

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE MEETING REPORT
	September 24, 2018 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this afternoon at 4:00 P.M. in the Council Chambers, Victoria Hall, Cobourg, with the following persons in attendance:

Members Present: Mayor - Mayor Gil Brocanier
 Deputy Mayor - Deputy Mayor John Henderson
 Councillor - Councillor Brian Darling
 Councillor - Councillor Forrest Rowden
 Councillor - Councillor Debra McCarthy
 Councillor - Councillor Aaron Burchat
 Councillor - Councillor Suzanne Séguin

Staff Present: Stephen Peacock, Chief Administrative Officer
 Glenn McGlashon, Director of Planning and Development
 Laurie Wills, Director of Public Works
 Dean Hustwick, Director of Recreation and Culture
 Brent Larmer, Municipal Clerk/Manager of Legislative Services

CALL TO ORDER

Mayor Gil Brocanier called the meeting to order.

CLOSED SESSION

Closed Session

Moved by Deputy Mayor John Henderson, THAT Council meet in Closed Session at 3:30 P.M. prior to the Committee of the Whole Meeting in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

s. 239(1)(c) A proposed or pending acquisition or disposition of land by the municipality or local board.

1. A potential sale of land.

Carried

The Committee of the Whole meeting reconvened at 4:00 P.M. in Open Session.

AGENDA ADDITIONS

DISCLOSURE OF PECUNIARY INTEREST

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

PRESENTATIONS

Melanie Chatten, G.I.S. Coordinator of the Town of Cobourg presenting a progress update on the Asset Management Data Models.

Director L. Wills provided an introduction to the Asset Management Data Models presentation, and M. Chatten presented an in-depth review of the Town of Cobourg's asset management plan.

After a question and answer period, M. Chatten was excused from the meeting (4:28 P.M.).

Ashley Purdy, Communications Manager, regarding the 'This is Cobourg' Campaign featuring the Waterfront Operations Department.

A. Purdy attended the meeting with Paul Gauthier Manager of Waterfront Operations and Chris Barnes Assistant Manager of Waterfront Operations to present the Waterfront Operations Department's accomplishments under the 'This is Cobourg' Campaign'.

After a question and answer period, P. Gauthier and C. Barnes were excused from the meeting (4:43 P.M.).

Ashley Purdy, Communications Manager, and Dean Hustwick, Director of Community Services, regarding the Armistice18 Sizzle Video.

D. Hustwick provided an introduction to the Armistice 18 Town of Cobourg Event and introduced Ashely Purdy, Manager of Communications to provide an overview of the Marketing Campaign and to present the Armistice 18 Sizzle Video.

After a question and answer period, A. Purdy was excused from the meeting (4:56 P.M.).

DELEGATIONS

Wally Keeler, Cobourg citizen, and Lydia Smith of the Cobourg Taxpayers Association regarding a community proposal on waterfront waste disposal bins.

W. Keeler and L. Smith attended the meeting to discuss a proposal to Council for the Town of Cobourg to revitalize the waterfront waste disposal bins by artistically enhancing their appearance through painting designs or cover wraps around the bins.

After a question and answer period, W. Keeler and L. Smith were excused from the meeting (5:07 P.M.).

Rick Riley, Cobourg Rotary President and Mike Mclellan, Waterfront Chairman regarding permission to use part of the Lion's Park for the 2019 Cobourg Waterfront Festival Midway.

R. Riley and M. Mclellan attended the meeting to discuss a request to Council for the Town of Cobourg to use part of the Lion's Park for the 2019 Cobourg Waterfront Festival Midway.

After a question and answer period, R. Riley and M. Mclellan were excused from the meeting (5:13 P.M.).

DELEGATION ACTIONS

Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins.

Moved by Councillor Brian Darling: THAT Council receive the delegation from Wally Keeler and Lydia Smith for information purposes; and

FURTHER THAT Council direct the initiative to be considered by the incoming Municipal Council in the 2018-2022 Council Term.

Carried

Delegation Action, regarding permission to use part of the Lion's Park for the 2019 Cobourg Waterfront Festival Midway.

Moved by Councillor Suzanne Séguin: THAT Council approve the location request from the Rotary Club of Cobourg, regarding the location of the midway to Victoria Park for one (1) year and that the Camping Trailers be relocated if possible from the edge of Paul Currelly Way; and

FURTHER THAT Council direct the request to be considered by the incoming Municipal Council for the 2018-2022 Council Term for the coming years.

Carried

ECONOMIC DEVELOPMENT SERVICES

Chair, Mayor Brocanier - Economic Development Services Coordinator

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Henderson - General Government Services Coordinator

Memo from Municipal Clerk/Manager of Legislative Services regarding the establishment of a Poet Laureate Ad Hoc Committee.

Deputy Mayor Henderson presented and explained the memo from the Municipal Clerk/Manager of Legislative Services regarding the establishment of a Poet Laureate Ad Hoc Committee.

Moved by Deputy Mayor John Henderson: THAT Council endorse the establishment of a Poet Laureate Ad Hoc Committee in accordance with the Poet Laureate Terms of Reference Policy for the appointment of a Poet Laureate for the Town of Cobourg 2018-2022 Council Term, and

FURTHER THAT the attached Poet Laureate Ad Hoc Committee Terms of Reference be endorsed by Council and direct the Committee to provide a recommendation of appointment of a new Poet Laureate to the newly elected Municipal Council.

Carried

Memo from the Chief Administrative Officer regarding the Town of Cobourg Victoria Hall Public Art Policy. 19 - 22

Deputy Mayor Henderson presented and explained the memo from the Chief Administrative Officer the Town of Cobourg Victoria Hall Public Art Policy.

Moved by Deputy Mayor John Henderson: THAT Council approve the Victoria Hall Public Art Policy; and

FURTHER THAT Council direct the CAO to enter into negotiations with the Art Gallery of Northumberland for the maintenance and inventorying of the Town's collection.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Darling - Parks and Recreation Services Coordinator

PUBLIC WORKS SERVICES

Chair, Councillor Rowden - Public Works Services Coordinator

Memo from the Manager of Roads and Sewers regarding the approval to Purchase a Demo Slide-In Salt/Sand Spreader. 23 - 27

Councillor Forrest Rowden presented and explained the memo from the Manager of Roads and Sewers regarding the approval to Purchase a Demo Slide-In Salt/Sand Spreader.

Moved by Councillor Forrest Rowden: THAT Council award the tender for Contract No. CO-18-16-PW, Demo Slide-In Salt/Sand Spreader to the low bidder, FST Canada Inc. – Bid B, for a total cost to Public Works of \$85,563.00 (including non-refundable HST) to be funded by the approved 2018 Public Works Capital Budget; and

FURTHER THAT Council allocate an additional \$16,121.42 from the Vehicle Replacement Reserve in order to upgrade from a three (3) ton truck to a five (5) ton truck.

Carried

Memo from the Secretary, Cobourg Environmental Active Transportation Advisory Committee regarding an update to the Victoria Park Waterfront Wayfinding Maps.

28

Councillor Forrest Rowden presented and explained the memo from the Secretary of Environmental Active Transportation Advisory Committee regarding an update to the Victoria Park Waterfront Wayfinding Maps.

Moved by Councillor Forrest Rowden: THAT Council endorse the recommendations from the Cobourg Environmental and Active Transportation Advisory Committee to direct staff to include geographical water filling locations to the Victoria Park Waterfront Wayfinding Maps, and

FURTHER THAT Council direct staff to administer the updated wayfinding maps, with its insertion of water filling stations, on poster-sized and handout maps along the Victoria Park waterfront on an as needed basis as inclusions are made to the map.

Carried

PROTECTION SERVICES

Chair, Councillor McCarthy- Protection Services Coordinator

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

Memo from the Manager of Planning Services, regarding the Street Renaming, Eastern portion of Lonsberry Drive East Village Subdivision - Stage 4 Stalwood Homes/Cobourg BGS.

29 - 34

Councillor Aaron Burchat presented and explained the memo from the Manager of Planning Services regarding the Street renaming of the eastern portion of Lonsberry Drive East Village Subdivision.

Moved by Councillor Aaron Burchat: THAT Council receive the report from the Manager of Planning Services for information purposes; and

FURTHER THAT the attached By-law ([Appendix "I"](#)) be presented to and endorsed by Council for adoption at a Regular Council meeting which would rename the eastern, north section of Lonsberry Drive in Stage 4 of East Village Subdivision to "Bennett Avenue".

Carried

Motion from the Secretary, Cobourg Planning and Sustainability Advisory Committee regarding the future management of sustainability in the Town of Cobourg. 35 - 36

Councillor Aaron Burchat presented and explained the Motion from the Cobourg Planning and Sustainability Advisory Committee regarding the future management of sustainability in the Town of Cobourg.

Moved by Councillor Aaron Burchat: THAT Council receive the motion from the Cobourg Planning and Sustainability Advisory Committee for information purposes; and

FURTHER THAT Council direct the motion be considered by the incoming Municipal Council in the 2018-2022 Council Term.

Carried

Motion from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 22-24 University Avenue West, Cobourg (HP-2018-057). 37 - 62

Councillor Aaron Burchat presented and explained the motion from the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application.

Moved by Councillor Aaron Burchat: THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit (HP-2018-057) to undertake various building alterations and demolitions at 22/24 University Avenue West, subject to the finalization of details with Planning and Heritage Staff.

Carried

COMMUNITY SERVICES

Chair, Councillor Séguin- Community Services Coordinator

Letter from Adam Bureau, Chair of the Board of Management of the Cobourg Downtown Business Improvement Area (DBIA), regarding the implementation of a one (1) hour grace period for parking during the month of December. 63

Councillor Suzanne Séguin presented and explained the letter from Adam Bureau regarding the DBIA's proposal to implement a one (1) hour grace period for parking tickets relating to time-limited offences (e.g. overstaying at a parking meter/pay-and-display parking zone) from December 1 to December 31, 2018.

