	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL AGENDA
	Monday June 10, 2019 at 6:00 P.M. Council Chambers, Victoria Hall, Cobourg

A Regular Council Meeting of the Cobourg Municipal Council will be held on Monday, June 10, 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

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

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

IV DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

V ADOPTION OF MINUTES OF THE PREVIOUS MEETING

1. Adoption of the May 21, 2019 Regular Council Minutes.

9 - 18

Action Recommended: THAT Council adopt the minutes of the Regular Council meeting held on May 21, 2019.

VI PRESENTATIONS

VII DELEGATIONS

1. 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. 19 - 27
2. Scott and Jocelyn Caister, Cobourg citizens, presenting a petition to address student crossing at the corner of King Street and Abbott Boulevard, Cobourg. 28 - 35
3. Keith Oliver, Cobourg Resident, regarding the Citizen led progress, regarding a Cobourg Adult Outdoor Fitness Park. 36 - 51

VIII DELEGATION ACTIONS

IX REPORTS

General Government Services

1. Delegation Request B. Thibedeau - Appeal of the Municipal Clerk's decision, pursuant to the Town of Cobourg Procedural By-law No.009-2019. 52 - 70

Action Recommended: THAT Council approve one (1) of the following options pursuant to Section 15.8 of the Town of Cobourg Procedural By-law:

- a) Hear the Delegation, notwithstanding non-compliance with the requirements of other relevant sections in this by-law;
 - b) Postpone hearing a Delegation;
 - c) Require as a condition of hearing a Delegation, the filing of a written outline with the Clerk; or
 - d) Not hear the delegation.
2. Committee of the Whole meeting notes held on Monday, June 3, 2019. 71 - 78

Action Recommended: THAT Council receive the notes from the Committee of the Whole meeting held on Monday, June 3, 2019 for information purposes.

3. Letter of Resignation from Terrance Stopps, member of the Sustainability and Climate Change Advisory Committee, dated June 6, 2019. 79

Action Recommended: 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.

Planning and Development Services

1. Notice of a Committee of Adjustment Hearing to be held on Tuesday, June 11, 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). 80 - 108

Action Recommended: THAT Council receive the Notice of Hearing of the Committee of Adjustment for information purposes and endorse the comments of the Planning Department.

2. 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. 109

Action Recommended: THAT Council receive the Notice of a Public Meeting on June 24, 2019, for information purposes.

3. 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. 110

Action Recommended: THAT Council receive the Notice of a Public Meeting on July 2, 2019, for information purposes.

X MOTIONS

General Government Services

1. Motion from the Committee of the Whole, regarding the Town of Cobourg Modernization Plan for the Corporate Records Program. 111
2. Motion from the Committee of the Whole, regarding the Public Sector Accounting Board Handbook (PSAB), Compliance Report pursuant to the Ontario Regulation 284/09. 112
3. Motion from the Committee of the Whole, regarding the Civic Awards Ad Hoc Committee into an Advisory Committee of the Town of Cobourg. 113
4. Motion from the Committee of the Whole, regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda and Resolutions. 114

Planning and Development Services

1. 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). 115

Public Works Services

1. Motion from the Committee of the Whole, awarding of the Town of Cobourg Public Transit and Wheels Services Tender (CO-19-08 ENG). 116
2. Motion from the Committee of the Whole, awarding of the 2019 Street Light Maintenance Tender (CO-19-13 DPW). 117

Parks and Recreation Services

1. Motion from the Committee of the Whole, regarding the use of audio and visual recordings at Advisory Committee Meetings. 118
2. Motion from the Committee of the Whole, regarding the Trash to Treasures Pilot Program. 119

XI BY-LAWS

General Government Services

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. 120 -
122

Action Recommended: 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.

Planning and Development Services

1. 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. 123

Action Recommended: 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.

Public Works Services

1. 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). 124

Action Recommended: 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).

Parks and Recreation Services

1. 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. 125 -
127

Action Recommended: 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.

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 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.

Action Recommended: 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.

XII PETITIONS

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|----|--|-----|---|
| 1. | Petition submitted by Jocelyn Caister, requesting a Traffic Control System on the Corner of King Street and Abbott Boulevard, Cobourg, for Student Crossing. | 128 | - |
| | | 141 | |

XIII COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

- | | | | |
|---|---|-----|---|
| • | Downtown Business Improvement Area Board of Management (DBIA) Minutes - April 4, 11, and 25, 2019 | 142 | - |
| | | 171 | |
| • | 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 | | |

XIV CORRESPONDENCE

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|----|---|-----|
| 1. | 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) | 172 |
|----|---|-----|

Action Recommended: 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.

OR

THAT Council respectfully deny the permit fee waiver request from the Recreational Vessel Courtesy Checks, RCAF Trenton Power Squadron.

2. 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) 173

Action Recommended: THAT Council receive the correspondence for information purposes.

XV NOTICE OF MOTION

XVI 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 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

XVII 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.

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|----------|--|
| 08-13-18 | Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works) |
| 09-24-18 | Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins |
| 09-24-18 | Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg |
| 11-26-18 | Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department) |
| 01-28-19 | Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department) |
| 02-19-19 | Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department) |
| 02-25-19 | Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works) |
| 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.

XVIII CLOSED SESSION

- 1. THAT Council meet in Closed Session in accordance with Section 239(2) 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


XIX CLOSED SESSION ACTION ITEM

XX CONFIRMATORY BY-LAW

- 1. By-law No. 043-2019, being a by-law to confirm the proceedings of the Council Meeting of June 10, 2019. 174 -
175

Action Recommended: 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.

XXI ADJOURNMENT

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL MEETING MINUTES
	May 21, 2019 Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held this evening at 5:00 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: Ian Davey, Treasurer/Director of Corporate Services
Laurie Wills, Director of Public Works
Rob Franklin, Manager of Planning Services
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 5:00 P.M.

MOMENT OF REFLECTION

CLOSED SESSION

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council meet in Closed Session at 5:00 P.M. prior to the Regular Council Meeting 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**
 2. **Christmas Magic Ad Hoc Committee**
- s. 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board:
 1. **Potential Sale of Municipally Owned Land**

The Regular Council Meeting reconvened at (6:00 P.M.) in Open Session.
165-19

Carried

ADDITIONS TO THE AGENDA

DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

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

ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the April 29, 2019 Regular Council Minutes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau THAT Council adopt the Minutes of the Regular Council meeting held on April 29, 2019.

166-19

Carried**PRESENTATIONS****DELEGATIONS****DELEGATION ACTIONS****REPORTS****General Government Services**

Committee of the Whole meeting notes held on May 13, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT Council receive the notes of the Committee of the Whole meeting held on May 13, 2019 for information purposes.

167-18

Carried

Memo from the Treasurer/Director of Corporate Services, regarding the First Quarter 2019 Operating Budget Variance Report.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the First Quarter 2019 Operating Budget Variance Report for information purposes.

168-18

Carried

Memo from the Treasurer/Director of Corporate Services, regarding the Northam Industrial Park Financial Report from January 1, 2019 through March 31, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council receive the First Quarter 2019 Northam Industrial Park Financial Report for information purposes.

169-18

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, requesting approval to open the Single Bid received for the Town of Cobourg Municipal Ombudsman Request for Proposal (RFP) (CO-19-12 LEG).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley THAT Council authorize and direct the Municipal Clerk to extend the Request for Proposal (RFP) (CO-19-12 LEG) for the position of the Municipal Ombudsman for the Town of Cobourg until July 4, 2019; and

FURTHER THAT Council direct the Municipal Clerk to advertise the RFP in specialized legal publications/forums and through direct notification to all existing providers of Municipal Ombudsman services in Southern Ontario.

170-18

Carried**Planning and Development Services**

Memo from the Manager of Planning Services, regarding an Application for a Zoning By-law Amendment, 900 Division Street, Cobourg (Landrich Investments Inc).

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling THAT Council receive the Application and refer it to the Planning Department for a Report; and

FURTHER THAT Council enact and endorse the notice requirements of the Planning Act, as amended, to be implemented, including the scheduling of a Public Meeting.

171-18

Carried

Memo from the Manager of Planning Services, regarding an Application for a Zoning By-law Amendment - 315-325 University Avenue West, Cobourg, 387 William Street, Cobourg (Balder Corporation).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council receive the Application and refer it to the Planning Department for a Report; and

FURTHER THAT Council enact and endorse the notice requirements of the Planning Act, as amended, to be implemented, including the scheduling of a Public Meeting.

172-18

Carried

Memo from the Senior Planner - Development, regarding Notice of a Complete Application for Site Plan Approval – 671 Division Street, Cobourg (Buchanan Storage Inc.).

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council receive and refer the application to the Planning Department for a Report.

173-18

Carried

Public Works Services

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the authorization of an Amending Agreement between the Town of Cobourg and the Ministry of Transportation regarding the Federal Public Transit Infrastructure Fund Phase One (Ontario) Transfer Payment Agreement.

Moved by Councillor Brian Darling, Seconded by Councillor Nicole Beatty THAT Council authorize the preparation of a by-law to amend by-law No.014-2017 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 amending agreement with Her Majesty the Queen in the Right of Ontario represented by the Ministry of Transportation of Ontario (MTO) regarding the Transfer Payment Agreement for the Public Transit Infrastructure Fund (PTIF).

174-18

Carried

MOTIONS

General Government Services

Motion from the Committee of the Whole, regarding a Traditional Land Acknowledgement Statement to be read at the beginning of all Municipal Council Meetings.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a Motion from Councillor Nicole Beatty, Coordinator of Planning and Development Services, regarding a traditional land acknowledgement statement to be read at the beginning of all Municipal Council Meetings;

NOW THEREFORE BE IT RESOLVED THAT Council adopt a traditional land acknowledgement statement to be read at the beginning of its Council meetings; and

FURTHER THAT Council direct Staff to consult with Alderville First Nations to draft a traditional land acknowledgement statement that reflects the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Ojibway/Chippewa peoples, as well as this territory that is covered by the Williams Treaty.

175-19

Carried

Motion from the Committee of the Whole, regarding Municipal Council Remuneration.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley WHEREAS at the Committee of the Whole on May 13, 2019, Council considered Resolution 144-18, a Report from the Cobourg Taxpayers Association, and a Delegation from Ben Burd, Cobourg Resident, relating to Municipal Council Remuneration;

NOW THEREFORE BE IT RESOLVED THAT Council set the salary for members of Council as follows effective January 1, 2020 and pending approval in the 2020 Operating Budget:

- that the position of Mayor be set at \$48,100;
- that the position of Deputy Mayor be set at \$38,480;
- that the position of Municipal Councillor be set at \$33,670; and

FURTHER THAT a formal review of Council remuneration takes place in the third year of every Council's term of office by a method of Council's choosing; and

FURTHER THAT no changes be made to the current benefits provided to the Mayor and Members of Council; and

FURTHER THAT compensation adjustments for the Mayor, Deputy Mayor and Members of Council continue to be maintained with the annual CPI adjustments as a yearly increase to the Council Remuneration effective July 1st each year as stated in the current provision of the Council Remuneration By-law; and

FURTHER THAT Council direct Staff to prepare a report due September 3, 2019 to review Police Services Board remuneration including a history of annual payments to board members in Cobourg, a comparison of police board remuneration in other communities with similar populations to Cobourg and a statement from the Police Services Act Regulation O. Reg. 268/10 Part II, Section 5 Remuneration. This report will be considered in budget deliberations for 2020.

	For	Against	Abstained	COI	Absent
Deputy Mayor Suzanne Séguin (Moved By)	x				
Councillor Emily Chorley (Seconded By)	x				
Mayor John Henderson		x			
Councillor Aaron Burchat		x			
Councillor Brian Darling		x			
Councillor Nicole Beatty		x			
Councillor Adam Bureau	x				
	3	4	0	0	0

176-19

DEFEATED

Planning and Development Services

[Motion from the Committee of the Whole, to grant a Heritage Permit for the demolition and re-construction of the detached dwelling on the subject property of 11 Park Street, Cobourg \(Geoff & Kathy Morgan\) \(HP-2019-013\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a Memo from the Secretary of the Cobourg Heritage, regarding a Heritage Permit Application for the demolition and re-construction of the detached dwelling on the subject property of 11 Park Street, Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-013 to permit the demolition and re-construction of the detached dwelling on the subject property of 11 Park Street, Cobourg, subject to the finalization of details with Planning and Heritage Staff.

177-18

Carried

[Motion from the Committee of the Whole, to grant a Heritage Permit for a new portico roof addition at 208 Albert Street, Cobourg \(Michael Smith\) \(HP-2019-014\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a Memo from the Secretary of the Cobourg Heritage, regarding a Heritage Permit Application for a new portico roof addition at 208 Albert Street, Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-014 to permit a new portico roof over the rear entrance of the subject building at 208 Albert Street, Cobourg, subject to the finalization of details with Planning and Heritage staff.

178-18

Carried

[Motion from the Committee of the Whole, to grant a Heritage Permit for a new deck extension and entrance modification at 122 Albert Street, Cobourg. \(Kelly Anderson\) \(HP-2019-015\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a Memo from the Secretary of the Cobourg Heritage, regarding a Heritage Permit Application for a new deck extension and entrance modification at 122 Albert Street, Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant Heritage Permit HP-2019-015 to permit a new deck extension and entrance modification at the subject property of 122 Albert Street, Cobourg, subject to the finalization of details with Planning and Heritage Staff.

179-18

Carried

[Motion from the Committee of the Whole, approving the request from the Cobourg Heritage Advisory Committee to form a Sub-Committee to prepare and plan for the annual Heritage Event to occur in the fall of 2019.](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a Memo from the Secretary of the Cobourg Heritage Advisory Committee, regarding a request to form a Sub-Committee to prepare and plan for the annual Heritage Event occurring in the fall of 2019;

NOW THEREFORE BE IT RESOLVED THAT Council approve the request of the Cobourg Heritage Advisory Committee and permit the establishment of a Sub-Committee to prepare and plan for the annual Heritage Event to take place in the fall of 2019; and

FURTHER THAT Council direct the Sub-Committee to coordinate with Heritage Staff on the annual Heritage Event.

180-18

Carried

Public Works Services

[Motion from the Committee of the Whole, regarding the endorsement of a joint application to enter into a project partnership agreement with the Municipality of Port Hope for the Investing in Canada Infrastructure Program.](#)

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a Memo from the Director of Public Works, regarding a Joint Application for Public Transit Funding with the Municipality of Port Hope;

NOW THEREFORE BE IT RESOLVED THAT Council endorse a joint application to enter into a project partnership agreement with the Municipality of Port Hope for the Investing in Canada Infrastructure Program - Public Transit Stream.

181-18

Carried

Parks and Recreation Services

[Motion from the Committee of the Whole, regarding approval to Green Canoe Outfitters \(GCO\) for the operation of a Seasonal Kiosk at Victoria Park Beach for Kayak and Paddle Board Rentals for the 2019 Summer Season.](#)

Moved by Councillor Emily Chorley, Seconded by Deputy Mayor Suzanne Séguin WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a

delegation from Bart Spiewak and Mandy Lee, on behalf of Green Canoe Outfitters (GCO), requesting to enter into a profit sharing agreement with the Town of Cobourg to operate their seasonal rental kiosk directly on the public beach for the 2019 season on the east end of Victoria Park Beach;

NOW THEREFORE BE IT RESOLVED THAT Council receive the delegation from Bart Spiewak of Green Canoe Outfitters for information purposes; and

FURTHER THAT Council permit Green Canoe Outfitters to locate their seasonal kiosk at Victoria Park Beach for kayak and paddle board rentals for a trial period from June 28 - September 2, 2019; and

FURTHER THAT Council instructs the CAO to negotiate and draft a Memorandum of Understanding (MOU) between Green Canoe Outfitters and the Town of Cobourg that includes:

- the size and location of the kiosk;
- operating hours;
- permitted promotional signs and flags;
- required insurance coverage; and
- details of the financial agreement and payment schedule; and

FURTHER THAT the MOU is presented to Council for final approval by June 3, 2019; and

FURTHER THAT Council instructs staff to draft a report assessing the outcome of the trial period by November 25, 2019; and

FURTHER THAT the staff report outlines an open application process for the provision of kayak and paddle board rentals from Victoria Beach in 2020, pending the success of the 2019 trial period.

182-18

Carried

Protection Services

[Motion from the Committee of the Whole, regarding a request for a Sign By-law Exemption from Northumberland County Archives on behalf of 'Doors Open Northumberland', in the Town of Cobourg.](#)

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a letter from the Northumberland County Archives, regarding a request to approve signs for the 'Doors Open Northumberland' event throughout the Town of Cobourg on May 20 - June 3, 2019;

NOW THEREFORE BE IT RESOLVED THAT Council grant the request from Northumberland County Archives on behalf of 'Doors Open Northumberland' for an exemption to Sign By-law (008-2009), as amended, to post fifteen (15) coroplast signs that are 16" x 24" from May 20 - June 3, 2019 and five (5) lawn signs that are 31" x 23" from June 1 - June 2 on participating venues' premises be approved, subject to the finalization of details by Building Department Staff and the issuance of a Sign Permit.

183-18

Carried

[Motion from the Committee of the Whole, regarding a request for a Sign By-law Exemption for the Northumberland Hills Studio Tour in the Town of Cobourg.](#)

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole on May 13, 2019, Council considered correspondence from Petra Dettmann, Chair of Northumberland Hills Studio Tours, regarding a request for an exemption to the Sign By-law (No.008-2009) for the Northumberland Hills Studio Tour to assist in identifying Cobourg Artists participating in the Tour during the month of September;

NOW THEREFORE BE IT RESOLVED THAT Council grant the request from Petra Dettmann for an exemption to the Sign By-law (008-2009), as amended, to erect a total of two (2) Lawn Signs per artist two (2) weeks prior to the event and two (2) Lawn Signs during the event dates to provide direction for the Tour, subject to the finalization of details by the Building Department Staff and the issuance of a Sign Permit.

184-18

Carried**Arts, Culture and Tourism Services**

[Motion from the Committee of the Whole, approving the Northumberland Turkey Trot \(NTT\) as a Municipal Community Event to occur on Monday, October 14, 2019, at the Cobourg Conservation Area.](#)

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a Memo from the Community Events Coordinator, regarding the Northumberland Turkey Trot (NTT) Municipal Event to take place on Monday, October 14, 2019, at the Cobourg Conservation Area;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Northumberland Turkey Trot to take place on Monday, October 14, 2019, at the Cobourg Conservation Area in support of the YMCA Strong Communities Campaign.

185-18

Carried

[Motion from the Committee of the Whole, approving the Ontario Guild of Town Criers Provincial Championship as a Municipal Community Event to occur on Saturday, June 1, 2019, in the Esplanade Park, Cobourg.](#)

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a Memo from the Community Events Coordinator, regarding the Ontario Guild of Town Criers Provincial Championship Event occurring on Saturday, June 1, 2019;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Ontario Guild of Town Criers Provincial Championship to be held on Saturday, June 1, 2019 in the Esplanade Park, Cobourg.

186-18

Carried

[Motion from the Committee of the Whole, proclaiming the Month of June as Pride Month in the Town of Cobourg.](#)

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole on May 13, 2019, Council considered a delegation from Ashley Bouman, on behalf of PFLAG Cobourg/Port Hope Chapter and Cobourg Queer Collective, regarding the mounting of the rainbow flag at Victoria Hall on Monday, June 3, 2019 in celebration and recognition of Pride Month;

NOW THEREFORE BE IT RESOLVED THAT Council accept the delegation and mount the pride flag on Victoria Hall for the month of June 2019 and have a ceremony to be held on June 3, 2019; and

FURTHER THAT Council proclaim June as the official pride month in the Town of Cobourg each year with a celebration in front of Victoria Hall; and

FURTHER THAT Council approve the pride flag be mounted on Victoria Hall every month of June for the 2018-2022 Municipal Council Term.

187-18

Carried

[Motion from the Regular Council Meeting to appoint members to the Poet Laureate Nominating Ad Hoc Committee.](#)

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling WHEREAS the Regular Council at its May 21, 2019 Meeting considered Applications to fill the two (2) current vacancies in the Poet Laureate Nominating Ad Hoc Committee;

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council appoint James Pickersgill and Cliff Bell-Smith to the Poet Laureate Nominating Ad Hoc Committee.

188-18

Carried

[Motion from the Regular Council Meeting to appoint members to the Christmas Magic Ad Hoc Committee.](#)

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling WHEREAS the Regular Council at its May 21, 2019 Meeting considered Applications to fill the current vacancies in the Christmas Magic Ad Hoc Committee;

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council appoint Bruce Moore, Ron Hyatt and Julie Mcquage to the Christmas Magic Ad Hoc Committee.

189-18

Carried

BY-LAWS

Planning and Development Services

[By-law No. 036-2019, being a by-law to authorize the execution of a Development Agreement with with Rollins Investments Inc, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg \(96 University Avenue East, Cobourg\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law No. 036-2019, being a by-law to authorize the execution of a Development Agreement with Rollins Investments Inc, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (96 University Avenue East, Cobourg).

190-18

Carried

Public Works Services

[By-law No.037-2019, being a by-law to amend by-law No.014-2017 being a by-law to execute an agreement with Her Majesty the Queen in the Right of Ontario represented by the Ministry of Transportation of Ontario \(MTO\) regarding the Transfer Payment Agreement for the Public Transit Infrastructure Fund \(PTIF\).](#)

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau THAT Council adopt By-law No. 037-2019, being a by-law to execute an amending agreement with Her Majesty the Queen in the Right of Ontario represented by the Ministry of Transportation of Ontario (MTO) regarding the Transfer Payment Agreement for the Public Transit Infrastructure Fund (PTIF).

191-18

Carried

General Government Services

THAT the following By-laws be passed:

1. By-Law No.036-2019, a By-law to authorize the execution of a Development Agreement with with Rollins Investments Inc, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (96 University Avenue East, Cobourg).
2. By-law No.037-2019, being a by-law to amend by-law No.014-2017 being a by-law to execute an agreement with Her Majesty the Queen in the Right of Ontario represented by the Ministry of Transportation of Ontario (MTO) regarding the Transfer Payment Agreement for the Public Transit Infrastructure Fund (PTIF).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law 036-2019 and By-law 037-2019 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.

192-18

Carried

PETITIONS**COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)**

- Cobourg Heritage Advisory Committee Minutes - April 10, 2019;
- Planning and Development Advisory Committee Minutes - March 26, 2019;
- Parks and Recreation Advisory Committee Minutes - April 2, 2019;
- Ganaraska Region Conservation Authority-Board of Directors Minutes - April 18, 2019; and
- Joint Animal Control Municipal Service Board Minutes - February 22, 2019 and April 4, 2019.

CORRESPONDENCE

Correspondence from the Chair, Cobourg Public Library Board, requesting Council support to use a portion of the provincial *Building Efficiencies* Funding for use at the C. Gordon King Centre - Cobourg Public Library East Exterior Entrance. (Arts Culture and Tourism Services).

Moved by Councillor Adam Bureau, Seconded by Deputy Mayor Suzanne Séguin THAT Council approve the request from the Cobourg Public Library Board to approve a budget of \$15,000 to make repairs to the area immediately under and adjacent to the east exterior sliding doors for the East Exterior Entrance of the C. Gordon King Centre including the full replacement of the brick ramp with a concrete ramp; and

FURTHER THAT the repairs be funded from the Provincial *Building Efficiencies* Funding.

193-19

Carried

Correspondence from Steve Clark, Minister of Municipal Affairs and Housing, regarding 'A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019'.

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council receive the correspondence for information purposes.

194-19

Carried**NOTICE OF MOTION**

Notice of Motion, Mayor John Henderson, regarding the Cobourg Civic Awards Committee.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council refer the Notice of Motion to the June 3, 2019 Committee of the Whole meeting for consideration.

195-19

Carried**COUNCIL/COORDINATOR ANNOUNCEMENTS**

Members of Council presented 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 Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins
- 09-24-18 Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg
- 11-26-18 Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
- 01-28-19 Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)
- 02-19-19 Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
- 02-25-19 Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
- 03-11-19 Staff Report regarding the revision of the CIP Evaluation Committee, including its Terms of Reference by May 31, 2019
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area by October 15, 2019 (Public Works)
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Condo. Corp.#58-148 Third Street (Public Works)
- 04-08-19 Correspondence from Dorothy Pearce, regarding a Sign By-law (008-2009) exemption for 805 William Street, Cobourg (Building Department)
- 04-23-19 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 assessing the outcome of the Seasonal Kiosk by Green Canoe Outfitters at Victoria Beach by November 25, 2019 (Community Services)
- 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 recommendation to accept or reject the single bid received for the Bench and Transit Shelter Advertising (Public Works)
- 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)

CONFIRMATORY BY-LAW

[By-law No. 038-2019, being a by-law to confirm the proceedings of the Council Meeting of May 21, 2019.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law No. 038-2019 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 May 21, 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.

196-19

Carried

ADJOURNMENT

Moved by Councillor Aaron Burchat, THAT the Meeting be adjourned (7:30 P.M.).

197-19

Carried

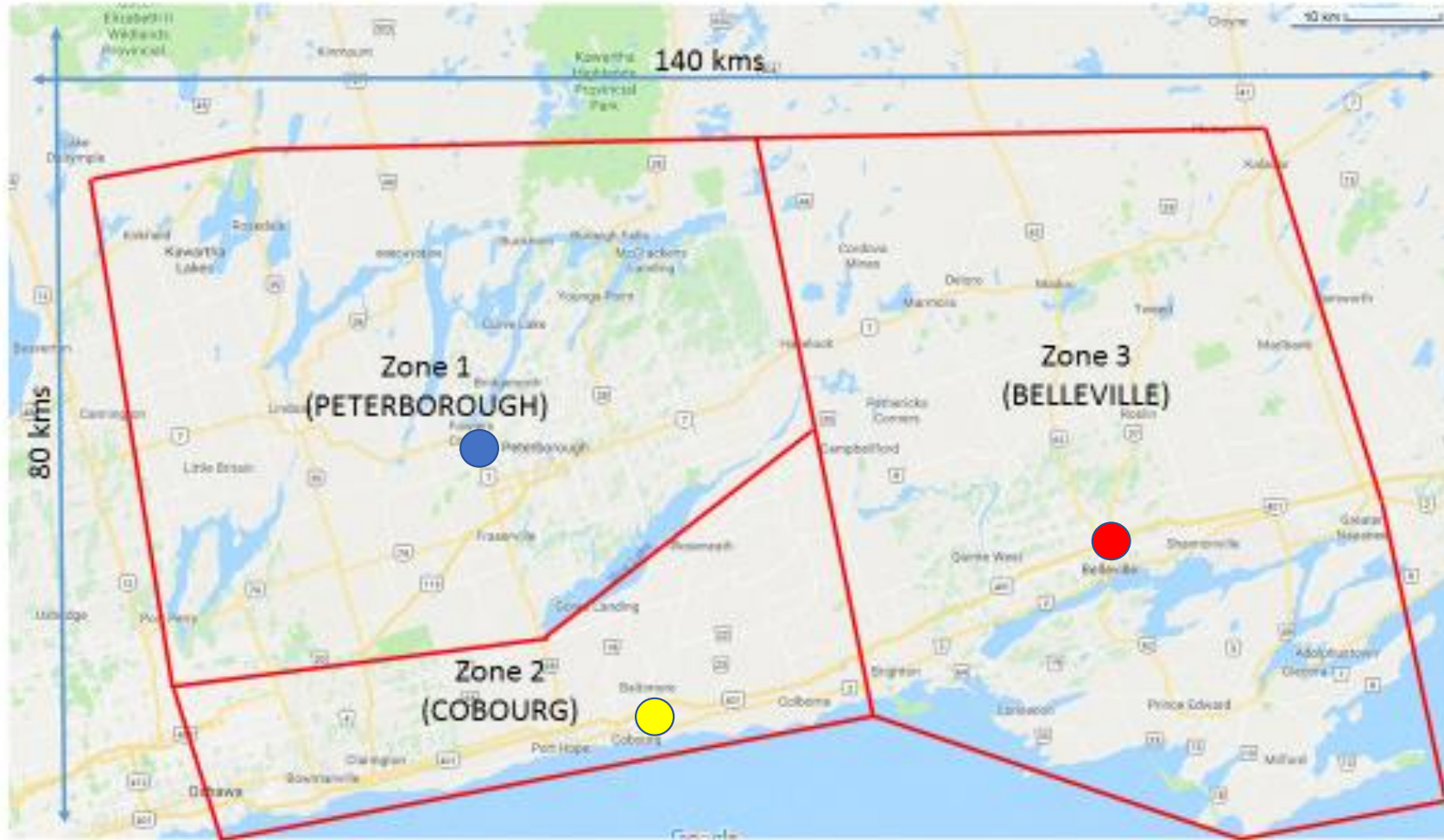
Municipal Clerk

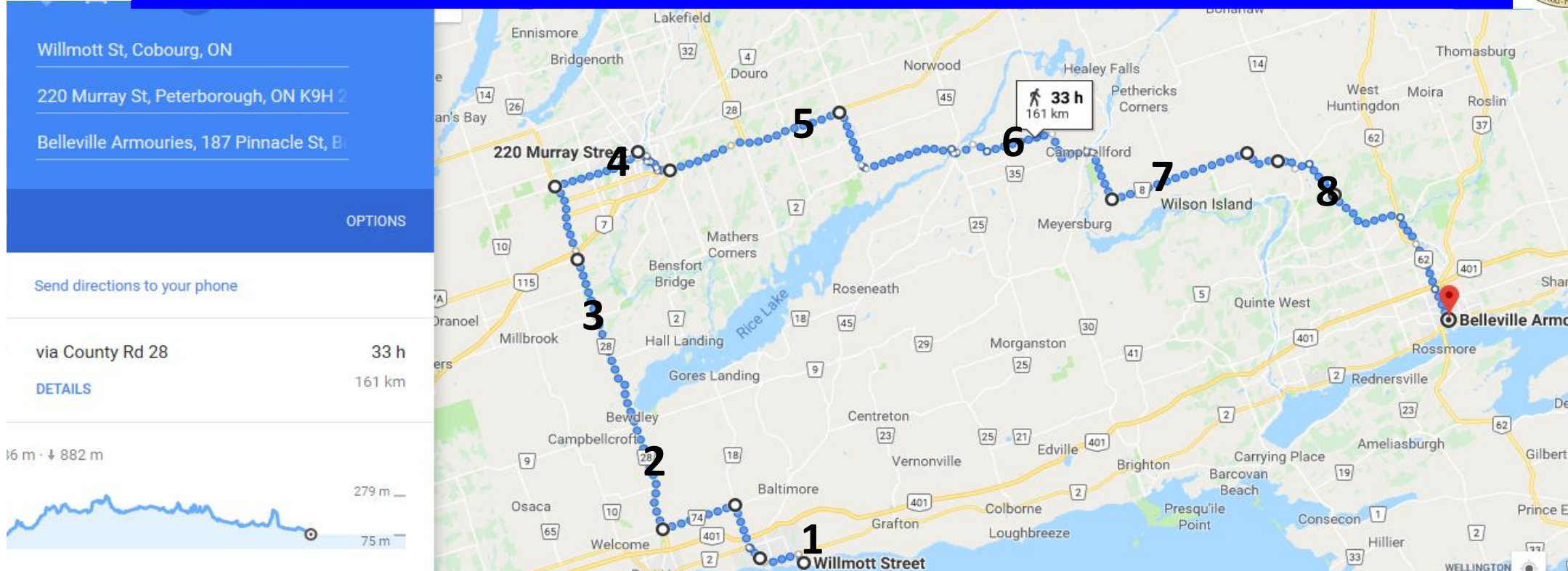
Mayor



**CWO Dean Stokes
Regimental Sergeant Major
The Hastings and Prince Edward Regiment
Sgt Barkema – Recruiter
Presentation Cobourg Council- 10 June 2019**

