



THE CORPORATION OF THE TOWN OF COBOURG

Committee of the Whole

AGENDA

Monday January 29, 2018 at 4:00 PM

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday January 29, 2018 at 4:00 PM in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II CLOSED SESSION

1. THAT Council meet in Closed Session prior to the Committee of the Whole Meeting starting at 3:00 PM in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

239b) personal matters about an identifiable individual, including municipal or local board employees.

1. Cobourg Police Service Board Vacancy Applications.

2. Parks Naming Proposal (Identifiable Individual).

3. Municipal Integrity Commissioner Report.

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

1. Offer to Purchase Municipal Lands.

III AGENDA ADDITIONS

1. Delegation from Barry Johnson, Northumberland 89.7 Special Event Manager, regarding a Municipal Grant for the 2018 Northumberland 89.7 Summer Music Series and a Motion from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 12 University Avenue West Cobourg (Pepper).

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

IV DISCLOSURE OF PECUNIARY INTEREST

V PRESENTATIONS

1. Adam Giddings, Manager of Regulatory Compliance and Finance, Lakefront Utilities Inc, regarding the 2018 Waterworks Operating and Capital Budget.

VI DELEGATIONS

1. Barry Johnson, Northumberland 89.7 Special Event Manager, regarding a Municipal Grant for the 2018 Northumberland 89.7 Summer Music Series. 5 - 13

VII DELEGATION ACTIONS

VIII ECONOMIC DEVELOPMENT SERVICES

Chair, Mayor Brocanier - Economic Development Services Coordinator

IX GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Henderson - General Government Services Coordinator

1. A by-law to authorize an Interim Tax Levy and to provide for the Collection of Taxes, Penalties and Interest Charges. 14 - 15

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

2. A by-law to authorize periodic borrowing to meet current expenditures during the fiscal year ending December 31, 2018. 16 - 17

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

X PARKS AND RECREATION SERVICES

Chair, Councillor Darling - Parks and Recreation Services Coordinator

1. Memo from the Chief Administrative Officer and the Director of Recreation and Culture regarding the YMCA/CCC Project Coordinating Committee. 18 - 28

Action Recommended: THAT Council accept the report and the attached proposed Memorandum of Understanding for information purposes; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to execute the proposed Memorandum of Understanding with the YMCA that facilitates greater collaboration between the two organizations on programming and on the construction and/or refurbishment of the YMCA's facility.

2. Memo from the acting Manager of Facilities Management regarding a proposed Floating Playground at Victoria Beach, Cobourg. 29 - 35

Action Recommended: THAT Council receive the memo from the acting Manager of Facilities Management for information purposes.

XI PUBLIC WORKS SERVICES

Chair, Councillor Rowden - Public Works Services Coordinator

1. Memo from the Deputy Director of Public Works regarding the execution of an agreement between the Town of Cobourg and with Ontario Municipal Commuter Cycling Program. 36 - 38

Action Recommended: THAT the attached by-law be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to enter into an agreement with Her Majesty the Queen in right of Ontario represented by the Ministry of Transportation and the Corporation of the Town of Cobourg, for the Ontario Municipal Commuter Cycling program to assist with the funding of the 2018 capital projects for construction of new bicycle paths in the Town of Cobourg.

2. Memo from the Deputy Director of Public Works regarding the awarding of the Paratransit Software Solution Tender. (CO-17-14 ENG) 39 - 41

Action Recommended: THAT Council approve the awarding of the supply, delivery and installation of the Specialized Transit Scheduling Software Solution to Routematch Software Inc. in the amount of \$67,781.00 + HST to be funded from the Public Transit Infrastructure Fund and the approved 2017 Public Works Capital Budget. (CO-17-14 ENG);

XII PROTECTION SERVICES

Chair, Councillor McCarthy- Protection Services Coordinator

XIII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

1. Letter from Malcolm Wardman, Cobourg Lawn Bowling Club, regarding permission from Municipal Council for approval to proceed with the construction of a new lawn bowling storage building and heritage approval on the property located at 177 Church Street, Victoria Park, Cobourg. 42 - 44

Action Recommended: THAT Council refer the matter to staff and the Cobourg Heritage Advisory Committee for a report.

2. Motion from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 12 University Avenue West Cobourg (Pepper) (HP-2018-01). 45 - 52

Action Recommended: THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit (#HP-2018-001) as submitted by Adrian Pepper for demolition of a modern addition/garage at property known as 12 University Avenue West, Cobourg subject to the finalization of details by planning staff.

XIV COMMUNITY SERVICES

Chair, Councillor Séguin- Community Services Coordinator

XV **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.

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

XVI **ADJOURNMENT**



THE CORPORATION OF THE TOWN OF COBOURG

Municipal Grant Application Presentation for Summer Music Series 2018



A not-for-profit “community-based” volunteer radio station.

Winners of the 2016 BAA Communication & Technology Award

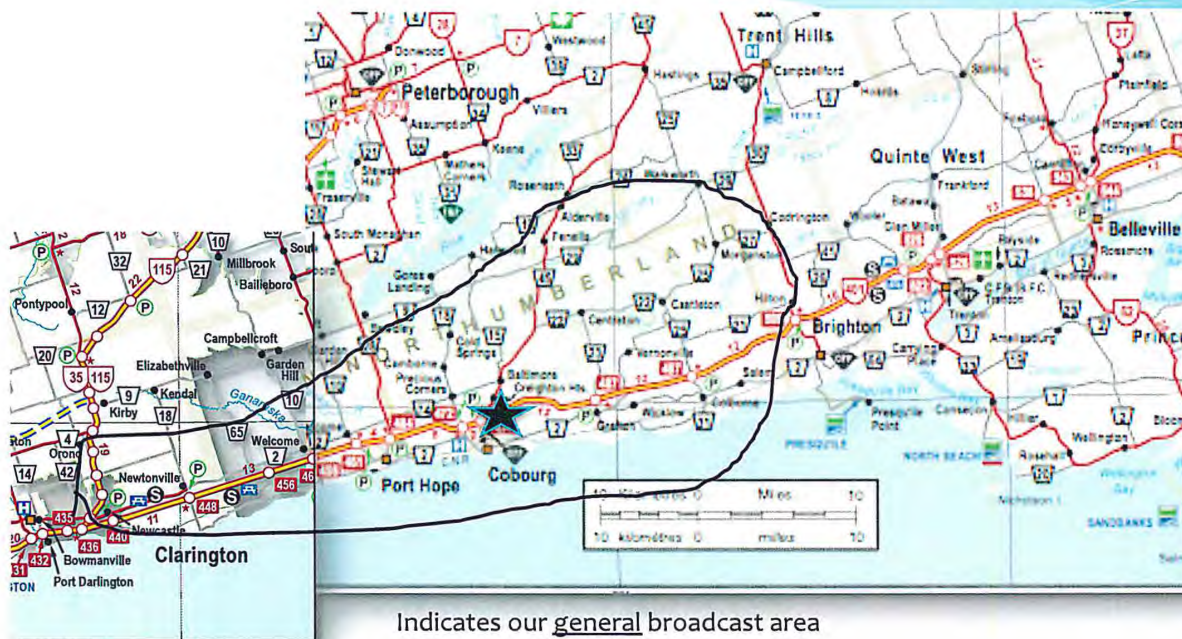


Northumberland 89.7 FM

WE ARE “TRULY LOCAL RADIO”... THE VOICE OF YOUR COMMUNITY!

