

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE AGENDA
	April 23, 2019 – 6:00 P.M. Council Chambers, Victoria Hall, Cobourg

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Tuesday, April 23, 2019 at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II AGENDA ADDITIONS

1. Presentation from the Town of Cobourg to present a cheque in support of Ed's House Northumberland Hospice Care Centre in the amount of \$60,000.
2. Response to a Public Meeting held on April 23, 2019 relating to a proposed Town of Cobourg Official Plan and Zoning By-law Amendment Application for the consolidated properties known as 25 James Street East and 321 John Street, Cobourg - Trinity Housing of Cobourg Corporation.

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

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

1. Presentation from the Town of Cobourg to present a cheque in support of Ed's House Northumberland Hospice Care Centre in the amount of \$60,000.

V DELEGATIONS

1. Drew Macklin, William Street Beer Co., regarding the Town of Cobourg 8 - 9 Municipal Ombudsman Memo relating to Complaint #03-2018, dated April 8, 2019. (Delegation Withdrawn by Applicant).

VI DELEGATION ACTIONS

VII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from Adam Giddings, Manager of Regulatory Compliance and Finance, regarding the Draft Waterworks of the Town of Cobourg - 2018 Audited Financial Statements. 10 - 23

Action Recommended: THAT Council approve the draft audited financial statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2018.

2. Memo from Adam Giddings, Manager of Regulatory Compliance and Finance, Lakefront Utilities Services Inc. regarding the proposed 2019 Water Services Capital and Operating Budgets. 24 - 26

Action Recommended: THAT Council approve the 2019 Water Services Capital and Operating Budgets.

3. Town of Cobourg Municipal Council Strategic Plan for the 2019-2022 Municipal Council Term. 27 - 48

Action Recommended: THAT Council adopt the 2019-2022 Town of Cobourg Strategic Plan Components Report (as amended); and

FURTHER THAT Council direct the Chief Administrative Officer to provide to Municipal Council a Strategic Plan Action Report that sets out work, costs, timelines and Division/Department resources required for the 2019-2022 Council Strategic Plan Implementation.

4. Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 03-2018, dated April 8, 2019. 49 - 58

Action Recommended: THAT Council receive the Municipal Ombudsman report for information purposes; and

FURTHER THAT Council accept the recommendation from the Municipal Ombudsman as presented within the Report.

5. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the dissolving of the Downtown Cobourg Coalition Advisory Committee and proposed amendments to the Poet Laureate Nominating Ad Hoc Committee. 59 - 71

Action Recommended:

THAT Council approve the proposed amendments to the Poet Laureate Nominating Ad Hoc Committee's Terms of Reference and Policy, attached to the Report as Attachment #1 and #2;

FURTHER THAT Council direct the Legislative Services Department to advertise the two (2) citizen vacancies for the Poet Laureate Nominating Ad

Hoc Committee in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee;

FURTHER THAT Council dissolve the Downtown Coalition Advisory Committee due to the completion of the Committee's mandate as a result of their Final Report on the Downtown Cobourg Vitalization submitted to Council at the February 19, 2019 Committee of the Whole meeting; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee and to remove the Downtown Coalition Advisory Committee from the By-law.

6. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the proposed Terms of Reference for a Christmas Magic Ad Hoc Committee. 72 - 77

Action Recommended: THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Christmas Magic Ad Hoc Committee, as attached to the Report as Attachment #1;

FURTHER THAT Council direct the Legislative Services Department to advertise the citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee; and

FURTHER THAT Council discontinue the Ad Hoc Committee by Resolution no later than July 31, 2019, once final recommendations upon the specified matter have been provided and further recommendations are no longer required.

7. Memo from the Municipal Clerk regarding the request from Kaye Torrie, regarding an exemption to By-law No. 021-2014, a by-law for the licensing and registration of dogs. 78 - 86

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

FURTHER THAT Council approve the request for an exemption to the Animal Control By-law No.021-2014, to waive the fee of the Dog Tag licence to Kaye Torrie of 'BOOST' Child Victim Witness Services Dog Program, with the requirement that dogs will still be required to obtain a Town of Cobourg Dog Tag for identification and enforcement purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to amend

By-law No. 021-2019 to add a provision to 'Exempt Service Dogs from paying the licence fee if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog to the satisfaction to the Municipal Clerk.

VIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

1. Memo from the Director of Planning and Development regarding the Review of Public Notification, Engagement and Meeting Procedures for Planning Act Applications (Memo revised April 16, 2019). 87 - 129

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

FURTHER THAT Council direct staff to implement a public engagement process in accordance with the *Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications* as outlined in *Appendix II* of this Report in order to obtain informed public feedback on the Staff Report and Options for improving public notification and engagement regarding applications submitted to the Municipality pursuant to the *Planning Act*.

2. Memo from the Secretary of the Cobourg Heritage Advisory Committee, regarding the designation of 230 Perry Street, Cobourg under Part IV of the *Ontario Heritage Act*. 130 - 137

Action Recommended: THAT Council receive the Memo from the Cobourg Heritage Advisory Committee Secretary for information; and

FURTHER THAT Council endorse the recommendation from the Cobourg Heritage Advisory Committee and authorize Municipal Staff to proceed to designate the property in accordance with the requirements of the *Ontario Heritage Act*, including the issuance of a Notice of Intention to Designate and the preparation of the designation by-law.

3. Response to a Public Meeting held on April 23, 2019 regarding a proposed Town of Cobourg Official Plan and Zoning By-law Amendment Application for the consolidated properties known as 25 James Street East and 321 John Street, Cobourg- Trinity Housing of Cobourg Corporation.

Action Recommended: THAT Council endorse the comments of the Planning Department, acknowledge the motion of support from the Planning and Development Advisory Committee and the Cobourg Heritage Advisory Committee and authorize preparation of the necessary amendments to Town of Cobourg Official Plan and the Zoning By-law No. 85-2003 for the

consolidated properties known as 25 James Street East and 321 John Street, Cobourg, to increase the maximum density from 20 dwelling units on 0.36 hectares as specified in the Official Plan (Policy 3.4.4.5) to 47 dwelling units on 0.4 hectares, and change the existing zoning to a site-specific 'High Density Residential 5 (R5) Zone.

OR

THAT the matter be referred to planning staff for a report.

IX PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

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|----|---|------------|---|
| 1. | Memo from the Manager of Roads and Sewers, regarding the Sewer Cleaner with Hydro excavation truck emergency replacement. | 138
140 | - |
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Action Recommended: THAT Council approve the bid of \$477,718.00 + HST submitted by Joe Johnson Equipment for the supply and delivery of a demonstrator combination sewer cleaner with hydro excavation.

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| 2. | Correspondence from the Ontario Public Works Association to Proclaim the week of May 19 - 25, 2019 as National Public Works Week in the Town of Cobourg. | 141
142 | - |
|----|--|------------|---|

Action Recommended: THAT Council receive the correspondence from the Ontario Public Works Association for information; and

FURTHER THAT Council proclaim the week of May 19 - 25, 2019 as National Public Works Week in the Town of Cobourg.

X PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

XI PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

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|----|---|------------|---|
| 1. | Memo from the Chief Building Official, regarding the Unfinished Business Item 01-07-19: Request for an Exemption to the Sign By-law (008-2009) for 1154 Division Street, Cobourg. | 143
151 | - |
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Action Recommended: THAT Council receive the report from the Chief Building Official for information;

FURTHER THAT Council grant an exemption to Sign By-law 008-2009 to permit one (1) additional fascia sign on the south exposure (parking lot) of the northerly building at 1154 Division Street; and

FURTHER THAT Council deny the exemption request to allow an additional (2nd) free standing sign along the Division Street frontage of the subject property.

- 2. Memo from the Chief Building Official, regarding the Unfinished Business Item 03-18-19: Request for an Exemption to the Sign By-law (008-2009) for 6474 – 801 William Street, Cobourg. 152 - 160

Action Recommended: THAT Council receive the report from the Chief Building Official for information; and

FURTHER THAT Council grant an exemption to Sign By-law 008-2009 to permit one (1) additional fascia sign on the north exposure of the building facing the parking lot with the phrase "Quality is our Recipe" for a maximum of four (4) fascia signs total on the building at 801 William Street.

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 (DBIA), regarding the 2019 DBIA approved Budget. 161 - 162

Action Recommended: THAT Council receive the Memo from the Secretary of the DBIA for information purposes.

- 2. Correspondence from Rick Miller, President/Chair Marie Dressler Foundation, to Proclaim the month of May as 'Museum Month' in the Town of Cobourg. 163 - 164

Action Recommended: THAT Council receive the correspondence from the Marie Dressler Foundation for information; and

FURTHER THAT Council proclaim the Month of May as 'Museum Month' in the Town of Cobourg.

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.

- 10-10-17 Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street (Public Works)
- 04-30-18 Public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act (Planning and Development)
- 08-13-18 Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
- 09-24-18 Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins

- 09-24-18 Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg
- 11-26-18 Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
- 01-28-19 Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)
- 02-19-19 Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
- 02-25-19 Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
- 03-11-19 Staff Report outlining a Town of Cobourg municipal financial support policy for projects relating to affordable housing by April 1, 2019 (CAO/Finance Department/Planning and Development Department)
- 03-11-19 Staff Report regarding the revision of the CIP Evaluation Committee, including its Terms of Reference by May 31, 2019
- 04-01-19 Legal Counsel review of the Town of Cobourg Affordable Housing Financial Support Policy and Strategy in the Town of Cobourg by April 26, 2019.
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area by October 15, 2019 (Public Works)
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Condo. Corp.#58- 148 Third Street (Public Works)
- 04-08-19 Correspondence from Dorothy Pearce, regarding a Sign By-law (008-2009) exemption for 805 William Street, Cobourg (Building Department)
- 04-08-19 Staff Report responding to correspondence from Suzanne Morrow, regarding a rate exemption to the wastewater by-law no later than June 3, 2019 (Public Works Services)

XIV COMMITTEE OF THE WHOLE OPEN FORUM

XV CLOSED SESSION

1. THAT Council meet in Closed Session in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

s. 239(2)(b) 1. Personal matters about an identifiable individual including municipal or local board employees:

Advisory Committee and Local Board Applications for the 2018 – 2022 Term of Council:

- Accessibility Advisory Committee
- Cobourg Public Library Board

s. 239(2)(f) 1. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose:

- Potential Easement Agreement

XVI ADJOURNMENT



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

Delegation Request Form

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

1. CONTACT INFORMATION
Name of Delegate(s): Drew Macklin
Group/Organization/Business Delegation Represents (if applicable): William Street Beer Co.
Phone:
E-Mail:
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: TUESDAY, APRIL 23 RD , 2019
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'm a partner at the William Street Beer Co. During the first four months in 2018, the brewery was dramatically overcharged by Lakefront Utility Services Inc. (LUSI) for water not consumed. We know this to be true as we can monitor all piping leading from the meter and by tracking the water we use for our manufacturing process. Which lead us to determining the excessive meter readings were caused by it's close proximity to other equipment. This is demonstrated by the direct correlation between the water-cooled condensers removal and the meter issue being rectified. Despite proving we did not use the water and providing an explanation for why and how the new digital meter was being impacted, no adjustment or credit has been provided to date by LUSI. This situation has created significant hardship for our small business as we were forced to pay for close to \$8,000 worth of water that we simply did not use. Without satisfactory resolution from LUSI, we contacted the Municipal Ombudsman who recently produced a report that misrepresents our case entirely. Due to this issue, we now look to Council/Committee to review the facts and determine a fair and just outcome once presented with accurate, rational and logical information.

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

Recommendation to Council/Committee/Board:
 (Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

Should the Council/Committee rule in our favour, we request Lakefront Utility Services Inc. be directed to reimburse the William Street Beer Co. by way of cheque the monies owed for the excessive water billing in the total of approx. \$8,000.

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.

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

Drew Lawson Macklin		2019/04/18
Print Full Name	Signature	Date (YYYY/MM/DD)
<div style="display: flex; align-items: center;">  </div>		
Municipal Clerk or Designate		

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

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



**Memo
Town of Cobourg Council
April 2019**

Subject: Waterworks of the Town of Cobourg draft financial statements

Recommendation:

Cobourg Council accept the recommendation from Waterworks management (LUSI) and the LUSI Board for the approval of the draft Waterworks of the Town of Cobourg financial statements as at December 31, 2018.

Respectfully submitted,

Lakefront Utility Services Inc.

A handwritten signature in black ink, appearing to read "Adam Giddings", is written over a light blue horizontal line.

Adam Giddings, CPA, CA
Manager of Regulatory Compliance and Finance

Cc: Dereck C. Paul
President

**WATERWORKS OF THE
TOWN OF COBOURG
FINANCIAL STATEMENTS
AT DECEMBER 31, 2018**

TABLE OF CONTENTS

	<u>Page Number</u>
INDEPENDENT AUDITOR'S REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Operations and Accumulated Surplus	3
Statement of Cash Flows	4
Statement of Changes in Net Financial Assets	5
Notes To Financial Statements	6 to 12

INDEPENDENT AUDITOR'S REPORT

TO THE COUNCIL OF THE TOWN OF COBOURG

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Waterworks of the Town of Cobourg, which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated surplus, cash flows and changes in net financial assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements of the Company as at and for the year ended December 31, 2017 were audited by Collins Barrow Kawarthas LLP, which became Baker Tilly KDN LLP effective January 10, 2019.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit. We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario

WATERWORKS OF THE TOWN OF COBOURG

STATEMENT OF FINANCIAL POSITION
At December 31, 2018

	2018 \$	2017 \$
ASSETS		
FINANCIAL ASSETS		
Cash	676,298	1,556,378
Accounts receivable	826,285	644,210
Unbilled revenue on customer accounts	415,965	361,280
	1,918,548	2,561,868
LIABILITIES		
Accounts payable and accrued charges	874,412	558,581
Due to Town of Cobourg (note 3)	365,696	347,017
Employee future benefits (note 4)	329,413	326,884
	1,569,521	1,232,482
NET FINANCIAL ASSETS	349,027	1,329,386
NON-FINANCIAL ASSETS		
Prepaid expenses	6,577	39,786
Inventories	80,921	67,565
Tangible capital assets (note 5)	26,980,144	24,997,298
	27,067,642	25,104,649
ACCUMULATED SURPLUS (note 6)	27,416,669	26,434,035

The accompanying notes are an integral part of this financial statement.

WATERWORKS OF THE TOWN OF COBOURG

**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For The Year Ended December 31, 2018**

	Budget 2018 \$ (Unaudited)	Actual 2018 \$	Actual 2017 \$
REVENUES			
Sale of water	4,440,914	4,785,010	4,467,056
Other revenue	179,151	225,040	192,245
Development charges	50,000	48,955	51,994
Interest income	11,000	24,937	12,803
	4,681,065	5,083,942	4,724,098
EXPENSES			
Amortization	1,157,116	1,199,009	1,190,844
Water distribution	665,410	957,472	713,796
Administration	1,357,548	1,293,881	1,351,664
Water treatment plant	546,042	650,946	606,928
	3,726,116	4,101,308	3,863,232
ANNUAL SURPLUS	954,949	982,634	860,866
OPENING ACCUMULATED SURPLUS	26,434,035	26,434,035	25,573,169
CLOSING ACCUMULATED SURPLUS	27,388,984	27,416,669	26,434,035

The accompanying notes are an integral part of this financial statement.

WATERWORKS OF THE TOWN OF COBOURG

**STATEMENT OF CASH FLOWS
For The Year Ended December 31, 2018**

	2018 \$	2017 \$
CASH PROVIDED BY (USED IN):		
OPERATIONS		
Annual surplus	982,634	860,866
Add: items not requiring cash		
Amortization	1,199,009	1,190,844
Change in employee future benefits	2,529	47,930
Change in contributed capital	33,641	60,409
	2,217,813	2,160,049
Change in non-cash working capital items (note 7)	117,603	(20,840)
	2,335,416	2,139,209
INVESTING ACTIVITY		
Purchase of tangible capital assets	(3,215,496)	(1,831,747)
NET CHANGE IN CASH DURING THE YEAR	(880,080)	307,462
CASH POSITION - BEGINNING OF YEAR	1,556,378	1,248,916
CASH POSITION - END OF YEAR	676,298	1,556,378

The accompanying notes are an integral part of this financial statement.

WATERWORKS OF THE TOWN OF COBOURG

**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
For The Year Ended December 31, 2018**

	Budget 2018 \$ (Unaudited)	Actual 2018 \$	Actual 2017 \$
Annual Surplus	954,949	982,634	860,866
Acquisition Of Tangible Capital Assets	(2,127,000)	(3,215,496)	(1,831,747)
Change In Capital Contributions	-	33,641	60,409
Amortization Of Tangible Capital Assets	1,157,116	1,199,009	1,190,844
(Increase) Decrease in Prepaid Expenses	-	(33,209)	1,689
(Increase) Decrease in Inventories	-	(13,356)	(9,831)
Change In Net Financial Assets	(14,935)	(980,359)	272,230
Net Financial Assets, beginning of year	1,329,386	1,329,386	1,057,156
Net Financial Assets, end of year	1,314,451	349,027	1,329,386

The accompanying notes are an integral part of this financial statement.

WATERWORKS OF THE TOWN OF COBOURG

NOTES TO THE FINANCIAL STATEMENTS For The Year Ended December 31, 2018

1. NATURE OF ORGANIZATION

Waterworks of the Town of Cobourg is engaged in the distribution of water and associated activities. The organization is a municipal authority and is exempt from tax under the Income Tax Act. The accumulation of assets other than capital assets occurs to fund the replacement of capital assets.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with standards in the Chartered Professional Accountants of Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies are as follows:

(a) Recognition of Revenue and Expenses

Revenue is recognized on the accrual basis when the water is supplied to users, whether billed or unbilled, and when collection is reasonably assured. Investment and other income is recorded when earned.

Development charges are recognized as revenue when spent on growth related projects.

Expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

(b) Management Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year.

Key areas where management has made complex or subjective judgments (often as a result of matters that are inherently uncertain) include, among others, useful lives of tangible capital assets, impairment of assets, inventory provisions, amortization, and allowance for doubtful accounts. Actual results could differ from these and other estimates, the impact of which would be recorded in future periods.

(c) Inventories

Inventories are recorded at the lower of cost and net realizable value, where cost is generally determined using the average cost basis.

(d) Tangible Capital Assets

Tangible capital assets are stated at cost. The organization provides for amortization using the straight-line method at rates designed to amortize the cost of the capital assets over their estimated useful lives:

Buildings	40 years
Other equipment	5 to 40 years
Transmission and distribution system	5 to 40 years

The organization capitalizes assets with a value of \$500 or greater.

Capital contributions in aid of construction toward the cost of constructing distribution assets are recorded with capital assets as a contra account. Contributions are amortized based on the useful life of the asset.

Work in process is not amortized until the asset is put into use.

WATERWORKS OF THE TOWN OF COBOURG

NOTES TO THE FINANCIAL STATEMENTS For The Year Ended December 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES - (Continued)

(e) Pension Plan

The organization accounts for its participation in the Ontario Municipal Employee Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined benefit plan. Both participating employers and employees are required to make plan contributions based on participating employees' contributory earnings. The organization recognizes the expense related to this plan as contributions are made.

(f) Post Employment Benefits

The organization pays certain medical and life insurance benefits on behalf of its retired employees. The organization recognizes these post-retirement costs in the period in which the employees earn the benefits. The cost of employee future benefits earned by employees is actuarially determined using the projected benefit method prorated on length of service and management's best estimate of salary escalation, retirement ages of employees, employee turnover and expected health care costs.

The excess of the net actuarial gains (losses) over 10% of the accrued benefit obligation are amortized on a straight-line basis over the average remaining service life of the active employees. Details related to the post-employment benefits are detailed in Note 4.

(g) Non-Financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the organization because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the organization unless they are sold.

(h) Inter-Entity Transactions

The organization has an agreement with the Town of Cobourg, which results in transactions between the two entities.

Allocated costs between the Town of Cobourg and the organization, are measured at the exchange amount, which is the amount of consideration established and agreed to by the parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Town of Cobourg.

WATERWORKS OF THE TOWN OF COBOURG

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2018**

3. INTER-ENTITY TRANSACTIONS

	2018	2017
	\$	\$
Due to Town of Cobourg	365,696	347,017

The balance is due on demand, is unsecured and non-interest bearing.

Included in accounts receivable is a balance due from the Town of Cobourg in the amount of \$24,155 (2017 - \$9,768).

Included in accounts payable is a balance due to the Town of Cobourg in the amount of \$366,285 (2017 - \$371,150).

In the ordinary course of business, the organization enters into transactions with the Corporation of the Town of Cobourg and other related corporations. These transactions, which include the sale of water and the purchase and sale of other goods and services, take place at fair market value. The affiliated corporations of the organization are:

Town of Cobourg Holdings Inc. and its subsidiaries:
Lakefront Utility Services Inc.
Lakefront Utilities Inc.

During the year, the organization collected revenues of \$30,000 (2017 - \$30,000) for billing services from the Town of Cobourg and paid expenses of \$79,977 (2017 - \$83,225).

4. EMPLOYEE FUTURE BENEFITS

The organization provides certain health, dental and life insurance benefits for retired employees pursuant to the organization's policy. The accrued benefit obligation and net periodic expense for the year were determined by actuarial valuation. The most recent valuation was performed for the year ended December 31, 2017.

Significant actuarial assumptions employed for the valuations are as follows: discount rate of 3.5%, salary and wage level increases at 3% per annum. A 4.50% annual rate of increase in the per capita cost of covered dental costs was assumed for 2018 and thereafter. A 6.20% annual rate of increase for health costs was assumed for 2018, decreasing by 0.25% per annum until 2025.

WATERWORKS OF THE TOWN OF COBOURG

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2018**

4. **EMPLOYEE FUTURE BENEFITS - (Continued)**

Information about the organization's defined benefit plan is as follows:

	2018 \$	2017 \$
Accrued benefit obligation, beginning of period	326,884	278,954
Actuarial adjustment to opening liability	-	45,036
Past service cost	-	36,643
Current service cost	14,377	7,751
Interest on accrued benefit obligation	11,304	11,545
Benefits paid	(22,656)	(49,851)
Actuarial gain	(496)	(3,194)
	329,413	326,884

5. **TANGIBLE CAPITAL ASSETS**

	Cost \$	Accumulated Amortization \$	Net Book Value	
			2018 \$	2017 \$
Land	4,546	-	4,546	4,546
Buildings	1,851,602	1,017,691	833,911	634,619
Other equipment	8,126,313	4,248,278	3,878,035	3,156,820
Work in process	2,131,996	-	2,131,996	407,500
Transmission and distribution system	39,622,076	18,046,024	21,576,052	22,256,927
Contributions in aid of construction	2,088,427	(644,031)	(1,444,396)	(1,463,114)
	49,648,106	22,667,962	26,980,144	24,997,298

WATERWORKS OF THE TOWN OF COBOURG

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2018**

6. ACCUMULATED SURPLUS

	2018 \$	2017 \$
Operating surplus	436,525	1,436,737
Equity in tangible capital assets	26,980,144	24,997,298
	27,416,669	26,434,035

7. NET CHANGE IN NON-CASH WORKING CAPITAL ITEMS

	2018 \$	2017 \$
Accounts receivable	(182,075)	(158,942)
Inventories	(13,356)	(9,831)
Prepaid expenses	33,209	1,689
Unbilled revenue on customer accounts	(54,685)	85,551
Accounts payable and accrued liabilities	315,831	108,763
Due to Town of Cobourg	18,679	(48,070)
	117,603	(20,840)
Other information		
Interest paid	58	64

WATERWORKS OF THE TOWN OF COBOURG

NOTES TO THE FINANCIAL STATEMENTS For The Year Ended December 31, 2018

8. PENSION AGREEMENT

Certain employees of the organization are eligible members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan.

The Actuarial Opinion contained in the 2018 Annual Report disclosed actuarial liabilities of \$100,081 million in respect of benefits accrued for service with actuarial assets of \$95,890 million indicating an actuarial deficit of \$4,191 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the organization does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed to OMERS for the year ended was \$122,782 (2017 - \$124,147).

9. BUDGET FIGURES

The budget, approved by the organization, for 2018 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Assets. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore may not be comparable with current year's actual amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with Public Sector Accounting Board reporting requirements. Budget figures are not subject to audit.

10. CHANGES IN ACCOUNTING POLICIES

The organization has implemented the following PSA sections which are now effective under the PSA Handbook: 3320 Contingent Assets, 3380 Contractual Rights and 3420 Inter-Entity Transactions.

Under Section 3320, a contingent asset is a potential asset that exists at the financial statement date but requires confirmation or disapproval at a future date that is not in the control of the public-sector entity. If the contingent asset is deemed to be likely to exist, then this should be disclosed in the notes to the financial statements. Disclosure should include the nature, extent (except in those cases where extent cannot be measured or disclosure would have an adverse effect on the outcome), the reason for any non-disclosure of extent, and when an estimate of the amount has been made, the basis for that estimate. This section has been applied prospectively. The adoption of this standard did not have an impact on the organization's financial statements.

Under Section 3380, a contractual right arises out of a contract or agreement where it will result in the public sector entity having both an asset and future revenue. The contract or agreement must be between two or more parties and be enforceable under contract law. Contractual rights are assets and revenues that will occur in the future due to an enforceable agreement in effect at the financial statement date. If a contractual right exists, it should be disclosed in the notes or schedules to the statements and include descriptions about nature, extent and timing. This section has been applied prospectively. The adoption of this standard did not have an impact on the organization's financial statements.

Section 3240 establishes the standards and requirements on how to account for and report transactions between public sector entities that comprise the government's reporting entity. This section has been applied retroactively with restatement of prior periods. The adoption of this standard did not have an impact on the organization's financial statements as the organization was already disclosing this information.



**Memo
Town of Cobourg Council
April 2019**

Subject: Town of Cobourg Proposed 2018 Operating and Capital Budget

Recommendation:

The proposed 2019 operating budget of \$2,752,000, recommended in this report, represents an increase of \$183,000 or 7.12% from the 2018 operating budget of \$2,569,000 and a decrease of \$150,299 or 5.17% the 2018 actual expenses, as summarized below:

**WATERWORKS OF THE TOWN OF COBOURG
PROPOSED
BUDGET INCREASE/DECREASE**

	BUDGET 2018	BUDGET 2019	INCREASE (DECREASE)	INCREASE (DECREASE) %
REVENUE				
Sale of water	4,440,914	4,923,967	483,052	11%
Other revenue	179,151	179,801	650	0%
Development charges	50,000	30,000	(20,000)	-40%
Interest	11,000	11,120	120	1%
	4,681,065	5,144,888	463,823	10%
EXPENSES				
Wages	1,381,341	1,315,259	(66,082)	-5%
Management fees	81,712	71,901	(9,811)	-12%
Training	34,268	48,747	14,479	42%
Billing and collecting	107,546	117,946	10,400	10%
Professional fees	32,450	51,687	19,237	59%
Water operations and maintenance	223,398	293,839	70,441	32%
Rent	51,965	53,004	1,039	2%
Chemicals purchased	40,000	50,000	10,000	25%
Distribution	179,014	267,500	88,486	49%
Vehicle maintenance and gas	37,700	37,720	20	0%
Building utilities and maintenance	49,365	59,146	9,781	20%
Property taxes	80,900	82,518	1,618	2%
Insurance	95,097	96,555	1,458	2%
IT maintenance	58,193	81,075	22,882	39%
Misellaneous	19,505	20,333	828	4%
Office supplies and telecommunications	96,547	104,773	8,226	9%
	2,569,000	2,752,000	183,001	7%
Income before Amortization	2,112,066	2,392,888	280,822	13%
Amortization	1,157,116	1,191,477	34,361	3%
Net Income	954,949	1,201,411	246,461	26%



The capital forecast was derived from long-term capital forecasts for Waterworks, as well as an assessment of the lifecycle replacement needs of the existing infrastructure. On an annual basis, projects are reviewed and adjusted to reflect changes in the background information, inflationary impacts, changing priorities within the Town of Cobourg. The prioritization of the capital infrastructure replacement was based on safety, cost, and operational efficiencies. While some capital assets have reached their useful life, these assets can continue to provide value to the water system but may require additional maintenance until they are replaced.

Continued long-term planning is instrumental in developing a comprehensive understanding of Waterworks' infrastructure and creating a financial structure that puts in place resources to maintain the water system in a safe and effective manner, while maintaining the financial viability. Waterworks recognizes that integrity of its finances is critical to the successful operation for the organization and to its reputation and trust by ratepayers.

**WATERWORKS OF THE TOWN OF COBOURG
2019 CAPITAL BUDGET**

Project	Total
Water Tower #2	\$2,422,000
Confined Space Equipment	\$12,000
Electric to Gas	\$300,000
Solar Project	\$140,000
Clarifier - Bolts Replacement	\$50,000
WTP Filter Gallery Upgrades	\$203,000
WTP Roof	\$67,000
Infrastructure Upgrades	\$3,194,000
Watermain Design	\$50,000
Watermain Replacement	\$50,000
IT Hardware and Software	\$63,843
Tools	\$15,000
General Plant	\$78,843
Total Capital	\$3,322,843



**Memo
Town of Cobourg Council
April 2019**

Resolution #2018-59

Moved by Bill Pyatt

Seconded by Marc Coombs

BE IT RESOLVED THAT the Board approve the Waterworks 2019 Capital Budget in the amount of \$3,322,843, as presented.

CARRIED

Resolution #2018-60

Moved by Bill Pyatt

Seconded by Marc Coombs

BE IT RESOLVED THAT the Board approve the Waterworks 2018 Operations Maintenance & Administration Budget in the amount of \$2,752,000, as presented. **CARRIED**

Respectfully submitted,

Lakefront Utility Services Inc.

A handwritten signature in black ink, appearing to read "Adam Giddings".

Adam Giddings, CPA, CA
Manager of Regulatory Compliance and Finance

Cc: Dereck C. Paul
President

ATTACHMENT "C"



DRAFT

Town of Cobourg Strategic Plan Components (2019-2022)

February 22, 2019



TOWN OF COBOURG STRATEGIC PLAN: 2019-2022

The Town of Cobourg's Strategic Plan is comprised of number of elements as shown following.

Strategic Plan Components



Vision, Mission and Pillars/Supporting Objectives


Town of Cobourg Strategic Planning Session: February 12-13, 2019 Draft Vision, Mission and Supporting Pillars/Objectives											
Vision											
Cobourg...a vibrant inclusive community where everyone has access to meaningful opportunities and experiences											
Mission											
<i>The Town of Cobourg is committed to open and accountable governance and the provision of quality, accessible programs and services in a sustainable manner</i>											
Pillars/Objectives											
The Town's mission will be achieved through the following ...											
<i>PEOPLE</i>	<table border="0"> <tr> <td style="padding-right: 20px;">People</td> <td><i>The Town supports and cares for the social and physical well-being of its citizens</i></td> </tr> <tr> <td>Places</td> <td><i>The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism</i></td> </tr> <tr> <td>Programs</td> <td><i>The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors</i></td> </tr> <tr> <td>Partnerships</td> <td><i>The Town engages in strong, sustainable public-private partnerships to improve the quality of life for everyone</i></td> </tr> <tr> <td>Prosperity</td> <td><i>The Town plans for, markets and develops assets for economic growth and financial security</i></td> </tr> </table>	People	<i>The Town supports and cares for the social and physical well-being of its citizens</i>	Places	<i>The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism</i>	Programs	<i>The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors</i>	Partnerships	<i>The Town engages in strong, sustainable public-private partnerships to improve the quality of life for everyone</i>	Prosperity	<i>The Town plans for, markets and develops assets for economic growth and financial security</i>
People	<i>The Town supports and cares for the social and physical well-being of its citizens</i>										
Places	<i>The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism</i>										
Programs	<i>The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors</i>										
Partnerships	<i>The Town engages in strong, sustainable public-private partnerships to improve the quality of life for everyone</i>										
Prosperity	<i>The Town plans for, markets and develops assets for economic growth and financial security</i>										
<i>PROSPERITY</i>											

Strategic Actions and Desired Outcomes

PEOPLE	The Town supports and cares for the social and physical well-being of its citizens
Strategic Actions	
<ol style="list-style-type: none"> 1. Create a housing strategy that is in alignment with Northumberland County's housing strategy 2. Implement a municipal youth program 3. Encourage healthy lifestyles across all age groups 4. Continue to pursue the Age-Friendly Communities designation 	
Desired Outcomes	
<ul style="list-style-type: none"> • People are able to find attainable housing in Cobourg • There is a broad variety of housing types available for ownership and rental • Residents of all ages are engaged in a wide range of physical activities • Cobourg residents are healthy and happy • Cobourg's youth participate in community activities and events • The Town is enriched by the skills, ideas and perspectives of its youth 	
PLACES	The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism
Strategic Actions	
<ol style="list-style-type: none"> 1. Investigate the creation of additional heritage conservation districts as outlined in the heritage master plan 2. Create a climate change action plan 3. Review the expansion of boat slips into the west harbour recommendation contained in the waterfront master plan 4. Upon completion of the cultural master plan, consider the creation of a Town arts, culture and tourism division 5. Continue implementation of the downtown vitalization plan 6. Review and improve the financial performance of Town operated facilities 	
Desired Outcomes	
<ul style="list-style-type: none"> • Arts, culture and heritage are key defining characteristics of the Cobourg community • Daily lives of residents are enriched • Cobourg's natural environment will be safeguarded and protected • The Town of Cobourg will be good stewards and practice sustainable actions 	

PROGRAMS	The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors
Strategic Actions	
<ol style="list-style-type: none"> 1. Develop an information technology strategic plan 2. Develop an integrated records management system 3. Implement a comprehensive management plan for all of the Town's assets 4. Explore the feasibility of enhanced sidewalk snow clearing 5. Review and assess appropriateness of agreements with third party contracts 6. Continue to explore communications priorities including social media and public engagement tools 	
Desired Outcomes	
<ul style="list-style-type: none"> • People will be well informed, know what is going on in the Town and how to get information • The Town will be resilient and safe from cyber attacks • Information will be easier and faster to access through a variety of means • People will be informed with the facts • Information will be stored in a way that is accessible for present and future generations 	
PARTNERSHIPS	The Town engages in strong, sustainable public private partnerships to improve the quality of life for everyone
Strategic Actions	
<ol style="list-style-type: none"> 1. Explore feasibility of partnerships to develop a social services community hub for community health priorities such as food security, mental health, drug addiction and homelessness 2. Explore future partnerships with Venture 13 to promote innovation, education and entrepreneurial opportunities 3. Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives 4. Work with transit authorities in the area to integrate transit services 	
Desired Outcomes	
<ul style="list-style-type: none"> • Partnerships will be a key component of how the Town works and does business • Cobourg will be a strong community • Resources will be maximized • The Town will be able to realize initiatives it undertakes 	

PROSPERITY	The Town plans for, markets and develops assets for economic growth and financial security
Strategic Actions	
<ol style="list-style-type: none"> 1. Develop a policy for establishing shovel-ready development lands 2. Coordinate funding opportunities to optimize community development capital and special projects funding 3. Review the feasibility of expanding the Northam Industrial Park 4. Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg 5. Develop resources to support small businesses coming to Cobourg 6. Review the mandate of the Town's economic development department 	
Desired Outcomes	
<ul style="list-style-type: none"> • More jobs are locating in Cobourg • Economic health has created capacity for improved quality of life • Economic development resources are effectively used • Visitors find opportunities to spend money in Cobourg • Cobourg is recognized for its strong and healthy downtown • Labour force skills in the Town match employment needs 	

	THE CORPORATION OF THE TOWN OF COBOURG
	PUBLIC MEETING COUNCIL STRATEGIC PLAN 2019-2022 MEETING NOTES
	Monday April 8, 2019 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council convened a public meeting this evening at 5:00 P.M. with the following persons in attendance:

Mayor John Henderson
 Deputy Mayor Suzanne Seguin
 Councillor Nicole Beatty
 Councillor Aaron Burchat
 Councillor Adam Bureau
 Councillor Emily Chorley
 Councillor Brian Darling

Stephen Peacock, Chief Administrative Officer
 Ian Davey, Treasurer/Director of Corporate Services
 Glenn McGlashon, Director of Planning and Development
 Laurie Wills, Director of Public Works
 Dean Hustwick, Director of Community Services
 Brent Larmer, Municipal Clerk/Manager of Legislative Services

CALL TO ORDER

His Worship Mayor John Henderson called the meeting to order at 5:00 P.M. in the Council Chambers, Victoria Hall.

