

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>Regular Council</b> <b>AGENDA</b>
	Monday, October 1, 2018 at 4:00 P.M. Council Chambers, Victoria Hall, Cobourg

A Regular Council meeting of the Cobourg Municipal Council will be held on Monday, October 1, 2018 at 4:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

**I CALL TO ORDER**

**II MOMENT OF REFLECTION**

**III ADDITIONS TO THE AGENDA**

**IV DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

**V ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

1. Adoption of the September 10, 2018 Regular Council meeting minutes. 7 - 13

Action Recommended: THAT Council adopt the minutes of the Regular Council meeting held on Monday, September 10, 2018.

**VI PRESENTATIONS**

1. Kai Liu, Chief of Police, and Dean Pepper, Chair of Cobourg Police Services Board, presenting the "2019-2022 Police Service Board Business Plan". 14 - 36
2. Christopher Elliott, Manager of Recreation and Culture, presenting the "Cultural Master Plan Update". 37 - 46
3. Dean Hustwick, Director of Community Services, and Bryan Mercer, Tourism Coordinator, presenting the "2018 Tourism Metrics". 47 - 68

**VII DELEGATIONS**

1. Madelaine Currelly from Community Training and Development Centre (CTDC), regarding the Seniors Community Connection Challenge App.
2. Duane Durham from Therapeutic Family Care and Lisa Parker from the Children's Foundation, requesting proclamations for Child Abuse Prevention month (October) and Adoption Awareness Month (November). 69 - 81

## VIII DELEGATION ACTIONS

## IX REPORTS

### General Government Services

1. Report of the Committee of the Whole meeting held on September 24, 2018. 82 - 89

Action Recommended: THAT Council receive the Report of the Committee of the Whole meeting held on Monday, September 24, 2018 for information purposes.

2. Memo from the Municipal Clerk/Manager of Legislative Services, regarding an update on Legalization of Cannabis in Ontario. 90 - 104

Action Recommended: THAT Council receive both the attached Technical Briefing from the Government of Ontario regarding “Moving Forward with Cannabis Retailing” and the Report from the Municipal Clerk/Manager of Legislative Services regarding an update on Legalization of Cannabis, for information purposes; and

FURTHER THAT Council direct Staff to implement a strategy to engage and initiate a non-statutory public meeting and engagement process with the residents of the Town of Cobourg and local businesses on the current regulations of the legalization of cannabis, implementation of cannabis retail establishments and effects on the community; and

FURTHER THAT Council direct municipal staff to report to the new Municipal Council on the engagement process and provide a recommendation for Council decision prior to the proposed January 22, 2018 Municipal Cannabis Retail Establishments opt out deadline.

3. Memo from the Treasurer/Director of Corporate Services, regarding the renewal of the Town of Cobourg's comprehensive insurance program for the October 1, 2018 to October 1, 2019 policy year. 105 - 107

Action Recommended: THAT Council accept the recommendation from the Town's insurance Broker, McDougall Insurance Brokers Limited, to renew the comprehensive insurance program with Frank Cowan Company for the October 1, 2018 to October 1, 2019 policy year in the amount of \$544,054.00, which includes all applicable taxes.

4. Proclamation Requests from Highland Shores Children's Aid. 108 - 111

Action Recommended: THAT Council refer the item to the Municipal Clerk in accordance with the Town of Cobourg Proclamation Policy (LEG-ADM2); and

FURTHER THAT Council proclaim October 2018 as Child Abuse Prevention Month and November 2018 as Adoption Awareness Month as requested by the Highland Shores Children's Aid.

Public Works Services

1. Memo from the Director of Public Works, regarding the approval to purchase Lands known as 710 George Street, Cobourg. 112 - 114

Action Recommended: THAT Council authorize the Mayor and Municipal Clerk to execute an Agreement of Purchase and Sale for the purchase of the Lands currently known as 710 George Street, Cobourg, in the amount of \$25,000.00, plus HST, as part of the approved capital budget for the Midtown Creek Ponding Area and Kerr Street Extension Project.

2. Memo from the Director of Public Works, regarding the approval to purchase Lands known as 715 George Street and part of 755 Division Street, Cobourg. 115 - 116

Action Recommended: THAT Council authorize the Mayor and Municipal Clerk to execute an Agreement of Purchase and Sale for the purchase of the Lands currently known as 715 George Street, Cobourg, in the amount of \$2.00, plus HST, and part of the Lands currently known as 755 Division Street, Cobourg, in the amount of \$2.00, plus HST. Both purchases are a requirement of the Midtown Creek ponding area and Kerr Street Extension Project.

Planning and Development Services

1. Memo from the Director of Planning and Development, regarding the approval of an interim delegation of authority for Heritage Permit Approvals. 117 - 121

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

FURTHER THAT Council endorse and approve the attached By-law which delegates the authority to issue Heritage Permits, with the exception of major alterations and demolition to the Director of Planning and Development or his designate until December 31, 2018.

**X** MOTIONS

General Government Services

1. Motion from the Committee of the Whole, regarding the Town of Cobourg Victoria Hall Public Art Policy. 122
2. Motion from Highland Shores Children's Aid, regarding the proclamations of Child Abuse Prevention Month (October 2018) and Adoption Awareness Month (November 2018). 123

Public Works Services

1. Motion from the Committee of the Whole, regarding the approval and award for the purchase of a Demo Slide-In Salt/Sand Spreader. (CO-18-16-PW) 124

2. Motion from the Committee of the Whole, regarding the Victoria Park Page 3 of 143

Waterfront Wayfinding Maps.  
Planning and Development Services

1. Motion from the Committee of the Whole, regarding a Heritage Permit (HP-2018-057) for building alterations and demolitions to 22-24 University Avenue West, Cobourg. 126

Community Services

1. Motion from the Committee of the Whole, regarding the authorization of a one (1) hour grace period for parking during the Holiday Season (December 1 - December 31, 2018), as requested by the Cobourg Downtown Business Improvement Area (DBIA). 127

**XI** BY-LAWS

General Government Services

1. By-law No.045-2018, being a by-law to amend By-law No.008-2016 (a By-law to define the Composition and Terms of Reference for Advisory Committee, Local Boards and Internal Working Groups established by and/or involving the Corporation of the Town of Cobourg) to include the Poet Laureate Ad Hoc Committee Terms of Reference. 128 - 130

Action Recommended: THAT Council adopt By-law No.045-2018, a by-law to amend By-law No.008-2016 (a By-law to define the Composition and Terms of Reference for Advisory Committee, Local Boards and Internal Working Groups established by and/or involving the Corporation of the Town of Cobourg) to include the Poet Laureate Ad Hoc Committee Terms of Reference.

Public Works Services

1. By-law No.046-2018, being a by-law to enter into an Agreement of Purchase and Sale between Norman John Hart and the Corporation of the Town of Cobourg, for Lands known as 710 George Street, Cobourg. 131 - 132

Action Recommended: THAT Council adopt By-law No.046-2018, being a by-law to enter into an Agreement of Purchase and Sale between Norman John Hart and the Corporation of the Town of Cobourg, for Lands known as 710 George Street, Cobourg.

2. By-law No.047-2018, being a by-law to enter into an Agreement of Purchase and Sale between Cobourg Industrial Mall Ltd. and the Corporation of the Town of Cobourg, for Lands known as 715 George Street, Cobourg. 133 - 134

Action Recommended: THAT Council adopt By-law No.047-2018, being a by-law to enter into an Agreement of Purchase and Sale between Cobourg Industrial Mall Ltd. and the Corporation of the Town of Cobourg, for Lands known as 715 George Street, Cobourg.

3. By-law 048-2018, being a by-law to enter into an Agreement of Purchase and Sale between 1199458 Ontario Limited and the Corporation of the Town of 135 -



Cobourg, for part of Lands known as 755 Division Street, Cobourg.

136

Action Recommended: THAT Council adopt By-law No.048-2018, being a by-law to enter into an Agreement of Purchase and Sale between 1199458 Ontario Limited and the Corporation of the Town of Cobourg, for Lands known as 755 Division Street, Cobourg.

### Planning and Development Services

1. By-law No.049-2018, being a by-law to change the name of a portion of Lonsberry Drive to “Bennett Avenue” (East Village Subdivision, Stage 4, Plan 39M-875). 137 - 138

Action Recommended: THAT Council adopt By-law No.049-2018, a by-law to change the name of a portion of Lonsberry Drive To “Bennett Avenue” (East Village Subdivision, Stage 4, Plan 39M-875).

2. By-law No.050-2018, being a by-law to amend Zoning By-law Number 85-2003 (22/24 University Avenue West, Cobourg). 139 - 142

Action Recommended: THAT Council adopt By-law No.050-2018, being a by-law to amend Zoning By-law Number 85-2003 (22/24 University Avenue West, Cobourg).

3. By-law No.051-2018, being a by-law to delegate authority to issue Heritage Permits for alterations to properties designated under the *Ontario Heritage Act*, R.S.O. 1990, Chapter O.18. 143

Action Recommended: THAT Council adopt By-law No.051-2018, being a by-law to delegate authority to issue Heritage Permits for alterations to properties designated under the *Ontario Heritage Act*, R.S.O. 1990, Chapter O.18.

### General Government Services

1. THAT the following By-laws be passed:

#### Action Recommended:

1. By-law No.045-2018, a by-law to amend By-law No.008-2016 (a By-law to define the Composition and Terms of Reference for Advisory Committee, Local Boards and Internal Working Groups established by and/or involving the Corporation of the Town of Cobourg) to include the Poet Laureate Ad Hoc Committee Terms of Reference.
2. By-law No.046-2018, a by-law to enter into an Agreement of Purchase and Sale between Norman John Hart and the Corporation of the Town of Cobourg, for Lands known as 710 George Street, Cobourg.
3. By-law No.047-2018, a by-law to enter into an Agreement of Purchase and Sale between Cobourg Industrial Mall Ltd. and the Corporation of the Town of Cobourg, for Lands known as 715 George Street, Cobourg.
4. By-law 048-2018, a by-law to enter into an Agreement of Purchase and Sale between 1199458 Ontario Limited and the Corporation of the Town of Cobourg, for part of Lands known as 755 Division Street, Cobourg.
5. By-law No.049-2018, a by-law to change the name of a portion of

Lonsberry Drive to “Bennett Avenue” (East Village Subdivision, Stage 4, Plan 39M-875).

6. By-law No.050-2018, a by-law to amend Zoning By-law Number 85-2003 (22/24 University Avenue West, Cobourg).
7. By-law No.051-2018, a by-law to delegate authority to issue Heritage Permits for alterations to properties designated under the *Ontario Heritage Act*, R.S.O. 1990, Chapter O.18.

THAT leave be granted to introduce By-law No.045-2018 to By-law No.051-2018 and to dispense with the reading of the By-laws by the Municipal Clerk and that the same be considered, read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

## **XII** PETITIONS

## **XIII** COUNCIL/COORDINATOR ANNOUNCEMENTS

1. Members of Council presented verbal reports on matters within their respective areas of responsibility:
  - Mayor Brocanier, Economic Development Services Coordinator
  - Deputy Mayor Henderson, General Government Services Coordinator
  - Councillor Darling, Parks and Recreation Services Coordinator
  - Councillor Rowden, Public Works Services Coordinator
  - Councillor McCarthy, Protection Services Coordinator
  - Councillor Burchat, Planning Services Coordinator
  - Councillor Séguin, Community Services Coordinator

## **XIV** UNFINISHED BUSINESS


*The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council - Council Procedural By-law No. 079-2017.*

1. 

<u>08-21-17</u>	<u>Traffic Study Lower Division Street/Esplanade Area (Public Works)</u>
<u>10-10-17</u>	<u>Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street(Public Works)</u>
<u>08-21-17</u>	<u>MOU between YMCA Northumberland and the Town of Cobourg(Parks and Recreation)</u>
<u>04-30-18</u>	<u>Public notification, meeting and engagement procedures pertaining to applications submitted under the <i>Planning Act</i>(Planning and Development)</u>
<u>08-23-18</u>	<u>Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)</u>

## **XV** CLOSED SESSION

## **XVI** ADJOURNMENT

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	REGULAR COUNCIL MEETING MINUTES
	September 10, 2018 Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held this evening at 4:00 p.m. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

Members present:

- Mayor - Gil Brocanier
- Deputy Mayor - John Henderson
- Councillor - Brian Darling
- Councillor - Forrest Rowden
- Councillor - Debra McCarthy
- Councillor - Aaron Burchat
- Councillor - Suzanne Seguin

Staff present:

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

**CALL TO ORDER**

The Regular Council Meeting was called to order by Mayor Brocanier at 4:00 P.M.

**MOMENT OF REFLECTION**

The meeting was opened with a Moment of Reflection by Mayor Brocanier.

**ADDITIONS TO THE AGENDA**

**DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

No Declarations of Pecuniary Interest were declared by Members of Council.

**ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

Adoption of the August 13, 2018 Regular Council Meeting Minutes. The Minutes are attached hereto as [Appendix "A"](#).

Moved by Deputy Mayor John Henderson, Seconded by Councillor Brian Darling THAT Council adopt the minutes of the Regular Council meeting held on August 13, 2018.

261-18

**Carried**

**PRESENTATIONS**

**DELEGATIONS**

Audrey Maitland, On-Site Property Manager - Benart Homes, regarding a request for an exemption to the All-Terrain Vehicle By-law for the winter snow maintenance on Burnet Drive, Cobourg.

A. Maitland attended the meeting to request an exemption from By-law No.072-2011 for winter snow maintenance on Burnet Drive, Cobourg.

After a question and answer period, A. Maitland was excused from the meeting (4:03 P.M.).

Kelly Stewart, Nickerson Drive Ratepayers Association, regarding a response to the Planning Report/RFA response to the proposed amendments to the Official Plan/Zoning By-law.

K. Stewart attended the meeting to provide comments on behalf of the Nickerson Drive Ratepayer Association in response to the proposed amendments to the Town of Cobourg Official Plan and the Town of Cobourg Comprehensive Zoning By-law.

After a question and answer period, K. Stewart was excused from the meeting (4:31 P.M.).

Ruth Ferguson, President, RFA Planning Consulting Inc, regarding the amendments to the Town of Cobourg Official Plan and Zoning By-law Nickerson Drive and D'Arcy Street, Cobourg.

R. Ferguson, President of RFA Planning Consulting Inc. attended the meeting to provide comments on behalf of proponent in response to the delegation regarding the amendments to the Town of Cobourg Official Plan and the Town of Cobourg Comprehensive Zoning By-law.

After a question and answer period, R. Ferguson was excused from the meeting (4:38 P.M.).

**DELEGATION ACTIONS**

Delegation Action, A, Maitland, regarding a request for an exemption to the All-Terrain Vehicle By-law for the winter snow maintenance on Burnet Drive, Cobourg.

Moved by Deputy Mayor John Henderson, Seconded by Councillor Suzanne Séguin

THAT Council receive the delegation for information purposes and refer to Staff and the By-law Review Team for a report to Council.

262-18

**Carried**

Delegation Action, K. Stewart, regarding a response to the Planning Report/RFA response to the proposed amendments to the Official Plan/Zoning By-law.

Moved by Councillor Aaron Burchat, Seconded by Councillor Forrest Rowden THAT Council receive the delegation for information purposes.

263-18

**Carried**

Delegation Action, R. Ferguson, regarding the amendments to the Town of Cobourg Official Plan and Zoning By-law Nickerson Drive and D'Arcy Street, Cobourg.

Moved by Councillor Aaron Burchat, Seconded by Deputy Mayor John Henderson THAT Council receive the delegation for information purposes.

264-18

**Carried**

**REPORTS**

**General Government Services**

Committee of the Whole meeting notes.

Moved by Deputy Mayor John Henderson, Seconded by Councillor Forrest Rowden THAT Council receive the notes of the Committee of the Whole meeting held on August 13, 2018 and September 4, 2018 for information purposes.

265-18

**Carried**

Memo from the Treasurer/Director of Corporate Services regarding the January 1, 2018 to June 30, 2018 Town of Cobourg Budget Variance Report.

Moved by Deputy Mayor John Henderson, Seconded by Councillor Brian Darling THAT Council receive the January 1, 2018 to June 30, 2018 Town of Cobourg Budget Variance Report for information purposes.

266-18

**Carried**

**Protection Services**

Memo from the Treasurer of the Joint Animal Control Municipal Services Board (JACMSB), regarding the 2017 Audited JACMSB Financial Statements.

Moved by Councillor Debra McCarthy, Seconded by Councillor Aaron Burchat THAT Council receive the 2017 Joint Animal Control Municipal Services Board 2017 Audited Financial Statements for information purposes.

267-18

**Carried**

**Planning and Development Services**

Notices of Hearings of the Committee of Adjustment:

1. File No.: A-01/18 513 George Street, Cobourg  
(Nancy Lashley and Lawrence Foster)  
Including Planning Staff Report

Moved by Councillor Aaron Burchat, Seconded by Councillor Forrest Rowden THAT Council receive the Notice of Hearing of the Committee of Adjustment and endorse the comments of the Cobourg Planning Staff.

268-18

**Carried**

**MOTIONS**

**Public Works Services**

Motion from the Committee of the Whole, regarding the AIMS Web Functionality, Convenience Fees for the payment of Parking Ticket and Parking Permit purchases.

Moved by Councillor Forrest Rowden, Seconded by Councillor Debra McCarthy WHEREAS the Committee of the Whole has considered a memo from the Engineering and Public Transit Administrator, regarding the AIMS Web Functionality Convenience Fees for the payment of Parking Tickets and Parking Permit purchases;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the collection of a two dollar (\$2.00) convenience fee for online parking ticket payments and parking permit purchases through the Town of Cobourg's municipal website to be collected by the Town of Cobourg's preferred credit card gateway company Moneris to assist in off-setting gateway credit card processing costs and to support the ongoing program software costs.

269-18

**Carried**

**Community Services**

Motion from the Committee of the Whole, regarding the declaration of the 'Chili Cook-Off and Beer Garden' Community Event as an event of Municipal Significance within the Town of Cobourg.

Moved by Councillor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS the Committee of the Whole has considered a memo from the Community Events Coordinator, regarding the 'Chili Cook-Off and Beer Garden, organized by the Brown Bag Event Co. to take place at the Downtown Cobourg Harvest Festival;

NOW THEREFORE BE IT RESOLVED THAT Council approve the 'Chili Cook-Off and Beer Garden at the Downtown Cobourg Harvest Festival' taking place Saturday, September 29, 2018; and

FURTHER THAT Council declare the event as an event of Municipal Significance in the Town of Cobourg to obtain a 'Special Occasion Permit' to allow for the sale of alcohol at the Municipal Community Event.

270-18

**Carried**

**BY-LAWS**

**Planning and Development Services**

By-law No.042-2018, being a by-law to adopt Amendment No. 77 to the Official Plan of the Cobourg Planning Area (Elgin-Densmore Secondary Plan Extension of D'Arcy Street, 2020910 Ontario Ltd.)

Moved by Councillor Aaron Burchat, Seconded by Councillor Forrest Rowden THAT Council adopt By-law No.042-2018 being a by-law to adopt Amendment No. 77 to the Official Plan of the Cobourg Planning Area (Elgin-Densmore Secondary Plan Extension of D'arcy Street, 2020910 Ontario Ltd.)

271-18

**Carried**

By-law No.043-2018, being a by-law to amend Zoning By-Law Number 85-2003 (Extension of D'Arcy Street at Nickerson Drive).

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling THAT Council adopt By-law No.043-2018 being a by-law to amend Zoning By-Law Number 85-2003 (Extension of D'Arcy Street at Nickerson Drive).

272-18

**Carried**

By-law No.044-2018, being a by-law to authorize the execution of a Pre-Servicing Agreement with New Amherst Ltd. and the Corporation of the Town of Cobourg (New Amherst Stage 2, Phase 2A, Cobourg).

Moved by Councillor Aaron Burchat, Seconded by Councillor Forrest Rowden THAT Council adopt By-law No.044-2018 being a by-law to authorize the execution of a Pre-Servicing Agreement with New Amherst Ltd. and the Corporation of the Town of Cobourg (New Amherst Stage 2, Phase 2A, Cobourg).

