed:

WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for the East Pier and Campground – Consultation Report;

NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

- 1. East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4);*
- 2. Essential East Pier enhancements that include:*
 - a. Seating/lookouts;*
 - b. Pedestrian walkways;*
 - c. Electrical upgrades and pedestrian lighting;*
 - d. Accessibility enhancements (from the East Pier to Victoria Beach) (to be costed separately);*
 - e. Perimeter railings;*
- 3. Optional East Pier enhancements (to be costed separately) that include:*
 - a. Charter boat and deep water docking;*
 - b. Food concession;*
 - c. Pedestrian access to the lighthouse;*

AND FURTHER THAT the \$100,000 allocated to East Pier Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings for East Pier repairs and enhancements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering;

AND FURTHER THAT the estimated construction costs of East Pier structural repairs be reflected through the 2020 Budget process.

5.0 BACKGROUND

On June 25, 2018, the Town of Cobourg Council awarded a contract to Shoreplan Engineering to conduct an extensive condition assessment on the East Pier.

On July 03, 2018, Town of Cobourg Council adopted the Waterfront User Needs Assessment and Detailed Design Plan (Waterfront Plan) and required major projects to undergo additional public consultation and to be brought back to Council for further consideration.

In December 2018, Shoreplan provided the Town with its final East Pier Condition Assessment Report.

On July 02, 2019, Council directed staff to conduct public engagement on the repair and improvement of the East Pier and Victoria Park Campground and to report back to Council by October 15, 2019 and to submit estimated engineering and construction costs to the 2020 Budget Process.

On October 15, 2019, staff reported to Council on its public engagement activities.

The Request for Proposals (RFP) for design, engineering and other professional services was issued on February 21, 2020 and closed on March 10. However, only one proposal was submitted and, according to the Town's Procurement Policy, the submission was returned to the proponent and the deadline extended to March 24.

6.0 ANALYSIS

The Town received three (3) submissions to the RFP which were evaluated by a team of senior staff from the Community Services and Public Works Divisions.

The COVID-19 pandemic emergency developed just before the closing of the RFP, which required significant staff attention and slowed the evaluation process. Clarifications were also requested from all three proponents to better understand what was and was not included in the costs of each submission. Additional research was also undertaken to clarify future cultural heritage and environmental assessment requirements of the overall project including the construction phase.

Each submission was evaluated against the following criteria:

- Understanding and Approach
- Methodology and Work Plan
- Similar Experience
- Project Team

It is in the Town's best interest to ensure that a successful proponent has a fully qualified team with related experience, a strong understanding of the scope of work, a comprehensive and realistic methodology and work plan and a reasonable price, albeit not necessarily the lowest.

The following are the results of the evaluation of the submissions:

MBTW Group	\$189,895.00 + HST
thinc design	\$206,088.75 + HST
D.M.Wills Associates Ltd	\$293,240.00 + HST

While all three bids were comprehensive, the submission by MBTW was the lowest price and received the highest overall score, with equally strong results in all of the other categories.

The original estimated tender date for the construction phase of this project was February 2021. However, due to COVID-19 and the delay in completing this procurement, that date will be delayed by at least two to three months.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

In the Town of Cobourg's 2020 Capital Budget, Council approved \$275,000 (to be debentured) for design, engineering, consultation and other professional services to prepare for construction of repairs and enhancements to the East Pier (predominantly pedestrian with some light vehicle use). Preliminary construction costs have been included in the 2021 provisional Capital Budget in the amount of \$792,000 for repairs and \$1,340,000 for enhancements for a total of \$2,132,000.

The recommended submission by MBTW in the amount of \$189,895.00 + HST easily falls within the \$275,000 Budget for 2020. However, there will be a need to access the remaining budgeted amount for other potential costs related to cultural heritage planning, surveys and other field work related to permits and approvals from agencies and other levels of government.

8.0 CONCLUSION

That the proposal submitted by MBTW Group in the amount of \$189,895.00 + HST be approved to provide design, engineering and other professional services for the repair and enhancement of the East Pier (CO-20-06 CSD). The funds are to be debentured and were approved in the Town's 2020 Capital Budget.

9.0 POLICIES AFFECTING THE PROPOSAL


Town of Cobourg Procurement Policy

10.0 COMMUNICATION RESULTS

The Community Services Division will work with the Communications Department to issue a news release announcing the award of this contract. The contract also includes additional public engagement and communications

related to the design process. However, due to COVID-19, future public engagement will likely require a greater emphasis on on-line tools.