HASTY P RECRUITING ZONES

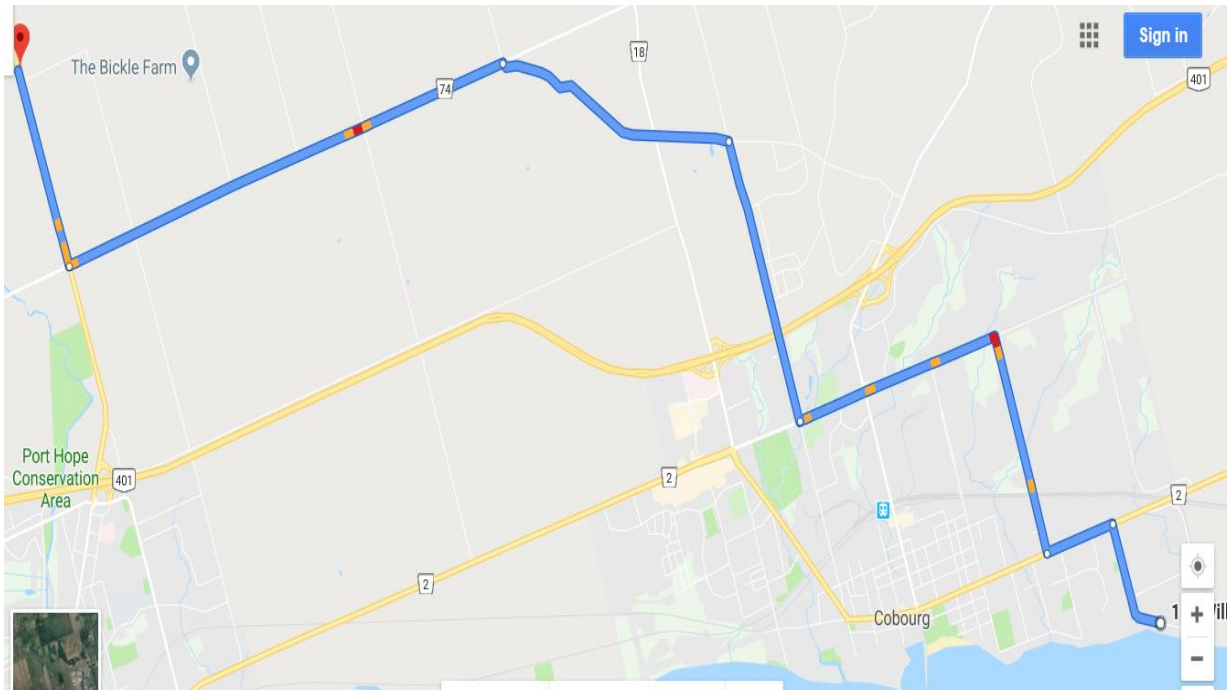




The Route for the ruck march starts at the Cobourg Garrison and Finishes at the Belleville Armouries (via Peterborough Armories).

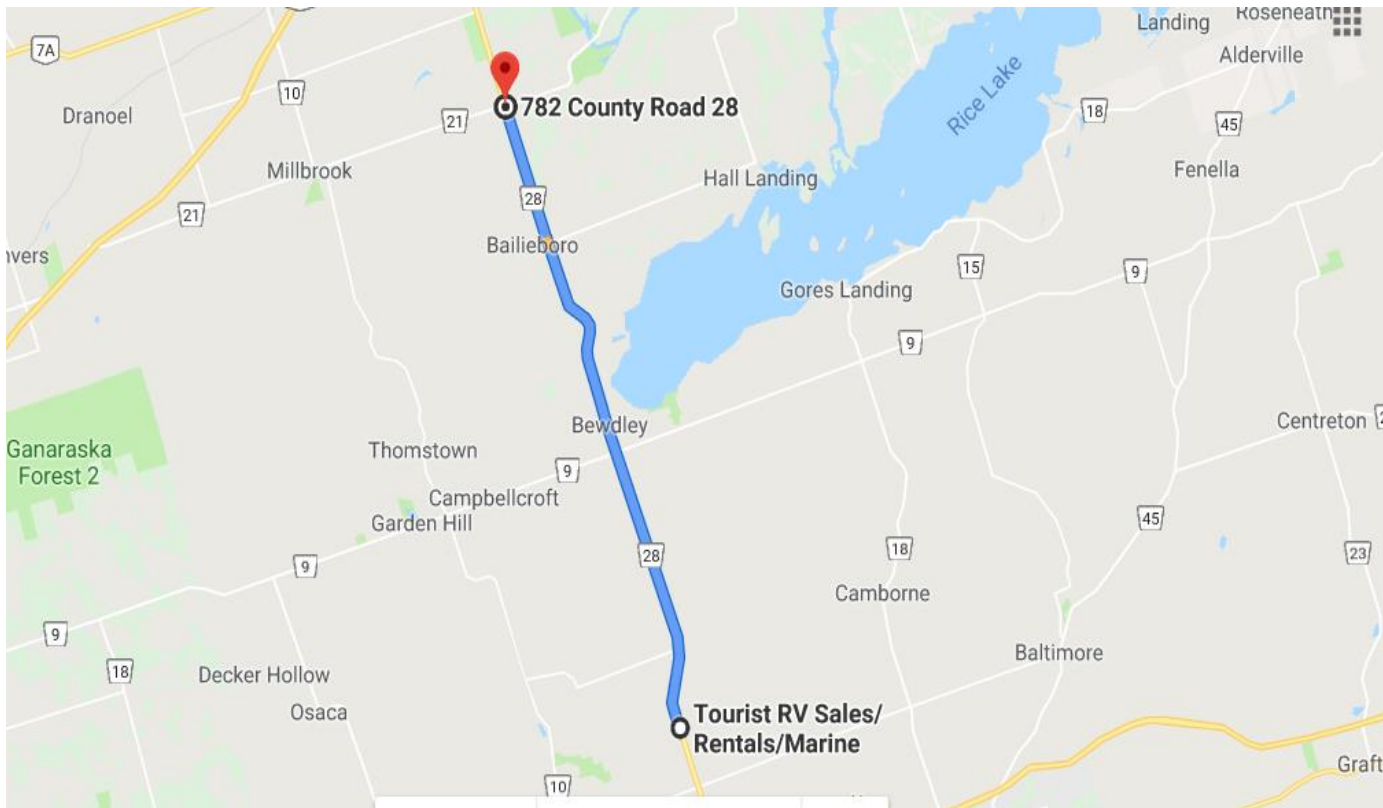
The route is broken down into 8 legs, each of 20km with a total distance of 161kms= 100 miles

Leg 1- 19.4km Cobourg Garrison to the 4th Line Junction- 3923 Northumberland Rd County Rd 28 Tourist RV Marine Sales



From Grid 29914 72079
To Grid 16452 75685

Leg 2-19.6km -3923 Northumberland Rd County Rd 28 Tourist RV Marine Sales to the Roundabout /Junction county Rd 21



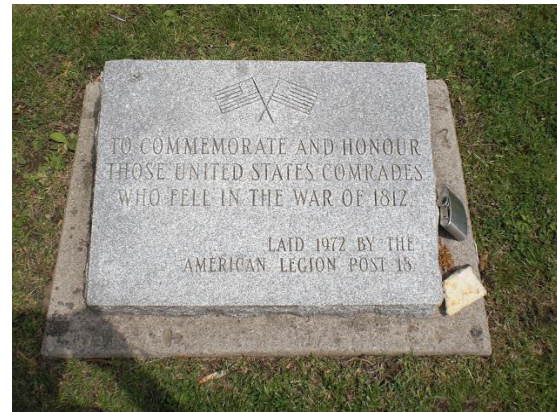
From Grid 16452 75685
To Grid 10134 94049

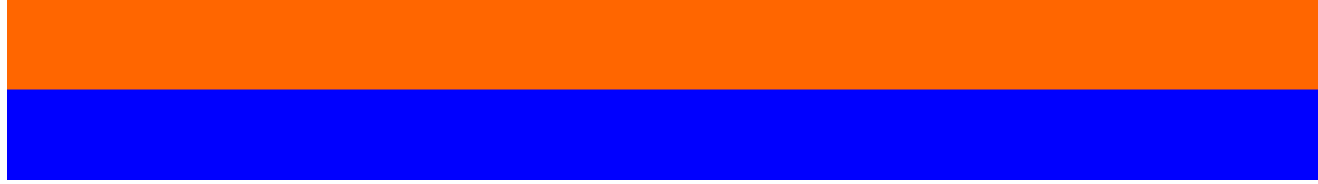


Route Canadians followed in Sicily during Operation Husky



1. North-West Canada 1885
2. Mont Sorrel
3. Somme 1916
4. Arras 1917
5. Arras 1918
6. Hill 70
7. Ypres 1917
8. Amiens
9. Hindenburg Line
10. Pursuit to Mons
11. South Africa
12. Afghanistan
13. Veterans in peacetime







QUESTIONS?





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

Delegation Request Form

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

1. CONTACT INFORMATION

Name of Delegate(s):
Scott + Jocelyn Caister

Group/Organization/Business Delegation Represents (if applicable):

Phone: [REDACTED] E-Mail: *see [REDACTED]*

2. MEETING SELECTION

I wish to appear before:

Committee of the Whole Regular Council Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:
 Press to Select a Committee of Board

Meeting Date Requested: *June 10, 2019.*

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:
 (Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

To address the student crossing at the corner of King St. and Abbott Blvd.

We have a signed petition requesting that a traffic control system be put in place on the corner of King St. and Abbott Blvd to allow for safe student crossing of King St.

Specifically, the petition requests the installation of a full flashing cross walk system that stops traffic with the use of street lights similar to the current system in front of Merwin Greer Public School.

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

Recommendation to Council/Committee/Board:

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

The ~~is~~ installation of a traffic light system similar to what is currently in front of Merwin Greer Public school. This system would require traffic to stop at King St. and Abbott Blvd. to allow for the safe crossing of students and pedestrians.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

If selecting yes, please indicate the type of equipment needed for your presentation:

Please Select the Type of Equipment

Google Slideshow (projector)

Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

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

Scott Robert Caister
Print Full Name

Signature

2019/05/30
Date (YY/MM/DD)

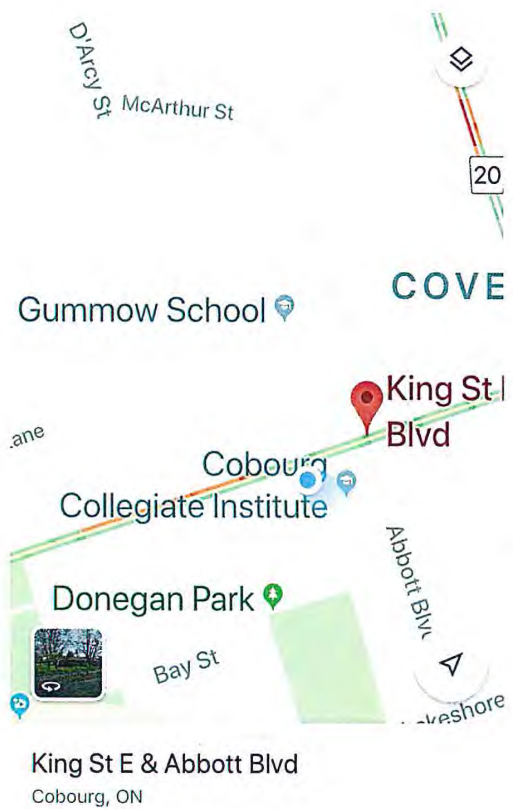


Municipal Clerk or Designate

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

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**Intersection of King St. East
and Abbott Blvd
Cobourg, ON**



The Facts

Cobourg Collegiate Institute - population **1,077 students**

C.R. Gummow - population **740 students**

* Daily schedule - arrival and dismissal times are almost identical

CCI: **8:30 am - 2:30 pm**

Gummow: **8:20 am - 2:40 pm**

This causes a **heavy volume of traffic** on all roads surrounding both schools.

This results in 1,817 students who are arriving or departing through the surrounding roadways causing intense congestion and very frustrated drivers.

All within the same time frame, there are busses, parents, student drivers and pedestrians trying to safely navigate streets in the surrounding areas.

All of these vehicles heavily impact pedestrian safety, especially at the intersection of King St E. and Abbott Blvd.

SOME of the incidents at the intersection of King St E and Abbott Blvd include:

- Former crossing guard being struck by a car that did not stop (Fall 2018)
- Actual collision where a Ford 150 was struck from behind as it was stopping for a collection of students crossing, luckily none of them were hit due to the truck taking the hit directly (Dec 2018)*
- Multiple and numerous times where our current crossing guard has almost been hit by distracted or impatient drivers*
- Multiple and numerous times where students almost being hit by non-compliant traffic, had it not been for the quick-thinking of parents grabbing their children out of the vehicle's path*
- Driver getting out of his vehicle to forcefully tell the crossing guard she has no right to tell him to stop his vehicle (Fri May 31/19)

These incidents are completely unacceptable, the safety of our children and crossing guard should be of the utmost importance to this town. Tragedies of this nature are preventable with a much more secure system to allow pedestrians to cross this highly congested intersection before and after school.

Our Request to the Mayor, Deputy Mayor and Councillors of Cobourg:

We are asking that a similar system with a pedestrian activated street light crosswalk system (such as the one in front of Merwin Greer Public school) be installed before someone gets seriously injured or worse at this intersection. There have been too many incidents where this has almost happened.

We feel that the safety of all pedestrians crossing King St. East/Northumberland County Rd #2, would be greatly improved with this more effective infrastructure in place.

The current scenario is NOT safe for our children, crossing guard or parents trying to safely get across such a congested street.



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

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1. CONTACT INFORMATION

Name of Delegate(s):

KEITH OLIVER

Group/Organization/Business Delegation Represents (if applicable):

Phone:

E-Mail:

2. MEETING SELECTION

I wish to appear before:

Committee of the Whole Regular Council Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:

Meeting Date Requested:

June 10, 2019

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

(Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

To inform Council about progress being made toward the realization of the Adult Outdoor Fitness Park included in the May 2018 Waterfront Detailed Plan and to ask Council for a statement of support if not endorsement.
 Its

Recommendation to Council/Committee/Board:

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

See 3) for description of general nature of action to be requested.
More specific wording will be given in my presentation.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

If selecting yes, please indicate the type of equipment needed for your presentation:

I will have distributed written material and photos beforehand

Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

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

Kerri Oliver
Print Full Name

[Signature]
Signature

2019-06-06
Date (YYYY/MM/DD)

[Signature]
Municipal Clerk or Designate

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

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T.905.372.4301 | F.905.584.4325 | www.cobourg.ca | clerk@cobourg.ca

Subject: An Outdoor Adult Fitness Park for Cobourg's Waterfront

June 3, 2019

Context: The "Waterfront User Needs Assessment and Detailed Design Plan" (May 2018) gives shape and form to the intent of the waterfront component of the **2013 Parks Master Plan**. During the development of the Waterfront Detailed Plan starting in early 2017 the planners consulted with 3,500 residents and 30 organizations and agencies. 2,000 individuals completed a lengthy questionnaire; 455 attended public meetings lead by the planning consultants and town staff, and 1,038 signed a petition in favour of an adult fitness park.

An opportunity has presented itself to begin fund-raising the approx 95,000 dollars necessary to build and equip the Park and to determine the process that will conclude with the opening of the Park in late 2020. That opportunity is the Federal Government's "New Horizons for Seniors Program" opened May 15, to close June 21, 2019. Amount applied for will be 25,000

The Project: With exercise machines similar to those found at an indoor fitness centre but designed for the outdoors, the proposed location of the park is on the north side of the Victoria Beach boardwalk, east of the trailer park, and within 50 metres of a car drop-off and parking area. Conceived of as an exercise facility suitable to all age groups including Seniors, the boardwalk offers easy access for those using walkers or other types of mobility devices. Denoted as item 5.10 in the Plan, its exact location is shown in the "Victoria Beach Conceptual Rendering Plan Map", figure 6.16, on page 62..

The Present: If the application is to succeed decisions that support the application must be made soon.

* Visits have been made to a park at Whitby (south end of Brock Street west of Kiwanis Haydenshore Children's Park on Water St (opened in 2012), and to Peterborough's Beavermead Park, (opened in 2018). Local Rotary were major contributors to both parks.

* Conversations have taken place and information received from ...

Rob Anderson, Peterborough Recreation Coordinator, (very helpful)

<randerson@peterborough.ca>, 855-738-3755, x1833

Phil Jacobs, Peterborough Public Works, managed, oversaw specs and tendering

<pjacobs@peterborough.ca> (waiting for further information).

Sean Malby, Whitby Parks Supervisor, (very helpful, good experience operating Park)

<malbys@whitby.ca>, 905-668-5803, x7416

Tina Peterson, Whitby Corporate Services (since one law suit pending, little to say)

905-430-4300, x2368

Keith Dodd, ABC Recreation product rep, Cobourg outside his sales area,

(very helpful, questions re CSA standards, highly recommended Sean Malby)

<keith.dodd@abcrecreation.com> 800-267-5753

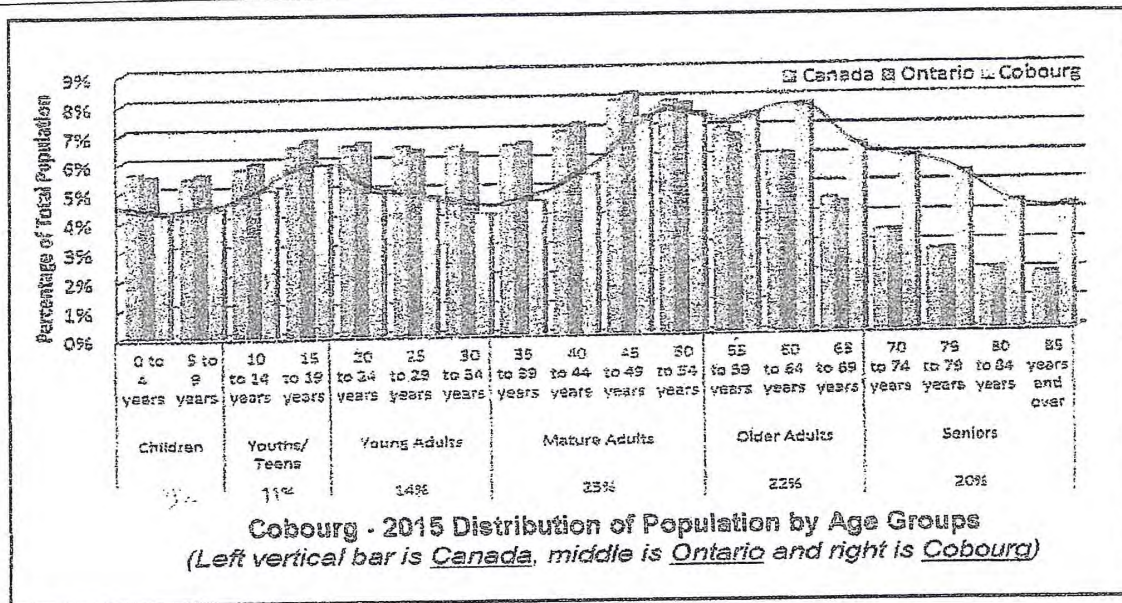
Application: The Federal grant program is intended to improve the quality-of-life of Seniors. The Peterborough Park offers exercise opportunities suited for Seniors, those recovering from joint replacement, injuries, those with disabilities ... but also of benefit to all adults. Seniors with an interest in keeping fit could be involved as volunteer instructors or coaches. Peterborough could be a model for Cobourg since recently opened, based on experience of others. The base of the Cobourg Park could allow for the audition of 4 to 6 more exercise stations at a later date.

Application does not require a financial or in-kind commitment of any kind by the Town.

Depending on the Town's involvement Rick Riley willing present to Rotary Board June 11th.

Keith Oliver and Hilda Bryan Seet (a retired geriatric nurse) do not qualify as applicants but would be happy to work with the Town in any capacity, submit suggestions for text to be used in the application, etc. Keith Oliver,

Google ... www.cobourgfitnesspark.org



The line in the graph above connects Cobourg age groups as opposed to those of Ontario and Canada. It demonstrates the extraordinary growth of the 60 to 90+ Aged population in Cobourg and the decline of the Middle Aged component .. as opposed to the rest of Ontario and Canada



Peterborough Outdoor Gym

Located at Beavermead Park on the east side of the Trent Waterway in Southeast Peterborough.

Opened May 2018 and financed by 25,000 from each of the two local Rotary Clubs plus 40,000 from City. Total of 21 exercise stations, with what appear to include two duplications. Concrete pad 32x64 feet

Each Tower presents three stations. Signage offers instructions on use including three levels of difficulty.

The equipment is stationary or inactive for the most part. On active equipment the resistance can be adjusted. Design and choice of equipment based on the experience of others and refinement of design by manufacturers over the last decade.



0019



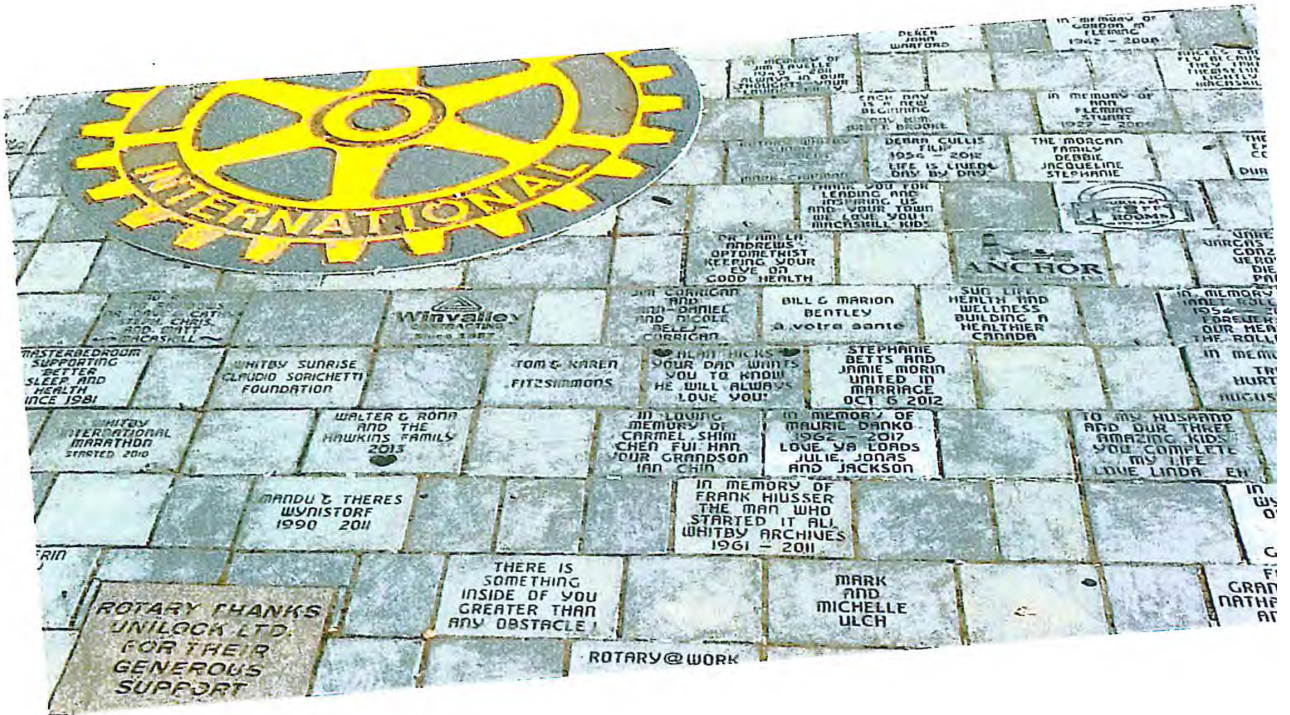
Whitby Rotary Sunrise Outdoor Gym

Located on Water Street west of the Kiwanis Hydenshore Children's Playground. Follow Brock Road south to its end at the waterfront and ~~take a right and~~ follow Water Street.

Opened in 2012 and financed by the Rotary Club with contributions from the City and individuals the facility offers 10 exercise stations centered around a circular paved area.

Equipment is for the most part active as was typical of the time. Have had problems with one equipment supplier who has since gone out of business. Signs provide minimum of instruction and have deteriorated. Soft (wood chip) surface at the equipment area prevents access by walker or wheelchair. Necessary in a children's playground perhaps but unnecessary in an adult facility.

6.



E-mali May 29, 2019

Hi Keith Oliver ... Below is a list of 3 outdoor exercise equipment suppliers/manufacturers.

TrekFit. ... Beautiful equipment. Typically pricier than competition ... <https://trekfit.ca/>

- Represented by Playpower in Ontario
<https://playpowercanada.ca/products/fitness-equipment/> ...
Contact Rob Wilson at Playpower
- (800) 265-9953 Ext.318 ... Robb.Wilson@playpower.com
X3

HealthBeat and FitCore Extreme.

manufactured by Landscape Structures.

<https://www.playlsi.com/en/commercial-playground-equipment/freestanding-playground-equipment/outdoor-fitness-equipment/>

- Represented by ABC Recreation in Canada.
<https://www.abcrecreation.com/outdoor-fitness-equipment/>
- Contact Keith Dodd at ABC recreation. He is a fantastic and very knowledgeable product representative ... +1 (800) 267-5753 ... keith.dodd@abcrecreation.com

Kompan

- <https://www.kompan.com/sport-fitness/outdoor-fitness>
- Represented by OpenSpace Solutions. <http://openspacesolutions.com/>
- Contact Alex Elliot ... alex@openspacesolutions.ca ... (519) 886-0556

From

Sean Malby - Supervisor of Parks Development

Town of Whitby | Parks Planning and Development Division
Community & Marketing Services Department;
Office located within; Iroquois Park Sports Centre | 500 Victoria Street West
Whitby Ontario | L1N 9G4

Tel: 905.430.4300 x 7416 | Cellular 905.706.2877

Re: Info on Beavermead fitness gym

E-mails June 3, 2019

Hi Keith ... I have copied Phil Jacobs, from Public Works on this, as it was Phil's division that managed the project, including the spec's and tendering details. I have provided my comments in Bold, within the body of your email below.

From Rob Anderson <randerson@peterborough.ca>

Community Services Policy Analyst/Recreation Division Coordinator
City of Peterborough, Community Services Dept.
210 Wolfe St. Peterborough, K9J 2K9
705-742-7777 ext 1833, Fax 705-748-8824
Toll Free: 1-855-738-3755

>>> Bell Email <oliver.symons@sympatico.ca> 2019-06-03 9:32 AM >>>

Mr Robertson

The Cobourg Waterfront Detail Plan includes an Adult Fitness Park similar to Beavermead Outdoor Gym. Opportunity for a grant application involves gathering experience others have had including issues that have been addressed. Time is very short with important meetings tomorrow, Tuesday. Phone conversation would be best but answers to the questions below would do for now.

1) How did the City address or reconcile itself with the issue of liability? I noticed there was no posted caution at the site such as "Use at your own risk!".

There were no risks identified by the City's Risk Management and Insurance Division that would not be covered under the City's general liability policy. The City does not post "Use at your own risk" signs at each of its outdoor amenities.

2) It seems that while there are CSA type standards for children's play equipment there are no such Canadian standards for outdoor exercise equipment. Is this true and how did the City address this issue?

Phil, can you address this?

3) Where any public meetings or public consultations held regarding the design of the Gym? ... or was the Gym already in a plan and the timing and financing made it possible to move ahead.

The project proposal was presented to, and supported by the City's Arenas Parks and Recreation Advisory Committee. The report was public, with no public feedback received. The City also put out a media release about the project, which also generated no public input.

4) How was the final design, selection of equipment decided ... I noticed there several duplications.

The project was jointly undertaken between the City and Rotary. Rotary approached the City with the concept, as a Canada 150 project. They were very specific as to the type of equipment they were looking to include. An RFP was issued to secure a supplier. Phil, any other details?

5) Who was the supplier/installer and how were they chosen?

Phil to provide the details.

6) Any other experience/advice that may help us. (No response from RA)

Thanks for your attention to this matter. Your response will be valuable to us.

Keith Olive.

