

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL AGENDA
	<p>Tuesday July 2, 2019 at 6:00 P.M. Council Chambers, Victoria Hall, Cobourg</p>

A Regular Council Meeting of the Cobourg Municipal Council will be held on Tuesday July 2, 2019 at 6:00 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 MEETINGS

1. Adoption of the June 10, 2019 Regular Council and June 24, 2019 Special Council Meeting Minutes. 11 - 21

Action Recommended: THAT Council adopt the Minutes of the June 10, 2019 Regular Council and June 24, 2019 Special Council Meetings.

VI PRESENTATIONS

VII DELEGATIONS

VIII DELEGATION ACTIONS

IX REPORTS

General Government Services

1. Committee of the Whole meeting notes held on June 24, 2019. 22 - 36

Action Recommended: THAT Council receive the notes of the Committee of the Whole meeting held on June 24, 2019 for information purposes.

2. Memo from the President and CEO of Lakefront Utility Services Inc. (LUSI), 37 - 50 regarding a response to Resolution 132-19 (Referred from the June 24, 2019 Committee of the Whole Meeting).

Action Recommended: THAT Council receive the Memo from the President and CEO of Lakefront Utility Services Inc. for information purposes.

Planning and Development Services

1. Notices of Committee of Adjustment Hearings regarding: 51 - 52

File No. B-10/19, B-11/19 & B-12/19 312 Clyde Street, Cobourg - 3FiveSix Corp.

File No. B-13/19 & B-14/19 101 King Street West & 103 King Street West, Cobourg - Natasa Djordjevic on behalf of #2370875 Ontario Ltd. and Jamie Fellows

Action Recommended: THAT Council receive the Notice of Hearings of the Committee of Adjustment for information purposes.

2. Response to a Public Meeting held on July 2, 2019, regarding a proposed Zoning By-law Amendment Application from Andrew Ferancik of WND Associates on behalf of 2642301 Ontario Ltd. and 2363219 Ontario Ltd. for lands located at 311 - 325 University Avenue West and 387 William Street, Cobourg.

Action Recommended: THAT Council endorse the comments of the Planning Department, acknowledge the motion of support from the Planning and Development Advisory Committee, and authorize the preparation of the necessary amendments to the Zoning By-law (85-2003) for lands located at 311 - 325 University Avenue West and 387 William Street, Cobourg.

OR

THAT the matter be referred to Planning Staff for a Report.

Parks and Recreation Services

1. Memo from the Director of Community Services, regarding the Waterfront Plan 53 - 57 – Design and Engineering for the Cobourg East Pier and Victoria Park Campground - Update on June 13, 2019 Memo.

Action Recommended: THAT Council receive the Memo from the Director of Community Services for information purposes.

2. Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for the Cobourg East Pier and Victoria Park Campground. (Referred from the June 24, 2019 Committee of the Whole Meeting). 58 - 73

Action Recommended: THAT Council receive the Memo from the Director of Community Services for information purposes; and

FURTHER THAT Council direct staff to conduct a public engagement process in September 2019 regarding the repair/improvement of the East Pier and Victoria Park Campground that includes:

- A public open house that provide citizens with the opportunity to review and discuss the options and conceptual drawings in the Waterfront User Needs Assessment and the Shoreplan East Pier Engineering Assessment; and
- The use of Bang the Table (Public Engagement Software); and

FURTHER THAT Council direct Staff to provide a report to Council no later than November 4, 2019 that includes:

- A summary of the feedback obtained during the public engagement process;
- Recommendations for the nature and scope of the East Pier and Campground repairs/improvements based on the feedback obtained during the public engagement process; and
- A request for Council authorization to begin the procurement of engineering or other services to develop drawings, costs and tender documents for the preferred options in preparation for a Public Meeting; and

FURTHER THAT the additional estimated engineering and construction costs be submitted through the 2020 Budget process.

Arts, Culture and Tourism Services

1. Memo from the Community Events Coordinator, regarding the Summer Social 4 Shelter Events. 74 - 81

Action Recommended: THAT Council receive the Memo from the Community Events Coordinator and the correspondence from Lindsey Edwards for information purposes.

X MOTIONS

XI General Government Services

1. Motion from the Committee of the Whole, regarding the Lake Ontario Water Levels in the Town of Cobourg. 82 - 83

Planning and Development Services

1. Motion from the Committee of the Whole, regarding the Ganaraska Region Municipal Working Group representative appointment on the Trent Conservation Coalition Source Protection Committee. 84
2. Motion from the Committee of the Whole, to grant a Heritage Permit for a single story addition on property located at 38 Covert Street, Cobourg (HP-2019-030). 85
3. Motion from the Committee of the Whole, to grant a Heritage Permit for a window addition on the property located at 79 King Street West, Unit E, Cobourg (HP-2019-031). 86
4. Motion from the Committee of the Whole, to grant a Heritage Permit for the demolition of a garden shed and the construction of a two car garage on property located at 429 George Street, Cobourg (HP-2019-032). 87
5. Motion from the Committee of the Whole, to grant a Heritage Permit for a window replacement on property located at 275 George Street, Cobourg (HP-2019-033). 88
6. Motion from the Committee of the Whole, to grant a Heritage Permit for alterations to the existing heritage Mansion/ Cell Block, and Heritage Harbour townhouse concept located at 77-93 Albert Street, Cobourg (HP-2019-034). 89 - 90
7. Motion from the Regular Council to appoint members to the CIP Application Evaluation Committee. 91

Public Works Services

1. Motion from the Committee of the Whole, to approve and award the Bench and Transit Shelter Advertising Tender (CO-19-05 ENG). 92
2. Motion from the Committee of the Whole, regarding the Traffic Control at the King Street/Abbott Street Crossing Guard Location. 93
3. Motion from the Committee of the Whole, regarding the approval and awarding of the Request for Proposal (RFP) for the Supervisory Control and Data Acquisition (SCADA) Installation at the Wastewater Treatment Plant #1. 94

Parks and Recreation Services

1. Motion from the Regular Council, regarding the the Waterfront Plan – Design and Engineering for the Cobourg East Pier and Victoria Park Campground.

Protection Services

1. Motion from the Committee of Whole, regarding an exemption to the Sign By-law for 805 William Street, Cobourg. 95

Arts, Culture and Tourism Services

1. Motion from the Committee of the Whole, regarding the Right to Water and Sanitation. 96 - 97
2. Motion from the Regular Council to approve and declare the Summer Social 4 Shelter events of Municipal Significance within the Town of Cobourg. 98

XII BY-LAWS

General Government Services

1. By-law 044-2019, being a by-law to appoint Aird and Berlis LLP to provide Integrity Commissioner Services and Closed Meeting Investigations for the Town of Cobourg. 99 - 101

Action Recommended: THAT Council adopt By-law 044-2019, being a by-law to appoint Aird and Berlis LLP to provide Integrity Commissioner Services and Closed Meeting Investigations for the Town of Cobourg.

2. By-Law 045-2019, being a by-law to Levy an Amount upon Institutions in the Town of Cobourg. 102 - 104

Action Recommended: THAT Council adopt By-law 045-2019, being a by-law to Levy an Amount upon Institutions in the Town of Cobourg.

3. By-law 046-2019, being a by-law to amend the Fees and Charges By-law (088-2017) of the Town of Cobourg, to adopt the Community Services Division 2019 Fees and Charges Schedule. 105 - 112

Action Recommended: THAT Council adopt By-law 046-2019, being a by-law to amend the Fees and Charges By-law (088-2017) of the Town of Cobourg, to adopt the Community Services Division 2019 Fees and Charges Schedule.

Planning and Development Services

1. By-law 047-2019, being a by-law to designate the property known municipally as 230 Perry Street, Cobourg, as being of cultural heritage value or interest. 113 - 115

Action Recommended: THAT Council adopt By-law 047-2019, being a by-law to designate the property known municipally as 230 Perry Street, Cobourg, as being of cultural heritage value or interest.

2. By-law 048-2019, being a by-law to execute a Development Agreement with Buchanan Storage Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (671 Division Street, Cobourg). 116

Action Recommended: THAT Council adopt By-law 048-2019, being a by-law to execute a Development Agreement with Buchanan Storage Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (671 Division Street, Cobourg).

Public Works Services

1. By-law 049-2019, being a by-law to execute a Multi-Year Governance Agreement for Joint Transit Procurements with Metrolinx from 2019-2024. 117

Action Recommended: THAT Council adopt By-law No. 049-2019, being a by-law to execute a Multi-Year Governance Agreement for Joint Transit Procurements with Metrolinx from 2019-2024.

General Government Services

THAT the following By-laws be passed:

1. By-law No. 044-2019, being a by-law to appoint Aird and Berlis LLP to provide Integrity Commissioner Services and Closed Meeting Investigations for the Town of Cobourg;
2. By-Law No.045-2019, being a by-law to Levy an Amount upon Institutions in the Town of Cobourg;
3. By-law 046-2019, being a by-law to amend the Fees and Charges By-law (088-2017) of the Town of Cobourg, to adopt the Community Services Division 2019 Fees and Charges Schedule;
4. By-law 047-2019, being a by-law to designate the property known municipally as 230 Perry Street, Cobourg, as being of cultural Heritage value or interest;
5. By-law 048-2019, being a by-law to execute a Development Agreement with Buchanan Storage Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (671 Division Street, Cobourg); and
6. By-law 049-2019, being a by-law to execute a Multi-Year Governance Agreement for Joint Transit Procurements with Metrolinx from 2019-2024.

Action Recommended: THAT leave be granted to introduce By-law 044-2019 to 049-2019 and to dispense with the reading of the by-law 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.

XIII PETITIONS

XIV COMMITTEE/BOARD MINUTES (FOR INFORMATION PURPOSES)

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|----|---|-----|---|
| 1. | • Accessibility Advisory Committee Minutes - Sep 19, 2018 | 118 | - |
| | • Planning and Development Advisory Committee - Apr 16, 2019 | 140 | |
| | • DBIA Minutes - May 2, 2019 | | |
| | • Parks and Recreation Advisory Committee Minutes - May 7, 2019 | | |
| | • Accessibility Advisory Committee Minutes - May 15, 2019 | | |
| | • DBIA Special Meeting Minutes - May 15, 2019 | | |
| | • Cobourg Heritage Advisory Committee Minutes - May 22, 2019 | | |

XV CORRESPONDENCE

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|----|--|-----|--|
| 1. | Art Gallery of Northumberland (AGN)'s January to May, 2019 Financial Report as of June 19, 2019. (Arts Culture and Tourism Services) | 141 | |
|----|--|-----|--|

Action Recommended: THAT Council receive the AGN's Financial Report for information to meet the requirement #4 of Council's Resolution from the March 14, 2019 Budget Meeting Report regarding funding to the AGN, which states that the AGN shall produce Quarterly Financial Reports to Council.

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| 2. | Media Release, County of Northumberland, regarding the discontinuation of Roundup in road and forest maintenance for 2019. (General Government Services) | 142 | |
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Action Recommended: THAT Council receive the Media Release from the County of Northumberland for information purposes.

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| 3. | Davra Young, Handmade for Littles Market, regarding a permanent exemption to the Itinerant By-law (005-2015) to hold Handmade for Littles Markets in the Town of Cobourg. (Protection Services) | 143 | |
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Action Recommended: THAT Council receive the correspondence for information purposes.

XVI NOTICE OF MOTION

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|----|---|-----|---|
| 1. | Notice of Motion, Mayor John Henderson, regarding a Confidential Meeting Investigation. | 144 | - |
| | | 145 | |

Action Recommended: THAT Council refer the Notice of Motion to the July 22, 2019 Committee of the Whole meeting for consideration.

XVII COUNCIL/COORDINATOR ANNOUNCEMENTS

1. Members of Council present verbal reports on matters within their respective areas of responsibility:

- Mayor John Henderson
- Deputy Mayor Séguin, General Government Services Coordinator
- Councillor Beatty, Planning and Development Services Coordinator
- Councillor Darling, Public Works Services Coordinator
- Councillor Chorley, Parks and Recreation Services Coordinator
- Councillor Burchat, Protection Services Coordinator
- Councillor Bureau, Arts, Culture and Tourism Services Coordinator

XVIII UNFINISHED BUSINESS

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
CAO to develop a Municipal Council a Strategic Plan Action Report that sets out work, costs, timelines and Division/Department resources required for the 2019 – 2022 Council Strategic Plan Implementation.	04-23-19	Chief Administrative Officer	Jul 22, 2019
Extension of the RFP for the position of the Municipal Ombudsman.	05-21-19	Legislative Services	Jul 4, 2019
Staff Report in response to correspondence from the Chair of the Town of Cobourg Holdings Inc., regarding an amendment to the 2006 Promissory Note. July 2019	06-03-19	Corporate Services	Jul 2, 2019
Sustainability and Climate Change Advisory Committee, regarding a recommendation of Water Bottle Filling Stations.	06-24-19	Sustainability and Climate Change Advisory Committee	Jul 22, 2019
Staff Report on the creation of a Civic Awards Advisory Committee	06-03-19	Legislative Services	Sep 3, 2019
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	Sep 3, 2019
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	Sep 3, 2019
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Services	Sep 23, 2019
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Services	Sep 23, 2019

Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive.	02-25-19	Public Works	Sep 30, 2019
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area.	04-01-19	Public Works	Oct 15, 2019
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.	02-19-19	Legislative Services	Nov 25, 2019.
Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg.	08-13-18	Public Works	
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Services	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Services	
Staff Report regarding a response to aPublic Meeting held on June 24, 2019 regarding a proposed Town of Cobourg Official Plan and Zoning By-law Amendment Application, and Approval of a Draft Subdivision Plan to consider public submissions.	06-24-19	Planning Department	

XIX CLOSED SESSION

1. THAT Council meet in Closed Session in accordance with Section 239 of the *Municipal Act, 2001*, regarding:
 - s. 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees:**
 1. Sustainability and Climate Change Advisory Committee
 2. Christmas Magic Ad Hoc Committee
 - s. 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose:**
 1. Solicitor opinion regarding Resolution 132-19
 - s. 239(2)(a) The security of the property of the municipality or local board:**
 1. Municipal property lease agreement

XX CLOSED SESSION ACTION ITEM


1. Motion to appoint Members to the Sustainability and Climate Change Advisory Committee and the Christmas Magic Ad Hoc Committee. 146

XXI CONFIRMATORY BY-LAW

1. By-law No. 050-2019, being a by-law to confirm the proceedings of the Council Meeting of July 2, 2019. 147 -
148

Action Recommended: THAT leave be granted to introduce By-law No. 050-2019 and to dispense with the reading of the by-law by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on July 3, 2019 and 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.

XXII ADJOURNMENT

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL MEETING MINUTES
	June 10, 2019 Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held this evening at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

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

Staff present: Stephen Peacock, Chief Administrative Officer
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Teresa Behan, Deputy Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services

CALL TO ORDER

The Regular Council Meeting was called to order by Mayor Henderson at 6:00 P.M.

MOMENT OF REFLECTION

ADDITIONS TO THE AGENDA

1. Delegation Request B. Thibedeau - Appeal of the Municipal Clerk's decision, pursuant to the Town of Cobourg Procedural By-law No.009-2019; and
2. Delegation, Keith Oliver, Cobourg Resident, regarding the Citizen led progress of an Adult Outdoor Fitness Park.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat
THAT the matters be added to the Agenda.

198-19

Carried

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 May 21, 2019 Regular Council Minutes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling
THAT Council adopt the minutes of the Regular Council meeting held on May 21, 2019.

199-19

Carried

PRESENTATIONS

DELEGATIONS

Dean Stokes, Chief Warrant Officer and Cpl Chad Keller, Cobourg Recruiter, the Hastings and Prince Edward Regiment, Department of National Defence, regarding the Regiment's March and Tree Planting to occur through July 8-9, 2019.

D. Stokes and C. Keller attended the meeting on behalf of the the Hastings and Prince Edward Regiment, Department of National Defence, regarding the Regiment's March and Tree Planting. After a question and answer period, D. Stokes and C. Keller were excused from the meeting (6:24 P.M.).

Scott and Jocelyn Caister, Cobourg citizens, presenting a petition to address student crossing at the corner of King Street and Abbott Boulevard, Cobourg.

S. Caister attended the meeting to present a petition to address student crossing at the corner of King Street and Abbott Boulevard, Cobourg. After a question and answer period, S. Caister was excused from the meeting (6:32 P.M.).

Keith Oliver, Cobourg Resident, regarding the Citizen led progress, regarding a Cobourg Adult Outdoor Fitness Park.

K. Oliver attended the meeting to provide information regarding the citizen led progress on the Cobourg Adult Outdoor Fitness Park. After a question and answer period, K. Oliver was excused from the meeting (6:53 P.M.).

DELEGATION ACTIONS

Delegation Action, Scott and Jocelyn Caister, Cobourg citizens, regarding a petition to address student crossing at the corner of King Street and Abbott Boulevard, Cobourg.
Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat THAT Council receive the petition as submitted by Scott and Jocelyn Caister for information purposes and

FURTHER THAT Council direct Staff create a feasibility report for Municipal Council to consider during the 2020 budget deliberations.

200-19

Carried

Delegation, Keith Oliver, Cobourg Resident, regarding the Citizen led progress, regarding a Cobourg Adult Outdoor Fitness Park.

Moved by Councillor Emily Chorley, Seconded by Deputy Mayor Suzanne Séguin THAT Council receives the delegation from Cobourg citizen Keith Oliver for information purposes; and

FURTHER THAT Council direct staff to work with Keith Oliver to submit a funding application under the New Horizons for Seniors Program *if possible* by June 21, 2019; and

FURTHER THAT Council considers the proposed Adult Fitness Park as part of the 2020 budget deliberations; and

FURTHER THAT Council direct staff to deliver a report to Council by October 15, 2019 that outlines:

- the estimated cost of installing and maintaining an Adult Fitness Park in Cobourg;
- recommended locations for an Adult Fitness Park;
- information about safety regulations and the safety record of Adult Fitness Park equipment in Ontario;
- relevant usage information/statistics regarding Adult Fitness Parks in other Ontario communities; and
- additional funding opportunities from government/community improvement programs and any relevant deadlines for application.

201-19

Carried

REPORTS**General Government Services**

Delegation Request B. Thibedeau - Appeal of the Municipal Clerk's decision, pursuant to the Town of Cobourg Procedural By-law No.009-2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT the reason for the decision by the Municipal Clerk for the denial of a delegation has been determined beyond the jurisdiction of Municipal Council; and

FURTHER in addition the Municipal Ombudsman Report dated May 9, 2019 has been considered and disposed of by Council at its June 3rd 2019 Committee of the Whole Meeting which Council received the report for information purposes; and

FURTHER THAT Council approve the following options pursuant to Section 15.8 of the Town of Cobourg Procedural By-law:

d) Not hear the delegation.

202-18

Carried

Committee of the Whole meeting notes held on Monday, June 3, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the notes from the Committee of the Whole meeting held on Monday, June 3, 2019 for information purposes.

203-18

Carried

Letter of Resignation from Terrance Stopps, member of the Sustainability and Climate Change Advisory Committee, dated June 6, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council accept with regret the letter of resignation from Terrance Stopps of the Sustainability and Climate Change Advisory Committee and that a note of appreciation be sent to the member acknowledging his service to the community; and

FURTHER THAT the vacant position be advertised and a new member be recruited in accordance with the Town's policies and procedures.

204-18

Carried

Planning and Development Services

Notice of a Committee of Adjustment Hearing to be held on Tuesday, June 25, 2019 and a corresponding Memo from the Senior Planner - Development, regarding File No. A-05/19, 127 Green Street, Cobourg (Emma Crawford and Ira Zingraff).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council receive the Notice of Hearing of the Committee of Adjustment for information purposes and endorse the comments of the Planning Department.

205-18

Carried

Notice of a Public Meeting, concerning a proposed Official Plan Amendment, Zoning By-law Amendment, and a Draft Plan of Subdivision, submitted by RFA Planning Consultants on behalf of JMCD Holdings.

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling THAT Council receive the Notice of a Public Meeting on June 24, 2019, for information purposes.

206-18

Carried

Notice of a Public Meeting, concerning a proposed Zoning By-law Amendment, submitted by WND Associates on behalf of 2642301 Ontario Ltd. and 2363219 Ontario Ltd.

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council receive the Notice of a Public Meeting on July 2, 2019, for information purposes.

207-18

Carried

MOTIONS**General Government Services****[Motion from the Committee of the Whole, regarding the Town of Cobourg Modernization Plan for the Corporate Records Program.](#)**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Modernization Plan for the Corporate Records Program;

NOW THEREFORE BE IT RESOLVED THAT Council approve the utilization of the \$25,000 as approved in the 2019 Clerks Operating Budget for a special project called 'Records and Information Management Program Review and Implementation' to be performed by the Municipal Clerk in collaboration with Bryn Lake Records & Information Management Services in order to assist staff to complete the following steps to be performed in 2019 and 2020:

1. Classification and Retention Schedule – Review, Customization and Update;
2. Policy and Procedure Development; and
3. Staff and Council Training.

208-19

Carried**[Motion from the Committee of the Whole, regarding the Public Sector Accounting Board Handbook \(PSAB\), Compliance Report pursuant to the Ontario Regulation 284/09.](#)**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Memo from the Senior Financial Analyst, regarding the Public Sector Accounting Board Handbook (PSAB), Compliance Report pursuant to the Ontario Regulation 284/09;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the compliance report for expenses excluded from the 2019 budget outlined in the report, as a requirement of the Ontario Regulation 284/09, as required under the Municipal Act, 2001.

209-19

Carried**[Motion from the Committee of the Whole, regarding the Civic Awards Ad Hoc Committee into an Advisory Committee of the Town of Cobourg.](#)**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Motion from Mayor John Henderson, regarding the conversion of the Civic Awards Ad Hoc Committee into an Advisory Committee of the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council dissolve the current Civic Awards Ad Hoc Committee; and

FURTHER THAT Council create a new Civic Awards Advisory Committee with the appointment of Mayor Henderson, three (3) members of the current Civic Awards Ad Hoc Committee and three (3) Members-at-Large from the community, with staff representation from the Executive Assistant to the Mayor, to create a Civic Awards Advisory Committee that would align with Council's Policies and Procedural By-Law; and

FURTHER THAT Council direct staff to provide a report from General Government Services to Council no later than September 3, 2019 so that the newly formed Civic Awards Advisory Committee can perform their responsibilities and plan for the Civic Awards Ceremony in April 2020.

210-19

Carried

[Motion from the Committee of the Whole, regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda and Resolutions.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Chief Administrative Officer who is delegated as the Shareholder representative to represent Municipal Council to support the proposed resolutions as presented in the Shareholders Meeting Agenda.

211-19

Carried

Planning and Development Services

[Motion from the Committee of the Whole, to grant a Heritage Permit for a previously-existing upper balcony reconstruction on property located at 465 George Street, Cobourg \(Vernor\) \(#HP-2019-021\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application 465 George Street, Cobourg (Bill Verner) (HP-2019-021);

NOW THEREFORE BE IT RESOLVED THAT Council grant a Heritage Permit #HP-2019-021 as submitted by for Keith Colterman on behalf of Bill Verner for a previously-existing upper balcony reconstruction on property located at 465 George Street, Cobourg, subject to finalization of details with Planning and Heritage Staff.

212-19

Carried

Public Works Services

[Motion from the Committee of the Whole, awarding of the Town of Cobourg Public Transit and Wheels Services Tender \(CO-19-08 ENG\).](#)

Moved by Councillor Brian Darling, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Memo from the Director of Public Works, regarding the Tender Award for the Town of Cobourg Public Transit and Wheels Services (CO-19-08 ENG);

NOW THEREFORE BE IT RESOLVED THAT Council approve the awarding of the Public Transit and Wheels Service Tender (CO-19-08 ENG), to Century Transportation Ltd. for a total cost of \$1,880,889.00 for a three (3) year term with the option of renewing for two (2) additional one (1) year terms to take effect January 1, 2020.

213-19

Carried

[Motion from the Committee of the Whole, awarding of the 2019 Street Light Maintenance Tender \(CO-19-13 DPW\).](#)

Moved by Councillor Brian Darling, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Memo from the Director of Public Works, regarding the Tender Award for the 2019 Street Light Maintenance (CO-19-13 DPW);

NOW THEREFORE BE IT RESOLVED THAT Council approve the awarding of the 2019 Street Light Maintenance Tender (CO-19-13 DPW), to Otonabee Electrical Services Inc. for a total cost of \$71,600.00, excluding HST, as approved in the 2019 Public Works Operating Budget.

214-19

Carried

Parks and Recreation Services**[Motion from the Committee of the Whole, regarding the use of audio and visual recordings at Advisory Committee Meetings.](#)**

Moved by Councillor Emily Chorley, Seconded by Councillor Aaron Burchat WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Memo from the Secretary, Parks and Recreation Advisory Committee, regarding the use of audio and visual recordings at Advisory Committee Meetings;

NOW THEREFORE BE IT RESOLVED THAT Council review the procedural by-law that incorporates the audio and visual recordings of all Committees.

215-19

Carried**[Motion from the Committee of the Whole, regarding the Trash to Treasures Pilot Program.](#)**

Moved by Councillor Emily Chorley, Seconded by Deputy Mayor Suzanne Séguin WHEREAS at the Committee of the Whole on June 3, 2019, Council considered a Memo from the Secretary, Parks and Recreation Advisory Committee, regarding the Trash to Treasures Pilot Program;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the comments of the Parks and Recreation Advisory and use up to 20 garbage cans in highly visible areas such as the Marina, Waterfront and Legion Fields for the Trash to Treasure Pilot Program in 2020 and that \$2,000 be added to the 2020 Parks Operating Budget for consideration.

216-19

Carried**BY-LAWS****General Government Services****[By-law No. 039-2019, being a by-law to amend the Terms of Reference By-law \(008-2019\) to add the Downtown Cobourg Vitalization Community Improvement Plan \(CIP\) Application Evaluation Team's Terms of Reference.](#)**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT Council adopt By-law No. 039-2019, being a by-law to amend the Terms of Reference By-law (008-2019) to add the Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team's Terms of Reference.

217-19

Carried**Planning and Development Services****[By-law No. 040-2019, being a by-law to authorize the execution of a Subdivision Agreement with New Amherst Ltd. for the proposed residential subdivision known as New Amherst Community - Stage 2, Phases 2A & 2B.](#)**

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council adopt By-law No. 040-2019, being a by-law to authorize the execution of a Subdivision Agreement with New Amherst Ltd. for the proposed residential subdivision known as New Amherst Community - Stage 2, Phases 2A & 2B.

218-19

Carried**Public Works Services****[By-law No. 041-2019, being a by-law to amend By-law No.080-2015 to authorize to authorize the Mayor and Municipal Clerk to execute an amending agreement with Her Majesty The Queen in Right of Ontario \(as represented by the Minister of Agriculture, Food and Rural Affairs for the province of Ontario\) for the Small Communities Fund \(SCF\) \(Midtown Creek Ponding Area Project\).](#)**

Moved by Councillor Brian Darling, Seconded by Councillor Nicole Beatty THAT Council adopt By-law No. 041-2019, being a by-law to amend By-law No.080-2015 to

authorize to authorize the Mayor and Municipal Clerk to execute an amending agreement with Her Majesty The Queen in Right of Ontario (as represented by the Minister of Agriculture, Food and Rural Affairs for the province of Ontario) for the Small Communities Fund (SCF) (Midtown Creek Ponding Area Project).

219-19

Carried

Parks and Recreation Services

[By-law No. 042-2019, being a by-law to authorize the Mayor and Municipal Clerk to execute a Memorandum of Understanding with the Northumberland YMCA to provide Lifeguard Services at Victoria Beach and Centennial Pool.](#)

Moved by Councillor Emily Chorley, Seconded by Councillor Brian Darling THAT Council adopt By-law No. 042-2019, being a by-law to authorize the Mayor and Municipal Clerk to execute a Memorandum of Understanding with the Northumberland YMCA to provide Lifeguard Services at Victoria Beach and Centennial Pool.