273-18

**Carried**

**General Government Services**

THAT the following By-laws be passed:

Moved by Deputy Mayor John Henderson, Seconded by Councillor Aaron Burchat

1. By-law No. 042-2018, a By-law to adopt Amendment No. 77 to the Official Plan of the Cobourg Planning Area (Elgin-Densmore Secondary Plan Extension of D'Arcy Street, 2020910 Ontario Ltd.), attached hereto as [Appendix "B"](#);
2. By-law No. 043-2018, a By-law to amend Zoning By-Law Number 85-2003 (Extension of D'Arcy Street at Nickerson Drive), attached hereto as [Appendix "C"](#);
3. By-law No. 044-2018, a By-law to authorize the execution of a Pre-Servicing Agreement with New Amherst Ltd. and the Corporation of the Town of Cobourg (New Amherst Stage 2, Phase 2A, Cobourg), attached hereto as [Appendix "D"](#).

THAT leave be granted to introduce By-law No.042-2018 to By-law No.044-2018 and to dispense with the reading of the by-laws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the

same and the Seal of the Corporation be thereto affixed.

274-18

**Carried**

**PETITIONS**

**CORRESPONDENCE**

Letter from Robert Little, Duro-Drummer Resident, regarding Town of Cobourg Downtown Parking. (Public Works)

Moved by Councillor Forrest Rowden, Seconded by Deputy Mayor John Henderson THAT Council receive the letter for information purposes.

275-18

**Carried**

Correspondence, John Pegg, Chief of Emergency Management, Ministry of Community Safety and Correctional Services, regarding Emergency Management and Civil Protection Act (EMCPA) Compliance within the Town of Cobourg. (Protection Services)

Moved by Councillor Debra McCarthy, Seconded by Councillor Aaron Burchat THAT Council receive the correspondence from the Ministry of Community Safety and Correctional Services for information purposes.

276-18

**Carried**

Notice from Northumberland County, regarding the Passing of Area-Specific Development Charges By-law for Cobourg East. (Planning and Development Services)

Moved by Councillor Aaron Burchat, Seconded by Councillor Suzanne Séguin THAT Council receive the Notice of Passing of Area-Specific Development Charges By-law for Cobourg East for information purposes.

277-18

**Carried**

**COUNCIL/COORDINATOR ANNOUNCEMENTS**

Members of Council presented verbal reports on matters within their respective areas of responsibility:

- Mayor Brocanier, Economic Development Services Coordinator
- Deputy Mayor Henderson, General Government Services Coordinator
- Councillor Darling, Parks and Recreation Services Coordinator
- Councillor Rowden, Public Works Services Coordinator
- Councillor McCarthy, Protection Services Coordinator
- Councillor Burchat, Planning Services Coordinator
- Councillor Séguin, Community Services Coordinator

**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)

**CLOSED SESSION**

**CLOSED SESSION ACTION ITEM**

**ADJOURNMENT**

Adjournment

Moved by Councillor Forrest Rowden, Seconded by THAT the meeting adjourn (5:18 p.m.).

278-18

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Clerk

# Cobourg Police Service

Business Plan  
2019 - 2022



Community

Professionalism

Service

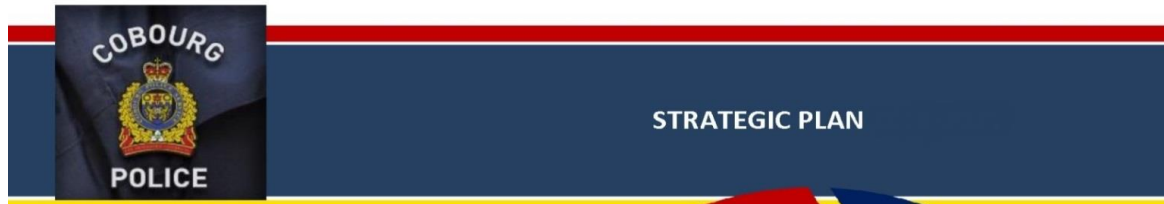
POLICE



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## Executive Summary



### VISION

An adaptive and trusted community partner in protecting the safety, security and quality of life in the Town of Cobourg.

### MISSION

Committed to excellence in policing and quality community service through our people, our partnerships and our work.

### VALUES

**Community** – engaging our citizens and investing in our partnerships for a safer community.

**Professionalism** – serving our community guided by our ethical principles of leadership, integrity and fairness while being accountable for our actions.

**Service** – committed to quality policing services that are responsive to community needs and fiscally responsible.



## 3-YEAR ROADMAP

### A Safe & Secure Community

- Neighbourhood Policing
- Community Based Crime Prevention & Community Mobilization
- Youth Engagement
- Retirement Community
- Road Safety

### A Supportive & Healthy Workplace

- Leadership development, training and mentorship
- Succession planning and career development
- Employee wellness and mental health
- Live our values
- Inclusive and diverse workforce
- Effective internal communications and collaboration
- IT and non-IT investments to enable service delivery

### Community Engagement & Partnerships

- Community mobilization
- Public engagement, education and outreach
- Collaboration with municipal and community partners and allies

### Service Quality & Value

- Assistance to Victims/ Survivors
- Response and Investigative Excellence:
  - Violent crime
  - Property crime
  - Drugs
  - Youth related crime
- Effective communication with our community
- Fiscal responsibility and accountability

## Message from the Board Chair



On behalf of the entire Cobourg Police Services Board, I invite you to review our new three year Police Services Board Business Plan.

Police Service Boards are created to provide adequate and effective police services in co-operation with the Chief of Police. In addition, the Police Services Act legislates the Board to develop a three year business plan. Priorities are developed through community consultations.

This 2019 – 2022 Business Plan will enhance our strong policing foundation and build upon our past accomplishments. The external survey revealed our community’s top safety and crime concerns are; road safety including drinking and driving (37%). Aggressive driving (32%) and motor vehicle collisions (21%). Rounding out the top 3 crime concerns are Drugs (52%), mental health (39%), residential break-ins (37%)

This plan is our roadmap to setting the policing priorities that are aimed at ensuring the highest quality of life for the citizens of Cobourg. Initiated during our last business plan, and recognizing its contribution to financial and operational efficiency, the Board remains committed to the ongoing development of our tiered policing model.

The Cobourg Police Services Board extends our appreciation to all members of the community, and our organization, who have contributed to the development of this Plan. The Board members are grateful for the community support we enjoy, and thank you for partnering with us to make Cobourg the safest community.

Chair Marg Godawa.  
Cobourg Police Services Board

## Message from the Chief of Police



Working collaboratively with the Cobourg Police Services Board, I am pleased to present our 2019 – 2022 Police Services Board business plan. This business plan is an important tool for managing, measuring and developing the policing services we provide to our community. After extensive community and internal survey conducted by an independent third party company this well-designed business plan lays out the Board’s vision, goals and objectives for the Cobourg Police Service (CPS).

93% of the survey respondents viewed Cobourg was a safe town to live in. Most residents are satisfied with the services provided by the police service (75%). Noting 15% were neither satisfied nor dissatisfied. Most also expressed moderate to utmost confidence in the Cobourg Police Service (89%), compared to 9% who say little to no confidence.

As our roadmap for the next three years, this Plan is also an essential communications tool to keep our residents, community partners and Cobourg Police Service staff informed in the expectations the community has of them. The objectives and goals set out in our Plan allow us measure our work and our progress. With those measurements, we can then adjust our efforts to ensure we accomplish our objectives.

As our Police Service evolves and adapts over time to remain responsive and relevant to the needs of our community, this business plan is an effective way to plan for changes in legislations, community needs and sets policing priorities.

I welcome your direct feedback and invite you to join us as we work collaboratively to keeping our community a safe place to work, live and play.

Kai Liu  
Chief of Police

## Message from the Senior Officers Association



I am pleased to offer a message of support for the 2019-2022 Business Plan. This plan identifies the key steps of “Safe & Secure Community, Supportive & Healthy Workplace, Community Engagement & Partnerships and Service Quality & Value” which will continue to provide the direction that will enable our Service to continue to provide the great quality of policing enjoyed by our community.

Gina Wilson, CMM II Police Professional  
President - Senior Officer's Association

## About the Business Plan

The 2019-2022 Cobourg Police Service (CPS) Business Plan is prepared in accordance with Ontario Regulation 3/99 which mandates police services to prepare a business plan at least once every three years. This Plan will serve as a guide to the Board and Chief of Police when making decisions involving the delivery of policing services to the Town of Cobourg.

Information was gathered in the winter of 2017/2018 with the assistance of a professional services firm to survey the residents, businesses, and community organizations. The information that was gathered was analyzed and compared with previous business plans to form the 2018-2020 priorities for the police service.

Also, an internal survey was conducted with the employees of the Cobourg Police Service to identify their needs and concerns to assist with setting internal priorities for the next three years in support of a safe, healthy and productive work environment.

Listening to our community, and understanding their needs, is an essential part of our role. This business plan helps us to focus our efforts on current priorities that are reflected in our survey results, but allows us to be flexible in adapting to needs and priorities that may surface in the future.

The Cobourg Police Service is committed to its primary directive, as stated in the Ontario Police Services Act, to prevent crime, enforce the law, assist victims of crime, maintain public order and respond to emergencies; and to delivering modern, effective police services that represent value for money.

## About the Town of Cobourg

Cobourg originated as a 'police village' in the early 1800's and has progressed through many changes. The first Police Services Board, titled the *Board of Police*, was created in 1834. Later known as *The Board of Commissioners of Police*, and now referred to as the Police Services Board, this august body continues to be representative of the community, Council and the province.

The current police facility, once the Armouries building, is the centre of police operations. As a heritage building, the exterior is virtually unchanged; however, the interior continues to undergo a significant transformation in order to meet the evolving needs of the police service and the community.

Uniform patrol is performed by four (4) platoons, supported by a criminal investigation and community engagement and response unit, including community service. The seniority of the 31 sworn officer complement varies from over 30 years to new recruits. The civilian complement consists of 10 full time and 29 part time members with up to 30 years of experience servicing the police service and the residents of Cobourg.



## Service and Crime Statistics

While you will see a steady increase in the number of incidents, year-over-year, it is important to recognize that these numbers have increased as a result of an organizational shift in how we use our records management system to measure the work done every day.

For the “Reported” category, our organization measures enforcement activities and calls for service for reported crimes, but we have also actively increased our measurement of proactive attendance at non-enforcement related community events, which our sworn and non-sworn members attend. Examples of these community events would include attendance at committee meetings, school presentations, training events, board of director meetings or even parades and funeral escorts.

Our Service, and its members, use these events as an opportunity to be more efficient and cost-effective, by building relationships with, and partnering with, other groups and agencies that are able to identify and influence underlying causes of crime. Our Service is proud of the work our members have done every year, especially in the area of youth crime, with significant declines shown in male and females charged over the last four years.

	2014	2015	2016	2017	Y-O-Y Trend	4-Year Trend
<b>Reported</b>	6798	5691	8168	9553	17%	15%
<b>Unfounded</b>	488	526	422	314	-26%	-13%
<b>Actual</b>	6350	5165	7726	9239	20%	17%
<b>Clearance - By Charge</b>	513	588	522	700	34%	12%
<b>Clearance - Otherwise</b>	4804	3589	5373	7658	43%	22%
<b>Clearance - Rate</b>	84%	81%	76%	90%	19%	3%
<b>Adult - Male</b>	224	262	268	363	35%	18%
<b>Adult - Female</b>	52	66	86	154	79%	45%
<b>Youth - Male</b>	52	43	31	21	-32%	-26%
<b>Youth - Female</b>	123	11	13	13	0%	-24%
<b>Youth - Not Charged</b>	142	160	80	128	60%	8%

Data is drawn from the Uniform Crime Reporting, that our Service provides to the Government, to complete a census of all crime known to police services.

“Police-reported crime statistics conform to a nationally approved set of common crime categories and definitions. They have been systematically reported by police services and submitted to Statistics Canada every year since 1962. Differences in local police service policies, procedures and enforcement practices can affect the comparability of crime statistics at the municipal level.”

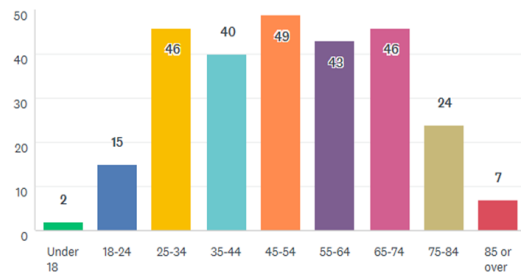
<https://www150.statcan.gc.ca/n1/daily-quotidien/180723/dq180723b-eng.htm>

### Public Consultations

Listening to, and learning from, our community is essential to learning your expectations of our essential role within Cobourg.

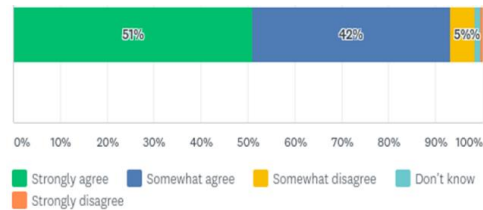
In the renewal of our business plan, the Cobourg Police Services Board conducted its second public survey to collect data on public perception of its services and the Cobourg citizens' views about safety and crime in our town. The consultations were conducted online and paper copies were distributed at the police station and at various locations around town where police members met with citizens to talk about the service and their safety. Residents were invited via email and through a link on the service's website.

A total of 272 individuals completed the survey representing the following demographics.<sup>1</sup>

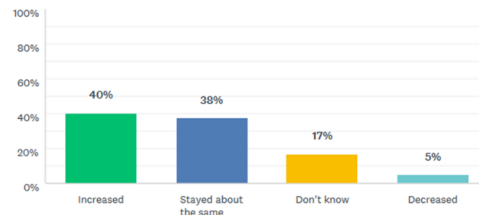


### What We Heard

- Cobourg is a safe town to live in.** A total of 93% of survey respondents agreed with this statement.



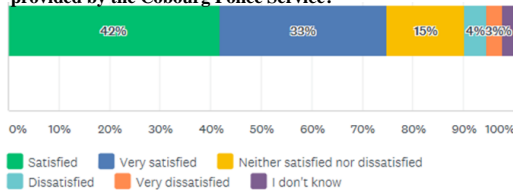
- Perception about crime trends:** Many Cobourg residents believe that, in the last 3 years, crime in the town has increased (40%), stayed about the same (38%), while 5% perceive crime to have decreased.



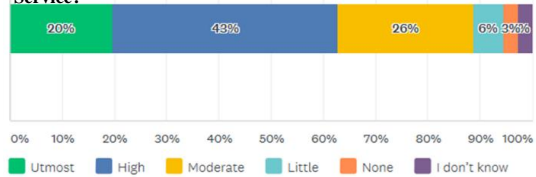
<sup>1</sup> Respondents for this survey represent those who volunteered to participate through a public campaign promoting the survey site and availability of paper based surveys. Given that the sample was not based on a probability sample, no estimates of sampling error can be calculated and may be subject to sources of errors.

- Priority safety concerns and crime issues for the town:**  
 Respondents were asked to identify 5 of their top safety or crime concerns, and you told us that Drugs (52%), Mental Health issues (39%), Drinking & Driving (37%), Residential Break Ins (37%), Speeding/Aggressive Driving (32%) were the major items of concern.
- Road safety** is clearly a priority with respondents identifying drinking and driving (37%), speeding and aggressive driving (32%) and motor vehicle collisions (21%) as the most important concern to citizens for the town as a whole.
- Views on Satisfaction and Confidence in the Cobourg Police Service:** Most Cobourg residents are satisfied with the services provided by the police service (75%), noting that 15% are neither satisfied nor dissatisfied and 7% are dissatisfied. Most also expressed moderate to utmost confidence in their police force (89%), compared to 9% who say they have little to no confidence.

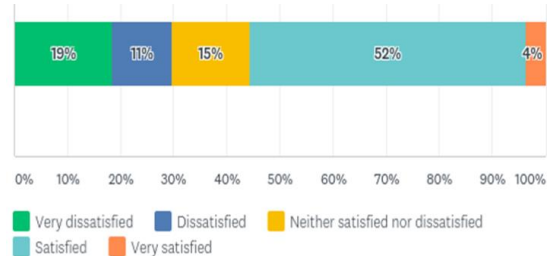
Q20: Overall, how satisfied are you with the services provided by the Cobourg Police Service?



Q21: What level of confidence do you have in the Cobourg Police Service?



- Quality of service for those who contacted police in the last 3 years:** Of the 53% of respondents who contacted the Cobourg Police Service in the last 3 years for an emergency or non-emergency situation, 73% are said they were satisfied or very satisfied with the quality of service, compared to 16% who are dissatisfied and 11% who are neither satisfied or dissatisfied.
- Satisfaction with the reporting process:** Of the 53% of respondents who contacted the Cobourg Police Service in the last 3 years, 83% filed a report of which 56% are satisfied with the reporting process, compared to 31% who are dissatisfied with the reporting process and 15% are neither satisfied nor dissatisfied.



## Strategic Areas of Focus – 2019-2022

The following four areas of focus will show how the Cobourg Police Service plans to provide adequate and effective policing for the Town of Cobourg

### 1. A Safe & Secure Community

The Cobourg Police Service is dedicated to the goal of enhancing the quality of life within our community by ensuring the safety of every member and visitor, consistent with our Vision, Mission and Values.

Starting with our previous Business Plan, and evolving into this current Plan, the Cobourg Police Service is committed to our ongoing implementation and growth of the tiered policing model. You will see this referenced throughout the Plan, as you read it.

The tiered policing model allows the Cobourg Police Service to use a more diverse range of personnel (employees and volunteers) to deliver the various police functions that our community relies on every day. Through the deployment of special constables, police auxiliary volunteers, civilian members and community partners, the Cobourg Police Service can focus sworn police officers on performing their core policing duties.

These alternate options for staff deployment allow our Service to employ and develop cost effective and efficient methods to provide both conventional policing service and incorporate newly evolving police service models.

A safer community results from the on-going education and engagement with all members and communities within Cobourg. The cooperation and collaboration with new and existing partner agencies and organizations provides services to effectively educate, guide and care for our residents and allow police to enforce Canadian laws in a professional and impartial manner, preventing crime and disorder.

**Objective 1.1: Provide proactive community-based crime prevention programs and initiatives that provide the capability for our community members to reduce crime and victimization.**

Goal	Develop & deploy Community Engagement & Response Team (CERT)
Measures	<ul style="list-style-type: none"> <li>• Create job descriptions for supervisor and staff</li> <li>• Create an action plan for deployment in conjunction with all members</li> <li>• Ensure integration with all Service areas and members</li> <li>• Introduce CERT to community</li> <li>• Identify CERT team and their objectives to the community</li> </ul>
Timeline	Annually

Goal	Design, develop and deliver the Community and Police Educating Students (CAPES) program
Measures	<ul style="list-style-type: none"> <li>• Use teachers, community and policing partners to create content that is consistent with the education curriculum and community safety messaging</li> <li>• Create a “boxed” curriculum so that any member can deliver an effective presentation on any CAPES topic</li> <li>• Target personal safety, road safety and drug safety (illegal &amp; performance enhancing) and crime prevention components within the CAPES curriculum</li> <li>• Introduce the CAPES program to the community</li> <li>• Deliver the CAPES program to all elementary schools within Cobourg</li> </ul>
Timeline	ANNUALLY

Goal	Develop, Re-imagine and Deliver Interactive/Cooperative Community Safety Programs
Measures	<ul style="list-style-type: none"> <li>• Deliver seasonal road safety instruction to students through the CAPES program</li> <li>• Deliver the Ident-A-Kid child identification program for infants, toddlers and students</li> <li>• Expand delivery of Stand Up, Stay Strong program to intermediate and secondary school students</li> <li>• Expand the current Children’s Safety Village use and incorporate it into the CAPES program and community partner events.</li> <li>• Deliver Home and Business security audits through the Crime Prevention Through Environmental Design (CPTED) program</li> <li>• Deliver Neighbourhood-based Lock It or Lose It patrols regularly within business and residential areas</li> </ul>
Timeline	ANNUALLY

Goal	Increase Police Visibility
Measures	<ul style="list-style-type: none"> <li>• Using the tiered policing model, members will increase police visibility at high profile destination events such as Canada Day Waterfront Festival, RibFest and Highland Games</li> <li>• Using the tiered policing model, members will increase police visibility at community events throughout the year</li> <li>• Using the tiered policing model, members will increase our attendance, education and enforcement in relation to areas of high concern as identified by the public, or through analytical assessment (ie high theft areas, school zones, high collision intersections)</li> <li>• Continue use of mobility alternatives (bicycles / Segway) to increase face-to-face interaction and engagement with our community and visitors</li> <li>• Foot patrols in the Downtown / Victoria Park / Beach / West Beach</li> <li>• Foot patrols throughout Residential and Business areas throughout Cobourg</li> </ul>
Timeline	ANNUALLY

**Objective 1.2: Deliver quality response and customer service through effective response, enforcement and investigations**

The Cobourg Police Service is actively integrating the Tiered policing model in our day-to-day enforcement, response and investigation methods. This model allows our police service to deliver diverse services in a more economical and efficient manner through the use of sworn police officers, special constables, auxiliary officers, civilian volunteers, civilian staff members and occasionally through moderated online interactions.