Title:	Signing Official:	Signature:	Date:
Director of Community Services	D. Hustwick	Electronic	June 11, 2020
Chief Administrative Officer (Interim)	I. Davey	Electronic	June 12, 2020

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	April 27, 2020	
TITLE / SUBJECT:	By-law to Promote and Regulate Physical Distancing in the Town of Cobourg.	
REPORT DATE:	April 23, 2020	File #:

1.0 STRATEGIC PLAN

Not Applicable.

2.0 PUBLIC ENGAGEMENT

The Town of Cobourg will take every reasonable step through the By-law Enforcement, Communications Department, and Cobourg Police Service, to be sure that if this By-law is approved by Municipal Council that every Cobourg Resident and individual will be aware of its provisions and penalties that could be enforced if there is no compliance. These communication outlets will include; Cobourg Website, Cobourg Police Website, Social Media, Press Releases, Public Notices, signage, radio, Rapid Notify and many more to be determined if the By-law is approved.

3.0 RECOMMENDATION

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

FURTHER THAT Council provide direction to Staff to implement the proposed By-law to promote and regulate Physical Distancing within the Town of Cobourg in order to help prevent the spread COVID-19 to reinforce the importance of Physical Distancing as additional measure to protect the health and well-being of all residents within the Town of Cobourg.

4.0 ORIGIN AND LEGISLATION

Pursuant to section 10 (2) of the *Municipal Act, 2001 as amended*, provides that a municipality may pass by-laws respecting the health safety and well-being of persons.

5.0 BACKGROUND

On March 11, 2020, the World Health Organization assessed the Novel Coronavirus 19 (“COVID-19”) as a pandemic. The first case in Canada was confirmed on February 20; however, the first presumptive case in Ontario was identified on January 25, 2020. On March 17, the Province declared an emergency and on March 19 the Town of Cobourg declared a Local State of Emergency to help contain and combat the spread of COVID-19 and to protect the public. As of April 23, 2020, there are an estimated 42,099 confirmed cases in Canada, 12,879 in Ontario and 13 in Northumberland County.

6.0 ANALYSIS

Over the last two months, the Province of Ontario has issued a number of emergency orders under section 7.0.1 of the Emergency Management and Civil Protection Act (“EMCPA”), including orders to limit certain gatherings of people, require the temporary closure of non-essential businesses and the closure of all Outdoor Recreation Amenities. At the same time, public health units and public health officials have been promoting the concept of physical distancing as an additional measure to mitigate the spread of the disease, while attempting to implement various precautionary measures and best practices for essential business establishments that continue to operate. Despite the measures so far in place there is currently limited evidence of a “flattening of the curve” and limiting the spread of the virus.

Therefore Municipal Staff have taken the time to provide Council with a proposed By-law to promote and regulate physical distancing measures in order to impose the necessary steps in the interest of the health, safety and wellbeing of the public. Thus, as the COVID-19 emergency continues and is at this critical stage described by Public Health Officials, it is more important than ever before for staff to be able to respond quickly and decisively to the evolving situation when necessary and to protect Cobourg Residents as a first priority during this critical stage of the COVID-19 emergency.

By-law Explanation:

Attached to this report is a draft by-law which stipulates the provisions that would be put in place if the Physical Distancing Promotion and Regulation By-law is approved by Municipal Council.

This proposed by-law will prohibit people from maintaining less than a two (2) metre physical distance from one another while on any Public Property or in a

Public Space (other than people they live with). Attached as Schedule "A" to the By-law is a list of the set fines associated with each offence. The fines range from \$300 to \$600 for each offence.

Municipal Staff are not recommending that the by-law create provisions that regulate persons and families within a dwelling unit, these restrictions are covered and should remain under the authority of Provincial Regulations/Orders.

In addition to the responsibilities of individuals to maintain a physical distance from one another, there are added provisions within the proposed by-law that places a duty on Property Owners/Managers as defined within the by-law to comply and institute internal enforcement measures in order to adhere to physical distancing requirements. If found to be in contravention of these provisions the person responsible for the public space could be subject to the specified penalties.

As part of the introduction of the Cobourg Physical Distancing By-law (if approved) the Town of Cobourg By-law Enforcement Officers and the Cobourg Police Service will institute a two (2) week education process in order assist with informing and educating the public of this new by-law and outlining the rules when it is observed that persons are not physical distancing.

Staff believe that the proposed by-law enables the municipality to more effectively enforce compliance, beyond the provisions and in support of the Province's Emergency Orders. The proposed by-law also works within the larger scheme of provisions and recommendations for maintaining public health and safety that have been created at all levels of government in response to the COVID-19 pandemic. The proposed by-law provides a means to impose significant fines, in order to address immediate and specific local needs and to send a strong message of the importance of physical distancing.