Moved by Councillor Suzanne Séguin: THAT Council authorize a one (1) hour grace period for paid parking at metered and permitted parking spaces in the Town of Cobourg as requested by the Cobourg Downtown Business Improvement Area Board (DBIA) starting on December 1, 2018 until December 31, 2018 similar to the approved parking grace period approved by Council in 2016 and 2017.

Carried

Letter from Adam Bureau, Chair of the Board of Management of the Cobourg Downtown Business Improvement Area (DBIA), regarding the Town of Cobourg Municipal Banner Display Policy.

Councillor Suzanne Séguin presented and explained the letter from Adam Bureau regarding the DBIA's request to amend the Town's preliminary version of the Banner Display - Operations Policy, LEG-ADM23.

Moved by Councillor Suzanne Séguin: THAT Council refer the correspondence from the DBIA to Legislative Services Staff for a report.

Carried

RECESS

Mayor G. Brocanier called a recess at 5:41 P.M to allow for the Statutory Public Planning Meeting pursuant to the Planning Act to commence at 6:00 P.M. the Committee of the Whole Meeting shall reconvene after the Public Meeting has concluded.

Mayor G. Brocanier reconvened the Committee of the Whole meeting at 6:31 P.M.

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

Response to a Public Meeting held on September 24, 2018 regarding a proposed Zoning By-law Amendment Application for the development of two (2) additional residential dwelling units at the rear of 22/24 University Avenue West, Cobourg. (Matter to be considered at the Public Meeting scheduled for 6:00 P.M., directly following the Committee of the Whole Meeting)

Moved by Councillor Aaron Burchat: THAT Council endorse the comments of the Planning Department, acknowledge the motion of support from the Planning and Sustainability Advisory Committee and authorize preparation of the necessary amendments to the Zoning By-law No. 85-2003 to increase the residential density allowance for the Subject Lands from two (2) dwelling units to four (4) dwelling units total.

Carried

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. 079-2017.

- 08-21-17 Traffic Study Lower Division Street/Esplanade Area. (Public Works)
- 10-10-17 Traffic/Parking Concerns Condo. Corp. #58-148 Third Street. (Public Works)

- 08-21-17 MOU between YMCA Northumberland and the Town of Cobourg.
(Parks and Recreation)
- 04-30-18 Public notification, meeting and engagement procedures pertaining
to applications submitted under the *Planning Act*.
(Planning and Development)
- 08-23-18 Petition excessive vehicular traffic and speeding on Monroe Street,
Cobourg. (Public Works)


ADJOURNMENT

Adjournment

Moved by Councillor Forrest Rowden: THAT the meeting adjourn (6:32 P.M.).

Carried

Municipal Clerk

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM: TITLE:	Brent Larmer Municipal Clerk Manager of Legislative Services	
DATE OF MEETING:	September 24, 2018	
TITLE / SUBJECT:	Poet Laureate Terms of Reference	
REPORT DATE:	September 11, 2018	File #:

1.0 STRATEGIC PLAN

N/A

3.0 RECOMMENDATION

THAT Council endorse the establishment of a Poet Laureate Ad Hoc Committee in accordance with the Poet Laureate Terms of Reference Policy for the appointment of a Poet Laureate for the Town of Cobourg, as outlined within the attached proposed Terms of Reference to provide a recommendation of the appointment of a Cobourg Poet Laureate to the newly elected Town of Cobourg Municipal Council.

4.0 ORIGIN

In 1997, the position of Poet Laureate was established in Cobourg by the Town Council. 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. Cobourg is the location of monthly poetry events that are open to the public, which have run continuously for many years.

5.0 BACKGROUND

In 2014, Ted Amsden was appointed as the inaugural Poet Laureate for the Town of Cobourg. Ted has held the position of Poet Laureate for two (2) consecutive terms from 2010-2014 and 2014-2018 and his time as the Poet Laureate is coming to an end in 2018 along with that of the current Council.

Based on the Poet Laureate Terms of Reference Policy for the Town of Cobourg as approved, the Town of Cobourg Municipal Council is required to establish a Poet Laureate Ad Hoc Committee to begin the process of selecting the next Poet Laureate based on the Appointment Criteria as identified in the proposed Terms of Reference for the 2018 – 2022 Council Term.

6.0 ANALYSIS

The Poet Laureate Terms of Reference Policy provides for the process of selecting a Poet Laureate for the new Term of Council. As per the approved policy Municipal Council is to direct that an Ad Hoc Committee to be comprised of 3 to 5 people be struck to initiate the process to appoint a Poet Laureate which may include, writers, publishers, book sellers, teachers, librarians, journalists, and/or any member of the public with suitable knowledge of poetry. The Poet Laureate Ad Hoc Committee will be required to prepare a list of potential candidates to fill the role of Poet Laureate, short-list those candidates and ultimately provide a recommendation of appointment to the Town of Cobourg Municipal Council. The Recommendation of Appointment will then be brought by Staff to a closed session of Council for appointment of the Poet Laureate. The Poet Laureate Ad Hoc Committee will be discontinued upon the appointment by Council of the Poet Laureate.

Attached to the Staff report is the Terms of Reference for the Poet Laureate Ad Hoc Committee which is recommending the composition of five (5) Members, including the Mayor, Deputy Mayor, or one (1) Councillor, CEO of the Cobourg Public Library, Director of the Art Gallery of Northumberland and one (1) member from the public at large to be advertised through the Municipal Clerk's Office.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

This report does not have a financial or Budget Impact. As per the Town of Cobourg Poet Laureate Terms of Reference Policy, Annual funding for the Poet Laureate is included as part of the Operating budget and the Poet Laureate will receive an annual honorarium of \$500.00 (five hundred dollars) for each year of their term in appreciation for service to the Town of Cobourg.

8.0 CONCLUSION

THAT Council endorse the establishment of a Poet Laureate Ad Hoc Committee in accordance with the Poet Laureate Terms of Reference Policy for the appointment of a Poet Laureate for the Town of Cobourg, as outlined within the attached Terms of Reference to provide a recommendation of appointment to the newly elected Municipal Council.

Approved By:
Brent Larmer, Municipal Clerk

Department:
Clerks

SCHEDULE "C"- 3

AD HOC COMMITTEE

COMMITTEE NAME: Poet Laureate Nominating Committee

COMPOSITION Mayor
1 Council Representative
CEO Cobourg Public library
Director of the Art Gallery of Northumberland
Other Members- One (1) Member at Large:
- Writers
- Publishers
- Book sellers
- Teachers
- Librarians
- Journalists

REPORTING TO: Mayor and Council

TERM OF APPOINTMENT: October 2018 to December 2018.

MANDATE/TERMS OF REFERENCE:

Authority

Town of Cobourg on January 12, 2014 passed a Poet Laureate terms of Reference through resolution outlining the roles and mandate of the Town of Cobourg Poet Laureate.

Purpose

Town 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 Cobourg. The position of Poet Laureate serves to complement the development and promotion of Cobourg as a cultural community.

A Poet Laureate is appointed to acknowledge the individual's accomplishment in poetry, to recognize a champion for all the lively arts, particularly poetry and other literary forms. Attention to poetry, both read and heard, helps deepen the awareness of all citizens of our diverse community about the nature of this artistic form and about its value as an integral means of communication and self-expression in the modern culture.

The role of Poet Laureate will serve to honour and nurture the expression of life in Cobourg's past, present and future.

The Poet Laureate is an advocate of Cobourg and in meeting with the public as a representative of the Town will complement the established reputation of Cobourg as a culturally dynamic community

Mandate

The Ad Hoc 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 March 31 of the year following the election of Council. The Poet Laureate will be entitled to perform an inaugural Poetry Reading for the public at the weekend poetry festival during National Poetry Month in the first year of the appointment.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this Nominating task but will be re-appointed when needed.

In a case where the Town and the incumbent Laureate have mutually agreed on the appointment to a 2nd consecutive term, no Nominating Committee need be appointed. There might be circumstances where the position is vacated prior to the set term of the appointment. If there is less than nine (9) months remaining in the term, the vacancy will not be filled in the interim. Otherwise, Town Council will appoint a Nominating Committee, receive its recommendation and appoint a new Poet Laureate in accordance with the above.

Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 079-2017 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

Staff Resources

Secretary: Secretarial Services provided by Mayor's Executive assistant of the Town of Cobourg.



CORPORATION OF THE TOWN OF COBOURG

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Policy Title: Poet Laureate Terms of Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

Purpose

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The role of Poet Laureate will serve to honour and nurture the expression of life in Cobourg's past, present and future.

The Poet Laureate is an advocate of Cobourg and in meeting with the public as a representative of the Town will complement the established reputation of Cobourg as a culturally dynamic community.

Policy

1. ORIGIN

In 1997, the position of Poet Laureate was established in Cobourg by the Town Council. 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. Cobourg is the location of monthly poetry events that are open to the public, which have run continuously for many years. This municipality is the site of a nationally-recognized annual weekend festival that celebrates Poetry Month in April.

2. DUTIES

The Poet Laureate will act as literary ambassador for the Town of Cobourg. This Poet will be required to write one new, 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. 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



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Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

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** of the following public events each year:

- * Mayor's Levy
- * Family Day / Winter Festival
- * Poetry Weekend in Cobourg
- * Canada Day
- * James Cockburn Day (Cobourg's Father of Confederation)
- * 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.



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Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

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 term coinciding with the tenure of Town Council, at present 4 years.

An incumbent Laureate can be re-appointed but there will be a term limit: no Poet Laureate will serve more than 2 consecutive terms; past Poets Laureate can be appointed to serve in the position again provided the 3rd or subsequent appointments do not create an uninterrupted succession of more than 2 terms.