- ❖ Northumberland 89.7 FM is a **volunteer operated, not-for-profit** based radio station located in Cobourg Ontario at 1000 Elgin Street West. Northumberland 89.7 FM does not have charitable status.
- ❖ Northumberland 89.7 FM funding comes from grants, donations, advertising and fund-raising campaigns.
- ❖ Northumberland 89.7 FM provides local relevant news, opinion, events coverage and the only station to actively encourage and broadcast local artists music to Cobourg, Port Hope and Hamilton Township.
- ❖ Northumberland 89.7 FM provides full streaming over the internet for seamless coverage.
- ❖ Frequency 89.7 FM, call letters CFWNFM, 700 watts and a offers a broadcast area of 50,000+ residents!

Northumberland 89.7 FM Broadcast Area



Indicates our general broadcast area

- ❖ The **live news coverage** focused upon your local activities.
- ❖ The **live broadcasts & events** are focused specifically towards your local businesses.
- ❖ Your advertising campaign focuses upon your **local market**.
- ❖ Support your local community radio, this is where we work & **live!**

Summer Music Series Concerts

- ❖ The Summer Music Series concerts are **8 FREE concerts** hosted by Northumberland 89.7 FM at the Cobourg Victoria Park band shell offering local residents the opportunity to enjoy a variety of live music from local and regional artists each Wednesday evening in July and August (7 PM-8:30 PM)

- ❖ Historical Perspective:
 - ❖ 2015 – Town of Cobourg provided the radio station the band shell at no charge, adhoc organization solicited local musicians to perform, attendance was generally low (25-35 per night), no advertising or promotion was done.
 - ❖ 2016 – Town of Cobourg provided the radio station the band shell at no charge, local musicians performed (similar to 2015) but Cameco provided \$500 grant towards the final summer concert performance with Juno Award Winner Quique Escamilla for the “Bikes Beards and Bandshells” tour, attendance was +150 for the final concert performance.
 - ❖ 2017 – Town of Cobourg provided the radio station the band shell at no cost and \$ 1500 towards the Canada 150 Summer Music Series concerts, a formalized 89.7 committee managed 8 professional concert performances of local and regional artists, provided advertising/ promotion, radio interviews, attendance was ~ 125 per night (875 attendees for the summer). All musicians performed at no charge but were offered radio station “advertising certificates” of equal value in lieu of cash payment.

Summer Concert Series 2018

- ❖ A series of 8 FREE concerts on Wednesday evenings at Victoria Park band shell

July 4 / July 11 / July 18 / July 25 / Aug 1 / Aug 8 / Aug 22 / Aug 29

- ❖ 89.7 FM Professional Management Process:

- ❖ Application Process: All interested musician must complete an online application and submit for evaluation, closing date is March 1, 2018. (Since Jan 4, 2018, 11 local & regional performers have enthusiastically submitted their applications for consideration.)
- ❖ Evaluation Process: All applicants will be reviewed based upon criteria such as: suitability for all ages / diversity of music styles / local content / professionalism.
- ❖ Final Selection: Musicians required to sign a Performance Agreement outlining rules and responsibilities of performer and radio station.
- ❖ Promotion & Advertising: radio promotion, printed posters and rack cards, social media engagement.

- ❖ 89.7 FM Concert Event Success Metrics:

- ❖ Increased attendance to ~250 per evening concert
- ❖ Increased opportunity for local musicians to perform
- ❖ Increased visibility for Northumberland 89.7 FM
- ❖ Ability to pay all musicians for their talents and performances

Summer Concert Series 2018

- ❖ Summer Concert Promotion:
 - ❖ Concert Posters & Rack Cards
 - ❖ 89.7 FM Advertising & Radio Interviews of Musicians
 - ❖ 89.7 FM website and Facebook pages
 - ❖ Performing Musician websites and social media sites
 - ❖ Town of Cobourg Event Calendar
 - ❖ Northumberland News
 - ❖ SNAPD



**NORTHUMBERLAND
89.7 FM
Truly Local Radio**

PRESENTS
**CANADA 150
SUMMER MUSIC SERIES**

COUP DE VILLE	JULY 5
KIM DOOLITTLE	JULY 12
CEDARAIL	JULY 19
GREATEST OF EASE	JULY 26
CALE CROWE	AUG 2
JASON MAXWELL	AUG 9
URBAN ANGEL	AUG 23
DON MURDOCK	AUG 30

FREE CONCERTS AT COBOURG'S
VICTORIA PARK BANDSHELL!!

BRING YOUR LAWN CHAIR AND ENJOY
AN EVENING OF GREAT LIVE MUSIC!!

7 PM - 8:30 PM

WWW.NORTHUMBERLAND897.CA



Canada 150 Summer Music Series poster - 2017

Summer Concert Series 2018

❖ 89.7 FM Summer Concert Event Budget:

❖ Performer Fees:	\$ 3,600 (musicians no longer available at no charge)
❖ Radio Promotion:	\$ 1,800
❖ Print Promotion	\$ 600
❖ SOCAN License:	\$ 70
❖ Administration:	\$ 500
❖ Total Budget	\$ 6,570

❖ Cobourg Summer Concert Event Benefits:

- ❖ Increased high quality musical entertainment at the Victoria Park band shell
- ❖ Increased opportunity for local businesses for services and products
- ❖ Increased visibility for Cobourg as a regional centre of musical entertainment

Comment:

The communities of Belleville, Brighton, Colborne, Port Hope all pay their summer concert musicians between \$500 - \$1000 per evening for 90 minutes of entertainment. This is a common and accepted practice for music performances in parks, band shells etc. and events are all very well attended.

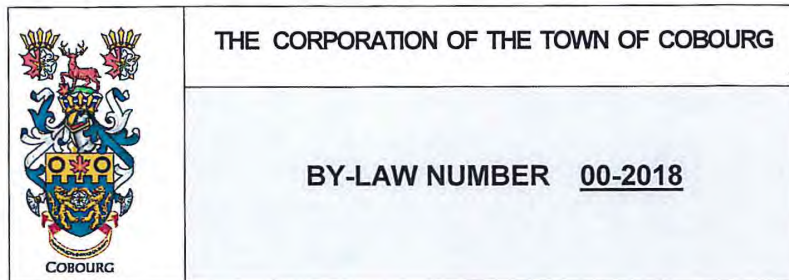
Many of these organizing groups have “charitable” status allowing them to offer 50/50 draws, charitable donation receipts to raise funds as well as other means for funding, Northumberland 89.7 FM does not have “charity” status and is therefore much more limited to avenues of funding.

Summer Concert Series 2018

- ❖ Northumberland 89.7 FM is requesting a municipal grant from the Town of Cobourg for:
 - ❖ Use of the Victoria Park band shell for 8 concerts (value \$495)
 - ❖ Municipal Grant for \$ 2500
 - ❖ Total municipal grant request \$ 2,995

Acknowledgement of our past supporters for the Summer Music Series Concerts





A BY-LAW TO AUTHORIZE AN INTERIM TAX LEVY AND TO PROVIDE FOR THE COLLECTION OF TAXES AND PENALTY AND INTEREST CHARGES.