Goal	Increase deployment of non-sworn police members through the Tiered Policing Model
Measures	<ul style="list-style-type: none"> <li>• Employ an Auxiliary Supervisor and launch the Auxiliary officer program</li> <li>• Recruit 10 Auxiliary members</li> <li>• Research and deploy communication and tasking software for Auxiliary officer event deployment</li> <li>• Reinvigorate the Cobourg Police Volunteer program to support police members and community needs</li> <li>• Create procedures for the diversion of some sworn officer duties to provide cost-efficient alternatives (within the Service / within the Community) to allow sworn officers to focus on core policing functions</li> <li>• Research options for tiered primary response that does not decrease response quality and client (public) satisfaction</li> <li>• Increase use of non-sworn members to deliver enforcement options and visibility in the Downtown / Victoria Park / Beach areas</li> <li>• Use non-sworn members to take on expanded duties (ie community engagement at events, School crossing guards, By-Law enforcement, Scenes of Crime evidence collection, Breath Technicians)</li> <li>• Develop and introduce the alternative collision reporting centre at the Cobourg Police Station in conjunction with Accident Support Services International</li> </ul>
Timeline	ANNUALLY

Goal	Use Analytical Technology to Effectively Support Members through Identification of Crime and Response Solutions
Measures	<ul style="list-style-type: none"> <li>• Continuously search for analytical resources to better assist in asset direction to deliver excellent community service</li> <li>• Deploy iMDT dispatch software to facilitate collection of data related to call volume and incident response times</li> <li>• Analyze incident and staffing data to develop tailored deployment and response opportunities</li> <li>• Continue to evaluate CROMS collision data to effectively target high collision areas</li> <li>• Use CROMS collision data to effectively identify traffic education, enforcement or engineering opportunities to increase traffic safety within Cobourg</li> <li>• Evaluate Basic Mental Health Screener (BMHS) and mental health apprehension data through HealthIM software to identify response needs/concerns and/or alternatives</li> <li>• Evaluate crime analytics through internal records management systems to produce intelligence led approaches to drug crime and property crime</li> </ul>
Timeline	ANNUALLY

**Objective 1.3: Deliver quality response and investigations in all areas of policing including violent crimes, property crimes, drugs, and youth related crime.**

Goal	Increase Communication, Knowledge and Entry Capability to Provide Excellent Investigative Quality and Support
Measures	<ul style="list-style-type: none"> <li>• Increase in-custody interviews to develop informants and strategies to support interdiction and education activities</li> <li>• Enhance internal communication related to current and expected criminal activity, along with interdiction strategies</li> <li>• Provide two 6 month skill augmentation opportunities in CIB</li> <li>• Expand local sworn and non-sworn officer expertise to investigate internet related crime</li> <li>• Increase external communication to the community regarding current and potential criminal activity</li> <li>• Improve technical and intellectual capacity to support surveillance needs</li> <li>• Develop, train and deploy a containment team that is trained in warrant execution and entry tactics</li> </ul>
Timeline	ANNUALLY

Goal	Deliver Quality Response and Investigations Related to Violent Crime
Measures	<ul style="list-style-type: none"> <li>• Attend and represent the Cobourg Police Service on provincial bodies such as the Ontario Homicide Investigators Association, Criminal Intelligence Service of Ontario, Robbery and Major Case Management.</li> <li>• Partner with High Risk Offender Enforcement Unit, federal parole offices and provincial probation offices in relation to high risk offenders</li> <li>• Coordinate sex offender monitoring with front line members and police partners in conjunction with on-going compliance checks</li> <li>• Ensure current resource sharing partnerships grow through education and outreach programs</li> <li>• Ensure best practices are utilized in relation to investigation and post-crime communications</li> <li>• Coordinate warrant and bail enforcement activities with front line members and policing partners related to violent offenders</li> <li>• Increase clearance rates for all violent crimes and show year over year decreases</li> </ul>
Timeline	ANNUALLY

Goal	Deliver Quality Response and Investigations Related to Property Crime
Measures	<ul style="list-style-type: none"> <li>• Deploy flexible staffing strategies that incorporates CERT officers and the tiered response model, to proactively address immediate crime increases</li> <li>• Build/maintain service agreements with police partner agencies for educational and mentoring opportunities as well as resource supports</li> <li>• Enhance internal communication regarding current and expected criminal activity and interdiction strategies</li> <li>• Evaluate and investigate interactive alternatives to the current CrimePlot mapping system to better engage the community in crime awareness and notification</li> <li>• Develop a graffiti removal partnership with community members</li> <li>• Encourage property protection efforts after all property investigations through CPTED home and business audits</li> <li>• Relationship development with pawn shops/second hand shops to review property purchases and ensure adherence to current by-law.</li> <li>• Increase clearance rates for all property crimes</li> </ul>
Timeline	ANNUALLY



Goals	Deliver Quality Response and Investigations Related to Drug Investigations
Measures	<ul style="list-style-type: none"> <li>• Identify training and mentorship opportunities internally and externally, to ensure effective drug investigations</li> <li>• Identify and obtain equipment, resources and partnerships to conduct effective drug investigations</li> <li>• Train all officers on the Highway Interdiction Course</li> <li>• Develop mentorship and resource sharing agreements with neighbouring police services for effective drug enforcement and investigations</li> <li>• Increase drug seizures and clearance rates for drug investigations</li> </ul>
Timeline	ANNUALLY

Goals	Youth Response and Intervention
Measures	<ul style="list-style-type: none"> <li>• Increase referrals to Rebound Child &amp; Youth Services</li> <li>• Partner with Rebound in delivery of their Under 12 programming</li> <li>• Educate front line officers, through in service training, for risk factor identification to increase early interventions</li> <li>• Increase training to members that certifies them in the Community Threat Assessment model</li> <li>• Partner with community agencies to increase opportunities to divert youth away from court related processes</li> <li>• Partner with youth service agencies to increase the information provided to them in order to allow timely and effective follow ups</li> </ul>
Timeline	ANNUALLY

**Objective 1.4: Improve road safety through proactive strategies, education, and enforcement.**

Goal	Improve road safety through proactive strategies, education, and enforcement
Measures	<ul style="list-style-type: none"> <li>• Expand Selective Traffic Enforcement Program (STEP) to focus on educational component through classroom, traditional media and internet focused initiatives</li> <li>• Deliver seasonal (summer / winter) educational series to address road safety in changing weather and environment conditions</li> <li>• Maintain and develop partnerships with the County of Northumberland, MOE, MTO to increase capabilities to thoroughly inspect commercial motor vehicles and conduct effective prosecutions</li> <li>• Qualify two officers to conduct motor vehicle inspections             <ul style="list-style-type: none"> <li>○ -Increase frequency of motor vehicle inspections to two throughout the year</li> </ul> </li> <li>• Qualify members in delivery of Car Seat installation clinics             <ul style="list-style-type: none"> <li>○ -deliver (or partner with other agencies or police services) to deliver four clinics throughout the year</li> </ul> </li> <li>• Continue membership on Safe Communities Northumberland On/Off Road Safety committee</li> <li>• Explore options for deployment of Photo Radar in School Zones and selected Community Safety Zones to increase safety</li> <li>• Train all officers in the Standard Field Sobriety Test</li> <li>• Train an officer in Level III collision investigation</li> <li>• Obtain two approved drug screening devices, required to be used together, to ensure adequate capability to detect the presence of a drug in a person's body as required under s. 254 of the Criminal Code.</li> <li>• Show a decrease in year-over-year motor vehicle collisions</li> </ul>
Timeline	ANNUALLY

**Objective 1.5: Support victims/survivors of crime and connect them to the services they need.**

Goal	Continued provision and referral to appropriate support resources to assist with healing and prevention of re-victimization
Measures	<ul style="list-style-type: none"> <li>• Provide review and referral access to police records management system, to authorized partners (<i>Victim Crisis Assistance &amp; Referral Service (VCARS), Victim/Witness Assistance Program (VWAP), Cornerstone Family Violence Prevention Centre and Rebound Child &amp; Youth Services</i>) for effective and immediate provision of support and resources</li> <li>• Expand our weekly incident review program with Cornerstone and Rebound to evaluate access Niche RMS to review incident response and provide faster referral services to victims</li> <li>• Ensure continual updates on court processes with victims through Crown Attorney's office staff, VWAP and police staff</li> </ul>
Timeline	ANNUALLY

**2. A Supportive & Healthy Workplace**

**Objective 2.1: Attract, retain and develop a professional and competent workforce.**

In accordance with the Ontario Police Services Act, the Cobourg Police Service recognizes the need to ensure that “police forces are representative of the communities they serve”.

The Cobourg Police Service firmly believes that a diverse police service will increase productivity, creativity and problem solving. It will broaden community engagement and result in better service to the citizens of Cobourg. A diverse service will further enhance communication with the community and throughout the police service.

The Cobourg Police Service believes that all of its members should have the opportunity to achieve their full potential. By building a diverse police service, and creating an inclusive environment for all members, the Cobourg Police Service can champion the values of equality, diversity and social inclusion.

Goal	Attract, retain and develop a professional and competent workforce, that is reflective of the diversity of our community
Measures	<ul style="list-style-type: none"> <li>• Review and consolidate hiring criteria and practices to be consistent with police sector methods</li> <li>• Provide training and preparation opportunities that allow potential police recruits to develop their physical and interview skills and abilities</li> <li>• Re-define a succession management plan to ensure timely hiring, development and promotion of our workforce</li> </ul>
Timeline	ANNUALLY

**Objective 2.2: Invest in the health, wellbeing and safety of all employees.**

Goal	Invest in the health, wellbeing and safety of all employees
Measures	<ul style="list-style-type: none"> <li>• Increase Wellness committee tasks to develop programs for workplace health initiatives such as             <ul style="list-style-type: none"> <li>○ mindfulness training</li> <li>○ stress management</li> <li>○ fitness classes / chair yoga</li> <li>○ healthy diet training</li> <li>○ educational or motivational speakers</li> <li>○ fitness incentive program / Pin test</li> </ul> </li> <li>• Provide opportunities for family involvement in the workplace such as Bring Your Kid To Work</li> <li>• Develop Northumberland Community Counselling partnership for critical incident stress services</li> </ul>

	<ul style="list-style-type: none"> <li>• Continue membership on Safe Communities Northumberland Workplace Wellness committee</li> <li>• Explore and incorporate training for mental health resilience within the workplace</li> </ul>
Timeline	ANNUALLY

**Objective 2.3: Improve employee engagement and communication.**

Goal	Invest in the health, wellbeing and safety of all employees
Measures	<ul style="list-style-type: none"> <li>• Ongoing reinforcement of the Cobourg Police Service Vision, Mission and Values through consistent messaging across the organization</li> <li>• Expanded community awareness of the Cobourg Police Service Vision, Mission and Values through dedicated media relations officer</li> <li>• Create program(s), in partnership with the Cobourg Police Association, to allow all members to acknowledge the work of their co-workers across the organization whether at work or away</li> <li>• Involve members in delivery of Citizens Police Academy</li> <li>• Re-brand Intranet to provide a more interactive multi-media experience</li> </ul>
Timeline	ANNUALLY

**Objective 2.4: Support the continuous learning, training, and development of our people.**

Goal	Support continuous learning, training and development of all members
Measures	<ul style="list-style-type: none"> <li>• Identify training and mentorship opportunities for each member to develop knowledge, skills and abilities for all positions</li> <li>• Provide media and social media training to non-supervisory staff to increase knowledge and support for internal and external communication</li> <li>• Develop members through Train-the-Trainer opportunities to increase skill diversity</li> <li>• Develop members through secondment opportunities with external organizations</li> <li>• Create procedure training initiative for supervisors to provide at Sgt mtgs</li> <li>• Actively promote non-traditional education opportunities that benefit members and the Cobourg Police Service</li> <li>• Educate two internal employees to be certified in delivering and re-qualifying members in provincial Use-of-Force capabilities</li> <li>• Develop existing Intranet capabilities and purchase questionnaire module to provide additional in-house training</li> <li>• Quality Assurance reviews of all RMS reporting on a monthly basis to ensure standardized record management and report quality</li> </ul>
Timeline	ANNUALLY

**Objective 2.5: Develop leaders and prepare our future workforce through career development, mentorship and succession planning.**

Goal	Identify and develop our future leaders
Measures	<ul style="list-style-type: none"> <li>• Review and update the performance management system to ensure consistency across the organization</li> <li>• Support and encourage members to become involved in community agencies to develop their knowledge, skills and abilities</li> <li>• Deliver formal supervisory training twice a year for non-supervisory members to develop their knowledge, skills and abilities to operate within higher ranks when required</li> <li>• Build/maintain service agreements with police partner agencies for educational opportunities and mentorship</li> <li>• Actively pursue and promote opportunities for our sworn and civilian members to participate on local service Boards and Committees</li> <li>• Create 6 month duration skills augmentation opportunities for CIB and Court Services</li> </ul>
Timeline	ANNUALLY

**3. Community Engagement & Partnerships**

**Objective 3.1: Enhance the effectiveness of our communications with the public through our visibility, engagement, education and outreach**

Goal	Provide effective outreach and engagement in our external communications
Measures	<ul style="list-style-type: none"> <li>• Employ a full time media relations officer and provide police specific media relations training on relevant legislation</li> <li>• Evaluate, re-brand and/or re-invigorate the Cobourg Police Service website</li> <li>• Evaluate, re-brand and/or re-invigorate the Cobourg Police Service media channels, including Social Media, Community Page and media releases</li> <li>• Evaluate and investigate interactive alternatives to the current CrimePlot mapping system to better engage the community in crime awareness and notification</li> <li>• Engage regular and on-going community feedback through interactions within the community and online to ensure customer satisfaction</li> <li>• continue our participation in school breakfast clubs, literacy programs, fun fairs, tours and presentations</li> </ul>
Timeline	ANNUALLY

**Objective 3.2: Continue to collaborate and further build our partnerships with municipal and community allies in areas that impact safety, security and the wellbeing of our community including youth crime, elder crime, mental health, homelessness and drugs & addiction.**

The Cobourg Police Service is committed to ensuring that crime prevention measures and safety programs within our community identify pro-active practices and educational initiatives.

As a community with a large aging population, we continue to work toward increasing the ability of our senior citizens to be aware of criminal behaviours targeting them specifically.

Providing our seniors, and their care-givers, with awareness tools and protective measures they can use, reduces fear and hardens them against crime. This also reduces family concerns that can coincide with fears for the welfare of their loved ones.

Working closely with our senior community, and agencies that serve and care for them, allows us to ensure a safe community through coordinated crime prevention resources that will assist their identified needs.

Goal	Collaborate and partner on safety and security concerns with community as they relate to identified concerns
Measures	<ul style="list-style-type: none"> <li>• Identify a permanent member of the Northumberland Elder Abuse Resource Network as a trainer / coordinator / investigator</li> <li>• Develop and deploy quarterly outreach training/awareness programs related to technology and fraud awareness for the senior population</li> <li>• Integrate the St John’s Ambulance Therapy Dog program into the Cobourg Police Service response to victims of crime and witness support services.</li> <li>• Provide mental health crisis response and care for community members (MHEART), in partnership with Northumberland Hills Hospital (NHH) Community Mental Health Services program.</li> <li>• By the end of 2018, develop response data that shows need for a second Full Time care worker FOR MHEART PROGRAM</li> <li>• Continue membership on Safe Communities Northumberland Self-Harm/Interpersonal Violence-Mental Health &amp; Addictions committee</li> <li>• Continue membership on Safe Communities Northumberland lead table and sub-committees regarding Fall Prevention and On/Off Road Safety</li> <li>• Gain membership on the Transition House board of directors in concert with the development of partnerships to identify strategies to address Homelessness issues in Cobourg</li> </ul>
Timeline	ANNUALLY

Goal	Increase Response Capabilities to Community Mental Health issues
Measures	<ul style="list-style-type: none"> <li>• Partner with Northumberland Hills Hospital and OPP in M-HEART crisis response initiative</li> <li>• Create job description and identify M-HEART liaison officer</li> <li>• Ensure continued relationship and membership on mental health committees such as the Assertive Community Treatment (ACT) Team and Mental Health Court Support and Diversion Program</li> <li>• Continued work with OPTIC to incorporate use of BMHS software and automated inclusion of mental health reporting data</li> <li>• Continue integrating registries for Wandering Persons, Autism, Alheimers Society, Developmental/Physically/Visually challenged and Hard of hearing/Hearing Impaired within our record management system and external agencies through programs such as ConnectProtect</li> </ul>
Timeline	ANNUALLY

#### 4. Service Quality & Value

##### **Objective 4.1: Maintain public trust and satisfaction by delivering quality policing services.**

Goals	Ensure public satisfaction
Measures	<ul style="list-style-type: none"> <li>• Develop a customer satisfaction survey that operates year round to ensure quality customer service in all areas of our Service delivery</li> <li>• Decrease the number of service complaints from the community</li> </ul>
Timeline	ANNUALLY

##### **Objective 4.2: Be accountable for the delivery of value for money by ensuring fiscal responsibility.**

Goal	
Measures	<ul style="list-style-type: none"> <li>• Seek out grants from public and private sector avenues, wherever possible, to advance safety and security of all community members</li> <li>• Review opportunities to extend service life of fleet vehicles</li> <li>• Efficiently manage financial resources to address priority needs in a cost effective manner</li> <li>• Increase CIR revenue by 5% every year</li> </ul>
Timeline	ANNUALLY

**Objective 4.3: Be responsive to the changing needs of our community.**

Goal	
Measures	<ul style="list-style-type: none"> <li>• Provide community meetings twice a year to report on key issues of concern and gain insight from the public to ensure the business plan remains on track or is re-focused.</li> <li>• Provide more points of contact with our community through interactive media channels that allow more immediate opportunities to identify crime and activate responses to those issues</li> <li>• Use the strengths and interests of all members to identify and adapt to areas of concern that are highlighted by community members</li> </ul>
Timeline	ANNUALLY

**Objective 4.4: Provide appropriate equipment, facilities, information and technology to deliver quality services**

Goal	Building upgrades, equipment modernization and technology
Measures	<ul style="list-style-type: none"> <li>• Deploy iMDT dispatch software to front line patrol vehicles in order to facilitate faster and more informed incident response for front line officers</li> <li>• Renovate exterior of building to ensure compliance with accessibility requirements.</li> <li>• Renovate the main floor of the police station to improve employee working space, meeting areas and storage requirements</li> <li>• Upgrade technology in training and meeting room spaces to facilitate internet-based training and future communication options</li> <li>• Identify software/technology to allow better social media monitoring regarding local illegal activity and events</li> <li>• Review current IT contract to address changes in technology requirements within the Cobourg Police Service buildings and vehicles.</li> <li>• Research, train members and implement Project Lifesaver for Missing/Wandering Persons</li> <li>• Research, train 3 pilots, and deploy drone technology to assist with complex investigations (ie traffic collisions / missing or wandering persons searches )</li> <li>• Continue to research equipment and clothing that ensures safe and efficient working</li> </ul>
Timeline	ANNUALLY

**Thank you**

Special thank you to all who have been involved in the preparation of this business plan, including:

- citizens of Cobourg who participated in the public consultation survey;
- youth, seniors, businesses, community stakeholders and partners who provided input;
- Cobourg Police Services’ employees and volunteer who engaged in the internal consultation survey;
- Board members and the leadership team for your leadership and commitment.