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 Town Crier 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.



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Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

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 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.



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Department: Council	Approval Level: Council
Policy Title: Poet Laureate Terms of Reference- Administration	Section # 1-1 Policy # COUN-ADM2

6. APPOINTMENT PROCESS

Cobourg Town Council will appoint a special ad hoc “Nominating Committee for the Poet Laureate” of 3 to 5 members, which will also include a Town Council Member and may include designated representatives of the Cobourg Poetry Workshop and/or the Arts Council of Northumberland, as well as writers, publishers, book sellers, teachers, librarians, journalists, and/or any member of the public with suitable knowledge of poetry. In addition, the CEO of the Cobourg Public Library, the Director/Curator of the Art Gallery of Northumberland and the *outgoing* Poet Laureate can be asked to serve on the Nominating Committee or to suggest other people to do so.

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 March 31 of the year following the election of Council. The Poet Laureate will be entitled to perform an inaugural Poetry Reading for the public at the weekend poetry festival during National Poetry Month in the first year of the appointment.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this Nominating task but will be re-appointed when needed. In a case where the Town and the incumbent Laureate have mutually agreed on the appointment to a 2nd consecutive term, no Nominating Committee need be appointed. There might be circumstances where the position is vacated prior to the set term of the appointment. If there is less than nine (9) months remaining in the term, the vacancy will not be filled in the interim. Otherwise, Town Council will appoint a Nominating Committee, receive its recommendation and appoint a new Poet Laureate in accordance with the above.



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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.

Cross Reference

Policy #

Procedure #

Resolution # 014-15	Revision Description:	Signature/Municipal Clerk: <i>Suzanne Brace</i>	Council Approval Date: January 12, 2015
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 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Stephen Peacock CAO	
DATE OF MEETING:	September 24, 2018	
TITLE / SUBJECT:	Victoria Hall Public Art Policy	
REPORT DATE:	September 13, 2018	File #:

1.0 STRATEGIC PLAN
N/A

3.0 RECOMMENDATION
It is recommended that Council approve the Victoria Hall Public Art Policy and direct the CAO to enter into negotiations with the Art Gallery of Northumberland for the maintenance and inventorying of the Town's collection.

4.0 ORIGIN
This matter was referred to the CAO at the June 25th, 2018 meeting of the Committee of the Whole.

6.0 ANALYSIS
A policy has been provided to Council for your consideration



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services	Effective Date:
Department: Legislative Services	Approval Level: Council
Policy Title: Victoria Hall Public Art Policy	Section # 6-1 Policy # PW-ADM1

Purpose

A town’s character, history, aspirations and challenges can be expressed and reflected by artists through their work. Victoria Hall represents the political and social centre of the Town and is a primary showcase for art and commemorative material. Public spaces within Town Hall are significant areas for the installation of art and memorabilia for the enjoyment of the general public. These spaces include the atrium, Council Chambers,, corridors, grand hall, court room, meeting rooms, staircases.

Policy

1.0 Exhibition –Public Areas

In designated public spaces only the following maybe installed:

- art work from the Town collection, AGN collection
- photos and painting of civic officials
- framed archival materials including documents and photos which relate significantly to the Town’s heritage.
- those items that are necessary for the operation of the municipality such as maps, announcements, awards etc.

2.0 Exhibition –Employee Areas

Offices that are designated staff work areas may install artwork, photos or paintings in keeping with the décor of the office in question and as approved by the appropriate director.

3.0 Installation

Installation requirements include:

- the artwork must be of sufficient robust nature to withstand normal wear in a public space as well as vandal attack.



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services	Effective Date:
Department: Legislative Services	Approval Level: Council
Policy Title: Victoria Hall Public Art Policy	Section # 6-1 Policy # PW-ADM1

- the size and theme of the artwork or material should be considered in context of its proposed installation location.
- if the artwork or item is related to indigenous cultures or sites the proposed material should be assessed by relevant indigenous communities as to its appropriateness.
- All installation shall abide by fire regulations as to location and composition.

4.0 Management

Council designates the office of the CAO to manage the selection, installation and care of materials hung or to be selected to be hung in the Hall. All easements in place due to the historic nature of the building shall be respected. When necessary the town staff will consult local experts with regard to the appropriateness of the art or the historical significance of the proposed material.

4.0 Care of Town Art Collection

The Town of Cobourg has acquired various pieces of Art or Artworks either from donation or through purchase. The Town of Cobourg should enter into negotiations with the AGN for maintenance and keeping of the Town's collection. This agreement should include:

1. Inventorying of the Collection with the following information collected:
 - Title of Artwork
 - Artist(s) name and biography(if possible)
 - Any agreements associated with the piece
 - Location of Artwork
 - Maintenance Plan
 - Conservation Activities and condition report
 - Value of work
 - Photograph of Artwork
 - Any other applicable documents



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services	Effective Date:
Department: Legislative Services	Approval Level: Council
Policy Title: Victoria Hall Public Art Policy	Section # 6-1 Policy # PW-ADM1

Scope

This policy shall apply to the exhibition of art within Victoria Hall including public and staff working areas

Administration


The Chief Administrative Officer hereby designates the Municipal Clerk to implement and administer the terms of this policy. This policy will be reviewed one (1) year after the implementation of the Cultural Master Plan.

Cross Reference

Policy #

Procedure #

Resolution #	Revision Description:	Signature/Municipal Clerk: <hr style="border: 0; border-top: 1px solid black; width: 100%;"/>	Council Approval Date:
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 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Ted Sokay Manager, Roads and Sewers	
DATE OF MEETING:	September 24, 2018	
TITLE / SUBJECT:	Approval to Purchase a Slide-In Salt/Sand Spreader	
REPORT DATE:	September 12, 2018	File #:

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
 THAT Council approve the low bid of \$85,563.00 + HST submitted by FST Canada Inc. – Bid B, for the supply and delivery of a demo slide-in salt/sand spreader be approved,

AND FURTHER THAT Council allocate an additional \$16,121.42 from the Vehicle Replacement Reserve in order to upgrade from a 3 ton truck to a 5 ton truck.

4.0 ORIGIN
 The slide-in salt/sand spreader is the final attachment needed that will complete the procurement to replace a 2006 plow truck (3 ton) including attachments, which was scheduled for replacement in 2018 in accordance with the Vehicle Replacement By-law.

5.0 BACKGROUND
 Vehicles in the Public Works fleet are replaced in accordance with the Vehicle Replacement By-Law. Currently large vehicles like plow trucks are scheduled for replacement after 12 years, with an appraisal by a qualified mechanic that

the unit has in fact reached a stage where continued repairs are no longer feasible. We have found that the best overall purchase price for a new, fully equipped snow plow/salter truck can be achieved by letting out 3 separate tenders; the first for a cab and chassis, the second for the dump box and snow plow equipment and the third for the slide in salter.

The 2006 truck being replaced is a lighter 3 ton single axle truck. The rest of the plowing fleet consists of three 5 ton single axle trucks and two 10 ton tandem axle trucks. During this past winter staff discovered that the lighter 3 ton truck did not perform as well as the rest of the fleet when plowing the hard packed snow on residential streets. Rather than scraping the snow off the street the plow would ride over top of the snow. Several times throughout the winter the grader was sent in to the areas where this truck plowed in order to clean up the streets to allow for better and safer vehicle travel. Subsequently, Council approved a proposal to upgrade to a 5 ton truck (~\$275,000) and sell additional surplus equipment (~\$77,500) to reduce the additional budget requirements from the Vehicle Reserve.

6.0 ANALYSIS

A tender was issued for a new or demo slide in salt/sand spreader and one bidder provided 2 different bids by the deadline time and date. As per the Town of Cobourg Purchasing Policy, when only one bid is received then the tender is to be reissued for an additional two weeks. An additional bid was received after the two week extension. The tenders were opened on Tuesday, September 4, 2018 and the results were:

FST Canada Inc.-bid A, new 2018	\$89,442.00
Less trade in value of current unit	<u>- \$3,500.00</u>
Final Cost	\$85,942.00
FST Canada Inc.-bid B, 2018 demo with 0 hours	\$85,563.00
Less trade in value of current unit	<u>- \$3,500.00</u>
Final Cost	\$82,063.00
Cubex Ltd. (no trade in value provided)	\$62,728.01

The tenders were reviewed for accuracy and compliance and all bids submitted by FST Canada Inc. for an Epoke spreader met or exceeded the bid specifications in all regards. The Cubex Ltd. bid for a Rasco spreader did not meet all specifications as per the tender document in a number of important areas, too many to list them all however a brief summary of the major non complying specifications is provided below.

Bid spec - the *bidder shall supply a minimum of ten municipal end*

userreferences for this product in the province of Ontario. Cubex Ltd. only provided 2 references, one from Ontario and one from Finland.

Bid spec: hopper must have 10 year rust through warranty with an authentic manufactures support document – Cubex Ltd. did not provide this.

Bid spec – material conveyance from hopper to rear chute must employ an auger screw system. Belts or chains not acceptable. Cubex Ltd. providing a chain type system. They also have an auger system but did not provide a bid with an auger system.

Bid spec – spreader shall be able to spread from 2 - 12m wide for all material types. Cubex Ltd. Rasco spreader spreads from 3 - 12m width. The 2m spread width is necessary on some of the narrower streets in Town as this allows better control and placement of the de-icing materials on the street and not the boulevards.

Bid spec – folding front legs must be each rated at 5500kg. Each leg must be clearly labeled with a factory certification of carrying capacity. Cubex Ltd. indicated that the Rasco spreader is rated for full spreader weight but not labeled. Having labeled factory certification on the spreader legs ensures all staff are aware of allowable weights should the unit need to be unloaded from the truck with a full load of salt. Not providing a factory weight certification is a health & safety issue.