**Funding for community-based projects under the New Horizons for Seniors Program (up to \$25,000):
Deadline June 21, 2019**

Applicant guide ... From: Employment and Social Development, Canada

Part 1 - Organization

A - Organization identification

Question 1 - Legal name

Provide the legal name of your organization. This is usually:

- The name associated with your registration with the Canada Revenue Agency (CRA), or
- The name that would appear on funding cheques

Question 2 - Operating (common) name (if different from legal name) Provide the operating (or common) name of your organization if it is different from the legal name.

Question 3 - Year established; Indicate the year your organization was established.

Question 4 - Organization type; Your answer of this question must be one of the following:

- non-profit organization
- private sector
- public sector

For-profit organizations are eligible for funding if the nature and intent of projects activities is non-commercial and not intended to generate profit.

Note: Provincially/territorially funded institutions are eligible with the agreement of the provincial/territorial government.

Question 5 - Organization category; Select the most appropriate category from the following:

Not-for-profit sector

Local community, charitable, or voluntary
Provincial non-governmental organizations
National non-governmental organizations
Not-for-profit band councils
Non-Governmental Organizations (NGO) with a focus on encouraging employment
Unions
Associations of workers and/or of employers
Indigenous not-for-profit groups
Sector councils

Private sector

Businesses, bodies incorporated or unincorporated
Banks
Private universities or colleges
Indian band corporations (profit basis)
Private band councils

Public sector

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Public degree school boards / school districts
Municipal public health
Municipal governments and agencies
Provincial governments and agencies
Territorial governments
Public community colleges and vocational schools
Public degree-granting universities
Public degree-granting colleges

Note: Post-secondary institutions, as well as social service and public health institutions, are eligible with the agreement of the provincial or territorial government.

For-profit organizations may be eligible for funding provided that the nature and intent of project activities is non-commercial, not intended to generate profit, and supports program objectives.

Question 6 – CRA Business number; Unique CRA 15-digit number assigned to your business or legal entity

If you do not have a business number, provide one of the following:

- your provincial/territorial corporation number (in other words the number found on your Letters Patent)
- your federal corporation number with Industry Canada
- a document confirming the proof of operations for your organization

Question 7 – Organization primary address; Indicate the primary address of your organization.

Question 8 - Mailing address (is it the same as the organization primary address?)

Indicate yes or no. If no, indicate the mailing address of your organization.

Question 9 - Organization's primary activities; Describe the main activities of your organization.

Ensure to select the target group(s) that best aligns with your organization's mandate/purpose (more than one can be selected).

Seniors
Individuals experiencing homelessness
Youth
Women
Newcomers
Visible Minorities
LGBTQ2
People with disabilities
Low income
Remote/rural
Official language minority communities
Indigenous peoples:
 First Nations
 Inuit
 Metis
 urban/non affiliated
Other: specify

B- Organization contacts Provide a primary contact person with respect to this application for funding.

Question 10 to 13 – Primary contact information; Complete required information for primary contact.

C- Secondary contact

Questions 14 to 16 Complete required information for the secondary contact.

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Question 17 – Secondary contact – Address

Select the correct address; if different please provide an alternative address.

Questions 18 to 19 - Does your organization owe any amounts to the Government of Canada
If 'Yes', please complete the fields for each amount owing.

For example:

Amount owing	Nature of amount owing	Department or agency to which money is owed
\$10,000	Overpayment	Employment and Social Development Canada

Answering "Yes" will not make your application ineligible. However, you must provide details as to the type of debt owed and the arrangements that have been made for repayment.

Part 2 – Project proposal

A. Project proposal identification

Question 20 - Project title; Provide a brief, descriptive project title.

Questions 21 and 22 - Planned project start date and planned project end date

Indicate the planned start and end dates of your project. Projects must not exceed one year (12 months). We anticipate the projects could start as early as winter 2020.

Question 23 – Amount requested from Employment and Social Development Canada

Provide the amount your organization is requesting towards the proposed project. The amount requested from Employment and Social Development Canada cannot exceed \$25,000, including applicable taxes.

B- Project proposal description

Question 24 – Project summary; In 500 words or less, include a description of:

- the need for the proposed project and how the project addresses that need
- the project objective needs to be clear, achievable, and described in terms of measurable goals that will be obtained through this project
- how seniors will lead the project or play a vital role in its planning or delivery
- how seniors will benefit from the project through volunteering, participation opportunities such as leadership roles
- how the project will have a positive impact on the overall community
- if the project targets a specific segment of vulnerable seniors

Question 25 – Program objectives and national priorities; In 250 words or less, you must describe how your project meets at least one of the program objectives, and you should describe if your project meets one (1) or more national priorities.

Program objectives:

- promoting volunteerism among seniors and other generations
- engaging seniors in the community through the mentoring of others
- expanding awareness of elder abuse, including financial abuse
- supporting the social participation and inclusion of seniors
- providing capital assistance for new and existing community projects and/or programs for seniors

National priorities:

preventing elder abuse and fraud, including measures to reduce crimes and harm against seniors
supporting healthy aging in community, addressing dementia, including supports and intergenerational housing

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counteracting ageism in the workplace to promote labour market retention of seniors

Note: Projects for which capital assistance is being requested are eligible as long as it will support new or existing community programs and activities for seniors. Therefore, in addition to having capital assistance as an objective, the project must also meet one of the first 4 program objectives. In this case, it is mandatory that you indicate that how your project will work towards one of the first 4 program objectives listed.

Question 26 - Project activities and timelines

Describe the activities in that will be taking place, such as steps to complete your project, timeframes, people involved, Etc. Project activities are the steps that will be taken to implement your project. Activities should be specific, measurable, realistic and relevant to the project objectives.

Seniors must be actively involved in the project's development and/or implementation in a meaningful way. Applicants must identify the role of seniors. It is not enough that an organization proposes to carry out an activity and then recruits seniors to take part in it. Consulting with seniors to develop a project of benefit to them is also not sufficient.

Eligible activities:

seniors sharing their knowledge, skills and experience with others
promoting awareness of elder abuse, including financial abuse
seniors reaching out to vulnerable seniors, such as those who are socially or geographically isolated, including new Canadians, Indigenous seniors, or LGBTQ2
volunteering, mentoring, leadership training and skill matching for seniors
seniors involved in developing/sharing tools and resource materials
seniors supporting senior caregivers in rural and remote areas, including the North
seniors sharing best practices
equipment purchase or replacement for programs and activities for seniors
renovations and repairs to facilities for programs and activities for seniors
transportation to provide a personal service to seniors in rural and remote areas, including the North (transportation services for appointments, home visit or service call, meal delivery service, etc.)

Ineligible activities include, but are not limited to:

- activities where the role of seniors is minimal or not clearly described
- core operational expenses of an organization, such as salary dollars unrelated to project activities, utilities, and day-to-day maintenance of facilities including general operating costs of your organization that are not related to this project
- projects seeking funding to renovate and/or for the maintenance of an establishment not owned by the applicant that does not provide direct seniors' programming (for example theatres, health and care establishments such as health and foot clinics)
- items of a personal/medical nature such as wheelchairs/scooters, CPR/first aid equipment, automated blood pressure monitor, defibrillators, hearing aids
- transportation to provide a personal service to seniors in urban areas (transportation services for appointments, home visit or service call, meal delivery service, etc.)
- purchase of land or buildings, including new construction
- repairs or renovations to a building or the purchase of equipment for a new building that your organization does not yet occupy
- programs or services that fall within the responsibility of other levels of government

Question 27 – Project location

Indicate if project activities will be taking place at the organization's primary address and/or at a different location from the primary address. If 'yes' please include the address for every other location(s).

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Question 28 - Will the project or any of its activities involve or benefit people in English or French linguistic minority communities in Canada

If so, in 250 words or less provide an explanation and any detail on the actions.

Question 29 – Project target population; Indicate your project’s target population group(s) if applicable.

- Seniors
- Newcomers
- Women
- Youth
- Visible Minorities
- LGBTQ2
- People with disabilities
- Low Income
- Remote/rural
- Individuals experiencing homelessness
- Indigenous peoples:
 - First Nations
 - Inuit
 - Metis
 - Urban/non affiliated
- Other: specify

Section C - Part 3 - Budget

Question 30 - Project cost

List each activity and its associated cost. Cost must be reasonable and support project activities. Applicants must provide one (1) quote for each eligible repair and renovation project activity.

Note: Salaries, wages and mandatory employment-related costs (MERCs) for project staff, must not account for no more than 25% of the funding request from the program. This reflects the focus on volunteerism encouraged by the program. If the amount you request exceeds the maximum allowed, ESDC will adjust the amount requested to bring it in line with the 25% maximum.

Ineligible cost include, but are not limited to:

- activities where the role of seniors is minimal or not clearly described
- salaries for elderly caregiving services
- core operational expenses of an organization, such as salary dollars unrelated to project activities, utilities, and day-to-day maintenance of facilities including general operating costs of your organization that are not related to this project
- transportation to provide a personal service to seniors in urban areas (transportation services for appointments, home visit, service call, meal delivery service, etc.)
- purchase of land or buildings, including new construction
- repairs or renovations to a building or the purchase of equipment for the new building that your organization does not yet occupy
- decorating/beautification costs (such as painting or landscaping for aesthetics purposes)
- unexpected costs or contingency costs, which are planned costs, added any costs not planned for, or for potential increases in costs

Question 31 - Funding sources; List organization name for each funding source; indicate type of funding and value associated.

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Question 32 – Budget details (Optional)

Provide any further budget details that you may find necessary in describing your project, for instance the duration of your project.

Section C – Part 4 – Program specific questions and checklist

Question 33 – Program objectives; Choose which program objective(s) supports your proposed project from the list in the application form.

Note: Projects for which capital assistance is being requested are eligible as long as it will support new or existing community programs and activities for seniors. Therefore, in addition to having capital assistance as an objective, the project must also meet one of the first 4 program objectives. In this case, it is mandatory that you indicate that how your project will work towards one of the first 4 program objectives listed.

Question 34 – Choose which national priority supports your proposed project, if applicable.

Question 35 – Community support; In 250 words or less, describe how your community supports project.

You are required to provide at least one letter of support from one organization or community official who supports the project.

Question 36 – Indicate the number of seniors and non-seniors who will take part in the planning and design of the proposed project activities

In 250 words or less, describe what will be their role in planning and/or design of the proposed project.

Question 37 – How many individuals will benefit from the proposed project activities once the project is complete

Specify number of seniors and non-seniors

In 250 words or less, describe each of the following elements of your project in detail:

the expected results (outputs and outcomes) of your project

who will benefit from this project and how?

beneficiaries: How many people will benefit from the activities of the project?

if the proposed activities may not have an ongoing benefit (for example a single community event) please explain

Program checklist – New Horizons for Seniors Program (NHSP)

Ensure to review the following checklist carefully. Errors or incomplete applications will result in delayed processing or rejection.

Gather all the required documents for your application to make sure you have included all of the required attachments. Applications may not be considered if not complete.

Section C – Part 5 – Attestation

In order for your application to be eligible, an official representative who has the capacity and the authority to submit proposals on behalf of your organization must attest that he/she has the capacity an authority to submit the proposal, certify that the information provided is true and that he/she has read and understood the program's requirements. In order to do this, the official representative must check the 3 boxes of the attestation, and provide his/her name, title and the date. As this is an attestation, no signature is required.

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



Brent Larmer
Municipal Clerk/Manager of Legislative Services
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

Bernice Thibedeau
Cobourg Resident

June 6, 2019

Cobourg ON,

Dear Mrs. Thibedeau:

Re: Municipal Council Delegation Request – Regular Council June 10, 2019

The following correspondence is to inform you that your recent request for Delegation Status at the June 10, 2019 Regular Council Meeting is being respectfully denied.

The reason for this decision by the Municipal Clerk is that the recommendations that you have noted in the supporting material are beyond the jurisdiction of Municipal Council. 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 they received the report for information purposes.

In regards to recommendation one (1) within your delegation submission, the Town of Cobourg cannot provide you with any legal advice or to advise you on how to proceed in a matter that would be pursued through private litigation or resolution by a resident to a authority beyond the municipalities jurisdiction.

Further, in regards to recommendation two (2) Council can only direct Municipal Staff to draft reports to be submitted to Council in order to help assist Council to make a final decision on a particular matter. In addition, Staff provided you with a response which followed the Municipal Comment and Complaint Policy and you also received a Municipal Ombudsman Report based on your appeal to that Staff response. Town Staff are satisfied that you have been provided all responses following each Council approved policy and protocol.

Lastly, in regards to recommendation three (3), the Town of Cobourg has numerous municipal staff, including professional engineers, planners, technologists and technicians, who administer all Subdivision Agreements in the municipality with accuracy, consistency, due diligence and professionalism. Tarion Warranty Corporation is a separate corporation established under Statute by the provincial government to, among other matters, administer the Ontario New Home Warranties Plan, including a warranty for all major aspects of a new home for up to seven (7) years and a compensation reserve fund for new homebuyers, as well as help improve communications, build relationships and assist in conciliating disputes between new homebuyers and builders. The administration of municipal Subdivision Agreements by the Town is separate and distinct from the warranty functions of Tarion.

As noted in the Ombudsman Report, Section 3(2) of the Building Code Act provides that Council shall appoint a Chief Building Official and inspectors to carry out the enforcement of the Act. In doing so, the Chief Building Official and inspectors derive their duties and

responsibilities from the legislation and are charged with the responsibility to carry out such duties in a manner that is independent of municipal Council. The legislation specifically provides for a regime of permits and inspections such as in the case of the *Building Code Act*, 1992, it can be said that the legislation fully occupies the field. As such, it is not possible to impose additional oversight by a Municipal Council. With regards to your property, the inspections prescribed under the Ontario Building Code (OBC) were completed and the associated Building Permits were successfully closed pursuant to the OBC.

Finally, in accordance with the Subdivision Agreement, the lot grading for the subject property was certified by an Ontario Land Surveyor to be in conformance to the subdivision Grading Plan, which was prepared by a professional engineer and approved by the Town. Therefore, based on all available information, it is the Town's opinion that the subject property has been extensively reviewed in accordance with applicable legislation and contracts under its authority. Accordingly, no further action is required on behalf of the Town.

The authority to refuse a delegation to be added to Municipal Council Agenda is outlined in Section 15.7 of the Town of Cobourg Procedural By-law No.009-2019 which states as follows:

Section 15.7

The Clerk may refuse to place a delegation on the Agenda, a decision which the delegate may appeal to the Municipal Council, Committee or Board, as applicable, if the matter is:

- a) **Not considered to fall within the jurisdiction of the Municipal Council, Committee or Board;**
- b) **Considered operational or administrative in nature;**
- c) **Considered as previously dealt with or closed by the Municipal Council, Committee or Board; or**
- d) **Considered vexatious, spurious, or frivolous.**

To appeal a decision by the Clerk as described in this section, the delegate shall provide a written request to the attention of the Clerk to be considered in the next available Agenda of the Municipal Council, Committee or Board Meeting, as applicable, under an Agenda Addition item.

Further, Section 15.8 of the Town of Cobourg Procedural By-law No.009-2019, Municipal Council may do the following in regards to an appeal by a delegate:

Section 15.8

For Delegations on the Agenda or Delegation additions to the Agenda the Council or Committee may decide by majority vote to:

- a) **Hear the Delegation, notwithstanding non-compliance with the requirements of other relevant sections in this by-law;**
- b) **Postpone hearing a Delegation;**

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



Brent Larmer
Municipal Clerk/Manager of Legislative Services
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

- c) **Require as a condition of hearing a Delegation, the filing of a written outline with the Clerk; or**
- d) **Not hear the delegation.**

If you have questions, please contact the undersigned below. If you would like to appeal the decision by the Municipal Clerk, which is being made pursuant to the Town of Cobourg Procedural By-law No.009-2019, please notify the Clerk in writing and the appeal will be placed on Council's Agenda for consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Brent Larmer".

Brent Larmer
Municipal Clerk/Manager of Legislative Services
Legislative Services Department
Corporation of the Town of Cobourg

cc: Mayor John Henderson
CAO Stephen Peacock

Encl.

Brent Larmer

From: Berneice Thibedeau
Sent: June 7, 2019 1:13 PM
To: Brent Larmer
Subject: Delegation Request

Hi Brent

We are requesting an appeal on your refusal decision for my delegation on June 10, 2019.

Regards,
Bernice Thibedeau



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

Delegation Request Form

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

1. CONTACT INFORMATION	
Name of Delegate(s): <i>Bernice Thibodeau</i>	
Group/Organization/Business Delegation Represents (if applicable):	
Phone:	E-Mail: <i>[Signature]</i>
2. MEETING SELECTION	
I wish to appear before:	
<input type="checkbox"/> Committee of the Whole <input checked="" type="checkbox"/> Regular Council <input type="checkbox"/> Advisory Committee or Local Board	
If appearing before an Advisory Committee or Local Board please specify:	
Press to Select a Committee of Board	
Meeting Date Requested: <i>June 10, 2019</i>	
3. DELEGATION REQUEST	
General Nature/Purpose of the Delegation: (Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)	
<i>To convey observations & comments regarding the Public Comment & Complaint Policy that dated October 31, 2018 & the Municipal Ombudsman Report May 9, 2019 regarding Rough Grading Permit for Occupancy in accordance with the Ontario Building Code.</i>	

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

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

1. To pass a bylaw to direct staff to inform the complainant of the various appeal/resolution alternatives available to them: Superior Court of Justice (Section 85 of the Ontario Building Code Act) per Mr. Ewart, Town & Provincial Ombudsman, Civil Court. An outline of the issues & remedies available from each should be provided.
2. Council to direct staff to furnish report (written) to homeowner explaining reasons regarding site plan changes & that it was not disputed.
3. Council to direct staff to ensure provisions of the subdivision agreement are properly followed so homeowner is fully protected by Taylor Legrand.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?
 Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

If selecting yes, please indicate the type of equipment needed for your presentation:
 Please Select the Type of Equipment *Pictures on thumbdrive*

Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

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

Bernice Thibedeau | Signature | 3-19/06/06 | Date (YYYY/MM/DD)
 Print Full Name

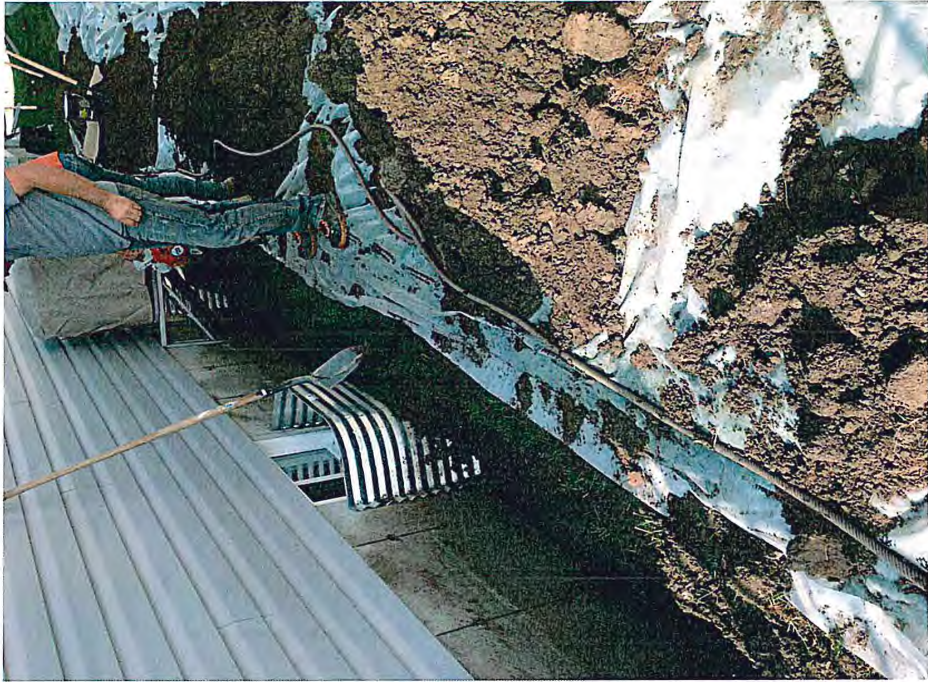
 Municipal Clerk or Designate

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

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

Delegation Pictures

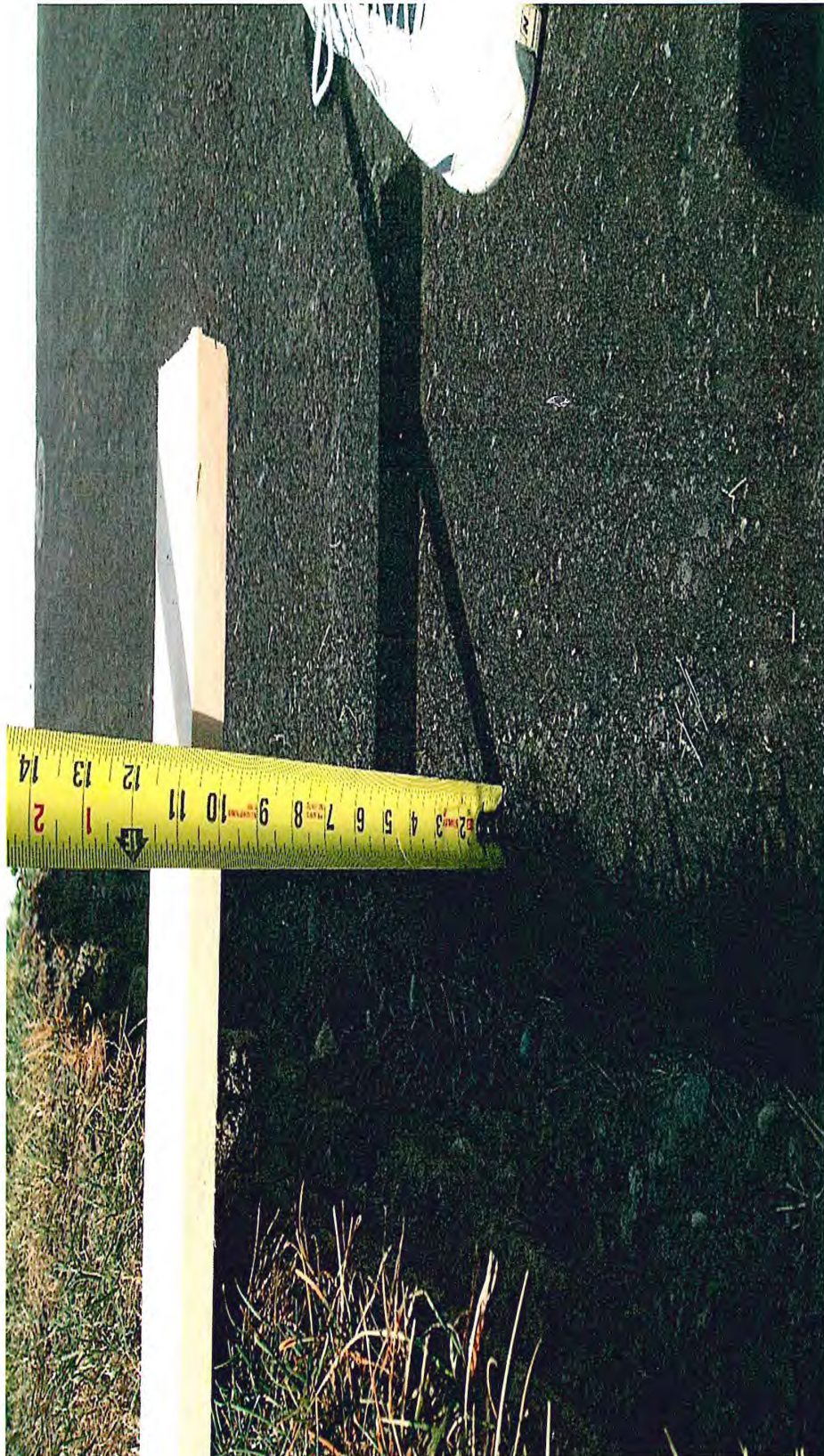
June 10, 2019













Good Evening Mayor Henderson and Members of Council. My name is Bernice Thibedeau. My husband Frank and I reside at [redacted]. I appreciate the opportunity this evening to convey observations and comments regarding the Public Comment and Complaint Policy and the Municipal Ombudsman Report pertaining to our new home and lessons we have learned.

Page 5 of the Subdivision Agreement states “no building permit will be issued by the Municipality for any lot or block until an individual drainage plan shows Proposed Final Grade elevation, the building location and immediate points of grade change all which must be in conformity with grading, drainage, erosion control plans and related road grades.”

This statement clearly acknowledges that the town is well aware of the Final Grade Elevation requirements and not just the rough grade. We are of the understanding that usually no further inspections are required by the town since further changes do not exist to create OBC violations.

It is not realistic for a lay person to have complete knowledge and to understand the Ontario Building Code Act and Ontario Building Codes. Taxpayers (home buyers) rely on the Town to provide this expert service to protect their substantial investment from Building Code Violations.

As the Ontario Building Code is a legal framework to protect public safety we felt it is in the public’s interest to bring this issue forward. We purchased a newly built home, moved in at rough grade with signed occupancy permit, June 22, 2015. Final grading and sodding was completed in June 2016 and the driveway paved in July 2018.

In our case, all of the issues we encountered were the results of the final grade. We feel the enforcement by the Town of Cobourg through its Building Department failed to protect our new home investment due to the improper inspections at rough grade creating non-conforming grades and deficiencies.

#1. 15 ½ inches of backfill on north side and back of our house leaving unprotected exterior cement wall below grade. **The Ontario Building Code: Damp Proofing: Section 9.13.2.1. States” exterior surfaces of foundation walls below ground level shall be damp proofed.** Slide 1 & 2 clearly show our wall was not protected. This was discovered by Frank and me in the spring of 2017.

An Email from Director Glenn McGlashon dated June 27, 2016 states” finished grade should not be at a level higher than the damp-proofing material used on the outside of the foundation wall. He continues “this is not referenced in the OBC either, but would fall under good building practices.”

Director McGlashon’s statement seems to be at odds with Ontario Building Code.

2. No drainage piping was observed at rough grade under the basement windows, therefore we assumed there would be no window wells. **The Ontario Building Code: 9.14.6.3 “states” every window well shall be drained to the footing level or other suitable location.** Slide 3. We pointed this out to the Builders workman and the proper drainage was eventually installed according to the OBC.

3. The height of our front step to the porch is 9 ½ inches. The front step is not in compliance. **Section 3.4.6.8 #2. The height of the step should not be above 200 mm (7.874 inches).** Slide #4 this issue is still outstanding. We do not agree with Mr. Ewart’s comment that in the event that an issue remained outstanding such as the location of a front step to a porch landing, this would be the responsibility of the builder to rectify rather than the responsibility of a CBO or building department of the Municipality to enforce. In our opinion, it is the CBO or building department responsibility to enforce the OBC and the builder to rectify the violation.

4. Back deck was in place when we took possession of the house. The final grade was so high, it left a huge cavity under the deck. It was heartbreaking to watch high school co-op students crawling under the deck trying to fill in the depression.

5. Downspouts were buried and raised by us, the owners.

6. After the driveway was paved in July 2018, the grade along the porch side was 10 inches higher. Slide # 5 & 6. An email from Laurie Wills, dated July 13, 2018 states " I spoke to the builder about the driveway/front yard grading issues and he has assured us that all residents have been informed that their front yards will be corrected now that the driveways have been paved." We still have a hump in the middle of the lawn and we were expecting a proper repair.

As a result of our efforts, and Tarion's assistance, the builder has repaired 4 of our 6 issues.

Initially we submitted a Public Comment & Complaint per Town policy Sept. 5, 2018 and received a response October 31, 2018. The report explained that all inspections were fulfilled by the CBO or building inspectors at rough grade and if the site conditions changed it is left to the builder to follow the OBC. Under the Ontario Building Code Act- #3 (d) -Role of builder-when site conditions affect compliance with the building code, to notify the designer and an inspector or the registered code agency, as appropriate. We are not aware that the change in the site plan was re-inspected.

Unfortunately, the front step to the porch landing wasn't addressed correctly in the Town's letter of October 31, 2018 in reference to our complaint. In Mr. Ewart's letter he states "accordingly, at the time of final inspection, no contraventions were observed as it relates to the front steps. Item #3 was never addressed and #6 is unacceptable to us.

In regards to issue #6 Mr. Ewart states "in the event that a deficiency is subsequently discovered after final inspection, it is the responsibility of the builder as the permit would then be closed. Unfortunately, it was 2018 before the driveway was completed and the height of the front yard was unknown. Had the town enforced the subdivision agreement provisions for completion of curbs and sidewalks, then we the homeowner could have invoked the Tarion warranty for our front yard.

We believe the inspection of lot grading of our front yard was not properly conducted. I should also point out that this is not just our issue. Several of our neighbours have the same issue.

Unfortunately, Mr. Ewart in preparing his report accepted the Town's formal response of October 31, 2018 however, during our interview all of our concerns he felt were legitimate questions.

Mr. Ewart's Report: Page 5- Paragraph 7 & 8

We were unaware of the final grading until July 2018 therefore we lost our opportunity to appeal decision of the CBO. As Mr. Ewart pointed out, Section 25, of the Ontario Building Code Act provides that any individual aggrieved by a decision of the Chief Building Official may appeal the order or decision to the Superior Court of Justice within 20 days after the order or decisions made. We inquired several times to Public Works and the builder if the final grading certificate had been issued but not forthcoming with a completion date.

Mr. Ewart's Report: Page 7-Paragraph 8

He felt there was no evidence to suggest that either the Town or the Building Official was unaware of the requirements to comply with the Building Code Act and its regulations.


Our Recommendations

1. To pass a bylaw to direct staff to inform the complainant of the various appeal/resolution alternatives available to them: Superior Court of Justice (Section 25 of the Ontario Building Code Act) per Mr. Ewart, Town & Provincial Ombudsman, Civil Court. An outline of the issues and remedies available from each should be provided.

2. Council to direct staff to furnish a written report to the homeowner explaining the reasons regarding the site plan changes and that it was re-inspected to ensure OBC compliance.
3. Council to direct staff to ensure that the provisions of the subdivision agreement are properly followed so the homeowner is fully protected by the Tarion Warranty.