# TOWN OF COBOURG CULTURAL MASTER PLAN UPDATE

**“PLACES THAT SUCCEED IN  
ATTRACTING AND RETAINING  
CREATIVE PEOPLE PROSPER; THOSE  
THAT FAIL DON'T”**

**RICHARD FLORIDA**

**CULTURAL MASTER PLAN**

# CULTURAL MASTER PLAN OBJECTIVES

- **ASSESS THE HEALTH OF COBOURG'S CULTURAL SECTOR**
- **IDENTIFY THE TOWN'S CURRENT INVOLVEMENT IN THE CULTURAL SECTOR**
- **DEEPEN ENGAGEMENT OF RESIDENTS WITH CULTURE IN ALL ITS FORMS**
- **IDENTIFY SERVICE GAPS AND IMPROVE OVERALL CULTURAL SERVICE PROVISION AND STRATEGIES**
- **SPECIFICALLY IDENTIFY THE TOWN'S FUTURE ROLE IN COBOURG'S CULTURAL SECTOR**



# COMMUNICATIONS & COMMUNITY ENGAGEMENT

**CULTURAL MASTER PLAN**

# OBJECTIVES

**A BROAD ENGAGEMENT PLAN THAT ENGAGES AN EXTENSIVE AND DIVERSE CROSS SECTION OF COBOURG RESIDENTS AND COMMUNITY ORGANIZATIONS AND IS ALIGNED WITH THE TOWN'S COMMUNITY ENGAGEMENT POLICY.**

- IDENTIFY COBOURG'S PERCEPTION OF CULTURE AND ITS VALUE
- GATHER ASPIRATIONS FOR COBOURG'S CULTURAL FUTURE
- GATHER INPUT AND FEEDBACK ON COBOURG'S CULTURAL RESOURCES AND SERVICES
- ENSURE CITIZENS ISSUES AND CONCERNS ARE UNDERSTOOD AND CONSIDERED

# KEY MESSAGES

**DELIVER CLEAR AND CONSISTENT MESSAGES TO THE COMMUNITY REGARDING THE IMPORTANCE OF CULTURAL DEVELOPMENT TO THE FUTURE PROSPERITY AND WELL-BEING OF COBOURG**

- **COBOURG IS A GREAT PLACE TO MAKE A LIVING AND A GREATER PLACE TO MAKE A LIFE**
- **CULTURAL PLANNING WILL SUPPORT THE TOWN'S CULTURAL IDENTITY, ENGAGE CITIZENS AND CONTINUE TO IMPROVE QUALITY OF LIFE, NOW AND INTO THE FUTURE**
- **CULTURAL PLANNING WILL HELP SHAPE HOW VISITORS SEE COBOURG BY IDENTIFYING AND STRENGTHENING WHAT MAKES THE TOWN SPECIAL AND UNIQUE**
- **WE NEED TO WORK TOGETHER TO BUILD AND ENSURE STRENGTH IN OUR CULTURAL PROSPERITY**



# PROJECT BRAND

**DEVELOPMENT OF A PROJECT BRAND WILL COMMUNICATE A STRONG POSITIONING MESSAGE AND ESTABLISH A STRONG VISUAL IDENTITY FOR THE CULTURAL MASTER PLAN. CONNECTING THE BRAND TO IMPORTANT STRATEGIC PLANS AND PRIORITIES FOR THE TOWN WILL HELP POSITION THE CULTURAL MASTER PLAN AS ONE OF THE CENTRAL COMPONENTS OF THE LARGER PLANNING FRAMEWORK OF COBOURG**

# TARGET AUDIENCES

A PLAN THAT ENGAGES A BROAD CROSS SECTION COBOURG RESIDENTS AND COMMUNITY

- COBOURG RESIDENTS
- ARTS & CULTURE ORGANIZATIONS
- ETHNO-CULTURAL GROUPS
- HERITAGE ORGANIZATIONS
- TOWN COUNCIL & STAFF



# COMMUNITY ENGAGEMENT

THE CULTURAL MASTER PLAN ENGAGEMENT COMPONENT WILL FOCUS ON PROVIDING MANY DIVERSE OPPORTUNITIES FOR RESIDENTS AND COMMUNITY ORGANIZATIONS TO BE DIRECTLY INVOLVED IN THE DEVELOPMENT PROCESS. ACTIVITIES WILL INCLUDE;

- LAUNCH EVENT
- COMMUNITY SURVEY
- OPEN HOUSE & POP UP ENGAGEMENTS
- KEY STAKEHOLDER INTERVIEWS
- FOCUS GROUPS

# QUESTIONS?

**CULTURAL MASTER PLAN**

*Experience*  
**COBOURG**  
*Your* STORY BEGINS HERE!



1

**COBOURG TOURISM**

# Metrics 2018



# Metrics Sources

2

- ▶ Interactive surveys
- ▶ Cell phone tracking
- ▶ Laser pedestrian counters
- ▶ Web



# Interactive Surveys



3

Some demographic/behavioural observations:

- ▶ Primary demographic: Adults 18 – 34
- ▶ Secondary demographic: Adults 35-49 (largest group with families)
- ▶ Tertiary demographic: Adults 50+



# Interactive Surveys

**506** surveys completed: June 1 – Labour Day:

**Primary visitor origin:** GTA, Eastern Ontario

**Off continent:** Japan, Ireland, Barbados, Philippines, England, Germany and Australia.

- ▶ **18-34** : 345; **35-49**: 272; **Under 18**: 310 (primarily kids with adults); **50+**: 272 visitors.
- ▶ **86.4%** arrived in personal vehicle, **7.7%** by boat, **2.4%** by train.
- ▶ **64.5%** of visitors stayed the day
- ▶ **13.3%** one night
- ▶ **19.4%** for multiple nights
- ▶ **48.7%** participated in a cultural activity (event, museum, tour, etc)

# Interactive Surveys



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## ▶ **49% shopped**

13.6% spent between \$1-\$60, 13.6% spent between \$61-\$100 and 12.2% spent \$101+

## ▶ **59.7% ate locally** ( Notable mentions: Beach Canteen, Buttermilk, Marca, Sakura Sushi, Rustic Bean, Millstone, Arthur's Pub, Corfu, Oasis, Swiss Chalet and other branded fast food outlets)

Preferred food at the beach canteen: **71%** French fries, **51%** hamburgers, **48%** sammies/wraps, **45%** poutine, **37%** hotdogs, **24%** ice cream, **8.6%** healthy choices **5.7%** salads.

## ▶ **98.1% would recommend** visiting Cobourg.

# Interactive Surveys



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## Why they visited:

- ▶ **50.7%** beach
- ▶ **28.2%** events
- ▶ **26.8%** friends/family
- ▶ **26.2%** unplanned visits!

(marketing, signage, web, recommendation, gas stop, etc.)







# What they said:

- ▶ *Great information help! (Ambassadors) Lovely little town. I will definitely be returning again soon!*
- ▶ *This town is amazing... It's gorgeous here!*
- ▶ *Awesome web site – loads of pictures – easy to cruise*
- ▶ *Better night life would be great, music at the beach more often would also be great.*
- ▶ *Beautiful beach!!!!*
- ▶ *Why does downtown retail close every night at 5??? It's the summer!!*
- ▶ *Love the coffee in the morning! (Marina)*
- ▶ *Thank you for asking what we think!*
- ▶ *Our visit was motivated by picking up your brochure in Ottawa. What a great design - very different from the norm. Loved the stories and thought we would take the trip.*
- ▶ *Amazing beach – need more foot wash stations*

# What they said:



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- ▶ *Saw billboard in downtown Kingston. Went to the web and saw City hall and the beach and decided to do a day trip. Plan to come back and spend more time this fall.*
- ▶ *Lovely Town. Very Friendly People*
- ▶ *Great food recommendation from info hut!*
- ▶ ***Very nice town; love the beach and downtown. Thinking about moving here from Bancroft.***
- ▶ *Saw a really funny billboard in Kingston – kid on a beach – went to the web, saw the beach and here we are!*
- ▶ *Travelling from Toronto to Kingston on the way home; Cobourg was a great halfway point to stop.*
- ▶ *A great place for families, clean and very safe, gorgeous Harbour*
- ▶ *Gorgeous and clean beach that looks like beaches in California*
- ▶ *Need to paint bike lanes by the marina, open up pier, get rid of tourists.*
- ▶ *Planning to come and stay longer at Breakers in the near future.*

# Cell Phone Tracking

- ▶ Visitor Recognition Units (VRUs) are designed to enable a deep understanding of customer behavior by recognizing individual visitors based on the unique WiFi addresses on their mobile devices.
- ▶ **100% Secure** Visitor Sensing and Recognition. This data collection is the same as entering any area that provides public WiFi
- ▶ Numbers reflect those that were in range of the four devices

We get a comprehensive understanding of:

- ▶ Visitor return frequency
- ▶ Dwell time
- ▶ Visitor paths
- ▶ Hour/day/week traffic
- ▶ Weather impact data

# Cell Phone Tracking





# Cell Phone Tracking

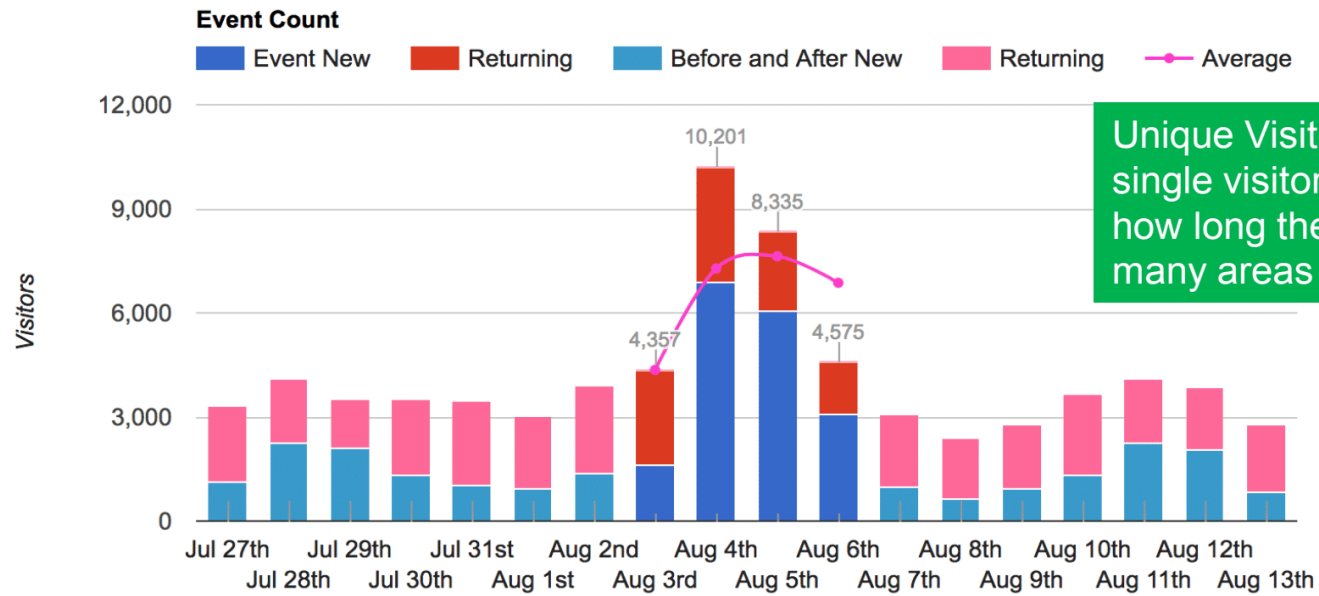
Total people tracked for entire campaign: 266,271

Aug 3 – 6, 2018

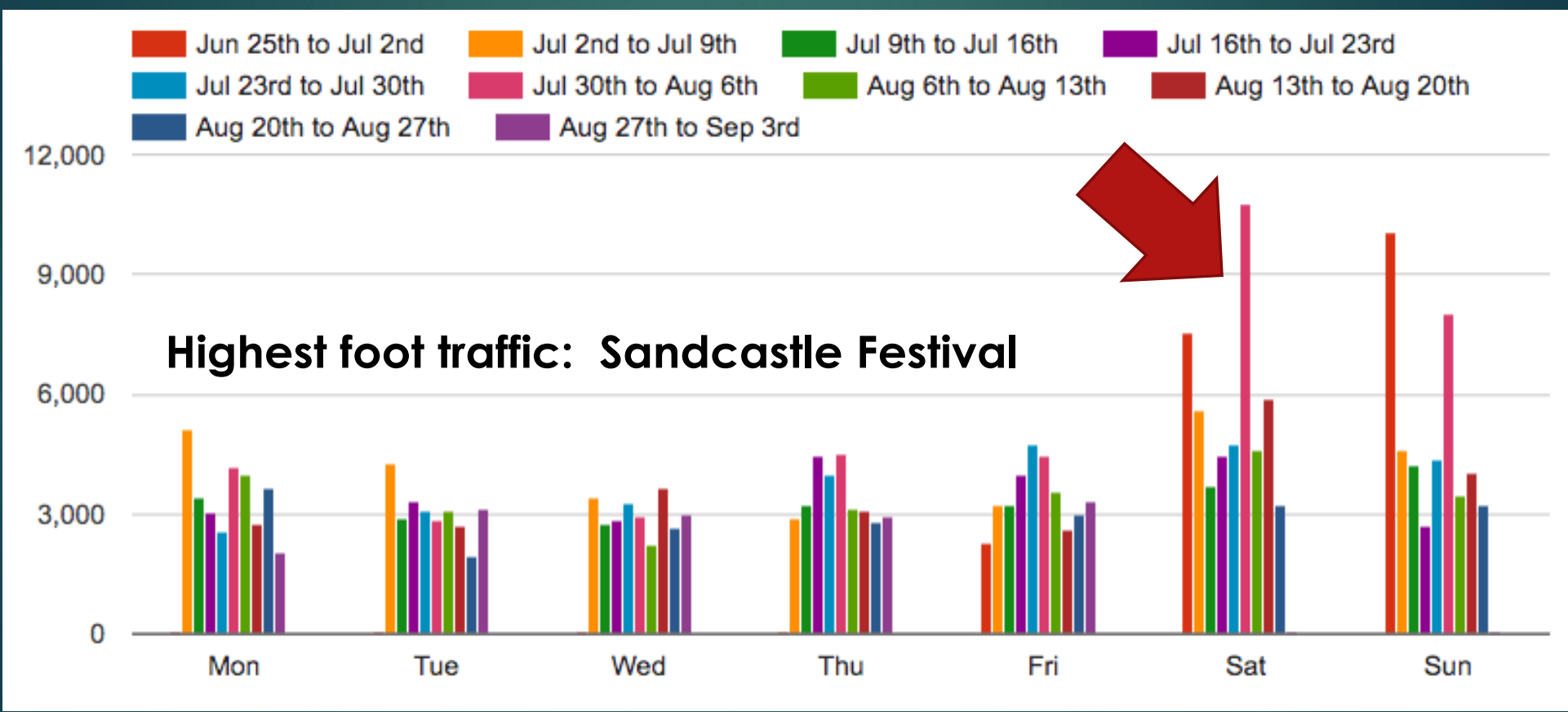
- ▶ Total Unique Daily Visitor Count over 4 days: 27,227 (Unique Visitor = 1 cell phone per person/per day)
- ▶ August 4<sup>th</sup> was busiest: 10,771
- ▶ Busiest Location : Beach with 52% of total traffic
- ▶ 2pm-3pm is busiest hour consistently for Fri/Sat/Sun



	Total	Before	During	After
All Visitors	27,468 (0%)	3,541 (0%)	6,867 (▲94%)	3,234 (▼9%)
New Visitors	17,625 (0%)	1,446 (0%)	4,406 (▲205%)	1,283 (▼11%)
Repeat Visitors	9,843 (0%)	2,095 (0%)	2,461 (▲17%)	1,951 (▼7%)



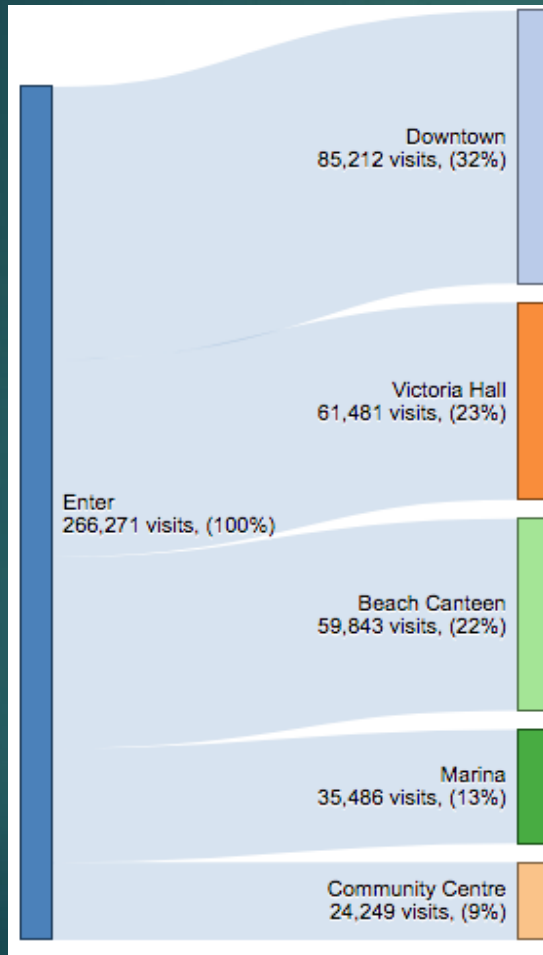
# Cell Phone Tracking Day of the Week 2018



# Cell Phone Tracking



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Of all total visits May – August :

**85,212** were downtown

**61,481** were Victoria Hall

**59,843** were Beach/canteen

**35,486** were Marina

**24,249** were CCC



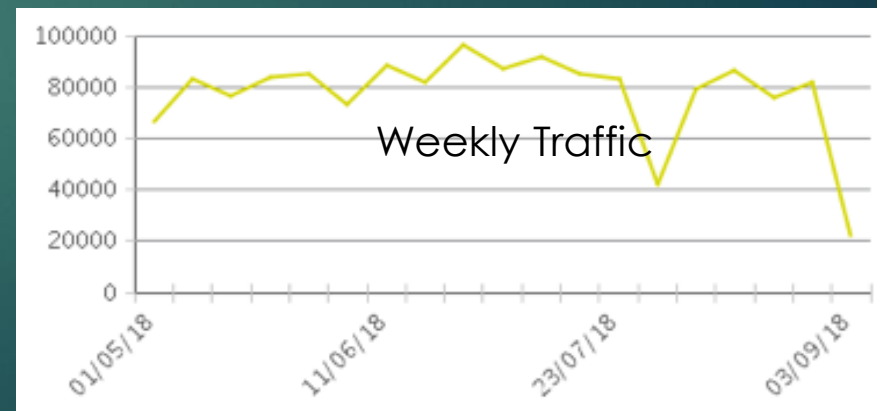
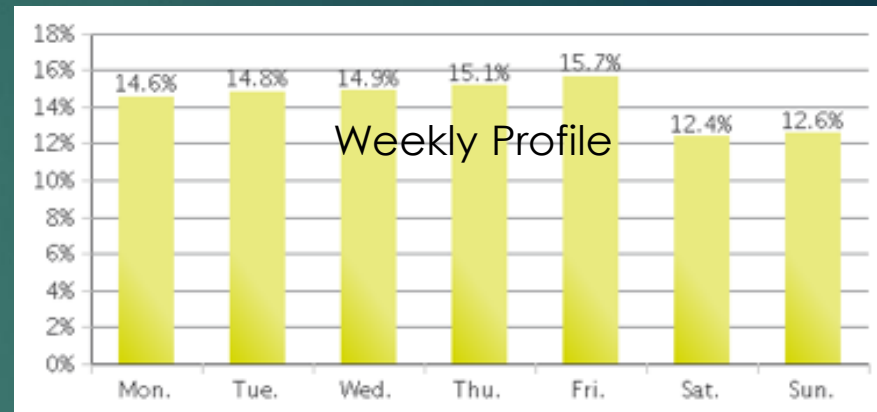
# Laser pedestrian counters

## Key Figures - Period Analysed:

Tuesday May 1 to Wednesday September 5, 2018

- ▶ Total traffic for the analysed period: 1,469,634
- ▶ Daily Average: 11,572
- ▶ Weekdays: 12,156 / Weekends: 10,096
- ▶ Monthly average: 352,220
- ▶ Busiest day of the week: Friday
- ▶ Busiest days of the period analysed:
  1. Saturday 30 June 2018 (15,792)
  2. Monday 02 July 2018 (15,314)
  3. Sunday 01 July 2018 (15,170)

King St W. (North Side) & George St.