INTRODUCTION

Chair, Mayor Henderson, explained that the general purpose of the meeting which is to receive and consider public comment on the Draft 2019 – 2022 Council Strategic Plan.

DECLARATION OF INTEREST

There were no Declarations of Pecuniary Interest were declared by Members of Council.

NOTIFICATION PROCEDURE

The Municipal Clerk advised that multiple notices were delivered to the public for the Public Meeting, which included notices in the local newspaper and the municipal website at www.cobourg.ca. In addition, Staff prepared communications and a Public Engagement Plan was implemented and is currently ongoing.

Draft 2019-2022 Town of Cobourg Municipal Council Strategic Plan

Town of Cobourg Strategic Planning Summary Notes - February 12-13, 2019.

Town of Cobourg Draft 2019-2022 Strategic Plan Components.

PUBLIC SUBMISSIONS

Chair, Mayor Henderson, explained the order of public submissions and requests all persons addressing the public meeting to state their name and address for the official record of the public meeting and sign the Public Meeting Sign in Sheet that is held with the Municipal Clerk.

Town of Cobourg Public Submission submitted via Town of Cobourg Municipal Website.

The Municipal Clerk explained that written public submissions were provided to the Town of Cobourg residents and Council and are attached to the Public Meeting Agenda.

Verbal Public Submissions on the Draft Council Strategic Plan for 2019-2022 Council Term.

There were Seven (7) Members of the Public who provided verbal and written submissions to Municipal Council as follows:

Ken Strauss - Written Submission Appendix "A"
Dennis Nabieszko - Written Submission Appendix "B"
Lydia Smith - Written Submission Appendix "C"
Ted Williams - Written Submission Appendix "D"
Richard Pope - Written Submission Appendix "E"
Gail Rayment - Written Submission Appendix "F"
Keith Oliver - Written Submission Appendix "G"

Written comments/submissions received by Municipal Clerk as of printing of Agenda.

There were no written submissions received by the Municipal Clerk as of the printing of the Agenda.

FURTHER NOTICE

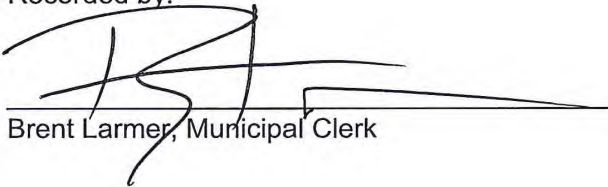
Chair, Mayor Henderson, explained the next steps in regards to Council's Strategic Planning Session for the 2019-2022 Municipal Council Term and that the Draft Strategic Plan will be placed on the April 23, 2019 Committee of the Whole with the Public Meeting Notes for Council consideration.

ADJOURNMENT

Moved by Councillor Burchat:

THAT the meeting Adjourn (5:41 P.M.)

Recorded by:



Brent Larmer, Municipal Clerk

Good evening. My name is Ken Strauss and I live on Pebble Beach Drive in Cobourg. I appreciate this opportunity to provide some comments about the Draft Strategic Plan.

A 2017 article in the *Financial Post* newspaper reported the shocking statistic that the “average Canadian household spends more on taxes than any other expense.” “In 2016 the average Canadian family earned \$83,105 and paid \$35,283 in total taxes ... an amazing 42.5% of income going to taxes of various kinds.” With recent changes to CPP and the new carbon tax this percentage is even higher today.

In the years from 2010 to 2017 Cobourg’s spending increased by almost 30% while the average hourly wage for Canadians increased by less than 17%. This is not sustainable! The Strategic Plan admits that there is a “perception that taxes are too high.” The Strategic Planning Session Notes suggest that educating the public may change this perception. There is no mention of actually addressing the problem of unsustainably high spending with substantial increases year after year.

The Strategic Plan should document the vision of our Council with explicit milestones towards achieving their vision. Instead, this Strategic Plan has mostly vague, unmeasurable and unachievable “feel good” goals. Listed goals include “Cobourg will be a strong community ... embracing integrated sustainability practices” and “resources will be maximized.” Best of all: “Cobourg residents will be healthy and happy”. I am surprised and concerned that rather than proposing “reducing taxes by increasing automation” and “doing more with less” these proven ways to control unsustainable spending are actually listed as **threats** in the SWOT analysis!

Council has said that their new budget increases taxes by less than 2%. This is factually correct but seriously misleading. Money for increased spending has been “found” by depleting reserve funds, using grants from upper levels of government and increased development charges which will make housing even less affordable. Although property tax **rates** increased by less than 2%, the net spending (the levy) increased by almost 4%. Without dipping into reserves, fee increases and some serious expense reduction, the levy and taxes will continue to increase by even more than 4%.

In the interests of improved transparency regarding the sources of funding and as a first step to make Cobourg’s taxes sustainable, I would like to ask that the following goals be added to the Draft Strategic Plan:

- 1) **An annual report detailing current borrowing and the balances of all reserve funds together with changes in these amounts will be provided to Council and the public prior to each year’s budget cycle.**
- 2) **The Town of Coburg will find ways to maintain essential and core services at their current levels while approving no increases in annual operating expenditures during the remainder of this term of Council.**

Good afternoon Mayor Henderson, Council, members of the media, and members of the public.

My name is Dennis Nabieszko and I live on Hudson Street in Cobourg.

I am encouraged with this new Council focusing on public engagement and I am still concerned that even with extensive public engagement, citizens still feel that they are not being listened to and feel a distrust with public engagement.

The way this strategic plan has been managed is a good example. It has been brought to the public only after Council has put their stamp on it. It is now extremely difficult for us, the public, to add any feedback without appearing to criticize the hard work that Council has put into it.

The waterfront plan was another example where citizens did not feel they were properly heard during the public engagement process or the public meetings. After the final Waterfront report was issued and came before Council, there were still twelve delegations criticizing the report and asking for a delay because they felt the public had not been heard.

It is time for Council to move beyond "public engagement" to "collaborating with citizens" and to do so at the beginning of the process and not near the end.

Collaboration is defined as being active members of a group working together to achieve a common goal. Being an active member means, you add your contribution to the group and produce or create something together.

Collaboration means that all participants take ownership in what is produced. In order to feel ownership, the public input needs to be solicited at the initial stages of a project to provide Councillors with the feedback of what citizens are thinking and looking for. Doing it at this early stage gives Councillors an opportunity to re-build trust with the public by showing them that their views have been heard and taken into consideration.

Currently, most of the public engagement through surveys, public feedback, and public meetings takes place after all of the discussions have taken place and draft reports have been issued. The public is then asked to comment on something that is almost complete. No one wants to significantly change something that a great amount of time has already been spent preparing. I ask you to think about how much of the public input is really taken into account when the final report is prepared and issued by staff. How will the almost 40 emails sent in by citizens and attached to the agenda, and all of the verbal submissions you will hear today be considered before the final report is issued? Will Council truly give this feedback the attention it deserves or be selective in what they choose to address in the limited time you have to discuss all of the feedback?

It is time to collaborate with citizens and listen to them and have them feel that they have been truly heard and their input taken into consideration.

It is time to rebuild the trust with citizens.

"Collaboration with Citizens" needs to be a pillar of this strategic plan as it affects all areas of the strategic plan.

Thank you for listening.

April 8, 2019 – Strategic Plan Meeting Feedback

Lydia Smith

Good evening. Thank you for giving me the opportunity to speak here today.

My name is Lydia Smith. I live on University Ave. E. in Cobourg.

I would like to start by acknowledging and thanking our Council for inviting the public to participate in the Strategic Plan for Cobourg. I am inspired because it shows our new Council is listening to the people and actively encouraging a culture of participation and collaboration.

I am here to ask that Council consider the following as a pillar of the Town's Strategic Plan

To restore trust and confidence in Town processes by making Back to Basics a priority.

We know that Council recognizes that this issue is real because it is mentioned in the Strategic Plan Summary Notes.

Under Weaknesses – it states, *“there is public mistrust of politics and government”*.

Under Threats, it says there is, *“increasing public apathy and distrust of politicians”*.

I would like to discuss just 2 examples that I believe illustrate some of the causes of this lack of confidence and trust. Both examples come from the Parks and Rec. Department because aside from the essential services of Fire and Police, the parks' budget uses the lion's share of public money. It seems reasonable to focus our attention there.

Example 1 is the Cobourg Community Centre.

Please hear me when I say – *I love the CCC*. I love the indoor walking track, the seniors centre, the concerts, the skating, senior Olympics and all the other activities.

I don't like the fact that I wasn't told it was going to cost over \$1 Million per year to run it. That's right. After collecting all the revenue and paying all the bills, the shortfall is over \$1 Million a year.

The news of the day reported a glowing vision. Mayor Brocanier said the CCC “is a gift to the people of Cobourg”. Stephen Peacock pointed out that it was built, “on time and under budget”.

The reality is quite different. The reality is that the Council of the day rushed into this project because they wanted to take advantage of grant money that had become available.

Council didn't keep their promise to seniors either. Because they didn't listen to their seniors - and act out of the listening - Cobourg ended up with 170 seniors who refuse to use the CCC and - in fact- actively compete with it by successfully running their own Encore Club at St. Peter's.

A Back to Basics attitude might have resulted in the following:

- a more thorough business case up front
- an analysis at the end of lessons learned
- an incorporation of lessons learned into town methodology that would result in a culture of continuous improvement

My second example is the East Pier. I have loved it ever since I moved here in 2011. I miss so much being able to drive out there with my Timmy's and just sit there and relax.

It was such a simple pleasure to be able to go there in any weather, to be surrounded by the waves and to watch all the activity: in the marina, on the beach, birds, and surfers. I always had the company of other cars - so I know others share my love of the pier.

Maybe this - more than any other thing - has eroded the trust and confidence I have in Cobourg's Council. At the June 6, 2011 Council meeting, our current Mayor John Henderson raised safety and liability issues about the East Pier. June 6, 2011 - that is almost 8 years ago.

And yet, instead of getting Back to Basics and maintaining what we already have, we are spending time and money on more consultants, more plans, a marina expansion and a proposed travelift for the boaters.

Why are we so busy chasing new and shiny dreams while our old ones remain in disarray and decay?

I feel sad, discouraged and disappointed. Please restore my trust and confidence by making the following statement a cornerstone of the new Strategic Plan.

To restore trust and confidence in Town processes by making Back to Basics a priority.

I know our new Council is interested in changing the status quo. Back to Basics would be a great first step.

Thank you.

Mayor Henderson, Deputy Mayor Sequin, Councillors, member of the Public

Ted Williams - Cobourg

“Ted Talks” Come to Cobourg

I would like to ask that the following be added to Cobourg’s Draft Strategic Plan.

Council will first solicit public opinion, listen to what the public has said and only then, make decisions that come out of the listening.

Over the last few years of watching Council, my observation has been that staff bring forward ideas and recommendations to Council and only after considerable work has been done, only then do the ideas go out to the public for comment.

This strategic plan is a perfect example; i.e. Council have spent 2 days on it. Only now is it coming to the public. Council have had 2 days. The public have been given 1 hour.

I have seen changes for the better over the past few months; the strategic plan being opened up for discussion being one and the budget process being another.

I believe we are on the right track. I would like to see additions to the strategic plan that better reflect a Council that continues to be more open and responsive to the community.

The Municipal Act requires Council to act on behalf of the people. That can only be done if you know what the people want.

I know that Council are aware that this is an important issue because you have acknowledged it in the summary notes.

Under Strengths, you have included, "*Our people are active, engaged citizens, many of whom are passionate*".

Under Weaknesses, you have noted that, "*Communication with the public is not where it should be*".

And under Threats, you have reported that there is, "*increasing public apathy and distrust of politicians*".

Our strategic plan must be developed by our community, for our community. It should be a strong and practical roadmap that clearly spells out priorities and actions that will help us achieve the goals and wishes we all have. It should help our Town thrive.

These policies are already in place, we already have a Public Engagement Policy and a Community Engagement Policy that speak of dialogue, two-way communications and early public engagement.

Much of what I see in this "draft strategic plan" maintains the *status quo* and is still focused on one-way communication i.e. either the

Town informing its citizens or citizens informing council via delegation which is again one-way. Engagement is really a collaboration.

I would like to see strong bonds formed between the Town and its citizens so that residents, who have expertise, can contribute and give back to the Town. I believe we have so much untapped experience and potential being left behind in the community.

In conclusion, I would like to ask that the action below be added to the strategic plan

Council will first solicit public opinion, listen to what the public has said and only then make decisions that come out of the listening.

Thank you so much for listening.

Gail Rayment

Notes for Public Meeting April 8, 2019

Performance arts both benefit residents and attract visitors

The Capitol Theatre in Port Hope has just announced an expansion.

It is not a coincidence that Port Hope, with a theatre that offers a wide variety of entertainment year round, seems to have – and I am sorry to say this – a more vibrant downtown than Cobourg.

Theatres bring patrons to attend shows, and also to dine and shop.

They also attract out of town visitors who often stay for a night or two.

Our main travel activity during the summer months is visiting towns that offer theatre – we stay, dine and shop. We usually make four or five such trips a year.

During the short period when the Park Theatre was active during the last few years the restaurants at that end of King St. were doing much better.

When there is a show on at the Firehall Theatre or Victoria Hall business in local restaurants picks up.

People eat at Craft House before going upstairs to see a movie at The Loft.

It is well worth doing what it takes to help create a vibrant downtown.

Richard Pope
College St. Cobourg

On page 3 of the **Town of Cobourg Strategic Plan Components (2019-2022)**, item 3 of the Strategic Actions under "Places" reads as follows: "Review the expansion of boat slips into the west harbour recommendation contained in the waterfront master plan."

Below this, under "Desired Outcomes," we read "Cobourg's natural environment will be safeguarded and protected."

The expansion of the Marina and safeguarding Cobourg's natural environment are **incompatible**. You cannot have both. It would be interesting to see how Council would fit Marina expansion into the climate change action plan mentioned in the same section.

Not sure why this recommendation is being reviewed in this new strategic plan?

Adding boat slips to the west side of the central pier is item 27 in the priority matrix results of the **Waterfront User Needs Assessment and Detailed Design** document (p. 91). It does not number among the advanced projects listed on p. 95.

It is included in Project #7 as part of **Marina Enhancement Phase 1** (p. 102), which is to begin in Year 6 (design) and Year 7 (construction). (p.116).

I am saddened that this issue may have to be thrashed out yet again. The preceding Council firmly voted down Marina expansion into the West Harbour. There was a misapprehension about this. Even the authors of the Waterfront User Needs study were ~~under long~~ the impression that Council had not firmly voted down Marina expansion into the West Harbour. As late as the April 2018 draft, we read "While some questioned why the Marina expansion was still being discussed as part of this study, **it was only deferred** by Council and therefore remains an important issue that needs to be carefully considered" (p. 18). This deferral reference was taken out of the final plan (p. 20), but sadly this piece of misinformation took root and influenced the study.

Now people are upset because it was so clear that the majority of townsfolk did not want the Marina to expand west of the central pier. The preceding Council thought they had put the issue to rest with the following motion: June 29, 2015: "Now therefore be it resolved that Council directs that any plans regarding the expansion of boat slips at the Cobourg Marina west of the Centre Pier cease effective immediately."

Perhaps, however, it is a good thing that this expansion problem has been carved out of the Waterfront User Needs document and brought forward. I'm of two minds. Relatively few people know this has suddenly been brought forward for discussion today.

The bottom line is that:

The people of Cobourg were absolutely promised that this item, when it came up for consideration, would receive a most thorough and open public airing.

I trust that if it is left on the agenda of the Strategic Plan, that this will be the case.

April 8.2019

CobStratPlnPubMtgSub 190408

To: Cobourg Town Council
Public Meeting Regarding February 22nd Draft 2019-2022 Strategic Plan
Re: Suggested changes, additions to Draft Plan

I believe what I have to offer will enhance the goals of the Strategic Plan and make achieving them more certain. My comments are mostly general and I will leave it to others to find the right wording ... if indeed they are appropriate and worthy of being included in the Plan.

- A)** The Strategic Plan should put a stronger emphasis on making known at every opportunity, to residents and visitors alike, the fascinating history of Cobourg, and along with other initiatives this information to create a unique image of Cobourg as it works to achieve its Vision.

Page 2

Modify the Vision to read:

“Cobourg is a vibrant and inclusive community that works to provide a high quality-of-life for all and a well earned image of itself as a unique and historic place.”

(Comment: ... by having as its subject “the community”, it is implied that the responsibility for achieving the Vision is not only that of local government but also that of citizens-at-large through their active involvement in their community and with each other.)

Two small examples of how to promote that sense of Cobourg as an historic place:

a) Create a Tag line:

“Honoring our past; embracing our future.”

b) Include the following wording beneath the town crest:

“Settled 1798
Incorporated 1837”

(Comment ...The heritage of the Town is referred to in the following three sections of the Draft Plan. In my opinion this supports my recommendation that a reference to the town’s heritage be included in a simplified Vision Statement as proposed above)

Page 2

Under Pillars/Objectives: “The town protects, preserves and promotes its ... **heritage** ...”

Page 3

In Places, Strategic Actions: “Investigate the creation of additional **heritage districts** ...”

“ ” Desired Outcomes: “Arts, culture and **heritage** are key defining characteristics of the Cobourg community.”

pg 1/3

- B)** A number of presenters at the April 8 Public Meeting expressed concern over the lack of opportunity for the public to be involved in the early stages of the policy making and decision making process. While it is the responsibility of the elected to make the final decisions, it is the responsibility of the electorate to ensure the elected are fully informed.

It is my belief following a life-long interest in local government and after running for council in London, Cobourg and Annapolis Maryland, that a successful representative democracy depends on a constructive and active partnership between the elected and the electorate.

Council alone cannot succeed in bringing about necessary change despite Provincial Policy statements, good advisory committees, and a highly competent bureaucracy and administration, unless the Public feels involved and is satisfied that Council has listened

i) Where the concept of partnerships is referred to in the Plan it should be made clear that this also includes partnerships between the elected government and the electorate. This is all the more important considering the growth of cynicism about government (“they never listen!”) and the increase in the percentage of the electorate who do not bother to vote.

More could be done to open Council to the Public ... and the Public to Council:

ii) On appropriate issues and before policies are set or specific action decided, hold a Public Forum which consists of several well advertized public meetings held on different days and at different times. Clearly define the issue under consideration and invite the Public to state their views. Each presenter to have a limited time, say one minute, to make their contribution. The benefit of doing this in public rather than over the internet is that citizens will hear from each other as well as have Council hear from them.

After the first round of meetings are over break the submissions into groups or categories and hold a second round of public meetings on each to begin hearing possible actions or solutions. At this point Council will have heard from the electorate and be in a position to put together several options, decide on a final draft and hold a final public meeting. Two examples follow.

Eg 1: What does Sustainability mean to you and how will we know when we have achieved a Sustainable Cobourg?

Eg 2: Do you feel that Cobourg Town Council listens to you and your concerns? If not what can be done to improve communication between you and your Town Council?

iii) Hold an old fashioned day-long Town Hall Meeting once a year, on a Saturday in the Spring, at the Library or Community Centre, with no agenda other than to simply hear from the electorate. Again presentations limited in length to one to one and a half minutes. The meeting could include a referendum on a particular issue, sandwiches at noon sold by local charities,

tables set up by not-for-profit groups to inform and recruit, and by political parties. I lived in the small town of Bristol, Vermont, for many years and this was a community event that everyone looked forward to every Spring. Children and dogs were allowed..

pg 2/3

iv) When delegations are made before Council on issues that involve a proponent and an opponent, the present format allows the opponents to go first followed by the proponents ... then Council asks questions and a final vote is taken. I have been present on three occasions over the last 20 years when the proponent's presentation contained either serious misinformation (I hesitate to use the word "lies") or offered incomplete information on purpose ... and there was no way to respond before Councillors began to ask questions and then vote. **My suggestion is that on these occasions there should be an opportunity for rebuttal;** that the opponent be given one and a half minutes to respond to the proponent, followed by a one and a half minute final statement from the proponent. At that point Councillors would be much better informed and in a position to ask more insightful questions.

Thank you for this opportunity to express my views.

Keith Oliver

.....
Cobourg. ON

pg 3/3

Page 16 of 16

Page 48 of 164



EWART

O'DWYER

Barristers and Solicitors

THE CORPORATION OF THE TOWN OF COBOURG

TO: Brent Larmer, Clerk
AND TO: William Street Beer Company
DATE: April 8, 2019
SUBJECT: Complaint of William Street Beer Company
Lakefront Utility Services Inc. Overcharge of Water Bills

PURPOSE:

This is a report to the Municipal Council for the Town of Cobourg on the Municipal Ombudsman's findings with respect to the complaint received on behalf of William Street Beer Company pertaining to a claim of excessive water bills received by Williams Street Beer Company at 975 Elgin Street West, Cobourg, Ontario.

PROCESS:

In preparation of this report I have interviewed both the Complainant, a representative of William Street Beer Company. I have also interviewed the CAO of Lakefront Utilities Services Inc. as well as two other members of Senior Management Staff of Lakefront Utility Services Inc.

In addition, I have reviewed the various e-mails and correspondence exchanged between the parties as well as subsequent information provided by the Complainant dated January 31, 2019. I have also reviewed the legislation applicable to the complaint.

I have received full cooperation from all parties with respect to the gathering of information and production of any requested documents.

BACKGROUND:

The complaint in this matter is with respect to the allegation that the installation of a new digital water meters installed at 975 Elgin Street West, has resulted in an overcharge of water usage. The digital meter installed by Lakefront Utility Services Inc. in December of 2017 has, in the opinion of the Complainant, resulted in overcharges of approximately \$8,000.00.

The complaint focuses primarily on the unwillingness of Lakefront Utility Services Inc. to waive or otherwise address the issue of excessive charges incurred by the brewing company due to faulty equipment or the faulty installation of the digital water meter. The complaint at no time serves to identify the conduct of any member of Council or dealings with which members of Council may have had with the Complainants involved, rather the complaint is with respect a local Board under the control and therefore direction of the Municipality.

The Complainant did advise that in the Spring of 2018 in dealing with this matter, both the Mayor of Cobourg and the Mayor of Cramahe had been contacted individually.

LEGISLATIVE PROVISIONS:

A Municipal Ombudsman is appointed by Council under Section 223.13(1) of the *Municipal Act*, 2001, as amended with the following responsibilities:

Without limiting Sections 9, 10, 11, those Sections authorize the municipality to appoint an Ombudsman who reports to Council and whose function is to investigate in an independent manner any decision or recommendation made or act done or admitted in the course of the administration of the municipality, its local boards and such municipally controlled corporations as a municipality may specify and effecting any person or body of persons in his, her, or its personal capacity.

MUNICIPAL OMBUDSMAN INVESTIGATION PROTOCOL:

The Town of Cobourg adopted a Municipal Ombudsman investigation protocol on August 8, 2016. The municipal ombudsman investigation protocol outlines the protocol to be adopted by the municipal ombudsman for the Town of Cobourg in dealing with complaints within the Town jurisdiction.

The policy statement of the code reads in part as follows:

The Town of Cobourg is committed to continuous improvement in resolving complaints in a fair, respectful and transparent manner as quickly as possible.

The role of the Municipal Ombudsman is to report to Council and to investigate in an independent manner any decision or recommendation made by or an act done or admitted in the course of the administration of the municipality, its local boards and such municipally controlled corporations as the municipality may specify and effecting any person or body of persons in his, her, or its personal inquiry.

THE ROLE OF THE MUNICIPAL OMBUDSMAN IN ASSESSING A COMPLAINT:

The role of the municipal ombudsman is to determine whether or not there is sufficient information or evidence to support and substantiate the allegations made in the complaints. That determination is made on an evidentiary standard of the “balance of probabilities”, that is, whether it is more likely than not that the complaint in each scenario is contrary to the provisions of the *Municipal Act, 2001*, and/or other applicable legislation. In order to ensure a fair and credible process, the municipal ombudsman must also:

1. Act as an impartial, unbiased third party;
2. Maintain the integrity and confidentiality of the process, to the extent possible;
3. Interview the complainant, the respondents, and primary witnesses;
4. Collect and review the evidence;
5. Assess the issue of credibility;
6. Determine whether further witnesses should be interviewed;
7. Determine whether additional evidence or interviews are required;
8. Transmit the final report to the complainant and to the municipality setting out the findings and conclusions with respect to the allegations.

NATURE OF THE COMPLAINT:

The Complaint received in this matter from a representative of William Street Beer Company pertains to metered water charges having been levied by Lakefront Utilities Services Inc. with respect to property municipally known as 975 Elgin Street West, Cobourg, Ontario.

It is the position of the Complainant that as a result of the installation of a digital water meter that was either faulty or having been improperly installed, the brewing company was charged excess water charges for water consumed. I am advised by both the Complainant and Lakefront

Utility Services that efforts were made to attempt to resolve this issue between the parties prior to a formal complaint being provided to the Municipal Ombudsman's office.

The position of Lakefront Utilities Services Inc. with respect to this issue was set out in correspondence dated September 21, 2018, wherein it remained the position of Lakefront Utilities Services that water charges remained owed and outstanding in the sum of \$4,212.53.

In order to avoid the interruption of water services crucial to the company's operations, a payment arrangement was reached between the Complainant and Lakefront Utility Services whereby 12 post-dated cheques in the sum of \$900.00 was provided to Lakefront Utility Services. Payment of water arrears are set to be paid as of June 2019.

JURISDICTION:

It is important to note that the complaint first filed by the Complainant had been forwarded to the Provincial Ombudsman as there was a question or whether my role as Municipal Ombudsman would have jurisdiction over this particular issue. Accordingly, this complaint was returned to the Municipality by the Provincial Ombudsman's Office for adjudication.

Having reviewed the relevant Section of the *Municipal Act*, 2001, as amended, and in particular Section 238(1), I am satisfied that I have jurisdiction to deal with this particular complaint as received.

For the purposes of this inquiry I have personally interviewed the Complainant, Municipal Staff, and Senior Management Staff of Lakefront Utility Services.

I have carried out my investigation independently and report directly to Council and the complainant as provided in accordance with the *Municipal Act*, 2001 and the provisions of Section 223.13(1).

INVESTIGATION:

As indicated above, the complaint received pertains to a claim of overbilling for water usage at property municipally known as 975 Elgin Street West, Cobourg, Ontario. The operation carried on at this location is that of a microbrewery and is therefore by its nature a water intensive operation.

It is the evidence of the Complainant that in December 2017 a new digital water meter was installed by Lakefront Utility Services Inc. which is responsible for the metering and charging of water services provided to the Town of Cobourg. This was confirmed by the staff of Lakefront Utility Services Inc.

It was confirmed to the writer by municipal staff that Lakefront Utility Service Inc. is a local board under the jurisdiction of Municipal Council pursuant to Section 238 of the *Municipal Act*, 2001. Lakefront Utility Services Inc. contracted the installation of digital water meters which record water consumption to a third party installer. Water bills are issued to users based on water consumption as recorded by the water meter.

Inquiries and complaints about water bills are directed to Lakefront Utility Services Inc. Customers may submit their inquiry by telephone, in person, by e-mail, or in writing.

In the case at hand, it is the evidence of the Complainant that following the installation of the new digital water meter in December 2017, the Complainant experienced a dramatic increase in water charges and that such charges carried on for approximately several months until April 2018.

Despite the Complainant having advised Lakefront Utility Services Inc. of its concern over the increased billing, and having provided assurances that the level of water consumption had not changed, Lakefront Utility Services Inc. has refused to address the issue of the overcharging for what the Complainant says is inaccurate water charges due to a malfunctioning meter.

It is the further evidence of the Complainant that it undertook an inspection of equipment to ensure that no leakage was occurring which could have resulted in excess consumption of water after having been contacted in March 2018 by Lakefront Utility Services.

It is the position of the Complainant that after a water cooled condenser was replaced in April 2018 did water consumption charges return to normal. It is the evidence of the Complainant that the replacement of the condenser was not a factor in water charges returning to normal readings in April 2018.

Prior to April 2018 the Complainant received water charges totalling approximately \$8,000.00, of which the Complainant advises that Lakefront Utility Services Inc. is refusing to address.

The position of Lakefront utilities as to the excessive water charges as alleged by the Complainant is set out in correspondence dated September 21, 2018.

In order to avoid the interruption of water services crucial to the Complainant's operations, a payment arrangement was reached between the Complainant and Lakefront Utility Services Inc. whereby the sum of \$900.00 would be paid monthly with all arrears to be paid in full as of June 2019.

In speaking with the Complainant, it is the evidence of the representative that the only reasonable explanation as to the excessive water charges was the installation of the new digital

water meter in close proximity to electronic/mechanical equipment which resulted in faulty readings. This position is disputed by Lakefront Utility Services.

The Complainant confirmed that there was no possibility that the equipment being used by the company during the period of December 2017 to April 2018, was in any way faulty or leaking and that the excessive water charges occurred only after the installation of the digital water meter by Lakefront Utility Services Inc. in December 2017.

In support of the Complainant's position, water usage information including historical usage was provided to the writer.

In addition, the Complainant has provided information pertaining to other situations both in the Province of Ontario and across Canada, where digital water meters have resulted in faulty or erroneous readings, thereby resulting in water overcharges.

In speaking with the representatives of Lakefront Utility Services, Senior Management provided the following information.

In or about December 2017, Lakefront Utility Services Inc. did undertake a program of replacing outdated water meters with installation of digital water meters. At this time there are approximately 5000 so called "smart meters" installed within the Town of Cobourg and monitored by Lakefront Utility Services Inc.

A digital water meter was installed at 975 Elgin Street West in December 2017, and was installed by a qualified third party contractor retained by Lakefront Utility Services.

After the installation of the smart meter in December 2017, it was noticed by Lakefront Utility Services in March of 2018 that excessive water usage was being recorded by the water meter installed at 975 Elgin Street West.

Following this detection in March 2018, the customer was contacted by Lakefront Utility Services by an automated phone call which then led to a series of meetings between Lakefront and the Complainant for a total of seven meetings.

Of the seven meetings, four meetings were conducted on site at 975 Elgin Street West. The other three meetings involving the Complainant and Lakefront Utility representatives were held at the offices of Lakefront Utility Services.

As a result of the allegation of the Complainant that the water meter had been improperly installed and was malfunctioning, the specific meter itself was removed from the premises by Lakefront Utility Services and sent to a third party for verification and confirmation of accuracy. The digital water meter was removed from the premises on May 16, 2018, and sent to American Water Works Standards for verification as to accuracy and functionality.

On June 19, 2018, it was confirmed to Lakefront Utility Services by American Water Works Standards that the meter was in fact working properly and was displaying readings which were 98.1% accurate.

Upon receiving confirmation as to the accuracy of the meter, the very same meter was reinstalled at the subject premises.

It is the evidence of both the Complainant and the representatives of Lakefront Utility Services that at no time subsequent to the reinstallation of the meter in June of 2018 that any further complaints or issues were identified by the Complainant to Lakefront Utility Services of excessive water usage.

As noted above, the Complainant advised that normal water readings occurred in April 2018 when a water cooled condenser was replaced by an air cooled device. Therefore, in the opinion of the Complainant, efforts to confirm the accuracy of the meter after April 2018 were unnecessary.

In speaking with the representatives of Lakefront Utility Services, they cannot say with certainty as to what had occurred from the period of December 2017 to April 2018 being the first date in which the customer was advised by Lakefront as to excessive water usage. However, Lakefront Utility Services are certain that the water usage recorded by the meter installed at 975 Elgin Street is accurate.

As set out above, it was the evidence of the Complainant that no water leakage was occurring at the premises and that this was confirmed by a plumber retained by the Complainant. Based on the fact that the meter installed at 975 Elgin Street was apparently functioning based on third party verification, it is reasonable to believe that some incident or event was occurring which resulted in excess water usage.

In speaking with the representatives of Lakefront, it is their further evidence that of the 5000 meters currently in use, the Complainant was the only customer who had reported excessive water usage for the period of December 2017 to April 2018. In the absence of any evidence that the meter was malfunctioning and any further explanation as to why excessive water usage was being recorded, it remains the position of Lakefront Utility Services that the Complainant is responsible for the water usage recorded by the meter.