Thank you for your time and will gladly answer questions.

Bernice Thibedeau

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE MEETING REPORT
	June 3, 2019 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this afternoon 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
Dean Hustwick, Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services

Other Staff Present: Jennifer Heslinga, Senior Financial Analyst
(Left the Meeting following Item three (3) under General Government Services)

CALL TO ORDER

Mayor John Henderson called the meeting to order (6:00 P.M.).

AGENDA ADDITIONS

1. Delegation from Ray Heffernan, Cobourg Resident, regarding the 75th Anniversary of the Landings in Normandy France, June 6, 1944.
2. Memo from the Director of Planning and Development, regarding the review of the Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team.

3. Correspondence from Barry Hugh Gutteridge, Chair of the Town of Cobourg Holdings Inc., regarding an amendment to the 2006 Promissory Note between the Lakefront Utilities Inc. (LUI) and the Town of Cobourg.
4. Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda.
5. Memo from the Director of Community Services, regarding the Green Canoe Outfitters (GCO) proposal to operate their 2019 Seasonal Rental Kiosk on Victoria Beach, Cobourg.
6. Memo from the Deputy Director of Community Services, regarding the execution of a Memorandum of Understanding between YMCA Northumberland and the Town of Cobourg for Lifeguard Services at Victoria Beach and Centennial Pool, Cobourg; and
7. Closed Session Item, in accordance with Section 239(2)(b) of the *Municipal Act, 2001*, regarding a personnel matter (contract).

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

Carried

DISCLOSURE OF PECUNIARY INTEREST

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

PRESENTATIONS

Kara Euale, Marketing and Events Manager for the Town of Cobourg, regarding the launch of the 2019 Experience Cobourg Guide.

K. Euale attended the meeting to discuss the launch of the 2019 Experience Cobourg Guide. After a question and answer period, K. Euale was excused from the meeting (6:13 P.M.).

DELEGATIONS

Ray Heffernan, Cobourg Resident, regarding the 75th Anniversary of the Landings in Normandy France, June 6, 1944.

R. Heffernan attended the meeting to discuss the 75th Anniversary of the Landings in Normandy France, June 6, 1944. After a question and answer period, R. Heffernan was excused from the meeting (6:21 P.M.).

DELEGATION ACTIONS

Delegation, Ray Heffernan, Cobourg Resident, regarding the 75th Anniversary of the Landings in Normandy France, June 6, 1944.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the June 3, 2019 delegation from Ray Hefferman, Cobourg Resident, regarding the 75th Anniversary of the Landings in Normandy France, June 6, 1944 for information purposes; and

FURTHER THAT Council invite Cobourg Citizens to come to the foyer of Victoria Hall and read the names on the framed memorials that include names of people who volunteered from Cobourg to bring awareness of this date and help us to remember how we today have benefited from the price they paid; and

FURTHER THAT as we mark this anniversary, may our present serving members of the Canadian Forces and those you have served since the end of World War II, now that we hold them and their services in the highest esteem.

Carried

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint, dated May 9, 2019.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Municipal Ombudsman report for information purposes.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Modernization Plan for the Corporate Records Program.

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

Memo from the Senior Financial Analyst, regarding the Public Sector Accounting Board Handbook (PSAB), Compliance Report pursuant to the Ontario Regulation 284/09.

Moved by Deputy Mayor Suzanne Séguin, 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*.

Carried

Mayor John Henderson, regarding the conversion of the Civic Awards Ad Hoc Committee into an Advisory Committee of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, 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.

Carried

Correspondence from Barry Hugh Gutteridge, Chair of the Town of Cobourg Holdings Inc., regarding an amendment to the 2006 Promissory Note between the Lakefront Utilities Inc. (LUI) and the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, THAT Council refer the correspondence to Municipal Staff for a Report to be brought back to Council by July 2, 2019.

Carried

Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda.

Moved by Deputy Mayor Suzanne Séguin, THAT Municipal Council receive the proposed resolutions as presented within the Shareholders Meeting Agenda; and

FURTHER 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.

Carried

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

Memo from the Director of Planning and Development, regarding an Application for Final Approval of a Plan of Subdivision and Subdivision Agreement for New Amherst Community - Stage 2, Phases 2A and 2B (New Amherst Ltd.).

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 Subdivision Agreement with New Amherst Ltd. for the proposed residential subdivision known as New Amherst Community - Stage 2, Phases 2A & 2B, subject to the finalization of all technical details and documentation by municipal staff and applicable agencies.

Carried

Memo from the Director of Planning and Development, regarding the review of Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team.

Moved by Councillor Nicole Beatty, THAT Council receive the Report for information purposes; and,

FURTHER THAT Council endorse the establishment of a Council and Staff Working Group entitled "*Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team*" comprised of representation from Municipal Council (2), municipal Advisory Committees (2), local business organizations (2), and senior municipal staff (3); and,

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 (being a By-law to define the Terms of Reference for internal meeting groups, advisory committees, ad hoc committees, and legislative committees and boards established by and/or involving The Corporation of the Town of Cobourg) which adds the Terms of Reference for the *Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team*.

Carried

Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval for 22-24 University Avenue West, Cobourg - Habitat for Humanity Northumberland.

Moved by Councillor Nicole Beatty, THAT Council receive the Application and refer it to the Planning Department for a Report.

Carried

Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application 465 George Street, Cobourg. (Bill Verner) (HP-2019-021).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and 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.

Carried

PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

Memo from the Director of Public Works regarding an amendment to the Existing Small Communities Fund Agreement for Midtown Creek Flood Reduction Project Completion Date.

Moved by Councillor Brian Darling, THAT Council authorize the preparation of a by-law to amend By-law 080-2015 to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute an amending agreement to extend the Midtown Creek Ponding Area project completion date to October 31, 2021, in accordance with the terms of the New Building Canada Fund - Small Communities Fund Agreement.

Carried

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).

Moved by Councillor Brian Darling, 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.

Carried

Memo from the Director of Public Works, regarding the Tender Award for the 2019 Street Light Maintenance (CO-19-13 DPW).

Moved by Councillor Brian Darling, 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.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

Memo from the Director of Community Services, regarding the Green Canoe Outfitters (GCO) proposal to operate their 2019 Seasonal Rental Kiosk on Victoria Beach, Cobourg.

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

FURTHER THAT the Town of Cobourg respectfully thank Bart Spiewak, Green Canoe Outfitters (GCO), for their proposal to the Town of Cobourg.

Carried

Memo from the Deputy Director of Community Services, regarding the execution of a Memorandum of Understanding between YMCA Northumberland and the Town of Cobourg for Lifeguard Services at Victoria Beach and Centennial Pool, Cobourg.

Moved by Councillor Emily Chorley, 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 Memorandum of Understanding with the Northumberland YMCA to provide Lifeguard Services at Victoria Beach and Centennial Pool for a contract period of June 1, 2019 to September 30, 2023 with the cost of \$189,300 as approved in the 2019 Operating Budget, with subsequent years to be negotiated within the Town of Cobourg's Annual Budget Process.

Carried

Memo from the Secretary, Parks and Recreation Advisory Committee, regarding the use of audio and visual recordings at Advisory Committee Meetings.

Moved by Councillor Emily Chorley, THAT Council endorse the comments of the Parks and Recreation Advisory and review the procedural by-law that incorporates the audio and visual recordings of all Committees.

Carried

Memo from the Secretary, Parks and Recreation Advisory Committee, regarding the Trash to Treasures Pilot Program.

Moved by Councillor Emily Chorley, 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.

Carried

PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

ARTS, CULTURE AND TOURISM SERVICES

Chair, 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 | Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins |
| 09-24-18 | Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg |

- 11-26-18 Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
- 01-28-19 Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)
- 02-19-19 Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
- 02-25-19 Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
- 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 assessing the outcome of the Seasonal Kiosk by Green Canoe Outfitters at Victoria Beach by November 25, 2019 (Community Services)
- 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)

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)(b)** Personal matters about an identifiable individual including municipal or local board employees:

1. Personnel Matters (Contract)

The Committee of the Whole reconvened in Open Session at 7:49 P.M.

Carried

ADJOURNMENT

Moved by Councillor Brian Darling, THAT the meeting be adjourned (7:50 P.M.).

Carried

June 6, 2019

Mr. Brent Larmer
Municipal Clerk/Manager of Legislative Services
Legislative Services Department
Town of Cobourg

Dear Sir:

It is with some regret that I advise of my resignation from a Council appointment to the *Sustainability and Climate Change Advisory Committee*. The resignation is effective immediately.

I would like to thank Council for the many opportunities that it provided me with, over the years. Because of those past appointments, I was able to:

- Chair – the Ad hoc Committee on Council Remuneration (2018)
- Chair – the Planning & Sustainability Advisory Committee (2016-18); and be a
- Member – the Environment Advisory Committee (2015)

These were great opportunities to contribute to the community I love. Again, many thanks.

Sincerely,



Terrance P. Stopps





Corporation of the Town of Cobourg

NOTICE OF HEARING OF THE COMMITTEE OF ADJUSTMENT

SUBJECT LANDS: 127 Green Street, Cobourg

FILE NO: A-05/19

The Town of Cobourg Committee of Adjustment has received an application for a minor variance from Emma Crawford and Ira Zingraff, in accordance with Section 45 of the Planning Act, R.S.O. 1990, c.P. 13, as amended. The purpose and effect of the proposed minor variance is to permit the construction of a two-storey residential building addition and second storey deck within part of the required rear yard of the property. Please see the key map below.

The applicants are seeking the following variance:

- To reduce the required rear yard setback from the established setback of 6.32 m to 1.87 m a variance of 4.45 m.

A Hearing will be held by the Committee of Adjustment on June 11th, 2019 in Victoria Hall, 55 King Street West, 3rd Floor Committee Room at 4:00 p.m.

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

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

DATED at Cobourg this 30th day of May, 2019
ZONE: Residential Two (R2) Zone

Adriane Miller, Secretary-Treasurer
Committee of Adjustment
55 King Street West
Cobourg, Ontario K9A 2M2
amiller@cobourg.ca



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Committee of Adjustment	
FROM: TITLE:	Desta McAdam Senior Planner - Development	
DATE OF MEETING:	June 11 th , 2019.	
TITLE / SUBJECT:	Application for Minor Variance: 127 Green Street Emma Crawford and Ira Zingraff	
REPORT DATE:	June 7 th , 2019.	File #: A-05/19

1.0 STRATEGIC PLAN
N/A

2.0 RECOMMENDATION

The following actions are recommended:

THAT the requested minor variance to reduce the required rear yard setback from the established setback of 6.32 m to 1.87 m a variance of 4.45 m be permitted subject to the following conditions:

1. That the variance relates only to the two-storey, 41.25 m² building footprint, and adjoining covered, unenclosed porch and second storey uncovered, unenclosed deck, as shown on the site plan submitted as part of the proposal and attached as **Schedule "B"** to this Report, and any further additions or extensions to the residential building and/or deck into the established 6.32 m rear yard will not be permitted without a further application.
2. That, prior to the issuance of a Building Permit, the Owner shall submit an Arborist Report, including a tree identification and preservation plan, and a Landscape Plan prepared by qualified professionals to the Municipality for approval which address the need for protecting existing vegetation and propose additional vegetative buffering on the Subject Property to maintain and enhance the privacy and enjoyment of the immediately abutting neighbouring properties. The Owner shall subsequently

implement the recommendations of the Arborist Report and the Landscape Plan as approved by the Municipality within 60 days of an Occupancy Permit being issued for the north-west building addition (or an alternative date based on seasonal conditions) all to the satisfaction and approval of the Municipal Arborist and Director of Planning & Development;

3. The Owner shall respect and maintain existing drainage patterns for the subject property, by measures including but not limited to ensuring that existing grades along the property perimeter remain undisturbed, and existing grades within the subject property are met, as a result of the construction of the proposed north-west building addition to the satisfaction and approval of the Municipal Engineer;
4. That, prior to the issuance of a Building Permit, the Owner shall submit drawings to the Municipality for approval which incorporate eavestroughs in the design for the north-west building addition, and demonstrate that all connecting downspouts from the eavestroughs shall be directed towards the front yard of the property into an area graded to connect the downspout outflow to Green Street to the satisfaction and approval of the Municipal Engineer. The Owner shall subsequently implement the provisions of the drawing(s) as approved by the Municipality all to the satisfaction and approval of the Municipal Engineer;
5. That, prior to an Occupancy Permit being issued for the north-west building addition, the Owner shall construct a new driveway, with two Zoning By-law compliant parking spaces, on the south limit of the Subject Property in accordance with the site plan submitted as part of the proposal and attached as **Schedule "B"** to this Report;
6. That, within 30 days of an Occupancy Permit being issued for the north-west building addition, the Owner shall construct a solid privacy screen along the west side of the second storey deck attached to the north-west building addition, with details and materials to the satisfaction and approval of the Chief Building Official and Director of Planning & Development;
7. All conditions are subject to the specifications and approval of the Town of Cobourg, but at no cost to the Municipality.

3.0 PUBLIC ENGAGEMENT

Section 45 (5) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, prescribes statutory notice requirements for minor variance applications. The Planning Act requires that at least ten (10) days before the day of the hearing, notice shall be given by either:

- a) personal service or ordinary service mail to every land owner within a 60 m radius of the area to which the application applies and by posting a notice on the frontage of the subject lands; or

b) publication in a newspaper that is of sufficient circulation in the area which the application applies.

The statutory notice requirements of the Planning Act have been fulfilled for this application. The notice of application is also posted on the Town of Cobourg website.

4.0 ORIGIN

The subject property known as 127 Green Street is an established residential property, improved with a two-storey single detached residential dwelling, and small accessory (shed) building. The subject property has a frontage of 25.2 m along Green Street, and is approximately 507 m² in lot area. See **Schedule “A”** Key Map.

The owners of the property wish to undertake renovations to the property which involve adding two, two-storey, building additions to the existing dwelling. The property owners are represented as the applicants for this application.

The first building addition is proposed to be located on the north and west sides of the existing dwelling, and will consist of a new one-bedroom accessory dwelling unit (second unit). In accordance with By-law #13-2017, a second, accessory dwelling unit is a permitted use on the subject property, however, the proposed location of the building addition along the west side of the dwelling encroaches into part of the required rear yard, and therefore, this addition, as proposed, is not permitted without planning approval.

Specifically, the northwest building addition will extend into an existing 6.32 m legal non-complying rear yard, by an additional 4.45 m. At its closest point, the proposed building addition will be 1.87 m from the rear lot line. The proposed building addition also includes a small covered, unenclosed porch on the main level, and second storey, south facing uncovered, unenclosed deck. See **Schedule “B”** Site Plan.

The second building addition will be located on the south side of the existing dwelling. This building addition will expand the residential living area of the existing dwelling. This addition will comply with all existing zone regulations applicable to the subject property, and is not subject to the proposed minor variance application. However, it should be noted, that in the original submission, this southern building addition was slightly larger by about 2.05 sq m (22.0 ft²), and sited differently on the subject property, more in a north-south orientation such that that the proposed main level covered porch and second storey deck were oriented west, towards the rear yard of the subject property. See **Schedule “C”** Original Site Plan, Floor Plans and Building Elevations.

Upon formal review of the minor variance application, and after the circulation of formal Notice, the Planning Department identified that the original site plan submitted with the application did not provide adequate parking for the existing single detached dwelling, or the proposed new accessory dwelling unit. The applicants responded to concerns from the Planning Department by altering the size and siting of the southern building addition in compliance with the Zoning By-law, and proposing a new, second driveway on the subject property that could accommodate the required parking for the proposal.

Accordingly, since the revised proposed site plan attached in **Schedule "B"** satisfies the parking requirements of the Zoning By-law, the applicants are seeking the following, single minor variance for the subject property, as advertised in the Notice of Hearing:

- To reduce the required rear yard setback from the established setback of 6.32 m to 1.87 m for a two-storey residential building addition on the north and west side of the existing building, a variance of 4.45 m.

5.0 ANALYSIS

In the analysis of this application, a number of points have been reviewed:

1. Provincial Policy Statement (PPS) & A Place To Grow

The Planning Act R.S.O. 1990, c.P.13, requires that decisions of local approval authorities shall be consistent with matters of Provincial Interest in carrying out decisions on applications such as consents and/or minor variances. Items of Provincial Interest are outlined in the Provincial Policy Statement (PPS) and a Place to Grow and include:

- promoting efficient, cost-effective and financially sustainable development and land use patterns;
- ensuring that sufficient land is designated and approved to accommodate projected residential growth;
- ensuring that an appropriate range of housing types and densities are provided to meet the requirements of current and future residents;
- ensuring that necessary infrastructure and public service facilities are or will be available to meet projected needs;
- promoting land use patterns and densities which are transit-supportive;
- avoiding development and land use patterns which may cause environmental and/or public health and safety concerns;
- conserving significant built heritage resources;
- facilitating and promoting intensification.

The proposal subject to the minor variance application is to construct a two-storey residential building addition within the required rear yard on the north and west

side of the existing dwelling. This building addition will solely consist of a new accessory dwelling unit (second unit).

The proposal will add a second dwelling unit to the existing low density residential property, which would support the provincial directive to encourage a range of housing types, and sustainable development patterns. The proposal will encourage building which makes use of the existing municipal services, and will provide a new rental housing opportunity within the community.

The property is Listed as a Property of Cultural Heritage Interest in the Town's Heritage Register, and is protected from demolition. Although there is no proposed demolition tied to the proposed variance, the application was circulated to the Cobourg Heritage Advisory Committee for general information and comment. The Committee noted that since this is a Listed Property and not formally designated under Part IV of the Ontario Heritage Act, the proposal does not require Heritage Approval to proceed. Given the comments provided by the Cobourg Heritage Advisory Committee, matters concerning cultural heritage preservation are not triggered by the proposal.

The proposal is not impacted by any natural hazards, or provincially significant natural features.

There are no public health or safety concerns associated with the proposal.

Given the above discussion, it is my opinion that the proposal maintains the general intent and purpose PPS and Places to Grow Act.

2. Northumberland County Official Plan

The Official Plan for the County of Northumberland was approved by the Ontario Municipal Board on November 23, 2016 and is now in full force and effect. The purpose of this upper-tier Official Plan is to provide a policy basis for managing growth and change that will support and emphasize the County's unique character, diversity, civic identity, urban and rural lifestyles and natural and cultural heritage and to do so in a way that has the greatest positive impact on the quality of life in the County.

The subject property is located within the Built Boundary of the Urban Area, as designated in the County Official Plan. The County OP aims to focus growth in Urban Areas, and to support the establishment of complete communities. The policies contained within the County Official Plan encourage the provision of a range of housing types to accommodate persons with diverse social and economic needs, and support opportunities for various forms of residential intensification, where appropriate.

The proposal is to reduce the required rear yard of the subject property to permit a residential building addition containing a new accessory dwelling unit. The proposal does not conflict with or trigger the policies of the County Plan.

3. Official Plan

The subject property is designated Stable Residential Area in the approved Town of Cobourg Official Plan (2017). Applications for new development in such areas are to be evaluated based on their ability to generally maintain the structure and character of the surrounding area. The land use policies of the Stable Residential Area designation provide a number of elements that new development applications should be evaluated on. The following elements were considered as part of this variance application:

i) scale of development respects the height, massing and density of adjacent buildings and is appropriate for the site;

The zoning of the subject property permits buildings up to two storeys in height, and includes permissions for second units, as well as exterior building features such as porches and decks. The proposal considers a 4.45 m reduction of the rear yard to permit a two-storey residential building addition containing a second unit, with modest, covered porch and second floor uncovered, unenclosed deck features. The proposed building addition responds to height of the existing dwelling, which will be retained as a result of this application. Additionally, the revised site plan, which rotates the southern building addition by 90 degrees to accommodate required parking, reduces the building massing along the rear lot line, which is a desirable outcome.

The proposed building height, massing and density all appear to be reasonable considering not only the current zone regulations, but also considering the general neighbourhood, which consists of one and two storey dwellings, some more contemporary in construction than others.

ii) respects the nature of the streetscape as defined by such elements as landscaped areas, and the relationship between the public street, front yards and primary entrances to buildings;

The streetscape of the Green Street/Bay Street/Perry Street neighbourhood consists of mostly low density residential development of varying lot sizes, and equally varying building sizes, ages and designs.

The building addition considered as part of this application will be located to the side and rear of the existing dwelling, and will not have a significant impact on the existing streetscape character of the subject property. The overall redevelopment of the lot will change the appearance of the existing residence significantly, but

the other building improvements are not being assessed as part of this application.

iii) respects the relationship between the rear wall of buildings and rear yard open spaces; and iv) siting of building in relation to abutting properties ensures that there will be no significant negative impacts with respect to privacy and shadowing and appropriate buffering can be provided.

The ongoing use and privacy of the immediately abutting properties, specifically, 131 Green Street, 133 Perry Street, and 136 Bay Street, was strongly considered in the formal review of this policy.

The property to the north, 131 Green Street, abuts the north side yard and northern rear yard area of the subject property. The property at 131 Green Street is a similarly shaped lot as the Subject Property, but is larger in lot area, at approximately 687.96 m². In spite of the comparatively larger lot area, this property also do not provide a standard 7 m rear yard. Internal records show that the property at 131 Green Street has a legal non-complying rear yard of approximately 3.96 m (13 ft). When observing the built context of 131 Green Street, it is evident that the defined rear yard of this property functions more similarly to an interior side yard (it does not appear to serve an outdoor amenity function for the property). See **Schedule “E”** Site Photos – specifically photo #3. Rather, a portion of 131 Green Street’s south side yard appears to serve as the outdoor amenity area for the property. The proposed building addition will only provide two main floor windows on the north side, with only one window appearing to create some offset views towards the 131 Green Street outdoor amenity area, and no direct views towards any existing indoor living space. As a whole, the potential impact of the requested variance on the privacy and outdoor open space of 131 Green Street appears minimal, and inconsequential to the overall ongoing use and enjoyment of the property.

Secondly, the property known as 133 Perry Street abuts the northwest corner of the subject property. The property is a large, estate size property, approximately 50.3 m (165 ft) in lot depth, and ¼ acre in lot area. The residence improving 133 Perry Street is located on the north side of the property, along its Perry Street frontage. Due to its siting on the property, spatially, the Perry Street residence is significantly separated from the residence improving the subject property on 127 Green Street. See **Schedule “D”** Aerial Photo. When considering the maintenance of the privacy of the rear yard area of 133 Perry Street, the proposed building addition will not have any second storey windows directed north, and the proposed west-facing windows do not appear to create direct sightlines into the rear yard area of 133 Perry Street. See **Schedule “E”** Site Photos – specifically photo #5. Given that the proposed building addition within the subject property’s rear yard area is not oriented to direct any new views into the rear yard area of the Perry Street property, and that there is substantial spatial separation between the proposed building addition and the Perry Street

residence, it is my opinion that there are no privacy concerns triggered for 133 Perry Street by the proposal. From a buffering perspective, it does appear that the visual vegetative buffers provided between the subject property and the 133 Perry Street residence all appear to be located on the 133 Perry Street property. Additional planting could be provided on the subject property to further soften the presence of a two storey building form at this abutting corner.

Finally, the rear yard of the property known as 136 Bay Street immediately abuts the subject property's west, rear yard area, and due to the proposed orientation of the building addition, this property in my opinion, will be most impacted by the proposed building addition, and requested rear yard variance.

The property known as 136 Bay Street is, similar to 133 Perry Street, a large, estate size property, approximately 50.3 m (165 ft) in lot depth, and ¼ acre in lot area. The residence improving 136 Bay Street is located on the south side of the property, along its Bay Street frontage. Due to its siting on the property, spatially, the Bay Street residence is also significantly separated from the residence improving the subject property on 127 Green Street. See **Schedule "D"** Aerial Photo. Additionally, the immediate rear yard of the Bay Street residence is visually buffered from the rear yard of the subject property by significantly sized accessory (garage) building, located along the mutual lot line between the two properties. The latter, most northerly portion of the Bay Street rear yard area is the area that will be most impacted by the proposal, is also visually buffered from the subject property by a generous amount of mature vegetation. See **Schedule "E"** Site Photos – specifically photos #4, #5 and #6.

The proposed building addition within the defined rear yard area for 127 Green Street will create new views into the rear yard area for 136 Bay Street. However, views towards the rear yard of 136 Bay Street (and other immediately neighbouring properties) can also be created on the subject property on a two-storey building addition within the as-of-right rear yard setback of 6.32 m. What is reviewed in this case, is the potential additional views created by building within the 6.32 m rear yard area, and whether they have a significant impact on the neighbouring property. It is conceivable that a more direct view into the rear yard of 136 Bay Street may be possible from the proposed building addition location. However, existing property conditions, including the distant siting of the residence at 136 Bay Street; large rear yard area of 136 Bay Street; existence of mature, tall vegetation at 136 Bay Street; and large accessory building at 136 Bay Street which visually separates the rear walls of the two residences, all contribute towards the mitigation of privacy and buffering concerns associated with the application.

It is my opinion however, that since most of the buffers observed appear to be located on the neighbouring Bay Street property, more planting should occur within the limits of the subject property to contribute towards ensuring the ongoing privacy and enjoyment of the property at 136 Bay Street, and not placing

the onus for buffering on a neighbouring property. Additionally, views from the proposed second storey deck should be screened along the west side of the deck to prevent future privacy concerns from this raised outdoor amenity feature.

Based on the observations made, and the careful consideration of this policy in relation to the proposal submitted, I have recommended a number of conditions that should ensure adequate privacy and buffering is provided within the subject property should the variance be permitted. This includes the requirement for the applicants to provide a Landscape Plan which adequately addresses the need for the Owners of 127 Green Street to provide on-site vegetative buffers between the subject property and the rear yards of 136 Bay Street & 133 Perry Street, and the requirement to screen the west side of the proposed second storey deck to mitigate additional views into the rear yard area of 136 Bay Street. Additionally, I have recommended to limit the approval to the proposed 41.25 m² building footprint plus deck as shown in the submitted site plan attached as **Schedule "B"**, and preclude any future additions or extensions to the residential building within the remaining, established 6.32 m rear yard area of the subject property.

The above recommendations will help ensure that the approval does not inadvertently provide an as-of-right 1.87 m rear yard for future building improvements which could change the current, adequate privacy conditions, and will also ensure that the maintenance of this policy does not rely on neighbouring properties to maintain on-site buffers that serve to preserve their privacy beyond what is already desirable given the observed, and unchanged lotting context. Based on these recommendations, it is my opinion that the proposal is consistent with this policy.

v) conforms with density provisions of Section 3.4.3.3;

The proposal conforms to the density provisions of the Official Plan.

viii) Town is satisfied with the proposed grading, drainage and storm water management and, in particular that there is no impact on adjacent properties;

It is understood that existing grades and historical drainage patterns on the subject property, and within the greater established residential neighbourhood, may make it difficult to enforce a "no impact" outcome on adjacent properties with regard to grading, drainage and stormwater management, especially when other areas of the property are planned for redevelopment., and are not subject to the proposed variance approval.

In consultation with Public Works, specific measures to prevent any adverse impact(s) relating to grading and drainage of the building addition were considered in the review of the application and have been incorporated into the conditions of approval. Firstly, the Owners shall respect and maintain existing drainage patterns for the subject property, by measures including but not limited

to ensuring that existing grades along the property perimeter remain undisturbed, and existing grades within the subject property are met by the proposed northwest building addition to the satisfaction and approval of the Municipal Engineer. Secondly, eavestroughs shall be incorporated in the design for the building addition, and all connecting downspouts shall be directed towards the front yard of the property, into an area graded to connect the downspout outflow to Green Street to the satisfaction and approval of the Municipal Engineer.

Based on the recommended conditions of approval relating to grading and drainage, it is my opinion the proposal maintains the intent of this policy.

xii) protection of trees and other natural features identified as significant by the Town in consultation with the Ministry of Natural Resources and/or the Conservation Authority;

There is one mature tree on the north side of the property will be impacted by the proposed variance, and will need to be removed to accommodate the construction of this proposed building addition. See **Schedule "E"** Site Photos – specifically photo #7. The tree has not been identified by the Conservation Authority at this time, and is not located within a "Designated Area" with regard to the Town's Tree Preservation By-law. However, it is understood that the removal of this tree will be required in order to construct the building addition. To provide more consideration to the conditions of removal, including re-planting, it is recommended that an arborist report for the impacted tree and a tree identification, preservation and re-planting plan for the subject property be submitted to the satisfaction of the Municipal Arborist, prior to the removal of the tree or issuance of a Building Permit, whichever occurs first. This recommendation is reflected in the recommended conditions.

xiii) does not hamper or prevent the orderly development of adjacent properties;

In my opinion, the proposed variance will not prevent the orderly development of adjacent properties.

xiv) garages are designed so that they are not the dominant feature in the streetscape.

The proposed variance does not consider any garage additions.

Urban and Landscape Design Guidelines

The Cobourg Urban and Landscape Design Guidelines ("the Design Guidelines") were adopted by Council in September 2010 and are now in effect. The general design policies in the current, approved OP should be read together with the Design Guidelines when evaluating development applications, including minor variance applications.

Section 4.5.2.4 Residential Setbacks states that residential properties should provide appropriate front, side and rear yard setbacks to control lot coverage and drainage, provide adequate private open space, situate buildings in close proximity to the right-of-way and ensure adequate separation between adjoining buildings.

Section 4.5.2.5 Articulation & Detailing provides specific guidelines for porch features and building projections stating that building projections including porches, decks, canopies and stairs are encouraged as transitional building elements that provide weather protection, dwelling access and active amenity spaces.

The proposal demonstrates that an appropriate outdoor open space can still be provided on the subject property for both the primary dwelling and the proposed accessory dwelling unit. As discussed previously, opportunities to enhance the vegetative buffering of the proposed building addition should be explored and presented in a Landscape Plan to the approval of the Municipal Arborist and Director of Planning & Development.

It is agreed that the incorporation of the proposed covered porch and uncovered second storey deck will be desirable exterior amenity features for the future users of the accessory dwelling. However it should be ensured that the addition of the second storey deck does not negatively impact the privacy of the neighbouring property at 136 Bay Street. The recommended condition to limit its size and include screening on the west side of the deck should help mitigate this concern.