COVID-19 has created unprecedented circumstances that could not have been contemplated or addressed within the existing regulatory by-laws that a municipality relies upon to govern its affairs and that of its citizens. In such times, and within the prescribed legal framework established by provincial legislation, staff believe the support and enactment of the proposed Town of Cobourg Physical Distancing By-law will serve this Council, the Town, and its residents well should Municipal Council feel this By-law is necessary to enact.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

There are no Financial, Staffing or Budget Implications related to this By-law.

8.0 CONCLUSION

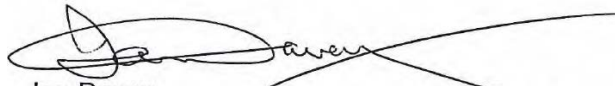
New cases of COVID-19 continue to rise with health officials expecting caseloads to peak at the end of April and into May. As the weather warms up, and with the general recommendation for people to stay at home, staff expect

COVID-related enforcement pressures to mount. The by-law proposed through this report will provide staff with the required temporary authorities to more effectively and expeditiously deal with emerging issues, will serve to complement the mandates prescribed by provincial orders and establishes reasonable and necessary measures that will enhance and mitigate against the spread of this deadly virus.

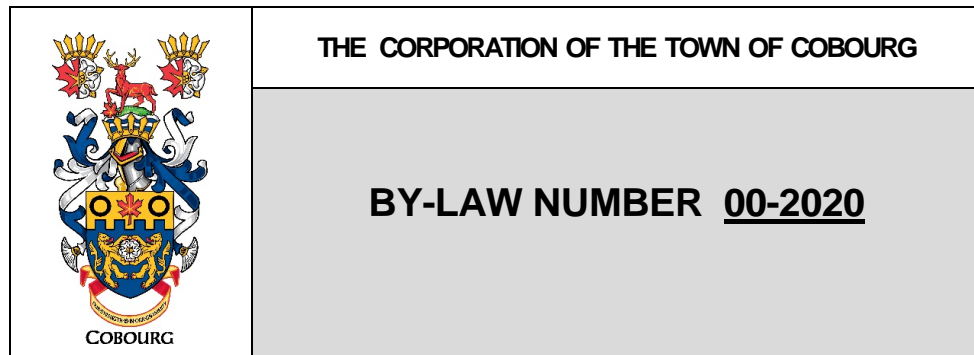
9.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



Brent Larmer
Municipal Clerk
Manager of Legislative Services



Ian Davey
Treasurer/Director of Corporate Services



A BY-LAW TO PROMOTE AND REGULATE PHYSICAL DISTANCING DURING THE COVID-19 EMERGENCY.

WHEREAS the World Health Organization has declared a worldwide pandemic regarding the Novel Coronavirus (**“COVID-19 Pandemic”**);

AND WHEREAS on March 17, 2020, a Declaration of Emergency was made by the Province of Ontario pursuant to Section 7.0.1 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E. 9* (EMCPA, the Act) related to the COVID-19 Pandemic;

AND WHEREAS on March 19, 2020 The Corporation of the Town of Cobourg declared an emergency pursuant to Section 4 of the *Emergency Management and Civil Protection Act*;

AND WHEREAS on March 27, 2020 the Province of Ontario granted power to Municipal By-Law Enforcement Officers to enforce Orders Issued by the Province under the EMCPA (the Act);

AND WHEREAS pursuant to section 10 (2) of the *Municipal Act, 2001 as amended*, provides that a municipality may pass by-laws respecting the health, safety and well-being of persons;

AND WHEREAS the Town of Cobourg considers it desirable to enact a by-law to support the intent and purpose of all the Provincial Orders made under the EMCPA (the Act) in order to protect the health, safety and well-being of persons in the Town of Cobourg through regulating physical distancing during the COVID-19 Emergency;

AND WHEREAS the Medical Officer of Health has recommended physical distancing measures to prevent the spread of COVID-19, including maintaining a physical distance of at least two (2) meters from individuals who are not members of the same household;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

PART 1 – DEFINITIONS

1.1 For the purpose of this By-law,

“Authorized Staff” shall mean a Municipal By-law Enforcement Officer whose duties include those provided for or assigned under this By-law, and shall include a Police Officer and other Provincial Offences Officer as defined under the Provincial Offences Act;

“Emergency First Responders” shall mean and include Cobourg Fire Department and Northumberland County EMS, and any other Enforcement Agency, providing enforcement or other emergency services duties within the Town of Cobourg;