220-19

Carried

General Government Services

THAT the following By-laws be passed:

1. By-law No. 039-2019, being a by-law to amend the Terms of Reference By-law (008-2019) to add the Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team's Terms of Reference.
2. By-law No. 040-2019, being a by-law to authorize the execution of a Subdivision Agreement with New Amherst Ltd. for the proposed residential subdivision known as New Amherst Community - Stage 2, Phases 2A & 2B.
3. By-law No. 041-2019, being a by-law to amend By-law No.080-2015 to authorize to authorize the Mayor and Municipal Clerk to execute an amending agreement with Her Majesty The Queen in Right of Ontario (as represented by the Minister of Agriculture, Food and Rural Affairs for the province of Ontario) for the Small Communities Fund (SCF) (Midtown Creek Ponding Area Project).
4. By-law No. 042-2019, being a by-law to authorize the Mayor and Municipal Clerk to execute a Memorandum of Understanding with the Northumberland YMCA to provide Lifeguard Services at Victoria Beach and Centennial Pool.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law 039-2019 to By-law 042-2019 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.

221-19

Carried

PETITIONS

[Petition submitted by Jocelyn Caister, requesting a Traffic Control System on the Corner of King Street and Abbott Boulevard, Cobourg, for Student Crossing.](#)

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat THAT Council receive the petition for information purposes.

222-19

Carried

COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

- Downtown Business Improvement Area Board of Management (DBIA) Minutes - April 4, 11, and 25, 2019
- Cobourg Heritage Advisory Committee Minutes - May 1, 2019
- Joint Animal Control Municipal Services Board Minutes (JACMSB) - May 6, 2019
- Parks and Recreation Advisory Committee Minutes - May 7, 2019
- Sustainability and Climate Change Advisory Committee Minutes - May 8, 2019

CORRESPONDENCE

Correspondence from Phyllis Durnford on behalf of the Recreational Vessel Courtesy Checks, RCAF Trenton Power Squadron, requesting a permit fee waiver for the annual Recreational Vessel Courtesy Check to occur at the Cobourg Marina on July 13, 2019. (Parks and Recreation Services)

Moved by Councillor Emily Chorley, Seconded by Councillor Adam Bureau THAT Council grant the permit fee waiver request from the Recreational Vessel Courtesy Checks, RCAF Trenton Power Squadron, in the amount of \$50.00 for their annual Recreational Vessel Courtesy Check to occur at the Cobourg Marina on July 13, 2019.

223-19

Carried

Letter of appreciation from Lynda Kay, Campaign Director, Northumberland Hospice Care Centre, regarding the Town of Cobourg's four-year pledge towards Ed's House Northumberland Hospice Care Centre. (General Government Services)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council receive the correspondence for information purposes.

224-19

Carried**NOTICE OF MOTION****COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

- Mayor John Henderson
- Deputy Mayor Séguin, General Government Services Coordinator
- Councillor Beatty, Planning Services Coordinator
- Councillor Darling, Public Works Services Coordinator
- Councillor Chorley, Parks and Recreation Services Coordinator
- Councillor Burchat, Protection Services Coordinator
- Councillor Bureau, Arts, Culture and Tourism 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. 009-2019.

08-13-18	Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
09-24-18	Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg
11-26-18	Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
01-28-19	Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)
02-19-19	Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
02-25-19	Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
04-01-19	Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area by October 15, 2019 (Public Works)
04-01-19	Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street (Public Works)
04-08-19	Correspondence from Dorothy Pearce, regarding a Sign By-law (008-2009) exemption for 805 William Street, Cobourg (Building Department)
04-23-19	CAO to develop a Municipal Council a Strategic Plan Action Report that sets out work, costs, timelines and Division/Department resources required for the 2019 – 2022 Council Strategic Plan Implementation by July 22, 2019
05-13-19	Report reviewing the Town of Cobourg Public Comment and Complaint Policy by September 23, 2019 (Legislative Department)
05-13-19	Traditional Land Acknowledgment Statement to be read at Council Meeting (Legislative Department)

- 05-13-19 Staff Report regarding the execution of the Property Standard Order on 411 King Street East, Cobourg by August 12, 2019 (Building Department)
- 05-21-19 Extension of the RFP for the position of the Municipal Ombudsman until July 4, 2019 (Legislative Department)
- 06-03-19 Staff Report in response to correspondence from the Chair of the Town of Cobourg Holdings Inc., regarding an amendment to the 2006 Promissory Note.

CLOSED SESSION

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council meet in Closed Session in accordance with Section 239 of the *Municipal Act, 2001*, regarding:

- s. 239(2)(b) Personal matters about an identifiable individual including municipal or local board employees:
 - 1. Poet Laureate Nominating Ad Hoc Committee

The Regular Council Meeting reconvened at (8:00 P.M.) in Open Session.

225-19

Carried

CLOSED SESSION ACTION ITEM

[Motion from Regular Council to appoint a Member to the Poet Laureate Ad Hoc Committee.](#)

Moved by Councillor Adam Bureau, Seconded by Councillor Nicole Beatty WHEREAS the Regular Council considered application to fill a position on the Poet Laureate Ad Hoc Committee; and

WHEREAS Council thank Cliff Bell-Smith for his services on the Poet Laureate Ad Hoc Committee;

NOW THEREFORE BE IT RESOLVED THAT the Cobourg Municipal Council appoint Marta Burt Cooper to the Poet Laureate Ad Hoc Committee in Cliff Bell-Smith's place.

226-19

Carried

CONFIRMATORY BY-LAW

[By-law No. 043-2019, being a by-law to confirm the proceedings of the Council Meeting of June 10, 2019.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law No. 043-2019 and to dispense with the reading of the by-law by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on June 10, 2019 and 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.

227-19

Carried

ADJOURNMENT


Moved by Councillor Emily Chorley, THAT the Meeting Adjourn (8:11 P.M.).

228-19

Carried

Municipal Clerk

Mayor

	THE CORPORATION OF THE TOWN OF COBOURG
	SPECIAL COUNCIL MEETING MINUTES
	June 24, 2019 Council Chambers, Victoria Hall, Cobourg

A Special Meeting of the Cobourg Municipal Council was held this evening at 4:30 P.M. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

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

Staff present: Stephen Peacock, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Dean Hustwick, Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services

CALL TO ORDER

The Meeting was called to order by Mayor Henderson (4:30 P.M.).

DISCLOSURE OF PECUNIARY INTEREST

REPORTS

Memo from the Secretary, Poet Laureate Nominating Ad Hoc Committee, regarding the nomination of a Poet Laureate for the Town of Cobourg.

Moved by Councillor Bureau, Seconded by Deputy Mayor Seguin: THAT Council receive the Memo from the Secretary of the Poet Laureate Nominating Ad Hoc Committee for information purposes.

219-19

Carried

MOTIONS

[Motion from the Special Council Meeting to appoint a Poet Laureate for the Town of Cobourg.](#)

Moved by Councillor Bureau, Seconded by Deputy Mayor Seguin: WHEREAS the Special Council at its June 24, 2019 Meeting, considered a Memo from the Secretary of the Poet Laureate Nominating Ad Hoc Committee, regarding the appointment of the 4th Poet Laureate in the Town of Cobourg; and

WHEREAS the Municipal Council of the Town of Cobourg appoints a Poet Laureate as a means by which the importance of literature, language and all forms of arts and culture is encouraged and promoted within the Town of Cobourg; and

WHEREAS the position of Poet Laureate serves to complement the development and promotion of Cobourg as a cultural community, while also acknowledging the individual's accomplishments in poetry and other forms of literary arts;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Poet Laureate Nominating Ad Hoc Committee and appoint Jessica Outram as the 4th Poet Laureate for the Town of Cobourg in accordance with the established Terms of Reference for a Poet Laureate and for a term coinciding with the tenure of Municipal Council, beginning June 24, 2019 and expiring on November 30, 2022.

220-19

Carried

[Remarks from Councillor Adam Bureau and Jessica Outram, 4th Poet Laureate of the Town of Cobourg.](#)

Councillor Adam Bureau, Coordinator of Arts, Culture and Tourism, and Chair of the Poet Laureate Nominating Ad Hoc Committee provided an overview of the process the Nominating Committee underwent to select and recommend a Poet Laureate to the Municipal Council.

Jessica Outram, the newly appointed 4th Poet Laureate of the Town of Cobourg, provided remarks to Council and members of the gallery and read an original poem called 'Being Poetica'.

ADJOURNMENT

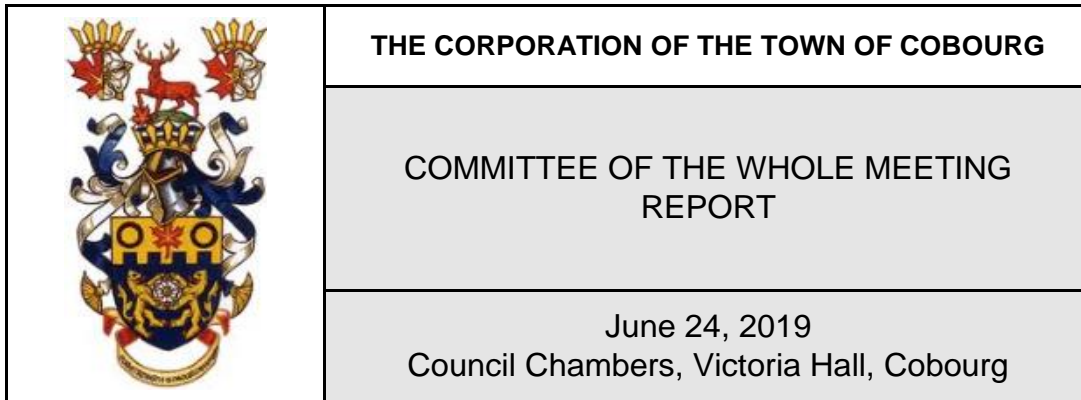
Moved by Deputy Mayor Seguin, THAT the Meeting be adjourned (4:47 P.M.).

221-19

Carried

Municipal Clerk

Mayor



The Cobourg Municipal Council's Committee of the Whole met this evening in Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

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

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 Community Services
 Brent Larmer, Municipal Clerk/Manager of Legislative Services

CALL TO ORDER

Mayor John Henderson called the meeting to order (6:25 P.M.).

AGENDA ADDITIONS

1. Presentation, Sarah Delicate, Spokesperson, United Shoreline Ontario (USO), regarding Lake Ontario water levels – Understanding Plan 2014 and a request for Action;
2. Presentation, Shannon Murphy, Emergency Planner, regarding a Community Update on the rising Water Levels along the Shore of Lake Ontario;
3. Delegation, Keith Oliver, Cobourg citizen, regarding an update on the progress being made for the Cobourg Adult Outdoor Fitness Park;
4. Memo from the President and CEO of Lakefront Utility Services Inc. (LUSI), regarding a response to Resolution 132-19;

5. Response to a Public Meeting held on June 24, 2019, regarding a proposed Town of Cobourg Official Plan and Zoning By-law Amendment Application and approval of a Draft Plan Subdivision from RFA Planning Consultants on behalf of JMCD Holdings for lands located over the Willmott Street road allowance, located on the northwest corner of King Street East and Willmott Street, Cobourg; and
6. Closed Session items, in accordance with Section 239(2)(a) and (f) of the *Municipal Act, 2001*.

Moved by Deputy Mayor Suzanne Séguin, THAT the matters be added to the Agenda.

Carried

DISCLOSURE OF PECUNIARY INTEREST

PRESENTATIONS

Sarah Delicate, Spokesperson, United Shoreline Ontario (USO), regarding Lake Ontario water levels – Understanding Plan 2014 and a request for Action.

S. Delicate attended the meeting to discuss Lake Ontario water levels and provide information on the Plan 2014, and the need for a request of action. After a question and answer period, S. Delicate was excused from the meeting (7:12 P.M.).

Hon. David Piccini, Member of Provincial Parliament – Northumberland-Peterborough South, comments on the presentation from Sarah Delicate, on Lake Ontario water levels.

D. Piccini attended the meeting to discuss Lake Ontario water levels. After a question and answer period, D. Piccini was excused from the meeting (7:16 P.M.).

Shannon Murphy, Emergency Planner, regarding a Community Update on the rising Water Levels along the Shore of Lake Ontario.

S. Murphy attended the meeting to provide a community update on the rising water levels along the Shore of Lake Ontario. After a question and answer period, S. Murphy was excused from the meeting (7:28 P.M.).

PRESENTATION ACTION

Presentation, Sarah Delicate, Spokesperson, United Shoreline Ontario (USO), regarding Lake Ontario water levels – Understanding Plan 2014 and a request for Action.

Moved by Deputy Mayor Suzanne Séguin, WHEREAS the International Joint Commission (IJC) approved Plan 2014, a Plan to regulate water levels and flows in Lake Ontario and the St. Lawrence River to protect against extreme water levels, to restore wetlands and to prepare for climate change, has had deleterious effects on the shorelines of the Town of Cobourg and other municipalities surrounding Lake Ontario; and

WHEREAS Plan 2014 proposed that average annual coastal damages on the Lake Ontario shoreline would be approximately \$46 million under natural conditions, and approximately \$20 million under Plan 2014; and

WHEREAS in 2019 Lake Ontario has exceeded the record daily peak of 75.88 m which was experienced from May 25 to May 28, 2017 and that peak was 82 cm above average for this time of year; and

WHEREAS the water level is expected to continue to rise due to record high water levels in the other Great Lakes that drain into Lake Ontario, reaching its peak within 1-3 weeks; and

WHEREAS the Town of Cobourg received a presentation from Sarah Delicate, Spokesperson, United Shoreline Ontario (USO); and

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Town of Cobourg requests that the Federal and Provincial Governments conduct a formal investigation into the flooding events of 2017 and 2019 in affected communities along the Lake Ontario and the St. Lawrence River, specifically the economic impacts and damage to infrastructure; and

FURTHER THAT the International Joint Commission (IJC) approved Plan 2014 be evaluated and measured for effectiveness and verifiable impacts by the Federal and Provincial Governments; and

FURTHER THAT the provincial and federal governments strike a Committee to review mitigation and safety plans for the communities fronting the Great Lake and the St. Lawrence Seaway; and

FURTHER THAT the Municipality advocate that our Federal Partners work with the IJC to develop a new flood plans that better protects the interests of Municipalities, Emergency procedures and Riparian's; and

FURTHER THAT Council authorize the Mayor to engage with government and non-government organizations and agencies involved with Lake Ontario flood mitigation; and

FURTHER THAT the IJC, as required by the Boundary Water Treaty, protect and indemnify the Town of Cobourg and the Town's shoreline residents and business owners from all damages resulting from Plan 2014; and

FURTHER THAT this Resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Kim Rudd, MP, Northumberland-Peterborough South, The Honourable Doug Ford, Premier of Ontario, The Honourable David Piccini, MPP, Northumberland-Peterborough South, The Honourable Steve Clark, Minister of Municipal Affairs, Andrew M. Cuomo, Governor of New York State, the Great Lakes International Joint Commission (IJC), and to all other Ontario municipalities surrounding Lake Ontario and the St. Lawrence River through the Association of Municipalities of Ontario (AMO).

Carried

DELEGATIONS

Keith Oliver, Cobourg citizen, regarding an update on the progress being made for the Cobourg Adult Outdoor Fitness Park.

K. Oliver attended the meeting to provide an update on the progress being made for the Cobourg Adult Outdoor Fitness Park. After a question and answer period, K. Oliver was excused from the meeting (8:00 P.M.).

DELEGATION ACTIONS

Keith Oliver, Cobourg citizen, regarding an update on the progress being made for the Cobourg Adult Outdoor Fitness Park.

Moved by Councillor Emily Chorley, THAT Council receive the delegation form Keith Oliver for information purposes; and

FURTHER THAT Council acknowledge and thank local citizens and Staff for their efforts to secure funding for the proposed Adult Fitness Park.

Carried

PRESENTATIONS

Ashley Purdy, Communications Manager and Dan Keane, Bang the Table, introducing the Town of Cobourg new Public Engagement Software.

A. Purdy and D. Keane attended the meeting to introduce the Town of Cobourg's new Public Engagement Software. After a question and answer period, A. Purdy and D. Keane were excused from the meeting (8:15 P.M.).

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the appointment of the Integrity Commissioner for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Report from the Municipal Clerk for information purposes; and

FURTHER THAT Council appoint Aird and Berlis LLP to perform Integrity Commissioner Services for the Town of Cobourg pursuant to Sections 223.3 and 223.8 of the *Municipal Act, 2001*; and

FURTHER THAT Aird and Berlis LLP be appointed as Closed Meeting Investigator for the Town of Cobourg; and

FURTHER THAT the Municipal Clerk be directed to prepare the necessary

appointment By-law for the July 2, 2019 meeting of Council; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute and agreement for a four (4) year term starting immediately and expiring on December 31, 2023 for the provision of services of an Integrity Commissioner; and

FURTHER THAT Council direct the Municipal Clerk to bring a report back to Council to provide a cost estimate for the services of the Integrity Commissioner to perform a review of the Council Code of Conduct Policy and to provide training to Council and Staff.

Carried

Memo from the Treasurer/Director of Corporate Services, regarding the Community Services Division 2019 proposed Fees and Charges Schedules.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the preparation of a By-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to amend By-law No. 088-2017, being a by-law to adopt a fee and charges schedule for the Town of Cobourg.

Carried

Memo from the President and CEO of Lakefront Utility Services Inc. (LUSI), regarding a response to Resolution 132-19.

Moved by Deputy Mayor Suzanne Séguin, THAT Council refer the Memo from the President and CEO of Lakefront Utility Services Inc. to be discussed at the July 2, 2019 Regular Council Meeting.

Carried

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

Memo from the Director of Planning and Development, regarding a Ganaraska Region Municipal Working Group representative appointment on the Trent Conservation Coalition Source Protection Committee.

Moved by Councillor Nicole Beatty, THAT Council endorse the appointment of Rob Franklin, Manager of Planning Services, as the Ganaraska Region Source Protection Area's representative on the Trent Conservation Coalition Source Protection Committee.

Carried

Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval - Development Agreement: 671 Division Street Buchanan Storage Inc.

Moved by Councillor Nicole Beatty, THAT Council authorize the preparation of a by-

law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with Buchanan Storage Inc. and Lakefront Utility Services Inc. for a 371.6 m² (4,000 ft²) self storage building on the Subject Property, subject to the finalization of details by municipal staff and applicable agencies.

Carried

Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for a single story addition on property located at 38 Covert Street, Cobourg. (2500709 Ontario Inc. c/o John Lee) (HP-2019-030).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit HP-2019-030 to permit a single story addition and five (5) windows and door, be approved, subject to the finalization of details with Planning and Heritage Staff, and

FURTHER THAT the exterior finishes and materials to be brought back to the Cobourg Heritage Advisory Committee for review and approval through a new Heritage Permit Application for recommendation by Cobourg Heritage Advisory Committee and approval by Municipal Council.

Carried

Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for a window addition on property located at 79 King Street West, Unit E, Cobourg. (John Lee) (HP-2019-031).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-031 to permit the addition of a window, subject to the finalization of details with Planning and Heritage Staff.

Carried

Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for the demolition of a garden shed and the construction of a two car garage on property located at 429 George Street, Cobourg. (Jack Wardle) (HP-2019-032).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-032 to permit the demolition of a garden shed and the construction of a two car garage, subject to the finalization of details with Planning and Heritage Staff.

Carried

Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for a window replacement on property located at 275 George Street, Cobourg. (Dan and Christina Panaitescu) (HP-2019-033).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-033 to permit the replacement of a window, subject to the finalization of details with Planning and Heritage Staff.

Carried

Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for alterations to the existing heritage Mansion/Cell Block, and Heritage Harbour townhouse concept located at 77-93 Albert Street, Cobourg. (1226577 Ontario Ltd. - John Lee/Laurel Clarry) (HP-2019-034).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-034 to permit alterations to the existing heritage Mansion/Cell Block, and Heritage Harbour townhouse concept, subject to the conditions listed in the Memo.

Carried

Response to a Public Meeting held on June 24, 2019, regarding a proposed Town of Cobourg Official Plan and Zoning By-law Amendment Application and approval of Draft Plan of Subdivision, from RFA Planning Consultants on behalf of JMCD Holdings for lands located over the Willmott Street road allowance, located on the northwest corner of King Street East and Willmott Street, Cobourg.

Moved by Councillor Nicole Beatty, THAT the Planning Staff consider and receive the Public Meeting submissions and the amended report be brought back to Council for the August 12, 2019 Committee of the Whole Meeting.

AMENDMENT:

Moved by Councillor Emily Chorley, THAT the matter be referred to Planning Staff for a report considering the public submissions, to be returned to Council by August 12, 2019; and

FURTHER THAT Council refer the proposed development to the Sustainability and Climate Change Advisory Committee and the Accessibility Advisory Committee for their consideration.

Carried

Moved by Councillor Nicole Beatty, THAT the matter be referred to Planning Staff for a report considering the public submissions, to be returned to Council by August 12, 2019; and

FURTHER THAT Council refer the proposed development to the Sustainability and Climate Change Advisory Committee and the Accessibility Advisory Committee for their consideration.

Carried

PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

Memo from the Director of Public Works, regarding a Multi-Year Governance Agreement for Joint Transit Procurements with Metrolinx from 2019 - 2024.

Moved by Councillor Brian Darling, THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Multi-Year Governance Agreement with Metrolinx for Joint Transit Procurements from 2019 - 2024, for the purpose of purchasing transit vehicles, equipment, technologies facilitated by Metrolinx; and

FURTHER THAT Council appoint the Director of Public Works and the Engineering and Public Transit Administrator as the Member and the Alternate Member to vote on the Steering Committee in the procurement process.

Carried

Memo from the Director of Public Works, regarding the Bench and Transit Shelter Advertising Tender Award (CO-19-05 ENG).

Moved by Councillor Brian Darling, THAT Council approve and award the Bench and Transit Shelter Advertising Tender (CO-19-05 ENG) to the Bench Press Ltd o/a Creative Outdoor Advertising (COA) - Bid Option 1 - 'The Boulevard Bench for a three (3) year term with the option of renewing for an additional two (2) year term with a proposed total revenue generation of \$6,500 per year to be used towards Transit Operations.

Carried

Memo from the Director of Public Works, regarding the Unfinished Business Item (06-10-19) Petition for Traffic Control at the King Street/Abbott Street Crossing Guard Location.

Moved by Councillor Brian Darling, THAT Council receive the Report for information to address the Unfinished Business Item (06-10-19), regarding a Petition for Traffic Control at the King Street/Abbott Street Crossing Guard Location; and

FURTHER THAT Council accept and endorse the planned improvements as outlined in the Staff Report in 2019 with enhanced pavement markings and with the installation of permanent yellow flashing warning lights located within the community safety zone resulting in reduced speeds and increased speeding fines; and

FURTHER THAT Council direct Staff to monitor the location and bring a report to Council in October if improvements are recommended for consideration at the 2020 budget deliberations.

Carried

Memo from the Director of Public Works, regarding the Unfinished Business Item (08-13-18) Petition for excessive vehicular traffic and speeding on Monroe Street, Cobourg.

Moved by Councillor Brian Darling, THAT Council receive the Report for information to address the unfinished business item from the Agenda, regarding a Petition for excessive vehicular traffic and speeding on Monroe Street, Cobourg.

Carried

Memo from the Manager of Environmental Services, regarding the Supervisory Control and Data Acquisition (SCADA) Installation at the Wastewater Treatment Plant #1.

Moved by Councillor Brian Darling, THAT Council approve and award the SCADA Installation Request for Proposal (RFP) to Summa Engineering for the following tasks, as part of the Summa Engineering proposal for the installation of a SCADA system at Plant #1 in the amount of \$352,598:

1. Tasks #1 - SCADA Computer: Install and Program SCADA computer System; and
2. Task #2 - Add Buildings: Run Fiber lines from all currently unconnected buildings back to the SCADA Computer in the Operations Room;

AND FURTHER THAT Council pre-approve Summa Engineering to be awarded Tasks #3 - Add Inter-Plant Connectivity and Task #4 - Add Sanitary Pump Stations, in the amount of \$260,000 in the 2020 Environmental Services Budget.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for the Cobourg East Pier and Victoria Park Campground.

Moved by Councillor Emily Chorley, THAT Council receive the Staff Memo from the Director of Community Services for information purposes; and

FURTHER THAT Council direct staff to conduct a public engagement process in September 2019 regarding the repair/improvement of the East Pier and Victoria Park Campground that includes:

- A public open house that provide citizens with the opportunity to review and discuss the options and conceptual drawings in the Waterfront User Needs Assessment and the Shoreplan East Pier Engineering Assessment; and
- The use of Bang the Table (Public Engagement Software); and

FURTHER THAT Council direct Staff to provide a report to Council no later than November 4, 2019 that includes:

- A summary of the feedback obtained during the public engagement process;
- Recommendations for the nature and scope of the East Pier and Campground repairs/improvements based on the feedback obtained during the public engagement process; and
- A request for Council authorization to begin the procurement of engineering or other services to develop drawings, costs and tender documents for the preferred options in preparation for a Public Meeting; and

FURTHER THAT the additional estimated engineering and construction costs be submitted through the 2020 Budget process.

Referred

MOTION TO REFER:

Moved by Councillor Brian Darling, THAT the motion be referred for consideration by Council at the July 2, 2019 Regular Council Meeting.

Carried

Memo from the Secretary, Parks and Recreation Advisory Committee, regarding an Outdoor Adult Fitness Park in the Town of Cobourg.

Moved by Councillor Emily Chorley, THAT Council accept for information purposes the Outdoor Adult Fitness Park Report that was presented to the Parks and Recreation Advisory Committee at its June 4, 2019 Meeting and to Council at its June 10, 2019 Meeting, and

FURTHER THAT Council consider the concept and determine potential timelines for implementation.

Carried

PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

Memo from the Chief Building Official, regarding the Unfinished Business Item 04-08-19: Request for an Exemption to the Sign By-law for 805 William Street, Cobourg.

Moved by Councillor Aaron Burchat, THAT Council receive the report from the Chief Building Official for information; and

FURTHER THAT Council grant an exemption to the Sign By-law (008-2009) to permit six (6) additional fascia signs, for a total of 13.55 square meters of signage on 805 William Street, which consist of one (1) additional fascia signs on the north exposure (parking lot), two (2) additional fascia sign on the east exposure, and three (3) additional signs on the south exposure.

Carried

ARTS, CULTURE AND TOURISM SERVICES

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

Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding Motions to support the Town of Cobourg as a Blue Community.

Moved by Councillor Adam Bureau, THAT Council endorse the recommendation of the Sustainability and Climate Change Advisory Committee and adopt the three (3) suggested Motions regarding

1. the Right to Water and Sanitation;
2. the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events; and
3. Water Bottle Filling Stations.

Divided

MOTION TO DIVIDE:

Moved by Councillor Adam Bureau, THAT Council divide the Motion into three (3) separate Motions for individual consideration by Council.

Carried

Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Right to Water and Sanitation to support the Town of Cobourg as a Blue Community.

Moved by Councillor Adam Bureau, WHEREAS the Blue Communities Project Resolution on the human rights to water and sanitation call on the federal and provincial governments to enshrine these rights in federal and provision laws; and

WHEREAS nearly 750 million people around the world do not have access to clean drinking water, 4 billion people face severe water scarcity and 2.5 billion people do not have adequate sanitation; and

WHEREAS Indigenous communities in Canada have been disproportionately affected by lack of access to safe drinking water and sanitation; and

WHEREAS on July 28, 2010, the United Nations General Assembly passed a resolution recognizing the human rights to water and sanitation; and

WHEREAS on September 23, 2011, the United Nations Human Rights Council passed a resolution on the human right to safe drinking water and sanitation and called on governments to take concrete action by developing plans of action, establishing monitoring and accountability mechanisms, and ensuring affordable services for everyone; and

WHEREAS the Canadian Union of Public Employees and the Council of Canadians have asked Canadian municipalities to assist in their effort to have the federal government protect water and sanitation as human rights; and

WHEREAS recognizing the rights to water and sanitation is one of three steps needed to declare The Town of Cobourg a Blue Community; and

THEREFORE BE IT RESOLVED THAT the Town of Cobourg recognizes and affirms that water and sanitation services are fundamental human rights; and

FURTHER THAT the Town of Cobourg will call on the federal and provincial governments to enshrine the human rights to water and sanitation in federal and provincial laws; and

FURTHER THAT that the Town of Cobourg will call on the Government of Canada to develop a national plan of action to implement the human rights to water and sanitation.