Overall, it is my opinion that the proposal, subject to the recommended conditions, maintains the general intent of the policies of the Official Plan (2017) and the Town's Urban and Landscape Design Guidelines.

4. Zoning By-law

The subject property is located in a Residential 2 (R2) Zone. The R2 Zone typically requires a minimum rear yard of 7.0 m (23 ft). In this case, the dwelling located on the subject property has an existing legal non-complying rear yard of 6.32 m. The applicants wish to construct a 41.25 sq m building addition on the north and west sides of the existing dwelling to create an accessory dwelling unit on the subject property. A second building addition is also planned on the south side of the dwelling, however the purpose of this addition is to expand the residential living area of the primary dwelling. The southern building addition meets all applicable regulations of the Zoning By-law and does not form part of this minor variance application. See **Schedule "B"** Site Plan.

The intent of the minimum rear yard requirement of the Zoning By-law is to maintain an appropriate outdoor amenity area for a low-density residential property, and to preserve the privacy of neighbouring rear yards.

In this case, the subject property is not a classically regular lot, given that its lot frontage exceeds its depth. The Planning Department refers to this lot shape as a “shallow-wide lot.” Green Street is closely intersected by Bay Street to the south and Perry Street to the north, which has facilitated the creation of a number of “shallow-wide” lots. See **Schedule “D”** Aerial Photo.

It is evident that the subject property’s shape, in addition to the applicants’ effort to avoid a complete demolition of the existing dwelling and instead seek to redevelop the subject property, has required the applicants to shift some of the proposed new built form towards the rear of the property.

The proposed site plan provides assurance that an appropriately sized outdoor amenity area will still be maintained on the subject property as a result to the proposed variance. Similar to other shallow-wide lots, including the immediately neighbouring lot to the north at 131 Green Street, outdoor amenity areas are often spread across the width of the properties, and often within side yard areas, which are generally larger than what is observed with regular lots.

With respect to concerns relating to privacy, considerable review has been given to this matter. Conditions of approval have been recommended to provide for the ongoing privacy of the neighbouring properties. Specifically, in addition to the requirement for additional landscape buffers, and privacy screening on the west side of the second storey deck, it is recommended that the approval be specifically confined to the proposed building addition illustrated in **Schedule “B,”** and that any future proposed additions or extensions to the primary dwelling within 6.32 m of the rear lot line, not be permitted.

The condition to limit the size of the permitted building and deck within the required rear area will ensure that the reduced rear yard area remains limited to the north west corner of the subject property, where potential impacts on the privacy and enjoyment of the rear yards of immediately neighbouring properties are less significant, and controlled.

The applicants have demonstrated an ability to maintain all other regulations of the Zoning By-law. With regard to the parking requirement, the applicants responded to concerns from the Planning Department, and modified their original plans in order to accommodate a new driveway on the south side of the property. The proposed new driveway will ensure that the property remains in compliance with the Zoning By-law, should the new building additions be constructed in the proposed locations. Since the southern driveway has not already been established on the subject property, its construction has been recommended as a condition of

approval for this application. A municipal Curb Cut application will also be required for the new driveway.

Given the above discussion, and based on the recommended conditions of approval, it is my opinion that the proposed minor variance as illustrated in **Schedule “B”** to this report, maintains the general intent and purpose of the Zoning By-law.

5.Minor/Desirable

It is important to note that the determination of “minor” in the context of a variance application such as this, is not a numeric exercise. The requested variances are assessed individually with respect to potential impact on surrounding land uses, and evaluated comprehensively with consideration to the overall proposed development.

There were a number of items discussed previously in this report which led to my determination that the proposed reduction to the required rear yard is minor and desirable for the development of subject property:

- The proposed building addition area is significantly separated, both spatially, and visually, from the living and amenity areas of the immediately neighbouring residences.
- The current buffering supports the ongoing privacy and enjoyment of the immediate rear yard areas of neighbouring properties;
- No significant impact to the existing streetscape, or overall low density residential neighbourhood character are observed;
- An appropriate outdoor amenity/open space area on the subject property will be maintained;
- Conditions have been recommended to limit the extent of the building and deck encroachment into the established rear yard, respect existing grading and drainage patterns, provide additional vegetative buffers for privacy, control and account for tree removal, and ensure zoning compliance with respect to parking.

Based on the above points, it is my opinion that the proposed variance, as illustrated in **Schedule “B”** to this report, is minor and desirable for the ongoing use and development of the subject property. In this case, it is important to re-state that a number of site specific, and proposal specific conditions contributed to my determination of the minor, and appropriate nature of this application for a 4.45 m reduction to the required rear yard. This opinion should be interpreted to stand on its own, and should not be considered as a “precedent setting” in the Municipality for future applications considering rear yard reductions of any amount.

6. The requested minor variance does not appear to create a traffic hazard or perpetuate an existing traffic problem. A new driveway location is proposed on the

south side of the subject property. This driveway shall be designed to accommodate two parking spaces on the subject property, in order to provide the required parking for the primary dwelling and the second, accessory dwelling unit. Since the second driveway has not yet been created, its construction is recommended as a condition of approval. A municipal Curb Cut application will be required to establish the new driveway.

7. The requested minor variance does not appear to be directly impacted by any natural hazards.

8. A number of conditions have been recommended relating to grading, drainage, buffering and privacy screening to ensure that the proposal has no adverse impact on the surrounding uses.

As of the writing of this Report, no formal Department or Agency comments have been received. The Public Works Department was consulted to determine appropriate grading and drainage expectations and requirements for the subject property. The Cobourg Heritage Advisory Committee comments were detailed in previous sections to this report. The Committee of Adjustment will be informed of any comments submitted on or before the meeting date.

6.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no new anticipated negative financial implications imposed on the Municipality as a result of this minor variance. The applicant submitted the required \$1,400.00 application fee and deposit.

7.0 CONCLUSION

1. The proposed minor variance does not conflict with matters of Provincial Interest as outlined in the Provincial Policy Statement and A Place to Grow .
2. The proposed minor variance would maintain the general intent and purpose of the Official Plan.
3. The proposed minor variance would maintain the general intent and purpose of the Zoning By-law.
4. The proposed minor variance would be generally desirable and allow for the appropriate development of the property, subject to a number of special conditions as outlined in this Report.
5. The proposed variance would be considered minor.

8.0 POLICIES AFFECTING THE PROPOSAL

The primary policies affecting this application relate to the Cobourg Official Plan, particularly the Stable Residential Area Designation.

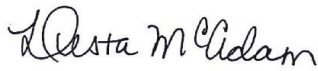
9.0 RECOMMENDATION

THAT the requested minor variance to reduce the required rear yard setback from the established setback of 6.32 m to 1.87 m a variance of 4.45 m be approved subject to the following conditions:

1. That the variance relates only to the two-storey, 41.25 m² building footprint, and adjoining covered, unenclosed porch and second storey uncovered, unenclosed deck, as shown on the site plan submitted as part of the proposal and attached as **Schedule "B"** to this Report, and any further additions or extensions to the residential building and/or deck into the established 6.32 m rear yard will not be permitted without a further application.
2. That, prior to the issuance of a Building Permit, the Owner shall submit an Arborist Report, including a tree identification and preservation plan, and a Landscape Plan prepared by qualified professionals to the Municipality for approval which address the need for protecting existing vegetation and propose additional vegetative buffering on the Subject Property to maintain and enhance the privacy and enjoyment of the immediately abutting neighbouring properties. The Owner shall subsequently implement the recommendations of the Arborist Report and the Landscape Plan as approved by the Municipality within 60 days of an Occupancy Permit being issued for the north-west building addition (or an alternative date based on seasonal conditions) all to the satisfaction and approval of the Municipal Arborist and Director of Planning & Development;
3. The Owner shall respect and maintain existing drainage patterns for the subject property, by measures including but not limited to ensuring that existing grades along the property perimeter remain undisturbed, and existing grades within the subject property are met, as a result of the construction of the proposed north-west building addition to the satisfaction and approval of the Municipal Engineer;
4. That, prior to the issuance of a Building Permit, the Owner shall submit drawings to the Municipality for approval which incorporate eavestroughs in the design for the north-west building addition, and demonstrate that all connecting downspouts from the eavestroughs shall be directed towards the front yard of the property into an area graded to connect the downspout outflow to Green Street to the satisfaction and approval of the Municipal Engineer. The Owner shall subsequently implement the provisions of the drawing(s) as approved by the Municipality all to the satisfaction and approval of the Municipal Engineer;
5. That, prior to an Occupancy Permit being issued for the north-west building addition, the Owner shall construct a new driveway, with two Zoning By-law compliant parking spaces, on the south limit of the Subject Property in accordance with the site plan submitted as part of the proposal and attached as **Schedule "B"** to this Report;

6. That, within 30 days of an Occupancy Permit being issued for the north-west building addition, the Owner shall construct a solid privacy screen along the west side of the second storey deck attached to the north-west building addition, with details and materials to the satisfaction and approval of the Chief Building Official and Director of Planning & Development;
7. All conditions are subject to the specifications and approval of the Town of Cobourg, but at no cost to the Municipality.

Approved by:



Desta McAdam, MCIP, RPP
Senior Planner – Development



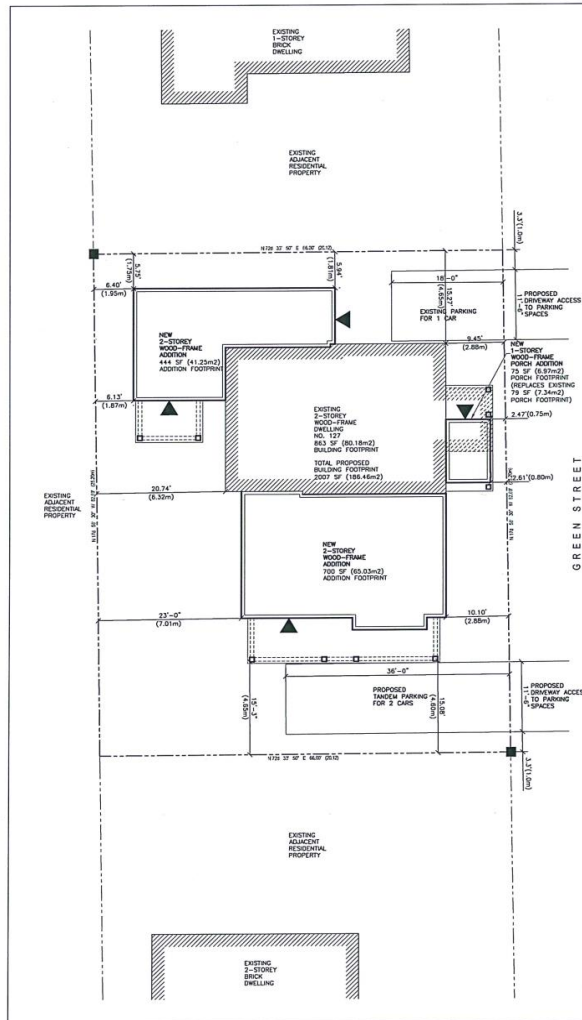
Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



Schedule "A" Key Map



Schedule "B" Site Plan



SITE INFORMATION SOURCE

PLAN OF SURVEY OF LOT 21 & PART OF LOT 20
SURVEYOR'S CERTIFICATE
SIGNED BY IAN B. WALLACE
ONTARIO LAND SURVEYOR
SIGNED ON 14 APRIL 1985

MUNICIPAL ADDRESS
127 GREEN STREET
(ON THE WEST SIDE OF GREEN STREET)
COBOURG, ONTARIO

UNITS

NOTE: DISTANCES AND DIMENSIONS ON THE PLAN ARE SHOWN IN IMPERIAL UNITS WITH METRIC CONVERSION BESIDE IN BRACKETS, EXAMPLE: 36.00 (91.43)

CONTOURS & DATUMS (IF SHOWN) ARE IN METRIC UNITS ONLY.

ZONING DATA

	EXISTING	PROPOSED	COMPLIES
CURRENT ZONING DESIGNATION:	RES2	NO CHANGE	YES
MAXIMUM LOT COVERAGE, 40%			
LOT AREA, m ²	508.65	508.65	-
BUILDING FOOTPRINT, m ²	87.21	186.46	YES
PERCENT COVERAGE	17.26%	36.78%	
GROSS FLOOR AREA, GFA			
GROUND FLOOR, m ²	87.51	195.47	
SECOND FLOOR, m ²	49.58	139.82	
TOTAL HOUSE GFA, m ²	137.09	335.29	
SETBACK REQUIREMENTS		REQUIRED / PROPOSED	UNITS
FRONT YARD, F. SIDE, m	0.93	0.75	NO
SIDEYARD, S. SIDE, m	1.62	4.65	YES
SIDEYARD, N. SIDE, m	1.62	1.75	YES
REAR YARD, R. SIDE, m	7.01	1.87	NO
LMC REFERS TO LEGAL NON-COMFORMANCE			



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NO.	DATE	ISSUE/REVISION FOR	BY
1	02.11.18	LIGHTING REVIEW	R.P.
2	05.05.19	MINOR VARIANCE APPLICATION	R.P.
3	05.06.19	PARKING & FOOTPRINT CHANGE	R.P.

ADDITION & RENOVATIONS TO THE CRAWFORD ZINGRAFF HOME

127 GREEN STREET
COBOURG, ON K9A 3W3

SHEET TITLE:

SITE PLAN

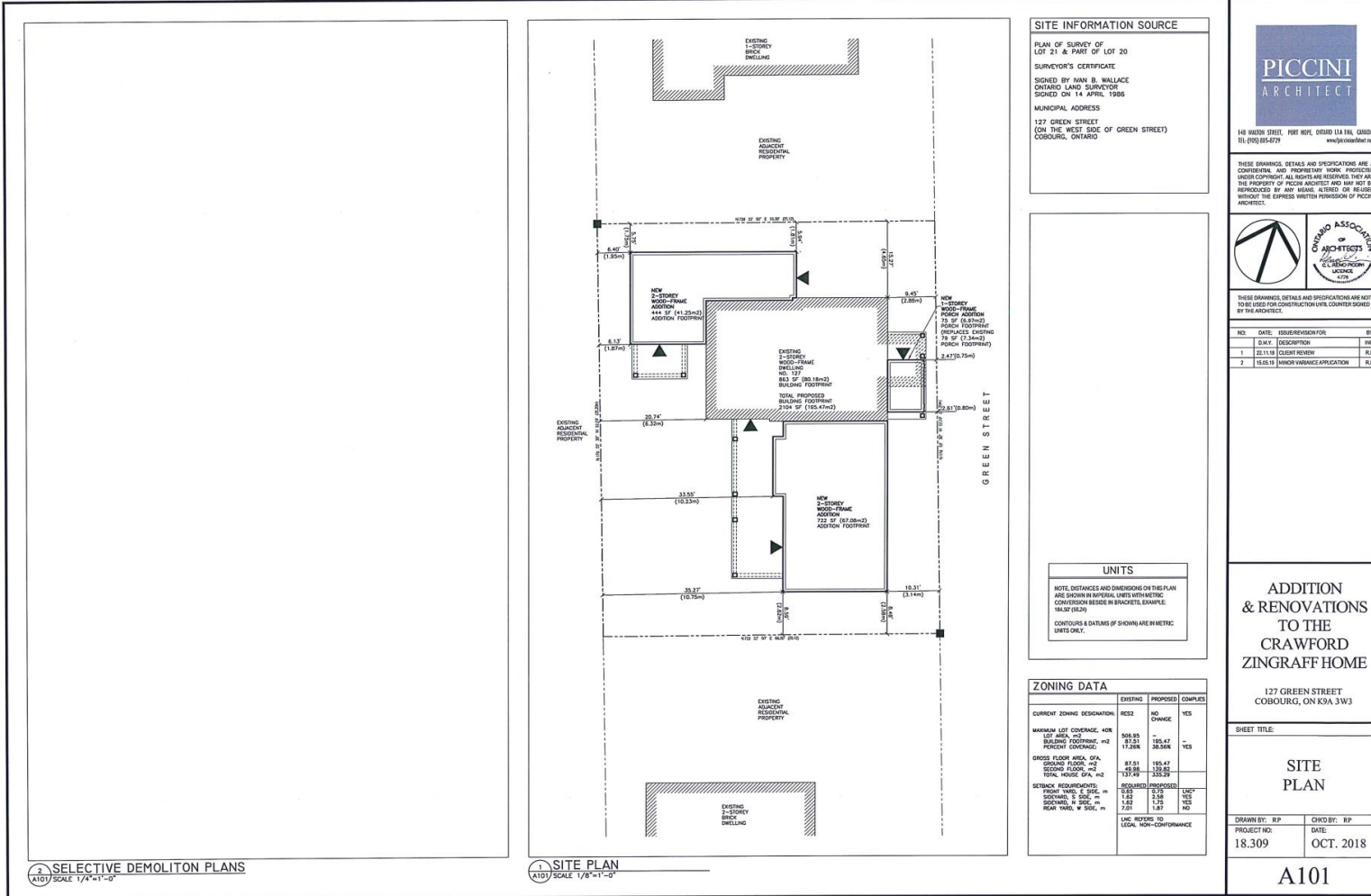
DRAWN BY: R.P.	CHKD BY: R.P.
PROJECT NO: 18.309	DATE: OCT. 2018

A101

1/E DEMOLITION PLANS
SCALE 1/8"=1'-0"

Schedule "C"

Original Site Plan, Floor Plans & Building Elevations



SITE INFORMATION SOURCE

PLAN OF SURVEY OF LOT 21 & PART OF LOT 20
 SURVEYOR'S CERTIFICATE
 SIGNED BY IAN B. WALLACE
 ONTARIO LAND SURVEYOR
 SIGNED ON 14 APRIL 1986

MUNICIPAL ADDRESS
 127 GREEN STREET
 (ON THE WEST SIDE OF GREEN STREET)
 COBOURG, ONTARIO

UNITS

NOTE: DISTANCES AND DIMENSIONS ON THIS PLAN ARE SHOWN IN METRIC UNITS WITH METRIC CONVERSION BESIDE IN BRACKETS. EXAMPLE: 10.15(33'-0")

CONTOURS & DATUMS (IF SHOWN) ARE IN METRIC UNITS ONLY.

ZONING DATA

	EXISTING	PROPOSED	COMPLIES
CURRENT ZONING DESIGNATION	RES2	NO CHANGE	YES
MAXIMUM LOT COVERAGE, %	506.95	-	YES
LOT AREA, m ²	87.21	185.47	YES
BUILDING FOOTPRINT PERCENT COVERAGE, m ²	12.284	38.568	YES
CROSS FLOOR AREA, GFA	87.21	185.47	
GROUND FLOOR, m ²	48.88	138.48	
SECOND FLOOR, m ²	137.49	325.29	
TOTAL HOUSE GFA, m ²			
SETBACK REQUIREMENTS	REQUIRED	PROPOSED	
FRONT, MINS. L.S.D.C., m	1.52	2.16	NO
REAR, MINS. L.S.D.C., m	1.52	1.75	YES
SIDEWAYS, MINS. L.S.D.C., m	1.52	1.75	YES
REAR YARD, MINS. L.S.D.C., m	1.52	1.87	NO

L.S.D.C. REFERS TO LEGAL NON-COMFORMANCE



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THESE DRAWINGS, DETAILS AND SPECIFICATIONS ARE NOT TO BE USED FOR CONSTRUCTION UNLESS CORRECTED BY THE ARCHITECT.

NO.	DATE	ISSUANCE FOR	BY
1	22.11.18	CLEAR REVIEW	R.P.
2	15.06.19	UNDER WRITING APPLICATION	R.P.

**ADDITION
& RENOVATIONS
TO THE
CRAWFORD
ZINGRAFF HOME**

127 GREEN STREET
COBOURG, ON K9A 3W3

SHEET TITLE:

**SITE
PLAN**

DRAWN BY: R.P. CHECKED BY: R.P.
 PROJECT NO: 18.309 DATE: OCT. 2018

A101

2 SELECTIVE DEMOLITION PLANS
 A101 SCALE 1/4"=1'-0"

1 SITE PLAN
 A101 SCALE 1/8"=1'-0"



1 GROUND FLOOR PLAN
A103 SCALE 1/4"=1'-0"

LINTEL SCHEDULE

KEY	NO	SIZE (mm OR IMPERIAL)	ACTUAL	NOMINAL	SIZE
WOOD BUILD-UP LINTELS					
L1	2	38 x 89	1 1/2" x 3 1/2"	2x4	
L2	2	38 x 140	1 1/2" x 5 1/2"	2x6	
L3	2	38 x 184	1 1/2" x 7 1/4"	2x8	
L4	2	38 x 235	1 1/2" x 9 1/4"	2x10	
L5	2	38 x 286	1 1/2" x 11 1/4"	2x12	

- LINTEL NOTES**
1. INSTALL WOOD LINTELS WITH EVEN, LEVEL, & SOLID BEARING AT END SUPPORTS. LENGTH OF END BEARING SHALL BE NOT LESS THAN 35mm OR 1 1/2" MIN. AT EACH SUPPORT.
 2. SEPARATE WOOD Lintel MEMBERS WITH FILLER PIECES TO MATCH WIDTH OF WALL FRAMES UNDER LINTEL IS LOCATED. FILL VOIDS WITH INSULATION.

- WOOD TRUSS NOTES**
1. PROVIDE ENGINEERED WOOD TRUSSES FOR NEW ROOF. EXTEND AS SHOWN ON ROOF PLAN. INCLUDE CORNER, GORGE, VALLEY & HP TRUSSES AS REQUIRED FOR COMPLETE ROOF STRUCTURE.
 2. DESIGN TRUSSES IN ACCORDANCE WITH PROCEDURES FROM THE TRUSS DESIGN PROCEDURES & SPECIFICATIONS FOR LIGHT METAL PLATE CONNECTED WOOD TRUSSES AS PER NATIONAL BUILDING CODE.
 3. SUBMIT ENGINEER STAMPED SHOP DRAWINGS ILLUSTRATING TRUSS LAYOUT & STRUCTURAL SECTIONS OF EACH TRUSS. A MEMBER OF ROOF SYSTEM ENGINEER MUST BE LICENSED TO PRACTICE STRUCTURAL ENGINEERING IN THE PROVINCE OF ONTARIO.

- INTERIOR DOORS**
1. ALL INTERIOR DOORS ARE TO BE SAFE & SOUND SOLID CORE DOORS BY MANUFACTURE, IN SIZES SHOWN ON FLOOR PLANS.
 2. STYLE OF DOOR IS TO BE

- FLOOR PLAN LEGEND**
- EX DENOTES EXISTING
 - EXISTING WALL, PARTITION, OR COLUMN TO REMAIN
 - - - - - WORK TO BE DEMOLISHED
 - NEW WALL, PARTITION, OR CORE ELEMENT
 - GAS METER
 - RETURN AIR GRILLE, FLOOR-MOUNTED
 - SUPPLY AIR GRILLE, FLOOR-MOUNTED
 - ELECTRICAL METER
 - EXISTING ELECTRICAL PANEL, *** AMP
 - DUPLEX RECEPTACLE, WALL-MOUNTED 15' APART, 120V, FLOOR LEVEL, UNLESS OTHERWISE NOTED
 - 150V-200V FUSE, FLOOR MOUNTED
 - 150V-200V FUSE, CEILING MOUNTED, SURFACE MOUNTED
 - LOW VOLTAGE, CEILING-MOUNTED, SURFACE MOUNTED
 - WALL SCONCE LIGHT FIXTURE, WALL-MOUNTED, SURFACE TYPE, 120V, SUPPLIED BY OWNER
 - SWITCH, SINGLE POLE, WALL-MOUNTED 4X4" APART, 120V, FLOOR LEVEL, UNLESS OTHERWISE NOTED
 - D-SWITCH WITH DIMMER CONTROL



HEALTHY STREET, PORT HOPE, ONTARIO, CANADA
TEL: 905-885-8529 WWW.PIZZINIARCHITECT.COM

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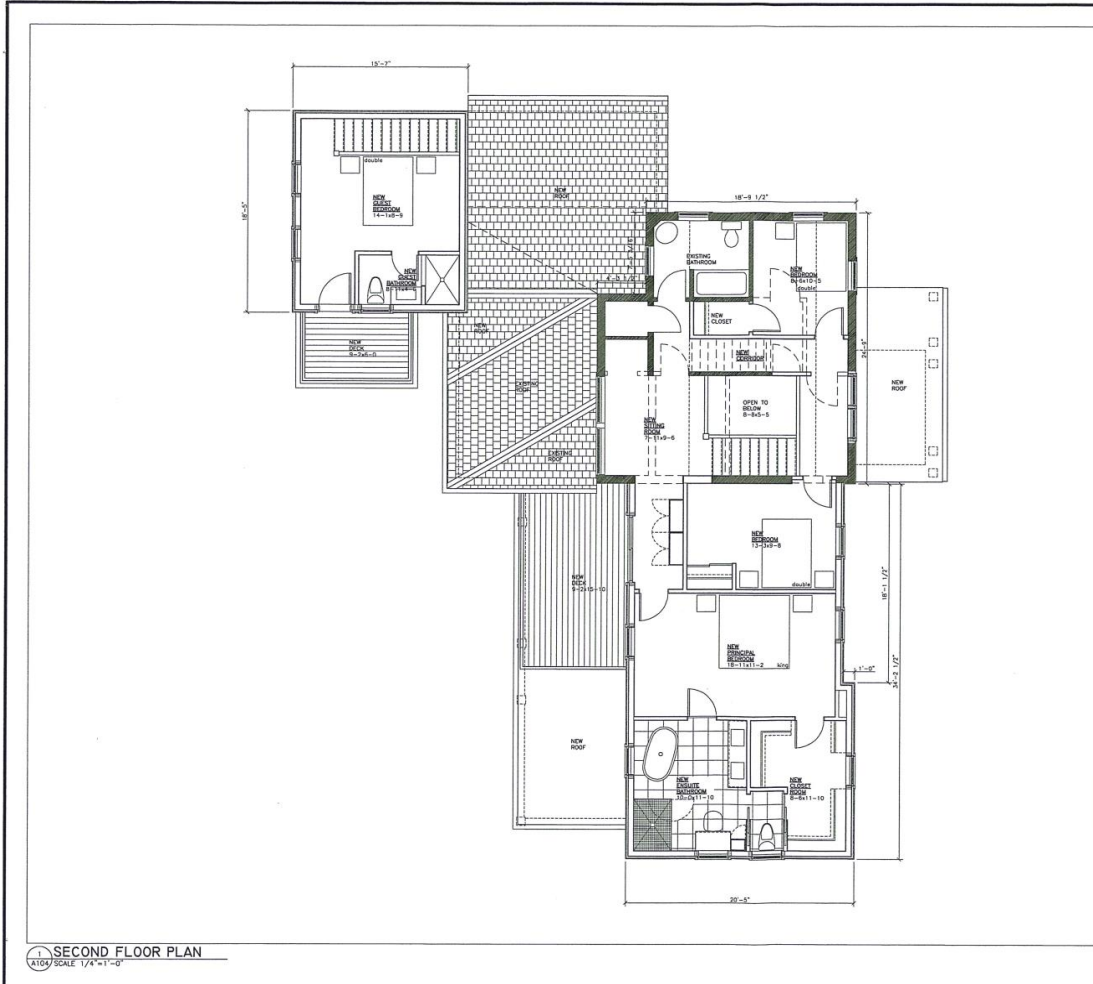


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NO.	DATE	REVISION/REASON FOR	BY
1	22.11.18	CLIENT REVIEW	R.P.
2	12.18.18	CLIENT REVIEW	R.P.
3	08.03.18	CLIENT REVIEW	R.P.
4	18.04.18	CLIENT REVIEW	R.P.
5	18.05.18	MINOR CHANGE APPLICATION	R.P.

ADDITION & RENOVATIONS TO THE CRAWFORD HOME
127 GREEN STREET
COBOURG, ON K9A 3W3

SHEET TITLE:
GROUND FLOOR PLAN
DRAWN BY: R.P. CHKD BY: R.P.
PROJECT NO.: 18.309 DATE: OCT. 2018
A103



LINTEL SCHEDULE

NO.	QTY	SIZE	SP. OR IMPERIAL	ACTUAL	NOMINAL	SIZE
WOOD RIB 7'-UP LINTELS						
L1	2	38 x 89	1 1/2"	x	3 1/2"	2x4
L2	2	38 x 140	1 1/2"	x	5 1/2"	2x6
L3	2	38 x 184	1 1/2"	x	7 1/4"	2x6
L4	2	38 x 235	1 1/2"	x	9 1/4"	2x10
L5	2	38 x 286	1 1/2"	x	11 1/4"	2x12

LINTEL NOTES

- INSTALL WOOD LINTELS WITH EXCN. LEVEL & SOLID BEARING AT END SUPPORTS. LENGTH OF SOG BEARING SHALL BE NOT LESS THAN 38mm OR 1 1/2" MIN. AT EACH SUPPORT.
- SEPARATE WOOD LINTEL JOISTS WITH FILLER PIECES TO MATCH WIDTH OF WALL FINISHING INSIDE LEVEL. G LOCATED. FILL JOIST WITH INSULATION.

WOOD TRUSS NOTES

- PROVIDE ENGINEERED WOOD TRUSSES FOR NEW ROOF, EXCEPT AS SHOWN ON ROOF PLAN. INCLUDE CHAMFER, GABLE, VALLEY & SIP TRUSSES AS REQUIRED FOR COMPLETE ROOF STRUCTURE.
- DESIGN TRUSSES IN ACCORDANCE WITH PROCEDURES FROM THE TRUSS DESIGN PROCEDURES & SPECIFICATIONS FOR NATIONAL BUILDING CONNECTED WOOD TRUSSES, AS PER LOCAL HEALTH, PLANS CONNECTED WOOD TRUSSES.
- SUBMIT ENGINEER STAMPED SHOP DRAWINGS ILLUSTRATING TRUSS LAYOUT & STRUCTURAL SECTION OF EACH TRUSS. ENGINEER MUST BE LICENSED TO PRACTICE STRUCTURE ENGINEERING IN THE PROVINCE OF ONTARIO.