# Laser pedestrian counters

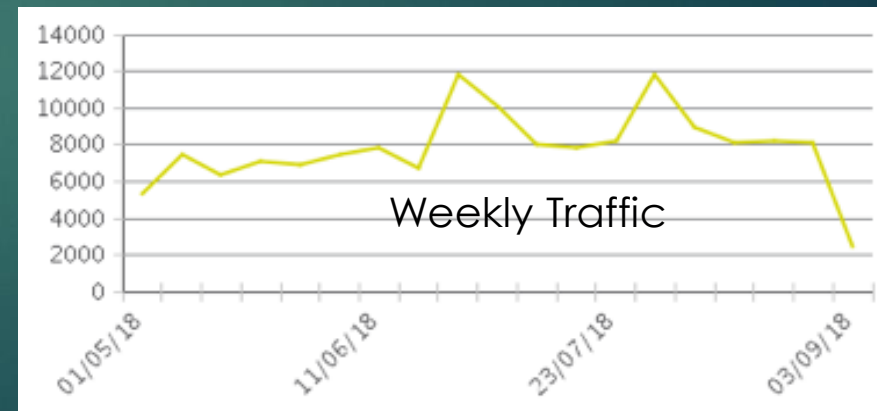
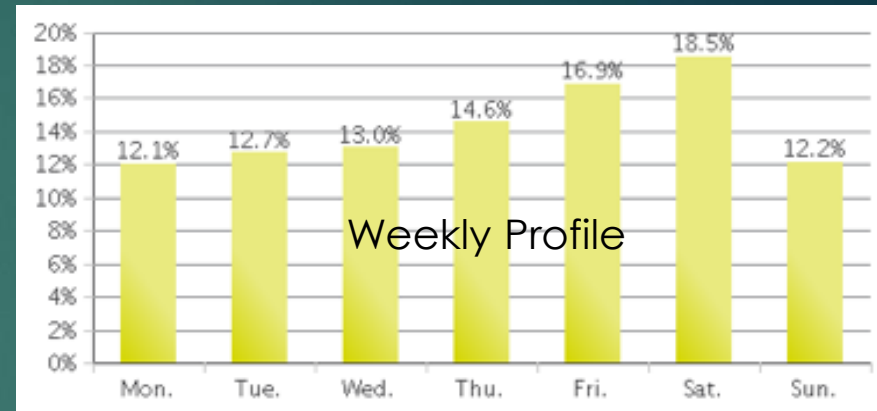
COBOURG  
METRICS

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**Key Figures - Period Analysed:**  
**Tuesday May 1 to Wednesday September 5, 2018**

- ▶ Total traffic for the analysed period : 149,014
- ▶ Daily average: 1,173
- ▶ Weekdays: 1,138 / Weekend days: 1,262
- ▶ Monthly average: 35,713
- ▶ Busiest day of the week: Saturday
- ▶ Busiest days of the analysed period :
  1. Sunday July 1, 2018 (3,119)
  2. Saturday August 4, 2018 (2,832)
  3. Saturday July 7, 2018 (2,588)

## King St W. (North Side) at Division



# Web: [experiencecobourg.ca](http://experiencecobourg.ca)



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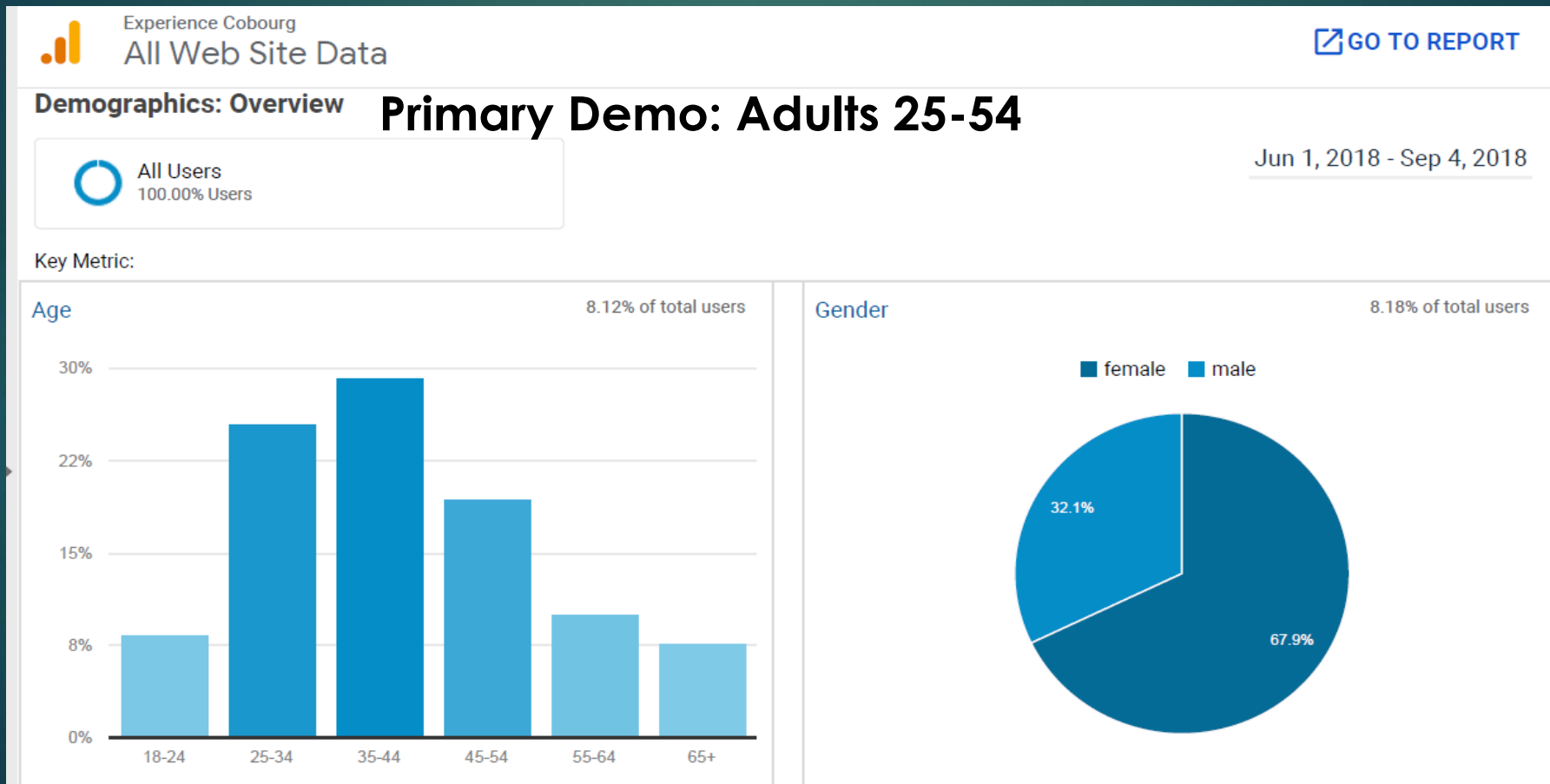
## Overview:

- Visits up 42% over 2017, mostly driven by advertising campaigns in newspapers, outdoor, magazines
- 68% female; 32% male users
- 89% new visitors; 11% returning visitors
- 47% were direct visits, meaning they searched by using the actual web address, which reflects on market awareness through advertising (amazing result); 33% referred by Google; other top referring sites included: ontariotravel.net; CAA; Facebook; Festivals and Events Ontario
- Time spent on site: **2 minutes, 11 seconds** – industry average is 30 - 45 seconds, which indicates visitors are staying to read content and search pages/event calendar
- Devices used to access site: mobile 48% ; desktop 42% ; tablet 8%

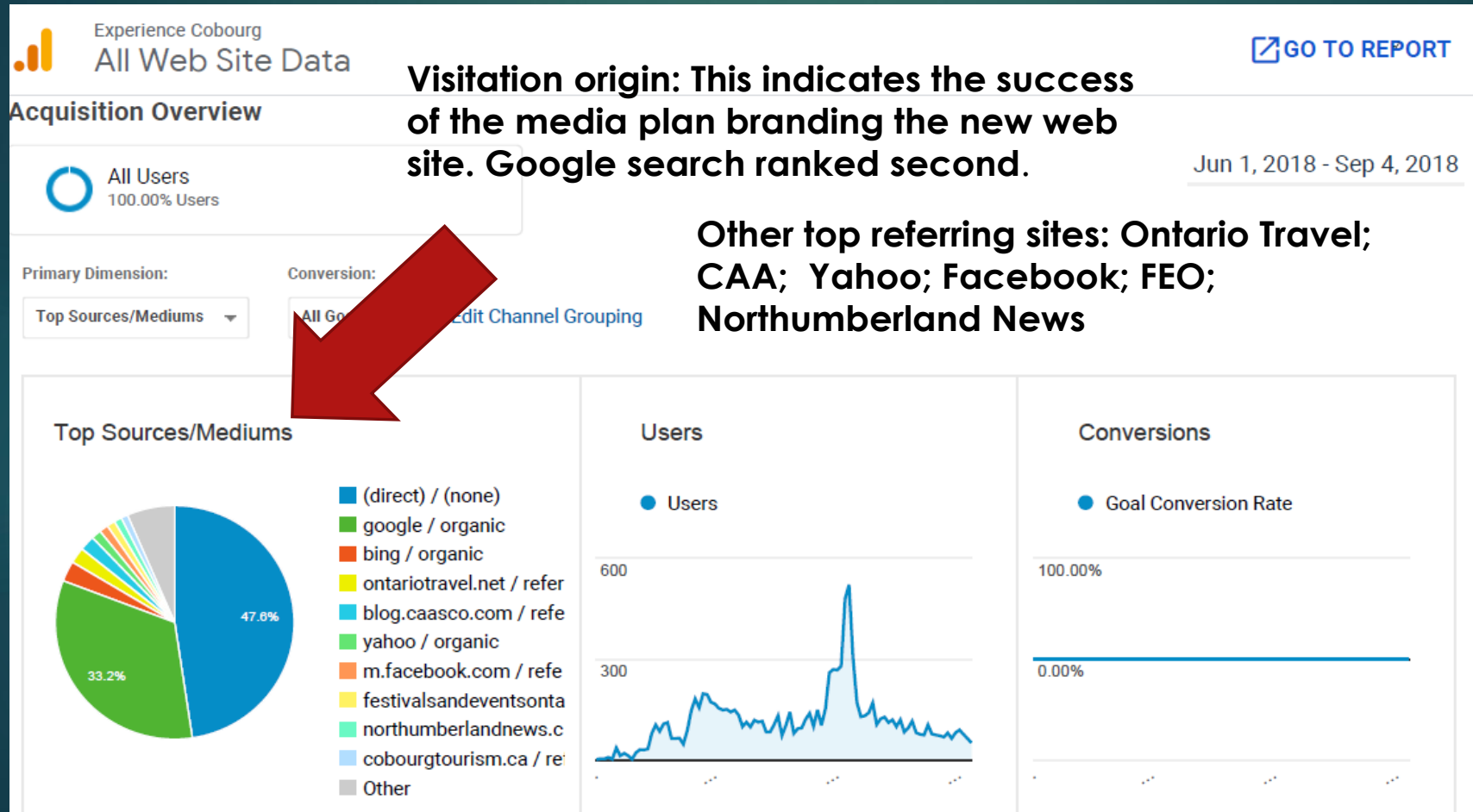
# Web: [experiencecobourg.ca](http://experiencecobourg.ca)



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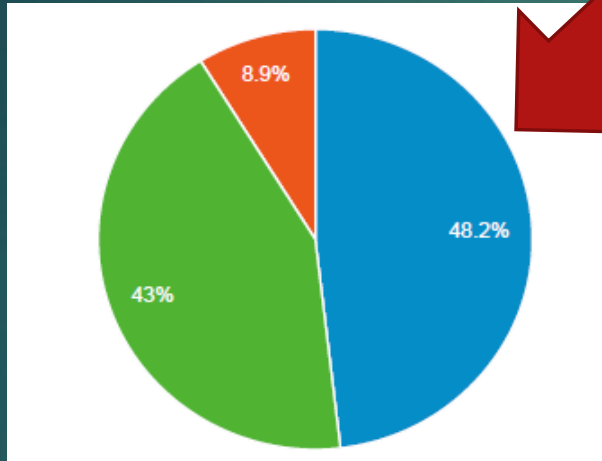
# Web: *experiencecobourg.ca*



**Web:** *experiencecobourg.ca*



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**Use of mobile devices to access web is ranked first**



# 2018 Metrics Summary

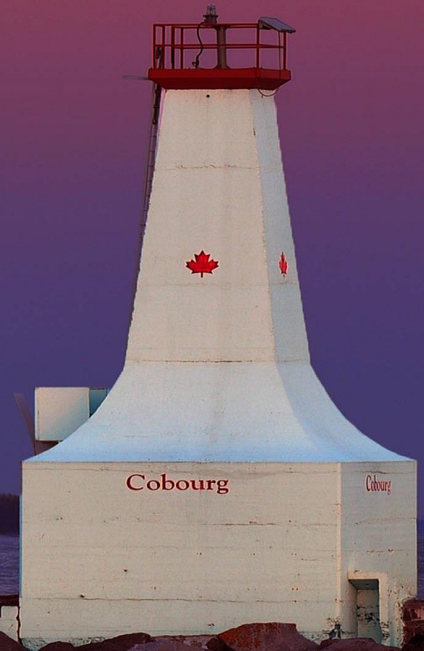


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- ▶ Outstanding performance of new ***experiencecobourg.ca*** web site
- ▶ In market advertising had measurable impact against web traffic, survey results
- ▶ Data indicates that the beach and community events increase pedestrian traffic to the downtown business district
- ▶ Visitors are dining and shopping
- ▶ Visitors are extending their stays more than one night
- ▶ Visitor demo is primarily Adults 25-54
- ▶ Cobourg is primarily branded by its Beach, second by events

# Cobourg Tourism.

It's everybody's  
Business.



Experience  
**COBOURG**  
Your STORY BEGINS HERE!





During the month of October, Children's Aid Societies across Ontario raise awareness about the important role the community plays in the prevention of child abuse and neglect through the Purple Ribbon Campaign.

## October is Child Abuse Prevention Month

- Last year Children's Aid Societies provided services to 43,000 families across Ontario.
- Highland Shores Children's Aid, covering Hastings, Northumberland and Prince Edward Counties assessed 1,358 families for concerns about their children, with 637 of those families being provided with ongoing services and support.



## October is Child Abuse Prevention Month

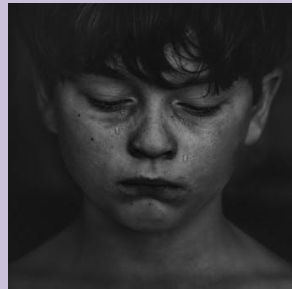
In Ontario, 89% of children who receive services from Children's Aid Societies do so because their families are unable to meet their physical and emotional needs.

This means that the majority of families working with Children's Aid Societies are not related to the extreme abuse that most people associate with Child Welfare.



## October is Child Abuse Prevention Month

- The children and youth that we help live in families that are struggling with issues that can make parenting even more challenging than it already is. Some of these difficulties include mental health, addictions, social isolation, trauma and extreme financial stress.



**Highland Shores**  
**CHILDREN'S AID**  
Protect Care Empower



**the children's foundation**  
Happier Todays and Brighter Tomorrows

Serving Hastings, Northumberland & Prince Edward Counties

## October is Child Abuse Prevention Month

- Research shows that the impact of not meeting a child's physical, emotional and social needs on an on-going basis can be devastating and can lead to serious problems later in life.



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## October is Child Abuse Prevention Month

- The kinds of crisis that can impact parenting happen to families from all backgrounds. Unemployment, lack of housing and food insecurity play an important role in family crises that lead to Children's Aid Society involvement. In 53% of CAS investigations in Ontario, families were experiencing these types of hardships.



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Serving Hastings, Northumberland & Prince Edward Counties



October is Child Abuse Prevention Month

There are 38,000 children 15 years of age or under in the areas serviced by Highland Shores and approximately 5.7% of those children come to our attention.



October is Child Abuse Prevention Month

**It takes a community to care for kids!!**

**What YOU Can Do...**

Call Highland Shores if you have any concerns that a child or youth may be in need of protection, or assistance.

Your call to Children's Aid could be the most important call in a child's life!



**Highland Shores**  
**CHILDREN'S AID**  
Protect Care Empower



**the children's foundation**  
Happier Todays and Brighter Tomorrows

Serving Hastings, Northumberland & Prince Edward Counties

## October is Child Abuse Prevention Month

- Highland Shores Children's Aid, with the help of our community partners, provides a broad range of services to children and families where there are concerns about safety and well-being. In addition to visiting children and families in their home, our child welfare workers will help families obtain the services they may need, such as parenting or treatment programs.
- Within the 5.7% of children that come to our attention less than 1% of those are placed in out of home care each year.



## October is Child Abuse Prevention Month

- Purple is the signature colour of child abuse prevention month. Show your support by wearing a purple ribbon or purchase a purple item from The Children's Foundation and wear it proudly during the month of October! You can also attend "Go Purple" hockey games taking place in Hastings, Prince Edward and Northumberland Counties next month!



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**CHILDREN'S AID**  
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October is Child Abuse Prevention Month

**Help spread the word that keeping kids safe is everyone's responsibility!!**



**Highland Shores**  
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Happier Todays and Brighter Tomorrows

Serving Hastings, Northumberland & Prince Edward Counties

October is Child Abuse Prevention Month



## You Can Make a Difference!

Join us to help raise awareness by wearing purple on Dress Purple Day, Wednesday, October 24, 2018.

T-shirts can be purchased from The Children's Foundation, 613-962-9292 or [thechildrensfoundation.ca](http://thechildrensfoundation.ca) Order yours today!





October is Child Abuse Prevention Month

Speak up for kids and use your voice to help keep them safe and well cared for.

**#IBREAKthesilence**

Thank you for your support!




Highland Shores  
CHILDREN'S AID  
Protect Care Empower



the children's foundation  
Happier, Today's and Brighter Tomorrows

Serving Hastings, Northumberland & Prince Edward Counties

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	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.

# - #

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.

# - #

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.

# - #

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.

# - #

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.

# - #

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).

# - #

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.

# - #

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**

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Municipal Clerk

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council Members	
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	October 1, 2018	
TITLE / SUBJECT:	Update on Legalization of Cannabis	
REPORT DATE:	September 27, 2018	File #:

1.0 STRATEGIC PLAN  
Not Applicable

2.0 PUBLIC ENGAGEMENT  
The Town of Cobourg will engage with residents, local business and other stakeholders on the proposed cannabis retail establishment's implementation in the Town of Cobourg.

3.0 RECOMMENDATION  
THAT Council receive both the Technical Briefing from the Government of Ontario regarding "Moving Forward with Cannabis Retailing", attached hereto as **Appendix "I"** and the Report from the Municipal Clerk/Manager of Legislative Services regarding an update on Legalization of Cannabis, for information purposes; and

FURTHER THAT Council direct Staff to implement a strategy to engage and initiate a non-statutory public meeting and engagement process with the residents of the Town of Cobourg and local businesses on the current regulations of the legalization of cannabis, implementation of cannabis retail establishments and effects on the community; and

FURTHER THAT Council direct municipal staff to report to the new Municipal Council on the engagement process and provide a recommendation for Council decision prior to the proposed January 22, 2018 Municipal Cannabis Retail Establishments opt out deadline.

#### 4.0 ORIGIN

This staff report responds to General Government direction to assess the impending introduction of legalized recreational cannabis by the Federal and Provincial governments and to provide information to Council on the legalization of Cannabis and implications on the Town of Cobourg.

#### 5.0 BACKGROUND

On June 20, 2018, the Canadian Federal Government passed the Cannabis Act Bill C-45 and the companion Bill C-46 which addresses the production, distribution, sales, cultivation, consumption and possession of recreational cannabis. This Act seeks to achieve the following objectives:

- restrict youth access to cannabis;
- regulate promotion or enticements to use cannabis;
- enhance public awareness of the health risks associated with cannabis;
- impose serious criminal penalties for those breaking the law, especially those who provide cannabis to young people;
- establish strict product safety and quality requirements;
- provide for the legal production of cannabis;
- allow adults to possess and access regulated, quality-controlled, legal cannabis;
- reduce the burden on the criminal justice system.

Bill C-45 received Royal Assent on June 21, 2018 with the legalization of Cannabis on October 17, 2018.