Amended

MOTION TO AMEND:

Moved by Councillor Brian Darling, THAT the Motion be amended to including wording to forward the resolution to the Minister of the Environment and other appropriate Ministry Officials at both the provincial and federal levels.

Carried

Moved by Councillor Adam Bureau, WHEREAS the Blue Communities Project Resolution on the human rights to water and sanitation call on the federal and provincial governments to enshrine these rights in federal and provision laws; and

WHEREAS nearly 750 million people around the world do not have access to clean drinking water, 4 billion people face severe water scarcity and 2.5 billion people do not have adequate sanitation; and

WHEREAS Indigenous communities in Canada have been disproportionately affected by lack of access to safe drinking water and sanitation; and

WHEREAS on July 28, 2010, the United Nations General Assembly passed a resolution recognizing the human rights to water and sanitation; and

WHEREAS on September 23, 2011, the United Nations Human Rights Council passed a resolution on the human right to safe drinking water and sanitation and called on governments to take concrete action by developing plans of action, establishing monitoring and accountability mechanisms, and ensuring affordable services for everyone; and

WHEREAS the Canadian Union of Public Employees and the Council of Canadians have asked Canadian municipalities to assist in their effort to have the federal government protect water and sanitation as human rights; and

WHEREAS recognizing the rights to water and sanitation is one of three steps needed to declare The Town of Cobourg a Blue Community; and

THEREFORE BE IT RESOLVED THAT the Town of Cobourg recognizes and affirms that water and sanitation services are fundamental human rights; and

FURTHER THAT the Town of Cobourg will call on the federal and provincial governments to enshrine the human rights to water and sanitation in federal and provincial laws; and

FURTHER THAT that the Town of Cobourg will call on the Government of Canada to develop a national plan of action to implement the human rights to water and sanitation; and

FURTHER THAT Council direct Staff to forward the resolution to the Minister of the Environment and other appropriate Ministry Officials at both the provincial and federal levels.

Carried

Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.

Moved by Councillor Adam Bureau, THAT Council refer the Resolution to the Chief Administrative Officer for a report to be brought back to Council on September 3, 2019.

Carried

Sustainability and Climate Change Advisory Committee, regarding a recommendation of Water Bottle Filling Stations.

Moved by Councillor Adam Bureau, THAT Council refer the recommendation back to the Sustainability and Climate Change Advisory Committee for more information to be brought back to Council at the July 22, 2019 Council Meeting.

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. 009-2019.

- 08-13-18 Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
- 11-26-18 Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town

- 01-28-19 of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by **September 23, 2019** (Legislative Department)
- 02-19-19 Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
- 02-25-19 Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area by October 15, 2019 (Public Works)
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street (Public Works)
- 04-23-19 CAO to develop a Municipal Council a Strategic Plan Action Report that sets out work, costs, timelines and Division/Department resources required for the 2019 – 2022 Council Strategic Plan Implementation by July 22, 2019
- 04-29-19 Legal Opinion Report in response to the Municipal Ombudsman Complaint 03-2018 – William Street Beer Company by June 10, 2019 (Legislative Department)
- 05-13-19 Report reviewing the Town of Cobourg Public Comment and Complaint Policy by September 23, 2019 (Legislative Department)
- 05-13-19 Traditional Land Acknowledgment Statement to be read at Council Meeting (Legislative Department)
- 05-13-19 Staff Report regarding the execution of the Property Standard Order on 411 King Street East, Cobourg by August 12, 2019 (Building Department)
- 05-21-19 Extension of the RFP for the position of the Municipal Ombudsman until July 4, 2019 (Legislative Department)
- 06-03-19 Staff Report in response to correspondence from the Chair of the Town of Cobourg Holdings Inc., regarding an amendment to the 2006 Promissory Note.
- 06-10-19 Staff Report regarding Adult Fitness Park in Cobourg by October 15, 2019 (Community Services)
- 06-10-19 Staff Report regarding the creation of the Civic Awards Advisory Committee by September 3, 2019 (Legislative Services)

COMMITTEE OF THE WHOLE OPEN FORUM**CLOSED SESSION**

Moved by Deputy Mayor Suzanne Séguin, THAT Council meet in Closed Session in accordance with Section 239 of the *Municipal Act, 2001*, regarding:

s. 239(2)(a) The security of the property of the municipality or local board:

1. Municipal property lease agreement

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

1. Solicitor opinion regarding Resolution 132-19

Moved by Councillor Emily Chorley, THAT Council refer the Closed Meeting Session to the July 2, 2019 Regular Council Meeting.

Referred

ADJOURNMENT

Moved by Councillor Aaron Burchat, Moved by THAT the Meeting be adjourned (9:58 P.M.).

Carried

Municipal Clerk



May 3, 2019

Regarding: Town of Cobourg Resolution 132-19

Dear Mr. Peacock,

Please find attached accompanying response to The Corporation of the Town of Cobourg resolution #132-19 dated April 29, 2019 regarding Complaint 03-2018 – William Street Beer Company.

Should Council have questions regarding this matter please contact me at dpaul@lusi.on.ca

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Dereck C. Paul", is written in a cursive style.

Dereck C. Paul
President and CEO
Lakefront Utility Services Inc.

1. Determines whether LUSI has formal criteria/authority to identify/rectify claims of excessive water charges

Lakefront Response

The operations and administration of the water works distribution system is under the jurisdiction of Lakefront Utility Services Inc. (LUSI), acting as the agent by contract for the Town of Cobourg, including the administration of account, servicing, and meter reading¹. Therefore, it is LUSI's understanding that the authority to identify/rectify claims of excessive water charges is within the scope of LUSI's contract with the Town of Cobourg.

Identification of Excessive Water Charges

Although the RF meter replacement program is still not complete in Cobourg's service territory, LUSI, as a courtesy, initiated a process for identifying customers with a water leak, in July 2018. The continuous leak information reported in the data logger is flagged and a customer receives an automated phone call. The automated call informs them that they have a potential water leak. The customer accounts identified typically reveal an obvious or hidden leak that is affecting the water consumption billed. The process is further detailed on Lakefront's website:

<https://www.lakefrontutilities.on.ca/conservation/water-conservation/>

Further, Lakefront prepares a water usage anomaly report prior to customer's bills being released. The anomaly report identifies customers with a high-water usage so that customer service staff can determine if the water meter needs to be read again to verify the accuracy and can inform the customer of the high water usage prior to the customer receiving the bill.

Rectify Claims of Excessive Water Charges

LUSI has always focused on delivering value to their customers, ensuring they receive high quality of service. In recent years, with the advancement of technology and enhanced means of communication, customers expect more timely information and want to be more active participants in the services provided to them. LUSI is meeting this expectation of enhanced customer engagement through different means and forums in an effort to identify and understand what is important to our customers and to include them in our decision-making processes.

Customers may submit their inquiries about water bills to LUSI by telephone, in person, by email, or in writing. Customers receive the same assistance and information regardless of their mode of contact. Inquiries are dealt with on a case-to-case basis and subject to an escalation protocol, as follows:

1. Customer Service Representative;
2. Regulatory Compliance and Billing Supervisor;
3. Manager of Regulatory Compliance and Finance;
4. President/Chief Executive Officer

¹ By-Law Number 04-2011, section 3.1 and section 3.2.

Regardless of the outcome of the complaint, all escalated issues are discussed with LUSI's Board of Directors. LUSI currently maintains an open front office desk support, allowing the customers and staff to interact on a direct basis pertaining to usage anomalies, etc . Social interaction is still one of the best ways to be in close contact with the customer, including LUSI's senior population. With a front desk, information is exchanged regularly with every customer's interaction. Data gathered through these interactions can then be used to improve business outcomes. In this sense, front office staff become pivotal to the business and bridge the gap between the customer and LUSI staff.

- 2. Makes policy and procedural recommendations to clarify the appeal process for complainants of excessive water charges**

Lakefront Response

As discussed above, customers may submit their inquiries about water bills to LUSI by telephone, in person, by email, or in writing. Customers receive the same assistance and information regardless of their mode of contact. Inquiries are dealt with on a case-to-case basis and subject to an escalation protocol.

Further, LUSI regularly seeks customer feedback to help shape the direction and development of community investment and outreach as well as preferred methods of communication. It is important to connect with customers to ensure that their expectations are being met and to receive suggestions on how LUSI can improve their overall customer experience.



Jun 27, 2019

Regarding: Updated Version of CS-10 Escalation and Complaint Policy - Town of Cobourg Resolution 132-19

Dear Mr. Peacock,

Please find attached accompanying updated CS-10 Escalation and Complaint Policy. The document originally sent to you on May 17th 2019 was reviewed by the LUSI Board of Directors and Cobourg Water Committee on June 25th 2019 and a few house keeping edits were made. I therefore would like to ensure you have the most recent copy (attached). We await your comments and response to post on our website.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be 'Dereck C. Paul', written in a cursive style.

Dereck C. Paul
President and CEO
Lakefront Utility Services Inc.



**Lakefront
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Services
Inc.**

CUSTOMER SERVICE

PRACTICE: CS - 10
APPROVED: Jun 25, 2019
EFFECTIVE: May 3, 2019
SUPERSEDES: N/A

Customer Complaints and Escalation Policy

10.1 Intent

The intent of this policy is to provide a fair complaints procedure which is clear and easy to use for customers to make a complaint. This policy aims to give the overview and escalation process for all complaints received at Lakefront Utility Services Inc. Further, the Policy addresses the following:

1. Publicize the existence of Lakefront's complaints procedures so that customers know how to contact LUSI to make a complaint;
2. Ensure everyone at LUSI knows what to do if a complaint is received and guarantee that complaints are properly investigated;
3. Ensure all complaints are investigated fairly, efficiently and complainants receive a timely and appropriate response;
4. Complainants receive assistance to enable them to understand the procedure in relation to complaints or advice on where they may obtain assistance;
5. Make sure that complaints are resolved and that relationships are repaired;
6. Complainants are told the outcome of the investigation of their complaint, and;
7. Gather information which assists Lakefront to improve operations.

Issues escalated according to this Policy will be treated as sensitive and will be discussed on a need-to-know basis with staff. At no time must professional disagreement detract from ensuring that health and safety policies are followed. The organization's health and safety standards must remain paramount throughout.

This Policy identifies a non-exhaustive list of potential areas of disagreement, guidance on preventing disputes, and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level.

The Customer and Complaints and Escalation Policy covers the Cobourg electric, water, and sewer services, Colborne electric, water, and sewer services, and Grafton water services. The escalation process at Stage 4 varies for Cobourg sewer services, Colborne water and sewer services, and Grafton water services.



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PRACTICE: CS - 10
APPROVED: Jun 25, 2019
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SUPERSEDES: N/A

Customer Complaints and Escalation Policy

10.2 Guidelines

Staff may exercise their rights to directly contact any regulatory authority, government agency or entity, to report possible violations of law or make other disclosure under applicable whistleblower laws. Nothing in this policy is intended or should not be construed to restrict, discourage or interfere with communications or actions protected or required by provincial or federal laws or regulations. Staff do not need prior authorization to make any such reports or disclosures and will not be retaliated against for making such reports or disclosures.

Stage One: Preventing Disputes and Informal Dispute Procedure

Customers may submit their inquiries to LUSI by telephone, in person, by email, or in writing. Customers receive the same assistance and information regardless of their mode of contact. Lakefront follows Distribution System Code, Section 7.8, whereby all qualified enquires are provided with a written response within 10 business days.

The Customer Service Representative (CSR) that receives a telephone/written, etc. complaint should:

- Record the facts of the complaint in the customer's account in Northstar;
- Inform the customer that LUSI has a complaints procedure;
- Inform the customer of the next steps and the expected time frame;
- Where appropriate, request the complainant send a written account by email so that the complaint is recorded, in the complainant's own words.

With respect to most day-to-day issues, the CSR will be able to resolve the disagreement through discussion and negotiation. The professionals involved should attempt to resolve differences through discussion, however, if they are unable to do so their disagreement must be reported by the customer to Stage Two.

Stage Two: Formal Dispute Procedure

If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can request that the complaint is reviewed by the Regulatory Compliance and Billing Supervisor and Manager of Regulatory Compliance and Finance. The request for Stage Two level review will be acknowledged within 48 hours of receipt. The acknowledgment will confirm who will deal with the case and when the complainant can expect a reply.

Stage two complaints will receive a definitive reply within 10 business days. If this is not possible, a progress report will be sent with an indication of when a full reply will be given.



**Lakefront
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CUSTOMER SERVICE

PRACTICE: CS - 10
APPROVED: Jun 25, 2019
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SUPERSEDES: N/A

Customer Complaints and Escalation Policy

Stage Three: Where Disagreements Remain

If, despite following the Stage Two process, the disagreement remains, the matter will be referred to the President/CEO. The President/CEO will consider the matter with the equivalent level of management within the organization who is involved with the dispute.

The purpose of escalating the dispute to this level is to reach a position where differing professional opinions have been considered and efforts made to explore whether the dispute has arisen through lack of clarity or understanding in the professional dialogue. Ultimately a decision will need to be reached where parties agree to a way forward where both interests take precedence over a professional stalemate.

An assessment about the degree of urgency will be determined by the President/CEO and an appropriate timeframe of no longer than 30 days is to be applied.

Stage Four: Final Escalation

Upon an issue being reported, the Board of Directors will perform a brief assessment to determine the appropriate channel and resources for further evaluation, and mediation. Once that determination has been made, the Board of Directors will coordinate remediation of the issue with all relevant information, the appropriate parties, and, an appropriate timeframe lasting no longer than 30 days to be applied.

The Customer and Complaints and Escalation Policy covers the Cobourg electric, water, and sewer services, Colborne electric, water, and sewer services, and Grafton water services. The escalation process at Stage Four varies for Cobourg sewer services, Colborne water and sewer services, and Grafton water services, as follows:



**Lakefront
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CUSTOMER SERVICE

PRACTICE: CS - 10
APPROVED: Jun 25, 2019
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SUPERSEDES: N/A

Customer Complaints and Escalation Policy

Service	Service Status	Final Escalation
Town of Cobourg	Electric	Lakefront Utilities Inc. Board of Directors
	Water	Lakefront Utility Services Inc. Board of Directors
	Sewer	Town of Cobourg Council
Township of Cramahe	Electric	Lakefront Utilities Inc. Board of Directors
	Water	Township of Cramahe Council
	Sewer	Township of Cramahe Council
Township of Alnwick/Haldimand	Water	Township of Alnwick/Haldimand Council

The President/CEO will report the disagreement to the appropriate Board of Directors, whether its an electric or water issue, and any decision drawn from the information and other supporting information will be the final stage involving Lakefront Utility Services Inc. Details of the findings should be clearly explained in writing to the complainant.

With respect to Town of Cobourg water services, Lakefront Utility Services Inc. Board of Directors acts as the managing authority under contract. The Town of Cobourg Council therefore have the authority to overrule a Lakefront Utility Services Inc. Board of Directors' decision.

The final decision as determined by the applicable council will be reported to Lakefront Utility Services Inc. in writing.

10.3 Continuous Improvement

The Customer Complaints and Escalation Policy is designed to identify the problems and resolve issues quickly and fairly. LUSI monitors and reviews the effectiveness of its complaints handling process to ensure the process continuously improves and learnings from complaints handling are carried through into the organization. Continuous improvement also allows LUSI to deliver consistent, high-quality, and accountable response to complaints across the organization.

Complaints that are escalated to Stage Three are summarized and are reviewed quarterly to identify any trends which may indicate a need to take further action.



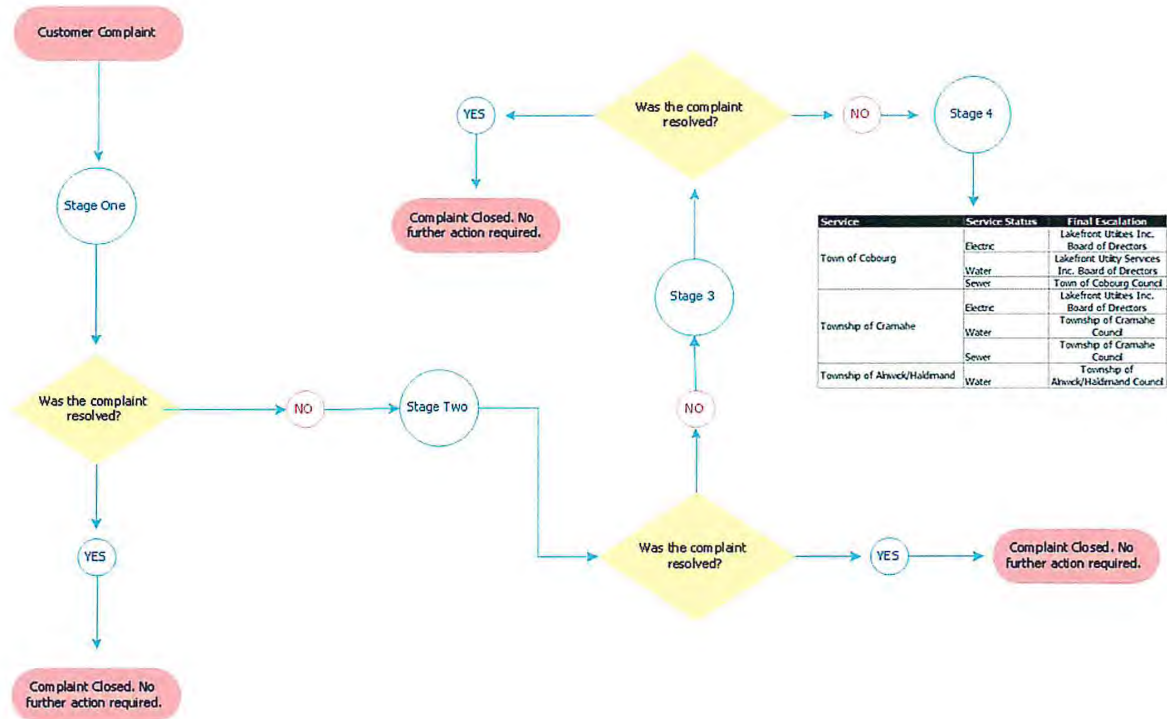
**Lakefront
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CUSTOMER SERVICE


PRACTICE: CS - 10
 APPROVED: Jun 25, 2019
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 SUPERSEDES: N/A

Customer Complaints and Escalation Policy

10.4 Process Flowchart



PREVIOUS WITH EDITS

 Lakefront Utility Services Inc.	CUSTOMER SERVICE	PRACTICE: CS - 10 APPROVED: May 3, 2019 EFFECTIVE: May 3, 2019 SUPERSEDES: N/A
Customer Complaints and Escalation Policy		

10.1 Intent

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1. Publicize the existence of Lakefront's complaints procedures so that customers know how to contact LUSI to make a complaint;
2. Ensure everyone at LUSI knows what to do if a complaint is received and guarantee that complaints are properly investigated;
3. Ensure all complaints are investigated fairly, efficiently and complainants receive a timely and appropriate response;
4. Complainants receive assistance to enable them to understand the procedure in relation to complaints or advice on where they may obtain assistance;
5. Make sure that complaints are resolved and that relationships are repaired;
6. Complainants are told the outcome of the investigation of their complaint, and;
7. Gather information which assists Lakefront to improve operations.

Issues escalated according to this Policy will be treated as sensitive and will be discussed on a need-to-know basis with staff. At no time must professional disagreement detract from ensuring that health and safety policies are followed. The organization's health and safety standards must remain paramount throughout.

This Policy identifies a non-exhaustive list of potential areas of disagreement, guidance on preventing disputes, and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level.

The Customer and Complaints and Escalation Policy covers the Cobourg electric, water, and sewer services, Colborne electric, water, and sewer services, and Grafton water services. The escalation process at Stage 4 varies for Cobourg sewer services, Colborne water and sewer services, and Grafton water services.

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**Lakefront
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CUSTOMER SERVICE

PRACTICE: CS - 10
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SUPERSEDES: N/A

Customer Complaints and Escalation Policy

10.2 Guidelines

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Staff may exercise their rights to directly contact any regulatory authority, government agency or entity, to report possible violations of law or make other disclosure under applicable whistleblower laws. Nothing in this policy is intended or should not be construed to restrict, discourage or interfere with communications or actions protected or required by provincial or federal laws or regulations. Staff do not need prior authorization to make any such reports or disclosures and will not be retaliated against for making such reports or disclosures.

Stage One: Preventing Disputes and Informal Dispute Procedure

Customers may submit their inquiries to LUSI by telephone, in person, by email, or in writing. Customers receive the same assistance and information regardless of their mode of contact. Lakefront follows Distribution System Code, Section 7.8, whereby all qualified enquires are provided with a written response within 10 business days.

The Customer Service Representative (CSR) that receives a telephone/written, etc. complaint should:

- Record the facts of the complaint in the customer's account in Northstar;
- Inform the customer that LUSI has a complaints procedure;
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- Where appropriate, request the complainant send a written account by email so that the complaint is recorded, in the complainant's own words.

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With respect to most day-to-day issues, the CSR will be able to resolve the disagreement through discussion and negotiation. The professionals involved should attempt to resolve differences through discussion, however, if they are unable to do so their disagreement must be reported by the customer to Stage Two.

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Stage Two: Formal Dispute Procedure

If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can request that the complaint is reviewed by the Regulatory Compliance and Billing Supervisor and Manager of Regulatory Compliance and Finance. The request for Stage Two level review will be acknowledged within 48 hours of receipt. The acknowledgment will confirm who will deal with the case and when the complainant can expect a reply.

Stage two complaints will receive a definitive reply within 10 business days. If this is not possible, a progress report will be sent with an indication of when a full reply will be given.



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Customer Complaints and Escalation Policy

Stage Three: Where Disagreements Remain

If, despite following the Stage Two process, the disagreement remains, the matter will be referred to the President/CEO. The President/CEO will consider the matter with the equivalent level of management within the organization who is involved with the dispute.

The purpose of escalating the dispute to this level is to reach a position where differing professional opinions have been considered and efforts made to explore whether the dispute has arisen through lack of clarity or understanding in the professional dialogue. Ultimately a decision will need to be reached where parties agree to a way forward where both interests take precedence over a professional stalemate.

An assessment about the degree of urgency will be determined by the President/CEO and an appropriate time frame of no longer than 30 days is to be applied.

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Stage Four: Final Escalation

Upon an issue being reported, the Board of Directors will perform a brief assessment to determine the appropriate channel and resources for further evaluation, and mediation. Once that determination has been made, the Board of Directors will coordinate remediation of the issue, with all relevant information, the appropriate parties, and, an appropriate time frame lasting no longer than 30 days to be applied.

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The Customer and Complaints and Escalation Policy covers the Cobourg electric, water, and sewer services, Colborne electric, water, and sewer services, and Grafton water services. The escalation process at Stage Four varies for Cobourg sewer services, Colborne water and sewer services, and Grafton water services, as follows:



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CUSTOMER SERVICE

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SUPERSEDES: N/A

Customer Complaints and Escalation Policy

Service	Service Status	Final Escalation
Town of Cobourg	Electric	Lakefront Utilities Inc. Board of Directors
	Water	Lakefront Utility Services Inc. Board of Directors
	Sewer	Town of Cobourg Council
Township of Cramahe	Electric	Lakefront Utilities Inc. Board of Directors
	Water	Township of Cramahe Council
	Sewer	Township of Cramahe Council
Township of Alnwick/Haldimand	Water	Township of Alnwick/Haldimand Council

The President/CEO will report the disagreement to the appropriate Board of Directors, whether its an electric or water issue, and any decision drawn from the information and other supporting information will be the final stage involving Lakefront Utility Services Inc. Details of the findings should be clearly explained in writing to the complainant.

With respect to Town of Cobourg water services, Lakefront Utility Services Inc. Board of Directors acts as the managing authority under contract. The Town of Cobourg Council therefore have the authority to overrule a Lakefront Utility Services Inc. Board of Directors' decision.

The final decision as determined by the applicable council will be reported to Lakefront Utility Services Inc. in writing.

10.3 Continuous Improvement

The Customer Complaints and Escalation Policy is designed to identify the problems and resolve issues quickly and fairly. LUSI monitors and reviews the effectiveness of its complaints handling process to ensure the process continuously improves and learnings from complaints handling are carried through into the organization. Continuous improvement also allows LUSI to deliver consistent, high-quality, and accountable response to complaints across the organization.

Complaints that are escalated to Stage Three are summarized and are reviewed quarterly to identify any trends which may indicate a need to take further action.

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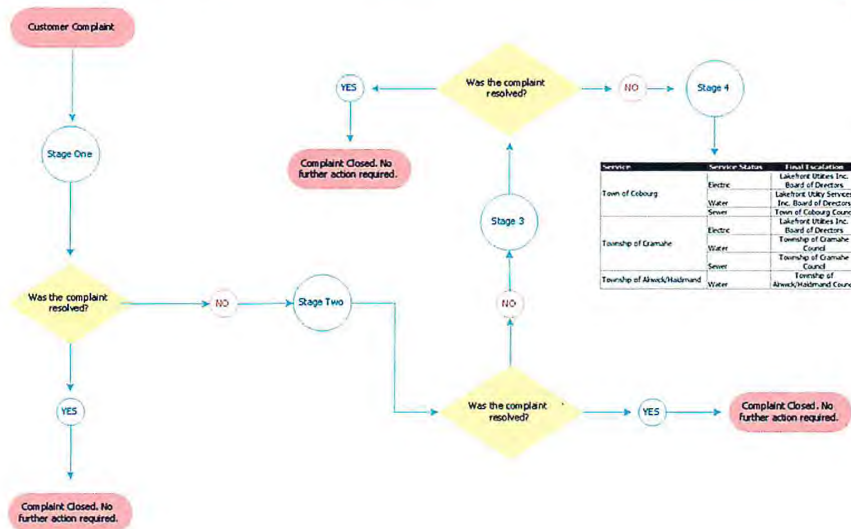
**Lakefront
Utility
Services
Inc.**

CUSTOMER SERVICE

PRACTICE: CS - 10
APPROVED: May 3, 2019
EFFECTIVE: May 3, 2019
SUPERSEDES: N/A

Customer Complaints and Escalation Policy

10.4 Process Flowchart



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Corporation of the Town of Cobourg

NOTICE OF HEARING OF THE COMMITTEE OF ADJUSTMENT

SUBJECT LANDS: 312 Clyde Street (Lots 16, 17, 18, 19 Block X, Caddy Plan)

FILE NO: B-10/19, B-11/19, B-12/19

The Town of Cobourg Committee of Adjustment has received applications from 3FiveSix Corp. for Consent to create three new servicing easements, approximately 4.0 m in width and 21.0 m in length, over Lots 16-18, Block X, Caddy Plan, known municipally as 312 Clyde Street, in accordance with Section 53 of the Planning Act, R.S.O. 1990, c.P. 13, as amended. Please see the key map below. These applications are to reconsider previously granted provisional Consents for servicing easements (file numbers B-04/18, B-05/18, B-06/18), which lapsed under the timeframes of the Planning Act.

- B-10/19: Proposed 4.0 m by 21.0 m servicing easement over Lot 16 created in favour of Lots 17-19;
B-11/19: Proposed 4.0 m by 21.0 m servicing easement over Lot 17 created in favour of Lot 18 and Lot 19, together with Lot 16;
B-12/19: Proposed 4.0 m by 21.0 m servicing easement over Lot 18 created in favour of Lot 19, together with Lot 16 and Lot 17.

The proposed easements are intended to accommodate the installation of sanitary sewer services for the development of single detached dwellings on the four (4) individual properties (Lots 16 – 19 inclusive, Block X, Caddy Plan).

If you have comments or questions, signed written submissions will be accepted by the Secretary-Treasurer, prior to or during the hearing. Such written submissions will be available for inspection at the hearing by any interested person.