In order to assist the Complainant in this matter, and appreciating that the company is a business which is dependent on water consumption, Lakefront offered a payment plan for the outstanding water arrears incurred by the company during that portion of the 2018 year. In doing so, it is the position of Lakefront that this was a reasonable approach. To do otherwise would be to write off

the water charges which would then be indirectly borne by other customers of Lakefront Utility Services.

In light of confirmation that the water meter was functioning properly and in the absence of any evidence to the contrary presented by the Complainant, it remains the position of Lakefront Utility Services that the payment schedule was a reasonable and fair resolution of this matter.

The Complainant disagrees with this position and remains adamant that the meter installed by Lakefront Utility Services in December 2017 was faulty, resulting in inaccurate water usage readings during the period of December 2017 to April 2018 of which the Complainant should not be responsible for.

SUMMARY:

In summary, based upon the investigation carried out by myself with respect to this matter, the parties remain apart with respect to the functionality of the digital water meter installed at the subject premises in December 2017, and the resulting readings that occurred between the period of December 2017 and April 2018.

As set out in the complaint filed in this matter, it was identified by the Complainant that the source of the problem was the installation of the digital meter which was “effected by its proximity to electrical and cooling equipment causing it to accelerate its readings dramatically”.

In response, it is the position of Lakefront Utility Services that the digital water meter installed in December 2017 was functioning properly throughout the time period of December 2017 to May 2018.. This fact was verified by an independent third party who confirmed not only the accuracy of the meter itself but the fact that installation of the smart meter would not be impacted due to proximity to electrical or cooling equipment such as that located at the subject premises.

Of further note is the fact that the meter, once having been verified by a third party as functioning properly, was reinstalled by Lakefront Utility Services in the exact same location at the premises in June 2018, resulting in what both the Complainant and Lakefront Utility Services accept as normal readings.

It is the position of the Complainant that it was the result of improper installation that served to impact the accuracy of the digital water meter. It is the position of Lakefront that the meter and the location of installation did not serve to produce faulty readings, but rather the presence of some unknown incident or event occurring on site which resulted in excess water usage.

The difficulty is that neither party can point to a specific event as being the cause of excessive water usage which was recorded during the time period of December 2017 to April 2018. Either the meter was faulty or failed to operate properly, or some form of leakage was occurring on site

which was not detected by the Complainant. The fact that the meter was checked to determine accuracy in May 2018 and re-installed in June 2018 in the exact same location resulting in accurate readings is persuasive in favour of the position taken by Lakefront Utility Services, namely that the cause of the high water usage was the result of some form of leakage occurring on site.

In this regard, it is left to the writer to determine this matter on the balance of probabilities. In doing so, I find that the efforts taken by Lakefront Utility Services serve to confirm that neither the meter nor the installation of the meter contributed to false or inaccurate readings. I make this finding without prejudice to the Complainant's right to pursue the matter of any claim of excessive water charges if he so desires through a Court of competent jurisdiction.

However, such a finding does not conclude the matter. The core issue that remains outstanding is whether or not Lakefront was responsive to the Complainant in dealing with this matter. In doing so, there is the further question as to whether Lakefront was reasonable in dealing with the resolution of this matter, namely, the granting of a payment schedule to the Complainant, rather than the waiving or forgiving of water charges incurred during the period of December 2017 to April 2018.

In speaking with the representatives of Lakefront Utility Services with respect to the above issues, it was confirmed to the writer that issues such as excessive water usage are dealt with on a case to case basis and subject to an escalation protocol. The escalation protocol is to first have the matter dealt with through customer service, failing which the matter is then referred to the next level up to and including senior management. In the case at hand, this matter experienced such an escalation up to and including involvement by the Chief Administrative Officer of Lakefront Utility Services.

In dealing with this matter, seven meetings were conducted between the Complainant and representatives of Lakefront Utility Services with a view to reaching a resolution of this matter. The final position of Lakefront Utility Services regarding this matter was set forth in correspondence to the Complainant dated September 21, 2018, which included the offer of a payment schedule to the Complainant.

RECOMMENDATIONS:

As was explained to all parties interviewed as a result of this investigation, the role of Municipal Ombudsman is to make recommendations not to provide direction. It is up to the Municipal Council to ultimately decide whether such recommendations will be followed.

It is further noted that any investigation carried out by myself in the capacity of a Municipal Ombudsman is without prejudice to the right of either party to pursue matters through another forum, including a Court of competent jurisdiction for other relief such as an award for damages.


Taking into account the evidence gathered in this investigation, I am making the following recommendations:

1. That Lakefront Utility Services Inc. develop formal criteria by which it may identify and address exceptional cases involving claims of excess water usage or inaccurate metering, and that such criteria be made known to all customers of Lakefront Utility Services Inc.
2. That Municipal Council provide or confirm authority by which Lakefront Utility Services Inc. may have the discretion on a case to case basis, based on criteria to be developed, to adjust the water account of any customer who experiences a sudden large increase not explained by a meter test or leak check.
3. That Lakefront Utility Services continue to implement a standard by which is notifies customer of consumption spike and dips in a cost effective manner.
4. That in all inquiries regarding large unexpected water charges, Lakefront Utility Services Inc. continue to determine at the earliest opportunity whether the unexpected water charges are the result of faulty or improper installation of water metering and inform the customer of such facts.

In arriving at the above recommendations, I was guided by the facts of this particular investigation and the evidence provided by those witnesses who were interviewed. In addition, I had regard to the previous decisions of the Office of the Provincial Ombudsman as it pertains to claims of overcharging of services based on inexplicable increases in water usage and/or water charges.

SUBMITTED BY M. JOHN EWART ON APRIL 8, 2019.


M. JOHN EWART, B.A., M.A. L.L.B., C.S.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Council
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services Robyn Bonneau Records and Committee Coordinator
DATE OF MEETING:	April 23, 2019
TITLE / SUBJECT:	Ad Hoc/Advisory Committee Update on the Poet Laureate Nominating Ad Hoc Committee and Downtown Coalition Advisory Committee
REPORT DATE:	April 11, 2019

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE
Not Applicable

2.0 RECOMMENDATION

THAT Council approve the proposed amendments to the Poet Laureate Nominating Ad Hoc Committee's Terms of Reference and Policy, attached to this Report as Attachment #1 and #2; and

FURTHER THAT Council direct the Legislative Services Department to advertise the two (2) citizen vacancies for the Poet Laureate Ad Hoc Committee in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee; and

FURTHER THAT Council dissolve the Downtown Coalition Advisory Committee due to the completion of the Committee's mandate as a result of their Final Report on the Downtown Cobourg Vitalization submitted to Council at the February 19, 2019 Committee of the Whole meeting; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee and to remove the Downtown Coalition Advisory Committee from the By-law.

3.0 PUBLIC ENGAGEMENT

Not Applicable

4.0 ORIGIN AND LEGISLATION

Poet Laureate Nominating Ad Hoc Committee

At the October 1, 2018 Regular Council meeting, By-law No. 045-2018 was passed to approve the Terms of Reference of a Poet Laureate Nominating Ad Hoc Committee which initiated the process for Staff to advertise one (1) citizen vacancy in order for the Ad Hoc Committee to be struck and begin its process of deliberating and recommending a Poet Laureate for the 2018 – 2019 Council Term.

Since the passing of By-law No. 045-2018, the Legislative Services Department has prepared this report for Council to consider proposed revisions to the Poet Laureate Nominating Ad Hoc Committee's Terms of Reference, in addition to its adjoining Policy (COUN-ADM2) previously passed by Council at its Regular Meeting on January 12, 2014.

Downtown Coalition Advisory Committee

At the February 19, 2019 Committee of the Whole meeting, Council received the Downtown Cobourg Vitalization Final Report from the Downtown Coalition Advisory Committee. This report will also address the proposed dissolution of the Advisory Committee due to the Committee's mandate being fulfilled and completed as a result of their Final Report submitted to Council.

5.0 BACKGROUND

Poet Laureate Nominating Ad Hoc Committee

As a result of the former Poet Laureate, Ted Amsden, serving the maximum length of two (2) consecutive terms of Council, the Town is required to appoint a new Poet Laureate. The Poet Laureate Terms of Reference – Administration Policy (COUN-ADM2), which provides for the establishment of a Nomination Ad Hoc Committee to recommend a Poet Laureate for Council's final consideration, states under Section 6 that the public announcement of the Poet Laureate should occur no later than March 31 of the year following the Municipal Election.

To accommodate the March 31, 2019 deadline as outlined in the Policy, Staff from the Legislative Services Department provided a report to the Committee of the Whole on September 11, 2018, recommending the establishment of a Poet Laureate Nominating Ad Hoc Committee. At the following Regular Council Meeting, Council passed By-law No. 045-2018 to amend the Terms of Reference By-law for the inclusion of the Poet Laureate Nominating Ad Hoc Committee. At this time, Staff initiated a recruitment process for one (1) citizen vacancy, as listed in the former composition of the Ad Hoc Committee, which included advertisements in the local newspaper and on the municipal website.

Following the passing of the imposed October 31, 2018 deadline for accepting Applications, the Town received a total of four (4) Applications which were later discussed at the November 5, 2018 General Government Services Coordinator Meeting, where it was recommended to defer the deliberations and appointment of the citizen vacancy to the Poet Laureate Ad Hoc Nominating Committee for the new term of Council to consider. All Applicants were notified of the amended timeline through correspondence delivered by the Municipal Clerk on November 26, 2018.

Since this time, members of the General Government Services Coordinator and Municipal Staff Working Group have further revised the Terms of Reference and Policy. The Legislative Services Department has now prepared, as illustrated in Attachment #1 and #2 of the report, the recommended revisions to the Poet Laureate Nominating Ad Hoc Committee's By-law and Policy. Significant amendments have been marked in red.

Downtown Coalition Advisory Committee

The Cobourg Downtown Vitalization Project released its Action Plan on November 11, 2013. As a result of the Action Plan, the Downtown Coalition Advisory Committee was formed in 2015 with a specific mandate to facilitate the implementation of recommendations arising from the 2013 Downtown Vitalization Action Plan.

At the February 19, 2019 Committee of the Whole meeting, the Downtown Coalition Advisory Committee submitted a final report regarding the Downtown Vitalization that was received by Council for information purposes.

6.0 ANALYSIS

Poet Laureate Nominating Ad Hoc Committee

In keeping with the Town's Procedural By-law and the Terms of Reference By-law, Staff have prepared a revision of the Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee that was formerly adopted by Council through By-law No. 045-2018.

Staff from the Legislative Services Department are proposing an amended composition to the Ad Hoc Committee which removes the Mayor from the Ad Hoc Committee and appoints the Arts, Culture and Tourism Coordinator as the Council Representative, in addition to a secondary member at large, for a new total of two (2) citizen appointments. The amended composition will equal to a total of five (5) members. The revision to the Terms of Reference also includes aesthetic changes to resemble the current terms of references as provided in the recently passed Terms of Reference By-law (008-2019).

As the Town has already accumulated four (4) Applications of interest for the citizen vacancies in the Poet Laureate Nominating Ad Hoc Committee, Staff will

reconfirm the Applicant's interest in the Ad Hoc Committee and if agreed by the Applicant, their Application will be forwarded to Council for consideration. In addition to using the previously submitted Applications, the Legislative Services Department will also advertise the vacancy in the local newspaper and on the municipal website for a proposed duration of two (2) weeks.

Downtown Coalition Advisory Committee

As illustrated in the Terms of Reference By-law (008-2019) the central purpose of the Downtown Coalition Advisory Committee is to provide recommendations to Council regarding the 2013 Town of Cobourg Downtown Vitalization Action Plan.

As a result of the Advisory Committee's Final Report to Council at the February 19, 2019 Committee of the Whole meeting which in sum, provided a list of final recommendations to Council on both the implementation of the Action Plan and the potential reformation of the Downtown Coalition Advisory Committee, the Committee is no longer tasked with any outstanding responsibilities or new undertakings to report to Council.

The Legislative Services Department is therefore, recommending that the Downtown Coalition Advisory Committee be dissolved, as the Committee has fulfilled its mandate, as provided in its Terms of Reference, and made a final report to Council regarding the implementation of the 2013 Downtown Vitalization Action Plan.

It is also recommended that Council consider the creation of a new Advisory Committee within the Town of Cobourg that would address the current void that has been created by both the Economic Development Advisory Committee dissolution and the proposed Downtown Coalition Advisory Committee dissolution. The potential creation of a new Advisory Committee that would have a centralized focus on the downtown and overall economic development of the Town could also consider the list of recommendations submitted by the former Downtown Coalition Advisory Committee in their Final Report, to be implemented in the Advisory Committee's Terms of Reference.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

This Report does not have a financial or Budget Impact. As outlined in the Poet Laureate Terms of Reference – Administration Policy (COUN-ADM2), the appointed Poet Laureate, as recommended by the Nominating Ad Hoc to be approved by Council, will receive an annual honorarium of \$500.00 for each year of their term as appreciation for their service to the Town of Cobourg.

8.0 CONCLUSION

It is recommended that Council approved the Poet Laureate Ad Hoc Committee's Terms of References, as provided in Attachment #1, to be approved through by-

law as an amendment to the Terms of Reference By-law (008-2019) to allow municipal staff to begin the recruitment process to fill the citizen membership positions to the Ad Hoc Committee. Staff are also recommending the dissolution of the Downtown Coalition Advisory Committee as their mandate has been fulfilled through their Final Report that was received by Council for information purposes on February 19, 2019.

9.0 POLICIES/BY-LAWS AFFECTING THE PROPOSAL

By-law No. 008-2019 – Terms of Reference By-law

By-law No. 045-2018 – Poet Laureate Ad Hoc Committee Terms of Reference

Poet Laureate Terms of Reference – Administration Policy (COUN-ADM2)

10.0 COMMUNICATION RESULTS

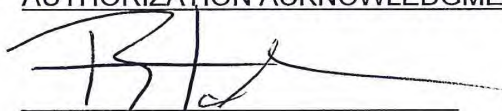
Legislative Services Department

11.0 ATTACHMENTS (IF APPLICABLE)

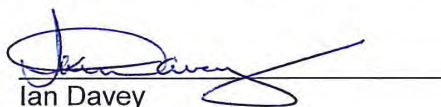
Poet Laureate Nominating Ad Hoc Committee Terms of Reference (Attachment #1)

Poet Laureate Terms of Reference – Administration Policy (COUN-ADM2) (Attachment #2)

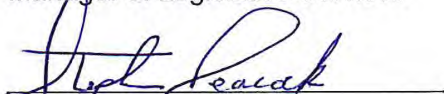
12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



Brent Larmer
Municipal Clerk/
Manager of Legislative Services



Ian Davey
Treasurer/
Director of Corporate Services



Stephen Peacock
Chief Administration Officer



Poet Laureate Nominating Ad Hoc Committee Terms of Reference

1.0 Authority

In accordance with the Town's Procedural By-law, the Poet Laureate Nominating Ad Hoc Committee is a Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Scope

The Municipal Council appoints a Poet Laureate as a means by which the importance of literature, language and all Arts and Culture is encouraged and promoted within the Town of Cobourg.

The position of Poet Laureate serves to complement the development and promotion of Cobourg as a cultural community and is appointed to acknowledge the individual's accomplishment in poetry and to recognize a champion for all the lively arts, particularly poetry and other literary forms.

The Ad Hoc Committee will deliberate and identify a candidate, and confirm the willingness of the candidate to serve in the role of a Poet Laureate and make a final recommendation of appointment to the Municipal Council. Taking the Committee's recommendation in full consideration, Council will make the appointment, followed by Town staff contacting the successful candidate to confirm the appointment.

The public announcement of the appointment of the Poet Laureate by the Mayor should take place no later than May 31 of the year following a municipal election, unless the position is prematurely vacated during the term of Council that would require a secondary appointment.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this nominating task but may be reappointed when needed in the event that a vacancy occurs during the term of Council in which the Ad Hoc Committee was struck.

3.0 Composition and Term of Appointments

The Poet Laureate Nominating Ad Hoc Committee shall be comprised of five (5) members which shall include:

- Coordinator of Arts, Culture and Tourism Services;
- CEO of the Cobourg Public Library;
- Executive Director/Curator of the Art Gallery of Northumberland; and
- Two (2) Members at Large:
 - Writers;
 - Publishers;
 - Book Sellers;
 - Teachers;
 - Librarians;
 - Journalists; or
 - Any other member of the public with suitable knowledge of poetry.

Members of the Poet Laureate Nominating Ad Hoc Committee shall be appointed for the duration required to make a recommendation to Council regarding an appointment of a Poet Laureate to the Town of Cobourg.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this nominating task but will be reappointed when needed in the event that a vacancy for the position of a Poet Laureate occurs during the term of Council in which the Ad Hoc Committee was struck.

4.0 Reporting Structure

The Poet Laureate Nominating Ad Hoc Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

5.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

6.0 Resources

Secretarial support will be provided by the Mayor's Officer to provide for the general administrative coordinator of meetings, including the preparation and distribution of Agendas and Minutes.

ATTACHMENT #2
CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

Purpose

Town Council appoints a Poet Laureate as a means by which the importance of literature, language and all forms of arts and culture is encouraged and promoted within the Town of Cobourg. The position of Poet Laureate serves to complement the development and promotion of Cobourg as a cultural community, while also acknowledging the individual's accomplishment in poetry and other forms of literary arts.

As an advocate of Cobourg, the Poet Laureate will serve to honour and nurture the expression of life in Cobourg's past, present and future and to establish the reputation of Cobourg as a culturally dynamic community.

Policy

1. ORIGIN

The position of Poet Laureate was established in 1997 by the Municipal Council of the Town of Cobourg. As a result of various activities set in motion by Eric Winter, Cobourg's First Poet Laureate, people across Ontario and Canada now consider the Town of Cobourg as a "go to" place for poetry. The Town has a spirited poetry group which has been active since July 11, 2000. In addition to the Town of Cobourg celebrating Poetry month in April, Cobourg is the location of monthly poetry events that are open to the public, which have run continuously for many years.

2. DUTIES

The Poet Laureate will act as literary ambassador for the Town of Cobourg and will be required to write one new and original poem in each year of their appointment that addresses or reflects one or more aspects of life in Cobourg, to be read (by the Poet Laureate or a designate) on the occasion of the Mayor's annual New Year's Day Levy **and the Inaugural event on the year of a Municipal election**. The Poet Laureate will give the Town a **limited** license to publish these poems – that is first publication rights – in hard copy and electronic forms, including on the Town website for the term of the appointment. Copyright for all these poems will be retained by the Poet; the intellectual rights to writing produced during tenure remains the property of the Laureate.

The Poet Laureate will be present and read a selection of poetry (which may be the Laureate's original composition or a piece by another poet) at no fewer than **three (3)** of the following public events each year:

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

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- Mayor's Levy
 - Poetry Weekend in Cobourg
 - Canada Day
 - Cobourg Day
 - James Cockburn Day (Cobourg's Father of Confederation)
 - Inaugural Council Meeting (on the year of a Municipal election)
 - Selected non-annual civic ceremonies or official functions such as the opening of new buildings or parks, the inauguration of new community festivals or events, the installation ceremonies for public art, the official greeting of visiting dignitaries, the swearing-in for other municipal positions, significant retirements or milestones reached by citizens, or other occasions by invitation of the Mayor.

Furthermore, the Poet Laureate will serve as an advocate for literature and for literacy; bringing the effect of Laureate's role into our schools and library is strongly encouraged.

The Poet Laureate will be expected to participate in the strong and thriving literary life of our Town; the Laureate is free to determine which specific activities will be pursued in this area and in consultation with the Mayor. The Poet Laureate's efforts should also ensure that our community encourages self-expression by youth through spoken word and written poetry.

Each Laureate is encouraged to follow the example of Cobourg's First Poet Laureate in that legacy projects were created to enhance our Town's literary voices and support the other Arts.

While it is acknowledged that each Laureate will bring a different emphasis to the position, the Town Council encourages every Poet Laureate to launch a public project during each term of the appointment, even community-wide in scope.

The duties of the Poet Laureate will not include reading manuscripts or any requirement to comment on other people's individual writing efforts.

3. TERM

The Poet Laureate will be appointed for a four (4) year term that corresponds with the term of Council. If an appointment is made at any time during the term of Council as a result of the

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

position being vacated prematurely, the Poet Laureate will be appointed for the remaining term of the previously appointed Poet Laureate.

An incumbent Laureate may be reappointed to serve for consecutive terms of Council for a maximum of eight (8) consecutive years. Previous Poet Laureates may be appointed to serve in the position again, provided that the third or subsequent appointments do not create an uninterrupted succession of more than two (2) terms **or eight (8) consecutive years**.

4. SUPPORT

The Poet Laureate will receive an annual honorarium of \$500.00 (five hundred dollars) for each year of their term for each year of their term appreciation for service to the Town of Cobourg.

The Town of Cobourg will provide appropriate liability insurance coverage for the **Poet Laureate** for all tasks performed at or on behalf of the Corporation during the performance of the assigned duties of the Poet Laureate.

The Poet Laureate will liaise with the Town through the offices of the Mayor and the Town Clerk. Cooperation with the Events Coordinator and Cobourg Tourism will be essential in fostering the Laureate in the role. Municipal staff will provide orientation to the newly appointed Poet Laureate.

The Poet Laureate will be provided with a business card, an email address using the cobourg.ca domain and a Town of Cobourg ground-mail address. Occasional clerical, legal or technical support will be made available as required to fulfill the duties of Laureate.

Reception staff at the municipal offices will be able to field inquiries about the position and forward to the Poet Laureate, if requested, "return contact" information from any interested member of the public.

If the Laureate opts to exercise a "poet-in-residence" component of the position, and, if Municipal space is available, the Town may provide space to allow public access to the Poet Laureate. Such access will be at the discretion of the Poet Laureate.

Council will be open to proposals for public projects of the Laureate's choosing and will offer its support in any way that is practical, such as willingness to consider sponsorship of arts funding applications for these community efforts.

The Town of Cobourg will post the Poet Laureate's annual poem for the Mayor's Levy on its

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

website, along with other material mutually agreed by the municipality and the Poet Laureate.

The Town will not be responsible to reimburse or pay performance fees for poetry readings, travel expenses or accommodation costs for out of town appearances, or any other expenditures of a similar nature that the Laureate may incur.

5. ELIGIBILITY AND APPOINTMENT CRITERIA

Candidates must:

- be willing to fulfill the duties of the position;
- display literary excellence and significant ability in composing poetry;
- hold a record of high achievement in poetry demonstrated by peer and/or public recognition;
- have a published book of poetry and/or a history of publication in literary periodicals;
- live and/or work in the Town of Cobourg or currently pay taxes to the municipality.

The Poet Laureate must relinquish the position if he or she leaves Cobourg permanently, or is absent for a period greater than one year during the appointed term, or if other specific duties and criteria set out above are repeatedly not performed or cannot be met.

Selection Criteria:

- aptitude as a poet, also the attributes of the poet's compositions;
- an acknowledged contribution to the Arts in our Town and to poetry;
- knowledge and understanding of Cobourg indicating a capacity to capture in poetry the life, times and place;
- personal qualities and stature to effectively fulfill the ambassadorial duties of Poet Laureate.

6. APPOINTMENT PROCESS

The Cobourg Town Council will appoint a special ad hoc "Nominating Committee for the Poet Laureate" that will consist of five (5) members, which will include:

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

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- **Coordinator of Arts, Culture and Tourism Services**
 - CEO of the Cobourg Public Library
 - Executive Director/Curator of the Art Gallery of Northumberland
 - **two (2)** members-at-large comprised of any of the following: writers, publishers, book sellers, teachers, librarians, journalists, and/or any member of the public with suitable knowledge of poetry.

Any person with an interest in serving as Poet Laureate for the term under consideration should excuse herself or himself from sitting on the Nominating Committee.

In keeping with the notion that the title of Poet Laureate is an honour bestowed rather than a position of employment, individuals are not invited to apply for the position.

The Nominating Committee will deliberate and identify a candidate, and confirm the willingness of the candidate to serve in this role. They will present a recommendation of appointment to the municipal Council within 6 weeks of the Committee being struck.

Taking the Committee's recommendation in full consideration, the Cobourg Town Council will make the appointment. Town staff will contact the successful candidate to confirm the appointment. The public announcement of the appointment of the Poet Laureate by the Mayor should take place no later than **May 31** of the year following the election of Council.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this nominating task but will be reappointed when needed in the event that a vacancy occurs during the term of Council in which the Ad Hoc Committee was struck. In a case where the Town and the incumbent Laureate have mutually agreed on the appointment to a second consecutive term, no Nominating Committee will need to be appointed.

Scope

This policy shall apply to the Poet Laureate as Terms of Reference for the Town of Cobourg.

Administration

The Mayor of the Town of Cobourg shall implement and administer the terms of this policy.

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of Reference- Administration

Section #
Policy #


1-1
COUN-ADM2

Cross Reference

Policy #

Procedure #

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

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Council
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services Robyn Bonneau Records and Committee Coordinator
DATE OF MEETING:	April 23, 2019
TITLE / SUBJECT:	Christmas Magic Ad Hoc Committee
REPORT DATE:	April 11, 2019

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE
Not Applicable

2.0 RECOMMENDATION
 THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Christmas Magic Ad Hoc Committee, as attached to this Report as Attachment #1;

FURTHER THAT Council direct the Legislative Services Department to advertise the citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee; and

FURTHER THAT Council discontinue the Ad Hoc Committee by Resolution no later than July 31, 2019, once final recommendations upon the specified matter have been provided and further recommendations are no longer required.

3.0 PUBLIC ENGAGEMENT
Not Applicable

4.0 ORIGIN AND LEGISLATION

At the January 14, 2019 Regular Council meeting, direction was given to staff to report on the establishment of an Ad Hoc Committee to assist in the selection of a location for the 2019 Christmas Magic in the Town of Cobourg.

Further to this Resolution, the Legislative Services Department has prepared this report, with the proposed Terms of Reference for the Ad Hoc Committee, to respond to the direction from Council.

5.0 BACKGROUND

At the Regular Meeting of Council on January 14, 2019, the following Motion was passed by Council:

“WHEREAS the Committee of the Whole considered a delegation from Bruce Moore, citizen of Cobourg, requesting the move of Christmas Magic to Victoria Park in 2019;

NOW THEREFORE BE IT RESOLVED THAT Council establish an Ad Hoc Committee regarding the location of Christmas Magic in Cobourg for 2019 with Staff involvement, and to include the item of moving Christmas Magic to Victoria Park in the 2019 Budget deliberations.”

Council may establish Ad Hoc Committees to provide opportunities for members of the public to have input into the decisions of the Town regarding a specific subject, project or undertaking, which are typically temporary in nature, until the Ad Hoc Committee has achieved their objectives. Section 6.1 of the Terms of Reference By-law (008-2019) provides that Ad Hoc Committees established by Council must be given a clear mandate and well-defined Terms of Reference.

Since its inception in 1996, the Municipal Event of Christmas Magic has substantially grown in size and interest. Although Victoria Park has been the primary location for the Municipal Event, in 2015 consideration was given to move the event to the downtown area, as part of the Downtown Revitalization process to increase activities for participants. This decision involved direct input from the Downtown Business Improvement Area (DBIA).

6.0 ANALYSIS

In keeping with the Town’s Procedural By-law and the Terms of Reference By-law, Staff have prepared a draft Terms of Reference for the Christmas Magic Ad Hoc Committee. The draft Terms of Reference have been included in this report as Attachment #1, and in general describes the Ad Hoc Committee’s duties and functions; composition and terms of appointment; reporting structure; administration; and resources.

Once formed, the Christmas Magic Ad Hoc Committee is expected to provide recommendations to Council regarding the location of the 2019 Christmas Magic Display of Lights. In doing so, it is recommended that the Ad Hoc Committee:

- Consult with appropriate Town Departments to consider the budget implications on the possible locations of Christmas Magic;
- Consider all potential light pollution effects, or any other environmental effects on trees or other types of plants if used to hold lighting or decorative fixtures relating to Christmas Magic;
- Consider the logistics of suitable locations as they relate to entertainment, amenities and/or activities for participants attending the Municipal Event;
- Identify, engage, and work with other community groups and partners who are actively engaged in the celebration of the 2019 Christmas Magic; and
- Undertake any other assignment pertaining to Cobourg's celebration of the 2019 Christmas Magic as may be requested by Council.

At the first meeting of the Ad Hoc Committee, a Staff Report will be provided to the Committee from the Community Services Division outlining the annual process of Christmas Magic including any appropriate deadlines, in addition to the history of the Municipal Event, the logistics of suitable locations and any further information that may be relevant to the selection of a location for the Display of Lights.

Given the nature and the proposed mandate of the Christmas Magic Ad Hoc Committee, Staff are recommending the following Committee structure:

- Arts, Culture and Tourism Coordinator, who will serve as the Chair of the Committee; and
- Up to six (6) and no less than two (2) citizen appointments selected by the Municipal Council;

The Ad Hoc Committee would be supported by Municipal Staff including the Director of Community Services, the Manager of Parks, the Manager of Marketing and Events and the Special Events Coordinator, all who will serve as non-voting members. Municipal Staff will assist the Ad Hoc Committee through providing information relating to the Municipal Event, as it relates to the appropriate selection of a location for the Display of Lights.

It is recommended that the Arts, Culture and Tourism Coordinator serve as Chair of the Committee due to his pre-existing familiarity with the Town of Cobourg Procedural By-law (009-2019) which will encourage efficient meeting procedures. The Vice Chair position may be filled by any member of the Ad Hoc Committee, upon a successful majority vote.

Representatives from the community will be solicited through a call for applications, to be advertised in the local newspaper and on the municipal website for a proposed duration of two (2) weeks. The Ad Hoc Committee will be discontinued by Council through resolution when their recommendation on the location of the 2019 Christmas Magic Display of Lights has been provided and further recommendations are no longer required.

The term of office for Members of the Christmas Magic Ad Hoc Committee is recommended to conclude no later than July 31, 2019 and after a final report has been presented and received by Council regarding the location of the 2019 Christmas Magic Display of Lights. This timeline has been imposed to allow an appropriate amount of time to allow Municipal Staff to implement any recommendations from the Ad Hoc Committee that may be approved by Council, in order to prepare for the installation of the Display of Lights in the fall of 2019.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

This Report does not have a financial or Budget Impact. As outlined in the 2019 Operating Budget, Council has allocated \$20,000 for this Municipal Event. The Budget also includes \$30,000 for a cultural event or festival, intended to enhance Christmas Magic in 2019, but any such expenditures must be fully offset by an equivalent amount of new revenue for a zero net increase.

8.0 CONCLUSION

It is recommended that Council approve the Christmas Magic Ad Hoc Committee's Terms of References, as provided in Attachment #1, to be approved through by-law as an amendment to the Terms of Reference By-law (008-2019) to allow municipal staff to begin the recruitment process to fill the citizen membership positions to the Ad Hoc Committee.

9.0 POLICIES AFFECTING THE PROPOSAL

By-law No. 008-2019 – Terms of Reference By-law

10.0 COMMUNICATION RESULTS

Legislative Services Department

11.0 ATTACHMENTS (IF APPLICABLE)

Christmas Ad Hoc Committee Terms of Reference (Attachment #1)

12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)

Brent Larmer – Municipal Clerk/Manager of Legislative Services

Dean Hustwick – Director of Community Services


Stephen Peacock – Chief Administrative Office



Christmas Magic Ad Hoc Committee Terms of Reference

1.0 Authority

In accordance with the Town's Procedural By-law, the Christmas Magic Ad Hoc Committee is a Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Duties and Functions

The Christmas Magic Ad Hoc Committee shall act in an advisory capacity to provide recommendations to the Cobourg Municipal Council regarding the location of the 2019 Christmas Magic Display of Lights.

To achieve this goal, the Christmas Magic Ad Hoc Committee shall:

- Consult with appropriate Town Departments to consider the budget implications on the possible locations of 2019 Christmas Magic;
- Consider all potential light pollution effects, or any other environmental effects on trees or other types of plants if used to hold lighting or decorative fixtures relating to Christmas Magic;
- Consider the logistics of suitable locations as they relate to entertainment, amenities and/or activities for participants attending the Municipal Event;
- Identify, engage, and work with other community groups and partners who are actively engaged in the celebration of the 2019 Christmas Magic; and
- Undertake any other assignment pertaining to Cobourg's celebration of the 2019 Christmas Magic as may be requested by Council.

3.0 Composition and Term of Appointments

The Christmas Magic Ad Hoc Committee shall be composed of the following members:

- Arts, Culture and Tourism Coordinator, who will serve as the Chair of the Committee;
- Up to six (6) and no less than two (2) citizens appointments selected by the Municipal Council;
- Director/Deputy Director of Community Services (non-voting member);
- Manager of Marketing and Events (non-voting member);

- Manager of Parks (non-voting member); and
- Community Events Coordinator (non-voting member).

Each voting member of the Christmas Magic Ad Hoc Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Ad Hoc Committee.

The term of office for Members of the Christmas Magic Ad Hoc Committee shall conclude no later than July 31, 2019 and after a final report has been presented and received by the Municipal Council regarding the location of the 2019 Christmas Magic Display of Lights.

4.0 Reporting Structure

The Christmas Magic Ad Hoc Committee shall report to the Municipal Council. Reports of the Committee are considered advice to Council only and any related recommendations must be approved by the Municipal Council before any action is taken unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

The Committee shall meet on an as required basis to be determined by the Committee.


All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

Secretarial support will be provided by the Community Services Division for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Municipal Staff shall provide advisory support to the Committee, including background information and technical advice, to assist it with its role when, in the opinion of the Municipal Director, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor, Deputy Mayor and Members of Council	
FROM: TITLE:	Brent Larmer, Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	April 23, 2019	
TITLE / SUBJECT:	Request for an Exemption of Dog Tag Licencing Fee for 'BOOST' Child Victim Witness Services Dogs in the Town of Cobourg.	
REPORT DATE:	April 11, 2019	File #:

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

Not Applicable

2.0 RECOMMENDATION

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

FURTHER THAT Council approve the request for an exemption to the Animal Control By-law No.021-2014, to waive the fee of the Dog Tag licence to Kaye Torrie of 'BOOST' Child Victim Witness Services Dog Program, with the requirement that dogs will still be required to obtain a Town of Cobourg Dog Tag for identification and enforcement purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to amend By-law No. 021-2019 to add a provision to 'Exempt Service Dogs from paying the licence fee if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog to the satisfaction to the Municipal Clerk.