On December 12, 2017, Bill 174 Cannabis, Smoke-Free Ontario and Road Safety Statute Law Amendment Act, 2017 received Royal Assent. This Bill enacts the Cannabis Act, 2017 and the Ontario Cannabis Retail Corporation Act, 2017. It also repeals the Smoke-Free Ontario Act and the Electronic Cigarettes Act, 2015 and replaces them with the Smoke-Free Ontario Act, 2017, and makes amendments to the Highway Traffic Act regarding driving with alcohol or drugs present in the body and other matters. The purpose of these Acts is to protect youth, public health and safety, as well as to deter illicit activities in relation to cannabis through appropriate enforcement and sanctions. Key points to recognize within Bill 174 are:

- Minimum age of 19 to consume, purchase posses,
- Banning the use in public places, workplaces vehicles and boats, similar to alcohol,
- Prohibiting the unlawful sale/distribution, similar to alcohol,
- Authority for Police Officers to enforce the illegal possession/use/sale of cannabis,
- Restricting the use of Medical Cannabis in workplaces and enclosed public places,



- Immediate penalties/closures for illegal uses, and
- Youth referral programs

Up until the last few months and with the previous Provincial Government, in Ontario, cannabis retailing was to be accomplished by a provincial cannabis retailer, as required by Ontario's Cannabis Act, 2017. To implement this initiative Ontario created an organization called the Ontario Cannabis Retail Corporation (OCRC) through legislation known as the Ontario Cannabis Retail Corporation Act, 2017 (OCRCA). This entity was to open and operate 40 stores called the Ontario Cannabis Store by July 2018, with further stores to open through 2019. The purpose of Ontario's Cannabis Act (Act) included establishing prohibitions relating to the sale, distribution, purchase, possession, cultivation, propagation and harvesting cannabis.

On Monday August 13, 2018 the newly elected Provincial Government announced the introduction of new legislation to allow private sector cannabis retail storefronts in Ontario, this reversed the previous governments approach on retail for recreation cannabis through a provincial cannabis retailer. This announcement brought with it the introduction of online cannabis sales starting on the Federal legalization date of October 17, 2018 with a retail sales date of cannabis on April 1, 2019.

On September 26, 2018, the Ontario Attorney General and the Minister of Finance announced details of the plans to allow private cannabis retail in Ontario stemming from a month of consultations with stakeholders and municipalities on private cannabis retail and a municipal opt out option. This announcement came with the introduction of new cannabis legislation on September 27 2018 to authorize the Alcohol and Gaming Commission of Ontario (AGCO) to licence private cannabis stores in Ontario communities. Licenced stores will open on April 1, 2019 as announced previously. The AGCO will have a 15-day comment period for the public, communities and municipal governments to provide input on proposed locations before granting a licence.

In addition the Provincial Government announced that Ontario Municipal Governments will have the opportunity to opt out of cannabis sales in their communities by January 22, 2019. Also to be implemented within the new legislation is opportunities for Councils that opt out of private sales can opt back in at a later dates, but this dates has not yet been announced. Additionally it was announced that municipalities will receive at least \$10,000 to support the transition to legal cannabis and the province will announce full funding allocation in the future.



The new legislation will set out requirements to require cannabis stores to observe minimum distances from schools in places of local planning controls. In addition to private retail stores, the province announced that they would harmonize cannabis with the current rules for places of use for tobacco under the *Smoke Free Ontario Act, 2006*. These regulations still will need to be passed by the provincial legislature.

#### 6.0 ANALYSIS

Since the announcement from the Federal Government to introduce legislation to legalize Cannabis the Town of Cobourg Municipal Departments have maintained regular updates on the impending introduction of legalized recreational cannabis by the Federal and Provincial governments and the impact on the municipality and the various municipal departments that will be affected by the legislative changes; including Legislative Services, Protection Services and Planning and Developmental Services.

As part of the review there are a number of considerations to consider with the legalization of recreational Cannabis such as:

- Federal and Provincial framework;
- Land use management;
- Business regulation;
- Public consumption;
- Cannabis in the workplace for municipal employers; and
- Enforcement issues.

Over the past few months, there have been several updates and announcements from the Provincial government in regards to the provincial regulations of legalized cannabis in Ontario with no official legislation in place for local governments to provide direction to staff and provide information to the public.

#### 7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

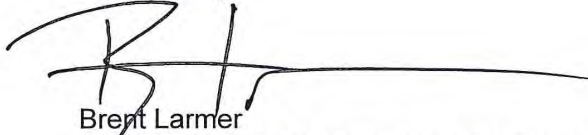
There are no financial implications related to this report.

#### 8.0 CONCLUSION

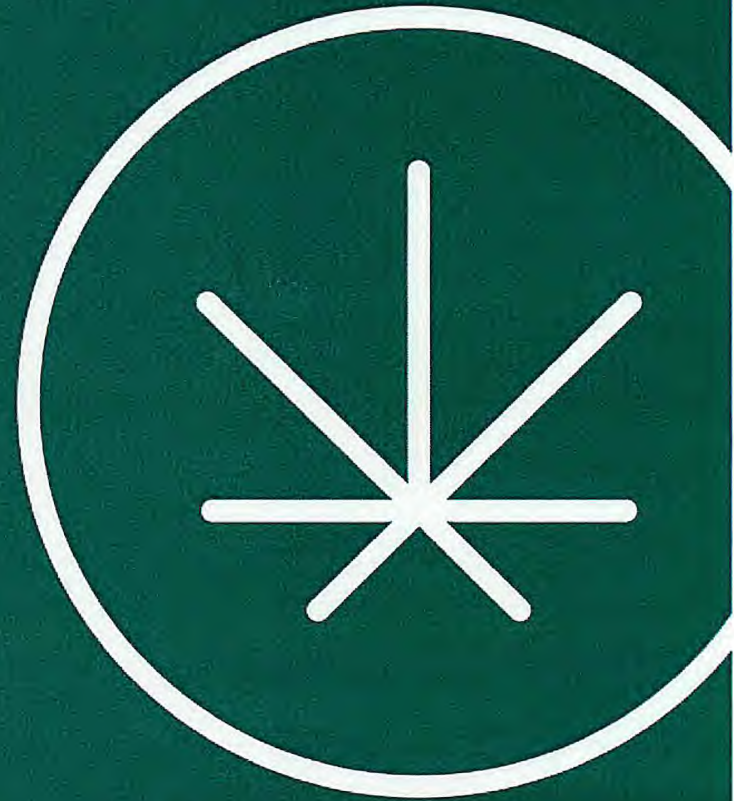
As the date of this report, legislation remains under development. With the recent announcement of the Provincial government, there is no official legislation passed in the provincial legislature outlining the new provisions on the proposed regulations to be brought forward by the newly elected provincial government. Elements continue to be developed while the province prepares for legalization and, as such, there is a necessity to continue to monitor the legislative process in order to respond accordingly when issued related to legalization are realized.

As part of the staff recommendation, applicable departments will meet in order to develop a plan and strategy to engage the public and to provide additional information and recommendations to the newly elected Municipal Council.

Prepared by:

A handwritten signature in black ink, appearing to be 'Brent Larmer', with a long horizontal line extending to the right.

Brent Larmer  
Municipal Clerk/Manager of Legislative Services



# Moving Forward with Cannabis Retailing

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Technical Briefing  
September 27, 2018



# Enabling Private Retail

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- The government is introducing legislation which, if enacted, would create a tightly regulated licensing model and regulatory framework for private retail of cannabis in Ontario
- The design of the model was informed by engagement with municipalities, Indigenous leadership, and key public safety, industry, and health stakeholders
- In this new model:
  - Private retailers would be licensed by the Alcohol and Gaming Commission of Ontario (AGCO)
  - The Ontario Cannabis Retail Corporation (OCRC) would be the exclusive wholesaler and online retailer of cannabis in the province
  - Municipalities would be able to pass a council resolution by January 22, 2019 to opt-out of retail stores
  - First Nation communities would be able to opt-out of cannabis deliveries and retail stores
- The province will provide \$40 million over two years to help municipalities with the costs of recreational cannabis legalization
- Proposed legislation, if enacted, would support this direction with the intent of enabling the AGCO to begin to accept applications in December 2018



# Provincial Regulator

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- The government is introducing legislation which, if enacted, would enable the implementation of a tightly regulated licensing and regulatory framework for private storefront cannabis retailing in Ontario and establish the AGCO as the provincial regulator for cannabis storefronts
- AGCO currently licenses, regulates and ensures compliance in the alcohol, gaming and horse racing industries in Ontario, and as such offers considerable experience and expertise as a regulator of controlled substances
- If the legislation were passed, AGCO, as the independent provincial regulator, would oversee the private channel and ensure the province's objectives related to cannabis retailing, protecting youth and combatting the illegal market are met
- If the proposed legislation is enacted, AGCO would:
  1. Issue a Retail Operator Licence after investigation (i.e. due diligence) into the business
  2. Issue a Retail Store Authorization to a licensed Retail Operator for the operation of a specified retail store after a local public notice process (administered by the AGCO), and upon confirmation of meeting certain requirements (e.g. safety and security plans in place)
  3. Issue certain individuals a Cannabis Retail Manager Licence
  4. Conduct compliance and audit processes, including store inspection prior to opening





# Licensing Parameters

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## Licensing Eligibility

- The proposed legislation, if enacted, would establish due diligence requirements and specific eligibility criteria for the issuance of licenses and store authorizations, including financial responsibility and conduct based on the principles of integrity and public interest.
- If legislation is passed, persons operating in contravention of provincial and federal Cannabis legislation would not be eligible to operate a cannabis retail store
- The proposed licensing framework would:
  - Not cap the total number of licenses or authorizations
  - Enable ownership concentration limits for private retailers to be established by regulation in advance of December 2018 following appropriate consultation
  - Prohibit the sale or transfer of licences
  - Permit licensed producers to operate a single store at a single production facility in Ontario, per company, including all affiliates
  - Require authorized retailers to display the cannabis retailer seal and create new offences for false representations as an authorized cannabis retailer.

## Store Operating Parameters & Distance Buffers

- Additional store operating parameters (e.g. store format, security requirements, staff training requirements) would be established by regulation or by AGCO Registrar's standards and requirements subject to additional consultation and before the AGCO begins accepting applications in December 2018
- A distance buffer between private cannabis retail stores and schools would be set through regulation in advance of December 2018 following further consultation with municipalities and key stakeholders



# Municipalities

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- It is proposed that local municipalities would be provided with the opportunity to opt-out of cannabis retail stores in their communities by January 22, 2019
  - Municipalities that opt-out of cannabis retail stores could allow them in the future, but municipalities that do not opt-out of stores by January 22nd, cannot opt-out of them at a later date
- In municipalities that have not opted-out of stores, if a request for a store location authorization request is received, the AGCO would initiate a public notice process in which the affected municipality and the public would have an opportunity to identify any comments within a 15-day period
  - AGCO Registrar would consider any comments raised through this process when making its final decision to grant an authorization for that location
  - MAG will continue to consult with municipalities on the implementation of this process
- Municipalities would not be able to designate cannabis retail as a separate land use from retail generally or create a cannabis retail licensing regime within their jurisdiction





# Municipal Funding

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- The province will provide \$40 million over two years to help municipalities with the implementation costs of recreational cannabis legalization, with each municipality receiving at least \$10,000 in total
- As soon as possible this year, the province would make the first payment to all municipalities on a per household basis, with at least \$5,000 provided to each municipality
- The province would then distribute a second payment following the proposed deadline for municipalities to opt-out, which would be January 22, 2019
  - Municipalities that have not opted-out as of that date would receive funding on a per household basis
  - This funding would support initial costs related to hosting retail storefronts
  - Municipalities that have opted-out would receive only a second \$5,000 each
- The province is considering setting aside a certain portion of the municipal funding in each of 2018-19 and 2019-20 for unforeseen circumstances, and priority would be given to municipalities that have not opted-out
- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the province will provide 50% of the surplus only to municipalities that have not opted-out as of January 22, 2019



# First Nations

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## **On Reserve Delivery Prohibition**

- Proposed amendments would require that OCRC implement a prohibition of on-reserve delivery when requested by a First Nation community through a band council resolution

## **Retail Store Opt-out & Approval**

- First Nations would be able to opt out of private cannabis retail stores by way of band council resolution
  - A First Nation community's ability to prohibit stores on reserve would not be time-limited to accommodate for First Nation election cycles and ongoing community engagement
- A band council resolution would be required to approve a store on reserve before the AGCO issues a retail store authorization

## **Agreement with Council of the Band**

- The Attorney General would be able to enter into agreements with First Nation communities on a wide scope of legislative components (e.g. minimum age, retail, etc.)





# Places of Use

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- Smoking of cannabis (medical and recreational) would be prohibited in the same places where the smoking of tobacco is prohibited (e.g. enclosed public places, enclosed workplaces, and other specified places)
  - The vaping of cannabis would be captured by existing provisions in the *Smoke-Free Ontario Act, 2017* (not yet in force) that will regulate the use of an electronic cigarette
- All methods of consuming cannabis (e.g. smoking, vaping, ingestion) would be prohibited in vehicles and boats that are being driven or under a person's care or control, subject to certain exceptions that would be prescribed by regulation (e.g. use of medical cannabis edibles by a passenger who is a medical cannabis user)
- Generally speaking, municipalities could pass by-laws further restricting the use of cannabis
- The government's commitment to review rules regarding vapour products prior to implementation of the Act are also included in the bill
  - Rules for the display and promotion of vapour products would be separate from the display and promotion rules for tobacco products and tobacco product accessories:
    - Any seller of vapour products could display and promote products subject to restrictions outlined in the federal *Tobacco and Vaping Product Act*. There would be no additional provincial restrictions
    - Specialty vape stores would be permitted to let customers sample vapour products within the store, subject to certain conditions



# Ontario Cannabis Retail Corporation

- On October 17<sup>th</sup>, the OCRC will be the exclusive online retailer for legal cannabis in Ontario
  - Consumers 19 and older will be able to purchase cannabis via OCRC's online retail platform
  - Online sales would be implemented in a socially responsible manner, including secure home delivery with age verification at the customer's door, and no packages left unattended at the door
- The OCRC would also be the exclusive wholesaler to future private retail stores
- Proposed changes to the governance structure of the OCRC would result in the agency's board reporting directly to the Minister of Finance rather than operating as a subsidiary of the LCBO
  - This change would better support the mandate of OCRC as Ontario's online retailer and cannabis wholesaler



# Next Steps

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- If legislation is enacted, regulations would be developed to enable the AGCO to accept applications in December 2018
- Municipalities would have the opportunity to opt out of retail stores by January 22, 2019
- The government will continue to consult on further details to enable private retail stores by April 1, 2019





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T O W N

OF

C O B O U R G

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MEMO  
TOWN OF COBOURG  
CORPORATE SERVICES  
IAN D. DAVEY  
DIRECTOR  
(905) 372-4301 EXT 4201  
idavey@cobourg.ca

**To:** Members of Council  
**From:** Ian D. Davey  
Director of Corporate Services  
**Re:** Comprehensive Insurance Program 2017 - 2018 Renewal  
**Date:** September 21, 2018

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## BACKGROUND

The Corporation's comprehensive insurance program runs from October 1, 2018 to October 1, 2019.

McDougall Insurance Brokers Limited provide brokerage services to the Town on a fee for service basis. This renewal is the first year of a new five year agreement with our broker which was approved August 13, 2018 by Council.

It has been our history to go to market every three years for proposals from insurance companies to provide the Town's comprehensive insurance program. On the advice of our broker we have not done that this year. The insurance market for municipalities is very small in terms of the number of companies willing to provide the type of coverage that we require and they did not feel that this was an opportune time for us to go to market given our recent loss history.

Our broker also reviews the policy in detail to make sure that the coverages are adequate to protect the municipality.

The renewal for the period ended October 1, 2015 was the year that the municipality went to market for quotations and Council approved the renewal with Frank Cowan Company.

Our brokers have reviewed our current insurance contract and renewal terms with Frank Cowan Company in detail and based on this review we are confident that our coverages are adequate.

Our broker will review our situation in 2019 and provide a recommendation at that time on going to market again for the October 1, 2019 renewal.

## RESULTS

**The quoted premium for the policy year October 1, 2018 through October 1, 2019 is \$544,054 including applicable sales taxes.** The comparable amount for the policy year ending October 1, 2018 was \$527,476 after allowing for in-year adjustments and policy changes. This represents an increase of \$16,578 or 3.1%.

The rationale for the increase is as follows:

- 1) The total value for building coverage last year was \$196,165,400 and, after adding Venture 13 to this policy along with detailed inspections and general inflation in values, the 2018 valuation for buildings is \$206,574,500 which represents a 5% increase in coverage. The net impact on total premiums was 0.6%.
- 2) Auto coverage also increased compared to last year. There was a net addition to the fleet of 6 vehicles including a transit bus. The total auto premium increased by 8% which results in a 1.6% on the total renewal premium.
- 3) The balance of the 3.1% rate increase, being 0.9%, is the general rate increase by the company. The majority of this increase is on our General Liability coverage which can be attributed to a general increase in liability insurance costs as well as an increase in our losses on claims in recent years.

It is the recommendation of our broker that we accept the renewal offer as provided by Frank Cowan Company for the policy year October 1, 2018 to October 1, 2019.



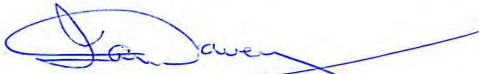
Page 3  
September 21, 2018

The Frank Cowan Company has been providing and managing insurance to Municipal clients for over 80 years and the Town of Cobourg has been insured with Cowan for over 30 years. They insure approximately 200 Municipalities in Ontario. Frank Cowan is a dependable carrier with a proven record and has an excellent risk management department.

### **RECOMMENDATION**

THAT the corporation accept the recommendation of our insurance broker and renew the comprehensive insurance program with Frank Cowan Company for the October 1, 2018 to October 1, 2019 policy year in the amount of \$544,054 which includes all applicable taxes.

Respectfully submitted,



Ian D. Davey, BBA, CPA, CA  
Treasurer / Director of Corporate Services



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August 13, 2018

Mayor Gil Brocanier  
Town of Cobourg  
Victoria Hall  
55 King St. West  
Cobourg, ON K9A 2M2

Your Worship Mayor Brocanier and Honourable Members of Council of the Town of Cobourg

**RE: PROCLAMATION OF OCTOBER AS CHILD ABUSE PREVENTION MONTH**

During the month of October, Children's Aid Societies across the province recognize Child Abuse Prevention Month (CAPM) which is marked by a purple ribbon. There are many types of child abuse including physical abuse, sexual abuse, emotional abuse, and exposure to domestic violence. Child neglect is also considered an equally serious child protection concern.

Preventing child abuse is a responsibility we all share. Children's Aid Societies, with the help of community partners, provide a broad range of services to children and families where there are concerns about safety and well-being. In addition to visiting children and families in their home, child welfare workers help families obtain the services they may need, such as parenting or treatment programs for problems such as addictions, mental health, and anger management.

Children's Aid Societies work first and foremost to keep families together. Ontario's leading academic study on child abuse and neglect shows that children remained at home in 97 percent of CAS investigations. (Ontario Incidence Study of Reported Child Abuse and Neglect, 2013).

Highland Shores Children's Aid, in partnership with The Children's Foundation, will be distributing purple ribbons throughout the communities we serve. We are also asking local police and fire departments to show their support by placing a purple ribbon on their vehicles during the month of October. In addition to wearing a purple ribbon during the month, we are encouraging everyone to wear purple on **Wednesday, October 24th, 2018 for Dress Purple Day** and are working with our local school boards to encourage student participation in Dress Purple Day and other CAPM related activities.

**At this time, we are respectfully requesting that Council proclaim October as Child Abuse Prevention Month at your September meeting.** By working together, we can make a difference for vulnerable children and youth. Please feel free to contact us through Colleen Thompson at 613-962-9291, extension 2336 if you have any questions.

Sincerely,

Mark Kartusch  
Executive Director

***Our Core Values: Above all - Kids Come First***  
***Respect, Advocacy, Collaboration, Compassion, Integrity, Communication***



**Belleville Office:** 363 Dundas Street West, Belleville, ON K8P 1B3 • **Tel:** 613-962-9291 • **Toll-free:** 800-267-0570 • **Fax:** 613-966-3868  
**Cobourg Office:** 1005 Burnham Street, Cobourg, ON K9A 5J6 • **Tel:** 905-372-1821 • **Toll-free:** 800-267-0570 • **Fax:** 905-372-5284  
**Bancroft Office:** 16 Billa St., Suite 104, P.O. Box 837, Bancroft, ON K0L 1C0 • **Tel:** 613-332-2425 • **Toll-free:** 800-267-0570 • **Fax:** 613-332-5686  
**Pictou Office:** 16 MacSteven Drive, Pictou, ON K0K 2T0 • **Tel:** 613-476-7957 • **Toll-free:** 800-267-0570 • **Fax:** 613-476-2316

**Proclamation  
October is Child Abuse Prevention Month**

WHEREAS, child abuse is a complex and ongoing problem in our society, affecting many children in Cobourg; and

WHEREAS, every child is entitled to be loved, cared for, nurtured, and secure and to be free from neglect, as well as from verbal, emotional, sexual and physical abuse; and

WHEREAS, Cobourg faces a continuing need to support community-based programs to prevent child abuse and neglect; and

WHEREAS, it is the responsibility of every adult who comes in contact with a child to protect that child's unconditional right to a safe, nurturing childhood; and

WHEREAS, Cobourg has dedicated individuals and organizations who work daily to counter the problem of child abuse and neglect and to help parents obtain the assistance they need; and

WHEREAS, our community is stronger when all citizens become aware of child abuse and neglect prevention and become involved in supporting parents to raise their children in a safe, nurturing environment; and

WHEREAS, Cobourg residents celebrate children, our town's greatest resource and the community leaders of tomorrow;

NOW, THEREFORE, I, Gil Brocanier, Mayor, do hereby proclaim the month of October 2018 as

**CHILD ABUSE PREVENTION MONTH**

In the Town of Cobourg, and commend this observance of the citizens of this city.