WHEREAS the Municipal Act, 2001, Section 317(1) provides that the council of a local municipality may in 2018 before the adoption of the estimate of the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying 50% of the total 2017 tax rate to residential, farm assessment and pipelines;

WHEREAS the Municipal Act, 2001, Section 317(1) provides that the council of a local municipality may in 2018 before the adoption of the estimate for the year, pass a by-law to levy on the whole assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying 50% of the notional tax rates that the municipality is required to calculate to commercial, industrial and multi-residential assessment and the assessment that relates to railways, hydro corridors, airports and other such unique properties, and;

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

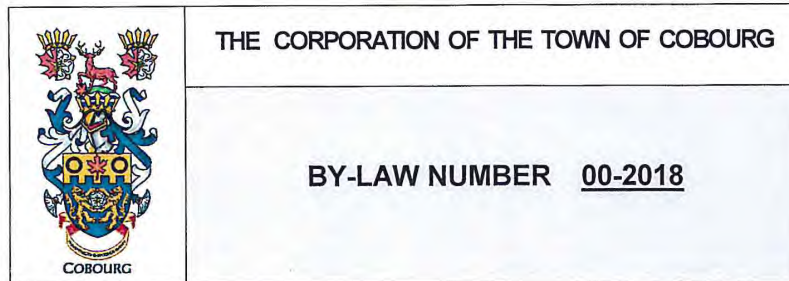
1. THAT the following interim tax is hereby levied for the year 2018.
 - a) A levy on the whole of the assessment for real property in the residential, farm and pipeline classes according to the last revised assessment roll and applying a tax rate equal to 33 1/3 percent of the 2017 tax rate.
 - b) A levy on the whole of the assessment for real property according to the last revised assessment roll and applying a tax rate equal to 50 percent of the 2017 tax rate in the commercial / industrial and multi-residential classes.
 - c) A special charge in respect of the Cobourg Downtown Business Improvement Area upon persons in the area assessed as commercial taxable sufficient to provide a sum of 50 percent of the 2017 levy.
2. THAT the said interim tax levy for residential farm and pipeline properties shall become due and payable on the 23rd of February, 2018.
3. THAT the said interim levy for all other properties shall become due and payable 50 percent on February 23rd, 2018 and 50 percent on June 1st, 2018.
4. THAT a percentage charge is hereby imposed and the Treasurer is authorized to impose the percentage charge as a penalty for non-payment of taxes in accordance with the provision of By-Law Numbers 20-83 and 21-83.
5. Penalties and interest added on all taxes of the interim tax levy in default shall become due and payable collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.

6. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
7. THAT taxes are payable into the office of the Tax Collector of the Town of Cobourg.
8. THAT this by-law shall come into force upon the final passing hereof.

By-law read and passed in Open Council this day of 2018.

MAYOR

MUNICIPAL CLERK



A BY-LAW TO AUTHORIZE BORROWING FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2018.

WHEREAS the Municipal Act, 2001, Section 407, provides authority for a Council by by-law to authorize the head of Council and the Treasurer to borrow from time to time, by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet, until taxes are collected and other revenues received, the current expenditures of the Corporation for the year; and

WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board, is limited by Section 407 of the Municipal Act;

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


1. THAT Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker's acceptance during the year 2018 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 (1) of the Municipal Act.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be the Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of Council.
3. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowing that have not been repaid, shall not exceed from January 1st to September 30th of the current year, 50 percent of the total, and from October 1st to December 31st of the current year, 25 per cent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$6,000,000.00, whichever is less.
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in Section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act that have not been repaid.
5. a) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in Section 3 of this by-law, shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.

- b) If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under Section 4 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the received for and on account of the current year.
6. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
7. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
8. Promissory Notes or banker's acceptances made under Section 1 shall be signed by the Treasurer and the head of council or by such other person as is authorized by by-law to sign it.
9. This by-law shall take effect upon third reading thereof.

By-law read and passed in Open Council this day of 2018.

MAYOR

MUNICIPAL CLERK

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Stephen Peacock, CAO Dean A. Hustwick, Director of Recreation and Culture	
DATE OF MEETING:	January 29, 2018	
TITLE / SUBJECT:	Report on the YMCA/CCC Project Coordinating Committee	
REPORT DATE:	January 19, 2018	

1.0 **STRATEGIC PLAN**

Strategic Action 5.5 - Work collaboratively across municipal borders to create efficiencies in all operating areas.

2.0 **PUBLIC ENGAGEMENT**

Considerable public engagement has occurred throughout this project, which is closely related to the development of the Town's Recreation Strategy and Implementation Plan:

- May 2015 - Council approves Project Coordinating Committee (PCC) operating Memorandum of Understanding (MOU)
- February to April 2016 - citizen survey conducted on recreation needs (530 general responses, 275 senior-targeted responses and 41 youth surveys)
- March 2016 - Public Open House/Workshop on recreation needs
- June/July 2016 – PCC progress report and recommended next steps presented and approved by Council
- October 2016 – Public Meeting on preliminary recommendations on recreation needs
- December 2016 – Consultants present to Council the final *Recreation Strategy and Implementation Plan*
- February 2017 – Consultants present to the PCC their *CCC and YMCA Northumberland Joint Facility Needs Assessment*
- August 2017 – Town staff final report to Council on the PCC

3.0 **RECOMMENDATION**

THAT Council accept this report and the attached documentation for information purposes; and

FURTHER THAT Council authorize the Mayor and Clerk to execute the proposed Memorandum of Understanding with the YMCA that facilitates greater collaboration between the two organizations on programming and on the refurbishment of the YMCA's facility.

4.0 **ORIGIN**

In March 2015, YMCA Northumberland (YMCA) carried out a YMCA Centre Development Analysis which considered six different options to address their long-term facility needs (Section 3.4 MHBC Study). Based on its internal evaluation, the YMCA concluded that the best option was to further investigate a partnership with the Town of Cobourg to build a new YMCA Centre as an extension of the CCC, which would replace the existing YMCA facility on Elgin Street.

In April 2015, unanimous support was received from Town Council and the YMCA Northumberland's Board of Directors to investigate the recreational needs of Cobourg's citizens in the future, including the feasibility of building and operating a YMCA Centre at the site of the CCC.

Subsequently, a Project Co-ordinating Committee (PCC) was formed to guide the process. Due to the timespan of the Committee, membership has varied and included the following:

YMCA Beth Selby - board member; Co-Chair PCC Committee
Boris Nikolovsky - board member
Ron Kerr - board member
Bill Lee - board member
Mark Galonski - board member
Eunice Kirkpatrick - staff
Mike Bunn - staff
Madelyn Maillet - staff

Town Gil Brocanier – Mayor; Co-Chair PCC Committee
Theresa Rickerby - Councillor
Brian Darling - Councillor
Stephen Peacock - staff
Bill Watson - staff
Dean Hustwick - staff
Kara Euale - staff
Ashley Purdy - staff

The mandate of the committee was to investigate the feasibility of a possible joint facility at the CCC through the construction of a new YMCA complex to replace its existing aging facility on Elgin Street in Cobourg. This process was to be based on input from recreation facility users, citizens, the YMCA staff and board and Town staff and Council.

This report is the culmination of the work by the PCC.

5.0 **BACKGROUND**

In recent years, there have been a number of agreements between the Town and YMCA. The most recent agreement from May 2011 outlines the terms of cooperation regarding the development and operation of recreation facilities, including the transfer of land ownership from the Town to the YMCA for the property on Elgin Street.

The establishment of the PCC in 2015 initiated efforts to identify a possible new partnership based at the CCC site. Throughout the summer and fall of 2015, the PCC met to better understand the mandates, operational models and existing and future needs and requirements of both the YMCA and the Town. Background information was compiled and the PCC undertook a learning process to position itself to undertake this complex review.

At its meeting on October 13, 2015, the PCC agreed that the next logical step in the investigation into the feasibility of a possible new partnership was to hear from the citizens of Cobourg, YMCA members, staff and volunteers, CCC users, staff and volunteers and Town staff. To this end, an online survey was used to actively engage the community. This survey was incorporated into a larger effort to analyze Cobourg's current and future recreational needs. The Committee purposely went to the community as part of an initial Exploration Phase to determine potential next steps.