3.0 PUBLIC ENGAGEMENT

Not Applicable

4.0 ORIGIN AND LEGISLATION

The *Municipal Act, 2001*, governs the existence and powers of single-tier, upper-tier and lower-tier municipalities within Ontario. In relation to animals, the Act grants these municipalities broad authority to enact by-laws respecting animals.

Section 5 (3) - Powers exercised by by-law

- (3) A municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise. 2001, c. 25, s. 5 (3); 2006, c. 32, Sched. A, s. 5.

Section 11 (3) - By-laws re: matters within spheres of jurisdiction

- (3) A lower-tier municipality and an upper-tier municipality may pass by-laws, subject to the rules set out in subsection (4), respecting matters within the following spheres of jurisdiction:

9. Animals.

In 2014, Municipal Council passed By-Law No.014-021 being a by-law for the licensing and registration of dogs and for the regulation of dogs and prohibiting the running at large of animals within the Town of Cobourg.

In 2015 a request was made by the St. John Ambulance Therapy Dogs requesting an exemption from the requirement of Dog Licensing within the Town of Cobourg. This request was supported by Council through By-law No.023-2015 to amend By-Law No.021-2014, with the provision that the St. Johns Ambulance Service Dogs still be required to register with the Town of Cobourg and receive a Dog Tag, but they would be exempt from paying the annual licensing fee associated with the Dog Tag License.

5.0 BACKGROUND

The Town of Cobourg Municipal Council received a request from Kaye Torrie, Child Witness Advocate for BOOST Child and Youth Advocacy Centre requesting that 'Jersey' a Certified National Service Dog who provides support in the Child and Youth Witness Program in Cobourg be exempt from the Dog Tag Licensing Fee.

6.0 ANALYSIS

The Legislative Services Department is supporting the request from Kaye Torrie to allow for an exemption to By-law No.021-2014 to exempt the Certified National Service Dog Jersey from the Dog licensing fee as Council granted a similar request for St. Johns Ambulance in 2015 and that this organization provides a

similar service which is to support individuals in a time of need which benefits the community as a whole.

A courthouse facility dog is a professionally trained assistance dog, suitable for providing quiet companionship to vulnerable individuals in legal settings without causing any disruption of the proceedings. Facility dogs are working dogs that are specially chosen because of their calm demeanor and ability to work in a high stress environment thereby decreasing the risk of creating legal issues. When their work day is over they go home with their primary handler and are “off duty.”

The following description below is from the Child and Youth Advocacy Website in regards to Court House Facility Dogs:

Courthouse Facility Dogs – In Summary:

- Although there is no specific section in the *Criminal Code* at the present time, applications for a court facility dog to support a witness have been made under s. 486. Also, the *Canadian Victims Bill of Rights*, s. 13, providing victims with the right to request testimonial aids, has been used in support of applications.
- Terms are used somewhat interchangeably to describe Courthouse dogs including: Service Dog, Facility Dog, Courthouse Facility Dog or, Court Support Dog. It is generally agreed that the term Therapy Dog should not be used.
- There is general agreement about standards of behaviour including: dogs must be unobtrusive in the courtroom or testimony room; must be able to remain still and calm for several hours; and, must not react when a witness becomes emotionally distressed. The majority of CAC/CYACs have chosen professionally trained, accredited dogs.
- The courthouse facility dog typically sits at the feet of the witness during testimony.
- The child will meet the dog at least once, and usually two or more times, before the court date.
- Most handlers are professionals in the justice system, and have received training for this role. Handlers should be skilled in working with vulnerable victims, have familiarity with the legal system and aware of appropriate courtroom behaviour.

The Legislative Services Department is recommending that Council amend By-law No.021-2014, to add a provision to the By-law that provides staff with the delegated authority to exempt 'Service Dogs' from paying the licence fee if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog to the satisfaction to the Municipal Clerk.

Unlike other pets, service animals assist people with disabilities or other conditions to individuals needing assistance in daily routines or for specific situations. Providing fee exemptions for individuals who use, train and support service animals will ensure people who require the assistance of service animals are not faced with additional barriers.

It is important that Council still requires that all dogs require a licence to be obtained within the Town of Cobourg including Service Dogs. The Town of Cobourg Licences Dogs under the Animal Control By-law in order to regulate Dogs within the community for various reasons such as the number of dogs are permitted within a dwelling, dogs running at large, and aggressive dogs. The Town utilizes Dog Tag licensing to reunite lost dogs with their owners in the case of a dog fleeing on their owner which proves to be successful way of returning a dog to its owner.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

The financial implications related to this report would be the loss of revenue from the Dog Tag Licencing fee in the amount of:

Early Bird Fee (Nov 1 – Feb 28):	Regular Fee (Mar 1 – Dec 31)
Fixed - \$10.00	Fixed – \$15.00
Natural - \$15.00	Natural - \$20.00

Currently this in 2019 we have one (1) Service Dog that has been licensed and exempt from the Dog Tag Licensing Fee.

8.0 CONCLUSION

FURTHER THAT Council approve the request for an exemption to the Animal Control By-law No.021-2014, to waive the fee of the Dog Tag licence to Kaye Torrie of 'BOOST' Child Victim Witness Services Dog Program, with the requirement that dogs will still be required to obtain a Town of Cobourg Dog Tag for identification and enforcement purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to amend By-law No. 021-2019 to add a provision to 'Exempt Service Dogs from paying

the licence fee if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog to the satisfaction to the Municipal Clerk.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

10.0 COMMUNICATION RESULTS

Legislative Services Department will communicate to the public if the recommendation is supported by Council.

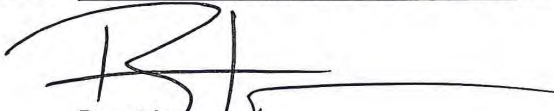
11.0 ATTACHMENTS (IF APPLICABLE)

By-law No.023 – 2015

Correspondence from Kaye Torrie.

Draft By-law No.00-2019 Amend Animal Control By-law.

12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



Brent Larmer
Municipal Clerk
Manager of Legislative Services

Approved by:



Ian Davey
Treasurer/Director of Corporate Services



Stephen Peacock,
Chief Administrative Officer



THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 023-2015

A BY-LAW TO AMEND BY-LAW NUMBER 021-2014 BEING A BY-LAW FOR THE LICENSING AND REGISTRATION OF DOGS; FOR THE REGULATION OF DOGS AND FOR PROHIBITING THE RUNNING AT LARGE OF ANIMALS WITHIN THE TOWN OF COBOURG.

WHEREAS pursuant to the *Municipal Act*, 2001, Section 11 as amended, municipalities have the authority to pass by-laws with respect to animals; and

AND WHEREAS the Council of the Corporation of the Town of Cobourg deems it advisable to pass a by-law for the licencing, registration and for the regulation of dogs within the Town of Cobourg limits;

AND WHEREAS the Council of the Corporation of the Town of Cobourg authorized an amendment to By-law No. 021-2014 at a Committee of the Whole meeting held on March 9, 2015, and deems it advisable to amend the By-law to provide for an exemption to the Dog Tag fee for certified St. John Ambulance Therapy Dogs;

NOW THEREFORE BE IT RESOLVED that the Council of The Corporation of Cobourg hereby enacts as follows:

1. That the following definition be added to the By-law:
 1. DEFINITIONS

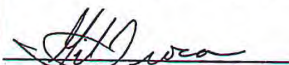
"St. John Ambulance Therapy Dog" shall mean any dog that is trained, certified and registered by St. John Ambulance as a 'St. John Ambulance Therapy Dog'.

2. THAT the following exemption be added to the By-law:

2.13 Dog tags are required for "St. John Ambulance Therapy Dogs" however the payment of the dog tag fee will be waived for "Certified St. John Ambulance Therapy Dogs" who are housed by their owners in the Town of Cobourg.

3. THAT this By-law shall come into force and effect upon the final passing hereof.

READ a first, second and third time and finally passed in Open Council this 16th day of March, 2015.

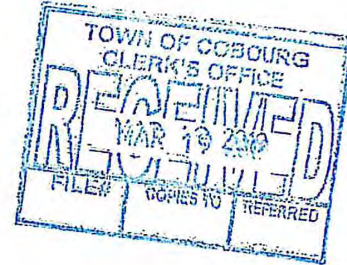

MAYOR


MUNICIPAL CLERK



March 14, 2019

Corporate Services - Municipal Clerk/Legislative Services Department
55 King Street West
Cobourg, ON K9A2M2



To Whom it may concern,

I am writing regarding By-Law 021-2014 pertaining to licencing of dogs within the Town of Cobourg. I understand that dogs working in the St. John's Ambulance Therapy Dog Program are exempt from paying the Dog Tag fee following and amendment to the by-law. I am writing requesting the same exemption for the dog I work with. I am a child witness advocate working in Northumberland, Peterborough and Kawartha Lakes and I serve as Jersey's primary handler.

Jersey is a Facility Dog. He was bred, raised and trained by the National Service Dogs organization (NSD) in Cambridge, ON. NSD which is accredited by the Assistance Dogs International trains service dogs for children and youth with Autism and first responders with PTSD. Jersey is technically a service dog because of his lengthy training and certification but he does not fit the typical Service Dog definition because he does not provide service to a single person. Jersey works at Boost Child & Youth Advocacy Centre in Northumberland and provides support and comfort to child and youth witnesses in Criminal Court.

Boost CYAC has been providing support to child and youth witnesses in Northumberland for the past 11 years. In 2017 Boost was fortunate enough to add 2 service dogs to the Child Victim Witness Program and Jersey came to Cobourg to live and work with me. Jersey has been providing support to child victims and witnesses for nearly 2 years. Boost CYAC is a charitable organization raising the bulk of its operating budget, including care and transportation of the dogs by fundraising. I would like to request that NSD Jersey be added to the list of dogs who are exempt from the Dog Tag fee.

I am grateful for your consideration of my request.

Sincerely,

Kaye Torrie

Child Witness Advocate



JERSEY
ACCREDITED FACILITY DOG

HANDLERS

Primary Handler

Kaye Torrie, Child Witness Advocate
Boost Child & Youth Advocacy Centre

Team Lead & Secondary Handler

Barb McIntyre, Program Manager
Child Victim Witness Assistance Program, Boost Child & Youth Advocacy Centre

Alternate Handlers

Kennedy, President & CEO
Boost Child & Youth Advocacy Centre

Lindsay Jolie, Director of Communications and Community Relations
Boost Child & Youth Advocacy Centre

Christine Knill, Detective Constable
Toronto Police Service, Sex Crimes and Child & Youth Advocacy Centre

Daryl Kempster, Detective Constable
Toronto Police Services, Sex Crimes and Child & Youth Advocacy Centre

ABOUT JERSEY

Jersey was bred, raised and trained by National Service Dogs in Cambridge, Ontario. He is a chocolate colored, Labrador Retriever born on April 3, 2015. Jersey has worked at Boost Child & Youth Advocacy Centre since April 24, 2017. He is a specially trained, accredited facility dog that provides comfort and support to children and youth in forensic interviews, medical examinations, counselling sessions, court preparation sessions, crown meetings, and while testifying in court.

as an effective icebreaker, can help to normalize difficult situations and will be a source for cathartic and calming touch.


NATIONAL SERVICE DOGS

National Service Dogs (NSD) empowers people to achieve their full potential with strategically trained and certified service dogs, catalysts for restorative change. Over the past 18 years, NSD has graduated over 350 Certified Service Dog Teams and has continued to respond to the needs of individuals with specific physical, mental and emotional challenges. NSD is the only Assistance Dog International accredited organization in Canada providing Service Dogs for Post-Traumatic Stress (PTSD); the first in Ontario to establish a Canine Assisted Intervention (CAI) program for children and adults recovering from abuse, trauma and stroke; and a leader in Companion Dog Services.

COURTHOUSE DOGS

Courthouse Dogs Foundation promotes justice with compassion by helping to successfully implement courthouse facility dog programs using best practices in this field. A courthouse facility dog is a professionally trained assistance dog, suitable for providing quiet companionship to vulnerable individuals in legal settings without causing any disruption of the proceedings. Facility dogs are working dogs that are specially chosen because of their calm demeanor and ability to work in high stress environments thereby decreasing the risk of creating legal issues. When their workday is over they go home with their primary handler and are "off duty". As per the Courthouse Dog model, Jersey meets the criteria for dogs accompanying a witness in a courtroom:

- o They must be quiet, unobtrusive, and emotionally available for the witness when the need arises
- o The dogs should be able to sit or lie down beside the witness for an extended period of time
- o The dogs should not engage in any behavior that would distract the witness or other people in the courtroom
- o The dogs should be able to assist the witness for as long as necessary.

	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE	
STAFF REPORT		
TO:	Mayor and Council Members	
FROM:	Glenn J. McGlashon, MCIP, RPP Director of Planning & Development	
DATE OF MEETING:	April 23, 2019	
REPORT TITLE/SUBJECT:	Review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications	
DATE OF REPORT:	April 11, 2019, Revised April 16, 2019	

1.0 EXECUTIVE SUMMARY

The Town of Cobourg has adopted a Public Engagement Policy to ensure a consistent, fair and effective approach to public engagement in the community. The Policy specifies that greater involvement by citizens through public engagement will result in a better-informed community, a greater sense of ownership and trust in initiatives, and increased public satisfaction with municipal programs, services and long-term plans.

While the Town's Public Engagement Policy applies to all Divisions, including Planning and Development, Section 9.15 of the current, approved Cobourg Official Plan (2017) specifies that the notification procedure for Public Meetings involving applications submitted in accordance with the *Planning Act* shall follow the procedures required by the Act.

At its meeting of April 30, 2018, Council passed a Motion directing planning staff to review the Town's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P., as amended, and to submit a report to Council for consideration.

Planning Staff conducted research, consultations and surveys with other Ontario municipalities and land use planners to better understand the various approaches used to notify and engage the public on applications made under the *Planning Act*. In addition, the Communications Department recently launched its annual communications survey seeking input on how citizens stay informed on Town services and initiatives and how the Town can continue to improve.

This Report provides Council with:

- i) a summary of relevant background information regarding the provisions of the *Planning Act*, the Official Plan and the Town's current planning application procedures;
- ii) an overview of the research and analysis conducted by planning staff on public notification and engagement procedures for *Planning Act* applications in other municipalities, and of the feedback obtained through the Town's communications survey;
- iii) an outline of Options that may be used to enhance public notification and participation in the local planning process **beyond, in place of or in addition to the measures already implemented by the Planning Department**;
- iv) a draft communications and public engagement plan to inform members of the public and invite feedback on the possible Options; and,
- v) a recommendation for Council's consideration.

As part of the Planning Department's background research and review of the Town's public notification, meeting and engagement procedures for applications made pursuant to the *Planning Act*, and in accordance with the recent amendments to the *Planning Act* regarding the need for public engagement policies for development applications to be incorporated into Official Plans, planning staff has investigated a number of Options for enhanced approaches to better inform and engage members of the public with respect to *Planning Act* applications. The intent of this undertaking is to increase public participation in the planning process and help inform decision-making, while continuing to maintain the Department's existing service levels and ensure compliance with the regulations contained within the *Planning Act*.

There may be other Options that are also worthy of consideration, however the following is a summary of the Options identified to date **to enhance the Town's current public engagement procedures** for Council's consideration, taking into account the practicality of their implementation and the operational and resource capabilities of the Planning Department:

Topic	Options
OPA, ZBLA and Draft Plans of Subdivision/Condominium	<p>Option 1 – Sign Posting in addition to existing notification methods</p> <p>Option 2 – Public Open House</p> <ul style="list-style-type: none"> ▪ 2a) - for all applications; ▪ 2b) - for large, complex applications; ▪ 2c) - no change to current process of <i>encouraging</i> open houses <p>Options 3/4 – Radio Ads & TV Message Boards for special planning and development projects that affect the broader community</p> <p>Option 5 -- Planning Opinion Report before Statutory Public Meeting [if Options 2a) or 2b) implemented, after the open house and prior to the Public Meeting], with final Planning Recommendation Report after the Statutory Public Meeting</p> <p>Option 6 – Timing of Public Meeting -- Convene the Statutory Public Meeting no later than 30 days before the end of the respective <i>Planning Act</i> timelines</p>

Site Plan Approval	Option -- Enhance existing signage program for consistency and corporate branding
Consents & Minor Variances	Option – Sign Posting in addition to existing notification methods
Social Media Platforms	Option – Targeted Social Media Messaging ('hot button', calendars, webpages, newsletters, social media platforms like Facebook and Twitter)
Public Meeting Procedure	No change to current procedure (standard municipal Agenda template)

In order to inform members of the public and invite feedback on the information and options contained in this Report, a comprehensive **Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications** has been developed in accordance with the Town's Public Engagement Policy in consultation with the Communications Manager (see **Appendix II**), including:

- the convening of a Council Public Meeting;
- the use of multiple newspaper advertisements of the Public Meeting in the Town's regular ad block section of Northumberland News;
- the posting of the Public Meeting notice on the 'News Centre' and 'Community News' homepages, 'Trending Services' hot button, Public Meetings calendar, and 'Engage Cobourg' webpage of the municipal website;
- the creation of a dedicated webpage for the Communications & Public Engagement Plan, which shall include this Report, an on-line survey, important public engagement dates and contact information;
- the issuance of an internal email to all Municipal Council members and Town staff of announcing the Communications & Public Engagement Plan to promote awareness of the plan;
- the development of a poster to be distributed to local service clubs, organizations and municipal offices;
- the issuance of a press release to all local media, posting the release on the municipal website, and promotion across digital social media channels (Facebook and Twitter);
- interview 'pitches' to local print, on-line, radio and television media; and,
- the use of weekly reminder posts to municipal social media pages (Facebook and Twitter)

2.0 **RECOMMENDATION**

THAT Council receive this Report for information purposes;

AND FURTHER THAT Council direct staff to implement a public engagement process in accordance with the **Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications** as outlined in **Appendix II** of this Report in order to obtain informed public feedback on the Staff Report and Options for improving public notification and engagement regarding applications submitted to the Municipality pursuant to the *Planning Act*.

3.0 CORPORATE STRATEGIC PLAN OBJECTIVE

N/A

4.0 PUBLIC ENGAGEMENT

As part of the Planning Department's review of the Town's public notification, meeting and engagement procedures, which included a survey of municipalities and planners in Southern Ontario as well as the public as part of a communications review, and in accordance with the recent amendments to the *Planning Act* regarding the need for public engagement policies for development applications to be incorporated into Official Plans, Planning Department staff has identified a number of Options for enhanced approaches to better inform and engage members of the public with respect to *Planning Act* applications. The intent of this undertaking is to increase public participation in the planning process and help inform decision-making, while continuing to maintain the Town's existing service levels and ensure compliance with the provisions of the *Planning Act*.

In order to inform members of the public and invite feedback on the proposed Options, a comprehensive ***Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications*** is recommended in accordance with the Town's Public Engagement Policy as outlined in ***Appendix II***, including convening of a Council Public Meeting, the use of multiple newspaper advertisements of the Public Meeting in the Town's regular ad block of Northumberland News, the posting of the Public Meeting Notice in various locations on the municipal website, the creation of a dedicated consultation webpage, the development of a special community engagement poster, a press release, the use of various social media platforms (ie. Facebook, Twitter), and an on-line survey for public feedback. Based on the level of input garnered during this process, an appropriate option or package of Options can be recommended to Council for a decision.

5.0 ORIGIN & PURPOSE

At its meeting of April 30, 2018, Council passed a Motion directing planning staff to review the Town's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P., as amended, and to submit a report to Council for consideration.

Over the course of the past 8 months, Planning Staff has conducted research, consultations and surveys with other Ontario municipalities and land use planners to better understand the various approaches used to notify and engage the public on applications made under the *Planning Act*. In addition, the Communications Department recently launched its annual communications survey seeking input on how citizens stay informed on Town services and initiatives and how the Town can continue to improve.

The purpose of this Report is to provide Council with:

- i) a summary of relevant background information regarding the provisions of the *Planning Act*, the Official Plan and the Town's current procedures;
- ii) an overview of the research and analysis conducted by planning staff on public notification and engagement procedures in other municipalities, and in regards to the feedback obtained through the Town's communications survey;
- iii) an outline of possible Options that may be used to enhance public notification and participation in the local planning process **beyond, in place of or in addition to the measures already implemented by the Planning Department;**
- iv) a draft communications and public engagement plan to inform members of the public and invite feedback on the possible Options; and,
- v) a recommendation for Council's consideration.

6.0 **BACKGROUND**

In 2016, the Town of Cobourg adopted a Public Engagement Policy to ensure a consistent, fair and effective approach to public engagement in the community. The Policy specifies that greater involvement by citizens through public engagement will result in a better-informed community, a greater sense of ownership and trust in initiatives, and increased public satisfaction with municipal programs, services and long-term plans.

While the Town's Public Engagement Policy applies to all Divisions, including Planning and Development, Section 9.15 of the current, approved Cobourg Official Plan (2017) specifies that the notification procedure for Public Meetings involving applications submitted in accordance with the *Planning Act* shall follow the procedures required by the Act.

6.1 Official Plan Amendments (OPA's), Zoning By-law Amendments (ZBLA's) and Draft Plans of Subdivision/Condominium

The primary, or major, planning applications that are considered by Cobourg Council and which involve a Statutory Public Meeting under the *Planning Act* include OPA's, ZBLA's, and Draft Plans of Subdivision/Condominium. In these cases, the *Planning Act* specifies that at least one Public Meeting shall be held, and that the notice requirements for Complete Applications and Statutory Public Meetings shall include:

1. Notice by personal service or pre-paid mail to owners within 120 m of the subject area and by posting a sign on the subject property; **or**,
2. By publishing a notice in a newspaper that, in the opinion of the clerk, is of sufficient general circulation in the area to which the proposal applies that would give the public reasonable notice of the Public Meeting.

A municipality has **30** days to determine whether an application is "complete" (that it contains all of the prescribed information and documents required by the *Planning Act* and the

municipality's Official Plan) and to formally receive the application and begin the process under the *Planning Act*. Notice of a Complete Application must be made within **15** days of the formal receipt of the application by Council, and Notice of a statutory Public Meeting must be implemented at least **20** days prior to the Meeting. The Notices of a Complete Application and Public Meeting may be combined into one, single Notice, although it is not required.

The process for considering applications for OPA, ZBLA and Draft Plans of Subdivision is often complex and time-consuming, typically involving a comprehensive evaluation of numerous plans, studies and other documentation by municipal Departments, external agencies and the public, an examination of the application within the context of provincial and municipal policies, regulations and standards, along with minimum requirements for public notification and consultation. Accordingly, the *Planning Act* prescribes certain time frames for processing applications before an applicant may lodge an appeal. Specifically, the Act states that if a municipality neglects to make a decision within **150** days (in the case of a stand-alone ZBLA) and **210** days (in the case of an OPA, combined OPA/ZBLA and Draft Plan of Subdivision/Condominium), an applicant may appeal to the Local Planning Appeal Tribunal (LPAT). These timelines have changed a number of times over the last few decades as illustrated in *Figure 1* below:

Application Type	Pre-1994	1994 – 1996	1996 – 2004	2004 – 2017	2017+
OPA	30 days	150 days	90 days	180 days	210 days
Draft Plans of Subdivision/ Condominium	---	180 days	90 days	180 days	210 days
ZBLA	30 days	90 days	90 days	120 days	150 days

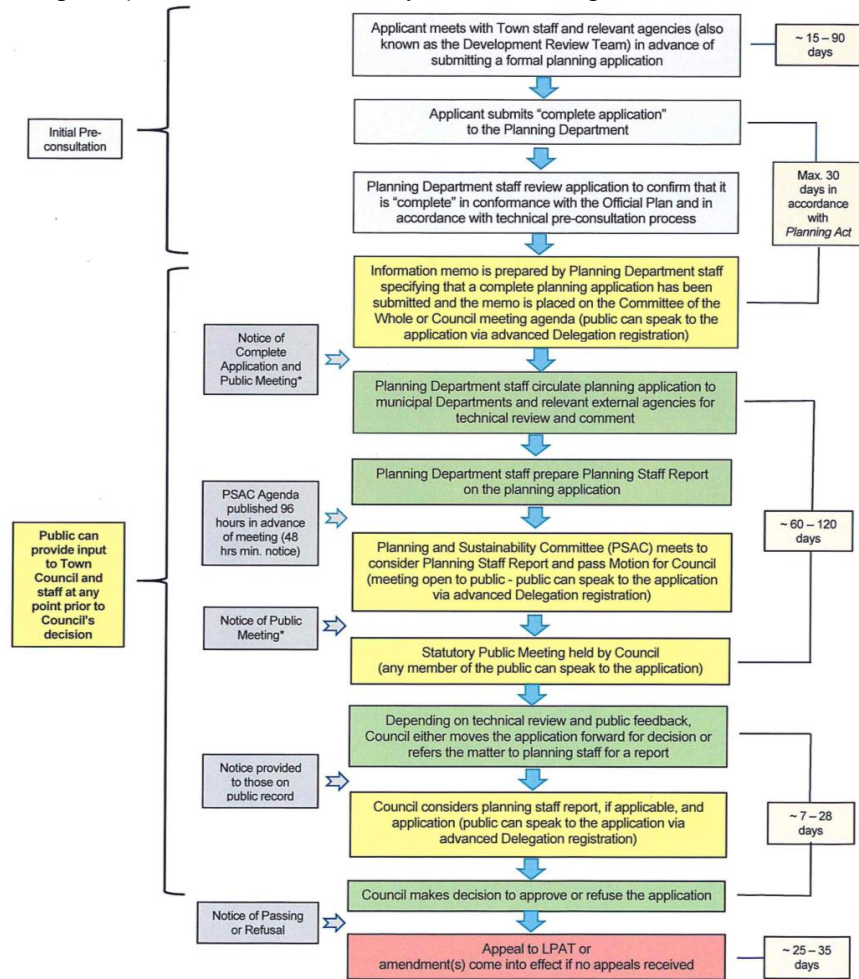
Figure 1: Historical Summary of Planning Act Timelines before an Appeal can be lodged

The Town of Cobourg's current, long-standing practice is to publish a Notice of Complete Application/Public Meeting in the local newspaper (currently the Northumberland News), which has been deemed by the Municipal Clerk as being of sufficient general circulation in the community to provide reasonable notice to the public. The Northumberland News newspaper is a weekly publication that has a general distribution of approximately 22,800 copies and serves Cobourg, Port Hope, and the Townships of Hamilton, Alnwick-Haldimand and Cramahe. The Notice is implemented at least **25** days in advance of the Public Meeting. For larger, more complex applications, the aforementioned Notices are often separated to provide adequate time to circulate and examine the application before a Public Meeting date is confirmed.

In addition, as an additional measure of notification, the Town circulates a written Notice to every owner within 120 m of the subject area, posts the Notice on the "Public Notices/Planning Notices" menu item of the 'News Centre' on the Municipal website, and includes the Notice and application particulars on the "Planning Applications" page of the Planning and Development website. A staff information memo indicating receipt of the

application(s) is also presented to Council in open session. The Town does not currently require that a sign be posted on the frontage of the property for these applications¹.

The flowchart in *Figure 2* illustrates the Town's current procedure governing applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium submitted under the *Planning Act*. At any time following the receipt of the application by Council and prior to the decision of Council on the application, the public may make enquiries, request further information and/or provide written and/or oral submissions on the proposal to the Town through a number of forums, including direct contact with the Planning or Clerk's Departments, to Council (via formal Delegation), and/or via the statutory Public Meeting.



*For larger and/or complex planning applications, the timing of a Public Meeting may not be confirmed at the initial stage of the process and therefore the Notice of Complete Application and Public Meeting may be separated

Figure 2: Current Procedure for OPA's, ZBLA's and Draft Plans of Subdivision/Condominium

¹ Development signs are currently only required for applications for Site Plan Approval as per Council's direction in the 1990's, given that the *Planning Act* does not prescribe any public notification or public meeting requirements for this process, which is deemed to be a detailed, technical implementation step prior to development proceeding.

Municipalities have the option to employ “alternative measures” for notifying the public of applications for OPA, ZBLA, and Draft Plans of Subdivision that are submitted in accordance with the *Planning Act*, including measures which are more or less strict than what the Act requires. The Act specifies that such alternative measures shall be incorporated into the Official Plan. In 2017, the *Planning Act* was amended to require that all Official Plans must contain a description of the measures and procedures for informing and obtaining the views of the public with respect to the aforementioned applications. As this legislative amendment was proclaimed into law at around the same time that Cobourg’s Official Plan was approved by the Ontario Municipal Board (OMB), these measures and procedures have not yet been incorporated into the Official Plan.

6.2 Site Plan Approval (SPA)

While the *Planning Act* prescribes minimum public notification requirements for applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium, the Act does not prescribe any public notification requirements for applications for Site Plan Approval (SPA). The SPA process is designed to be a technical exercise which involves the implementation of existing approved development policies, regulations and standards through the review of detailed site plans, and is typically the last step before a Building Permit is issued and construction commences. Authority to approve Site Plan Applications may be delegated to a municipal staff officer by Council by-law.

Given the above, the SPA process is typically shorter in length than the OPA and ZBLA process, since consideration of the land use and development policies, rules and regulations have already been determined and a public process is not required under the *Planning Act*. Accordingly, the Act specifies that if a decision on an application for SPA is not made within **30** days of its receipt by the municipality, if an application is refused, or if a condition of SPA is not agreed to, the applicant may appeal to the Local Planning Appeal Tribunal (LPAT).

Notwithstanding the above, approx. 20 years ago, Council approved an enhanced measure to notify the public of the submission of Site Plan Approval applications pursuant to the *Planning Act* by requiring the placement of an information sign board on the frontage of the subject property. The information sign provides a brief overview of the nature of the application and how and where to obtain additional information. In addition, the process includes the presentation of a staff information memo to Council in open session indicating receipt of the application, and the application particulars are posted on the “*Planning Applications*” page of the Planning and Development website. Notification is also provided to those persons on public record as requesting such notice, usually as a result of prior applications for OPA and/or ZBLA or neighbourhood interest.

From the point of receipt of the SPA application to its consideration by Council, the public may make enquiries, request further information and/or provide written and/or oral submissions on the proposal to the Town through a number of forums, including direct contact with the Planning or Clerk’s Departments, and to Council (via formal Delegation).

Figure 3 illustrates the Town's current process for applications for SPA under the *Planning Act*.

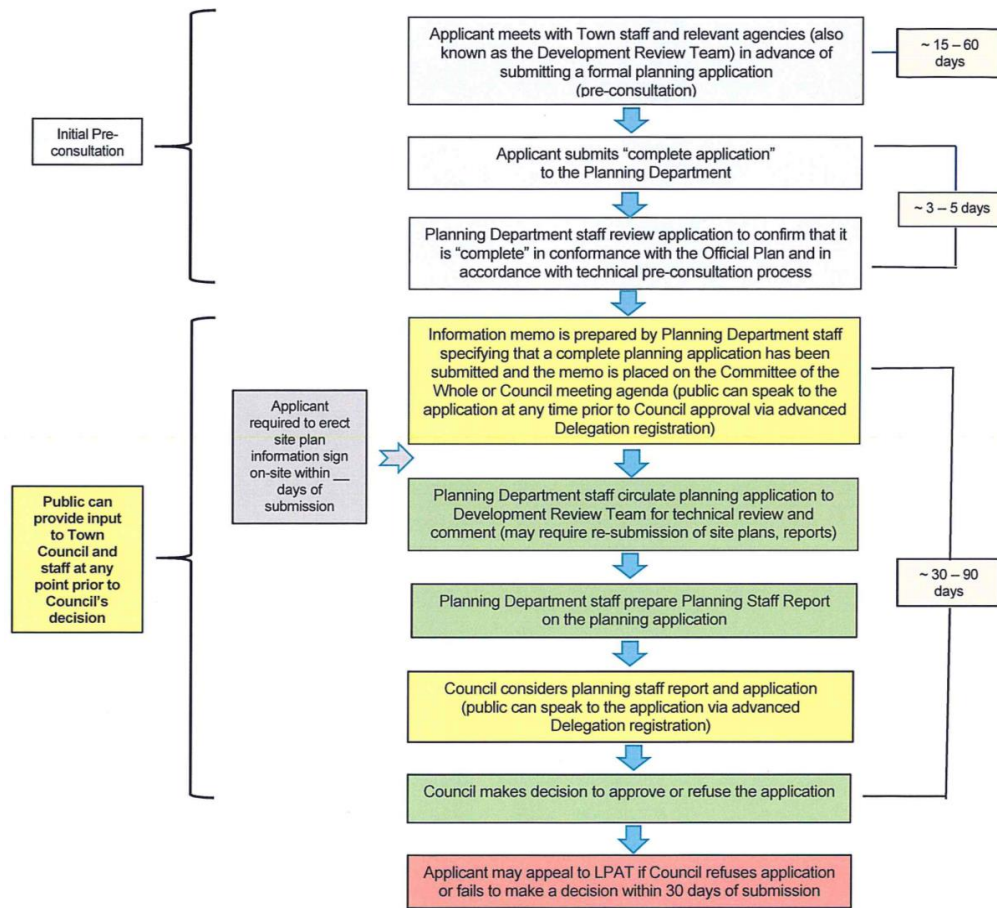


Figure 3: Current Procedures for Site Plan Approval applications

6.3 Consents and Minor Variances

Applications for Consent (individual lot creation, easements, rights-of-way, mortgages) and Minor Variances submitted under the *Planning Act* in Cobourg are administered by the Committee of Adjustment (CoA) – a quasi-judicial body appointed by Council to make decisions on such applications. Cobourg Municipal Council, in this case, acts as a commenting agency to the Committee and is not the decision-maker. The types of applications considered by the CoA relate more to technical, minor and often site-specific issues which mainly affect a relatively small segment of the public, usually properties which are immediately adjacent to the subject property.