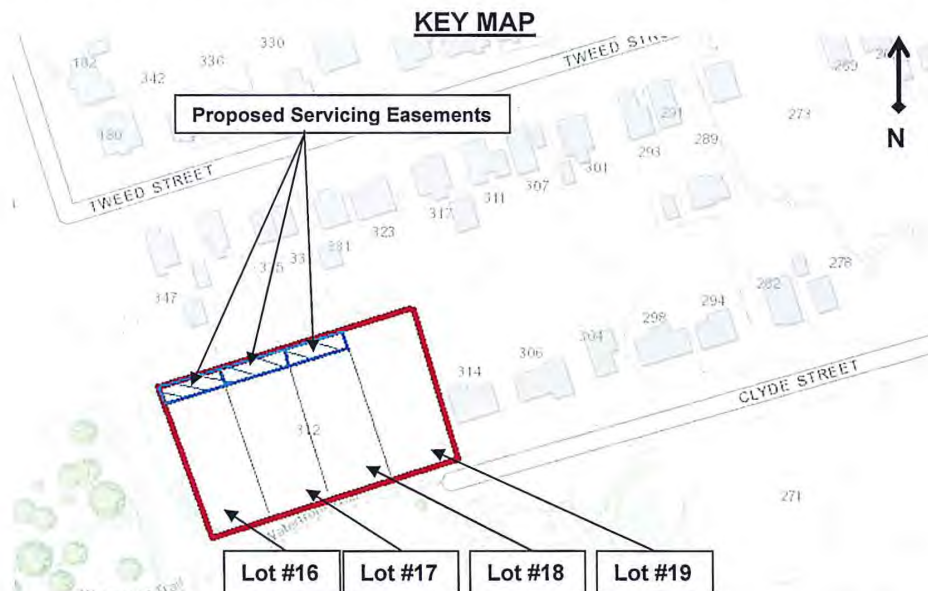
If a person or public body that files an appeal of a decision of the Town of Cobourg Committee of Adjustment in respect of the proposed consents does not make written submissions to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consents, you must make a written submission to the Town of Cobourg Committee of Adjustment, care of the Secretary-Treasurer at the address listed below.

A Hearing will be held by the Committee of Adjustment on July 9th, 2019 in Victoria Hall, 55 King Street West, 3rd Floor Committee Room at 4:00 p.m. Please note if a party who is notified does not attend the hearing, the Committee can proceed and the party is not entitled to any further notice.

For more information about this matter, please contact the Town of Cobourg Planning Department at 905-372-1005.

DATED at Cobourg this 20th day of June, 2019 ADRIANE MILLER, Secretary-Treasurer
ZONE: Residential Three sp. 77 (R3 sp.77) Zone Committee of Adjustment





Corporation of the Town of Cobourg

**NOTICE OF HEARING OF
THE COMMITTEE OF ADJUSTMENT**

SUBJECT LANDS: 101 King Street West & 103 King Street West **FILE NO:** B-13/19, B-14/19

The Town of Cobourg Committee of Adjustment has received an application from Natasa Djordjevic on behalf of #2370875 Ontario Ltd. and Jamie Fellows for a Consent to recognize and extend an existing access easement for a shared driveway between 101 King Street West and 103 King Street West, in accordance with Section 53 of the Planning Act, R.S.O. 1990, c.P. 13, as amended. Please see the key map below.

B-13/19: Proposed 1.52 m by 42.3 m access easement over 101 King Street West in favour of 103 King Street West.

B-14/19: Proposed 1.52 m by 42.3 m access easement over 103 King Street West in favour of 101 King Street West.

The proposed access easements are intended to recognize and extend an existing shared driveway which spans across the mutual property line of 101 and 103 King Street West.

If you have comments or questions, signed written submissions will be accepted by the Secretary-Treasurer, prior to or during the hearing. Such written submissions will be available for inspection at the hearing by any interested person.

If a person or public body that files an appeal of a decision of the Town of Cobourg Committee of Adjustment in respect of the proposed consents does not make written submissions to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consents, you must make a written submission to the Town of Cobourg Committee of Adjustment, care of the Secretary-Treasurer at the address listed below.

A Hearing will be held by the Committee of Adjustment on **July 9th, 2019** in Victoria Hall, 55 King Street West, 3rd Floor Committee Room at **4:00 p.m.** Please note if a party who is notified does not attend the hearing, the Committee can proceed and the party is not entitled to any further notice.


For more information about this matter, please contact the Town of Cobourg Planning Department at 905-372-1005.

DATED at Cobourg this 20th day of June, 2019
ZONE: Main Central Commercial (MC) Zone

Adriane Miller, Secretary-Treasurer
Committee of Adjustment

KEY MAP



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	Council Report	
To:	Mayor John Henderson and Members of Council	
From:	Dean A. Hustwick, Director of Community Services	
Date of Meeting:	July 03, 2019 Committee of the Whole Meeting	
Title/Subject:	Waterfront Plan – Design and Engineering for East Pier & Campground – Update on June 13, 2019 Memo	
Report Date:	June 27, 2019	File #

1.0 STRATEGIC PLAN

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

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

3.0 RECOMMENDATION

THAT Council receive the two staff memos from the Director of Community Services, dated June 13 and June 27, 2019, for information purposes; and

FURTHER THAT Council authorize *thinc design* to be engaged for an amount of \$45,000 (plus HST) to conduct public engagement on design options for the East Pier and Campground with the initial costs for this work to be taken from the \$155,000 allocated in the 2019 Capital Budget for design and engineering work for the East Pier, Campground and West Harbour/West Headland/West Beach; and

FURTHER THAT Council direct staff to begin the procurement process for engineering services to develop drawings, costs and tender documents for construction for the East Pier and Campground repairs and improvements based on the preferred designs, and any subsequent additional direction from Council, at the end of the public engagement process; and

FURTHER THAT the additional estimated engineering and construction costs be submitted through the 2020 Budget process.

4.0 ORIGIN

During the Committee of the Whole meeting on June 24, 2019, the following motion was moved by Councillor Emily Chorley:

THAT Council receive the staff memo from the Director of Community Services for information purposes; and

FURTHER THAT Council direct staff to conduct a public engagement process in September 2019 regarding the repair/improvement of the East Pier and Victoria Park Campground that includes:

- *A public open house to provide citizens with the opportunity to review and discuss the options and conceptual drawings in the Waterfront User Needs Assessment and the Shoreplan East Pier Engineering Assessment; and*
- *The use of Bang the Table (public engagement software); and*

FURTHER THAT Council direct staff to provide a report to Council no later than November 4, 2019 that includes:

- *A summary of the feedback obtained during the public engagement process;*
- *Recommendations for the nature and scope of East Pier and Campground repairs/improvements based on the feedback obtained during the public engagement process; and*
- *A request for Council authorization to begin the procurement of engineering or other services to develop drawings, costs and tender documents for the preferred options in preparation for a Public Meeting; and*

FURTHER THAT the additional estimated engineering and construction costs be submitted through the 2020 Budget process.

The Committee of the Whole voted to refer this motion and agenda item to the July 03, 2019, Council Meeting.

5.0 BACKGROUND

Refer to the June 13, 2019 Memo entitled “Waterfront Plan – Design and Engineering for East Pier & Campground.”

6.0 ANALYSIS

During the development of the staff memo and the attached project timeline that were presented to the Committee of the Whole on June 24, 2019, municipal staff worked collaboratively across Divisions and also consulted engineers and engineering technologists, an urban planner and landscape architects.

Since the June 24, 2019, Committee of the Whole meeting, Town staff sought further third-party advice on the proposed motion from some of the same experts as well as an additional engineer. The following analysis of the proposed motion is the result of those discussions.

The repairs and improvements to the Campground, beach walkway and East Pier are multi-million dollar infrastructure projects that will have a profound and long-lasting impact on Cobourg's waterfront. These projects need to be managed professionally and carefully, otherwise the timeline, costs and quality could be impacted in a very negative manner.

Staff were asked by Council to develop a public engagement process that would integrate with the engineering processes for implementation of the recommendations of the Waterfront Plan and Shoreplan engineering study of the East Pier.

For a public engagement process to be effective, it must be credible and meaningful. The Waterfront Plan was the result of significant public engagement and has been posted on the Town's website for public review and comment since mid-2018. The Shoreplan study of the East Pier has been on the Town's website for public review since early this year.

In order to obtain additional meaningful public input on these projects, the public needs to be presented with new information, specifically concepts and drawings of the various repair and enhancement options available for consideration in a final design. Without these products, a public meeting in September would produce minimal additional input and benefit. Also, the Bang the Table platform works best when it is soliciting feedback on specific plans and drawings.

While a few new questions (survey) may be able to help understand the public's preferences for existing concepts, it may be difficult for individuals simply to visualize in their own minds or to articulate in their own words their own preferences regarding concepts, designs and physical features.

Additionally, another round of public engagement would naturally lead the public to expect something new, without which could result in negative public reaction to a less meaningful process.

While it is possible to organize a preliminary public meeting before starting the design process, it is strongly recommended that, at a minimum, the design experts are first engaged so that they are able to attend the meeting and, preferably, participate.

However, if the Town proceeds directly to a public meeting in September without consultants and utilizing nothing more than existing materials, it will still need to create final concept plans and design drawings before proceeding to the engineering stages. This means that the RFP for engineering services won't have the benefit of a publicly endorsed concept plan and would need to incorporate both the design function and a public engagement process as preambles to the engineering stages. While this may not be as much of a problem for small projects, it may very well cause significant challenges for large, multi-million dollar projects like Cobourg's waterfront.

Such a situation creates many unknowns as there will not have been a credible and technical vetting process for a final design before the procurement of engineers, which could encourage consultants submitting proposals for an RFP to inflate their prices to cover these unknowns, which would result in higher costs for the Town.

Alternatively, having preferred design drawings that have already been vetted by experts and the public, along with an estimated budget, would provide the necessary framework to develop a thorough RFP and to facilitate reasonable and competitive bids.

Staff have estimated that the proposed motion will result in a project delay of approximately four to five months. Such a delay could push the eventual construction phase beyond 2020 and into 2021. If Lake Ontario experiences similar high water levels as it did this year and in 2017, construction on the East Pier would most likely need to be delayed until the late summer or fall of 2021. Furthermore, construction at the waterfront during the summer is not recommended because of its likely impact on the enjoyment of waterfront visitors and residents as well as customers of the marina, campground and businesses. Under this scenario, and depending on the extent of the final designs, construction may not be completed until sometime in 2022 instead of potentially 2020 or 2021 at the latest.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The financial and budget impacts of the proposed motion are difficult to estimate. However, without the availability of design drawings in the fall of 2019, staff will not be able to provide Council with enhanced clarity on project costs during the 2020 Budget deliberations and will have to rely on existing estimates for the high-level concepts for improvements provided in the Waterfront Plan. Without more refined designs and cost estimates, it is possible that the 2020 Capital Budget may not reflect the actual project budget once determined through the final engineering documents.

8.0 CONCLUSION

The Town has a fiduciary responsibility to exercise due diligence in all of its operations, especially major capital infrastructure projects, and to apply professional project management standards.

By choosing not to conduct the appropriate technical work at the beginning of this project, the Town could be creating considerable additional risk for the project's overall schedule, budget and quality.

Staff believe that third-party experts (urban planners/landscape architects such as *thinc design*) are required at the beginning of the process and need to participate in the public engagement process. Staff believe that replacing the recommended motion with the proposed motion could have the following impacts on the waterfront projects:

- Instead of the public seeing and commenting on concepts and design options for the Campground and East Pier in September, and final preferred concepts in October or November, the public will have to wait until early to mid-2020 before it will have an opportunity to provide meaningful input.
- The design process would be postponed until after an engineering company is procured competitively after Council provides further direction in November. Once the successful engineering company is selected and hired, presumably in December 2019 or January 2020, that company would then need to engage a landscape architecture firm to prepare design options that would, inevitably, need to go through additional public engagement in order to develop final designs that would then proceed through the engineering stages.
- Staff would not be able to provide Council with enhanced clarity on project costs during the 2020 Budget deliberations and will have to rely on existing estimates for the high-level concepts for improvements provided in the Waterfront Plan. Without more refined designs and cost estimates, it is possible that the 2020 Capital Budget may not reflect the actual project budget once determined through the final engineering documents.


9.0 POLICIES AFFECTING THE PROPOSAL

- Public Engagement Policy
- Purchasing Policy

10.0 COMMUNICATION RESULTS

As per above.

Title:	Signing Official:	Signature:	Date:
Director, Community Services	Dean A. Hustwick		
Chief Administrative Officer	Stephen Peacock		

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE Report
To:	Mayor John Henderson and Members of Council
From:	Dean A. Hustwick, Director of Community Services
Date of Meeting:	June 24, 2019 Committee of the Whole Meeting
Title/Subject:	Waterfront Plan – Design and Engineering for East Pier & Campground
Report Date:	June 13, 2019 File #

1.0 STRATEGIC PLAN

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

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

2.0 PUBLIC ENGAGEMENT

The Waterfront User Needs Assessment and Detailed Design (Waterfront Plan) included extensive public engagement, including surveys with the following results related to the East Pier and the Campground.

East Pier

The most common issues raised during the public consultation pertaining to the East Pier included:

- The pier is an important destination for citizens to view the water;
- Vehicular access is important for those who cannot walk the length of the pier to enjoy its benefits;
- Unique feature of Cobourg’s waterfront;
- Safety is an ongoing concern - structural integrity of pier needs to be addressed;
- Lack of barriers can be a safety concern, especially during special events;
- Access to light house is desired;
- Street racing is a problem during summer months; and,
- Potential as a deep-water dock not fully realized.

The report stated that:

The pier has significant potential as a key attraction, not only on Cobourg's waterfront but along the shore of Lake Ontario. Its size, proximity to Victoria Park Beach, and ability to accommodate large vessels on the west side make it a unique asset with unrealized potential. However, the pier will require significant investment to make it a safe destination to continue and/or expand its use and revenue generating potential from a wide range of events and users.

Nine initiatives pertaining to the East Pier were identified:

- 4.1 Structural repairs
- 4.2 Seating/lookouts
- 4.3 Pedestrian walkway
- 4.4 Infrastructure for charter boats and deep water docking
- 4.5 New Coast Guard building
- 4.6 Food concession / restaurant
- 4.7 Light house improvements
- 4.8 Seasonal closure to motorized vehicles
- 4.9 Electrical upgrades and pedestrian lighting

Survey results:

- 60% of respondents to the survey indicated that they use the East Pier.

Resident Survey

East Pier (Q.11)	Cobourg Residents Only		All Respondents	
	%	#	%	#
Access to the end of the pier and lighthouse should be part of improvement plans.	64% Agree	752	63% Agree	975
The pier should be upgraded and developed into a feature space that is pedestrian and vehicle-friendly and can accommodate special events, entertainment, services for users, etc.	59% Agree	700	59% Agree	907
With the exception of access for emergency vehicles and those needed for special events and to facilitate accessibility, the pier should be a pedestrian-only space.	44% Agree	520	43% Agree	663
No changes should be made to the east pier.	44% Disagree	503	42% Disagree	621

Business Survey

East Pier (Q.28)	Businesses	
	%	#
Access to the end of the pier and lighthouse should be part of improvement plans.	69% Agree	44
The pier should be upgraded and developed into a feature space that is pedestrian and vehicle-friendly and can accommodate special events, entertainment, services for users, etc.	53% Disagree	34
No changes should be made to the east pier.	49% Agree	30
With the exception of access for emergency vehicles and those needed for special events and to facilitate accessibility, the pier should be a pedestrian-only space.	45% Agree	29
Capitalize on the sports fishing industry by providing infrastructure necessary to support a charter fishing/tour boat base of operations along the east pier	40% Agree	25

Campground

Resident Survey

Campground (Q.09)	Cobourg Residents Only		All Respondents	
	%	#	%	#
Land should be made available for development of a waterfront hotel	81% Disagree	948	80% Disagree	1,345
Make the property available in future for needed community facilities (e.g., cultural centre, art gallery, etc.).	65% Disagree	759	64% Disagree	1,075
The space should be converted to a day use/picnic area and special event space to alleviate the pressure on Victoria Park.	63% Disagree	731	62% Disagree	1,035
Consideration should be given to extending the campground's season by providing rental cabins.	61% Disagree	709	57% Disagree	953
The campground should remain in its present use as a trailer park with capital upgrades (e.g., electrical supply, services building, aesthetic improvements, etc.)	56% Agree	658	58% Agree	980

Business Survey

Campground (Q.26)	Businesses	
	%	%
Land should be made available for development of a waterfront hotel.	71% Disagree	49
The space should be converted to a day use/picnic area and special event space to alleviate the pressure on Victoria Park.	68% Disagree	47
Make the property available in future for needed community facilities (e.g., cultural centre, art gallery, etc.).	64% Disagree	44
The campground should remain in its present use as a trailer park with capital upgrades (e.g., electrical supply, services building, aesthetic improvements, etc.).	52% Agree	37
Consideration should be given to extending the campground's season by providing rental cabins.	51% Disagree	35

3.0 RECOMMENDATION

THAT Council receive the staff memo from the Director of Community Services for information purposes; and

FURTHER THAT Council authorize *thinc design* to be engaged for an amount of \$45,000 (plus HST) to conduct public engagement on design options for the East Pier and Campground with the initial costs for this work to be taken from the \$155,000 allocated in the 2019 Capital Budget for design and engineering work for the East Pier, Campground and West Harbour/West Headland/West Beach; and

FURTHER THAT Council direct staff to begin the procurement process for engineering services to develop drawings, costs and tender documents for construction for the East Pier and Campground repairs and improvements based on the preferred designs, and any subsequent additional direction from Council, at the end of the public engagement process; and

FURTHER THAT the additional estimated engineering and construction costs be submitted through the 2020 Budget process.

4.0 ORIGIN

Campground

The Victoria Park Campground is a 3.8-acre parcel of land on Cobourg's central waterfront and consists of 71 serviced R/V sites and 5 unserviced tent sites. There is an on-site sanitary disposal station.

The 2015 Tourism Asset Feasibility Study, which originated from the 2013 Downtown Vitalization Action Plan, was intended to: *Identify current cultural assets and consider potential new cultural assets/activities that will enhance downtown as a multi-day destination.* Emphasis was placed upon identifying the impact of a four-season destination product for downtown Cobourg with a goal of increasing overnight visitation and spending in the downtown.

The report concluded that using the Victoria Park Campground site for a Waterfront Inn and Restaurant was by far the best 'match' between the sites and the list of tourism investment opportunities being considered.

However, during the consultations for the Waterfront Plan, it was determined that there was strong support for the campground to remain in operation in its current location due to both the amenity and revenue it provides. Nevertheless, it was determined that there was also strong opposition by those who feel it is an eyesore. The Waterfront Plan concluded that while there is very little support to use the land for a waterfront hotel, as was proposed in the Tourism Asset Feasibility Study, many people support the idea of phasing out the campground and integrating it with the larger waterfront.

Nevertheless, the recommendation of the Waterfront Plan is to leave the campground, which turns a healthy profit each year, in its current location, and make a number of improvements to help reduce its visual and operational impact on the waterfront. Eight initiatives related to the campground were identified:

- 6.1 Service upgrades at campground (water, sanitary and electrical)
- 6.2 Beach/campground interface improvements
- 6.3 Extend/expand use
- 6.4 Service building upgrades
- 6.5 Registration system upgrades (online) (in process)
- 6.6 Increase rates and revise policies
- 6.7 General landscape improvements
- 6.8 Provide multi-use trail connection around campground perimeter

East Pier

The East Pier dates back more than 180 years and had not been structurally assessed since 2011. On February 15, 2018, the Town announced that the East Pier would undergo a condition assessment and would remain closed to community events and vehicular access until further notice due to:

- age;
- regular appearance of voids in the asphalt surface that require various repairs; and
- extremely high water level of Lake Ontario in 2017 that caused damage to other shoreline structures.

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

WHEREAS the Committee of the Whole has considered a report from the Director of Public Works, regarding approval of the re-allocation of funds and award of the East Pier Condition Assessment;

NOW THEREFORE BE IT RESOLVED THAT Council approve the East Pier Condition Assessment to be awarded to Shoreplan Engineering Ltd. to be funded by the re-allocation of funds in the amount of \$48,793.92 including non-refundable HST from the approved 2018 Public Works Capital Parks Walkway Paver Stone replacement Budget in the amount of \$25,000; and

FURTHER THAT the remaining amount be funded from the 2017 East Pier Sink Hole Repair Budget in the amount of \$19,000 and the Waterfront Master Plan surplus funds from the 2018 Parks Capital Budget in the amount of \$4,793.92.

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

WHEREAS the Committee of the Whole has received a report from the Director of Recreation and Culture and from consulting firm thinc design the Waterfront User Needs Assessment and Detailed Design Plan and presentation; and

WHEREAS the Parks and Recreation Advisory Committee supports the Waterfront User Needs Assessment and Detailed Design Plan as a framework for further planning and decision-making by Council and staff and recommends that the Waterfront User Needs Assessment and Detailed Design Plan be adopted by Council;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the Waterfront User Needs Assessment and Detailed Design Plan; and

FURTHER THAT Municipal Staff consider the Waterfront User Needs Assessment and Detailed Design Plan and bring major recommended projects forward to Municipal Council and public consultation for final determination prior to implementation.

In December 2018, Shoreplan provided the Town with its final East Pier Condition Assessment Report. In January 2019, the Council Coordinator for Parks and Recreation was briefed on the Shoreplan Report and on February 25, 2019, all members of Council received the Report.

Budget Process

On March 12, 2019, four detailed staff memos from the Community Services Division were emailed to Council members on proposed Budget items, including on the following subjects:

- Preliminary Planning for Boat Handling and Storage Services; and
- East Pier Repairs and Enhancements - Design and Tendering.

On March 13, the memos were published on CivicWeb.

On March 14, the Community Services Division Budget proposals for 2019 (as outlined in the previously distributed and published draft municipal Budget documents), were reviewed with Council, including four waterfront capital proposals:

- \$20,000 for a detailed engineering design for a travel lift well;
- \$25,000 for detailed engineering designs for the West Harbour, West Headland and West Beach (pedestrian paths/walkways, naturalization, storage compounds, parking, etc.);
- \$100,000 for design and tender preparation for East Pier repairs and enhancements; and
- \$30,000 for the investigation and design of service (water, sanitary and electrical) improvements and building upgrades.

On April 08, Council approved the following 2019 capital projects with the proviso that they all undergo additional public engagement:

- \$25,000 for detailed engineering designs for the West Harbour, West Harbour and West Headland (pedestrian paths/walkways, naturalization, storage compounds, parking, etc.);
- \$100,000 for engineering and tender preparation for East Pier repairs and enhancements; and
- \$30,000 for the investigation and design of Campground service (water, sanitary and electrical) improvements and building upgrades.

Council had removed the \$20,000 for the travel lift well engineering but stated that the Division could bring the funding request back to Council if it too undergoes additional public consultation.

5.0 BACKGROUND

Campground

The Campground is an important economic pillar for the community that attracts thousands of visitors each year and hundreds of thousands of dollars in economic benefits. However, the campground has not undergone any major improvements for years and with the popularity of large R/Vs, the campground's services are being stretched to the breaking point. For example, during a long weekend in 2018, the electrical system reached its capacity and temporarily left customers without power.

Furthermore, the Waterfront Plan recommends a reconfiguration of the boardwalk in front of the Campground in order to create a buffer between the Campground operations and other beach and waterfront users. The Canadian Coast Guard is also in the process of designing its property for a new facility that aligns with the Waterfront Plan, particularly redesigned pathways.

East Pier

Shoreplan Engineering Limited (Shoreplan) was retained by the town of Cobourg to investigate the condition of the East Pier and delivered its report in December 2018.

Specific deficiencies were noted to be responsible for the sink holes in the deck. The pier was determined to be beyond its design life and the factors contributing to the settlement issues are related to the age of the structure and modifications to the pier that have been completed over the decades.

Shoreplan concluded that if left as is there will be additional deterioration and settlement as time goes on and offered four options intended to mitigate the settlement issues. The report stated that a full replacement of the pier designed to today's standards would be the only way of ensuring an as-new function, but this option was not considered due to the exorbitant costs.

In considering options for repair and remediation of the East Pier, Shoreplan considered intended use as a driving force. Shoreplan recognized that past use included pedestrian and vehicle access for residents and visitors as well as boat lifting for the marina and a Midway for Waterfront Festival.

Shoreplan presented four alternatives for retaining all or some of these functions.

Option 1 - Closed to Traffic and Naturalization

This option considers naturalization of the pier for use as a park space. This option closes the pier to any vehicular traffic. In choosing this option the only permitted use would be pedestrian traffic. You would lose any ability to use the pier for removal and launching of boats in the marina or for operating carnival rides for the local fair.

Naturalization would include removal of the asphalt topping and supporting material down 0.5m and replacement with fill material topped with grass and an asphalt pedestrian path. Natural settlement would still occur as this option does not repair any of the deficiencies discussed in this report. Regular maintenance would be required to address this settlement. However, the settlement would not lead to any serious or safety related consequences. Repairs could likely be carried out by Town's owned forces and part of typical park maintenance.

Option 2 - Replace Top Fill Material

This option retains the current look of the pier while addressing the settlement issues associated [with] poor fill material and poor compaction and attempts to minimize backfill penetration into the lower parts of the pier. It replaces the top 1m of existing fill with proper granular fill material, compacting it to accepted standards. This then allows for repaving of the surface. A geotextile would be used under and around the placed backfill fill and geogrid reinforcing mesh would be incorporated under the paved surface areas for added reinforcement.

This option will mitigate the settlement issues but will probably not eliminate them entirely. Maintenance will be required for occasional settlement however this option will reduce the likelihood of it occurring. As complete stability of the surface cannot be guaranteed it is recommended that access be restricted to pedestrians and small vehicles travelling at low speeds.

Any lifting operations or carnival rides would be prohibited. The one exception would be if localized installation of concrete pads, described under Option 3 below, were adopted. These pads could be specifically designed for their intended use to ensure stability over the long term.

Option 3- Piled Deck

This option leaves the current pier in place but creates a stable concrete deck using a steel piled foundation within its footprint. The concrete deck could span any portion of the pier or the entire pier. In this option we describe a span of 10m in width and the entire length of the existing pier. It could be placed to line with the west side of the existing pier to allow movement of boats in and out of the marina. As it would be supported by a piled foundation it would not be affected by any settlement of the existing structure. As such there would be no restriction for use of this deck.

The remaining foot print of the pier could be naturalized for pedestrian access, as described under Option 1 above. Assuming the 10m wide concrete deck is aligned to the west part of the pier, this would create an approximately 10 to 20m wide area to the east for park space. This area would be subjected to settlement as the removal of asphalt and placement of grass would not repair the deficiencies. Regular maintenance would be required to address future settlement. Option 2 could be also implemented in this area.

Option 4 – Light Vehicle and Naturalization

This option considers a combination of Option 1 and Option 2. It includes a 10m wide paved area on the west side of the pier as described in Option 2 and the naturalization of the remaining area to the east as described in Option 1.

This option allows for light vehicle use on the west, paved area and pedestrian only traffic on the east park space. The park space would include a paved pedestrian pathway.

6.0 ANALYSIS

Some members of Council have expressed their individual preferences that the Town proceeds quickly with a plan to re-open the East Pier. In order to do this most efficiently, within existing budgets and still being able to engage the public in a meaningful consultation process, it is necessary to limit the scope of the project to two waterfront initiatives instead of the original four as presented during Budget deliberations.

Because the Campground, Division Street alterations, waterfront walkway, Coast Guard Station and East Pier are all physically adjacent to each other and interconnected by vehicle, pedestrian and bicycle pathways, as outlined in the Waterfront Plan, it is important to engage the public and design this entire area at the same time. To do otherwise, could result in a less coherent waterfront with future design challenges, and potentially higher costs.

Campground

There are a number of design issues related to the Campground that could impact other parts of the waterfront including the East Pier, such as the re-aligned beachfront walkway, washroom facility and others.

East Pier

The East Pier is a critical and popular part of Cobourg's Waterfront District. Repairs and enhancements are required to beautify the waterfront, allow vehicle access and to enhance the pedestrian experience.