“Guardian” shall mean a Person who has custody, care and control of an Individual who is a member of the same Household and includes a parent as defined in the *Family Law Act, R.S.O. 1990, c. F.3*;

“Town” shall mean the Corporation of the Town of Cobourg;

“COVID-19” Emergency shall mean the period of time commencing upon the date of passing this By-law until the Declaration of Emergency made by the Province of Ontario and the Town of Cobourg under the EMCPA in relation to the COVID-19 Pandemic has been terminated;

“Police Officer” includes an Officer of the Cobourg Police Service;

“Person” means a natural person who is at least 18 years of age;

“Property Owner/Manager” shall mean any person, governing body or agency which controls, governs or directs activity carried on in a Public Space and includes the person who is actually in charge thereof, but excludes the Town of Cobourg;

“Public Property” shall mean any land, premises or buildings owned, managed, or maintained by the Town, including highways, sidewalks, streets, any portion of a road allowance, parking lots, recreation centers, parks and playgrounds;

“Provincial Offences Act” means the *Provincial Offences Act, R.S.O 1990 c.P33*.

“Public Space(s)” shall mean any outdoor or indoor space which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry.

PART 2 – OFFENCES

- 2.1 Every person shall maintain a physical distance of at least two (2) meters from every other person who is not a member of the same household when on Public Property.
- 2.2 Every person shall maintain a physical distance of at least two (2) meters from every other person who is not a member of the same household when in a Public Space.

- 2.3 No Guardian shall permit or allow any individual under the age of 18 years from not maintaining a physical distance of at least two (2) meters from any other Individual, unless such individual is a member of the same Household when on Public Property or when in a Public Space.
- 2.4 Property Owner/Managers shall take reasonable measures to ensure compliance with section 2.2 by:
- a) Limiting the number of people allowed on their property;
 - b) Ensuring that the distancing measures specified in section 2.2 are being enforced on their property; and
 - c) Ensuring that persons who refuse to comply with section 2.2 are promptly asked to leave their property and are reported to the Town of Cobourg Authorized Staff upon failure to comply with the direction and provisions of this by-law.

PART 3 – EXEMPTIONS

- 3.1 This By-law does not apply to Municipal By-law Enforcement Officers, or Police Officers, Authorized Staff and other Emergency First Responders, while engaged in the lawful execution of their duties.

PART 4 – Administration and Enforcement

- 4.1 Municipal Staff who carry out any action under this By-law are deemed to be Authorized Staff for the purposes of this By-law, in the absence of evidence to the contrary.
- 4.2 Authorized Staff may, at any reasonable time, enter and inspect all lands, buildings structures or parts thereof that are subject to this By-law for the purposes of determining compliance with this By-law.
- 4.3 Despite section 4.2, inspections may only be performed in accordance with the *Municipal Act, 2001, as amended*, and other applicable governing law.
- 4.4 Where any person contravenes any provision of this By-law, Authorized Staff may direct such person, verbally or in writing to comply with this By-law. Every person so directed shall comply with such direction without delay.
- 4.5 No person shall prevent, hinder or obstruct, or attempt to hinder or obstruct any Authorized Staff in exercise of any power or the performance of any activity or duty under this By-law.

- 4.6 Authorized Staff who has reasonable grounds to believe that a person has contravened any provision of this By-law may require that person to provide identification of themselves.
- 4.7 Every person who is required by an Officer to provide identification under Section 4.6 shall identify themselves to the Officer, giving their correct name, date of birth and address shall constitute as being sufficient identification. Failure to do so shall constitute obstruction of the Officer as per Section 4.5 of this By-law.

PART 5 – OFFENCES AND PENALTIES

- 5.1 Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to any penalties imposed in accordance with the *Provincial Offences Act*, R.S.O 1990, and c.P.33, as amended as well as subject to the set fines set out herein Schedule “A” of this By-Law.
- 5.2 This By-law shall come into force and take effect on the date that the Regional Senior Justice of the Ontario Court of Justice approves each set fine as set out in Schedule “A” for offences under this By-law, and in accordance with the *Provincial Offences Act*, R.S.O 1990 CHAPTER P.33.

PART 6 – ADMINISTRATION

- 6.1 In the event a discrepancy between this By-law and any statute, regulation, rule, By-law, order or instrument of the Province of Ontario or the Government of Canada, the provision that is the most restrictive prevails.
- 6.2 Should any section of this By-law be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.
- 6.3 This By-law shall be referred to as the Cobourg Physical Distancing By-law.
- 6.4 This By-law shall become effective on the date approved by Town of Cobourg Municipal Council and shall remain in force during the COVID-19 Emergency.