Bid spec – folding rear legs must have a 4500kg rating for each leg. Rear legs must be clearly factory label to display load carrying capacity. Cubex Ltd. indicated that the Rasco spreader is rated for full spreader weight but not labeled. Having labeled factory certification on the spreader legs ensures all staff are aware of allowable weights should the unit need to be unloaded from the truck with a full load of salt. Not providing a factory weight certification is a health & safety issue.

Bid spec – unit to be supplied with Epomaster X1 controller or approved equivalent. Controller must be compatible with Town's AVL system. Cubex Ltd. is providing a Rasco Epos30 controller but never contacted Public Works to inquire what AVL system provider we are using to confirm that their controller would work with our AVL system.

Bid spec – 15 year parts availability written guarantee must be provided. Cubex Ltd. indicated N/A (not applicable) and no written parts guarantee provided.

Bid spec – unit must not be prototypes and must have been in use with other municipalities for a minimum of 5 years. A minimum of ten references to

beprovided. Cubex Ltd. provided 2 references, one from a municipality in Ontario and 1 from a company in Finland.

Bid spec – warranty to be 100% parts and labour against defects in materials and workmanship with the following minimum coverage, 1 year full onsite warranty work, 2 years on all electrical components with warranty work to be performed onsite, 10 years against hopper rust perforation, warranty work performed at nearest dealer, 15 year parts availability written guarantee.
 Cubex Ltd. Is providing a limited 2 year warranty and no 15 year parts availability written guarantee provided.

Public Works currently has 5 Epoke spreaders in its fleet. Adding another Epoke spreader to the fleet would eliminate the need to carry additional parts in stock for 2 different types of spreaders. The Epokes and controllers are interchangeable from one truck to another. In order to make the Rasco spreader interchangeable between trucks, additional work would be required to the hydraulics and electronics on the trucks resulting in an added expense.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The approved capital budget for this purchase was \$185,000.00 for a 3 ton and it was noted in previous purchase reports to Council that an estimate of \$12,500.00 from the Vehicle Replacement Reserve would be required to upgrade to a 5 ton with the sale of surplus equipment.

Description	\$ Cost (inc. non-refundable HST)
Approved New Cab and Chassis	\$113,083.85
Approved New Dump Box/Plow Equipment	\$ 78,468.66
Subject Slide-in salt/sand spreader	<u>\$ 87,068.91</u>
Total 5 Ton Truck	\$278,621.42
Sale of 3 ton truck and surplus equipment	- <u>\$77,500.00</u>
Sub-Total	\$201,121.42
Original Budget	- <u>\$185,000.00</u>
Additional funds required from equipment reserves	\$16,121.42

Therefore the final additional requirement from the Vehicle Replacement Reserve is \$16,121.42.

8.0 CONCLUSION


It is recommended that the bid of \$85,563.00 + HST submitted by FST Canada Inc. Bid B, for the supply of a demo slide-in salt/sand spreader be approved. This does not include the trade in value. Selling the current unit through public auction or online advertising is expected to bring in more than the \$3,500.00 trade in offer.

Approved By:

Ted Sokay, Manager of Roads/Sewers
Laurie Wills, Deputy Director of Public Works
Stephen Peacock, Chief Administrative Officer

Department:

Public Works
Public Works
CAO

	<p align="center">THE CORPORATION OF THE TOWN OF COBOURG REPORT</p>
	<p align="center">ENVIRONMENTAL ACTIVE TRANSPORTATION ADVISORY COMMITTEE MOTION</p>
TO:	Mayor and Members of Council
FROM:	Renee Champagne Environmental Active Transportation Advisory Committee Secretary
DATE OF MEETING:	September 13, 2018
REPORT TITLE/SUBJECT:	Waterfront Wayfinding Map Update


At a regular meeting of the Environmental Active Transportation Advisory Committee held on September 13, 2018 a motion was put forth by the Committee requesting that water filling stations be added to the waterfront wayfinding maps at Victoria Park as well as any other map handouts for the Town of Cobourg.

Moved by Heather Grundy, "THAT the Environmental Active Transportation Advisory Committee recommends that Council direct staff to include locations of water filling stations on poster sized wayfinding maps and handout maps along the waterfront as they are updated."

CARRIED

*Renee
Renee Champagne*

Renee Champagne, Secretary
Environmental Active Transportation Advisory Committee

	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council Members	
FROM:	Rob Franklin Manager of Planning Services	
DATE OF MEETING:	September 24, 2018	
REPORT TITLE/SUBJECT:	Street Renaming Eastern Portion of Lonsberry Drive East Village Subdivision - Stage 4 Stalwood Homes/Cobourg EGS	
DATE OF REPORT:	September 18, 2018	

1.0 RECOMMENDATION

That Council receive this Report for information purposes and, further, that Council endorse and approve the draft By-law attached as **Appendix "I"** which would re-name the eastern, north-south section of Lonsberry Drive in Stage 4 of the East Village subdivision to "Bennett Avenue".

2.0 PUBLIC CONSULTATION/ENGAGEMENT

On December 11, 2017, Cobourg Municipal Council adopted a Municipal Naming Policy to establish a systematic and consistent approach for the official naming or re-naming of municipal parks, streets, recreational areas and facilities within the Town of Cobourg. Street names for new subdivisions in the municipality are selected from the Town's approved street name register, which includes names of former Mayors, names of local historical significance, and local fallen War Veterans compiled in collaboration with the Cobourg Branch of the Royal Canadian Legion and the Cobourg Heritage Advisory Committee, and presented to Council as part of the approval of the subdivision. The street names in the East Village subdivision, including Lonsberry Drive, complied with the above criteria.

Given the design and configuration of Lonsberry Drive, a conflict has arisen with street addressing whereby the municipal addresses identified for the yet-to-be developed eastern, north-south section of Lonsberry Drive in Stage 4 of the East Village Subdivision would create a reverse pattern of addresses which is inconsistent with the chronological format established in the subdivision and

elsewhere in the Municipality. Following review, it was concluded that the best way to avoid this conflict would be to change the name of the eastern, north-south section of the street (see **Figure 1** in the text of this Report below) and create new addresses in keeping with the established format.

This particular section of street is located within Stage 4 of the development and has yet to be constructed. As such, there are no residents living on this section of street and, given it is proposed that a new street name be chosen from the existing Council-approved street name register, it was felt that an extensive public consultation program is unnecessary for this particular re-naming. An informal notice, however, has been hand-delivered to existing property owners within Stages 1 and 2 of East Village as a courtesy to advise them of the proposed street name change and where they can obtain further information. The developer and builder in the subdivision and the owner/agent for the affected properties have confirmed that they are in agreement with the proposed name change.

3.0 ORIGIN

After a review of the municipal addressing for the eastern, north-south section of Lonsberry Drive, a conflict has arisen with the pattern of municipal property addressing which would result in inconsistent numbering and confusion. Thus, it was concluded by municipal staff that this section of street should be re-named to ensure consistency in the municipal addressing pattern of the subdivision and municipality as a whole.

4.0 ANALYSIS

In 2011, the subdivision known as “East Village” was registered, together with a number of municipal street names including Lonsberry Drive. Lonsberry Drive is characterized by a long, irregular street design with numerous directional changes (see **Figure 1** below). Only the western section (Stages 1 – 3) of this street has been constructed at this time. This particular street design has created an anomaly in the pattern of municipal addressing whereby the future eastern, north-south section of the street between Drewery Road and Rollings Street would be in reverse order to the standard, approved numbering sequence established in the subdivision and town as a whole. Implementing this numbering sequence could also lead to confusion amongst the public, service providers and emergency responders.

Thus, it is recommended that the eastern, north-south section of Lonsberry Drive (a section of street that has not yet been constructed nor does it have any residents), as shown in red in **Figure 1** below, be renamed to “Bennett Avenue”. This name represents a fallen Cobourg Veteran of World War I as chosen from the approved register of municipal street names and is in accordance with Council’s Motion of July, 2015 to name new streets in

commemoration of the 100th anniversary of WWI (1914-1918). The re-naming of this section of street will enable a regular, consistent pattern of municipal street addressing and avoid confusion.

Accordingly, a by-law will need to be passed by Council and registered on title to this section of street to officially change the street name. A draft copy of the by-law is attached hereto as **Appendix "I"**.