The Waterfront Plan, based on extensive public engagement, recommends mixed pedestrian and vehicle use (pedestrian only during the peak season). This would exclude Shoreplan's Option 1 (pedestrian only) and Option 2 (predominantly vehicle-focused). Option 3 would cost almost \$4 million and only allow heavy use on a small portion of the East Pier (mainly for boat lifting by a crane). Therefore, Option 4 is the logical choice to match the recommendations of the Waterfront Plan. Nevertheless, as part of the new public engagement process, these options will be presented to the public visually through the design process.

While Shoreplan’s options only deal with structural repairs to the East Pier, the Waterfront Plan outlines recommendations to enhance the aesthetic and functional use of the Pier (e.g., landscaping, lighting, railings, seating, etc.).

The public engagement and design work proposed for 2019 will allow staff to bring back a report with recommended designs and revised engineering and construction cost estimates for the 2020 Budget deliberations for both Phase 1 (infrastructure repairs to re-open the East Pier) and Phase 2 (aesthetic and functional enhancements outlined in the Waterfront Plan). Implementation of the construction phases could be spread over a number of years and would be subject to future Budget decisions.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

2019 Budget:

West Harbour/West Headland/West Beach (Capital Budget page 76 – from debenture)	\$25,000
East Pier (Capital Budget page 77 – from debenture)	\$100,000
Campground (Capital Budget page 78 – from Campground Reserve)	\$30,000
Bang the Table (Operating Budget page 13 – Citizen Engagement)	\$10,000
Total	<u>\$165,000</u>

Estimated Project Costs:

Design & Public Engagement Facilitation:	\$45,000
Bang the Table:	\$10,000
Engineering Services (initial estimates):	
Campground:	\$92,000
East Pier Repairs:	\$105,000*
East Pier Enhancements:	\$104,000*
Contingency:	\$35,000
Total	<u>\$391,000</u>

Estimated Amount Required from 2020 Budget: \$226,000

*Engineering costs for the East Pier could be lower if done at the same time.

Campground

Based on the Waterfront Plan recommendations, Campground improvements were estimated to cost \$911,000 plus \$92,000 in planning and engineering costs:

6.1	Service upgrades at campground (water, sanitary and electrical)	\$200,000
6.2	Beach/campground interface improvements	\$435,000
6.3	All season: extend camping season, introduce all season cottages and host special events	\$150,000
6.4	Washroom building upgrades at campground	\$50,000

6.5	Registration system upgrades (online) for campground	-
6.6	Increase campground rates and revise policies	-
6.7	General landscape improvements at campground	\$25,000
6.8	Provide multi-use trail connection around campground	\$51,000

East Pier - Repairs

Future repair cost estimates were developed by Shoreplan for each option and are summarized below. These estimates exclude design fees and taxes.

Construction Cost Summary

Option 1	Naturalization – Pedestrian Only	\$440,220	Cost/m2 \$ 70.00
Option 2	Asphalt & Fill – Light Vehicle	\$1,091,420	Cost/m2 \$ 173.00
Option 3	Piled Deck & Naturalization (only 10m for Heavy Use)	\$3,795,660	Cost/m2 \$ 602.00
Option 4	Naturalization & Light Vehicle	\$719,180	Cost/m2 \$ 114.00

Shoreplan's estimates are only for infrastructure improvements and some naturalization and are very similar to the estimates provided by *thinc design* in its Waterfront Plan of \$700,000, as outlined below, plus \$105,000 in planning and engineering costs.

4.1	Structural repairs to the East Pier (phase 1)	\$500,000
4.1	Structural repairs to East Pier (phase 2)	\$200,000

*Further work needs to be completed, both during the design and engineering processes, to assess needs and costs related to potential improvements and extensions of utilities to the East Pier.

East Pier – Enhancements

The Waterfront Plan also outlines estimated costs for East Pier enhancements, beyond the structural repairs, of \$1,031,000, as outlined below, plus \$104,000 in planning and engineering costs.

4.2	Seating/lookouts	\$145,000
4.4	Charter boat and deep water docking	\$130,000
4.3	Pedestrian walkway	\$380,000
4.6	Food concession/restaurant	\$20,000
4.8	Seasonal closure of pier to motorized vehicles (signage)	\$1,000
4.9	Electrical upgrades and pedestrian lighting	\$250,000
5.4	Accessibility enhancements (from East Pier to Victoria Beach)	\$105,000

8.0 CONCLUSION

During Budget deliberations, four components of the Waterfront Plan were put forward by staff to begin implementing the recommendations: East Pier, Campground, Boat Handling Equipment and the West Harbour/West Headland/West Beach. The latter two components are very much integrated because of boat storage, water access, path systems and parking.

Council directed staff to carry out additional public engagement before implementing those initiatives. Since then, staff have been working across divisions and with *thinc design*, the consulting company that led the development of the Waterfront Plan, to develop a public engagement plan for these components and an overall project timeline for completing these initiatives.

Because of the amount of time required both to develop design options to facilitate a meaningful public engagement process and to carry out that process, along with the added costs, it is recommended that the Town proceed at this time with only two of the original Waterfront Plan budget components (East Pier and Campground) in order to be ready to proceed with construction of at least the East Pier in 2020, subject to funding in the 2020 Budget.

Public engagement, design and engineering for boat handling and the West Headland/West Beach can be considered for the 2020 Budget. At that time, we will likely recommend hiring a third-party, independent facilitator experienced in dealing with more challenging and controversial public issues in a fair and transparent manner.

Public Engagement

In order to proceed immediately with public engagement, and thereby have a reasonable probability of being ready for possible construction in 2020, it will be necessary to bring back *thinc design* to develop design options that can be used for both on-line and in-person public engagement. The company conducted the previous public engagement and wrote the Waterfront Plan and, therefore, is intimately familiar with local issues, stakeholders and design issues. Without *thinc design*, the timeline (Appendix A) would need to be extended by at least two months.

The public engagement process will include the following milestones:

- Develop design options for the Campground and East Pier
- Open House #1
- Develop preferred design options for both assets
- Open House #2
- Prepare final designs and write final Engagement Report
- Present Report to Council

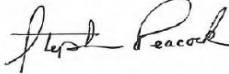
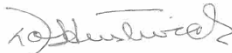
Supplementing this approach, will be the first use of *Bang the Table*, an online community engagement platform that provides the opportunity to give more people access to information and to enable them to have their say on public issues. It helps to drive inclusive, transparent and measurable community engagement processes that empower collaborative learning, discussion, and debate. As part of a broad engagement approach, *Bang the Table* will help to forge constructive relationships between the citizens of Cobourg and their municipal government.

9.0 POLICIES AFFECTING THE PROPOSAL

- Public Engagement Policy
- Purchasing Policy

10.0 COMMUNICATION RESULTS

The public engagement process will focus on repair and enhancements options for the East Pier and the Campground and deliver to Council a final report with preferred design options and revised cost estimates for the next step of engineering and tendering.

Title:	Signing Official:	Signature:
Chief Administrative Officer	Stephen Peacock	
Director, Community Services	Dean Hustwick	

Appendix A

Waterfront Plan – Design and Engineering for East Pier & Campground Preliminary Project Timeline June 13, 2019

Step 1a – Develop Design Options (June – September)

- Develop Public Engagement Plan & Stakeholder Map
- Develop on-line interactive platform (Bang the Table)
- Develop Design Options for the following:
 - East Pier:
 - Drawings of each of the four “repair” options:

Option 1	Pedestrian Only (no vehicle use)
Option 2	Light Vehicle Use Only (very limited pedestrian)
Option 3	Pedestrian & Limited Heavy Vehicle Use
Option 4	Pedestrian and Limited Light Vehicle Use

- Three Design Options for “enhancements” (pedestrian/bicycle paths, roadway, parking, lighting, seating, etc. – incorporate proposed changes to Coast Guard building/property)
- Campground
 - Three Design Options for repairs and enhancements (boardwalk/pathway reconfiguration, campsite reconfiguration, new administration office, washrooms, utility/services upgrades, etc.)

Step 2 – Open House #1 – Present design options for public feedback (early September) –

- Online Feedback (Bang the Table) – available for two weeks following Open House #1

Step 3 – Draft Preferred Options (October)

- Develop Preferred option for each project based on public feedback

Step 4 – Open House #2 - Present preferred option for each project (early October)

- Online Feedback (Bang the Table) – available for two weeks following Open House #2

Step 5 – Final Engagement Report, Preferred Option Concept Plan and Preliminary Estimates Presented to Council (November)

Step 6 – Budget Deliberations (November – January 2020)

Step 7 – Procure Engineering Services (November – January 2020)

- Develop Terms of Reference for separate Request For Proposals (RFP) (November) based on preferred solutions for East Pier and Campground – Shoreplan will be required to assist, possibly others (depends on whether we tender for just the East Pier or also for the Campground)
- Issue RFP(s) (December)
- Evaluate RFP submissions and report to Council (January 2020)


Step 8 – Preliminary Engineering Drawings & Costs (February – May)

- Costs of engineering and inspection of works depends on the requirements of the preferred concept. Typically, 10% of the construction costs are required to cover this work.

Step 9 – Final Engineering Drawings, Costs and Tender Documents (May – July)

Step 10 – Tender Construction Project (August – September)

Step 11 – Project Start-up and Construction (September – May 2021 – depends on complexity of final design, weather, permits, fisheries requirements)

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Jackie Chapman Davis Community Events Coordinator	
DATE OF MEETING:	July 2, 2019	
TITLE / SUBJECT:	Summer Social 4 Shelter	
REPORT DATE:		File #:

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
That Council approve the Summer Social 4 Shelter to take place over two (2) weekends Friday, July 26 & Saturday, July 27 and Friday, August 9 & Saturday, August 10, 2019 at the Cobourg Beach courtyard area in support of Cornerstone Family Violence Prevention Centre.

4.0 ORIGIN
Municipal Event Application

5.0 BACKGROUND
The Summer Social 4 Shelter is a four (4) night, two (2) weekend event, to raise funds in support of Lindsey Edwards' (Royal LePage) upcoming 100 km trek across the Sahara Desert, in support of the Royal LePage Shelter Foundation, which directly supports our local women's shelter, Cornerstone Family Violence Prevention Centre. This is an extension to Lindsey's current Flamingo Flocking Fundraiser that is currently taking place across Northumberland County.

El Camino and George and Orange along with The Market & Smor will team up with Lindsey for two weekends one in July and one in August, where they will transform the courtyard into a licensed beach canteen, where patrons will enjoy food, drink and music overlooking the beach.

6.0 ANALYSIS

The Summer Social 4 Shelter will take place over two weekends Friday, July 26 & Saturday, July 27 and Friday, August 9 & Saturday, August 10, 2019 at the Cobourg Beach Courtyard Area running from 5:00 p.m. until 10:00 p.m. each day.

Venue Set-Up

All of the festivities will take place within the fenced area of the courtyard, with the exception of using the washrooms at the canteen. Picnic tables, staging and decorations will be brought in to warm up the space starting at 1:00 p.m. each day.

Entertainment

Each night, live musical entertainment will be provided by local artists.

Security

Security Guards will be hired and will be on-site at both entrances for the duration of the event. ID will be checked on entrance by security and people aged 19 years and older will be given a wristband. In and out privileges will be closely monitored for capacity, and to ensure no alcoholic drinks leave the fenced area.

Alcohol

Alcoholic drink tickets will be for sale at a booth, and then redeemable at the bar. Teaming up with El Camino and George and Orange local downtown businesses who will provide the alcoholic beverages by Smart Serve licensed staff. A Special Occasion Permit will be obtained through the event organizer.

Food

The Market & Smor (Lutana Inc.) will prepare, provide and sell all of the food and non-alcoholic beverages from the onsite food truck.

Garbage

Garbage receptacles will be available. At the end of the event, a sweep of the area is done by event organizers and volunteers to collect any garbage that has been left.

Road Closures

There are no road closures for this event.

Representatives from Cornerstone will be in attendance offering information on their services.

The Municipal Event Application has been reviewed by the Town of Cobourg Community Events Committee.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The Summer Social 4 Shelter is financially supported in whole by Lindsay Edwards in partnership with the Royal LePage Shelter Foundation. Staff time will be allocated for a site walk through in the coming weeks leading up to the event.

8.0 CONCLUSION

That Council approve the Summer Social 4 Shelter to take place over two weekends Friday, July 26 and Saturday, July 27 and Friday, August 9 and Saturday, August 10, 2019 at the

Cobourg Beach courtyard area in support of Cornerstone Family Violence Prevention Centre.

12.0 AUTHORIZATION/SIGNATURES

Approved By:

Dean Hustwick, Director of Recreation and
Culture

Stephen Peacock, Chief Administrative Officer

Department:

Parks

CAO

listwithlinz.ca 

Lindsey Edwards
Royal LePage ProAlliance Realty, Brokerage
Northumberland Mall Cobourg K9A 5H7
Office: 905-377-8888
Cell: 905-373-6410
E-Mail: lindsey@listwithlinz.ca

June 24, 2019

RE: Application for Special Event Permit – Summer Social 4 Shelter

Dear Jackie:

Please find attached my application for a Special Event Permit. As noted in the application, I am proposing two weekends, one in each July and August, on a Friday and Saturday evening, to run a fundraiser in support of my 100 km trek across the Sahara Desert, which directly benefits Cornerstone Family Violence Prevention Centre.

As a local real estate salesperson with Royal LePage ProAlliance, we are the only Canadian real estate company with it's own charitable foundation. The Royal LePage Shelter Foundation is the largest public foundation dedicated exclusively to funding women's shelters and violence prevention programs. My upcoming Sahara Desert trek is organized thru the Shelter Foundation - and as the only representative in Northumberland County accepted for this trek I have lofty fundraising goals. While I need to raise a minimum of \$5000, of which I have already surpassed, I have set a personal goal of \$25,000. 80% of all the funds I raise will be donated to Cornerstone, with the additional 20% going back into the national programs for violence prevention. Of note, I am personally responsible for the cost of all of my travel and hospitality.

For 5 straight days, my colleagues from Royal LePage offices across Canada and I will be hiking up to 7 hours a day across difficult terrain in the hot and dry desert climate, with temperatures dropping considerably at night. We will be sleeping in large group tents, using camping-style bathroom facilities and going without electricity, cell service and the other comforts of home.

I have talked to Nancy Johnston, Executive Director at Cornerstone, along with Carly Cunningham and Janelle Eisler, about the events that I am proposing at the Cobourg Beach Canteen, and they fully support me moving forward with this application. A representative from Cornerstone will be in attendance each night of the Summer Social 4 Shelter.

The weekends I am requesting are:

July 26 & 27, 2019 – from 5-10pm, with a proposed 400 people in attendance each night

August 9 & 10, 2019 – from 5-10pm, with a proposed 400 people in attendance each night

I have met with Amanda from El Camino, and Jenna from George & Orange, who will be running the bar. As well, I have spoken to Montana and Lucas from Market & Smor, who whole-heartedly agreed to run the food truck for the events. Additional volunteers will be added to make the evenings run smoothly and make this a truly positive experience.

Once I have approval, I will move forward to secure sponsors for each of the nights, as well as live, local, musical entertainment.

I have gotten quotes for \$5M insurance thru McDougall Insurance, as well as much of the other incidentals I may run into – as noted in my budget.

On approval I would apply for the liquor license. El Camino and George & Orange will invoice me for their incurred costs. Each restaurant has agreed to donate back \$2/drink to the fundraiser.

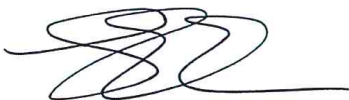
The nights will be run similar to last year's beach bar series, but in this case it will clearly be advertised and promoted as a fundraiser. I will ask for a "donate what you wish" on entrance into the courtyard, as not to dissuade patrons from coming in, had I done a set admission fee. It is an inclusive event, but with a clear goal to raise money.

ID will be checked on entrance, and those with age of majority will be given a clearly identified wristband. The wristbands will be checked by those selling drink tickets. Although people do have to leave the fenced in courtyard to use the washrooms, security will be present and strict, to make sure that no drinks leave with them.

I do understand that time is of the essence, and that I am under a time crunch with all of the approvals needed from the different bodies. I thank you for the time spent helping me get to this point. Please do not hesitate to reach out, should I have missed any items to move forward.

I look forward to hearing from you soon.

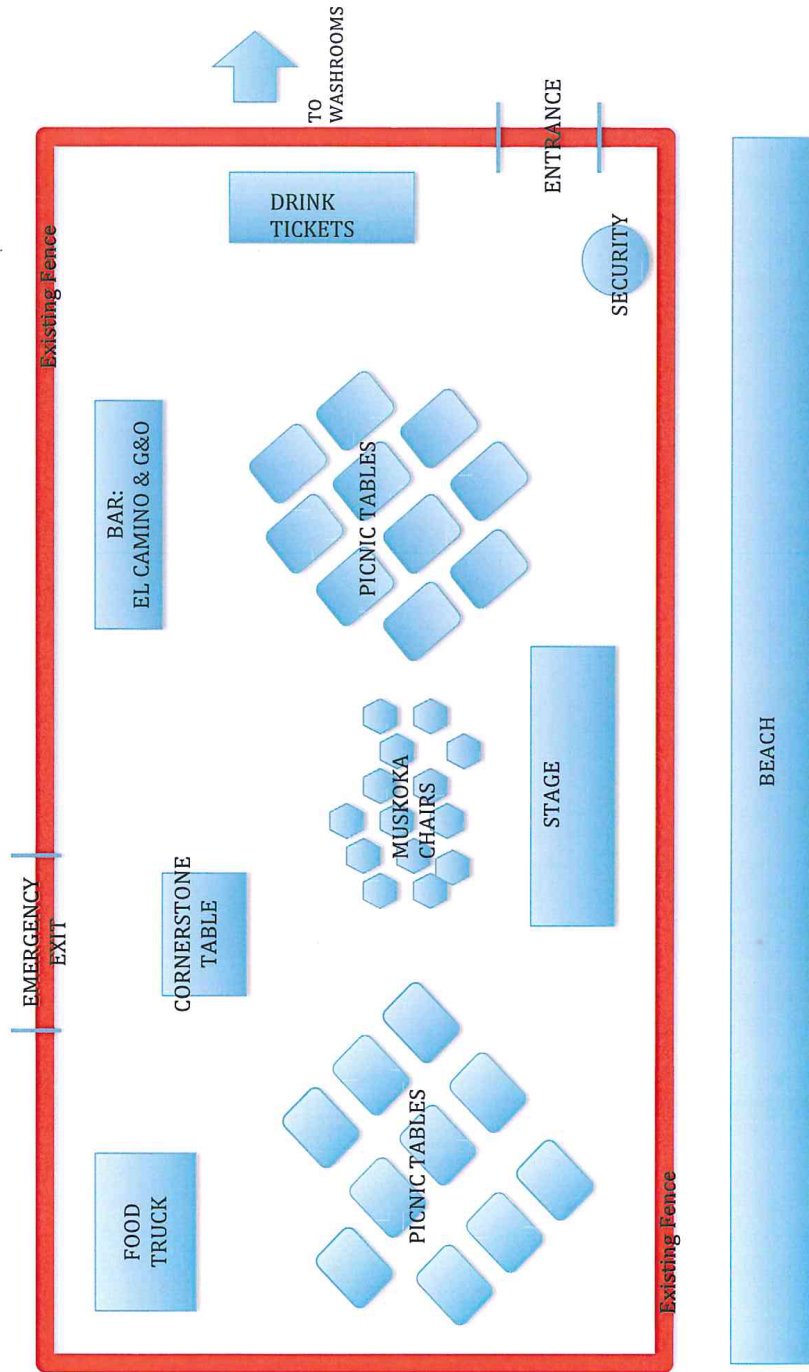
Sincerely,



Lindsey Edwards



Summer Social 4 Shelter – Site Plan



listwithlinz.ca 

Lindsey Edwards
Royal LePage ProAlliance Realty, Brokerage
Northumberland Mall Cobourg K9A 5H7
Office: 905-377-8888
Cell: 905-373-6410
E-Mail: lindsey@listwithlinz.ca

June 24, 2019

RE: Summer Social 4 Shelter – Request for Letter of Municipal Significance

To the Town of Cobourg,

I am looking to run four evenings of music, food and drink, across two weekends in July and August, as a fundraising initiative for an upcoming 100km Sahara Desert trek I am participating in, in support of Cornerstone Family Violence Prevention Centre.

As a local real estate salesperson with Royal LePage, we are the only Canadian real estate company with it's own charitable foundation. The Royal LePage Shelter Foundation is the largest public foundation dedicated exclusively to funding women's shelters and violence prevention programs. My upcoming Sahara Desert trek is organized thru the Shelter Foundation; with 80% of all funds I raise being donated directly to Cornerstone. The additional 20% of funds are allocated for national programs for violence prevention.

The events would take place within the fencing of the Courtyard at the Beach Canteen on the following dates/times:

Friday July 26 and Saturday July 27th – from 5pm – 10pm on each date

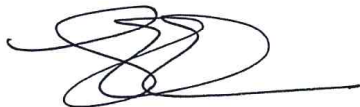
Friday August 9 and Saturday August 10 – from 5pm – 10pm on each date

Myself, along with many volunteers, will ensure that the event is run safely for all patrons. If deemed necessary, I will hire a security guard for the main gate. Capacity will be strictly adhered to, along with the municipal alcohol policy and all other corresponding by-laws.

I am requesting a Letter of Municipal Significance, so that I am able to obtain a Special Occasion Permit with the AGCO.

If there are any additional questions, I can be reached at lindsey@listwithlinz.ca or by phone at 905-373-6410.

I do thank you for your consideration and support.




ROYAL LePAGE
ProAlliance Realty
BROKERAGE
INDEPENDENTLY OWNED AND OPERATED

Lindsey Edwards
Royal LePage ProAlliance Realty, Brokerage
Northumberland Mall Cobourg K9A 5H7
Office: 905-377-8888
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If there are any additional questions, I can be reached at lindsey@listwithlinz.ca or by phone at 905-373-6410.

I do thank you for your consideration and support.





Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a presentation from Sarah Delicate, Spokesperson, United Shoreline Ontario (USO); and

WHEREAS the International Joint Commission (IJC) approved Plan 2014, a Plan to regulate water levels and flows in Lake Ontario and the St. Lawrence River to protect against extreme water levels, to restore wetlands and to prepare for climate change, has had deleterious effects on the shorelines of the Town of Cobourg and other municipalities surrounding Lake Ontario; and

WHEREAS Plan 2014 proposed that average annual coastal damages on the Lake Ontario shoreline would be approximately \$46 million under natural conditions, and approximately \$20 million under Plan 2014; and

WHEREAS in 2019 Lake Ontario has exceeded the record daily peak of 75.88 m which was experienced from May 25 to May 28, 2017 and that peak was 82 cm above average for this time of year; and

WHEREAS the water level is expected to continue to rise due to record high water levels in the other Great Lakes that drain into Lake Ontario, reaching its peak within 1-3 weeks; and

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Town of Cobourg requests that the Federal and Provincial Governments conduct a formal investigation into the flooding events of 2017 and 2019 in affected communities along the Lake Ontario and the St. Lawrence River, specifically the economic impacts and damage to infrastructure; and

FURTHER THAT the International Joint Commission (IJC) approved Plan 2014 be evaluated and measured for effectiveness and verifiable impacts by the Federal and Provincial Governments; and

FURTHER THAT the provincial and federal governments strike a Committee to review mitigation and safety plans for the communities fronting the Great Lake and the St. Lawrence Seaway; and

FURTHER THAT the Municipality advocate that our Federal Partners work with the IJC to develop a new flood plans that better protects the interests of Municipalities, Emergency procedures and Riparian's; and

FURTHER THAT Council authorize the Mayor to engage with government and non-government organizations and agencies involved with Lake Ontario flood mitigation; and

FURTHER THAT the IJC, as required by the Boundary Water Treaty, protect and indemnify the Town of Cobourg and the Town's shoreline residents and business owners from all damages resulting from Plan 2014; and

FURTHER THAT this Resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Kim Rudd, MP, Northumberland-Peterborough South, The Honourable Doug Ford, Premier of Ontario, The Honourable David Piccini, MPP, Northumberland-Peterborough South, The Honourable Steve Clark, Minister of Municipal Affairs, Andrew M. Cuomo, Governor of New York State, the Great Lakes International Joint Commission (IJC), and to all other Ontario municipalities surrounding Lake Ontario and the St. Lawrence River through the Association of Municipalities of Ontario (AMO).



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Director of Planning and Development, regarding a Ganaraska Region Municipal Working Group representative appointment on the Trent Conservation Coalition Source Protection Committee;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the appointment of Rob Franklin, Manager of Planning Services, as the Ganaraska Region Source Protection Area's representative on the Trent Conservation Coalition Source Protection Committee.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for a single story addition on property located at 38 Covert Street, Cobourg (2500709 Ontario Inc. c/o John Lee) (HP-2019-030);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit HP-2019-030 to permit a single story addition and five (5) windows and door, to be approved, subject to the finalization of details with Planning and Heritage Staff; and

FURTHER THAT the exterior finishes and materials to be brought back to the Cobourg Heritage Advisory Committee for review and approval through a new Heritage Permit Application for recommendation by Cobourg Heritage Advisory Committee and approval by Municipal Council.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for a window addition on property located at 79 King Street West, Unit E, Cobourg (John Lee) (HP-2019-031);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-031 to permit the addition of a window, subject to the finalization of details with Planning and Heritage Staff.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for the demolition of a garden shed and the construction of a two car garage on property located at 429 George Street, Cobourg (Jack Wardle) (HP-2019-032);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-032 to permit the demolition of a garden shed and the construction of a two car garage, subject to the finalization of details with Planning and Heritage Staff.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for a window replacement on property located at 275 George Street, Cobourg (Dan and Christina Panaitescu) (HP-2019-033);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-033 to permit the replacement of a window, subject to the finalization of details with Planning and Heritage Staff.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application for alterations to the existing heritage Mansion/Cell Block, and Heritage Harbour townhouse concept located at 77-93 Albert Street, Cobourg (1226577 Ontario Ltd. - John Lee/Laurel Clarry) (HP-2019-034);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-034 to permit alterations to the existing heritage Mansion/Cell Block, and Heritage Harbour townhouse concept, subject to the following conditions:

- a) That the precise design and material specifications of the new dormers, windows, roofline, and other related architectural features proposed under this application for the original Governor’s Mansion and cell block building at 77 Albert Street shall subject to the finalization of details and approval of Building, Planning and Heritage staff and be brought back to the CHC for review and approval. In particular, the proposal shall have reference to the character and design of the existing heritage structure;
- b) That the heritage approval for the Heritage Harbour townhouses is based on the conceptual elevation drawings submitted with the application and based only on a ‘high level’ evaluation of the proposal by heritage planning staff. In accordance with the Town of Cobourg’s Official Plan (Section 8.3.1.vii), a Cultural Heritage Impact Assessment (CHIA) shall be required at the time that an application for Site Plan Approval is submitted for Heritage Harbour townhouses. This CHIA shall be undertaken by a qualified heritage architect or consultant (with CAHP credentials or equivalent) and shall demonstrate, to the satisfaction and approval of the Town of Cobourg, and be brought back to the CHC for review and approval, that the proposed new development will not adversely impact the heritage significance of the subject properties, adjacent heritage properties and the area in which the subject properties are located (Commercial Core HCD);
- c) Should the design of the proposed Heritage Harbour townhouse development change significantly prior to final Site Plan Approval by the Town of Cobourg, an

amendment to the approved Heritage Permit, or a new Heritage Permit application, will be required.