Read in Open Council and passed on this 27th day of April, 2020.

MAYOR

MUNICIPAL CLERK


SCHEDULE "A"

**The Corporation of the Town of Cobourg
By-Law No. 000-2020:
A By-law to Promote and Regulate
Physical Distancing during the Covid-19 Emergency**

Part I Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provisions creating or defining offence	COLUMN 3 Set Fine
1.	Fail to maintain a physical distance of at least two (2) meters from another person on Public Property	Section 2.1	\$300.00
2.	Fail to maintain a physical distance of at least two (2) meters from another person in a Public Space	Section 2.2	\$300.00
3.	Guardian fail to prevent an Individual under the age of 18 years from maintaining a physical distance of at least two (2) meters from any other Individual in a public property or a public space.	Section 2.3	\$300.00
4.	Property Owner/Manager fail to ensure Physical Distancing in a Public Space	Section 2.4	\$600.00
5.	Obstructing an Officer or Authorized Staff	Section 4.5	\$600.00

NOTE: The general penalty provision for the offences listed above is Section 5.1 of By-law #000-2020, a certified copy of which has been filed.

 <p>Downtown Cobourg</p>	BOARD of MANGEMENT of the Cobourg DBIA MEMORANDUM
	BOARD of MANAGEMENT of the Cobourg DBIA
TO:	Brent Larmer – Municipal Clerk/Manager of Legislative Services
FROM:	Melissa Graham, Secretary
DATE:	June 16 th , 2020
SUBJECT:	King Street Road Closure – Pedestrian Friendly Zone

Subject agenda: King Street Road Closure – Pedestrian Friendly Zone

The following motion # DBIA-65-2020 was adopted by the DBIA Board of Management at a special meeting on June 16th, 2020.

Moved by S. Seguin: THAT the DBIA Board of Management recommend to Council that King Street be closed from Spring Street to McGill Street for four (4) trial weekends with dates of Friday July 3rd- Sunday July 5th; July 17th – July 19th; July 31st – August 3rd; August 21st – August 23rd,

WHEREAS the King Street road closure will commence on each selected Friday at 9:00am with the road reopening on each selected Sunday (or holiday Monday) at 10:00pm,

WHEREAS Commissionaires Security will be hired from 11:00am – 6:00pm each date of road closure to promote physical distancing and educate where applicable,

WHEREAS the DBIA Board of Management has approved up to \$15,000 for security and patio fencing costs,

NOW BE IT RESOLVED THAT the DBIA Board of Management recommends the closure of King Street for four (4) selected weekends for Councils consideration.

CARRIED



Unfinished Business Listing Council Motions/Staff Direction As of June 8, 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 June 8, 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 June 8, 2020**

● Draft
● On Track
● Behind
● Overdue
● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-27	Council Meeting Link		
Motion - unfinished business item 'Wheels Transit Options for Boarding/Disembarking'. Report and Accessible Transit Service Policy. Department/Division Responsible: Legislative Service/ Public Works	Minutes: 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 FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.	09/14/2020	
Meeting 2020-01-27	Council Meeting Link		
Motion – Staff Report on Innisfil Ridesharing Transit Model Department/Division Responsible: Legislative Services	Minutes: 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.	09/14/2020	



**Unfinished Business Listing
Council Motions/Staff Direction
As of June 8, 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 June 8, 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 June 8, 2020**

● Draft
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● 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 June 8, 2020**

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-05-11			
Council Meeting Link			
Motion – Victoria Park Beach Department/Division Responsible: Various	Minutes: FURTHER THAT Council direct Staff to implement the closure of Victoria Beach until August 31, 2020 and install metal fencing, barriers with emergency access points as necessary and continue with increased enforcement at the Waterfront area in order to continue to make sure residents and visitors are complying with Provincial Orders and complying with Physical Distancing Guidelines as set out by Federal, Provincial and Local Health Units; and FURTHER THAT the Staff provide a further report to Council at the Monday June 22, 2020 Committee of the Whole Meeting with any statistics of Waterfront area activities and any other areas of concern that arise due to the beach closure, and in addition include in the report how the Town could reopen the beach with restricted use, along with the costing estimates associated with the reopening of the Beach for Council approval; and FURTHER THAT portable washrooms, including accessible units, be set up with the number to be determined by the EOC and for the washrooms be cleaned/maintained twice daily; and FURTHER THAT clear signage indicating the Cobourg Beach is closed will be posted at the Highway 401, pending Ministry of Transportation approval, on all Arterial Roads entering Cobourg, on all major approaches to Victoria Park Waterfront and on Cobourg Beach itself.	06/22/2020	