INTERIOR DOORS

- ALL INTERIOR DOORS ARE TO BE SAFE & SOUND SOLID CORE DOORS BY MANUFACTURER, IN SIZES SHOWN ON FLOOR PLAN.
- STYLE OF DOOR IS TO BE

FLOOR PLAN LEGEND

- EXISTING WALL, PARTITION, OR COLUMN TO REMAIN
- - - - - WORK TO BE DEMOLISHED
- ==== NEW WALL, PARTITION, OR CORE ELEMENT
- GAS METER
- RETURN AIR GRILLE, FLOOR-MOUNTED
- SUPPLY AIR GRILLE, FLOOR-MOUNTED
- ELECTRICAL METER
- EXISTING ELECTRICAL PANEL, 100 AMP
- DUPLEX RECEPTACLE, WALL-MOUNTED 12" ABOVE FIN. FLOOR UNLESS NOTED OTHERWISE
- DIMENSIONAL PANEL (FRONT)
- SMOKE DETECTOR OR CO2 DETECTOR
- 3-WAY SWITCH OPERATED
- 3-WAY SWITCH WITH BATTERY BACK-UP (3-WAY SWITCH & INTERCONNECTED)
- LIGHT FIXTURE, CEILING-MOUNTED, SURFACE MOUNT
- WALL MOUNTED LIGHT FIXTURE, WALL-MOUNTED, SURFACE MOUNT
- SWITCH, SINGLE POLE, WALL-MOUNTED 44" ABOVE FIN. FLOOR UNLESS NOTED OTHERWISE
- 2-WAY SWITCH
- 3-WAY SWITCH WITH DIMMER CONTROL



127 GREEN STREET, PORT HOPE, ONTARIO, CANADA
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NO.	DATE	REVISION/DESCRIPTION	BY
1	2011.10	CLIENT REVIEW	R.P.
2	12.12.10	CLIENT REVIEW	R.P.
3	03.03.10	CLIENT REVIEW	R.P.
4	10.04.10	CLIENT REVIEW	R.P.
5	14.02.10	MINOR VARIANCE APPLICATION	R.P.

ADDITION & RENOVATIONS TO THE CRAWFORD ZINGRAFF HOME
 127 GREEN STREET
 COBOURG, ON K9A 3W3

SHEET TITLE:

SECOND FLOOR PLAN

DRAWN BY: R.P.	CHK'D BY: R.P.
PROJECT NO: 18.309	DATE: OCT. 2018

A104



2 SOUTH ELEVATION
 (A201) SCALE 1/4"=1'-0"



1 EAST ELEVATION
 (A201) SCALE 1/4"=1'-0"

EXTERIOR FINISH NOTES

- 1 NEW VINYL HORIZONTAL SIDING IS TO MATCH EXISTING PROFILE, EXPOSURE, TEXTURE & COLOR, INCLUDING TRIM AROUND WINDOWS.
- 2 NEW FERRULES AND REINFORCED ASPHALT SHINGLES ARE TO MATCH EXISTING SHINGLES IN PROFILE & COLOR.
- 3 AT NEW ROOF PERIMETER, PROVIDE PRE-FINISHED ALUMINUM-CLAD FASCIA & VENTED SOFFIT, 1/2" MIN OR 3" MAX FINISH-TIMBER ALUMINUM EXTERIOR TRIMS & DOWNPIECES.
- 4 PROVIDE 1 CORNER PIECE FOR EVERY 12" IN OR 40 FEET OF EXTERIOR WALL. SEWER LOCATIONS WITH APPROVED FROM 15' RETAINING WALL SHALL BE 1/2" MIN. PROVIDE 1/2" MIN. 1.5" OR 6" AWAY FROM HOUSE & ONTO PRECAST CONCRETE SLAB ON PAWL.
- 5 NEW WINDOWS ARE TO MATCH EXISTING PVC WINDOWS BY JELDEN, OR EQUAL, APPROVED BY ARCHITECT & OWNER.



18 WALTON STREET, PORT HOPE, ON L1A 1M6, CANADA
 TEL: (905) 881-8425 www.picciniarchitect.com

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NO.	DATE	ISSUE/REVISION FOR:	BY:
1	15.04.18	CLIENT REVIEW	R.P.
2	15.05.19	MUNICIPAL VARIANCE APPLICATION	R.P.

ADDITION & RENOVATIONS TO THE CRAWFORD ZINGRAFF HOME

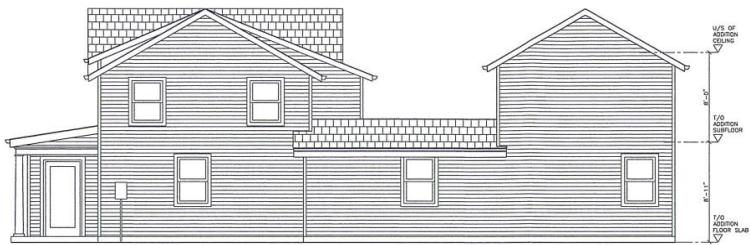
127 GREEN STREET
 COBOURG, ON K9A 3W3

SHEET TITLE

EXTERIOR ELEVATIONS

DRAWN BY: R.P.	CHECKED BY: R.P.
PROJECT NO. 18.309	DATE: OCT. 2018

A201



2 NORTH ELEVATION
A202 SCALE 1/4"=1'-0"



1 WEST ELEVATION
A202 SCALE 1/4"=1'-0"

EXTERIOR FINISH NOTES

- 1 NEW VINYL WORKTOPS, SINKS IS TO MATCH EXISTING PROFILE, EXPOSURE, TEXTURE & COLOUR, INCLUDING TRIM AND/OR WINDOWS.
- 2 NEW FIBREGLASS REINFORCED ASPHALT SHINGLES ARE TO MATCH EXISTING SHINGLES IN PROFILE & COLOUR.
- 3 AT NEW ROOF PERIMETER, PROVIDE PRE-FINISHED ALUMINUM-CLAD PACKING & MOUNTED SCOFF, 125 mm OR DOMPERIC.
- 4 PROVIDE 1 DOWNPIPE FOR EVERY 12 m OR 40 FEET OF EXTERIOR WALL. NEW LOCATIONS WITH INTEREST FROM TO INSTALLING AT GRADE, EXTEND PIPES HORIZONTALLY 1.5 m OR 6'-0" AWAY FROM HOUSE & INTO PRECAST CONCRETE SPLASH PAD.
- 5 NEW WINDOWS ARE TO MATCH EXISTING PVC WINDOWS BY DESIGN, OR EQUAL, APPROVED BY ARCHITECT & OWNER.



127 GREEN STREET, PORT HOPE, ONTARIO, CANADA
TEL: (905) 885-8728 www.picciniarchitect.com

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NO.	DATE	REVISIONS FOR	BY	
		D.W.	DESCRIPTION	INT.
1	10/18/18	CLIENT REVIEW	R.P.	R.P.
2	10/25/18	UNDER FINANCE APPLICATION	R.P.	R.P.

ADDITION & RENOVATIONS TO THE CRAWFORD ZINGRAFF HOME

127 GREEN STREET
COBOURG, ON K9A 3W3

SHEET TITLE:

EXTERIOR ELEVATIONS

DRAWN BY: R.P.	CHKD BY: R.P.
PROJECT NO: 18.309	DATE: OCT. 2018

A202

Schedule "D"
Aerial Photo



Schedule "D"
Site Photos

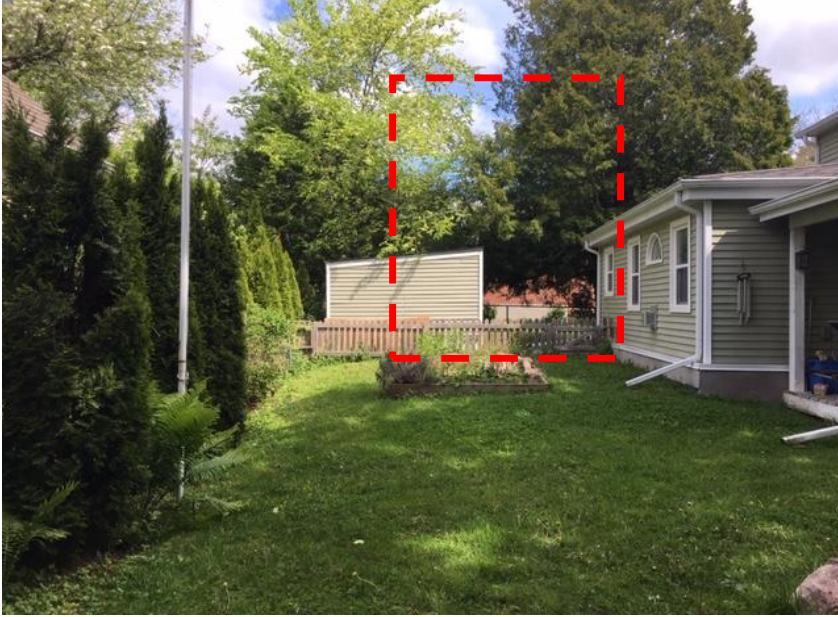


Photo 1: Looking north from rear yard of subject property towards proposed building addition area (illustration of general location only, not to scale)



Photo 2: Looking North towards existing shed on the subject property, which will be removed to accommodate the proposed building addition within part of the footprint.



Photo 3: Looking north from the subject property towards the rear yard of 131 Green Street



Photo 4: Looking west from the existing rear yard towards 136 Bay Street



Photo 5: Looking northwest towards the rear yards of 136 Bay Street and 133 Perry Street



Photo 6: Looking south from the location of the proposed building addition towards 142 Bay Street and 136 Bay Street



Photo 7: Looking west from the north side yard of the subject property towards the existing tree that will be impacted by the proposed building addition.



THE CORPORATION OF THE TOWN OF COBOURG

NOTICE OF PUBLIC MEETING CONCERNING A PROPOSED OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT AND A DRAFT PLAN OF SUBDIVISION

TAKE NOTICE that the Municipal Council of the Town of Cobourg will convene a Public Meeting on **Monday, June 24, 2019 at 5:00 pm** in the 3rd Floor Council Chambers, Victoria Hall, 55 King Street West, Cobourg, Ontario regarding applications for amendments to the Official Plan and Zoning By-law, and approval of a Draft Plan of Subdivision, submitted by RFA Planning Consultants on behalf of JMCD Holdings in accordance with Sections 22, 34 and 51 of the Planning Act, R.S.O. 1990 c.P. 13, as amended.

THE PURPOSE of the applications is to permit the eastward expansion of the existing, final approved East Village Subdivision lands over to the Willmott Street road allowance, on an 11.87 ha (29.33 ac) parcel of vacant land located on the north-west corner of King Street East and Willmott Street, south of the CN/CR Railway lines (refer to the Key Map below). The Subject Lands are designated as "Residential Area" in the Town of Cobourg Official Plan (2017), and zoned "Development (D) Zone" in the Comprehensive Zoning By-law No. 85-2003. The applications propose to create 65 blocks/lots for a total of 333 dwelling units on the subject lands. Blocks are also proposed for parkland dedication, stormwater management and road allowance dedications. New internal road allowances would be created within the subject lands that extend Drewery Road and Hayward Street, and also establish a new road intersecting with Maplewood Boulevard at King Street East. The application is also proposing to add a high density residential block at the southeast corner of the subject property, which triggers an Official Plan Amendment in this area only.

IF A PERSON OR PUBLIC BODY does not make oral submissions at the public meeting or make written submissions to Cobourg Municipal Council, c/o Brent Larmer, Municipal Clerk, Town of Cobourg, Victoria Hall, 55 King Street West, Cobourg, K9A 2M2 (blarmer@cobourg.ca), before the proposed amendments and draft plan of subdivision are approved or refused, the Local Planning Appeal Tribunal may dismiss the appeal.

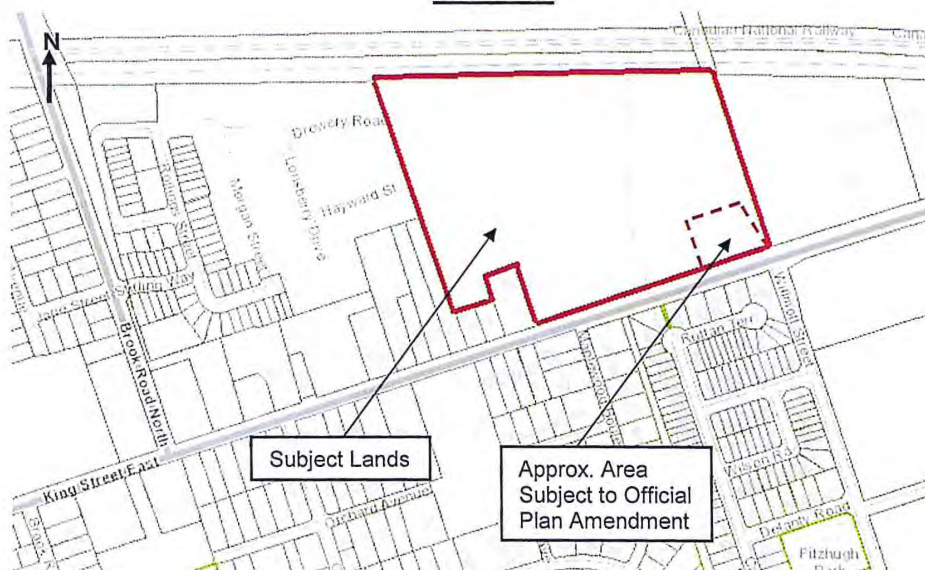
IF YOU WISH TO BE NOTIFIED of the decision of the Municipal Council of the Town of Cobourg in respect to the proposed amendments and draft plan of subdivision, you must make a written request to the Municipal Clerk of the Town of Cobourg at the address above, indicating the file number(s).

ADDITIONAL INFORMATION which will enable the public to understand the proposed amendments and draft plan of subdivision is available for inspection upon request in the Town's Planning Department at Victoria Hall under **OPA-01-19, Z-01-19, Z-01-19SUB/14T-19001** during regular office hours by contacting Adriane Miller, Administrative Assistant, at (905) 372-1005 or amiller@cobourg.ca.

DATED AT THE TOWN OF COBOURG THIS 30th DAY OF MAY, 2019.

Glenn J. McGlashon, B.A.A. M.C.I.P. R.P.P.
Director of Planning & Development
The Corporation of the Town of Cobourg
55 King Street West, Cobourg, Ontario K9A 2M2

KEY MAP





THE CORPORATION OF THE TOWN OF COBOURG
NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING
CONCERNING A PROPOSED
ZONING BY-LAW AMENDMENT

TAKE NOTICE that the Corporation of the Town of Cobourg has received a complete application for an amendment to the Comprehensive Zoning By-law (By-law #85-2003) by Andrew Ferancik of WND Associates on behalf of 2642301 Ontario Ltd. and 2363219 Ontario Ltd. under Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended.

AND FURTHER TAKE NOTICE that the Municipal Council of the Town of Cobourg will hold a Public Meeting on **Tuesday, July 2nd, 2019 at 5:00 p.m.** in the 3rd Floor Council Chambers, Victoria Hall, 55 King Street West, Cobourg, to consider the proposed Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O. 1990 c.P. 13, as amended.

THE PURPOSE of the application is to amend the Zoning By-law for the property known as 311-325 University Avenue West and 387 William Street (refer to the Key Map on the reverse side) to facilitate the development of a 4-storey 71-unit rental apartment building with a combination of surface and underground parking. The proposal would entail the removal of the existing light industrial building and 2 detached dwellings on University Avenue West, while the existing detached dwelling at 387 William Street would be retained. The Subject Lands are 0.485 hectares (1.199 acres) in area, are designated "Mixed Use Corridor" in the Town of Cobourg Official Plan (2017), and zoned "Residential Three (R3) Zone" in the Comprehensive Zoning By-law No. 85-2003.

IF A PERSON OR PUBLIC BODY does not make oral submissions at the public meeting or make written submissions to Cobourg Municipal Council, c/o Brent Larmer, Municipal Clerk, Town of Cobourg, Victoria Hall, 55 King Street West, Cobourg, K9A 2M2 (blarmer@cobourg.ca), before the proposed Amendment is approved or refused, the person or public body is not entitled to appeal the decision of Cobourg Municipal Council to the Local Planning Appeal Tribunal and may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

IF YOU WISH TO BE NOTIFIED of the decision of the Municipal Council of the Town of Cobourg in respect of the proposed Amendment, you must make a written request to the Municipal Clerk of the Town of Cobourg at the address above, indicating the file number(s).

ADDITIONAL INFORMATION which will enable the public to understand the proposed Zoning By-law Amendment is available for inspection upon request in the Town's Planning Department at Victoria Hall under **File Number Z-05-19** during regular office hours by contacting Adriane Miller, Administrative Assistant, at (905) 372-1005 or amiller@cobourg.ca, or by visiting the Planning Applications webpage on the municipal website (<https://www.cobourg.ca/en/business-and-development/Planning-Applications.aspx>).

DATED AT THE TOWN OF COBOURG THIS 6TH DAY OF JUNE, 2019.

Glenn J. McGlashon, B.A.A. M.C.I.P. R.P.P.
Director of Planning & Development
The Corporation of the Town of Cobourg
55 King Street West, Cobourg, Ontario K9A 2M2



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 10, 2019

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.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 10, 2019

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.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 10, 2019

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.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 10, 2019

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.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 10, 2019

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.



Seconded By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 10, 2019

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.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 10, 2019

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.



Moved By _____

Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

June 10, 2019

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.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

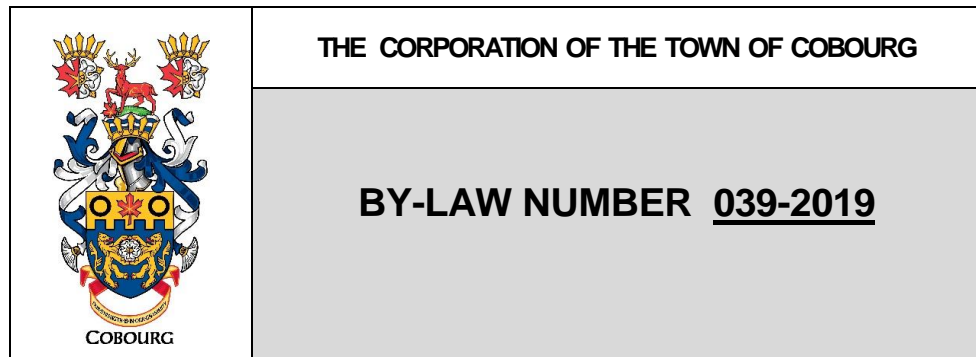
Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
June 10, 2019

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.



A BY-LAW TO AMEND THE TERMS OF REFERENCE BY-LAW (008-2019) TO INCLUDE THE TERMS OF REFERENCE FOR THE DOWNTOWN COBOURG VITALIZATION COMMUNITY IMPROVEMENT PLAN (CIP) APPLICATION EVALUATION TEAM AS A COUNCIL AND STAFF WORKING GROUP IN THE TOWN OF COBOURG.

WHEREAS Council of the Town of Cobourg authorized preparation of a by-law to amend the Terms of Reference By-law (008-2019), to include a Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team;

AND WHEREAS By-law No. 009-2019, being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the 'Procedural By-law', establishes the rules and procedures under which Council and Committees of Council are to function;

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

1. **THAT** the Terms of Reference By-law (008-2019) be amended to include Schedule 'B' – 3 to Section 3 of the by-law to include the Terms of Reference for the Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team.
2. **THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 10th day of June, 2019.

MAYOR

MUNICIPAL CLERK



Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team Terms of Reference

1.0 Authority

At its June 3, 2019 Committee of the Whole Meeting, Council authorized the establishment of an Evaluation Team to review applications submitted under the Downtown Vitalization Community Improvement Plan (CIP) with input from the appropriate Municipal Council Coordinators, Advisory Committees, local business organizations and Municipal Staff.

2.0 Purpose, Mandate and Scope

The Downtown Vitalization CIP Application Evaluation Team will be responsible for reviewing and evaluating individual applications submitted under the Downtown Vitalization CIP program, as required. As part of the evaluation process, the Planning Department will prepare Agendas and application evaluation packages for review by the Team generally based on the following criteria:

- Grant/Loan Cost Leverage – the ratio of the applicant's contribution to the Town of Cobourg's grant/loan funds requested;
- Visual Impact – significance of the improvement to the building/property as is visible from the public realm;
- Impact on Target Business Attraction – where a project involves bringing one of the following new businesses or services to the downtown: mid-scale family restaurant, up-scale restaurant, food retailer, ladies & children's clothing & accessory shops, up-scale coffee shop/cyber café, specialty store, business with unique cultural & artisan experience;
- Heritage Conservation Impact – where a project involves a designated heritage property, the application of best practices of heritage building stewardship;
- Residential Square Footage – the percentage of the total gross floor area of a building that is residential space being rehabilitated/converted/upgraded/created;
- Business Square Footage – the percentage of the total gross floor area of a building that is commercial/business space being rehabilitated/converted/upgraded/created;
- Structural Integrity Impact – where a project addresses significant structural/engineering issues with a building.

The aforementioned criteria and associated score weighting may be modified by the Evaluation Team as necessary to suit the circumstances associated with Council's priorities for the CIP program in any given year.

3.0 Composition and Term of Appointments

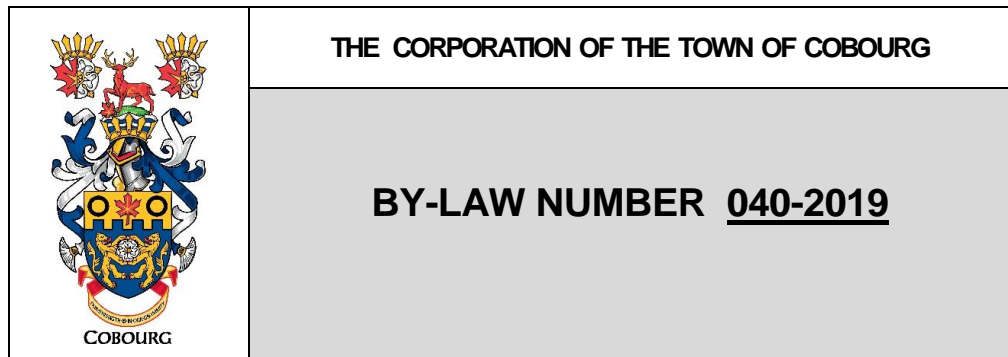
The Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team shall be comprised of nine (9) members which shall include:

- Coordinator of Planning and Development Services;
- Coordinator of Protection Services;
- One (1) member of the Planning & Development Advisory Committee
- One (1) member of the Cobourg Heritage Advisory Committee
- One (1) member of the DBIA
- One (1) member of the Northumberland Central Chamber of Commerce
- Chief Administrative Officer
- Director of Corporate Services/Treasurer
- Director of Planning & Development

Members of the Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team shall be for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

4.0 Reporting Structure

The Downtown Vitalization Community Improvement Plan (CIP) Application Evaluation Team shall report to the Municipal Council.



A BY-LAW TO AUTHORIZE THE EXECUTION OF A SUBDIVISION AGREEMENT WITH NEW AMHERST LTD. AND THE CORPORATION OF THE TOWN OF COBOURG (NEW AMHERST STAGE 2, PHASES 2A & 2B, COBOURG).

WHEREAS Section 51(26) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, provides that a municipality has the authority to enter into one or more agreements as a condition of the approval of a plan of subdivision;

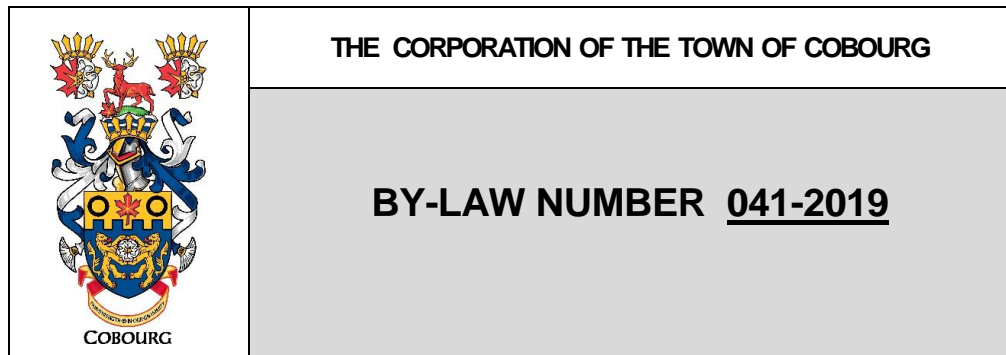
NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Subdivision Agreement with New Amherst Ltd. for a residential subdivision development known as New Amherst Stage 2 Phases 2A & 2B, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law shall come into force and effect upon final passing hereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council on this 10th day of June, 2019.

MAYOR

MUNICIPAL CLERK



A BY-LAW TO AMEND BY-LAW NO. 008-2015, A BY-LAW TO AUTHORIZE EXECUTION OF 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) AND THE TOWN OF COBOURG FOR THE SMALL COMMUNITIES FUND (SCF).

WHEREAS pursuant to Section 9 of the Municipal Act, 2001 S.O. c. 25 which provides in part that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS the Government of Ontario has created the Small Communities Fund as a component to the New Building Canada Fund under the Economic Action Plan 2013 as a renewed commitment to Infrastructure priorities across Canada to improve and renew public infrastructure in Ontario's communities with populations under 100,000 people;

AND WHEREAS the Municipality of the Corporation of the Town of Cobourg 'the Recipient' is eligible to receive funding under the Small Communities Fund;

AND WHEREAS the Municipal Council of the Town of Cobourg expressed a desire to enter into an agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs for a financial contribution to help address critical core infrastructure needs as offered through the Small Communities Fund (SCF) at the Committee of the Whole meeting held on September 8, 2015;

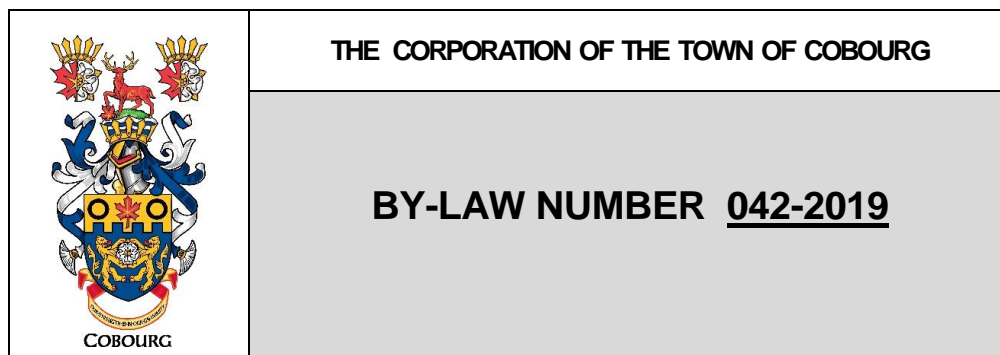
NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an Amending Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs regarding the Small Communities Fund (SCF) for construction of a storm water management system on Midtown Creek in the Town of Cobourg.
2. THAT the expiration date of the Agreement is October 31, 2021.
3. THAT this By-law shall come into force and effect on the day of passing.

By-law read and passed in Open Council on this 10th day of June, 2019.

MAYOR

MUNICIPAL CLERK



A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN YMCA NORTHUMBERLAND AND THE CORPORATION OF THE TOWN OF COBOURG FOR AQUATIC AND LIFEGUARDING SERVICES AT THE CENTENNIAL POOL AND VICTORIA BEACH, COBOURG.

WHEREAS Section 8 of the Municipal Act, 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

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

AND WHEREAS the Council of the Corporation of the Town of Cobourg at its June 3, 2019 Committee of the Whole Meeting, authorized the Mayor and Municipal Clerk to execute an agreement with YMCA Northumberland to provide aquatic and lifeguarding services;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute, on behalf of the Corporation, an agreement with YMCA Northumberland to provide aquatic and lifeguarding services to the Corporation at the Centennial Pool and Victoria Beach, Cobourg.
2. THAT YMCA Northumberland shall negotiate an annual budget, including an annual capital plan, for the delivery of aquatic and lifeguarding services at the Centennial Pool and Victoria Beach, Cobourg.
3. THAT this By-law shall come into force and effect on the day of passing and shall expire on September 30, 2023.

By-law read and passed in Open Council on this 10th day of June, 2019.

MAYOR

MUNICIPAL CLERK

FORM OF AGREEMENT

THIS AGREEMENT made this 1st day of June, 2019.

BETWEEN:

THE CORPORATION OF THE TOWN OF COBOURG of the County of Northumberland, Province of Ontario.

Hereinafter called the "Town" of the FIRST PART;

And

YMCA NORTHUMBERLAND, a body corporate incorporated under the laws of the Province of Ontario

Hereinafter called the "YMCA" of the SECOND PART;

WHEREAS the party of the second part, hereby agrees to supply Lifeguarding Services at Cobourg Beach (hereinafter called CB) as well as the management and operation of the Centennial Pool (hereinafter called CP), and to complete such works in strict accordance with the Statement of Work, all of which are to be read herewith and form part of this present Agreement as fully and completely to all intents and purposes as though all the stipulations hereof have been embodied herein.

STATEMENT OF WORK

1. The YMCA covenants and agrees as follows:
 - a) Each summer the YMCA shall negotiate with the Town of Cobourg an annual budget for the delivery of Aquatics and lifeguarding services at CP and CB for the following season that will be incorporated into the Town's annual budget process that begins in September. The annual budget will include all cost and revenue outlined in 1a,1b and 1c as well as a capital plan.
 - b) The YMCA shall be responsible for the management and operation of lifeguard services at CB and CP including all staff salaries, training, exercises and other activities for the summer, usually from June 25 to Labour Day (specific dates to be agreed to during budget deliberations). Note: Operational times may be extended due to excessive heat wave conditions which are agreed upon by the Town of Cobourg and the YMCA
 - c) The YMCA shall continue to provide all individuals wishing to use the CP with both a membership option and a day-use option. The additional revenue generated from day-use will form part of the annual operating budget request as agreed to by the Town.
 - d) The Town of Cobourg retains ownership and operational control over the beach and retains the right to determine uses on and near the beach. A new use or activity on the beach will not represent cause for termination of the agreement but if such use

requires additional lifeguarding services over and above the regular level, as determined through discussion and agreement between both parties, the cost of those services will represent an increase in the operating budget for the YMCA.