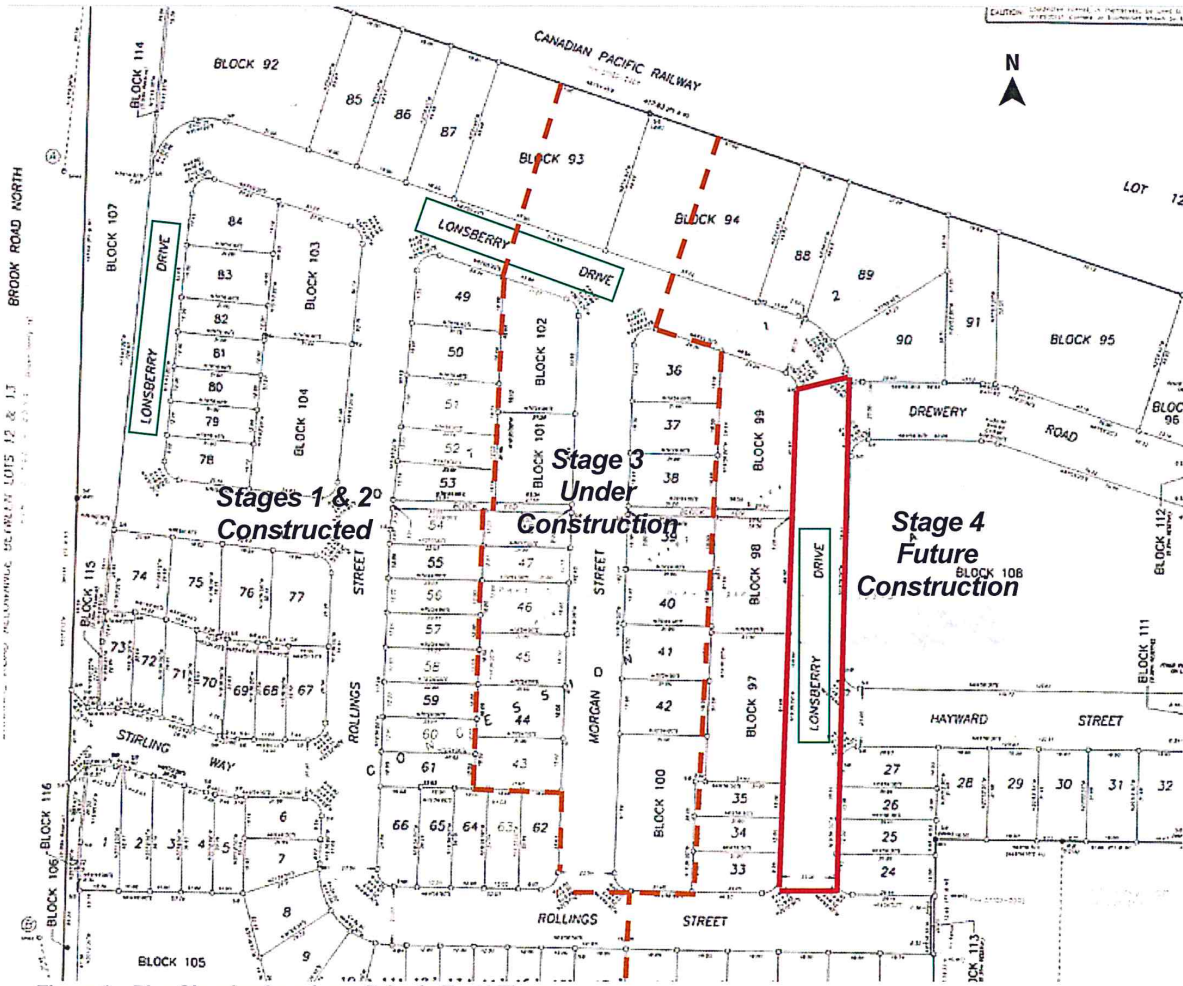



Figure 1 – Plan Showing Lonsberry Drive in East Village

 Section of Lonsberry Drive to be re-named "Bennett Avenue"

5.0 FINANCIAL IMPLICATIONS

Registration costs for this By-law, if approved, are expected to be nominal (approx. \$100) and be paid from subdivision deposits already held by the

Municipality. In the future once the street has been constructed, street signs will be installed as defined in the Subdivision Agreement.

6.0 CONCLUSIONS

The proposal to rename the eastern, north-south section of Lonsberry Drive between Drewery Road and Rollings Street to "Bennett Avenue" is appropriate to provide a regular, consistent street numbering sequence in the subdivision and, further, to prevent confusion amongst the public, service providers and emergency responders.


Respectfully submitted,
Rob Franklin, Manager of Planning Services



Approved by:
S. Peacock, P. Eng., Chief Administrative Officer

G. McGlashon, RPP, Director of Planning & Development

Appendix "I"

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER _____

A BY-LAW TO CHANGE THE NAME OF A PORTION OF LONSBERRY DRIVE TO "BENNETT AVENUE" (East Village Subdivision, Stage 4, Plan 39M-875)

WHEREAS the Municipal Act, 2001, SO 2001, c. 25 Section 11(3) provides in part that a lower tier municipality may pass by-laws respecting highways;

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

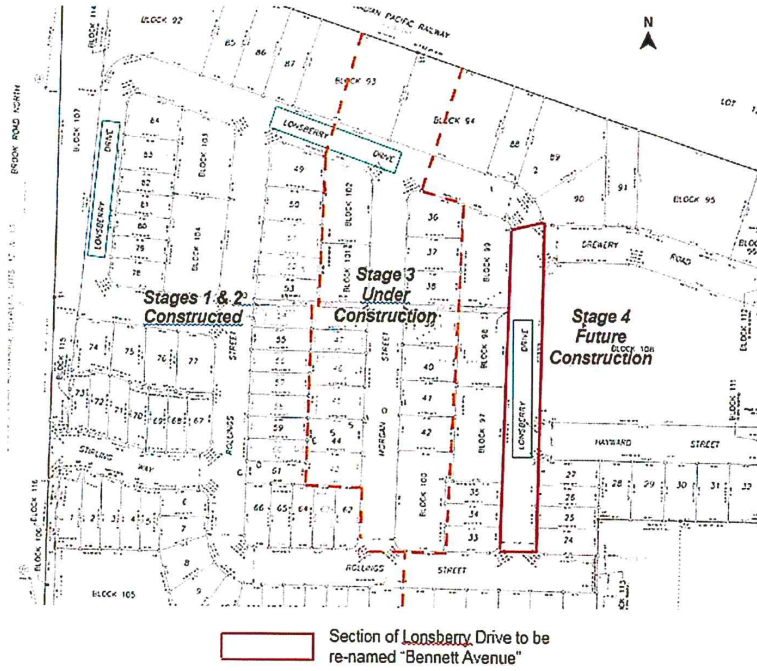
1. THAT a portion of Lonsberry Drive between Drewery Road and Rollings Street, Cobourg as illustrated on Schedule "B" attached hereto be re-named to "Bennett Avenue".
2. THAT Schedule "B" attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.

READ and passed in Open Council this day of , 2018.


MAYOR

MUNICIPAL CLERK

SCHEDULE "B"



Section of Lonsberry Drive to be re-named "Bennett Avenue"

	PLANNING & DEVELOPMENT DEPARTMENT <i>MEMORANDUM</i>
	PLANNING AND SUSTAINABILITY ADVISORY COMMITTEE MOTION
TO:	Mayor and Members of Council
FROM:	Adriane Miller, Secretary
DATE OF MEETING	September 18, 2018
SUBJECT:	Future Management of Sustainability Advice to Council

At a regular meeting for the Planning and Sustainability Advisory Committee held on September 18, 2018
The following motion was moved by T. Stopps;

WHEREAS

Sustainability applies to almost everything that the Town and its citizens do. The concept of sustainability includes an on-going consideration of three simultaneous circles of thought:

- environmental protection and improvement;
- economic development, resilience and growth; as well as
- advancement of our cultural and social well-being and preservation of our heritage.

During the past Council term, the Planning & Sustainability Advisory Committee (PSAC) was established and charged with a broad mandate with respect to advice on sustainability, including: matters pertaining to land use planning and related policy and a community-wide culture of sustainability and conservation.

During PSAC's recent review of its accomplishments, committee members acknowledged that significant and consistent progress has been made in sustainable land-use planning; development; and buildings. Other areas of Town work also include many examples of individual projects that have given significant thought to sustainability.


THEREFORE

PSAC recommends that Council pass on to a new Council, the committee's recommendation that a new Council include sustainability in its municipal wide advisory structure that provide advice to Council. Specifically, that a new Council include overt and expanded emphasis on sustainability in:

- All strategic town activities -- including strategic planning, leadership, staff support and budget
- A PSAC or equivalent advisory committee -- focused on development, planning and buildings
- All other committee advisory functions – as a requirement for all considerations.

CARRIED

Adriane Miller, Secretary
Planning and Sustainability Advisory Committee

	PLANNING & DEVELOPMENT DEPARTMENT <i>MEMORANDUM</i>
	COBOURG HERITAGE ADVISORY COMMITTEE MOTION
TO:	Mayor and Members of Council
FROM:	Adriane Miller, Secretary
DATE OF MEETING	September 12, 2018
SUBJECT:	HP-2018-057

The following motion was adopted at a Cobourg Heritage Advisory Committee meeting held on September 12, 2018.


Moved by: B.McMillan

WHEREAS, Planning and Heritage Staff has reviewed the Heritage Permit application as submitted by Habitat For Humanity Northumberland regarding proposed alterations to the windows, doors and masonry/foundation, and the demolition of two rear porch additions and one small detached garage, at 22-24 University Avenue West and has determined that the proposal is consistent with the *George Street Heritage Conservation Plan*;

THEREFORE, it is recommended that Heritage Permit Application HP-2018-057 to undertake various building alterations and demolitions at 22-24 University Avenue West (Phase 1) be approved subject to the finalization of details with Planning and Heritage Staff;

CARRIED

Adriane Miller, Secretary
 Planning and Sustainability Advisory Committee

 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:	September 12, 2018	
TITLE / SUBJECT:	Heritage Permit Application & Cultural Heritage Impact Assessment (CHIA): 22-24 University Ave. West	
REPORT DATE:	September 7, 2018	File #: HP-2018-057

1.0 STRATEGIC PLAN

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

2.0 PUBLIC ENGAGEMENT

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

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

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

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

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

3.0 RECOMMENDATION

WHEREAS, Planning and Heritage Staff has reviewed the Heritage Permit application as submitted by Habitat For Humanity Northumberland regarding proposed alterations to the windows, doors and masonry/foundation, and the demolition of two rear porch additions and one small detached garage, at 22-24 University Avenue West and has determined that the proposal is consistent with the *George Street Heritage Conservation Plan*;

AND WHEREAS, Heritage and Planning Staff has reviewed the findings and recommendations of the Cultural Heritage Impact Assessment (CHIA) prepared by Branch Architecture in support of Habitat for Humanity Northumberland's Re-zoning application for a proposed 2-unit addition at the rear of 22-24 University Avenue West;

THEREFORE, it is recommended that Heritage Permit Application HP-2018-057 to undertake various building alterations and demolitions at 22-24 University Avenue West (Phase 1) be approved subject to the finalization of details with Planning and Heritage Staff;

AND FURTHER, it is recommended that the findings and recommendations of the Cultural Heritage Impact Assessment (CHIA) for the development proposal at 22-24 University Avenue West be endorsed, subject to the submission of further design details as part of future applications for Site Plan Approval and a Heritage Permit.