- d) The applicant/owners shall obtain all necessary permits and approvals prior to undertaking any work;
- e) In accordance with the Town of Cobourg's Heritage Permit By-law #97-2009, the scope of work that is the subject of this Heritage Permit approval must seriously commence within six months of the issuance of this heritage permit, must not be substantially suspended or discontinued for a period of more than one year, and must be completed within two years from the date of final heritage permit approval. Council or the Director may revoke a permit under this By-law:
 - i. if it was issued on mistaken, faulty or incorrect information;
 - ii. if, after six months after its issuance, the alteration, construction or demolition in respect of which it was issued has not, in the opinion of Council or the Director been seriously commenced;
 - iii. if the alteration, construction or demolition of the building is, in the opinion of Council or the Director substantially suspended or discontinued for a period of more than one year;
 - iv. if it was issued in error; or
 - v. if the holder of the permit requests in writing that the permit be revoked.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Regular Council Meeting on June 10, 2019, Council approved the Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Committee’s Terms of Reference;

AND WHEREAS the CIP Application Evaluation Committee’s composition requires appointments from a member of the Planning and Development Advisory Committee, the Cobourg Heritage Advisory Committee and the Northumberland Central Chamber of Commerce;

NOW THEREFORE BE IT RESOLVED THAT Council appoint the following members to the Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Committee:

Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Committee
George Kamphorst – Planning and Development Advisory Committee
Ken Badshaw – Cobourg Heritage Advisory Committee
Kevin Ward – Northumberland Central Chamber of Commerce



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Director of Public Works, regarding the Bench and Transit Shelter Advertising Tender Award (CO-19-05 ENG);

NOW THEREFORE BE IT RESOLVED THAT Council approve and award the Bench and Transit Shelter Advertising Tender (CO-19-05 ENG) to the Bench Press Ltd o/a Creative Outdoor Advertising (COA) - Bid Option 1 - 'The Boulevard Bench for a three (3) year term with the option of renewing for an additional two (2) year term with a proposed total revenue generation of \$6,500 per year to be used towards Transit Operations.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Director of Public Works, regarding the Unfinished Business Item (06-10-19) Petition for Traffic Control at the King Street/Abbott Street Crossing Guard Location;

NOW THEREFORE BE IT RESOLVED THAT Council accept and endorse the planned improvements as outlined in the Staff Report in 2019 with enhanced pavement markings and with the installation of permanent yellow flashing warning lights located within the community safety zone resulting in reduced speeds and increased speeding fines; and

FURTHER THAT Council direct Staff to monitor the location and bring a report to Council in October if improvements are recommended for consideration at the 2020 budget deliberations.



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Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Manager of Environmental Services, regarding the Supervisory Control and Data Acquisition (SCADA) Installation at the Wastewater Treatment Plant #1;

NOW THEREFORE BE IT RESOLVED THAT Council approve and award the SCADA Installation Request for Proposal (RFP) to Summa Engineering for the following tasks, as part of the Summa Engineering proposal for the installation of a SCADA system at Plant #1 in the amount of \$352,598:

1. Tasks #1 - SCADA Computer: Install and Program SCADA computer System; and
2. Task #2 - Add Buildings: Run Fiber lines from all currently unconnected buildings back to the SCADA Computer in the Operations Room;

AND FURTHER THAT Council pre-approve Summa Engineering to be awarded Tasks #3 - Add Inter-Plant Connectivity and Task #4 - Add Sanitary Pump Stations, in the amount of \$260,000 in the 2020 Environmental Services Budget.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Chief Building Official, regarding the Unfinished Business Item 04-08-19: Request for an Exemption to the Sign By-law for 805 William Street, Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council grant an exemption to the Sign By-law (008-2009) to permit six (6) additional fascia signs, for a total of 13.55 square meters of signage on 805 William Street, Cobourg, which consist of one (1) additional fascia signs on the north exposure (parking lot), two (2) additional fascia sign on the east exposure, and three (3) additional signs on the south exposure.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Committee of the Whole on June 24, 2019, Council considered a Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding Motions to support the Town of Cobourg as a Blue Community; and

WHEREAS the Blue Communities Project Resolution on the human rights to water and sanitation call on the federal and provincial governments to enshrine these rights in federal and provision laws; and

WHEREAS nearly 750 million people around the world do not have access to clean drinking water, 4 billion people face severe water scarcity and 2.5 billion people do not have adequate sanitation; and

WHEREAS Indigenous communities in Canada have been disproportionately affected by lack of access to safe drinking water and sanitation; and

WHEREAS on July 28, 2010, the United Nations General Assembly passed a resolution recognizing the human rights to water and sanitation; and

WHEREAS on September 23, 2011, the United Nations Human Rights Council passed a resolution on the human right to safe drinking water and sanitation and called on governments to take concrete action by developing plans of action, establishing monitoring and accountability mechanisms, and ensuring affordable services for everyone; and

WHEREAS the Canadian Union of Public Employees and the Council of Canadians have asked Canadian municipalities to assist in their effort to have the federal government protect water and sanitation as human rights; and

WHEREAS recognizing the rights to water and sanitation is one of three steps needed to declare The Town of Cobourg a Blue Community; and

NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg recognizes and affirms that water and sanitation services are fundamental human rights; and

FURTHER THAT the Town of Cobourg will call on the federal and provincial governments to enshrine the human rights to water and sanitation in federal and provincial laws; and

FURTHER THAT that the Town of Cobourg will call on the Government of Canada to develop a national plan of action to implement the human rights to water and sanitation.



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Resolution No.:

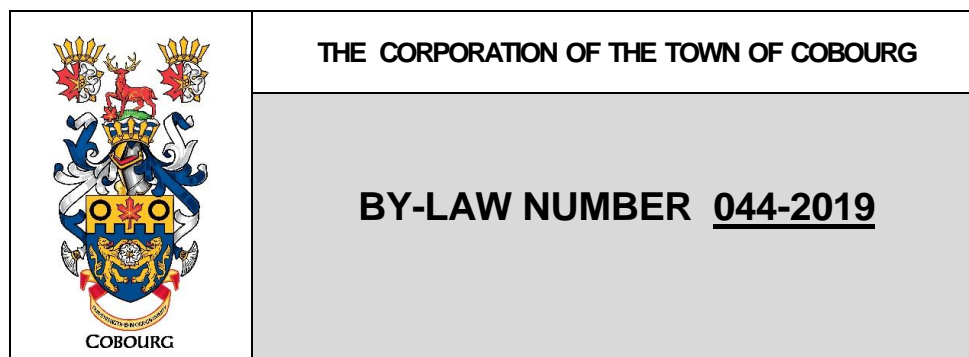
Seconded By _____
Last Name Printed _____

Council Date:
July 2, 2019

WHEREAS at the Regular Council Meeting on July 2, 2019, Council considered a Memo from the Community Events Coordinator and a letter from Lindsey Edwards, Royal LePage ProAlliance Realty, Brokerage, regarding the Summer Social 4 Shelter fundraising events in support of the Cornerstone Family Violence Prevention Centre to occur through July 26 - 27, 2019 and August 9 - 10, 2019 at the Courtyard at the Beach Canteen;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Summer Social 4 Shelter events to take place over two (2) weekends on Friday, July 26 to Saturday, July 27 and on Friday, August 9 to Saturday, August 10, 2019 at the Cobourg Beach Courtyard area in support of Cornerstone Family Violence Prevention Centre; and

FURTHER THAT Council approve the request from Lindsey Edwards and declare the Summer Social 4 Shelter Events as events of Municipal Significance in the Town of Cobourg.



A BY-LAW TO AUTHORIZE EXECUTION OF AN AGREEMENT TO APPOINT AIRD & BERLIS LLP TO PROVIDE SERVICES OF THE INTEGRITY COMMISSIONER AND CLOSED MEETING INVESTIGATOR FOR THE TOWN OF COBOURG.

WHEREAS section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS on March 1, 2019, Part V.1 of the *Municipal Act, 2001* was amended to provide that all municipalities in Ontario are to appoint an Integrity Commissioner with independent authority to perform the following functions pursuant to subsection 223.3(1):

1. The application of the code of conduct for members of council and the code of conduct for members of local boards;
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards;
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council and of local boards;
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member;
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members;
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*; and
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*;

AND WHEREAS subsection 239.2(1) of the *Municipal Act, 2001* authorizes a municipality to appoint an investigator who has the function to investigate in an independent manner, on a complaint made to him or her by any person, whether the municipality or local board has complied with section 239 or a procedure by-law under subsection 238(2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation;

AND WHEREAS Municipal Council of the Town of Cobourg passed a motion at the Committee of the Whole meeting of June 24, 2019 to authorize execution of an agreement with Aird & Berlis LLP to provide services as an Integrity Commissioner and Closed Meeting Investigator for the Town of Cobourg;

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

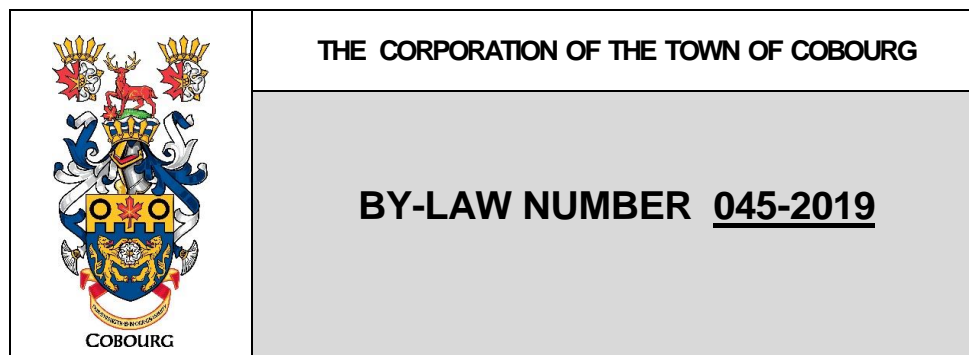
1. **THAT** Aird & Berlis LLP be appointed as Integrity Commissioner and as Closed Meeting Investigator for the Town of Cobourg to carry out the statutory functions in an independent manner;
2. **THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation of the Town of Cobourg an agreement with Aird & Berlis LLP to provide the services of Integrity Commissioner and Closed Meeting Investigator for the Town of Cobourg;
3. **THAT** upon appointment Aird & Berlis LLP will have all the functions, powers and duties of an Integrity Commissioner as set out in Part V.1, Accountability and Transparency, of the *Municipal Act, 2001* and in addition such functions, powers and duties as may be assigned by the Municipal Council from time to time;
4. **THAT** the Town of Cobourg hereby indemnifies and save harmless the Integrity Commissioner or any person acting under the instructions of the Integrity Commissioner for costs reasonably incurred in connection with the defence of a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a function, duty or authority under Part V.1 of the *Municipal Act, 2001* or a by-law passed thereunder, or an alleged neglect or default in the performance in good faith of the function, duty or authority;
5. **THAT** the Integrity Commissioner shall cause to preform, in an independent manner, the functions of an Integrity Commissioner pursuant to Part V.1 of the *Municipal Act, 2001* with respect to the application of the code of conduct for members of council, including any legislation, procedures, rules and policies of the Town of Cobourg governing the ethical behaviour of the members of Municipal Council and the Municipality's local boards. The mandate of the Integrity Commissioner will include:
 - (1) Provisions of advice and education upon request by a member of council or by council as a whole, regarding ethical obligations and responsibilities under their code of conduct, and any other legislation, rules or policies governing their ethical behaviour;
 - (2) Receiving, assessing and investigating where appropriate, complaints made by Municipal Council, a member of Municipal Council, a member of staff, or a member of the public respecting an alleged breach of the code of conduct for members of Municipal Council and the members of the Municipality's local boards through the provisions of the Town of Cobourg Code of Conduct and the Complaints Protocol;

- (3) Receiving, assessing and conducting an inquiry, where appropriate, with respect to requests for an inquiry made by an elector or a person demonstrably acting in the public interest concerning an alleged contravention of section 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* by a member of Municipal Council or of the Municipality's local boards;
 - (4) Giving advice on policy issues and the workings of the Town of Cobourg's procedures and protocols relating to the Code of Conduct and the Integrity Commissioner or such other procedures, rules and policies of the Municipality and its local boards governing the ethical behaviour of their members; and
 - (5) All advice being provided in writing in accordance to the requirements of subsection 223.3(2.2).
6. **THAT** the Integrity Commissioner will report directly to Municipal Council with a report containing the results of investigations and one annual report summarizing the year's activities, observations and any resulting general recommendations;
 7. **THAT** the Integrity Commissioner may recommend that the Municipal Council impose penalties and/or any remedial or corrective measures or actions in accordance with the *Municipal Act, 2001* if in the opinion of the Integrity Commissioner, a member of Municipal Council or a local board has contravened the code of conduct;
 8. **THAT** all services provided by the Integrity Commissioner and the Closed Meeting Investigator conform to all statutory requirements of sections 223.2 to 223.8 and 239.2 of the *Municipal Act, 2001*, as may be applicable.
 9. **THAT** this by-law shall take effect upon the final date of passing and the term of appointment for Integrity Commissioner and Closed Meeting Investigator shall expire on December 30, 2023.
 10. **THAT** By-law No. 097-2015 is hereby repealed.

By-law read and passed in Open Council on this 2nd day of July, 2019.

MAYOR

MUNICIPAL CLERK



A BY-LAW TO LEVY AN AMOUNT UPON INSTITUTIONS IN THE TOWN OF COBOURG.

WHEREAS pursuant to Section 323(2) and 323 (3) of the Municipal Act S.O. 2001, C.25, which provides as follows:

Pursuant to 323(2) **DESPITE** any Act, a local municipality in which there is situate a correctional institution designated by the Minister of Correctional Services or a training school, or place of secure custody designated under Section 24-1, of the Young Offenders Act (Canada) designated by the Minister of Community and Social Services, may by by-law levy an annual amount payable on or after July 1 upon such institution or school, not exceeding the prescribed amount of each resident place in such institution or school as determined by the Minister of Correctional Services or the Minister of Community and Social Services, as the case may be; and

Pursuant to Section 323(3) **DESPITE** any Act, a local municipality in which there is situate a public hospital or provincial mental health facility designated by the Minister of Health and Long Term Care, may by by-law levy an annual amount payable on or after July 1 upon such institution, not exceeding the prescribed amount for each provincially rated bed in the public hospital or provincial mental health facility as determined by the Minister of Health and Long Term Care;

<u>Institutions</u>	<u>Capacity</u>
Northumberland Hills Hospital	137
Brookside (Young Offence Facility)	64

AND WHEREAS the municipality has been advised that in accordance with Section 323, the municipality may levy an amount up to \$75.00 on the capacity of the institutions listed below:

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

1. **THAT** a levy of \$75.00 on the enrolment, resident places and/or rated beds as set out in Schedule "A" attached hereto, is hereby imposed, due and payable on or before the 1st day of July, 2019 into the office of the Town Treasurer.
2. **THAT** the Treasurer is hereby directed to levy and collect the unpaid taxes in the manner and with the powers provided by law for the levy and collection of the tax herein imposed.

Read a first, second, third time and finally passed in Open Council on this 2nd day of July, 2019.

MAYOR

MUNICIPAL CLERK

SCHEDULE "A"
BY-LAW NUMBER 045-2019

Northumberland Hills Hospital	\$10,275.00
Brookside (Young Offender Facility)	\$ 4,800.00

Ministry of
Municipal Affairs
and Housing

Municipal Programs and
Analytics Branch
777 Bay Street, 16th Floor
Toronto ON M5G 2E5
Telephone: 416 585-7296
Facsimile: 416 585-7292

Ministère des
Affaires municipales
et du Logement

Direction des programmes municipaux
et de l'analytique
777, rue Bay, 16^e étage
Toronto ON M5G 2E5
Téléphone : 416 585-7296
Télécopieur : 416 585-7292



June 13, 2019

Sent by email: idavey@cobourg.ca

Ian Davey
Director of Corporate Services
Town of Cobourg
55 King Street West
Cobourg, Ontario K9A 2M2

Dear Ian Davey:

Re: Capacity of Institutions Information for the year 2018

I am pleased to provide you with updated capacity of institution(s) information in your municipality provided to us by the particular ministry designated for each institution.

In accordance with the current regulations, your municipality may levy an amount up to \$75 per rated capacity designated for each institution listed below. The levy amount is provided in the right-hand column.

<u>Institutions</u>	<u>Capacity</u>	<u>Levy Amount</u>
Brookside Youth Centre	64	\$4,800
Northumberland Hills Hospital (The).....	137	\$10,275

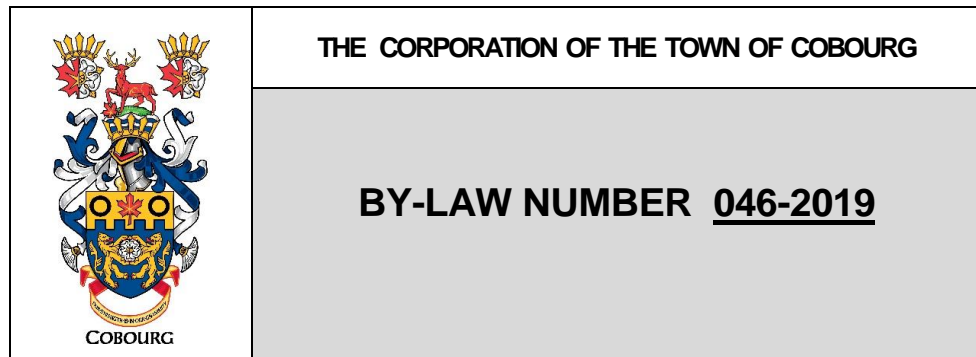
The appropriate tax bill should be sent directly to each institution for payment. Please note that in accordance with Section 323 of the Municipal Act, institutions do not have to remit payment until July 1, 2019.

Should you have any question regarding the information provided, please do not hesitate to contact Kyla Simpson at kyla.simpson@ontario.ca or at 416-585-7263.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Karen Partanen".

Karen Partanen
Manager, Information and Analysis Unit
Municipal Programs and Analytics Branch
Ministry of Municipal Affairs and Housing



A BY-LAW TO AMEND THE FEES AND CHARGES BY-LAW (088-2017) OF THE TOWN OF COBOURG, TO ADOPT THE COMMUNITY SERVICES DIVISION 2019 FEES AND CHARGES SCHEDULE.

WHEREAS pursuant to *Municipal Act S.O. 2001, c.25* Section 391 provides in part that a municipality may pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it and for the use of its property including property under its control;

AND WHEREAS Council authorized the preparation of a by-law to amend the Fees and Charges By-law (088-2017) to adopt the Community Services Division's 2019 Fees and Charges Schedule at the Committee of the Whole Meeting held on June 24, 2019;

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

1. **THAT** the Schedule 'A' of the Fees and Charges By-law No. 088-2017 be amended to adopt the revised fees and charges of the Community Services Division, as outlined in Schedule 'A' of this by-law.
2. **THAT** this by-law shall come into full force and effect upon the date of its passing.

Read a first, second, third time and finally passed in Open Council on this 2nd day of July, 2019.

MAYOR

MUNICIPAL CLERK

SCHEDULE 'A'
BY-LAW 046-2019
FEES SCHEDULE

<u>DEPARTMENT/ITEM</u>	<u>Current Local Fees</u>		<u>Current Non-Local Fees</u>				<u>Proposed Local Fees</u>	
CCC – Advertising Signs								
Board Ads	\$550.00 per year		As per local + 25%				No Change	
Zamboni Signs	\$1250.00 per year		As per local + 25%				No Change	
CCC – Ice Rental Prime Time								
Adults	\$176.50 per hour		As per local + 25%				\$181.50	
Children	\$151.50 per hour		As per local + 25%				\$156.50	
Corporate Rate (Applicable prime & non- prime hours)	\$176.50 per hour		As per local + 25%				\$181.50	
Hockey Canada High School Program	\$50.00 per hour		As per local + 25%				\$55.00	
CCC Ice Rental Off Time								
Rental Fee	\$95.00 per hour		As per local + 25%				No Change	
CCC – Floor Rental								
Adults	\$75.00		As per local + 25%				\$80.00	
Youth	\$50.00		As per local + 25%				\$55.00	
Arena per day	\$1,500.00		As per local + 25%				\$1,600.00	
Arena per day – ticketed event	\$2,500.00		As per local + 25%				\$2,600.00	
Both arenas per day	\$3,000.00		As per local + 25%				\$3,200.00	
CCC – Event Rates								
Cleaning Fine	\$100.00						\$125.00	
Kitchen Rental	\$30.00/day						No change	
Lighting	\$250.00						No change	
Pipe and Drape Rental 3ft high	\$1.50/foot						No change	
Pipe and Drape Rental 8 ft high	\$3.00/foot						No change	
Pipe and Drape Rental 10ft x 6ft booth	\$45 each						No change	
Small Riser Stage (max. 8ft x 8ft x 1.5)	\$65.00						No change	
Sound and Lighting Technician	\$25.00/hour						No change	
Sound System – One Mic & 1 -2 Speakers	\$75.00						No change	
Sound System Full	\$125.00						No change	
Stage	\$400.00						\$500.00	
Video Scoreboard Operator	\$25.00						No change	
CCC – Birthday Party Packages								
1 hour in ½ gym + 2 hours in a multi-purpose room	\$75.00						No change	
1 hour on ice +1 hour in room	\$166.50						\$181.50	
Additional hour in gym or room	\$20.00/hour						No Change	
CCC – Meeting Rooms/Gym								
	Non-Profit	Non-Profit Full Day	Standard	Standard Full Day	2019 Non- Profit	2019 Non- Profit Full Day	2019 Standar d	2019 Standar d Full Day
Single Gym	\$25.00/hr	\$100.00	\$30.00	\$200.00	No Change	\$200.00	\$50.00	\$300.00
Hall/Double Gym/Grand Hall	\$50.00/hr	\$400.00	\$80.00	\$600.00	No Change	\$300.00	No Chang e	\$700.00

Meeting Room, Tournament Room **	\$15.00/hr	\$60.00	\$20.00	\$120.00	No Change	No Change	No Change	No Change
Multi Use Rooms – Single	\$20.00/hr	\$100.00	\$25.00	\$150.00	No Change	No Change	No Change	No Change
Multi Use Rooms A, B, C – 2 or more	\$40.00/hr	\$150.00	\$45.00	\$270.00	No Change	No Change	No Change	No Change
Program Coordinator Assistance	\$20.00/hr	\$0	\$20.00	\$0	\$35.00/hr	No Change	\$35.00/hr	No Change
Running Track Rental	\$45.00/hr	\$200.00	\$45.00	\$200.00	No Change	No Change	No Change	No Change
Single Gym	\$25.00/hr	\$200.00	\$50.00	\$300.00	No Change	No Change	No Change	No Change
Ticketed Event – Business or Markets					\$475 Single Gym \$950 Double Gym			
*All prices are plus HST								

<u>DEPARTMENT/ITEM</u>	<u>Current Fees</u>	<u>Proposed Fees</u>
CCC – Seniors Centre		
Seniors Membership	\$25.00	\$30
Seniors Drop-in	\$0.88	\$1
10 Pass Card + 1 Bonus	\$8.85	\$10
20 Pass Card + 2 Bonus	\$17.70	\$20
Lost Card Fee	\$5.00	No Change

*All prices are plus HST

<u>DEPARTMENT/ITEM</u>	<u>Current Local Fees</u>	<u>Current Non-Local Fees</u>	<u>Proposed Fees</u>
CONCERT HALL – Citizen’s Forum Rates (8 Hour Period)			
Commercial	\$125.00 plus costs	\$175.00 + Costs	No change
Community Groups	\$125.00	\$125.00 + Costs	No change
Piano*	\$100.00 plus tuning	\$100.00 + Tuning	No change
Private	\$150.00 plus costs	\$175.00 + Costs	No change

*Piano is only available for events with NO food or at Concert Hall discretion

CONCERT HALL – Equipment Rentals - Offsite			
Theatre Chairs	\$5.00 per chair*	\$5.00 per chair*	No change
Chiavari Chairs – fruit wood or black wood	\$10.00 per chair*	\$10.00 per chair*	No change
8 Foot plastic topped tables	\$10.00 per table*	\$10.00 per table*	No change
30" Cabaret Table, adjustable height	\$10.00 per table*	\$10.00 per table*	No change
Mic and Lectern	\$40.00 *	\$40.00 *	No change
Screen	\$40.00*	\$40.00*	No change
Glassware - Water	\$.10 per glass	\$.10 per glass	No change
Sound System	Contact Office**	Contact Office**	No change
Lighting	Contact Office**	Contact Office**	No change

*Proof of insurance required as well as transportation required to and from the Concert hall by renter

House Manager	\$27.75 per hour	\$27.75 per hour	No change
Light Design (Complex)	\$27.75 per hour	\$27.75 per hour	No change
Light Design (Simple)	\$80.00	\$80.00	No change
Light/Sound/operator	\$27.75 per hour	\$27.75 per hour	No change

Set-Up days (Private Function)	\$100.00 per day	\$100.00 per day	No change
Upgrade Chair Rental	\$250.00	\$250.00	No change
CONCERT HALL – Ticket Handling			
Commercial Events Per Ticket	\$2.00 up to 20 \$4.00 over 20	\$3.00 up to 20 \$5.00 over 20	No change
Community – Non-Profit Events Per ticket	\$2.00 up to 20 \$2.50 over 20	\$2.00 up to 20 \$2.50 over 20	No change
Internet Orders	\$3.00 per ticket	\$3.00 per ticket	No change
Mailing	\$2.00 per ticket	\$2.00 per ticket	No change
CONCERT HALL – Weekend Rates (does not include staffing charges)			
Catering Facilities	See Victoria Hall Rentals		
Commercial	\$800.00 plus costs	\$800.00 plus costs**	No change
Community Groups	\$400.00 plus costs	\$500.00 plus costs**	No change
Private	\$725.00 plus costs	\$800.00 plus costs**	No change
CONCERT HALL – Weekday Rates (Does not include staffing charges)			
Commercial	\$400.00 plus costs	\$500.00 plus costs**	No change
Community Groups	\$225.00 plus costs	\$275.00 plus costs**	No change
Private	\$400.00 plus costs	\$500.00 plus costs**	No change
*All prices are plus HST **\$100.00 per day – non-refundable deposit. Deposit will be placed against the specified date of booking. Deposit placed against dates not used will be forfeited.			
DEPARTMENT/ITEM	Current Fees	Proposed Fees	
WATERFRONT - MARINA			
Seasonal Serviced (Existing Docks)	\$62.00	\$64.00	
Seasonal Serviced (New Docks)	\$67.00	\$69.00	
Seasonal Un Serviced (Limited)	\$57.50	\$59.00	
Seasonal Premium F Dock (Extra Wide)	\$69.00	\$71.00	
Seasonal Catamarans, Trimarans	1.5 Times Rate P.F.	No Change	
Rafting, After Marina is Full	\$14.75	\$15.00	
Anchoring, After Marina is Full	\$14.75	\$15.00	
Minimum Charge for Transient	\$23.00	No Change	
Daily Serviced	\$1.80	\$1.85	
Daily Unserviced	\$1.60	\$1.65	
Daily Wall	\$1.55	\$1.60	
Weekly	Daily Rates Times 6	No Change	
Monthly (One month only)	Daily Rates Times 20	No Change	
Commercial	Regular Rate +25%	No Change	
Seasonal Pumpout	\$10.00	\$10.25	
Service Pumpout	\$20.00	\$20.50	
Season Launch Ramp	\$81.50	\$90.00	
Daily Launch Ramp (includes parking)	\$9.50	\$10.00	
Canoe/Kayak Seasonal Storage **NEW		\$95.00	
STORAGE WINTER (November 1 to May 1):			
Storage Under 30ft (Former PW Yard)	\$540.00	\$580.00	