- e) The YMCA will provide the Town with a Certificate of Insurance naming the Town as an additional insured on their policy which shall provide for a minimum of \$ 5 million in general liability insurance coverage.
- 2. Either party may terminate the Agreement by providing 6 months written notice to the other party.
- 3. Upon execution of this Agreement, the existing Agreement's provision regarding lifeguarding services and the operation of CB shall become null and void.
- 4. The benefits of this Agreement cannot be assigned by the YMCA to any third party without the written consent of the Town.
- 5. This agreement shall endure to the benefit of and be binding upon the parties hereto, their respective successors and assigns.
- 6. This agreement is for the period from June 1, 2019 through September 30, 2023 inclusive.

THIS AGREEMENT shall ensure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the parties hereto.

IN WITNESS WHEREOF, the contractor and the Municipality have hereunto signed their names and set their seals on the day first above written.

THE CORPORATION OF THE TOWN OF COBOURG

YMCA NORTHUMBERLAND

Mayor

CEO

Name and Position

Municipal Clerk



Signature

We have the authority to bind the Corporation

I have the authority to bind the Corporation

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Our Request:

We, the undersigned, as residents of Cobourg OR those who use this intersection daily, are indicating our strong support for the installation of a full flashing lights Crosswalk system that stops traffic with the use of street lights like the system set up in front of Merwin Greer Public School, to ensure the safety of all students from CR Gummow as well as Cobourg Collegiate Institute, crossing guards and parents using this intersection.

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Name [full name - printed]	Address	Signature
Bernice Anderson		
MARCO CHAPMAN		
Randy Long		
PAT McGLYNN		
DARLENE LAMMERS		
Warren Smith		
Leslie Smith		
Sub Routin		
David Brakey		
Angelica Zinke		
of Jamming		
F. JENSEN		

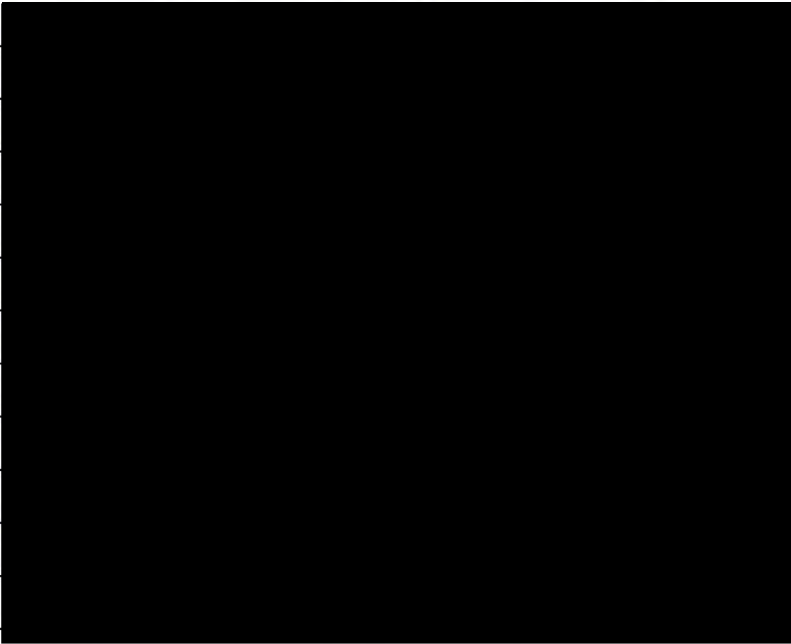
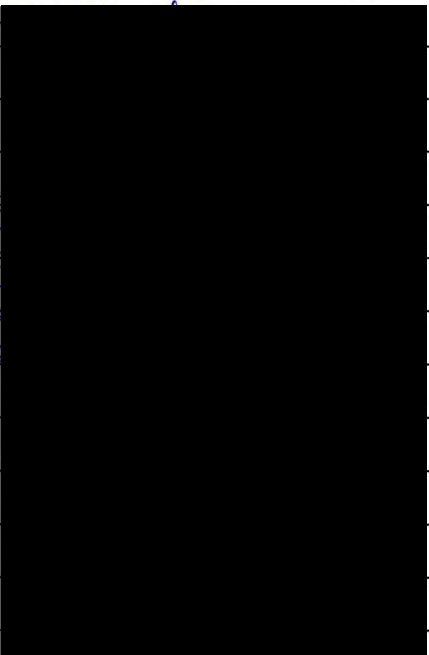
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<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Brenna Clarke		
Karen Drew		
Katrina Reed		
Dyette		
J. LAWRENCE		
Gabrielle Campbell		
Grayson Tisley		
Keith Holbrook		
Brett Butler		
Margareth Garel		
RONALD LEE		
IRENE GREEN		

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<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Jocelyn Caister		
Scott Caister		
Jane Hoekstra		
Jocelyn Jones		
Kim Gordon		
Sarah Little		
Carolyn Oster		
DAWN WATSON		
Cheryl Windoff		
James Quelch		
Linda Foxhall		
Shannon Gilmour		

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<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Janet Shutt		
Rachel Quenby		
Michelle MacDonald		
Marcia Zimmer		
Lindsay Calvert-Hunter		
Loren Macklin		
Luanne Young		
Martha Walkay		
Dob Guze		
SAM CAVANAUGH		
Helen Patterson		
BRAD JOHNSON		

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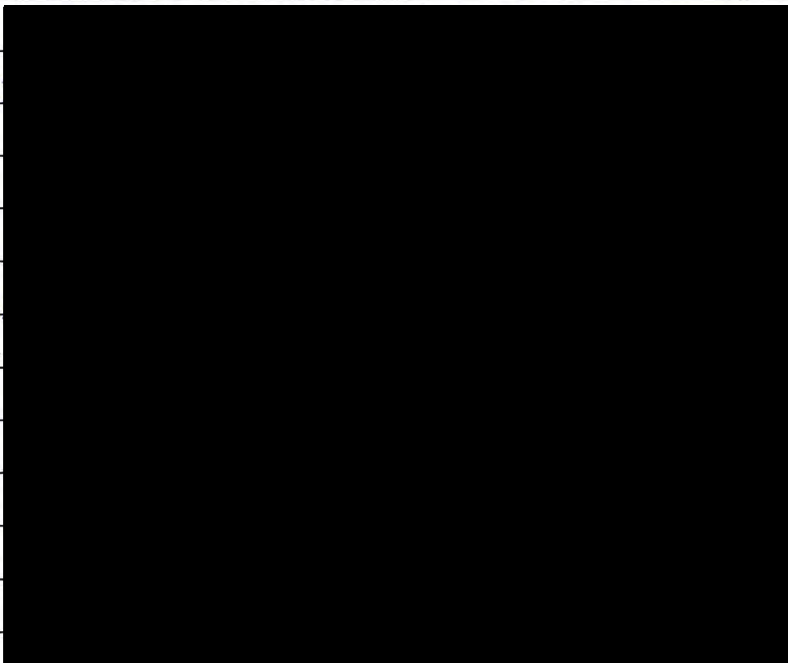
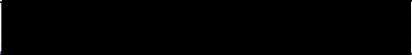
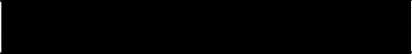
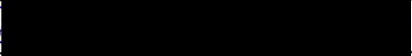
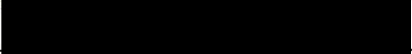
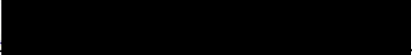
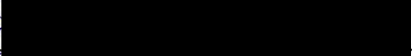
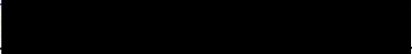
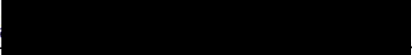
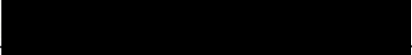
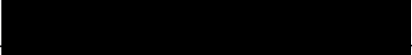
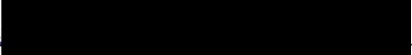
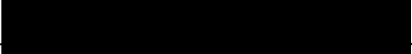
Name [full name - printed]	Address	Signature
Amy Hagerman		
SARA MEADNEY		
M.A. Watson-Bonsall		
A. Wayne McFarlane		
Carlos Andrade		
Honor & Quentin Sheple		
Lois Burns II		
Tracey Stewart		
Debbie Powell		
FRAN WHITBY		
CRAIG WHITBY		
KERRI DUNN		

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Name [full name - printed]	Address	Signature
SHAWN BICKLE		
Theresa Rickerby		
Rachel Mackelley		
Gord Kelly		
Dora Harp		
Janice Pietrantonio		
Denise Johnson		
Cathy Pyatt		
Viive Siitam		
Lauri Seikam		
GENE MAYNARD		
		

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Name [full name - printed]	Address	Signature
LARRY TAYLOR	[REDACTED]	[REDACTED]
VALERIE TAYLOR		
Joanne Drury		
to Drury		

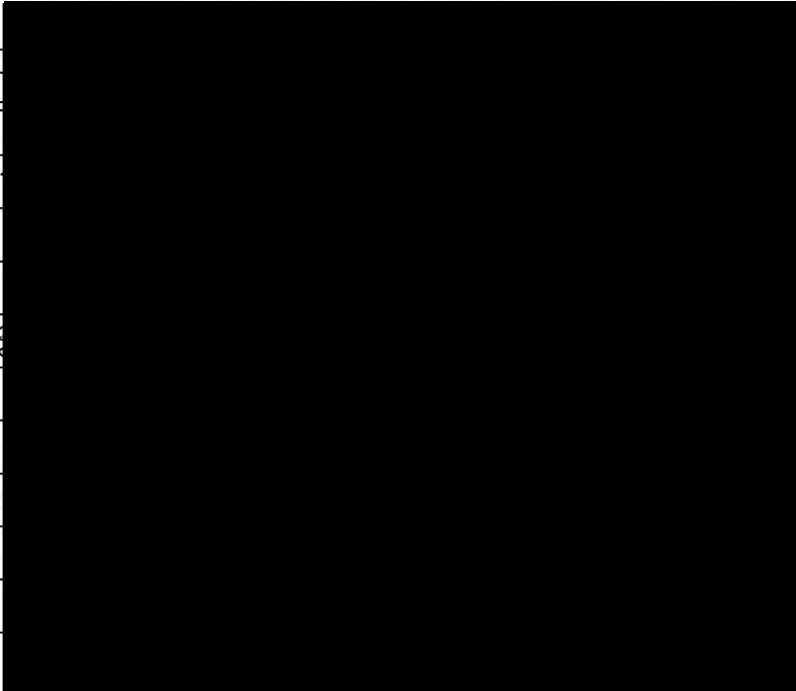
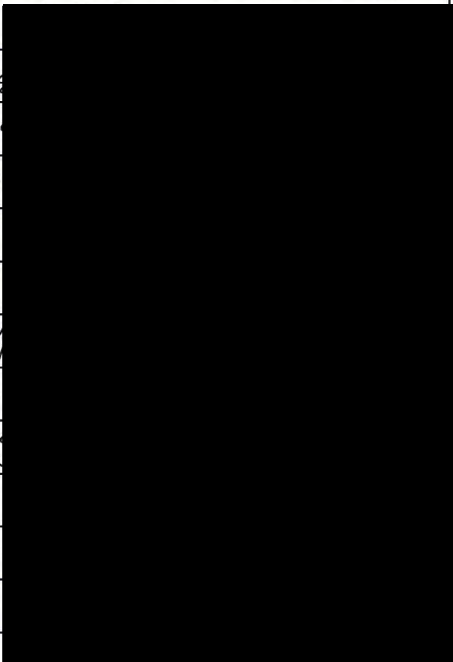
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<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Elias D.M		
Ethan Corkery,		
Kris Menem		
cody owens		
Madelyn Stewart		
Amber Broomfield		
Michael Cooper		
Hannah Johnson		
Sophie Cunningham		
Deklyn Windsor		
Jacob DeJey		
Joshua Turcotte		

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Griffin Ashby			
Cindy Massicotte			
Miriam Glessor			
Ryan Crevier			
Joey Godfrey			
Max Noble			
Riley Henry			
Tara Everding			
Faith Powell			
Cailyn Yorkki			
Ryan Chynsler			
Jayda Godfrey			

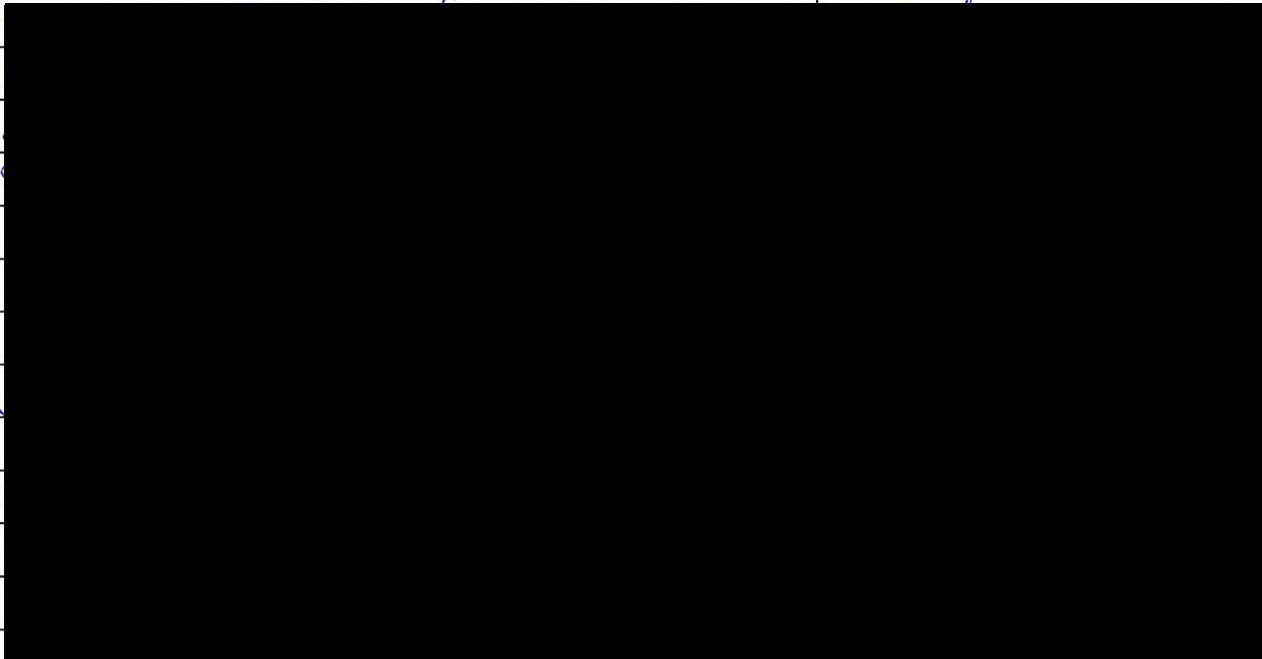
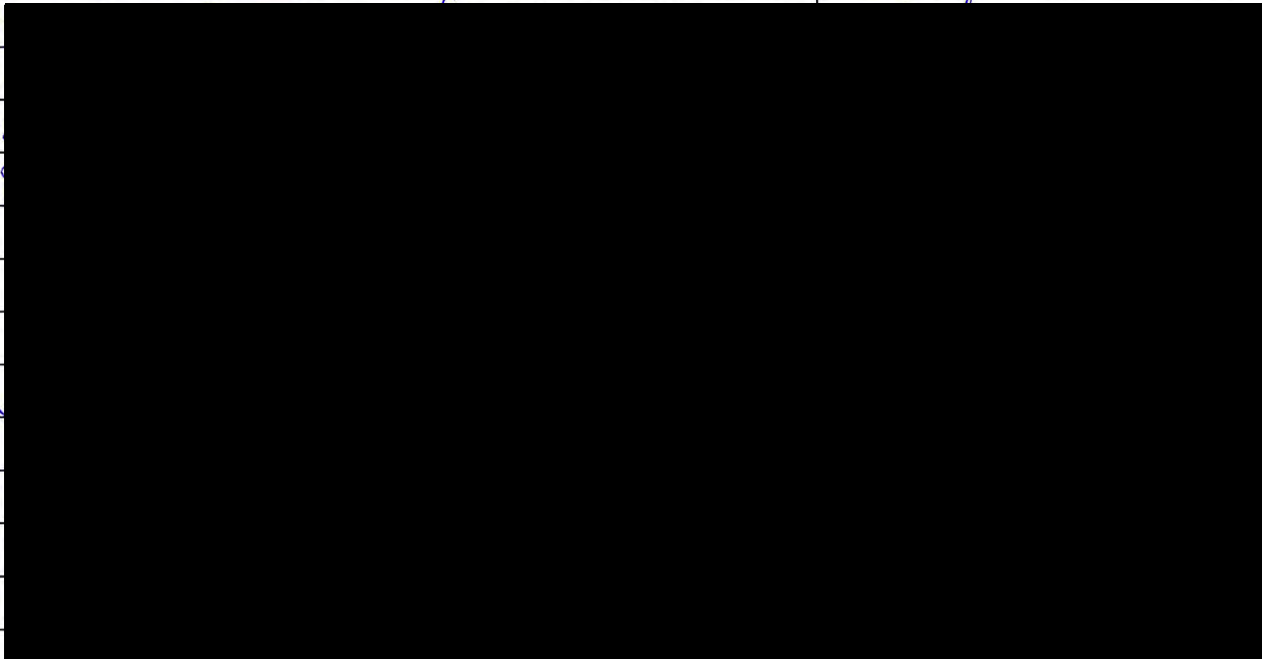
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<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Breuna Clarke		
Valerie Skozal		
Jane Drosow		
Nicole Munroe		
Emily Hare		
Hannah Brook		
Kaitlen Clements		
Erin Reid		
Andrew King Simpson		
emma Grundy		
alyssa hayes		
April Whitney		

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<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Montee Archer		
Lucy Tong		
Grace Wilson		
Nora McGregor		
Trinity MacFarlane		
Liam Koets		
Harry Daignault		
Trevor Osborn		
Nate Richard		
Angelina Rankin-West		
Gillian Hopps		
Charles Dixon		

December 10, 2018.

This petition is directed to the **Mayor of Cobourg, John Henderson, Deputy Mayor Suzanne Sequin and the Town Council, including Brian Darling, Adam Bureau, Emily Chorley, Nicole Beatty and Aaron Burchat** and concerns the **intersection of Abbott Blvd and King St E.**

Our Request:

We, the undersigned, as residents of Cobourg are indicating our strong support for the installation of a full flashing lights Crosswalk system that stops traffic with the use of street lights like the system set up in front of Merwin Greer Public School, to ensure the safety of all students from CR Gummow as well as Cobourg Collegiate Institute, crossing guards and parents using this intersection.

The current set-up is NOT safe and needs to be changed with the utmost of urgency to ensure that pedestrians are not struck by dangerous or distracted drivers. Both students and crossing guards have been struck and/or nearly struck in multiple incidents at this intersection. This intersection needs a system in place to allow pedestrians to safely cross King St.

<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Lauren Zweerink		
Alexis Liberty		
Sophia Duval		
Hannah Brocarier		
Adam Stokes		
Catrina Lane		
Laryssa McGlashan		
Abbe Bergeron		
Sam Hall		
Nathan Woodward		
Emma Landry		
Bradley Cole		

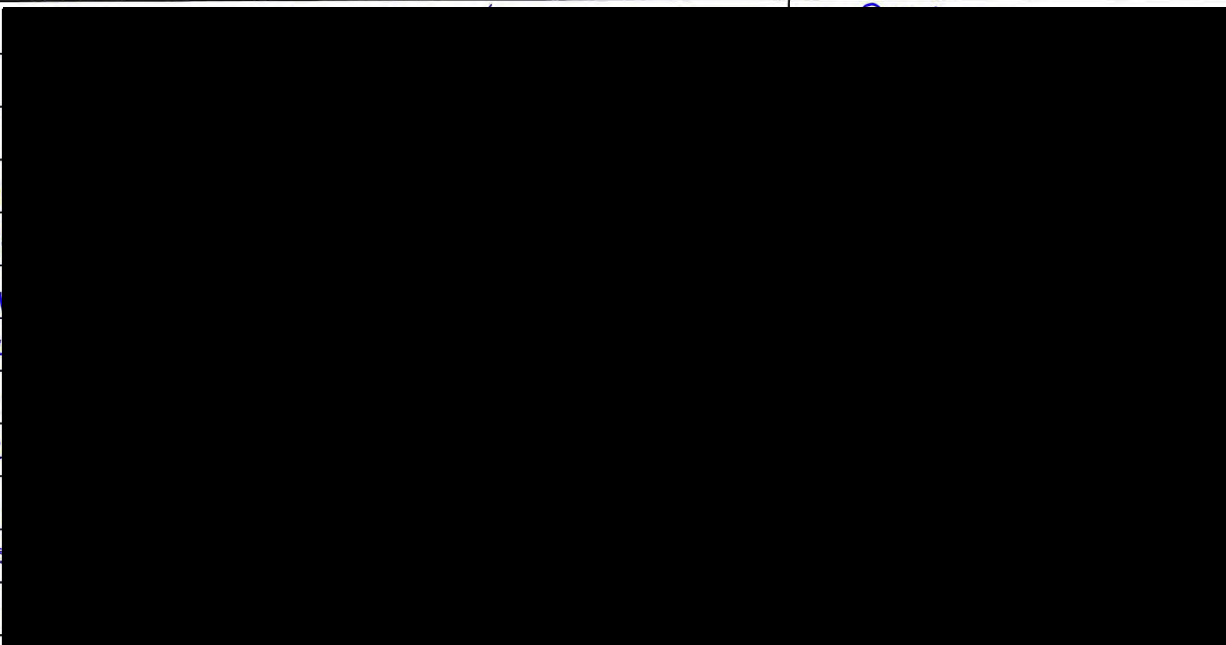
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<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Mason Dickson		
Kaleb Taylor		
Cameron Ginter		
Lauryn Bishop		
Madeline Urbech		
Marley McKenzie		
Darcy Davis		
Nash Urbech		
Gryphon Day		52
Alina Gammage		7
Bowen Murray		5
Elyse Comire		

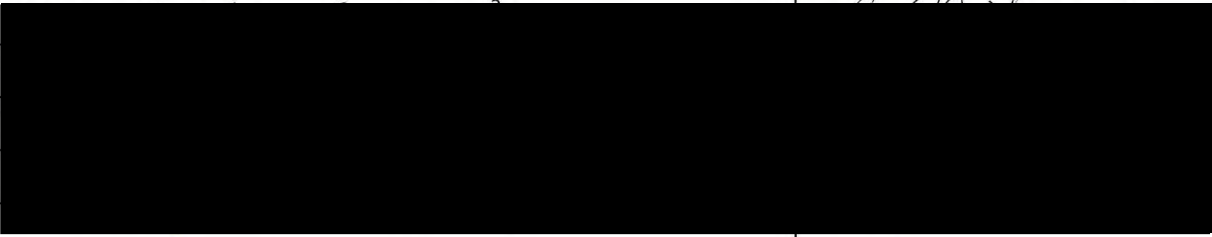

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<u>Name [full name - printed]</u>	<u>Address</u>	<u>Signature</u>
Jeff Harrigan		
Evan Sabay		
Dan St. Stephen		
Riley Russell		

11

DOWNTOWN BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT	
	DBIA Board of Management MINUTES
	Thursday April 4, 2019 at 8:30 AM Conference Room

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
Joan Greaves
Julie Dreyer
Lou Trozzolo
Rino Ferreri
Julie McCuaig
Jenna Leslie - Staff

REGRETS:

Jenna Fitzgerald
Deputy Chief Paul VandeGraaf

MINUTES PREPARED BY Melissa Graham

1. CALL TO ORDER

The meeting was called to order by Chairperson J. Greaves at 8:34 a.m. after congratulating A. Da Silva and El Camino with their Business Achievement Awards achievement.

2. APPROVAL / ADDITIONS TO THE AGENDA

2.1. Approval of the agenda

With the additions of the Marketing budget and Envirobag quote.

Moved by J.Dreyer: THAT the DBIA Board of Management approve the agenda dated April 4th, 2019 as amended.

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 meeting minutes dated March 7th, 2019

Moved by A. Da silva THAT the DBIA Board of Management approve the regular meeting minutes from March 7th, 2019 as presented.

Carried

4.2. Approval of the special meeting minutes dated March 18, 2019

Moved by J. McCuaig: THAT the DBIA Board of Management approve the special meeting minutes from March 18th, 2019 as presented.

Carried

5. PRESENTATIONS / DELEGATIONS

There were no presentations or delegations.

6. COMMUNICATIONS / CORRESPONDENCE

6.1. Flag Program

There were a few concerns from membership regarding flags getting tangled. It was suggested that the contract between the DBIA Board of Management and Canada Patriot include that all flags are untangled monthly, with a focus of Canada Day (July 1st) which should be have special attend to be untangled.

7. REPORTS

7.1. Chairperson Report - J.Greaves

7.1.1. Administrative and Event Assistant

The board discussed whether or not to hire a part time assistant to help the Event and Marketing Coordinator. With the Summer Student position being posted it was decided to hold off to hire an assistant.

Moved by Deputy Mayor Seguin: THAT the DBIA Board of Management approve the posting of the student position which clearly defines the Canada Summer Jobs criteria.

DBIA_018_2019

Carried

7.1.2. Board of Management Strategic Plan

Currently looking for quotes for the Board to have a Strategic Plan completed.

7.2. Vice-Chair Report - J.Dreyer - No Report

DBIA Board of Management Meeting Minutes

APRIL 4, 2019

7.3. Treasurer Report - L. Trozzolo

7.3.1. Bookkeeper Schedule

It was determined with the list of conflict dates that the Chairperson and the Treasurer will review the needs of the new book keeper. Additionally that the Coordinator will not miss the scheduled board meetings other than to open the door for the bookkeeper to gain access.

7.4. Marketing Report - A. Da Silva

7.4.1. Social Media Policy

7.4.2. Marketing Sub-Committee Minutes

7.4.3. Spring Passport

With the additions of the Marketing Budget Breakdown, and the Enviro-Bag quote there was discussion on having the Marketing Sub-Committee review the dollar amount allocated for Radio. The Spring Passport program has started and will run the duration of April.

Moved by Councillor Bureau: THAT the DBIA Board of Management approve the Social Media Policy as presented. **DBIA_023_2019**

Carried

Moved by A. Da Silva: THAT the DBIA Board of Management approve the expenditure of **\$2390 plus hst** for enviro-bags that will be distributed to all businesses downtown. **DBIA_024_2019**

Carried

[Marketing Budget Breakdown](#)

[Cobourg \(DBIA\) N'Take OPP Film SS Enviro Bag Pricing 03-11-19](#)

7.5. Special Events Report - R. Ferreri

7.5.1. Special Events Sub-Committee Minutes

7.5.2. Fashion Show for Girl's Night Out

7.5.3. Outdoor Speakers

Key highlights from the events committee: were the discussion of the opportunity of having a Beer/Beverage Gardens for the Food and Music Festival.

ACTION: R. Ferreri will provide an update on the feasibility of the Beer/Beverage Gardens at next scheduled meeting.

Moved by R. Ferreri: THAT the DBIA Board of Management approve the expenditure of **\$1,816 + H.S.T.** by to allow a new audio connection to be placed in the Market Building for the outdoor sound system. **DBIA_019_2019**

Carried

Moved by R. Ferreri: THAT the DBIA Board of Management approve the performance costs for The OffBeats at **\$500** for a 1 hour performance at the Food and Music Festival. **DBIA_020_2019**

Carried

Moved by R. Ferreri: THAT the DBIA Board of Management approve the performance costs for Storm the Palace at **\$750** for a 1 hour performance at the Food and Music Festival. **DBIA_021_2019**

Carried

Moved by R. Ferreri: THAT the DBIA Board of Management approve the cost of Mike Kelly – sound technician for **\$1,500** for the day for the Food and Music Festival. **DBIA_022_2019**

Carried

- 7.6. Beautification Report - J. McCuaig - No Report
- 7.7. Membership Report - J.Fitzgerald - No Report
- 7.8. Police Services Report - Deputy Chief P. VandeGraaf - No Report
- 7.9. Coordinator Report - J.Leslie
 - 7.9.1. Draft Vendor Application
 - 7.9.2. Draft Entertainment Application
 - 7.9.3. Coordinator Report

Coordinator Report was provided by J.Leslie with key highlights

- OBIAA Conference - Experiences vs Events - full report to come next meeting
- Vendor application and Entertainment application were provided to the Board of Management for information purposes.

8. COUNCIL/COORDINATOR ANNOUNCEMENTS

8.1. Councilor A.Bureau

Key highlights were provided by Councillor Bureau:

- The Cultural Master Plan was well attended, Town Staff did a great job with the engagement process.
- There will be an Event Sub-Committee that will meet to discuss upcoming Event/Tourism related items throughout the Town of Cobourg.

8.2. Deputy Mayor S.Seguin

Key highlights provided by Deputy Mayor Seguin:

- The MOU will be discussed quarterly or as new issues arise. The April meeting will be cancelled.

9. 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.

9.1. 09/04/2018: Requested Pick Up/ Drop Off zones

9.2. 12/04/2018: Winter Passport Program - Home for the Holidays

10. NEW BUSINESS

There was no new business to discuss.

11. ADJOURNMENT

The meeting was adjourned at 10:21 a.m. by Chairperson J. Greaves.

Next meeting May 2nd, 2019 at 8:30 a.m.

DOWNTOWN BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT



**DBIA Board of Management
SPECIAL MEETING MINUTES**

Thursday April 11, 2019 at 8:30 AM
Conference Room

A special 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 Dreyer
Julie McCuaig
Rino Ferreri

REGRETS

Lou Trozzolo
Deputy Chief Paul VandeGraaf

MINUTES PREPARED BY Melissa Graham

1. CALL TO ORDER

The meeting was called to order by Chairperson J. Greaves at 8:32 a.m.