On June 13, 2016, the Town's Committee of the Whole considered a Memo from the Chief Administrative Officer regarding a Status Report of the PCC. That Memo explained the results of the online survey which indicated that there was community support to continue the investigation:

- Majority of persons surveyed felt that there could be benefits of a joint facility (55%), which would reduce duplication and create a one-stop recreation facility for whole families;
- The vast majority of respondents believed that an aquatics centre was the greatest opportunity for partnership (73%);
- Some respondents did not want to participate in an all-inclusive membership model like the one used by the YMCA;
- Respondents identified the following issues with a joint facility that would need to be addressed: programming, payment options (membership vs pay-per-use), parking, traffic and costs.

On June 20, 2016, Council endorsed the recommendation of the PCC and the YMCA board in support of the next phase of the review process, namely the completion of a formal Feasibility Study based on the PCC's new Project Plan and specifically a Phase II Needs Assessment. The purpose of a Needs Assessment was to assist the Town of Cobourg and YMCA Northumberland to determine whether a new YMCA facility located on the grounds of the CCC makes sense and warrants further investigation and investment to help meet the future needs of the community.

At its July 18, 2016, meeting, the costs of the Needs Assessment were presented to Council, which authorized cost-sharing, to a maximum of \$15,000 each, for a Phase II Needs Assessment regarding the feasibility of a partnership between the YMCA and the Town at the CCC.

MHBC, a planning, urban design and landscape architecture firm, and Raymond Consulting, were hired to assist with the Needs Assessment as they were already engaged by the Town to develop a new Recreation Strategy and Implementation Plan. This Phase of the project was based on background research, trend analysis, public consultation and input from staff and stakeholder groups. The specific objectives included:

- *Build on current studies, complete a review and analysis of the current needs and capacities of YMCA Northumberland and the CCC to support current and future community programming;*
- *Analyze and review projected population trends within the catchment area of the YMCA and CCC in order to determine the facility and resource needs of the community;*
- *Engage residents and agency and stakeholder groups in the community to assist in identifying future recreational and programming needs of the community; current gaps in the system; facility improvement needs; and opportunities for a joint-YMCA/CCC facility; and*
- *Prepare recommendations for the Town and the YMCA respecting the needs for a combined YMCA facility on the CCC Campus.*

During this phase, site visits were conducted of facilities jointly operated by municipalities and the YMCA while public engagement included public forums, questionnaires and one-on-one meetings. General design requirements were identified of a potential new facility that align with community needs while possible sources of funding were also investigated by the PCC through discussions with upper tier governments.

Since the committee's inception in April of 2015, there were 25 meetings of the PCC, a public survey, 2 public meetings and numerous presentations to Council and the YMCA Board of Directors.

In February 2017, the CEO of the YMCA-YWCA Guelph met with the PCC to share his significant leadership experience with facility development projects, including realistic costs, partnerships opportunities and challenges as well as the intricacies of joint operations and staffing.

Also in February 2017, the consultants presented to the PCC their report called *Cobourg Community Centre and YMCA Northumberland Joint Facility Needs Assessment*. The report, which is attached to this memo, provides the following conclusions:

- *Based on the public input and stakeholder process along with a review of all recent background studies, it is concluded that a new indoor aquatic centre and associated amenities would deliver a wide range of benefits to the community and is an extremely desirable part of any municipality's recreation infrastructure.*
- *Our assessment indicates that the most significant recreational facility need in the Cobourg area is an aquatic centre and related amenities such as multi-purpose rooms and a fitness/conditioning centre.*
- *It is also further concluded that given the projected population base and future demographic changes of the geographic area the development of an aquatic facility solely by the Town or the replacement of the existing YMCA facility at the current YMCA site would not be recommended and that two indoor aquatic facilities in the Town of Cobourg would not be sustainable nor practical from a future operational perspective.*
- *As a result, a partnership between the YMCA and the Town (based on current best practices and national and Ontario trends) is considered the most viable option for future success, sustainability and ultimately self-sufficiency.*
- *Aquatic centres are very expensive to build and operate...While financial projections in the absence of a feasibility study are speculative, it is possible to conclude that the minimum capital cost for an indoor aquatic centre...would be in the range of \$25 million.*
- *Our assessment process indicates that the current YMCA is near the end of its life cycle and if a decision were made to invest into its repurposing and or expansion to accommodate current and future growth it would be extremely challenging...this approach would be the least viable for long term sustainability.*

- *Based on our analysis, it is our opinion that there is merit for the Town and the YMCA to proceed to the next step of the feasibility study process including...a more detailed assessment of the site along with building considerations, capital costs, funding sources, staffing and operations.*

6.0 ANALYSIS

While the results of the public engagement and the consultant's Needs Assessment were quite positive, the PCC identified two specific subject areas that required further careful consideration before determining whether the project should move to the next phase in the Feasibility Study:

- **Operations** – differences in operating models between the two organizations:
 - YMCA uses an all-inclusive monthly membership model while the CCC uses a fee-for-service approach
 - The YMCA is a non-unionized environment with a heavy dependence on volunteers while the Town is unionized (significant difference in pay scales)
 - YMCA facilities are required to be accessible during all operating hours while the CCC is often converted to single-use for major sport tourism events (regularly occurring classes and other uses are rescheduled)

PCC Assessment: Based on a review of other municipalities, the PCC believes that these operational issues could be addressed through:

- ✓ a transition period to a full membership model or the use of a hybrid system that incorporates modern technologies and differentiated job responsibilities
 - ✓ additional space added to the facility footprint to allow the exclusive use of the CCC facilities for major events, which would add considerably to the project costs
- **Capital Costs** – the cost of constructing a 40,000 to 60,000 square foot addition to the CCC to accommodate YMCA activities, particularly a modern and innovative aquatic centre, was estimated to be at least \$16 million and as high as \$25 million or more, depending on the design and features (not including additional space requirements to maintain the CCC's ability to host major sporting events without interrupting regular YMCA programming). This price tag would be considerably higher than the \$12-14 million originally envisioned for a new facility.

PCC Assessment: This amount of capital outlay would only be possible through major contributions from Provincial and Federal funding programs. Through discussions with both levels of government it was learned that 1/3 funding for a project of this scope (\$16-25 million) was highly unlikely for the foreseeable future, although a project with a more modest cost could be possible.

8.0 **CONCLUSION**

In summary, it is clear that the existing YMCA facilities require significant improvement to meet existing and future community service needs and expectations. An expansion of the CCC to include a new, modern joint-facility with the YMCA would certainly address these gaps while expected operational issues of joint occupation between the two organizations could be addressed through appropriate planning.

However, in light of the preliminary cost estimates of such an expansion in the \$16-25 million range, the associated heavy financial burden, particularly on Cobourg taxpayers, including the expected challenges to acquire 1/3rd funding from both the provincial and federal governments, the PCC has concluded that this is not the right time or the appropriate fiscal environment to proceed with a joint facility at the CCC.

Therefore, the PCC is recommending a compromise position to be considered by both Town Council and the YMCA board. This draft proposal has been incorporated into a new draft Memorandum of Understanding (attached to this memo) with the following considerations:

- A new and improved aquatic centre is desirable and needed.
- The YMCA and the Town have mutually concluded that at the present time it is in the interest of the community that the YMCA refurbish its current location at 339 Elgin Street West, Cobourg as a short- to medium-term solution. A long-term solution could still include the construction of a new aquatic centre as an addition to the CCC.
- The YMCA/CCC Project Coordinating Committee shall continue to operate and to develop detailed construction designs, drawings, cost estimates and funding models for the refurbishment of the existing Y Facilities to address current program and service gaps in the community for the short- to medium-term.