For Consent and Minor Variance applications, the *Planning Act* specifies that a Public Hearing shall be held within **30** days after the application is received by the Secretary-Treasurer. The notice requirements for Public Hearings shall include:

1. Notice by personal service or pre-paid mail to owners within 60 m of the subject area and by posting a sign on the subject property; **or**,
2. By publishing a notice in a newspaper that, in the opinion of the clerk, is of sufficient general circulation in the area to which the proposal applies that would give the public reasonable notice of the Public Meeting.

Notice of a Public Hearing must be implemented at least **14** days prior to the Hearing for Consents and **10** days for Minor Variances.

The public notification process for the CoA over the years has remained constant, with a newspaper advertisement of the Notice of Hearing at least **20** days in advance (in the case of Consents) and **13** days (in the case of Minor Variances). As an additional measure of notifying the public, a written Notice is mailed out to owners within 60 m of the subject property and the Notice is posted on the “*Current Applications*” section of the Committee of Adjustment webpage. The Notice of Hearing and the Planning Staff Report on the application are also presented to Council in open session in advance of the CoA Hearing. Many years ago, the CoA required that a small laminated sign be posted on the subject lands however, however this practice was discontinued due to logistics, timing issues and lack of desired effect on the public. *Figure 4* outlines the current procedure governing applications for Consent and Minor Variance:

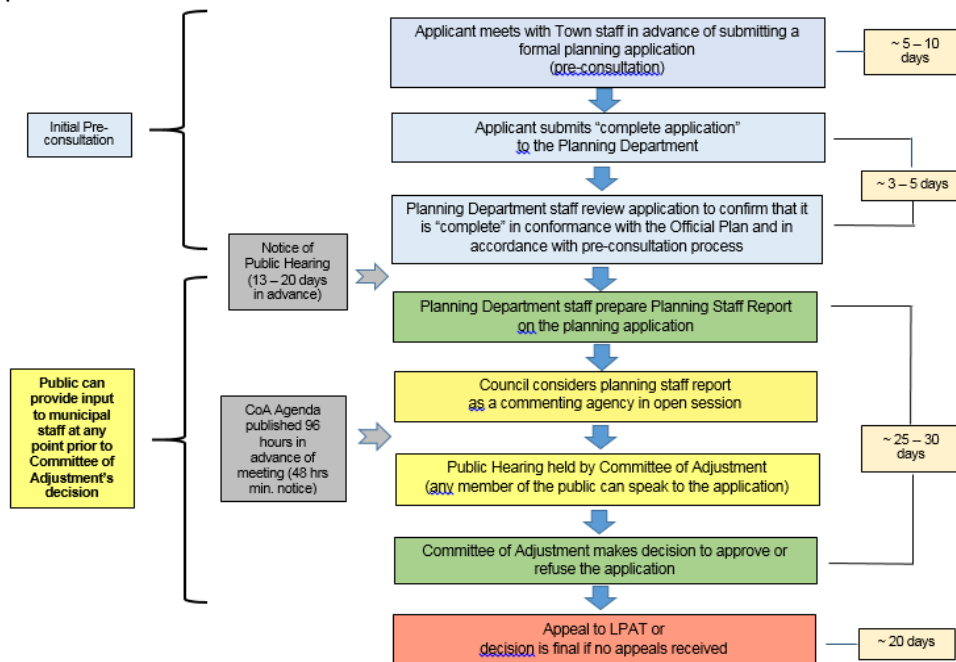


Figure 4: Current Procedure for Consents and Minor Variances

6.4 Public Meeting Procedure

A Public Meeting is an important tool which is intended to provide a forum for residents, landowners, businesses and other stakeholders to provide input towards an issue or topic prior to a decision being made.

The Town of Cobourg has utilized a standard approach for convening statutory Public Meetings for applications submitted under the *Planning Act*. The agenda template for planning applications is virtually the same as other Public Meetings convened by Council, such as the Cannabis Public Meeting, the Procedural By-law Public Meeting and the Strategic Plan Public Meeting, with minor variations to suit the topic. Figure 5 below outlines the current procedure for statutory Planning Public Meetings:

I. CALL TO ORDER

II. INTRODUCTION

Chair explains the general purpose of the meeting.

The purpose of the Public Meeting is for Municipal Council to consider an application for.....

III. DECLARATION OF PECUNIARY INTEREST

IV. NOTIFICATION PROCEDURE

Municipal Clerk states that Notice is published in the local newspaper, posted on the Municipal Website www.cobourg.ca and circulated to neighbouring property owners in accordance with the provisions of the Planning Act.

V. EXPLANATION OF PROPOSED AMENDMENT/APPLICATION

1. Applicant/Agent to provide background and explanation of proposed amendment
2. Planning staff overview of Planning Report

VI. MUNICIPAL ADVISORY COMMITTEE COMMENTS

VII. PUBLIC SUBMISSIONS

1. Public submissions in support
2. Public submissions in opposition
3. Written comments/submissions received by Clerk as of printing of Agenda.
4. The Director of Planning & Development advises of any written submissions received from commenting agencies
5. Applicant Response, if desired

VIII. FURTHER NOTICE

Persons requiring further notice of Council's decision to advise Municipal Clerk in writing

IX. ADJOURNMENT

Figure 5 – Council Procedure for Statutory Public Meetings under the Planning Act

7.0 RESEARCH AND ANALYSIS

In late Summer/Fall of 2018, Planning Department staff conducted a survey of 29 southern Ontario municipalities to obtain information on their public notification and engagement procedures regarding applications submitted under the *Planning Act*. In particular, comparator municipalities of similar size to Cobourg (<25,000) were surveyed, along with a number of larger municipalities to expand the potential breadth of public engagement options (see *Figure 6* below). In addition, planning staff consulted with land use planners across Northumberland County and Ontario in order to obtain further background information on procedures and best practices. The results of the research process were quite informative and are outlined below:

	Municipality	Population
1	Cramahe	6,355
2	Hamilton Twp	10,942
3	Trent Hills	12,900
4	Port Hope	16,753
5	Midland	16,864
6	Selwyn	17,060
7	Pelham	17,110
8	Petawawa	17,187
9	Port Colborne	18,306
10	South Frontenac	18,646
	Cobourg	19,031
11	Springwater	19,059
12	Huntsville	19,816
13	Collingwood	20,102
14	Wasaga Beach	20,675
15	Strathroy-Caradoc	20,867
16	Uxbridge	21,176
17	Kingsville	21,552
18	Brockville	21,854
19	Clarence-Rockland	24,512
20	Orangeville	28,900
21	Innisfil	35,566
22	Quinte West	43,577
23	Belleville	50,716
24	Halton Hills	61,161
25	Kawartha Lakes	75,423
26	Milton	110,128
27	Kingston	117,660
28	Ajax	119,677
29	Oakville	193,832

Figure 6: Municipal Survey Responses from Southern Ontario Municipalities

7.1 Official Plan Amendments (OPA's), Zoning By-law Amendments (ZBLA's) and Draft Plans of Subdivision/Condominium

Of the standard *Planning Act* notification procedure options governing applications for OPA's, ZBLA's and Draft Plans of Subdivision/Condominium as noted in Section 6.1 above, just under one half of municipalities surveyed utilize a notification system consisting of mail-out, sign posting and newspaper advertisement. Another 38% implemented a combination of mail-out and sign posting. Cobourg's procedure of combining a mail-out and newspaper advertisement ranks quite low among municipal respondents at 10% (see *Figure 7* below).

Just over 2/3rd of respondents use various forms of social media for Notices of *Planning Act* applications, such as website newsfeeds, calendars, webpages, Twitter and Facebook. Cobourg posts Notices of Complete Applications and Public Meetings in multiple locations on the municipal website, including the "Public Notices/Planning Notices" page of the News Centre and the "Planning Applications" page of the Planning and Development site.

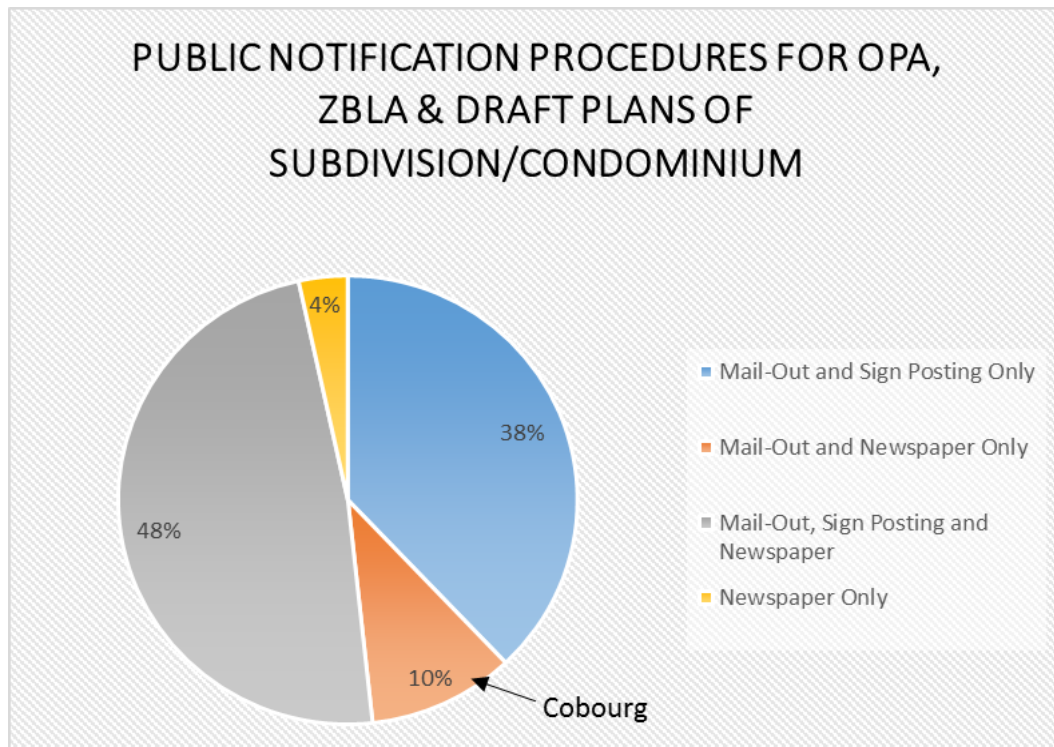


Figure 7: Survey Results from 29 Southern Ontario Municipalities regarding Public Notice Procedures for Applications for OPA, ZBLA, and Draft Plans of Subdivision/Condominium

A large proportion (over 2/3rd) of the 28 municipalities who responded convene, or have the applicant convene, an informal, non-statutory public open house or neighbourhood

information meeting in advance of or after the statutory Public Meeting² for applications for OPA's, ZBLA's and Draft Plans of Subdivision/Condominium. A large majority of public open houses are usually only required/requested in circumstances where applications are considered to be large, complex, and/or have the potential to be contentious, while less than 1 in 5 require an open house for all applications. Almost 1/3rd do not convene open houses at all (see *Figure 8* below).

For large, complex or contentious applications, the need for a public open house is typically determined by municipal staff and/or Council (as a whole or by an individual member who's responsible for the portfolio/Ward) on a case-by-case basis. In most cases, the applicant convenes the open house and provides a summary report of the session to the municipality.

As a practice, Cobourg has *encouraged* applicants with larger proposals to convene a neighbourhood open house early in the process however this is not entrenched within a formal policy or procedure and the uptake has been sporadic. When a public open house has been convened by the applicant, the feedback received from the public was that it assisted them in understanding the proposal and provided an informal forum to ask questions. The applicant has also commented that it helps them better understand the issues of the public and provides an opportunity to respond to questions, or clarify or resolve issues early on.

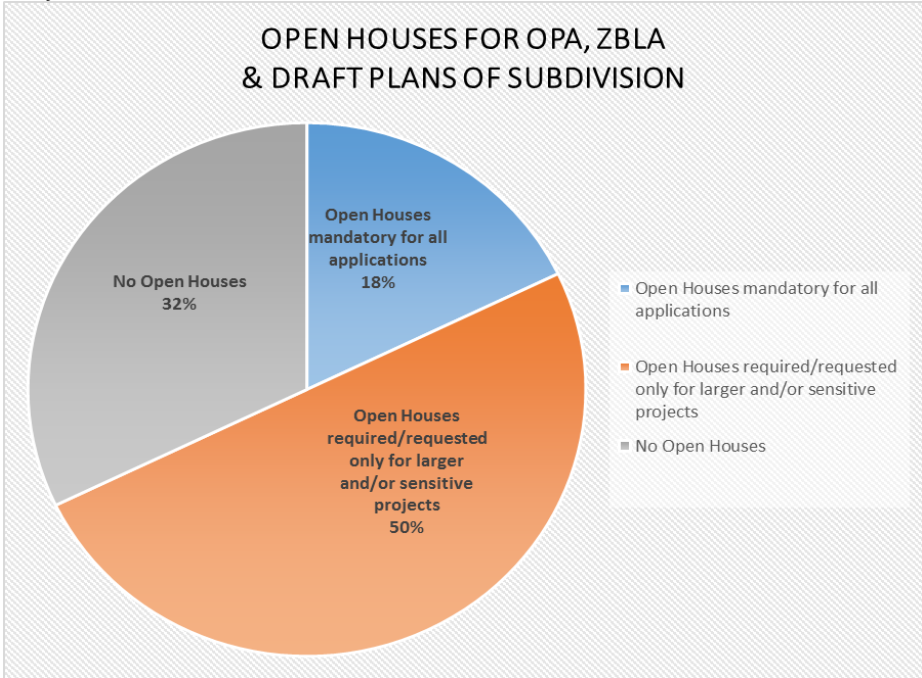


Figure 8: Survey Results from 28 Southern Ontario Municipalities regarding Open Houses

² A statutory Public Meeting differs from a public open house in that the former is legislated by the *Planning Act* as a formal vehicle for obtaining public input, whereas a public open house is an informal, non-legislated forum that goes beyond the legislative requirements but in itself does not satisfy the public meeting requirements of the *Planning Act*

A number of municipalities are in the process of reviewing their public notification and engagement procedures for *Planning Act* applications. Over the course of the past three (3) years, the City of Kingston has conducted a number of reviews of their planning public notification, engagement and communications programs. Kingston’s Planning Committee convened a Public Meeting in September of 2018 which considered a recommendation to implement a public open house for “complex” *Planning Act* applications, including large-scale multi-unit residential, institutional, commercial or industrial developments, as part of its review of public notification and engagement procedures. A further staff recommendation report was presented to Kingston Council in December of 2018 but was deferred until mid-2019 for a supplementary report.

In May of 2018, the Town of Milton Council endorsed a planning staff recommendation to enhance its public communication materials, including improvements to its development notice boards, notice templates, and digital media to improve public outreach and participation (accessible, visible, consistent and user-friendly), as well as invest in staff training. Milton’s approach to public notification and engagement includes mail-out, sign posting, newspaper advertisement and digital media – public open houses are only convened when deemed appropriate by municipal staff and/or Council.

Finally, municipalities were asked about the timing of planning staff opinion/recommendation reports for OPA’s, ZBLA’s and Draft Plans of Subdivision/Condominium, specifically if they are prepared before or after the statutory Public Meeting. The results are fairly split, with 47% of the 16 respondents preparing the opinion/recommendation report prior to the Public Meeting, and 41% afterwards. Two (2) municipalities replied that they prepare the opinion/recommendation report before the Public Meeting only for simple or non-contentious applications with the remainder being prepared afterwards. See *Figure 9* below:

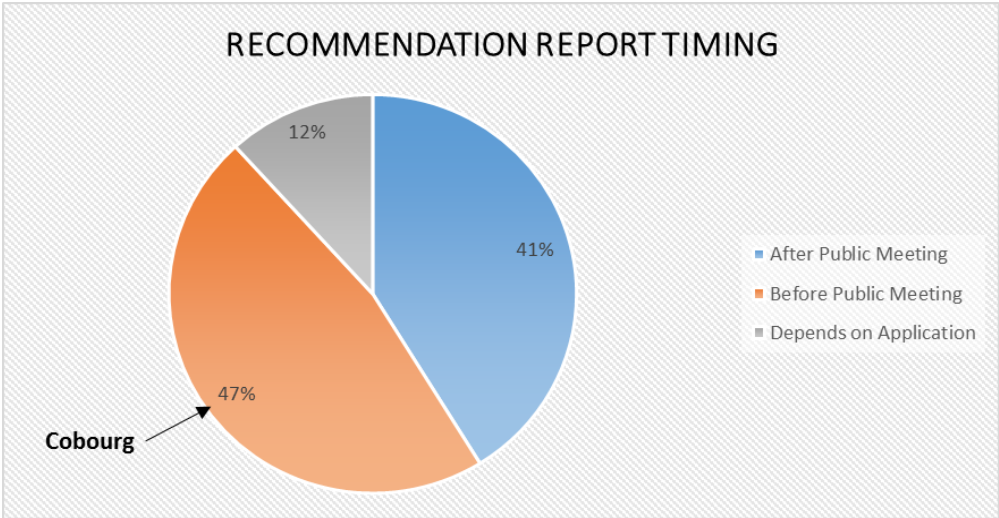


Figure 9: Survey Results from 16 Southern Ontario Municipalities regarding Timing of Opinion/Recommendation Reports relative to the Statutory Public Meeting

7.2 Site Plan Approval (SPA)

Cobourg’s Site Plan Approval process, using a combination of a development information signage and website content, is relatively advanced when compared to other municipalities. Of 26 municipal respondents, a significant majority (81%) do not provide any Notice of an SPA whatsoever, whereas some municipalities like Cobourg require the use of an information sign on the property. A small number of municipalities provide notification through mail-out and/or a newspaper advertisements. See Figure 10 below. Approximately 35% of municipalities have delegated approval of Site Plan applications to a municipal staff official(s) where approvals are implemented internally.

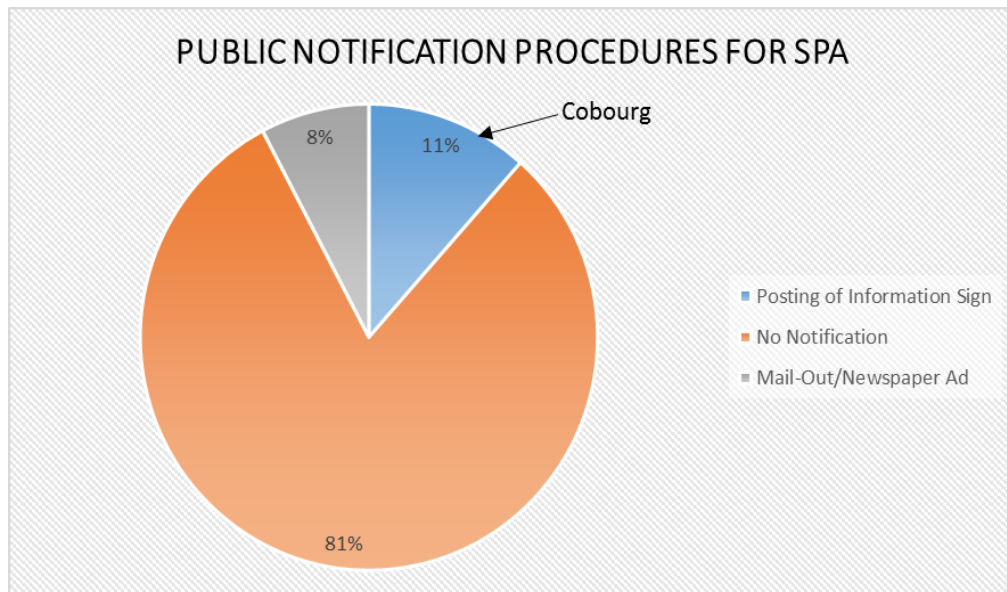


Figure 10: Survey Results from 30 Southern Ontario Municipalities regarding SPA Notification

7.3 Consents and Minor Variances

As illustrated in Figure 11 below, research results of public notification procedures for Consent and Minor Variance applications show that 62% of the 16 responding municipalities utilize a combination of mail-out and sign posting, 25% use mail-out, sign posting and newspaper, and only 13% of respondents implement a mail-out and newspaper procedure. Similar to the research results of public notification procedures for OPA’s, ZBLA’s and Draft Plans of Subdivision/Condominium, Cobourg falls within the lowest percentile for procedures associated with Consents and Minor Variances.

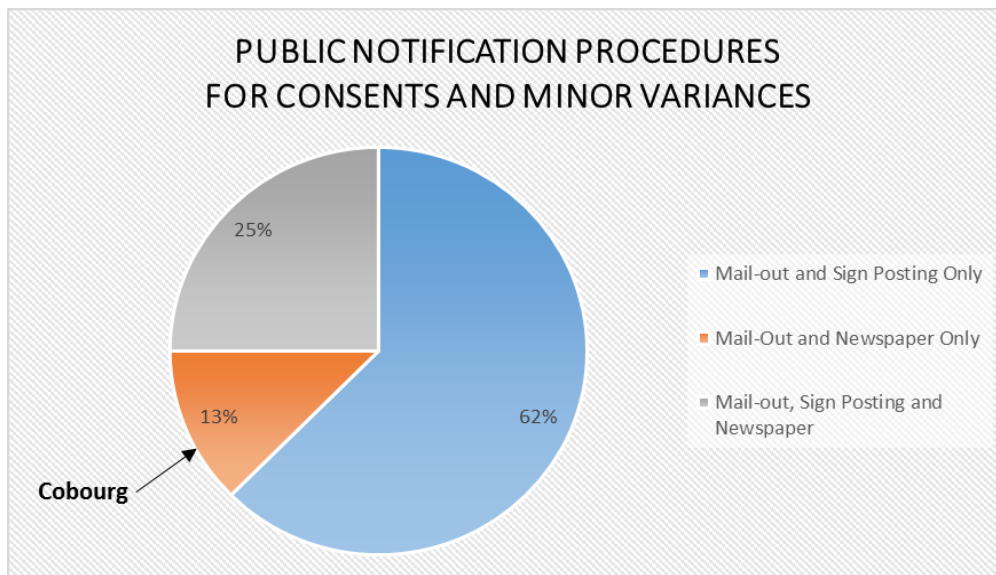


Figure 11: Survey Results from 16 Southern Ontario Municipalities regarding Public Notification Procedures for Consents and Minor Variances

7.4 Public Meeting Procedure

As shown in Section 6.4 above, the Town of Cobourg’s procedure, or agenda, template for Public Meetings, for both statutory Planning Public Meetings and other municipal Public Meetings, follows a deliberate and orderly approach to informing members of the public and Council of a municipal issue, and provides an opportunity for interested parties to seek clarity and/or make oral or written submissions to Council. A Public Meeting has not traditionally been a forum where Council debates an issue with members of the public or municipal staff. Cobourg’s Public Meeting Agenda, including all relevant supporting materials, is published and posted on the municipal website approx. four (4) days in advance of the Meeting.

Based on our research, the Town of Cobourg’s Public Meeting procedure is consistent with those in other municipalities across Southern Ontario. In fact, a number of municipal planners and clerks that I spoke to indicated that they do not use a formal written Public Meeting agenda at all, but rather the Chair reads out the procedure, or order of events, of the Meeting to the public from a script.

7.5 Social Media

Like Cobourg, most municipalities (71%) utilize some form of social media in conjunction with traditional (paper) methods of public notification for applications submitted under the *Planning Act*. The most common method of social media amongst the municipalities is website posting, while a small contingent (3 of 28) utilize multiple digital channels.

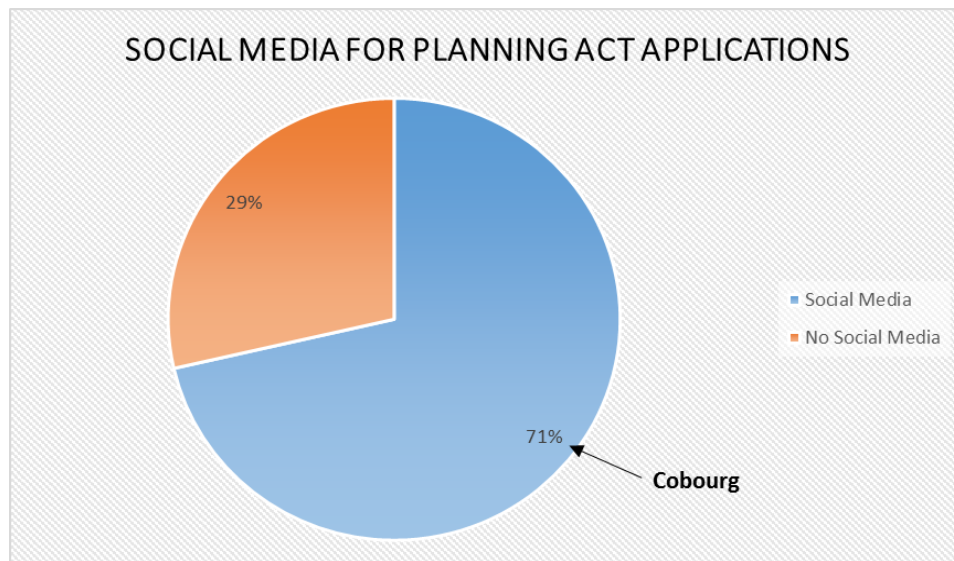


Figure 12: Survey Results from 28 Southern Ontario Municipalities regarding Social Media for Planning Act Applications

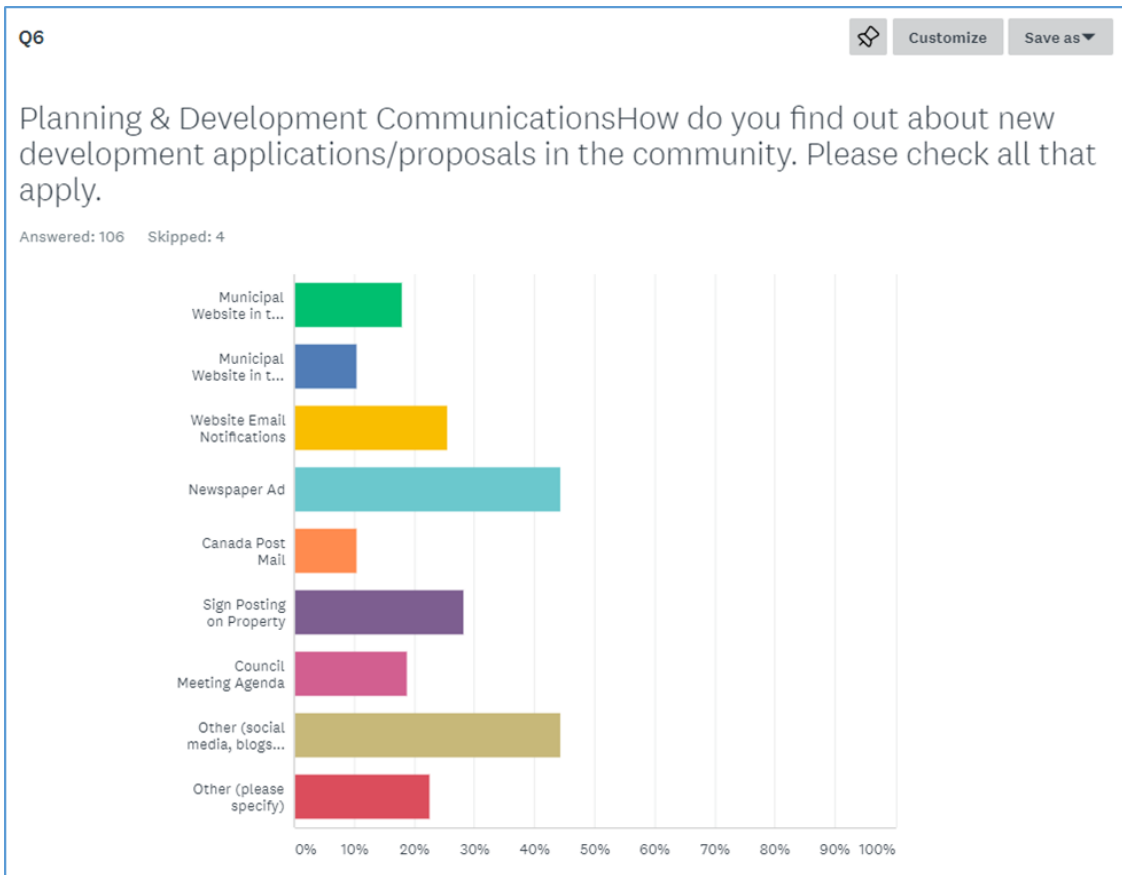
7.6 Communication Survey

In March of 2019, the Town of Cobourg’s Communications Department launched its annual communications survey seeking input on how citizens stay informed on Town services and initiatives and how the Town can continue to improve. The survey collected online feedback from March 11 -- 29 (three weeks) through the Town’s Municipal website www.cobourg.ca and gathered over 110 responses. Feedback focused on an analysis of current communication methods, public engagement procedures and protocols and suggestions for new ways in which to deliver effective communication of services, programs and events to the community.

The survey included two (2) questions on communications and engagement regarding development applications/proposals, namely:

- i) how people find out about new development applications/proposals in the community; and,
- ii) what improvements would people suggest to enhance public communications/engagement regarding new development applications in the community.

The survey data shows that a large proportion of respondents find out about new development applications/proposals via newspaper advertisements and social media. Other popular responses included a sign posted on the property and website e-mail notifications. Many written submissions noted the Cobourg Blog (Draper) site as a popular means of obtaining development information (see Figure 13 below).

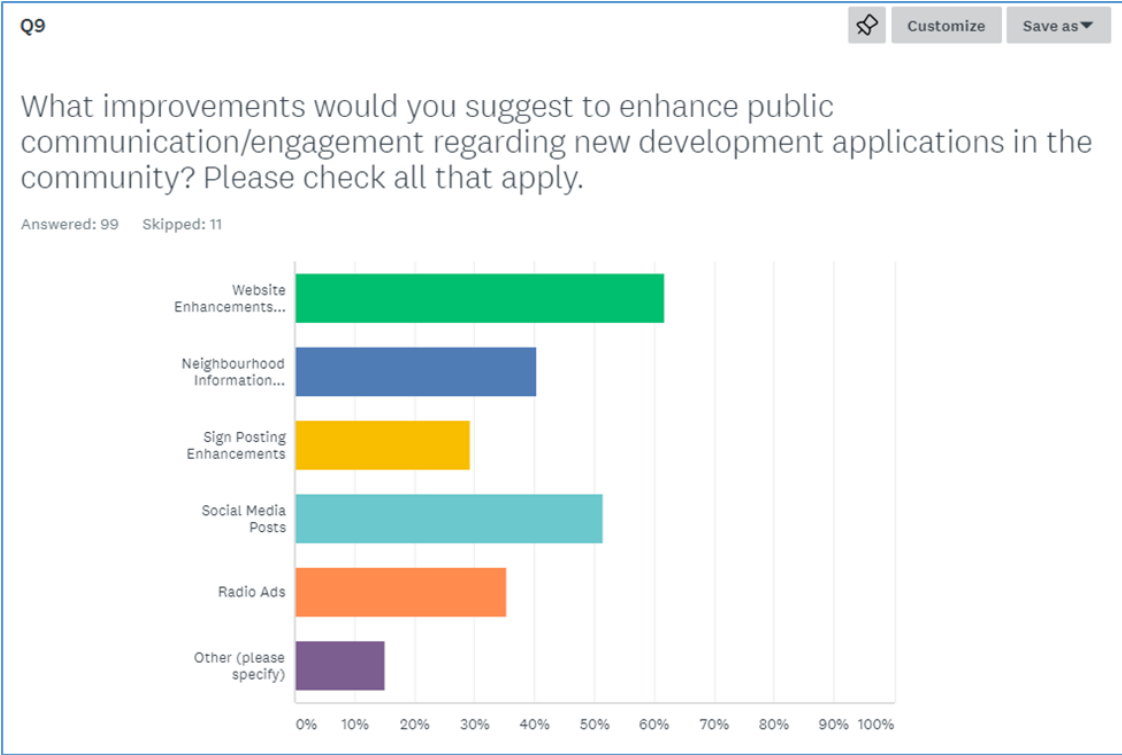


ANSWER CHOICES	RESPONSES
▼ Municipal Website in the "News Centre" / "Public Notices" / "Planning Notices" webpage	17.92% 19
▼ Municipal Website in the "Planning and Development" / "Planning Applications" webpage	10.38% 11
▼ Website Email Notifications	25.47% 27
▼ Newspaper Ad	44.34% 47
▼ Canada Post Mail	10.38% 11
▼ Sign Posting on Property	28.30% 30
▼ Council Meeting Agenda	18.87% 20
▼ Other (social media, blogs, radio, etc.)	44.34% 47
▼ Other (please specify)	22.64% 24
Total Respondents: 106	

Figure 13: Cobourg Communications Survey – Information Sources for New Development Applications

Regarding suggested improvements to enhance public communications/engagement for new development applications, the most popular responses included website enhancements and social media posts, followed by neighbourhood information meetings/open houses.

Other suggested enhancements included radio ads, sign posting enhancements, e-mail notification “blasts”, and educating residents about where and how to obtain information of interest. Refer to [Figure 14](#) below.



ANSWER CHOICES	RESPONSES
Website Enhancements (ex: ease of access, raise profile of public notices, etc.)	61.62% 61
Neighbourhood Information Meetings/Open Houses	40.40% 40
Sign Posting Enhancements	29.29% 29
Social Media Posts	51.52% 51
Radio Ads	35.35% 35
Other (please specify)	Responses 15.15% 15
Total Respondents: 99	

Figure 14: Cobourg Communications Survey – Suggested Improvements to Public Engagement Regarding Development Applications

8.0 FORMULATION OF OPTIONS

It is evident that there are a number of different approaches available to enhance public engagement in the planning process, using both *Planning Act* tools and other forms of communication. The initial thought would be to maximize the use of every tool available in

the engagement toolbox to ensure that the community is aware of issues and heard by Council prior to rendering its decisions. It will be important, however, to balance the need for public engagement with the ability or capability of municipal resources to deliver the desired results within *Planning Act* timelines and not impact departmental operations or the general delivery of planning services to the community. The purpose of this Section is to present a number of Options that planning staff has identified as being practical and reasonable to enhance public participation and engagement in the planning process **beyond, in place of or in addition to the measures already implemented by the Planning Department** (there may be additional options not identified in this Report which may be captured as the review process continues).