2. APPROVAL / ADDITIONS TO THE AGENDA

2.1. Approval of the agenda as presented

Moved by A. Da silva: THAT the DBIA Board of Management approve agenda as presented.

Carried

3. DECLARATIONS OF INTEREST BY MEMBERS

There were no delegations of interest by members.

4. CLOSED SESSION

Moved by J. Dreyer: 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_025_2019

Carried

Moved by Councillor Bureau: THAT the DBIA Board of Management move into open session. **DBIA_026_2019**


Carried

Moved by Deputy Mayor Seguin: THAT the DBIA Board of Management approve the advertisement of the DBIA Coordinator position on all media platforms with the wage increase to \$45,000 - \$50,000. **DBIA_027_2019**

Carried

5. ADJOURNMENT

The meeting was adjourned at 9:27a.m by Chairperson J. Greaves.

DOWNTOWN BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT	
	<p>DBIA Board of Management SPECIAL MEETING MINUTES</p>
	<p>Thursday April 25, 2019 at 8:15 AM Venture13</p>

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

Councillor Adam Bureau
Amanda Da Silva
Jenna Fitzgerald
Joan Greaves
Julie Dreyer
Julie McCuaig
Lou Trozzolo

REGRETS:

Deputy Mayor Suzanne Seguin
Rino Ferreri

MINUTES PREPARED BY: Melissa Graham

1. CALL TO ORDER

The meeting was called to order by Chairperson J. Greaves at 8:17am.

2. APPROVAL / ADDITIONS TO THE AGENDA

2.1. Approval of the agenda

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

Carried

3. DECLARATIONS OF INTEREST BY MEMBERS

3.1. There were no declarations of interest.

4. CLOSED SESSION

4.1. Meet in Closed Session

Moved by J. Dreyer: 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_028_2019

Carried

Moved by J. Fitzgerald: THAT the DBIA Board of Management move into open session. **DBIA_029_2019**

Carried

5. REPORTS

5.1. DBIA Coordinator and Summer Student

Moved by L. Trozzolo: THAT the DBIA Board of Management approve the hiring of Aaron Wood as the DBIA Events and Communications Coordinator at \$50,000/per annum with no benefits.

FURTHER THAT performance be reviewed in three (3) months with the probation period lasting four (4) months. **DBIA_030_2019**

Carried

Moved by Councillor Bureau: THAT the DBIA Board of Management continue with the Summer Student job posting citing all applicable criteria on all social media platforms as per Motion Number: **DBIA_018_2019. DBIA_031_2019**

Carried

6. ADJOURNMENT

The meeting was adjourned at 8:29 a.m by Chairperson J. Greaves.

	THE CORPORATION OF THE TOWN OF COBOURG
	COBOURG HERITAGE ADVISORY COMMITTEE MEETING MINUTES
	May 1, 2019 Victoria Hall, Committee Room 4:00PM

The following members were present:

Graham Andrews Chair
Kenneth Bagshaw, Vice-Chair
Loren Turner
Felicity Pope
Jolinka Burnie
Councillor Nicole Beatty

The following staff were present:
Dave Johnson -Planner 1-Heritage
Adriane Miller -Secretary

Regrets
Catherine Richards

CALL TO ORDER

The meeting was called to order at 4:00PM

APPROVAL / ADDITIONS TO THE AGENDA

Agenda is approved as written no additions were added

Carried

DECLARATIONS OF INTEREST BY MEMBERS

No declarations by members were made

ADOPTION OF MINUTES

Approval of the Minutes from the April 10, 2019 meeting

Moved by K. Bagshaw "THAT the minutes from the April 10th meeting be approved as written"

Carried

HERITAGE PERMIT APPLICATIONS

HP-2019-013

Applicant: Geoff and Kathy Morgan

Address: 11 Park Street

description: Proposed Demolition & Re-construction of Detached Dwelling

Moved by N. Beatty

WHEREAS, Planning and Heritage staff has reviewed the documentation associated with the proposed demolition and re-construction of the detached dwelling at 11 Park Street and has concluded that the proposal is consistent with good heritage principles, is sympathetic to the heritage attributes and character of the neighbourhood, and meets the intent of the policies and guidelines as set out in the *George Street Heritage Conservation District Plan*;

THEREFORE, it is recommended that Heritage Permit Application HP-2019-013 as submitted by Geoff & Kathy Morgan to permit the demolition and re-construction of the detached dwelling on the subject property be approved subject to the finalization of details with Planning and Heritage staff.

Carried

HP-2019-014

Applicant: Michael Smith

Address: 208 Albert Street

Description: New Portico Roof

Moved by N.Beatty

WHEREAS, Planning and Heritage staff has reviewed a proposed new portico roof addition at 208 Albert Street and has determined that the proposal is an appropriate alteration to the property;

THEREFORE, it is recommended that Heritage Permit Application HP-2019-014 as submitted by Michael Smith to permit a new portico roof over the rear entrance of the subject building be approved subject to the finalization of details with Planning and Heritage staff.

Carried

HP-2019-015

Applicant: Kelly Anderson

Address: 122 Albert Street

Description: Proposed Deck Extension

Moved by F. Pope

Cobourg Heritage Advisory Committee Meeting Minutes

MAY 1, 2019

WHEREAS, Planning and Heritage staff has reviewed a proposed new deck extension and entrance modification at 122 Albert Street and has determined that the proposal is an appropriate alteration to this heritage property;

THEREFORE, it is recommended that Heritage Permit Application HP-2019-015 as submitted by Kelly Anderson to permit a new deck extension and entrance modification at the subject property be approved subject to the finalization of details with Planning and Heritage staff.

Carried

UNFINISHED BUSINESS

425 and 425A - King Street East

NEW BUSINESS

Cobourg Heritage Advisory Committee Annual Event

Moved by K. Bagshaw **THAT** the Cobourg Heritage Advisory Committee, requests to establish a sub-committee to meet outside of the regular committee meetings, to prepare and plan for the annual heritage event to take place in the fall of 2019 **FURTHER THAT** the Committee Members shall coordinate the event with heritage staff

Carried

STAFF APPROVAL SUMMARY LISTS

MEMO: Dated April 27, 2019

ADJOURNMENT

The meeting was adjourned at 5:25PM

FUTURE MEETINGS

Back-up Meeting Wednesday May 22, 2019 at 4:00 PM Victoria Hall Committee Room

The following items are to be added to the next Cobourg Heritage Advisory Committee Meeting

1. Staff update on 99-101 Albert Street
2. Staff update on 230 Perry Street

**THE JOINT ANIMAL CONTROL MUNICIPAL SERVICE
BOARD
Meeting Minutes
Thursday May 6, 2019 at 3:00 PM
Township of Alnwick/Haldimand, Municipal Office**

Present: Chair S. Gibson
Member W. Cane
Member A. Burchat

Staff: L. O'Neill-Jackson, Recording Secretary
E. McKinley, Manager
K. Young, Veterinarian

Regrets: Member J. Bickle

1 Call to Order

Chair Gibson called the meeting to order at 3:07 p.m.

2 Disclosure of Pecuniary Interest and the Nature Thereof

There were no interests declared.

3 Approval of Agenda as Circulated

3.1 Joint Animal Control Municipal Service Board Meeting Agenda for May 6th, 2019.

Moved by A. Burchat, Seconded by W. Cane

"Be it resolves that the Joint Animal Control Municipal Service Board agenda of May 6th, 2019, be approved as circulated.

CARRIED.

4 Approval of Previous Meeting Minutes

4.1 Joint Animal Control Municipal Service Board Meeting Minutes of April 4th, 2019.

Moved by W. Cane, Seconded by A. Burchat

"Be it resolved that the Joint Animal Control Municipal Service Board meeting minutes of April 4th, 2019 be approved.

CARRIED.

5 Business Arising from the Minutes

5.1 Item 8F - Report from the Recording Secretary - Updating the Joint Animal Control Municipal Service Board Agreement

The Board determined that a meeting should be arranged with the CAO's and Clerk's of each of the four municipalities to discuss Hamilton Township taking over responsibility for Animal Services. Hamilton Township volunteered to arrange this meeting.

Moved by Member A. Burchat, Seconded by W. Cane

"Be it resolved that the CAO of Hamilton Township be requested to arrange a meeting with the Township CAO's and Clerks in attendance as well as the Treasurer of Hamilton Township to discuss the potential of Hamilton Township assuming the responsibility for animal services.

CARRIED.

6 Delegations

6.1 Jan Rosamond, CADDOG President, RE: Park Enforcement in Cobourg

Jan Rosamond, President, CADDOG and Martin Hennessy, Vice President of CADDOG were present to speak regarding enforcement for the dog park in Cobourg.

Ms. Rosamond expressed that the CADDOG volunteers are the caretakers of the dog park and they are unable to enforce the rules and by-laws when there are problems. They are requesting that Animal Control Officers visit and walk the park on a regular basis to check for by-law violations. There seems to be not a lack of compliance, but a lack of knowledge of the rules of the park as new people visit the park.

If there is no enforcement, people believe that the rules are only suggestions and it can become a free for all. Visitors to the dog park do not appreciate or respect another visitor to the park informing them that they are violating the rules.

The delegation was advised that the Animal Control Officers can enforce the by-laws if the Town of Cobourg appoints their staff to enforce the by-laws specific to the dog park. It will be confirmed by the Recording Secretary that

Cobourg has done so. The Animal Services Manager agreed that Animal Control would be willing to provide a regular presence in the park.

There is a formal complaint process for concerns at the dog park and they are sent directly to the CADDOG President and Vice President and they deal with them as promptly as possible. Unfortunately, they cannot enforce the rules. If an action does happen, they never hear if any enforcement was done. The Animal Services Manager advised this is difficult under the Freedom of Information Act to provide this information. CADDOG advised that they do not need specific details, only to know if a matter was dealt with (yes or no answer). DADDOG noted that Cobourg By-law enforcement is very good at reacting to complaints as are the Police. This complaints from CADDOG are a result of a matter they can't deal with themselves or a complaint from a number of members.

All members were reminded that the Animal Control Appointment Bylaws should be sent to animal control annually. The Recording Secretary will remind the member municipalities.

7 Correspondence

7.1 AMO Communication, dated April 10, 2019, RE: Enforcement of Animal Cruelty Laws - Provincial Download

The Animal Control Manager noted there has been no contact from the OSPCA at this time and there was only one inspector in all of Northumberland County.

Moved by A. Burchat, Seconded by W. Cane

"Be it resolved that the correspondence from AMO dated April 10, 2019 RE: Enforcement of Animal Cruelty Laws - Provincial Download be received and filed.

CARRIED.

7.2 Licencing and Regulation of Dogs Draft By-law - Municipal Comments

The Board was advised that comments have not been received from all the Clerks. There are a number of corrections that have been suggested but these will not be made until all comments are received.

Moved by W. Cane, Seconded by A. Burchat

"Be it resolved that the correspondence regarding the licencing and regulation of dogs draft by-law be received and that consideration of the draft By-law be deferred until the June meeting"

CARRIED.

8 Staff and Committee Reports

8.1 Animal Control Report dated May 6, 2019, as Prepared and Submitted by the Pound Manager

The Pound Manager summarized the report and the recent activities for Animal Control staff. It was noted that there can be a problem with people not answering the door to an Animal Control Officer. In one particular case, the owner will not answer the door even if it is the Police. The municipal law firm of Templeman will be contacted to see if there is anything legally that Animal Services can do in this situation.

Moved by A. Burchat, Seconded by W. Cane

"Be it resolved that the Animal Control Report dated May 6, 2019 as prepared and submitted by the Pound Manager be received and filed.

CARRIED.

8.2 Monthly Statistics Report dated May 6, 2019, as Prepared and Submitted by the Pound Manager

The Pound Manager summarized her report noting the reporting format had been revised as requested.

Moved by A. Burchat, Seconded by W. Cane

"Be it resolved that the Monthly Statistics Report dated May 6, 2019, as prepared and submitted by the Pound Manager be received and filed.

CARRIED.

9 Notice of Motions/Resolutions

None.

10 By-Laws

10.1 By-law No. 001-2019 - Being a By-law to Establish Fees and Charges for Services and Activities Provided by Municipal Animal Services

The Committee discussed the different fees currently in place for Cobourg. A. Burchat explained that Cobourg is planning to charge the same rates as outlined in the By-law beginning in 2020. It was suggested that it be added to bottom of Schedule 'A' of the By-law that "Cobourg's Dog Tag Fees will remain unadjusted at date of passing and become compliant with the above rates

effective January 2020."

Moved by A. Burchat, Seconded by W. Cane

*"Be it resolved that **By-law No. 0001-2019**, A By-law to Establish Fees and Charges for Services and Activities Provided by Municipal Animal Services as amended be deemed read and hereby PASSED this 6th day of May, 2019.*

CARRIED.

11 Comments from the Chair

The Chair had no comments.

12 New and Other Business

None.

13 Closed Session Items

13.1 Closed Session

The purpose of the Closed Session is to discuss matters under Section 239(2)(b) and (k) with respect to personal matters about an identifiable individual including municipal or local board employees; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.

Moved by A. Burchat, Seconded by W. Cain

"Be it resolved that the Joint Animal Control Municipal Service Board adjourn to a Closed Session in accordance with Section 239(2)(b) and (k) of the Municipal Act, as amended with the recording secretary to remain in attendance at 3:53 p.m.

CARRIED.

132 Motion to Reconvene to Regular Meeting

Moved by W. Cane, Seconded by A. Burchat

"Be it resolved that the Joint Animal Control Municipal Service Board reconvene to the regular meeting at 4:09 p.m.

CARRIED.

14 Next Meeting

The next meeting of the Board will be Wednesday, May 22, 2019, at 3:00 p.m.

held at the Township of Alnwick/Haldimand in the Council Chambers.

15 Adjournment

Moved by W. Cane, Seconded by A. Burchat

"Be it resolved that the Joint Animal Control Municipal Service Board Meeting of May 6, 2019 be adjourned at 4:11 p.m.

CARRIED.

Municipal Animal Services

REPORT TO: Joint Animal Control Municipal Services Board

FROM: Elizabeth McKinlay, Pound Manager

RE: Monthly Statistics

DATE: May 6, 2019

RECOMMENDATION(S):

1. That this report be received as information

BACKGROUND:

Attached are the statistics for the Joint Animal Control Municipal Services for the month of March 2019.

The monthly intake of dogs was up over the last two years which brings the year to date to the same number as 2018. Most dogs are returned to owner. Dogs that are not claimed continue to be ones with behavioural, health, or aggression issues. The average number of days a dog remains at the facility is 3.3 days. The monthly cat intake numbers are up this year with the year to date numbers up slightly over the previous two years. The average number of days a cat remains at the facility has decreased to 16.5 days. The average number of days a kitten remains at the facility has decreased to 39.4 days.

The cost to provide for the medical needs for animals to prepare them for adoption, which includes spay/neuter, vaccines, microchip, flea and worm treatment as well as medical treatment for things such as dentistry, ear treatments, etc. for year to date is on average per Dog \$191.01, Cat \$197.35 and Barn Cat \$163.29. These numbers have decreased from the previous two years.

On March 31, 2019 there were three dogs and fourteen cats and kittens at the pound.

Municipal Animal Services continues to qualify as a NO KILL facility.

CONCLUSION:

Staff would ask that the Board review the statistics and accept this report for information.

Joint Animal Control Comparison Statistics

March 2019

March	Mar-17	Mar-18	Mar-19	YTD 2017	YTD 2018	YTD 2019
	Dogs	Dogs	Dogs	Dogs	Dogs	Dogs
Beginning Count	1	1	1	0	2	2
Total Intake	11	9	17	24	30	30
Outcome-Return to Guardian	11	9	14	20	27	24
Outcome-Adopted/Transferred	1	1	1	4	5	5
Outcome-DOA or Died in Cage	0	0	0	0	0	0
Outcome-Euthanasia unhealthy	0	0	0	0	0	0
Outcome-Euthanasia aggressive	0	0	0	0	0	0
Average Care Days per Dog in Facility				4.1	4.8	3.3
Average Medical Cost per dog to prepare for adoption	\$ -	\$ -	\$ 319.04	\$ 347.56	\$ 310.82	\$ 191.01
Animal Control Patrol	38	68	52	78	157	134
Animal Control Duties	24	27	38	74	77	83
Police Assist/Involved	1	2	0	1	7	0
Number of Tickets Issued	2	0	0	2	3	8
Compliance Calls	11	11	9	27	20	24
Number of Animals in Pound March 31	0	0	3	0	0	3


March	Mar-17	Mar-18	Mar-19	YTD 2017	YTD 2017	YTD 2019
	Cats	Cats	Cats	Cats	Cats	Cats
Beginning Count	10	9	2	9	17	18
Total Intake	11	10	21	35	34	40
Outcome-Return to Guardian	0	1	2	3	2	3
Outcome-Adopted/Transferred	14	5	3	25	31	30
Outcome-Barn Cat Program	4	5	2	11	8	7
Outcome-DOA or Died in Cage	0	0	2	1	1	3
Outcome-Escaped from Cage	0	0	0	1	0	0
Outcome-Euthanasia unhealthy	0	0	0	0	1	1
Outcome-Euthanasia aggressive	0	0	0	0	0	0
Average Care Days per Cat in Facility				15.3	22	16.5
Average Care Days per Kitten in Facility				56.6	58.4	39.4
Average Medical Cost per kitten to prepare for adoption	\$ 148.25	\$ -	\$ -	\$ 148.25	\$ 169.56	\$ -
Average Medical Cost per cat to prepare for adoption	\$ 240.83	\$ 166.73	\$ 60.66	\$ 212.13	\$ 257.79	\$ 197.35
Average Medical Cost per barn cat to prepare for adoption	\$ 165.93	\$ 191.70	\$ 154.33	\$ 185.69	\$ 202.19	\$ 163.29
Number of Animals in Pound March 31	3	8	14	3	8	14

**Joint Animal Control Monthly Statistics
January 1 - March 31, 2019**

January-March 2019	All Municipalities		Cobourg		Port Hope / Hope		Hamilton		Alnwick / Haldimand		Cramahe / Alderville		Abandoned at Shelter	
	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats
Beginning Count	2	18	2	7	0	2	0	4	0	0	0	0	0	5
Intake as Stray	30	39	8	10	6	17	8	6	6	6	2	0	0	0
Intake as Surrender/Abandoned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intake as Return Adoption	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Intake as Police Assist/Quar.	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-Returned to Guardian	24	3	7	2	6	1	7	0	4	0	0	0	0	0
Outcome-Adopted	5	16	3	3	0	6	1	1	0	2	1	0	0	4
Outcome-Adopted from External Facility/Pet Store	0	14	0	1	0	6	0	5	0	1	0	0	0	1
Outcome-Transferred to rescue/no fee adoption	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-Barn Cat Program	0	7	0	3	0	2	0	0	0	2	0	0	0	0
Outcome-Still Born or abandoned young DIC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-DOA or Died in Cage	0	3	0	0	0	0	0	3	0	0	0	0	0	0
Outcome-Escaped from Cage	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-Euthanized due to Health Reasons	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Outcome-Euthanized Due to Aggression	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Animal Control Patrol	134		42		41		35		16		0			
Animal Control Duties	83		23		28		17		14		1			
Police Assist/Involved	0		0		0		0		0		0			
Number of Tickets Issued	8		1		0		0		7		0			
Compliance Calls	24		6		4		6		8		0			
Number of Animals in Pound March 31, 2019	3	13	0	6	0	5	0	1	2	1	1	0	0	0
Number of Animals in Pet Store March 31, 2019	0	1	0	1	0	0	0	0	0	0	0	0	0	0

**Joint Animal Control Monthly Statistics
March 2019**

March 2019	All Municipalities		Cobourg		Port Hope / Hope		Hamilton		Alnwick / Haldimand		Cramahe / Alderville		Abandoned at Shelter	
	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats	Dogs	Cats
Beginning Count	1	2	0	1	0	1	0	0	1	0	0	0	0	0
Intake as Stray	17	21	4	7	3	8	5	3	4	3	1	0	0	0
Intake as Surrender	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intake as Return Adoption	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intake as Police Assist/Quar.	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-Returned to Guardian	14	2	4	1	3	1	4	0	3	0	0	0	0	0
Outcome-Adopted	1	2	0	0	0	1	1	0	0	1	0	0	0	0
Outcome-Adopted from External Facility/Pet Store	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Outcome-Transferred to rescue/no fee adoption	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-Barn Cat Program	0	2	0	0	0	1	0	0	0	1	0	0	0	0
Outcome-Still Born or abandoned young DJC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-DOA or Died in Cage	0	2	0	0	0	0	0	2	0	0	0	0	0	0
Outcome-Escaped from Cage	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-Euthanized due to Health Reasons	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outcome-Euthanized Due to Aggression	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Animal Control Patrol	52		21		14		12		5		0		0	
Animal Control Duties	38		9		14		8		6		1		0	
Police Assist/Involved	0		0		0		0		0		0		0	
Number of Tickets Issued	0		0		0		0		0		0		0	
Compliance Calls	9		2		1		3		3		0		0	
Number of Animals in Pound March 31, 2019	3	13	0	6	0	5	0	1	2	1	1	0	0	0
Number of Animals in Pet Store March 31, 2019	0	1	0	1	0	0	0	0	0	0	0	0	0	0

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

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
	SUSTAINABILITY & CLIMATE CHANGE ADVISORY COMMITTEE MEETING MINUTES
	Wednesday, May 8, 2019 Committee Room, Victoria Hall, Cobourg

The Sustainability and Climate Change Advisory Committee met this morning at 11:00 A.M. in the Committee Room, Victoria Hall, Cobourg, with the following persons in attendance:

Members present: Councillor Adam Bureau
 Judy Smith
 Terry Stopps
 Petra Hartwig
 Minnie de Jong
 Antony Pitts
 Gigi Ludorf-Weaver
 Marius Marsh

Staff present: Terry Hoekstra, Manager of Engineering & Capital Projects
 Brent Larmer, Municipal Clerk/Manager of Legislative Services
 Rory Quigley, Arborist
 Robyn Bonneau, Secretary

CALL TO ORDER

The Meeting was called to order by the Secretary (2:00 P.M.).

INTRODUCTIONS

Members of the Sustainability and Climate Change Advisory Committee (SCCAC) and Municipal Staff introduced themselves and their general interest in the participating in the SCCAC.

ELECTION OF CHAIR AND VICE-CHAIR

Moved by Gigi Ludorf-Weaver, THAT Terry Stopps be nominated for the position of SCACC Chair for the 2019 calendar year.

Carried

Moved by Gigi Ludorf-Weaver, THAT she (Gigi Ludorf-Weaver) be nominated as the SCACC Vice-Chair for the 2019 calendar year.

Carried

AGENDA ADDITIONS

DISCLOSURE OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest declared by Members of the SCCAC.

PRESENTATIONS/DELEGATIONS

COMMUNICATION/CORRESPONDENCE

REPORTS

NEW BUSINESS

Sustainability and Climate Change Advisory Committee 2019 Schedule.

The SCCAC reviewed the potential options for 2019 meeting dates and agreed to hold meetings on Wednesdays at 2:00 p.m., pending the verification of meeting room availability by Staff.

Sustainability and Climate Change Advisory Committee Terms of Reference.

The SCCAC's Terms of Reference were briefly discussed by Staff and the Committee expressed interest in defining the word 'sustainability'. Member Ludorf-Weaver suggested that discussions regarding the definition of 'sustainability' be deferred to the next regularly scheduled meeting, to allow the opportunity for Members to submit definitions of 'sustainability' to be considered and adopted by the Committee.

Resolution 129-19 from the Municipal Council of the Town of Cobourg regarding the 2019 - 2022 Council Strategic Plan.

SCACC received Resolution 129-19 of the Cobourg Municipal Council for information purposes.

Motion from the former Planning and Sustainability Advisory Committee regarding the Future Management of Sustainability Advice to Council.

The September 18, 2018 Motion from the former Planning and Sustainability Advisory Committee which recommended that the Municipal Council include sustainability in its municipal wide advisory structure, was discussed by the SCACC and was received for

information purposes.

Council Delegation from March 18, 2019, Petra Hartwig and Gudrun Ludorf-Weaver, on behalf of the Northumberland Chapter of the Council of Canadians, Sustainable Cobourg and Blue Dot, regarding Blue Communities and installation of outside water bottle filling stations.

The SCACC expressed the opinion that it would be a two (2) step process to execute the recommended action of the March 18, 2019 Delegation to the Municipal Council. Namely, the Municipality would be required to first establish water bottle filling stations, and then proceed to remove/ban non-reusable plastic water bottles from Municipal facilities.

Member Hartwig and Ludorf-Weaver agreed to draft two (2) Motions to be considered by the Committee at the next regularly scheduled meeting, and that the Motion should be circulated to the Committee prior to the next meeting to allow Members to review the recommended Motions to be brought forward to the Municipal Council.

Resolution, City of Quinte West, regarding the effort to reduce bottled water usage and promote the use of municipal water.

SCACC received the City of Quinte West's Resolution regarding the bottled water usage and the promotion of municipal water for information purposes.

UNFINISHED BUSINESS

ADJOURNMENT

The Meeting Adjourned at 1:00 P.M., and the next regularly scheduled meeting of the SCACC will occur on Wednesday, June 5, 2019 at 2:00 p.m.

Tuesday 23 May 2019

823 Smith Rd.,
Cobourg ON K9A 0B7

Ms J. Chapman-Davies,
Events Coordinator,
Town of Cobourg,
740 Division St., Bldg #7,
Cobourg ON K9A 4L1

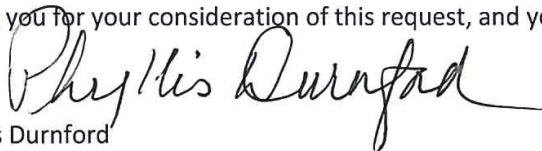
Dear Ms Chapman-Davies: Event Application for Saturday 13 July 2019; Request for
Consideration of Application Fee Waiver.

The event for which this application is provided is a Recreational Vessel Courtesy Check event, presented by RCAF Trenton Power Squadron. We are a member of the Canadian Power/Sail Squadrons, a national volunteer organization focused on promotion of safe boating in Canada through teaching safe boating courses and promoting boating safety. The recreational Vessel Courtesy Checks involve free, non-punitive boat inspections for compliance with Transport Canada's Minimum Safety Requirements by Boat Type and Length. We will check any vessel, from human-powered paddleboards, kayaks, to sail and power boats up to 24m (78'9") in length. In the area between Trenton and Cobourg, our squadron provides these check events. I am the Recreational Vessel Courtesy Check Coordinator for these events.

Having reviewed the application, and in consideration that we provide a free public service, we wish to request a waiver of the \$50 application fee. We will provide a copy of the current CPS insurance certificate, good to 30 June 2019. We will provide a copy of the 2019-2020 insurance certificate early in July before the event date.

Also included is the Site Plan for this event, showing where on the Marina property, our event 'station' will be situated, at the south-east corner of the grassy area at the Centre Pier.

Thank you for your consideration of this request, and your continued support for this event.



Phyllis Durnford
Coordinator, Recreational Vessel Courtesy Checks,
RCAF Trenton Power Squadron,



May 9th, 2019

Town of Cobourg
c/o John Henderson
55 King Street West
Cobourg, Ontario
K9A 2M2

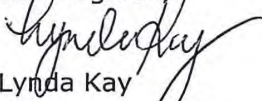
Dear Mayor Henderson,

On behalf of the "Honouring the Journey" Campaign Team, we would like to extend our sincere appreciation and gratitude for your four-year pledge of \$240,000.00 towards Ed's House Northumberland Hospice Care Centre. Your commitment will have a tremendous impact on the success of our campaign, and advancing hospice care in our community. Thank you for your first payment of \$60,000.00.

The community response to build a hospice has shown us firsthand the strong commitment and belief in the need for a Hospice Care Centre in Northumberland County. Through the dedication of our campaign volunteers and donors like you, our community is stepping forward and helping us reach our vision of a place for excellence in hospice palliative care. Once built, the Northumberland Hospice Care Centre will offer 10 homelike suites, 6 that will be operational when the doors open and 4 additional suites for future use, a safe refuge for people living with life-limiting illness and for those nearing the end of their lives. It will also be a place where families will find the comfort and support they need during their time of grief.

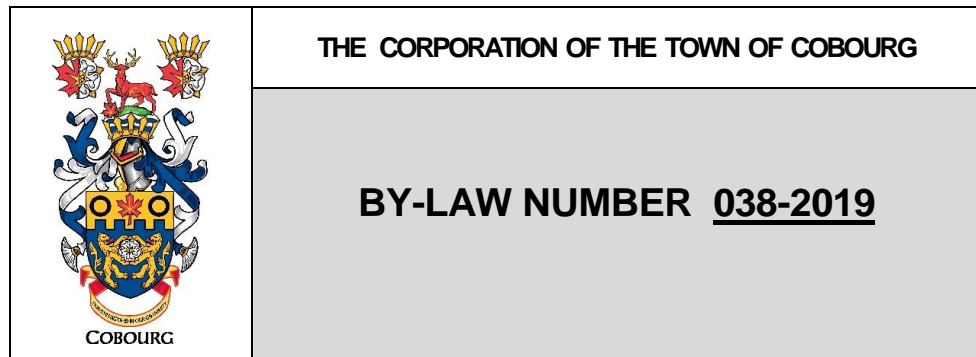
Once again, thank you for your generosity which has truly touched us. With your help we will be successful in providing our community with the level of end-of-life care that we all deserve.

Best regards,


Lynda Kay
Campaign Director
Thank you!
Honouring The Journey Campaign

Encl: 2019 Official tax receipt

Project Office:
151 Rose Glen Road, Suite B Port Hope, ON L1A 3V6
northumberlandhospice.ca



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 JUNE 10, 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 June 10, 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 June 10, 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 June 10, 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 10th day of June, 2019.

MAYOR

MUNICIPAL CLERK