4.0 ORIGIN

An application for a Heritage Permit was received on August 9th, 2018 from Habitat for Humanity of Northumberland for window replacements (vinyl for vinyl in the same style as existing), front and rear door replacements, repointing and repair of masonry, painting the exterior of the house, and the demolition of a small garage and two small rear additions. The scope of work under this Heritage Permit application constitutes Phase 1 alterations, while a Phase 2 application will follow pending the outcome of the application for a Zoning By-law Amendment (outlined below).

The subject property is located in the George Street Heritage Conservation District designated under Part V of the *Ontario Heritage Act*, and by By-law 7-2003.

In accordance with the *Ontario Heritage Act*, the 90-day deadline for the

Council to deal with the Application is November 6, 2018.

Furthermore, the subject property is also going through a Re-zoning application (Z-04-18). The purpose of the application is to amend the Zoning By-law to increase the maximum permitted residential density on the Subject Lands from two dwelling units to four dwelling units total. The subject lands are 1,375 m² (14,800 sq ft) in area, are designated "Residential Area" in the Town of Cobourg Official Plan (2017), and zoned "Residential Three (R3) Zone in the Comprehensive Zoning By-law No. 85-2003. The effect of the application is to enable the development of a 93 m² (1000 sq ft) two storey rear building addition behind the existing semi-detached building. The rear addition will house the proposed two additional residential dwelling units on the subject property.

Proposed Scope of Work (Phase 1)

- 1) 22 University – Replace both rear main floor vinyl windows (33" x 56" & 42" x 81"), southeast basement vinyl window (49" x 22"), upstairs bathroom aluminum storm window and front and back exterior doors.
- 2) 24 University – Replace northeast main floor vinyl window (42" x 81"), upstairs bathroom storm window, and replace front and rear exterior doors.
- 3) Demolition of a small detached garage and two small rear additions.
- 4) Masonry repairs, repoint and re-paint in same colour.



1 Living x8

NSSH

Frame Size: 35-1/8W x 58-3/4H
 Tip-to-Tip: 37-3/4w X 61-3/8h (Total UI: 99")
 Supreme Single Hung (2015) : (SH)

Rough Opening 36-3/8W x 60H

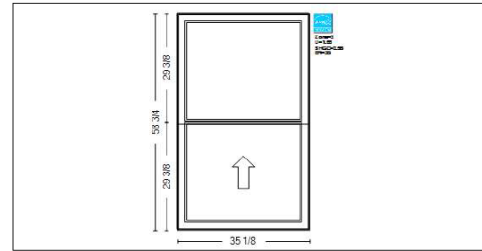
Total Frame Depth: 8" (c/w Jamb Ext)
 Shrink Wrap Product
 Exterior Accessories : 1 1/2" Integral Brickmould/Casing
 Jamb Extension : 8 Custom Jamb Extension PVC
 PVC Color : White
 Nightlock Auto
 Screen : With Screen
 Screen Bar Color : White
 ** Meets Egress: CDN Egress 15"W0/15"H0/542sq"

Glass: Energias
 Grills: None

NFRC: Zone=3 U=1.65 SHGC=0.55
 ER=35 NRCan=NR5695-14823473-ES
 NAFS: LC-PG65 PDP=3120Pa(65psf) NDP=-3120Pa(-65psf)
 WPRTP=650Pa(13.5psf) CAI=A3

Figure 1: Example of new vinyl for vinyl window replacements (4 at 22/24 University Ave).

8



Product is shown as viewed from outside

3' 0" 6E189 I/S
Frame Size: 37-1/2W x 82-3/16H
Vinyl Clad Single Entry Door : (LH)
Rough Opening: 38-3/4W x 82-13/16H
BM Tip-to-Tip: 40-1/8W x 83-1/2H (Total UI: 125")

Frame Depth : 7 1/4"
Shrink Wrap Product
Exterior Accessories : 1 1/2" J-Trim
Leave Nailing Fin
Sill Type : Mill Finish Composite Sill (High Performance Sill)
PVC Color : Blue White (141)

Swing: LHI
Traditional Door Lite Kits: 6E189 LoE Argon
Door Grilles: 3/4" Georgian
Door Slab: 6 Panel
Door Cutout: Door Cutout 23X37
Lockset Prep: Lockset Prep W 2 3/4" Backset
Frame Latch Prep: Adjustable
Deadbolt Prep: 1 5/8" Deadbolt Prep W 2 3/4" Backset
Frame Deadbolt Prep: Adjustable

Polyflex WeatherStrip: No
Weatherstrip Color: White (Compression)

Slab Type: Fiberglass Slab - Prefinished White (Smooth)
Hinge Type: Zinc

NFRC: Zone=2 U=1.25 SHGC=0.15
ER=20 NRCan=NR5695-11775619-ES
NAFS: R-PG40 PDP=2400Pa(50psf) NDP=-2400Pa(-50psf)
WP RTP=290Pa(6psf) CAI=A2

Figure 2: Rear door replacements – 22/24 University (2)



Product is shown as viewed from outside
Door handle indicates swing but is not included



Front Door replacements sourced from Legacy Vintage Building Materials and Antiques.



Figure 4: Front door replacement #2 sourced from Legacy Vintage Building Materials and Antiques.



Figure 5: Detached garage to be demolished.



Figure 6: Rear additions to be demolished



Figure 7: Rear additions to be demolished close up



Figure 8: Current condition of the only surviving original window. Applicants will repair and maintain. (interior photograph). 22 University Ave. W



Figure 9: Exterior photograph of the only surviving original window. 22 University Ave. W.



Figure 10: Rear east window of 22 University Ave. W to be replaced (33" x 56") vinyl for vinyl. See product info above. White flashing to be installed approximately where the hand is and across, to allow for a kitchen countertop.



Figure 11: Example of the flashing the applicant proposes to install on a rear window, figure 10 above, for installation of a kitchen countertop. Flashing would be installed at the bottom of window.



Figure 12: Basement window (exterior) to be replaced (49" x 22") vinyl for vinyl. Product information above.



Figure 13: Rear west window of 22 University Ave. W to be replaced (42" x 81") vinyl for vinyl. Window is broken, will not stay open. Notice the sill, there was a countertop installed with no flashing.



Figure 14: Exterior rear aluminum storms on upper floor bathrooms to be replaced on both 22 (on the left) & 24 (on the right) University Ave. W.



Figure 15: Interior upper floor bathroom window of 22 University Ave. W. Original wood dual window to be maintained.



Figure 16: Same as Figure 15.



Figure 17: Interior original wood window at 24 University Ave. W, single opening. Notice the difference from above (fig. 14 &15). Aluminum storm to be replaced.

PROPOSED PLAN FOR
HABITAT FOR HUMANITY
22 & 24 UNIVERSITY AVE, COBOURG

DATE	AUGUST 21ST, 2018	INDV BCH# 20083	850 DIVISION STREET, COBOURG, ON N4A 0K3 PH: 905-372-8895 FX: 905-372-0529
DRAWN BY	SEAN BURKUSHER	FIRM BCH# 100651	
CHECKED BY	E.K.H.		

Home
Habitat
building centre

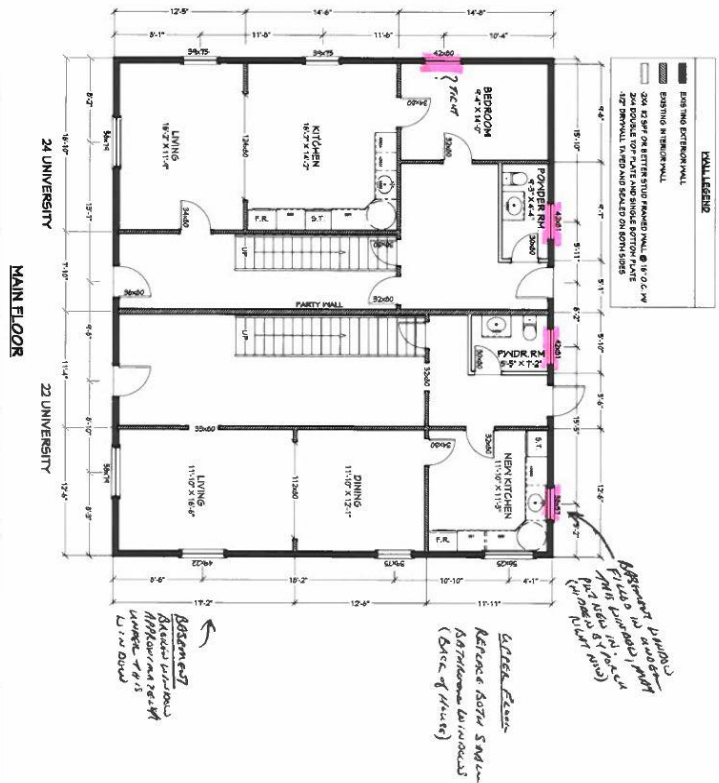


Figure 18: Plan showing the proposed work as submitted by applicant

Cultural Heritage Impact Assessment (CHIA)

Furthermore, as the subject property is also going through a Zoning By-law Amendment application, a CHIA was submitted as part that application. The purpose of the CHIA is to evaluate the potential effects of the Zoning By-law

application to allow for a 2-unit residential addition at the rear of the subject property on the cultural heritage value and heritage attributes of the property. Please see attached for the detailed CHIA document.