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Signed

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Date



Serving the Counties of Hastings, Northumberland and Prince Edward  
www.highlandshorescas.com

August 13, 2018

Mayor Gil Brocanier  
Town of Cobourg  
Victoria Hall  
55 King St. West  
Cobourg, ON K9A 2M2

Your Worship Mayor Brocanier and Honourable Members of Council of the Town of Cobourg

**RE: PROCLAMATION OF NOVEMBER AS ADOPTION AWARENESS MONTH**

Please find attached a Proclamation for Council's consideration to endorse the month of November 2018 "**Adoption Awareness Month.**"

Adoption Awareness Month gives Highland Shores Children's Aid the opportunity to say thank you to our adoptive families. It also enables us to speak to the community about our current need to find permanent, caring and nurturing families for school aged or older children, sibling groups and emotionally and behaviourally challenged children.

In recognition of adoptive families in Hastings, Northumberland and Prince Edward counties, we extend an invitation to the entire community to actively participate in thanking everyone who has created a caring and nurturing family through adoption.

At this time, we are respectfully requesting that you proclaim November as Adoption Awareness Month.

Thank you for your consideration and we look forward to your participation.

Sincerely,

Mark Kartusch  
Executive Director

***Our Core Values: Above all - Kids Come First***  
***Respect, Advocacy, Collaboration, Compassion, Integrity, Communication***



---

**Belleville Office:** 363 Dundas Street West, Belleville, ON K8P 1B3 • **Tel:** 613-962-9291 • **Toll-free:** 800-267-0570 • **Fax:** 613-966-3868  
**Cobourg Office:** 1005 Burnham Street, Cobourg, ON K9A 5J6 • **Tel:** 905-372-1821 • **Toll-free:** 800-267-0570 • **Fax:** 905-372-5284  
**Bancroft Office:** 16 Billa St., Suite 104, P.O. Box 837, Bancroft, ON K0L 1C0 • **Tel:** 613-332-2425 • **Toll-free:** 800-267-0570 • **Fax:** 613-332-5686  
**Pictou Office:** 16 MacSteven Drive, Pictou, ON K0K 2T0 • **Tel:** 613-476-7957 • **Toll-free:** 800-267-0570 • **Fax:** 613-476-2316

**Proclamation  
November is Adoption Awareness Month**

Every child deserves to be loved, nurtured and have a permanent family. Sadly, some children in the care of Highland Shores Children's Aid are waiting for such a home. Adoption gives these young people a brighter future and brings great joy to the adoptive parents. It offers permanency and security and gives them the opportunity to develop healthy, nurturing relationships in a family setting.

WHEREAS, there are several children in Hastings, Northumberland and Prince Edward counties who are waiting for an adoptive home; and

WHEREAS Highland Shores Children's Aid has a continuing need for families who will adopt older children, sibling groups; children or youth with emotional, physical, social or behavioral challenges or medically fragile infants; and

WHEREAS, these children require extra patience and support to help them overcome previous hardships; and

WHEREAS, in fiscal 2017/18, 9 children and youth from Hastings, Northumberland and Prince Edward counties were adopted; and

WHEREAS, it is important to stress that low income, being single or not owning a home does not disqualify individuals from adopting; and

WHEREAS, children waiting for adoptive parents and families who have adopted these children require and deserve community support;


NOW, THEREFORE, I, Gil Brocanier, Mayor of the Town of Cobourg do hereby proclaim

**NOVEMBER 2018 as Adoption Awareness Month in the Town of Cobourg.**

In honor of this event, I encourage community members to learn more about adoption and honour those families who grow through adoption.

Signed \_\_\_\_\_

Date \_\_\_\_\_

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Director of Public Works	
DATE OF MEETING:	October 1, 2018	
TITLE / SUBJECT:	Approval to Purchase Lands Known as 710 George Street	
REPORT DATE:	September 21, 2018	File #:

1.0 STRATEGIC PLAN  
NA

2.0 PUBLIC ENGAGEMENT  
The Town has conducted three (3) public meetings regarding the environmental assessment and preliminary design options for the Midtown Creek ponding area and Kerr Street extension. The materials available for public review indicated that property acquisitions would be required.

3.0 RECOMMENDATION  
THAT Council authorize the Mayor and Municipal Clerk to execute an Agreement of Purchase and Sale for the purchase of the lands known currently as 710 George Street in the amount of \$25,000.00 plus HST as part of the approved capital budget for the Midtown Creek Ponding Area and Kerr Street Extension project.

4.0 ORIGIN  
The Town of Cobourg is conducting a Municipal Class Environmental Assessment (Class EA) study to assess the available measures for providing flood protection for structures upstream of the existing railway corridor that crosses Midtown Creek. The Study incorporates the extension of Kerr Street from Division Street to the railway spur in order to create upstream overbank ponding of water during periods of high Midtown Creek flows.

5.0 BACKGROUND

The subject property (50'x100') is located within the study area and used to have a residential dwelling onsite.

As a result of the Class EA study, the preferred design alternative requires vegetation removal and grading on the subject property during construction.

The Town has had the property assessed by Baayen Real Estate Appraisers in the amount of \$25,000.00 and the assessed value set by MPAC as of January 1, 2016 was \$22,500.00.

#### 6.0 ANALYSIS

The subject lands are now zoned Light Industrial Holding (LM-H) Zone in the current Zoning By-law, and were zoned Prestige Industrial Holding (PM-H) Zone in the former Zoning By-law dating back to 1987. The residential land use has been discontinued since the dwelling was removed more than 12 consecutive months ago and any new use would need to comply with the LM Zone requirements (ie. light industrial, but not residential). The lot is quite small and would not likely permit a very significant industrial type of land use/development.

Section 5.9 of the Zoning By-law specifies that no lands shall be used or developed unless municipal services that the Town ordinarily requires are available and capable of servicing the lands. It has been determined that municipal services are not available to the subject lot.

Section 5.11 of the Zoning By-law specifies that no land shall be used or developed unless the land abuts or fronts onto a municipally-assumed and maintained road of 18.0 m width or greater, with the exception that a lot may front onto a 10 m wide right-of-way/laneway that is improved to the Town's standard and the row/laneway fronts onto a public road. The subject lot does not currently front or abut onto an open, assumed public road.

#### 7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

By executing the Agreement of Purchase and Sale the Town agrees to pay \$25,000.00 plus HST to the Owner of the lands currently known as 710 George Street.

The total cost to the approved budget for the Midtown Creek Ponding Area and Kerr Street Extension capital project including non-refundable HST will be \$25,440.00.

#### 8.0 CONCLUSION

THAT Council authorize the Mayor and Municipal Clerk to execute an Agreement of Purchase and Sale for the purchase of the lands known currently as 710 George Street in the amount of \$25,000.00 plus HST as part of the




approved capital budget for the Midtown Creek Ponding Area and Kerr Street Extension project.

**Approved By:**

Stephen Peacock, Chief Administrative Officer

**Department:**

CAO

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council	
FROM: TITLE:	Laurie Wills Director of Public Works	
DATE OF MEETING:	October 1, 2018	
TITLE / SUBJECT:	Approval to Purchase Lands Known as 715 George Street and Part of 755 Division Street	
REPORT DATE:	September 24, 2018	File #:

1.0 STRATEGIC PLAN  
N/A

2.0 PUBLIC ENGAGEMENT  
The Town has conducted three (3) public meetings regarding the environmental assessment and preliminary design options for the Midtown Creek ponding area and Kerr Street extension. The materials available for public review indicated that property acquisitions would be required.

3.0 RECOMMENDATION  
THAT Council authorize the Mayor and Municipal Clerk to execute an Agreement of Purchase and Sale for the purchase of the lands known currently as 715 George Street in the amount of \$2.00 plus HST and part of the lands currently known as 755 Division Street in the amount of \$2.00 plus HST. Both purchases are a requirement of the Midtown Creek ponding area and Kerr Street Extension approved capital project.

4.0 ORIGIN  
The Town of Cobourg is conducting a Municipal Class Environmental Assessment (Class EA) study to assess the available measures for providing flood protection for structures upstream of the existing railway corridor that crosses Midtown Creek. The Study incorporates the extension of Kerr Street from Division Street to the railway spur in order to create upstream overbank ponding of water during periods of high Midtown Creek flows.

5.0 BACKGROUND

The subject properties are located within the study area and Midtown Creek runs through them both resulting in most of the lands being zoned as Environmental Control (EC) and not suitable for development.

6.0 ANALYSIS

The subject lands are required in order to construct a ponding area north of the Kerr Street extension west of Division Street to the spur line. The ponding area will eliminate any flooding downstream of the Kerr Street extension for the 100 year storm event.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

By executing these Agreements of Purchase and Sale the Town agrees to pay \$2.00 plus HST to the Owner of the lands currently known as 715 George Street and \$2.00 plus HST to the Owner of the lands currently known as Part of 755 Division Street.

8.0 CONCLUSION


THAT Council authorize the Mayor and Municipal Clerk to execute an Agreement of Purchase and Sale for the purchase of the lands known currently as 715 George Street in the amount of \$2.00 plus HST and part of the lands currently known as 755 Division Street in the amount of \$2.00 plus HST. Both purchases are a requirement of the Midtown Creek ponding area and Kerr Street Extension approved capital project.

**Approved By:**

Stephen Peacock, Chief Administrative Officer

**Department:**

CAO

	THE CORPORATION OF THE TOWN OF COBOURG	
	COUNCIL REPORT	
TO:	Mayor and Council Members	
FROM:	Glenn J. McGlashon, MCIP, RPP Director of Planning & Development	
DATE OF MEETING:	October 1, 2018	
REPORT TITLE/SUBJECT:	<b>Interim Delegation of Authority Heritage Permit Approvals</b>	
DATE OF REPORT:	September 27, 2018	

#### **1.0 RECOMMENDATION**

That Council receive this Report for information purposes and, further, that Council endorse and approve the By-law attached as **Appendix "I"** which delegates the authority to issue Heritage Permits, with the exception of major alterations and demolition, to the Director of Planning & Development or his designate until December 31, 2018.

#### **2.0 PUBLIC CONSULTATION/ENGAGEMENT**

The Ontario Heritage Act does not prescribe public notification or meetings for approval of alterations to designated properties by way of a Heritage Permit, 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 Cobourg Heritage Advisory Committee (CHC) is consulted on Heritage Permit applications where alterations are more substantial in size and scope, and its meetings are open to the public. 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 ORIGIN**

In light of the timing of the upcoming municipal election and the lack of scheduled regular Council meetings until January, 2019, there have been concerns raised by a number of landowners that this will lead to a disruption in service as it relates to the issuance of Heritage Permits by the Municipality.

### **4.0 ANALYSIS**

At present, By-law No. 097-2009 specifies that larger alterations to heritage properties require review by heritage planning staff and the CHC, and subsequent approval by Cobourg Council. The By-law delegates authority to municipal staff to approve certain 'minor' types of Heritage Permits without further consultation with the CHC and Council. These include the following:

- The type and colour of paint to be applied to the exterior of the building provided it is consistent with the Heritage Colour Palette;
- Exterior signage in conformity with the Sign By-law and heritage sign guidelines;
- The erection of fences;
- The erection and/or alteration of accessory buildings having an area of less than 10 square metres on the property;
- The replacement of eaves troughs and downspouts;
- The installation of exterior lights;
- The installation of removable storm windows and doors;
- The restoration or replication of wooden windows;
- The repair of existing architectural features including roofs, wall cladding, dormers, cupolas, cornices, brackets, columns, balustrades, porches and exterior steps, entrances, sidewalks, building foundations and decorative wood, metal, stone or terra cotta provided that the same type of materials are used for the repair as were used in the original features;
- The installation of mechanical or electrical equipment that is not visible from the street;
- The replacement of steps and sidewalks;
- Any alteration to the building that is not visible from the street upon which the property is located; and
- All interior work, but only if the interior has been designated, and unless the interior work will affect the structural integrity of the building.

While the Ontario Heritage Act allows for 90 days for Council to make a decision on an application to alter a heritage property, and 60 days for a



decision on an application to demolish or remove a building or structure on a heritage property, the Town has always adhered to the premise that good customer service is a key consideration in the administration of heritage approvals, particularly for those proposals that conform to established heritage principles and are consistent with best practices.

As a result of the upcoming municipal election on October 22, 2018, the current Council will not convene any further regular meetings for the purpose of conducting business beyond October 1<sup>st</sup>. A special meeting(s) of Council could be called to address time-sensitive and/or significant matters, such as site plan, subdivision or similar applications under the Planning Act, however the timing is unknown at this time and it is important that smaller or minor proposals for heritage alterations be processed regularly and with certainty.

Accordingly, it is recommended on an interim basis that Council delegate to municipal staff the authority to approve and issue all Heritage Permits, with the exception of major alterations and demolition<sup>1</sup>, to the end of 2018. Under this concept, the process would continue to include a detailed review of Heritage Permit applications by heritage planning staff and consideration in an open meeting of the CHC in accordance with all applicable guidelines and standards prior to issuance by staff. If necessary, unsuccessful applicants could approach Council for consideration at the next available opportunity.

The aforementioned approach would ensure continued, seamless service delivery for applicants with heritage alterations both during and after the election period and until the new Council convenes in 2019.

## **5.0 FINANCIAL IMPLICATIONS**

The recommended approach will not impose any financial impacts on the Municipality.

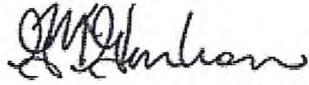
## **6.0 CONCLUSIONS**

The municipal election on October 22, 2018 and lack of scheduled Council meetings beyond October 1<sup>st</sup> have created some uncertainty for landowners seeking approval of heritage alterations via the current Heritage Permit process. The proposal to delegate to planning staff the authority to approve and issue relatively minor Heritage Permits, in consultation with the Cobourg Heritage Advisory Committee (CHC), until the end of 2018 while the transition to a new Council occurs is appropriate and will maintain good customer service in the heritage approvals process.

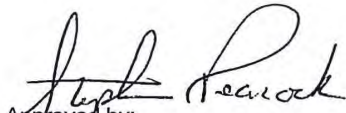
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<sup>1</sup> *Major alterations* is defined as the construction of new buildings and additions greater than 93 sq m (1,000 sq ft); *Major demolition* consists of the removal of primary buildings, but excludes accessory structures, porches, and small additions less than 93 sq m.

Respectfully submitted,




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



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



**Appendix "I"**

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

**A BY-LAW TO DELEGATE AUTHORITY TO ISSUE HERITAGE PERMITS FOR ALTERATIONS TO PROPERTIES DESIGNATED UNDER THE ONTARIO HERITAGE ACT, RSO 1990, c. O. 18**

WHEREAS the Ontario Heritage Act, RSO 1990, c. O. 18 Section 33(15) provides in part that a municipality may pass by-laws delegating authority to consent to alterations to designated properties to a municipal official;

AND WHEREAS the Council for the Town of Cobourg has passed By-law No. 097-2009 which provides for the delegation of certain alterations to designated properties to a municipal official;

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

1. THAT, notwithstanding By-law No. 097-2009, Paragraph 7, Council hereby delegates to the Director of Planning & Development or his designate Council's authority to consider and consent to all applications for alterations to designated properties, with the exception of major alterations (defined as new buildings and additions greater than 93 sq m) and major demolition (defined as the removal of any primary buildings, but excluding accessory structures, porches, and small additions less than 93 sq m.) until the end of business day on December 31, 2018.
2. THAT in all other respects, By-law No. 097-2009 shall remain in full force and effect.

READ and passed in Open Council this 1<sup>st</sup> day of October, 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

**The Corporation of the Town of Cobourg**

**MOTION**

**Date: October 1, 2018**

**No. \_\_\_\_\_**

**Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**

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WHEREAS the Committee of the Whole has considered a memo from the Chief Administrative Officer, regarding the Town of Cobourg Victoria Hall Public Art Policy;

NOW THEREFORE BE IT RESOLVED 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.

**The Corporation of the Town of Cobourg**

**MOTION**

**Date: October 1, 2018**

**No. \_\_\_\_\_**

**Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**

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WHEREAS the Regular Council has considered a Delegation from Highland Shores Children's Aid requesting proclamations for Child Abuse Prevention Month (October 2018) and Adoption Awareness Month (November 2018);

NOW THEREFORE BE IT RESOLVED THAT Council proclaim October 2018 as Child Abuse Prevention Month and November 2018 as Adoption Awareness Month, as requested by the Highland Shores Children's Aid and in accordance with the Town of Cobourg Proclamation Policy.

**The Corporation of the Town of Cobourg**

**MOTION**

**Date: October 1, 2018**

**No. \_\_\_\_\_**

**Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**

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WHEREAS the Committee of the Whole has considered a memo from the Manager of Roads and Sewers regarding the approval to Purchase a Demo Slide-In Salt/Sand Spreader;

NOW THEREFORE BE IT RESOLVED 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.

**The Corporation of the Town of Cobourg**

**MOTION**

**Date: October 1, 2018**

**No. \_\_\_\_\_**

**Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**

---

WHEREAS the Committee of the Whole has considered a memo from the Secretary, Cobourg Environmental Active Transportation Advisory Committee regarding an update to the Victoria Park Waterfront Wayfinding Maps.

NOW THEREFORE BE IT RESOLVED 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.



**The Corporation of the Town of Cobourg**

**MOTION**

**Date: October 1, 2018**

**No. \_\_\_\_\_**

**Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**

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WHEREAS the Committee of the Whole has considered a memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application, 22-24 University Avenue West, Cobourg (HP-2018-057).

NOW THEREFORE BE IT RESOLVED 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.

**The Corporation of the Town of Cobourg**

**MOTION**

**Date: October 1, 2018**

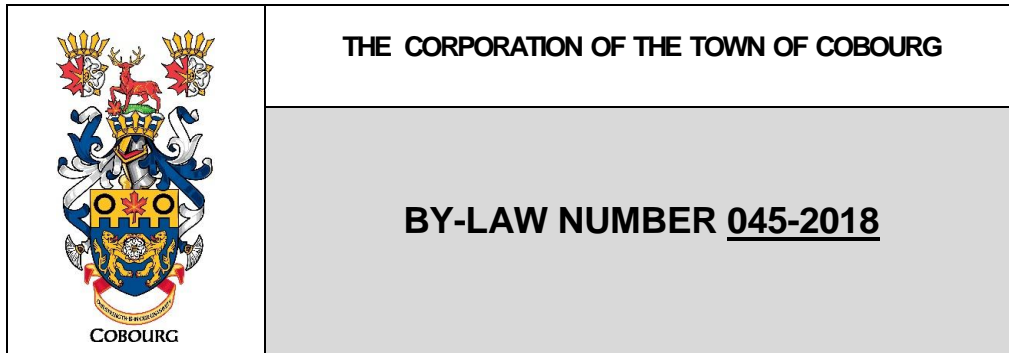
**No. \_\_\_\_\_**

**Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_**

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WHEREAS the Committee of the Whole has considered a 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.

NOW THEREFORE BE IT RESOLVED 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.



**A BY-LAW TO AMEND BY-LAW NO. 008-2016, A BY-LAW TO DEFINE THE COMPOSITION AND TERMS OF REFERENCE FOR ADVISORY COMMITTEES, LOCAL BOARDS AND INTERNAL WORKING GROUPS ESTABLISHED BY AND/OR INVOLVING THE CORPORATION OF THE TOWN OF COBOURG TO INCLUDE THE POET LAUREATE AD HOC COMMITTEE TERMS OF REFERENCE.**

**WHEREAS** By-law No. 008-2016, being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the ‘Council Procedural By-law’, establishes the rules and procedures under which Council and Committees of Council are to function; and

**AND WHEREAS** the Municipal Council of the Town of Cobourg adopted the “Advisory Committee and Local Board Policy and Procedure” to provide advice to the Cobourg Municipal Council on all matters relating to events, requests, submissions and plans for their respective committees;

**AND WHEREAS** the Advisory Committee and Local Board Policy approved by Council in 2016 states that all committees and boards are to review their respective Terms of Reference every two years and all recommendations for amendments must be approved by Council. Council approval must be sought for any committee/board activity not provided by the Terms of Reference;

**AND WHEREAS** the Municipal Council of the Town of Cobourg established advisory committees comprised of both members of Council and members of the general public;

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

1. THAT Schedule “C”-3 – be added to By-law No. 008-2016 to amend the Advisory Committee Terms of Reference with the addition of the Poet Laureate Ad Hoc Committee.
2. This By-law shall take effect upon the date of passing.