8.1 *Official Plan Amendments (OPA's), Zoning By-law Amendments (ZBLA's) and Draft Plans of Subdivision/Condominium*


A number of options for enhancing the public notice requirements for applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium are identified below:

Option 1 – Sign Posting

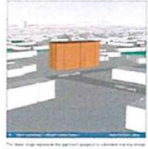
Based on our research, a significant number of municipalities (86%) post a sign on a property subject to a planning application, in addition to other forms of communication such as mail-out, newspaper and social media/website. If such an option is accepted for all applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium in Cobourg, the Town would likely add this tool to its existing process, thereby utilizing a comprehensive, multi-faceted combination of mail-out, sign posting, newspaper and social media/website for its engagement approach in a manner which is consistent with or better than a significant number of Southern Ontario municipalities.

In consultation with the Communications Manager, a sign template which utilizes the Town's corporate branding scheme in the form of design, content and colours would be considered to provide a consistent appearance and an informative, legible notice for the public. A number of precedent examples of notice signs from other municipalities are illustrated in Figure 15 below:

City of Toronto





Notice




A change has been proposed for this site.
A Development Application has been submitted to amend the Official Plan and Zoning By-law to allow a residential mixed-use building with retail.

Proposal summary:



Map



Documents



Transit

District & Ward: Toronto & East York - Ward 22
Site Address: 121 Any Street and 456 Other Avenue
Applicant: ABC Development Corporation and XYZ Investors Group
Application File #: 15-12345-178-22-02

For information & to tell us what you think:


COMMUNITY PLANNER
Planner's Name
555-555-1234
planner@cityoftoronto.ca


ONLINE:
www.cityoftoronto.ca
File # 15-12345-178-22-02


IN PERSON:
A meeting has not yet been scheduled. Details will be posted here and on our In This Section page.

City of Brampton


A → Notice: Official Plan Amendment

A proposal has been made to:

A → Re-designate From Neighborhood Retail To District Retail And Stormwater Management Pond

Owner:

Agent:



(3-1-1)

For more information about this matter, including information about obtaining a copy of the notice and about preserving your appeal rights, contact the Planning and Development Services Department, City of Brampton, by visiting the City Hall during regular business hours, by sending an email to planning.development@brampton.ca, or by calling 905-874-2050. Refer to File #

Date Sign Erected:

City of Mississauga

NOTICE: OFFICIAL PLAN AMENDMENT, REZONING AND/OR PLAN OF SUBDIVISION


AN APPLICATION HAS BEEN SUBMITTED TO THE CITY OF MISSISSAUGA TO DEVELOP THIS SITE FOR:

DESCRIPTION OF PROPOSAL
(as determined by the planning and building department.)

Owner: D.E.V. Loper
Agent: P. Lanner & Assoc. Ltd. (905)896-1234
For further information, phone the City of Mississauga Planning and Building Department (905)896-5511 and refer to file #OZ-94/115 (W8)





MILTON PUBLIC NOTICE




A change has been proposed for this site.
A development application has been submitted to amend the Official Plan and Zoning By-law to allow a residential mixed-use building with retail.

Proposal Summary:



Map



Documents



Transit

Site Address: 123 Any Street and 456 Other Avenue
Applicant: ABC Development Corporation and XYZ Investors Group
Application File #: 15-12345-178-22-02
Agent: P. Lanner & Assoc. Ltd.
Phone: 555-555-1234

Learn more and share your feedback:


Town of Milton Planning & Development
705-810-7222 ext. 2276
planning@townofmilton.ca


On-Site
www.townofmilton.ca


IN PERSON:
A meeting has not yet been scheduled. Details will be posted here and on our In This Section page.

Notice

Proposed Zoning By-law Amendment to [include purpose and effect here]

 Address
 File Number D14-xxx-2016

Public Meeting

Date: Month day, 2016
Time: 6:30 p.m.
Location: Council Chambers, City Hall
 216 Ontario Street

To obtain a copy of the application including the complete public notice and submitted drawings, access the Development and Services Hub (DASH) at <https://www.cityofkingston.ca/dash> and search this address.

For more information about this matter, including information about preserving your appeal rights, contact the Planning Division, Monday to Friday, 8:30 a.m. to 4:30 p.m., at: 1211 John Counter Blvd., 613-546-4291, ext. 3180




Figure 15: Precedent Examples of Public Notice Signs for OPA, ZBLA and Draft Plans of Subdivision/Condominium

Public Engagement Benefit

The use of a sign posting would be seen as an added measure of notifying people in the neighbourhood or community who may not otherwise receive or see a notice via other means. The posting of a sign has proven to be quite successful in advising the public of applications for Site Plan Approval, which has no statutory requirement enshrined in the Planning Act. Approximately 30% of respondents to the Communications Department survey identified sign posting as a method of receiving notice of development applications. The suggested sign enhancements would be beneficial to present the information using a distinct, consistent corporate image.

Timing Considerations

Some municipalities as noted above have established standard sign templates using corporate branding and identity themes. A similar approach would be examined for Cobourg if this option is chosen. Accordingly, the design and specifications of the notice signs would require some up-front planning with the Communications Manager in collaboration with area sign companies. Modifications will be required to the application procedures, however this could be initiated in the short-term (<6 months) following Council's direction. Eventually, in the long term (>12 months), the Official Plan will need to be amended to incorporate the adopted public notification procedures in accordance with the *Planning Act*, which may be undertaken at the next general update/review in 2022.

Financial/Budget/Staff Resource Impact Considerations

The applicant would be responsible for constructing and erecting the sign to municipal specifications at its cost, similar to Site Plan Approval applications. There will be some initial staff time and material cost imposed to establish the sign template, however ongoing administration of this option would have little impact on municipal financial resources or service delivery. The modifications to the Official Plan may be undertaken at the next general update/review in 2022.

Option 2 – Public Open House

As indicated in *Figure 8* above, almost ½ of municipalities surveyed require or request an informal public open house or neighbourhood information meeting for large, complex or contentious applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium, or for applications that may have a significant impact on a neighbourhood or the community as a whole. Less than 1 in 5 municipalities surveyed require a public open house for all applications.

The Town of Cobourg *encourages* applicants to hold a public open house early in the process, but it is purely voluntary. In cases where an information meeting or public open house has been held, observations have shown that residents responded well and had an opportunity to find information, ask questions, and provide useful feedback on the proposal.

Often the public information sessions alleviated many issues or concerns, or the applicant sought to address them prior to the matter coming before Council in a more formal setting.

There are three potential sub-options to consider:

2a) – **All Applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium**

Under this sub-option, an informal public open house or neighbourhood information meeting would be convened for all applications within approx. **30 – 45** days of formal receipt of the application by Council. Smaller, less complex applications (or special applications deemed to be of importance to the community, such as affordable/rental housing, downtown intensification, brownfield re-development) could be exempted from a public open house on a case-by-case basis in an effort to streamline the approvals process. A Statutory Public Meeting would still be required in accordance with the *Planning Act*.

2b) -- **Large, Complex Applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium**

An informal public open house or neighbourhood information meeting would be convened for *large, complex* applications for OPA, ZBLA and Draft Plans of Subdivision/Condominium. The proposed criteria for such applications would be for any residential development proposal in excess of 25 dwelling units, and any commercial/institutional development proposal in excess of 1,400 sq m (15,000 sq ft)³.

Under this option, Council would reserve the right to require the applicant to convene a public open house irrespective of whether or not it meets the aforementioned criteria, based on the scope, impact or potentially contentious nature of the proposal. This would be determined on a case-by-case basis as part of staff's complete application memo presented to Council and prior to the application being formally received by Council. Following receipt of the application, should a 'smaller' application generate significant public interest, Council would have the ability to "bump up" the application and require a public open house by Resolution. The Town would still encourage *all* applicants to convene a public open house or reach out to the neighbourhood in some other capacity (ie. pamphlets). A statutory Public Meeting would still be required in accordance with the *Planning Act*.

2c) – **No Change**

This option would see no change to the current procedure of *encouraging* applicants to hold a public open house. At least one statutory Public Meeting would still be required in accordance with the *Planning Act*.

³ This proposed criteria aligns with the Cobourg Planning Application Schedule of Fees (By-law 030-2016) for "Major Residential" and "Major Commercial" development types

Public Engagement Benefit

In general, convening an informal public open house or neighbourhood information meeting would have the benefit of engaging stakeholders and obtaining feedback early in the planning process, as opposed to a Statutory Public Meeting which is typically later on in the process. Early input can also serve to educate applicants and the Town about the concerns of the neighbourhood, allow for responses and adjustments to a proposal and generally better inform the decision-making process. Furthermore, public open houses typically offer an informal, less intimidating forum for members of the public to participate in the process. Only 18% of municipalities currently require open houses for all applications.

Since not every application submitted is significant or contentious, a public open house may not be desirable or needed in these cases therefore Option 2b has been identified which would require a public open house only for larger, complex applications, with the caveat that the Town would reserve the right to require a public open house for select smaller applications or at any time in the process based on public feedback. Approximately 50% of municipalities surveyed require/request an open house for these larger or complex types of applications.

A third option (2c) is status quo, whereby public open houses are not mandatory, but rather would be *encouraged* (similar to 1/3rd of municipalities surveyed).

Timing Considerations

These options would require modifications to the application procedures, however it can be implemented relatively quickly over the short term following direction from Council. Eventually, in the long term, the Official Plan will need to be amended to incorporate the adopted public notification procedures in accordance with the *Planning Act*, which may be undertaken at the next general update/review.

Financial/Budget/Staff Resource Impact Considerations

It appears to be common industry practice that public open houses or neighbourhood information meetings are being conducted by applicants and/or their consultants at their sole expense. Municipalities like Oakville, for example, require the applicant to submit a written summary report of the open house to the Town for use as part of its evaluation of the application. Using this model, the logistics associated with convening open houses would not appear to be significant to adversely impact limited municipal staff resources or the delivery of planning services to the public. The update to the Official Plan policies to incorporate any new public notification procedures may be incorporated into the next general review in 2022.

Option 3 – Radio Ads

Figure 13 above illustrates that just over 1/3rd of respondents in the Communications Department survey suggested that radio ads would enhance public communication/engagement of development applications.

Public Engagement Benefit

The use of radio ads may be seen as broadening the public's horizon on development activity in the community, possibly achieving a higher capture level of audience.

Timing Considerations

This option would require modifications to the application procedures, including the formalization of details regarding its administration, and can likely be implemented in the medium term (6-12 months) following direction from Council. Eventually, the Official Plan will need to be amended in the long term to incorporate the adopted public notification procedures in accordance with the *Planning Act*, which may be undertaken at the next general update/review in 2022.

Financial/Budget/Staff Resource Impact Considerations

Although the implementation of radio ads would be at the proponent's cost, the set-up and administration of this task with radio stations would likely fall to planning and communications staff. For this option to be effective and reach a wider audience, a radio ad would need to run multiple times a day for multiple days on a number of radio stations, with a focus on peak listener times. Given the number of planning applications at any given time, there may be multiple radio ads required on an ongoing basis.

Depending on the number of options implemented through this process, the use of radio ads for development applications may impose challenges on the Town's resources, reduce service levels, and possibly threaten adherence to *Planning Act* requirements. As development applications typically, but not always, affect a more localized segment of the population (ie. a neighbourhood), the use of other "targeted" notification methods may be more effective in these cases, whereas radio ads may be better served and more practical for larger, special projects affecting the greater community, such as comprehensive updates to planning documents, Secondary Plans, etc.

Option 4 – TV Information/Message Boards

Although TV information notices were not identified as a suggested measure for public notification/engagement in the Town's communications survey, the use of community message/notice boards on the local TV station (Cogeco YourTV) to post development information may be an avenue to enhance public communication and engagement. Cogeco is a subscription TV service in the Cobourg area which captures some but not all households in the community. The Cogeco YourTV website <https://www.yourtv.tv/cobourg-port-hope>, however, contains community message boards for a variety of topics, such as arts, charity, entertainment, health, sports and public notices/announcements, which can be accessed regardless of being a Cogeco TV customer.

Public Engagement Benefit

The use of community information/news boards on TV media like YourTV may help in the distribution of general summary information and web links regarding development applications and special projects to a wider audience in the community.

Timing Considerations

This option would require modifications to the application procedures, however it can be implemented relatively quickly over the short term following direction from Council. Eventually, in the long term, the Official Plan will need to be amended to incorporate the adopted public notification procedures in accordance with the *Planning Act*, which may be undertaken at the next general update/review.

Financial/Budget/Staff Resource Impact Considerations

There is no cost to post public announcements and notices on YourTV. The use of TV message/notice boards for development applications would involve some additional staff time to condense and distribute relevant information to the TV provider, which could impact resources and service levels depending on the extent of new notification/engagement measures being implemented for *Planning Act* applications. Similar to Option 3 above, the use of TV message boards and notices may be more practical for larger, special planning projects affecting the greater community, such as comprehensive updates to planning documents, Secondary Plans, etc.

Option 5 – Prepare Planning Opinion/Recommendation Reports Before or After Public Meeting

Figure 9 above illustrates that the number of municipalities who prepare their Planning Opinion/Recommendation Reports before or after the statutory Public Meeting is rather split. The process currently used in Cobourg involves a comprehensive evaluation of the application based on provincial, county and municipal (local) policies, regulations and guidelines and the provision of a professional, objective Planning Opinion Report to Council prior to the statutory Public Meeting. This approach provides Council and the public with a comprehensive package of background information, analysis, opinions and conclusions to consider at the Public Meeting, however there is no recommendation provided in the Report. Public input provided at the Public Meeting is typically referred back to the proponent and/or planning staff for a follow-up Planning Recommendation Report to Council before a decision is rendered.

If a public open house is convened early in the process per Options 2a) or 2b), this would provide the Town with a solid understanding of public response to the proposal early in the process and, thus, it would seem to be a satisfactory approach to have the Planning Opinion Report prepared after an open house and prior to the Public Meeting. In this capacity, Council and the public would have a considerable amount of information at its disposal at the

formal Public Meeting. If neither of Options 2a) or 2b) are implemented, Council may wish to re-visit the timing of the preparation of a Planning Opinion Report.

Option 6 – Timing of Statutory Public Meeting

There have been some concerns expressed by members of the public that some Statutory Public Meetings have been held very close to the end of the *Planning Act* timelines for rendering a decision before an appeal can be lodged by the applicant. This may have the unintended consequence or perception that Council is pressured to make a decision relatively quickly or soon after the Public Meeting to avoid an appeal (although statistics over the last 30 years in Cobourg have shown that the significant majority of applicants have not taken advantage of the timeline appeal mechanism of the *Planning Act* when exceeded).

As indicated above, the processing of an application for OPA, ZBLA and Draft Plan of Subdivision/Condominium involves the comprehensive review of detailed, technical plans and background reports by numerous external agencies and municipal Departments, which can take considerable time in the form of weeks or months, depending on the size and complexity of the application. A Statutory Public Meeting is typically not scheduled by planning staff until all commenting bodies have completed their review of the proposal and provided commentary to the applicant, and the proposal and supporting documentation has been modified, updated and finalized as the case may be and the proposal is in a position to move forward to a public meeting together with a Planning Opinion Report. The municipal review process can also be delayed or extended for reasons beyond the control of the Municipality. In such cases, the Public Meeting is pushed closer to the *Planning Act* timeline, or possibly beyond the timeline.

For larger, more complex applications, convening the Statutory Public Meeting early in the process will not have the benefit of any detailed analysis or opinions for Council and the public to view at the Public Meeting, nor would the public see any changes made to the proposal as a result of feedback obtained during the detailed review until much later in the process. As an option, the process could be modified to require at least one Public Meeting a certain minimum date (ie. 30 days) prior to the *Planning Act* timeline regardless of the status of the application, which may result in a further Public Meeting being required later in the process if significant changes are made to the proposal after the meeting.

It should be noted that the convening of a Statutory Public Meeting early in the process would preclude the implementation of a public open house per Option 2 above.

Public Engagement Benefit

While local statistics show that timeline appeals are not prevalent in Cobourg, scheduling a Statutory Public Meeting at least **30** days in advance of the *Planning Act* timeline would help minimize the public perception that Council is pressured to make a decision before the application could be appealed to the LPAT.

Timing Considerations

The use of an upset timeframe for Statutory Public Meetings would require modifications to the application procedures, however it can be implemented in the short term following direction from Council. As with the other options, the Official Plan will need to be amended in the long term to incorporate the adopted public notification procedures in accordance with the *Planning Act*, which may be undertaken at the next general update/review in 2022.

Financial/Budget/Staff Resource Impact Considerations

A requirement to convene the statutory Public Meeting at least **30** days in advance of the timelines prescribed under the *Planning Act* would still provide a reasonable period of time for circulation and review of applications and associated documentation and, thus, should not have a significant impact on the Municipality's resources for the majority of applications. There may be occasions where deficiencies or outstanding information exist based on initial review, in which case Council may consider refusing the application or requesting that the applicant satisfy the outstanding requirements which may result in an exceedance of the timeline. Either way, the applicant still has the option of appealing the matter to the LPAT in accordance with the *Planning Act*.

8.2 Site Plan Approval (SPA)

As indicated in Section 7.2 above, the Site Plan Approval process is considered a detailed, technical review of development plans and supporting materials once the principle of development (ie. zoning) has been established. Accordingly, the *Planning Act* has prescribed a timeline of 30 days before an applicant can appeal a non-decision of Council, and no formal public notification is required. Survey results show that over 80% of municipalities do not provide formal notice of an application for SPA, and approx. 35% of municipalities have delegated approvals to a municipal official.

The Town of Cobourg's process which requires the posting of a development information sign on the property is relatively advanced compared to other comparator municipalities. Additionally, planning staff also provides an application receipt Memo at the beginning of the SPA process and an approval recommendation Report prior to Council approval in public, open sessions of Council. Information associated with SPA applications is also posted on the "*Planning Applications*" page of the Planning & Development website. Finally, planning staff notify members of the public of a SPA application where they are on record as participating in a prior process involving and OPA, ZBLA and/or Draft Plan of Subdivision/Condominium.

An additional measure of notifying the public of a SPA application could include a mail-out and/or newspaper notice, however given the relatively short timelines prescribed in the *Planning Act*, the additional staff resources required to implement such an option, and the fact that only 8% of municipalities surveyed implement this type of notification, this is not a recommended approach. Based on my experience, the Town's current procedure provides

reasonable notice of SPA applications to the public and is within the Department's service delivery capabilities.

Option – Enhanced Site Plan Information Sign Template

Notwithstanding the above, an enhanced site plan information sign template which utilizes the Town's corporate branding scheme in the form of standard design, content and colours would be beneficial to provide a consistent appearance and an informative, legible notice for the public (similar to the signs identified in Section 8.1 – Option 1 above). The implementation of this option would have the same timing and financial/budget/staff resource impact considerations as those found in Section 8.1 – Option 1.

8.3 Consents and Minor Variances

The following option is identified to enhance public notification procedures for Consents and Minor Variances:

Option – Sign Posting

As indicated in *Figure 11* above, 62% of municipalities utilize a combination of mail-out and sign posting for notices associated with Consents and Minor Variances, and another 25% combine newspaper notices with the aforementioned tools. Cobourg utilizes a mail-out and newspaper notice, which only 13% of municipalities implement.

This option would see an enhanced multi-faceted approach to public notification implemented for Committee of Adjustment applications, involving a combination of mail-out, sign posting, newspaper and social media/website. Because the Committee of Adjustment is a quasi-judicial body separate from Cobourg Council, a distinct sign template could be designed in consultation with the Communications Manager which would provide a unique appearance and informative notice of these applications for the public. Some precedent examples are shown in *Figure 16* below:

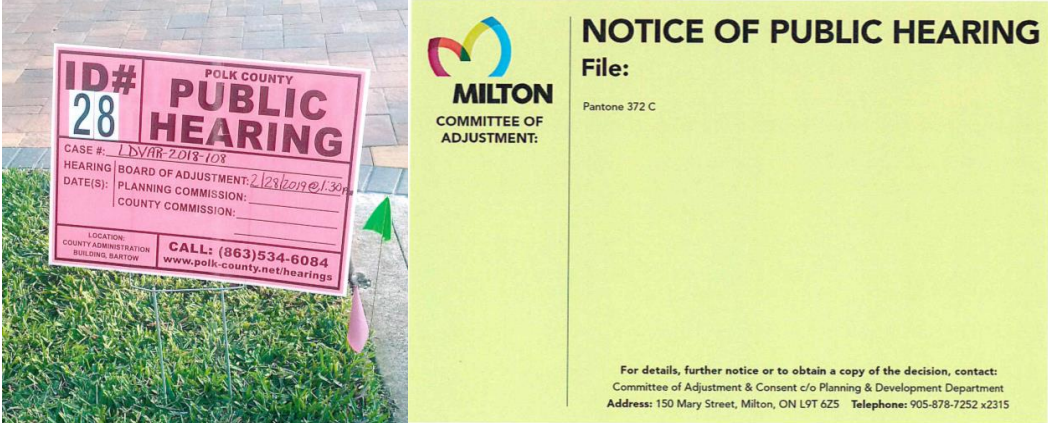


Figure 16: Precedent Examples of Public Notice Signs for Committee of Adjustment Applications

Public Engagement Benefit

The use of a sign posting would be seen as an added measure of notifying people in the neighbourhood or community who may not otherwise receive or see a notice via other means.

Timing Considerations

The design and specifications of the notice signs would require some up-front planning with the Communications Manager in collaboration with area sign companies, however this could be initiated relatively quickly in the short term.

Financial/Budget/Staff Resource Impact Considerations

The applicant would be responsible for constructing and erecting the sign to municipal specifications at its cost, similar to Site Plan Approval applications. There will be some initial staff time and material cost imposed to establish the sign template, however ongoing administration of this option would have little impact on municipal financial resources or service delivery.

8.4 Social Media

As Figure 12 above illustrates, the Town of Cobourg's practice of including notices of *Planning Act* applications on one or more social media platforms is shared by 71% of municipalities surveyed. A review of the Town's website and survey information has revealed that it is relatively easy to navigate through the website and find notices of *Planning Act* applications, but it is always important to monitor, adjust and improve on an ongoing basis based on public feedback. As a value-added mechanism, the municipal website has a function whereby members of the public can sign up for e-mail notifications when new public notices are posted, which is a handy tool for those who would like to see municipal notices in their neighbourhood or the community in general, but do not want to check the website on a regular basis.

The Communications Manager recently conducted a survey which asked for public feedback on the current state of the municipal website and what adjustments would make it a more user-friendly experience in general, but also with respect to planning application notifications and information specifically (see Section 7.6 - Communication Survey above). The Town of Cobourg's social media platforms have a huge on-line reach with nearly 5,000 direct followers to the Facebook platform and 2,586 on the Twitter platform. There may also be other social media platforms that could be explored to enhance public engagement for planning applications. The following option is identified:

Option – Targeted Social Media Messaging

The Communications Manager is currently undertaking a redesign of the Cobourg.ca homepage and will incorporate a 'hot button' on the site's main navigation that will redirect the user in 'one click' to a comprehensive listing of Planning and Development news and notices. These enhancements are aimed at simplifying the navigation process for persons seeking information and notices on planning applications and development proposals. In addition, the use of multiple on-line digital platforms will be explored to further engage a wider audience. For larger projects that have a broader community impact, the use of the new on-line community engagement platform "*Bang the Table*" will provide an easy and secure way for the public to participate on-line.

Public Engagement Benefit

The enhancement of the municipal website will enable a more user-friendly experience and simplify navigation and, thus, make it easier and quicker for the public to access planning application notices and information. Furthermore, the use of other popular social media platforms, like Facebook and Twitter, will be explored to target additional sectors of the community. The engagement platform *Bang the Table* is a new digital on-line community engagement tool the municipality can employ to reach out to the public and obtain feedback on projects that impact the greater community.

Timing Considerations

The implementation of this option would require initial consultation with the Communications Manager regarding information needs, organization and logistics but could be undertaken in the short term period following approval.

Financial/Budget/Staff Resource Impact Considerations

As indicated above, there will be some initial staff time required to implement enhancements to the website, as well as regularly administer other social media platforms. The Communications Manager has advised that the launch of the redesign of the Cobourg homepage will take place in mid-May, which will include enhancements to the Cobourg.ca homepage and the Planning and Development webpages.

8.5 Public Meeting Procedure

As referenced in Sections 6.4 and 7.4 above, Cobourg's Statutory Planning Public Meeting procedure is well organized and structured to provide Council and the public with a reasonable overview of the planning application, associated reports, and other relevant information, and to provide the public with an opportunity to make representation, ask questions and provide input, orally and/or in writing, to Council for their consideration prior to making a decision. Public Meetings have not traditionally been a forum for debate, nor are

any decisions ever made at these meetings. The format and structure of Agendas are generally the same for all Public Meetings conducted by Council.

Of those municipalities that prepare a formal written Planning Public Meeting Agenda, the Town of Cobourg's is quite similar, if not more organized and structured in my opinion. Some municipalities do not have a written Agenda whatsoever, but rather follow a script that is verbally conveyed to the audience.

In light of the above, it is not recommended that Council change its current procedure for Planning Public Meetings. In the event that Council does wish to make a change in some capacity, it would likely necessitate a change to Council's Public Meeting procedures for all municipal matters.

9.0 CONCLUSION

It is widely recognized that greater involvement by citizens through public engagement results in a better-informed community, a greater sense of ownership and trust in initiatives, and increased public satisfaction with municipal programs, services and long-term plans. Cobourg Municipal Council is committed to ensuring that a progressive, methodical approach to citizen engagement is implemented, both in the development review process under the *Planning Act* and in everyday municipal initiatives, which will ultimately lead to improved decision-making.

The development approvals process in Ontario today is complex and highly regulated through Provincial and municipal legislation, plans, and policies, however it is evident that there are numerous innovative options available to municipalities which may help enhance engagement opportunities with the public. This Report was intended to provide an overview of the planning notification and engagement procedures currently in effect in Cobourg, paint a picture of what other municipalities are doing when it comes to public notification and engagement procedures regarding planning applications (best practices), identify a number of potential options for enhancing public engagement in the community, and propose an approach for seeking public feedback on this municipal engagement initiative.

While many options exist for enhancing the public notification and engagement procedures for Planning Act applications, it will be important to ensure that the implementation of any such changes are practical and mindful of the operational and resource capabilities of the Planning Department and Municipality in general, and maintain compliance with the *Planning Act*. The options identified in this Report have taken these important aspects into consideration.

10.0 POLICIES AFFECTING THIS PROPOSAL

The key policies affecting this proposal include:

- Cobourg Public Engagement Policy
- Cobourg Official Plan

11.0 COMMUNICATION RESULTS

This Report provides a summary of the feedback received from a selection of Southern Ontario municipalities and from the annual communications survey regarding development application notifications and procedures, and recommends that a comprehensive Communications & Public Engagement Plan be implemented in order to inform the public of this Report and the Options for enhancing the public notification and engagement process for *Planning Act* applications.

12.0 ATTACHMENTS

APPENDIX I: LIST OF FIGURES

APPENDIX II: COMMUNICATIONS & PUBLIC ENGAGEMENT PLAN: REVIEW OF PUBLIC ENGAGEMENT PROCEDURES FOR PLANNING ACT APPLICATIONS

13.0 AUTHORIZATION/ACKNOWLEDGEMENT

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Reviewed and Approved By:

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Chief Administrative Officer

**APPENDIX I
LIST OF FIGURES**

Figure No.	Page #
<i>Figure 1 -- Historical Summary of Planning Act Timelines before an Appeal can be lodged</i>	6
<i>Figure 2 -- Current Procedure for OPA's, ZBLA's and Draft Plans of Subdivision/Condominium</i>	7
<i>Figure 3 -- Current Procedures for Site Plan Approval applications</i>	9
<i>Figure 4 -- Current Procedure for Consents and Minor Variances</i>	10
<i>Figure 5 -- Council Procedure for Statutory Public Meetings under the Planning Act</i>	11
<i>Figure 6 -- Municipal Survey Responses from Southern Ontario Municipalities</i>	12
<i>Figure 7 -- Survey Results from 29 Southern Ontario Municipalities regarding Public Notice Procedures for Applications for OPA, ZBLA, and Draft Plans of Subdivision/Condominium</i>	13
<i>Figure 8 -- Survey Results from 28 Southern Ontario Municipalities regarding Open Houses</i>	14
<i>Figure 9 -- Survey Results from 16 Southern Ontario Municipalities regarding Timing of Opinion/Recommendation Reports relative to the Statutory Public Meeting</i>	15
<i>Figure 10 -- Survey Results from 30 Southern Ontario Municipalities regarding SPA Notification</i>	16
<i>Figure 11 -- Survey Results from 16 Southern Ontario Municipalities regarding Public Notification Procedures for Consents and Minor Variances</i>	17
<i>Figure 12 -- Survey Results from 28 Southern Ontario Municipalities regarding Social Media for Planning Act Applications</i>	18
<i>Figure 13 -- Cobourg Communications Survey – Information Sources for New Development Applications</i>	19
<i>Figure 14 -- Cobourg Communications Survey – Suggested Improvements to Public Engagement Regarding Development Applications</i>	20
<i>Figure 15 -- Precedent Examples of Public Notice Signs for OPA, ZBLA and Draft Plans of Subdivision/Condominium</i>	22
<i>Figure 16 -- Precedent Examples of Public Notice Signs for Committee of Adjustment Applications</i>	30

APPENDIX II
**COMMUNICATIONS & PUBLIC ENGAGEMENT PLAN:
 REVIEW OF PUBLIC ENGAGEMENT PROCEDURES
 FOR PLANNING ACT APPLICATIONS**



April 11, 2019.

Town of Cobourg's Communications & Public Engagement Plan
RE: Review of Public Engagement Procedures for Planning Act Applications
 Delivered by Ashley Purdy, Communications Manager.

Background

On April 30, 2018 Municipal Council passed a motion directing planning staff to review the Town of Cobourg's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P., as amended, and to submit a report to Council for consideration. The report *Review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications* has been submitted to Council for consideration along with the Communications & Engagement Plan to support it.

The Town of Cobourg has adopted a Public Engagement Policy to ensure a consistent, fair and effective approach to public engagement in the community. The Policy specifies that greater involvement by citizens through public engagement will result in a better-informed community, a greater sense of ownership and trust in initiatives, and increased public satisfaction with municipal programs, services and long-term plans. Planning Staff recently conducted research, consultations and surveys with other Ontario municipalities and land use planners to better understand the various approaches used to notify and engage the public on applications made under the Planning Act. In addition, the Communications Department recently launched its annual communications survey seeking input on how citizens stay informed on Town services and initiatives and how the Town can continue to improve.

The Town of Cobourg will be rolling out the **Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications** to its citizens in order to inform members of the public and invite feedback on the options worthy of consideration to improve the Public Engagement Process for Planning Act Applications, specifically:

Topic	Options
OPA, ZBLA and Draft Plans of Subdivision/Condominium	<p>Option 1 – Sign Posting in addition to existing notification methods</p> <p>Option 2 – Public Open House</p> <ul style="list-style-type: none"> o 2a) - for all applications; o 2b) - for large, complex applications; o 2c) - no change to current process <p>Option 3 – Radio Ads for special planning and development projects that affect the broader community</p> <p>Option 4 -- Planning Opinion Report before Statutory Public Meeting [if Options 2a) or 2b) implemented, after the open house and prior to the Public Meeting], with final Planning Recommendation Report after the Statutory Public Meeting</p> <p>Option 5 – Timing of Public Meeting -- Convene the Statutory Public Meeting no later than 30 days before the end of the respective <i>Planning Act</i> timelines</p>
Site Plan Approval	Option -- Enhancements to the existing signage program for consistency and corporate branding
Consents & Minor Variances	Option – Sign Posting in addition to existing notification methods
Social Media Platforms	Option – Targeted Social Media Messaging ('hot button', calendars, webpages, social newsletters, social media platforms like Facebook and Twitter)
Public Meeting Procedure	No change to current procedure (standard municipal Agenda template)

To encourage a higher level of public engagement The Town of Cobourg will be convening a Council Public Meeting on Monday, June 3rd, 2019 from 5-6 p.m. and will be launching a town-wide online survey. The survey will be active from Monday, May 6th until Monday, May 27th, 2019 giving citizens four weeks to provide feedback.

The Communications & Engagement Plan will employ a variety of tactics listed below in order to ensure that citizens are well-informed of the **Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications** and have had the opportunity to participate in the online survey, attend the public meetings and provide informed feedback to Council.

Final Communications & Public Engagement Feedback Report

A final Communications and Public Engagement Feedback report will be completed by the Communications Manager and sent to Municipal Council for the Committee of the Whole Meeting on Monday, July 22, 2019. The report will include:

- All public comments collected from the online survey (May 6-May 27, 2019)
- All public comments collected from Town staff and Council
- All public comments collected from the Council Public Meeting (June 3, 2019)
- Analysis of the communication and engagement reach metrics and tactics used

The Final Communications and Public Engagement Feedback report will be attached as an appendix to the Director of Planning and Development's report to Council.

Important Dates

- The Town of Cobourg and Municipal Council will be conducting the following engagement tactics and public meetings in regards to the **Review of Public Engagement Procedures for Planning Act Applications**:
 - Communications & Public Engagement Plan Timeline – Monday, May 6-August 12, 2019.
 - Online Survey – Monday, May 6 until Monday, May 27, 2019.
 - Public Meeting – Monday, June 3, 2019 at 5 p.m.
 - Committee of the Whole Meeting – Monday, July 22, 2019 at 6 p.m.
 - Regular Council Meeting – Monday, August 12th, 2019 at 6 p.m.