- The Town will continue to contribute 50% of these planning and design costs for the refurbishment of the existing Y Facilities up to a maximum of \$50,000.
- The YMCA and the Town should also work in collaboration to improve the effective use of resources, through the formation of a joint YMCA -CCC staff co-ordinating committee.
- The YMCA has estimated that a refurbishment of its existing facility could cost as high as \$8 million dollars, although this will depend on many variables and will need to be verified through detailed planning, design and cost estimates.
- Subject to the outcome of the next phase of this planning process, the Town will assist the YMCA financially with the refurbishment project.
- Due to the conclusion that more than one indoor aquatic facility is not currently sustainable within Cobourg, the Town shall commit not to build or allow the building of an additional indoor aquatic facilities at the CCC or other Town properties without completion of a needs assessment and partner impact study with the YMCA as an active partner in the process.

THIS MEMORANDUM OF UNDERSTANDING

BETWEEN:

THE TOWN OF COBOURG
(called the "Town")

OF THE FIRST PART

- and -

YMCA NORTHUMBERLAND
(called the "Y")

OF THE SECOND PART

NOW THEREFORE in consideration of the covenants contained in this Memorandum of Understanding, it is agreed between the parties as follows:

1.00 BACKGROUND:

- 1.01 The Y and the Town entered into a Memorandum of Understanding dated June 2015 to consider, explore and review the possibility of building and operating a new Y Centre at the Cobourg Community Centre (herein called the "CCC").
- 1.02 After an in-depth analysis, the Town and the Y decided that building and operating a Y Centre at the CCC is not feasible for either party at this time.
- 1.03 The Y and the Town remain committed to their longstanding partnership to provide recreational and fitness services to the community.
- 1.04 The Town and the Y agree that an improved aquatic centre that will meet the needs of people of all ages in the community is desirable and needed.
- 1.05 The Y and the Town have mutually concluded that it is in the interest of the community that the Y refurbish its current location at 339 Elgin Street West, Cobourg, Ontario K9A 4X5 (herein called the "Y Facilities") as a short- to medium-term solution. A long-term solution could still include the construction of a new aquatic centre as an addition to the CCC.
- 1.06 The Town has a mandate to address the needs of its residents and operates the CCC as an active recreational and cultural facility that includes facility-wide events, particularly for sports tourism.
- 1.07 The Y is and shall remain a membership driven organization with a mandate that is county-wide.

- 1.08 The CCC is used by the Town, other organizations and individuals for various purposes, including recreational programs in all four seasons, some of which may be similar in some respects to programs and recreational activities conducted by the Y at the Y Facilities. To better facilitate effective use of resources, a CCC-YMCA Joint Programming Committee will be formed consisting of staff from each organization. The committee will meet quarterly with a mandate to investigate and implement cross-use of facilities with the purpose of minimizing duplication and optimizing facility use.
- 1.09 The Y and the Town desire to work together to build a strong relationship to deliver quality programming for people of all ages in the community and to utilize resources in an efficient and effective manner.
- 1.010 This Memorandum of Understanding is intended to outline the principles and commitments the Y and the Town plan to pursue to achieve the foregoing objectives.
- 2.00 **REFURBISHMENT OF THE Y FACILITIES:**
- 2.01 The YMCA/CCC Project Coordinating Committee shall continue to operate and to develop detailed construction designs, drawings, cost estimates and funding models for the refurbishment of the existing Y Facilities to address current program and service gaps in the community for the short- to medium-term.
- 2.02 The Town will continue to contribute 50% of these planning and design costs for the refurbishment of the existing Y Facilities up to a maximum of \$50,000.
- 2.03 Subject to the outcome of the next phase of planning, design and financial modelling, as well as negotiation of a final, mutually acceptable Joint-Use Agreement between the Town and the Y, to be approved by both the Y Board and Town Council, the Town approves in principle to:
- a) contribute financially to the refurbishment costs of the Y Facilities; and
 - b) Work with the YMCA to negotiate an affordable use model for aquatic facilities at the Y for Cobourg citizens, particularly those with lower incomes, as a community benefit and a return on the Town's capital investment.
- 2.04 The Town shall commit not to build or allow the building of additional indoor aquatic facilities at the CCC or other Town property without completion of a needs assessment and partner impact study that would have, as an active participant, the YMCA. It is understood that any new aquatic facility would be financially and mutually beneficial, or at the very least not detrimental to either party.
- 2.05 The Town agrees to assist and support the Y in obtaining Town, County, Provincial and Federal funding including working in collaboration with the Y in developing and presenting a comprehensive business plan for purposes of obtaining such funding.
- 2.06 The Town shall assist and support the Y in obtaining all necessary permits and authorizations for completion of the refurbishment of the Y Facilities.

2.07 The Town shall act as a facilitator between the Y and the County of Northumberland to assist in discussions regarding a possible road extension of Frei Street on the south side of Elgin for a possible new entrance onto the Y Facilities from Elgin Street at the intersection of Frei Street.

3.00 ON-GOING PROGRAM PARTNERSHIP:

3.01 The Y and the Town shall work in collaboration to build programming that will most efficiently and effectively utilize the CCC and the Y Facilities to supply complementary, recreational and fitness activities for the community

3.02 The Y and the Town are committed to providing accessible programs, services and facilities to promote good health and a strong sense of social community.

THIS MEMORANDUM OF UNDERSTANDING is approved by the Council of the Town of Cobourg and the YMCA Northumberland Board of Directors and is authorized by the signatures below effective as of the _____ day of _____, 2018.

TOWN OF COBOURG

Per:

Name & Title: _____

Signature: _____

Name & Title: _____

Signature: _____

YMCA NORTHUMBERLAND


Per:

Name & Title: _____

Signature: _____

Name & Title: _____

Signature: _____

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Teresa Behan Acting Manager of Facilities Management	
DATE OF MEETING:	January 29, 2018	
TITLE / SUBJECT:	Proposed Floating Playground, Victoria Beach	
REPORT DATE:	January 19, 2018	File #:

1.0 STRATEGIC PLAN

Objective 1 - Developing and implementing a community waterfront district plan.

2.0 PUBLIC ENGAGEMENT

The Waterfront User Needs Assessment and Detailed Design, initiated in 2016 and still underway, has been perhaps the most extensive public engagement process the Town has ever undertaken. It has involved multiple public meetings, workshops, stakeholder meetings and surveys. The preliminary findings and recommendations from the consultants, thinc design, focus on enhancing access to the waterfront and recreational opportunities for people of all ages and abilities. They also promote new revenue generating opportunities for the Town.

3.0 RECOMMENDATION

That Council accept this memo for information purposes.

4.0 ORIGIN

In 2016 and 2017 the Town received several unsolicited inquiries and formal proposals for establishing floating inflatable water-parks on Lake Ontario just off Victoria Beach. These types of facilities are becoming popular around the world and a similar facility was established in Barrie, Ontario in 2017 with the support of the City.

Two groups that have submitted proposals are eagerly awaiting to bid on this

business opportunity to establish a water-park in Cobourg for the spring/summer of 2018.

5.0 BACKGROUND

Based on the level of interest in establishing a floating playground in Cobourg, the Parks Department conducted research within Canada on floating playgrounds.

The following municipalities were contacted that have similar facilities: Montreal, QC, Point-Calumet, QC, Sylan Lake, Alberta, Penticton, BC, Peachland, BC and Barrie, Ontario. All places contacted raised no concerns or expressed any major problems.