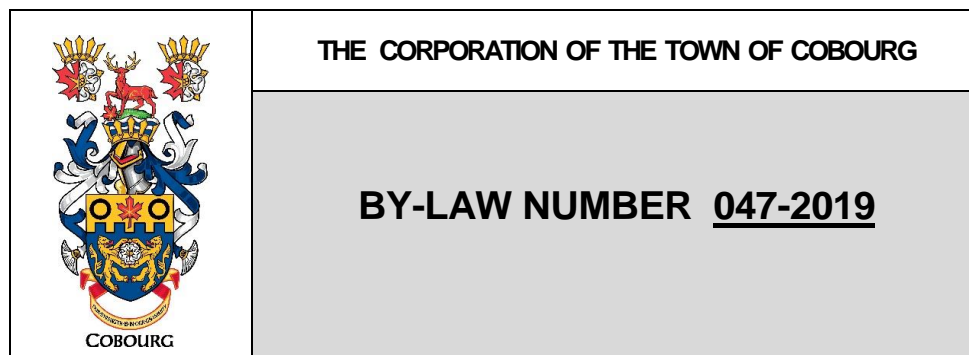
Storage Over 30ft (Former PW Yard)	\$570.00	\$610.00
Bottom Rinse	\$3.10	\$3.25
STORAGE WINTER		
Storage Under 30ft	\$600.00	\$630.00
Storage Over 30ft	\$630.00	\$660.00
Storage Catamarans (1.5 x width)	1 x Standard Rate	1.5 x Standard Rate
STORAGE SUMMER:		
Storage Seasonal for Summer	Same as Winter	Same as Winter
Storage Daily	\$10.50/Day	\$11.00
Storage Weekly	\$52.00/Week	\$55.00/Week
Storage Monthly	\$210.00/Month	\$230.00
Storage Cradle/Trailer	\$125.00/Summer	No Change
Compound Move	\$130.00/ HR (1 hr min.)	\$200.00/HR (1 HR. Min.)
On Water Tow (In Harbour)	N/A	\$85.00/Hr
Blocking Material (For boats not stored)	\$5.00/Block	No Change
Reservation Fee (New)	\$12.00/ Reservation	No Change
<p>*All prices are plus HST. **Seasonal Docking rates to be charged on the greater of the length overall of the boat or length of the dock. *** Canoe/Kayak seasonal storage introduced to accommodate demand.</p>		
<u>DEPARTMENT/ITEM</u>	<u>Current Fees</u>	<u>Proposed Fees</u>
Campground – Miscellaneous		
Reservation Fee	\$12.00	No Change
Firewood	\$11.50	\$12.50
Kindling	\$10.50	\$11.50
Sanitary Dumping Fee*	\$16.00	\$18.00
Campground – Seasonal Lots		
Waterfront (Applicable to new seasonal waterfront rentals only)	\$3,300.00	\$3,900.00
Non- Waterfront	\$3,050.00	\$3,250.00
Campground – Daily		
Unserviced or Tent Area	\$40.00	\$42.00
Interior Hydro & Water	\$44.00	\$46.00
Waterfront Hydro & Water	\$47.00	\$54.00
Interior Hydro, Water & Sewer	\$46.00	\$48.00
Waterfront Hydro, Water & Sewer	\$49.00	\$56.00
Campground – Weekly		
Daily Rate Times Six	Daily Rate Times Six	No change
Campground – Monthly		
Unserviced	\$960.00	\$1,008.00
Interior Hydro & Water	\$1,056.00	\$1,104.00
Waterfront Hydro & Water	\$1,128.00	\$1,272.00
Interior Hydro, Water & Sewer	\$1,104.00	\$1,152.00
Waterfront Hydro, Water & Sewer	\$1,176.00	\$1,320.00

*All prices are plus HST			
<u>DEPARTMENT/ITEM</u>	<u>Current Local Fees</u>	<u>Current Non-Local Fees</u>	<u>Proposed Fees</u>
MEMORIAL ARENA – Advertising Signs			
Board Ads	\$550.00 per year	As per local + 25%	No change
Zamboni Signs	\$1,250.00	As per local + 25%	No change
MEMORIAL ARENA – Ice Rental Prime time			
Adult	\$176.50 per hour	As per local + 25%	No change
Children	\$151.50 per hour	As per local + 25%	No change
Corporate Rate (applicable prime & non-prime hours)	\$176.50 per hour	As per local + 25%	No change
MEMORIAL ARENA – Ice Rental Time Off			
Rental Fee	\$90.00 per hour	As per local + 25%	No change
MEMORIAL ARENA – Floor Rentals			
Adults	\$75.00 per hour	As per local + 25%	No change
Youth	\$50.00 per hour	As per local + 25%	No change
Arena Per Day	\$950.00	As per local + 25%	No change
*All prices are plus HST			

<u>DEPARTMENT/ITEM</u>	<u>Current Fees</u>	<u>Proposed Fees</u>
PARKS – Bandshell Fees		
All Other Uses	\$55.00/4 Hours \$125.00/days	\$90.00/4 hours \$200.00/Full day
PARKS – Beach Fees		
Beach Use For Events		
Beach Volleyball – Adult	2017: \$2.00/Court 2018: \$3.00/Court 2019: \$3.75/Court	\$5.00 per court per hour (2020)
Beach Volleyball - Youth		
All Other Uses	\$55.00/4 Hours or \$125.00/Full Day	\$90.00/4 hours or \$200/Full Day
Extra – Hydro Unlock & Securing	\$35.00	\$50.00
Extra – Additional Picnic Tables (Over 10 Tables). Both Include Delivery & P/U	\$2.50 Per Table for Charity \$3.50 Per Table	\$50.00/delivery (8) includes pick up (Maximum 24)
PARKS – Refreshment Tent		
Refreshment Tent Permit in Parks	\$50.00	\$150.00
PARKS – Softball/Baseball User Fees		
DONEGAN PARK		
Adult	\$27.00	\$28.00
Minor	\$10.00	No change
Lights	\$30.00	\$34.00
LEGION FIELDS		
Adult	\$27.00/diamond/game \$40.00/double header	\$28.00/diamond/game
Minor	\$10.00	\$12
Lights	\$30.00	\$34.00
PARKS – Softball/Baseball/Soccer/Rugby/Soccer User Fees		
OTHER PARKS		
Adult	\$25.00	No change
Minor	-	\$10.00
Lights	-	\$34.00
Adult	Practice \$9.00	No change
Minor	Practice \$6.00	No change
Lights	Practice \$30.00	\$34.00

PARKS - Tennis		
Tennis	\$300.00/year	No change
PARKS - Tournaments		
LEGION FIELDS & DONEGAN Tournaments		
Adult	\$175.00	No change
Minor	\$125.00	No change
OTHER PARKS		
Adult	\$125.00/Diamond/Day	\$175.00
Minor	\$75.00/Diamond/Day	\$125.00
Tree Donations		\$250.00 + cost of plaque
Bench Donation		\$3000.00 for steel bench
LIONS PAVILLION	2017 Fees	2019 Proposed
All Others – ½ day (less than 4 hours)	\$55.00 + any extras	\$90.00
All Others – full day (greater than 4 hours)	\$125.00 + any extras	\$200.00
Extra – Hydro – unlock & securing	\$35.00	\$50.00
Extra – additional picnic tables	Charity \$2.50 per table Standard \$6.50 per table	Minimum \$50.00 per delivery (8)
*Refreshment tent \$400.00 set-up, tear down & clean up. **Charitable Fund raising groups wanting to waive fees must apply for a community grant through the Clerk's Office ***All prices are plus HST		
DEPARTMENT/ITEM	Current Fees	Proposed Fees
SPECIAL EVENTS – Filming General Fees		
Filming Application Fee		\$100
Downtown Businesses	To be negotiated with owners	No change
On Site Staff Liaison	\$50.00/hour	No change
Parking Lots	To be negotiated with Engineering	To be negotiated with Public Works
Residences	To be negotiated with owners. Surrounding Streets may be subject to additional costs if traffic is potentially disrupted.	No change
Streets	\$500.00/day + Paid Duty Police @ \$67.66/hour + 20% administration fees (Minimum 4 hours)	\$500.00/day + Paid Duty Police (to be negotiated with Cobourg police) + 20% administration fees (Minimum 4 hours)
SPECIAL EVENTS – Filming Waterfront		
Bandshell	\$500.00/day	No change
Beach	\$500.00/day	No change
Marina	\$500.00/day	No change
Piers	\$500.00/day	No change
Trailer Park	\$500.00/day	No change
SPECIAL EVENTS – Filming Victoria Hall		
Art Gallery	To be negotiated with the Director of the Art Gallery of Northumberland	No change
Court Room	\$500.00/day	No change
Council Chambers	\$500.00/day	No change
Concert Hall & Dressing Rooms	\$325.00/day (weekdays) \$650.00/day (weekends)	\$500.00/day (weekdays) \$800.00/day (weekends)
Outside Grounds	\$500.00/day	No change
SPECIAL EVENTS – Filming Parks		
Coverdale	\$500.00/day	No change
Donegan	\$500.00/day	No change

James Cockburn	\$500.00/day	No change
Legion Fields Sports Complex	\$500.00/day	No change
Sinclair Park	\$500.00/day	No change
Victoria Park	\$500.00/day	No change
*Rental of Town properties may be subject to additional clean-up costs. Rental of Town owned properties may be subject to additional sundry costs. Any Town vehicle required will be assessed a fee. All staffing fees conform to a collective agreement. It should be noted that a filming permit will be processed so that all matters can be pre-determined and understood by all parties concerned.		
SPECIAL EVENTS – Filming Cobourg Community Centre and Memorial Arena		
Cobourg Community Centre	\$500.00/day + facility & staff costs	No change
Memorial Arena	\$500.00/day + facility & staff costs	No change
SPECIAL EVENTS – Event Permit Fees		
Event With Under 100 in Attendance	\$50.00	Event With Under 50 - \$50.00
Event With 101 to 500 in Attendance	\$75.00	Event With Under 51 to 300 - \$100
Event With Over 500 in Attendance	\$100.00	Event With 301 to 1000 - \$150
		Event With Over 1000 - \$200
Beach Use	\$150.00/day (event based)	No Change
Bandshell	\$200.00/day	No change
Picnic Tables (For Events)	\$3.00/table	\$50 per 8. Max 24 tables. Includes delivery and pick up
Refreshment Tent / SOP Holder	\$150.00	No Change
Wedding Permit on Public Property	\$175.00 local and \$225.00 non-local	No Change
*Charitable Fund raising groups wanting to waive fees must apply for a community grant through the Clerk's Office **All prices are plus HST		



A BY-LAW TO DESIGNATE THE PROPERTY KNOWN MUNICIPALLY AS 230 PERRY STREET AS BEING OF CULTURAL HERITAGE VALUE OR INTEREST.

WHEREAS Section 29 of the *Ontario Heritage Act, R.S.O. 1990 c.O.18*, as amended authorizes the Council of a municipality to enact by-laws to designate real property, including all buildings and structures thereon, to be of cultural heritage value or interest;

AND WHEREAS authority was granted by Council to designate the property at Part Lot 15, Concession B, formerly Hamilton Township, now Town of Cobourg; Part Lot 32, Part Lot 33, Subdivision XV Tier 2, Caddy Plan; Parts 1 & 2 39R-2836, known as 230 Perry Street, as being of cultural heritage value or interest;

AND WHEREAS the Council of the Town of Cobourg has caused to be served upon the owners of the land and premises of Part Lot 15, Concession B formerly Hamilton Township, now Town of Cobourg; Part Lot 32, Part Lot 33, Subdivision XV Tier 2, Caddy Plan; Parts 1 & 2 39R-2836, known as 230 Perry Street, and upon the Ontario Heritage Trust, Notice of Intention to designate the property and has caused the Notice of Intention to be published in the local newspaper for a period of 30 days in accordance with the requirements set out under the *Ontario Heritage Act*;

AND WHEREAS the reasons for designation are set out in Schedule “A” of this by-law;

AND WHEREAS no notice of objection was served upon the Municipal Clerk of the municipality;

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

1. **THAT** the the real property at Part Lot 15, Concession B formerly Hamilton Township, now Town of Cobourg; Part Lot 32, Part Lot 33, Subdivision XV Tier 2, Caddy Plan; Parts 1 & 2 39R-2836, known as 230 Perry Street, more particularly described in Schedule “B” attached to this by-law, is designated as being of cultural heritage value or interest.
2. **THAT** the Municipal Clerk is authorized to cause a copy of this by-law to be registered against the property described in Schedule “B” of this by-law in the proper Land Registry Office.
3. **THAT** this by-law shall come into full force and effect upon the date of its passing.

Read a first, second, third time and finally passed in Open Council on this 2nd day of July, 2019.

MAYOR

MUNICIPAL CLERK

Schedule “A”
Reasons for Designation
(Statement of Significance)

The property at 230 Perry Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under all three categories of design, associative value and contextual value.

Located on the north side of Perry Street, between Henry and D’Arcy Street, the 1.5 storey single detached house was constructed around 1860 according to the Local Architectural Conservation Advisory Committee (LACAC) property description. The house was built by D’Arcy Boulton who was a prominent resident of Cobourg in the 19th Century.

Statement of Cultural Heritage Value or Interest

Design or Physical Value

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

The dwelling is a one and half storey stucco house. However, after the original LACAC report, previous owners covered the structure in vinyl siding. The current owners removed the vinyl siding and restored the stucco. It has an ogee arch under the central gable with a wooden lugsill. The windows are 6 over 6 double hung sash with deep wooden lugsills. The house has a hip roof with an open porch at the main entrance with squared tapering pillars. There is a red brick chimney on the west side of the building.

Historical or Associative Value

This dwelling, along with 226, 235 and 240 Perry Street were constructed by D’Arcy Boulton of “The Lawn” (to the north) for his servants. D’Arcy Boulton was a prominent resident of Cobourg in the 19th Century being a solicitor, President of the Board of Police before Cobourg was founded, and Mayor afterwards. D’Arcy Boulton, a member of the Family Compact, was the son of D’Arcy and Sarah Robinson Boulton of “The Grange” in Toronto that is now part of the Art Gallery of Ontario. In 1838, D’Arcy married Emily Heath, daughter of Lt. Colonel Charles Heath. D’Arcy and Emily had seven children. Around 1840 D’Arcy built a large home on D’Arcy Street called “The Lawn.” He and his wife lived there until the early 1900s. “The Lawn” has since been demolished.

Contextual Value

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

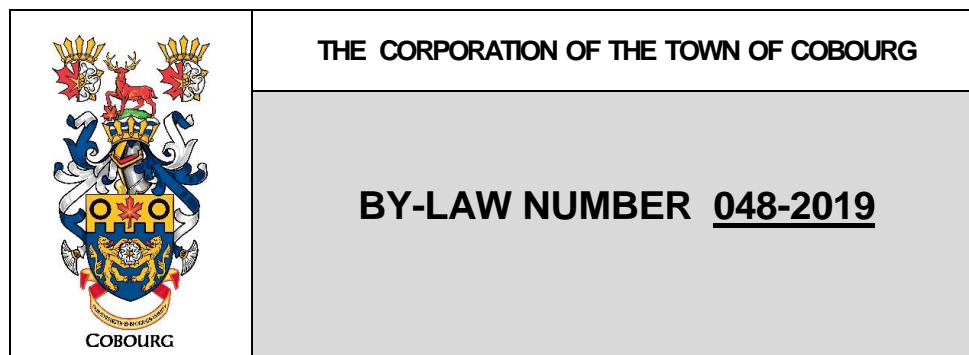
Description of Heritage Attributes

The key attributes that embody the heritage value of the property at 230 Perry Street are:

- One and a half storey Ontario Vernacular Cottage in the Gothic Revival Style was constructed around 1860 by D’Arcy Boulton, a prominent local resident.
- The structure is clad in stucco.
- It has an ogee arch under the central gable with a wooden lugsill.
- The windows are 6 over 6 double hung sash with deep wooden lugsills.
- The house has a hip roof with an open porch at the main entrance with squared tapering pillars.
- There is a red brick chimney on the west side of the structure

Schedule “B”
Legal Description

Part Lot 15, Concession B formerly Hamilton Township, now Town of Cobourg;
Part Lot 32, Part Lot 33, Subdivision XV Tier 2, Caddy Plan; Parts 1 & 2 39R-
2836, known as 230 Perry Street.



A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH BUCHANAN STORAGE INC., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG (671 DIVISION STREET, COBOURG).

WHEREAS pursuant to Section 41(7) of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Site Plan Control;

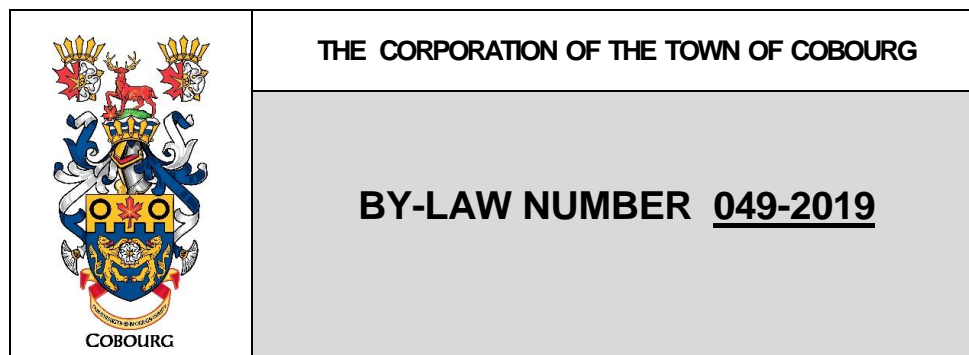
NOW THEREFORE the Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with Buchanan Storage Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for a 371.6 m² (4,000 ft²) self storage building at 671 Division Street, Cobourg, subject to the finalization of details and documentation by municipal staff and applicable agencies.
2. **THAT** this by-law shall come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

Read a first, second, third time and finally passed in Open Council on this 2nd day of July, 2019.

MAYOR

MUNICIPAL CLERK



A BY-LAW TO AUTHORIZE THE EXECUTION OF A MULTI-YEAR GOVERNANCE AGREEMENT FOR JOINT TRANSIT PROCUREMENTS FACILITATED BY METROLINX (2019-2024).

WHEREAS Metrolinx has a mandate to act as the central procurement agency for local transit systems across Ontario;

AND WHEREAS Metrolinx has worked with the transit service providers of various Ontario municipalities to facilitate joint procurements of transit system vehicles, equipment, technology, facilities and related supplies and services;

AND WHEREAS Metrolinx and the parties to the said agreement recognize the value of the joint procurement process in consolidating municipal orders to achieve economies of scale and reducing time and costs associated with the public procurement process by standardizing the Procurement Documents, thereby allowing transit systems to focus on core competencies; making it more convenient for Ontarians to access transit services in municipalities, connect with other transit systems, and travel across the province of Ontario;

AND WHEREAS the previous multi-year governance agreement governing the joint procurement process expired on December 1, 2018;

AND WHEREAS the Town of Cobourg wishes to enter into a Multi-Year Governance Agreement to govern the various joint procurements to be facilitated by Metrolinx during the five (5) year period beginning April 1, 2019 and ending March 31, 2024, with an option to renew until March 31, 2029;

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

1. **THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Multi-Year Governance Agreement with Metrolinx for Joint Transit Procurements facilitated by Metrolinx, 2019-2024, and for the purpose of purchasing transit vehicles, equipment, technologies facilitated by Metrolinx.
2. **THAT** Council appoint the Director of Public Works and the Engineering and Public Transit Administrator as the Town of Cobourg Member and the Alternate Member to provide for voting on the Metrolinx Steering Committee during the procurement process.

Read a first, second, third time and finally passed in Open Council on this 2nd day of July, 2019.

MAYOR

MUNICIPAL CLERK

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES	
	Date: September 19, 2018	Meeting Location: Conference Room

The regular meeting of the Cobourg Accessibility Advisory Committee was held at 10:00 a.m. at the Conference Room, Victoria Hall with the following persons in attendance:

PRESENT

Chair, Janet Warren
Diane Taylor
Loren Turner
Gene Maynard
Laurie Scott
Cheryl Blodgett
Councillor McCarthy
Laurie Wills, Public Works
Desta McAdam, Secretary

ABSENT:

N/A

CALL TO ORDER

J. Warren called the meeting to order at 10:03 a.m.

APPROVAL / ADDITIONS TO THE AGENDA

Adoption of Agenda dated September 12, 2018.

Moved by L.Turner: That the Agenda dated September 12th, 2018 be adopted.

Carried

DECLARATIONS OF INTEREST BY MEMBERS

ADOPTION OF MINUTES

Adoption of meeting Minutes from the meeting dated June 20, 2018.

Moved by G. Maynard That the Minutes dated June 20, 2018 be adopted as amended.

Carried

PRESENTATIONS / DELEGATIONS

N/A

COMMUNICATIONS / CORRESPONDENCE

1. D. McCarthy Governance Question

Members will be updated on membership in new term.

REPORTS

1. Draft DBIA Report

- Report was not yet ready for distribution to the Committee.

UNFINISHED BUSINESS

1. Accessible Parking (Cobourg Accessible Parking Improvement Plan)

- L. Wills to follow-up on the status of the meter heights.

2. Accessibility Budget Allocation

- Members discussed prioritization of accessibility items for future budget.

3. Accessible Taxi

- No update.

4. Criteria for New Sidewalks

- No new sidewalks will be completed in 2018.

5. Cobourg Beach Stair Painting

- Painting to be completed on the stairs and on the edge of the concrete boardwalk.

NEW BUSINESS


Site Plan Review: 96 University Avenue East

The following comments will be provided to the applicant:

- Please consider making a portion of the units accessible
- Proposed walkway should be AODA compliant. Should it not be possible due to grading challenges, it is recommended that it be removed.

ADJOURNMENT

The meeting was adjourned at 11:22 a.m.

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG PLANNING AND DEVELOPMENT ADVISORY COMMITTEE MEETING MINUTES
	<p>April 16, 2019 Victoria Hall, Committee Room 4:00PM</p>

A regular meeting of the Cobourg Planning & Development Advisory Committee (PDAC) was held on April 16, 2019 in the Committee Room, Victoria Hall.

The following Members were in attendance

Jim Doubt - Chair
Rick Stinson - Vice Chair
Nicole Beatty, Councillor
George Kamphorst
Alistair Commins
Don Wilcox

Regrets:

Kristina Nairn

The following staff were present:

Glenn McGlashon, Director of Planning and Development Services
Adriane Miller, Secretary

CALL TO ORDER

The meeting was called to order by the Chair at 4:00PM

DECLARATIONS OF INTEREST BY MEMBERS

Committee Member R. Stinson declared that he is on the Board of Directors for the St Peter's Court Apartments and has no pecuniary interest in the Trinity Housing Affordable Housing Project.

APPROVAL/ADDITIONS TO THE AGENDA

There were no additions to the agenda.

ADOPTION OF MINUTES

Approval of the meeting minutes from March 26, 2019

Moved by Councillor N. Beatty "THAT the minutes be accepted as amended"

Carried

REPORTS

Trinity Housing- 25 James Street East/321 John Street - OPA/ZBLA

CURRENT APPLICATIONS

JMCD Holdings East Village Phase 5 (OPA-01-19/Z-01-19/Z-01-19SUB)
Staff update - the Town of Cobourg will be holding a public meeting in June 2019. Date and time to be determined.

Mason Homes 425 King Street East (Z-03-18SUB)
Staff update - The Developer is hosting a community information meeting on April 18, 2019 at 7PM in the Citizens Form at Victoria Hall. The Town of Cobourg will hold a separate public meeting. Date and time to be determined.

UNFINISHED BUSINESS

Tannery District Sustainable Master Plan- Expected to be reviewed by the Planning and Development Advisory Committee (PDAC) by the summer of 2019.

Comprehensive Zoning By-Law- Staff will continue to move forward working on the ZBL review; however recent Ministry proposed changes to the Planning Act may impact or delay the completion of the review.

NEW BUSINESS

The Chair recommended to Committee Members that they review all background reports on applications presented to PDAC in advance of the meeting. Comments and recommendations can be brought forward to the Chair in advance of the meeting.

ACTION: The Secretary will circulate public meeting notices from both the Town of Cobourg and the Developer to all Committee Members.

ACTION: The Secretary will forward the PDAC orientation presentation to members D. Wilcox and G. Kamphorst

**Planning & Development Advisory Committee
Meeting Minutes**


APRIL 16, 2019

ADJOURNMENT

The meeting was adjourned at 5:10 PM

FUTURE MEETINGS

May 7, 2019 at 4:00 PM - Victoria Hall 2nd Floor Committee Room

 <p>Downtown Cobourg —</p>	Cobourg Downtown Business Improvement Area BOARD OF MANAGEMENT	
	DBIA BOARD OF MANAGEMENT REGULAR MEETING MINUTES	
	Date: May 2, 2019	Meeting Location: Conference Room Victoria Hall

A regular meeting of the DBIA Board of Management was held with the following members in attendance:

DBIA Board Members:

Joan Greaves
Julie Dreyer
Jenna Fitzgerald
Amanda da Silva
Julie McCuaig
Lou Trozzolo

Council Appointees to the DBIA Board:

Councillor Adam Bureau

Recording Secretary:

Melissa Graham – Secretary

REGRETS:

Rino Ferreri
Deputy Mayor Suzanne Séguin
Deputy Chief Paul VandeGraaf – Police Services Liaison

1. CALL TO ORDER

The meeting was called to order by Chairperson J. Greaves at 8:30am.

2. APPROVAL / ADDITIONS TO THE AGENDA

2.1. Approval of the agenda as presented

Moved by J. Dreyer: THAT the DBIA Board of Management approve the agenda as presented.

Carried

3. DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest by members.

4. ADOPTION OF MINUTES

4.1. Approval of the regular board meeting minutes dated April 4th, 2019

Moved by J. Fitzgerald: THAT the DBIA Board of Management approve the regular board meeting minutes dated April 4th, 2019 as presented.

Carried

4.2. Approval of the special board meeting minutes dated April 11th, 2019

DBIA Board of Management Meeting Minutes

MAY 2, 2019

Moved by J. McCuaig: THAT the DBIA Board of Management approve the special meeting minutes dated April 11th, 2019 as presented.

Carried

4.3. Approval of the special board meeting minutes dated April 25th, 2019.

Moved by Councillor Bureau: THAT the DBIA Board of Management approve the special meeting minutes dated April 25th, 2019 as presented.

Carried

5. PRESENTATIONS / DELEGATIONS

There were no presentations or delegations.

6. COMMUNICATIONS / CORRESPONDENCE

There was no communications or correspondence.

7. CLOSED SESSION

Moved by J. McCuaig: THAT the DBIA Board of Management meet in Closed Session in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

s. 239(2)(b): Personal matters about an identifiable individual including municipal or local board employees DBIA_032_2019

Carried

Moved by L. Trozzolo: THAT the DBIA Board of Management move into open session for the completion of the meeting. **DBIA_033_2019**

Carried

8. REPORTS

8.1. Chairperson Report: J. Greaves

8.1.1. Board Training Summary

The board training provided governance background by OBIAA Executive Director Kay Matthews. Most were in attendance, and found the information valuable.

8.1.2. Northumberland Central Chamber of Commerce Update

J. Greaves will be meeting with the Northumberland Central Chamber of Commerce every third Monday of the month to provide DBIA updates.

8.1.3. MOU

J. Greaves indicated that she would like to include the MOU as unfinished business.

8.2. Vice-Chair Report: J. Dreyer - No Report

8.3. Treasurer Report: L. Trozzolo - No Report

8.4. Marketing Report: A. da Silva

8.4.1. Marketing Director A. da Silva provided the board of management a sample of the new Enviro- bags that will be distributed on Girls Night Out to participating retailers.

8.5. Special Events Report: R. Ferreri

8.5.1. Girls Night Out

Update provided by Councillor Bureau;

Girls Night Out will be on May 10th, 2019. All police volunteers are set, with the road closure to be completed at 11am. The stereo has been fully installed at the Market Building, thus creating music downtown Cobourg every day.

8.5.2. Special Events Meeting Minutes

A. da Silva has reached out to the restaurants regarding Food and Music Festival and will discuss options with the Events Sub Committee about having picnic tables out front of participating restaurants with table toppers to reserve them.

8.6. Membership Report: J. Fitzgerald

Will be going around with Councillor Bureau to pick up filled Spring Passports for the draw on May 10th during Girls Night Out.

8.7. Beautification and Maintenance Report: J. McCuaig

Beautification director provided an update to the Board of Management that the Canada Flags are in the process of being installed.

8.8. Coordinator Report:

Verbal report was provided by Councillor Bureau regarding events, and office hours.

8.9. Police Services Liaison - Deputy Chief P. VandeGraaf - No Report

9. COUNCIL/COORDINATOR ANNOUNCEMENTS

9.1. Councillor A. Bureau

Councillor Bureau provided the Board of Management information regarding the Beach Canteen. A Notice of Motion by Councillor Beatty was referred until May 13th, 2019 Committee of the Whole meeting for consideration. (Please see attached) Additionally, Councillor Bureau asked if there would be any interest from the DBIA Board of Management to seat on the Christmas Magic Ad-Hoc Committee.