By-law read and passed in Open Council this 1<sup>st</sup> day of October, 2018.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

## SCHEDULE "C"- 3

### AD HOC COMMITTEE REPORTING TO COUNCIL

**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**

The Town of Cobourg on January 12, 2014 passed a Poet Laureate Terms of Reference through a 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 and 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.

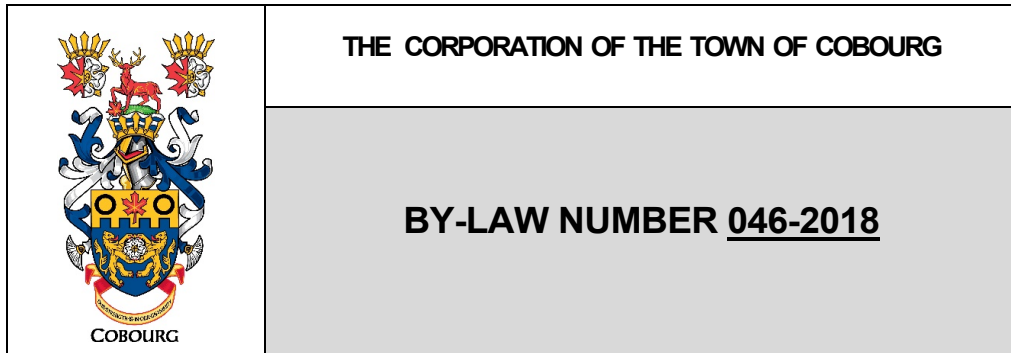
In a case where the Town and the incumbent Laureate have mutually agreed on the appointment to a 2<sup>nd</sup> consecutive term, no Nominating Committee will need to be appointed. There might be circumstances where the position is vacated prior to the set term of the appointment. If there is less than 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.



**A BY-LAW TO ENTER INTO AN AGREEMENT OF PURCHASE AND SALE BETWEEN NORMAN JOHN HART AND THE CORPORATION OF THE TOWN OF COBOURG FOR 710 GEORGE STREET, COBOURG.**

**WHEREAS** Section 8 of the *Municipal Act, 2001* S.O. c. 25, as amended (the “Municipal Act”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** Section 9(1) of the *Municipal Act*, provides that the powers of a municipality under this or any other Act shall be interpreted broadly to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** pursuant to Section 11(2) of the *Municipal Act*, a municipality may enact by-laws regarding drainage and flood control it has jurisdiction over;

**AND WHEREAS** the Corporation of the Town of Cobourg proposes to acquire property at 710 George Street, Cobourg, to execute the approved capital project regarding the Midtown Creek Ponding Area and Kerr Street Extension;

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

1. THAT the Agreement of Purchase and Sale between Norman John Hart and the Corporation of the Town of Cobourg be authorized and approved by Council to purchase the Lands known as 710 George Street, Cobourg, attached hereto as Schedule “A”.
2. THAT the Mayor and Municipal Clerk are hereby authorized and directed to execute on behalf of the Corporation the Agreement of Purchase and Sale, including any required extensions or minor amendments to the Agreement of Purchase and Sale and all other necessary or ancillary documentation for the purpose of completing such transaction to carry out the purpose of this By-law.
3. This By-law shall come into force and effect upon the date of passing.

By-law read and passed in Open Council on this 1<sup>st</sup> day of October, 2018.

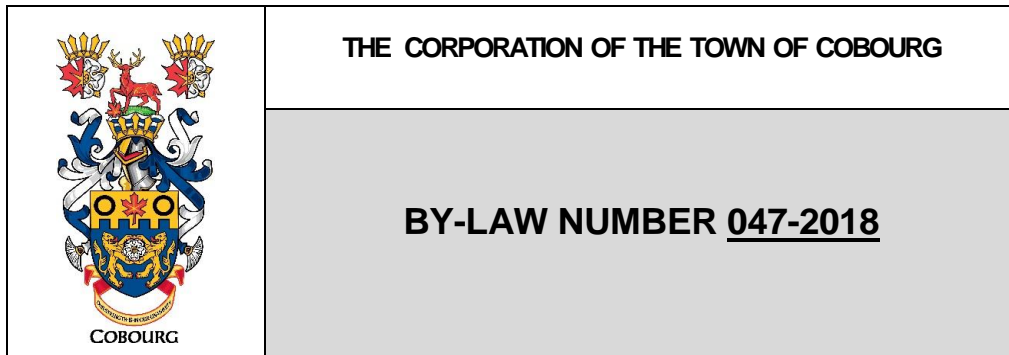
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MAYOR

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MUNICIPAL CLERK



SCHEDULE "A"





**A BY-LAW TO ENTER INTO AN AGREEMENT OF PURCHASE AND SALE BETWEEN COBOURG INDUSTRIAL MALL LTD. AND THE CORPORATION OF THE TOWN OF COBOURG FOR 715 GEORGE STREET, COBOURG.**

**WHEREAS** Section 8 of the *Municipal Act, 2001* S.O. c. 25, as amended (the “Municipal Act”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** Section 9(1) of the *Municipal Act*, provides that the powers of a municipality under this or any other Act shall be interpreted broadly to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** pursuant to Section 11(2) of the *Municipal Act*, a municipality may enact by-laws regarding drainage and flood control it has jurisdiction over;

**AND WHEREAS** the Corporation of the Town of Cobourg proposes to acquire property at 715 George Street, Cobourg, to execute the approved capital project regarding the Midtown Creek Ponding Area and Kerr Street Extension;

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

1. THAT the Agreement of Purchase and Sale between Cobourg Industrial Mall Ltd. and the Corporation of the Town of Cobourg be authorized and approved by Council to purchase the Lands known as 715 George Street, Cobourg, attached hereto as Schedule “A”.
2. THAT the Mayor and Municipal Clerk are hereby authorized and directed to execute on behalf of the Corporation the Agreement of Purchase and Sale, including any required extensions or minor amendments to the Agreement of Purchase and Sale and all other necessary or ancillary documentation for the purpose of completing such transaction to carry out the purpose of this By-law.
3. This By-law shall come into force and effect upon the date of passing.

By-law read and passed in Open Council on this 1<sup>st</sup> day of October, 2018.

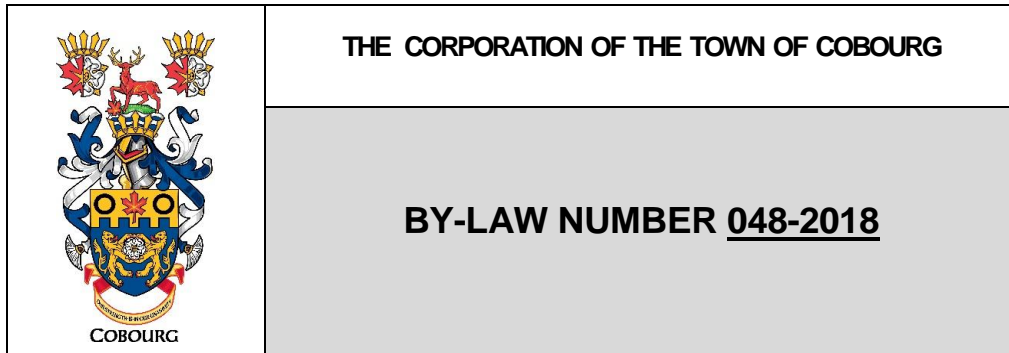
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SCHEDULE "A"





**A BY-LAW TO ENTER INTO AN AGREEMENT OF PURCHASE AND SALE BETWEEN 1199458 ONTARIO LIMITED AND THE CORPORATION OF THE TOWN OF COBOURG FOR PART OF 755 DIVISION STREET, COBOURG.**

**WHEREAS** Section 8 of the *Municipal Act, 2001* S.O. c. 25, as amended (the “Municipal Act”) provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** Section 9(1) of the *Municipal Act*, provides that the powers of a municipality under this or any other Act shall be interpreted broadly to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** pursuant to Section 11(2) of the *Municipal Act*, a municipality may enact by-laws regarding drainage and flood control it has jurisdiction over;

**AND WHEREAS** the Corporation of the Town of Cobourg proposes to acquire property at 755 Division Street, Cobourg, to execute the approved capital project regarding the Midtown Creek Ponding Area and Kerr Street Extension;

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

1. THAT the Agreement of Purchase and Sale between 1199458 Ontario Limited and the Corporation of the Town of Cobourg be authorized and approved by Council to purchase part of Lands known as 755 Division Street, Cobourg, attached hereto as Schedule “A”.
2. THAT the Mayor and Municipal Clerk are hereby authorized and directed to execute on behalf of the Corporation the Agreement of Purchase and Sale, including any required extensions or minor amendments to the Agreement of Purchase and Sale and all other necessary or ancillary documentation for the purpose of completing such transaction to carry out the purpose of this By-law.
3. This By-law shall come into force and effect upon the date of passing.

By-law read and passed in Open Council on this 1<sup>st</sup> day of October, 2018.

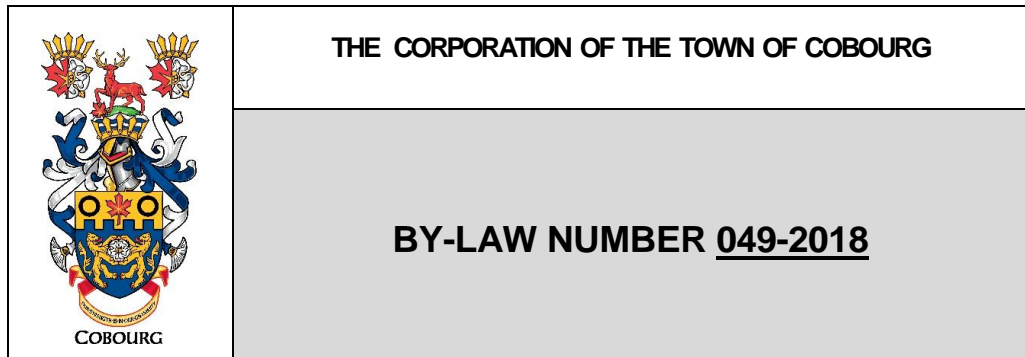
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SCHEDULE "A"





**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 1<sup>st</sup> day of October 2018.

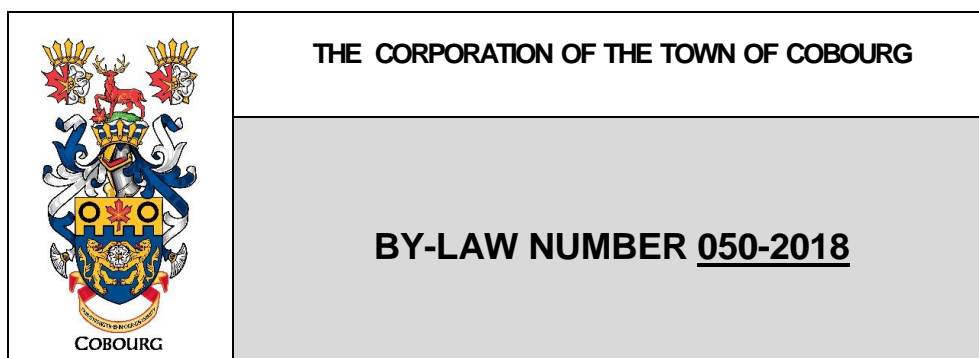
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**SCHEDULE "B"**





**A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (22-24 UNIVERSITY AVENUE WEST).**

**WHEREAS** the Municipal Council of the Corporation of the Town of Cobourg (the “Town of Cobourg”) convened a Public Meeting in accordance with the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, on September 24, 2018 regarding an application for a Zoning By-law Amendment for the Lands known as 22-24 University Avenue West, Cobourg;

**AND WHEREAS** three (3) public submissions in favour of the application was received by the Town of Cobourg at the Public Meeting;

**AND WHEREAS** one (1) public submission in opposition of the application was received by the Town of Cobourg at the Public Meeting;

**AND WHEREAS** the Town of Cobourg duly considered the public submissions and all other relevant information surrounding the subject matter, and now deems it advisable to amend By-law No.85-2003, as amended;

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

1. THAT By-law No.85-2003, Section 10.2, is hereby amended by the addition of the following subsections:

“ 10.2.30 **Multiple Residential 4 Exception 30 (R4-30) Zone – 22-24 University Avenue West**

10.2.30.1 **Defined Area**

R4-30 as shown on Schedule “A”, portion of Map 7 to this By-law

10.2.30.2 **Permitted Uses and Permitted Accessory Uses**

The uses permitted shall be in accordance with Section 10.1.1 and 10.1.2.

10.2.30.3 **Permitted Buildings and Structures**

The buildings and structures permitted shall be limited to the following:

- i. one unit of a semi-detached dwelling on one lot;
- ii. one semi-detached dwelling on one lot;
- iii. one duplex dwelling on one lot;
- iv. one triplex dwelling on one lot;

- v. one four-plex dwelling on one lot;
- vi. one multiple dwelling on one lot;
- vii. accessory buildings and structures for the permitted uses.

15.2.30.4 **Regulations for Permitted Uses in the R4-30 Zone**

The regulations of Section 10.1 shall apply to the permitted uses in the R4-30 Zone, with the exception of the following:

**Lot Area**

1,384 m<sup>2</sup> (0.34 ac) minimum

**Front Yard**

21.0 m minimum

**Interior Side Yard**

The minimum west interior side yard shall be 1.5 m (5 ft).

The minimum east interior side yard shall be in accordance with the provisions of Section 10.1.11.

**Building Height**

Two (2) storeys maximum

**Density**

Four (4) dwelling units maximum

**Parking**

In accordance with Section 6 and including the following:

- i) No more than one (1) of the required parking spaces may be provided in the front yard.
- ii) No parking shall be permitted in any side yard.

**Driveway Setback**

The driveway adjacent to the east side lot line shall be permitted to continue along the established 0.0 m setback to the side lot line.

**Unenclosed Decks**

- i) No minimum distance shall be required between decks, or between decks and any other building or structure.
- ii) Unenclosed decks over 1.8 m (6 ft) in height may extend along an established building side yard setback.

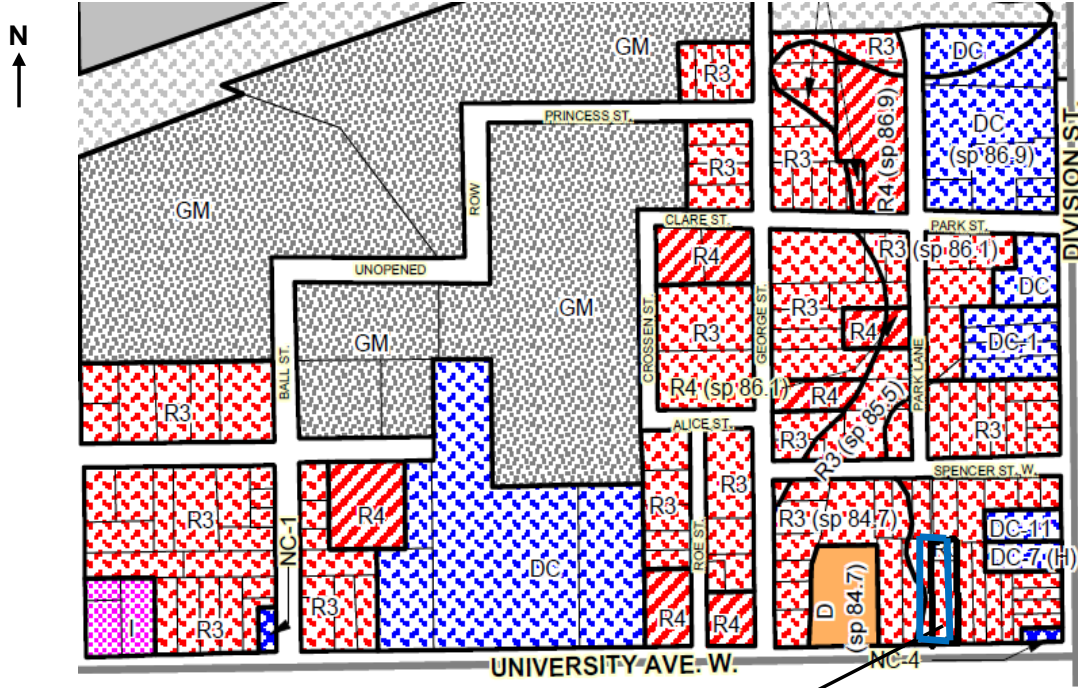
2. THAT Schedule "A" Map 7, attached to and forming part of By-law No.85-2003, is hereby amended by changing the zone category of the lands as illustrated on Schedule "B" attached hereto from "Residential Three (R3) Zone" to "Multiple Residential 4 Exception Thirty Holding [R4-30(H)] Zone."
3. THAT the Holding (H) Symbol shall not be removed until the Owner(s) have received Site Plan approval of all applicable plans, drawings, and other related documentation by the Municipality, and a Development Agreement(s) has been entered into pursuant to the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended. The Agreement shall address matters including but not limited to: plans and/or other documentation pertaining to site planning and design; architectural, building and landscape design; road widening; vehicular parking and access; infrastructure and servicing; parkland dedication, and performance measures (re: financial securities and regulations for construction, maintenance, and use).
4. 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.
5. THAT this By-law shall come into force and effect upon final passing hereof, subject to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

READ and passed in Open Council on this 1<sup>st</sup> day of October 2018.

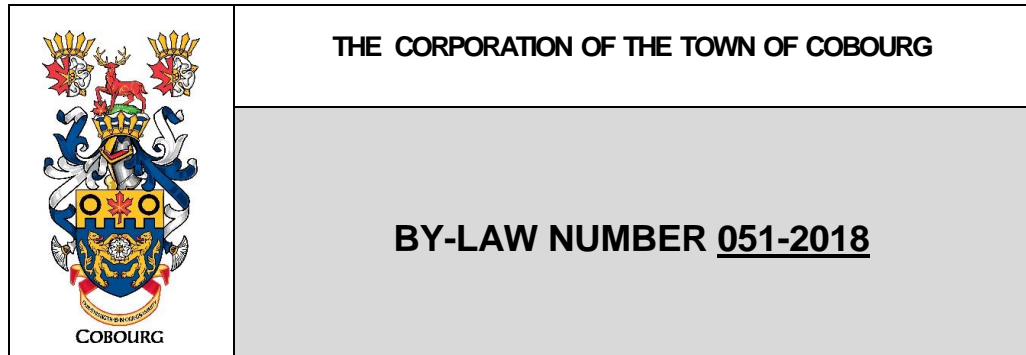
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MAYOR

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MUNICIPAL CLERK

## Schedule "B"



Area to be changed from  
 "Residential Three (R3) Zone" to  
 "Multiple Residential 4 Exception  
 Thirty Holding [R4-30(H)] Zone"



**A BY-LAW TO DELEGATE AUTHORITY TO ISSUE HERITAGE PERMITS FOR ALTERATIONS TO PROPERTIES DESIGNATED UNDER THE ONTARIO HERITAGE ACT, RSO 1990, c. O. 18**

**WHEREAS** the *Ontario Heritage Act*, RSO 1990, c. O. 18 Section 33(15) provides in part that a municipality may pass by-laws delegating authority to consent to alterations to designated properties to a municipal official;

**AND WHEREAS** the Council of the Corporation of the Town of Cobourg has passed By-law No.097-2009 which provides for the delegation of certain alterations to designated properties to a municipal official;

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

1. THAT, notwithstanding By-law No.097-2009, Paragraph 7, Council hereby delegates to the Director of Planning & Development or his designate Council's authority to consider and consent to all applications for alterations to designated properties, with the exception of major alterations (defined as new buildings and additions greater than 93 sq. m.) and major demolition (defined as the removal of any primary buildings, but excluding accessory structures, porches, and small additions less than 93 sq. m.) until the end of business day on December 31, 2018.
2. THAT in all other respects, By-law No.097-2009 shall remain in full force and effect.

READ and passed in Open Council this 1<sup>st</sup> day of October 2018.

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MAYOR

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