Each of these municipalities have the following rules in place:

- Lifejackets (supplied by company) must be worn at all times
- No children under 5 are allowed
- Children between 5-9 are allowed with a parent
- Children under 3'6" are not allowed
- Operating hours are usually 10:00 am to 6:00 pm

The company supplying the floating playground is responsible for the lifeguards and security.

Based on this research, the Parks Department began preparing a Request for Proposals (RFP) for the placement of a floating playground off the East Pier at Victoria Beach for the spring/summer of 2018. Copy of proposed location and a sample of the floating playground are attached.

In order to complete the RFP, negotiate a contract and install the playground in time for the spring/summer season, the RFP will need to be issued very shortly after Council consideration of this memo.

6.0 ANALYSIS

In late 2017, staff discussed the concept of a floating playground with the YMCA, which provides life-guarding services to the Town. The YMCA did not raise any major concerns but stated that they would need to coordinate with the staff and lifeguards associated with the floating playground.

The Parks Department also presented this concept to the Parks and Recreation Advisory Committee meeting on January 17, 2018, and the following motion was presented and approved:

THAT the Parks and Recreation Advisory Committee receive the update and

endorse the comments of staff regarding the Floating Playground Proposal.

The RFP will require adequate insurance, proof of Workers Compensation and qualified lifeguards.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

After the RFP closes and the bids evaluated, the Parks Department will provide Council with the financial and operational details for the successful bidder.

8.0 CONCLUSION

Based on its research, analysis and discussions with stakeholders, the Parks Department is confident that with an appropriate business model and a competent operator a floating playground would be a very exciting, enjoyable and potentially lucrative addition to Cobourg's waterfront.

Approved By:

Teresa Behan, Manager of Parks
Dean Hustwick, Director of Parks, Recreation,
Culture & Tourism
Stephen Peacock

Department:

Parks
Parks
CAO



**Potential Placement
of Floating Playground**







 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM:	Laurie Wills	
TITLE:	Deputy Director of Public Works	
DATE OF MEETING:	January 29, 2018	
TITLE / SUBJECT:	Execute Agreement with Ontario Municipal Commuter Cycling Program	
REPORT DATE:	January 16, 2018	File #:

1.0 STRATEGIC PLAN

The proposed works will improve the efficiency and effectiveness of the Town's active transportation system in accordance with the objectives of the Town's Strategic Plan.

2.0 PUBLIC ENGAGEMENT

NA

3.0 RECOMMENDATION

That the Town of Cobourg Council authorize execution of an agreement with Her Majesty the Queen in right of Ontario represented by the Ministry of Transportation and the Corporation of the Town of Cobourg for the Ontario Municipal Commuter Cycling program to assist with the funding of the 2018 capital projects for construction of new bicycle paths.

4.0 ORIGIN

Ontario Municipal Commuter Cycling (OMCC) program funding.

5.0 BACKGROUND

In 2017, the Province announced a new Ontario Municipal Commuter Cycling program for building new and enhancing existing commuter cycling infrastructure to help Ontario achieve its vision for commuter cycling under Ontario's Climate Change Action Plan. Investments in commuter cycling

infrastructure will help to promote safety for cyclists, making cycling more comfortable and appealing for day-to-day travel.

In consultation with the Town's Environmental Active Transportation Advisory Committee, it was determined that the most critical location for a commuter cycling facility to be installed was on Elgin Street between Strathy Road and Division Street.

Public Works staff prepared an application for OMCC funding with the Elgin Street improvements as the candidate project to be constructed over three (3) years. It was estimated that the cost of constructing the works would be \$300,000 for which the Town would be responsible for contributing 20% (\$60,000 total or \$20,000/year).

The Town was successful in their application for up to 80% of \$202,855 for 2018 and must re-apply for additional funding for each year of the program.

6.0 ANALYSIS
NA

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

In accordance with the terms of the funding program, Public Works Staff have requested a capital budget of \$20,000 per year for three (3) years to uphold the subject agreement.

Typically, the Town's capital budget for Active Transportation has been \$15,000 annually; however, in consideration of the available funding Staff are requesting a \$5,000 increase for three (3) years in order to complete this important project in a timely manner and at 20% of the actual cost.

8.0 CONCLUSION


That the Town of Cobourg Council authorize execution of an agreement for the Ontario Municipal Commuter Cycling program to assist with the funding of capital projects for the construction of a new bicycle path on Elgin Street and that funding to cover the Town's portion be budgeted for as a capital project in the amount of \$20,000 per year for 2018-2020.

Approved By:

Barry Thrasher, Director of Public Works
Stephen Peacock

Department:

Public Works
CAO

	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u>00-2018</u>

A BY-LAW TO AUTHORIZE EXECUTION OF AN AGREEMENT WITH HER MAJESTY THE QUEEN IN THE RIGHT OF ONTARIO REPRESENTED BY THE MINISTRY OF TRANSPORTATION AND THE CORPORATION OF THE TOWN OF COBOURG FOR THE ONTARIO MUNICIPAL COMMUTER CYCLE (OMCC) PROGRAM FUNDING.

WHEREAS pursuant to Section 9 of the *Municipal Act* S.O. 2001 provides in part that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Province of Ontario and the Town of Cobourg recognize that investment in commuter cycling infrastructure is a key component in Ontario's Climate Change Action Plan;

AND WHEREAS the Town of Cobourg has applied to the Province of Ontario for funds to assist the Town of Cobourg in completing the Projects on the Eligible Projects list outline through the OMCC the projects support the provincial goals of implementing new or expanded commuter cycling infrastructure to support commuter and frequent cycling;

AND WHEREAS the Province of Ontario has agreed, subject to the terms and conditions set out in the Agreement, to financially contribute to the completion of the Projects;


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

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an Agreement with the her Majesty the Queen in the right of Ontario represented by the Ministry of Transportation and the Corporation of the Town of Cobourg for the purpose of the Ontario Municipal Commuter Cycle (OMCC) Program.
2. THAT this by-law shall take effect upon the date of passing.

By-law read and passed in Open Council this day of 2018.

MAYOR

MUNICIPAL CLERK

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Deputy Director of Public Works	
DATE OF MEETING:	January 29, 2018	
TITLE / SUBJECT:	Award of Paratransit Software Solution	
REPORT DATE:	January 16, 2018	File #:

1.0 STRATEGIC PLAN

This purchase will improve the efficiency and effectiveness of the Town's transit operations in accordance with the objectives of the Town's Strategic Plan.

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

THAT Council authorize the award of the Supply, Delivery and Installation of the Specialized Transit Scheduling Software Solution to Routematch Software Inc. in the amount of \$67,781.00 + HST to be funded from the Public Transit Infrastructure Fund and the approved 2017 capital budget.

4.0 ORIGIN

In 2017, the Town of Cobourg was successful in their application for funding under the new federal program entitled 'Public Transit Infrastructure Fund' (PTIF) to upgrade and improve the Town of Cobourg Public Transit System. The Town entered into a Transfer Payment Agreement with Her Majesty the Queen in the Right of Ontario represented by the Ministry of Transportation of Ontario (MTO) as per By-law 014-2017.

In support of the need to upgrade and improve the Town's Transit System, the Wheels service is continually growing in demand so much that Town staff have received reports from both residents and the Town's transit operator that ride

availability is becoming more and more limited with the high demand for ridership.

5.0 BACKGROUND

The Government of Canada announced in its Budget 2016 an investment of \$120 billion in infrastructure over 10 years, including \$60 billion in new funding for public transit, green infrastructure and social infrastructure.