Moved by Councillor Bureau: THAT the DBIA Board of Management approve the Beautification Director to sit on the Christmas Magic Ad Hoc Committee.

DBIA_034_2019

[Notice of Motion - CBeatty Re Cobourg Beach Courtyard](#)

9.2. Deputy Mayor S. Seguin - No report

10. 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 the DBIA and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by the DBIA Local Board.

10.1. 09/04/2018: Requested Pick Up/ Drop Off zones

10.2. 12/04/2018: Winter Passport Program - Home for the Holidays

11. NEW BUSINESS

There was no new business to discuss.

12. ADJOURNMENT

The meeting was adjourned at 9:34am by Chairperson J. Greaves. The next scheduled meeting is Thursday June 6th, 2019 at 8:30am.



Municipal Council
 Town of Cobourg
 55 King Street West
 Cobourg, ON K9A 2M2

Notice of Motion Form

Printed Name: Nicole Beatty

Hereby files a Notice of Motion to be included in the next available Agenda for the meeting of Council.

Subject: Cobourg Beach Courtyard – Beach Bar

Which Notice of Motion reads as follows:

Recommended Action To direct staff to prepare a report outlining options for the operations of a licensed waterfront patio at the Cobourg Beach Canteen Courtyard for Council to consider by June 3, 2019.

And further that the report include the following scenarios as potential options:

1. A licensed waterfront patio operated by Town staff.
2. A licensed waterfront patio leased out by the Town and operated in partnership with local restaurants.
3. A licensed waterfront patio operated by a third party event organizer.

Nicole Beatty
Council Member Signature


April 25, 2019
Date

CLERK'S USE ONLY

Date and Time Received on: April 25th, 2019

For the Regular Council **Meeting on** April 29th, 2019

20.0 NOTICES OF MOTION – Any Member of Council may give a Notice of Motion indicating intent that the Member will introduce a Motion at the next or subsequent meeting of Council. The giving of a Notice of Motion requires no seconder and is not at that time debatable.

	THE CORPORATION OF THE TOWN OF COBOURG
	PARKS & RECREATION ADVISORY COMMITTEE MEETING MINUTES
	May 7, 2019 1:00pm Victoria Hall, Committee Room

A regular meeting of the Cobourg Parks and Recreation Advisory Committee was held at 1:00pm at Victoria Hall in the Committee Room with the following in attendance:

Committee Members:

Beth Bellaire, Chair
 Trish Whitney, Vice-Chair
 Dora Body
 Frederic Forfait
 James McGrath
 Emily Chorley, Councillor
 Dean Hustwick, Director
 Teresa Behan, Deputy Director
 Jodi Ware-Simpson, Administrative Assistant

Regrets:

Richard Pope

Guests:

Brent Larmer, Municipal Clerk
 Robyn Bonneau, Coordinator, Records and Committee

1. CALL TO ORDER

The Meeting was called to order at 1:00pm

2. AUDIO RECORDINGS OF MEETINGS

The Secretary advised that she will be recording the meetings. The Procedural By-Law only prohibits the public from recording. She also advised that the recordings will be kept on her computer according to the Municipal retention schedule. The Director explained that it would allow for a more accurate recording of minutes.

Member Whitney said that she does not want the meetings recorded.

Member Body said that it is a public meeting and the public can hear anything the Committee says. As long as we save it according to the retention schedule it shouldn't be an issue.

Parks & Recreation Advisory Committee Meeting Minutes

MAY 7, 2019

Member McGrath said that if the meeting is recorded we wouldn't be able to speak freely and questioned the procedures around this.

The Municipal Clerk advised that it is a public meeting and all meetings should be transparent. It is the same as Council which is recorded.

Councillor Chorley said that she wants the procedural policy updated for all Committees to ensure proper and adequate document handling. The Committee agreed that the meeting shouldn't be recorded and that a motion should go to Council.

Moved by Councillor Chorley: THAT the Parks and Recreation Advisory Committee recommends that Council review the procedural by-law that incorporates the audio and visual recordings of all Committees.

Carried

3. APPROVAL / ADDITIONS TO THE AGENDA

3.1 Approval of the Agenda

Moved by Member Body: THAT the Parks and Recreation Committee approve the agenda dated May 7, 2019 with additions under New Business.

Carried

4. ADOPTION OF MINUTES

4.1 Approval of the Regular Meeting Minutes Dated April 2, 2019

Moved by Member Forfait: THAT the Parks and Recreation Advisory Committee approve the regular meeting minutes from April 2, 2019 with the change under New Business, page 3, of the word trees to shrubs.

Carried

5. DECLARATIONS OF PECUNIARY INTEREST BY MEMBERS

None

6. PRESENTATIONS / DELEGATIONS

6.1 Community Services Division Overview Presentation

The Director presented an overview of the Community Services Division.

Member Forfait asked if the Summer Beach Bar will be running again this summer. The Deputy Director advised that we are in the process of reviewing it for the 2019 season.

Member Body asked if the Canteen will be offering catering in the future. The Deputy Director advised that catering could be a possibility in the future. We are also looking at broadening the hours and reviewing the menu.

Parks & Recreation Advisory Committee Meeting Minutes

MAY 7, 2019

Member Whitney asked if there is a charge for events. The Deputy Director advised that there is an application fee. The event organizers are also charged back any fees incurred by the Town.

Member Whitney questioned who decides to give up parking spots for events. The Deputy Director advised that it is Council's decision.

Member Forfait asked if we are pursuing any bigger concerts similar to the Tragically Hip one we had in 2013. The Director advised that we had the Blushing Brides, Rolling Stones Tribute band, in April. We sold approximately 250 tickets. In September we are hosting Grace 2, a Tragically Hip cover band. We can sell 2,500 tickets for the Bowl and large well-known bands require 5,000 tickets.

Member Forfait asked if the Floating Playground was happening this year. The Director confirmed that Council voted against it.

7. COMMUNICATIONS / CORRESPONDENCE

None

8. REPORTS

8.1 Trash to Treasures Program Information

The Deputy Director presented the information she obtained on the piano program. There will be three pianos this year with a \$4,000 budget. The Events Coordinator issues each year an RFP and potential artists have to submit their artwork. The artwork is chosen and the pianos are delivered and picked up from the artists by a moving company. They are given an honorarium and the Town also pays for the art supplies.

If we proceed with the Trash to Treasures Program a similar process would take place. An RFP would go out in February of 2020. The artists would submit their artwork and the winning design(s) would be chosen by a Committee. The cans and art supplies would be delivered by April 1. Once completed, the Town would be responsible for picking the cans up by May 30.

Councillor Chorley said that she feels that it is worth pursuing and we could start with approximately 8 - 10 cans. It should be highly visible areas around the marina and Waterfront. She suggested that we could also encourage youth to get involved. Every school could do one can.

Member Body suggested contacting Community Living to inquire about getting them involved.

Moved by Member Body: THAT the Parks and Recreation Advisory Committee recommend the use of up to 20 garbage cans in a highly visible area such as the Marina, Waterfront and Legion Fields for the Trash to Treasure Pilot Program in 2020 and that \$2,000 be added to the budget.

Carried

9. UNFINISHED BUSINESS

ACTION: The Committee Secretary will save The Waterfront Plan, Parks Master Plan, Recreation Strategy and Implementation Plan, Cobourg Community Centre Campus Master Plan and the Urban Forest Management Plan to a memory stick for each member. Update: The plans were saved on a memory stick and distributed to the Committee.

ACTION: The Deputy Director will obtain the piano information from the Events Coordinator and it will be shared with the Committee at the next meeting. Update: Complete

ACTION: The Committee Secretary will forward the new Council's draft Strategic Plan by email to the Committee. Update: The draft Strategic Plan was emailed to the Committee. Since then, Council approved a final Strategic Plan which will be shared with the Committee. Update: The final Strategic Plan was sent to the Committee.

10. NEW BUSINESS

10.1 West Harbour

Member Body asked what the expected timeline is for the completion of the dredging and the dock repair. The Director advised that it should be complete in approximately two weeks.

Member Whitney asked about the dredging and said she has received a lot of email inquiries.

The Director advised that the dredging is done every year and without it the harbour would fill in.

Discussed permits required for the Harbour dredging and the Director advised that he will double check.

Update: The Director sent a follow-up email to the Committee explaining that the Town does not currently require permits under the Ministry of Natural Resources under the Public Lands Act, but has received a permit from the Ganaraska Region Conservation Authority.

Member McGrath asked why the harbour is filling in every year and what we can do to prevent it.

The Director explained that a significant amount of sediment is carried by waves and currents every year and deposited at the mouth of the harbour and within the harbour itself. A report on flows had been done years ago.

The Director advised that a condition assessment will need to be done on the breakwall and there could be an opportunity during future repairs to impact the sediment flow from the lake, although that would be very expensive.

10.3 Committee Mandate

The Chair explained that the mandate of the Committee does not cover operational matters. The main purpose is to address items referred by Council.

Parks & Recreation Advisory Committee Meeting Minutes

MAY 7, 2019

10.4 Next Agenda


- Implementation of the Urban Forest Master Plan
- Sustainability
- Molly Baker Lane
- Climate Change Action Plan
- Strategic Plan - How the Committee fits in to the plan.

11. ADJOURNMENT

Moved by Member Forfait: THAT the meeting be adjourned at 2:10pm
Carried

12. NEXT MEETING

June 4, 2019

	THE CORPORATION OF THE TOWN OF COBOURG
	ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES
	May 15, 2019 Conference Room

The regular meeting of the Cobourg Accessibility Advisory Committee was held at 10:00 a.m. at the Conference Room, Victoria Hall with the following persons in attendance:

PRESENT

Chair, Kathryn Richards
 Vice Chair, Troy Mills
 Estelle Morrill
 Susan Caron
 Elizabeth (Beth) Sheffield
 Jerry Ford
 Aaron Burchat, Councillor
 Laurie Wills, Director of Public Works
 Desta McAdam, Secretary
 Robyn Bonneau, Records and Committee Coordinator

ABSENT:

N/A

CALL TO ORDER

D. McAdam called the meeting to order at 10:00 a.m.

INTRODUCTIONS

Introductions were completed by meeting attendees.

ELECTION OF CHAIR AND VICE CHAIR

Election of Chair

D. McAdam called for nominations for the 2019 Committee Chair.

Moved by J. Ford: That K. Richards be elected as the 2019 Accessibility Advisory Committee Chair.

Carried

Accessibility Advisory Committee Meeting Minutes

MAY 15, 2019

Election of Vice Chair

D. McAdam called for nominations for 2019 Committee Vice Chair.

Moved by E. Morrill: That T. Mills be elected as the 2019 Accessibility Advisory Committee Vice Chair.

Carried

APPROVAL / ADDITIONS TO THE AGENDA

May 15th, 2019 Agenda

Moved by A. Burchat: That the agenda be adopted as presented.

Carried

ADOPTION OF MINUTES

September 19th, 2018 Meeting Minutes

Moved by B. Sheffield: That the minutes dated September 19th, 2018 be adopted

Carried

DECLARATIONS OF INTEREST BY MEMBERS

N/A

PRESENTATIONS / DELEGATIONS

N/A

COMMUNICATIONS / CORRESPONDENCE

N/A

REPORTS

N/A

NEW BUSINESS

Accessibility Advisory Committee Terms of Reference.

The Committee were asked to review the Terms of Reference attached to the meeting agenda.

2019 Accessibility Advisory Committee Schedule.

The Committee members were asked to review and note the 2019 meeting schedule attached to the agenda.

Accessibility Advisory Committee Meeting Minutes

MAY 15, 2019

Site Plan Review: 671 Division Street, Cobourg.

Committee members reviewed the proposed site plan and provided the following comments:

1. Has consideration been given to add any features to the individual storage units to make them more accessible? Lighting at a keyed entry for example?
2. What are the hours of operation for the site? Will people be visiting their unit in the evening hours?
3. Please consider making unit numbering high contrast and with accessible fonts.


UNFINISHED BUSINESS

2018 Unfinished Business Items were mentioned informally, and will be added to next month's agenda for formal discussion.

ADJOURNMENT

Meeting was adjourned at 11:03 a.m.

The next regularly scheduled meeting will be **10:00 a.m., Wednesday, June 19th, 2019** in the 1st Floor Conference Room, Victoria Hall, Cobourg.

 <p>Downtown Cobourg</p>	Cobourg Downtown Business Improvement Area BOARD OF MANAGEMENT	
	DBIA BOARD OF MANAGEMENT SPECIAL MEETING MINUTES	
	Date: May 15, 2019	Meeting Location: CFDC Boardroom Venture13

A regular meeting of the DBIA Board of Management was held with the following members in attendance:

Councillor Adam Bureau
Deputy Mayor Suzanne Seguin
Amanda Da Silva
Jenna Fitzgerald
Joan Greaves
Julie McCuaig
Lou Trozzolo
Rino Ferreri

REGRETS

Julie Dreyer
Deputy Chief Paul VandeGraaf

MINUTES PREPARED BY: Melissa Graham

1. CALL TO ORDER

The meeting was called to order by Chairperson J. Greaves at 8:31 am.

2. APPROVAL / ADDITIONS TO THE AGENDA

2.1. Agenda approval

Moved by Councillor Bureau: THAT the DBIA Board of Management approve the agenda as presented

Carried

3. DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest by members.

4. REPORTS

4.1. That the DBIA Board of Management meet in Closed Session.

Moved by Councillor Bureau: THAT the DBIA Board of Management in Closed Session in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

s. 239(2)(b): Personal matters about an identifiable individual including municipal or local board employees DBIA_035_2019

Carried

Moved by Deputy Mayor Seguin: THAT the DBIA Board of Management meet in open session. **DBIA_036_2019**

Carried

Moved by Deputy Mayor Seguin: THAT the DBIA Board of Management approve the offering of the Summer Student position for the funded amount of 280 hours to Megan McKague. With her start date commencing on May 21st, 2019. **DBIA_037_2019**

Carried

4.2. Resignation of DBIA Coordinator

The DBIA Board of Management will re-open the job posting after the receipt of a formal written letter from Mr. Wood.

Moved by Deputy Mayor Seguin: THAT the DBIA Board of Management once there is receipt of a formal letter from A. Wood the hiring committee will review the current applications from the previous Coordinator job posting. If there are no suitable candidates the job posting will be reopened with the deadline of May 30th.

DBIA_038_2019

Carried

5. UNFINISHED BUSINESS

6. NEW BUSINESS

6.1. Busker Festival

As timing for the Busker Festival is fast approaching the Board agreed to add to the agenda to discuss the timing, and execution of the event. The Board worked together to divide task list to execute the event.

Moved by Deputy Mayor Seguin: THAT the DBIA Board of Management approve the changing of their regular Board Meeting dated on June 6th, 2019 to May 29th, 2019 at 8:30 am. **DBIA_039_2019**

Carried

7. ADJOURNMENT

7.1. Next scheduled meeting is Thursday, June 6, 2019 at 8:30 am.

As there were schedule conflicts, it was decided that the Board of Management moved their regular scheduled meeting to be May 29th, 2019.

Moved by Deputy Mayor Seguin: THAT the DBIA Board of Management approve the changing of their regular Board Meeting dated on June 6th, 2019 to May 29th, 2019 at 8:30 am. **DBIA_039_2019**

Carried

7.2. The meeting was adjourned by Chairperson J. Greaves at 10:05 am.

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE MEETING MINUTES
	May 22, 2019 at 4:00PM Committee Room, Victoria Hall

A regular meeting of the Cobourg Heritage Advisory Committee held on May 22nd at 4:00PM in the Committee Room, Victoria Hall. The following members were present:

Graham Andrews Chair
Kenneth Bagshaw, Vice-Chair
Loren Turner
Felicity Pope
Councillor Nicole Beatty

The following staff were present:
Rob Franklin, Manager of Planning and Development Services
Adriane Miller, Secretary

Regrets:
Catherine Richards
Jolinka Burnie

CALL TO ORDER

The Chair called the meeting to order at 4:00PM

APPROVAL / ADDITIONS TO THE AGENDA

Addition to the Agenda - Bill 108

Carried

DECLARATIONS OF INTEREST BY MEMBERS

No declarations of interested were made by members

ADOPTION OF MINUTES

Approval of the May 1st 2019, meeting minutes

Moved by K.Bagshaw "That the minutes of the May 1st meeting be approved as written"
Carried

HERITAGE PERMIT APPLICATIONS

HP-2019-021

Address: 465 George Street

Description: Recreation of a Balcony Railing

Moved by K.Bagshaw

IT IS RECOMMENDED THAT Heritage Permit #HP-2019-021 as submitted by Keith Colterman on behalf of Bill Verner at 465 George Street. be approved subject to the finalization of details by staff:

- Re-creation of a previously-existing upper floor balcony railing which was previously demolished (date unknown);
- Railing is proposed to be pine painted white;
- Wood work (design) to be all hand carved by a heritage carpenter who studied heritage restoration;
- All materials and features to match as best as possible through photographic evidence while meeting present day Building Code regulations.

Carried

UNFINISHED BUSINESS

425 King Street East - Meeting scheduled with the Town of Cobourg's Arborist and Developer of Mason Homes for June 12, 2019

Update on Council Resolutions from May 1st meeting- Secretary reported updates

NEW BUSINESS

230 Perry Street- Draft By-Law Review - D. Johnson

R.Franklin provided the committee with the draft by-law review

The following recommendations were made:

Cobourg Heritage Advisory Committee Meeting Minutes

MAY 22, 2019

1. Address and define each category from the Provincial criteria prescribed for municipal designation on its own, separating them out in Schedule A (design, associative value and contextual value)
2. In Schedule A statements are repetitive. A request to revisit and edit the statement of significance
3. More elaboration on the D'Arcy /Bolton family with detail and description was made

99-101 Albert Street - Staff Update

R.Franklin stated that there is no update to report on this property at this time.

Bill 108

The Committee discussed the ACO's (Architectural Conservancy of Ontario) comments and objections to the revisions to the Ontario Heritage Act - schedule 11 to Bill 108.

ACTION: If members of the committee would like to provide individual comments back to the Ministry of Municipal Housing and Affairs, the deadline is June 1, 2019

Sidbrook - 411 King Street East

Councillor N. Beatty provided an update to the Committee - An internal staff report will be prepared by August 2019 indicating a detailed plan on how the Town of Cobourg could execute the Property Standard Order on 411 King Street East, Cobourg.

STAFF APPROVAL SUMMARY LISTS

MEMO: Date May 17, 2019

R.Franklin presented the staff approval memo

The Committee has recommended that more detail be included in the staff approval heritage permit descriptions such as the colour palate name and code

ADJOURNMENT

The meeting was adjourned at 5:10PM

FUTURE MEETINGS

Next regular committee meeting - June 12th at 4:00PM - Victoria Hall - Committee Room

Art Gallery of Northumberland
Profit & Loss Actual vs Budget
 January through May 2019

2:40 PM
 06/19/2019
 Accrual Basis

	Jan - May 19	Budget	\$ Over Budget	% of Budget
Income				
Municipal Grants	85,415	205,000	-119,585	42%
Provincial Grants	-	30,000	-30,000	0%
Federal Grants	-	12,000	-12,000	0%
Other Grants	-	10,000	-10,000	0%
Sponsorships	-	5,000	-5,000	0%
Donations	4,290	15,000	-10,710	29%
Fundraising Revenue	2,281	15,000	-12,719	15%
Shop on 3	2,025	5,000	-2,975	41%
Membership Fees	2,890	8,000	-5,110	36%
Education Programs	4,355	5,000	-645	87%
Interest and Other Income	5,526	5,000	526	111%
Total Income	106,782	315,000	-208,218	34%
Expense				
Salaries and Benefits	53,118	122,500	-69,382	43%
Office and Sundry	4,074	11,000	-6,926	37%
Furniture and Equipment	-	5,000	-5,000	0%
Rent	18,750	45,000	-26,250	42%
Insurance	2,231	5,000	-2,769	45%
Security Charges	3,948	8,000	-4,052	49%
Repairs and Maintenance	312	21,500	-21,188	1%
Bank Charges, Interest, Cr Fees	1,500	4,500	-3,000	33%
Marketing and Communications	1,248	7,000	-5,752	18%
Membership Association Fees	343	1,300	-957	26%
Professional Fees	6,124	13,700	-7,576	45%
Fundraising Expense	1,280	2,500	-1,220	51%
Exhibition	9,393	51,000	-41,607	18%
Education Programs.	2,047	2,000	47	102%
Special Initiatives	-	5,000	-5,000	0%
Permanent Collection	-	5,000	-5,000	0%
Total Expense	104,368	310,000	-205,632	34%
Net Income	2,414	5,000	-2,586	

**County to discontinue use of Roundup
in road and forest maintenance for 2019**

Cobourg, ON – June 7, 2019 – County Council voted today to discontinue the use of Roundup for vegetation control along County road guide rails and within the County Forest, for 2019. Following a careful review of information presented by staff and community delegations, Council directed staff to acquire the specialized equipment and human resources necessary to manage this year's vegetation control processes by mechanical means. Staff will return to Council this fall with a report outlining more extensive options for vegetation control for future years.

"Important points were put forward by both staff and members of the public on this issue. Council appreciated all of this input, and reflected carefully on it in arriving at a decision," stated Acting County Warden Bob Crate. "As a municipal government, it is important that we demonstrate leadership in environmental stewardship. While there are added costs to controlling this vegetation through mechanical means, Council has determined that this is the best way forward for 2019 while staff prepares more extensive options for Council's review for efficient and sustainable vegetation control, going forward."

The majority of vegetation control in Northumberland County is already achieved through mowing and other forms of preventive maintenance. The County has, in the past, applied Roundup on a limited basis for weed control purposes in areas such as roadside guide rails and forest trails, where toxic weeds pose health risks to staff and members of the public.

Staff will now move forward with the 2019 rental of specialized equipment for mechanical mowing in order to ensure continued vegetation control that meets Ministry-mandated visibility standards for guide rails, as well as staff and public safety with respect to toxic weeds. Staff will return to Council with a report this fall outlining mechanical, chemical and biological options for vegetation control for future years.

Information from today's meeting, including reports and presentations to Council, can be found in Northumberland County's Council Portal at <http://northumberland.civicweb.net>.

Clerk Cobourg

From: Handmade For Littles Market
Sent: Friday, June 7, 2019 11:32 AM
To: Clerk Cobourg
Subject: Itinerant Vendor Bylaw #NO.005-2015

Hi Brent,

As per our telephone conversation we are requesting a permanent exemption to be granted for the above by-law.

We were granted an exemption specifically for our Handmade for Littles Spring market which was held on April 28, 2019 at the Cobourg Community Centre. It was a successful market with 35 vendors and approximately 250-300 shoppers. Of those shoppers at least 90% made at least 1 purchase and all feedback was positive. We raised \$465.60 which was donated to Rebound Child and Youth Services in Cobourg as well as 2 large bins of food to the Northumberland Fare Share food bank.

We have secured 2 more dates for this year at the Cobourg Community Centre. We are hosting a Handmade for Littles Fall market which is another handmade market for specifically for baby and children's makers on September 29, 2019. We have also secured November 17, 2019 for Handmade for the Holidays market which will include makers in all categories not just baby and childrens.

We are expecting a minimum of 40 vendors per show and are again donating all monetary admissions (\$2 per adult) to Rebound Child and Youth services. Also any food donations will be again donated to the Northumberland Fare Share food bank.

Thank you.

Davra Young



Municipal Council
Town of Cobourg
55 King Street West
Cobourg, ON K9A 2M2

Notice of Motion Form

Printed Name: Mayor John Henderson

Hereby files a Notice of Motion to be included in the next available Agenda for the meeting of Council.

Subject: Confidential Information Investigation

Which Notice of Motion reads as follows:

WHEREAS the Mayor, Council and the CAO have reason to believe that confidential Closed Session information, directions to Staff and in-camera discussions are being shared outside of Closed Session; and

WHEREAS the sharing of confidential information with anyone breaches the Town of Cobourg's Council Code of Conduct and the Town of Cobourg Procedural By-law No.009-2019 for Council Members and Administration and negatively affects the integrity of the democratic process; and

WHEREAS the disclosure of this type of information may jeopardize or put at risk members of Council and Municipal staff; and

Whereas this type of activity could have the potential to affect any Council member's decision on relevant matters;

Now therefore be it resolved that a fulsome investigation be initiated on the June 3, 2019 Closed Session of Council by the Town's Integrity Commissioner to determine the source or sources of the breach of trust and the disclosed Closed Session information, and that those findings as well as recommendations for penalties if warranted of the offender(s) be shared, with Council as well as the Public.

John Henderson

Council Member Signature

June 27, 2019

Date

20.0 NOTICES OF MOTION – Any Member of Council may give a Notice of Motion indicating intent that the Member will introduce a Motion at the next or subsequent meeting of Council. The giving of a Notice of Motion requires no seconder and is not at that time debatable.

CLERK'S USE ONLY

Date and Time Received on: June 27, 2019 2:32 P.M

For the Regular Council Meeting on July 2, 2019



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

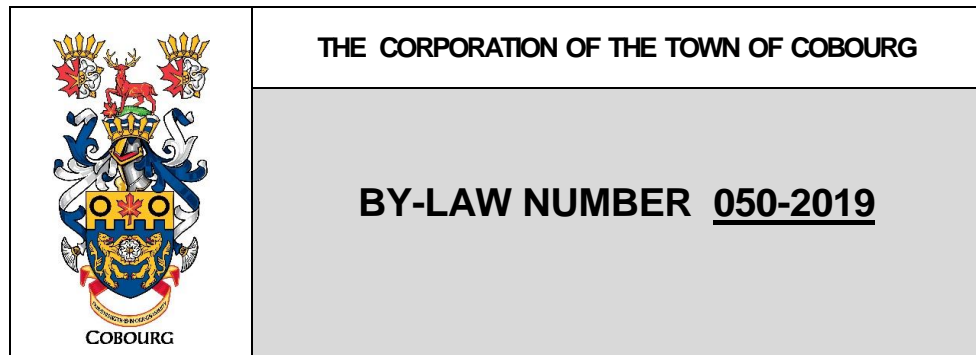
Council Date:
July 2, 2019

WHEREAS at the Regular Council Meeting on July 3, 2019, Council considered Applications to fill the vacancies in the Sustainability and Climate Change Advisory Committee and the Christmas Magic Ad Hoc Committee;

NOW THEREFORE BE IT RESOLVED THAT the Council Municipal Council appoint the following members to the Sustainability and Climate Change Advisory Committee and the Christmas Magic Ad Hoc Committee:

Sustainability and Climate Change Advisory Committee

Christmas Magic Ad Hoc Committee



A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG AT ITS REGULAR COUNCIL MEETING HELD ON JULY 2, 2019.

WHEREAS Section 5(1) of the Municipal Act, 2001, as amended, provides that the powers of a Municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act, 2001, as amended, provides Municipal power, including the Municipality's capacity, rights, powers and privileges under Section 8, shall be exercised by by-law, unless the Municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of the Town of Cobourg adopted By-law No. 009-2019, establishing the rules of order and procedure, which provided for the enactment of a Confirmatory By-law at the end of each Regular Council Meeting to confirm the recommendations and actions approved at that meeting;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobourg at this meeting be confirmed and adopted by by-law;

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

1. **THAT** the actions of the Council of the Town of Cobourg at its Regular meeting held on July 2, 2019, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
2. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Regular meeting on July 2, 2019;
3. **THAT** this by-law, to the extent to which it provides authority for or constitutes the exercise of power for an undertaking, work, project, scheme, act, matter or thing which requires additional approval to that of Council, shall not take effect until the additional approval has been obtained;
4. **THAT** any member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this by-law as it applies to such action or proceeding;
5. **THAT** the Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things

necessary to give effect to the said actions of Council referred to in its July 2, 2019 Regular Council proceedings;

6. **THAT** the Mayor and Clerk, or the Treasurer and Chief Administrator Officer, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents;
7. **THAT** this by-law shall come into full force on the day it is passed.

Read a first, second, third time and finally passed in Open Council on this 2nd day of July, 2019.

MAYOR

MUNICIPAL CLERK