5.0 BACKGROUND

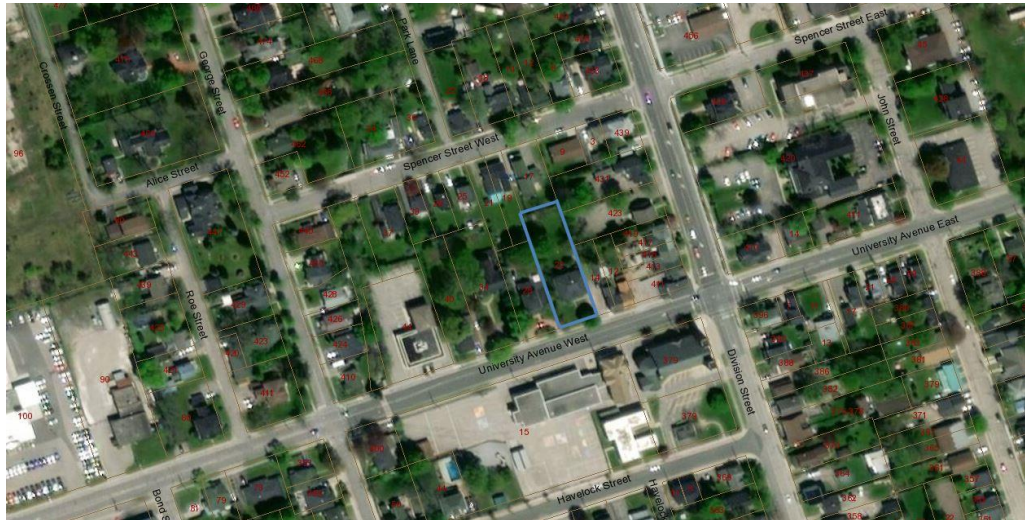
The subject property is located at 22-24 University Avenue West on the north side of University Avenue West at the eastern boundary of the George Street Heritage Conservation District. St. Michael's Catholic Elementary School is across the street to the south.

Geographic Context

Below: The subject property is shown outlined in blue. The George Street HCD is indicated in yellow, nearby properties designated under *Part IV* of the *Ontario Heritage Act* are shown shaded in purple. The properties shaded in pink are listed on the Municipal Heritage Register but are not formally designated.



Below: An aerial photograph of the subject property, outlined in blue.



Historical and Architectural Context

Staff would normally give an overview of the history and architecture of the subject property, however Section 2 (pgs. 7-9) of the CHIA provides an in depth historical review of the subject property and, as such, this Report will defer to the background information contained in the CHIA.

6.0 ANALYSIS

Town of Cobourg Official Plan

5.5 Cultural Heritage Conservation

According to the Town of Cobourg's Official Plan, cultural heritage resources include buildings, structures, feature or areas of architectural, historical or archaeological interest including cemeteries, unmarked burials, urban districts and cultural heritage landscapes. Through the Official Plan, the Town recognizes the significance of these resources and will provide for their conservation, including adaptive reuse, in accordance with the Ontario Heritage Act, the Cemeteries Act and the Planning Act and other applicable legislation.

Heritage Master Plan

The Town of Cobourg's Heritage Master Plan was adopted by Council in 2016 to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Heritage Conservation Districts designated under Part V of the *Ontario Heritage Act* were reviewed, and new Heritage Conservation District Plans were prepared and adopted. The George Street Heritage Conservation District Plan which applies to the subject property was adopted by By-law 045-2016 on May 24th, 2016.

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

practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

The following section of this report provides excerpts from the George Street HCD Plan that are relevant to the evaluation of the proposed scope of work.

4.3 Windows

Policies

- a) Protect and maintain original/historic window openings and entrances as well as their distinguishing features such as materials, surrounds, frames, shutters, sash and glazing.
- b) The removing or blocking up of window and entrance openings that are important to the architectural character and symmetry of the building is not permitted.
- c) When contemplating replacement of windows, the Town of Cobourg window assessment checklist shall be completed in order to determine the feasibility of repair. Condition is important to assess early in the planning process so that the scope of work can be based on current conditions.
- d) Where the need for new windows is demonstrated through the Town's window assessment checklist, new replacement windows shall be compatible with the original/historic windows in terms of material (such as wood), proportions (such as ratio of horizontal to vertical dimensions), rhythm and scale (such as number of openings per building façade). Replacement windows shall convey the same appearance as the historic window and be physically and visually compatible.
- e) Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but shall not be physically attached to avoid damage to the heritage building fabric. In exceptional circumstances, attachments may be permitted where they cause the least amount of damage to heritage building fabric.

Guidelines

- f) Repairing, rather than replacing original / historic windows is encouraged, and should focus on the minimal intervention required in order to ensure the integrity of the resource. This includes limited replacement in kind, or replacement with appropriate substitute material of irreparable elements, based on documentary or physical evidence where possible.
- g) Removing or replacing windows and doors that can be repaired is not recommended. Peeling paint, broken glass, stuck sashes, loose hinges or high air infiltration are not, in themselves, indications that these assemblies are beyond repair. See window assessment checklist.
- h) Replacing in kind irreparable windows should be based on physical and documentary

evidence where possible. If using the same materials and design details is not technically or economically feasible, then compatible substitute materials or details may be considered.

- i) Improvement in energy efficiency of single glazed units may be achieved with traditional exterior wood storm windows or contemporary interior magnetic storm glazing.
- j) Where new entrances or exterior staircase are required, they should be installed on secondary elevations wherever possible.
- k) Where historic documentation is available, replacement windows may be reproductions of earlier windows.

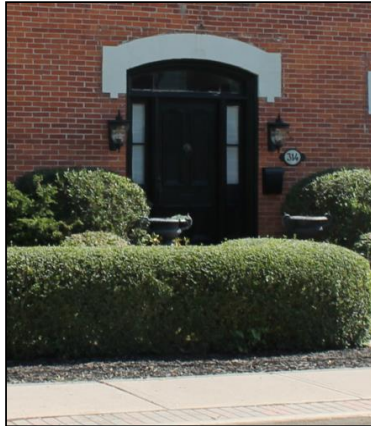
4.4 Entrances

Policies

- a) Protect and maintain entrances on principal elevations.
- b) Character-defining porches or verandahs shall only be removed where they pose a life / safety threat. In such cases, they shall be thoroughly recorded prior to removal to allow for their accurate reconstruction.
- c) The design and construction of a new entrance / porch is required to be compatible with the character of the building. Restoration of a missing porch must be based upon historical, pictorial and physical documentation.

Guidelines

- d) Entrance ramps may be permitted for barrier-free access in accordance with applicable legislation, but should not be physically attached to avoid damage to the heritage building fabric. In exceptional circumstances, attachments may be permitted where they cause the least amount of damage to heritage building fabric.
- e) Important features such as doors, glazing, lighting, steps and door surrounds should be conserved wherever possible.
- f) Where new entrances or exterior staircases are required, they should be installed on secondary elevations.
- g) Wood is encouraged to be used in the construction of new entrances and porches. Other materials, such as synthetic wood products are discouraged on façades facing the street, and will be considered on a case by case basis through the heritage permit process.



Entrances and porches should be maintained or appropriately replaced.

1.1 Demolition of buildings and structures

Policies

- a) The demolition of buildings and structures that contribute to the architectural or historic character or heritage attributes of the District shall not be permitted. Exceptions may only be considered:
 - i. In extenuating circumstances such as natural disasters (e.g. fire, flood, tornado, and earthquake),
 - ii. Where there is a greater public interest served, as determined by Council, through the demolition of the building or structure, or
 - iii. Where it is determined through a Heritage Impact Assessment that the building is not a contributing structure to the heritage character of the District.

- b) Further to 9.1.a.i), other extenuating circumstances shall generally constitute those situations where public health and safety is considered to be compromised and the Town of Cobourg's Chief Building Official has received structural assessment advising that a building or structure is beyond repair and has been determined to be unsafe. The structural assessment must be prepared by a professional engineer with expertise and experience in heritage buildings and structures.

The property owner shall demonstrate that all other options have been investigated including: preservation; rehabilitation; restoration; retro-fitting; re-use; mothballing; etc. and that they are not viable options.

- c) Where Council considers an application for demolition under 9.1.a.ii), financial impact shall not be the sole reason in determining that demolition is a greater public interest.
- d) Should a heritage permit for demolition of a building that contributes to the heritage character or heritage attributes of the District be submitted to the Town, the following conditions shall be met:
- i. The property owner shall retain an appropriately qualified heritage professional to evaluate the potential loss to the cultural heritage value of the District in support of the demolition request of a heritage building, in the form of a heritage impact statement/assessment.
 - ii. It shall be required that the property owner shall provide drawings for a new building / site landscaping with the heritage permit application. In extenuating circumstances where demolition has been required as a result of natural disaster or public safety concerns, once a building has been demolished and the property is considered to be in a stable and safe state the property owner shall submit the required heritage permit application for a new building and / or site landscaping within six months of site clearance.
 - iii. A record of the building or the remains of the building through photography and/or measured drawings may be required as a condition of demolition approval, at the discretion of Town Planning Staff and/or the Heritage Committee.

Within two years of that submission, or as mutually agreed upon by the property owner and the Town of Cobourg (but in no case greater than 5 years), if new construction has not been completed, the provisions of the *Ontario Heritage Act* shall apply with respect to contraventions of the Act.

Discussion

Prior to Council's adoption of the George Street Heritage Conservation District (HCD) Plan in 2016, Heritage Permit applications were primarily evaluated against the Town of Cobourg's Heritage Conservation District Guidelines and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada. The George Street HCD Plan provides the same level of heritage conservation using best practices as expressed in the Standards and Guidelines for the Conservation of Historic Places in Canada, while continuing with a similar management of future change and potential new development within the George Street HCD as the previous HCD guidelines. The George Street HCD Plan is also consistent with the 2005 changes to the Ontario Heritage Act, the 2014 Provincial Policy Statement and the Ontario Heritage Toolkit.

Pre consultation was conducted by Planning and Heritage Staff on August 8th, 2018. Heritage and Planning Staff also met with the applicant on August 22, 2018. Additionally, Heritage and Planning Staff conducted a site visit on August 27, 2018.

Windows

The applicant proposes to undertake a few alterations to subject property in the short term (Phase 1). Firstly, the applicant proposes to undertake five (5) window alterations. The applicant will maintain all original windows, of which there is only one left of cultural heritage value, see Figure 8 & 9. It should also be noted that the applicant will be maintaining all interior original wood trims (doorways, windows and stairs), please see CHIA, page 19. The replacement windows will be sourced from Kohltech (see Figure 1) and are double hung. As previously noted, the small rear second storey bathroom windows will have their aluminum storms replaced, but the interior wood openings will be preserved (see Figures 14-17).

The proposed window alterations have been evaluated against the *George Street HCD Plan*, specifically the policy relating to windows (4.4), and it has been determined that the new windows are a sympathetic alteration. Given that the windows were altered sometime in the past, most likely before 2003 when the George Street HCD By-law was enacted, the replacement windows as proposed meet the intent of the George Street HCD Plan. Furthermore, the original surviving window will be protected and restored, as well as its distinguishing features.

Demolition of detached garage and small rear porch additions

Secondly, the applicant proposes to demolish three structures on the subject property (see Figures 5 & 6). One detached garage and two small rear porch additions are proposed to be demolished to accommodate the new addition and driveway. The CHIA does not identify the three structures as contributing to heritage character of the George Street HCD and are likely part of an early 20th

Century conversion from a single family home to a semi-detached home somewhere around 1912..

The rear porch additions are not significant features and are out of sight of the public realm. Therefore, Heritage and Planning Staff is confident that the Heritage Permit satisfies the intent of the *George Street HCD Plan* when it comes to the demolition of these structures.

Doors

Finally, the applicant proposes to replace the front and rear doors due to their deteriorating condition and poor operation. Two wood doors have been sourced from Legacy Vintage Building Materials and Antiques to replace the ageing front doors (see Figure 3 & 4). The new rear doors will be vinyl and sourced from Kohltech (see Figure 2). The physical size of the entryways will not change.

Masonry and foundation

The applicant will also be repointing and repairing masonry on the house. They have also indicated the building will be repainted in the same colour as existing. The applicant has indicated that parging of the foundation is necessary.

The purpose of the demolition work is to undertake initial, modest alterations to the building as part of an overall Phase 1 renovation in advance of the Re-zoning. If the Re-zoning application is approved, the proposal will be required to undergo a Site Plan Approval process and a further Heritage Permit & Building Permit application to address the proposed 2-unit addition and other site works.

Overall, the applicant's proposal for window and door replacements, demolition of three structures on the subject property, and masonry/foundation work are in conformity with the *George Street Heritage Conservation District Plan*.

CHIA

The CHIA submitted by the applicant provides a detailed overview of the background and history of the subject property, a statement of cultural heritage value, a condition assessment, and a conservation strategy to ensure that the proposed development does not negatively impact the building's heritage value and attributes. Prime considerations in the project relate to how best to integrate the new building massing with the existing built form. Accordingly, special care has been taken in the design of the proposed addition whereby it is being affixed to the rear of the building, along with the majority of the parking, so as to maintain the visual prominence of the building as viewed from the public street.

In addition, a detailed overview of the policies and guidelines of the George Street HCD Plan was undertaken in the CHIA (Section 5.3, pgs. 24-30) to confirm that the proposed changes are appropriately designed and managed, and to demonstrate how the proposed development responds to the direction of

the HCD Plan. An assessment was also undertaken in regards to the Ontario Heritage Toolkit for conformity.

In summary, the CHIA concludes that the proposed addition maintains the property's cultural heritage value and heritage attributes, and offers some suggestions for building design, material and landscape as part of the next steps of the process. Should the Re-zoning application process be successful, the applicant will move into the detailed Site Plan and Heritage Permit processes (Phase 2) where the design plans and specifications of the addition and overall site development will be presented.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

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

8.0 CONCLUSION

The applicant's proposal for alterations to the subject property (4 new vinyl windows being replaced in kind, replacement wood front doors and new doors on the rear of the house, the demolition of three structures and masonry repairs/re-painting) as part of its initial Heritage Permit application for the subject property (Phase 1) is in keeping with good heritage preservation practice, especially since remaining character defining features on the exterior and interior will be conserved and therefore conforms with the *George Street Heritage Conservation District Plan*.

As noted above, the subject property is also undergoing a Re-zoning Application process to allow for a 2-unit addition at the rear of the property and, if successful, will also be subject to forthcoming Site Plan Approval and Heritage & Building Permit applications as part of the Phase 2 works. The CHIA submitted with the application for Re-zoning concluded that the proposed development maintains the property's cultural heritage value and heritage attributes, with a further design evaluation recommended during the detailed design process.

10.0 AUTHORIZATION/SIGNATURES

-

TO: HONORABLE MAYOR AND TOWN COUNCIL MEMBERS
FROM: COBOURG DOWNTOWN BUSINESS IMPROVEMENT AREA (DBIA)
DATE: SEPTEMBER 10, 2018

SUBJECT: IMPLEMENTING A 1 HOUR GRACE PERIOD FOR PARKING DURING THE MONTH OF DECEMBER



Downtown
Cobourg

To the Honorable Mayor and Town Council Members,

The Cobourg Downtown Business Improvement Area (DBIA) would like to ask to implement again a 1 hour grace period for parking during the holiday season starting on December 1 until December 31, 2018. We would like the by-law officers to observe a 1 hour grace period before issuing a parking ticket for a time-limited offence, e.g. overstaying at a parking meter or a pay-and-display parking zone. The grace period is intended to ensure fairness and integrity in parking enforcement operations, and serve as a courtesy to drivers during the holiday season.

Offering this 1 hour grace period at expired parking meters (applied to all metered parking areas and parking lots with a posted time limit) in downtown Cobourg during the holiday season would be a kind gesture from the Town of Cobourg and the Cobourg DBIA to customers and merchants. It would help encourage and promote shopping local during the holidays, and be beneficial to guests of the Art Gallery of Northumberland, Concert Hall and Victoria Hall.

Issuing a grace period at the expired meter and a friendly warning that also thanks customers for coming to the downtown area would turn a potential ticket and negative experience to a positive story they may share with others. In this regards, the Cobourg DBIA would like to make the extended grace period common public knowledge through highlighting these efforts on the town website.

As this has been a successful initiative for the past few years between the Town of Cobourg and the Cobourg DBIA, we would like Council to approve this program again for 2018.

Thank you for your consideration.

Sincerely,

Adam Bureau
Chair of the Board of Management



dbia@downtowncobourg.ca
www.downtowncobourg.ca



905-377-8024



201 Second St.
Cobourg, ON

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

SUBJECT: TOWN OF COBOURG MUNICIPAL BANNER DISPLAY POLICY

To the Honorable Mayor and Town Council Members,

On behalf of the Board of Management of the Cobourg Downtown Business Improvement Area (DBIA), I am reaching out in regards to the existing banner policy.

The DBIA Board of Management respectfully recommends that the Town of Cobourg, Legislative Services Department consider the following amendments and addition to the policy # LEG- ADM23, Section 3-1 regarding the guidelines for displaying banners on Municipal property.

2.4 All Town of Cobourg Departments wishing to reserve banner locations and dates shall do so in the first week of October. All DBIA Banners (within the DBIA District) wishing to reserve a banner location and dates shall do so by application in the first week of October. A schedule for the upcoming year of Town of Cobourg and Downtown Business Improvement Area (DBIA) banners shall be established by the Legislative Services Division.

The Cobourg DBIA would like to amend 2.4 to **reserve all DBIA Banners (within the DBIA District) year-round**. We would like all previously approved banners to remain installed until an eligible banner application is approved. Once the Legislative Services Department finalizes the application, all approved banners shall be permitted in the Downtown. We would like Council to consider as a part of the policy, that eligible organizations of the banner application be given road side banner poles. This will streamline the process of installation and removal of banners, as well as take into consideration Christmas lights during the winter season.

3.2 Approved banners shall be installed by the Public Works Division for a four (4) week period immediately prior to the date of a specific event. However if there are no other requests for banner installation, a banner may be displayed for a longer period of time at the discretion of the Town of Cobourg, giving consideration to significant municipal/community events.

In the policy, the Cobourg DBIA would also like to ask for an amendment to 3.2. All eligible banners shall be installed and removed by the Public Works Department on the prescribed and assigned poles for the approved period. Once the period for the eligible organizations banners has finished, if there are no other requests for banner installation after the requested period, and if the event has passed, the Cobourg DBIA would like our banners to be reinstalled on the poles at its previous banner location at that time.



Downtown
Cobourg

If the Board of Management changes the banner design in the future, a banner policy application will be submitted to the Town of Cobourg for approval.

Lastly, the Cobourg DBIA would like to request an addition to the policy regarding Christmas lights during the winter season. A week before Christmas Magic until the beginning of February, or the winter season as decided by the Town of Cobourg, that in the downtown district winter lights are hung road side on the poles. And that during the winter season, approval of banner applications take into consideration the reduced number of available poles. The significance of the Banner Display Policy to the Cobourg DBIA is that we would not like to lose our presence in our downtown district.

Thank you for your consideration.

Sincerely,



Adam Bureau
Chairperson of the Board of Management



Downtown
Cobourg