Target Audiences

- Cobourg citizens
- Local news media

Budget

- Minimal budget required for communication activities including issuing of Press Releases, Public Notices, creation and execution of social media campaigns, etc. (No cost)
- Northumberland News Ad Block (No cost)
- Cost for design and printing of posters (\$100)

Tactical Deliverances/Timeline

Date	Audience	Action Item/Vehicle	Content
May 2019			
May 1/19	Media	Municipal Matters	Mayor John Henderson to add a topic discussion to YourTV's 'Municipal Matters' segment to discuss the plan and remind citizens to participate.
May 6/19	Council/ Town Staff	Internal Email	Internal email to all Municipal Council and Town Staff announcing the Review of Public Engagement Procedures for Planning Act Applications Communications and Public Engagement Plan and online survey process. All Council and Town staff should be aware and be ambassadors of the communications and engagement plan.
May 6/19	Citizens	Webpage Goes LIVE	<p>Review of Public Engagement Procedures for Planning Act Applications webpage goes live. On the webpage citizens will find the Online Survey and be able to submit further feedback to communications@cobourg.ca.</p> <p>The webpage will contain the following key information: The Planning & Development Division's Review of Public Engagement Procedures for Planning Act Applications Council Report, the online survey, important public engagement dates (public meetings, council meetings, etc.) and contact information.</p>
May 6/19	Citizens	Online Survey Launches	The online survey goes live on the webpage. Deadline: Monday, May 27, 2019 at 4 p.m. EST.
May 6/19	Citizens	Poster Distribution	<p>Review of Public Engagement Procedures for Planning Act Applications Plan posters printed and distributed across the Town of Cobourg, to local service clubs and Municipal offices, etc.</p> <p>Distribution locations include: Cobourg Public Library, Cobourg Community Centre, Victoria Hall Administrative Offices, Finance and Planning and Development Offices.</p>
May 6/19	Media	Press Release	<p>Press Release outlining the Review of Public Engagement Procedures for Planning Act Applications Communications and Public Engagement Plan, re-direction to Town of Cobourg webpage and online survey. Public Meeting on June 3rd also announced.</p> <p>Press Release distributed to all local media, posted on the Town's Municipal website (www.cobourg.ca) under the 'News Centre' and 'Community News' homepage section and promoted across social media channels (Facebook and Twitter).</p>
May 6/19	Public	Municipal Website Posting	<p>Advertisement for Review of Public Engagement Procedures for Planning Act Applications Communications and Public Engagement Plan will be posted to the following pages on the Municipal website:</p> <ol style="list-style-type: none"> 1) 'Trending Services' – Hot Button 2) 'Community News' – News Post 3) Public Meetings Calendar 4) 'Engage Cobourg' webpage – section added. 5) Customized Webpage

Date	Audience	Action Item/Vehicle	Content
W/O May 6/19	Public	Social Media Posts	Weekly reminders posted to Municipal Social Media pages (Facebook & Twitter) increasing to twice a week as we get closer to the online survey closing date (May 27/19). Reminders will consist of redirection to the online survey, webpage and a reminder of the Public Meeting on June 3 rd .
W/O May 6/19	Public	Local Media Print and Online	Communications Manager to pitch interviews with local print and online media. E.g. Northumberland News, The HUB, Cobourg NOW, Cobourg Blog, etc.
W/O May 6/19	Public	Local Media Radio and TV	Communications Manager to pitch interview with local radio and TV media. E.g. MBC 93.3 and 107.9 FM, Northumberland 89.7 FM, YourTV (COGECO) Municipal Matters, CHEX News, etc.
May 9/19	Public	Town Ad Block	The poster* will be published in the Town's weekly ad block in the Northumberland News. A public notice** will also be published for the June 3 rd Public Meeting. <i>*Poster – View Appendix A. **Public Notice – View Appendix B.</i>
May 15, 22 & 29/19	Public	Social Media Posts	Weekly Wednesday reminders posted to Municipal Social Media pages (Facebook & Twitter) increasing to twice a week as we get closer to the online survey closing date (May 27/19) and Public Meeting date (June 3 rd , 2019). Reminders will consist of redirection to the online survey, webpage and a reminder of the Public Meeting on June 3 rd .
May 27/19	All	Online Survey Closes	The online survey will close on Monday, May 27 at 4 p.m. EST.
May 27/19	Media	Public Notice	Issue a Public Notice reminder of the Public Meeting in one week's time on June 3 rd at 6 p.m. and of the COW & Regular Council Meetings in June.

June/July 2019			
June 3/19	Public	Public Meeting	A public meeting will be held to review and discuss the Review of Public Engagement Procedures for Planning Act Applications Report along with citizen feedback. Location: Victoria Hall, Council Chambers at 6 p.m.
July 22/19	Public	Committee of the Whole Meeting	Presentation, discussion and opportunity for citizen delegations. Location: Victoria Hall, Council Chambers at 6 p.m.
August 2019			
August 12/19	Public	Regular Council Meeting	Council will accept or reject the Review of Public Engagement Procedures for Planning Act Applications Report. Location: Victoria Hall, Council Chambers at 6 p.m.
August 12/19	Media	Press Release	Issue a press release advising the public of Council's decision.

R/O August Public

**Social Media,
Webpage, Town Ad
Block**

For the rest of the month of July remind citizens of the decision made by Council through various communication tactics including social media posts, updating the municipal website as well as the ***Review of Public Engagement Procedures for Planning Act Applications*** webpage, placing advertisements in the Town Ad Block, etc.

Thank citizens for engaging with us. Encourage engagement in the future and promote active participation and engagement from Council, the Town and citizens!

-END-

Appendix A: Communications & Public Engagement Poster



ONLINE SURVEY

Complete the online survey
at Cobourg.ca by May 27, 2019.

Your Next Community Engagement Opportunities:

Public Meeting (June 3, 2019 at 5 p.m.)

Discuss the Review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications Report and citizen feedback.
Location: Victoria Hall, Council Chambers, 55 King St. W, Cobourg.

Committee of the Whole Meeting (July 22, 2019 at 6 p.m.)

Presentation, discussion and opportunity for citizen delegations.
Location: Victoria Hall, Council Chambers, 55 King St. W, Cobourg.

Regular Council Meeting (August 12, 2019 at 6 p.m.)

Council will accept or reject the *Review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications Report*.
Location: Victoria Hall, Council Chambers, 55 King St. W, Cobourg.






QUESTIONS?

Contact the Communications Department at communications@cobourg.ca or by calling 905-372-4301.

Appendix B: Customized Webpage (www.cobourg.ca/planningactapplications)

Planning Act Applications

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Public Engagement Opportunity: Planning Act Applications

On April 30, 2018 Municipal Council passed a motion directing planning staff to review the Town of Cobourg's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P., as amended, and to submit a report to Council for consideration. The report *Review of Public Notification, Engagement & Meeting Procedures for Planning Act Applications* has been submitted to Council for consideration along with the Communications & Engagement Plan to support it.



Where are we now?

Planning Staff conducted research, consultations and surveys with other Ontario municipalities and land use planners to better understand the various approaches used to notify and engage the public on applications made under the Planning Act. The Town of Cobourg has adopted a Public Engagement Policy to ensure a consistent, fair and effective approach to public engagement in the community. The Policy specifies that greater involvement by citizens through public engagement will result in a better-informed community, a greater sense of ownership and trust in initiatives, and increased public satisfaction with municipal programs, services and long-term plans.

We are currently embarking on our Public Engagement Plan (see below). View the [poster](#).

We Want to Hear from You!

- Jobs ▶
- Mayor and Council ▶
- Mayor Website
- News Centre ▶
- Policies
- Report It ▶
- Reports, Studies and Plans ▶
- Taxes ▶
- Volunteer
- Have Your Say



We Want to Hear from You!

We are now embarking on our Communications & Public Engagement Plan to collect your feedback on the **Review of Public Engagement Procedures for Planning Act Applications**. We want to hear from you on how to better inform members of the public and invite feedback on the options worthy of consideration to improve the Public Engagement Process for Planning Act Applications, specifically:

Topic	Options
OPA, ZBLA and Draft Plans of Subdivision/Condominium	<p>Option 1 – Sign Posting in addition to existing notification methods</p> <p>Option 2 – Public Open House</p> <ul style="list-style-type: none"> o 2a) - for all applications; o 2b) - for large, complex applications; o 2c) - no change to current process <p>Option 3 – Radio Ads for special planning and development projects that affect the broader community</p> <p>Option 4 – Planning Opinion Report before Statutory Public Meeting [if Options 2a) or 2b) implemented, after the open house and prior to the Public Meeting], with final Planning Recommendation Report after the Statutory Public Meeting</p> <p>Option 5 – Timing of Public Meeting -- Convene the Statutory Public Meeting no later than 30 days before the end of the respective <i>Planning Act</i> timelines</p>
Site Plan Approval	Option -- Enhancements to the existing signage program for consistency and corporate branding
Consents & Minor Variances	Option – Sign Posting in addition to existing notification methods
Social Media Platforms	Option – Targeted Social Media Messaging ('hot button', calendars, webpages, social newsletters, social social media platforms like Facebook and Twitter)
Public Meeting Procedure	No change to current procedure (standard municipal Agenda template)

To encourage a higher level of public engagement The Town of Cobourg will be convening a Council Public Meeting on Monday, June 3rd, 2019 from 5-6 p.m. and will be launching a town-wide online survey. The survey will be active from Monday, April 29th until Monday, May 27th, 2019 giving citizens four weeks to provide feedback.

Online Survey


We are accepting comments on the above topic/options through an online survey as well as at our Council Public Meeting on Monday, June 3rd at 5 p.m.

Online Survey

Survey Deadline: Monday, May 27, 2019 at 4 p.m. EST.

For a detailed list of Public Engagement opportunities please view the Public Engagement Schedule below.

Public Engagement Schedule	+
Town Issued News	+
Council Meeting Agendas, Minutes and Presentations	+
Document Library	+
Contact Us	+

	PLANNING & DEVELOPMENT DEPARTMENT <i>MEMORANDUM</i>
	COBOURG HERITAGE ADVISORY COMMITTEE
TO:	Brent Larmer- Municipal Clerk /Manager of Legislative Services
FROM:	Adriane Miller, Secretary
DATE:	April 10, 2019
SUBJECT:	Designation - 230 Perry Street


The following motion was adopted at the April 10, 2019 meeting of the Cobourg Heritage Advisory Committee (CHC):

Moved by K. Bagshaw

THAT the Cobourg Heritage Advisory Committee endorse the proposal to designate 230 Perry Street under Part IV of the Ontario Heritage Act;

AND FURTHER THAT the Cobourg Heritage Advisory Committee recommends that Council authorize municipal staff to proceed to designate the property in accordance with the requirements of the *Ontario Heritage Act*, including the issuance of a Notice of Intention to Designate and the preparation of the designation by-law.

CARRIED

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Cobourg Heritage Advisory Committee	
FROM: TITLE:	Dave Johnson Planner I: Heritage	
DATE OF MEETING:	April 10, 2019	
TITLE / SUBJECT:	Request for Heritage Designation: 230 Perry Street Jayne Finn	
REPORT DATE:	April 5, 2019	File #:

1.0 STRATEGIC PLAN
N/A

2.0 RECOMMENDATION

THAT the Cobourg Heritage Advisory Committee endorse the proposal to designate 230 Perry Street under Part IV of the Ontario Heritage Act;

AND FURTHER THAT the Cobourg Heritage Advisory Committee recommends that Council authorize municipal staff to proceed to designate the property in accordance with the requirements of the *Ontario Heritage Act*, including the issuance of a Notice of Intention to Designate and the preparation of the designation by-law.

3.0 ORIGIN

The owner of the subject property approached the Planning Department to initiate the designation process for Part Lot 15. Concession B formerly Hamilton Township now Town of Cobourg Part Lot 32 Part lot 33, Subdivision XV Tier 2 Caddy Plan Parts 1 & 2 39R-2836 known as 230 Perry Street.

In order to proceed, the Town must conduct an evaluation of the subject property and issue a 30 day Notice of Intention to Designate before a designation By-law can be considered by Council.

4.0 BACKGROUND

The subject property at 230 Perry Street is not currently listed on the Town of Cobourg's Register of Properties of Cultural Heritage Value or Interest.

Geographic Context



Above: The subject property is outlined in blue. The properties that are shaded in pink are non-designated properties that are listed on the Town of Cobourg's Register of Properties of Cultural Heritage Value and Interest. The nearby properties shaded in purple have been designated individually under Part IV of the Ontario Heritage Act.

Section 29 of the *Ontario Heritage Act* allows municipalities to designate real property within a municipality to be of cultural heritage value or interest if the property meets the prescribed criteria and established process outlined in the *Act*.

Below is a summary of the designation process according to the Ontario Heritage Toolkit, published as a heritage conservation planning resource by Ministry of Culture. There are six key steps to designating an individual property:

1. Identifying the property as a candidate for designation
2. Researching and evaluating the property
3. Serving Notice of Intention to Designate, with an opportunity for objection

4. Passing and registering the designation by-law
5. Listing the property on the municipal register
6. Listing on the provincial register

5.0 ANALYSIS

Criteria for Determining Cultural Heritage Value or Interest

The Ontario Heritage Act requires that a property being considered for designation be evaluated according to the criteria outlined by Ontario Regulation 9/06: Criteria for Determining Cultural Heritage Value or Interest (hereafter referred to as the "O. Reg. 9/06").

According to O.Reg 9/06, a property may be designated if it meets one or more of the following criteria for determining cultural heritage value or interest:

1. The property has **design value or physical value** because it,
 - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
 - ii. displays a high degree of craftsmanship or artistic merit, or
 - iii. demonstrates a high degree of technical or scientific achievement.
2. The property has **historical value or associative value** because it,
 - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
 - ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
 - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. The property has **contextual value** because it,
 - i. is important in defining, maintaining or supporting the character of an area,
 - ii. is physically, functionally, visually or historically linked to its surroundings or,
 - iii. is a landmark

Design or Physical Value

According to information available from the original Local Architectural Conservation Advisory Committee (LACAC) property description, the single detached dwelling at 230 Perry Street was built around 1860. It is described as an example of the Ontario Vernacular Cottage. However, according to Robert Mikel, this form is also known as Gothic Revival style. Mikel notes, the most common form of the Gothic Revival style is the Ontario Vernacular Cottage. The central gable is a required feature to be considered Gothic Revival.

The dwelling is a one and half storey stucco house. However, after the original LACAC report previous owners covered the structure in vinyl siding. The

current owners took off the vinyl siding and restored the stucco. It has an ogee arch under the central gable with a wooden lugsill. The windows are 6 over 6 double hung sash with deep wooden lugsills. The house has a hip roof with an open porch at the main entrance with squared tapering pillars. There is a red brick chimney on the west side of the building (see images below).





Above: Front of 230 Perry St. Notice the stucco and ogee arch under the central gable.



Above: East side view of the house.

Historical or Associative Value

This dwelling, along with 226, 235 and 240 Perry Street were constructed by D'Arcy Boulton of "The Lawn" (to the north) for his servants. D'Arcy Boulton was a prominent resident of Cobourg in the 19th Century being a solicitor,

President of the Board of Police before Cobourg was founded, and Mayor afterwards. D'Arcy Boulton, a member of the Family Compact, was the son of D'Arcy and Sarah Robinson Boulton of "The Grange" in Toronto that is now part of the Art Gallery of Ontario. In 1838 D'Arcy married Emily Heath, daughter of Lt. Colonel Charles Heath. D'Arcy and Emily had seven children. Around 1840 D'Arcy built a large home on D'Arcy Street called "The Lawn." He and his wife lived there until the early 1900s. "The Lawn" has since been demolished.

Contextual Value

The dwelling is one of a quartet of structures built by D'Arcy Boulton as servants quarters for "The Lawn." Thus, the structure helps support the character of the area and is therefore visually, physically and historically linked to its surroundings.

It is the opinion of staff that the dwelling located at 230 Perry Street has a number of design and physical elements that are exemplary of architectural style, type and expression. The subject property is in excellent physical condition and represents a high degree of craftsmanship. The property is directly associated with a member of the Cobourg community (D'Arcy Boulton). The subject property is located in an area of town with a number of designated properties and several non-designated buildings that are listed on the Town's Register of Properties of Cultural and Heritage Value and Interest. When evaluated against the criteria outlined by O.Reg. 9/06, the property located at 230 Perry Street merits individual designation under Part IV of the Ontario Heritage Act.

6.0 **CONCLUSION**


It is heritage planning staff's opinion that the property at 230 Perry Street meets the requirements for designation under the *Ontario Heritage Act* and therefore merits designation as a heritage property in the Town of Cobourg, as requested by the owners.

Approved By:

Rob Franklin, MCIP RPP
Glenn McGlashon, MCIP, RPP

Department:

Planning
Planning

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Ted Sokay Manager - Roads / Sewers	
DATE OF MEETING:	April 23, 2019	
TITLE / SUBJECT:	Combination Sewer Cleaner with Hydro Excavation Emergency Replacement	
REPORT DATE:	April 11, 2019	File #:

1.0 STRATEGIC PLAN
NA

2.0 PUBLIC ENGAGEMENT
NA

3.0 RECOMMENDATION
THAT Council approve the bid of \$477,718.00 + HST submitted by Joe Johnson Equipment for the supply and delivery of a demonstrator combination sewer cleaner with hydro excavation.

4.0 ORIGIN
To replace a 2007 combination sewer cleaner with hydro-excavation, which was scheduled for replacement in 2018 in accordance with the Vehicle and Equipment Reserve Fund By-law 078-2014.

5.0 BACKGROUND
Vehicles in the Town fleet are replaced in accordance with the Vehicle and Equipment Reserve Fund By-Law where the reserve fund shall only be used to finance vehicles and equipment under the following criteria:

- a) Replacement of vehicles or equipment which have reached the end of their economic utility determined either by age or use;
- b) The additional cost of upgrading vehicles or equipment;
- c) Replacement of other equipment as may be determined by Council.

Currently the sewer cleaner/hydro excavation unit is scheduled for replacement after 10 years, with an appraisal by a qualified mechanic that the unit has in fact reached a stage where continued repairs are no longer feasible. The condition of the vehicle was mechanically assessed by a qualified mechanic and repairs of \$50,000 were required to safely keep the vehicle operational. A tender was issued for the replacement of this unit in 2018. Three bids were returned with all three being over budget. As a result of the bids being over budget it was recommended to carry out the \$50,000 repairs and to replace the vehicle in 2020. The necessary repairs were completed in late 2018, early 2019.

6.0 ANALYSIS

A tender was to be issued in 2019 for the replacement of this unit, with Council pre-authorization to pay for the unit in 2020, as there is a 12-16 month build time for this type of equipment. Before this tender was issued there was a critical failure of the debris tank. The debris tank caved in, similar to crushing a pop can in your hand, from wear and fatigue of the metal making the unit unusable. When flushing sewers or doing any hydro excavation debris from the sewer and slurry from hydro excavation gets sucked up into the debris tank for later disposal.

The cost to remove the damaged tank plus supply and install a new tank is \$85,500.00 + HST. There is a 12 – 14 week lead time for a new tank. We have had two local welding contractors inspect the damaged tank for possible welding patch repairs and they both recommended replacing the tank as it was determined that there is extensive metal fatigue throughout the whole tank.

A rental unit is available for a cost of \$13,000.00 + HST per month.

Public Works have sourced out two demonstrator units that are readily available for rent or purchase.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Quotes were obtained for two demonstrator units that are readily available:

Joe Johnson Equipment 2019 Vactor	\$517,718.00
Less trade in value of current unit	<u>- 40,000.00</u>
Total	\$477,718.00 + HST
Cubex Limited 2017 Vacall	\$546,300.00
Less trade in value of current unit	<u>- \$0.00</u>
Total	\$546,300.00 + HST

The Joe Johnson Equipment 2019 demo unit has 180 hours and 10,000km,

with 1 year warranty on the cab and chassis, 10 year warranty on the water tanks, 5 years on the debris tank and 2 years on the rodder pump.

The Cubex Limited 2017 demo unit has 240 hours and 24,000km, the cab and chassis warranty expired in October 2019 and the warranty for the water tanks, debris tank and rodder pump have expired.

8.0 CONCLUSION

In order to be able to stay on schedule with our regular sanitary maintenance program, catch basin cleaning program, hydro excavation work, culvert flushing as well as being able to relieve emergency sanitary main blockages, it is recommended that the quote in the amount of \$477,718.00 (\$486,125.84 including non-refundable HST), submitted by Joe Johnson Equipment for the 2019 Vactor demonstrator sewer cleaner with hydro excavation be approved. Funds for the purchase of this unit are to come from the vehicle and equipment reserve fund.

9.0 POLICIES AFFECTING THE PROPOSAL

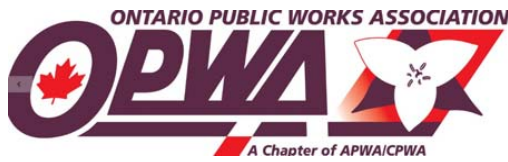
By-law 078-2014 Vehicle and Equipment Reserve Fund
Reserve Fund Policy

Approved By:

Stephen Peacock, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Ted Sokay, Manager of Roads/Sewers

Department:

CAO
Finance
Public Works



Ontario Public Works Association (OPWA)
1525 Cornwall Road, Unit 22
Oakville, ON
L6J 0B2

March 29, 2019

Via Email

Dear Mayor and Council:

**Re: 2019 National Public Works Week
May 19 – 25, 2019
"It Starts Here"**

Since 1960, public works officials in Canada and the United States have celebrated National Public Works Week. This annual observance, which takes place during the third full week in May, is designed to educate the public regarding the importance of our nation's public infrastructure and services. It serves, moreover, as a time to recognize the contributions of public works professionals who work in the public interest to build, manage and operate the essential infrastructure and services of our communities. The week is organized by the Canadian Public Works Association (CPWA) and the American Public Works Association (APWA) and is being celebrated for its 59th year in 2019.

The theme for the 2019 National Public Works Week is **"It Starts Here"**. This theme represents the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America. What starts here? *Infrastructure* starts with public works... *Growth and innovation* starts with public works... *Mobility* starts with public works... *Security* starts with public works... *Healthy communities* start with public works... The bottom line is that citizens' quality of life starts with public works.

As a steward of your municipality's public interest, we appeal to you to lend your support to our efforts by issuing a proclamation officially recognizing May 19–25, 2019 as National Public Works Week. Enclosed for your consideration is a draft proclamation. We hope to have all proclamations in our possession by April 30, 2019.

Together, the more than 30,000 members of CPWA and APWA in North America design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to our economy and way of life. Their dedication and expertise at all levels of government are a capital investment in the growth, development, economic health—and ultimate stability—of the nation. Therefore, we believe it is in the national interest to honour those who devote their lives to its service.

An effective public works program requires the confidence and informed support of all our citizens. To help public works professionals win that confidence and support, it is the mission of CPWA and APWA to promote professional excellence and public awareness through education, advocacy and the exchange of knowledge.

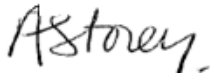
Through a variety of public education activities conducted by CPWA, its chapters and individual public works agencies—particularly during National Public Works Week—tens of thousands of adults and children have been shown the importance of the role of public works in society. The program also seeks to enhance the prestige of the professionals, operators and administrators serving in public works positions and to arouse the interest of young people to pursue careers in the field.

We as the Ontario Chapter, and on behalf of CPWA and APWA, respectfully request that you join other Canadian and U.S. Municipalities in proclaiming the importance of public works to the quality of life in our nations and affirm the contributions of public works professionals.


Should you have questions, please contact me at:

Angela Storey
2019 President, Ontario Chapter
astorey@hamilton.ca
905-546-2424 x 6483

Sincerely,

A handwritten signature in black ink that reads "Astorey". The signature is written in a cursive, slightly slanted style.

Angela Storey
2019 President
Ontario Chapter, Canadian Public Works Association

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Dave Hancock Chief Building Official	
DATE OF MEETING:	April 23, 2019	
TITLE / SUBJECT:	Request for an Exemption to Sign By-law 008-2009 For Burger King - 1154 Division Street	
REPORT DATE:	April 11, 2019	File #:

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

N/A

2.0 RECOMMENDATION

THAT this Report be received for information purposes;

AND FURTHER THAT Council grant an exemption to Sign By-law 008-2009 to permit one (1) additional fascia sign on the south exposure (parking lot) of the northerly building at 1154 Division Street;

AND FURTHER THAT Council deny the exemption request to allow an additional (2nd) free standing sign along the Division Street frontage of the subject property.

3.0 PUBLIC ENGAGEMENT

There is no requirement in the Sign By-law for public engagement or notification of the request for a Sign By-Law exemption, however the staff report on the matter is being published on the Council Agenda at least twelve (12) days in advance of it being considered by Council in an open public session.

4.0 ORIGIN AND LEGISLATION

The Building Department received a letter dated December 18, 2018 requesting an exemption from the Sign By-law, Section 14 sub-section 4(b)(4), for 1154 Division Street from Mr. Pere Bekederemo -- an intern Architect from n Architecture Inc Richmond Hill ON. (refer to Attachment A).

5.0 BACKGROUND

A sign permit application was received from Madia Ghassemi of n Architecture Inc. on behalf of the applicant Saren Gurinder on October 11, 2018 for 1154 Division Street – business name Burger King. According to the 2018 tax roll the Owner of property is listed as 2350797 Ontario Inc.

The application was to install four (4) fascia signs on the building. One sign on the north face, one sign on the west face and two signs on the south face of the building. Directional signs are permitted and do not require a permit.

This application was declined as per Section 14(4)(b)(1)(4) and Sec 5(13) of the Sign By-law 008-2009. An e-mail was sent to the applicant on October 25, 2018 with an explanation.

On December 18, 2018, the applicant proceeded with a request for a Sign By-law exemption for four (4) fascia signs plus a 2nd free-standing pylon sign on the subject property along the Division Street frontage, for a total of five (5) signs.

6.0 ANALYSIS

In accordance to the Sign By-law 008-2009, as amended,

- Section 14(4)(b)(1) states in Commercial SC and DC Zones the following signs only shall be permitted: One non-illuminated or illuminated fascia sign per business indicating the name and/or the use of the business;
- Section 14(4)(b)(2) States in Commercial SC and DC Zones a maximum of one non-illuminated or illuminated free-standing (pylon) sign per lot indicating the name of the mall (or facility) and/or the business or businesses on such lot;
- Section 14(4)(b)(4) Despite the provisions of Section 14 (a) and (b) above in Commercial, SC and DC Zones, the maximum number of signs (whether stationary awnings, fascia, free standing or sandwich board signs, that may be erected or displayed by or on behalf of any business shall be three (3);

- Section 5(13) of the Sign By-law states; Provided that a sign is otherwise permitted by the provisions of this By-Law, a building having two exposures or more is permitted one fascia display on each exposure.

The proposed Burger King building located at 1154 Division Street (now under construction) has one exposure on the west side of the building, facing Division Street, and one exposure on the north side of the building facing Densmore Road, with driveway access only from Division Street. Under the Sign By-law, the applicant is permitted one (1) fascia sign on each of the west and north sides of the proposed building, for a total of two (2) fascia signs. The applicant has requested a third fascia sign on the southern exposure facing the parking lot.

The property is currently served by an existing free-standing sign for the gas station operation plus the permitted fascia signage on the gas bar itself. The Sign By-law restricts the number of free-standing signs on a given lot to one (1) sign. The applicant has requested a 2nd free-standing sign on the property along the Division Street frontage, north of the northern-most driveway.

In my opinion, the addition of a 3rd fascia sign on the southern façade of the Burger King building as shown in Attachment B is minor and a reasonable request given the nature and characteristics of the site, the building and the corporate brand desired. It is my opinion, however, that the request for a 2nd free-standing sign along the Division Street frontage is not appropriate or desirable for the protection and enhancement of the streetscape (sign clutter, visibility, aesthetics) as well as safety considerations. That being said, the property is a corner lot with two (2) municipal road frontages, and a 2nd pylon sign could be considered by Council on the eastern one half of the Densmore Road frontage, similar to Canadian Tire, Home Hardware, Elgin Square plaza to name a few examples.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

There are no financial implications expected as a result of the proposal. The installation, maintenance and any required removal of fascia signs, will be the responsibility of Burger King and or the owner of 1154 Division Street.

8.0 CONCLUSION

Based on the review of the Sign By-law exemption request within the context of the Town of Cobourg Sign By-law, it is my opinion that the proposed exemption request to erect one (1) additional fascia sign on the south side of the building is minor, not obtrusive on the streetscape or abutting land uses and, thus, should be granted.

It is my opinion that the exemption request to erect an additional (2nd) free standing sign on the Division Street frontage be denied due to potential impacts on the streetscape (sign clutter, safety). If approval of a 2nd free-standing sign is to be considered by Council, it should be directed to the eastern one half of the Densmore Road frontage of this corner lot to provide ample spatial separation and minimize any impacts on the streetscape or traffic patterns.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A

10.0 COMMUNICATION RESULTS

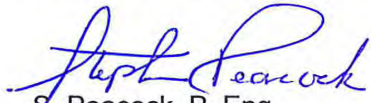
Council decision to be sent to the applicant.

11.0 ATTACHMENTS (IF APPLICABLE)

Attachment A – Correspondence from n Architecture Inc.
Attachment B – Site Plan and Design Drawings

12.0 AUTHORIZATION/ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)


G. McGlashon, MCIP, RPP
Director of Planning & Development


S. Peacock, P. Eng.
Chief Administrative Officer



n Architecture Inc

COVER LETTER

208-9120 Leslie Street, Richmond Hill, ON. L4B 3J9 | T: 416.303.4821 | F: 1.866.340.5265 | E: info@narchitecture.com

18 December 2018

The Town of Cobourg Council
Council Chambers
Victoria Hall, Cobourg.

RE: SIGN EXEMPTION FOR 1154 DIVISION STREET, COBOURG, ONTARIO.

This letter concerns the sign permit application for the proposed development at 1154 Division Street, Cobourg, ON.

We write, requesting for sign exemption as a relief from section 14, sub-section 4(b) (4) of the Sign Bylaw as stated below.

"Despite the provisions of Section 14 (4) (a) and (b) above in Commercial, SC and DC Zones the maximum number of signs (whether stationary awnings, fascia, free standing or Sandwich Board Signs) that may be erected or displayed by or on behalf of any business shall be three"

It is our earnest desire that our request be favorably considered.

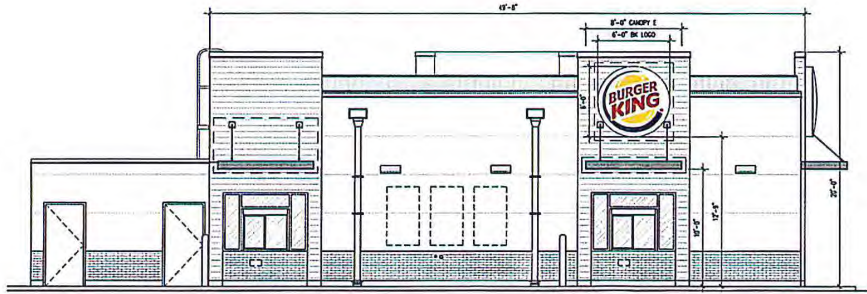
Sincerely,

Pere Bekederemo
Intern Architect

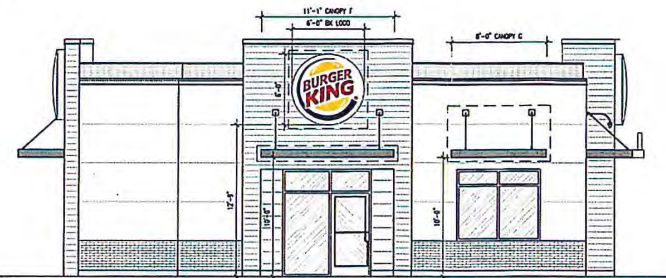
n Architecture Inc.



1 EAST ELEVATION
A-3.0 SCALE - $\frac{1}{4}$ "=1'-0"



2 WEST ELEVATION
A-3.0 SCALE - $\frac{1}{4}$ "=1'-0"



3 SOUTH ELEVATION
A-3.0 SCALE - $\frac{1}{4}$ "=1'-0"



n Architecture Inc
 PRINCIPAL: NITIN MALHOTRA, ARCHITECT
 33 BOWLING GREEN, TORONTO, ON, M5N 4V2
 T: 416.303.4821 F: 416.340.5285
 E: info@narchitecture.com
 www.narchi.com

06-10-2018

06/10/2018
 ISSUED FOR SIGN PERMIT
 NOT FOR CONSTRUCTION

2	06 OCT 2018	ISSUED FOR SIGN PERMIT	PH
1	23 FEB 2018	ISSUED FOR S.P.	AMG

No	Date	Version	Dwn.
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This drawing is copyright property of n Architecture Inc. Not to be reproduced. Contractor must verify all dimensions, drawings, details and specifications and report any discrepancies to the architect before proceeding with work.

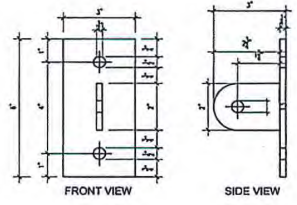
PROJECT:
BURGER KING AT 1154 DIVISION STREET TOWN OF COBOURG, ON.

DRAWING TITLE:
ELEVATIONS

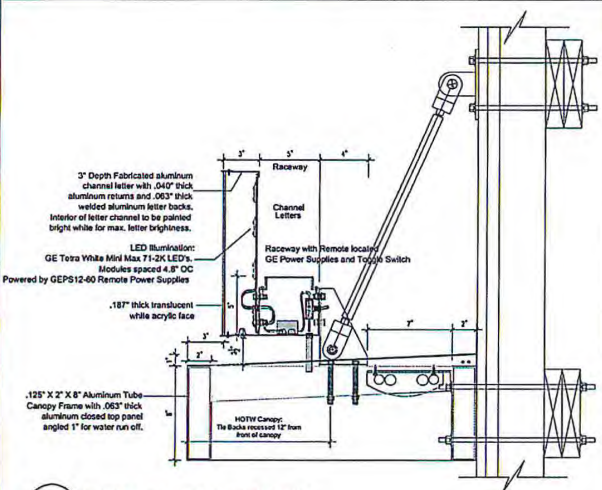
DRAWN BY: APS	DATE: MAY 18 2017
CHECKED BY: HM	SCALE: AS NOTED
PROJECT NO:	DRAWING NO:
17-40	A-3.0



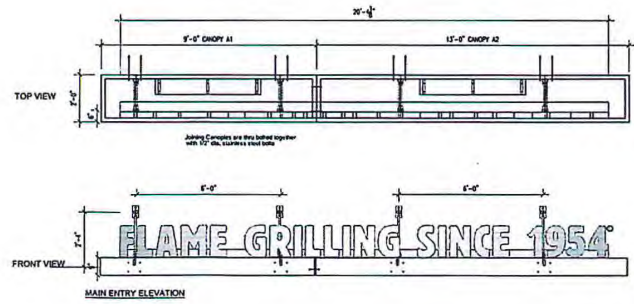
1 "FGS1954" CHANNEL LETTERS ON RACEWAY
SCALE - 1/2"=1'-0"



2 TIE-BACK WALL BRACKET
SCALE - 6"=1'-0"



3 CHANNEL LETTERS WITH RACEWAY
SCALE - 3/8"=1'-0"



4 CLOSED CANOPY TYPICAL DRAWINGS
SCALE - 1/2"=1'-0"



n Architecture Inc
PRINCIPAL: NITHI MALHOTRA, ARCHITECT
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E: info@narchitecture.com
www.narchtecture.com

06-10-2018

DATE: Oct. 2018
ISSUED FOR CONSTRUCTION
NOT FOR CONSTRUCTION


2. 26 OCT 2018	ISSUED FOR SIGN PERMIT	PS
1. 23 FEB. 2016	ISSUED FOR S.P.	MG

No. Date Version Dwn.
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PROJECT:
BURGER KING AT 1154 DIVISION STREET TOWN OF COBOURG, ON.

DRAWING TITLE:
DETAILS

DRAWN BY: AFS	DATE: MAY 18 2017
CHECKED BY: NMI	SCALE: AS NOTED
PROJECT NO.: 17-40	DRAWING NO.: A-3.1

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Dave Hancock Chief Building Official	
DATE OF MEETING:	April 23, 2019	
TITLE / SUBJECT:	Request for an Exemption to Sign By-law 008-2009 Wendy's Restaurant #6474 – 801 William Street	
REPORT DATE:	April 11, 2019	File #:

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

N/A

2.0 RECOMMENDATION

THAT this Report be received for information purposes;

AND FURTHER THAT Council grant an exemption to Sign By-law 008-2009 to permit one (1) additional fascia sign on the north exposure of the building facing the parking lot with the phrase "*Quality is our Recipe*" for a maximum of four (4) fascia signs total on the building at 801 William Street.

3.0 PUBLIC ENGAGEMENT

There is no requirement in the Sign By-law for public engagement or notification of the request for a Sign By-law exemption, however the staff report on the matter is being published on the Council Agenda at least twelve (12) days in advance of it being considered by Council in an open public session.

4.0 ORIGIN AND LEGISLATION

The Building Department received a letter dated March 8, 2019, requesting an exemption from the Sign By-law, Section 14 sub-section 4(b)(4), for 801 William

Street from Mr. Bismarck Coca Jr. – Permit Coordinator from Pride Signs Ltd
Cambridge ON (refer to Attachment A).

5.0 BACKGROUND

A sign permit application was received from Bismarck Coca Jr, Permit Coordinator from Pride Signs on November 08, 2018 for 801 William Street –on behalf of the business Wendy’s Restaurant #6474.

The application was to install four (4) fascia signs on the building and two (2) directional signs. Directional signs are permitted and do not require a permit.

This application was declined as per Section 14(4)(b)(1)(4) and Sec 5(13) of the Sign By-law 008-2009, and an e-mail was sent to the applicant on November 12, 2018 with an explanation.

The applicant re-submitted an application on November 21, 2018 for three (3) fascia signs. One fascia sign for each exposure. A sign permit was granted on December 4, 2018 SP-2018-0202.

On March 8, 2019 the applicant proceeded with a request for a Sign By-law exemption for an additional fascia sign from the original request.

6.0 ANALYSIS

In accordance with the Sign By-law 008-2009, as amended,

- Section 14(4)(b)(1) States in Commercial SC and DC Zones the following signs only shall be permitted: One non-illuminated or illuminated fascia sign per business indicating the name and/or the use of the business;
- Section 14(4)(b)(4) Despite the provisions of Section 14 (a) and (b) above in Commercial, SC and DC Zones, the maximum number of signs (whether stationary awnings, fascia, free standing or sandwich board signs, that may be erected or displayed by or on behalf of any business shall be three (3);
- Section 5(13) of the Sign By-law states; Provided that a sign is otherwise permitted by the provisions of this By-Law, a building having two exposures or more is permitted one fascia display on each exposure.

The building located at 801 William Street has one exposure on the east side of the building, facing William Street, and one exposure on the south side of the building, facing Heath Street, with driveway access from both streets. Thus, including the free-standing pylon sign and the two (2) fascia signs, the site

currently has the maximum number of signs permitted by the By-law. In order to permit the small fascia sign entitled "Quality is our Recipe" on the north side of the building (facing the parking lot), an exemption to the Sign By-law is required.

Given the nature of the request, specifically the addition of a relatively small-scale fascia sign band on the north façade of the building as illustrated in Attachment B, the proposed exemption is minor and will not adversely impact the streetscape or abutting properties.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

There are no financial implications expected as a result of the proposal. The installation, maintenance and any required removal of fascia signs, will be the responsibility of Wendy's #6474 and or the owner of 801 William Street.

8.0 CONCLUSION

Based on a review of the Sign By-law exemption request within the context of the Town of Cobourg Sign By-law, it is my opinion that the proposal to erect one additional fascia sign on the north exposure (parking lot) is minor, not obtrusive to the building or from the street, and therefore the request for an exemption to the Sign By-law should be approved.

9.0 POLICIES AFFECTING THE PROPOSAL

N/A

10.0 COMMUNICATION RESULTS

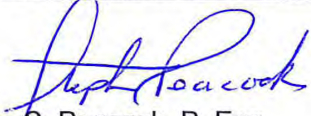
Council decision to be sent to the applicant.

11.0 ATTACHMENTS (IF APPLICABLE)

Attachment A – Correspondence from Bismarck Coca Jr from Pride Signs
Attachment B – Site Plan and Design Drawings

12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)


G. McGlashon, MCIP, RPP
Director of Planning & Development


S. Peacock, P. Eng
Chief Administrative Officer

March 8, 2019

Town of Cobourg

Corporate Services - Municipal Clerk/Legislative Services Department
55 King Street West
Cobourg, ON K9A2M2

To whom it may concern,

RE: Wendy's #6474 - 801 William St., Cobourg, ON - Sign Variance

Please accept this letter in addition to the provided drawings and documents as notice of our client's intent to seek relief from the Town of Cobourg By-Law NO. 8-2009. Our proposal is to have the two additional proposed signs located on the north and south elevation. The proposed signs do not meet the maximum allowable signs in a District Commercial zone.

The maximum signs allowed are three in total as stated in the By-Law section 14. (4) Commercial Zone (b) *Despite the provisions of Section 14 (4) (a) and (b) above in Commercial, SC and DC Zones the maximum number of signs (whether stationary awnings, fascia, free standing or Sandwich Board Signs) that may be erected or displayed by or on behalf of any business shall be three.* The proposed signs would exceed this by two additional signs.

The proposed signs are required for Wendy's rebranding project and are part of the design package when renovating these older sites. The franchisees fail their corporate inspection without all the signs required unless otherwise specified. The two remaining signs that would complete this sign package are used to promote their brand and are significantly small compared to the larger signs already approved. One sign is a small "Thank you" sign used at the end of the drive thru window when vehicles use that service. The second sign is a banding sign used at the main entrance which is always used in conjunction with their main logo in elevations with a pedestrian entrance. This sign is facing the parking lot and not the road. Other commercial properties on William Street located in the area of this site seem to have more than the three allowable signs as well. The addition of the two signs will not overwhelm the area with more signage as other properties have many signs as well. These signs itself present no risks to the public safety. The signage is proposed to be in a manner which will not obstruct any sightlines for pedestrians or motorists which will ensure that the current level of safety along this stretch of road and parking area is maintained.

Thank you for your consideration of our request and should you have any further questions or comments, please do not hesitate to contact me.

Sincerely,

Bismarck Coca Jr - Permit Coordinator
Pride Signs Ltd. • 519-622-4040 ext. 274 • bcocajr@pridesigns.com



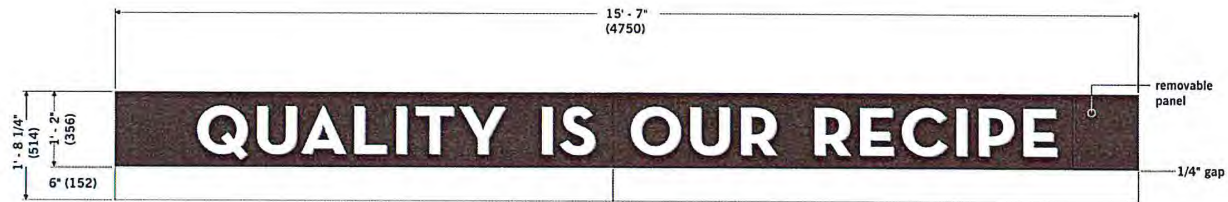
Sample of "Thank you" sign.
Location: Kitchener



Sample of
Entrance Sign
*Location:
Napanea*

S/s LED Illuminated Fascia
 Scale: 1/2" = 1' - 0"

Sign Area = 5.44m²



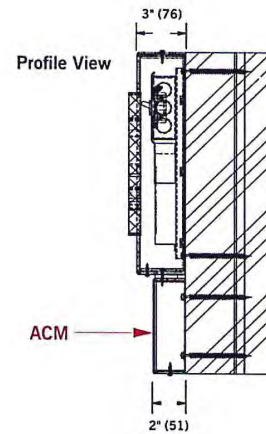
Material Specifications

- Pre-painted Aluminum constructed filler and .063 aluminum face w/ routed graphics
- 3/4" clear routed acrylic graphics w/ White A9001T vinyl applied to 1st and 2nd surface
- White LED illumination

- ACM constructed filler w/ anodized aluminum finish

VINYL COLOURS:
 -WHITE 3M 3630-20

*NOTE: NO PAINT REQUIRED



Drawing No.
WEND-FA020x0187.120A

Electrical Requirements
120V

Graphic rendition is representative of specific signage. Exact dimensional material details should be verified using reference drawing specifications, Pride Signs Ltd. is not responsible for inherent variations caused by display and/or print variations.

Preliminary Artwork
 Approved for Production
 August 11, 2017 B. Guse
 *revised material for ACM (darker silver area) as per structural dwg

CLIENT APPROVAL
 REVISION DATES:
 February 9, 2016 B. Guse

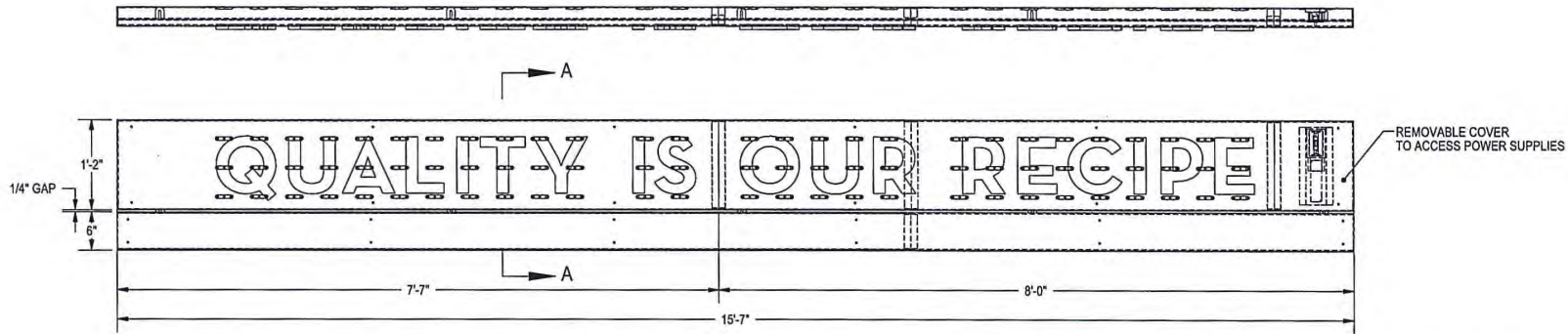
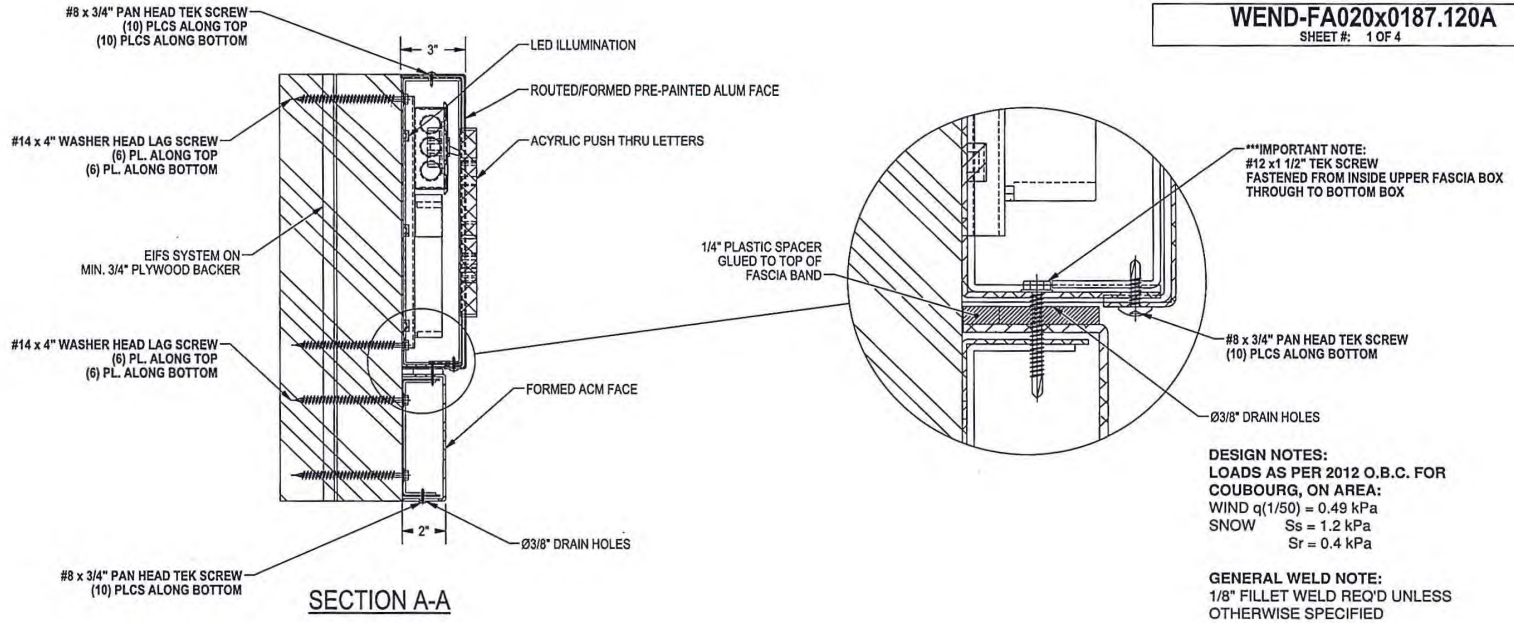
PRIDE SIGNS INTERNATIONAL SIGN ASSOCIATION **sac** **ace** **SP** **UL**
 255 PINEBUSH ROAD CAMBRIDGE ONTARIO CANADA TEL: 519.622.4040 FAX: 519.622.4031 WWW.PRIDESIGNS.COM

Various Locations **Wendy's**

DRAWN BY: B. Guse
 DATE: January 27, 2016

WEND-FA020x0187.120A

SHEET #: 1 OF 4



PRIDE SIGNS THE ORIGINAL SIGN SPECIALIST **sacwace**

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 255 PINEBUSH ROAD, CAMBRIDGE, ON, CANADA N1T 1S9 - TEL: 519-822-4040 - WWW.PRIDESIGNS.COM

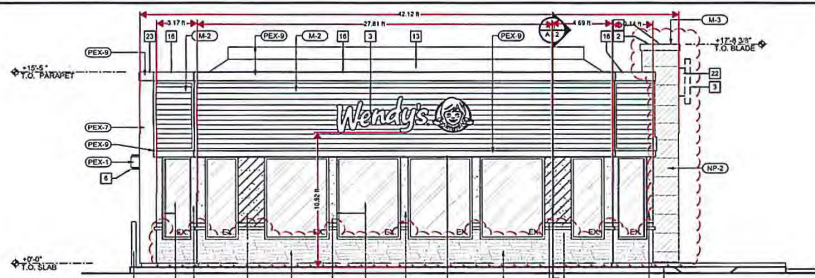
PUSH THRU FASCIA SIGN

TOTAL AMP DRAW: 1.2 A @ 120 V

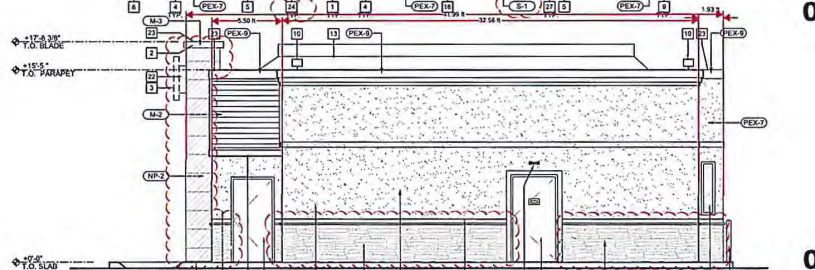
WENDY'S

VARIOUS

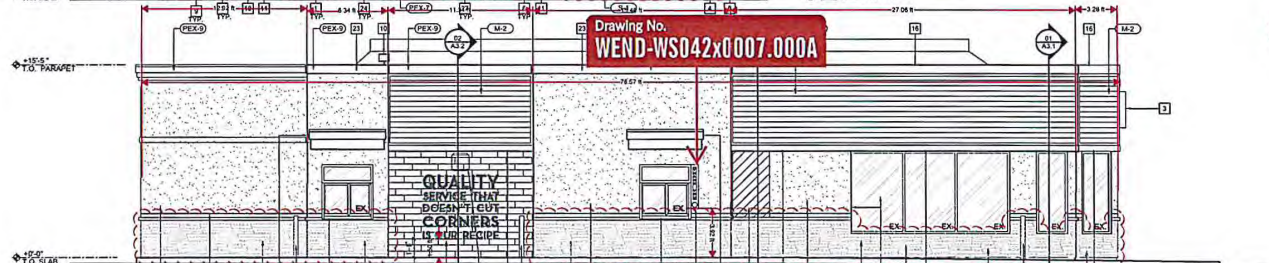
4 REVISED LED LAYOUT - DECREASED LED COUNT	S. MOUA	04-APR-18
3 CHANGED LOWER BANDING TO ACM	S. MOUA	10-AUG-17
2 CHANGED MAT'L TO PRE-PAINTED	S. MOUA	15-JUN-17
1 CHANGED SEAM COVER ON BACKER PANEL	S. MOUA	03-MAR-17
DRAWING CHECKED BY: S. POWER	19, Apr, 2016	CUT FILE: 10-AUG-17 WEIGHT: 99.56 LBS



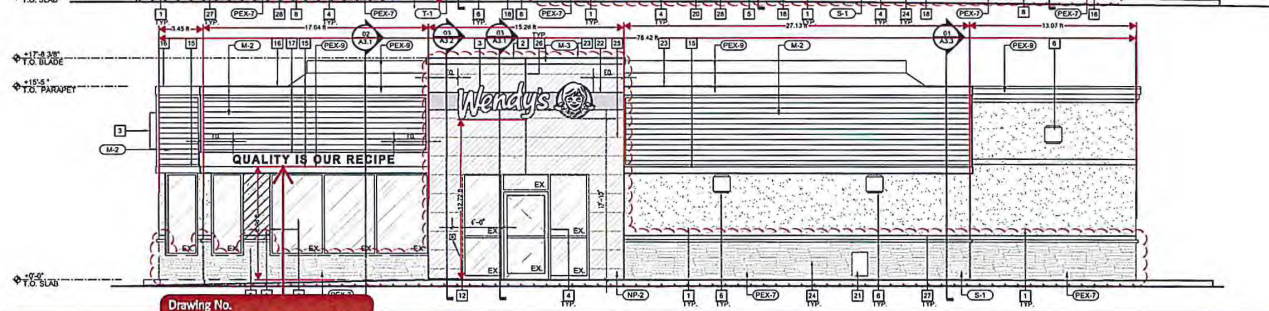
01 FRONT ELEVATION
SCALE: 1/4" = 1'-0"



02 REAR ELEVATION
SCALE: 1/4" = 1'-0"



03 DRIVE THRU ELEVATION
SCALE: 1/4" = 1'-0"



04 SIDE ELEVATION
SCALE: 1/4" = 1'-0"

EXTERIOR FINISHES LEGEND

NOTE: REFER TO SHEET AS 1 FOR SPECIFICATIONS OF EXTERIOR MATERIALS AND FINISHES.

M.1	METAL TRIM AND BREAK METAL (DARK BRONZE)
M.2	CORRUGATED METAL PANEL (DARK BRONZE)
PEX.1	PRE-FINISHED DMP EDGE (BLADE)
PEX.2	PAINT (COLOUR: WENDY'S DARK BRONZE)
PEX.3	STUCCO WALL AREA (WENDY'S FIELD BROWN)
PEX.4	EXTERIOR TRIM & SOFFITS (SILVER; REFER TO FINISHES SCHEDULE)
PEX.5	SAFETY RAILING (POWER COAT 'BLACK')
T.1	EXTERIOR WALL TILE (1/3 RUNNING BOND)
ES.1	EXTERIOR ILLUMINATED FINISH SYSTEM (WENDY'S RED)
BS.1	BORAL VERSETTA STONE - FINISH TERRA ROSA
NP.2	VICWEST EXTERIOR CLADDING SYSTEM (AZ1000R - FINISH: SUGA CLARK RED VXL)

- EXTERIOR ELEVATION NOTES**
- EXISTING STUCCO FINISH TO REMAIN. O.C. TO PATCH AND REPAIR EXISTING STUCCO AT 1" TO SLAB TO 4" ABOVE SLAB. O.C. TO REPAIR ALL STUCCO.
 - ILLUMINATED CAP W/ LED DOWNLIGHTS BY SIGN SUPPLIER.
 - WENDY'S ILLUMINATED SIGNAGE (WHITE LETTERS) TO BE PROVIDED AND INSTALLED BY SIGNAGE SUPPLIER. O.C. TO PROVIDE WOOD BLOCKING, FINAL ELEC CONNECT AND PLATFORM SERVING TRANSFORMER. CONFORM SIGNAGE BREAK STYLE, MOUNTING HEIGHT AND LOCATION W/ APPROVED SIGNAGE OWNS.
 - EXISTING WINDOW AND FRAME TO REMAIN. O.C. TO RECLAD, REPLACE OR ELECTROSTATICALLY PAINT.
 - O.C. TO PROVIDE NEW STUCCO AT HATCHED AREA TO MATCH EXISTING.
 - NEW WALL MOUNTED LIGHT. REFER TO ELECTRICAL DRAWINGS.
 - EXPOSED FOUNDATION WALL TO BE PARGE.
 - EXISTING CONCRETE FILLED BOLLARD TO REMAIN. REPAINT SAFETY YELLOW. REFER TO FINISHES SCHEDULE.
 - EXISTING CONCRETE SIDEWALK TO REMAIN.
 - EXISTING FLOOR LIGHT TO REMAIN. O.C. TO REPAINT. COLOUR TO BE PEX.1.
 - PROVIDE NEW DOOR SEALS AND SHEET AT EXISTING DOOR. REPAINT DOOR FOR BOTH INTERIOR AND EXTERIOR COLOUR TO BE PEX.1.
 - BARRETT FREE POWER DOOR OPERATORS. MOUNTING HEIGHT OF 3'-0" MIN. TO 3'-6" MAX. A.F.F. CENTERLINE.
 - EXISTING SLOPED ROOF AND ROOF FINISHES TO REMAIN.
 - SHADE AREA INDICATES AREA OF BRICK VENEER TO BE PATCHED/REPAIRED USING SALVAGED BRICK. PATCH VENEER SHALL BE INSTALLED TO MAINTAIN RUNNING BOND PATTERN THROUGHOUT.
 - ILLUMINATED SIGN BOX BY SIGN SUPPLIER.
 - ALUMINUM LIGHT BOX BY SIGN SUPPLIER.
 - NON-ILLUMINATED FILLER BOX BY SIGN SUPPLIER. SITE VERIFY LENGTH AS REQUIRED.
 - PREFINISHED ALUMINUM ACCENT BAND BY SIGN SUPPLIER.
 - O.C. TO SITE VERIFY IF DOOR LOGO PANEL EXIST. INSTALL NEW ALUMINUM TEXTURED PANEL. REFER TO DETAIL S.M.1 FOR ALL STOREFRONT DOORS.
 - NEW "THANK YOU" SIGN. SUPPLIED AND INSTALLED BY OWNER.
 - EXISTING GAS METER TO REMAIN.
 - ILLUMINATED RACEWAY W/ LED DOWNLIGHTS BY SIGN SUPPLIER.
 - PREFINISHED METAL PARAPET CAP W/ DRIP EDGE (BEYOND). ENSURE METAL FLASHING COVER LAP 6" MIN. ON FINISHES.
 - BORAL VERSETTA STONE OR APPROVED EQUAL TO BE INSTALLED FROM BASE AND EXTEND 2" ABOVE CONCRETE BLOCK AROUND THE PERIMETER OF THE BUILDING.
 - VICWEST EXTERIOR CLADDING PANEL SYSTEM. REFER TO AS FINISH SCHEDULE FOR SIZE AND COLOUR.
 - EXPANSION JOINT. REFER TO NICHIA MANUFACTURER SPEC.
 - PRE-FINISHED METAL FLASHING. COLOUR TO MATCH ADJACENT STUCCO FINISH.
 - PRE-ENGINEERED DRIVE-THRU CANOPY SUPPLY AND INSTALL BY SIGN COMPANY.

PROJECT INFORMATION

SITE NUMBER: 06474
 BASE MODEL: -
 ASSET TYPE: FRESH/RESE
 CLASSIFICATION: REFRESH
 OWNER: WENDY'S
 BASE VERSION: -
 UPGRADE CLASSIFICATION: REFRESH
 PROJECT YEAR: 2018
 FURNITURE PACKAGE: 2018
 DESIGN BULLETINS:

TRUE NORTH
 CONSTRUCTION NORTH

PROJECT TYPE: REFRESH



LOCATION:
 801 WILLIAM STREET
 COBOURG, ON
 K9A 3A8

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NO.	DATE	DESCRIPTION
1	2018-08-01	ISSUED FOR PERMIT
2	2018-08-01	ISSUED FOR PERMIT
3	2018-08-01	ISSUED FOR PERMIT
4	2018-08-01	ISSUED FOR PERMIT
5	2018-08-01	ISSUED FOR PERMIT

NO.	DATE	DESCRIPTION
1	2018-08-01	ISSUED FOR PERMIT
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3	2018-08-01	ISSUED FOR PERMIT
4	2018-08-01	ISSUED FOR PERMIT
5	2018-08-01	ISSUED FOR PERMIT

DATE: 2018-08-01
 EXTERIOR ELEVATIONS

A2.1

 Downtown Cobourg	BOARD of MANGEMENT of the Cobourg DBIA MEMORANDUM
	BOARD of MANAGEMENT of the Cobourg DBIA
TO:	Brent Larmer, Municipal Clerk
FROM:	Melissa Graham, Secretary
DATE:	March 28, 2019
SUBJECT:	Motion

The following motion was adopted at the March 28, 2019 meeting of the Board of Management of the Cobourg Downtown Business Improvement Area.

Subject agenda: Approval of the 2019 Budget

MOTION:

Moved by Lou Trozzolo THAT the Downtown Business Improvement Area approve the amended budget as presented.

Carried.

FINAL

Board of Mgmt for the Cobourg DBIA Budget - Current Year - 2019

Account Number	Account Name	January	February	March	April	May	June	July	August	Sept	October	November	December	
4020	Town of Cobourg Tax Levy	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	180,000.00 levy increase = .05%
4030	Town of Cobourg - Wage Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00	12,500.00 Town Subsidy
4050	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00 Points from visa card
4060	Expense Reimbursement					675.00	675.00	675.00	675.00	675.00	675.00	0.00	0.00	4,050.00 Payroll re-imbursment for summer help, installation of replacement flags
4110	Fundraising and Sponsorship	0.00	0.00	0.00	0.00	200.00	200.00	200.00	5,000.00	5,000.00	200.00	200.00	0.00	11,000.00 Vendor charges and sponsership at events
Total Revenues		15,000.00	15,000.00	15,000.00	15,000.00	15,875.00	15,875.00	15,875.00	20,675.00	20,675.00	15,875.00	15,200.00	28,300.00	208,350.00
5410	Salaries	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.72	3,166.68	38,000.00 Wages
5411	Wages	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	15,600.00 ASSISTANT CO-ORDINATOR
5420	EI Expense	55.42	55.38	55.42	55.42	55.42	55.42	55.42	55.42	55.42	55.42	55.42	55.42	665.00 fixed cost to payroll
5421	EI Expense- Special Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5430	CPP Expense	90.33	90.37	90.33	90.33	90.33	90.33	90.33	90.33	90.33	90.33	90.33	90.33	1,084.00 fixed cost to payroll
5440	WSIB Expense	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	375.00 fixed cost to payroll
5610	Accounting & Legal	320.00	320.00	320.00	2,000.00	320.00	320.00	2,000.00	320.00	320.00	320.00	320.00	320.00	7,200.00 bookkeeper and KPMG audit
5625	Courier & Postage	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.74	500.00
5630	Subscriptions, Fees & Memberships	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00 Socan and ESA permits for events
5640	Interest & Bank Charges	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
5645	Office Expenses	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00 paper cheques evelopesETC.
5647	Strategic Planning	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
5650	Meetings and Board Development	166.66	166.66	166.74	166.66	166.66	166.66	166.66	166.66	166.66	166.66	166.66	166.66	2,000.00 Board attending meeting for training
5670	Telephone/Cell/Internet	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00 CO-ordinator cell phone
5705	Staff and Volunteer Development	0.00	0.00	0.00	0.00	200.00	200.00	200.00	200.00	0.00	0.00	0.00	0.00	800.00 Co- ordinator training
5720	ADVERTISING	500.00	500.00	500.00	500.00	3,500.00	3,500.00	3,500.00	4,500.00	3,000.00	500.00	3,000.00	1,500.00	25,000.00 Facebook,Twitter, adobe systems, radio and print,plus posters
5733	EVENTS	1,000.00		0.00	0.00	5,000.00	12,000.00	8,000.00	9,000.00	5,000.00	2,000.00	5,000.00	0.00	47,000.00 Tent rentals, bouncy castles, security, permits,entertainers, ETC.
5755	Downtown Event Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	5,000.00 Santa Clause parade, BAA Awards
5810	Supplies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00 (garbage bags, cord protectors,ETC>)
5815	BEAUTIFICATION	2,000.00	2,000.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	1,200.00	6,000.00	1,000.00	25,200.00 flowers, lights,banners, weed control, snow removal
5816	FALCONHURST				2,000.00	2,000.00	2,000.00	2,500.00	2,000.00	2,000.00				12,500.00 contract with Falconhurst
5817	Seasonal Decor/ Flags	0.00	0.00	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	9,900.00 CHRISTMAS TREES,FLAG REMOVAL AND INSTALL
5820	Banners	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	500.00 servicing of banners
5830	Maintenance & Repair	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00 equipment servicing
5835	Utilities - Outside Decor (Hydro)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00 town maintainance of lights and hydro
5910	MEMBERSHIP	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00 newsletters.general meeting and member relations
5930	Website Hosting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	303.10	0.00	0.00	0.00	0.00	303.10 Web site, maintainance, upgrades and servicing
5976	Special Publicity Project Expenses	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00 Capital projects pending
		9,871.98	8,871.98	10,272.06	13,551.98	19,171.98	26,171.98	24,351.98	24,475.08	18,471.98	10,071.98	27,872.04	12,372.08	207,027.10
														1,322.90 in reserve

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MARIE DRESSLER

□ — *Foundation* — □

P.O. Box 673, Stn. Main, Cobourg, ON K9A 4R5

www.mariedressler.ca

April 12, 2019

Mayor John Henderson
Town of Cobourg
Victoria Hall, Cobourg

Dear Mayor Henderson,

On behalf of Marie Dressler Foundation/Marie Dressler Museum and Cobourg Museum Foundation / Sifton-Cook Heritage Centre and in collaboration with the Ontario Museum Association, I am writing to request a Municipal Proclamation of *May is Museum Month/Mai, Mois des Musées* in Cobourg.

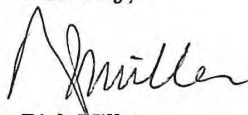
Celebrated annually since 2000, *May is Museum Month/Mai, Mois des Musées* is a program of the Ontario Museum Association and celebrated by Ontario's 700+ museums, galleries, and heritage sites. *May is Museum Month* coincides with International Museum Day on May 18th, a worldwide initiative of the International Council of Museums to highlight the importance of the role of museums as institutions that serve society and its development.

The start of the summer tourism season, *May is Museum Month* provides an excellent opportunity for the promotion and awareness of Ontario's many and varied heritage and cultural assets. During *May is Museum Month/Mai, Mois des Musées* we encourage everyone to explore and experience our local museums.

Mayors and communities across the province will proclaim *May is Museum Month*, and we would be honoured if the Town of Cobourg joined them in recognising the value of museums, galleries, and heritage sites to our communities. Please find a draft Proclamation attached.

If you or any members of your staff have any questions, please reach out to me by phone (647-638-3025) or email dresslermuseum@gmail.com. Marie Dressler Museum, Sifton-Cook Heritage Centre and the Ontario Museum Association look forward to celebrating *May is Museum Month/ Mai, Mois des Musées!*

Sincerely,



Rick Miller
President & Chair
Marie Dressler Foundation



May is Museum Month

May 1st to 31st, 2019

WHEREAS throughout our community, museums, art galleries, and heritage sites reflect our local history and culture and contribute to our development

WHEREAS this month provides an opportunity to increase awareness of our community's museums and celebrate the contributions these institutions make to quality of life, education, and economic development, and

WHEREAS museums, galleries, and heritage sites welcome visitors and tourists to our community, and

WHEREAS these museums, galleries and heritage sites are valuable resources for education and learning, and are important community hubs,

NOW

THEREFORE: I, John Henderson, Mayor, on behalf of the Council of the Town of Cobourg, do hereby proclaim May 2019 as "May is Museum Month" in Cobourg and encourage all residents and tourists to visit our local heritage sites and institutions during the month of May.