The 2016 Federal Budget proposes to provide \$11.9 billion in transit infrastructure over 5 years, which includes funding under the new federal program called Public Transit Infrastructure Fund (PTIF) to upgrade and improve public transit systems. Canada, under PTIF and corresponding Bilateral Agreements between Canada and Ontario will provide funding for projects to help accelerate short term investments while supporting the rehabilitation of transit systems and fund studies to support longer term transit expansion plans in Ontario.

Under the Bilateral Agreement, the Province has agreed to identify projects, Municipal and Provincial, and is responsible for the transfer of PTIF funds to eligible municipalities pursuant to transfer payment agreements.

The major component of the Town's application was for the 8 meter Wheels bus which has been in operation since May, 2017. The purpose of purchasing such a large bus was to be able to transport multiple customers from point to point on route, similar to conventional transit however customized for the individuals on the bus at that time. Due to the Wheels service only being available by appointment, scheduling (demand response) software is required in order to maximize the ridership on the bus at any given time.

A second component of the Town's application was for the purchase of the Demand Response Software in the amount of \$90,000. This demand response software is the solution for the Town to be able to best utilize the new Wheels bus. The software will automatically optimize a route based on customer appointment times and locations and will provide customers with day before reminders and an estimated time of arrival within minutes of their actual pick up time. The Demand Response Software will offer a more dependable service, improve performance with regards to scheduling, and increase ride sharing efficiency for the Town's WHEELS Service. The Town is required to contribute 50% of the total eligible costs.

The third component of the Town's application was for the ten (10) bus shelters, which have been received and installed.

6.0 ANALYSIS

Town staff prepared a Request for Proposal (RFP) for the Supply, Delivery and

Installation of the Specialized Transit Scheduling Software Solution which originally closed on December 12, 2017. Only one (1) bid was received on the closing date. In accordance with the Town's purchasing policy, the RFP was extended by one (1) week. On December 19, 2017, the Town had received the following two (2) bids:

Routematch Software Inc.	\$67,781.00
Tripspark Technologies	\$89,973.00

A team consisting of Town staff and Century Transportation staff have reviewed the proposals and unanimously agreed that Routematch Software Inc. have provided a complete and comprehensive proposal in accordance with the terms and conditions of the RFP.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The Town of Cobourg's 2017 budget included an allocation of \$45,000 towards the specialized transit software solution in conjunction with the remaining 50% funding provided through the PTIF program.

The total eligible costs required for the specialized transit software is \$67,781.00 plus the non-refundable HST (1.76%) in the amount of \$1,192.95. The Town will be responsible for funding 50% of the bid price (\$33,890.50) as well as the full amount of the non-refundable HST for a total of \$35,083.45 which is within the approved budget of \$45,000.00.

Annual maintenance fees of \$5400.00 will also apply to the Town's transit operating budget for the years 2019-2022.

8.0 CONCLUSION

THAT Council authorize the award of the Supply, Delivery and Installation of the Specialized Transit Scheduling Software Solution to Routematch Software Inc. in the amount of \$67,781.00 + HST.

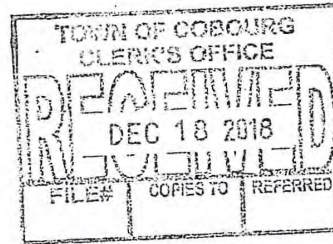
Approved By:

Barry Thrasher, Director of Public Works
Stephen Peacock

Department:

Public Works
CAO

Cobourg Lawn Bowling Club



January 17 2018

Dear Mayor Brocanier and Council
Corporation of the Town of Cobourg
% Municipal Town Clerk

RE. Replacement of existing lawn bowling storage building

On December 18 2014 we applied for Councils' permission to make an application for a Heritage and Building permit to replace two existing storage buildings total area 348 sq. ft. with one new building of 528 sq. ft. This was approved by Council and we proceeded with a Heritage Permit application which was approved on March 16 2015 (Ref HP 2015-003).

Before applying for a building permit we called tenders from two local contractors and were shocked with quotes of \$50,000 which with fees etc brought the total cost to around \$60,000. We realized that this was out of reach of our club's limited financial resources and decided to investigate other solutions and came up with the following plan.

Our proposal now is to leave the existing garage where it is and duplicate it with a similar garage which will match both the existing clubhouse and garage. This will allow us to remove the existing, ugly, small, storage building which is incompatible with the existing heritage buildings.

The contractor has now advised that our construction costs are reduced to \$20,000 plus fees etc bringing our total costs down to the \$25,000 range.

We therefore request your approval to proceed with a building and heritage approval for this new proposal.

Yours sincerely

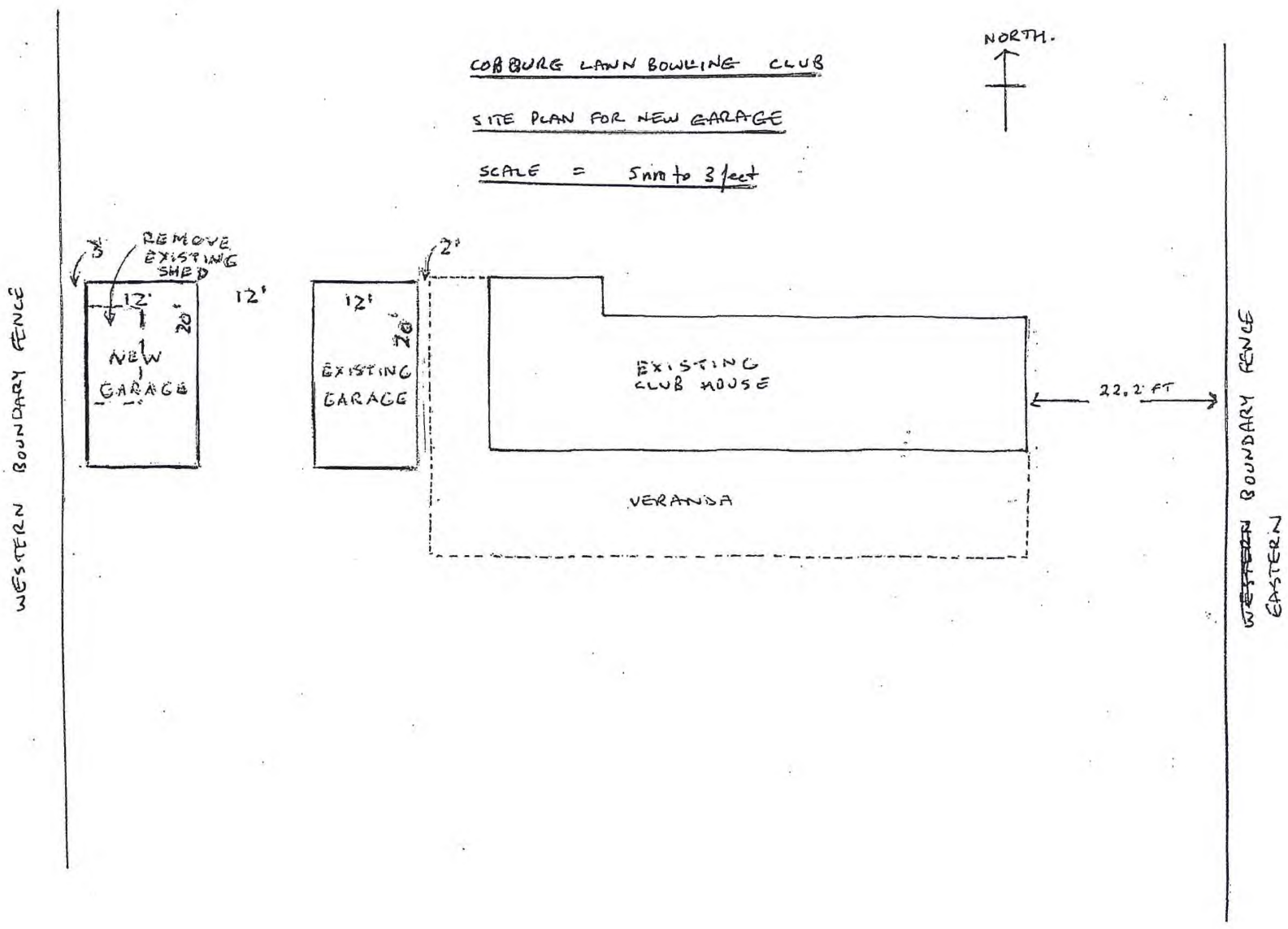
A handwritten signature in black ink, appearing to read "Malcolm Wardman".

Malcolm Wardman
CLBC Building Committee
cc. Steve Haslam
Kenneth Bevan
Dave Hickey

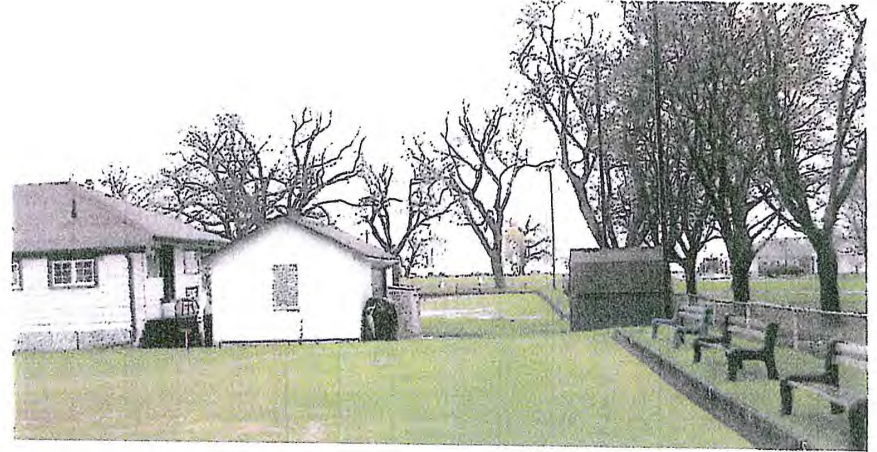
COBBURG LAWN BOWLING CLUB

SITE PLAN FOR NEW GARAGE

SCALE = 5mm to 3 feet




COBOURG BOWLING CLUB EXISTING BUILDINGS



COBOURG BOWLING CLUB PROPOSED BUILDINGS



	PLANNING & DEVELOPMENT DEPARTMENT <i>MEMORANDUM</i>
	COBOURG HERITAGE ADVISORY COMMITTEE
TO:	Brent Larmer- Municipal Clerk /Manager of Legislative Services
FROM:	Adriane Miller, Secretary
DATE:	January 25, 2018
SUBJECT:	12 University Avenue West- HP-2018-001


The following motion was adopted at the January 17, 2018 meeting of the Cobourg Heritage Advisory Committee (CHC):

Moved by Kenneth Bagshaw "WHEREAS, The Cobourg Heritage Advisory Committee (CHC) has reviewed the proposal for the demolition of a modern addition/garage located at 12 University Avenue West and that the recommendations as written be accepted"

IT IS RECOMMENDED THAT Heritage Permit # HP-2018-001 as submitted by Adrian Pepper for the following scope of work at the property located at 12 University Avenue West be approved subject to the finalization of details with staff:

- Removal of existing modern addition/garage at the side and rear of the property,
- Replace interior side door that now will be exterior door, dimensions to remain the same 34"x80" to be painted white

Carried

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Cobourg Heritage Advisory Committee	
FROM: TITLE:	David Johnson Planner I - Heritage	
DATE OF MEETING:	January 17, 2018	
TITLE / SUBJECT:	12 University Ave West - Demolition of Modern addition	
REPORT DATE:	January 15, 2018	File #: HP-2018-001

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

IT IS RECOMMENDED THAT Heritage Permit #HP-2018-001 as submitted by Adrian Pepper for the following scope of work at the property located at 12 University Ave. West be approved subject to the finalization of details with staff:

- Removal of existing modern addition/garage at the side and rear of the property,
- Replace interior side door that now will be exterior door, dimensions to remain the same 34"x80" to be painted white

4.0 ORIGIN

An application for a Heritage Permit was received on January 12 2018 from Adrian Pepper for a demolition of a modern addition and former garage on the east and rear elevations.

The subject property is located in the George Street Heritage Conservation District designated under Part V of the Ontario Heritage Act, and By-law #07-2003. In accordance with the Ontario Heritage Act, the 90-day deadline for Council to deal with the application is April 11, 2018.

5.0 BACKGROUND

Geographic Context

The subject property is located on the north side of University Ave. West between Division Street and George Street as seen in the map below. It is located in the George Street Heritage Conservation District, shown shaded in yellow. Nearby properties shaded in green are located in the East HCD. Properties shaded in purple are individually designated by municipal by-law under Part IV of the Ontario Heritage Act, and properties shaded in pink are non-designated properties of cultural heritage value and interest included on the municipal Heritage Register.



Historical and Architectural Context

Believed to be originally constructed prior to 1900, this semi-detached building is U-shaped and displays a symmetrical façade accentuated by two bay windows, with one on 14 University Ave West and the other on the subject property. The building is two storeys tall with a partial basement. The exterior wall is clad with stretcher bond brick with a medium gable roof with two smaller gables on the façade. The main door is offset to the right. On the back and side of the subject property is a modern addition.

Scope of Work

The applicant proposes to demolish the modern addition/garage structure located at the rear and side of the house as seen in the following pictures. The modern addition/garage is not part of the original structure and is not heated or finished properly according to the applicant. The applicant proposes to change the door, as it will now be the side entry/exit door. The door is proposed to be Masonite steel and painted white. The dimensions of the doorway will not change at 34x80. The applicant has also indicated that they will repair the brick where the house attaches to the addition/garage.



Above: Existing modern addition/garage structure. Removal of entire rear addition.



Above: Interior of modern addition/garage. It is not heated, nor finished properly.



Above: Exterior of the modern addition/garage in a state of disrepair. Damaged eaves trough and roof. Removal of entire side addition.



Above: Proposed new door. Masonite steel and painted white dimensions of 34x80

6.0 ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Heritage Conservation Districts designated under Part V of the *Ontario Heritage Act* were reviewed, and Heritage Conservation District Plans were prepared. The George Street Heritage Conservation District Plan 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 Heritage Conservation District Plan that are relevant to the evaluation of the proposed scope of work.

8.0 Demolition and Removal 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.*

Discussion

The proposal is to demolish a modern addition/garage. Staff are of the opinion that this 20th Century addition does not require a Heritage Impact Assessment as the addition/converted garage does not contribute either to the district or the individual property's heritage attributes, historical or architectural character. There was no building permit issued for construction of the rear addition. The garage portion was not approved to be converted into living space. The applicant has indicated that the addition/garage is not heated, has water damage and is in a very poor state of repair. The eaves trough appears to be falling apart. In fact, the proposal could represent an improvement to the heritage character and attributes.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT
N/A

8.0 CONCLUSION
In conclusion, the demolition of the modern addition/garage on the rear and side (north and east side respectively) will have a negligible impact on the heritage attributes of the subject property.

10.0 AUTHORIZATION/SIGNATURES

Approved By:

Department: